# REGULAR COUNCIL MEETING
# AGENDA

**FEBRUARY 13, 2017 - 7:30 P.M.**

**CITY HALL COUNCIL CHAMBERS**
**15 LOOCKERMAN PLAZA - DOVER, DELAWARE**

**OPEN FORUM - 30 MINUTES PRIOR TO OFFICIAL MEETING (7:00 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**

**MOMENT OF SILENCE FOR LIEUTENANT STEVEN R. FLOYD LED BY COUNCILMAN BRIAN LEWIS**

**PLEDGE OF ALLEGIANCE LED BY BOY SCOUT TROOP NUMBER 436**

**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 JANUARY 23, 2017**
- **B. REGULAR COUNCIL MEETING OF JANUARY 23, 2017**

**2. CERTIFICATE OF CONGRATULATIONS - MADISON BRENGLE**

**3. TRIBUTE NO. 2017-02 - LIEUTENANT STEVEN R. FLOYD**

**4. REZONING REQUESTS - PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCES**

THE FIRST READING OF THE PROPOSED ORDINANCES WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF DECEMBER 12, 2016. THE ORDINANCES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

**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, THIRD COUNCIL DISTRICT; PLANNING REFERENCE: Z-17-01)

**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, FOURTH COUNCIL DISTRICT; PLANNING REFERENCE: Z-17-02)

**5. SPECIAL DOVER HUMAN RELATIONS COMMISSION REPORT - JANUARY 19, 2017**

* **A. ELECTION OF COMMITTEE CHAIR - GOVERNMENT POLICY, PROGRAMS, AND PRACTICES COMMITTEE**

(COMMISSION ELECTED MR. GADDIS TO SERVE AS THE CHAIR)

* **B. DHRC COMMITTEE UPDATES**

**(1) COMMUNITY ENGAGEMENT COMMITTEE** (MULLEN)

(NO UPDATE WAS PROVIDED)

**(2) COMMUNICATIONS COMMITTEE** (PAIGE)

(COMMISSION ACTION NOT REQUIRED)

**(3) EDUCATION COMMITTEE** (BOGLE)

(COMMISSION ACTION NOT REQUIRED)

**C. OLD BUSINESS**

**(1) DHRC DIVERSITY RESEARCH PROJECT**

(COMMISSION SUBMITTED THE DHRC DIVERSITY RESEARCH PROJECT REPORT TO CITY COUNCIL)

* **(2) DEVELOPMENT OF CONCISE STATEMENT - MISSION AND FUNCTIONS OF DHRC**

(COMMISSION RECOMMENDED THAT MR. GADDIS AND REVEREND PAIGE PRESENT A CONSOLIDATED STATEMENT AT THE NEXT MEETING)

* **(3) DHRC VACANCIES**

(COMMISSION ACTION NOT REQUIRED)

* **D. FUTURE MEETING DATES**

(COMMISSION SCHEDULED THE NEXT MEETING FOR THURSDAY, FEBRUARY 23, 2017 AT 6:00 P.M.)

* **6. COUNCIL COMMITTEE OF THE WHOLE REPORT - JANUARY 24, 2017**

**A. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE**

**(1) REPORT ON INITIAL ASSESSMENT OF PUBLIC SAFETY ISSUES RELATED TO HOLDING PUBLIC MEETINGS IN THE CITY COUNCIL CHAMBERS, CITY HALL, AND 5 EAST REED STREET**

(COMMITTEE ACTION NOT REQUIRED)

* **6. COUNCIL COMMITTEE OF THE WHOLE REPORT - JANUARY 24, 2017 (CONTINUED)**

**A. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE (CONTINUED)**

**(2) QUARTERLY BRIEFING ON DOVER/KENT COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO) PROJECTS**

(COMMITTEE ACTION NOT REQUIRED ON THE BELOW ITEMS)

**(A) DOWNTOWN DOVER PARKING STUDY**

**(B) GARRISON OAK TRAFFIC STUDY**

**(3) BICYCLE AND PEDESTRIAN SUBCOMMITTEE RECOMMENDATIONS**

**(A) WALK21 INTERNATIONAL CHARTER FOR WALKING**

(COMMITTEE RECOMMENDED AUTHORIZING STAFF TO SIGN THE WALK21 INTERNATIONAL CHARTER FOR WALKING ON BEHALF OF THE CITY OF DOVER)

**(B) PROPOSED RESOLUTION NO. 2017-01 - COMPLETE STREETS**

(COMMITTEE RECOMMENDED ADOPTION OF THE PROPOSED RESOLUTION)

**B. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE**

**(1) DISCUSSION - USE OF LEVY COURT CHAMBERS**

(COMMITTEE RECOMMENDED THAT THE CITY MANAGER BE DIRECTED TO WORK WITH STAFF TO CREATE ROUGH ORDER MAGNITUDE ESTIMATES TO ADDRESS THE ADA AND SAFETY ISSUES THAT WERE DISCUSSED DURING THE MEETING)

(COMMITTEE RECOMMENDED THAT MRS. TRACI MCDOWELL, CITY CLERK, AND MR. SCOTT KOENIG, CITY MANAGER, INITIATE THE DIALOGUE WITH MR. MICHAEL PETIT DE MANGE FROM THE COUNTY TO LOOK AT WHAT THE ISSUES MIGHT BE OF A TEMPORARY SPACE FOR A DEFINED PERIOD OF TIME FOR CITY COUNCIL MEETINGS)

**(2) POSSIBLE MOVE OF COUNCIL COMMITTEE OF THE WHOLE MEETINGS TO MONDAY EVENINGS**

(COMMITTEE RECOMMENDED ADOPTION OF THE COUNCIL COMMITTEE OF THE WHOLE STRUCTURE USED FOR THE PAST YEAR TO BE HELD ON MONDAY EVENINGS FROM 5:30 P.M. TO 7:00 P.M. WITH THE ABILITY TO RECESS THE MEETING UNTIL THE CONCLUSION OF THE COUNCIL MEETING IF NECESSARY)

(COMMITTEE RECOMMENDED THAT THE RULE OF THUMB BE THAT EXECUTIVE SESSIONS BE SCHEDULED AT THE END OF THE COUNCIL MEETINGS ON MONDAY EVENINGS, WITH THE RIGHT RESERVED TO SCHEDULE SESSIONS BEFORE THE MEETING IF SOMEONE IS COMING IN FROM THE OUTSIDE, AND THAT THIS BE EFFECTIVE FOR THE FIRST MEETING IN MARCH)

**(3) EVALUATION OF REQUEST FOR PROPOSALS - DOVER BROADCAST AND PRODUCTION EQUIPMENT (RFP 17-0016CC)**

(COMMITTEE TABLED THIS MATTER UNTIL THE SECOND MEETING IN FEBRUARY TO HEAR FROM THE STAFF WORKING WITH THE LEVY COURT IN TERMS OF WHAT THEY DISCOVER AND RECOMMEND)

**(4) PERMISSION TO RECRUIT - FULL-TIME BUDGET ANALYST**

(COMMITTEE RECOMMENDED AGAINST AUTHORIZATION TO BEGIN THE RECRUITMENT PROCESS FOR THE POSITION OF BUDGET ANALYST IN THE CITY MANAGER'S OFFICE)

* **7. MONTHLY REPORTS - DECEMBER 2016**

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

* **8. QUARTERLY REVIEW OF CAPITAL INVESTMENT PLAN (CIP)** (OCTOBER, NOVEMBER, AND DECEMBER)

**9. CHANGE ORDER FUNDING IMPACT ON CAPITAL INVESTMENT PLAN (MEETING HOUSE BRANCH VOLUNTARY CLEANUP PROGRAM)**

(DURING THEIR REGULAR MEETING OF JANUARY 23, 2017, CITY COUNCIL DIRECTED MRS. MITCHELL AND MR. KOENIG TO REWORK THE NUMBERS AND REPORT THEIR FINDINGS)

**10. CHANGE ORDER - SOUTH NEW STREET WATER MAIN PROJECT - UPDATE AND EMERGENCY CHANGE ORDER - ENVIRONMENTAL WORK**

(STAFF RECOMMENDS APPROVAL OF ALL NECESSARY COMPONENTS OF THE CHANGE ORDER, WITH MINIMUM ANTICIPATED COSTS OF $128,000. COSTS WOULD BE INCURRED FROM COMPLIANCE ENVIRONMENTAL, GUARDIAN ENVIRONMENTAL SERVICES AND AZTECH CONTRACTING, INC. PROJECT BUDGETS FOR WQ1704 AND WQ1702 WILL BE AMENDED ACCORDINGLY.)

* **11. APPOINTMENTS/REAPPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT SLAVIN - HUMAN RELATIONS COMMISSION - THREE (3) YEAR TERMS TO EXPIRE FEBRUARY 2020**

- **A. PAUL FLEMING - FIRST DISTRICT (TO FILL THE EXPIRED TERM OF JACKIE GRIFFITH)**
- **B. THEODORE HENDERSON - SECOND DISTRICT**
- **C. WANDA MULLEN - THIRD DISTRICT**
- **D. RITA MISHOE PAIGE - FOURTH DISTRICT**

* **12. APPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN**

- **A. PUBLIC ADVISORY COMMITTEE OF THE DOVER/KENT COUNTY MPO - KAREN MCGLOUGHLIN (TO FILL THE UNEXPIRED TERM OF JOHN S. GRADY - TERM TO EXPIRE JULY 2017)**
- **B. PLANNING COMMISSION - FIRST DISTRICT - DEBORAH L. EDWARDS (TO FILL THE UNEXPIRED TERM OF COLONEL ROBERT WELSH (RET.) - TERM TO EXPIRE JUNE 2017)**

**13. FINAL READING - PROPOSED ORDINANCES**

THE FIRST READING OF THE PROPOSED ORDINANCES WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF JANUARY 23, 2017. THE ORDINANCES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS OR ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

- **A. #2017-01 AMENDING CHAPTER 70 - OFFENSES AND MISCELLANEOUS PROVISIONS AND APPENDIX F - FEES AND FINES (DISORDERLY PREMISES)**
- **B. #2017-02 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE V - FINANCE, SECTION 2-422 - DISPOSAL OF EXCESS PROPERTY**

**13. FINAL READING - PROPOSED ORDINANCES (CONTINUED)**

**C. #2017-03 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE IV - OFFICERS AND EMPLOYEES, DIVISION 7 - GENERAL EMPLOYEE PENSION PLAN AND DIVISION 8 - DEFERRED COMPENSATION PLAN; ARTICLE VI - OTHER POST-EMPLOYMENT BENEFITS FUND AND CREATING A NEW CHAPTER 80 - PERSONNEL**

**D. #2017-04 PROJECT CARRY-FORWARD BUDGET BALANCES/BUDGET AMENDMENTS**

**14. CITY MANAGER'S ANNOUNCEMENTS**

**15. COUNCIL MEMBERS' ANNOUNCEMENTS**

**16. ADJOURNMENT**

**/TM**
**S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\COUNCIL-AGENDAS\2017\02-13-2017 COUNCIL AGENDA.WPD**

**EXECUTIVE SESSION PURSUANT TO:**

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

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

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

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

# SPECIAL COUNCIL MEETING

A Special Council Meeting was held on January 23, 2017 at 6:00 p.m. with Council President Slavin presiding. Members present were Mr. Anderson, Mr. Cole, Mr. Hare, Mr. Hosfelt, Mr. Hutchison, Mr. Lewis (arrived at 6:39 p.m.), Mr. Neil, and Mr. Sudler. Mayor Christiansen was also present.

Council staff members present were Mr. Koenig (departed at 6:29 p.m.), Mrs. Mitchell (departed at 6:29 p.m.), and Mrs. McDowell (departed at 6:29 p.m.). Mr. Hudson was also present (departed at 6:29 p.m.).

## ADOPTION OF AGENDA

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

**Mr. Neil moved to recess into 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; §10004(b)(4) - Potential litigation and collective bargaining strategy session; and §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. The motion was seconded by Mr. Hosfelt and unanimously carried.**

The Special Council Meeting recessed into Executive Session at 6:01 p.m.

The Executive Session adjourned at 6:58 p.m.

## ACTION RESULTING FROM THE EXECUTIVE SESSION

### Contractual Interpretation - NAES Corporation

During the Executive Session, Mr. Scott Koenig, City Manager, informed members of a NAES Corporation employee settlement.

**Mr. Hare moved to withhold payment until such time as this issue has been clarified in writing to the satisfaction of both parties. The motion was seconded by Mr. Neil and unanimously carried.**

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

The Special Council Meeting adjourned at 7:01 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Special Meeting of January 23, 2017 are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM

S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Minutes\2017\01-23-2017 - SPECIAL COUNCIL MEETING - ES ACTION (PUBLIC) - Land Acquisition, NAES, and Koenig Evaluation Follow-Up.wpd

# REGULAR COUNCIL MEETING

The Regular Council Meeting was held on January 23, 2017 at 7:53 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison.

Council staff members present were Deputy Police Chief Mailey, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Second Assistant Fire Chief Whitt, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was also present.

## OPEN FORUM

The Open Forum was held at 7:15 p.m., prior to commencement of the Official Council Meeting. 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. EShed Alston thanked members for the opportunity to speak, read correspondence that he received from President-Elect Trump, and provided members with related correspondence ***(Exhibit #1)***. Mr. Alston explained that he had been banned from Delaware State University and had sent numerous documents over the past eight years requesting that the ban be lifted. He advised that he is now seeking that the ban be lifted through a presidential pardon.

Mr. Alston stated that he had postings on YouTube under his name, and that Fredrick Baldone and Chris Miller have postings under Delaware Corruption.

State Representative Sean Lynn advised that he had circulated a letter, copies of which were provided to the Clerk ***(Exhibit #2)***. Representative Lynn expressed concerns relative to the hiring of the Chief of Police. He requested Council President Slavin to order a complete investigation of the facts and circumstances surrounding the alteration and public release of an official job posting that would preclude Deputy Chief Marvin Mailey from qualifying to be the next Chief of Police.

Mr. Steven Hall, speaking in reference to homelessness, stated that he was seriously beginning to believe that Council hears what they say and that their hearts go out for them. He stated that he believes in his heart that if they could help him, they would. Mr. Hall commended Council members for the great job they are doing and noted that he believes that someone is going to help them because it is cold, windy, and raining.

Ms. Katrina Stubbs stated that she previously had a misconception of homeless people, thinking that they were all on drugs, alcohol, or they were just lazy and did not want to work. She stated that, because of the economy, she and others like herself are not able to get jobs or afford apartments for $800 or $900 a month. Ms. Stubbs advised that there is low income housing; however, there is a two year waiting list. Ms. Stubbs noted that they can only stay at the shelter for 30 days and, depending on the shelter, they may be able to extend that for an additional 60 to 90 days, depending on their situation. Ms. Stubbs advised that because she is not recovering from drugs or alcohol, is not a veteran, does not have children, and is not physically or mentally disabled, she is considered able bodied. She is currently a substitute teacher and has been applying for different jobs; however, unfortunately, she has not found a full time, permanent job to be able to afford $800 a month for rent.

Ms. Stubbs advised that the churches and Code Purple are trying to help the homeless and she has contacted the resources for help that she could. She stated that she wanted members of Council to be aware that there are individuals like her and she is hoping that Council will build more shelters and that the existing shelters can extend the time for individuals like her. Ms. Stubbs noted that she is registered with the Department of Labor and Delaware Wonder and she has applied for different positions. She advised that she has a degree in Human Resources Management with a minor in business and has corporate experience, yet she is not able to get a job. Ms. Stubbs stated that she does not have a criminal record and has not done drugs, but she has not been able to get a full-time, permanent position.

Mr. Chip Angell stated that he has been homeless for a year and a half. He advised that, three years ago, he made $55,000 a year as a sous-chef with a 31 year career. Mr. Angell stated that he served a year in prison when he was 18 years old and when he came back there was a change in the law and he hasn't been able to work at a restaurant since. He advised that he lost his home and his family.

Mr. Angell asked Council members to allow people that are trying to help the homeless to secure a place so that people do not have to sleep in the snow and rain regardless of how they got there. He noted that if it were not for Reverend Appling and others, he may not have pulled himself out of the relapse he was in.

Ms. Elizabeth Jones stated that she was 60 years old and homeless due to losing her job. She advised that she had been to two shelters and Sheppard's Place was the last. After that, there was nowhere for her to go so she went to Code Purple and they gave her two blankets and she was sleeping on the street. Ms. Jones stated that anything could have happened to her sleeping on the street. She noted that WaWa let her sleep beside the building one night because she was scared.

Ms. Jones stated that the shelters encourage people to look for jobs but they don't have money when they get into the shelters and they need bus passes to help them get around. She also advised that some people have children and have no one to watch them while they look for a job so they get stuck in the system.

Pastor Aaron Appling stated that, on a personal level and as a community, they support Deputy Chief Mailey. He noted that they like him as an individual and would love to have him as the next Chief of Police. Pastor Appling cautioned Council to be thorough because things can get out of hand very easily if people that have been oppressed continue to feel like they are being trapped and oppressed.

Pastor Appling stated that they have been studying homelessness for over a year and suggested that the solution was to build something so that they can have a roof over their heads instead of spending money studying the problem. He stated that they could work with City officials and the Planning Department to build a facility that would not cost that much money and Code Purple would not have to find churches for shelters. Pastor Appling stated that it would save the city probably millions of dollars that they spend on arresting people, or in the hospital.

Pastor Robert Appling stated that they need housing for the homeless. He advised that everyone that Victory Church is working with is from the streets of Dover. Pastor Appling stated that he appreciates everything that the Council has done but they need help to find a solution. He noted that

he and his son both have rental properties in Dover that they are renting to homeless people to help them out. Pastor Appling also advised that his son has taken half a salary all of this year and part of the previous year so he could help the homeless. He noted that he will be 85 in March and he has given up his retirement from the church for the last four or five months so that they can help the homeless. Pastor Appling stated that they are looking at a couple of different properties in Dover and he will be talking to the Mayor about them once they settle on one that they would like to renovate and help with the needs of the homeless. He asked that the City not throw lots of regulations and rules and slow down what they are trying to do, but help them accomplish what they are trying to do in the City of Dover.

Ms. Sue Harris, 241 Pine Street, read the following statement regarding homelessness:

> "Pretty cold and nasty out there, isn't it? I hope tonight as you're running to your car to go to your warm home as I am fortunate to be able to do, as well, you'll remember these people who have nowhere to run to. No choice but to run to the refuge of a stairwell and a doorway or a soap tent with everything you own that's been drenched by the rain. There has been no Code Purple for the past week and probably not going to be any again until the end of this week. In September of 2015, the city of Dover approved a plan to purchase two properties from the House of Pride and as a part of the deal the city also received two additional vacant lots from the House of Pride.
>
> Kent County tax records show that the properties of 105, 106, 110, and 115 South New Street are now City of Dover properties. Anne Marie has quoted at Delaware State News as saying, the city will work with the Downtown Dover partnership and other community partners to ensure that the long term redevelopment of these properties is consistent with the restoring Central Dover plan. On page four of the strategic plan one of the strategies set forth is providing a range of housing opportunities that address the needs of the homeless to home owners.
>
> I have to ask, what housing opportunities have been provided to address the needs of the homeless? There seems to be opportunities for new home ownership however that doesn't address the needs of these folks here. These four lives that are owned now by the city represent an example of the opportunities that exist but for reasons yet to be provided seem to be not an option. I would like to hear what the plans are for, possibly those lives and others in the area. These could easily be used to establish unique and innovative housing solutions to house as many as 32 people, giving each person 200 square feet of personal living space.
>
> I'm leaving with you today concept drawings of pocket neighborhood ideas ***(Exhibit #3)*** that could easily fit on one of our city lots and house more people at what is an affordable rate at their level of income. There are lots of lots all over the city that could be used for pocket neighborhoods established for folks left at the bottom of the economic ladder. The idea is to think out of the box and to realize that we need to do something different and more affordable for those at the very bottom of the economic ladder. The drawings that I'll present to you today represent an

innovative combination of the idea of tiny houses of 200 square feet linked together, five or more, with a common overhanging roof and common porch.

The linking of the houses through common roofs and porches can make services even easier. Just an example. I'd like to request that we be put on the agenda for a regular council meetings so that this proposal and others can be seriously discussed and presented. The proposal is simple, together we can provide some innovative housing solutions that can be replicated in different areas all over Kane County and bring our affordable housing inventory a little closer to what the need is. I'll repeat once again, there are things you guys can do. Making comments to people that there isn't anything we can do is simply making you all look incompetent. Everyone sees that there are things that can be done that can't be done without the support of the city. There are things that the city can actively do to help with projects and support these efforts.

It's looking more and more like you don't want to do anything, not that you can't do anything. Well, and I don't pronounce this right, Maupin LLC has been approved to construct a six unit duplex on a quarter of an acre, just two blocks away from the corner of Reid and Kirk Wood, under a variance. I hope that these sorts of projects that we present would benefit people of the lower level of income that seems to be forgotten, could and would be considered in the same way. Thank you."

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

**AGENDA ADDITIONS/DELETIONS**

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

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

**ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF JANUARY 9, 2017**

**The Minutes of the Special Council Meeting of January 9, 2017 were unanimously approved by motion of Mr. Hare, seconded by Mr. Neil and bore the written approval of Mayor Christiansen.**

**ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF JANUARY 9, 2017**

**The Minutes of the Regular Council Meeting of January 9, 2017 were unanimously approved by motion of Mr. Hare, seconded by Mr. Neil and bore the written approval of Mayor Christiansen.**

**ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF JANUARY 10, 2017**

**The Minutes of the Special Council Meeting of January 10, 2017 were unanimously approved by motion of Mr. Hare, seconded by Mr. Neil and bore the written approval of Mayor Christiansen.**

**CERTIFICATE OF APPRECIATION AND CONGRATULATIONS - BRADLEY S. EABY**

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

***CERTIFICATE OF APPRECIATION AND CONGRATULATIONS***

*presented to*

***Bradley S. Eaby***

*who was sworn in as Second District Kent County Levy Court Commissioner in January 2007, was elected Vice President of that august body in 2013, and continued to serve in that capacity until December 26, 2016. Throughout his service, Mr. Eaby displayed a level of skill and professionalism that fostered the respect of his colleagues and enhanced the quality of life for the residents of the City of Dover and Kent County. Mr. Eaby has resigned his seat on Kent County Levy Court to accept a position as State of Delaware Deputy Attorney General in the Civil Division, representing the Department of Transportation.*

*The City of Dover extends sincere appreciation for Mr. Eaby's dedication and commitment to Kent County and the City of Dover, offers congratulations on his new appointment, and wishes him great success in all future endeavors.*

*January 23, 2017*

On behalf of the Mayor and Council, Mayor Christiansen and Councilmen Hutchison and Hosfelt presented the Certificate in appreciation for the years and service provided by Mr. Eaby.

Mr. Eaby stated that it had been a real pleasure to serve the County for the last decade and to work so closely with the City of Dover and he felt secure that the City of Dover was in good hands.

**PROCLAMATION - BLACK HISTORY MONTH**

The City Clerk read the following Proclamation into the record:

**WHEREAS,** Dr. Carter G. Woodson, the son of former slaves and a Harvard University scholar, noticed that black history was largely ignored or misrepresented in American History. Determined that the rich heritage of black Americans would not be forgotten, he founded the Association for the Study of African American Life and History in 1915 and organized the first celebration of Negro History Week in 1926. Black History Month became Dr. Woodson's legacy and is celebrated each February throughout the United States; and

**WHEREAS,** the Association for the Study of African American Life and History has selected "The Crisis in Black Education" as the 2017 National Black History Month theme; and

**WHEREAS,** in November 1922, the Delaware School Auxiliary Association provided funds through the generosity of Pierre S. du Pont to open Booker T. Washington Elementary School, which was the State's largest African-American school; and

**WHEREAS,** Delaware State University was founded in 1891 as the State College for Colored Students, one of the country's first land-grant educational institutions, with a primary focus on agricultural and educational courses of study. Delaware State University currently includes a 67 percent African-American enrollment and is nationally recognized as a Historically Black College and University (HBCU).

**NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE** do hereby proclaim February 2017 as **BLACK HISTORY MONTH** in the City of Dover and urge all citizens to reflect on the crucial role of education in the history of African Americans.

**HUMAN RELATIONS COMMISSION REPORT - NOVEMBER 17, 2016**

The Human Relations Commission met on November 17, 2016 with Chairman Henderson presiding.

Chairman Henderson welcomed Mr. Gaddis as a new member of the Dover Human Relations Commission representing the Third District.

**Election of Committee Chairs - Communications and Government Policy, Programs, and Practices Committees**

Mr. Henderson noted that the positions of Chair were open for the Communications and Government Policy, Programs, and Practices Committees.

Mrs. Sadusky moved to open the floor for nominations for Chair of the Communications Committee, seconded by Mr. Gaddis and unanimously carried.

Mr. Henderson advised that the Communications Committee had outlined objectives from past meetings and suggested that the minutes from the previous meetings be reviewed to get an idea of the direction to go in, noting that there was flexibility in terms of what the Communications Committee would do.

Mr. Henderson moved to nominate Reverend Rita Mishoe Paige to serve as Chair of the Communications Committee.

There being no further nominations, Mr. Henderson closed the floor for nominations.

By unanimous consent, Reverend Rita Mishoe Paige was elected to serve as Chair of the Communications Committee.

In response to Reverend Paige, Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, explained that Election of Chairs was placed on the agenda for both the Communications Committee and the Government Practices, Policies, and Procedures Committee. Chairman Henderson noted that the Government, Policies, Practices and Procedures Committee, which Mr. James McGiffin had previously chaired, was still open.

**DHRC Committee Updates**

**Community Engagement Committee (Mullen)**
No update was provided.

**Education Committee (Bogle)**
No update was provided.

**Old Business**

DHRC Diversity Research Project
During the Dover Human Relations Commission Meeting of October 18, 2016, members considered the DHRC Diversity Research Project. Mr. James McGiffin, former DHRC Commissioner, stated that he had written up the results of the DHRC questionnaire and survey in the DHRC Diversity Research Project report, which was distributed to members of the Commission, and he hoped that members would read and react to the report by making observations and possibly developing recommendations. Mr. McGiffin and Mrs. Sadusky had submitted observations; however, Mr. McGiffin stated that the other members had not. He indicated that 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. Mrs. Sadusky offered to work with Mr. Henderson on developing a plan.

Members were provided recommendations in response to the DHRC Diversity Research Project developed by Mr. Henderson and Mrs. Sadusky. Mr. Henderson noted that Question #1 in the Diversity Research Project questionnaire was, "Are diversity and cultural competency articulated as values in any mission/vision/value statement developed by the City?" Mr. Henderson noted that Mr. McGiffin had indicated in his observation regarding Question #1 that, "The professional leadership was surprisingly unaware of the published statements about diversity." Mr. Henderson explained that he and Mrs. Sadusky went to the City of Dover website, which he stated was a work in progress, to see whether the various departments had the word "diversity" in their mission statements and found that they did not. He indicated, therefore, that the response to Question #1 was that diversity and cultural competency were not articulated as values. Mr. Henderson advised that he and Mrs. Sadusky recommended that the City add "cultural competence" to the City of Dover mission statement and that this statement be seen as the City's website is opened up.

Mr. Henderson noted that he and Mrs. Sadusky had focused on the first three (3) questions in the survey, because these questions provided answers to the other questions, which were almost repetitive. For example, Question #5, "Is there any history, event, symbol, figure that affects diversity and cultural competency?" He stated that they felt that if the City's mission statement reflected diversity and cultural competency, this would be passed on through the departments.

Mrs. Sadusky advised that she had obtained the City of Dover mission and vision statements from Mrs. Traci McDowell, City Clerk. She indicated that she and Mr. Henderson had thought that diversity was mentioned in the mission statement; however, in actuality it was in the vision statement. Mrs. Sadusky stated that she and Mr. Henderson recommended that cultural competence be added to this.

Mr. Henderson advised that more work needed to be done before submitting the report to City Council, noting that the Commission now had recommendations; however, observations and conclusions needed to be developed, as stated on the last page of the DHRC Diversity Research Project Report. Mr. Henderson noted that Mrs. Sadusky had recommended diversity training of some type and asked her to elaborate. Responding, Mrs. Sadusky explained that the idea for annual diversity training came from a comment that Reverend Paige had made to her that most State agencies, including Reverend Paige's employer, require annual diversity training. Mrs. Sadusky stated that she thought it would be a good idea to have annual diversity and cultural competence training. She noted that she had heard the term "cultural competence" for a number of months and had not known what it meant until she spoke with Mr. Henderson. Mrs. Sadusky indicated that any kind of training that the City could do for their employees would be beneficial to everyone.

Noting that Mr. Gaddis had been a Spanish teacher, Mr. Henderson stated that Recommendation #10, "The City of Dover leadership will strive to make its services accessible to people with limited English proficiency," spoke almost directly to Mr. Gaddis. Responding, Mr. Gaddis explained that he had been a high school Spanish teacher and had worked with a Cuban refugee family for half of his freshman year at Rutgers while they were sponsored by a local church, which was a fascinating experience. He stated that these individuals were highly-paid professionals in Cuba who had a home on the beach as well as a home in town; however, their limited language ability put them into unskilled jobs. Mr. Gaddis advised that it had been his intent to help them learn English; however, he learned more from them than they did from him.

Mr. Henderson asked if members understood the definition of cultural competency, stating that he had his own idea of cultural competency and diversity. Responding, Reverend Paige stated that cultural competency means that an individual coming from one culture is just as competent as someone else coming from a different culture, and Mr. Henderson agreed.

Mr. Gaddis stated his opinion that cultural competence is acceptance of the person you are confronting, regardless of who that person is or where they came from, and treating that person with respect and normal human dignity, even if you may disagree with them. He indicated that he tried to get across to his foreign language students that you have to look at and accept what is there before making a judgment, explaining that you meet a new person, accept that the person is a different individual, and make a judgment after getting to know them. He stated that you do not have to like the person or like Spanish, but must give the person a chance to get

to know you and give yourself a chance to know them, regardless of origin. Mr. Gaddis noted that, in applying this to a city like Dover, it would be hard to cover every language that would be spoken in the population. He explained that he could not deal with those who speak Chinese or Russian; however, must try to help and respect them.

Mr. Henderson stated that he would describe cultural competency as acceptance of a person's background, noting that you may not understand it but you still accept and are sensitive to their background and diversity. He advised that he is enraged when people make insensitive jokes about others. Mr. Henderson stated that he thought competency is related to the word "component," explaining that all people are part of our community, and there should be a sensitivity toward that.

Mr. Henderson referred to Recommendation #8, "The City of Dover will provide stimulating, educational inservice training (about 4 hours) annually for all members of its staff, including leadership. This can include video presentations, (i.e., "Cracking the Code"), outside speakers, discussion etc." He advised that he had seen "Cracking the Code," which was an excellent movie. He noted that training that brings in outside speakers and discussions would help people understand that it is not all about them and the way that they see the world.

Mr. Gaddis advised that he was a fan of "Star Trek: The Next Generation" and had shown an episode called "Dharma" in his classroom that was a prime example of attempting to communicate and trying to understand communication in a totally different context. He explained that the Star Trek crew eventually came to understand how another culture communicated through metaphor. Mr. Gaddis indicated that different expressions were repeated until a crew member finally understood what it meant and was then able to use metaphor as well. He stated that he found it fascinating, explaining that it was similar to what non-English speakers encounter when listening to people who speak English. Mr. Gaddis indicated that this is also what people who speak English encounter if they try to understand people who do not speak English, noting that the "if" is a problem.

Mr. Henderson informed members that he had attended a Delaware State Human Relations Commission seminar where an eye-opening film was shown that talked about Hispanic culture and was as good as "Cracking the Code." He noted that the Hispanics had gone into zones where other businesses would not go, improving the community and enhancing the city. Mr. Henderson indicated that diversity and cultural competency are good for the community and that it makes sense to open a community to all God's people.

Mr. Gaddis stated that other people do not realize that getting to know another culture is good for each individual and makes them more sensitive.

Mr. Henderson reiterated that the Commission had observations and recommendations related to the Diversity Research Project, and the next step would

be to join the observations and recommendations. He stated that he would be willing to tackle this challenge. Mrs. Sadusky suggested that she and Mr. Henderson meet one (1) more time before the next DHRC meeting to work on joining the observations and recommendations.

Mrs. Stein advised that after the report was finished, it would go to Council for review and consideration. She indicated that the observations and conclusions would be inserted in the report, noting that Mr. McGiffin had completed the other portions of it. Mrs. Stein explained that the report would first be considered by the DHRC for review and approval.

Mrs. Sadusky stated that Mr. McGiffin's report looked pretty thorough and asked if it needed to be polished up. Responding, Mrs. Stein explained that Mr. McGiffin had asked members to provide input regarding their observations, conclusions, and recommendations, noting that input was received from Mr. McGiffin and Mrs. Sadusky. She noted that Mr. Henderson and Mrs. Sadusky had submitted recommendations and the idea was to link the recommendations with what members observed from the study.

In response to Mr. Henderson, Mr. Gaddis stated that he would be interested in working on completing the report.

Mrs. Sadusky moved that she, Mr. Henderson, and Mr. Gaddis would get together before the next DHRC meeting to summarize the recommendations and observations and put them together in a concise form, seconded by Mr. Gaddis and unanimously carried.

Mr. Gaddis offered his home as the site for this meeting.

**Development of Concise Statement - Mission and Functions of DHRC**

During the Dover Human Relations Commission meeting of October 18, 2016, members considered the Development of Concise Statement - Mission and Functions of DHRC and tabled the discussion regarding the development of "an elevator speech."

Mrs. Sadusky reminded members that they had planned to come up with a thumbnail description that would let people know what the DHRC does and what members do on the Commission, so that members would all be unified in what they say, if they are asked. She suggested that this be taken from the mission and vision statements in the City of Dover Human Relations Commission Strategic Plan 2015-2018.

Mr. Henderson asked if the mission was for each member to come up with an explanation. Responding, Mrs. Stein explained that the idea was for members to provide input so that they could agree on a brief summary. She indicated that she was unsure if members had thought about this or brought any suggestions to the meeting.

Mr. Gaddis noted that the vision statement was brief and indicated that he thought that members were trying to cut the three (3) paragraphs of the mission statement down into a sentence or two (2).

Mr. Henderson noted that this matter had been tabled during the last meeting and suggested that members agree to look over the mission and vision statements to come up with a plan at the next meeting. Responding, Mrs. Sadusky suggested that members look over just the mission statement. Mr. Henderson agreed, stating that the vision statement was good, but the mission statement could be capsulized into something shorter.

Mrs. Sadusky asked if members should send their comments to Mr. Henderson. Responding, Mrs. Stein stated that members could email their input to the City Clerk's Office for inclusion in the packet for the next meeting.

Mrs. Sadusky asked if members were looking for two (2) or three (3) sentences, and this was confirmed by Mr. Henderson.

Mrs. Stein noted that Ms. Bogle had termed this statement as an "elevator speech."

Mrs. Sadusky suggested that members come up with a deadline as to when they should submit information to the City Clerk's Office regarding their summaries. After further discussion, members agreed to establish a deadline of January 6, 2017.

**DHRC Vacancies**

Mr. Henderson noted that the Commission had a vacancy in the Fourth District and no representatives from the First District.

Mrs. Sadusky stated that she lives in the First District and asked if anything had happened with the recommendations that she had made for members. Responding, Mrs. Stein stated that one (1) gentleman had picked up an application but it had not been received by the City Clerk's Office. In response to Mr. Henderson, Mrs. Stein explained that the gentleman was from the First District.

Mr. Gaddis suggested getting in touch with a clergy person for a suggestion as to who might want to serve, and to get that person to at least apply. Responding, Reverend Paige pointed out that she and Mr. Henderson were both clergy and indicated that she was thinking of another attorney. Mrs. Sadusky stated that this was a good idea.

Mr. Gaddis suggested putting an ad in the Delaware State News or Dover Post. Responding, Mr. Henderson advised that it was the job of City Council to appoint people from each district, noting that he had been approached by Councilman Hare. Mr. Henderson indicated that he had been asking for additional members and they had been coming through. He explained that Council President Timothy Slavin is responsible for getting members on the Commission and stated that he would continue to press him. Mr. Henderson stated that a couple of months ago, the DHRC

was a great commission, everybody was involved, and things were happening. He explained that several members had resigned from the Commission since DHRC members cannot hold any other elected or appointed offices while serving. Mr. Henderson stated that there were currently four vacancies, which was approximately half of the Commission.

Mr. Gaddis expressed his understanding that the current DHRC was the second iteration of the Commission.

Mrs. Sadusky stated that she would mention the DHRC to her neighbor, who had expressed an interest. She advised that she had received an email from him and suggested that he contact the City, so she was unsure what happened and would double check with him. In response to Mr. Henderson, Mrs. Sadusky stated that her neighbor lived in the First District. She noted that this individual had served on the previous Commission, and he also had a neighbor who had expressed an interest.

**Future Meeting Dates**

After discussion, members agreed to schedule the next meeting for Thursday, January 19, 2017 at 6:00 p.m.

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

**COUNCIL COMMITTEE OF THE WHOLE REPORT - JANUARY 10, 2017**

The Council Committee of the Whole met on January 10, 2017 at 6:01 p.m., with Council President Slavin presiding (departed at 6:13 p.m.). Members of Council present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Cole, Mr. Hare, and Mr. Hutchison. Mr. Lewis and Mr. Hosfelt were absent. Mayor Christiansen was also absent. Civilian members present for their Committee meetings were Mr. Caldwell and Mrs. Horsey (*Parks, Recreation, and Community Enhancement*), Ms. Arndt and Mr. Blakeman (*Utility*), and Mr. Shevock and Dr. Stewart (*Legislative, Finance, and Administration*).

**PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE**

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

**Proposed Ordinance #2017-01 Amending Chapter 70 - Offenses and Miscellaneous Provisions and Appendix F - Fees and Fines (Disorderly Premises)**

During the Regular City Council Meeting of September 26, 2016, members approved the recommendation of the Council Committee of the Whole/Parks, Recreation, and Community Enhancement Committee to request that staff create a disorderly premises ordinance for consideration by the Committee within 60 days.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that they had asked her to work with the Police Department to adapt New Castle County's Disorderly Premises Ordinance to Dover. She indicated that staff had done this, and Proposed Ordinance #2017-01 had been reviewed by Mr. William Pepper, Deputy City Solicitor, the Police Chief, and the Deputy Police Chief. Mrs. Townshend explained that the Proposed Ordinance addressed the issue of disturbing activities and how they are dealt with for tenant-occupied, rather than owner-occupied premises. She stated that notice would be served and there would be applicable fines, noting that if there were three (3) violations within a 12-month period, the Police Department would notify the Department of Planning and Inspections, who would begin a Provisional Order, which is the first step toward revocation of a business license. Mrs. Townshend stated that fines listed on the second page of the Proposed Ordinance would be included in the fine section of the code and were not embedded in the ordinance itself. She stated that the ordinance included information that members reviewed previously, with the language adapted for Dover. Mrs. Townshend advised that the ordinance would be enforced by the Police Department, who would turn issues over to the Planning Department if there was a need to take action on a business license.

Mr. Anderson questioned the scope of the ordinance. He noted that Mrs. Townshend had referred to business licenses and asked if the ordinance also applied to rental houses. In response, Mrs. Townshend indicated that the Proposed Ordinance would apply to any premises, so it could apply to both businesses and rental properties. She stated that staff had considered that the Safe Communities Ordinance would apply to rental homes.

Mr. Anderson asked if the Proposed Ordinance would include residential and commercial properties, and Mrs. Townshend stated that it would, noting that there was a different mechanism in the Safe Communities Ordinance for suspension of rental permits already in existence. She stated that staff could add rental suspension into the Proposed Ordinance so that there would be one (1) more enforcement mechanism in this component as well.

Mr. Anderson stated that it could also be made clear that violations of the Disorderly Premises Ordinance would trigger the Safe Communities ordinance. He stated his concern was that the ordinance looked like it would apply to rental properties; however, he did not see a triggering mechanism in the ordinance.

Mrs. Townshend advised that staff was looking at the Disorderly Premises and the Safe Communities Ordinances being parallel, noting that there is the same notification process within the Safe Communities Ordinance. She explained that Proposed Ordinance #2017-01 would fill the gap by addressing business uses, noting that the City cannot shut down an owner-occupied property by revoking the license; however, the Police Department could issue fines that could become substantial. Mr. Anderson noted that a $1,000 fine was included.

Mr. Hutchison stated his understanding that if a renter was creating a problem, the renter would be cited rather than the owner. Responding, Mrs. Townshend stated that the Police Department would issue the fines; therefore, they would determine who the fines are issued to. She expressed her assumption that the Police Department would show up at the premises and issue fines to the occupant.

Mr. Hutchison stated that he liked what he read in the Proposed Ordinance; however, he wanted to make sure that the renter of the property would be held responsible rather than the owner. Responding, Mrs. Townshend advised that in the Safe Communities Ordinance, there is notification to the landlord before it gets to that point. She explained that staff had not had to suspend a rental permit under the Safe Communities Ordinance yet, but there had been a number of cases where there had been notification to a landlord who had no idea that something bad was going on, and the landlord stepped in at that point.

Mr. Hare advised that in his district there had been an issue with a house with a lot of trash and noise, with 10 - 15 people living in the house where there was only supposed to be four (4). He stated that the landlord was advised and was not upset but had asked the City to suspend their rental license and stated that they had been trying to get rid of the tenants for six (6) months. Mr. Hare indicated that landlords are notified if there is an issue and may say that they will try to take action.

As one (1) of the sponsors of the Proposed Ordinance, Mr. Slavin advised that it was not his intent to go after the landlords, stating his feeling that protections are already in place for this. He noted that the hole that exists is that behavior on the part of the renters cannot be penalized and the City could only go after the landlords. Mr. Slavin indicated that the Proposed Ordinance would allow the City to go after the people who are causing the problem. He noted that if a problem persists, it would become a landlord problem, and the landlord would be notified.

Mr. Hutchison stated that, after reviewing the ordinance, he believed it would enhance the City's ability to protect its citizens.

Mrs. Townshend advised that the Police Department and Code Enforcement Division had improved their communications relating to nuisance activities at rental properties in a meaningful way, and the Planning Department was getting very good information flow from the Police Department so that the Planning Department could respond appropriately.

Mr. Caldwell noted that a lot of tenants can cause problems outside the premises. In response, Mrs. Townshend advised that it appeared that the Proposed Ordinance addressed the vicinity, since it referenced obstructing vehicular or pedestrian traffic. She stated that the Proposed Ordinance could be enforced if it could be documented that the offenses were connected to the premises.

Mr. Sudler noted that there were two (2) concerns with the Proposed Ordinance regarding clarity and questioned whether the ordinance as written could address these concerns, or if clarification should be adopted into the ordinance. Responding, Mrs. Townshend stated that she thought the Proposed Ordinance as written would address the concerns and felt this was a matter of how it was applied. She expressed the need to work with both the Planning and Police Departments to make sure they understood that the Proposed Ordinance would be used in conjunction with the Safe Communities Ordinance and would address some of the things that Safe Communities did not get to.

Mr. Sudler suggested, when the Planning Department works with and has dialogue with the Police Department, that this dialogue be reported and disseminated among the Committee for the record. He indicated that this could be done to fall back on in case a situation comes up so that members could say what the intent of the ordinance was and that it was clarified. Mrs. Townshend agreed to Mr. Sudler's suggestion.

The Committee recommended adoption of Proposed Ordinance #2017-01.

**By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Mr. Neil and carried by a unanimous roll call vote.** (The First Reading of the ordinance will take place during the latter part of the meeting).

## UTILITY COMMITTEE

The Utility Committee meeting was held with Chairman Cole presiding.

**Dedication of Rights-of-Way and Public Infrastructure - Emerald Pointe**

Mr. Scott Koenig, City Manager, stated that the City of Dover Department of Public Works had requested that all public infrastructure improvements related to the Emerald Pointe subdivision be dedicated to the City of Dover for permanent ownership and maintenance.

Referring to the list of public improvements associated with Emerald Pointe, as well as a map depicting the general location and configuration of the subject rights-of-way, Mr. Koenig informed members that the total construction value of the public improvements was $1,458,660.13.

Mr. Koenig reminded members that Council voted to abandon the stub portion of Topaz Circle south of Aquamarine Court in 2016. He stated that the removal of the curbing and paving in this area would be completed in 2017, in conjunction with other work throughout the City.

Mr. Koenig explained that staff had been monitoring a small sewer system issue, and if the City repaired the sewer system to bring it completely within standards, they would have to cut the road, which in some cases reduces the life of the road. Because the system had been performing, his recommendation was not to repair the sewer

because the repair would not yield any value to the overall infrastructure. Mr.Koenig advised that staff had been happy with the monitoring of this subdivision, all houses had been built, and Certificates of Occupancy had been issued. He reiterated that Council had taken action on the stub street, noting that after the dedication, upright curbing would be installed and the existing macadam would be removed. Mr. Koenig advised that property owners could then proceed with modification of their deeds to acquire that property if they so choose. Mr. Koenig stated that, to his knowledge, all of the houses in this subdivision were occupied, unless vacated through moving, etc.

Staff recommended acceptance of the dedication of rights-of-way and public infrastructure of the Emerald Pointe Subdivision, with dedication to include all of the referenced public improvements.

The Committee recommended approval of Staff's recommendation.

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

## LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

**Property Tax Credit Request - Route 8 (New Development)**

Mr. Scott Koenig, City Manager, advised members that the request for a property tax credit for new development on Route 8 came out of the City Manager's Office based on discussions with a developer of land along the Route 8 Corridor. He indicated that staff had been working with the developer of land on the south side of Route 8 which was formerly owned by Ennis Business Systems, LLC. Mr. Koenig stated that there had been associated demolition of buildings and the property had been cleared in anticipation of future development. He explained that Franchise Management Services, Inc. c/o Mr. Nick Nastazos was proposing to build a new Dunkin Donuts facility, as well as other commercial space, on property located at 1116-1128 Forest Avenue. Mr. Koenig stated that the Route 8 traffic study envisioned a service road across the rear of this parcel, which would connect to the existing traffic light at the Modern Maturity Center and travel east towards the Gateway West Shopping Center. He explained that the overall traffic plan envisioned a full stoplight at the Modern Maturity Center, east-west stopping on Forrest Avenue, the existing southbound light at the Modern Maturity, and a full signal light which would allow cars access out of the site onto Route 8.

Mr. Koenig indicated that the concept plans of the Route 8 study included a service road with one (1) lane in each direction running from the Modern Maturity light in a southerly direction across this property to the rear, and then in an easterly direction to Gateway West. He indicated that in the development site plan for the property

immediately east of the subject property, which includes several doctors' offices, an easement is reserved at the rear of the property for a future access road. Mr. Koenig advised that, in discussing this proposal with the current developer, he asked for consideration from the City of Dover for a tax credit for a period of time to reserve the potential for construction of the service road.

Mr. Koenig explained that the concept would be to assume that the land is approximately five (5) acres in size. He stated that the area needed for a proposed service road would equate to 1.5 acres of land. Mr. Koenig advised that instead of paying City of Dover property taxes on the entire five (5) acres, the developer would only pay property taxes on 3.5 acres of land. He indicated that this tax credit would only be for the land component. Mr. Koenig stated that the developer would pay full property taxes for all buildings and other improvements on the land, and the proposed property tax agreement would be for a 20-year term. He noted that if the service road was actually constructed across the property to public road standards, then the right-of-way for the service road as well as the improvements associated with the road would be dedicated to the City of Dover, and the City would draft a formal agreement for signature by the developer and the City. Mr. Koenig stated that this approach would allow the City to preserve the service road concept across the development parcel without disrupting the development process.

Mr. Koenig informed members that he was interested in this approach because he did not want to purchase the land from this developer, and the reservation or the tax credit was a good way for the City to keep the concept alive without negatively impacting the overall tax revenue from the property. He explained that, assuming that Mr. Nastazos does the construction, there would be new building features at this location that would have full property tax, and the only credit would be the final alignment of a future road right-of-way or road easement. Mr. Koenig indicated staff had assumed that the service road would never happen, and if the City did not want to pursue this 10 or 15 years down the road, there could be language included that would allow the City to basically abandon the concept and at that point stop offering the tax credit. He advised that, on the other hand, the City would have a 20-year time frame to get the service road constructed, and if it is not constructed, the property would be unencumbered by the tax credit after the 20-year horizon. Mr. Koenig stated that this concept had been discussed at the developer-staff level and, if approved, staff would draft and execute the agreement. He noted that if Council chose not to move it forward, staff would abandon the concept and inform the developer.

Staff recommended authorizing the City Manager to execute a tax credit agreement for the purpose of reserving area for a future service road across the properties located at 1116-1128 Forrest Avenue.

Mr. Anderson asked if this approach would transfer with ownership transfers. Responding, Mr. Koenig stated that staff had not gotten that far into the discussion;

however, he felt that the answer would be no and that the discussion was with the current developer.

Mr. Anderson stated that tax credits in the City usually exist just for 10 years and 20 years would be unusual. He asked if this was suggested because staff wanted to maintain the City's flexibility for up to 20 years. Responding, Mr. Koenig advised that he had suggested 20 years because it takes a long time for roads or road concepts to be approved. He indicated that he did not think 10 years would be long enough in this case and requested consideration of 20 years.

Mr. Shevock questioned if the developer would pay for any of the roadway and how far he would take the service road back. Responding, Mr. Koenig indicated that there was a kind of caveat with the developer that the City would show him an alignment that would allow him to build a service road component and then dedicate it. He was interested in this concept so that he would not have future maintenance responsibilities for the road. Mr. Koenig noted that they had not fully discussed at what point this would happen. He indicated that the developer was very adamant about building the first building but was concerned about the total all-in cost for development because he would have to build a turn lane, modify the signal, etc. Mr. Koenig advised that ideally, through the development of this parcel, two-thirds of the service road would be built on the developer's property. He stated that the developer would then request that the City take dedication of that road area and the potential extension easement of that area so that he could divest himself of the maintenance issue.

Mr. Shevock asked if the developer would build to City specifications. Responding, Mr. Koenig stated that if the developer wanted the road to be dedicated in the future, he must build it to the City's structural number standards, turning radiuses, etc., and staff would encourage this.

Mr. Hare asked how much money was being discussed. Responding, Mr. Koenig stated that he would have to obtain this answer for members. He estimated that the credit on the land at $1,500 to $2,000 per year, noting that he did not think it would be this high but had not brought a number with him.

The Committee recommended authorizing the City Manager to execute a tax credit agreement for the purpose of reserving area for a future service road across the properties located at 1116-1128 Forrest Avenue, as recommended by staff.

During the Council meeting, Mr. Scott Koenig, City Manager, reminded members that, at the Committee, they discussed a concept for a Tax Credit Agreement for property located at 1116 through 1128 Forest Avenue. He noted that they have several planning documents, spanning several years, that have called for a potential service road that would encumber portions of this property. Mr. Koenig stated that the developer is interested in the service road because it would potentially allow access to the Gateway West Shopping Center, which is several parcels to the east of this property. He advised that, to preserve the concept, he asked for consideration of a Tax Credit

Agreement that would offer tax credit for a portion of the land value only associated with the development application. He read a memo dated January 17, 2017 from him to City Council regarding the impact of the agreement, as follows:

> "During the Council Committee of the Whole/Legislative Finance and Administration Committee meeting of January 10, 2017, Councilman Anderson inquired what the impact of the proposed tax credit would be for the above referenced property. Mrs. Cheryl Bundek, Tax Assessor, has indicated the land for this site will be valued at $200,000 per acre. The site has a total of 7.7 acres, as referenced on the proposed development plan. Therefore the property tax value of the entire parcel for land only will be estimated at $1,540,000. Currently the estimated impact of the service road concept across the property is anticipated to encumber 1.25 to 1.75 acres of land, depending upon the final alignment of the service road. This equates to an economic impact of the proposed tax credit of $1,012.50 to $1,417.50 per year, based on the current tax rates.
>
> Staff, as in the City Manager, believes that this concept of the Tax Credit Agreement forgoing the estimated property tax value identified to reserve the service road is a good concept for the property, and we request that council endorse that concept moving forward so we can memorialize it in a signed agreement."

Responding to Councilman Lewis, Mr. Koenig stated that this was the first property that had been offered this type of tax credit. He noted that there was a property immediately to the east, 1110 Forest Avenue, that has a recorded easement across the back of the property; however, a tax credit agreement had not been discussed during development of that project.

Mr. Lewis expressed concern with setting a precedence. Mr. Koenig agreed that it could potentially set a precedence. He advised that the intent of the agreement would be a 20-year term and if the City never exercises the service road option, it will expire at the end of 20 years and the property will go back to full tax value. Mr. Koenig noted that if at any point in the 20 year period the City decided that it was not interested in the service road concept, it could cancel the agreement and it would go back to full property tax value. He advised that the agreement is to the developer's advantage if he actually builds a portion of the road and dedicates that portion to the City of Dover because then it would be encumbered by public maintenance, but it would have to go through the Council dedication process and be built to a structural standard. If the service road were dedicated, the right-of-way portion would be carved-out anyway and become tax exempt at that point.

Responding to Mr. Lewis, Mr. Koenig stated that there were no guarantees that the developer would dedicate the service road to the City; however, the developer sees the potential upsides to building it and turning it over to the City so that he no longer has to maintain it.

Mr. Neil asked Mrs. Donna Mitchell, Controller/Treasurer, if she knew what the value of the property was and how this would affect the budget. He noted that he had heard that the property would be assessed at $200 million. Mrs. Mitchell stated that she did not know the value of the property. Mr. Koenig stated that the current value of the property is less than $200,000 per acre. Once the smaller properties are assembled and converted to commercial development, the value of

the land will increase significantly. Responding to Mr. Neil, Mr. Koenig stated that, if the site is developed, the net result would be a significant improvement in tax revenue.

Mr. Hare stated that he hoped it would set a precedent so that any other vacant seven acre parcels in the City will bring people in to open more businesses, develop the land, especially if it is only going to cost the City $1,000 to $1500 a year in tax revenue.

**Mr. Neil moved for approval of the Committee's recommendation to authorize the City Manager to execute a tax credit agreement for the purpose of reserving area for a future service road across the properties located at 1116-1128 Forrest Avenue. The motion was seconded by Mr. Hutchison and unanimously carried.**

**Project Carry-Forward Budget Balances/Proposed Ordinance #2017-04 - Budget Amendments**

Members were provided a revised Committee Action Form (CAF) regarding Project Carry-Forward Budget Balances & Proposed Budget Amendments dated January 10, 2017. Mrs. Donna Mitchell, Controller/Treasurer, advised members that the form was revised for clarification and reviewed the CAF. In regard to the Rate Stabilization Reserve, she noted that this reserve has a policy of 10% - 20% of power supply costs. She noted that putting the entire $6M that was over the projection in the Electric Fund Budget Balance into the Rate Stabilization Fund would have put this fund over policy; therefore, $2M was placed in the Rate Stabilization Fund, which keeps the fund within the policy, and $2M was placed in both the Future Capacity Reserve and the Depreciation Reserve. Mrs. Mitchell noted that no revenue increases were projected because staff was waiting to complete the Quarterly Revenue Report after December 2016 is closed, noting that any favorability would be brought forward at that time.

In regard to increases to the Division budgets for vacation sell-back, Mrs. Mitchell explained that "retirement payout" was struck through because there was no retirement money included, it was agreed that this would be covered with salary savings, and no retirement money was budgeted.

In regard to additional adjustments to the FY17 Budgets, Mrs. Mitchell explained that there had been a request from Ms. Margery Cyr, Library Director, for a glass door/wall in the library to partition off and reduce the noise level in the small theater. She indicated that when reductions were made to balance the budget, this item was removed; however, a commitment was made to Ms. Cyr that this would be covered through a budget amendment if there was extra money in the Capital Project Fund. In regard to moving overhead distribution lines to underground distribution lines on the North Street Project, Mrs. Mitchell explained that Mr. Scott Koenig, City Manager, had brought forward a CAF for improvements to water and wastewater portions of this project a few weeks ago, and the funding now being discussed was for the electric side of this project.

Staff recommended approval of the proposed Budget Amendments for Fiscal Year 2017.

Mr. Anderson stated his recollection that money had been borrowed from the Rate Stabilization Fund. He asked if this was correct and, if so, whether this fund was now current.

Responding, Mrs. Mitchell stated that, in regard to the Rate Stabilization Fund, if funding is available, a power cost adjustment (PCA) credit is given. She indicated that if Rate Stabilization Fund monies are used for another purpose, the fund is replenished. Mrs. Mitchell explained that these funds are mostly used for power supply cost adjustments and that the City was currently doing such a cost adjustment. She stated these funds would replace money put into the power supply cost adjustment in people's electric bills.

In response to Mr. Anderson regarding the status of the Rate Stabilization Fund, Mrs. Mitchell stated that it would be at the highest compliance level. She noted that the highest compliance level is 20% and it was at approximately 19.3%.

Mr. Anderson noted that money was taken for HVAC maintenance at Weyandt Hall and questioned if other needed maintenance, such as roofing and other issues, were already covered. In response, Mrs. Mitchell advised that since this building was owned by the Electric Fund, Mr. Harry Maloney, Electric Director, had a line item in this department's administrative budget for maintenance for it. She explained that this mostly covered the electric and routine maintenance. Mrs. Mitchell stated that janitorial services were also covered; however, the HVAC and door replacement were major projects that were added to the capital budget in the Electric Fund so that these capital components could be depreciated.

Mr. Anderson asked if the problem with Weyandt Hall's roof when there is rain had finally been solved. Responding, Mrs. Mitchell advised that the problem had been solved and the roof no longer leaked.

Referring to the $330,000 in personnel favorability in FY 16, Dr. Stewart asked if this transfer was needed to cover additional positions that were added. In response, Mrs. Mitchell stated that it was; however, $300,000 of this amount had been transferred to the uncollectible reserve before the year ended for audit purposes, so this was taken out of personnel savings.

Dr. Stewart asked if personnel savings usually go to the Other Post-Employment Benefits (OPEB) fund. Responding, Mrs. Mitchell stated that these funds go to the OPEB fund or to pension funds for unfunded liabilities.

Mr. Hutchison stated his understanding that no revenue increases were being projected and asked when the Quarterly Revenue Report was due. In response, Mrs. Mitchell advised that it is usually due for the first City Council meeting in

February; however, she was trying to prepare it now to provide it to the Clerk's Office by January 14, 2017 to be placed on the next agenda. She indicated that the report was tracking favorably and she wanted to bring this forward and had asked staff to see if they could get it done as the books were being closed. Mr. Hutchison asked if Mrs. Mitchell would be making a recommendation based on the report's findings. In response, Mrs. Mitchell stated that she would be making a recommendation, preparing another budget ordinance, or providing information that would be rolled in the next time staff brings forward another budget ordinance.

Mr. Anderson commented that he saw no adjustments in the area of parks and recreation and asked if there had been any discussion regarding improvements of fields, etc. In response, Mrs. Mitchell stated that there had not been discussion and the Proposed Ordinance would only bring forward what was carried forward from last year's open projects. She explained that any enhancements or new projects desired for this year would have to be brought forward by staff or Council for discussion at a meeting because they would be unbudgeted projects.

The Committee recommended approval of the proposed Budget Amendments for Fiscal Year 2017, as recommended by staff.

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

**Consideration of Cost of Living Allowance (COLA) for General Pension Plan Retirees**

Mr. Scott Koenig, City Manager, stated that the request for consideration of a Cost of Living Allowance (COLA) came out of the City Manager's Office as a follow-up to discussions over the last several years. He read into the record his memorandum dated December 29, 2016 regarding Consideration of Cost of Living Allowance for General Pension Plan Retirees into the record, as follows:

> For several years, representatives of the General Pension Plan retirees have inquired about a Cost of Living Allowance (COLA) for the current city pensioners under the City's General Pension Plan. These discussions have not lined up with the City's budget process. The City Manager is requesting authorization to expend approximately $1,000 to analyze the financial impact for three (3) different COLA amounts: 1%, 1.5% and 2.0%. The analysis will be completed by Nyhart. These expenses will be charged against the pension fund assets.
>
> The scenarios are one-time COLAs that would increase the retiree's annual payment by the correlating percentage. Once the financial impacts are determined, the City Manager will make recommendations for budgetary considerations. Ultimately, City

Council would have to authorize any COLA before one could be implemented.

Mr. Koenig advised that this request had come before the Pension Board, Council committees, and Council on a number of occasions over the last several years. He indicated that he would like to see it approved to obtain a hard dollar amount on the cost if COLAs were authorized. Mr. Koenig explained that he would come before the Committee and Council with the results and recommendations at a later date.

Mr. Hare asked if these were non-union employees. Responding, Mr. Koenig advised that this would include members of the General Employee Pension Plan, so there were a number of different employees that in some cases were unionized. He indicated that some of these pensioners retired from the City before anyone in the work force was unionized; however, this would cover everything from electric personnel, to general office work, to sanitation, so they were in some cases formerly unionized employees.

Mr. Hare asked if the union negotiated all of these employees' pension matters when they were unionized. In response, Mr. Koenig stated that, as far as he knew, the formula used for those in the defined benefit pension plan was based on the number of years of service and a percentage of salaries. He indicated that the union had typically negotiated medical benefits and in some cases what percentages these individuals were paying as retirees. Mr. Koenig estimated that there were approximately 200 plus retirees at this point, some of whom had been retired for many years, and this was where the focus of this discussion was coming from. He stated his belief that the formula for their actual monthly pension payment was standard across the board for everybody, so the fact that they were in unions or not in unions had no effect on this actuarial calculation.

Mr. Hare indicated that he did not have a problem with this; however, he wanted to make sure that everybody was on the same playing field. He indicated that if non-union retirees were paying a greater percentage for healthcare than union employees, this should be figured in if a COLA increase is given.

Mr. Koenig explained that there is not a 100% level playing field, noting that some retirees now in the pension plan are cost-sharing for retirement health care and some former employees are not contributing to their health care costs in retirement because they retired many years ago. He noted that some who have retired over the last few years are contributing a portion of their health care costs, and some who are retiring or have retired that are not even in the defined benefit plan. Mr. Koenig explained that this current request would only affect the pool of former employees in the defined benefit plan and would not do anything for retirees in the defined contribution. He indicated that it would not correlate with whether it is a spousal retirement, since there is a formula for that, or with cost-sharing and health care, noting that those items are detached from one another.

Mr. Neil indicated that there was a range of figures for COLAs, noting that for Social Security this year it was 0.3%, and the increase for the Delaware Manufactured Home Relocation Authority for rent justification was 0.6% based on an average of three (3) years. Mr. Neil noted that the proposal was for 1%, 1.5%, or 2%, stating that this would be good if the inflation rate was driven up 5%, 6%, or 7%, but bad if it is low as it is now. He stated that the inflation rate probably would increase. Mr. Neil questioned if there could be some sort of a float that would be fair to a retiree if inflation goes up, but would at the same time be fair to the City if the rate stays as low as it is now, for Social Security purposes.

Mr. Koenig indicated that this question may be beyond his ability, stating his belief that it had been more than five (5) years since there had been any type of COLA consideration for this group of retirees. Mr. Les Blakeman, 209 Falmouth Way, stated his belief that the last COLA raise was in 2006; therefore, it had been 11years since there was an increase.

Mr. Koenig noted that Mr. Blakeman had indicated that there had not been an increase since 2006 and stated that he had not brought any cost of living averaging information for the discussion this evening; however, it had been a significant amount of time since pensions had been adjusted at all. In regard to a rate that would float, Mr. Koenig indicated that he was looking for a very simple calculation stating the cost if the pensions for everyone in this group increased, for example, by 1% or 1.5% and how it would be funded. He stated that he thought it would cost a lot more than $1,000 to analyze the cost of an associated floating mechanism, and staff was trying to get the simplest, fairest plan together to accurately evaluate this matter.

Mr. Neil expressed his hope that Council would consider a floating rate because a fixed rate could be good or bad. He indicated that if no one had gotten an increase since 2006, anything would be better than what it is now. Mr. Neil advised that he was laying the idea of a floating rate on the table for consideration in the future, whether or not the proposal was approved, because other mechanisms were being used on a regular basis, including by Social Security. He stated that the Consumer Price Index for all Urban Consumers (CPI-U) is used for rent justification for the Philadelphia, southern New Jersey, and Wilmington area, and they came up with the 0.6% rate currently being used; however, it was based on a three-year period. Mr. Neil noted that retirees got no increase from Social Security one (1) year, and this year Social Security granted 0.3%, which was gobbled up.

Mr. Anderson asked if the effect of a one-time increase would be looked at rather than an annual increase. Responding, Mr. Koenig indicated that what would be asked for would be the effect of taking the annual pension and increasing it by 1%, 1.5%, or 2% going into the future. For example, he stated that if a pension was $1,000 per month and the increase was 1%, the pension would increase to $1,010 per month until something was altered in the future. In response to Mr. Anderson, he confirmed that it would be a one-time initial increase, not 1% each year, and that change would run in perpetuity.

Mr. Anderson indicated that floating mechanisms were not necessarily needed because perpetual annual increases were not being discussed beyond the base. He stated that members were talking about the effect on the pension fund and unfunded liabilities, etc., if this increase was done periodically, such as every 10 years or so.

Mr. Koenig confirmed this and stated, for clarification, that a snapshot would be taken of every pensioner right now. If Council awarded a 1.5% increase, those annualized numbers would be adjusted by 1.5%and this would become their annual pension going into the future.

Dr. Stewart asked if the City funds COLA increases in one (1) lump sum or over a period of years. Responding, Mr. Koenig indicated that the City had not done a COLA increase since 2006; however, he thought the intent was to come up with a number and fund it all in a lump sum, assuming that the City had the money to do that, because it was not desired to create additional liability.

Mr. Hare noted that it would be a lump sum every year, noting that if was determined that the cost of a 1% increase was $5,000, there would be an additional $5,000 cost every year. He noted that this cost would be amortized. Mr. Hare stated he thought the request would be a good first step.

The Committee recommended that the City Manager be authorized to expend approximately $1 ,000 to analyze the financial impact for three (3) different COLA amounts: 1%, 1.5% and 2.0%. The analysis will be completed by Nyhart. These expenses will be charged against the pension fund assets.

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

**Proposed Time Change for Open Forum**

Mr. Hare advised members that Mr. Slavin had indicated that he would like to see the time for the Open Forum segment of the Regular City Council Meetings moved to 7:00 p.m. due to the number of speakers that had been present at meetings over the last few months.

Mr. Sudler asked if Open Forum would be held from 7:00 p.m. to 7:30 p.m. Responding, Mr. Hare indicated that it would be held at 7:00 p.m., but could end earlier than 7:30 p.m. if speakers are done earlier. He noted that there might be times when Open Forum may run a little longer than 7:30 p.m.; but starting at 7:00 p.m. would be better than 7:15 p.m. He noted that the Open Forum for Council usually starts at 7:15 p.m. and would be moved back to 7:00 p.m.

Mr. Anderson asked if this would be for a particular session of Council through May 2017. Responding, Mr. Hare indicated that the change would be permanent.

The Committee recommended acceptance of the time change for Open Forum for City Council meetings from 7:00 p.m. to 7:30 p.m. as presented by Councilman Hare.

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

**Proposed Ordinance #2017-02 Amending Chapter 2 - Administration, Article V - Finance, Section 2-422 - Disposal of Excess Property**

Mr. Scott Koenig, City Manager, reminded members that he had been before Council several times over the last year or two (2) to discuss the disposal of excess property, and Mr. Slavin had commented about the difficulty of reading the procedure for sale and disposition of real property. He stated that the procedure was re-typed, and Mrs. Traci McDowell, City Clerk, had subsequently indicated that it should be codified and placed into the municipal code so there would be no ambiguity about what it said and when it was adopted. Mr. Koenig explained that Proposed Ordinance #2017-02 would codify the procedure for sale and disposition of excess City-owned real property, stating that no changes had been made to the procedure, to his knowledge and it had just been placed in code format. Staff recommended that Proposed Ordinance #2017-02 be moved forward to Council.

Mr. Anderson stated that he had a question about the State code change which allows for land banking and the forming of land banking organizations. He noted that Mr. William Pepper, Deputy City Solicitor, and Mrs. Ann Marie Townshend, Director of Planning and Community Development, were studying these issues and Mr. Anderson expressed concern about changing the municipal code before the City had a chance to look at a possible addition to the code in this regard. Mr. Anderson asked, if the City were to take advantage of the recent change in State law, whether this would fall under Exception E of the proposed ordinance pertaining to non-profit organizations. Responding, Mr. Koenig advised that he would have to get an answer from Mr. Pepper in this regard, stating that he would happy to do so before the next City Council meeting.

Mr. Anderson stated that he would definitely like an opinion and would like to delay adoption of the ordinance until members had a chance to look at the land bank issue if it would affect the ordinance. He indicated that there would be no reason to delay the ordinance if it would not be affected by the State code change.

Mr. Hare stated that he thought the Proposed Ordinance could move forward, a legal opinion could be obtained, it could be discussed at the Council meeting, and appropriate action could be taken.

Mr. Neil expressed concern that the City has vacant buildings that do not move forward as fast as they should in terms of determining whether they can be used in a different manner, if they are surplus, or what their value is, and he thought the Proposed Ordinance would enable the City to move forward. He indicated that these are City properties that citizens invested their money to purchase, and the City

should be giving citizens full value, whether the buildings are sold or used elsewhere. Mr. Neil stated that one (1) of his suggestions during the Council Retreat held on January 6, 2017 was to look at this matter and move forward with it, and he had no problem with moving forward with the ordinance or with checking on Councilman Anderson's concerns and thoughts.

The Committee recommended adoption of Proposed Ordinance #2017-02, with a caveat that a legal opinion be obtained regarding whether the State code change which allows for land banking and the forming of land banking organizations would affect the Proposed Ordinance.

During the Council meeting, Mr. Scott Koenig, City Manager, advised that the ordinance was an effort to codify a procedure that for disposal of excess property that dated back a number of years.

Mr. Koenig stated that, during the Committee meeting, Mr. Anderson asked a very specific question with respect to, if the city were to take advantage of the recent change in State law, whether this would fall under Exception E of the proposed ordinance pertaining to nonprofit organizations. He advised that Mr. William Pepper, Deputy City Solicitor, reviewed the ordinance and the minutes of the Committee meeting and he has indicated that the proposed ordinance does not conflict with State law. Mr. Koenig stated that Chapter 47 of Title One of the Delaware Code permits but does not require municipalities to create local land banks and Mr. Pepper does not believe that there are any conflicts with the proposed ordinance as it relates to land banking activities.

Mr. Anderson clarified that the question asked was, if this particular ordinance is passed, would it interfere with the City transferring land to a land bank, which is something that had been discussed for the future. Responding, Mr. Nicholas Rodriguez, City Solicitor, stated that Mr. Pepper had researched the issue and he does believe that the ordinance would impact any future plans for a land bank.

Responding to Mr. Anderson, Mr. Koenig stated that he had a phone conversation with Mr. Pepper earlier in the day and he indicated that if the City were to create a land bank, it would function similar to the Downtown Dover Partnership, and he thought it would qualify under Exception E for nonprofits. The land bank, if it were created by the city of Dover through legislation, would essentially function as a nonprofit and they would be able to adhere to those rules.

**Mr. Neil moved for adoption of Proposed Ordinance #2017-02, as recommended by the Committee. The motion was seconded by Mr. Anderson and unanimously carried.** (The First Reading of the ordinance will take place during the latter part of the meeting).

**Proposed Ordinance #2017-03 Amending Chapter 2 - Administration, Article IV - Officers and Employees, Division7 - General Employee Pension Plan and Division 8 - Deferred Compensation Plan; and Article VI - Other Post-Employment Benefits Fund and Creating Chapter 80 - Personnel**

Mrs. Donna Mitchell, Controller/Treasurer, advised members that she had developed an outline of the provisions of Proposed Ordinance #2017-03 and reviewed them, as follows:

1. Established a New Chapter #80 for Personnel and incorporates the retirement related ordinances into this chapter. (All pension, deferred compensation and Other Post Employment Benefit Plans)

2. Administratively revises the ordinances to remove redundancies included in all ordinances by adding a definition section and expands Division 1 - Generally to clarify the provisions that apply to all retirement plans. i.e., Normal retirement, early retirement, termination of employment.

3. Administratively changes the terminology used from defined benefit and defined contribution to the specific plan applicable. i.e. general employee pension plan, deferred compensation plan (457), or money purchase plan (401).

4. Incorporates the provisions that apply to the General Pension Plan into the Money Purchase Plan Division since the General Pension Plan is now a closed plan since 2009.

5. Inserts where applicable for each plan that the terms and conditions of the plan are defined in the Plan documents for the 401/457 Plans. This would negate any continued changes if contribution percentages change or plan changes as required by IRS rule changes.

6. Administratively changes the terminology to reflect changes in actuarial standards for both pension and OPEB. What used to be actuarial required contributions is now actuarial determined contributions.

7. Revises New Section 80-516 (General Pension Plan rows 494 - 541):

   Benefits to cease upon reemployment; exceptions -

   This provides expanded detail in conformance with IRS regulations as to under what circumstances a retiree in the General Pension Plan can return to work without having to stop their retirement benefits. It mirrors the State of Delaware code and has been reviewed and suggested by a labor attorney familiar with the tax code provisions.

Referring to Line #179, Mr. Anderson questioned why "irrevocable" was stricken in regard to the decision to join the deferred compensation plan. Responding, Mrs. Mitchell explained that the deferred compensation plan is the 457 plan, which

is a voluntary choice; however, the 401 plan is an irrevocable decision and the ordinance was adjusted to reflect this.

Mr. Hare noted that a City employee who retires must wait six (6) months before they can come back and work for the City. Mrs. Mitchell confirmed this and noted that employees under age 65 can work only under certain circumstances; however, there are no restrictions for those over age 65. She advised that the ordinance spells out the circumstances under which an employee can return, such as for a project or as a casual/seasonal employee.

Responding to Mr. Hare regarding whether an employee can return part-time, Mrs. Mitchell stated that they can return part-time for no more than six (6) months if they are under age 65; otherwise they would have to stop their pension.

Mr. Hare asked if employees could work part-time for six (6) months and then take a break. In response, Mrs. Mitchell indicated that it was against Internal Revenue Service (IRS) rules to plan to let employees go for a little while and then bring them back.

The Committee recommended adoption of Proposed Ordinance #2017-03 as presented.

**By consent agenda, Mr. Hare moved for adoption of Proposed Ordinance #2017-03, as recommended by the Committee. The motion was seconded by Mr. Neil and carried by a unanimous roll call vote.** (The First Reading of the ordinance will take place during the latter part of the meeting).

**Mr. Hare moved for acceptance of the Council Committee of the Whole Report, seconded by Mr. Lewis and unanimously carried.**

**QUARTERLY REVENUE REPORT**

Members were provided the Quarterly Revenue Report as of December 2016.

**By consent agenda, Mr. Hare moved for acceptance of the Quarterly Revenue Report as of December 2016, seconded by Mr. Neil and carried by a unanimous roll call vote.**

**YOUTH FOCUS GROUP REPORT**

During their May 26, 2016 Special Council Meeting - Budget Review, City Council established a youth focus group initiative across City government. The purpose of the program would be to solicit input on ideas, solutions, and issues from the youth of the City. The following departments will be required to hold a focus group with the youth who are residents of the City of Dover: Planning, Parks and Recreation, Dover Public Library, and Police. The focus group will be held before December 1 of each year and reports of the various departments will be made to Council no later than February 1 of the following year.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised that she, Margie Cyr, Library Director, and Lieutenant Hermance of the Police Department have been working on plans for a Youth Focus Group. She noted that they have tried to be very broad in how they solicit people to participate in the focus group, so they have sent letters to each of the churches and schools in the City of Dover asking them to nominate one parishioner or student to participate so that we have a large, yet manageable, group.

Mrs. Townshend stated that they have identified youth ages 13 through 16 who reside in the City of Dover as their target audience. The focus group will be held on Saturday, February 24, 2017 in the library. She advised that they have a committee of staff from the Library, Parks and Recreation Department, and the Police Department to develop questions to help elicit the feedback they are looking for. Mrs. Townshend noted that they have started getting feedback with indications of people who are planning to attend.

Mr. Sudler asked if there had been any media advertisement. Mrs. Townshend responded that letters were sent to schools and churches so that each of those organizations would designate one youth to participate in order to have a manageable sized group.

**EVALUATION OF BIDS - ROLLING ACRES PUMP STATION REPLACEMENT**

Mr. Scott Koenig, City Manager, advised that this project includes the replacement of the Smith & Loveless package pump station. He noted that the station, located on the east side of North duPont Highway (Route 13) behind 595 North duPont Highway, was installed in 1973 and has exceeded its anticipated life expectancy of 20-25 years. Mr. Koenig stated that the existing wet well will be rehabilitated with additional site improvements to address inflow and infiltration and the pump station replacement will improve the City's wastewater system by increasing the structural integrity and pump efficiency of the pump station. He also advised that Staff requested an alternate bid price for bituminous pavement for the pump station, which will decrease maintenance at the station.

Mr. Koenig noted that all bidders were over the project budget and he expressed concern with re-bidding the project, believing that the prices will either remain the same or increase because a re-bid would occur in the spring, which is the busy season for construction activity.

Staff recommended awarding the contract to M2 Construction, LLC in the amount of $439,300 for the Rolling Acres Pump Station Replacement Project, noting that the shortfall for this project will be supplemented by a budget amendment from the Inflow and Infiltration Removal project.

Mr. Anderson asked what may have driven the cost overrun. Responding, Mr. Koenig stated that he thought it was due to the increase in construction activity as the economy is improving. Noting that the City has been doing a lot of pump station projects, Mr. Koenig stated that he believed that the last two projects had higher budgets than originally planned. He advised that Staff would be altering the proposed budget for pump station replacements moving forward.

Responding to Mr. Lewis, Mr. Koenig advised that the life span of the pump station ranges from 20 to 25 years. He noted that, in some cases, the pumps are rebuilt and sometimes upgraded to larger pumps during that life cycle, but at least every 20 to 25 years major rehabilitation on the stations is required.

Mr. Koenig noted that Staff has recently been going through a structured procedure of designing one year and then construction the next year through a series of the pump stations. He stated that in the last couple of years they have done the Lakeview Drive Pump Station in Eastlake Gardens, they are finishing the Retreat Pump Station in the Retreat subdivision, and they currently have construction authorized for the Village of Westover Pump Station. Mr. Koenig advised that all of these stations are either over, or right at, the 20 year life cycle. He noted that there are approximately 40 to 45 stations throughout the system, so they need to do one or two stations every year to keep up that 20 to 25 year cycle.

Mr. Lewis stated that replacing these pumps would require budgeting. Responding, Mr. Koenig stated that, in this case, it is a major upgrade that probably includes electrical and mechanical replacements, relining the wet well, and additions to the piping coming out of the station. He noted that, in some cases, it has included backup generation and upgrading electric services. Mr. Koenig advised that it is a complete switch-out of the infrastructure over the past 40 years.

Mr. Sudler asked, in regard to the dedicated routine maintenance, how often Mr. Koenig receives a report and who reviews those reports. Responding, Mr. Koenig stated that there is a six person pump station crew that visits each of the stations on a scheduled basis and, similar to the water well system, there is a checklist that they go through for each station. As part of the monthly reports, these crews report back any minor problems and, in some cases, there are stations where there may be major problems. Mr. Koenig advised that computer interfaces may go bad, pumps may have to be repaired or sent out for maintenance. He noted that the pump stations are on the SCADA system that is being monitored 24-7 at the Electric Department through the dispatch center, so if there is a problem with a station, it sends an electronic relay signal to the dispatch center.

**Mr. Neil moved for approval of Staff's recommendation to award the contract to M2 Construction, LLC in the amount of $439,300 for the Rolling Acres Pump Station Replacement Project (Bid #17-0018PW), noting that the shortfall for this project will be supplemented by a budget amendment from the Inflow and Infiltration Removal Project. The motion was seconded by Mr. Neil and carried by a unanimous roll call vote.**

**CHANGE ORDER - MEETING HOUSE BRANCH VOLUNTARY CLEANUP PROGRAM**

Mr. Scott Koenig, City Manager, advised that this project was formerly known as the old PW2 Site Improvement Project for the tar ditch storm water drainage and the project has been renamed the Meetinghouse Branch Storm Water Improvements.

During the design phase of the Old PW2 Site Improvement Project, it was found that soils in the property were contaminated with petroleum and lead. Because the scope of the project is to excavate the area and create a water quality feature, significant excavation will be required. The main concern was the lead concentration found during the Test Pit investigation, which surpasses the DNREC-SIRS lead reporting level. This discovery places the PW2 Municipal Yard in the Voluntary Cleanup Program (VCP). The VCP will require an application fee and a contractor to prepare a remediation investigation work plan. After the Department of Natural Resources and Environmental Control (DNREC) has approved the work plan, implementation of the work plan, which includes soil samples and analysis of the site, will need to occur. Compliance Environmental, Incorporated has provided a two-part proposal to perform the required work. The initial cost is $9,800 for the

creation of the work plan and the second part is for remediation of the site. Although the extent is unknown, an estimated range is between $40,000 and $60,000. Staff believes the cost will be at the high end of the range. What is not accounted for in the proposal is the $5,000 application fee that is required from DNREC.

Mr. Koenig advised that, on March 28, 2016, City Council approved a change order that equated to 25% higher than the original budget. This request will continue to increase the project budget, which will require another Council approval. He noted that the original budget for Project Number ST1504 Old PW2 Site Improvements was $480,000 and it is currently revised at $603,542. Staff is requesting a change in the amount of increase of $74,800.

Mr. Koenig stated that the proposed source of funding is the FY17 Street and Alley Program, which was originally budgeted at $900,000 and has been revised to $752,000. Use of the $74,800 will decrease the budget for that project to $677,200. He advised that the proposal allows them to finalize the storm water conveyance improvement design, formerly known as the tar ditch, that captures the storm water over into Lincoln Park, up Route 8, down through the center of the City, through Water Street, and across the hospital property adjacent to the Skull Terrace properties and transfers storm water to the river through the old PW2 site.

Mr. Koenig stated that the total project for construction is estimated between $7.5M and $8M. He noted that they have had numerous meetings about this project with both state-level administrators and various legislative officials. At this point, they need to finalize the design for the project. Mr. Koenig advised that they have been discussing several large economic development projects, one related to the hospital and the second related to potential redevelopment of sites in the Tar Ditch Meetinghouse Branch Base in downtown. He stated that, unless this project moves forward, both of those economic development projects may be significantly harmed over the long term.

Mr. Koenig advised that the City would complete the design and then seek additional funding from other partners in the basin, as well as the State, to offset some of the cost of this project. He noted that the City has received a draft binding letter of commitment for up to $8M for a 20 year period from the Storm Water State Revolving Fund, which would require the City to pay back approximately $250,000 a year for 20 years at approximately two percent (2%). Mr. Koenig advised that this is a major project that Staff has been working on since the early 1990s.

Mr. Koenig advised that this problem goes back to the late 1980s when there was a detailed study by engineering firms on the flooding at Water Street. Because this has been such a long project, Staff has been working with the State to try to resolve the unknown environmental issues. He noted that the State has contributed a number of hours to do test pitting and sampling for the City. That has led them to the point where they know that there is some petroleum-laden soils in the project area.

Mr. Koenig stated that this project has been ongoing for so long and, because it affects a number of other economic development projects, priority should be given to this change order request. Staff will then rework the capital plan, which may include coming back at some point in the future to request Council to either move money from Capital Project Reserves to help offset costs or to

request Council to allow any funds that are associated with potential additional revenues created through the FY17 Budget related to the general fund to be applied to this project.

Mr. Koenig stated that trying to get all of these projects to meld together from a budgetary standpoint has been difficult. He noted that the proposed funding would potentially eliminate Mockingbird Avenue from the FY17 Street Program to help cover the costs. Mr. Koenig noted that this is a General Fund expense that must be incurred.

Mr. Hare asked how many fines the City had received related to this project. Responding, Mr. Koenig stated that no fines had been issued; however, there was a $25,000 fine associated with the MS4 Program. He also noted that, approximately 10 or 15 years ago, they did a Voluntary Cleanup effort on a portion of property known as Skull Terrace, or the Skull property, which was a joint project between the hospital and the City because the encroachment lines crossed properties. There was already a portion of this project that is under a former Voluntary Cleanup Program. Mr. Koenig advised that the City would be voluntarily entering into the program so that the State does not require removal of the soils.

Mr. Hare, noting that there are sinkholes on Mockingbird Avenue and the residents have been anticipating its repaving, asked how much money it was going to cost for the repaving. Mr. Koenig stated that he thought the estimate to repave Mockingbird Avenue was approximately $120,000 to $130,000. He assured Mr. Hare that they would do everything they could; however, he could not guarantee that Mockingbird Avenue would be completed in FY17.

Mr. Sudler asked Mrs. Donna Mitchell, Controller/Treasurer, to provide her opinion on the project. Responding, Mrs. Mitchell stated that she did not believe that they had a choice because of the soil contamination. Referring to the financial aspect of the project, Mrs. Mitchell advised that she had not seen specifications for each street; however, she noted that approximately $600,000 was carried forward from FY16 projects that had not been completed. She stated that she thought that between both of the Street Programs the money could be found without forgoing any street projects if all of the money had not been dedicated to specific streets yet.

Mr. Hosfelt, noting that the original budget for this project was $480,000 and it was now at $603,542, asked what year the project was originally budgeted. Responding, Mr. Koenig stated that it was budgeted in FY15, or three budget cycles ago, and they have been in active design since then.

Mr. Slavin stated that it was his understanding that this project deals with water that wants to make its way from west to east, gets trapped and contained, and causes flooding in the area. He noted that this issue was one of the most significant public works problems the City has yet to solve. Mr. Koenig concurred with Mr. Slavin.

Mr. Hosfelt reminded members of a discussion they had approximately one month ago about continuing to approve things and spending money they do not have, such as adding positions to the Customer Service Department, and now they are trying to figure out where they are going to get the money.

Mr. Hare stated that he agreed with both Council President Slavin and Councilman Hosfelt and would probably vote in favor of the change order because the project has to be done. Mr. Hare stated that he thought it was unfair to the people of Mockingbird Avenue who have been waiting patiently to get their issues resolved and he thought they ought to do what they could to find the money for that repaving.

Staff recommended approval of the proposal from Compliance Environmental to perform the necessary work for the Voluntary Cleanup Program, as required from DNREC, and the application fee. On March 28, 2016, City Council approved a change order that equated to twenty-five percent (25%) higher than the original budget. This request will continue to increase the project budget, which will require another City Council approval.

Mr. Neil moved for approval of Staff's recommendation, seconded by Mr. Cole.

Mr. Anderson advised that he had asked questions by email earlier and thanked Mr. Koenig for his response. He suggested that they prioritize the street programs because, during the budget discussion, it was said that the minimum amount needed in the Street Program was three-quarters of a million dollars. Mr. Anderson stated that the streets that are on the list are all in dire need of repair and should be a consideration when future budget amendments come forward.

Mr. Sudler asked how often the streets flood. Responding, Mr. Koenig stated that flooding occurred approximately five or six times per year. Mr. Sudler stated that a lot of their constituents have roads that need to be repaired and that there needed to be a plan to address the roads that their constituents have been patiently waiting for, including his constituents on Conwell Street.

Mr. Slavin suggested that Mrs. Mitchell and Mr. Koenig look at the numbers to find a way to move forward with the change order without eliminating a street project and report their findings in two weeks.

Mr. Slavin moved to amend the motion to ask Staff to go back and rework numbers. The amendment does not preclude the approval of the item, but we would ask for a report back on the funding at the next meeting. Mr. Neil, maker of the motion, and Mr. Cole, the seconder, stated that they agreed with the amendment, which was unanimously carried.

**The motion for approval of the proposal from Compliance Environmental to perform the necessary work for the Voluntary Cleanup Program, as required from DNREC, and the application fee and that Mrs. Mitchell and Mr. Koenig will rework the numbers and report their findings at the next meeting was carried by a unanimous roll call vote.**

**CONFIRMATION OF POLICE PENSION ELECTION – RETIRED LIEUTENANT TIMOTHY MULLANEY - THREE (3) YEAR TERM TO EXPIRE JANUARY 31, 2020**

The term of office of Retired Lieutenant Timothy Mullaney on the Police Pension Board expires on January 31, 2017. Pursuant to Chapter 62 - Law Enforcement, Article III - Pension Plan, Division 2 - Retirement Committee, Section 62-102(c)(2), notice of an election was given to all plan members. Only one nomination was received, therefore, no election was held. Chief Bernat nominated Retired Lieutenant Timothy Mullaney to serve a three (3) year term, to expire on January 31, 2020.

**By consent agenda, Mr. Hare moved for approval of the nomination of Retired Lieutenant Timothy Mullaney to serve on the Police Pension Board, for a three (3) year term to expire on January 31, 2020. The motion was seconded by Mr. Neil and carried by unanimous roll call vote.**

**REAPPOINTMENT RECOMMENDED BY COUNCIL PRESIDENT SLAVIN - HUMAN RELATIONS COMMISSION - ALAN GADDIS - THIRD DISTRICT REPRESENTATIVE - THREE (3) YEAR TERM TO EXPIRE FEBRUARY 2020**

Council President Slavin recommended the reappointment of Alan Gaddis to serve on the Human Relations Commission for a three (3) year term to expire February 2020.

**By consent agenda, Mr. Hare moved for approval of the reappointment of Alan Gaddis, as recommended by Council President Slavin. The motion was seconded by Mr. Neil and carried by a unanimous roll call vote.**

**FIRST READING - PROPOSED ORDINANCE #2017-01**

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. Final action by Council on the proposed ordinances will take place during the Council Meeting of February 13, 2017.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised that New Castle County's Disorderly Premises Ordinance, which was reviewed by both the Safety Advisory and Transportation Committee and the Parks, Recreation, and Community Enhancement Committee, was revised to make it Dover-specific. She noted that the Ordinance would define the types of activities and allow the Police Department to issue fines for violation of the Disorderly Premises requirements. Mrs. Townshend stated that if a business receives three (3) violations within a period of 12 months, which is a year, they would begin the process of revocation of the business license, which is a provisional order. Mrs. Townshend noted that the Ordinance provides a basis for the fines that would be issued by the Police Department and then, if compliance is not achieved, it would then allow the City to take action against the business license.

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

ORDINANCE #2017 - 01 AMENDING CHAPTER 70 - OFFENSES AND MISCELLANEOUS PROVISIONS AND APPENDIX F - FEES AND FINES (DISORDERLY PREMISES)

**FIRST READING - PROPOSED ORDINANCE #2017-04**

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. Final action by Council on the proposed ordinances will take place during the Council Meeting of February 13, 2017.

Mrs. Donna Mitchell, Controller/Treasurer, advised that the Ordinance carries forward the balances resulting from the audit completed for FY 2016, as well as policy compliance for all reserve balances and favorable carry-forwards that would have been applied to pension or unfunded liabilities. She noted that the Ordinance makes additional adjustments for Council actions during the year.

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

ORDINANCE #2017-04 PROJECT CARRY-FORWARD BUDGET BALANCES/BUDGET AMENDMENTS

**FIRST READING - PROPOSED ORDINANCE #2017-02**

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. Final action by Council on the proposed ordinances will take place during the Council Meeting of February 13, 2017.

Mr. Scott Koenig, City Manager, advised that the Ordinance was intended to codify the City's procedure for the sale and disposition of excess city-owned real property. He noted that codification of the procedure allows them to specifically reference to Dover Code and provides a much more concise and professional presentation of procedures.

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

ORDINANCE #2017-02 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE V - FINANCE, SECTION 2-422 - DISPOSAL OF EXCESS PROPERTY

**FIRST READING - PROPOSED ORDINANCE #2017-03**

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. Final

action by Council on the proposed ordinances will take place during the Council Meeting of February 13, 2017.

Mrs. Donna Mitchell, Controller/Treasurer, advised that the Ordinance administratively moves the Pension and OPEB ordinances into a new chapter for personnel and retirement. Additionally, she advised that it expands and clarifies under what conditions retirees can return to work for the City and still be in compliance with IRS regulations.

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

> ORDINANCE #2017-03 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE IV - OFFICERS AND EMPLOYEES, DIVISION 7 - GENERAL EMPLOYEE PENSION PLAN AND DIVISION 8 - DEFERRED COMPENSATION PLAN; AND ARTICLE VI - OTHER POST-EMPLOYMENT BENEFITS FUND AND CREATING CHAPTER 80 - PERSONNEL

**CITY MANAGER'S ANNOUNCEMENTS**

Mr. Scott Koenig, City Manager, advised that he had no announcements.

**COUNCIL MEMBERS' ANNOUNCEMENTS**

Mr. Hosfelt thanked the Fire Department for inviting them to their banquet and noted that the one thing that really stood out with him was the diversity of the Fire Department's top ten responders.

Mr. Anderson announced that the "Souper Bowl" would be held on February 11, 2017 between noon and 2:00 p.m. at the Salvation Army. He noted that the cost is only $15 to enjoy soup and get a free commemorative mug. Mr. Anderson also advised that the annual Chili Cook-Off would be held on February 25, 2017.

Mr. Sudler thanked Deputy Chief Mailey for his handling of the Forrest Avenue domestic situation. He noted that the Fire Department, Emergency EMS, and Dover PD all worked together to make sure that the community was safe and that the individual who had committed the crime was not harmed and did not harm others.

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

Meeting adjourned at 8:58 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of January 23, 2017, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Minutes\2017\01-23-2017 Council Minutes.wpd

Exhibits
Exhibit #1 - Correspondence from President-Elect Trump to Mr. EShed Alston and related correspondence, provided by Mr. EShed Alston
Exhibit #2 - Correspondence from State Representative Sean Lynn
Exhibit #3 - Concept Drawings of Pocket Neighborhood Ideas, provided by Ms. Sue Harris

**EXHIBIT #1**
Regular Council Meeting of 01/23/2017

Thank you for taking time to send your kind words of support and thoughtful gift. I look forward to being President for all Americans. I will always be your voice and will always be your champion. Working together, we will unify our great country AND renew the American Dream. I believe America will be great again and I'm eager to get to work.

Melania and I greatly appreciate your words of support.

With best wishes,

Donald J. Trump

EShed Alston 406 Arnold Court Generals Green

Dover Delaware 19901 302 264 9568

**ESHED ALSTON'S JANUARY 11 2017 INITIAL MEMORANDUM OF PURPOSE AND OF INTENT AND OF UNDERSTANDING AND FOR THE RECORD TO THE NATIONAL BLACK CONGRESSIONAL CAUCUS CHAIRMAN CEDRIC RICHMOND**

Dear Sir: **Cedric Richmond Chairman National Black Caucus**

**1.** For the material record of significant circumstantial context I first became aware of you and the NBC National Black Caucus as a result of watching a Fox news broadcast Saturday night of Watters World hosted by Jesse Watters. The materially relevant subject was the paying of monetary reparations to black people whereas your name came up. Regarding the subject matter of reparations as such it is a disingenuous fraud to connect this subject that I have champion over the past several years to be associated with the democratic party or the last days of the failed Obama administration policies that failed to before this 12th hour to at any time represent and promote the raising of the question I have prior addressed of the subject of reparation being paid.

**2.** For the record established over the past 10 years as a Republican activist I have documented an extensive public documentation of a long well documented history of raising this reparations demand question and historical issue specifically and consistently over numerous and multiple social media. For example I have extensively and publically referenced reparations consistently with several workable reparations plans presented over Blog Talk radio You tube and on Face book additionally currently broadcast weekly on my Program **So You Think you know the law** over **The Hottest Live Radio** available free at the apps store and on Google apps free. I will be discussing the letter to you before you broadcast on the air Sunday January 11, 2017 6 and 6 I am furnishing for your information a copy of that broadcast CD enclosed for your edification.

**3.**I look forward to a constructive dialogue with you and the National Black Caucus regarding institutional corruption within the civil justice system that is documented in my record of events currently in review before the Court of appeals for the Third circuit in two actions pending there

ESHED ALSTON

Theses facts are true so help me GOD

NOTARY

Sworn and subscribed before me January 11, 2017

CYNTHIA J. PORTER NOTARY PUBLIC STATE OF DELAWARE MY COMMISSION EXPIRES 03/23/2020

EShed Alston 406 Arnold Court Generals Green

Dover Delaware 19901 302 264-9568

ESHED ALSTON'S MEMORANDUM OF RECORD OF WRITTEN NOTICE OF RELEVANT UNDERSTANDINGS TO FOX NEWS CBS WBOC 16 AND WMDT 7 47 ABC DELAWARE STATE NEWS. AND NEWS JOURNAL AND OR DOVER POST OF INTENT TO FILE SUIT DUE TO NOTED SYSTEMATIC VIOLATION OF BOTH THE EQUAL PROTECTION OF LAW AND DUE PROCESS UNDERMINING THE CONSTITUTIONAL RIGHT OF FREEDOM OF PRESS AND OF SPEECH THAT ARE IRREVOCABLE CIVIL RIGHTS GUARANTEES THAT ARE DENIED ILLEGALLY BY THE NAMED PARTIES

To Whom it may concern take notice in writing specifically made to CEO and or NEWS DIRECTOR of in particular Fox news 21 **WBOC** 16 **CBS** news and or **WMDT** 7 47 **ABC** news and or to the News Journal and or Delaware State News and or to the Dover Post take notice.

1. For the material record two relevant documents accompany this filing documentation to you hereinabove referenced January 18, 2017 to include the MEMO enclosed from president elect **Trump** see copy and the seven page document attached to which the president elect responded.

**2.** If and whereas the important issues raised before you that are documented in the seven page accompanying document to you so call news media people noted as biased are important and significant enough to motivate a written response from President Trump during these times of transition those issues raised are serious and important and should not be illegally oppressed by the noted obstructing named parties as has been the case over the past several years by you.

**3.** For the record although ignored unconstitutionally disenfranchised maligned and marginalized by you people in the news media intentionally and illegally over the past 6 years by the Obama administration policy objectives over the past several years specifically. I have been deliberately systematically denied the civil right guarantee of freedom of press and of expression and of speech as a unlawful political objective driven by the racist local and extended illegal unconstitutional adverse discriminatory disparate bias media favoring democratic party objectives to oppress me and the Constitution as a vocal Republican political activist and regarding the news media abject refusal to cover stories relating to my activities.

**4.** For the record to date you named hereinabove have obstructed justice and constitutional due process and ignored repeated written documentation from me to you be advised that if you continue to do so as has been the past practice this is your notice you will be sued in federal court

ESHED ALSTON

These facts are true so help me **GOD**

NOTARY

Sworn and subscribed before me January 18, 2017

LILY L. BOYER
MY COMMISSION EXPIRES UPON OFFICE
NOTARY PUBLIC
STATE OF DELAWARE

DEAR SIR: **PRESIDENT ELECT DONALD J. TRUMP**

**WHITE HOUSE** 1600 Pennsylvania Ave NW Washington DC 20500 Transition team ATTENTION and also additionally sent to **TRUMP** TOWER **725 5th** Ave. New York NY 10022

EShed J.L. Alston 406 Arnold Ct., Generals Green Dover DE 19901 **302**-264 9568 and 399 9071

RE: Enclosed is EShed Alston's CD digital broadcast of SO YOU THINK YOU KNOW THE LAW presented by EShed Alston assisted by camera man and friend Fred Bowden broadcast on Nov.20 2016 on **The Hottest Live Radio** produced by Black Cat Productions Camden Delaware

DEAR SIR PRESIDENT ELECT DONALD J TRUMP

1. Multiple important purposes of this **MEMORANDUM OF UNDERSTANDING** are presented to you president Elect Donald J. Trump to timely document materially relevant noted serious events referenced in the accompanying marked CD and regarding the copy of the cover page of the 2007 Seminar event hosted by Donald J. Trump 10 years ago and also enclosed are referenced District Court and Court of Appeals 3rd Circuit Court Documents. I am also enclosing a copy of my nearly 8 year old book published in 2010 entitled THE LAMB'S BOOK OF LIFE.

2. I look forward to hearing from President Elect Donald J. Trump at his earliest convenience as an advocate activist Amer-African honorably discharged USAF veteran person of color who voted for President Donald J. Trump in the sincere hope that there would not be a Hillary Clinton repeat administration of the perverted and bizarre Obama Nation policies of the past 8 years. I truly believe in you President Donald J. Trump and that **WE CAN MAKE AMERICA GREAT AGAIN** is in fact and in function truly a movement that requires the motivation activation and promotion of the silent obstructed majority of Americans who see the need for a new direction.

ESHED ALSTON

These facts are true so help me **GOD**

NOTARY

Sworn and Subscribe before me this day NOV. 28 2016

CYNTHIA J. PORTER
NOTARY PUBLIC
STATE OF DELAWARE
MY COMMISSION EXPIRES 03/23/2020

# The Learning Annex®

# REAL ESTATE & WEALTH EXPO™

PROGRAM GUIDE $5.00



DONALD TRUMP
**THINK BIG**



"DR J" JULIUS ERVING
**LAWS OF SUCCESS**



TONY ROBBINS
**UNLEASH THE POWER**



GEORGE FOREMAN
**MEGA-ENTREPRENEUR**



DAVID BACH
**AUTOMATIC MILLIONAIRE™ HOMEOWNER**



JOHN DEMARTINI
**THE SECRET™**
LAWS OF ATTRACTION



WAYNE GRAY
**EARN $5K - 10K A MONTH!**



ROBERT SHEMIN
**GOOD DEALS, BAD DEALS**



SCOTT SCHEEL
**COMMERCIAL REAL ESTATE**



CHRIS JOHNSON
**FREE MONEY FROM THE GOV'T**



DR. ALBERT LOWRY
**FORECLOSURES & AUCTIONS**



JAMES SMITH
**BUY & FLIP REAL ESTATE**

# THIS WEEKEND BECOME A MILLIONAIRE!



BOB KITTELL
**MAKE MONEY ON WALL STREET**



DAVID LINDAHL
**APARTMENT BUILDINGS**



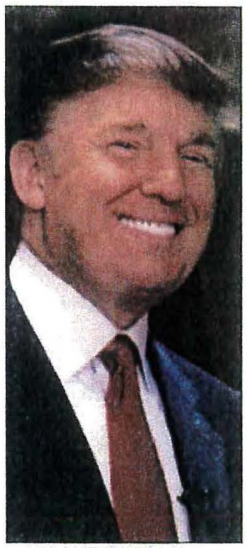
PATRICK JAMES
**BEAT THE IRS**



BOB CIRCOSTA
**IDEA INTO MILLIONS**



MICHAEL CORBETT
**NBC TV'S EXTRA!**



THINK BIG
**REALLY BIG!**



DON BURNHAM
**FIXER-UPPERS**



REGGIE BROOKS
**BARGAIN PROPERTIES**



ROB McFADDEN
**LEVERAGE YOUR MONEY**



BLAISE INGOGLIA
**NEW HOME CONSTRUCTION**



ROBERT BLUHM
**TAX REDUCTION**

DLD-384 **NOT PRECEDENTIAL**

UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT

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No. 16-2165

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ESHED ALSTON,

Appellant

v.

ADMINISTRATIVE OFFICES OF DELAWARE COURTS; SUPERIOR COURT; SUPREME COURT OF DELAWARE; COURT ON THE JUDICIARY; STATE DEPARTMENT OF JUSTICE; UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF DELAWARE; STATE HUMAN RELATIONS COMMISSION; and JUDGE VAUGHN, in his official capacity

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On Appeal from the United States District Court
for the District of Delaware
(D. Del. Civ. No. 1:15-cv-01112)
District Judge: Honorable Sue L. Robinson

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Submitted for Possible Summary Action
Pursuant to Third Circuit LAR 27.4 and I.O.P. 10.6
August 18, 2016
Before: CHAGARES, GREENAWAY, JR. and GARTH, Circuit Judges

(Opinion filed: September 6, 2016)

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OPINION*

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PER CURIAM

EShed Alston appeals from an order of the District Court granting motions to dismiss his civil rights complaint and denying Alston's motion for recusal. We exercise jurisdiction under 28 U.S.C. § 1291, and will summarily affirm because the appeal presents no substantial question. See 3d Cir. L.A.R. 27.4. We may affirm on any ground supported by the record. Tourscher v. McCullough, 184 F.3d 236, 240 (3d Cir. 1999).

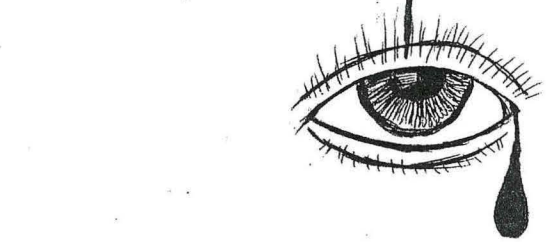
Alston's complaint is a loose collection of political beliefs, invective and commentary on current events, and the claims raised therein are hard to discern. As best we can tell, Alston's primary claim is that he was barred from the facilities at Delaware State University ("DSU"), improperly so, allegedly in disregard of both (1) DSU's status as a historically Black land-grant institution; and (2) Alston's status as a DSU alumnus and a descendant of Delaware slaves. Without access to DSU, Alston has allegedly been unable to create a working prototype of a "solar hydro system" similar to that developed by California-based Solyndra using, says Alston, his misappropriated intellectual property. See In re: Solyndra LLC, Bankr. No. 11-12799, ECF No. 1167 (Bankr. D. Del. Oct. 17, 2012) (Alston's "emergency" petition alleging "copyright infringement"). Named as defendants in the complaint were the U.S. Bankruptcy Court for the District of Delaware ("USBCDD"), as well as James T. Vaughn (Associate Justice of the Delaware Supreme Court, in his "official capacity") and a handful of Delaware government entities

THE LAMB'S BOOK OF LIFE




ISBN 978-0-578-05444-5
52100
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# THE LAMB'S BOOK OF LIFE



*By:* EShed Alston

**GOD has given me a new invention** that **will end** America's dependence on foreiegn oil. Every word of the Bible is absolutely true. Descriptions of heaven in the Bible and the Book of Revelation makes it very clear that nothing like heaven has ever been seen on earth, yet the very description of heaven contained in the Holy Bible, have existed on earth for thousands of years. **Heaven is not a new creation** or a new place to either **GOD** or man. Heaven is a place with real characteristics and **ONE** sovereign **KING** HIS Name is **GOD.** Heaven is **not a democracy** it is a Monarchy a controlled dictatorship administered by **Christ and the Spirit** the final witness to the generation of the ripe figs. **GOD** has given me His peculiar knowledge of the final generation of solar energy production. The new technology is from **GOD** and is capable to immediately end America's dependency on foreign oil for electricity production.

The solar electric, electro magnetic system, **runs on water and sunlight** and is safe nontoxic, nonpolluting, and self sustaining. Heaven allows **NO** polluting industry. **The** post Armegeddon, Gog, Magog, world is a planet in recovery from disaster. **The** oceans seas and great waters **SHALL** take hundreds of years to recover. **The** start of the process of reclaimation of planet earth **SHALL** begin during **THE** thousand years before **GOD** descends from heaven on His Throne. The new technology is unique and is as prophesized **the wheel within a wheel.** The new technology is called **S.H.E.P.P.A.R.D.**which stands for **S**olar **H**ydro **E**lectric **P**ower **P**lant **A**quatic **R**esearch and **D**evelopment. I am interested in production of a computer generated prototype system and a working model to prove the new system works. **A working model** will demonstrate the feasibility of the design. The interested parties will find **the new technology works** and is needed. With low cost electricity nationwide it will take less time for America to recover, this is what I am putting on the table. **GOD** has shown me the future of solar technology and I am interested in meeting with U.S. Government, officials or private industry General Electric, General Motors, Microsoft, and or ANY similarly resourceful American big BUSINESS that is motivated by what I have written herein. I am interested in working with any motivated business able to assist me in the accelerated process of testing, patenting, and protecting my ownership and trademark rights inherent in the licensing of the invention prototype and solar electric application I have with **GOD'S noted** help created.



**Islam** is the Spiritual belief of all Muslims, that teaches one **GOD Allah.** One **GOD** is the cornerstone concept and core premise of three different respective religious beliefs. It is ironic that the Jewish born **Jesus** is not recognized by his own Jewish people yet is in fact acknowledged by the Spiritual beliefs of many Muslims. It is noted that the Christian Bible, and or the Hebrew Holy Books, do not recognized any of the Muslim Prophets. Whereas according to Hadeeth, **the Mahdi** will appear as the final witness **and with Him will appear Jesus,** The Christ. Islam teaches that the **Imam Mahdi** will appear with **Hadhrat (Jesus) Alayhis Salaam.** I am HE that final living Prophet that appears, with **Jesus.** According to the Islamic Holy teachings I am the **Mahdi. Mahdi and Jesus** both appeared as the resurrected Spirits **in the last days** that are in fact noted, documented, and referenced in and by all three religions, Christian, Muslim, and Jewish. Hadeeth, states Imam **Mahdi** is **The Redeemer** the Messenger of Allah **who will appear** in the last days and **Jesus will appear** with Him thereafter **during the Mahdi's lifetime.** It is **Jesus,** who is able to kill the ant-christ, according to Hadeeth. Even within Islam and Muslim teachings there are many different beliefs regarding the **Mahdi.** Sunni and Sufi differ in idealogy, and also differ on the subject of the **Mahdi,** who is a central theme and a very powerful force for Shia Muslims who believe that the **Mahdi** is the Twelfth **Imam, Muhammad al- Mahdi,** who will return, as the final messenger of **Allah** with **Jesus** at his side, to rule over mankind for 40 years. The Christian Bible of course recognizes **Jesus as the Christ** the true resurrected saviour. Many Jews to this day do not acknowledge Jesus as the Christ or as either a Prophet or the Son of **GOD.** The **red and white deaths** are associated with the appearance of the **Mahdi. Jesus** is **the lynchpin** tying **three religious beliefs together.** The reader must accept the fact that **Jesus Christ** absolutely does exists and is the common link, confirming three religions, Islam, Christian, and Jewish beliefs that essentially deny Christ existence. The resurrected Spirit, the person that appears in the last days, with **Jesus is not** a new concept. The reality of the final Prophet EShed Christ angel has existed in fact and function since the beginning of time. **Christ** favorite food is smoked fish, with manna. **Jesus Christ** is an excellent cook specializing in meals where fish are the main course. Spirits are creative and love to work in and for **GOD'S** pleasure. There is

inherent in civil rights protection guarantees including actions taken by the appellant to this court **3** Timeline as applied to context of demonstrations of corruption on the court of appeals intent and record of events are in demonstration by the appellant of significant material fraud and corruption that has been exposed. Applying the required standards of due process of law and regarding the equal protection of law are very important consideration to demonstrate what Donald Trump's accurately describes with the term he employs the FIX IS IN when referencing crooked Hilary Clinton asserted as the proper term to be employed circumstantially in the current appellate analysis as of August 15 2016 and in considerations of required objective reasonability in this case the FIX IS IN whereas unquestionably two appellees are identified as separate legal entities State and Federal as a mater of both LAR and FRAP rule both counsels are legally required to file their own WRITTEN CERTIFICATES OF SERVICE for the record the rejected phony HALL FILING rejected receipt thereof as a fraudulent document is currently in the physical possession of the Court of appeals Third circuit. Subsequent filings by the Clerks of this court of ANY document created by the clerks to cure Certificate of Service defect is unlawful. **4.** The court of Appeals clerks complicit NOTICES to appellant violates the due process rules of propriety of freedom of Religion and improperly SUGGEST that the clerk can chose sides and magically with no references to or in rules not given act in assistance to the apellees as advocate. There is no rule real or imagined that sanctions the clerks and staff attorney collusion with the appellees acting materially in official misconduct in violation of the LAR or FRAP provisions. **5.** There is no application of the FRAP or LAR giving any clerk of the court the authority to unilaterally manipulate the record of appellees untimely failure to file and to misrepresent the failure of Appellee Handlon to file a written CERTICATE OF SERVICE by creating process that does not exist which was and is currently a fatal flaw in Handlon and Hall's filings that

**EXHIBIT #2**
Regular Council Meeting of 01/23/2017

**SEAN M. LYNN**
STATE REPRESENTATIVE
Thirty-First District



HOUSE OF REPRESENTATIVES
STATE OF DELAWARE
LEGISLATIVE HALL
DOVER, DELAWARE 19901

COMMITTEES
Energy (co-chair)
Agriculture
Judiciary
Education
Health & Human Development
Telecommunication, Internet, & Technology
Veterans

January 23, 2017

**Council President Timothy Slavin**
**Dover City Council**
**City Hall**
**Dover, Delaware 19901**

**Re: Selection of the Police Chief of the City of Dover, Continued Concerns**

*"Those who cannot remember the past are condemned to repeat it."*
*George Santayana, The Life of Reason, 1905*

During my tenure on the Dover City Council, I had the distinct displeasure of assisting many in this room steer the City through one of its darkest hours, an expensive and controversial lawsuit by members of the City of Dover Police Department against the City of Dover. The suit asserted discrimination in the appointment of the Deputy Chief of Police, and, by association, the Chief of Police. It led to the resignation of our Mayor, and a substantial settlement to the aggrieved Officers. It was a costly lesson at the taxpayer's expense.

Now it seems that the City has set itself on a path designed to revisit these hard-earned lessons. I, and many others behind me, cannot sit idly by as the City, through negligence, ineptitude, corruption, or simply the clumsy handling of such a delicate and vital matter, careens wildly towards another litigation, expensive judgments or settlements, dishonor, division and discord.

As we have previously written, throughout the years tradition and precedence have always held that the Deputy Chief succeeds the Chief. This holds true, especially, in instances where we have had a fine officer serving in that role. We find it troubling that a nationwide search (as the Mayor has been quoted wherein he indicates the position will be advertised in "national trade magazines") would be necessary when the best candidate is our own Deputy Chief. Most troubling is that such a search is not only unprecedented, but, alarmingly, surrounds the possible appointment of Dover's first African-American Chief of Police.

We have learned that an advertisement for the Police Chief job has been posted on Monster.com, and its affiliate websites, without any authorization from the Police Chief Selection Committee, which has not even met yet (a recent scheduled meeting was cancelled at the Mayor's request, and another meeting cancelled for this week). What is most troublesome about the Monster.com job posting was that it has changed, upon

P.O. Box 1401 Dover, Delaware 19903
Home: 302-428-1269 Office: 302-744-4351 Fax: 302-739-2313
Sean.Lynn@state.de.us

information and belief, for the first time, the education requirements for the Chief of Police. Why is this troubling? The education requirements have been altered such that Deputy Chief Mailey, upon information and belief, would not qualify to be the Police Chief. These new education requirements have never been a prerequisite for any previous Chief.

This raises several troubling questions: who authored the job posting, at who's direction, and how was it that a Bachelors Degree is now 'required' to serve as our Police Chief. More pointedly, was the description altered to preclude Deputy Chief Mailey from being "qualified"?

In consideration of the above questions, I would also ask Council to consider the application of 11 Del. C. s. 9301. Once Deputy Chief Mailey became the "highest ranking officer", presumably on January 17th, is he to be afforded the protections of the Police Chief Due Process statute referenced above. As such, would he be able to be removed from this position without a finding of "just cause" and the opportunity for Deputy Chief Mailey to request a hearing. Thus, by operation of law, once he became the highest ranking law enforcement officer in Dover, would Deputy Chief Mailey be afforded the same due process rights as if he were the named or appointed Chief?

I, together with many of my Constituents in the African American Faith based community, wrote a similar letter to the Mayor expressing our deep reservations about his handling of this sensitive issue. In response to our letter, we have been accused of trying to circumvent the established process and, most abhorrently, were called "race baiters" by the Mayor of the City of Dover. The Mayor's accusation is disgraceful, offensive, and beneath the Office that he holds.

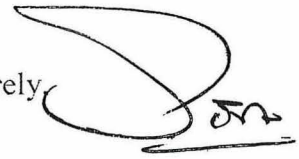
The signatories of that letter never suggested a circumvention of the established process. The Mayor's assertion that we had suggested that he not follow the proscribed procedure is simply false. Firstly, the Mayor was not following the Dover Code (section 65-32) when he announced his intent to name an Acting Chief. Secondly, the signatories merely questioned the delay in the Mayor's adherence to the established process and the necessity of incurring the expense and time inherent in a nationwide search. The best example of said delay is the Mayor's failure to timely set a meeting of the Advisory Committee, and the cancellation of multiple scheduled meetings.

Against this questionable backdrop, we have been called "race baiters". Historically, accusations of "race baiting" are used to discredit those who dare speak with candor about race and racism. It is not new. The term, or others like it, is oft aimed at civil rights activists, most famously in 1963 when many white clergy penned a letter to Dr. Martin Luther King, Jr., leveling such an accusation and asking the "outsiders" to stop protesting, to which he replied "I am in Birmingham because injustice is here".

I strongly believe that a public apology from the Mayor is warranted, and would formally request same.

Further, I would ask Council President Timothy Slavin to order a complete investigation of the facts and circumstances surrounding the alteration and public release of an official job posting that would preclude Deputy Chief Marvin Mailey from qualifying to be our next Police Chief.

Sincerely,



Representative Sean M. Lynn

Get new similar jobs by email for Police Chief

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MONSTER

City Of Dover

### Job Summary

**Location**
19903

**Industries**
Government and Military

**Job Type**
Full Time
Employee

**Career Level**
Manager (Manager/Supervisor of Staff)

**Job Reference Code**
165176

# Police Chief

### About the Job

Police Chief

The City of Dover, Delaware, Capital of the First State, is seeking interest from qualified candidates for the position of Police Chief. This opening is available due to the retirement of the current Chief. The Dover Police Department has an authorized strength of 101 sworn officers including the Police Chief and Deputy Chief. The Administrative Support staff includes thirty-two (32) civilian members. In addition, the Cadet program consists of nine (9) part-time civilian members. The Chief will be encouraged to enhance the diversity of the department. The fiscal year 2016-2017 departmental operating budget totals $17,256,100. Of this amount, $15,711,300 represents personnel, $1,245,000 represents operating expenses and $299,800 for Capital Outlay. The Dover Police department is CALEA certified. The City of Dover operates under a modified form Mayor/Council/Manager form of government. There are nine (9) elected Council members, two (2) from each of the four (4) districts with one member serving at large. Dovers population is approximately 38,000 citizens. The position of Police Chief reports directly to the elected Mayor. The Mayor serves a four (4) year term.

The successful candidate must understand the demands of policing and the training, support and leadership required to maintain high morale among all staff and confidence from the community. Developing and maintaining a mutually respectful relationship with all stakeholders is required.

The essential function of the position within the organization is to oversee and direct operations of the Citys Police Department in order to accomplish the mission of the department. The position is responsible for supervising staff, establishing long-range plans, developing policy and procedures, law enforcement, and reporting on events and activities to senior management and elected or appointed officials.

Duties include, however are not limited, to the following:

Provide administrative and professional leadership.

Supervises staff (uniformed officers and civilians) including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, motivating, mentoring, coaching, counseling, disciplining, and terminating or recommending termination. Establishing and maintaining cooperative working relationships with co-workers and other city departments/divisions.

Manage and participate in the development and administration of the Police Department budget; determine additional funds needed for future expenses related to personnel, operating expenses and capital outlay; apply for grants and monitor grant compliance. Implement and utilize techniques and methods for efficient management of finite Department and City resources.

Must be community oriented. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. Strong interpersonal communication and public relations skills to assess community

needs; attend and speak at various community functions and meetings. Communicate clearly and concisely, both orally and in writing.

Monitors and researches trends, new methodology and technology, laws, rules, and City policies to develop and enhance public service processes and activities, and plan for future needs.

Coordinates with other law enforcement agencies, emergency management agencies, and other agencies engaged in protecting the public on matters of mutual concern.

The Chief of Police is required to attend all City Council Meetings.

Requires a Bachelors degree in business administration, criminal justice, public administration or a related field. Masters degree is preferred. Must have completed an executive level leadership/management course such as FBI National Academy, Southern Police Institute, Northwestern University School of Police Staff and Command or New Jersey State Association of Chiefs of Police Command and Leadership Academy. Must have desire to continuously seek and attend training.

Requires ten (10) years of progressively responsible law enforcement experience. A minimum of five (5) years of supervisory experience.

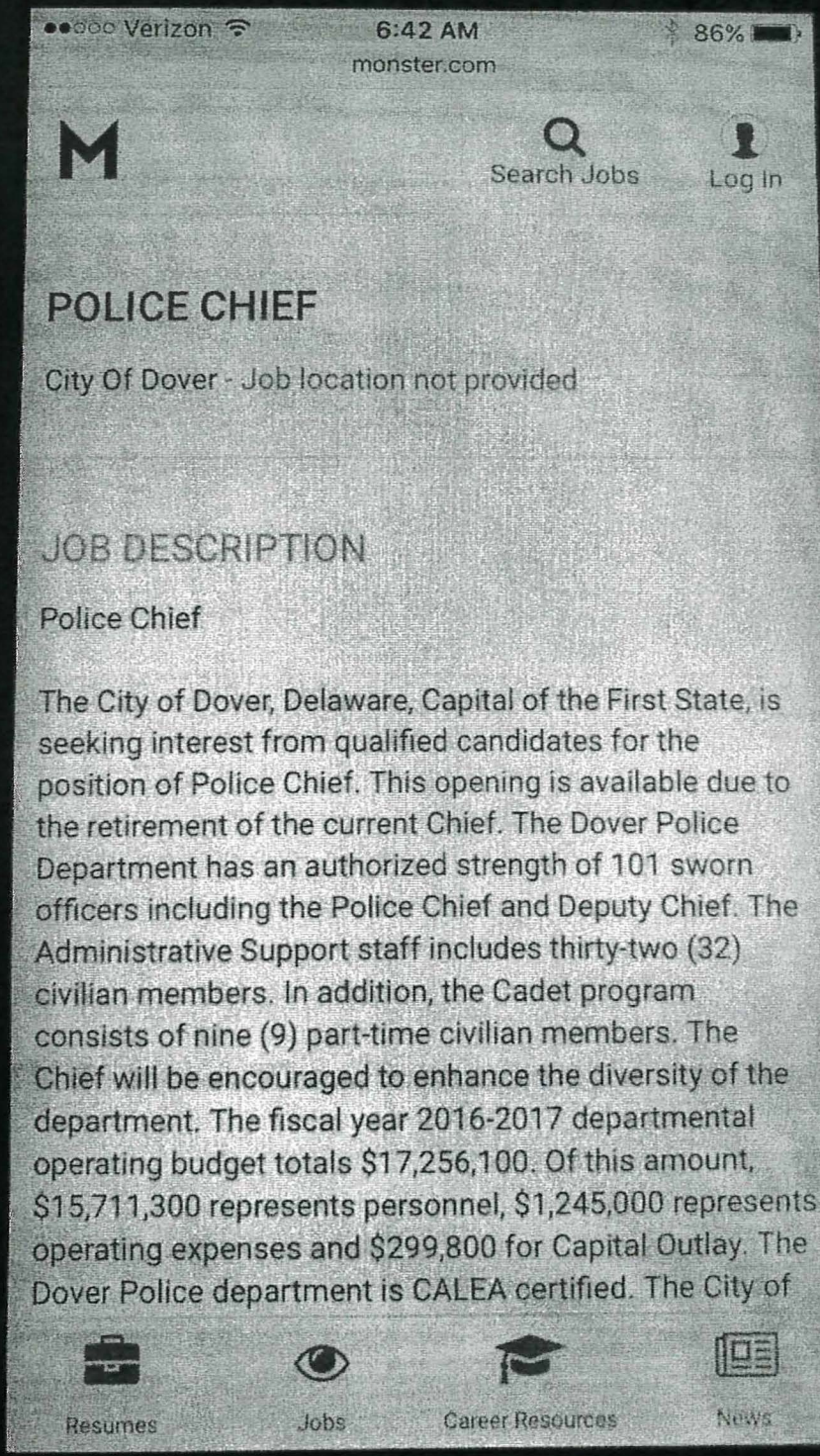
Requires the following (or the ability to obtain within a reasonable amount of time): valid Delaware Drivers License, Council on Police Training, CPR, and First Aid certification.

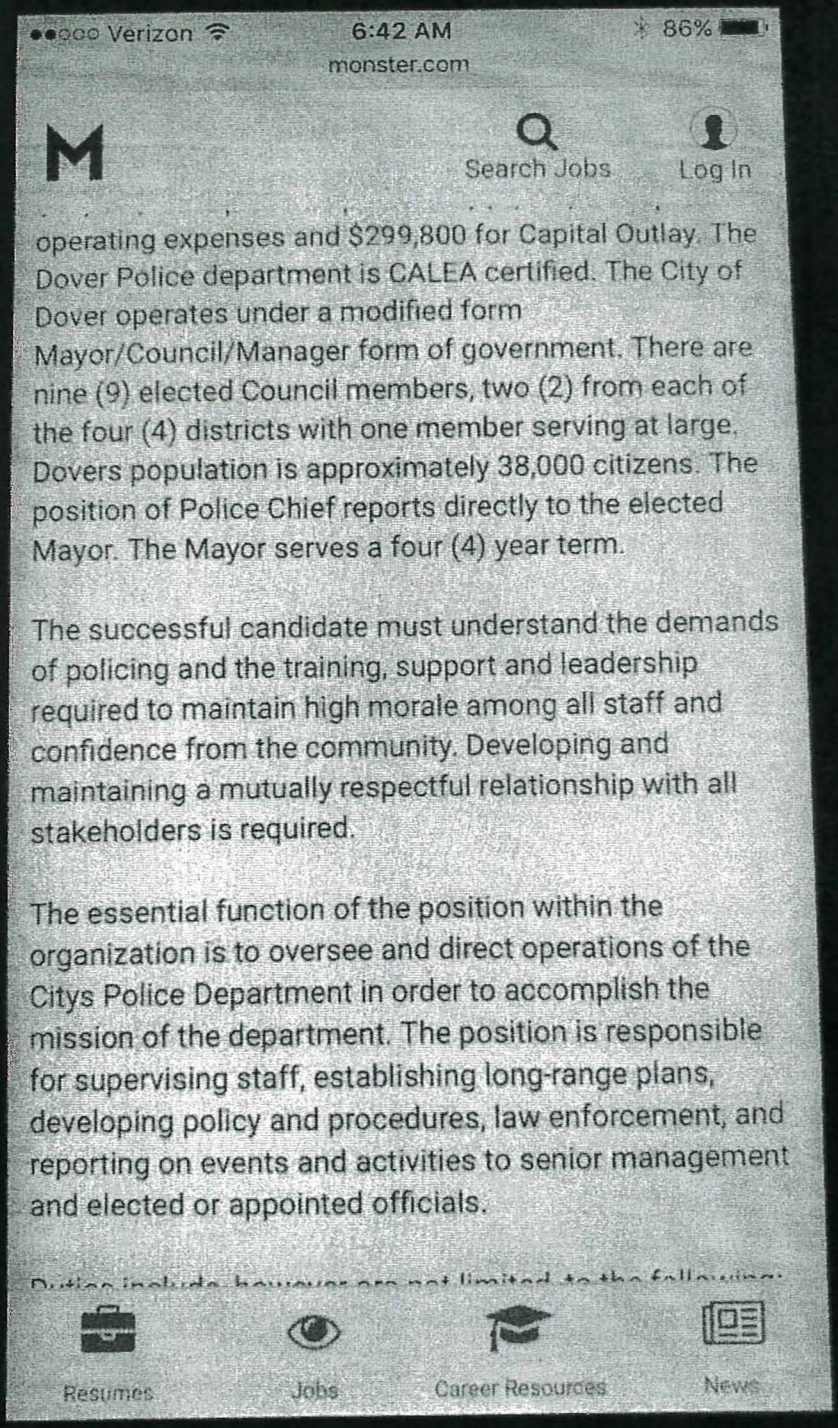
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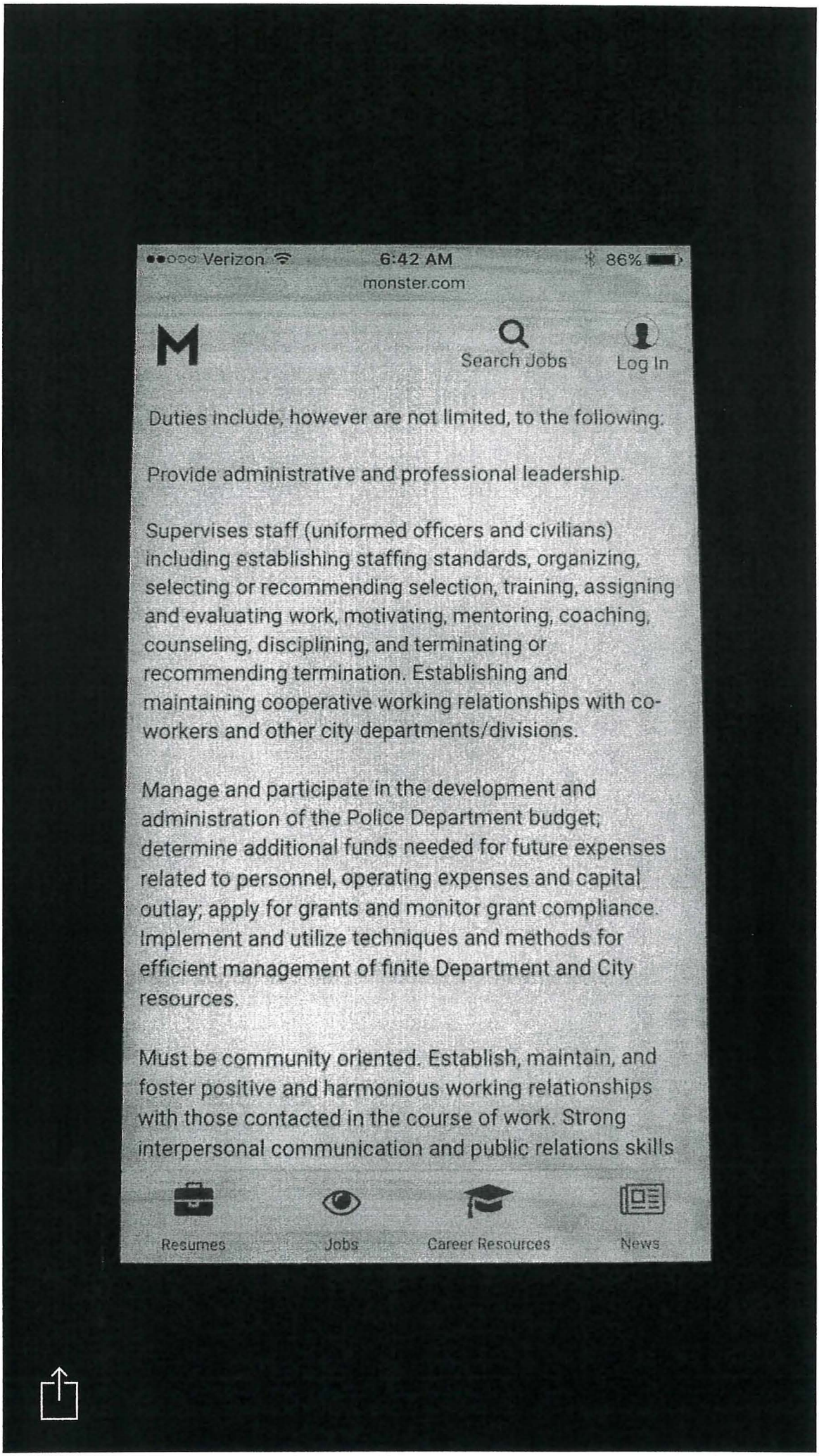
An in-depth criminal background investigation, driving record and pre-employment drug/alcohol screening will be required. The City of Dover offers a comprehensive benefit package which includes health insurance and 401a/457 retirement plans. To apply, submit a City of Dover employment application, resume and a cover letter to: City of Dover, Attn: Human Resources Director., P.O. Box 475, Dover, DE 19903. An application can be obtained from the Human Resources Department at City Hall or at the website www.cityofdover.com Women and minorities are encouraged to apply. EOE

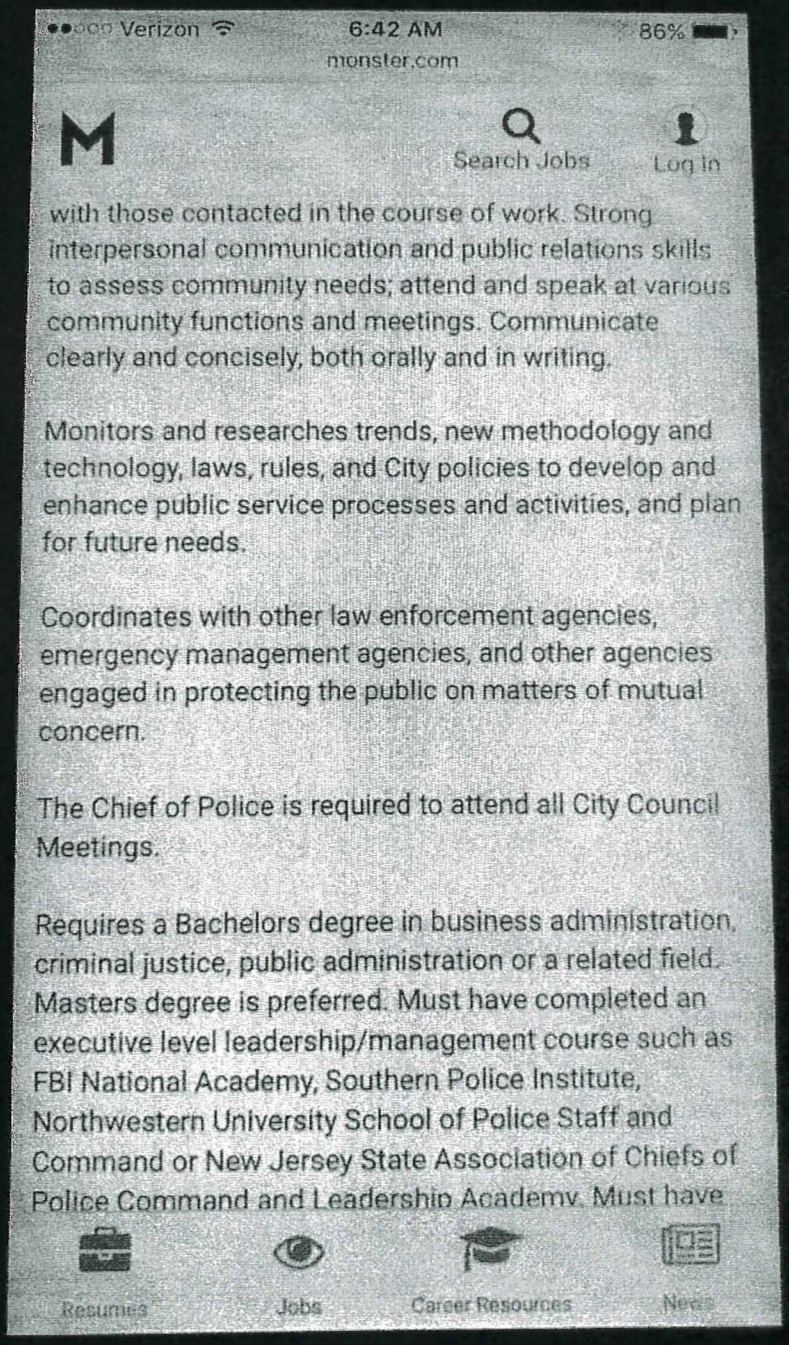
Please visit Dover Police Departments website to learn about the Department. https://doverpolice.org

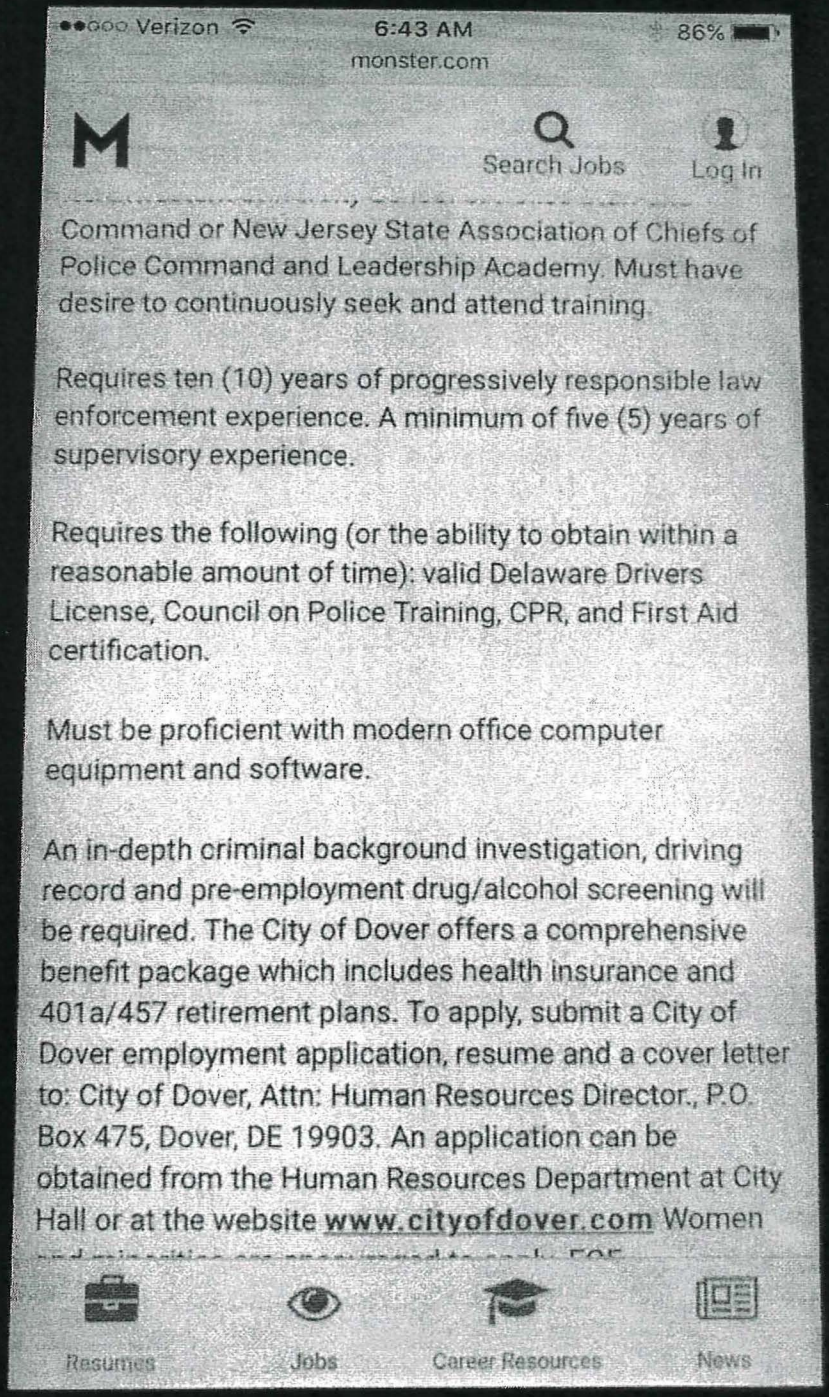
Minimum Weekly Rate: $1,700 - $2,347 Weekly salary will be commensurate with experience and qualifications. Closing Date

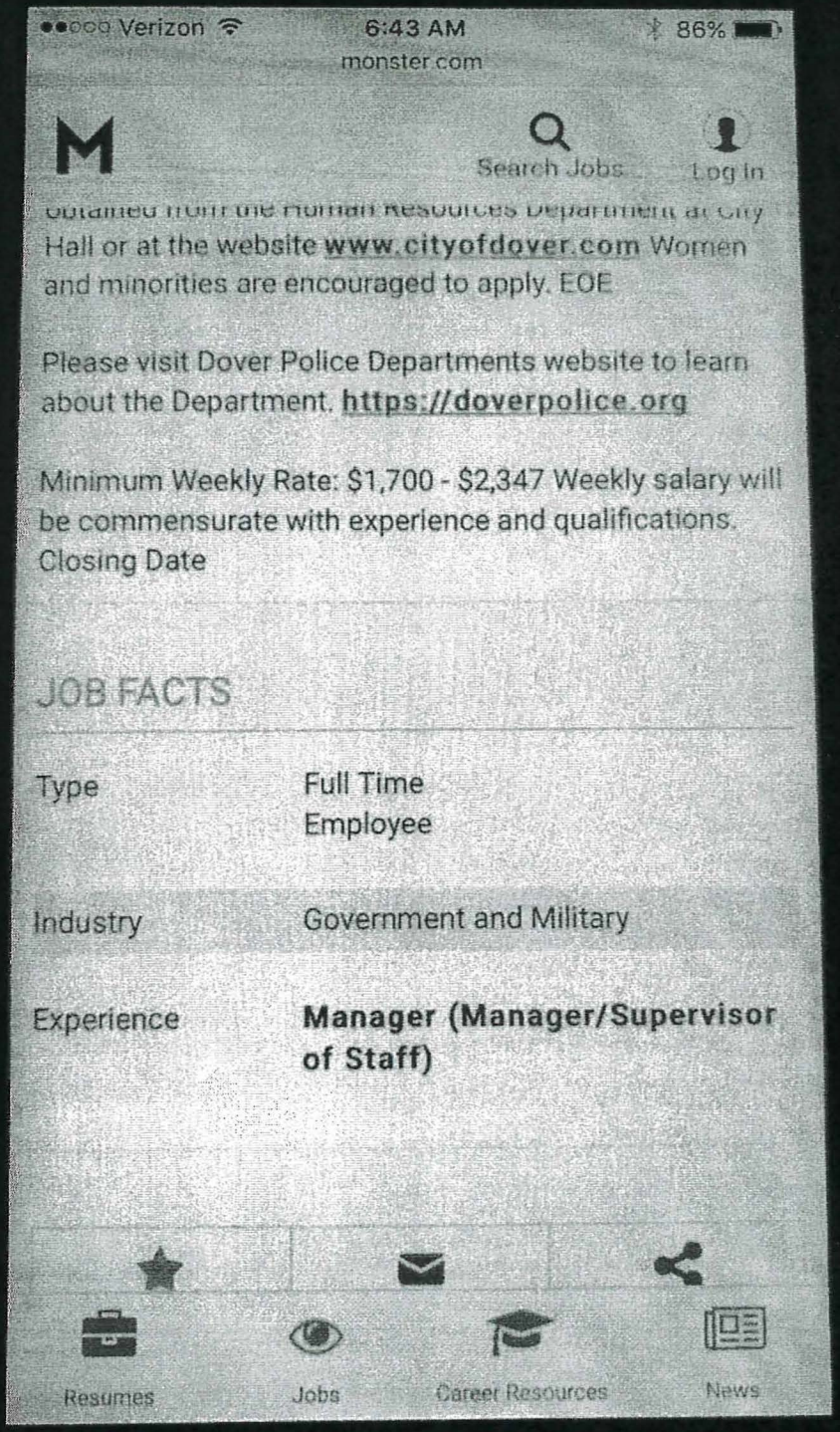

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POLICE CHIEF
City Of Dover - Job location not provided
JOB DESCRIPTION
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Please visit Dover Police Departments website to learn about the Department. https://doverpolice.org
Minimum Weekly Rate: $1,700 - $2,347 Weekly salary will be commensurate with experience and qualifications. Closing Date
JOB FACTS
Type
Full Time Employee
Industry
Government and Military
Experience
Manager (Manager/Supervisor of Staff)
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Home

# Police Chief

City Of Dover - Dover, DE 19903

$1,700 - $2,347 a week

Full-time, Part-time

## City Of Dover

★★★★☆ 6 reviews

Read what employees say about working here.

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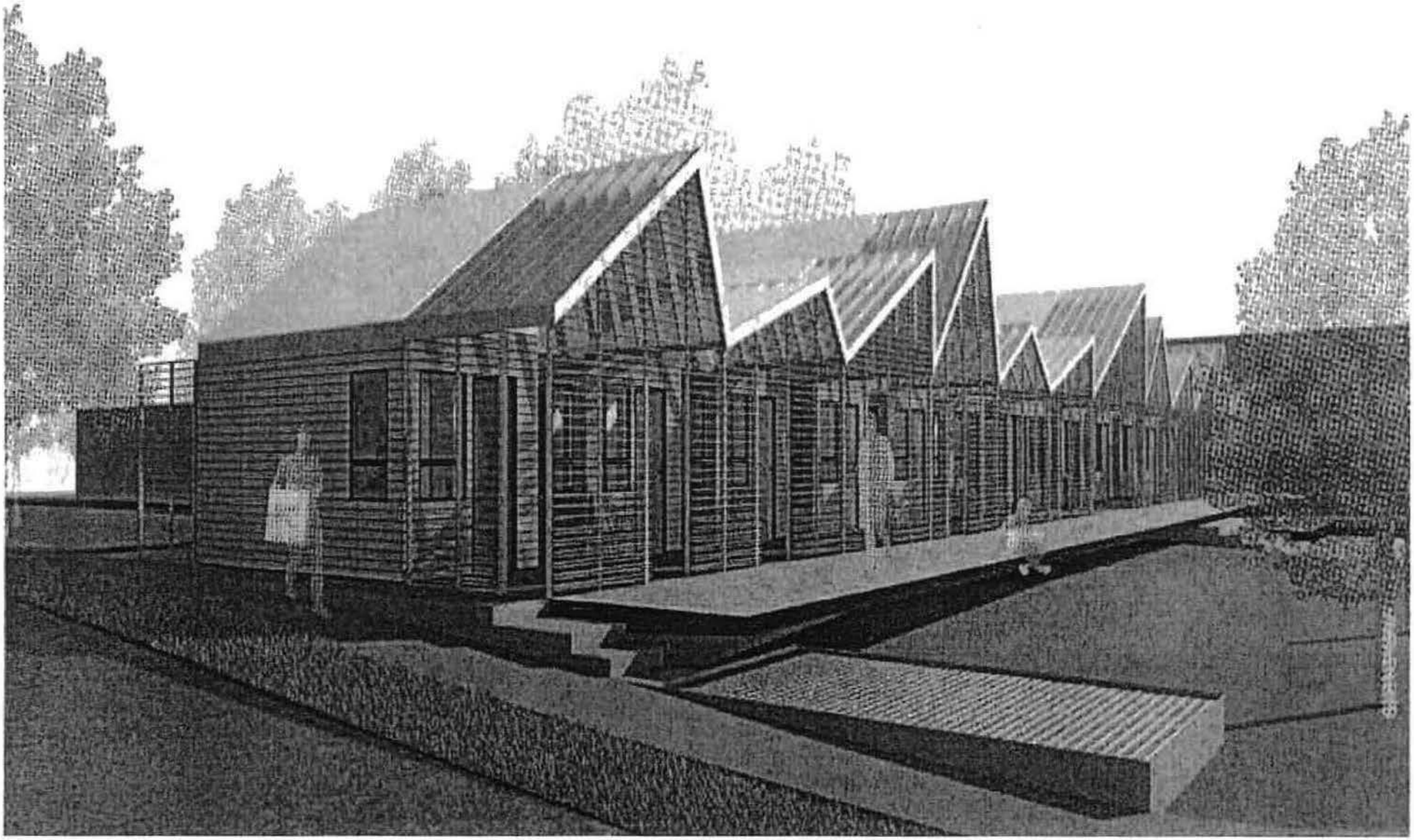
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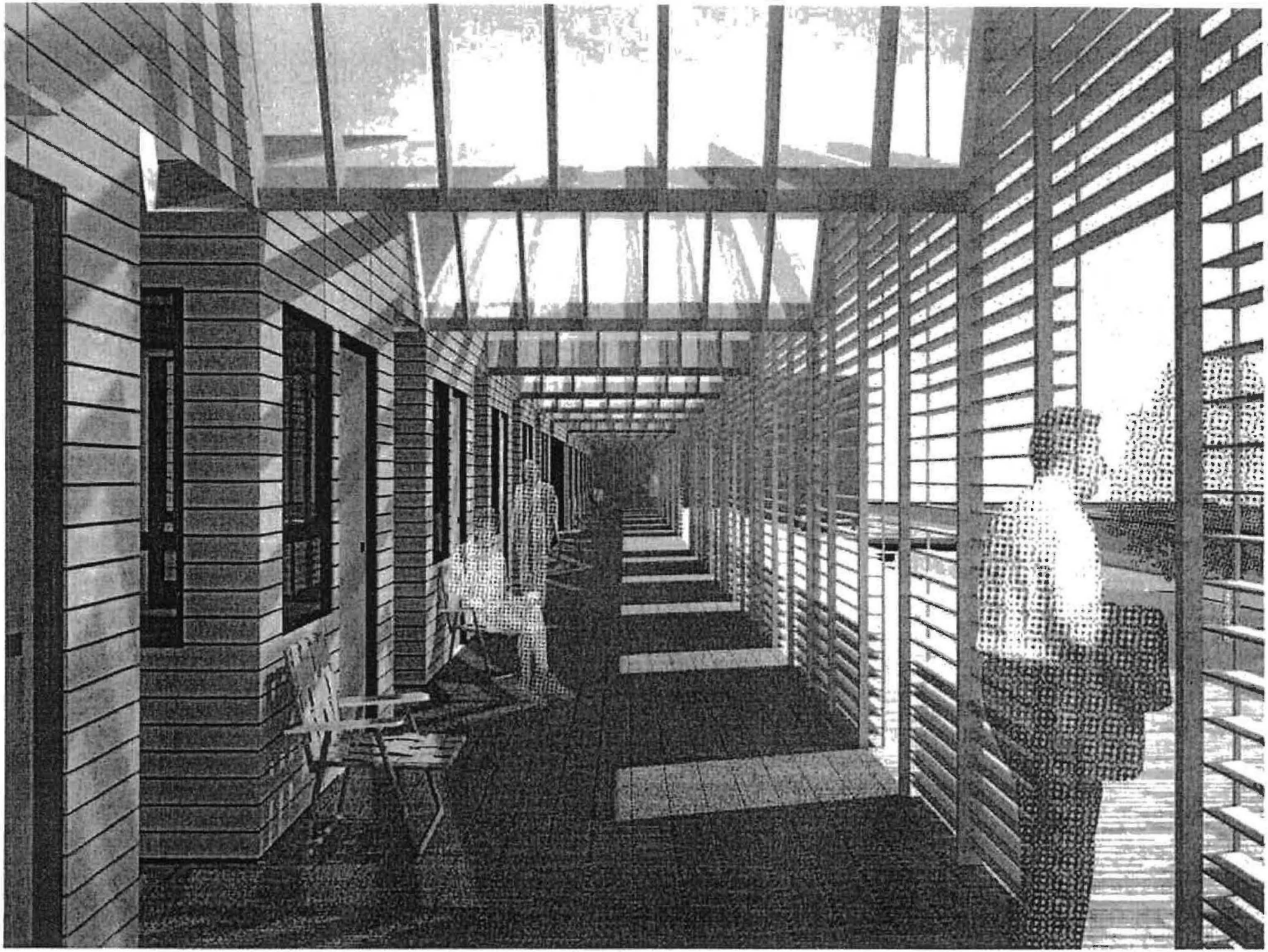
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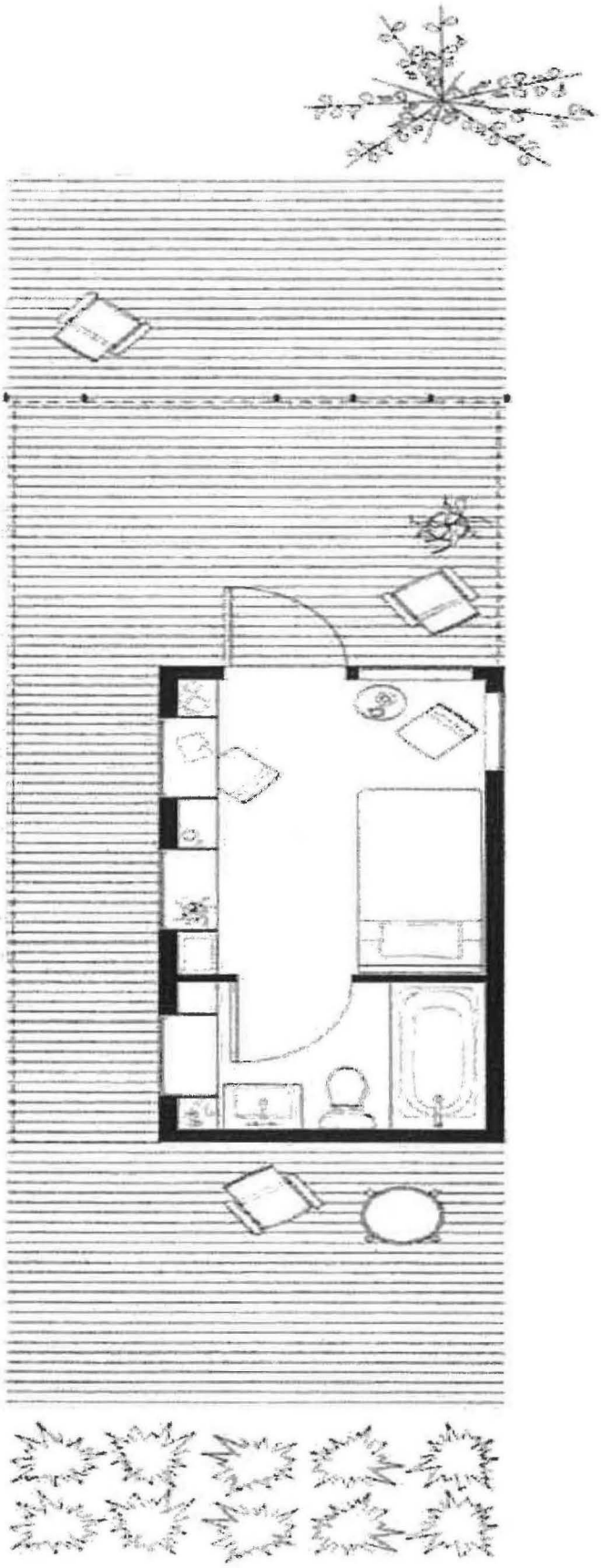
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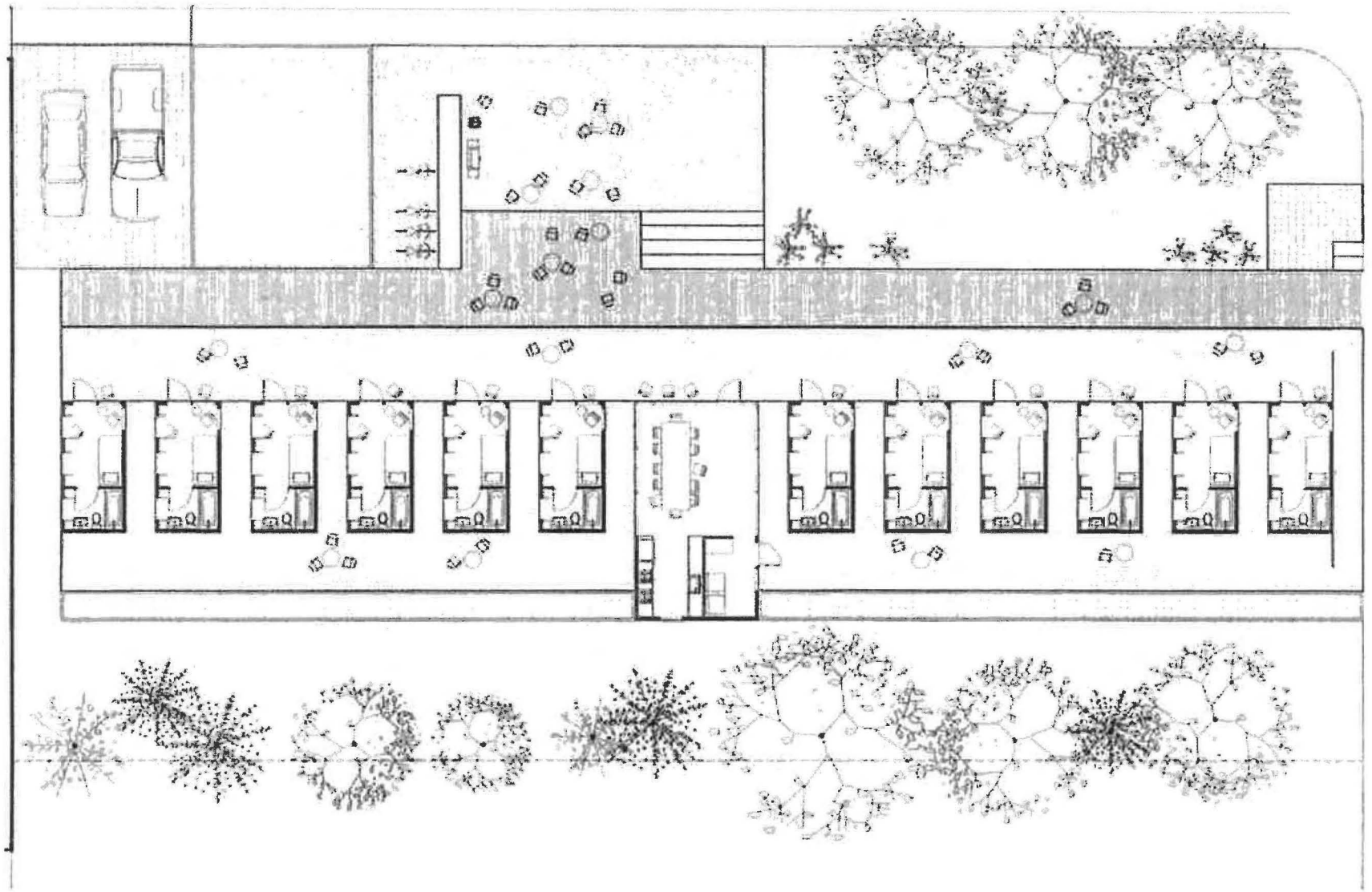


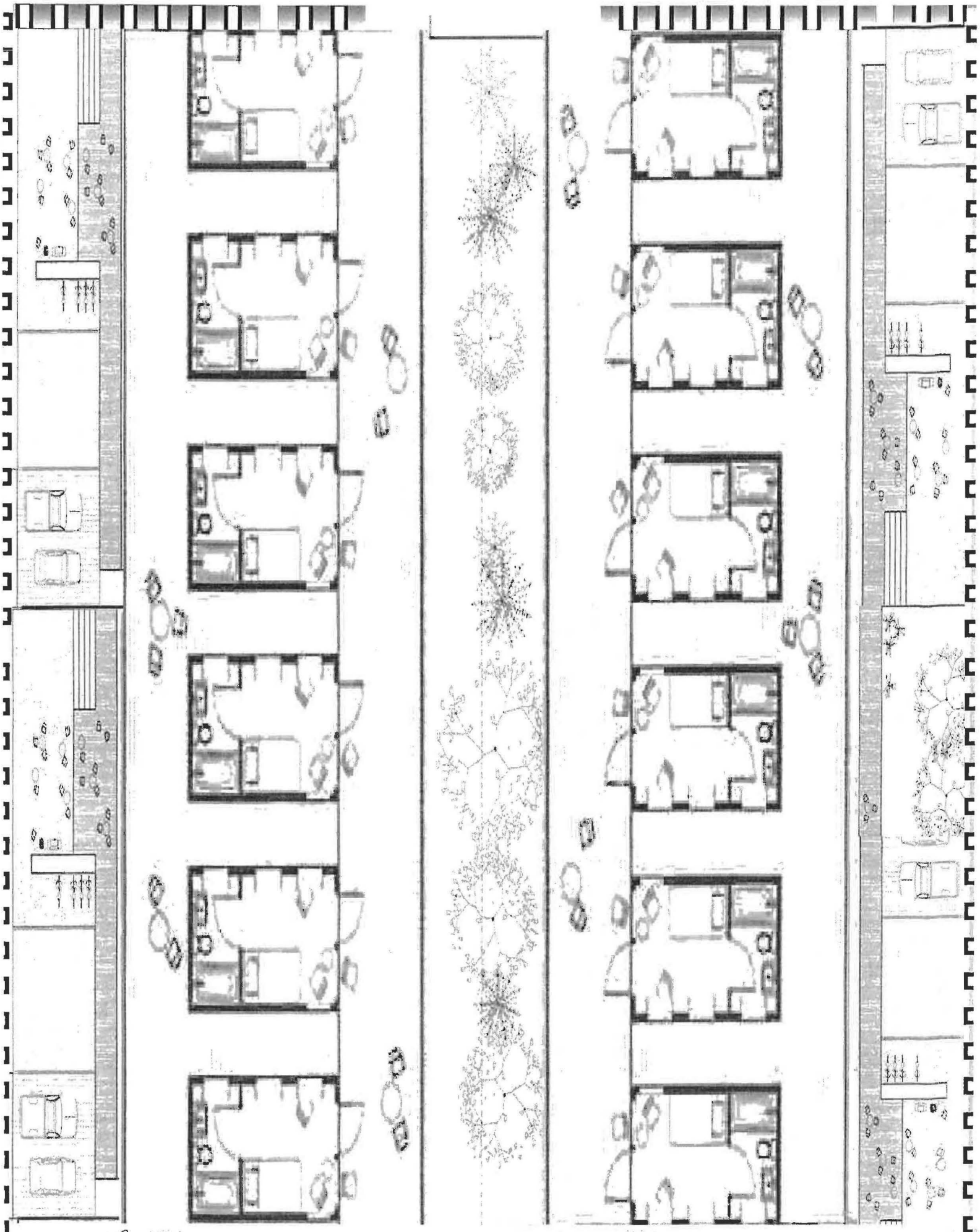






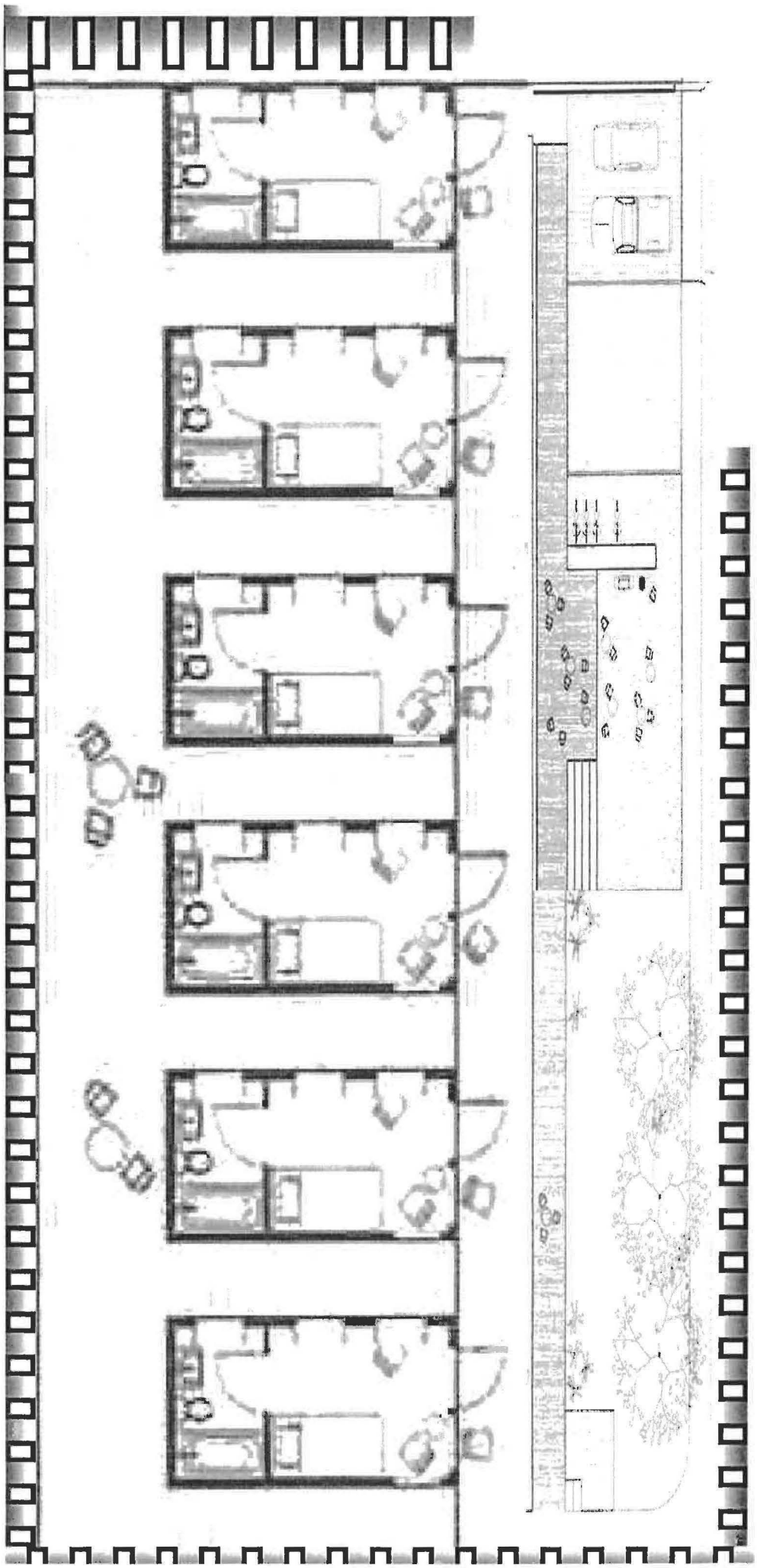






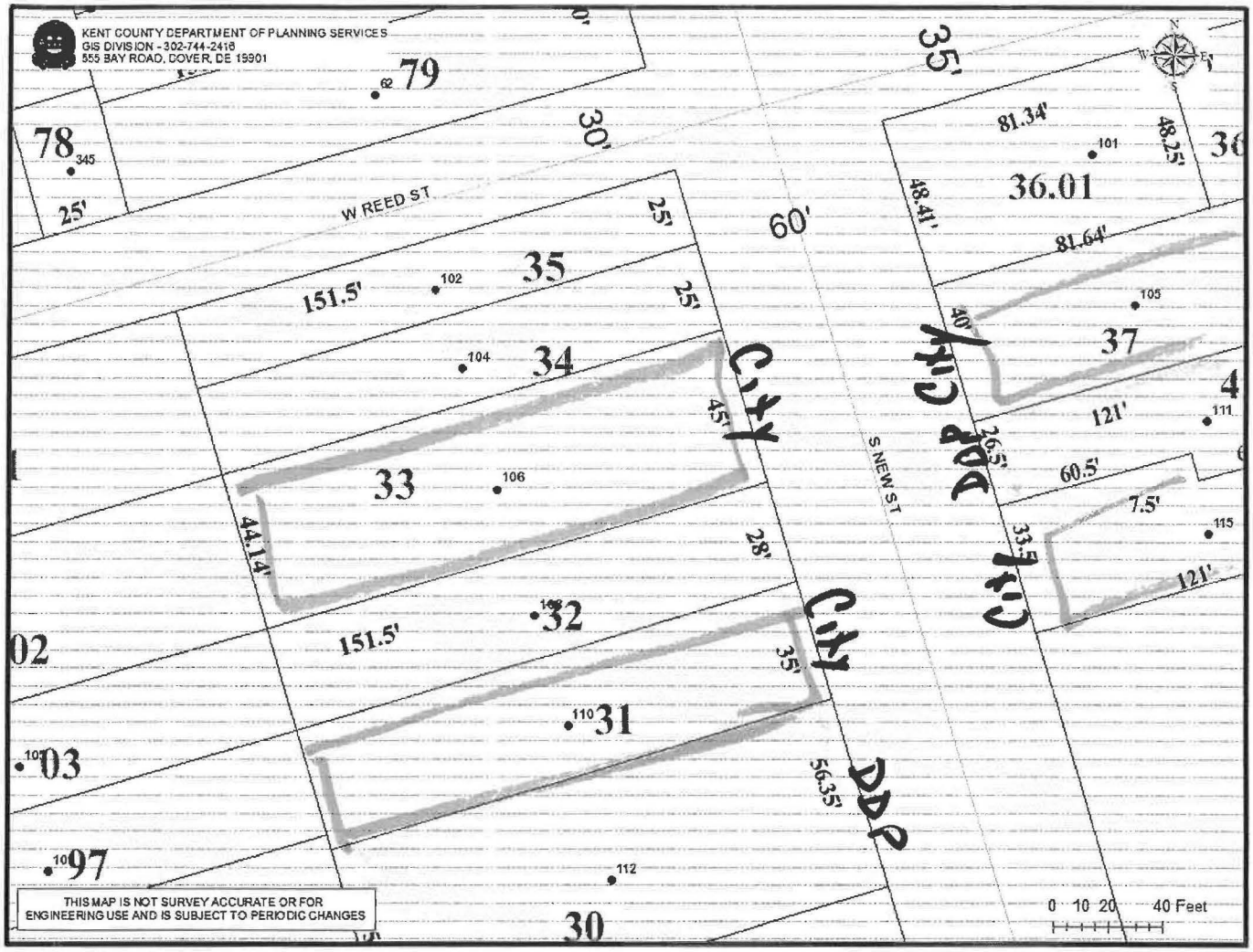
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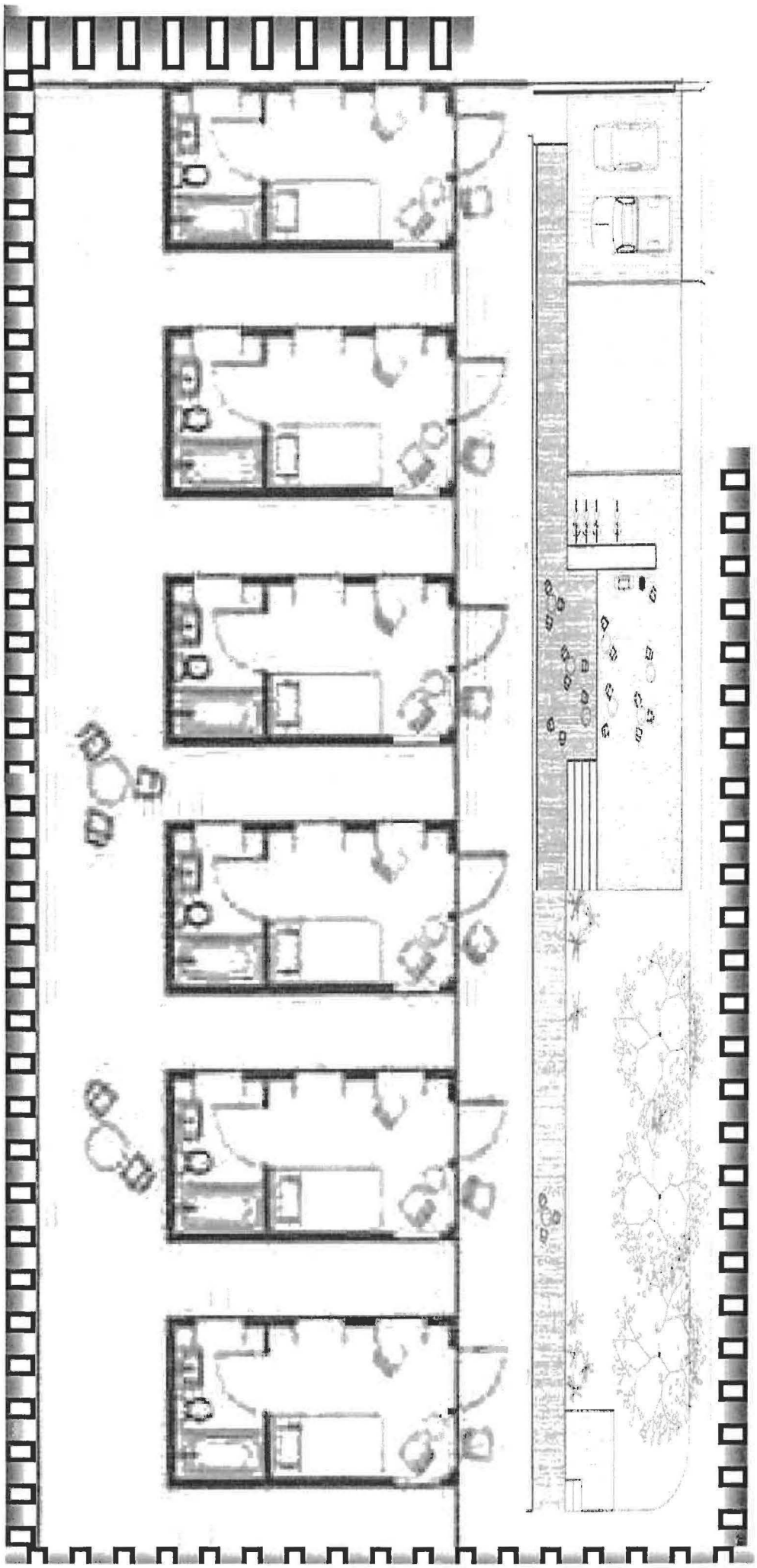
12 x 12 rooms 80 x 100 lot



6 houses
12 x 20 each
Total lot size
needed
45' x 105'

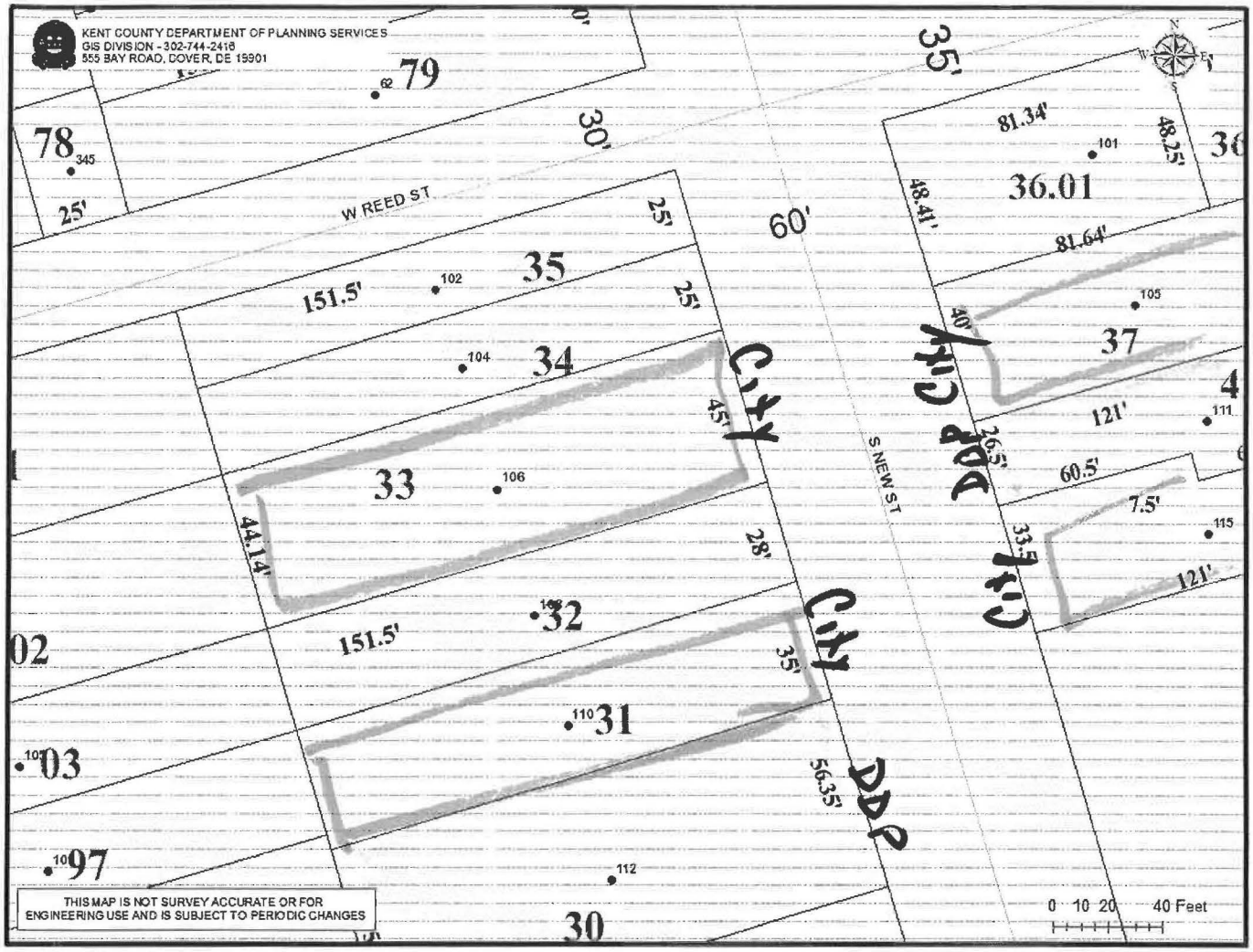
2 10
10x20 houses


KENT COUNTY DEPARTMENT OF PLANNING SERVICES
GIS DIVISION - 302-744-2418
555 BAY ROAD, DOVER, DE 19901
79
78
345
25'
W REED ST
30'
25'
25'
60'
35
151.5'
102
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45'
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112
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35'
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36.01
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105
37
40'
121'
111
26.5'
60.5'
7.5'
115
33.5'
121'
S NEW ST
City
DDP
THIS MAP IS NOT SURVEY ACCURATE OR FOR ENGINEERING USE AND IS SUBJECT TO PERIODIC CHANGES
0 10 20 40 Feet



6 houses
12 x 20 each
Total lot size
needed
45' x 105'

2 10
10x20 houses


KENT COUNTY DEPARTMENT OF PLANNING SERVICES
GIS DIVISION - 302-744-2418
555 BAY ROAD, DOVER, DE 19901
79
78
345
25'
W REED ST
30'
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S NEW ST
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7.5'
115
33.5'
121'
City
DDP
THIS MAP IS NOT SURVEY ACCURATE OR FOR ENGINEERING USE AND IS SUBJECT TO PERIODIC CHANGES
0 10 20 40 Feet

# *CERTIFICATE OF CONGRATULATIONS*

*presented to*

## ***Madison Brengle***

*for defeating Serena Williams,*
*who is ranked second in the world in women's singles tennis,*
*in a stunning upset during the second round of*
*the 2017 Auckland Open ASB Classic*
*on January 4, 2017 in Auckland, New Zealand.*

*The City of Dover extends sincere congratulations*
*on this remarkable achievement*
*and extends best wishes for all future endeavors.*

*February 13, 2017*

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

# ***COUNCIL TRIBUTE NO. 2017-02***

***A TRIBUTE EXPRESSING SYMPATHY AND CONDOLENCES UPON THE PASSING OF LIEUTENANT STEVEN R. FLOYD***

***WHEREAS****, the Mayor and Council of the City of Dover have been deeply saddened by the tragic death of Lieutenant Steven R. Floyd, who passed away while on duty at the James T. Vaughn Correctional Center near Smyrna, Delaware on February 2, 2017. Lieutenant Floyd was born on November 7, 1969 and was a resident of Dover, Delaware at the time of his passing. He was a 16-year-veteran of the Delaware Department of Corrections, having served all 16 years at the James T. Vaughn Correctional Center; and*

***WHEREAS,*** *Lieutenant Floyd's untimely passing resulted from injuries sustained when taken hostage by inmates at the Correctional Center. His mindset during the siege was to save the lives of others, and he remained steadfast and never wavered in his duties as a sworn law enforcement officer. He was posthumously awarded the Department of Corrections Medal of Valor for his heroism and promoted from sergeant to lieutenant; and*

***WHEREAS****, Lieutenant Floyd was described by those he worked with as firm, fair and consistent, and as a correctional officer whose professionalism was beyond reproach. He was also described as a wonderful husband, father, and grandfather, who loved his family with all his heart.*

***NOW, THEREFORE, BE IT RESOLVED*** *that the Mayor and Council extend their deepest sympathy and condolences to the family, friends, and colleagues of Lieutenant Steven R. Floyd on their grievous loss, and hope that they will be consoled by the memories of his exemplary life.*

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

***ADOPTED:*** *

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

PETITION TO AMEND THE ZONING DISTRICT
Public Hearing before the
Dover City Council
February 13, 2017

| | |
|---|---|
| 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: | 11,362.5 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 with MI-16-13) |
| Ordinance Number: | 2016-29 |
| Planning Commission Recommendation: | Following a public hearing on January 17, 2017, where no members of the public spoke regarding the application, the Planning Commission moved by vote of 6-0 to recommend in favor of the proposed rezoning. (Draft minutes attached) |

Overview

The property is currently zoned RG-1 (General Residence Zone). This rezoning request would rezone the property from RG-1 to C-1 (Neighborhood Commercial Zone).

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

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

The effective date of the current *Zoning Ordinance* is April 21, 1975. As such sufficient time has passed that 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 developed with a two-story commercial building. The building is occupied by an active restaurant/retail store business ("The Grocery Basket") with an apartment unit.

Surrounding Land Uses:

The property is entirely surrounded by properties zoned RG-1. These neighboring properties consist mostly of a mix of different kind of residential uses, including one-family residences, duplexes, and multifamily conversions. There is a Bed and Breakfast Inn to the southeast. Additionally, the subject property is less than a block away from the main campus of Wesley College, zoned IO (Institutional and 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 C-1 (Neighborhood Commercial Zone)
The uses permitted in the C-1 zoning district are listed in Article 3 §11 of the *Zoning Ordinance.* Permitted uses in the C-1 Zone include retail stores with some exclusions; personal service establishments; service establishments with some exclusions; restaurants; one-family residences including attached and semi-detached dwellings; apartments and multi-family dwellings. The size of stores or establishments in the zone is limited to 2,500 S.F. of floor space. The zone conditionally permits Planned Senior Housing Developments. The zone prohibits fuel pumps; motor vehicle storage, sales, or repairs; drive-throughs; liquor stores; firearm sales; and tobacco shops.

The existing and proposed use as a restaurant/retail store would be permitted in the C-1 Zone as a retail store and restaurant. The *Zoning Ordinance,* Article 12 defines *retail* as "the selling of goods, wares, or merchandise directly to the consumer" and *restaurant* as "an establishment in which the principal use is preparation and sale of food and beverages." The use as an apartment is also allowed in the C-1 Zone. The *Zoning Ordinance*, Article 12 defines *apartment* as "a dwelling unit, within a building with other uses and/or dwelling units, that is intended for use as a residence by an individual or a single family."

Recommendation of the Planning Staff and Planning Commission:
Staff supports the rezoning request from RG-1 to C-1. The C-1 Zone is the only commercial zone permitted within the Residential Medium Density land use classification, and it is included to allow small, individual stores to serve residential neighborhoods from within the area. The business on the subject property has been doing this for many years and will readily continue to do so. The business on the property is currently a non-residential, nonconforming use in a residential zone; rezoning the property will restore it to a conforming use. The restoration to conformity will allow the business to stay in operation, by voiding its need to comply with sunsetting requirements.

Staff recommendation was made without the benefit of hearing the comments of surrounding landowners and residents. Following a public hearing on the application on January 17, 2017, where no members of the public spoke regarding the application, the Planning Commission adopted the following motion:

*Dr. Jones moved to recommend approval to City Council for Z-17-01 Lands of Meeks at 301 North Bradford Street to rezone from RG-1 (General Residence Zone) to C-1 (Neighborhood Commercial Zone), seconded by Mr. Holt and the motion was unanimously carried 6-0 by roll call vote with Mr. Roach and Mrs. Welsh absent. Mr. Holden voting yes; he is a long-time patron of this establishment. They run a good business and he is happy to see them continue. Mr. Holt voting yes; they have done a great job and will continue to be an asset to the community. Mr. Baldwin voting yes; he has visited the establishment and he votes yes for the reasons previously stated. Dr. Jones voting yes; for the reasons stated prior to making the motion as well as all other comments. Ms. Maucher voting yes; for the reasons previously stated. Mr. Tolbert voting yes; for all of the reasons previously stated and he has to further comment on Mr. Meeks' presentation because it was very impressive and he wishes that all employers would take his example and use it throughout Dover.*

ADVISORY COMMENTS TO THE APPLICANT:
1) Formal Notice 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 any proposed improvements is required before issuance of permits by the City of Dover.

***Excerpt from the DRAFT minutes of the January 17, 2017 Planning Commission Meeting***

Z-17-01 Lands of Meeks at 301 North Bradford Street – Public Hearing and Review for Recommendation of a rezoning of a 11,362.5 S.F. parcel located at the northeast corner of North Bradford Street and Mary Street. The property is zoned RG-1 (General Residence Zone) and the proposed zoning is C-1 (Neighborhood Commercial Zone). The owners of record are Harry O. Meeks Jr. and Bonnie G. Meeks. Property Address: 301 North Bradford Street. Tax Parcel: ED05-068.17-02-34.00-000. Council District 3. Ordinance #2016-29. *This zoning map amendment completed First Reading on December 12, 2016. Public Hearing before the Planning Commission is scheduled for January 17, 2017 and Final Reading/Public Hearing is scheduled before City Council for February 13, 2017.*

**Representatives**: Mr. Harry Meeks Jr. and Mrs. Bonnie Meeks, Owners

Mrs. Townshend stated that this is a property that is currently zoned RG-1 (General Residence Zone). The *Comprehensive Plan* designates it as Medium Density Residential. It's the location of The Grocery Basket which is a corner market that has been at the location of the northeast corner of North Bradford Street and Mary Street for over 30 years. As you know from several previous applications that Staff has brought forward, they are in the process of cleaning up non-conforming uses in residential zones. That is what precipitated this application. For the C-1 (Neighborhood Commercial Zone) when looking at the Land Use Compatibility Table that's in the *Comprehensive Plan*, the C-1 (Neighborhood Commercial Zone) is consistent with the Medium Density Residential Zone. So that would be an appropriate zone for this location to allow the corner store to continue to thrive and then also to be in compliance with the *Zoning Ordinance*. Based on that information and the fact that this is an existing business, Staff would recommend in favor of the rezoning.

Mr. Meeks stated that he and his wife have been the owner and operators of this business for 31 years. They employ twelve (12) people. The economic impact that they provide to the City is over $1 million a year; sales are about $800,000 and then the salaries are about $200,000, In their opinion, they have been a beacon of light to their community. They have helped to solve two major crimes in Dover; one of which where they had seventy-five (75) windows broken out of businesses and/or car windows. His wife was instrumental in solving that crime; she is a great detective. The second crime was a double homicide on Governors Avenue. They knew the perpetrators; they came into their business earlier that morning of the crime and they tried to sell some of the merchandise that they had stolen from that property. They hid the merchandise in the

grate across the street from their business. They reported that fact and that gentleman is in jail at this time.

They are proactive in their community. He is the director of the community association. They have helped to make their community a better place to not only live but to do business. They protect their community and their friends as if they were their own. As far as donations to their community, they regularly donate over $3,000 a year to Dover High School and Wesley College. His son is now the general manager and he thinks that he will do a great job.

Mr. Holt stated that he thinks if the Grocery Basket closed then Wesley College would have to close. Responding to Mr. Holt, Mr. Meeks stated that Mr. Carper would not be very happy with him.

Mr. Holt further stated that he feels that The Grocery Basket is a big asset to Dover. Responding to Mr. Holt, Mr. Meeks stated that he and his wife have worked very hard. His wife has probably worked 65 hours a week for 30 years. He didn't really want to retire but for her welfare he rescinded and she is a much happier individual as a result of it.

Mr. Meeks stated that in 2015 they were awarded the State of Delaware Employers of the Year award. What they did was they took females that were on welfare with children and they gave them an opportunity for gainful employment. They mentored them and even today, one of these ladies is his night manager and she has done a wonderful job. They have another lady who has been with them for three (3) years who opens for them and she has done a wonderful job as well.

Ms. Maucher questioned if there have been any public opinions received? Responding to Ms. Maucher, Mrs. Townshend stated that they have not received any but there will be a public hearing this evening.

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

Dr. Jones stated that she hopes that they are still committed to helping to improve the lives of people who need just a boost. She was very pleased to hear that and she has been to their establishment. Mr. Meeks stated that they have gotten compliments because of their pricing. They try to make everything affordable for everybody in their community and they have had a lot of people thank them for that. They are really very good negotiators with their big firms and they try to pass on the savings to the customers.

Dr. Jones stated that she would suggest that it also has to do with the respect from your core customers.

*Dr. Jones moved to recommend approval to City Council for Z-17-01 Lands of Meeks at 301 North Bradford Street to rezone from RG-1 (General Residence Zone) to C-1 (Neighborhood Commercial Zone), seconded by Mr. Holt and the motion was unanimously carried 6-0 by roll call vote with Mr. Roach and Mrs. Welsh absent. Mr. Holden voting yes; he is a long-time patron of this establishment. They run a good business and he is happy to see them continue. Mr. Holt voting yes; they have done a great job and will continue to be an asset to the community. Mr. Baldwin voting yes; he has visited the establishment and he votes yes for the reasons previously stated. Dr. Jones voting yes; for the reasons stated prior to making the motion as well as all other comments. Ms. Maucher voting yes; for the reasons previously stated. Mr. Tolbert voting yes; for all of the reasons previously stated and he has to further comment on Mr. Meeks' presentation because it was very impressive and he wishes that all employers would take his example and use it throughout Dover.*

Attachments: DAC Agency Comments
Exhibit Map

Z-17-01

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 01/04/17

CITY OF DOVER FIRE MARSHAL

APPLICATION: Lands of Meeks at 301 N Bradford St

FILE #: Z-17-01 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:

CITY AND STATE CODE REQUIREMENTS:

1. Address numbers of at least 12 inches in height must be placed on the street side of the building visible from the street. Ensure all apartments are labeled properly as well.

2. Recommend that any natural or LP gas bottles, meters, values, regulators, etc., have impact protection per City of Dover Code of Ordinances.

3. Fire Alarm System recommended due to the mixed use/apartments on the second floor.

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**

**STAFF D.A.C. MEETING DATE: DECEMBER 28, 2016**

**CITY OF DOVER Electric & Public Works Departments**

**APPLICATION:** **LANDS OF MEEKS AT 301 NORTH BRADFORD STREET**

**FILE #:** **Z-17-01**

**REVIEWING AGENCY:** **City of Dover**

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

**CONTACT PHONE #:** **ELECTRIC - 302-736-7072 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-05-068.17-02-34.00-000

## 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.

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**
**January 2017**

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**APPLICATION:** Lands of Meeks 301 North Bradford Street

**FILE #:** Z-17-01

**REVIEWING AGENCY:** *Kent Conservation District*

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

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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:

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

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

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

**DELDOT**

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APPLICATION: Lands of Meeks at 301 North Bradford Street

FILE#: Z-17-01 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:

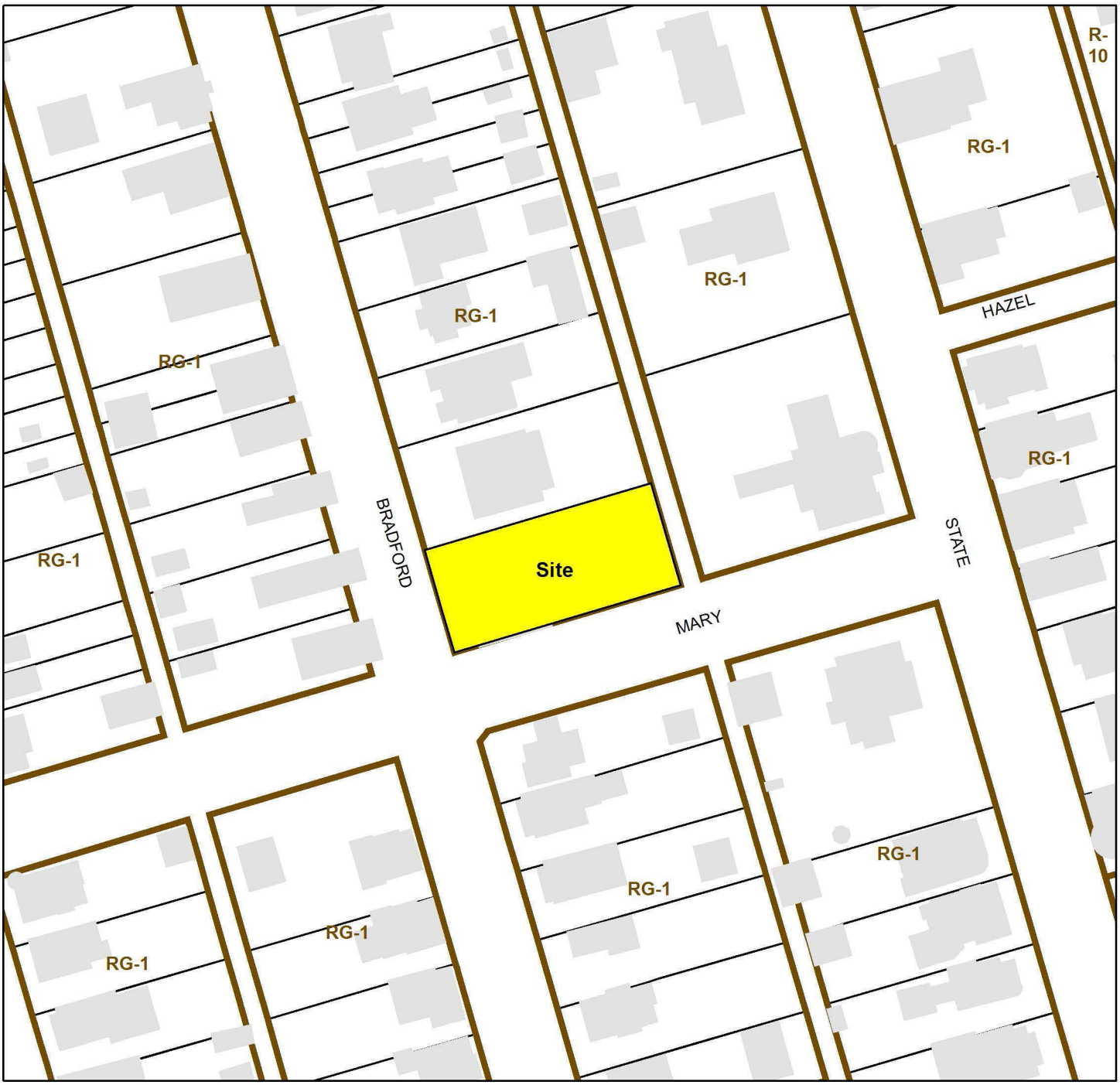
DelDOT has no advisory comments at this time.

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.

# 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

**FINAL 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-FINAL READING.wpd

Actions History
02/13/2017 - Scheduled for Public Hearing/Final Reading - City Council
01/17/2017 - Review - Planning Commission
12/12/2016 - First Reading - City Council

Draft

PETITION TO AMEND THE ZONING DISTRICT
Public Hearing before the
Dover City Council
February 13, 2017

| | |
|---|---|
| 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 Sales and Repair Shop |
| Proposed Use: | Automobile Sales and 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 with MI-16-13) |
| Ordinance Number: | 2016-30 |
| Planning Commission Recommendation: | Following a public hearing on January 17, 2017, where no members of the public spoke regarding the application, the Planning Commission moved by vote of 6-0 to recommend in favor of the proposed rezoning. (Draft minutes attached) |

Overview
The property is currently zoned RG-1 (General Residence Zone). This rezoning request would rezone the property from RG-1 to C-3 (Service Commercial Zone).

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

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

The effective date of the current *Zoning Ordinance* is April 21, 1975. As such sufficient time has passed that 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 developed with a garage used for automobile repair work. The parcel is only one of three parcels associated with the business on site ("Delaware Auto Service and Sales"); the other two parcels addressed as 319-325 West Division Street are zoned C-1A (Limited Commercial Zone). Automobile service and repair is a nonconforming use in the C-1A Zone as well as the RG-1 Zone; however, a rezoning for the two commercially-zoned properties is not necessary at this time because nonconforming uses in commercial zones are not required to sunset.

Surrounding Land Uses:
The property is bordered to the north by lands of the Bethuel 7th Day Adventist Church, zoned RG-1. The Community Holy Tabernacle, Calvary Baptist Church and Mount Zion Church are all also located close by to the north and zoned RG-1. Remaining lands zoned RG-1 to the north include a mix of residential land uses, including one-family dwellings and residential conversions. Lands to the south fronting on West Division Street, including the other Delaware Auto Service and Sales parcels, are zoned C-1A. Though zoned commercially these properties (other than the auto service properties) are almost all also residential uses, with potentially a few unmarked office uses.

Comprehensive Plan:
The *2008 Comprehensive Plan* depicts the subject area with the Mixed Use 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:

- C-2 (Central Commercial) (Downtown Target Area Only)
- C-2A (Limited Central Commercial)

- TND (Traditional Neighborhood Design)
- C-1 (Neighborhood Commercial)
- C-1A (Limited Commercial)
- RGO (General Residence and Office) (Downtown Target Area Only)
- R-8 (One Family Residential)
- R-10 (One Family Residential)
- RG-1 (General Residential)
- RG-2 (General Residential)
- RG-4 (Multi-Story Apartments)
- C-3 (Service Commercial)
- CPO (Commercial/Professional Office)
- IO (Institutional and Office)

Request for C-3 (Service Commercial Zone)

The uses permitted in the C-3 zoning district are listed in Article 3 §15 of the *Zoning Ordinance.* Permitted uses in the C-3 Zone include service establishments; personal service establishments; business, professional, and government offices; retail uses accessory to a permitted use; drive-throughs accessory to a permitted use; wholesale, storage, and warehousing establishments; indoor recreation and amusement establishments; motor vehicle, boat or farm equipment sales or service subject to conditions; manufacturing with less than 25 employees; and mini-storage facilities. The C-3 Zone also conditionally permits Planned Senior Housing Developments; and crematories subject to conditions.

The existing and proposed use for motor vehicle service would be permitted in the C-3 Zone. The existing motor vehicle service use may not meet the specific requirements for such uses outlined in *Zoning Ordinance*, Article 3, Sections 15.1(h)(1-7). However, the business will not be required to come into compliance at this time as the property is not being redeveloped.

Recommendation of the Planning Staff:

Staff supports the rezoning request from RG-1 to C-3. It is noted that the C-3 Zone allows for higher-intensity uses than the C-1A zoned areas nearby; however, the lot is too small to be redeveloped by itself for any of the uses normally associated with the C-3 Zone. The C-3 Zoning classification should be considered a long-term, but ultimately temporary solution for the property, until such time the land is given over either to a residential use or a commercial use in keeping with the C-1A-zoned Division Street corridor. The property may be rezoned again, either through developer application or City-initiated Comprehensive Rezoning process, to support a new use. In the meantime, the business on the property is currently a non-residential, nonconforming use in a residential zone; rezoning the property will restore it to a conforming use. The restoration to conformity will allow the business to stay in operation, by voiding its need to comply with sunsetting requirements.

Staff recommendation was made without the benefit of hearing the comments of surrounding landowners and residents. Following a public hearing on January 17, 2017, where no members of the public spoke regarding the application, the Planning Commission approved the following motion:

*Mr. Holden moved to recommend approval to City Council for Z-17-02 Lands of Ingram at 11-15 North Queen Street to rezone to property from RG-1 (General Residence Zone) to C-3 (Service Commercial Zone). He would add that in his estimation during his years here it has*

*been a very well run business and it's an asset to the community; it's what we need in this area of Downtown Dover, seconded by Mr. Baldwin and the motion was carried 6-0 by roll call vote with Mr. Roach and Mrs. Welsh absent. Mr. Holden voting yes; for the reasons previously stated. Mr. Holt voting yes; he feels like it's real asset to the community and it's a proper thing to do at this time. Mr. Baldwin voting yes; it's a good business and this will bring it into compliance with the Comprehensive Plan. Dr. Jones voting yes; she thinks that it is commendable and the integrity that the Ingram's demonstrate in the running of the business. She has had contact with the business in recent months and the integrity and respect is certainly an asset to the community and she did not know about the air pumps. She thinks that they are serving in an area where we need to serve. Ms. Maucher voting yes; for the reasons previously stated. Mr. Tolbert voting yes; for the reasons previously stated. They have a relatively small business which is an example of how important small businesses are not only to Dover but to this entire country. Most of the employees of small businesses are honest and are people of integrity and principal and are an asset to the community.*

ADVISORY COMMENTS TO THE APPLICANT:

1) Formal Notice 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 any proposed improvements is required before issuance of permits by the City of Dover.

***Excerpt from DRAFT minutes of January 17, 2017 Planning Commission Meeting***

Z-17-02 Lands of Ingram at 11-15 North Queen Street – Public Hearing and Review for Recommendation of a rezoning of a 9,020 S.F. parcel located on the east side of North Queen Street north of West Division Street. The property is zoned RG-1 (General Residence Zone) and the proposed zoning is C-3 (Service Commercial Zone). The owner of record is E. Vernon Ingram Jr. Property addresses: 11-15 North Queen Street. Tax Parcel: ED05-076.08-05-04.00-000. Council District 4. Ordinance #2016-30. *This zoning map amendment completed First Reading on December 12, 2016. Public Hearing before the Planning Commission is scheduled for January 17, 2017 and Final Reading/Public Hearing is scheduled before City Council for February 13, 2017*.

**Representatives**: Mr. Vernon Ingram Jr. and Mrs. Alice Ingram, Owners

Mrs. Townshend stated that this is a similar circumstance just a few blocks away on North Queen Street just north of Division Street. The property is currently zoned RG-1 (General

Residence Zone). It's located at 11-15 North Queen Street. It is Mixed Use in the *Comprehensive Plan*. It is a location for automobile service associated with the automobile shop on the corner of Queen Street and Division Street. The portion of the property that fronts Division Street is zoned commercial and then just north of that is an alley and the remainder of Mr. Ingram's property is zoned RG-1 (General Residence Zone) but is used in conjunction with that business. Again, this is part of Staff's attempt to clean up the non-conforming uses in the City as a whole within the residential zones. In this case, the requested zoning and the recommended zoning is C-3 (Service Commercial Zone). They have stated that if it were a vacant piece of land that may not be the most appropriate zone; however, the idea is that it is actively used in a classification that is allowable under C-3 (Service Commercial Zone) and is not allowable under the other commercial zones. If at some point, the use was to cease they could look at rezoning it during a Comprehensive Rezoning process. But at this point, they are trying to bring these uses into a classification that is consistent with the use of the land. So the C-3 (Service Commercial Zone) would allow the use and the *Comprehensive Plan* shows this area as Mixed Use which would allow for the C-3 (Service Commercial Zone). There is a business at this location that has been there for seventy (70) years. For both of tonight's applications, there are applicants in businesses that have been pillars in the community for many years. Staff really just wants to clean up the zoning.

Dr. Jones questioned if the business was only automobile repair now? Responding to Dr. Jones, Mr. Ingram stated no, it's both repair and sales.

Mrs. Townshend stated that the sale is on the front portion of the property.

Mr. Holt stated that he has known the Ingram's for almost his whole life and has bought a lot of vehicles from him. His business is a real asset to the community.

Mr. Ingram stated that he would like to give the Commission a little history of Delaware Auto. His father was licensed to sell and repair automobiles in 1932 and his family has continued through to this day. He has poured out his heart and soul into this business and this property. They employee ten (10) full time people that completely depend on their employment with them. As you can imagine, this would be a terrible hardship for everyone. This parcel of property is most unique and is so viable for the business. They need it for the purpose that it's used for and that's three shops. Over the past 70 years of running their business on Division Street, they have made it a high priority to keep a clean and neat friendly atmosphere and have had a great rapport with all of their neighbors. They hope that the Commission will make a good and fair decision concerning the importance of this matter. For years, he has put out an air pump for children during the summer and has been patching tires for all of the young people in the neighborhood. They have worked to keep it so that anybody and everybody could be happy there. His employees, one of them has been there for 44 years and two others have been there for 20 years. He thinks that with any business that you try to sell; you only have one thing to sell and that's yourself. He has worked for the City long and hard. He would really hope that you would grant us this variance and he will try to always do what he has been doing for years.

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

*Mr. Holden moved to recommend approval to City Council for Z-17-02 Lands of Ingram at 11-15 North Queen Street to rezone to property from RG-1 (General Residence Zone) to C-3 (Service Commercial Zone). He would add that in his estimation during his years here it has been a very well run business and it's an asset to the community; it's what we need in this area of Downtown Dover, seconded by Mr. Baldwin and the motion was carried 6-0 by roll call vote with Mr. Roach and Mrs. Welsh absent. Mr. Holden voting yes; for the reasons previously stated. Mr. Holt voting*

*yes; he feels like it's real asset to the community and it's a proper thing to do at this time. Mr. Baldwin voting yes; it's a good business and this will bring it into compliance with the Comprehensive Plan. Dr. Jones voting yes; she thinks that it is commendable and the integrity that the Ingram's demonstrate in the running of the business. She has had contact with the business in recent months and the integrity and respect is certainly an asset to the community and she did not know about the air pumps. She thinks that they are serving in an area where we need to serve. Ms. Maucher voting yes; for the reasons previously stated. Mr. Tolbert voting yes; for the reasons previously stated. They have a relatively small business which is an example of how important small businesses are not only to Dover but to this entire country. Most of the employees of small businesses are honest and are people of integrity and principal and are an asset to the community.*

Attachments: DAC Agency Comments
Exhibit Map

Z-17-02

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 01/04/17

CITY OF DOVER FIRE MARSHAL

APPLICATION: Lands of Ingram at 11-15 N Queen St

FILE #: Z-17-02 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:

CITY AND STATE CODE REQUIREMENTS:

1. Address numbers of at least 12 inches in height must be placed on the street side of the building visible from the street. Label all suites if applicable.

2. Recommend that any natural or LP gas bottles, meters, values, regulators, etc., must have impact protection per City of Dover Code of Ordinances.

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**

**STAFF D.A.C. MEETING DATE: DECEMBER 28, 2016**

**CITY OF DOVER Electric & Public Works Departments**

**APPLICATION:** **LANDS OF INGRAM AT 11-15 NORTH QUEEN STREET**

**FILE #:** **Z-17-02**

**REVIEWING AGENCY:** **City of Dover**

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

**CONTACT PHONE #: ELECTRIC - 302-736-7072 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-05-076.08-05-04.00-000

## 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.

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**
**January 2017**

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**APPLICATION:** Lands of Ingram 11-15 North Queen Street

**FILE #:** Z-17-02

**REVIEWING AGENCY:** *Kent Conservation District*

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

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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:

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

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

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

**D E L D O T**

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APPLICATION: Lands of Ingram at 11-15 North Queen Street

FILE#: Z-17-02 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:

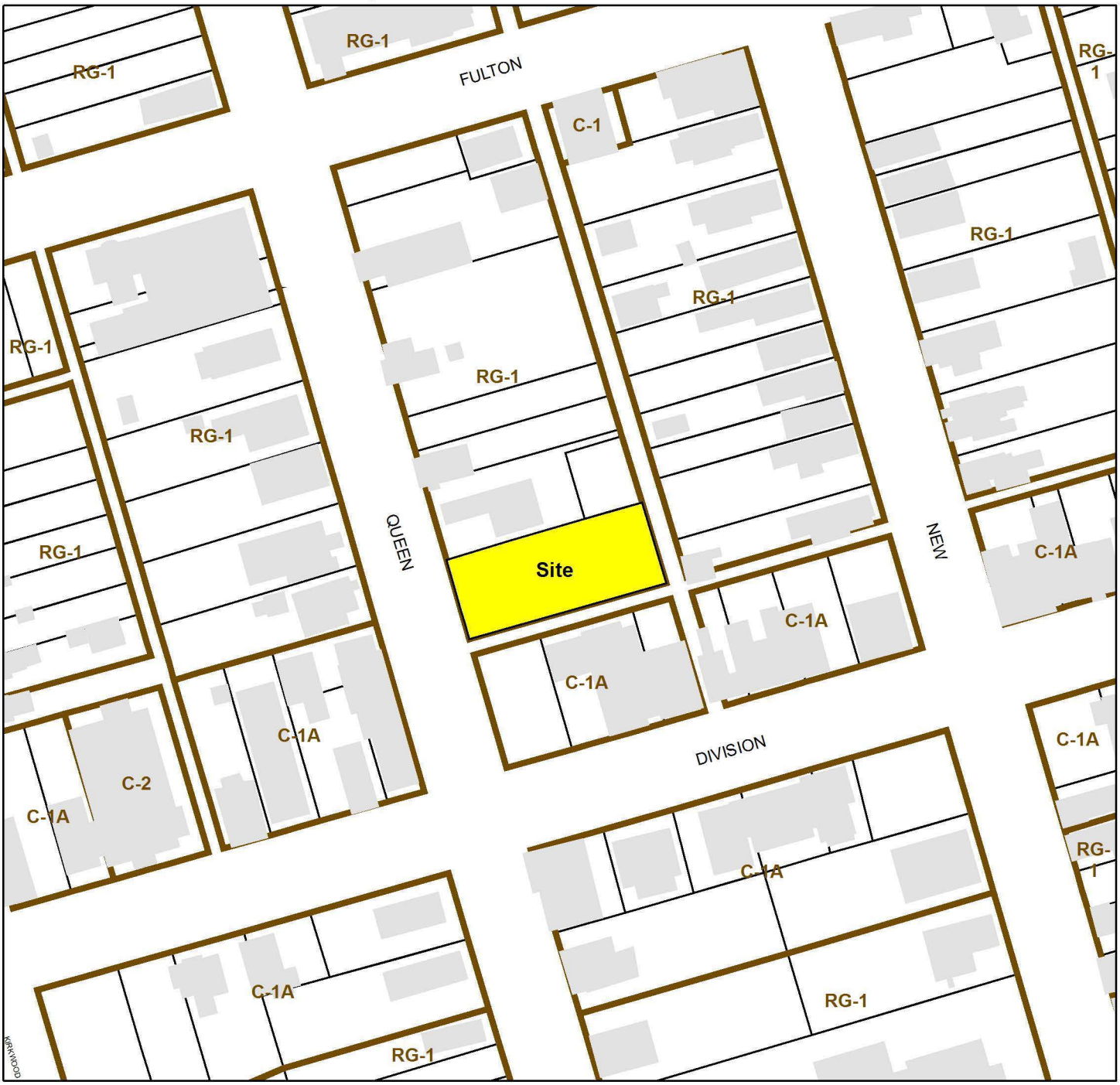
DelDOT has no advisory comments at this time.

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.

# 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

**FINAL 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-FINAL READING.wpd

Actions History
02/13/17 - Scheduled for Public Hearing/Final Reading - City Council
01/17/17 - Review - Planning Commission
12/12/16 - First Reading - City Council

Draft

# SPECIAL DOVER HUMAN RELATIONS COMMISSION

A Special Dover Human Relations Commission (DHRC) meeting was held on January 19, 2017 at 6:00 p.m. with Chairman Henderson presiding. Members present were Ms. Bogle, Mr. Gaddis, and Reverend Paige. Ms. Mullen and Mrs. Sadusky were absent.

**AGENDA ADDITIONS/DELETIONS**

**Mr. Gaddis moved for approval of the agenda, seconded by Ms. Bogle and unanimously carried.**

**Election of Committee Chair - Government Policy, Programs, and Practices Committee**

Mr. Henderson informed members that he had asked Mr. Gaddis if he was interested in serving as Chair for the Government Policy, Programs, and Practices Committee and Mr. Gaddis indicated that he was interested.

Mr. Henderson opened the floor for nominations for Chair of the Government Policy, Programs, and Practices Committee.

Ms. Bogle nominated Mr. Gaddis to serve as Chair of the Government Policy, Programs, and Practices Committee.

There being no further nominations, Mr. Henderson closed the floor for nominations.

**By unanimous consent, Mr. Gaddis was elected to serve as Chair of the Government Policy, Programs, and Practices Committee.**

**DHRC Committee Updates**

Community Engagement Committee (Mullen)

No update was provided.

Communications Committee (Paige)

Reverend Paige stated that she had been reading over her responsibilities as Chair of the Communications Committee and thinking about what she needed to do. She advised members that she would have a report for the next meeting.

Reverend Paige stated her understanding that members were going to try to find out of it was permissible for people outside of the Commission to serve on the Communications Committee, noting that she had a couple of people with whom she may want to work on the Committee. Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, suggested that Reverend Paige send specific recommendations to determine how they would fit in with the Commission's charge.

Mr. Henderson stated that DHRC meetings are open to the community and noted that he did not see any harm in Commissioners enlisting resources from outside the Commission to do their jobs. Responding, Mrs. Stein stated that the question would be whether these outside individuals could actually be members in terms of voting, etc. Responding, Reverend Paige indicated that she was not thinking that they would vote but would just be able to serve on the Communications Committee. Mrs. Stein indicated that she believed there would not be a problem using outside resources, that she

would discuss membership with the City Clerk, and that a legal opinion may have to be obtained regarding whether there were any restrictions in terms of individuals being on the Commission and how resources could best be used. Ms. Bogle asked if this would be the same case with the Education Committee and Mr. Henderson indicated that he would think so, noting that he applauds creativity. *(City Clerk's Office Note: Subsequent to the meeting, DHRC members were advised that, in accordance with Sec. 58-31(3) of the Dover Code, members of the community may serve on DHRC subcommittees in an advisory capacity only and would not be voting members of the Commission.)*

Education Committee (Bogle)

Ms. Bogle stated that she was personally involved with the Delaware Every Student Succeeds Act (ESSA) Advisory Committee, which is a governor-appointed committee looking at the education equity plan for Delaware. She informed members that she had been part of a discussion group within the committee through other volunteer work that she was doing, and she felt that it would benefit her work on the DHRC Education Committee. Ms. Bogle explained that the equity plan is a strategic plan for education in Delaware, everything was up in the air with the new federal administration and no one knew what funding would look like, and Delaware is scheduled to turn the equity plan in to the federal Department of Education in April. She stated that she had not done anything specific to the Dover community or her DHRC district.

Ms. Bogle recalled that members had previously discussed looking at the DHRC Strategic Plan and narrowing down what they wanted to do before going back out to the community. She noted that members had discussed setting some direct focus as a group and she was unsure if they would revisit that conversation, but this was the reason why she had paused on everything. Ms. Bogle indicated that she had a meeting with Dr. Dan Shelton, Superintendent, Capital School District, noting that the district had mentioned wanting some support from the City regarding pulling together a focus group addressing some of the violence and things that were going on with students and seeing how the City could help. Ms. Bogle indicated that when this was previously discussed during the DHRC meeting of September 21, 2016, members questioned whether this was the role of the DHRC and whether this was something they should be helping to facilitate elsewhere. She explained that it was her understanding that members had put this matter on hold until they took more time to dig into what their focuses would be.

## Old Business

DHRC Diversity Research Project

During the Dover Human Relations Commission meeting of November 17, 2016, members considered the DHRC Diversity Research Project and agreed that Mrs. Sadusky, Mr. Henderson, and Mr. Gaddis would get together before the next DHRC meeting to summarize the recommendations and observations and put them together in a concise form.

Mr. Henderson advised members that he and Mr. Gaddis had met to summarize the recommendations and observations for the report; however, Mrs. Sadusky had been unable to be present.

Mr. Gaddis explained that he and Mr. Henderson had reviewed the information, conclusions, and opinions provided by Mr. James McGiffin, Jr., former DHRC Commissioner, based on the answers

to 20 DHRC Diversity Survey questions that were submitted by survey respondents and by Mrs. Kim Hawkins, Human Resources Director. Mr. Gaddis stated that he and Mr. Henderson developed nine (9) recommendations/conclusions that reflected Mr. McGiffin's observations related to the Diversity Survey questions. For example, he explained that Recommendation #1 reflected Mr. McGiffin's Observations #1, #2, and #5, and survey questions #13 and #16. Mr. Gaddis indicated that he and Mr. Henderson had decided that Recommendations #6 through #9 were procedural items and the DHRC would not have to do them directly but would have to see what goes on with them. For example, Mr. Gaddis noted that Recommendation/Conclusion #7 indicated that each department's main page should reflect the City of Dover's Mission and Vision Statements. He stated that it would be up to the City and its departments to review what the DHRC submits to Council to see if these items coincide with their Vision and Mission Statement. Mr. Henderson reminded members that he and Mrs. Sadusky had put forth recommendations regarding the study, and these were then matched to the observations that had been submitted by Mr. McGiffin.

**Mr. Gaddis moved to submit the DHRC Diversity Research Project Report *(Attachment #1)* to Council. The motion was seconded by Reverend Paige and unanimously carried.**

In response to Reverend Paige regarding when the report would be considered by Council, Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, stated that the report could possibly go on the agenda for the Council meeting scheduled for February 13, 2017, noting that the current meeting minutes must be completed.

Development of Concise Statement - Mission and Functions of DHRC

During the Dover Human Relations Commission meeting of November 11, 2016, members considered the Development of a Concise Statement - Mission and Functions of DHRC and agreed to establish a deadline of January 6, 2017 to provide input regarding a concise statement.

Mr. Henderson referred to the statement submitted by Reverend Paige, as follows:

> The mission of the City of Dover Human Relations Commission is to make sure that the City of Dover ensures equal opportunity and fair treatment for all people in the City of Dover. The Commission will ensure that the City will not discriminate based on race, color, age, religion, marital status, familial status, sexual orientation, national origin, gender, economic or persons with disabilities. The Commission will investigate, negotiate and resolve discriminatory and unfair treatment complaints within the city.

Mr. Henderson read the statement provided by Mr. Gaddis, as follows:

> The City of Dover Human Relations Commission works to sensitize all, employees and citizens alike, to the value of individuals whose cultures differ from their own due to ethnicity, gender, religion, origin, appearance, or abilities. It promotes acceptance of, respect for, and inclusion of all people utilizing varied means and methods. By espousing an environment of fairness and respect, the Commission promotes an appreciation of the benefits of diversity, inclusion, and positive intergroup relations.

Mr. Henderson expressed the need for members to know what their charter was, and what their powers were and were not. He noted that the State Human Relations Commission (SHRC) has the power to investigate and litigate matters and to listen to complaints; however, the DHRC is to advise Council, in addition to monitoring human rights for all people. Mr. Henderson indicated that a couple of years ago when the DHRC had a full commission, Mr. Nicholas Rodriguez, City Solicitor, had advised members what their powers and charter were. Mr. Henderson suggested that when the Commission had two (2) or three (3) vacancies filled, they could have Mr. Rodriguez come again and advise members on the power of the DHRC and the difference between the DHRC and the SHRC.

Responding to Mr. Henderson, Ms. Bogle indicated that having Mr. Rodriguez advise members in this regard would be helpful, and she reminded members that the DHRC had previously discussed holding a retreat. She stated that during a retreat members could hopefully dig into narrowing their focus, noting that there was only so much that members can do during an hour-long meeting. Ms. Bogle indicated that she had been on the DHRC for a year and had a hard time narrowing the focus or figuring out what to do.

Reverend Paige stated that, when developing her statement, she thought that the DHRC's mission should be similar to the State's but relate to the local level, so that residents of the City would come to the City to be served and State employees or those eligible for the State would go to the State. She stated that she thought those outside City limits would go to the County for help, as is done for housing programs. Reverend Paige questioned who determines the power and charter for the DHRC, what the City was looking for from a human relations commission, and if the Commission had to stay as it was. She indicated that if members were coming up with a new vision statement, it seemed to her that they were looking for change and asked if members had the ability to make the change or who did.

Mr. Henderson stated his understanding that the DHRC had previously become bogged down in listening to complaints and did not have the legal, financial, or other aspects to follow through on them.

Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, noted that Mr. Rodriguez had advised that the DHRC does not have the legal authority and resources that the State has to hear complaints. She suggested that members review Chapter 58 - Human Relations, of the Dover Code regarding the role and function of the Commission, noting that this had been determined by City Council.

Reverend Paige asked if the Code could be changed with the times. Responding, Mrs. Stein advised that it was within the prerogative of the DHRC to make recommendations to Council and to provide advice.

Mr. Gaddis indicated that he liked the last sentence of Reverend Paige's suggested statement, which stated that "the Commission will investigate, negotiate and resolve discriminatory and unfair treatment complaints within the city," noting that it reflected more than just a few people talking and trying to make nice. He indicated that this would give members an opportunity to be more helpful right off the bat or as needed; however, he questioned if it would be legal and whether Council would approve it. Mr. Gaddis asked if the DHRC was a commission that was supposed to do something or if they were window dressing to look nice. Responding, Mr. Henderson indicated that

this was a challenge, noting that they had all asked that question because they were all people of conscience.

Responding to Mr. Henderson, Mrs. Stein advised that Chapter 58 of the Dover Code outlines the structure and function of the Commission and is available online, and she offered to email a link to members to access it. Mr. Henderson requested that members review this information so that they could start a discussion from there. He noted that he wanted to work with City Council but did not want to be just another pretty face.

Referring to the suggested statement submitted by Reverend Paige, Mr. Gaddis suggested changing the word "race" to "ethnicity", stating that we are all one (1) race, whether one goes by religion or science. Reverend Paige agreed and advised members that she had pulled this language straight from the State.

In regard to the sentence in Reverend Paige's suggested statement that "the Commission will investigate, negotiate and resolve discriminatory and unfair treatment complaints" Mr. Henderson stated that, under its current structure, the DHRC was not in a position to do this; however, they could look for change if possible. Ms. Bogle asked if the DHRC was not doing this, what they were doing exactly.

Reverend Paige asked what currently happens when City employees have complaints and where they go. Responding, Mrs. Stein stated that employees would typically go to the Human Resources Department, noting that there is a grievance procedure.

Mr. Gaddis questioned if members should choose one (1) of the statements submitted by him and Reverend Paige as a concise statement. Responding, Reverend Paige expressed her opinion that the statements walked together and were just stated differently, noting that Mr. Gaddis' statement may have been a little more specific.

Mrs. Stein indicated that it might be helpful for members to review the minutes of the DHRC meeting when the City Solicitor spoke to members regarding the DHRC, as referenced by Mr. Henderson. Mr. Henderson agreed, stating his recollection that Mr. Rodriguez had laid out and made clear what he thought the Commission was. Mr. Henderson stated that he had found participating in the DHRC Diversity Research Project developed by former Commissioners Eugene Ruane and James McGiffin empowering and educational in finding out how the various City agencies were dealing with diversity issues as reflected in the questions and discussions with the department heads. He noted that former Commissioner S. Renee Smith had a lot of things going and planned, and noted that members had met with the Police Department, the National Association for the Advancement of Colored People (NAACP), and had helped to sponsor a feeding program. Mr. Henderson advised that these are the types of events where the DHRC is out in the community, establishes who they are, hears things, and interacts with people.

Ms. Bogle suggested merging the two (2) suggested statements because they were not completely foreign from one another; however, she noted that members had discussed having the City Solicitor come in and asked if members should wait until they were a little more informed about their roles. Responding, Mr. Henderson reiterated that reviewing the minutes from the DHRC meeting that the City Solicitor previously attended would be helpful. Ms. Bogle suggested that more information

about what City Council was looking for would also be helpful so that the DHRC would not just be spinning its wheels; however, she stated that she was unsure if this would be part of a meeting.

Mr. Gaddis suggested that he and Reverend Paige meet, put their statements together, and come back within a week or two (2). Mrs. Stein reiterated that members may wish to review Chapter 58 - Human Relations of the Dover Code, as well as the 2015-2018 DHRC Strategic Plan, and the minutes of the DHRC meeting when the City Solicitor spoke to members regarding the DHRC.

Mr. Henderson suggested that Mr. Gaddis and Reverend Paige present a consolidated statement at the next meeting.

**Ms. Bogle moved to recommend that Mr. Gaddis and Reverend Paige present a consolidated statement at the next meeting. The motion was seconded by Mr. Gaddis and unanimously carried.**

Responding to Mr. Gaddis regarding the time frame, Mrs. Stein stated that this information would need to be provided to the City Clerk's Office approximately a week to 10 days prior to the next meeting.

DHRC Vacancies

Responding to Mr. Henderson, Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, stated that there were currently two (2) vacancies on the DHRC in the First District and one (1) in the Fourth District. Mr. Henderson stated that he would take the lead on this, noting the need to approach City Council members from those districts and tell them that people were needed. He expressed the need to have a full Commission, for members to define themselves, and move forward.

**Future Meeting Dates**

By unanimous consent, members agreed to schedule the next meeting for Thursday, February 23, 2017 at 6:00 p.m.

**Reverend Paige moved for adjournment, seconded by Mr. Gaddis and unanimously carried.**

Meeting adjourned at 6:45 p.m.

Theodore A. Henderson
Chair

TAH/JS/dd
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Attachments
Attachment #1 - Dover Human Relations Commission Diversity Research Project Report

# THE DOVER HUMAN RELATIONS COMMISSION
# DIVERSITY RESEARCH PROJECT

## I. Introduction

Commissioner Gene Ruane (2014-2015), Chair of the Government Policy, Programs and Practices Committee, suggested to the Commission that an important first step in the development of the reconstituted Dover Human Relations Commission was a study to determine some fundamental facts about the City's approach to diversity issues. As a model for this project, he recommended the book, *Reinventing Diversity* by Howard J. Ross.

Upon Commissioner Ruane's departure from DHRC (and from Dover), the task fell to the successor Chair, Jim McGiffin, who drafted an interview instrument for use with senior staff and a second instrument for an on-line survey available to all employees with email addresses. The on-line survey was also made available in hard copy to those who preferred that format.

Commissioners McGiffin and Ted Henderson conducted the interviews with nine members of the senior staff on December 21, 2015 and January 11, 2016. The general staff survey was available on-line and in the City Clerk's office June 14 - July 1, 2016.

## II. The Response

These are the questions asked in the staff interviews. Those marked with an asterisk (*) are questions included in the on-line survey. With each question is a summary of the responses.

**Question 1** Are diversity and cultural competency articulated as values in any mission/vision/value statement developed by the City?*

Some interviewees and 60% of survey respondents correctly indicated that the values of diversity and cultural competency are found in some of the City's official documents (the Budget, the purchasing policy).

**Question 2** Is the City's value regarding diversity and cultural competency communicated to departments, staff, employees?*

Some interviewees recognized that diversity and cultural competency values are communicated internally through the hiring/promotion process and through the actions of City professional leadership. There was one observation that these values are not communicated to staff from Council and another observation that the City does not generally communicate to staff about events that have diversity and cultural competency implications.

The Survey results indicate that 70% of respondents believed the City communicated these values internally. This question also inspired some responses criticizing any

attention to issues of diversity and cultural competency. The comment that, "the best person should get the job" surfaced a few times in the survey.

**Question 3** Does the City promote diversity, cultural competency and inclusion in the community? Why and how? Or why not?*

Several interviewees mentioned the variety of festivals and cultural events that take place in Dover as examples of the City promoting diversity in the community. The Library programming was mentioned by some interviewees as well, as was the cadet program and the attention fostered upon the downtown area. The City Manager was recognized as someone who promotes diversity in the community.

The survey found that 78% of respondents thought the City promoted diversity and cultural competency, and individual responses recognized the Library, the festival and cultural events, partnering with minority groups, community meetings, and social media as examples of this promotion. Other survey respondents suggested Asian-themed events. Still others questioned the appropriateness of promoting diversity and cultural competency at all.

**Question 4** Does the City promote diversity, cultural competency and inclusion in the workplace? Why and how? Or why not?*

Interviewees allowed that some of the City's managers promote diversity in the workplace, and some of those managers provide an outlet for staff with concerns. Other interviewees recognized the staff involved in clean-up day, the Youth Advisory Council, and the City Manager's town meetings as examples of promoting diversity.

Most survey respondents (78%) indicated that the City promotes diversity in the work place. Several made mention of the City's record of non-discrimination in hiring as an example of diversity promotion.

**Question 5** Is there any history, event, symbol, figure that affects diversity and cultural competency in Dover?*

Several interviewees could think of no particular event that effected diversity in Dover. Others mention the Webster case. There was a report of negative feedback from some community members when the Library scheduled an event at the Schwartz Center for the Arts, suggesting that the history of that facility included some issues for people of color. One interviewee noted that police activity was a positive event.

The survey likewise indicated only 57% of the respondents thought there was any significant event that affected diversity. Individual responses mentioned the various festivals. Two survey respondents used the answer to this question to criticize attention to history and to diversity.

**Question 6** Does the City have a diversity recruiting plan, goals, record?

Several interviewees indicated that they did not know the answer to this question, and a few indicated that it was "probably" the case that the City had a diversity plan, goal or record.

This was not a survey question.

**Question 7** Does the City inquire about or measure employee satisfaction?

Some interviewees were not aware of such an effort and some were sure there was no such effort. Other interviewees suggested that some managers inquire about satisfaction with employees. The Human Relations Department has an open door policy. The Assistant City Manager meets with everyone to improve communication.

This was not a survey question.

**Question 8** How does the City communicate with diverse populations?

According to interviewees, the City communicates with diverse populations through these media:

*Parks and Recreation Department listserv
*program flyers in schools
*Facebook and Twitter accounts
*Town Hall meetings
*Through the Procurement process
*Library newsletter
*mailings in utility bills
*TV in the customer service waiting area

This was not a survey question.

**Question 9** Is citizen/customer satisfaction measured? Is it tracked with diversity as a factor?

According to interviewees, insurance claims are recorded and work orders are recorded, which provides some measure of customer satisfaction. One interviewee thought that the City once conducted a paper survey, and another believed there was a complaint collection process.

The Library does a survey of customers every 2 years.

This was not a survey question.

**Question 10** Is there any request/demand/need from diverse groups for particular services?*

Interviewees identified these entities in responses to this question: Habitat for Humanity, Independent Resources (utility billing issues), and the Downtown Development Partnership forum. Interviewees also identified these issues: complaints about police, mentoring youth, meeting space for nonprofits, handicap parking spaces, and "ban the box."

Most of the survey respondents indicated that they were unaware of any such demand (61% to 39%), and added these comments: Employment opportunities, increase community policing, improve street lights, job assistance, budgeting assistance, housing assistance.

**Question 11** Are City services available in any language other than English?

According to interviewees, the answer to this question is "no," although there is 1 Spanish speaking employee, the Library has an ESL collection and some items are available with subtitles.

This was not a survey question.

**Question 12** Does the City have diversity policies applicable to dealings with vendors?

One interviewee identified a 3% preference for minority vendors and explained outreach efforts to minority vendors. Several other interviewees were unaware of these policies.

This was not a survey question.

**Question 13** What does the City need to do more to promote diversity and cultural competency within the organization and in the community at large?*

Interviewees had several suggestions:

* stop sending the message that people with political connections get preference;
* get deeper into all communities;
* provide training for all staff;
* make salaries more competitive;
* develop media to promote diversity;
* continue these efforts - cadet program, positive police activity, mentoring, festivals.

Survey respondents had these ideas:

* work with Sankofa, Boys & Girls Clubs by providing mentors;

* treat everyone equally;
* find venues that teach the value of diversity;
* support diversity and cultural events in schools;
* provide training in diversity frequently;
* be more proactive with groups and meetings;
* re-institute the Police Athletic League.

There were several responses that questioned the value of attention on the diversity issue.

Questions 14 - 20 were answered by the Human Resources Director, Kim Hawkins

**Question 14** Does the City track demographics of job applicants?

Yes, and this information is reported monthly.

**Question 15** Does the City publish clear criteria for jobs prior to interviews?

Yes.

**Question 16** Are interviewers trained about issues related to unconscious bias?

No. Ms. Hawkins is aware of the availability of such training.

**Question 17** Is hiring done by hiring panels? Are the panels diverse?

There is some effort to make the panels diverse, but we could do more.

**Question 18** Are hiring patterns tracked? Retention patterns? Attrition patterns?

Hiring patterns are not tracked. HR tracks turnover, but not by demographics. Some exit interviewing takes place.

**Question 19** Are employee behavior expectations communicated to staff? Enforced?

Yes. The IT Department issues a document and an employee handbook exists.

**Question 20** Does the City use Employee Resource Groups?

88% of the workforce is unionized. 12% is management.

III. Recommendations/Conclusions

1. The City Of Dover will provide stimulating, educational in-service training (about four hours) annually for all members of its staff, including leadership. This can include (but is not limited to) video presentations, (i.e. Cracking the Code), outside speakers,

discussion and the like. (1)

2. Dover's Human Resources Department will adopt a particular measure for employee and customer satisfaction feedback for regular use. (2)

3. The City of Dover leadership will strive to make its services accessible to people with limited English proficiency e.g. applications and regulations translated to other languages as needed. (3)

4. More activities that promote diversity and cultural competence education like Community Clean-up Day, the African-American Festival, and the disbanded Youth Advisory Council should be initiated and well advertised. Members of at least one Department should, on a rotating basis, be encouraged to attend these events. (4)

5. The Economic Development Department will develop a statement and goal that reflects the value of fair hiring practices by contractors, exemplifying the diversity of contractors in Dover, Kent County, and Delaware. (5)

6. The City of Dover's Mission and Vision Statements should be visible on the first page of the City of Dover's website so that they are the first thing one sees when looking up our fine city. (6)

7. Each Department's main page should reflect the City of Dover's Mission and Vision Statements within its first page that tells about its department. The pages of the City Clerk, the Human Resources Department and the City Clerk are fine examples. (6)

8. The Mayor's page will have at least one statement that shows that he/she values diversity within our city and strives to honor his/her part of the city's Vision and Mission statement. (6)

9. The city's Mission and Vision Statements are to be prominently posted in City Hall and within each department for all to read.

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Footnotes:

(1) Reflects and includes observations* 1, 2, and 5 and survey questions 13 and 16.
(2) Reflects questions 6 and 7
(3) Reflects question and observation 11
(4) Reflects question/observation 4
(5) Reflects question/observation 6
(6) (6-9) are procedural after input from the Mayor.

*Observations are listed in Attachment #1 – Email from Mr. James McGiffin, Jr. dated October 6, 2016

**ATTACHMENT #1**
**The Dover Human Relations Commission Diversity Research Project**

**From:** James G. McGiffin, Jr. [mailto:jimmcgiffin@verizon.net]
**Sent:** Thursday, October 06, 2016 9:04 PM
**To:** Stein, Jody
**Subject:** DHRC Diversity Research Project observations/ 3rd District replacement for me

Observations

General observation - Only one of the senior professional leaders interviewed was a person of color, and that person was the most recently hired person interviewed.

Question 1 - The professional leadership was surprisingly unaware of the published statements about diversity.

Question 2 - Diversity is not universally valued among City of Dover employees. There is some sense that this is a political issue inappropriate for City consideration. This observation surfaced in response to several survey questions. Interviewees identified diversity in the Human Resources area as a source of diversity messaging, but no other program or operational areas were identified.

Question 3 - The cultural programs supported by the City garnered recognition for diversity promotion, as was library programming, the cadet program,community meetings and partnering with community groups. Some survey respondents suggested expanding into Asian-themed events. The City Manager was recognized for promoting diversity.

Question 4 - Community clean up day and the now disbanded Youth Advisory Council were mentioned as good examples of the City's efforts to promote diversity in the workplace.

Question 5 - No one who participated mentioned any event or individual from Dover's history. The NAACP law suit that changed Council composition, desecration of Delaware schools, the influence of the Dover Air Force Base, the presence of Delaware State University and countless other historical events, institutions and figures escaped mention in responses to this question.

Question 6 - Dover's professional leadership was unaware of Dover's efforts to quantify diversity hiring efforts.

Question 7 - Most interviewees believe that Dover does not use any particular measure for employee satisfaction.

Question 9 - Though the library surveys customers, the City does not otherwise measure customer satisfaction.

Question 11 - City of Dover services are not accessible to people with limited English proficiency.

Question 12 - City professional leadership was generally unaware of Dover's procurement policies that promote diversity.

My neighbor Alan Gaddis has volunteered to succeed me on DHRC, if he can be appointed.

Jim McGiffin

# COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole Meeting was held on January 24, 2017 at 6:00 p.m., with Council President Slavin presiding (departed at 8:18 p.m. and returned at 8:23 p.m.). Members of Council present were Mr. Anderson (arrived at 6:01 p.m., departed at 8:35 p.m. and returned at 8:37 p.m.), Mr. Sudler, Mr. Neil, Mr. Lewis (departed at 6:48 p.m. and returned at 6:51 p.m.), Mr. Cole, Mr. Hosfelt (departed at 6:50 p.m. and returned at 6:51 p.m.), Mr. Hare, and Mr. Hutchison (departed at 8:37 p.m. and returned at 8:39 p.m.). Mayor Christiansen (arrived at 6:43 p.m. and departed at 8:18 p.m.) was also present. Civilian members present for their Committee meetings were Mr. Keller and Mr. Shelton (*Safety Advisory and Transportation*) and Mr. Shevock and Dr. Stewart (*Legislative, Finance, and Administration*).

# SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

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

**AGENDA ADDITIONS/DELETIONS**

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

**Report on Initial Assessment of Public Safety Issues Related to Holding Public Meetings in the City Council Chambers, City Hall, and 5 East Reed Street**

Mr. Scott Koenig, City Manager, advised members that Mayor Christiansen and the Police Chief had authorized the Delaware Information and Analysis Center (DIAC) to conduct an assessment of City Hall and some of the perimeter around that building, with some reference to the facilities at 5 East Reed Street. He expressed his belief that DIAC is a component of the State Police and the Division of Homeland Security. Mr. Koenig advised that DIAC reviewed the facility, had interviews and discussions with various members of staff, and issued an unclassified for official use only report. He stated that staff had contemplated whether or not to include this information in the meeting packet, and ultimately the decision was made not to do so and to discuss security in broad terms. He indicated that there had been escalating concern regarding security in City Hall and other government facilities for a number of years, noting that City Hall had always been generally open for people to enter. He stated that he felt the general consensus from the Mayor, Police Department, and other members of staff was that there was a need to implement a series of broad-reaching security measures in City Hall and other facilities. Mr. Koenig explained that physical improvements to the building and the surrounding areas were being recommended, as well as improvements in technology, policies, and procedures. He indicated that staff would proceed with costing out options, putting them into either the current budget or a future budget, and implementing them on a conscious schedule to provide a measure of security to staff, elected officials, and visitors to the facility. Mr. Koenig stated that a meeting was held the previous day with Captain David Spicer, Police Department; Mayor Christiansen; and Mrs. Kay Sass, Emergency Management and Public Affairs Coordinator, to discuss the general parameters of the report. He noted that this would slightly change how business is done in City Hall, but not at 5 East Reed Street. Mr. Koenig advised that the general feeling was that these measures would be implemented to the best of staff's ability to adhere to the assessment that was done because he felt it was important that people be comfortable in the building.

Mr. Hosfelt noted that for the last couple of months on Monday evenings there had been a large group present for at least the first portion of Council meetings. He suggested talking to the Fire Marshal, stating his concern that the City was not within the Code. Mr. Hosfelt stated that he thought if there had been a problem on any of those nights, there would have been issues getting people out. Responding, Mr. Koenig advised that the Fire Marshal's Office had put a unit count on the number of people who could be in the facility, noting that during the meeting held on the previous evening, a member of the Dover Police Department Motorcycle Unit had been present. He stated that there had been discussions about this with Captain Spicer and Deputy Police Chief Marvin Mailey to provide an additional measure of security. Mr. Koenig advised that some of the comments made during the Open Forum segment of the Council meeting had given people concern, noting that this may not have been intended since impressions sometimes get distorted as conversations go on. He indicated that staff would be doing what they could to address this issue in the short and long term.

Mr. Hosfelt stated that he was more concerned about those standing along the back wall rather than those sitting in the audience in Council Chambers. Mr. Koenig stated that the door area is narrow, noting that there is access to the outside but there are concerns with the capacity of the area.

Mr. Anderson asked what the general rating of the security assessment was for City Hall and for 5 East Reed Street. In response, Mr. Koenig stated that there were a series of recommendations in the summary area of the report; however, a score was not discussed or assigned. He indicated that he could ask if they were graded.

Mr. Sudler asked what kind of tangible tool or measurement was used to assess whether there were more pros or cons in this situation. Responding, Mr. Koenig advised that the gentlemen who came to do the assessment were trained individuals who look at operating procedures, the operating characteristics of the building, and what they believe are the main threats to the type of building. He explained that they do a professional assessment and look at a number of graphs, space issues, and things that they believe represent the biggest concerns for this type of facility. Mr. Koenig stated that the concerns for City Hall may be different than those at 5 East Reed Street because the facilities are different. He stated his feeling that these types of evaluations varied based on the sites and the assessors' training.

Mr. Sudler asked if it would be safe to assume that something like a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis was done, and if this was provided to the City for review. Responding, Mr. Koenig advised that a series of recommendations was provided in numerical form.

**Quarterly Briefing on Dover/Kent County Metropolitan Planning Organization (MPO) Projects**

Mr. Rich Vetter, Executive Director, Dover/Kent County Metropolitan Planning Organization (MPO), advised that the MPO had been conducting two (2) ongoing transportation planning studies on behalf of the City that were recommended by City staff.

Downtown Dover Parking Study

Mr. Vetter reviewed a presentation entitled, "Downtown Dover Parking Study - January 24, 2017." Referring to the map of the study area, he explained that a 10-block area in the downtown commercial area was depicted. He indicated that the scope of the study included four (4) questions, as follows:

1) Is there enough parking?
2) How to communicate available parking?
3) Is the current fee structure adequate?
4) Is a parking garage warranted?

Mr. Vetter noted that the final question related to parking capacity, whether a parking garage was warranted and, if so, where it would make the most sense. He indicated that the City had conducted counts regarding existing and baseline conditions for the MPO as part of this project, noting that the MPO also had a parking consultant on board. Mr. Vetter explained that they were looking at key areas in 10 focus blocks including Loockerman Street, Bradford Street, and South Governors Avenue, as well as five (5) City lots. Counts were done over the past couple of weeks, and they had looked at occupancy, in terms of whether people were just parking to drop things off or were staying for two (2) or three (3) hours at a time. In addition, Mr. Vetter stated that they were looking at the key focus areas where people were parking and staying. Referring to the photographs depicting existing conditions, he stated that the top right photo was a permanent lot on South Governors Avenue near the fire station that remained fairly vacant all day; the bottom right photo was the North Street lot which was for the most part filled throughout the day and a vibrant lot with parking, apartments, and businesses; the bottom left photo depicted Loockerman Street, which had high occupancy and turnover; and the top left photo was of Bradford Street, with a mixture of metered, permit, and two-hour free parking. Mr. Vetter noted that they had heard that there was confusion was associated with certain lots based on the signage.

In terms of public involvement, Mr. Vetter advised that the MPO has a ten-member steering committee that consists of residents, business owners, and agency or City staff that would help to formulate recommendations regarding the study. He indicated that two (2) or three (3) workshops would be held, with the first workshop probably being held in the spring. Mr. Vetter explained that meetings would also be held with residents and individual business owners. He advised that the Downtown Dover Partnership (DDP) has a Parking Committee, is represented on the steering committee, and would be active in the study.

In regard to changes in existing parking, Mr. Vetter stated that redevelopment in the downtown area would cause potential gains or losses of parking. He advised that there would probably be a loss of parking in the lot on North Street as part of development at Loockerman and a new demand for parking if the former Acme site is redeveloped, noting that these things would be incorporated in the study and included in the analysis. Mr. Vetter advised that the potential alternatives presented included a menu of options that could be expanded, and there were no final alternatives at this point. He indicated that the data had been collected and the consultant was reviewing it for the MPO and the City. Mr. Vetter indicated that the photo of the meter in the presentation depicted a smart meter in Rehoboth being used to pay by phone, which could be a potential recommendation. He stated that

technology could be used to their advantage and also suggested the possibility of sharing parking with private property owners. Mr. Vetter indicated that they were considering changes in policies and regulations dealing with finances, and that the City could potentially gain additional revenue through these changes. He explained that surface parking lots could be physically reconfigured to gain additional parking, noting that the Mayor had mentioned a parking garage. Mr. Vetter indicated that zoning may have to be tweaked to allow parking modifications that could be advantageous toward businesses.

In response to Mr. Sudler's request for clarification regarding the use of the term "turnover" in the presentation, Mr. Vetter indicated that turnover was defined as quick ins and outs, such as going to the dry cleaners or bakery. He indicated that they counted the number of license plates within an hour for eight (8) hours at a time to determine the length of time that people were parking during the study.

In response to Mr. Shelton, Mr. Vetter stated that they had not yet looked at the cost of the meter depicted in the presentation versus the revenue that it could generate. He noted that the consultant had experience working in Christiana, Newark and Philadelphia. Mr. Vetter advised that a lot of cities were using smart meters.

Mr. Lewis asked what the biggest obstacle was that had been observed when conducting the study as far as parking within the City. In response, Mr. Vetter stated that there was a lot of parking towards the west and the north; however, when doing the counts he found that it was hard to find parking going toward Loockerman Street and near Bradford Street. He also advised that they had met with businesses all over and heard that public safety was an issue, noting that some business owners did not want to park or have their patrons park two (2) blocks from their businesses and preferred to park as close as possible. Mr. Vetter indicated that they also heard from business owners that other business owners were parking in front of their properties, for instance on Loockerman Street, which negates their own ability to park in front. Mr. Vetter stated that this was a minor obstacle.

Mr. Neil expressed appreciation for the study, stating that he hears from some that there is not enough parking or perceived parking, and from others that there is a lot of parking. He noted that Mr. Vetter had referenced the need to do a better job of indicating to people where the parking is and suggested looking to see what other areas, such as Hagerstown, Maryland and the Baltimore suburb of Towson, have done to attract parking or make it more visible. Mr. Neil stated that Towson has centralized, safe parking. He explained that it is important for people know where parking is and to be comfortable with it if downtown is to be redeveloped, especially in regard to tourism and the need to direct people to the quaint attractions of Dover, such as The Green and museums. Mr. Neil stated that the study was phenomenal and important to the growth of the City.

Mr. Anderson asked if parking apps had been considered, noting that they would allow someone to find out where available parking spaces are in Dover by phone. Responding, Mr. Vetter advised that this would be an option.

Mr. Anderson agreed with Mr. Neil about the need to let the public know where parking is available and for traffic patterns to make it accessible, noting that once people park, businesses are safe and accessible. He indicated that people may not know that parking is available on North Street due to the lack of signage and it is difficult to make left turns to access lots during the day. Responding, Mr. Vetter advised that the Schwartz Center had expressed that they feel limited during the day because people cannot park within a reasonable distance.

Mr. Anderson expressed his hope that MPO would also do a study on the difficulty of making public transportation connections from outside to inside the City. Responding, Mr. Vetter advised that there were efforts being made to improve connections on Route 13, but not necessarily downtown at this point.

Mr. Cole noted that there were a lot of good ideas and questioned when this matter would move forward. Responding, Mr. Vetter advised that the intent was to complete the study this summer, noting that what occurs beyond that would depend on the recommendations.

Mr. Hutchison asked if the City's current agreement with EZ Pass was working with their parking issues. In response, Mr. Vetter advised that it seemed to be working, stating that they had met with EZ Pass and had heard no issues at this point.

Mr. Neil stated that during consideration of agenda item #3B, Bicycle and Pedestrian Subcommittee Recommendations, Proposed Resolution No. 2017-01 - Complete Streets later in the evening, members would be discussing the value of walking, noting that walking for health was a position in terms of the parking issue.

Mr. Slavin questioned if a vertical parking structure was within the span of the parking concerns. Responding, Mr. Vetter indicated that it was within the scope to look at the thresholds and see if such a structure would meet warrants; if building it could be justified and, if so, where it would make the most sense to build it; and whether the demand was there. He advised that they cannot say whether or not they can build it but whether it is warranted, looking at the demand.

Mr. Slavin noted that he had been involved in parking issues for a long time and had heard that it appeared that there was plenty of parking; however, it was not the kind of parking that instills the directional confidence that would indicate to someone that they have arrived and are, therefore, comfortable and secure. He explained that a visitor may arrive at Disney World 20 miles before they park their car, but the signage is designed to create confidence that they do not have to worry anymore and the signs will take them exactly where they need to go. Mr. Slavin stated that this was the same at the Dover Mall and other venues, and that a vertical parking structure would contribute to the ability of people to know where they could park. He indicated that what is different now than it was 10 years ago was that the DDP has a number of ground surface areas that could be built upon, noting that it would be worthwhile to look at a public/private partnership for that kind of structure. Responding, Mr. Vetter stated that it was part of their scope.

Garrison Oak Traffic Study

Mr. Vetter reviewed a presentation entitled "Garrison Oak Traffic Study - January 24, 2017," noting that this was a traffic feasibility study. Referring to the map of the study area, he stated that the study related to whether it would make sense from a warrant, traffic, and development standpoint to build a connector road between White Oak Road and North Little Creek Road, noting that North Little Creek Road was labeled as Route 8 in the presentation. He explained that the problem was where traffic would go if there was significant development in Garrison Oak. Mr. Vetter pointed out that there were residential streets off Route 1, noting that Acorn Lane was highlighted but was not conducive to heavy truck, industrial, or other traffic.

Referring to the slide labeled "Acorn Lane," Mr. Vetter noted that this road is residential, low volume, and low speed in nature, with no shoulders for the most part, and not conducive or set up for heavy truck traffic. He indicated that this would not be the most desirable alternative if Garrison Oak developed, and this was what the study looked at. He stated that they took traffic counts for the baseline condition as part of the study, as they do for every traffic study. Mr. Vetter advised that five (5) counts were taken over the past couple of months at the entrance off of White Oak Road to the industrial park, north and south Acorn Lane, and at the Route 1 and Route 8 interchange locations.

In reference to the map of the Garrison Oak site, Mr. Vetter informed members that Lot 12 had been developed and Advantech was moving into Lot 13; however, 125 acres and 11 lots remained with significant potential for development and these areas were incorporated in the scenarios developed in the study. He indicated that they looked at the baseline condition to see what is currently at the location, including approximately 60 employees expected with Advantech. Mr. Vetter stated that it was hard to anticipate what would be built there, so assumptions were made in the traffic scenarios regarding 50%, 75%, and 100% build-outs. He noted that the 100% build-out included a residential development consisting of 400 or so residential units that was, at one time, known as Bay Village.

Mr. Vetter informed members that levels of service were graded A through F in the same fashion as a report card, with A meaning no delay whatsoever and F is failing delay where volume would exceed capacity. He indicated that the report card based on existing traffic and the 60 or so employees from Advantech coming in was good. Mr. Vetter pointed out a B rating at Acorn Lane at Route 8. He indicated that the projected level of service with a 100% build-out of the industrial park and the 400 units of Bay Village was essentially the same as the level for today. Based on current assumptions, Mr. Vetter stated that there would be a good level of service with the 100% build out, although a few movements might be slightly worse than the current situation. He cautioned members that if a business went in that would generate a high number of trucks, such as a mini Amazon, it may lead to a worse level of service, noting that this business would have to do their own traffic study. Mr. Vetter advised that, based on what was currently known, it would probably be hard to make a case for a connector road on the east side of Route 1, although this was subject to change.

Mr. Neil commented that there was a minor problem during the Firefly Music Festival and NASCAR races for the area above the Garrison Tract relating to Persimmon Tree Lane. He indicated that the people who live in Persimmon Tree Apartments, Persimmon Park Place, Wild Meadows, and down

toward Route 9 are basically cut off from Route 13. Mr. Neil stated that a road had been "promised" that would not be a formal road but a forestry type of road that would allow emergency vehicles and traffic to come down to White Oak during events. He asked if there had been any thought or discussion regarding temporary egress for the people who are trapped there and literally have to travel 13 miles round trip rather than the usual two (2) miles to get back to their area.

In response, Mr. Vetter advised that he had not heard of this issue and had no specifics. He stated that this matter could be incorporated into their study if necessary and if Council had specifics. Mr. Neil indicated that he would like to formally request that this issue be incorporated because temporary egress had been discussed in Council Chambers and by the communities as something that would be done; however, nothing had moved forward. He noted that it would be strictly for temporary use and he was not looking for a four-lane, paved highway but something that would allow people to get in and out, particularly emergency vehicles such as ambulances, police, and fire vehicles. Mr. Vetter reiterated that this could be discussed or incorporated into the study and asked if there had been discussions with the Delaware Department of Transportation (DelDOT). Responding, Mr. Neil stated that there had not; however, it had been mentioned by the Mayor and several people even before Mr. Neil was elected.

Referring to Mr. Vetter's comment about the possibility of a large business like Amazon becoming interested in the area, Mr. Hare asked if there had been any thought about possibly getting entrances and exits just to Route 1 without constructing a big access road. Referring to Route 8, he noted that coming southbound, one can get on, and going northbound, one can get off; however, someone coming from the south is stuck, and Mr. Vetter concurred. Mr. Hare asked if there was any potential for an entrance or exit at White Oak Road. Responding, Mr. Vetter indicated that he could not speak for the Federal Highway Administration (FHA), who has purview over Route 1 including funding; however, they have limits where interchanges and ramps can be put, in terms of physical spacing. He stated he thought there would be some issues with this idea and the FHA would have to look at the proximity to other interchanges, noting that the FHA is very stringent. Mr. Hosfelt indicated that Mr. Vetter's comment might also apply to a connector road from White Oak to Route 8, and Mr. Vetter agreed.

Mr. Anderson echoed Mr. Neil's concerns, noting that the Persimmon Tree issue was one (1) of the goals in the annual planning meeting and a concern of a lot of members. Mr. Vetter asked if the City had any alignment or mapping that could be shared showing this issue. Responding, Mr. Neil stated that a broad area alongside the Wild Meadows community is rented by Chesapeake Utilities and it is the location of their gas piping from the Cheswold area to the Calpine plant. He indicated that the temporary road could go right alongside of this area as a gravel or paved road. Mr. Neil stated that the pipeline was buried deep enough that this idea could work for the four (4) to six (6) days per year when it would be needed for events including NASCAR and the Firefly Music Festival. He indicated that a fence may have to be put around the road to make sure no one tries to get down there at other times. Mr. Neil indicated that there is a problem with pedestrians in the area who will not get out of the way, and he and Mr. Hosfelt had discussed a possible sidewalk to keep people off the road; however, this would require dealing with private property. He advised that the proposed road would connect to the circular road that goes around Calpine and the whole Garrison Tract. Mr. Neil stated that there was a question of whether permission could be obtained from those who own the

land, since the land is not owned by the City or County, and Chesapeake had indicated that this was not their problem. Mr. Neil offered to show Mr. Vetter the area being discussed, which had been cleared and would be kept clear for the pipelines.

**Bicycle and Pedestrian Subcommittee Recommendations**

Walk21 International Charter for Walking

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the Walk21 International Charter for Walking includes a set of strategic principles related to improving communities through promoting walking as a form of transportation. She noted that these principles include:

1. Increased inclusive mobility
2. Well designed and managed spaces and places for people
3. Improved integration of networks
4. Supportive land-use and spatial planning
5. Reduced road danger
6. Less crime and fear of crime
7. More supportive authorities
8. A culture of walking

Mrs. Townshend explained that the principles are consistent with many of the principles promoted through Dover's various planning efforts, the Comprehensive Plan, and the Zoning Ordinance. She informed members that the Bicycle and Pedestrian Subcommittee had recommended that the City sign the Walk21 International Charter for Walking to demonstrate its commitment to the principles articulated in the charter and to foster an environment that is safe and appealing for pedestrians.

Staff recommended authorizing staff to sign the Walk21 International Charter for Walking on behalf of the City of Dover.

Mr. Anderson expressed concern with this item, noting that it appeared to be packaged as of part of Agenda 21. He indicated that he was skeptical of the idea of government wanting to tell people what to do, building a culture of walking and car free zones, and getting people out of their cars. Mr. Anderson advised that this was not the purpose of government and stated the need for government to follow what the people want, not tell them what they want. He indicated that he did not like the idea of parts of the Charter, including lowering speeds. Referring to Section 5 of the Charter, he indicated that he did not like the idea of having more and more junctures. Mr. Anderson advised that he liked the idea of longer times for crossing but not necessarily more frequent crossings. He stated that the Charter was designed in a way to create more traffic problems to manipulate people to do what the government wants and that he did not believe this was the proper scope and role of government, which was his greatest concern. Mr. Slavin stated for the record that he disagreed with everything Mr. Anderson had said.

**Mr. Slavin moved to recommend authorizing staff to sign the Walk21 International Charter for Walking on behalf of the City of Dover. The motion was seconded by Mr. Cole and carried with Mr. Anderson voting no.**

Proposed Resolution No. 2017-01 - Complete Streets

Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that Proposed Resolution No. 2017-01 would encompass a Complete Streets Policy. She advised that the Delaware Department of Transportation (DelDOT) has a Complete Streets Policy for State roads and State road projects which sets forth that any improvements in the right-of-way need to accommodate all users of the right-of-way. Mrs. Townshend stated that the State's policy addresses accessibility; therefore, anytime that DelDOT improves a road, they improve handicap ramps on the sidewalks in the vicinity of the road. In addition, she indicated that when DelDOT builds a new road, sidewalks are included in the landscaping as part of the project.

Mrs. Townshend informed members that the City of Dover has all of the components of a Complete Streets Policy through a variety of ordinances and policies. She noted that the City requires frontage sidewalk and sidewalks that come into the sites for all new development. Mrs. Townshend explained that staff is always looking at bicycle and pedestrian components but had never labeled this policy. She stated that the Bicycle and Pedestrian Subcommittee had been working on completing applications to be recognized as a walk-friendly and bike-friendly community and one of the questions asked was whether the City had an adopted Complete Streets Policy. Mrs. Townshend indicated that, while the elements are scattered throughout City ordinances and the City is proactive in terms of having an active concrete program to keep sidewalks in good condition, there is no formal policy. She explained that the Proposed Resolution would tie all of those things together and recognize what the City already has on the books.

Mr. Anderson asked if the City had a policy to keep bricks in good condition, stating that a lot of the brick sidewalks on the north side of Division Street are not in great condition. Responding, Mrs. Townshend advised that one street just north of Division Street was in particularly bad condition and was replaced with concrete sidewalk last year and that sidewalk improvements are based on the need and available funds. She indicated that in the areas where there are brick sidewalks, a lot of the replacements have been made with concrete because concrete is easier to maintain in the long term and is a more accessible surface. Mrs. Townshend stated that some improvements had been made; however, there were still some areas with bricks in poor condition. Mr. Anderson commented that it had been proposed to spend money to expand brick around Bradford Street. Mrs. Townshend advised that the concept for Bradford Street was not to expand the brick but to have brick accents with a concrete walkway.

**Mr. Neil moved to recommend adoption of Proposed Resolution No. 2017-01 *(Attachment #1)*, seconded by Mr. Lewis and unanimously carried.**

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

Meeting adjourned at 6:47 p.m.

# LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

**AGENDA ADDITIONS/DELETIONS**

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

**Discussion - Use of Levy Court Chambers**

Mr. Slavin stated that members may have read a news article about this item, which, in his opinion, was a little presumptive as to where the City was on this issue. He explained that this was an idea that he was attempting to vet with all members and with Kent County Levy Court about the possibility of addressing some of the needs in the Council Chambers by moving meetings to Levy Court. Mr. Slavin stated that this was not something he could have started without first going to Levy Court and asking them if it was okay, and it was okay by Levy Court to have that conversation.

Mr. Slavin explained that this idea was not intended to cause any hardship on City staff, noting that this was not part of the equation initially but it would be now, because staff will have their opinion, and he will honor and respect that opinion. Mr. Slavin stated that this idea was also not intended to send any kind of message that City Council meetings are more important than any other body that meets in the Council Chambers, noting that City Council meetings are the only meetings that are televised in the Chambers. Referring to the "Evaluation of Request for Proposals - Dover Broadcast and Production Equipment (RFP 17-0016CC)," scheduled for consideration during the latter part of the meeting, he indicated that the City was possibly getting ready to invest a significant amount of money on television equipment.

Mr. Slavin stated that this was only an idea at this point and was not something that the City is committed to, explaining that he cannot commit this body to it, members have to commit to it, and it is their vote to take as to whether they want to do this. He stated that, just for clarification, Levy Court voted unanimously simply to proceed with the conversation occurring at staff level to see if something could be worked out in this regard.

Mr. Slavin indicated that this would be a multi-part discussion and decision involving the "Evaluation of Request for Proposals - Dover Broadcast and Production Equipment (RFP 17-0016CC)," scheduled for consideration during the latter part of the meeting, and expressed his hope that this decision would not be made in a vacuum. He noted that Mr. Koenig had briefed members of the Council Committee of the Whole/Safety Advisory and Transportation Committee on safety issues related to the Chambers earlier in the evening, that there were other components to consider, and that he believed that doing nothing was not an option. Mr. Slavin stated that if members do nothing, they put their imprimatur on the safety issues they have; on the fact that they are condoning a public space that is not ADA compliant and has never been and they do not seem to want to make that a priority; and they put their imprimatur on the overcrowding and issues that they have seen and will likely continue to see. He stated that he was interested in hearing the

discussion, noting that if members make the decision to stay, he thought there were some cost factors that they would all need to discuss and understand.

Mr. Neil stated that members know that they are in a worn out building and things are going to change, noting that he hoped they would change in this area if possible. He explained that people with disabilities cannot get onto the floor of the Chambers and in order to get a wheelchair onto the floor, there would have to be a foot of length for every inch of height. Mr. Neil stated that he thought that accessibility and safety were of extreme importance.

Mr. Neil indicated that his community had previously rented the County's facilities to hold their meetings and the chambers are wonderful and have a marvelous sound system. He stated that the County has what the City basically needs, it is not terribly far away, and it is a temporary solution while members decide what they are going to do about a new municipal complex for the City. Mr. Neil indicated that since taxes are paid to the City and the County, he thought the County building would be available for the City to use if the County permits it. He stated that he knew there would be some type of cost but that he was certainly in favor of doing this on a temporary basis until members decide what they are going to do with the City's facilities and ensure that it is accessible for people with disabilities to come in and to listen to what is going on in this body.

Mayor Christiansen stated that he respected greatly and appreciated the efforts of the Council President to seek out the solutions that members need to address this issue, noting that, as Mr. Neil pointed out, it would be temporary. He stated that he thought it was incumbent on members to remember that taking advantage of the hospitality of the Levy Court should certainly be on a temporary basis. Mayor Christiansen advised that Mr. Neil sounded the alarm that members really need to do something with their own house. He expressed his opinion that members should keep the center of government here, explaining that was not to besmirch the efforts of the Council President because he thought that Mr. Slavin had gone out and sought a solution to an issue that had been put off for too long. Mayor Christiansen stated that he thought that it was incumbent on members, if they do anything, that it be on a trial and temporary basis. He advised that, despite the hospitality of the City's good friends at the County, the center of government for the City of Dover needs to remain here and members need to address the issues of City Hall the same way that the County took the bull by the horns and addressed the issues regarding their own building. Mayor Christiansen stated his belief that the tax payers would not appreciate a meld of government, noting that he did not mean to go against something that he says all the time, Dover is Kent County and Kent County is Dover. He reiterated that he supports the efforts and the tenacity of the Council President for opening up this discussion because he thinks that it is something that they need to do; however, he echoed Mr. Neil's concerns that ADA compliance needs, accessibility, and security need to be addressed in City Hall as well.

Mr. Hosfelt stated that he mentioned this during the Council Retreat of January 6, 2017, and he agreed with Mayor Christiansen regarding this matter. He stated that he thought that this was the City's home and members need to fix it and clean it up, and if they need to make it ADA accessible, that is what they will do. Mr. Hosfelt indicated that members should work it into the budget, figure it out, and go forward.

Mr. Anderson stated that he had some concerns about this idea, explaining that he would be open to doing it when members have a definite time frame. He noted that if they were doing construction in the Council Chambers, he thought this would be a very viable option; however, he was very skeptical of an open-ended time frame and, from what he was hearing, temporary could literally mean years while members are discussing and deciding what to do, which could provide a burden that is not foreseen. Mr. Anderson indicated that those who work out of temporary offices are moving from one location to another, with an office and materials set up in one location and operation at a remote location. He advised that there would be unforeseen consequences, complications, things forgotten, and extra costs, preparation, and staff burden that were not being considered. Mr. Anderson stated that this would place the City in a situation where it could not control its own destiny and would bring a level of cost and difficulty that he was not sure the City was ready to plunge into.

Mr. Lewis indicated that he had no objections to relocating on a temporary basis while addressing matters at City Hall; however, he stated that it was historic that governmental entities be kept separate between the City and County. He noted that City Hall is a historic building and place, and City residents realize this. Mr. Lewis reiterated that he would have no objection on a temporary basis but would not want to relocate there on a full-time basis or for over a year.

Mr. Sudler asked if the cost of making modifications and adjustments for ADA compliance had been looked at, which would probably be the doors and aisles. Responding, Mr. Koenig indicated that he did not have a current estimate on ADA compliance for the components of City Hall. He stated that this would go back to the question of how much members wanted to invest in City Hall. Mr. Koenig indicated that there had been discussion about a new facility in a single location that did not receive a lot of reaction from the members he spoke with. He stated that the issue went back to whether to invest in these facilities, because in the long term there was a question about whether there was a parking problem. Mr. Koenig pointed out that the ceiling in Council Chambers is high and the floor could be raised by two (2) feet, which would address the ADA accessibility issue. He related this to construction that was done for the new Dover Public Library and explained that a designer could come in and install a system that fits together like Tinker Toys, and the flooring system would sit on top of it. He advised that there are many ways that architecture can address this issue, outside of simply redesigning the entire Chamber, but the question would be whether to invest in this facility versus another facility

Mr. Koenig explained that the most recent discussions had led him to believe that Council was leaning toward investing in the current facilities owned by the City versus purchasing a different facility. He stated that if this was Council's clear direction, they would engage an architect and start analyzing the costs. Mr. Koenig indicated that making a wooden door ADA compliant was not easy because it involves mechanized openings, etc. He stated that it may require a different entry to the facility; however, an architect could prepare drawings of improvements to the facility. Mr. Koenig stated that he was looking for clear direction from Council as to whether facility replacement was a top priority for the FY 18 budget, because staff was preparing that budget. In addition, he questioned how much of a priority this was, noting that there are certain triggers that would require a referendum. Mr. Koenig stated that, depending on which facility was being discussed and the composition of the staff in that facility, utility funds may be allowed to help offset the financing of facility improvements.

Mr. Koenig reminded members that another discussion about broadcast equipment relating to Council Chambers was on the agenda later in the evening, and all these discussions were really tied together. In regard to whether the City would invest in this facility or shop for a new facility, he advised that the most recent indications from members were that there seemed to be more favor towards investing in the current facilities and upgrading them versus purchasing and constructing a brand new facility. Mr. Koenig requested clarification from Council in this regard.

Mr. Slavin expressed the need to avoid making one decision that cascades and leads into a series of four or five decisions. He noted that in a few moments members would take up the issue of whether to commit to televising proceedings from the Chamber and would be asked to accept a bid of $151,000 for a one-time purchase, which would be the first expenditure. Mr. Slavin advised that this would not talk about the life span, annual maintenance cost, depreciation, and annual cost for operations. He indicated that he would think, by Council's own words, that once $150,000 is spent, they would be committed to addressing the ADA and safety issues and stated that he did not want the City to suffer death by a thousand cuts in reverse. Mr. Slavin estimated that a $150,000 project would be pushed closer $500,000 by the time all the improvements are made and issues addressed just to reach compliance. He advised that part of the issue was that the staff approaches businesses that want to open in town and tells them they must be up to the fire code, etc., but does not practice what these businesses are told to do. Mr. Slavin stated that this was patently unfair and asked that members take a look at the total cost of ownership of this. He advised that he agreed with Mr. Lewis's point, stating that his conversation with Kent County Levy Court was designed as a temporary measure until a decision is made regarding what Council wants to do. He indicated that the time may not be upon members that evening for the decisions mentioned by Mr. Koenig, but it was coming up quickly on the horizon.

Mr. Sudler stated that he thought it would behoove Council to get at least three (3) estimates in regard to the modifications and bring them back to Council to make a clear decision on whether they want to invest and how much it would cost. In addition, he suggested asking Mrs. Townshend if there was a report from the City of Dover Fire Marshal in regard to which area would need to be adjusted to meet ADA compliance and, if not, if this could be provided at a later date. Mr. Sudler stated the need to see figures before making a decision. Being a contractor himself, he advised that there are ways to cut costs and still get the proper product being sought, noting the need then to figure out who could do the project at the cost.

Mr. Slavin stated that he had a couple of motions to make after the dialogue, and one would be to request staff to come up with rough order of magnitude estimates. He indicated that it would be difficult to get three (3) estimates from contractors without a set of commands, noting that there was a need to first gauge if this was a level of investment that members wanted to make.

Mr. Neil stated his understanding that the current building needs a lot of work and is very costly to maintain; therefore, there was a need to find out what had to be done to keep it going and if that is what members desire. He indicated that a separate issue was if Council could meet at the Kent County facility since the Chambers could not be used while construction is going on. Mr. Neil stated that there were two issues, noting that no one was talking about a permanent stay at Levy Court, but holding meetings there as a temporary device would make meetings immediately accessible. He

indicated that there is certainly parking and it is easy, convenient, and not far away. Mr. Neil stated that he concurred with what was being said and thought everyone did.

Mayor Christiansen stated that a good point had been made regarding how the City could challenge people to come up to code when the City is in violation of its own code, noting that this was saying, "Do as I say, not as I do." He indicated that Mr. Neil was correct that a contingency needed to be in place. Mayor Christiansen thanked Mr. Slavin for bringing this matter to the Council floor because it was incumbent on Council to have transparency and some vehicle in place to show constituents what members are doing, whether they are sitting in the audience or at home watching on television. He advised that Councils in the past had formed committees to discuss this issue and gone nowhere, noting that the can had been kicked but landed back in members' laps. Mayor Christiansen stated the need to grow up and do what needs to be done to be transparent and open to the citizens through a temporary arrangement; however, he also stated the need to comply with the City's own rules in the Council Chamber and City Hall.

Mr. Hutchison reminded members that the old Dover Public Library should be part of the mix, noting that he did not have any idea of the cost or what future needs the City Manager has at that location. He stated that the building is large and lots of things could be done there.

Mr. Hare indicated, from a business point of view, that if this was his business he was unsure if he would pick up and move without having a plan in place and that it was incumbent on members to have a plan first. He suggested that this matter may need to be discussed as a single item. Mr. Hare stated that he did not have a problem moving temporarily; however, a plan should be in place before packing everything up and moving, and he did not want to do so without knowing how long the City would be there. He advised that he thought there were other alternatives that should be discussed. Mr. Hare stated that looking into making the current facility ADA compliant might be a temporary fix, noting that the cost was unknown. He indicated that Council must also decide whether a new City Hall was needed, noting that this had been kicked down the road for years and it was time to make a decision one way or another.

**Mr. Slavin moved to recommend that the City Manager be directed to work with staff to create rough order magnitude estimates to address the ADA and safety issues that were discussed during the meeting. The motion was seconded by Mr. Anderson and unanimously carried.**

Mr. Slavin moved to recommend that Mrs. Traci McDowell, City Clerk, and Mr. Scott Koenig, City Manager, initiate the dialogue with Mr. Michael Petit de Mange from the County to look at what the issues might be of a temporary space for a defined period of time for City Council meetings. The motion was seconded by Mr. Sudler.

Mr. Slavin reminded members that this was assuming there is a fit, noting there may not even be a fit for them to conduct their business there.

Mr. Anderson stated that he thought the recommendation was premature before members have any idea of time frames and plans. He explained that it may be appropriate at a later date but that he could not support it at this time. Responding, Mr. Slavin stated that it may help inform the first decision. Mr. Lewis noted that he did not think it would hurt to inquire. Mr. Sudler stated that he

agreed with what Mr. Lewis and Mr. Slavin had said, explaining that he thought that knowing what they are looking at before making decisions is always good, so there is nothing wrong with doing some research and bringing something to the table. Mr. Hare stated that he tended to agree that it would not hurt, noting that members were not going to make any commitment, they were just going to get information.

Mrs. McDowell asked if members could be a little more specific about what she and Mr. Koenig were going to be looking for or asking. Responding, Mr. Slavin stated that the issue is really to have staff look at the specific logistical issues involved with holding Council meetings at the Kent County Levy Court.

Mr. Cole asked if this would include all committee meetings and Council meetings. Responding, Mr. Slavin stated that it would be Council meetings and it may include committee meetings, depending on the discussion related to the "Possible Move of Council Committee of the Whole Meetings to Monday Evenings," scheduled for consideration during the latter part of the meeting.

**The motion to recommend that Mrs. Traci McDowell, City Clerk, and Mr. Scott Koenig, City Manager, initiate the dialogue with Mr. Michael Petit de Mange from the County to look at what the issues might be of a temporary space for a defined period of time for City Council meetings was carried with Mr. Anderson voting no.**

**Possible Move of Council Committee of the Whole Meetings to Monday Evenings**

Mr. Slavin advised members that for the better part of a year, Council Committee of the Whole meetings were moved to a Tuesday evening format, which was new for many members. He stated his belief that many members had received an analysis regarding the effect of this format and that it may or may not have affected attendance. Mr. Slavin indicated that there had been concerns previously about this move being made since it doubled the nights that had to be blocked off on the calendar. He advised that before turning the corner into year two of this arrangement, he thought it would be fair to discuss this matter to determine the pleasure of Council.

Mayor Christiansen informed members that the City went to a Council Committee of the Whole (CCW) format in 1990. He explained that it was the feeling then that this format would allow members of Council two (4) fewer nights out. Mayor Christiansen indicated that previously the Safety Advisory, Utility, Parks and Recreation, and Legislative, Finance, and Administration Committees were all meeting on separate nights, causing members of Council and citizens to be out several nights during the week. He stated that CCW meetings were put in place prior to the Regular Council Meetings on Monday evenings. Mayor Christiansen stated that it had worked out very well to have two (2) committees meet prior to the Regular City Council Meeting on the second Monday of the month and another committee on the fourth Monday of the month. He advised that this allowed members of Council not only to spend more time with their families and on personal issues, but it also allowed the them to address constituent concerns. As an ex officio member of the CCW, Mayor Christiansen stated that he would wholeheartedly support the proposed change to Mondays because it had worked in the past and would work to everyone's benefit in the future, including civilian committee members and citizens. Mr. Lewis concurred with Mayor Christiansen.

Responding to Dr. Stewart, Mr. Hare stated that the CCW meeting would move to the Monday evenings prior to the City Council meetings.

Mr. Slavin noted that a potential issue would be that the CCW meeting would have to be completed by 7:00 p.m., and any potential executive sessions would have to be scheduled either on another evening or after the Council meetings. He stated that Council meetings typically adjourn around 8:30 p.m., which would leave time at the end of the evening for executive sessions. Mr. Slavin stated that very few Council meetings had gone past 8:30 p.m. according to the pattern over the last year.

Mr. Hutchison noted that most Council representatives have jobs and that there are executive sessions before almost every Council meeting that take up the time between 6:00 p.m. and 7:00 p.m. He questioned how much time would be given to Committee meetings. Mr. Hutchison stated the possibility of having Safety Advisory and Transportation Committee meetings and Parks, Recreation, and Community Enhancement Committee meetings on one (1) Monday night and Utility and Legislative, Finance, and Administration Committee meetings on the other Monday. He stated that the CCW is probably the most important meeting because there is more open dialogue than at any other time. Mr. Hutchison indicated that the Council meeting is about approving the agenda and voting on the issues, and there is very little discussion when action takes place. He stated that the nice thing about the CCW meeting is that every member of Council serves on every Committee and has a vote and a voice. Mr. Hutchison indicated that the CCW was better now than at any time before; however, he urged members to allow time for it. He expressed concern that executive sessions take up a lot of time on Monday nights. Mr. Hutchison reminded members that it takes time to serve.

Mr. Cole echoed Mr. Hutchison's comments, stating that the difference in the depth of discussion since switching to the CCW format compared to his first couple of months on Council was unbelievable. He stated that most members have jobs and that he could not arrive for meetings until 4:00 p.m. or 5:00 p.m. Mr. Cole stated that he would support keeping the current meeting format.

Mayor Christiansen stated his respect for Mr. Hutchison and indicated that he did not wish to do away with the CCW because he believes in the banter and interaction among the Mayor and Council, civilian members, and the public who participate in the process. He stated it was imperative to maintain the CCW; however, he thought the proposed change would streamline the operation and allow members another evening with families and loved ones, and to put toward their jobs and constituent service. Mayor Christiansen advised that he would never support doing away with the CCW because he believed it was a great process.

Mr. Anderson stated that he supported the proposal and did not believe that it would interfere with the CCW, presuming that it would not start before 5:00 p.m. He indicated that it would be a more efficient use of the time. Mr. Anderson advised that the executive sessions prior to Council meetings were a relatively new invention that most bodies do not have. He stated his belief that most bodies adjourn to executive session after a meeting, which is something that Council used to do. Mr. Anderson stated that is rare to have a special executive session when an expert is brought in, such as Mr. Kirk Betts, the City's utility attorney. He felt the proposal would allow for a much more efficient use of members' time and would also be better for the public because it would allow for

better public attendance and input and open up the possibility of televising the CCW meeting. Overall, Mr. Anderson stated that the proposal would be better for the public and for Council.

Mr. Sudler advised that he would prefer Mondays before Council meetings for the CCW, noting that he has two (2) jobs, both of which are essential. He stated that he loves to serve but it takes a lot of time and he is missing out on things he needs to do for his primary job, which pays his bills. Mr. Sudler indicated that executive sessions could be held on Tuesdays, when members could come in for a quick hour or half hour.

Mr. Hare stated that he was flexible either way; however, he liked Mr. Hutchison's comments. He advised that there is good, open conversation at CCW meetings. Mr. Hare indicated that he could attend on Mondays; however, he stated that he did not want someone saying at 6:45 p.m. that the meeting must be wrapped up and wanted to be able to continue talking. He suggested that the CCW meeting could resume after the Council meeting, even if this meant members would be there until 10:30 p.m. or 11:00 p.m. He stated that the meeting should not be cut short, even if it would be five (5) or six (6) hours long, because it would be inconvenient to have it on another day. Mr. Hare stated that having meetings on Monday and then coming back for half an hour on Tuesday would be more inconvenient that just staying later on Monday night. He noted that he was not in favor of broadcasting CCW meetings, since he thought people would talk more because they know they are on television.

On behalf of the City Manager's Office, Mr. Koenig agreed that the CCW meeting is a good opportunity for staff to listen to everyone's opinion, including the citizen components of the CCW, and he endorsed the concept of the CCW. He advised that moving to Tuesday nights had seemed like a good idea to him initially; however, two (2) days in a row are very long days, especially if there are a lot of items on the agenda. Mr. Koenig noted that, in some cases, staff's day starts before 8:00 a.m. and may run until 10:00 p.m. He explained that a lot of staff time goes into meeting preparation, and staff never knows what the discussion will be with respect to any agenda item and must prepare as if every item will be contentious or there will be questions or concerns. Mr. Koenig expressed concern about time if meetings were moved solely to Monday night, stating that the City is growing and the agenda is growing. He indicated that what might seem like an insignificant issue to him may be very significant to members of Council, and there would be time crunches. Mr. Koenig also expressed concern with the Utility and Legislative, Finance, and Administration Committees that have many agenda items.

If meetings gravitate to one night, Mr. Koenig requested that thought be given to reducing the number of items that must go to Council for approval, and suggested altering the threshold for change order issues that must come before Council to 35% versus 25%. He stated that these types of things must be considered as part of a comprehensive package to not burden Council with every decision and to make the most important decisions the ones that come through the Committees and Council.

Mr. Koenig stated that 5:00 p.m. to 9:30 p.m. is a long night, whether or not one is speaking. He noted that Kent County Levy Court had demonstrated their willingness in this regard, and they meet at times until 10:00 p.m. or 11:00 p.m. Mr. Koenig noted that Planning Commission meetings previously went until that time and, in his opinion, the effectiveness of those decisions at that time

of night could be questioned the next day. He stated that he favored the CCW approach and going to one night would be more efficient if it could be managed. Mr. Koenig advised that this would provide the opportunity for the CCW and Council agenda meeting on Tuesdays, which would allow another day of preparation for the next round of meetings, which was a positive; however, he reiterated his concern about fatigue from that one night. He indicated that there is fatigue regarding two nights in a row and did not know whether this was better or worse. Mr. Koenig advised that staff would do their best to meet the expectations of Council. He stated that in a perfect world it could all be done in one night, with very focused discussion. Mr. Koenig indicated that this would give everyone an extra night to interact with families, constituents, or staff to provide a better atmosphere for the City.

Mr. Shevock stated that there were pros and cons, noting that the pluses and minuses could be added up, but the City of Dover was changing and there were many things to be talked about. Having been on the Committee for some time, he noted that when committee meetings were held on Monday nights, there was a big rush when it came to the end of a meeting because the Council meeting was starting. Mr. Shevock noted that in the current format the meeting begins at 6:00 p.m. and continues until everyone has their say and the meeting is complete. He stated that by going back and trying to jam everything in, the City would not get the answers it wanted and another meeting would be added on the next day. He questioned why members would not keep the format as it is, which was working better than it had before.

Mr. Neil stated that members had previously discussed transparency and American Disabilities Act (ADA) compliance. He stated that, if the change was approved, the meeting should be televised. He indicated that he was flexible in terms of the time. Mr. Neil stated that members would get more done, have clear heads, have a chance to study the agenda and packets if meetings were held on two days rather than trying to jam the CCW meeting in earlier on Mondays and then going into a block of time in the evening. He noted that the information discussed at CCW does not appear on Council's agenda until a later date. Mr. Neil explained that he would like to keep the current format, even though it keeps members out on two different nights, due to the efficiency and the ability for the public to come at a reasonable time to see what is being done. He stated that this was more important than trying to get it all in on one day. Mr. Neil indicated that he was available to meet on any day.

Mr. Cole asked if the CCW meeting could be held on the first and third Mondays and Council meetings on the second and fourth Mondays. Responding, Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the Planning Commission meets on the third Monday of the month. She indicated that this was not set in Code and if Council chose to have committee meetings in that format, an alternative night could be selected for the Planning Commission, as long as there was advanced notice to plan.

Mr. Slavin noted that he had once suggested using the vacant Monday evening for Council meetings in the workshop format for a deeper dive into issues.

Mr. Hutchison asked if executive sessions could be held after the regular Council meetings, and Mr. Slavin stated that they could, and that the CCW meeting could be interrupted and recessed until the conclusion of the Council meeting.

Mr. Hutchison asked to protect ample time for discussion at the CCW meeting, indicating that this would not be possible if executive sessions were held beginning at 6:00 p.m., which would allow only an hour for committee meetings. He suggested starting the CCW meeting from 5:30 p.m. to 7:00 p.m. and placing executive sessions at the end of the Council meeting. Mr. Hutchison advised that this was not just about Council, noting that staff and civilians also take part.

Mr. Anderson agreed with keeping the CCW format, which he had voted in favor of; however, he had long been concerned with the nights. He stated that the public would be better served by knowing that the second and fourth Mondays are Council nights, which makes it simpler. Mr. Anderson advised that attendance at committee meetings was better when this was in place and he thought it would be better for public engagement and Council and would place less burden on staff; therefore, this proposal was a win-win-win.

Mr. Hare reiterated that he had no problem coming in at 5:30 p.m. on Mondays for CCW meetings, but if the Open Forum segment of the Council meeting would be from 7:00 p.m. to 7:30 p.m., this would allow only an hour and a half for the CCW. He stated that if the Open Forum may go longer than half an hour, as it had in the past, and the public cannot be told that they cannot talk. Mr. Hare indicated that he did not have a problem if CCW meetings continued after the Council meetings and was flexible. He advised that he was willing to go with the majority; however, he did not want those who show up for a CCW meeting at 5:30 p.m. to have to stay until after the Council meeting until 10:00 a.m. and they should be considered.

Mr. Lewis stated that he would support this measure and asked if committees would be rotated if the proposal was accepted. He asked, for example, if the second Monday would be for the Parks, Recreation, and Community Enhancement and Legislative, Finance, and Administration Committees and the fourth Monday for the Safety Advisory and Transportation Committee. Responding, Mr. Slavin stated that this would be the call of Council.

Mr. Hare stated that this would depend on what was on the meeting agendas. He indicated that the good thing about this approach would be that if there was one item on the Legislative, Finance, and Administration Committee agenda that needed to be addressed, it could be addressed and not be deferred for two (2) weeks so staff could take measures on it.

**Mr. Slavin moved to recommend adoption of the Council Committee of the Whole structure used for the past year to be held on Monday evenings from 5:30 p.m. to 7:00 p.m. with the ability to recess the meeting until the conclusion of the Council meeting if necessary. The motion was seconded by Mr. Anderson and carried with Mr. Shevock voting no.**

Mr. Slavin moved to recommend that the rule of thumb be that executive sessions be scheduled at the end of the Council meetings on Monday evenings, with the right reserved to schedule sessions before the meeting if someone is coming in from the outside. The motion was seconded by Mr. Sudler.

Mr. Hare asked if executive sessions would held before or after CCW meetings, if CCW meetings are continued after the Council meetings. Responding, Mr. Slavin indicated that this would be at the call of Council at that time.

Mr. Hare questioned if there would be a time limit for when meetings would end. Responding, Mr. Slavin stated that this could be done through the agendas or that rules like this could be established.

Mr. Slavin asked Mrs. Townshend if Kent County's Planning Commission has a rule that they do not take new cases or agenda items after 10:00 p.m. Responding, Mrs. Townshend stated that she did not believe they did; however, the City of Dover Planning Commission does not start any new public hearings after 10:30 p.m. She indicated that this was because members have lost patience and are not focused at that point. Mr. Slavin suggested waiting to see what the traffic would bear on this issue.

Mrs. Traci McDowell, City Clerk, asked if civilian members of the CCW were expected to stay if the CCW meeting recesses for the Council meeting and any executive sessions. Responding, Mr. Slavin stated that they can stay. Mrs. McDowell asked if they would be expected to stay and Mr. Slavin stated that this would be up to them.

Mr. Hare asked if there was a time frame for establishing this schedule. Mr. Slavin expressed his understanding that the current structure would stay in place until a date is determined to change to Monday nights.

**Mr. Sudler moved to amend the motion to make it effective for the first meeting in March 2017, seconded by Mr. Anderson and unanimously carried.**

**The motion to recommend that the rule of thumb be that executive sessions be scheduled at the end of the Council meetings on Monday evenings, with the right reserved to schedule sessions before the meeting if someone is coming in from the outside, and that this be effective for the first meeting in March was unanimously carried.**

**Evaluation of Request for Proposals - Dover Broadcast and Production Equipment (RFP 17-0016CC)**

For many years, Comcast has provided the City of Dover with the recording and distribution of content for City Council meetings. During recent negotiations with Comcast, they indicated that they wanted to move away from providing this service. In May 2016, staff started looking at the needs and requirements to continue the broadcast.

In accordance with the City's Purchasing Policy, Requests for Proposals (RFPs) were solicited for RFP#17-0016CC and two (2) vendors submitted proposals. City staff reviewed the submissions and found that Total Video Productions submission met all requirements for the qualifications of the project.

Staff recommended awarding the contract to Total Video Products for the City of Dover Broadcast and Production Equipment RFP#17-0016CC, in the amount of $155,349 (to include the project build out and annual support, maintenance and training in the amount of $151,849 and $3,500 respectively), and authorizing the upgrade contract to TelVue, as a sole source provider in the continuation of existing broadcasting services and expansion to streaming services for the amount

of $8,740 which includes a credit for existing legacy equipment and prepayment options to reduce any future annual costs. The total of both actions is $164,089.50.

Mr. Neil noted that, during "Discussion - Use of Levy Court Chambers" earlier in the meeting, the Committee recommended directing Mr. Scott Koenig, City Manager, to work with staff to create rough order magnitude estimates to address the ADA and safety issues and that Mrs. Traci McDowell, City Clerk, and Mr. Scott Koenig, City Manager, initiate the dialogue with Mr. Petit de Mange from Kent County to look at the issues of temporary space for a defined period of time for City Council meetings. Mr. Neil moved to table this item until staff reports back. The motion was seconded by Mr. Sudler. After hearing concerns regarding tabling, Mr. Neil and Mr. Sudler withdrew their motion and second.

Mrs. Kay Sass, Public Affairs and Emergency Management Coordinator, and Mr. Mark Kennedy former Comcast employee and consultant to the City on the project, reviewed a presentation entitled "Evaluation of Request for Proposal - Dover Broadcast & Production Equipment" ***(Attachment #2)***.

Mrs. Sass advised that staff began negotiating the Comcast Franchise Agreement with Mr. Chris Comer, Director of Government Affairs for the Beltway region from Comcast, who eluded to the fact that independent filming and production of municipal meetings was no longer being provided due to their staff time and the fact that technology had changed so drastically that equipment for that purpose was aged. She noted that the wiring and infrastructure for City Hall dated to 1973.

Mrs. Sass noted that the Verizon agreement of January 2008 included an EG or education and government channel, as well as a grant in the amount of $200,000 strictly for the EG channel. She noted that very little of those funds have been used over the past nine (9) years and the current balance and reserves is approximately $170,124.

Mrs. Sass noted they she and Mr. Kennedy worked with the City Clerk's Office regarding the requirements to make the system compatible with existing equipment to continue the transparency legacy for City Council. She also advised that they worked with Mrs. Donna Mitchell, Controller/Treasurer, and the Procurement Office for guidance on the RFP process.

Mr. Kennedy provided an overview of the technical aspect of the project that would enable continued broadcasting over Comcast and Verizon. He stated that they also wanted to ensure that the services were expanded to include live streaming, which is not currently provided. Mr. Kennedy noted that video recordings of the meetings were previously provided on demand through a YouTube channel on the web.

Mr. Kennedy noted that the City's current equipment is good; however, it is aging and hard to modularize and add components for expanding later on. He advised that he has proposed mounted cameras and new microphones inside the Council Chambers, a viewing monitor in the vestibule for meeting overflow, and presentation monitors for the Caucus and Conference rooms. Mr. Kennedy stated that a media control room would be installed to replace the Comcast media truck. He advised that the control room would be operational with only one person controlling the equipment.

Mr. Kennedy stated that, in order to continue to broadcast over Verizon and add streaming services, they looked at several vendors and suppliers and determined that the City's current provider, TelVue Systems, offers a cloud-based solution which would eliminate the need for hardware that expires over time and the costs associated with replacing it. Mr. Kennedy also noted that the cloud-based solution would afford better services by allowing people to view the proceedings from their mobile devices, tablets, and computers. He stated that TelVue also provides a bulletin board service, which would give constituents the ability to see all of the on goings of the City and any announcements. Mr. Kennedy explained that TelVue would continue to provide scheduled rebroadcasts of recorded meetings, in addition to the streaming services. He reminded members that TelVue is a sole source provider and there was no need to look into what other companies would do because they found that TelVue supplied all the needs that the City was looking for.

Mr. Kennedy, referring to the Broadcast System Overview on page 6 of the presentation entitled "Evaluation of Request for Proposal - Dover Broadcast & Production Equipment," explained what the broadcast system would entail. He advised that the four mounted cameras for the Council Chambers, as well as the microphones and any computer units would devolve into the control room, which would have a controller. The operator would control all the cameras and take the audio feed in and create a production mix that would be broadcast, and also feed the vestibule and conference room monitors. Mr. Kennedy noted that the system would have a recorder and it would also send a signal to the TelVue provider, which would then send that signal out through the City's Verizon and Comcast channels, as well as the streaming components.

Mr. Kennedy advised that two (2) vendors responded to the RFP, both proposals were reviewed and, in his opinion, Total Video Products provided the best solution. He stated that both of the designs were very similar and in some cases they were almost identical; however, he explained that there was a total price difference of approximately $40,000. Mr. Kennedy stated that he thought that Visual Sound gave a good effort in their design for the system but that their prices were way out of line in terms of the industry standards. Referring to the Breakdown of Costs on page 7 of the presentation entitled "Evaluation of Request for Proposal - Dover Broadcast & Production Equipment," he noted that there was an approximate difference of $20,000 for Installation Services, and an approximate difference of $13,000 for Equipment. Mr. Kennedy advised members that he recommended Total Video Products for this particular RFP.

Mrs. Sass explained that staff recommended the lower cost vendor, who had a proposal amount of $151,849, as well as the TelVue upgrade that is needed. She stated that staff had been experiencing a lot of issues with the aging equipment that the City had been using with TelVue and they were able to get some compensation from TelVue for the current hardware in order to upgrade to the cloud. Mrs. Sass noted that upgrading to the cloud would remove the hardware from the City's property, which was also advantageous for the City.

Mrs. Sass informed members that staff is finishing negotiations with Comcast for the franchise agreement and, to avoid jeopardizing what the City has already agreed upon with Verizon or with Comcast, she could not discuss the details until it is finalized. However, she noted that there is an opportunity for additional funding to take place from Comcast.

Mrs. Sass indicated that many people had been asking how they would be able to watch Council meetings. She stated that the recommended proposal would allow the City to live stream the meetings, which is an outstanding feature that had never been offered before.

Mrs. Sass advised members that the City would own the equipment and could utilize staff or whomever to do the recordings; therefore, they would be able to broadcast the Council Committee of the Whole or other committee, commission, and board meetings. With regard to who will run the equipment for the City, she stated that one of the requirements given to Mr. Kennedy was for staff to be able to be trained to operate the equipment and there was a multitude of different options. She noted that the system is very user friendly and staff would be trained to run the equipment and the former Comcast contractors had offered to come back to run it as well. She indicated that another option would be to utilize local talent from area schools, potentially at no cost. Mrs. Sass advised that Dover High School offers a communications class, Delaware State University offers a degree in Mass Communications and Radio, Television, and Film Production, Wesley College offers a degree in Multimedia Communications, and Delaware Technical and Community College offers a degree program in Communications, noting that it may be a great way for the City to really increase working with the community.

Mrs. Sass informed members that, upon Council approval, the entire project, including training, could be completed and the City could be back on the air, streaming video to constituents in approximately 60 days.

Mrs. Sass noted that the presentation included a revised recommended action from what was included in the Committee Action Form, explaining that the amounts were the same; however, they were spelled out more clearly.

Mr. Neil stated that the motion he made to table the matter, which he subsequently withdrew, had nothing to do with the proposal, explaining that he thought it was terrific. He indicated that his motion to table the matter had to do with the fact that members were juggling a number of different items, including the possibility of moving to the Levy Court, as well as what members had asked of staff earlier in the meeting in terms of making the Council Chambers accessible.

Mr. Neil asked if there would be any cost to the City if the Committee tabled this matter and delayed the response until they have answers. Mrs. Sass advised that according to the City's RFP process, they had 120 days from the day to close so they would have to have Council's approval by March 27, 2017. Mrs. Mitchell advised that it would depend on how the bid document was written and the terms of the contract, noting that it was possible that it would have to be rebid after 120 days.

Mr. Anderson pointed out that there was a consensus that if meetings were moved during construction time, this would only be temporary; therefore, it would not really affect whether or not the City gets new equipment. He stated that it seemed that this would be a good use of the grants, which would cover it 100%, noting that more would probably be available for any adjustments that become necessary. Mr. Anderson stated that Kent Polytech has a fine program that is looking for things to do and does a high-quality job for very low cost.

Mr. Anderson questioned how easily the equipment could be adjusted or moved around if renovations were made in the chamber, such as raising the floor. Responding, Mr. Kennedy stated that the area that would be impacted would be the running of the lines, noting that changes to anything like the floor, ceilings, or walls would definitely impact whether or not the project can move forward. Mrs. Sass stated that it was mentioned during the site visit that the cost to run the lines would be higher because of how they have to run them under the floor. She suggested that if they elevate the floor there could be a potential cost savings and it would be easier than going under the floor.

Mr. Anderson asked if they would have scheduling flexibility with the vendor once the project is awarded. Mrs. Sass advised that they would build the project timeline after the contract is signed and that they would talk to the vendor about flexibility.

Mr. Slavin asked if the broadcasting would include closed captioning, which is a component of ADA. Responding, Mrs. Sass and Mr. Kennedy stated that closed captioning would be provided through TelVue at an additional cost.

Mr. Slavin asked what the lifespan and replacement cycle was for the equipment being purchased. Mr. Kennedy advised that the hardware components, such as the speakers and amplifiers, could be expected to have ten years of use, especially with the maintenance agreement that is included in the contract. He noted that they will come in on a regular basis and troubleshoot any problems and work with manufacturers and vendors to expedite repairs when necessary. Mr. Kennedy noted that maintenance is an important component that really expands the life of the equipment.

Mr. Slavin asked what the lifespan was for the cameras. Mr. Kennedy stated that the Comcast cameras had a long life and the cameras in the bid specifications were Sony's. Mr. Slavin asked what the "all in" number was for the project because $150,000 gets them the equipment but in ten years they will more than double that in maintenance and operations cost. Responding, Mrs. Sass stated that the future annual cost would be approximately $8,900.

Mr. Slavin noted that $8,900 times 10 years would be $89,000 and expressed the need to talk about staffing. He stated that he appreciated the desire to accomplish this with as much free help as possible, which was a wonderful opportunity; however, he noted that someone had to be there to manage the free help. Mrs. Sass explained that this was one of the biggest components of the system. She stated that staff had advised Mr. Kennedy that staff would have to be able to operate the system and the specifications were developed for the type of person who does not do this on a daily basis.

Mr. Slavin questioned which staff member does not have enough work now and could take on video production. Responding, Mrs. Sass explained that this would be done at night during the meetings, just as it is now. Mr. Slavin stated that the City would have to get into and staff this line of business, and there is a reliability factor that he was trying to flush out. Mrs. Sass indicated that this would not be done outside the meeting timeframe and would be done as it is now, except the physical component of a truck would be removed and the equipment would be placed in a closet. She stated that the amount of staff would be reduced. Mr. Slavin advised that someone would be a controller who operates the camera and makes sure that everything is working right. Mrs. Sass advised that

staff would be trained. She stated that Mrs. Traci McDowell, City Clerk, and Ms. Denise Devine, Assistant City Clerk attend the meetings and would not be running the equipment but noted that there was additional staff in the City Clerk's Office. Mr. Slavin stated that there would be a need to figure out who the staff would be, and there would be some soft cost for staff time, etc.

Mrs. Sass advised that there were current savings on operations because Comcast had been budgeted for but was no longer being paid. In response to Mr. Slavin, Mrs. Sass indicated that Comcast was being paid $300 for one (1) employee and $100 for each of the three (3) other employees, for a total of $600 per meeting. Mr. Slavin asked how many years they had paid Comcast. Responding, Mrs. Sass stated that the production had been included in their agreement until Comcast decided to discontinue it, which was when staff started this process. Mr. Slavin asked if the City received some offset from Comcast, noting that they had walked away from that cost. Responding, Mrs. Sass indicated there was absolutely some offset, which was part of a franchise agreement that had not yet been signed. She explained that until it was signed, she did not want to negate what was already negotiated.

Mr. Slavin commented that the funding to date, and over the last nine (9) years, was a balance of approximately $170,000. Mrs. Sass advised that the funding for EG Programming was received during the first two (2) years of the nine-year time frame. She indicated that these funds had been held for approximately eight (8) or nine (9) years since staff knew this would eventually be a large project that could be covered by the grant.

Mr. Slavin asked if there was a way for this funding to replenish itself. Responding, Mrs. Sass advised that the Verizon franchise agreement is done every 10 years, and this was a part of the first franchise agreement. She noted that anything negotiated at that time would be included in the agreement.

Mr. Slavin stated that sometimes when he hears talk about grant money, it is almost like it is not the public's money but free money, that whatever is wanted can be done with it, and that none of the rules apply. Mr. Slavin advised that he takes a different approach and that their roles as financial stewards do not end simply because the money comes from a non-taxpayer source. He indicated that once the money is ported through the City of Dover and goes into its accounts, the City is responsible for it. Mr. Slavin stated that grants should always be looked at in terms of what out-year costs are associated with the "free money" that comes in. He stated that he had seen instances a number of times, at the City and other places, where there is a free employee who is paid for by the federal government for two (2) years, but the grant agreement is that they are maintained for three (3) years after their funding ends, which is not worth it in some cases. Responding, Mrs. Sass agreed and stated that she thought the City had been good stewards of the grant money, which had been sitting for eight (8) or nine (9) years. She noted that staff knew this situation was coming, it was just a matter of when it would come, and the time presented itself when Mr. Ron Dagley of Comcast opted to retire.

Mr. Slavin stated that, as Mr. Neil had alluded, one decision would beget a whole bunch of other decisions.

Mr. Hosfelt stated that he felt that this was something that members needed to do; however, he agreed with some members of Council that it was best to wait to get an estimate on what would be done with the Council Chambers. He indicated that he did not want to wait too long, noting that members could keep putting this off. Mr. Hosfelt thought it was something that constituents would want and stated that it was something that his constituents would like to see. He stated that more people watch the meetings than members realize, and he liked the fact that the Council Committee of the Whole meetings could also be televised, which he thought was important because that is where some of the best discussions are held and it would benefit the community and constituents City-wide to hear those conversations. He indicated that he was in favor of the proposal and appreciated the work and research that went into it but noted it would be sensible to be patient for a couple of months until it is determined how Council Chambers will be redone.

Mr. Hare stated that he thought the decision to accept the proposal should be made before the time runs out and the timeline for installing the equipment could be made at another time so that the project would not have to be rebid. Mr. Slavin noted that the estimates being requested were only staff-level estimates at this point.

Mr. Neil moved to table this matter until the second meeting in February to hear from the staff working with the Levy Court in terms of what they discover and recommend. The motion was seconded by Mr. Slavin.

Mr. Lewis asked what the stipulations of the grant were in regard to time constraints. He explained that usually when a grant is offered, if it is not accepted the grant will go away. Responding, Mrs. Sass explained that the stipulations were not with the grant.

In response to Mr. Slavin's request for clarification regarding whether or not this was a grant, Mrs. Mitchell explained that the money was received from the Verizon franchise when the City first did FIOS and Verizon in Dover approximately 10 years ago. The grant was for $50,000 over four (4) years, for a total of $200,000. Mrs. Mitchell stated that it is the City's money and it was given to the City with the intention to build its EG channel. In response to Mr. Anderson, Mrs. Mitchell indicated that the funds could only be used for that purpose.

Mr. Anderson stated his recollection that the franchise for Verizon would expire in about a year. Responding, Mrs. Sass stated that it would expire in January 2018. Mr. Anderson asked if the money would remain in the account or if it would go away. In response, Mrs. Mitchell stated that the funds were in a reserve and would remain there as long as they were used for that purpose. Mrs. Mitchell noted that some funds had been used for monitors and similar equipment.

In response to Mr. Lewis regarding the time frame, Mrs. Sass explained that there is no time frame on the grant, which is listed as a Verizon EG grant; however, franchise renegotiations would be signed some time next year. If members wanted to entertain additional grant funding from Verizon, she did not believe it would be acting in good faith to say that the City has $170,000 of funding remaining and still expect them to give more.

Mr. Slavin stated that, in his opinion, considering what Verizon was getting in the franchise agreement and how much profit they were making in Dover, the City could go in with a strong position with regard to how much money it has in the bank.

Mr. Sudler expressed thanks for the presentation and the hard work that went into it.

**The motion to table this matter until the second meeting in February to hear from the staff working with the Levy Court in terms of what they discover and recommend was unanimously carried.**

**Permission to Recruit - Full-Time Budget Analyst**

Since September 2011, a majority of the responsibility for preparing the City's Annual Budget has been shifted to various staff members in the Finance Department. The decision to transfer the budget preparation function to the Finance Department, upon the retirement of the former Senior City Administrator, which was located in the City Manager's Office, made it unnecessary to hire additional staff in the City Manager's Office for budget purposes, reduced duplication of efforts, and centralized the overall budget process. Mr Koenig noted that the budget transfer was memorialized in the Council meeting minutes of March 25, 2013 ***(Attachment #3)***.

Mr. Koenig advised that the FY 2016 budget included a part-time position in the Finance Department which was intended to assist with the budget duties. This position went unfilled due to the exploration of an Enterprise Resource Planning (ERP) solution. The part-time position was also included in the FY 2017 budget; however, it was removed from the draft budget prior to being presented to Council in order to comply with the request that they stay within the current tax rate for FY 2017. Mr. Koenig advised that, after five (5) years, the Controller/Treasurer desires to transfer a bulk of the duties associated with the budget back to the City Manager's Office. The City Manager agrees with this change; however, he requested the addition of a Budget Analyst to prepare, develop, compile, and administer the annual operating and multi-year capital budgets. Other duties would include regular monitoring of the budget throughout the fiscal year, monitoring various purchasing activities, completing special projects, and supporting the City's strategic planning efforts. The Finance Department will continue to serve a critical role in the budget for such matters as payroll budgeting.

Mr. Koenig reviewed the job description developed by the Human Resources Director, Mrs. Kim Hawkins, and noted that the position was been assigned a pay grade of 122 (NB). The salary range is $44,619 - $61,635 (start of range to top of middle point). The estimated benefit costs are $25,012 - $29,460 and the total compensation is valued at $69,628 - $91,091.

Mr. Scott Koenig, City Manager, advised that this is an unbudgeted and unfunded position and he estimated that the position could be filled as early as April 2017. He noted that a maximum of three (3) months of salary and benefits, estimated at between $17,407 and $22,773, would be needed for the current fiscal year. Mr. Koenig stated that, if approved, the City Manager would propose to move salary and benefit savings from vacant positions throughout the organization to fund the position in the current fiscal year and then process a budget amendment to move those funds into the City Manager's budget.

Mr. Sudler stated that he thought hiring an Assistant City Manager would have eliminated some of these issues.

Mr. Hosfelt stated that he was not sure of the interpretation that Mrs. Donna Mitchell, Controller/Treasurer, was not going to prepare the budget; Mrs. Mitchell was directed by Council that she was not going to do the budget and that it was the responsibility of the City Manager. He stated that was his understanding of this situation and that he did not know how it was conveyed to Mr. Koenig by Mrs. Mitchell. Mr. Koenig advised that it was not conveyed to him by anyone except Mrs. Mitchell and not until late December. Mr. Hosfelt stated that was unfortunate.

Responding to Mr. Hosfelt, Mr. Koenig advised that staff members are inputting budgets for FY18 requests and they are doing the best they can to prepare the budget. Mr. Hosfelt asked if, in addition to the Assistant City Manager, Mr. Koenig wanted another person. Mr. Koenig advised that the discussion related to the Assistant City Manager position stemmed from either his 2013 or 2014 evaluation when members of Council expressed concern with the responsiveness to requests being received by the City Manager's office, delayed correspondence, and delayed interactions with people calling in. He noted that the authorization for the Assistant City Manager position did not include responsibilities related to budget preparation because those responsibilities had been formally assigned by City Council to the Finance Department. Mr. Koenig advised that it was not until they started recruiting and were ready to make a selection for the Assistant City Manager position that Mrs. Mitchell indicated that she was interested in transferring the budget responsibilities back to the City Manager's Office. He noted that their discussion was not related to direction from Council, but to the desire of the Finance Department to forego those responsibilities.

Mr. Koenig noted that part of the reason for moving the budget to the Finance Department was to consolidate operations because, traditionally, the Finance Department back checked all the numbers associated with the budget development. It was also an effort to work more closely with the Finance Department to eliminate redundant operations and efforts.

Mr. Koenig stated that he thought the issue went to the larger context of a discussion that they had a month ago with respect to the true responsibilities of each component of the City government, which he did not have the ability to work out. He thought that transferring the responsibility of the City budget development to the Assistant City Manager was a recipe for disaster because neither that person, nor he, had an accounting background. Mr. Koenig stated that the previous Senior City Administrator, who was located in the City Manager's Office, had a 20 year history with the City with progressively increasing responsibility related to the budget development and all the systems associated with it.

Mr. Koenig stated that the budget is a long, complicated, and extensive process. City Council has put a lot of weight and investment in the budget process and he is somewhat frustrated by the fact that those discussions happened and were not conveyed to him, nor was the City Manager asked to weigh in on those discussions. Mr. Koenig advised that the budget is probably the single most important policy document that the City has going forward and, although it is complicated, it does not have to be prepared by a person that is paid six figures. Mr. Koenig stated that the budget can be prepared by an analyst who knows spreadsheets, knows how to pull the budget together, and has the ability to shut their door and work on the budget without interruption. He noted that he does not

have the ability to focus solely on the budget and; therefore, was asking for the Budget Analyst position. Mr. Koenig advised that the City Manager's Office was in a terrible position with respect to the budget preparation due to a breakdown of communication.

Mr. Hosfelt clarified that the addition of $205,000 for Customer Service positions and at least $69,000 for a budget analyst, for a total of $275,000, was being added to a budget that they had not even started yet and did not know how they were going to fund.

Responding to Mr. Anderson, Mr. Koenig advised that, as far back as the early 1990s, the Senior City Administrator (previously Customer Services Director) was responsible for preparation of the budget. He noted that there was coordination between the Customer Services Department, the City Manager's Office, and the department heads and the Controller/Treasurer (previously the Finance Director) was involved in departmental budget discussions.

Mr. Anderson stated that, as former Council President Hogan pointed out many times, leaving the budget preparation and the audit functions with the Finance Department eliminates the checks and balances that were originally intended. Responding to Mr. Anderson, Mr, Koenig advised that the audit is done by a third party contractor. He noted that City Council, years ago, made a conscious decision to place the Finance Department under the direction of City Council instead of the City Manager. Mr. Koenig advised that the decisions were are a matter of record. He noted that the budget preparation originally included a part time position in the Finance Department to support the staff members in that department associated with preparing the budget. Mr. Koenig suggested that Mrs. Mitchell testify on staffing. He advised that the budget document is a compilation of a lot of work performed by Mrs. Mitchell and Finance Department staff, including an Administrative Assistant that prepares the final budget for public presentation.

Mr. Anderson asked why Mr. Koenig thought that the Budget Analyst needed to be a full-time position in the City Manager's Office but a part-time position in the Finance Department. Responding, he stated that the Finance Department staff has accounting backgrounds, so it could be more easily absorbed as a part-time position.

Responding to Dr. Stewart, Mr. Koenig stated that he was not anticipating inclusion of the part-time person in the budget for the next year. Dr. Stewart advised that, instead of creating a new position, the State evaluates vacant positions for reclassification. She asked if Mr. Koenig had evaluated vacant positions throughout the City for reclassification. Mr. Koenig advised that he had not. Responding to Mr. Cole, Mr. Koenig advised that he could not think of any vacant administrative positions that were not associated with bargaining units that could be reclassified; however, he advised that he would provide an answer when this issue is considered by Council at their next meeting.

Responding to Mr. Hare, Mr. Koenig advised that the job description was ready in November and he was only bringing it forward for consideration now because he would prefer not to ask for a new position in the middle of the budget year; however, he stated that he did not feel as though he had a lot of choices.

Mr. Hare commented that he felt that this was a moot issue for the current budget year due to the length of time that it takes to hire people in the City, noting that it would take approximately two (2) or three (3) months before someone is hired. He suggested that the position be considered in the next budget.

Mrs. Mitchell advised that she and Mr. Koenig have had discussions about transferring the budget back to the City Manager and reminded members that she sent a memo in November 2015 to Mr. Koenig and copied City Council members requesting that the budget be transferred back to the City Manager's Office. Mrs. Mitchell stated that Mr. Koenig discussed the Budget Analyst position and whether it should be a full-time or part-time position with City Council the previous July. She noted that she had a conversation with Mr. Koenig about moving forward with hiring the Budget Analyst quickly so that they could be trained. Mrs. Mitchell advised that there was an e-mail exchange between she and Mrs. Kim Hawkins, Human Resources Director, dated August 3, 2016, regarding the necessary skill set for a Budget Analyst and they were just now discussing it.

Mr. Anderson asked if Mrs. Mitchell believed that the Budget Analyst position was necessary for the efficient compilation of the budget. Responding, she stated that she supported the Assistant City Manager's position because she was under the impression that they were going to be preparing the budget. Mrs. Mitchell noted that it was not until after she talked to Mr. Koenig after he was ready to hire an Assistant City Manager that he indicated that Mr. Kirby Hudson, Assistant City Manager, was not being hired to prepare the budget.

Responding to Mr. Sudler, Mrs. Mitchell stated that she thought the e-mail from Mrs. Hawkins requesting information was a result of the conversation that she had with Mr. Koenig about quickly bringing the request for a Budget Analyst forward to City Council

Mr. Sudler noted that he sensed a breakdown in communication between Mrs. Mitchell and Mr. Koenig and that the departments may not be working well together.

Mr. Anderson moved to recommend approval of staff's recommendation for authorization to begin the recruitment process for the position of Budget Analyst in the City Manager's office. The motion was seconded by Mr. Neil.

Mr. Neil stated that although he thought the position request should have been presented earlier so that person could be on board to prepare the budget, they needed to make sure that they have a budget that they can live with.

Mr. Hosfelt stated that he did not see the need for, and would not at this time support, the addition of a Budget Analyst. He noted that the budget has been done without one for at least two (2) years. Mr. Anderson stated that he agreed that the position would not be filled until the following year. Mr. Hare advised that he would not be able to support a full-time position.

The motion to recommend approval of staff's recommendation for authorization to begin the recruitment process for the position of Budget Analyst in the City Manager's office failed with Mr. Anderson and Mr. Neil voting yes.

Mr. Slavin congratulated Dr. Courtney Stewart on being named Deputy Secretary of State for the State of Delaware.

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

Meeting adjourned at 8:45 p.m.

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

Meeting adjourned at 8:45 p.m.

Timothy A. Slavin
Council President

TAS/TM/js/dd/dk/tm
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Minutes\2017\01-24-2017 CCW Minutes (Revised to correct date of memorandum referenced by DM to November 2015 ).wpd

Attachments
Attachment #1 - Proposed Resolution No. 2017-01 Proposing the Complete Streets Policy
Attachment #2 - Presentation entitled "Evaluation of Request for Proposal - Dover Broadcast & Production Equipment"
Attachment #3 - Council Meeting Minutes of March 25, 2013

City of Dover

MAYOR AND COUNCIL

**PROPOSED COUNCIL RESOLUTION NO. 2017-01**

**A RESOLUTION PROPOSING THE COMPLETE STREETS POLICY**

**WHEREAS,** Complete Streets are designed and operated to assure safety and accessibility for all the users of the public right-of-way, and to reduce congestion by providing safe travel choices that encourage non-motorized transportation and transit; and

**WHEREAS,** Complete Streets policies acknowledge the benefits and value for the public health and welfare of reducing vehicle miles traveled and increasing transportation by walking, bicycling, and public transportation;

**WHEREAS,** Complete Streets support economic growth and community stability by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities; and

**WHEREAS,** Complete Streets enhance safe walking and bicycling options for school-age children, furthering the objectives of the national Safe Routes to School programs and the Centers for Disease Control and Prevention's Physical Activity Guideline; and

**WHEREAS,** the City of Dover has worked with the Delaware Department of Transportation and the Dover/Kent County Metropolitan Planning Organization to plan for and construct bicycle and pedestrian improvements both within road rights-of-ways and through parks, to help develop an interconnected network for pedestrians and cyclists; and

**WHEREAS,** the City of Dover annually directs resources to improving the sidewalk system through the City's Capital Improvement Plan, and through provisions of the Zoning Ordinance, Subdivision Regulations, and development review process requires sidewalks, landscaping, and other site design features to provide for safe amenities for bicyclists and pedestrians; and

**WHEREAS,** the City of Dover coordinates closely with the Department of Transportation as the State's Complete Streets policy is applied to projects within the City of Dover; and

**WHEREAS,** the implementation of code requirements, maintenance of sidewalks, and coordination with the Department of Transportation result in a policy of Complete Streets in the City of Dover;

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the City of Dover, that The City of Dover is committed to implementing the code requirements and policies to ensure a network of Complete Streets in Dover that achieves principles of connectivity; fosters walkable, bikable, and transit-friendly communities; and reduces automobile dependency.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2017\DRAFT\RESOLUTION NO. 2017-01 - PROPOSING THE COMPLETE STREETS POLICY\Resolution No. 2017-01 - Complete Streets Policy-Council.wpd

| ROBIN R. CHRISTIANSEN | TIMOTHY A. SLAVIN |
|---|---|
| MAYOR | COUNCIL PRESIDENT |

Actions History

02/13/2017 - Scheduled for Consideration - City Council

01/24/2017 - Introduced - Council Committee of the Whole/Safety Advisory and Transportation Committee

Draft

# Evaluation of Request for Proposal – Dover Broadcast & Production Equipment

RFP# 17-0016CC

# Process – How we started

- For many years Comcast has done an outstanding job providing the recording of the Council meetings to our community. We were informed they no longer had the desire to provide this service so in May of 2016 we started the process.
- Grant from Verizon Franchise Agreement to be used for the EG Channel (Education and Government) Received $200,000 GRANT over the course of the past 9 years
- Conditions of grant: Can only be used for EG programming

# RFP Process

- Worked through Procurement Office and Finance
- Posted November 3rd – closed on the November 28, 2016
- Held a mandatory preapproval meeting for Q & A on November 14, 2016
- Reviewed proposals on December 6, 2016

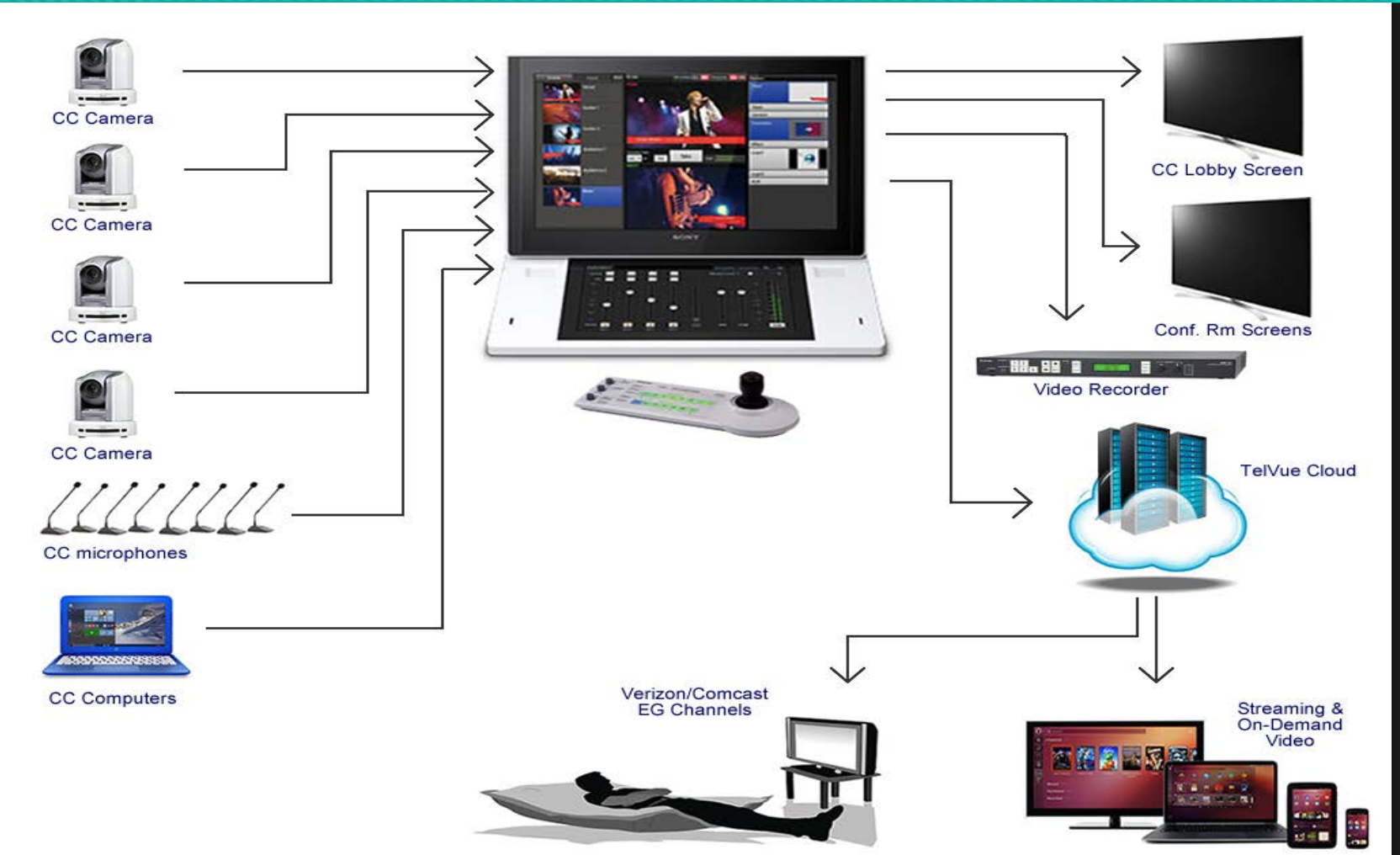
# What does the proposal include?

- 4 Mounted Remote Operated cameras inside Council Chambers
- New Microphones & Speakers in Chambers, Large Conference Room and Caucus Room
- Large viewing monitor (50 inches) for the vestibule/lobby outside of Council Chambers for any overflow from the Council Chambers
- Presentation Monitor for Caucus Room
- Three new Presentation Monitors for Large Conference Room (replace aging projector)
- Media " Control Room" - converting the closet in the City Hall Conference Room to house the equipment in order to record and broadcast onto our EG Channel

# TelVue System Upgrade

- Current provider for system we utilize for bulletin board and Live broadcast programming of the city council meetings. (Verizon Feed)
- Provide live and on-demand streaming for web and mobile
- Provide scheduled rebroadcasts of live recordings
- Sole Source Provider
- Cost is $8,740.50

# Broadcast System Overview



# Breakdown of Costs

| | Visual Sound | Total Video Products |
|---|---|---|
| Equipment | $123,308 | $110,868 |
| Installation Services | $63,968 | $41,070 |
| Installation Materials | $8,518 | $4,856 |
| Warranty, Freight etc | $0 – N.B.O | $3,752 – 5 year warranty |
| Total | $195,794 ($204,351 listed in RFP) | $151,849 |

# Total

The total cost of the Project is $164,089.00

- Total Video Products - Project Build - $151,849.00
- Total Video Products - Annual 24/7 Support, Maintenance and Training – $3,500.00 (1st of Five Years)
- TelVue - Upgrade and First Year of Service - $8740.50

Current balance on the reserve account for the grant is approximately $170,124.54

Cost to taxpayer? $0.00

Future Annual Costs $8,900.00

- Total Video Products - $3,500.00
- TelVue - $5,400.00

# How will I see my City Council meeting?

- If you are a Verizon subscriber you will continue to watch it on channel 20
- Comcast channel to be announced as we are still working through our franchise agreement
- Online at www.cityofdover.com as a live stream and as a stored video to watch at your leisure

# Timeline

- In approximately sixty (60) days the entire project can be completed throughout City Hall training time is included in this
- Priority is the Council Chambers to get the meetings back on air
- We will meet with Total Video Products to create a more detailed timeline upon confirmation of contract

# Recommended Action

- Staff recommends awarding the contract to Total Video Products for the City of Dover Broadcast and Production Equipment RFP#17-0016CC, in the amount of $155,349 (to include the project build out and annual support, maintenance and training in the amount of $151,849 and $3500 respectively) And, authorize the upgrade contract to TelVue, as a sole source provider in the continuation of existing broadcasting services and expansion to streaming services for the amount of $8,740.00 which includes a credit for existing legacy equipment and prepayment options to reduce any future annual costs. The total of both actions is $164,089.50.

# Questions?

# REGULAR COUNCIL MEETING

The Regular Council Meeting was held on March 25, 2013 at 7:30 p.m. with Council President Leary presiding. Council members present were Mr. Anderson, Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Bonar, Mr. Hare, and Mr. Hutchison. Mrs. Williams was absent.

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

## AGENDA ADDITIONS/DELETIONS

Mr. Anderson requested that Item #5A - Legislative, Finance, and Administration Committee Report - March 11, 2013 - Permanent Assignment of Duties Associated with Interim Managerial Plan and Organizational Changes be removed from the Consent Agenda.

**Mr. Bonar moved for approval of the consent agenda as amended, seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Anderson, Dixon, Lynn, Bonar, Hare, Hutchison, and Leary), one (1) no (Perza), and one (1) absent (Williams).**

## LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - MARCH 11, 2013

The Legislative, Finance, and Administration Committee met on March 11, 2013 with Chairman Lynn presiding.

### Permanent Assignment of Duties Associated with Interim Managerial Plan and Organizational Changes

Mr. Scott Koenig, City Manager, reminded members that in December of 2011, he requested and implemented a number of organizational changes related to several staff vacancies and the changing needs of the City's organization. He noted that since that time, a number of staff positions had been filled while others had been vacated through resignation or retirement.

Mr. Koenig reviewed and requested support of permanent changes to staff assignments, salary and organizational structure, as follows:

Public Works

Under the original Interim Plan, Ms. Sharon Duca, P.E. was elevated to the position of Interim Public Works Director. Since that time, Ms. Duca has been offered and accepted the position of Public Works Director. One of her tasks has been to review the organizational structure of the reformed Public Works Department. In June 2012, the Public Utilities Operations/Construction Manager resigned from his position. Instead of filling this position, which supervised the City's construction crew in addition to other duties, the staff members that formerly reported to the position were placed under the supervision of the Water/Wastewater Maintenance Supervisor, Mr. Ralph McDougall. Originally, their assignments were related mostly to general maintenance items. In February 2013, the construction crew aspect of their duties was re-activated to begin construction of a new water line to support the Garrison Farm Development. New projects will continue to be assigned to this crew under the supervision of Mr. McDougall. Since the construction crew was not formerly the responsibility of the Water/Wastewater Maintenance Supervisor, the

Director of Public Works had requested a review of the position to ensure internal equity in pay with respect to other positions given the new duties. The Water/Wastewater Maintenance Supervisor position is a Labor Grade 122. Human Resources completed an internal review of this position related to other positions within the Department of Public Works. They also reviewed the salary range with respect to a similar position at Kent County. Based upon this review, staff recommended that the salary for this position be increased from $54,576 to $61,000. This is an increase of $6,424 or 11.77%. The effective date of this salary change should be retroactive to February 1, 2013.

Mr. Koenig advised members that currently, there is still one (1) remaining position in the Department of Public Works that is receiving a managerial bonus related to the Interim Plan from December 2011. Due to recent retirements, a formal recommendation will be forthcoming in the next several months regarding this position and others within the department.

Information Technology

Mr. Koenig advised members that upon his appointment as Interim City Manager, he was informed of the capacity that Mr. Andy Siegel was serving in the Information Technology Department. In August 2010, Mr. Siegel was temporarily upgraded to the position of Interim Information Technology Director by the former City Manager. His salary was placed at the entry level value of $76,314 for the grade of the Director's position. Earlier this year, Mr. Koenig decided to offer Mr. Siegel the position of Information Technology Director, thus removing the interim label; however, no adjustment to his salary was made. Upon review of the circumstances, he was made aware that he had made no consideration for the roughly 2.5 years that Mr. Siegel served as the Interim Director. If Mr. Siegel had been credited with 2.5 years of experience in the salary offer for the Director's position, the salary offer would have been $82,059; therefore, he recommended that his salary be increased from $76,314 to $82,059, an increase of $5,745 or 7.53%. He felt that the recommended salary should be retroactive to the date of promotion to the Director's position.

Finance

Since becoming the City Manager, Mr. Koenig advised members that a large bulk of the responsibility of preparing the City's Annual Budget had been shifted to the staff in the Finance Department. This was an effort to reduce duplication of effort and centralize budgeting efforts. With the retirement of the former Senior City Administrator in the City Manager's office, it would have been necessary to hire additional staff to assist with the budget preparation and management. The transfer of the budget preparation function to the Finance Department has made it unnecessary to hire additional staff in the City Manager's office. The Controller personally assumed much of the budget functions in prior years and opted to not accept compensation for these additional duties. Instead, the Controller offered a portion of the proposed managerial bonus to the Financial Reporting and Accounting Manager (Labor Grade 125), Mrs. Tracey Lisiecki, in the amount of $175 per month. This was done on a temporary basis and the bonus ceased in October 2012. The Human Resources Director has reviewed the position based on internal equity within the organization. Staff recommended the salary for this position be increased from $68,835.24 to $71,600. This is an increase of $2,764.76 or 4.01%.

Planning

In 2011 as part of the Interim Plan, the Director of Planning and Community Development, Mrs. Ann Marie Townshend, accepted the managerial responsibilities for the following divisions: Life Safety, Building Inspections, and Economic Development. These areas represented ten (10) positions and were in addition to her regular permanent responsibilities for Planning, Community Development and Code Enforcement. A managerial bonus of $350 per month was implemented to compensate Mrs. Townshend for these additional responsibilities. Her current salary ($91,775) plus the monthly managerial bonus ($350) equates to annual compensation of $95,975.

In June of 2012, the Dover City Council voted to assign the oversight of the Economic Development Office and its three (3) employees to the Mayor. Also in June of 2012, Mr. Zachary Carter elected to retire from the City. Mr. Carter served as the Director of Parks and Recreation. Upon Mr. Carter's retirement, the Library function became a direct report to the City Manager. In addition, discussions between the City Manager and Mrs. Townshend resulted in the temporary assignment of managerial oversight for the Parks and Recreation staff to Mrs. Townshend. Mrs. Townshend has been serving as the Department Head for the Parks and Recreation function since July 1, 2012. Mr. Koenig provided a summary of the Parks and Recreation functions.

Mr. Koenig advised members that the assignment of these duties to Mrs. Townshend has allowed the City to eliminate the Parks and Recreation Director position from the budget. This amounts to an annual salary savings of roughly $81,000 per year. The City also has realized a saving in benefit load over and above the $81,000 in annual salary. Mrs. Townshend has requested consideration of the following annual salary: Current Salary ($91,775) + Current Managerial Bonus ($4,200) + Parks and Recreation Function ($11,340) = $107,315. Based on a business case review, the salary request of $11,340 to continue the managerial oversight of the Parks and Recreation Division is the lowest cost option. The City cannot hire managerial staff for less than $11,340 in salary. In viewing the current organizational structure of the City, the Parks and Recreation function cannot be easily assigned to another manager and the facts support that the assignment to the Director of Planning and Community Development has been a benefit to the City. Since the Director of Planning and Community Development is a Council-appointed position, the City Council must endorse the transfer of the managerial responsibilities as well as the proposed salary. The total increase from $91,775 to $107,315 is $15,540 or 16.93%. Currently, Mrs. Townshend's position is the sixth highest paid position in the City. If the request is approved, the position will become the fourth highest paid position in the City.

Summary

As a follow up to the December 2011 Interim Managerial Plan which saved the City an estimated $215,000 in annual salary, Mr. Koenig requested salary increases for those positions served by specific members of City staff who have taken on additional duties or permanent assignments since the Interim Managerial Plan was placed into action, as follows:

| Position | Current | Adjusted | Difference | Percent Increase |
|---|---|---|---|---|
| Water/Wastewater Supervisor | $54,576 | $ 61,000 | $ 6,424 | 11.77 |
| Information Technology Director | $76,314 | $ 82,059 | $ 5,745 | 7.53 |
| Fin. Reporting & Acct. Manager | $68,835 | $ 71,600 | $ 2,765 | 4.01 |
| Director of Planning & Insp. | $91,775 | $107,315 | $15,340 | 16.93 |

Mr. Koenig indicated that the salary increases total $30,274. Total budgetary impact would be salary plus 40% load, which is roughly $42,383.60. Funding for these increases would need to be covered by unused salary in the current year and would need to be budgeted for in FY-2014.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, read the following statement into the record:

*"Thank you for the opportunity to explain my compensation proposal. The details of the proposal are in the packet, so I will not go over each and every detail, but I would like to highlight and clarify a few items.*

- *Throughout my seven years with the City of Dover, I have been a devoted employee and have always worked hard to make sure that my efforts and those of my staff are in the best interest of the City. This is my home too, and I am firmly committed to making Dover a great place to live and work.*

- *As outlined in the proposal, there have been added responsibilities to my position over the years that I have enthusiastically accepted, including the addition of economic development responsibilities in 2008, and again in 2011; and the management of the City's Municipal Storm Sewer Permit and reversing the City's non-compliance with the permit.*

- *In December 2011, I was officially assigned oversight of Building Inspections, Licensing and Permitting, and Fire Marshal's Office and compensated with a $350/month bonus, total of $4,200 annually. I had been providing oversight for these areas without added compensation since Mr. Koenig was appointed interim City Manager in June 2011.*

- *In July 2012, I gladly accepted oversight of the Recreation Division following Zach Carter's retirement. I indicated that I did not believe it necessary to delay the responsibilities until compensation could be worked out because I was well aware of the City's fiscal challenges, and I wanted to get a sense of what the demands of the new responsibilities would be.*

- *For the last eight months, I have managed the Recreation Division, working closely with staff to evaluate the business operations, to reverse the declining revenues and to improve our programming – as stated at a recent seminar I attended, to make better best. We have had great success.*

- *We have restructured the City's summer camp program so that it will make money instead of lose money – while making the program better for meeting the needs of working families by adding extended day camp. Our prices are still far less than many other camps, but we will make money instead of lose money on the program.*
- *We have improved our outreach with the schools regarding our programming and seen an increase in participation.*
- *We have adjusted our field rental fee schedule.*
- *I have given staff the support needed to try new ideas and see if they work, including offering birthday party packages at the Pitts Center, and improving partnerships with other sports and recreation providers in the region.*

- *All the while, I have continued working with the business community to modernize and simplify our zoning ordinance; continued our tough approach to code enforcement and addressing vacant and dangerous buildings; worked with the Police Department to develop our proposed Safe Communities program; worked with the Capital School District and DelDOT to address safe pedestrian access to the new High School; worked closely with Planning and Inspection staff to ensure that our business operation remains strong and improved it in a number of areas; and taken on many other projects and issues.*

- *The City does not have to hire a Parks and Recreation Director, which is a savings of a minimum of $72,000 per year plus associated benefits. And our Recreation programs are thriving.*

- *For me personally, this has meant more hours put in to get the job done, including many evenings and weekends.*

- *What is the value of this to the City? The savings of eliminating the department head position (nearly $100,000 when benefits are factored in) combined with the business improvements we are implementing.*

- *My request is for $11,340 annual salary for the Recreation function and $4,200 annual salary (my existing bonus amount) for the oversight of Licensing and Permitting, Fire Marshal's Office, and Building Inspection, for total of $15,540. And yes, technically speaking it is a 16.9% salary increase, but if the bonus is factored in, the increase is 11.8% over my current compensation."*

Responding to Mr. Shevock, Mr. Koenig stated that the salaries for the vacated positions were eliminated from the FY2013 Budget; therefore, there was no unused salary for the Senior City Administrator or the Parks and Recreation Director.

In response to Mr. Hare regarding salary comparisons for the positions, Mr. Koenig stated that the Water/Wastewater Supervisor position was compared to the City of Dover Water Production Supervisor, who is paid slightly higher but the technical requirements differ. He indicated that Kent

County salary ranges were reviewed and were similar to the salary increases that staff recommended. In regard to the IT Director position, he explained that when the employee was assigned to the Interim IT Director position, he was paid the minimum amount; however, if the City had actually recruited to fill the IT Director's position and the employee had been selected within the four (4) to six (6) months, the salary would have been appropriate. He explained that there was a 2½ year lapse between the time the employee began serving as the Interim IT Director and when he was actually offered the permanent Director's position. As a result, this employee acquired 2½ years experience serving as a Director that he was not credited for in the salary calculation. He further explained that if a person had been selected from outside the City's employment to fill the position and that individual had 2½ years of experience serving as an IT Director, the City would credit the individual for this experience as a Director in developing their salary.

Referring to the IT Director, Mr. Hare suggested that the employee be provided a one-time bonus ($5,500-$6,000), noting that his salary was considerably less than $76,000 2½ years ago, and he questioned if his salary would have been set at the higher level if this individual had been selected at that time. Responding, Mr. Koenig stated that in every other instance when an employee is promoted, their years of experience are considered and salaries are offered accordingly. In the case of the IT Director, this did not occur and the recommendation would correct this error.

The Committee recommended approval of staff's recommendation for the permanent assignment of duties as outlined by the City Manager.

During the Council meeting, Mr. Hare reiterated his feeling that action regarding this matter should be deferred until the City's budget was approved and that any increase in compensation should be accomplished through some form of a bonus system until that time.

Mr. Lynn moved for approval of the Committee's recommendation, seconded by Mr. Anderson.

Mr. Anderson indicated that he concurred with Mr. Hare and, therefore, would not support the Committee's recommendation. Mr. Bonar advised members of his concurrence in this regard as well.

The motion to approve the Committee's recommendation for the permanent assignment of duties as outlined by the City Manager failed by a roll call vote of five (5) no (Anderson, Dixon, Perza, Bonar, and Hare), three (3) yes (Lynn, Hutchison, and Leary), and one (1) absent (Williams).

Mr. Lynn suggested that the recommendations of the City Manager be considered individually.

**Mr. Anderson moved to reconsider the recommendations of the City Manager individually, seconded by Mr. Perza and carried by a roll call vote of five (5) yes (Anderson, Lynn, Perza, Hutchison, and Leary), three (3) no (Dixon, Bonar, and Hare), and one (1) absent (Williams).**

In response to Mr. Perza, Mr. Koenig stated that of the four (4) positions identified in the recommendation, only (1) was currently receiving a bonus. He stated that, under the proposal, all four (4) salaries would be adjusted and there would be no more bonus payments. He explained that

the only bonus paid was to the Planning Director, as a result of her taking on an additional division on December 11, 2012.

Responding to Mr. Hare, Mr. Koenig explained that the proposal was being recommended since it had been demonstrated that the total amount of funding for salaries that would be cut from the budget for these positions would exceed $300,000, plus the overhead load. In addition, it was his feeling that this proposal would resolve a fairness and equity issue that he would prefer to resolve now rather than later during the budget consideration.

Responding to Council President Leary, Mr. Koenig confirmed that 345 full-time employees were proposed for the next fiscal year, compared to an estimated 370 five (5) years ago. He indicated that this recommendation would reduce the employee head count as well as salary and benefit costs. Council President Leary reminded members that one (1) of the positions was formerly occupied by an individual who retired at a salary level of approximately $80,000 plus benefits, and that the individual who assumed those duties had realigned contracts, found internal cost savings, and would be provided an increase of approximately $1,000 per month. Council President Leary noted that the savings from contract re-negotiations and the Human Resources issues more than exceeded the proposed increase in salary over a one (1) year period. As a result, he felt that if the proposal were approved, the City would be ahead $80,000.

Concurring, Mr. Lynn stated that his support was not offered in an effort to rush to spend money but rather to realize a bargain. He also noted that, as mentioned in the material provided, there were some exemplary issues of employee selflessness. As an example, he stated that there were instances of department heads being given an opportunity for extra earnings and declining in order to protect other employees, and others who had assumed additional department head responsibilities. He reiterated that there was an equity and fairness issue and cautioned members that the City could not afford to lose talent, which had recently occurred in the Electric Department.

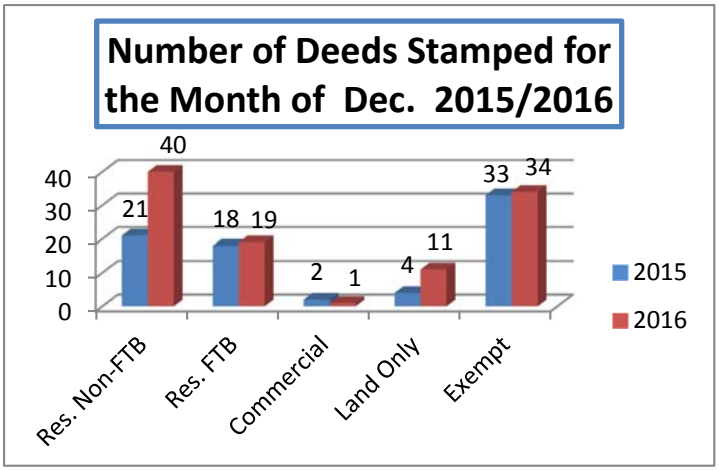
Mr. Perza explained that the City sets salaries based on what the City can afford to pay and if an employee were to leave the City's employment, several individuals would be in line to fill the position. Although it was not the City's desire to lose an employee and this would not be the intent if salary increases were not provided, he stated that the City must live within the financial reality of the current economy. After further discussions with the City Manager, he agreed that it would be beneficial for the City to approve staff's recommendation since it would save the City additional funds in the near future, explaining his preference would be to consolidate the positions rather than hire additional people at this time.

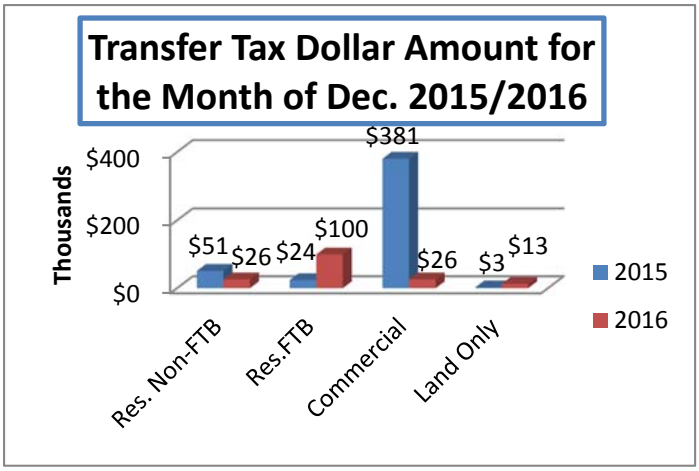
**Mr. Perza moved for approval of the Committee's recommendation, rather than voting on each recommendation individually, as a result of the additional information provided by the City Manager. The motion was seconded by Mr. Bonar and carried by a roll call vote of five (5) yes (Lynn, Perza, Bonar, Hutchison, and Leary), three (3) no (Anderson, Dixon, and Hare), and one (1) absent (Williams).**

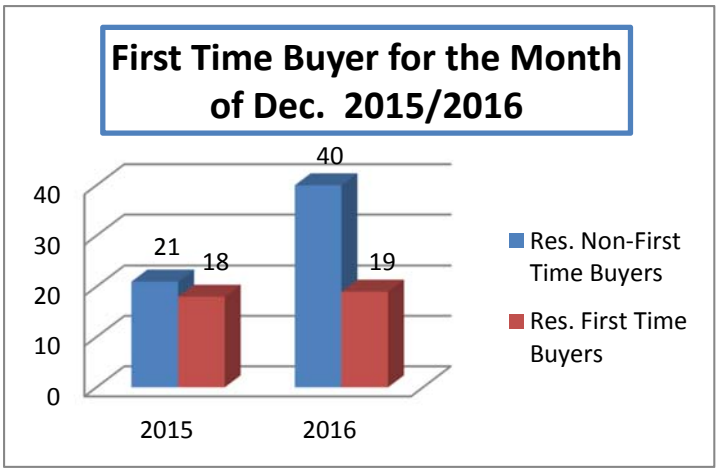
# Monthly Report
# December 2016

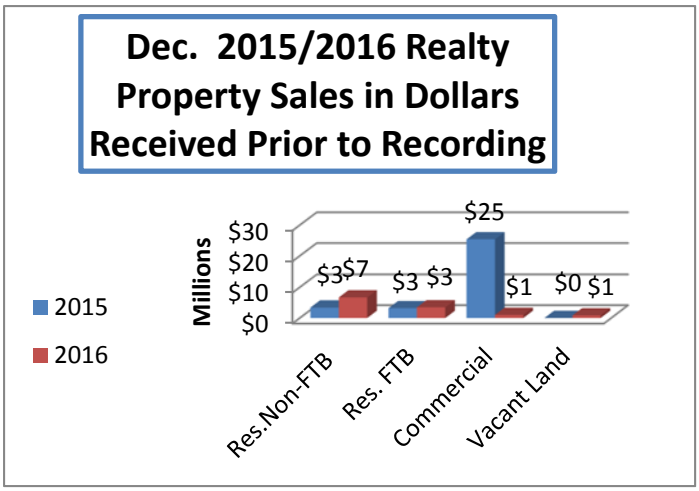



Office of City Assessor




## Major Updates

| | Oct-16 | Nov-16 | Dec-16 |
|---|---|---|---|
| Assessment Change | $5,817,300 | $1,356,700 | $2,237,200 |

## Residential Sales Ratio Report

| Sales in Study | Total Assessed Value | Total Sale Price | Ratio | PRD |
|---|---|---|---|---|
| 35 | $5,556,400 | $6,377,747 | 0.87 | 1.02 |

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

# Points of Interest

## Scanning & Filing

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

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

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

## Assessor's Office

- Preparing properties for Sheriff Sale

CITY OF DOVER
SALES RATIO REPORT



| PARID | NBHD | LUC | ADDRESS | UNITS | STYLE | YRBLT | STORIES | SFLA | GRADE | CDU | TOTAL APPR | SALE DT | PRICE | ASR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ED05-067.12-04-40.00 | 8 | R10 | 25 REPRESENTATIVE LN | | 13 | 2016 | 2 | 2255 | B- | AV | 187,700 | 07-DEC-16 | 174,999 | 1.07 |
| ED05-067.12-04-41.00 | 8 | R10 | 27 REPRESENTATIVE LN | | 13 | 2016 | 2 | 2783 | B- | AV | 208,400 | 06-DEC-16 | 215,425 | .97 |
| ED05-067.15-05-05.00 | 10 | R10 | 810 WOODCREST TRN | 1 | 13 | 1983 | 2 | 1242 | C | AV | 114,400 | 29-DEC-16 | 130,000 | .88 |
| ED05-067.16-01-12.00 | 10 | R10 | 727 PEAR ST | 1 | 5 | 1962 | 2 | 1776 | C+ | AV | 149,000 | 22-DEC-16 | 180,000 | .83 |
| ED05-067.17-01-33.00 | 3 | R10 | 59 S TURNBERRY DR | 1 | 13 | 1978 | 2 | 1816 | B- | AV | 136,700 | 29-DEC-16 | 170,000 | .80 |
| ED05-067.17-03-34.00 | 3 | R10 | 105 HAZELTINE RD | 1 | 5 | 1997 | 2 | 2954 | A- | AV | 281,300 | 15-DEC-16 | 300,000 | .94 |
| ED05-067.19-03-15.00 | 17 | R10 | 729 BICENTENNIAL BLVD | 1 | 3 | 1987 | 1 | 2027 | B- | AV | 186,500 | 05-DEC-16 | 228,000 | .82 |
| ED05-067.19-03-46.00 | 17 | R10 | 25 PATRIOT DR | 1 | 5 | 1990 | 2 | 2353 | B | AV | 214,500 | 26-DEC-16 | 207,000 | 1.04 |
| ED05-067.19-04-24.00 | 17 | R10 | 65 EIGER CT | | 14 | 2016 | 1 | 1800 | B+ | AV | 209,400 | 09-DEC-16 | 241,053 | .87 |
| ED05-067.20-02-25.00 | 10 | R10 | 521 FAIRVIEW AVE | 1 | 3 | 1948 | 1 | 1165 | C | AV | 145,400 | 05-DEC-16 | 148,000 | .98 |
| ED05-068.17-02-47.00 | 8 | R10 | 218 N STATE ST | 1 | 1 | 1900 | 2 | 2092 | B+ | AV | 150,700 | 15-DEC-16 | 235,000 | .64 |
| ED05-068.18-02-68.00 | 7 | R10 | 102 N HALSEY RD | 1 | 14 | 1952 | 1 | 1064 | C | AV | 99,100 | 28-DEC-16 | 118,000 | .84 |
| ED05-068.18-03-39.00 | 7 | R10 | 134 MITSCHER RD | 1 | 14 | 1968 | 1 | 1024 | C | AV | 84,400 | 28-DEC-16 | 134,000 | .63 |
| ED05-068.19-02-29.00 | 6 | R10 | 121 TEAK CT | 1 | 8 | 1998 | 2 | 1596 | C | AV | 137,900 | 30-DEC-16 | 149,700 | .92 |
| ED05-068.19-06-01.00 | 6 | R10 | 723 MARTA DR | | 1 | 2016 | 2 | 1920 | B- | AV | 189,600 | 15-DEC-16 | 234,010 | .81 |
| ED05-076.04-06-23.00 | 2 | R10 | 501 ANN MOORE ST | 1 | 13 | 2012 | 2 | 1760 | C+ | AV | 169,700 | 22-DEC-16 | 188,000 | .90 |
| ED05-076.05-02-42.00 | 14 | R10 | 183 STONEY DR | 1 | 14 | 1987 | 1 | 1444 | C | AV | 140,100 | 15-DEC-16 | 172,500 | .81 |
| ED05-076.06-02-59.00 | 2 | R10 | 303 COLD SPRING PL | 1 | 13 | 1986 | 2 | 1120 | C- | AV | 82,300 | 13-DEC-16 | 75,000 | 1.10 |
| ED05-076.06-06-49.00 | 2 | R10 | 155 HAMPTON DR | 1 | 13 | 1984 | 2 | 1200 | C- | AV | 84,400 | 14-DEC-16 | 71,100 | 1.19 |
| ED05-076.06-07-14.00 | 17 | R10 | 1211 WOODROW CT | 1 | 5 | 1989 | 2 | 1801 | C | AV | 154,400 | 29-DEC-16 | 205,000 | .75 |
| ED05-076.07-01-06.01 | 2 | R10 | 1180 MADISON CT | 1 | 13 | 1978 | 2 | 1332 | C- | AV | 97,600 | 29-DEC-16 | 90,000 | 1.08 |
| ED05-076.10-03-23.00 | 16 | R10 | 1438 WOODMILL DR | 1 | 8 | 1990 | 2 | 1453 | C+ | AV | 130,900 | 16-DEC-16 | 165,000 | .79 |
| ED05-076.11-02-13.00 | 16 | R10 | 1153 WOODSTOCK CT | 1 | 5 | 1979 | 2 | 1232 | C | AV | 128,100 | 05-DEC-16 | 152,500 | .84 |
| ED05-076.11-02-19.00 | 16 | R10 | 1140 FORREST AVE | 1 | 5 | 1977 | 2 | 1931 | C | AV | 139,700 | 02-DEC-16 | 169,900 | .82 |
| ED05-076.20-03-31.01 | 12 | R10 | 1134 WESTVIEW TER | 1 | 5 | 1984 | 2 | 2604 | B | AV | 226,400 | 08-DEC-16 | 262,000 | .86 |
| ED05-077.06-01-84.00 | 8 | R10 | 235 BAYARD AVE | 1 | 3 | 1950 | 1 | 1299 | C+ | FR | 132,400 | 27-DEC-16 | 105,000 | 1.26 |
| ED05-077.07-06-27.00 | 6 | R10 | 12 CALDWELL CT | | 1 | 2016 | 2 | 1920 | B- | AV | 189,700 | 29-DEC-16 | 232,000 | .82 |
| ED05-077.07-06-47.00 | 6 | R10 | 710 MARTA DR | | 1 | 2016 | 2 | 1920 | B- | AV | 191,200 | 21-DEC-16 | 230,000 | .83 |
| ED05-077.07-06-49.00 | 6 | R10 | 706 MARTA DR | | 1 | 2016 | 2 | 1920 | B- | AV | 190,900 | 20-DEC-16 | 239,000 | .80 |
| ED05-077.07-06-50.00 | 6 | R10 | 704 MARTA DR | | 1 | 2016 | 2 | 1680 | B- | AV | 188,000 | 30-DEC-16 | 228,955 | .82 |
| ED05-077.07-06-95.00 | 6 | R10 | 207 NOB HILL RD | | 1 | 2016 | 2 | 1920 | B- | AV | 190,800 | 27-DEC-16 | 234,105 | .82 |
| ED05-077.11-03-17.00 | 6 | R10 | 310 REGENT ST | 1 | 5 | 2003 | 2 | 1647 | C | AV | 155,800 | 15-DEC-16 | 187,500 | .83 |
| ED05-085.06-01-45.00 | 11 | R10 | 207 CANAL ST | 1 | 5 | 2005 | 2 | 2148 | B | AV | 237,700 | 23-DEC-16 | 225,000 | 1.06 |

| PARID | NBHD | LUC | ADDRESS | UNITS | STYLE | YRBLT | STORIES | SFLA | GRADE | CDU | TOTAL APPR | SALE DT | PRICE | ASR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ED05-087.06-01-30.00 | 4 | R10 | 2054 HORSEPOND RD | 1 | 14 | 1952 | 1 | 1328 | C | FR | 90,900 | 30-DEC-16 | 125,000 | .73 |
| LC05-068.10-01-59.00 | 13 | R10 | 349 WEST WIND DR | 1 | 8 | 1996 | 2 | 1739 | C+ | AV | 140,400 | 16-DEC-16 | 155,000 | .91 |

# CITY MANAGER'S MONTHLY



# REPORT

# DECEMBER 2016

# City of Dover
## Customer Services Department

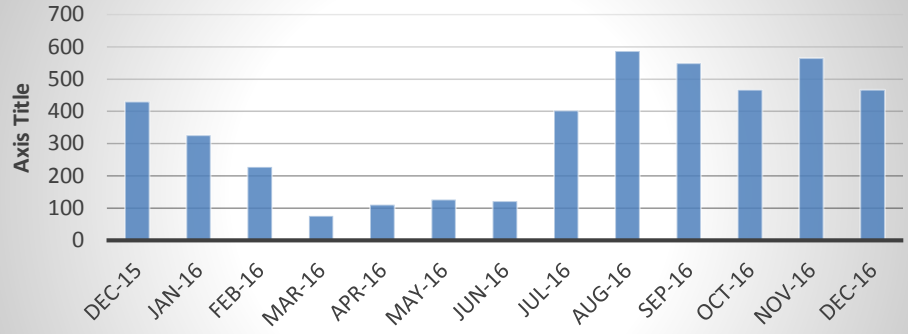
| Major Program Updates | Dec 2016 | Dec 2015 | Difference | FY 2017 Year-to-Date | FY 2016 Year-to-Date |
|---|---|---|---|---|---|
| Number of Customers Served | 21,169 | 19,432 | 1,737 | 141,347 | 128,618 |
| Final Bills | 580 | 625 | (45) | 3,949 | 4,272 |
| Estimated Bills | 212 | 256 | (44) | 1,223 | 1,407 |
| Penalties Posted | $ 7,828 | $ 13,768 | (5,939) | $ 47,279 | $ 96,087 |
| Extensions of Credit - Amount Extended | $ 98,306 | $ 81,868 | 16,438 | $ 705,234 | $ 689,803 |
| Balance Transfers | $ 5,234 | $ 2,153 | 3,080 | $ 9,103 | $ 96,918 |
| Utility Collections | $ 21,074 | $ 34,369 | (13,294) | $ 167,586 | $ 291,602 |
| Miscellaneous Billings | $ 130,989 | $ 83,806 | 47,183 | $ 842,166 | $ 825,049 |
| Taxes Levied | $ 413,434 | $ 571,290 | (157,857) | $ 413,434 | $571,290 |
| Billing Adjustments | $ (695) | $ - | (695) | $ (695) | $0 |
| Total Taxes Collected | $ 60,741 | $ 92,816 | (32,075) | $ 60,741 | $92,816 |
| Taxes Outstanding | $ 353,387 | $ 478,475 | (125,087) | $ 353,387 | $478,475 |

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

| Date | Total on list | Total $ | # Cut | $ Cut | Specials | $ Specials |
|---|---|---|---|---|---|---|
| TOTAL | 1198 | $ 459,845.45 | 239 | $ 62,812.88 | 64 | $ 12,118.18 |

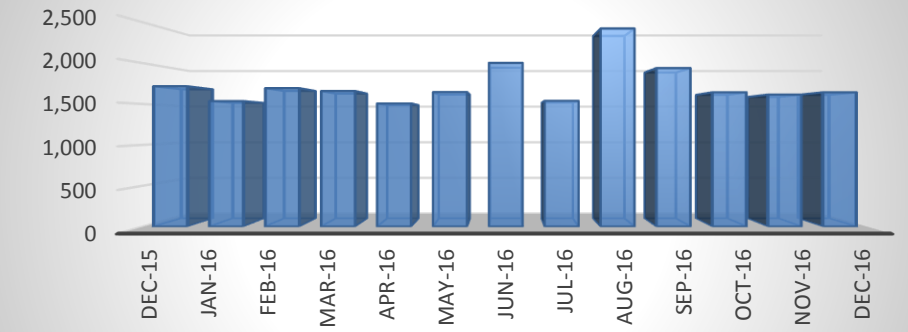
| | | | |
|---|---|---|---|
| % of Cust Cut | 25% | % of Total $ Cut | 16% |
| Total Days Available to Cut | 22 | Average Accounts Cut Per Day | 14 |
| | | Average Accounts Available to Cut Per Day | 54 |

## Payment Agreements / Extensions



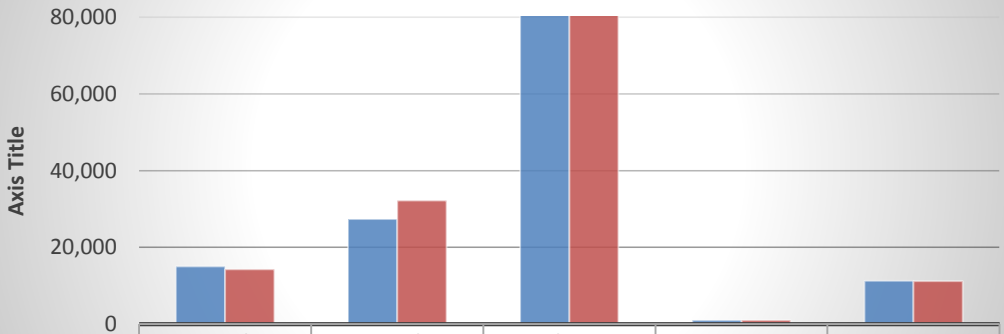

| | Dec-15 | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Aug-16 | Sep-16 | Oct-16 | Nov-16 | Dec-16 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Series1 | 430 | 326 | 228 | 76 | 111 | 127 | 122 | 402 | 587 | 549 | 467 | 565 | 467 |

## Work Orders Processed



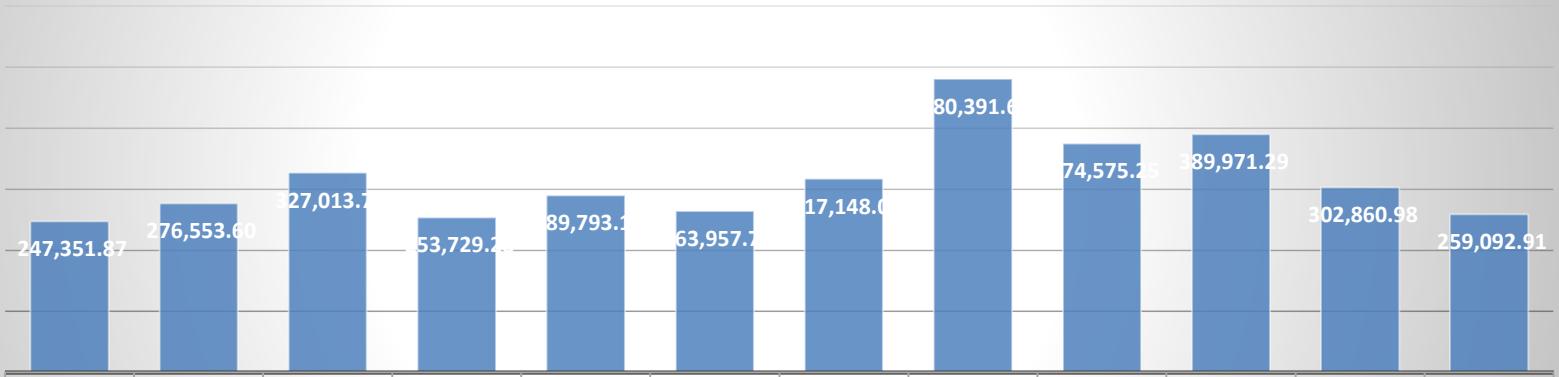

| | Dec-15 | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Aug-16 | Sep-16 | Oct-16 | Nov-16 | Dec-16 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Series1 | 1,717 | 1,536 | 1,694 | 1,659 | 1,507 | 1,646 | 2,002 | 1,539 | 2,423 | 1,939 | 1,643 | 1,615 | 1,643 |

## CUSTOMER PAYMENT USAGE



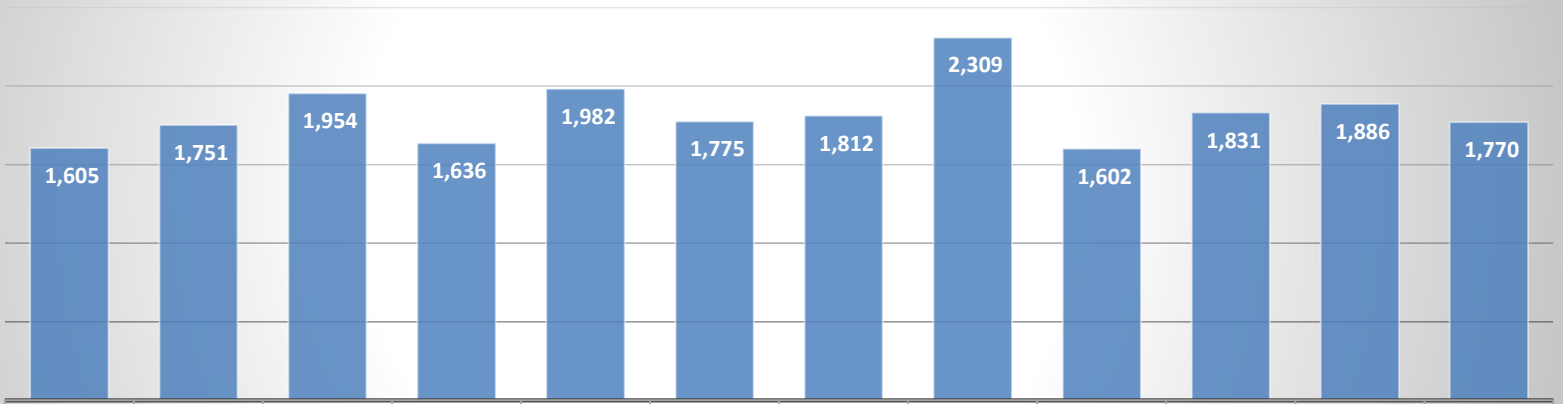

| | Drive-Thru Window | Over the Counter | Mail, Drop Box | Credit Cards | Bank Drafts |
|---|---|---|---|---|---|
| 2017 YTD | 15,041 | 27,330 | 95,758 | 1,014 | 11,301 |
| 2016 YTD | 14,282 | 32,189 | 92,692 | 979 | 11,196 |

## 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 | 259,092.91 |

## 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 | 1,770 |

# *ELECTRIC DEPARTMENT*

## Electric Divisions

| System Peak | |
|---|---|
| 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 |
| Nov 16 | 98.27 |
| Dec 16 | 101.04 |

| Total System Load | |
|---|---|
| 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 |
| Nov 16 | 54,812 |
| Dec 16 | 60,179 |

| Month | *outages* | *customers* |
|---|---|---|
| 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 |
| Nov 16 | 6 | 4293 |
| Dec 16 | 5 | 207 |

| Number Customers Gained | |
|---|---|
| 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 |
| Nov 16 | 41 |
| Dec 16 | 37 |

**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 |
|---|---|---|
| 34.4 | 26.01 | 48.45 |

| Controllable Outages<br>*Annual goal is less than 40* | | Average Response Time<br>*Goal is less than 30 minutes* | |
|---|---|---|---|
| **Month** | **Year-to-date** | **Month** | **Year-to-date** |
| 2 | 17 | 40 Minutes | 33 Minutes |

| PROGRAM UPDATES | DEC 17 | DEC 16 | FY17 YTD |
|---|---|---|---|
| Tree Trimming | 221 | 287 | 4829 |
| Number of Oil Releases | 0 | 0 | 8 |
| Lost Time Accidents – All Electric Utility Divisions | 0 | 0 | 0 |
| New Services | 37 | 20 | 430 |

# HUMAN RESOURCES
## December 2016

| Category | Dec 15 | Jan 16 | Feb 16 | March 16 | April 16 | May 16 | June 16 | July 16 | August 16 | Sept 16 | Oct 16 | Nov 16 | Dec 16 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Caucasian*** | 298 | 297 | 296 | 299 | 301 | 302 | 301 | 297 | 294 | 296 | 301 | 302 | 300 | n/a |
| **Minorities*** | 67 | 66 | 67 | 68 | 67 | 70 | 70 | 70 | 69 | 71 | 72 | 72 | 71 | n/a |
| **Hired** | 3 | 0 | 2 | 9 | 3 | 3 | 3 | 3 | 0 | 5 | 9 | 3 | 1 | 44 |
| **Terminated/Resigned/ Retired/Other** | 5 | 2 | 2 | 5 | 2 | 0 | 4 | 8 | 4 | 1 | 1 | 2 | 4 | 40 |
| **Transferred/Promoted** | 1 | 1 | 1 | 1 | 4 | 0 | 1 | 2 | 2 | 2 | 0 | 0 | 2 | 17 |
| **Jobs Posted** | 3 | 3 | 2 | 5 | 10 | 2 | 3 | 5 | 7 | 3 | 3 | 1 | 7 | 54 |
| **Workers Comp. Injuries** | 1 | 3 | 0 | 1 | 4 | 2 | 0 | 3 | 3 | 3 | 6 | 3 | 0 | 29 |
| **Workers Comp. Hours** | 10 | 0 | 166 | 144 | 73 | 0 | 32 | 271 | 340 | 171 | 254 | 319 | 342 | 2122 |
| **Insurance Claims** | 1 | 5 | 4 | 5 | 1 | 4 | 2 | 0 | 3 | 3 | 2 | 4 | 7 | 41 |

346 **Full-time Employees: Part-time Employees:** 25 (*3 Pitts Center, 1 Recreation, 12 Library, 1 Customer Service, 1 Central Services, 7 Police Department) -Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

**Position Hired**: Customer Service Clerk I (Cashier, full-time)
**Position Terminated/Resigned/Retired:** Library Clerk I (part-time); LAN Analyst; Police Cadets (part-time); Public Works Inspector
**Positions Transferred/Promoted:** Account Clerk III to Customer Service Director; Customer Service Clerk II to Field Service Representative II
**Positions Posted:** (2) Passport Clerks (part-time); Library Assistant (part-time); Building Craftsperson (Police Department); Customer Service Clerk II (Collections, full-time); (2) Police Cadet (part-time); Laborer II (Grounds, Public Works); Engineering Fieldman I (Electric Department)

## Recruitment Information
### (Positions closed in December)

| Position | Total | Female | Male | Unknown | Black | White | Hispanic | Asian/Pacific Islander | American Indian/Alaskan Native | Unknown | In Dover | Out Dover |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Public Works Inspector | 6 | 2 | 4 | - | 2 | 2 | 1 | - | - | 1 | 2 | 4 |
| Library Assistant (part-time) | 33 | 23 | 6 | 4 | 5 | 24 | 1 | - | - | 3 | 13 | 20 |
| Building Craftsperson (Police Department) | 8 | 2 | 6 | - | 3 | 4 | - | - | - | 1 | 4 | 4 |
| Passport Clerk (part-time) | 64 | 40 | 13 | 11 | 19 | 25 | 2 | 1 | 1 | 16 | 38 | 26 |
| Customer Service II (Collections- In House) | 0 | - | - | - | - | - | - | - | - | - | - | - |

**Open or Currently Recruiting***

| Open or Currently Recruiting By Department | Dec 15 | Jan 16 | Feb 16 | March 16 | April 16 | May 16 | June 16 | July 16 | August 16 | Sept 16 | Oct 16 | Nov 16 | Dec 16 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Electric** | 3 | 3 | 4 | 5 | 5 | 5 | 3 | 4 | 4 | 3 | 3 | 4 | 4 |
| **Public Works** | 12 | 13 | 14 | 12 | 10 | 10 | 12 | 11 | 13 | 11 | 5 | 6 | 6 |
| **Police** | 2 | 2 | 2 | 4 | 4 | 1 | 2 | 2 | 3 | 2 | 1 | 1.5 | 3 |
| **All Other Departments** | 10 | 12 | 10.5 | 8 | 7 | 7 | 8 | 9.5 | 10 | 9 | 9 | 14 | 13.5 |
| **Totals** | 27 | 30 | 30.5 | 29 | 26 | 23 | 25 | 26.5 | 29 | 25 | 18 | 25.5 | 26.5 |

**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, Lineman 2nd class
**Public Works:** Utility Maintenance Mechanic I; Lead Laborer (Grounds); Laborer II (Grounds); Water/Wastewater Maintenance Supervisor, Public Works Operations Manager, Public Works Inspector
**Police:** Building Maintenance Craftsperson, (2) Cadet; LAN Analyst (Police Department)
**All Other Departments:** Customer Service Clerk, (Collections); (3) Customer Service Clerk I (Customer Service); (1)Customer Service Clerk I (Cashiers); (1) Field Service Representative I (Customer Service-Meter Reading), AS/400 (Information Technology), Fire Dispatcher (Station II), Inspector I/II (Fire Marshal), Residential Assessment Technician (Tax Office), Administrative Assistant (Information Technology, part-time), Customer Service Clerk I (part-time); (2) Passport Clerk (Library, part-time); Library Clerk (part-time); Billing Supervisor (Customer Service)

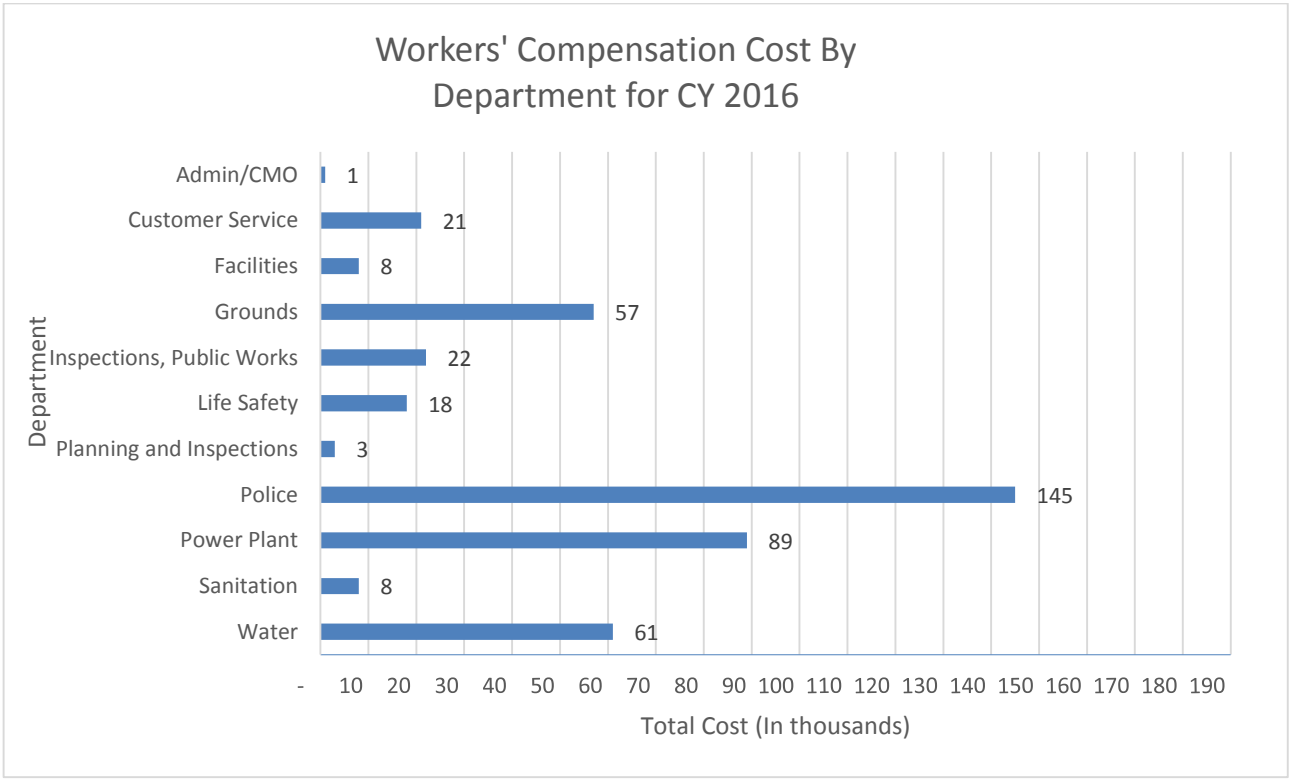
# *HUMAN RESOURCES*
## *(Continued)*

## Turnover Statistics

| | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|---|---|---|---|---|---|---|---|
| **Total Turnover %** | 5.57 | 6.75 | 11.00 | 10.91 | 6.02 | 11.77 | 8.68 |
| **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 | 6.24 |
| **Retirement Turnover %** | 3.18 | 1.62 | 5.50 | 4.42 | 3.15 | 4.20 | 1.90 |
| **2012 Healthcare cost sharing implemented** | | | | | | | |
| **2013 Healthcare cost sharing implemented for DOE** | | | | | | | |
| **2016 RIF in Economic Development** | | | | | | | |

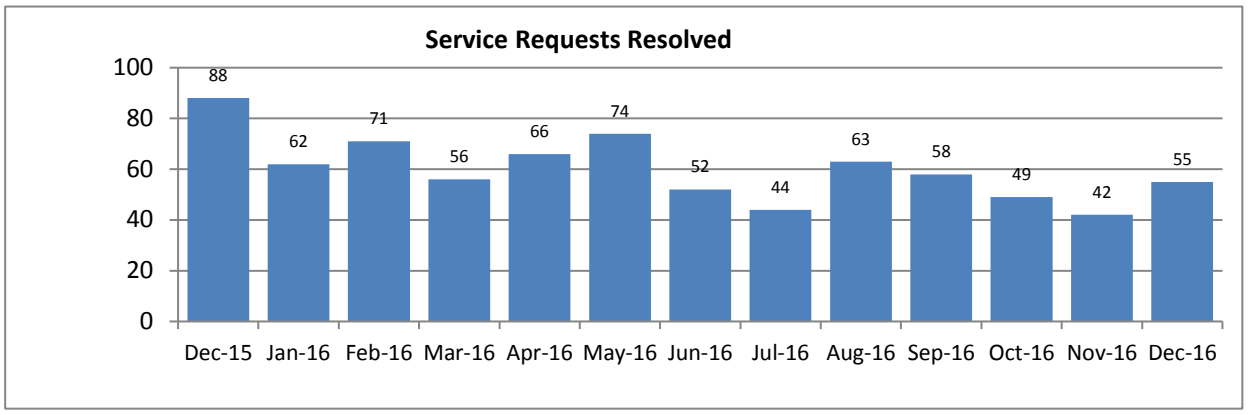
## Average Employees

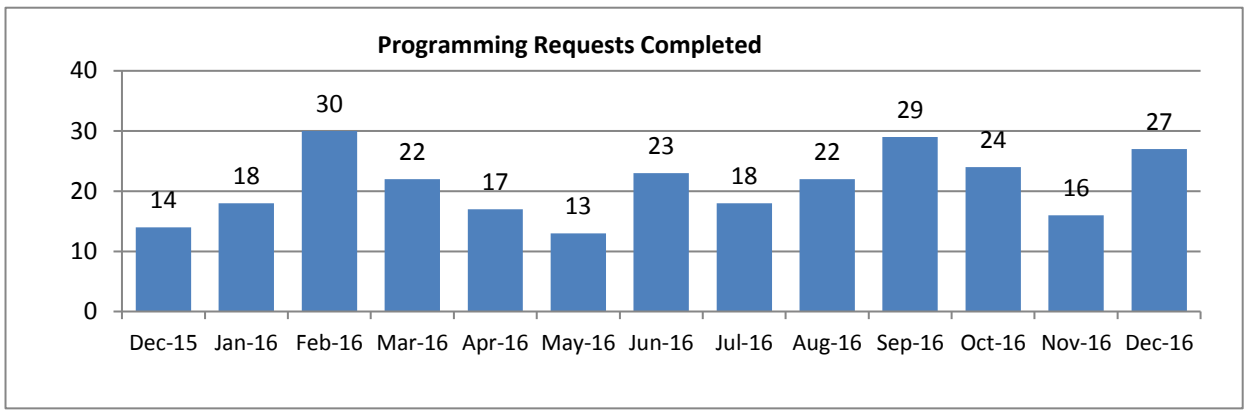
| | 2010 | 2011 | 2012* | 2013* | 2014 | 2015 | 2016 |
|---|---|---|---|---|---|---|---|
| **Total Number of Employees Separating from Service** | 21 | 25 | 38 | 37 | 21 | 42 | 32 |
| **Average Number of Full-time Employees** | 362 | 356 | 333 | 325 | 331 | 333 | 340 |
| **Average Number of Part-time Employees** | 16 | 15 | 12 | 14 | 18 | 24 | 28 |
| *** Healthcare cost sharing implemented** | | | | | | | |

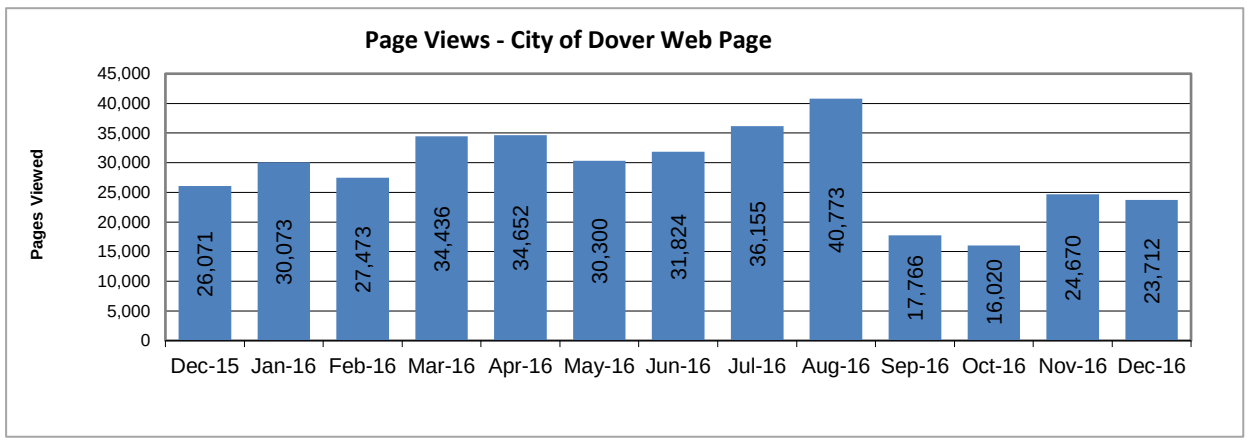



Total $433,000

# INFORMATION TECHNOLOGIES




Noteworty:
Continuing work with Invoice Cloud
Lost ability to receive external phone calls. Worked with Verizon to repair failed component.

**October 2016**
**Monthly Report**

DOVER PUBLIC LIBRARY

**Highlighted Special Events & Attendance:**

| | |
|---|---|
| "In Harmony..." Concert | 65 |
| Star Wars Reads Day | 115 |
| Halloween Mini-Con | 150 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Total Items Checed Out:** | 31,596 | | | | **Programs:** | **Offered** | **Attended** |
| ***E-books:*** | 2,301 | | | | | | |
| | | | | | **Adult** | 40 | 926 |
| **New Library Cards:** | 341 | | | | **Teens** | 38 | 479 |
| | | | | | **Children** | 59 | 1015 |
| **Library Card Holders:** | 41,467 | | | | **Job Center** | 32 | 388 |
| ***Service Area Population:*** | *59,354* | | | | | | |
| | | | | | | | |
| **Library Visitors:** | 23,691 | | | | | | |
| | | | | | | | |
| **Meeting Rooms Usage:** | 1,373 | | | | | | |
| | | | | | | | |
| **Computer Users:** | 4,509 | | | | | | |
| | | | | | | | |
| **Wireless Users:** | 1,785 | | | | | | |
| | | | | | | | |
| **Items Loaned to/Received from Other Libraries:** | 6,779 | | | | | | |

**November 2016**
**Monthly Report**

DOVER PUBLIC LIBRARY

**Highlighted Special Events & Attendance:**

| | |
|---|---|
| "In Harmony..." Concert | 85 |
| International Games Day | 86 |
| Artist Showcase | 75 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Total Items Checed Out:** | 29,611 | | | | **Programs:** | **Offered** | **Attended** |
| ***E-books:*** | 2,147 | | | | | | |
| | | | | | **Adult** | 53 | 625 |
| **New Library Cards:** | 281 | | | | **Teens** | 32 | 341 |
| | | | | | **Children** | 56 | 801 |
| **Library Card Holders:** | | | | | **Job Center** | 26 | 165 |
| ***Service Area Population:*** | *59,354* | | | | | | |
| | | | | | | | |
| **Library Visitors:** | 22,989 | | | | | | |
| | | | | | | | |
| **Meeting Rooms Usage:** | 1,255 | | | | | | |
| | | | | | | | |
| **Computer Users:** | 3,775 | | | | | | |
| | | | | | | | |
| **Wireless Users:** | 1,699 | | | | | | |
| | | | | | | | |
| **Items Loaned to/Received from Other Libraries:** | 5,756 | | | | | | |

**December 2016**
**Monthly Report**

DOVER PUBLIC LIBRARY

**Highlighted Special Events & Attendance:**

| | |
|---|---|
| "In Harmony..." Concert | 55 |
| Winter Mini-Con | 135 |
| Family Storytimes | 152 |

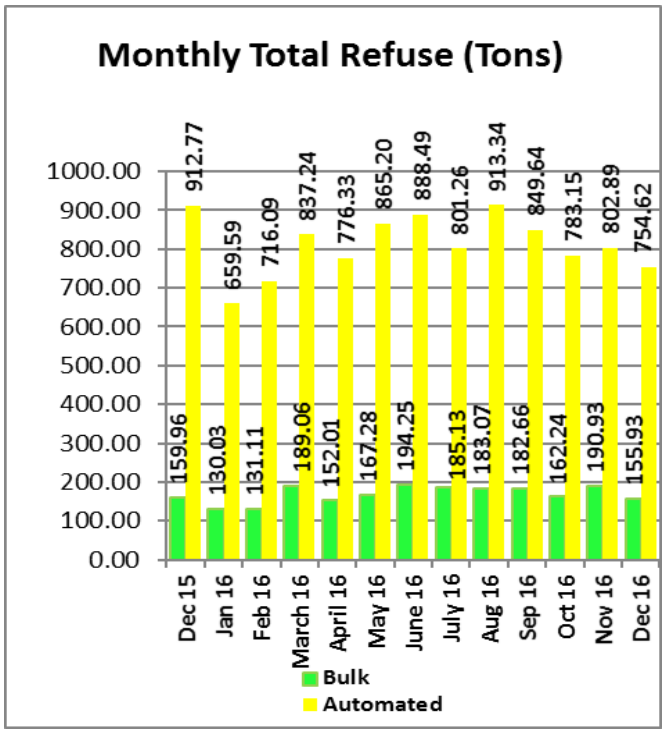
| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Total Items Checed Out:** | 27,874 | | | | **Programs:** | **Offered** | **Attended** |
| ***E-books:*** | 2,288 | | | | | | |
| | | | | | **Adult** | 53 | 390 |
| **New Library Cards:** | 214 | | | | **Teens** | 29 | 348 |
| | | | | | **Children** | 31 | 484 |
| **Library Card Holders:** | | | | | **Job Center** | 24 | 125 |
| ***Service Area Population:*** | *59,354* | | | | | | |
| | | | | | | | |
| **Library Visitors:** | 22,782 | | | | | | |
| | | | | | | | |
| **Meeting Rooms Usage:** | 1,038 | | | | | | |
| | | | | | | | |
| **Computer Users:** | 3,824 | | | | | | |
| | | | | | | | |
| **Wireless Users:** | 1,590 | | | | | | |
| | | | | | | | |
| **Items Loaned to/Received from Other Libraries:** | 6,187 | | | | | | |

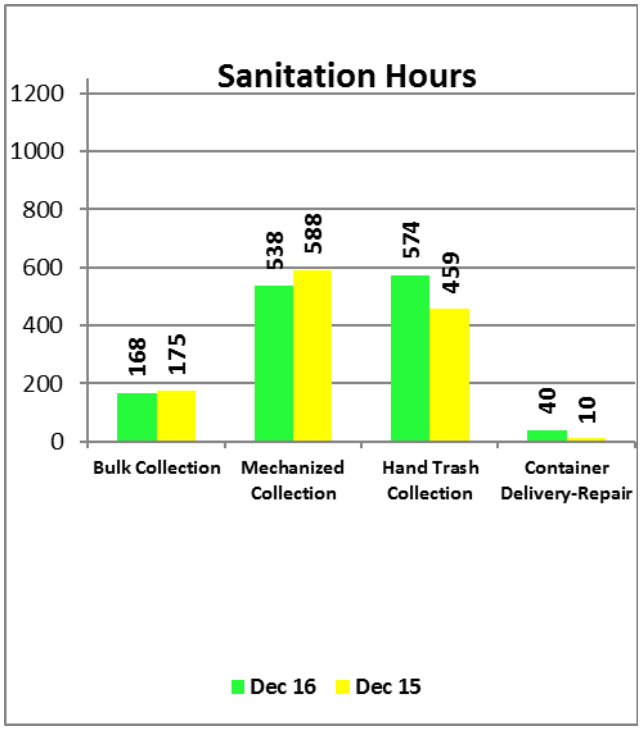
# PUBLIC WORKS

## Construction Inspection

| ***Subdivisions*** *The following required inspection services* | ***Site Development*** *The following required inspection services* |
|---|---|
| Seskinore Court | The Grande, Building 4 |
| Chestnut Grove | Chesapeake Utilities- Dover Campus |
| Clearview Meadows | Eden Hill Medical Center |
| Eden Hill | Reed Street Apartments |
| Nottingham Meadows | Leander Lakes |
| Senators Lakes | Eden Hill Commercial Center |
| Garrison Oak Technical Park | Islamic Society of Central Delaware |
| Tall Pines | Dover Behavioral Health Systems Phase II |

## Sanitation




| | DECEMBER 16 | FYTD 17 | DECEMBER 15 | FYTD 16 |
|---|---|---|---|---|
| Trips to DSWA Sandtown Landfill | 175 | 1,034 | 179 | 1,054 |
| Total Tonnage to DSWA | 910.55 | 5,964.86 | 1,072.73 | 6,010.85 |
| 90-Gallon Containers Delivered | 79 | 355 | 31 | 397 |
| 300-Gallon Containers Delivered | 0 | 0 | 0 | 0 |
| Total Man Hours-containers Delivered | 40 | 138 | 10 | 107 |

| CURBSIDE RECYCLING STATS | TOTAL # OF HOUSEHOLDS COLLECTED | TOTAL # OF ACCOUNTS | WEIGHT/LBS. | AVE. LBS. |
|---|---|---|---|---|
| December 2016 | 20,467 | 9,312 | 265,940 | 12.99 |

| Streets | DECEMBER 16 | FYTD 17 | DECEMBER 15 | FYTD 16 |
|---|---|---|---|---|
| Signed Installed | 10 | 56 | 0 | 31 |
| Signs Repaired | 4 | 39 | 3 | 42 |
| Curbs Painted Yellow (feet) | 120 | 3,296 | 0 | 1,281 |
| New Post Installed | 3 | 36 | 6 | 48 |
| Storm Catch Basins Repaired | 0 | 9 | 0 | 9 |
| Storm Catch Basin Repairing (Hrs.) | 0 | 13.5 | 0 | 38 |
| Storm Catch Basins Cleaned | 2 | 23 | 0 | 256 |
| Storm Catch Basins Cleaning (Hrs.) | 8 | 54 | 0 | 42 |
| Hot Mix Patching (Tons) | 2 | 2 | 0 | 0 |
| Hot Mix Patching (Hrs.) | 0 | 0 | 0 | 0 |
| Cold Mix Patching Hrs.) | 9 | 65.25 | 14 | 33 |
| Concrete Work (Hrs) | 0 | 22 | 0 | 40 |
| 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) | 0 | 7,620 | 118 | 5,919 |
| Street Sweeping (Cubic Yards) | 0.0 | 654.5 | 18 | 474 |
| Leaves Collected (Cubic Yards) | 4,749 | 11,610 | 3,088 | 11,628 |
| Leaf Collection (Miles) | 2,801 | 7,233 | 2,485 | 7,115 |

## GROUNDS

**Work Orders**

| Total Work Orders = 4 | General = 1 | Arborist = 3 |
|---|---|---|

| Arborist Crew | December 2016 | December 2015 |
|---|---|---|
| Trees Trimmed | 36 | 25 |
| Trees Removed | 4 | 1 |
| Stumps Removed | 10 | 0 |
| Trees Planted | 25 | 0 |
| Root Pruning | 0 | 0 |

A two man crew worked on Christmas lights until December 1st lighting

**Beautification Crew**

Weeded Greenhouse
Finished planting Bulbs
Winterized irrigation Systems
Cut grasses and cleaned up Library beds

**Mowing Crew**

Mowed some areas, including parks, around City facilities, to collect leaf litter
General clean up of City owned properties

**Litter Removal**

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

**Miscellaneous**

Placed Peace Sign on the Green and trees on the Lake
Crews have been working on tree and stump removal
Planted trees at Garrison Oak
Cleaned and organized Schutte Storage Building
Cleaned up and weed removal along St. Jones River

**GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

| | |
|---|---|
| Citizen | Created water, wastewater, and storm water utility prints for the area of North Street between Jerusalem Way and South Governors Avenue |
| City Clerk's Office | Made changes to Voting Web App and associated feature class |
| City Manager's Office | Created six 11"x17" maps of the No Smoking Sign locations. Sent to requester as PDF files. |
| N/A | Reviewed the City's Community Maps Submission |
| Planning | Troubleshoot ArcGIS error |
| Planning & Inspections | Sat at the Inspections counter to cover the desk and phones while the department was busy |
| Public Works | Created a Collector and Web App to monitor and collect data for No Smoking Sign installation |
| Public Works | Made changes to the Stormwater section of the website |
| Public Works | Worked on services and tuning for efficiency |
| Public Works | Created 2 Collector Apps and associated feature classes for Jet Truck Protocol |
| Public Works | Performed general website maintenance |
| Public Works | Completed monthly recycling update |
| Public Works | Created thirteen 8.5"x11" maps of all of the City owned parking lots. Sent to requester as PDF files |
| Public Works | Updated the Parcels, Rentals & Active AHIs layers |

## FLEET AND FACILITIES MANAGEMENT

**Fleet Maintenance**

| | | | | | |
|---|---|---|---|---|---|
| PM Work Orders Completed: | **25** | Number of Tire Repairs: | **9** | Number of Road Repairs: | **24** |
| Other Work Orders: | **86** | Repair Hours: | **278.7** | Road Repair Hours: | **31.4** |
| Total Work Orders: | **111** | Fabrication Hours: | **4** | Misc. Hours: | **51.8** |
| PM Hours: **106** | | | | | |

**# Of Scheduled PM's: 15**
**# Of Scheduled PM's: Completed: 7**

**Major Program Updates**

| MEASURE | December 2016 | December 2015 | DIFFERENCE |
|---|---|---|---|
| **Fleet Maintenance** - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)* | 7 out of 15<br>46.67%<br>Winter 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 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 15<br>46.67% | **0 %** |
| **Facilities Maintenance** | | | |
| Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)* | 34 out of 34<br>100 % | 27 out of 27<br>100 % | **0 %** |
| Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)* | 1 out of 1<br>100 % | 2 out of 2<br>100 % | **0 %** |

**Water/Wastewater Divisions**

| | Nov 15 | Dec 15 | Jan 16 | Feb 16 | March 16 | May 16 | April 16 |
|---|---|---|---|---|---|---|---|
| Total Water Prod. | 121,642,000 | 133,437,000 | 137,229,000 | 137,059,000 | 148,722,000 | 146,101,000 | 159,483,000 |
| Billed Consumpt. | 115,248,000 | 116,923,000 | 118,062,000 | 129,346,000 | 127,945,000 | 125,105,000 | 141,806,000 |
| Total Flow to County | 138,535,000 | 126,640,000 | 120,192,000 | 187,336,000 | 132,852,000 | 161,418,000 | 129,035,000 |
| City Readings | 119,588,481 | 144,997,084 | 131,263,852 | 152,102,705 | 195,225,608 | 157,406,385 | 148,682,761 |

| | June 16 | July 16 | Aug 16 | Sept 16 | Oct 16 | Nov 16 | Dec 16 |
|---|---|---|---|---|---|---|---|
| Total Water Prod. | 172,331,000 | 204,088,000 | 203,656,000 | 176,510,000 | 173,574,000 | 122,328,000 | 132,009,000 |
| Billed Consumpt. | 147,393,000 | 181,484,000 | 179,460,000 | 184,214,000 | 159,687,000 | 133,279,000 | 114,760,000 |
| Total Flow to County | 129,309,000 | 129,725,000 | 158,799,000 | 125,583,000 | 169,995,000 | 114,255,000 | 114,682,000 |
| City Readings | 158,898,575 | 146,440,837 | 178,307,328 | 135,635,579 | 147,838,447 | 150,270,118 | 136,196,345 |

## ENGINEERING SUMMARY

| Major Program Updates | DECEMBER 16 | DECEMBER 15 | DIFF | FY17 YTD | FY16 YTD |
|---|---|---|---|---|---|
| State and Federal Violations | 0 | 0 | 0 | 0 | 0 |
| Water Quality Complaints | 6 | 5 | + 1 | 65 | 47 |
| Plan Review Completed Within 30 days of Submission | 8 | 9 | - 8 | 43 | 43 |

**OPERATIONAL SUMMARY**

| Task | DECEMBER 16 | DECEMBER 15 | CURRENT FY |
|---|---|---|---|
| Water Production - Daily Average | 4,258,355 | 4,304,419 | 1,012,165,000 |
| Average Field Response Time (goal is <30 minutes) | 16.26 | 18.65 | 16.80 |
| Water Mains Repaired | 2 | 3 | 11 |
| Water Service Lines Repaired | 3 | 2 | 10 |
| Wastewater Mains Repaired | 1 | 0 | 5 |
| Wastewater Service Lines Repaired | 1 | 0 | 2 |
| Sewer Lines Flushed - linear feet | 71,369 | 79,176 | 356,496 |
| Sewer Mains Videoed -linear feet | 3,952 | 801 | 11,965 |
| Total Fire Hydrants in Service | 1,839 | 1,820 | 1,839 |
| Total Water Meters in City Distribution System | 14,534 | 14,406 | 14,534 |

# Monthly Management Committee Update

# December 2016

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

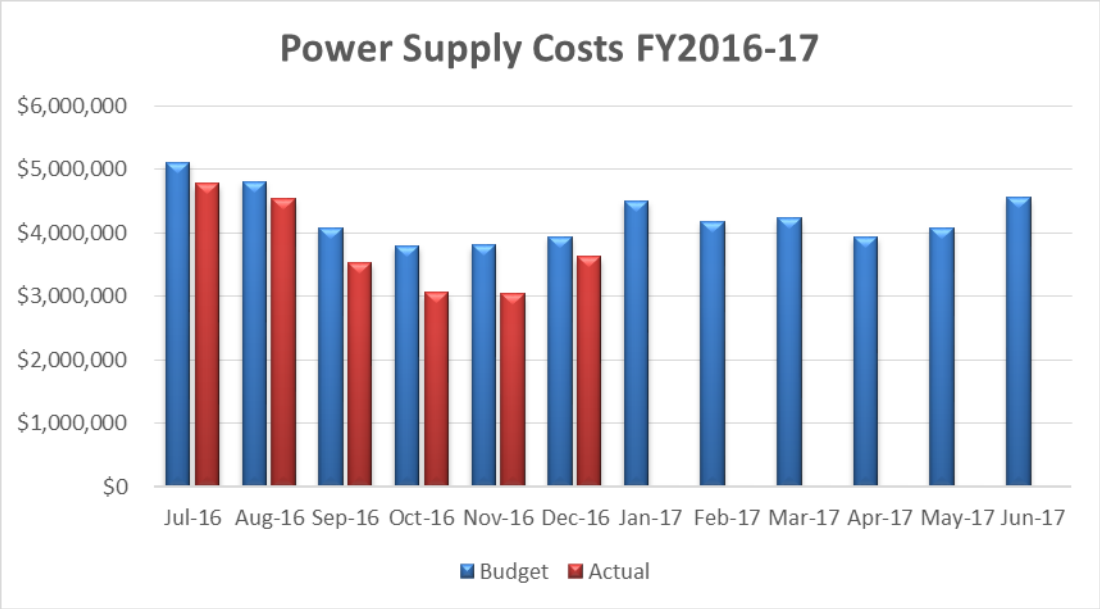
**Date:**
January 26, 2017

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Risk Management Summary 5
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# I. EXECUTIVE SUMMARY

## POWER SUPPLY SUMMARY




Overall Power Supply costs were $310,871 below budget, predominantly driven by lower PJM-Energy, Congestion and Losses and PJM-ARR Transmission and Fees. PJM Energy, Congestion and Losses charges for stepped up for the month to $678,006.

Dover's budgeted cost for all power supply (capacity AND energy) was $65.61/MWh. The actual cost of all power supply (capacity AND energy) was $59.73/MWh.

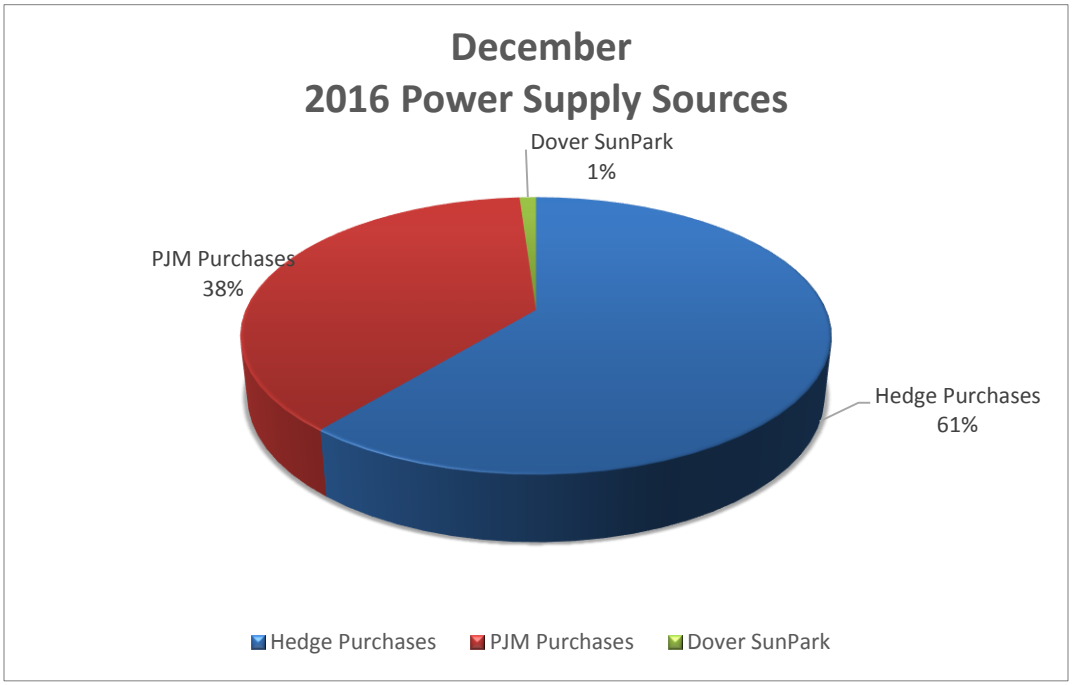
The actual cost of energy alone was $35.72/MWh as opposed to a budgeted energy cost of $37.73.

Dover's total load was 60,701 MWh versus a forecasted load of 60,000 MWh. Hedge purchases totaled 37,032 MWh, which was 61% of the actual load.

Dover's planned energy purchase from the SunPark solar installation was 804 MWhs. Dover's actual energy purchase from the SunPark installation was 653 MWhs.

Purchases from PJM (energy and fees) totaled $2,045,759. PJM Revenue (Generation Credits) totaled $(677,496). The Grand Total owed to PJM for the month of August $1,368,262.

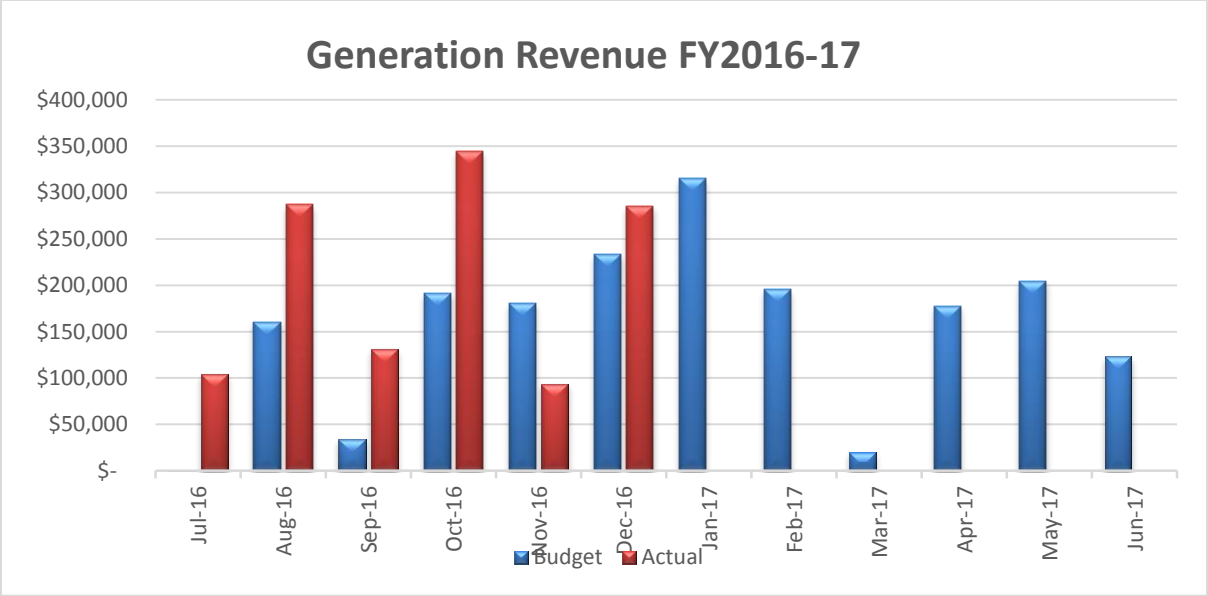
## Supply Source Summary




## Supply Variance

| Purchased Power Variance Report: | December | | |
|---|---|---|---|
| | **Budget** | **Actual** | **Variance** |
| **Gross Load** | 60,000 | 60,701 | (701) |
| **Wholesale Load** | 59,196 | 60,048 | (852) |
| **Hedged Volume (MWh)** | 30,912 | 37,032 | (6,120) |
| **Unhedged Volume (MWh)** | 28,284 | 23,016 | 5,268 |
| **Dover SunPark Volume (MWh)** | 804 | 653 | 151 |
| **Renewable Energy Credits Volume** | 121 | $ 150 | (29) |
| **Hedged Cost ($/MWh)** | $ 39.07 | $ 37.75 | $ 1.32 |
| **Unhedged Energy Cost ($/MWh)** | $33.63 | $29.46 | $4.18 |
| **Solar Energy Cost ($/MWh)** | $130.22 | $141.38 | ($11.16) |
| **Energy Costs ($/MWh)** | **$37.73** | **$35.72** | **$2.01** |
| **All-in Costs - Energy, Capacity and RECs ($/MWh)** | **$65.61** | **$59.73** | **$5.88** |

## GENERATION SUMMARY




Net Generation Revenue for the month of December was $285,482 versus a budgeted revenue of $233,151.

**Generation Breakdown:**

# City of Dover

## Monthly Wholesale Generation

December 2016

Net Generation
**0.00**

| | | | | Formula |
|---|---|---|---|---|
| **Production Margin** | | | | |
| PJM - Generation | | | | |
| | Economic and Reliability Dispatch | $ | - | **A** |
| Natural Gas & Oil Consumption | | | | |
| | Purchases for Generation | $ | - | |
| | Natural Gas Transport | $ | (125.28) | |
| | Eastern Shore Cashout | $ | (1,085.99) | |
| | Oil Consumption | $ | - | |
| | Subtotal: Natural Gas & Oil Consumption | $ | (1,211.27) | **B** |
| Gross Production Margin | | $ | (1,211.27) | **C = (A + B)** |
| $/MWh Generation Production Gross Margin | | $ | - | **E = (C/D)** |
| PJM - Capacity | | | | |
| | Generation Capacity Credit | $ | 632,737.28 | |
| | Reactive Supply and Transmission Losses | $ | 44,759.13 | |
| | Subtotal: PJM - Capacity | $ | 677,496.41 | **F** |
| All in Generation Margin | | | | |
| | All in Generation Margin Total | $ | 676,285.14 | **(G = C + F)** |

## EMISSIONS SUMMARY

### Emissions Allowance and Solar Renewable Energy Summary through December 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 | 15,026 | $8,415 |
| **Total** | | | **$8,415** |

### Regional Greenhouse Gas Initiative

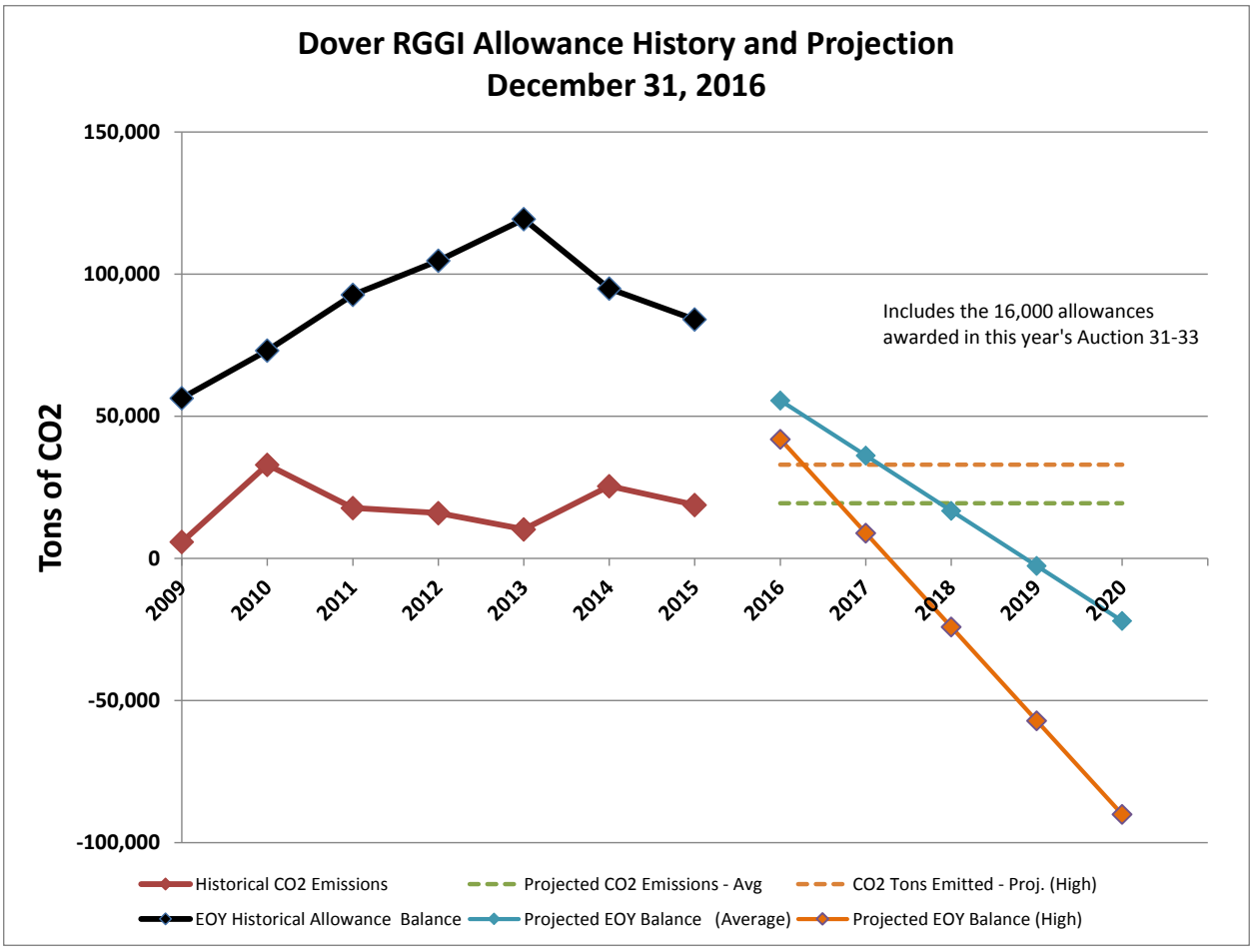
The State of Delaware is a participant in the Regional Greenhouse Gas Initiative (RGGI). The City of Dover must comply with RGGI by surrendering carbon dioxide ($CO_2$) allowances pursuant to the State of Delaware's laws (Title 7, Chapter 60, Sub-Title II-A).

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] January 20, 2017 Daily Power Report by SNL Energy

| Dover, DE RGGI Allowance History and Forecast - December 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 | 25,426 | 94,917 | | | | |
| 2015 | 0 | 14,000 | N/A | 18,828 | 84,070 | | | | |
| 2016 | 0 | 16,000 | N/A | 25,136 | 74,934 | 19,384 | 33,000 | 55,550 | 41,934 |
| 2017 | 0 | | N/A | | | 19,384 | 33,000 | 36,167 | 8,934 |
| 2018 | 0 | | N/A | | | 19,384 | 33,000 | 16,783 | -24,067 |
| 2019 | 0 | | N/A | | | 19,384 | 33,000 | -2,601 | -57,067 |
| 2020 | 0 | | N/A | | | 19,384 | 33,000 | -21,984 | -90,067 |




In anticipation of needing additional RGGI allowances in the future, Dover has participated the seven out of the last nine 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, 2016 | $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 |
| 34 | Dec 7, 2016 | $3.55 | 0 | $0 |
| Totals | | | 31,000 | $162,010 |

After closing out 2016 at $3.45, spot RGGI prices have rebounded up towards $3.80 during January. The rally has been driven in part by a) oversold corrective rally, and b) on news that Indian Point nuclear power plant will be shut down by April 2021. The two-step closure of the plant is expected to lead to a 10-15% increase in carbon emissions in the state as lost generation will most likely be replaced by natural gas. To put the early-2017 rally in context, the 10% rally still leaves the spot contract down 55% from the late-January 2016 levels which were north of $8.00. Although the market is concerned with the prospect that the Clean Power Plan will not survive under President Trump, calls from NY Governor Cuomo to further reduce his state's emissions and the upcoming stakeholder meeting offer hope for those looking for further tightening in the program.

## Risk Management Summary

Forward prices decreased overall, with the largest change in the current planning year.

| PY | Hedge Ratio | Blended Cost ($/MWh) | Monthly Change ($/MWh) |
|---|---|---|---|
| 2016-17 | 67% | $ 37.73 | ($1.16) |
| 2017-18 | 56% | $ 38.25 | ($0.12) |
| 2018-19 | 88% | $ 37.47 | ($0.04) |
| 2019-20 | 80% | $ 34.82 | ($0.11) |
| 2020-21 | 56% | $ 33.84 | ($0.27) |

## II. BUDGET REPORT

| | Budget Dec-16 | Actual Dec 16 | Variance |
|---|---|---|---|
| | | | |
| **Gross Load** | **60,000** | **60,701** | **(701)** |
| | | | |
| **Power Supply** | | | |
| Hedged Energy | $1,207,700 | $1,397,989 | ($190,289) |
| PJM - Energy, Congestion & Losses | $951,300 | $678,006 | $273,294 |
| PJM - ARR, Transmission and Fees | $633,650 | $473,782 | $159,868 |
| Dover SUN Park Energy | $104,700 | $92,292 | $12,408 |
| Dover SUN Park RECs | $18,100 | $19,964 | ($1,864) |
| RECS (Solar and Non-Solar) | $56,100 | $0 | $56,100 |
| RGGI Credit Costs | $32,325 | $0 | $32,325 |
| Management Fees | $69,583 | $69,583 | $0 |
| PJM - Capacity UCAP Obligated Purchased | $863,000 | $893,971 | ($30,971) |
| **Subtotal - Power Supply** | **$3,936,458** | **$3,625,587** | **$310,871** |
| | | | |
| **Power Generation O&M** | | | |
| Plant O&M | $448,775 | $390,803.00 | 57,972 |
| | | | |
| **Subtotal Generation O&M** | **$ 448,775** | **390,803.00** | **$57,972** |
| | | | |
| **Power Generation Production Margin** | | | |
| PJM - Economic and reliability dispatch | ($34,558) | $0 | ($34,558) |
| Fuel Costs - Natural Gas | $8,790 | $1,211 | $7,579 |
| Fuel Costs - Oil | $0 | - | $0 |
| Testing Costs | $5,542 | - | $5,542 |
| **Subtotal Generation Production Margin** | **($20,226)** | **$1,211** | **$ (21,438)** |
| | | | |
| **Power Generation Non-Production Revenue** | | | |
| PJM - Generation Capacity Credit | $ (631,700) | $ (632,737) | $ 1,037 |
| Emissions Allowance Sales | $ - | $ - | $ - |
| Reactive Supply - Gas | $ (30,000) | $ (44,759) | $ 14,759 |
| **Subtotal - Non-Production Revenue** | **($661,700)** | **($677,496)** | **$15,796** |
| | | | |
| **SubTotal - All Generation** | **(233,151)** | **($285,482)** | **52,331** |
| | | | |
| **Total - Utilities Cost** | **$3,703,307** | **$3,340,105** | **$363,202** |
| | | | |
| Unit Costs | | | |
| Total - Power Supply | $65.61 | $ 59.73 | $5.88 |
| Total - Power Generation | ($3.89) | ($4.70) | $0.82 |
| Final Cost of Service to City of Dover Ratepayers | $61.72 | $55.03 | $6.70 |

**December Variance Analysis**

- **Power Supply**
  - Dover consumed 701 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 $273,294 and a favorable variance for PJM ARR, Transmission and Fees of $159,868.
  - The City of Dover realized a favorable variance of $310,871 for power supply vs. the monthly budget.
  - Dover Sun Park generated 151 MWhs less than forecasted.
  - This resulted in a net power supply cost positive budget variance of $5.88/MWh below budget.
- **Generation**
  - Non Production Revenue had a favorable variance of $15,796
  - Net All Generation Revenue had a favorable variance of $52,331

| | Budget YTD | Actual YTD | Variance |
|---|---|---|---|
| | | | |
| **Gross Load** | **394,800** | **408,450** | **(13,650)** |
| | | | |
| **Power Supply** | | | |
| Hedged Energy | $ 8,548,400 | $10,655,642 | $ (2,107,242) |
| PJM - Energy, Congestion & Losses | $ 6,028,700 | $2,230,692 | $3,798,008 |
| PJM - ARR, Transmission and Fees | $ 3,801,950 | 2,539,022 | $1,262,928 |
| Dover SUN Park Energy | $ 1,007,800 | $1,198,785 | ($190,985) |
| Dover SUN Park RECs | $ 194,100 | $203,557 | ($9,457) |
| RECS (Solar and Non-Solar) | $ 336,600 | $0 | $336,600 |
| RGGI Credit Costs | $ 64,650 | $9,080 | $55,570 |
| Management Fees | $ 417,498 | $417,498 | $0 |
| PJM - Capacity UCAP Obligated Purchased | $ 5,122,200 | $5,301,838 | ($179,638) |
| **Subtotal - Power Supply** | **25,521,898** | **$22,556,113** | **$2,965,785** |
| | | | |
| **Power Generation O&M** | | | |
| Plant O&M | $ 3,402,850 | $ 2,974,582 | $ 428,268 |
| | | | |
| **Subtotal Generation O&M** | **3,402,850** | **$ 2,974,582** | **$ 428,268** |
| | | | |
| **Power Generation Production Margin** | | | |
| PJM - Economic and reliability dispatch | $ (309,695) | ($1,364,565) | $1,054,870 |
| Fuel Costs - Natural Gas | $ 72,180 | $1,259,877 | ($1,187,698) |
| Fuel Costs - Oil | $ - | $0 | $0 |
| Testing Costs | $ 33,250 | $0 | $33,250 |
| **Subtotal Generation Production Margin** | **(204,265)** | **($104,688)** | **$ (99,577)** |
| | | | |
| **Power Generation Non-Production Revenue** | | | |
| PJM - Generation Capacity Credit | $ (3,749,400) | ($3,755,602) | $6,202 |
| Emissions Allowance Sales | $ - | $0 | $0 |
| Reactive Supply - Gas | $ (180,000) | ($360,825) | $180,825 |
| **Subtotal - Non-Production Revenue** | **(3,929,400)** | **($4,116,427)** | **$187,027** |
| | | | |
| **SubTotal - All Generation** | **$ (730,815)** | **($1,246,533)** | **$ 515,718** |
| | | | |
| **Total - Utilities Cost** | **$24,791,083** | **$21,309,581** | **$3,481,502** |
| | | | |
| Unit Costs | | | |
| Total - Power Supply | $64.65 | $ 55.22 | $9.42 |
| Total - Power Generation | ($1.85) | ($3.05) | $1.20 |
| Final Cost of Service to City of Dover Ratepayers | $62.79 | $52.17 | $10.62 |

# III. Operations Management

## Operations Summary

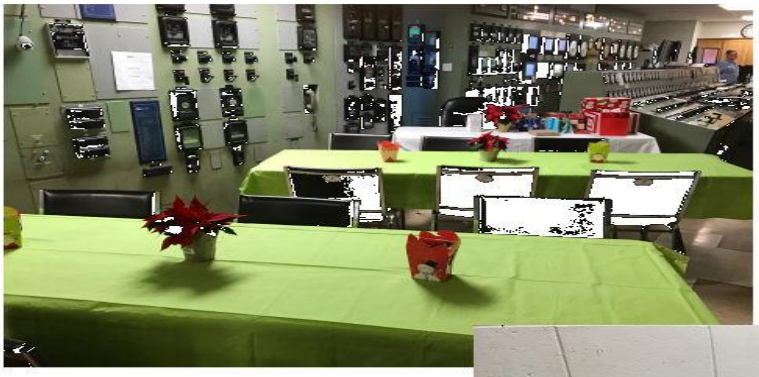
Executive Summary:

During the month of December, there were no recordable or lost time accidents and no environmental incidents. The facility has gone 719 days through December 31, 2016 without a Lost Time Incident (LTI) and 624 days since the April 16, 2015 recordable accident. There were one Near Miss report filed for the month of December at either the McKee Run Generation Station.

Unit 1 & Unit 2 were not dispatched during the month of December by PJM. Unit 3 at MRGS was not dispatched during December but experienced two pin hole leaks on water wall tubes. These leaks were located at the buckstay weld joint support, at the I-beam, and further investigation of the reason for these leaks is being researched. The unit was fired two times on igniter gas to warm the boiler tubes for cold weather during the month. Unit 11 was not dispatched during the month of December.

Monthly Budget Variance - The actual expenses attributable to O&M for December for the two sites are $390,803 against a budgeted amount of $424,265 for a favorable monthly variance of $33,462 or 7.9%. The Labor budget expense had a favorable monthly variance of $20,493 due to a change in employee staffing levels and a lower than anticipated increase in labor costs. The Materials and Supplies area had a favorable monthly variance of $1,686 due to lower than anticipated water/sewer and janitorial expense for the month. The water/sewer budget account remains unfavorable and will be through the end of the fiscal year due to budget changes. The Administrative area had a monthly favorable variance of $11,283 primarily due to timing for environmental invoices and the consolidated billing invoice being delayed for adjustments and errors.

# NAES Corporation
# Dover, Delaware
# December 2016 Monthly Report








[2]

## December was a month Celebration and Charity at McKee Run

[2] Top L: The tables were set for the Annual Holiday Celebration for McKee Run employees.
Center R: Staff made their favorite foods for the Holiday Lunch.
Bottom L: The Christmas tree was festively decorated and our Food Drive collection is under the tree. Center R: The Administrative portion of McKee Run, pre-pavement.
Bottom: McKee Run Generating Station after a blanket of snow.

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**9.0 "Value Added" Accomplishments**

## 1.0 Environmental, Health and Safety

During the month of December, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 719 days through December 31, 2016 without a Lost Time Accident (LTI) and 625 days since the April 16, 2015 recordable accident. There was one Near Miss reported in December 2016 at McKee Run Generating Station.

During the month of December, industrial wastewater was discharged to the Kent County Public Works sewer system. A representative sample of the industrial waste water was collect on December 5, 2016 and submitted for laboratory analysis. Based on the laboratory data and loading calculations, McKee Run was below the discharge limitations pf the permit.

McKee Run met with DNREC Surface Water for the annual NPDES permit compliance evaluation. All aspects of the permit are in compliance, no exceedances, violations or fines were identified. DNREC did point out that the May 2016 e-DMR total recoverable iron values for Outfall 004 and 005 are reversed and questioned whether the 2016 SPCC Plan administrative update required a professional engineer.

During the month of December, one semi-annual storm water sample was collected from McKee Run's Outfall 005. This sample was not collected in the November 2016 sample episode primarily due to insufficient flow from the outfall. It is believed that insufficient flow was the result of minimal rainfall, new sod placed around Outfall 005 drain grate for sediment control measures and the silt sack over the outfall drain grate. The laboratory analytical results from the sample indicated that McKee Run is in compliance with the NPDES permit. The City of Dover submitted the sample results in the monthly electronic Discharge Monitoring Report (eDMR) indicating that McKee Run is in compliance with the NPDES permit.

The City of Dover Department of Public Works (DPW) performed video surveillance last month on Outfall 004 storm water drain system as part of the proposed Pollution Minimization Plan (PMP) scope of work for Delaware River Basin Commission (DRBC) mentioned in last month's report. The DPW identified several areas inside the storm water drain that required power flushing to remove accumulated silt/debris/rocks. DPW was on-site at McKee Run on December 13, 2016 with a vac/jet-rodder truck and flushed Outfall 004. The vac truck recovered flush water and some silt/debris/rocks from the drain. The flush water was discharge to the sewer system with prior approval from the Kent County Department of Public Works. All solids were collected in a 55-gallon drum and properly staged on-site awaiting disposal at an authorized facility.

The COD PPW returned on December 21, 2016 and performed a post video surveillance of the drain flushed on December 13, 2016. Staff cannot confirm, but it appears there are storm "laterals" connecting to the trunk line that eventually lead to the outfall structure. The COD DPW recommends working with NAES to discuss the installation of a valve near the fuel oil unloading area to control a potential spill if it were to enter the containment area.

Secondly, the storm drain is not totally clean and sediment is still present. COD DPW recommends another jetting to clear out the drain pipe; however, the equipment has been winterized and will not be available until spring.

The COD submitted the DRBC 2016 Pollution Minimization Plan (PMP) Annual Report for polychlorinated biphenyls (PCBs) for all work completed during the timeframe of October 2015 through October 2016 as required by the NPDES permit. The report was reviewed by DRBC and an email response to the Annual

Report was received with several additional questions. The questions related to disposal options for recovered sediment, photos of the former rail spur running along the westernmost boundary of the property which prevents storm water onto the site and further investigation is necessary for PCBs around the Switch Yard. A response is due back to DRBC by the end of January 2017. The DRBC representative stated "*the facility has experienced a 70.6% reduction of PCBs from Outfall 001 and a 99.7% reduction from Outfall 004 since baseline conditions were defined in 2014. Outfall 004 has a baseline loading of 56.92 mg/day which was reduced to 0.17 mg/day. To put this in perspective, the entire Zone 6 has a Waste Load Allocation (WLA) of 13.12 mg/day. PCB loadings have decreased at outfall 004 from 4x the WLA for the entire zone to 2 orders of magnitude less than the WLA. Utilization and maintenance of sediment filters to capture sediment from storm events has made a huge difference. Furthermore, future plans to further reduce storm water flow velocities, raise the elevation of the storm drains and sediment cleanout from storm water lines discharging to outfalls 001 and 004 should further reduce PCB loadings." The DRBC representative went on to say "please convey our appreciation to the City of Dover Department of Public works for their assistance in video surveillance of the storm water lines and for the future cleaning of these lines."*

### 1.1 Environmental, Health and Safety Tables

| Environmental, Health and Safety Statistics | | | |
|---|---|---|---|
| | November | 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 | 1 | 3 | |
| Man Hours Worked | **3,930** | **25,252.75** | |
| **Date of OSHA Recordable:** | 4/16/2015 | **Days since last Recordable:** | **625** |
| **Date of Lost Time Accident:** | 1/12/2015 | **Days since last LTA:** | **719** |

| $SO_2$ 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 | 15,026.52 |
| | | **Total SO2 Allowance Balance:** | | | | **15,026.52** | |

[3]

| 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 | 6,017 |
| 2016-4 | 0 | 0 | 20 | 225 | 0 | | | 20 | 225 | 69,142 | 5,792 |
| **ACT 2016 TOTALS** | 0 | 0 | 24,140 | 996 | 16,000 | 0 | 0 | 24,140 | 996 | 69,142 | 5,792 |

[4]

[3] *2015 SO2 tons emitted were modified in 2016 by COD to reflect DNREC's request to change 2015 SO2 emission factors.
[4] 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 | - | - | - | (151,489.33) |
| 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.

| November 2016 | | | |
|---|---|---|---|
| | Actual | Budget | Variance |
| Personnel | $362,862 | 280,100 | ($82,762) |
| Materials & Supplies | $25,054 | $10,400 | ($14,654) |
| Administrative Expenses | $172,800 | $172,815 | $15 |
| **Total** | **$560,716** | **$463,315** | **($97,401)** |

| July 2016 thru November 2016 | | | |
|---|---|---|---|
| | Actual | Budget | Variance |
| Personnel | $1,246,720 | $1,543,200 | $296,480 |
| Materials & Supplies | $176,731 | $130,450 | ($46,281) |
| Administrative Expenses | $1,160,327 | $1,192,425 | $32,098 |
| **Total** | **$2,583,778** | **$2,866,075** | **$282,297** |

**2.1 Variance analysis:**

The actual expenses for the month of December are $390,803 against a budgeted amount of $424,265 for a favorable variance of $33,462 or 7.88%. The variance was due to the following:

**PERSONNEL EXPENSES** – A favorable monthly variance of $20,493 was due to change in employee staffing assignments and a lower than anticipated increase in labor costs. A portion of this was offset by higher than anticipated overtime costs for the month. As a result, this impacted three (3) labor accounts – Straight Time, Overtime, and Labor Burdens.

**MATERIALS AND SUPPLIES EXPENSES -** A favorable monthly variance of $1,686 was due to lower than anticipated water – sewer and janitorial expenses for the month. Note the water – sewer account will continue to be unfavorable overall for the remainder of the fiscal year as the budget was erroneously reduced during budget preparation last year.

**ADMINISTRATIVE EXPENSES –** A favorable monthly variance of $11,283 was primarily due to timing for environmental invoices, lower than anticipated costs in contractual services, and the monthly consolidated billing was not received in time to be included in December expenses. A portion of the favorable variance was offset by higher than anticipated costs in boiler maintenance account to repair leaking tubes.

## 3.0 Operations

**Unit Operations / Outages / Trips:** Unit 1 & Unit 2 were not dispatched during the month of December by PJM.

Unit 3 wasn't dispatched during the month of December, but experienced two water wall tube failures at the "B" & "C" burner deck levels. Each leak was located at the buck stay I beam. Each tube was cut above and below the buck stay, tube replaced and new membrane installed, when completed the maintenance outage was cleared. Two main gas burner events were completed for boiler warm-up.

Unit 11 wasn't dispatched during the month of December. The VanSant starting diesel was exercised four times during the month with no issues to report.

| Month of December 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 | 0 | 0 |
| Starts: | (#) | 0 | 0 | 0 | 0 | 0 | 0 |
| Gross Generation: | (MWh) | 0 | 0 | 0 | 0 | 0 | 0 |
| Net Generation: | (MWh) | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Auxiliaries: | (MWh) | 0 | 0 | 0 | 0 | 0 | 0 |
| Auxiliaries purchased: | (MWh) | 40.246 | 40.246 | 163.734 | 244.225 | 43.181 | 287.406 |
| Fuel Gas Used: | (MMBTU) | 0 | 0 | 263.820 | 263.820 | 0 | 263.820 |
| 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 | 263.820 | 263.820 | 0 | 263.820 |
| Net Heat Rate: | (BTU/KWh) | 0 | 0 | 0 | 0 | 0 | 0 |
| Unit Trips: | (#) | 0 | 0 | 0 | 0 | 0 | 0 |
| Capacity Factor: | (%) | 0% | 0% | 0% | 0% | 0% | 0% |
| Availability Factor: | (%) | 100.00% | 100.00% | 73.12% | 91.04% | 100.00% | 93.28% |
| Commercial Unavailability : | (%) | 0% | 0% | 26.88% | 8.96% | 0% | 6.72% |
| Planned Outage Hours | (HRS) | 0 | 0 | 0 | 0 | 0 | 0 |
| Maintenance Outage Hours: | (HRS) | 0 | 0 | 200 | 200 | 0 | 200 |
| Forced Outage Hours: | (HRS) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Equivalent Derate Hours: | (HRS) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Reserve Shutdown Hours: | (HRS) | 744 | 744 | 544 | 2,032 | 744 | 2776 |
| HW Boiler Gas Usage: | (MMBTU) | | | | 1,377.068 | | 1,377.068 |

| 2015-2016 Fiscal Year - July 2016 thru December2016 | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | 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 | 19.938 | 730.162 |
| Starts: | (#) | 1 | 2 | 32 | 35 | 6 | 41 |
| Gross Generation: | (MWh) | 72.382 | 55.948 | 33,022.019 | 33,150.349 | 698.272 | 33,848.621 |
| Net Generation: | (MWh) | 69.226 | 53.897 | 29,921.066 | 30,044.189 | 697.692 | 30,741.881 |
| Total Auxiliaries: | (MWh) | 3.156 | 2.051 | 3,100.953 | 3,106.160 | 580 | 3,250.596 |
| Auxiliaries purchased: | (MWh) | 165.570 | 165.570 | 1,384.668 | 1,715.267 | 62.841 | 1,778.108 |
| Fuel Gas Used: | (MMBTU) | 1,231.944 | 1,019.223 | 351,397.708 | 353,861.596 | 9,078.597 | 362,940.193 |
| 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 | 351,397.708 | 353,861.596 | 9,078.597 | 362,940.193 |
| Net Heat Rate: | (BTU/KWh) | 17,796 | 18,911 | 11,835 | 11,851 | 13,085 | 12,370 |
| Unit Trips: | (#) | 0 | 1 | 6 | 7 | 1 | 8 |
| Capacity Factor: | (%) | 0.09% | 0.07% | 6.60% | 4.97% | 0.38% | 3.89% |
| Availability Factor: | (%) | 97.85% | 97.85% | 70.28% | 88.66% | 91.03% | 89.25% |
| Commercial Unavailability : | (%) | 2.15% | 2.15% | 29.72% | 11.34% | 8.97% | 10.75% |
| Planned Outage Hours | (HRS) | 0 | 0 | 1,097 | 1,097 | 387 | 1,676 |
| Maintenance Outage Hours: | (HRS) | 96 | 96 | 200 | 392 | 0 | 392 |
| 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) | 4,312.550 | 4,314.750 | 2,407.476 | 11,034.776 | 4,008.062 | 15,042.838 |
| HW Boiler Gas Usage: | (MMBTU) | | | | 462.868 | | 462.868 |

| 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** | 860,100 | 856,575 | 0 | (3,525) | 862,307 | 0 | 5,732 |
| | | | | | | | |
| **Van Sant** | 220,042 | 219,115 | 0 | (927) | 222,992 | 0 | 3,877 |

| Van Sant Lifetime through December2016 | | | |
|---|---|---|---|
| | **Actual Starts** | **Factored Starts** | **Fired Hours** |
| **Van Sant** | 1,433 | 2443.05 | 4,448.90 |
| **Since HGP–2004** | 292 | 775.35 | 1,065.32 |

[5]

### 3.1 Team Report:

The Operations Team completed filling the Van Sant DI storage tank after the replacement of the tank heaters. 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 issued and removed two LOTO procedures for Unit 3 to complete tube repairs. All major equipment was unlocked and placed back in service. The on-site well water pump was utilized to finish filling the cooling tower, which serves as a cost savings for the project and the City of Dover.

The Operations Team will utilize GPI Learning courses on a monthly basis, starting in January that targets OSHA safety training and OSHA environmental training. GPI online training will be utilized monthly to complete NAES SMP (Safety & Environmental) Training. The Operations Team will review the plant's safety and environmental permits/policies/manuals and complete a final test for knowledge and familiarity with the subject material.

[5] *Hot Gas Path inspection

## 4.0 Maintenance

During the month of November, 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 111 new work orders issued with 134 work orders being completed, and 32 of the back logged work orders completed during the month. There were 2 new Safety Work Orders entered into the plant's Computerized Maintenance Management System (MP2) for the McKee Run site during the month and 2 were completed. The table below summarizes the monthly work order activities based on MP2 work order records and will continue to improve with time. This table gives a representation of identified outstanding work; Preventative Maintenance tasks completion and remaining corrective work orders and back logged work orders that require attention.

| 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 | 4 | 0 | 4 | 2 | 0 | 0 | 2 | 2 |
| | CM | 50 | 32 | 82 | 19 | 24 | 43 | 31 | 39 |
| | EW | 5 | 0 | 5 | 1 | 0 | 1 | 4 | 4 |
| | PM | 17 | 61 | 78 | 10 | 58 | 68 | 7 | 10 |
| | SW | 1 | 2 | 3 | 0 | 2 | 2 | 1 | 1 |
| **Site Totals** | | **79** | **95** | **174** | **32** | **84** | **116** | **47** | **58** |

| 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 | 3 | 5 | 8 | 0 | 4 | 4 | 3 | 4 |
| | EW | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | PM | 1 | 16 | 17 | 0 | 14 | 14 | 1 | 3 |
| | SW | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Site Totals** | | **4** | **21** | **27** | **0** | **18** | **18** | **4** | **7** |

**Notable activities during the month include:**

The IC&E Staff assisted Schneider Electric with the installation of the relay meters for all of the units at McKee Run and VanSant stations. All of the old meters were removed and the openings were cut so that the new meter would fit. The new meters were wired and programed and put into service.

The NAES IC&E Staff attended a NFPA 70E ARC Flash training class that was held at the plant. This training was very informational for the technicians in regards to proper PPE to be worn when preforming work that would apply to NFPA 70E ARC Flash. They also learned of all the correct precautions to be taken when working task that the NFPA 70E applies.

The Maintenance Staff completed the removal and replacement of the Industrial Waste Water pumps for the storage tank. The original pumps were obsolete and the parts were not supported any more. The new pumps are sized correctly for the application. The two pumps are in service.

The IC&E Staff were dispatched to trouble shoot an airflow issues on Unit 3 not being able to obtain a purge. They discovered that the airflow transmitter was not reacting to the signals that were being inputted into the transmitter. The transmitter was found to be bad. A new transmitter was installed and the purge was tested to ensure a purge could be completed. There were no issues with getting a purge.

The Maintenance Staff made several improvements to the fire pump gasoline motor's battery system. The wiring was replaced, the battery holding rack was reworked so the batteries fit into the rack properly. All of the electrical connections were replaced. New batteries were installed. The area was cleaned and painted.

The operation staff discovered that the Unit 3 had developed a tube leak. The leak was found and APEX Piping was called in to make the repairs. The leak was found to be on 136' level. The leak was discovered on the outside of the boiler. A piece of the boiler tube was removed and a new piece was installed. The boiler was pressurized to 1500 psi and that pressure was held for 10 minutes with no leaks. The boiler was return to service.

## 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 contractor is coming back to site to review the installation. The Plant Engineer continues to work out reporting formats for ease of daily reporting.<br>Schedule: System operating, report grooming and formatting in house with City of Dover assistance. Contractor will assist with this effort as well. |
| EG1416 | Van Sant Capacity Increase | Progress:<br>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 parts for repair to baffle/gap area received, contractor will be on site March 6, 2017 to install plates<br>Schedule: Installation work will be completed during spring Outage2017. |
| EG1613 | McKee Run Unit #3 Boiler Stack Repairs | Progress: Work completed. Awaiting final reports and invoices.<br>Schedule: Review final report and get resolution to any questions. |
| EG1701 | Van Sant Major Overhaul | Progress: Assessed spare parts needed for overhaul with GE Field Engineer.<br>Schedule: Awaiting quote from GE for recommended spare parts and will solicit other quotes for comparison. Verify that consumable parts already in our inventory system. |
| EG1702 | Unit #3 Boiler System Repairs | Progress: Boiler repairs were conducted on U3, tube repair was made. However we have found (2) other leaks at the buck-stay welds.<br>Schedule: Boiler repairs completed. Unit #3 boiler super heater and re-heater clip replacement, air pre-heater inspection / repairs, de-aerator heater and storage tank inspection. |
| EG1703 | McKee Run Building Equipment Replacement | Progress: Determining the need and priorities for repairs / refurbishment.<br>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.<br>Schedule: Requested additional quotes & information for comparison bids. Received one other quote from E-One Generating Solutions. This is a specialty item with limited number of suppliers. |
| EG1706 | U3 Accelerated Unit Start | Progress: Working punch list of identified "needs" for progressing with project.<br>Schedule: When plant completes needed items Synterprise will return and train staff on new accelerated start-up. Working items for AUS, in particular the quotes for a low pressure electric steam boiler required to supply gland sealing steam source. No funding 2017. |
| EG1707 | McKee Run Unit #3 Auxiliary Equipment Replacement | Progress: Both IWW pumps have been replaced. Refractory in both hot water boilers was replaced during the fall outage.<br>Schedule: This project was EG1607. Service water and vacuum pump inspections. |
| EG1709 | U3 Circ Water Piping Inspection/Repairs | Progress: Reports received. Working on developing a scope of work for repairs and pipe costing.<br>Schedule: Send out RFP for repairs required on return piping for fall 2017 work once scope of work is approved. |
| EG1710 | McKee Run / Van Sant Safety and Compliance Improvements | Progress: Evaluated bids and awarded to Forrest Fence Company.<br>Schedule: Work to begin in March / April time frame weather dependent. |
| EG1711 | McKee Run / Van Sant Structural Preservation | Progress: Purchase paint and preservation equipment.<br>Schedule: Plan to begin painting as work load allows and weather permits. Note this project was CIP EG1611. |

## 6.0 General Plant Information

Employees attended Root Cause Analysis training at NAES Corporate office located in New Castle, Delaware. In attendance were Ray Lavender, Operations Supervisor, Boyd Lord, Materials Coordinator, Mark Gramer, Compliance Coordinator and Jacob Aucoin, Plant Engineer. This informative and challenging seminar prepared staff to look at and analyze any incident to gain a better understanding of how and why unexpected events occur and how we can learn from them.

The McKee Run staff hosted their Annual Food Drive, with a goal of 400 lbs. of food. Generous employees surpassed that number with a total of 406 lbs. of food collected. This food was donated to the Food Bank of Delaware. In 2015 we were able to collect 355 lbs. of food, so we will have to work hard to surpass our new 2017 record of 406 lb.

McKee Run hosted our annual Holiday Luncheon on December 16, 2016. The employees made their favorite sides to share, and 2 turkeys were fried as the main course. This successful lunch also included rounds of Secret Santa for the staff to enjoy. We are looking forward to next year!

## 7.0 Training

Safety Topics discussed during the December monthly safety committee meeting were reviewed by the entire staff. The monthly safety topic was; “Importance of Personal Protective Equipment (PPE)”. The use of PPE means there is a hazard that may cause injury and failing to use the prescribed equipment puts someone in potential danger.

The Operations Team will utilize GPI Learning courses on a monthly basis, starting in January that targets OSHA safety training and OSHA environmental training.

Four (4) NAES employees attended a three (3) day Root Cause Analysis (RCA) training session at one of NAES’s facilities in New Castle, DE. RCA training is designed to diagnose incidents (i.e. injuries, trips, any non-conformance, etc.) using critical thinking skills and by applying or using cause mapping skills. McKee Run invited the NAES Corporate Safety Manager to the site to perform a two day training session on the new revisions to NFPA 70E regulations and how they apply to an electrical plant. There were eleven (11) NAES employees and five (5) COD employees attended the class. McKee Run performed a quarterly Facility Response Plan notification drill to qualified individuals and performed a small spill deployment drill as part of the requirements under this regulation.

## 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 |
|---|---|
| PJM Winter Capacity Test Period | December 1, 2015 thru February 28, 2017 |
| 2016 Title V Annual Certifications Due | January 31, 2017 |
| Water Allocation Report | January 31, 2017 |
| RGGI COATS True Up (Completed 1/4/17) | March 1, 2017 |
| DRBC Annual Report | January 31, 2017 |
| 2016 Q4 EDR to EPA | February 1, 2017 |
| First Aid/CPR/AED Training (Plant wide) | February 7, 14, 21 & 28, 2017 |

## 9.0 "Value Added" Accomplishments during December

During the month the power plant staff accomplished the normal preventative and corrective maintenance for the generation units. We are responsible for 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 assets, protected them from deterioration or inoperability, and overall increased their life expectancy through improved equipment maintenance practices which include preventative and predictive maintenance tasks (see Section 4 - Maintenance Work Orders) for the City of Dover units.

- McKee Run held an NFPA 70E training class for 11 NAES employees and provided five (5) seats for COD employees. All who attended the class gained new insights to concerns with electrical related work; at the power plant, at the City transmission and distribution department and in general at their personal residence.

- COD DPW performed a video surveillance of Outfall 004 prior to any jet rodder/flushing work. The jet rodder work cleaned silt/debris/rock from the storm drain and a post flushing video surveillance was performed to determine the effectiveness of the cleaning. The DRBC representative lauded the efforts that have taken place to reduce PCB sediment from entering the storm water drains.

- The Administrative Department developed an Access Database file to populate and maintain a listing of all prints along with their location in the technical library. This program is currently being populated by staff on a daily basis and is expected to be fully populated by the end of the year. We continue to work on this effort and believe we have inventoried approximately 78% of the technical drawings in the technical files at McKee Run.

- The maintenance department completed replacement of the second IWW system tank waste water pump. Both pumps were replaced this year and no further work on the IWW system is expected. The new pumps work very well and should be reliable for several years to come.

## 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: | 1/9/2017 8:46 |
| BILLING PERIOD START DATE: | 12/1/2016 |
| BILLING PERIOD END DATE: | 12/31/2016 |
| INVOICE NUMBER: | 2016123100076.000000 |
| INVOICE DUE DATE: | 1/13/2017 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 | | 733109.740000 |
| 1205.000000 | | Balancing Spot Market Energy | | 22800.770000 |
| 1210.000000 | | Day-ahead Transmission Congestion | | -96567.220000 |
| 1215.000000 | | Balancing Transmission Congestion | | -539.630000 |
| 1220.000000 | | Day-ahead Transmission Losses | | 13215.300000 |
| 1225.000000 | | Balancing Transmission Losses | | 601.880000 |
| 1230.000000 | | Inadvertent Interchange | | -1616.590000 |
| 1242.000000 | | Day-Ahead Load Response Charge Allocation | | 7.350000 |
| 1243.000000 | | Real-Time Load Response Charge Allocation | | 83.420000 |
| 1250.000000 | | Meter Error Correction | | -1816.850000 |
| 1301.000000 | | PJM Scheduling, System Control and Dispatch Service - Control Area Administration | | 10411.470000 |
| 1302.000000 | | PJM Scheduling, System Control and Dispatch Service - FTR Administration | | 97.540000 |
| 1303.000000 | | PJM Scheduling, System Control and Dispatch Service - Market Support | | 2408.190000 |
| 1304.000000 | | PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration | | 79.260000 |
| 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 | 447.770000 |
| 1307.000000 | PJM Scheduling, System Control and Dispatch Service - Market Support Offset | -221.520000 |
| 1313.000000 | PJM Settlement, Inc. | 221.520000 |
| 1314.000000 | Market Monitoring Unit (MMU) Funding | 360.060000 |
| 1315.000000 | FERC Annual Recovery | 4005.830000 |
| 1316.000000 | Organization of PJM States, Inc. (OPSI) Funding | 43.060000 |
| 1317.000000 | North American Electric Reliability Corporation (NERC) | 756.860000 |
| 1318.000000 | Reliability First Corporation (RFC) | 1236.810000 |
| 1320.000000 | Transmission Owner Scheduling, System Control and Dispatch Service | 4571.960000 |
| 1330.000000 | Reactive Supply and Voltage Control from Generation and Other Sources Service | 30212.330000 |
| 1340.000000 | Regulation and Frequency Response Service | 4484.030000 |
| 1360.000000 | Synchronized Reserve | 2926.380000 |
| 1362.000000 | Non-Synchronized Reserve | 277.790000 |
| 1365.000000 | Day-ahead Scheduling Reserve | 29.420000 |
| 1370.000000 | Day-ahead Operating Reserve | 5856.200000 |
| 1371.000000 | Day-ahead Operating Reserve for Load Response | 0.060000 |
| 1375.000000 | Balancing Operating Reserve | 2187.410000 |
| 1376.000000 | Balancing Operating Reserve for Load Response | 1.680000 |
| 1378.000000 | Reactive Services | 18.500000 |
| 1380.000000 | Black Start Service | 5383.110000 |
| 1400.000000 | Load Reconciliation for Spot Market Energy | 8493.060000 |
| 1410.000000 | Load Reconciliation for Transmission Congestion | 1012.320000 |
| 1420.000000 | Load Reconciliation for Transmission Losses | -170.450000 |
| 1430.000000 | Load Reconciliation for Inadvertent Interchange | -18.190000 |
| 1440.000000 | Load Reconciliation for PJM Scheduling, System Control and Dispatch Service | 48.080000 |
| 1442.000000 | Load Reconciliation for Schedule 9-6 - Advanced Second Control Center | 4.190000 |
| 1444.000000 | Load Reconciliation for Market Monitoring Unit (MMU) Funding | 1.300000 |
| 1445.000000 | Load Reconciliation for FERC Annual Recovery | 15.160000 |

| | | | | | |
|---|---|---|---|---|---|
| | 1446.000000 | | Load Reconciliation for Organization of PJM States, Inc. (OPSI) Funding | | 0.160000 |
| | 1447.000000 | | Load Reconciliation for North American Electric Reliability Corporation (NERC) | | 2.860000 |
| | 1448.000000 | | Load Reconciliation for Reliability First Corporation (RFC) | | 4.680000 |
| | 1450.000000 | | Load Reconciliation for Transmission Owner Scheduling, System Control and Dispatch Service | | 17.300000 |
| | 1460.000000 | | Load Reconciliation for Regulation and Frequency Response Service | | 32.840000 |
| | 1470.000000 | | Load Reconciliation for Synchronized Reserve | | 8.250000 |
| | 1472.000000 | | Load Reconciliation for Non-Synchronized Reserve | | 0.440000 |
| | 1475.000000 | | Load Reconciliation for Day-ahead Scheduling Reserve | | 52.320000 |
| | 1478.000000 | | Load Reconciliation for Balancing Operating Reserve | | 24.760000 |
| | 1490.000000 | | Load Reconciliation for Reactive Services | | 0.580000 |
| | 1500.000000 | | Financial Transmission Rights Auction | | 54860.700000 |
| | 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 | | -111.780000 |
| | 1250.000000 | A | Meter Error Correction | 11/1/2016 | -710.740000 |
| | 1317.000000 | A | North American Electric Reliability Corporation (NERC) | 12/1/2016 | 687.410000 |
| | 1318.000000 | A | Reliability First Corporation (RFC) | 12/1/2016 | 1150.540000 |
| | 1340.000000 | A | Regulation and Frequency Response Service | 10/1/2016 | 0.110000 |
| | 1340.000000 | A | Regulation and Frequency Response Service | 11/1/2016 | 0.010000 |
| | 1375.000000 | A | Balancing Operating Reserve | 8/1/2016 | -9.740000 |
| | 1375.000000 | A | Balancing Operating Reserve | 10/1/2016 | -87.270000 |
| | 1375.000000 | A | Balancing Operating Reserve | 11/1/2016 | -32.730000 |
| | 1380.000000 | A | Black Start Service | 10/1/2016 | 24.680000 |
| | | | Total Charges | | 2072177.180000 |

| 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 | | 515.190000 |
| 2210.000000 | | Transmission Congestion | | -67720.670000 |
| 2220.000000 | | Transmission Losses | | 15371.130000 |
| 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 | | 0.000000 |
| 2370.000000 | | Day-ahead Operating Reserve | | 0.000000 |
| 2375.000000 | | Balancing Operating Reserve | | 0.000000 |
| 2380.000000 | | Black Start Service | | 0.000000 |
| 2420.000000 | | Load Reconciliation for Transmission Losses | | 49.480000 |
| 2510.000000 | | Auction Revenue Rights | | 64663.210000 |
| 2600.000000 | | RPM Auction | | 647522.730000 |
| 2640.000000 | | Incremental Capacity Transfer Rights | | 1107.010000 |
| 2661.000000 | | Capacity Resource Deficiency | | 150.040000 |
| 2666.000000 | | Load Management Test Failure | | 1936.500000 |
| 2140.000000 | A | Non-Firm Point-to-Point Transmission Service | 10/1/2016 | -0.830000 |
| 2140.000000 | A | Non-Firm Point-to-Point Transmission Service | 11/1/2016 | 32.680000 |
| | | Total Credits | | 703914.270000 |
| | | Monthly Billing Net Total | | 1368262.91 |
| | | Previous Weekly Billing Net Total | | 1157773.950000 |
| | | Total Due / Receivable | | 210488.960000 |

# City Planner's Monthly Report

## Planning, Inspections & Recreation

## DECEMBER 2016

### Planning, Inspections & Recreation Highlights

- **Youth Basketball Leagues -** Hosting one of the largest youth basketball leagues in the greater Dover area, we have **250+ youth** registered in our Winter Indoor Basketball League with a waiting list of more than 30 kids. Our affordable option is great for families of all economic backgrounds and offers every team member equal playing time on the court. It's hard to beat that! Weekends, our teams practice and games are held on Saturdays. Come on over to Schutte Park watch these kids in action for an action packed basketball game.

- **Winter 2017 Activities & Programs -** We released our 2017 Winter schedule with exciting new fitness classes such as **CIZE™** and a **Runner's Bootcamp** and with our line up of Soul Line Dancing, Yoga, Zumba®, and more of today's popular fitness classes. Don't miss your chance to head to the Philadelphia Flower Show with us on March 15. In addition, our indoor sports season is really full steam ahead with girls lacrosse, field hockey, basketball, and soccer taking place. We are packed full of activities for the whole family! Stop on out and see the excitement for yourself at the **John W. Pitts Recreation Center**.

- **Christmas Luncheon** - **Public Works staff** came together for their annual Christmas Luncheon at the John W. Pitts Recreation Center. Their hard work and dedicated efforts do not go unrecognized and their teamwork makes sure our City is a cleaner, healthier and desirable city! Hats of to these men and women that keep us going day after day.

# PROGRESS IN PICTURES




**Dover Family and Cosmetic Dentistry at 1084 S. State Street**




**Dover Volkswagen at 1387 N. DuPont Highway**

# PROGRESS IN PICTURES




**Cannon Mills: 308 Loftland Drive**




**Cannon Mills: 312 Loftland Drive**

## Planning, Inspections & Recreation Revenue

| Revenue Stream | FY '17 Budget | | FY '17 Actual | |
|---|---|---|---|---|
| Business License | $1,467,000 | $ | 1,437,410 | 98% |
| Trailer License | $21,000 | $ | 17,863 | 85% |
| Building Permits | $609,000 | $ | 554,645 | 91% |
| Cert. of Occupancy | $10,000 | $ | 7,760 | 78% |
| Public Occupancy | $21,000 | $ | 1,289 | 6% |
| Lodging House | $14,100 | $ | 28 | 0% |
| Plumbing/Heating/Air | $115,000 | $ | 74,464 | 65% |
| Rental Inspection Fee | $437,000 | $ | 5,729 | 1% |
| Miscellaneous | $27,000 | $ | 11,243 | 42% |
| Fire Protection Fees | $65,000 | $ | 36,047 | 55% |
| Code Enf. Fines | $35,000 | $ | 18,875 | 54% |
| Vacant Building Reg. | $150,000 | $ | 191,260 | 128% |
| **Total P&I Revenue** | **$2,971,100** | $ | 2,356,612 | 79% |
| Recreation | $150,000 | $ | 81,271 | 54% |

## PERSONNEL AND TRAINING

- On December 1, 2016 - The Planning Staff attended a webinar entitled "Election 2016: Outlook and Implications for Planning." It was sponsored by the American Planning Association.
- On December 2, 2016 - Dawn Melson-Williams attended at webinar entitled "Subdivision Design and Flood Hazard Areas" co-sponsored by American Planning Association and the Association of State Flood Plain Managers.

## 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 December 2016, Planning Staff was involved with review of 50 Permits and 22 Certificates of Occupancy permits. (2016 calendar year total of 1019 Permits and CO's compared to 979 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 data collection effort on parking space usage in the central Downtown area as associated with a Downtown Parking Study. A second day of data collection fieldwork occurred on December 8th.
- Planning Office Staff is also assisting in developing conceptual plans for improvements to the recreational amenities at Schutte Park.
- The Planning Office has completed the data collection fieldwork for the study of "Non-conforming Uses" to identify non-compliant uses in specific residential zones. Staff continues to work with property owners receiving Notification Letters in August 2016 to discuss their non-conforming use status with a number of them initiating steps to become compliant through the submission of Minor Lot Line Adjustment Plans and Rezoning applications. December 31, 2016 is the sunsetting date for the first set of nonconforming uses. Two rezoning applications are moving through the application review process associated with two non-conforming properties.
- There were no Comprehensive Plan Amendment Requests filed in December 2016 for review.
- The Planning Staff also started discussions on planning the project to update the *2008 Comprehensive Plan*.

### Proposed Ordinance

- Proposed Ordinance #2016-25 for a series of amendments to the *Zoning Ordinance* related to Tractor Trailer parking continued the Review Process. The Planning Commission following a Public Hearing and Review on December 19, 2016 recommended that the Ordinance not be adopted. The Public Hearing and Final Action by City Council is scheduled for January 2017.

### Construction Activity

- A Final Certificate of Occupancy was issued to the Dover Family Dental Office at 1084 South State Street. (S-14-16)
- 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.
- There is residential construction activity in Clearview Meadows PND, Nottingham Meadows, Senators Lake, Seskinore Village of Cannon Mill and Chestnut Grove Farms. Certificates of Occupancy were issued to a total of 18 residential dwelling units (consisting of one family detached dwellings and townhouse units) in the month of December.

| | DECEMBER FY17 | TOTAL FOR FY17 |
|---|---|---|
| New Home Permits Issued | 3 | 79 |
| Value of Commercial Projects | $431,235.00 | $31,066,560.00 |
| Downtown Incentives (Fees Waived) | $481.00 (Includes a refund for $111 issued in October 2016) | $17,896.75 |

# BOARD AND COMMISSION ACTIVITY

## Planning Commission

The Planning Commission met on December 19, 2016. The next Planning Commission meeting is scheduled for January 17, 2017. The following applications were considered:

- Z-16-07 Kays Property on McKee Road —Recommendation to City Council for approval of the rezoning of a 4.35 acre+/- parcel located on the west side of McKee Road north of College Road, between 1216 and 1282 McKee Road. The current zoning of the property is CPO (Commercial and Professional Office Zone) with COZ-1 (Corridor Overlay Zone); and it is recommended to be rezoned to IO (Institutional and Office Zone) with COZ-1 (Corridor Overlay Zone),

- MI-16-17 Text Amendment: Tractor Trailer Parking — The Planning Commission did not recommend approval of the proposed text amendment that would prohibit the parking of tractor trailers, or any part of a tractor trailer, in all residential zones and in certain non-residential zones (CPO, C-1, C-1A, C-2, C-2A, and SC-1). The amendment would also limit the parking of tractor trailers to designated loading zones or loading areas in certain nonresidential zones (C-3, C-4, IO, SC-2, and SC-3). This recommendation was forwarded to City Council for consideration.

## Board of Adjustment

The Board of Adjustment met on December 21, 2016. The next regular scheduled meeting of the Board of Adjustment is scheduled for January 21, 2017. The following Application was considered:

**Applicant # V-16-16** Property at 74 Laurel Drive—The Board moved to approve a variance of the requirements of *Zoning Ordinance*, Article 5 § 11.211(c) pertaining to new residential construction within the flood hazard area. They have specifically requested to build to the six (6) foot contour. *Variance #V-15-07 was previously approved by the Board of Adjustment at its meeting of April 15, 2015. The variance expired because construction did not commence.*

## Historic District Commission

The Historic District Commission did not meet on December 15, 2016. The next Historic District Commission meeting is scheduled for January 19, 2017.

# 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. One family purchased a home, and two are under contract.

***Dover Interfaith Mission for Housing***
CDBG funds will be used to provide 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 to 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—DECEMBER

| Case Type | # cases current month | # cases YTD | % staff initiated current month | % staff initiated YTD |
|---|---|---|---|---|
| No valid Rental Permit | 1 | 105 | 100% | 99% |
| No valid Building Permit | 6 | 49 | 60% | 90% |
| Tall grass and weeds | 0 | 500 | | 84% |
| Unregistered vehicle | 11 | 54 | 71% | 70% |
| Abandoned vehicle | 2 | 44 | 50% | 80% |
| Annual Housing Inspection | 61 | 321 | 98% | 79% |
| Property Maintenance – Exterior | 26 | 380 | 62% | 83% |
| Electric Termination | 12 | 135 | 100% | 90% |
| Dover Code of Ordinances | 60 | 421 | 70% | 75% |
| Zoning | 4 | 50 | 75% | 76% |
| **Total Cases** | **183** | **2059** | | |
| **Total # of Inspections For Month** | **345** | | | |

## 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. The asbestos abatement is scheduled for December 14, 2016.
- *528 Bay Road*—The property was demolished in December.
- *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 early January.
- *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. Permits were obtained for renovations and plumbing.
- *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. Property was declared dangerous and the owners were giving until December 7, 2016 to demolish. The asbestos survey was completed in late December with meetings scheduled for asbestos abatement contractors for early January.
- *131 N. Kirkwood Street* —The property was condemned and taking forward to City Council as a dangerous building on November 7, 2016. Council ordered the owner to demolish the structure by December 7, 2016. The asbestos survey has been scheduled for early January.
- *801 North State Street*—The property was condemned on October 21, 2016 due to fire damage.

- *Vacant Buildings*—During the month of December ten (10) additional buildings were registered as vacant, and $12,775.00 in vacant building registration fees were collected.

# Fire Marshal's Office, Building Inspections & Licensing Summary

| **LIFE SAFETY** | Current | July 16-June17 | Dec 2015 | July 15-June16 |
|---|---|---|---|---|
| **Inspections** | **DEC 16** | **FYTD 17** | **DEC 15** | **FYTD 16** |
| Annual Fire/Life Safety Inspections | 6 | 107 | 28 | 168 |
| Fire/Code/DCO Complaints | 17 | 209 | 22 | 204 |
| Inspection Deficiencies from AFI | 29 | 416 | 51 | 601 |
| C/O & Acceptance Tests | 9 | 86 | 28 | 99 |
| Administrative Walk Thru | 25 | 119 | 14 | 68 |
| Plan Review | 12 | 76 | 11 | 77 |
| | | | | |
| Accidental | $0.00 | $324,500 | $4,500 | $196,400 |
| Incendiary | $800,050 | $120,000 | $20,200 | $45,400 |
| Undetermined | $0.00 | $25,501 | $5,000 | $181,850 |
| | | | | |
| **PERMITTING AND LICENSING** | | | | |
| **Permits Issued** | **DEC 16** | **FYTD 17** | **DEC 15** | **FYTD 16** |
| Administrative Permit | 39 | 39 | 4 | 19 |
| Building Addition/Renovation Permits | 30 | 195 | 32 | 205 |
| Building Permits | 18 | 181 | 19 | 146 |
| Demolition Permits | 3 | 18 | 2 | 34 |
| Fence Permits | 6 | 44 | 6 | 39 |
| Fire Prevention Permits | 9 | 66 | 7 | 80 |
| Mechanical Permits | 26 | 256 | 83 | 235 |
| Plumbing Permits | 33 | 206 | 48 | 220 |
| Sign Permits | 11 | 92 | 18 | 127 |
| Swimming Pool Permits | 0 | 5 | 0 | 2 |
| | | | | |
| Business Licenses | 25 | 2088 | 27 | 1150 |
| Merchant Licenses | 4 | 354 | 3 | 263 |
| Contractor Licenses | 19 | 74 | 33 | 785 |
| Lodging House Licenses | 0 | 14 | 0 | 6 |
| Mobile Homes | 5 | 377 | 2 | 266 |
| Public Occupancy | 2 | 57 | 1 | 43 |
| Rental Dwelling | 28 | 129 | 24 | 151 |
| | | | | |
| **BUILDING INSPECTIONS** | | | | |
| **Inspections** | **DEC 16** | **FYTD 17** | **DEC 15** | **FYTD 16** |
| Building | 424 | 2377 | 326 | 2069 |
| Plumbing/Mechanical | 417 | 2576 | 458 | 2181 |
| Certificate of Occupancy | 22 | 104 | 21 | 87 |

# Fire Marshal's Office—At a Glance

The Fire Marshal's Office investigated a total of three (3) incidents in the month of December, to include a fire at 1700 N DuPont Highway which resulted in a fire loss of over $750,000 and displaced 12 apartments. Our office along with DPD also made an arson arrest for the fire at 801 N. State Street which occurred in October.

During the month of December the Fire Marshal's Office conducted several inspections, acceptance tests, certificate of occupancy, and plan reviews. Interviews were also conducted for the current opening.

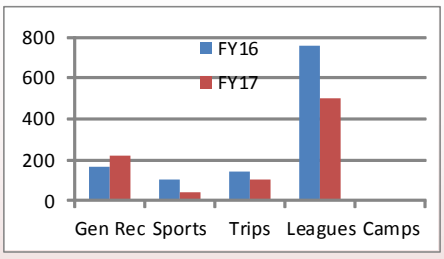


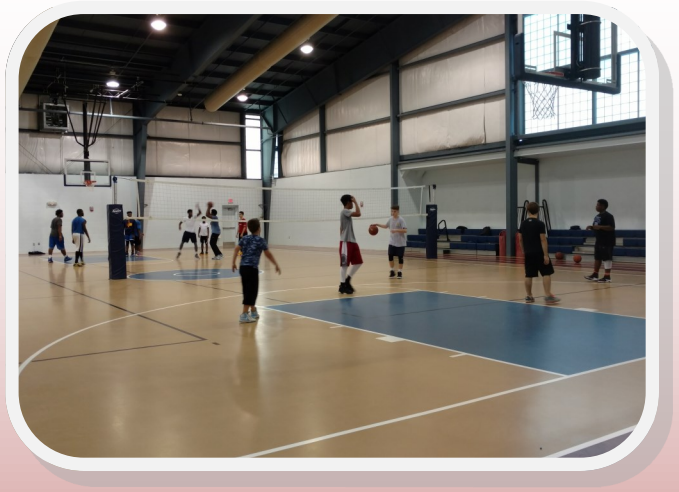
# Recreation Division

City of Dover Parks & Recreation

## Enrollment Summary

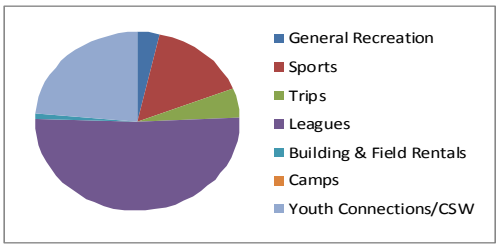
DECEMBER FY16 verses DECEMBER FY15

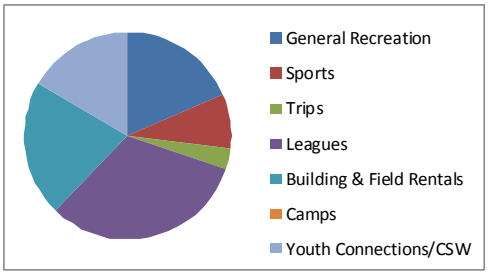


| Category | FY15/16 | FY16/17 |
|---|---|---|
| General Recreation | 165 | 213 |
| Sports | 36 | 101 |
| Trips | 101 | 139 |
| Leagues | 500 | 752 |
| Camps | n/a | n/a |

# Revenue Breakdown: December 2016 verses December 2015




| | |
|---|---|
| General Recreation | $214.50 |
| Sports | 920.00 |
| Trips | 312.00 |
| Leagues | 3051.00 |
| Building & Field Rentals | 55.00 |
| Camps | 50.00 |
| Youth Connections/CSW | 694.70 |

| | |
|---|---|
| General Recreation | 811.00 |
| Sports | 1225.00 |
| Trips | 246.00 |
| Leagues | 4445.00 |
| Building & Field Rentals | 175.00 |
| Camps | 0 |
| Youth Connections/CSW | 1387.00 |

## 2016 Highlights









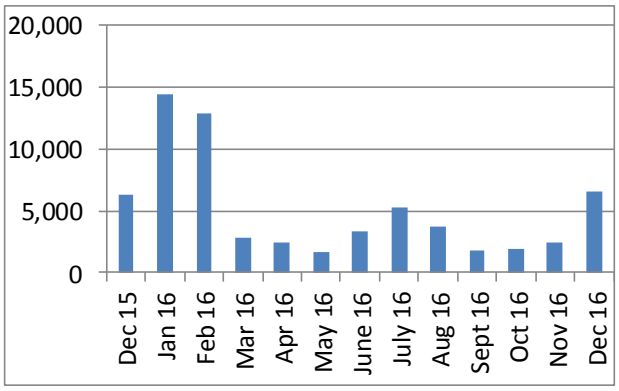




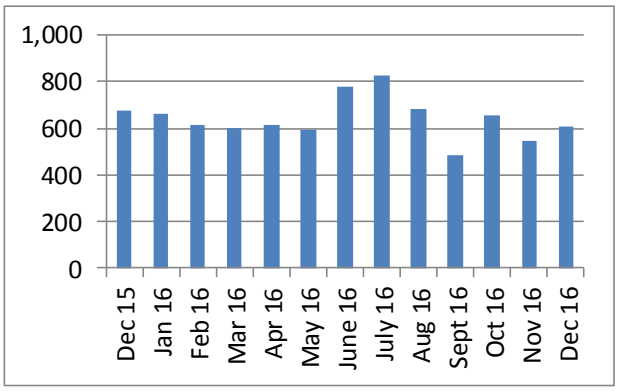



# John W. Pitts Recreation Center – DECEMBER 2016

**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 | DEC 16 | | FYTD 17 | | DEC 15 | | FYTD 16 |
|---|---|---|---|---|---|---|---|
| Open Gym | 414 | | 2,024.5 | | 478 | | 2,321.75 |
| Fitness Classes | 32 | | 170 | | 30 | | 207 |
| Leagues | 128 | | 485.5 | | 106 | | 425 |
| Camps | 0 | | 988.5 | | 0 | | 860 |
| Sports Classes | 9 | | 39 | | 13.5 | | 52 |
| Meetings & Rentals | 22 | | 78 | | 37 | | 133 |
| Enrichment Classes | 0 | | 5.5 | | 13 | | 21 |
| Total Facility Usage Hours | 605 | | 3,791 | | 677.5 | | 4,019.25 |

| Daily Program Attendance** | DEC 16 | | FYTD 17 | | DEC 15 | | FYTD 16 |
|---|---|---|---|---|---|---|---|
| Total | 6,543 | | 21,568 | | 6,343 | | 22,971 |
| Open Gym | 346 | | 1,675 | | 440 | | 2,073 |
| Fitness Classes | 87 | | 682 | | 186 | | 1,135 |
| Leagues | 5,928 | | 16,872 | | 5,053 | | 16,495 |
| Camps | 0 | | 1,284 | | 0 | | 1,086 |
| Sports Classes | 60 | | 323 | | 131 | | 350 |
| Meetings & Rentals | 102 | | 684 | | 456 | | 1,527 |
| Enrichment Classes | 0 | | 28 | | 77 | | 105 |

**Since our opening in late April 2008, we have had 468,421 guests at the John W. Pitts Recreation Center.**

## Open Gym Registrations and Packages Sold

| PACKAGES SOLD: | DEC | MTD | YTD | FYTD |
|---|---|---|---|---|
| Daily: | 15 | $45 | 72 | $216 |
| Individual Quarterly: | 3 | $45 | 4 | 60 |
| Individual Annual: | 0 | $0 | 0 | 0 |
| Family Quarterly: | 0 | $0 | 0 | 0 |
| Family Annual: | 0 | $0 | 0 | 0 |
| **Revenue** | | **$90** | | **$276** |

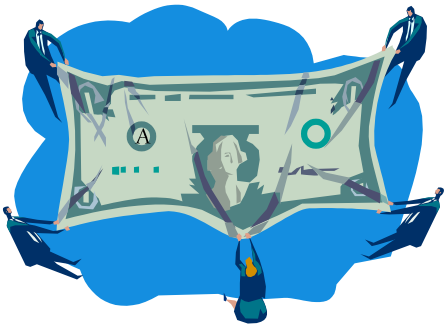


# CITY OF DOVER
# FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
# DECEMBER 2016 - MONTHLY BUDGET REPORTS













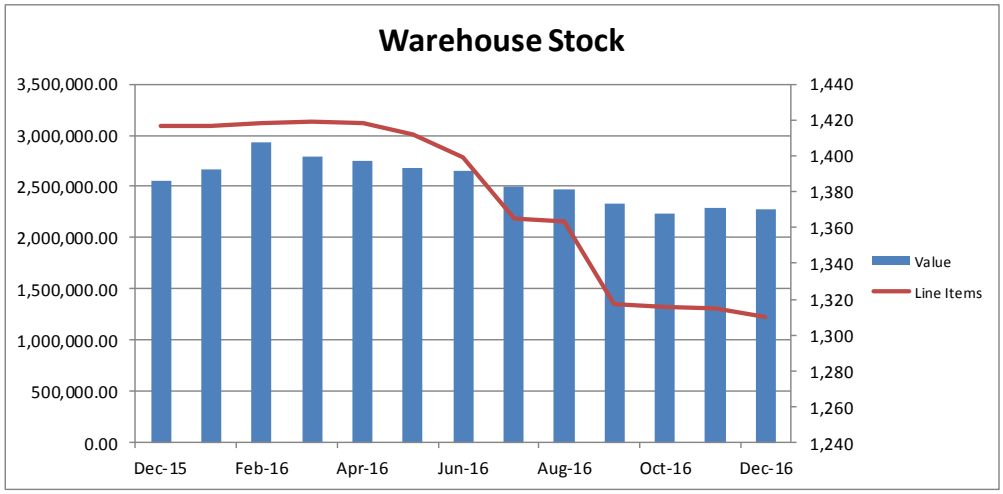
**PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.**

# CITY OF DOVER
# ACTIVITY REPORTS
# DECEMBER 2016

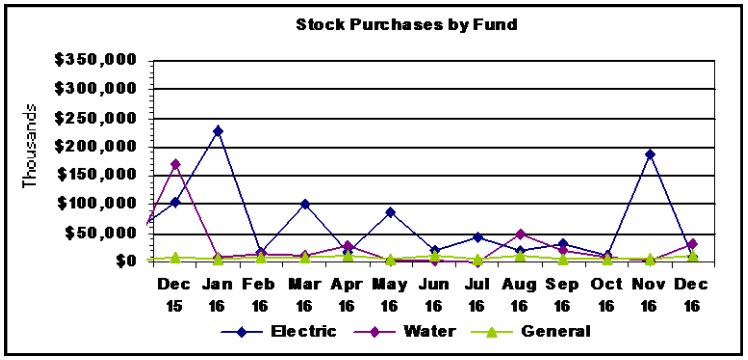
## FINANCE DEPARTMENT ACTIVITY LEVELS

| | FY16 YTD | | | FY17 YTD | | |
|---|---|---|---|---|---|---|
| **BANK TRENDS** | | | | | | |
| Number of Deposits Made (Hand, ACH & Wire, Lockbox) | 3,598 | | | 3,592 | | |
| Total Amount of All Deposits | $ 72,964,761 | | | $ 72,549,613 | | |
| | | | | | | |
| **PAYROLL** | | | | | | |
| | Hours | % | Amount | Hours | % | Amount |
| **Gross wages per registers** | **454,243** | **100.0%** | **$ 37,289,230** | **456,321** | **100.0%** | **$ 39,582,705** |
| | | | | | | |
| **Wages and Hours Worked** | | | | | | |
| Regular | 365,704 | 80.5% | $ 8,023,437 | 372,161 | 81.6% | $ 8,507,014 |
| All over time | 18,473 | 4.1% | $ 789,991 | 17,847 | 3.9% | $ 791,020 |
| **Other Paid or Unpaid Wages and Hours** | | | | | | |
| Vacation | 25,079 | 5.5% | $ 691,283 | 24,824 | 5.4% | $ 717,648 |
| Sick | 7,943 | 1.7% | $ 196,404 | 8,855 | 1.9% | $ 242,974 |
| Terminal Leave - Retiree Vacation/Sick Payout | 15,462 | 3.4% | $ 504,632 | 14,835 | 3.3% | $ 454,059 |
| Comp Time | 3,797 | 0.8% | $ 110,317 | 3,648 | 0.8% | $ 100,414 |
| Personal | 546 | 0.1% | $ 17,102 | 1,975 | 0.4% | $ 64,665 |
| Leave Without Pay | 2,870 | 0.6% | $ - | 1,047 | 0.2% | $ - |
| Other (description below) | 14,371 | 3.2% | $ 483,240 | 11,130 | 2.4% | $ 410,763 |
| **Other includes:** pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc. | | | | | | |
| **Other Activity** | | | | | | |
| Number of Pay Periods | 13 | | | 13 | | |
| Number of Payroll Checks & Direct Deposits Issued | 5,044 | | | 5,227 | | |
| Number of Pension Checks Issued | 5,318 | | | 5,302 | | |
| Total Pension Benefits Paid - Defined Benefit Plan | $ 9,142,714 | | | $ 9,132,949 | | |
| | | | | | | |
| **ACCOUNTS PAYABLE** | | | | | | |
| Number of Check Vouchers | 3,004 | | | 3,006 | | |
| Number of EFT Vouchers | 1,239 | | | 1,293 | | |
| Vouchers Dollar Amount Disbursed | $ 38,050,285 | | | $ 34,422,562 | | |

## PROCUREMENT & INVENTORY ACTIVITY LEVELS




Value: $2,272,237.78 Line Items: 1,310




| Fuel Use | | |
|---|---|---|
| Unleaded: | 10,617.6 | gallons |
| Diesel: | 6,876.5 | gallons |
| Total Cost: | $ 28,757.32 | |

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

| | Budget | YTD | Balance | 50% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 4,493,900 | $ - | $ 4,493,900 | 0.0% |
| **Revenues** | | | | |
| Court of Chancery Fees | 1,100,000 | 517,820 | 582,180 | 47.1% |
| Police Extra Duty, Fines & Revenue | 1,288,300 | 481,016 | 807,284 | 37.3% |
| Franchise Fees | 680,000 | 171,930 | 508,070 | 25.3% |
| Grants | 623,500 | 3,800 | 619,700 | 0.6% |
| Intrafund Services | 5,218,700 | 2,342,861 | 2,875,839 | 44.9% |
| Library & Recreation Revenues | 532,900 | 260,678 | 272,222 | 48.9% |
| Licenses & Permits | 3,129,100 | 2,366,649 | 762,451 | 75.6% |
| Property Taxes (1) | 12,895,100 | 12,819,465 | 75,635 | 99.4% |
| Miscellaneous Revenues | 146,800 | 109,550 | 37,250 | 74.6% |
| Sanitation Revenues | 2,538,300 | 1,253,126 | 1,285,174 | 49.4% |
| Garrison Farm Rent Revenue | 94,500 | 31,114 | 63,386 | 32.9% |
| Transfers-In from Special Funds & Utilities | | | | |
| Municipal Street Aid Fund | 673,100 | 336,714 | 336,386 | 50.0% |
| Civil Traffic Penalties | 496,900 | 156,191 | 340,709 | 31.4% |
| Transfer Taxes | 1,672,700 | 878,495 | 794,205 | 52.5% |
| Police Grants/Extra Duty | 258,600 | 120,382 | 138,218 | 46.6% |
| Water/Wastewater Fund | 875,000 | 438,000 | 437,000 | 50.1% |
| Electric Fund | 10,000,000 | 5,837,333 | 4,162,667 | 58.4% |
| **Total Revenues** | 42,223,500 | 28,125,124 | 14,098,376 | 66.6% |
| **Total Beginning Balance & Revenues** | **$ 46,717,400** | **$ 28,125,124** | **$ 18,592,276** | 60.2% |
| **Expenditures** | | | | |
| City Clerk & Council | $ 553,400 | $ 241,172 | $ 312,228 | 43.6% |
| Mayor, City Manager & Human Resources | 1,258,900 | 618,974 | 639,926 | 49.2% |
| Police & Police Extra Duty | 16,875,200 | 7,956,447 | 8,918,753 | 47.1% |
| Public Services | 5,077,600 | 2,090,237 | 2,987,363 | 41.2% |
| Engineering | 207,000 | 92,749 | 114,251 | 44.8% |
| Procurement & Inventory, Facilities Mgmt., Fleet Maint. | 1,968,500 | 938,381 | 1,030,119 | 47.7% |
| Planning, Inspections, Life Safety, & Code Enf. | 2,151,000 | 926,540 | 1,224,460 | 43.1% |
| Finance, Info Tech & Customer Services | 2,871,200 | 1,406,196 | 1,465,004 | 49.0% |
| Library & Recreation | 2,385,900 | 1,101,123 | 1,284,777 | 46.2% |
| Fire Department | 721,700 | 323,522 | 398,178 | 44.8% |
| Assessor | 244,000 | 103,981 | 140,019 | 42.6% |
| Contribution to DDP | 150,000 | 75,000 | 75,000 | 50.0% |
| Miscellaneous Grant Expense | 25,000 | - | 25,000 | 0.0% |
| Other Employment Expenses | 400,700 | - | 400,700 | 0.0% |
| Bank & CC Fees | 15,000 | 1,980 | 13,020 | 13.2% |
| Insurance | 700,000 | 181,647 | 518,353 | 25.9% |
| OPEB - Retiree's Health Care Contribution | 2,039,700 | 1,019,975 | 1,019,725 | 50.0% |
| Appropriation to Police Pension Fund | 670,000 | 335,833 | 334,167 | 50.1% |
| Police Pension Trust Contribution - State Grant | 500,000 | - | 500,000 | 0.0% |
| Street Lights | 804,000 | 408,841 | 395,159 | 50.9% |
| Debt Service | 685,300 | 467,421 | 217,879 | 68.2% |
| Transfers Out | | | | |
| Inventory Write-offs | 10,000 | 10,000 | - | 100.0% |
| Capital Projects Fund | 1,859,400 | 1,395,000 | 464,400 | 75.0% |
| Uncollectibles: Trash & Other | 50,000 | 50,000 | - | 100.0% |
| **Total Expenditures** | 42,223,500 | 19,745,019 | 22,478,481 | 46.8% |
| Budget Balance -Working Capital | 4,493,900 | - | 4,493,900 | 0.0% |
| **Total Budget Balance & Expenditures** | **$ 46,717,400** | **$ 19,745,019** | **$ 27,009,181** | 42.3% |
| **Reserve Balances** | | | | |
| Contingency | $ 741,000 | $ 738,213 | | |

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 12/31/16 is $289,505 as compared to $363,179 in December 2015.

**City of Dover**
**Finance Department**
**Monthly Report - December 2016**
**Water/Wastewater Fund Summary**

| | Budget | YTD | Balance | 50% 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 | 3,127,705 | 2,672,295 | 53.9% |
| Wastewater Services | 3,800,000 | 1,949,582 | 1,850,418 | 51.3% |
| Wastewater Treatment Services | 3,000,000 | 1,534,905 | 1,465,095 | 51.2% |
| Groundwater Inflow Adjustment | 1,938,000 | 982,023 | 955,977 | 50.7% |
| Water Tank Space Leases | 366,200 | 162,030 | 204,170 | 44.2% |
| Miscellaneous Receipts | 83,000 | 65,804 | 17,196 | 79.3% |
| Impact Fees - Water | 252,000 | 352,837 | (100,837) | 140.0% |
| Impact Fees - Wastewater | 228,000 | 323,000 | (95,000) | 141.7% |
| **Total Revenues** | 15,467,200 | 8,497,886 | 6,969,314 | 54.9% |
| **Total Beginning Balance & Revenues** | **$ 16,696,900** | **$ 8,497,886** | **$ 8,199,014** | 50.9% |
| **Expenses** | | | | |
| Water/Wastewater Operating Divisions | | | | |
| Engineering & Inspection | $ 516,500 | $ 244,189 | $ 272,311 | 47.3% |
| Water Department | 655,400 | 292,032 | 363,368 | 44.6% |
| Water Treatment Plant | 1,727,400 | 846,901 | 880,499 | 49.0% |
| Wastewater Department | 962,400 | 421,082 | 541,318 | 43.8% |
| Kent County Treatment Charge | 4,130,000 | 1,944,770 | 2,185,230 | 47.1% |
| Intrafund Service Fees | 1,653,800 | 730,858 | 922,942 | 44.2% |
| Retiree's Health Care | 192,400 | 96,000 | 96,400 | 49.9% |
| Debt Service | 1,227,200 | 563,550 | 663,650 | 45.9% |
| Other Employment Expenses | 21,200 | - | 21,200 | 0.0% |
| Bank & CC Fees | 25,000 | 11,591 | 13,409 | 46.4% |
| Bond Issuance Cost | 40,000 | - | 40,000 | 0.0% |
| Transfers Out | | | | |
| Water I & E Fund | 1,000,000 | 750,000 | 250,000 | 75.0% |
| Wastewater I & E Fund | 1,000,000 | 750,000 | 250,000 | 75.0% |
| General Fund | 875,000 | 438,000 | 437,000 | 50.1% |
| Contingency Reserve - Water | 110,000 | 110,000 | - | 100.0% |
| Contingency Reserve - Wastewater | 60,000 | 60,000 | - | 100.0% |
| Electric Improv. & Ext. | 231,200 | - | 231,200 | 0.0% |
| **Total Expenses** | 14,427,500 | 7,258,973 | 7,168,527 | 50.3% |
| **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** | **$ 7,258,973** | **$ 9,437,927** | 43.5% |
| **Reserve Balances** | | | | |
| Contingency-Water | $ 249,000 | $ 228,822 | | |
| Contingency-Wastewater | $ 253,100 | $ 276,239 | | |
| Impact Fee Reserve - Water | $ 243,200 | $ 437,343 | | |
| Impact Fee Reserve - Wastewater | $ 1,391,800 | $ 3,097,991 | | |
| **Bond Coverage Ratio (Covenant 1.20)** | 3.44 | 5.46 | | |

**City of Dover**
**Finance Department**
**Monthly Report - December 2016**
**Electric Revenue Fund Summary**

| | Budget | YTD | Balance | 50% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 13,302,200 | $ - | $ 13,302,200 | 0.0% |
| **Revenues** | | | | |
| Direct Sales to Customers | 77,193,200 | 42,101,069 | 35,092,131 | 54.5% |
| Utility Tax | 1,287,900 | 701,093 | 586,807 | 54.4% |
| Weyandt Hall Rents | 223,000 | 81,527 | 141,473 | 36.6% |
| Miscellaneous Revenues | 676,600 | 401,316 | 275,284 | 59.3% |
| Interest Earnings | 47,900 | 111,054 | (63,154) | 231.8% |
| **Total Revenues** | 79,428,600 | 43,396,059 | 36,032,541 | 54.6% |
| **Total Beginning Balance & Revenues** | **$ 92,730,800** | **$ 43,396,059** | **$ 49,334,741** | 46.8% |
| **Expenses** | | | | |
| Power Supply & Generation | | | | |
| Hedged Energy | $ 16,557,600 | $ 10,655,642 | $ 5,901,958 | 64.4% |
| Power Supply Management | 996,000 | 417,498 | 578,502 | 41.9% |
| Capacity Charges | 10,160,600 | 5,301,838 | 4,858,762 | 52.2% |
| Dover Sun Park Energy | 2,313,900 | 1,106,492 | 1,207,408 | 47.8% |
| Renewal Energy Credits (Incl. Solar) | 1,036,800 | 184,094 | 852,706 | 17.8% |
| RGGI | 129,300 | - | 129,300 | 0.0% |
| PJM Charges - Energy | 12,357,900 | 2,230,692 | 10,127,208 | 18.1% |
| PJM Charges - Transmission & Fees | 7,603,800 | 2,539,022 | 5,064,778 | 33.4% |
| Total Power Supply | 51,155,900 | 22,435,278 | 28,720,622 | 43.9% |
| Plant Operations | 6,215,700 | 2,974,581 | 3,241,119 | 47.9% |
| Generation Fuels | 302,600 | 1,239,785 | (937,185) | 409.7% |
| Capacity Credits | (7,355,100) | (3,755,602) | (3,599,498) | 51.1% |
| PJM Spot Market Energy | (804,900) | (1,364,565) | 559,665 | 169.5% |
| PJM Credits | (360,000) | (360,825) | 825 | 100.2% |
| Total Generation | (2,001,700) | (1,266,626) | (735,074) | 63.3% |
| Total Power Supply & Generation | 49,154,200 | 21,168,652 | 27,985,548 | 43.1% |
| Electric Operating Divisions: | | | | |
| Transmission/Distribution | 3,605,700 | 1,695,153 | 1,910,547 | 47.0% |
| Electrical Engineering | 1,247,900 | 517,777 | 730,123 | 41.5% |
| Administration | 929,700 | 351,450 | 578,250 | 37.8% |
| Meter Reading | 378,600 | 175,511 | 203,089 | 46.4% |
| Systems Operations | 651,700 | 311,116 | 340,584 | 47.7% |
| Intrafund Services | 3,564,900 | 1,612,003 | 1,952,897 | 45.2% |
| Utility Tax | 1,287,900 | 701,094 | 586,806 | 54.4% |
| Retirees Health Care | 600,000 | 300,000 | 300,000 | 50.0% |
| Interest on Deposits | 21,000 | 10,077 | 10,923 | 48.0% |
| Green Energy Payment to DEMEC | 128,000 | 70,630 | 57,370 | 55.2% |
| Accounts Receivable Write-Offs | 250,000 | 250,000 | - | 100.0% |
| Other Employee Expenses | 58,900 | - | 58,900 | 0.0% |
| Bank & CC Fees | 275,000 | 140,945 | 134,055 | 51.3% |
| Debt Service | 1,618,000 | 825,102 | 792,898 | 51.0% |
| Transfers Out: | | | | |
| General Fund | 10,000,000 | 5,837,333 | 4,162,667 | 58.4% |
| Electric Improvement & Extension Fund | 2,500,000 | 1,250,000 | 1,250,000 | 50.0% |
| Future Capacity Reserve | 750,000 | 375,000 | 375,000 | 50.0% |
| Depreciation Reserve | 750,000 | 375,000 | 375,000 | 50.0% |
| Rate Stabilization Reserve | 1,250,000 | 625,000 | 625,000 | 50.0% |
| **Total Expenses** | 79,021,500 | 36,591,843 | 42,429,657 | 46.3% |
| Budget Balance - Work. Capital | 13,709,300 | - | 13,709,300 | 0.0% |
| **Total Budget Balance & Expenses** | **$ 92,730,800** | **$ 36,591,843** | **$ 56,138,957** | 39.5% |
| **Reserve Balances** | | | | |
| Contingency Reserve | $ 848,300 | $ 856,220 | | |
| Insurance Reserve | $ 762,000 | $ 769,120 | | |
| Rate Stabilization Reserve | $ 8,511,900 | $ 7,947,895 | | |
| **Bond Coverage Ratio (Covenant 1.25)** | 4.22 | 12.01 | | |
| **Megawatt Hours Sold & Purchased** | | | | |
| Sales per MWh | $ 107.70 | $ 148.56 | | 137.9% |
| Purchased/Generated MWh | 747,187 | 352,992 | | 47.2% |
| All In MWh Supply & Generation | $ 65.79 | $ 59.97 | | 91.2% |

**City of Dover**
**Finance Department**
**Monthly Report - December 2016**
**General Capital Project Fund Summary**

| | Budget | YTD | Balance | 50% 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 | 8,544 | (3,544) | 170.9% |
| Transfer from General Fund for Projects | 1,859,400 | 1,395,000 | 464,400 | 75.0% |
| Miscellaneous Receipts | - | 16,622 | (16,622) | 0.0% |
| Income from Sale of Assets | - | 80,299 | (80,299) | 0.0% |
| Transfer from Parkland Reserve | 80,000 | - | 80,000 | 0.0% |
| **Total Revenues** | 2,049,400 | 1,531,815 | 517,585 | 74.7% |
| **Total Beginning Balance & Revenue** | **$ 2,433,300** | **$ 1,531,815** | **$ 901,485** | 63.0% |
| **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 | 210,217 | 89,583 | 70.1% |
| Streets | 1,026,000 | 125,394 | 900,606 | 12.2% |
| Sanitation | 261,500 | - | 261,500 | 0.0% |
| City Manager | - | 429,125 | (429,125) | 0.0% |
| Facilities Management | 27,700 | - | 27,700 | 0.0% |
| Fleet Maintenance | 31,000 | - | 31,000 | 0.0% |
| **Total Expenditures** | 2,044,400 | 1,005,861 | 1,038,539 | 49.2% |
| Budget Balance - Projects | 388,900 | - | 388,900 | 0.0% |
| **Total Budget Balance & Expenditures** | **$ 2,433,300** | **$ 1,005,861** | **$ 1,427,439** | 41.3% |
| **Reserve Balances** | | | | |
| Capital Asset Replacement Reserve | $ 1,266,300 | $ 1,263,022 | | |
| Parkland/Recreation | $ 247,900 | $ 328,849 | | |

**City of Dover**
**Finance Department**
**Monthly Report - December 2016**
**Water/Wastewater Improvement & Extension Fund Summary**

| | Budget | YTD | Balance | 50% 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 | 47,220 | (27,220) | 236.1% |
| Income from Sale of Assets | - | 2,255 | (2,255) | 0.0% |
| Transfer from Operating Fund for Water | 1,000,000 | 750,000 | 250,000 | 75.0% |
| Transfer from Operating Fund for Wastewater | 1,000,000 | 750,000 | 250,000 | 75.0% |
| 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 | 1,549,475 | 4,156,525 | 27.2% |
| **Total Beginning Balance & Revenues** | **$ 7,838,500** | **$ 1,549,475** | **$ 6,289,025** | 19.8% |
| **Expenses** | | | | |
| Engineering & Inspection | $ 30,400 | $ - | $ 30,400 | 0.0% |
| Water | 1,338,800 | 10,624 | 1,328,176 | 0.8% |
| Wastewater | 2,021,200 | 1,112,259 | 908,941 | 55.0% |
| Water Treatment Plant | 1,200,000 | 78,043 | 1,121,957 | 6.5% |
| **Total Expenses** | 4,590,400 | 1,200,926 | 3,389,474 | 26.2% |
| Budget Balance Water - Working Capital | 2,226,700 | - | 2,226,700 | 0.0% |
| Budget Balance Wastewater - Working Capital | 1,021,400 | - | 1,021,400 | 0.0% |
| **Total Budget Balances** | 3,248,100 | - | 3,248,100 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 7,838,500** | **$ 1,200,926** | **$ 6,637,574** | 15.3% |
| **Reserve Balances** | | | | |
| Capital Asset Replacement - Water | $ 518,500 | $ 523,356 | | |
| Capital Asset Replacement - Wastewater | $ 517,300 | $ 522,159 | | |

**City of Dover**
**Finance Department**
**Monthly Report - December 2016**
**Electric Improvement & Extension Fund Summary**

| | Budget | YTD | Balance | 50% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 5,540,500 | $ - | $ 5,540,500 | 0.0% |
| **Revenues** | | | | |
| Interest Earnings | 40,000 | 57,064 | (17,064) | 142.7% |
| Development Grants | 5,000 | 20,000 | (15,000) | 400.0% |
| Transfer from Electric Revenue Fund | 2,500,000 | 1,250,000 | 1,250,000 | 50.0% |
| Transfer from Water/Wastewater Fund | 231,200 | - | 231,200 | 0.0% |
| Income from Sale of Assets | - | 27,074 | (27,074) | 0.0% |
| General Service Billing | 900,000 | 153,639 | 746,361 | 17.1% |
| **Total Revenues** | 3,676,200 | 1,507,777 | 2,168,423 | 41.0% |
| **Total Beginning Balance & Revenues** | **$ 9,216,700** | **$ 1,507,777** | **$ 7,708,923** | 16.4% |
| **Expenses** | | | | |
| Electric Generation | $ 1,842,800 | $ 471,939 | $ 1,370,861 | 25.6% |
| Transmission/Distribution | 1,975,000 | 373,954 | 1,601,046 | 18.9% |
| Electrical Engineering | 910,700 | 339,729 | 570,971 | 37.3% |
| Meter Reading | 41,800 | - | 41,800 | 0.0% |
| ERP System | 1,000,000 | 26,052 | 973,948 | 2.6% |
| **Total Expenses** | 5,770,300 | 1,211,674 | 4,558,626 | 21.0% |
| Budget Balance Bond - Work. Capital | 3,446,400 | - | 3,446,400 | 0.0% |
| **Total Budget Balance & Expenses** | **$ 9,216,700** | **$ 1,211,674** | **$ 8,005,026** | 13.1% |
| **Reserve Balances** | | | | |
| Depreciation Reserve | $ 10,910,200 | $ 10,580,247 | | |
| Future Capacity Reserve | $ 10,961,700 | $ 10,733,992 | | |

**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 | $ 1,198,785 | $ 1,247,916 |
| Dover Sun Park - REC's | 362,400 | 159,243 | 203,157 |
| Total Power Supply Cost | 2,809,100 | 1,358,027 | 1,451,073 |
| Non-Solar Power Supply Cost | (742,866) | (454,814) | (288,052) |
| Incremental Energy Cost | $ 2,066,234 | $ 903,214 | $ 1,163,020 |
| **Revenues** | | | |
| Customer Sales - Electricity | (93,900) | (51,573) | (42,327) |
| Rent Receipts | (94,500) | (31,114) | (63,386) |
| **Total Revenues** | (188,400) | (82,687) | (105,713) |
| Incremental Sun Park Cost | $ 1,877,834 | $ 820,526 | $ 1,057,308 |
| MWh Purchased/Generated - Solar | 18,159.000 | 8,637.978 | |
| MWh $ Solar Energy | $ 134.74 | 138.78 | |
| Solar REC's MWh | | 1,532.000 | |
| MWh $ Solar REC (one month lag)* | | 103.94 | |

**City of Dover**
**Finance Department**
**Monthly Report - December 2016**
**Community Transportation Improvement Fund**

| | Budget | YTD | Balance | 50% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 92,100 | $ - | $ 92,100 | 0.0% |
| **Revenues** | | | | |
| Grants Revenue | 500,000 | - | 500,000 | 0.0% |
| Interest Earned | - | 146 | (146) | 0.0% |
| **Total Revenues** | 500,000 | 146 | 499,854 | 0.0% |
| **Total Beginning Balance & Revenues** | **$ 592,100** | **$ 146** | **$ 591,954** | 0.0% |
| **Expenses** | | | | |
| Transfer to Capital Project Fund | $ 500,000 | $ 77,593 | $ 422,407 | 15.5% |
| **Total Expenses** | 500,000 | 77,593 | 422,407 | 15.5% |
| Budget Balance - Working Capital | 92,100 | - | 92,100 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 592,100** | **$ 77,593** | **$ 514,507** | 13.1% |

**City of Dover**
**Finance Department**
**Monthly Report - December 2016**
**Police Grant Funds**

| | Budget | YTD | Balance | 50% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 295,300 | $ - | $ 295,300 | 0.0% |
| **Revenues** | | | | |
| State & Federal Grants Received | 319,000 | 189,040 | 129,960 | 59.3% |
| Interest Earnings | - | 1,333 | (1,333) | 0.0% |
| **Total Revenues** | 319,000 | 190,373 | 128,627 | 59.7% |
| **Total Beginning Balance & Revenues** | **$ 614,300** | **$ 190,373** | **$ 423,927** | 31.0% |
| **Expenses** | | | | |
| Cadet Program | $ 81,100 | $ 38,075 | $ 43,025 | 46.9% |
| Equipment & Program Supplies | 284,000 | 149,260 | 134,740 | 52.6% |
| Telephone/Fax | 16,000 | 9,170 | 6,830 | 57.3% |
| Training/Conference/Food/Travel | 17,000 | 27,942 | (10,942) | 164.4% |
| Consulting/Audit Fees | 1,000 | - | 1,000 | 0.0% |
| Contractual services | 5,000 | 200 | 4,800 | 4.0% |
| Operating Transfers - Out | 82,000 | 120,382 | (38,382) | 146.8% |
| **Total Expenses** | 486,100 | 345,029 | 141,071 | 71.0% |
| Budget Balance - Working Capital (Unaudited) | 128,200 | - | 128,200 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 614,300** | **$ 345,029** | **$ 269,271** | 56.2% |

**City of Dover**
**Finance Department**
**Monthly Report - December 2016**
**Library Grant Fund**

| | Budget | YTD | Balance | 50% 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 | $ 10,510 | $ 16,990 | 38.2% |
| Program Expenses/Supplies-Federal Grants | 2,500 | 2,597 | (97) | 103.9% |
| Office Supplies | 30,800 | 11,989 | 18,811 | 38.9% |
| Printing/Duplicating | 12,500 | 7,439 | 5,061 | 59.5% |
| Postage | 100 | 85 | 15 | 85.0% |
| Books | 150,600 | 41,716 | 108,884 | 27.7% |
| Furniture | 10,500 | 5,193 | 5,307 | 49.5% |
| Audio Visual Supplies | 77,200 | 28,439 | 48,761 | 36.8% |
| Training/Conference/Food/Travel | 5,300 | 1,013 | 4,287 | 19.1% |
| Office Equipment/Repairs & Maintenance | 6,300 | 3,886 | 2,414 | 61.7% |
| Other Equipment - Lease | 2,000 | 970 | 1,030 | 48.5% |
| **Total Expenses** | 325,300 | 113,837 | 211,463 | 35.0% |
| Budget Balance - Working Capital | - | - | - | 0.0% |
| **Total Budget Balances & Expenses** | **$ 325,300** | **$ 113,837** | **$ 211,463** | 35.0% |

**City of Dover**
**Finance Department**
**Monthly Report - December 2016**
**After School Program/Substance Abuse Prevention Fund**

| | Budget | YTD | Balance | 50% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 60,300 | $ - | $ 60,300 | 0.0% |
| **Revenues** | | | | |
| Grants Received | 28,000 | 21,023 | 6,977 | 75.1% |
| Recreation Revenue | 33,000 | 13,092 | 19,908 | 39.7% |
| **Total Revenues** | 61,000 | 34,115 | 26,885 | 55.9% |
| **Total Beginning Balance & Revenues** | **$ 121,300** | **$ 34,115** | **$ 87,185** | 28.1% |
| **Expenses** | | | | |
| Temporary Help/Benefits | $ 60,200 | $ 31,747 | $ 28,453 | 52.7% |
| Program Expenses/Supplies | 55,000 | 19,051 | 35,949 | 34.6% |
| **Total Expenses** | 115,200 | 50,798 | 64,402 | 44.1% |
| Budget Balance - Working Capital | 6,100 | - | 6,100 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 121,300** | **$ 50,798** | **$ 70,502** | 41.9% |

**City of Dover**
**Finance Department**
**Monthly Report - December 2016**
**CDBG Fund**

| | Budget | YTD | Balance | 50% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 2,100 | $ - | $ 2,100 | 0.0% |
| **Revenues** | | | | |
| Grants Received | 236,500 | 6,277 | 230,223 | 2.7% |
| Interest Earnings | - | 97 | (97) | 0.0% |
| **Total Revenues** | 236,500 | 6,374 | 230,126 | 2.7% |
| **Total Beginning Balance & Revenues** | **$ 238,600** | **$ 6,374** | **$ 232,226** | 2.7% |
| **Expenses** | | | | |
| Closing Cost/Down Payment Program | $ 50,000 | $ 19,102 | $ 30,898 | 38.2% |
| Connection Community Support Program | 7,200 | 2,365 | 4,835 | 32.8% |
| Dover Interfaith Ministry | 22,000 | 11,576 | 10,424 | 52.6% |
| MHDC Emergency Home Repair | 25,000 | 23,248 | 1,752 | 93.0% |
| Habitat For Humanity | 30,000 | 2,953 | 27,047 | 9.8% |
| Milford Housing H/O Rehabilitation | 55,000 | 1,222 | 53,778 | 2.2% |
| Salaries | 47,300 | 11,137 | 36,163 | 23.5% |
| NSP Expense | - | 7,619 | (7,619) | 0.0% |
| **Total Expenses** | 236,500 | 79,222 | 157,278 | 33.5% |
| Budget Balance - Working Capital | 2,100 | - | 2,100 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 238,600** | **$ 79,222** | **$ 159,378** | 33.2% |

# MONTHLY REPORT




## DECEMBER 2016

# Incident Run Log

Dover Fire Department

Date Range: From 12/01/2016 to 12/31/2016
Company: All Companies
Sorted by: Not selected

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type | Lgth |
|---|---|---|---|---|---|---|---|---|
| 12/01/2016 | 30046 | 2016-001199 | 19:54 | 340 | N QUEEN ST | | Smoke detector activation, no fire - unintentional | 0.3 |
| 12/01/2016 | 30046 | 2016-001200 | 21:08 | 16 | ANCHOR LA | | Authorized controlled burning | 0.4 |
| 12/02/2016 | 30046 | 2016-001201 | 00:38 | 1200 | N DUPONT HWY | | Good intent call, other | 0.2 |
| 12/03/2016 | 30046 | 2016-001202 | 04:49 | 51 | WEBBS LN | N | Smoke detector activation, no fire - unintentional | 0.5 |
| 12/03/2016 | 30046 | 2016-001203 | 10:55 | | HOPE ST & S BRADFORD ST | | Special outside fire, other | 0.3 |
| 12/03/2016 | 30046 | 2016-001204 | 15:01 | 400 | N DUPONT HWY | E | Smoke detector activation due to malfunction | 0.5 |
| 12/03/2016 | 30046 | 2016-001205 | 18:41 | 785 | OAK DR | | Authorized controlled burning | 0.1 |
| 12/03/2016 | 30046 | 2016-001206 | 19:31 | | RT 1 SOUTH BOUND AT LEIPSIC | | Water & ice-related rescue, other | 0.1 |
| 12/04/2016 | 30046 | 2016-001207 | 14:24 | 1200 | N DUPONT HWY | | Smoke detector activation, no fire - unintentional | 0.1 |
| 12/04/2016 | 30046 | 2016-001208 | 20:38 | 120 | N STATE ST | | Smoke detector activation, no fire - unintentional | 0.1 |
| 12/04/2016 | 30046 | 2016-001209 | 20:55 | 3086 | S STATE ST | | Building fire | 1.3 |
| 12/05/2016 | 30046 | 2016-001210 | 10:29 | | S STATE ST & THE GREEN | | HazMat release investigation w/no HazMat | 0.2 |
| 12/05/2016 | 30046 | 2016-001211 | 12:53 | 120 | N STATE ST | | Smoke detector activation due to malfunction | 0.2 |
| 12/05/2016 | 30046 | 2016-001212 | 13:02 | 1030 | FORREST AVE | 109 | Gas leak (natural gas or LPG) | 0.4 |
| 12/05/2016 | 30046 | 2016-001213 | 13:45 | 1449 | S STATE ST | | Cooking fire, confined to container | 0.5 |
| 12/05/2016 | 30046 | 2016-001214 | 17:52 | 116 | OVERLOOK PL | | Smoke detector activation, no fire - unintentional | 0.0 |
| 12/05/2016 | 30046 | 2016-001215 | 19:32 | | SAULSBURY RD | | Extrication of victim(s) from vehicle | 0.4 |
| 12/06/2016 | 30046 | 2016-001216 | 00:57 | 406 | ALDER RD | | Vicinity alarm (incident in other location) | 0.4 |
| 12/06/2016 | 30046 | 2016-001217 | 07:11 | 1700 | N. DUPONT HIGHWAY | | Building fire | 4.4 |
| 12/06/2016 | 30046 | 2016-001218 | 15:53 | 515 | N DUPONT HWY | | Malicious, mischievous false call, other | 0.3 |
| 12/06/2016 | 30046 | 2016-001219 | 20:02 | 892 | WOODCREST DR | | Local alarm system, malicious false alarm | 0.3 |
| 12/07/2016 | 30046 | 2016-001220 | 14:05 | 707 | N GOVERNORS AVE | | Good intent call, other | 0.3 |
| 12/08/2016 | 30046 | 2016-001221 | 08:28 | 50 | KENTWOOD DR | | Gas leak (natural gas or LPG) | 0.7 |
| 12/08/2016 | 30046 | 2016-001222 | 09:13 | 222 | BAYARD AVE | | Medical assist, assist EMS crew | 0.3 |
| 12/08/2016 | 30046 | 2016-001223 | 12:48 | 518 | BAY RD | | System malfunction, other | 0.3 |
| 12/08/2016 | 30046 | 2016-001224 | 22:21 | 3 | MICHAEL CT | | Smoke detector activation due to malfunction | 0.3 |
| 12/09/2016 | 30046 | 2016-001225 | 03:44 | 65 | STEVENSON DR | | Smoke or odor removal | 0.6 |
| 12/09/2016 | 30046 | 2016-001226 | 06:28 | 2342 | WHITEOAK RD | | Police matter | 0.0 |
| 12/09/2016 | 30046 | 2016-001227 | 09:03 | 102 | ORCHARD AVE | | Passenger vehicle fire | 0.7 |
| 12/09/2016 | 30046 | 2016-001228 | 16:05 | 31 | Academy Street | | Cover assignment, standby, moveup | 6.7 |
| 12/09/2016 | 30046 | 2016-001229 | 22:44 | 2030 | GENERALS WAY | B | Cooking fire, confined to container | 0.4 |
| 12/10/2016 | 30046 | 2016-001230 | 05:50 | 1200 | N DUPONT HWY | | Smoke detector activation due to malfunction | 0.1 |
| 12/10/2016 | 30046 | 2016-001231 | 17:17 | 406 | MORGAN CHOICE RD | | Public service | 2.5 |
| 12/11/2016 | 30046 | 2016-001232 | 14:45 | 113 | LADY BUG DR | | Smoke detector activation due to malfunction | 0.6 |
| 12/11/2016 | 30046 | 2016-001233 | 18:02 | 82 | WIMBLEDON DR | | Carbon monoxide incident | 1.4 |
| 12/11/2016 | 30046 | 2016-001234 | 18:32 | 218 | E CAMDEN WYOMING AVE. | | Dispatched & canceled en route | 0.0 |
| 12/11/2016 | 30046 | 2016-001235 | 23:25 | 1700 | N DUPONT HWY BLDG K | | Smoke scare, odor of smoke | 0.5 |
| 12/12/2016 | 30046 | 2016-001236 | 06:02 | 211 | DELAWARE AVE | | Removal of victim(s) from stalled elevator | 0.6 |
| 12/12/2016 | 30046 | 2016-001237 | 10:08 | 27 | N TURNBERRY DR | | Person in distress, other | 0.4 |
| 12/12/2016 | 30046 | 2016-001238 | 10:17 | 211 | DELAWARE AVE | | Municipal alarm system, malicious false alarm | 0.0 |
| 12/12/2016 | 30046 | 2016-001239 | 16:21 | 323 | N STATE ST | | Arcing, shorted electrical equipment | 0.1 |
| 12/13/2016 | 30046 | 2016-001240 | 15:02 | 1200 | N DUPONT HWY | | Smoke detector activation due to malfunction | 0.1 |
| 12/14/2016 | 30046 | 2016-001241 | 15:35 | 910 | WHATCOAT DR | | Smoke detector activation, no fire - unintentional | 0.2 |
| 12/15/2016 | 30046 | 2016-001242 | 03:22 | 122 | BETH PL | | Gas leak (natural gas or LPG) | 0.6 |
| 12/15/2016 | 30046 | 2016-001243 | 07:21 | 1700 | N DUPONT HWY BLDG J | | Special outside fire, other | 0.7 |
| 12/15/2016 | 30046 | 2016-001244 | 11:09 | 1574 | N DUPONT HWY | | Alarm system activation, no fire - unintentional | 0.4 |
| 12/15/2016 | 30046 | 2016-001245 | 15:33 | 1450 | S DUPONT HWY | | System malfunction, other | 0.4 |
| 12/15/2016 | 30046 | 2016-001246 | 17:36 | 125 | HAMAN DR | | Smoke detector activation, no fire - unintentional | 0.3 |
| 12/16/2016 | 30046 | 2016-001247 | 00:25 | 206 | N DUPONT HWY | | Extrication of victim(s) from vehicle | 0.3 |
| 12/16/2016 | 30046 | 2016-001248 | 02:56 | 1450 | S DUPONT HWY | | System malfunction, other | 0.3 |
| 12/16/2016 | 30046 | 2016-001249 | 11:10 | 107 | FOX HALL DR | | Lock-in (if lock out , use 511 ) | 0.5 |
| 12/16/2016 | 30046 | 2016-001250 | 13:08 | 150 | LAKEVIEW DR | | CO detector activation due to malfunction | 0.5 |
| 12/17/2016 | 30046 | 2016-001251 | 15:07 | 115 | S KIRKWOOD ST | | Smoke detector activation, no fire - unintentional | 0.2 |
| 12/17/2016 | 30046 | 2016-001252 | 16:08 | 171 | WESTMINSTER DR | | Sprinkler activation, no fire - unintentional | 1.0 |
| 12/18/2016 | 30046 | 2016-001253 | 07:30 | 1706 | N DUPONT HWY | | Local alarm system, malicious false alarm | 0.4 |
| 12/18/2016 | 30046 | 2016-001254 | 08:27 | 210 | S GOVERNORS AVE | | Carbon monoxide incident | 0.9 |
| 12/18/2016 | 30046 | 2016-001255 | 11:05 | 59 | S TURNBERRY DR | | Water problem, other | 0.2 |
| 12/18/2016 | 30046 | 2016-001256 | 11:17 | 242 | NORTHDOWN DR | | Smoke detector activation, no fire - unintentional | 0.3 |
| 12/18/2016 | 30046 | 2016-001257 | 15:56 | 19 | S STATE ST | | Smoke detector activation due to malfunction | 0.2 |

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type | Lgth |
|---|---|---|---|---|---|---|---|---|
| 12/18/2016 | 30046 | 2016-001258 | 16:12 | 1568 | N DUPONT HWY | | Unintentional transmission of alarm, other | 0.5 |
| 12/18/2016 | 30046 | 2016-001259 | 17:35 | | COLLEGE RD | | No incident found on arrival at dispatch address | 0.4 |
| 12/19/2016 | 30046 | 2016-001260 | 04:10 | 240 | BEISER BLVD | | System malfunction, other | 0.8 |
| 12/19/2016 | 30046 | 2016-001261 | 12:30 | 240 | BEISER BLVD | | System malfunction, other | 0.1 |
| 12/19/2016 | 30046 | 2016-001262 | 13:21 | 19 | S STATE ST | | Smoke detector activation due to malfunction | 0.1 |
| 12/19/2016 | 30046 | 2016-001263 | 20:18 | 297 | EAST SHELLDRAKE CIRCLE | | Good intent call, other | 0.4 |
| 12/20/2016 | 30046 | 2016-001264 | 10:40 | 820 | CARVEL DR | G | Brush or brush-and-grass mixture fire | 0.3 |
| 12/20/2016 | 30046 | 2016-001265 | 14:43 | 1200 | N DUPONT HWY | | Alarm system activation, no fire - unintentional | 0.1 |
| 12/20/2016 | 30046 | 2016-001266 | 15:21 | 1211 | N DUPONT HWY | D | Alarm system activation, no fire - unintentional | 0.5 |
| 12/20/2016 | 30046 | 2016-001267 | 16:27 | 800 | N STATE ST | | Dispatched & canceled en route | 0.0 |
| 12/20/2016 | 30046 | 2016-001268 | 19:54 | 1200 | N DUPONT HWY | | Sprinkler activation, no fire - unintentional | 0.5 |
| 12/21/2016 | 30046 | 2016-001269 | 09:10 | 898 | WOODCREST DR | | Overheated motor | 0.3 |
| 12/22/2016 | 30046 | 2016-001270 | 11:19 | 1011 | BAY RD | | Smoke detector activation due to malfunction | 0.5 |
| 12/22/2016 | 30046 | 2016-001271 | 15:08 | 2533 | WHITEOAK ROAD | | Passenger vehicle fire | 0.6 |
| 12/22/2016 | 30046 | 2016-001272 | 18:08 | 622 | CAROL ST | | Hazardous condition, other | 0.2 |
| 12/22/2016 | 30046 | 2016-001273 | 18:20 | 1300 | S FARMVIEW DR | C | Smoke detector activation, no fire - unintentional | 0.4 |
| 12/23/2016 | 30046 | 2016-001274 | 09:05 | 1200 | N DUPONT HWY | | Detector activation, no fire - unintentional | 0.1 |
| 12/23/2016 | 30046 | 2016-001275 | 11:37 | 1700 | N DUPONT HWY | CHAR | Good intent call, other | 0.5 |
| 12/23/2016 | 30046 | 2016-001276 | 15:27 | 907 | CARVEL DR | | Gas leak (natural gas or LPG) | 0.5 |
| 12/23/2016 | 30046 | 2016-001277 | 16:02 | 1011 | BAY RD | | Smoke detector activation due to malfunction | 0.3 |
| 12/23/2016 | 30046 | 2016-001278 | 18:59 | 21 | LOTUS ST | | Gas leak (natural gas or LPG) | 0.6 |
| 12/24/2016 | 30046 | 2016-001279 | 01:21 | 3185 | FORREST AVE | | Outside rubbish fire, other | 1.3 |
| 12/24/2016 | 30046 | 2016-001280 | 13:42 | 319 | BILLY MITCHELL LN | | Smoke detector activation, no fire - unintentional | 0.5 |
| 12/24/2016 | 30046 | 2016-001281 | 15:06 | 1365 | N DUPONT HWY | 3054 | Motor vehicle accident with no injuries. | 0.3 |
| 12/24/2016 | 30046 | 2016-001282 | 15:28 | 561 | N DUPONT HWY | | Gas leak (natural gas or LPG) | 0.5 |
| 12/24/2016 | 30046 | 2016-001283 | 19:18 | 31 | WELLINGTON AVE | | Good intent call, other | 0.4 |
| 12/25/2016 | 30046 | 2016-001284 | 10:55 | 223 | W LOOCKERMAN ST | | Smoke detector activation, no fire - unintentional | 0.3 |
| 12/25/2016 | 30046 | 2016-001285 | 12:03 | 845 | PAUL ST | | Smoke detector activation, no fire - unintentional | 0.3 |
| 12/26/2016 | 30046 | 2016-001286 | 15:19 | 29 | MCKEE RD | | Good intent call, other | 0.5 |
| 12/27/2016 | 30046 | 2016-001287 | 12:57 | 339 | MIMOSA AVE | | Building fire | 2.5 |
| 12/27/2016 | 30046 | 2016-001288 | 16:30 | 400 | N DUPONT HWY | | Cooking fire, confined to container | 0.2 |
| 12/28/2016 | 30046 | 2016-001289 | 15:15 | 130 | GATEWAY SOUTH BLVD | | Dispatched & canceled en route | 0.2 |
| 12/28/2016 | 30046 | 2016-001290 | 15:43 | 9 | E LOOCKERMAN ST | | Brush or brush-and-grass mixture fire | 0.3 |
| 12/29/2016 | 30046 | 2016-001291 | 07:18 | 213 | N NEW ST | | Hazardous condition, other | 0.5 |
| 12/29/2016 | 30046 | 2016-001292 | 10:46 | 402 | COWGILL ST | | Smoke detector activation, no fire - unintentional | 0.3 |
| 12/29/2016 | 30046 | 2016-001293 | 19:23 | 500 | PERSIMMON TREE LA | 323 | Cooking fire, confined to container | 0.5 |
| 12/29/2016 | 30046 | 2016-001294 | 20:21 | 1700 | N DUPONT HWY BLDG A | BLDG | Good intent call, other | 0.5 |
| 12/31/2016 | 30046 | 2016-001295 | 15:32 | 1032 | S DUPONT HWY | | Rescue, EMS incident, other | 0.9 |
| 12/31/2016 | 30046 | 2016-001296 | 15:52 | 348 | MIMOSA AVE | | | 0.3 |

Total Number of Incidents: 98

Total Length of Incidents: 52.9 Hours

# Robbins Hose Company # 1, Inc.
## Profit & Loss Detail
### December 2016

| | Type | Date | Num | Name |
|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | |
| **Expense** | | | | |
| **Apparatus Repairs & Maintenance** | | | | |
| | Check | 12/19/2016 | 1700 | Atlantic Emergency Solutions |
| | Check | 12/19/2016 | 1701 | Dover Automotive |
| | Check | 12/31/2016 | 1704 | Atlantic Emergency Solutions |
| Total Apparatus Repairs & Maintenance | | | | |
| **Electricity** | | | | |
| | Check | 12/10/2016 | 1696 | City of Dover Utility |
| | Check | 12/10/2016 | 1697 | City of Dover Utility |
| Total Electricity | | | | |
| **Heating Expenses- Gas** | | | | |
| | Check | 12/04/2016 | 1693 | Chesapeake Utilities |
| | Check | 12/10/2016 | 1695 | Chesapeake Utilities |
| Total Heating Expenses- Gas | | | | |
| **Other Equipment Repairs** | | | | |
| | Check | 12/31/2016 | 1705 | Carlisle's Marine |
| Total Other Equipment Repairs | | | | |
| **Radio Repairs** | | | | |
| | Check | 12/10/2016 | 1698 | Delaware Division of Communications |
| | Check | 12/31/2016 | 1706 | Magnum |
| Total Radio Repairs | | | | |
| **Safety & Security Material** | | | | |
| | Check | 12/23/2016 | 1703 | Awards, Trophies & More |
| Total Safety & Security Material | | | | |
| **Training & Travel Expenses** | | | | |
| | Deposit | 12/16/2016 | | |
| | Check | 12/19/2016 | 1702 | Delaware State Fire School |
| | Check | 12/19/2016 | 1702 | Delaware State Fire School |
| Total Training & Travel Expenses | | | | |
| **Uniforms** | | | | |
| | Check | 12/10/2016 | 1699 | Dover Army-Navy Store |
| Total Uniforms | | | | |
| **Water/Sewer** | | | | |
| | Check | 12/04/2016 | 1694 | Sharp Water Culligan |
| | Check | 12/10/2016 | 1696 | City of Dover Utility |
| | Check | 12/10/2016 | 1696 | City of Dover Utility |
| | Check | 12/10/2016 | 1697 | City of Dover Utility |
| Total Water/Sewer | | | | |

# Robbins Hose Company # 1, Inc.
## Profit & Loss Detail
### December 2016

| Type | Date | Num | Name |
|---|---|---|---|
| Total Expense | | | |
| Net Ordinary Income | | | |
| **Net Income** | | | |

# Robbins Hose Company # 1, Inc.
## Profit & Loss Detail
### December 2016

| | Memo | Clr | Split |
|---|---|---|---|
| **Ordinary Income/Expense** | | | |
| **Expense** | | | |
| **Apparatus Repairs & Maintenance** | | | |
| | Invoice # 1839DEL- whelen lights for E-3 | | City Fund Account |
| | Invoice # 839432- tire valve | | City Fund Account |
| | Invoice # 11759DEL- R-1 light tower | | City Fund Account |
| Total Apparatus Repairs & Maintenance | | | |
| **Electricity** | | | |
| | Acct # 44343-32052 | | City Fund Account |
| | Acct # 44255-31966 | | City Fund Account |
| Total Electricity | | | |
| **Heating Expenses- Gas** | | | |
| | Sta 2 from 10/26 to 11/23 | | City Fund Account |
| | Sta 1 from 11/02 to 12/02 | | City Fund Account |
| Total Heating Expenses- Gas | | | |
| **Other Equipment Repairs** | | | |
| | Ourstanding Invice # 31417 | | City Fund Account |
| Total Other Equipment Repairs | | | |
| **Radio Repairs** | | | |
| | Ladder 1 portable repaired | | City Fund Account |
| | Ladder 1 radio keying up | | City Fund Account |
| Total Radio Repairs | | | |
| **Safety & Security Material** | | | |
| | 10- Locker Name Tags | | City Fund Account |
| Total Safety & Security Material | | | |
| **Training & Travel Expenses** | | | |
| | Reimbursemnt from Justin Bowles | | City Fund Account |
| | Invoice # 17-1545- Hazmat Response skills | | City Fund Account |
| | Invoice # 17-1546- Rope Rescue contract cost | | City Fund Account |
| Total Training & Travel Expenses | | | |
| **Uniforms** | | | |
| | Officer Alterations | | City Fund Account |
| Total Uniforms | | | |
| **Water/Sewer** | | | |
| | DI Tank Exchange | | City Fund Account |
| | Acct # 44345-32054 | | City Fund Account |
| | Acct # 44341-32050 | | City Fund Account |
| | Acct # 44253-31964 | | City Fund Account |
| Total Water/Sewer | | | |

# Robbins Hose Company # 1, Inc.
## Profit & Loss Detail
### December 2016

| | Memo | Clr | Split |
|---|---|---|---|
| Total Expense | | | |
| Net Ordinary Income | | | |
| **Net Income** | | | |

# Robbins Hose Company # 1, Inc.
## Profit & Loss Detail
### December 2016

| | Amount | Balance |
|---|---|---|
| **Ordinary Income/Expense** | | |
| **Expense** | | |
| **Apparatus Repairs & Maintenance** | | |
| | 951.71 | 951.71 |
| | 46.79 | 998.50 |
| | 1,235.76 | 2,234.26 |
| Total Apparatus Repairs & Maintenance | 2,234.26 | 2,234.26 |
| **Electricity** | | |
| | 2,332.25 | 2,332.25 |
| | 496.77 | 2,829.02 |
| Total Electricity | 2,829.02 | 2,829.02 |
| **Heating Expenses- Gas** | | |
| | 219.61 | 219.61 |
| | 662.95 | 882.56 |
| Total Heating Expenses- Gas | 882.56 | 882.56 |
| **Other Equipment Repairs** | | |
| | 6.25 | 6.25 |
| Total Other Equipment Repairs | 6.25 | 6.25 |
| **Radio Repairs** | | |
| | 423.00 | 423.00 |
| | 142.50 | 565.50 |
| Total Radio Repairs | 565.50 | 565.50 |
| **Safety & Security Material** | | |
| | 80.00 | 80.00 |
| Total Safety & Security Material | 80.00 | 80.00 |
| **Training & Travel Expenses** | | |
| | -100.00 | -100.00 |
| | 730.00 | 630.00 |
| | 100.00 | 730.00 |
| Total Training & Travel Expenses | 730.00 | 730.00 |
| **Uniforms** | | |
| | 183.00 | 183.00 |
| Total Uniforms | 183.00 | 183.00 |
| **Water/Sewer** | | |
| | 250.00 | 250.00 |
| | 59.50 | 309.50 |
| | 14.49 | 323.99 |
| | 33.47 | 357.46 |
| Total Water/Sewer | 357.46 | 357.46 |

# Robbins Hose Company # 1, Inc.
## Profit & Loss Detail
### December 2016

| | Amount | Balance |
|---|---|---|
| Total Expense | 7,868.05 | 7,868.05 |
| Net Ordinary Income | -7,868.05 | -7,868.05 |
| **Net Income** | **-7,868.05** | **-7,868.05** |

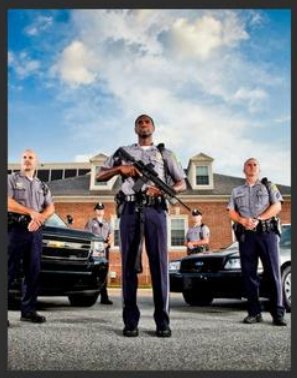
# FY 16-17 City Funded Account Balance Sheet

| ACCOUNT | BUDGET | SPENT | BALANCE |
|---|---|---|---|
| Apparatus Repairs & Maintenance | $ 91,300.00 | $ 61,839.50 | $ 29,460.50 |
| Building Maintenace Supplies | $ 1,500.00 | $ 260.41 | $ 1,239.59 |
| Contractual Services | $ 9,000.00 | | $ 9,000.00 |
| Electricity | $ 45,000.00 | $ 19,200.26 | $ 25,799.74 |
| Gasoline | $ 15,000.00 | $ 3,396.23 | $ 11,603.77 |
| Heating Expenses- Gas | $ 12,000.00 | $ 1,891.53 | $ 10,108.47 |
| Medical Supplies | $ 1,000.00 | | $ 1,000.00 |
| Office Supplies | $ 1,500.00 | $ 119.78 | $ 1,380.22 |
| Other Equipment Repairs | $ 1,500.00 | $ 6.25 | $ 1,493.75 |
| Program Expenses | $ 45,000.00 | $ 34,644.04 | $ 10,355.96 |
| Radio Repairs | $ 2,000.00 | $ 100.45 | $ 1,899.55 |
| Safety & Security | $ 1,500.00 | | $ 1,500.00 |
| Small Tools | $ 3,500.00 | $ 221.26 | $ 3,278.74 |
| Telephone | $ 9,000.00 | $ 3,201.67 | $ 5,798.33 |
| Training & Travel | $ 10,000.00 | $ 3,090.00 | $ 6,910.00 |
| Uniforms & Firefighting Gear | $ 30,000.00 | $ 929.90 | $ 29,070.10 |
| Water/ Sewer | $ 2,500.00 | $ 1,210.73 | $ 1,289.27 |

Balance as of: December 31, 2016








# DOVER POLICE DEPARTMENT

## MONTHLY REPORT

## DECEMBER 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**

*February 13, 2017*

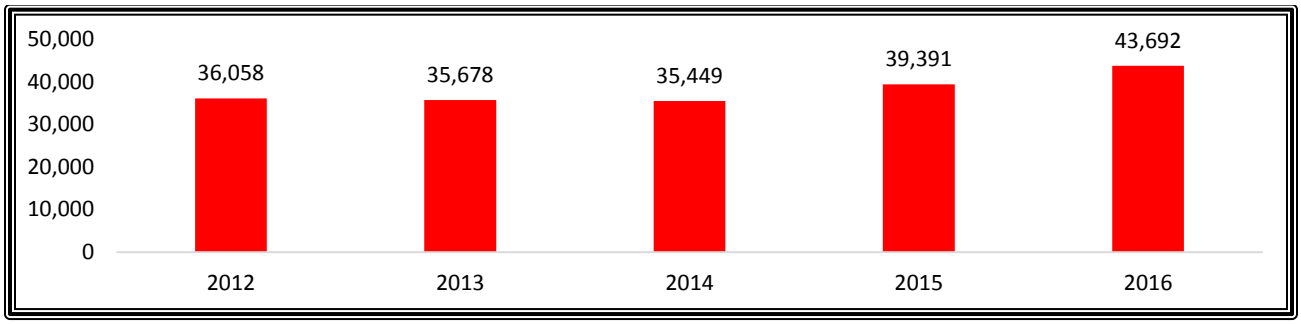
*Honorable Robin Christiansen, Mayor*
*Member of Dover City Council*
*City Hall*
*Dover, DE 19901*

*Mayor Christiansen and Council Members:*

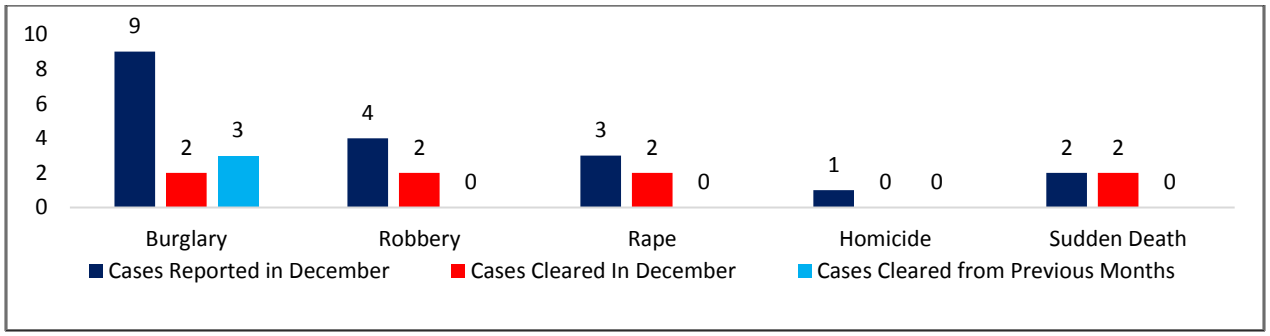
*The following is the monthly report for Dover Police Department activities for the month of December 2017:*

***COMPLAINTS***

*Total complaints received through December 31, 2016, numbered 43,692 this is an increase of 4,301 complaints over the same period last year.*

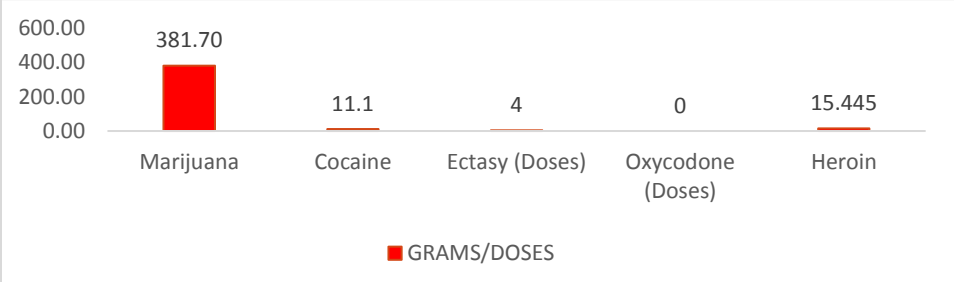



***CRIMINAL INVESTIGATIONS***

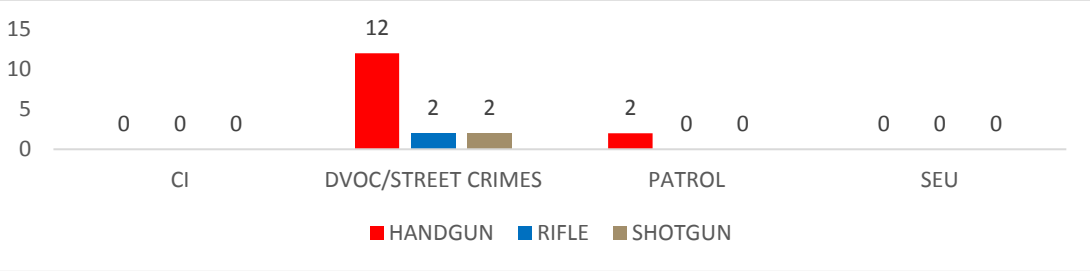


## *DRUGS, VICE, & ORGANIZED CRIME (DVOC) AND STREET CRIMES SECTION SEIZURES*

*Along with the drug seizures below, the units also recovered 14 grams of miscellaneous other drugs and $8,232.00 USD during the month of December.*




## *FIREARM SEIZURES*




## *COMMUNITY POLICING*

| ***COMMUNITY POLICING*** | ***CONTACTS*** |
|---|---|
| *ABANDONED VEHICLES* | *0* |
| *ALCOHOL VIOLATIONS/DUI'S* | *0* |
| *ASSIST OTHER* | *7* |
| *WARRANTS ON FILE* | *0* |
| *CITY PARK VIOLATIONS* | *0* |
| *CRIMINAL ARRESTS* | *0* |
| *DRUG RELATED ARRESTS* | *0* |
| *LOUD MUSIC* | *0* |
| *MISCELLANEOUS VIOLATIONS* | *0* |
| *PARKING VIOLATIONS* | *3* |
| *PEDDLER* | *0* |
| *MEETINGS* | *65* |
| *CRIME PREVENTION CHECK* | *0* |
| *TRAFFIC ARRESTS* | *0* |
| *WARNINGS* | *2* |
| *FUGITIVE* | *0* |
| *DCO* | *0* |
| *PROSTITUTION* | *0* |
| ***TOTAL CONTACTS*** | ***77*** |

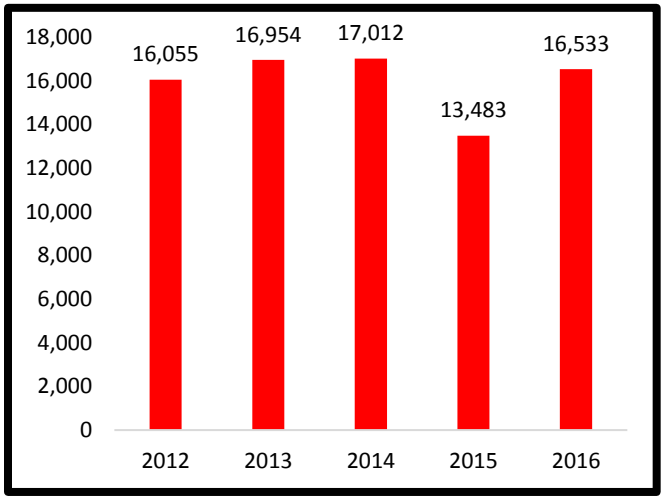
| ***CADETS*** | ***CONTACTS*** |
|---|---|
| *PARKING* | *38* |
| *DCO'S* | *43* |
| *OPEN CONTAINER* | *2* |
| *LOUD NOISE* | *0* |
| *LEWDNESS* | *0* |
| *OTHER* | *1* |
| *BUSINESS CONTACTS* | *133* |
| *LIBRARY CHECKS* | *6* |
| *COMPLAINTS ASSIGNED* | *38* |
| *SPECIAL EVENT* | *4* |
| ***TOTAL CONTACTS*** | ***265*** |

## *STREET CRIMES*

| STREET CRIMS ENFORCEMENT | CONTACTS |
|---|---|
| ABANDONED VEHICLES | 1 |
| ALCOHOL VIOLATIONS/DUI'S | 0 |
| ASSIST OTHER | 5 |
| WARRANTS ON FILE | 0 |
| CITY PARK VIOLATIONS | 0 |
| CRIMINAL ARRESTS | 27 |
| DRUG RELATED ARRESTS | 49 |
| LOUD MUSIC | 0 |
| MISCELLANEOUS VIOLATIONS | 0 |
| PARKING VIOLATIONS | 0 |
| PEDDLER | 0 |
| MEETINGS | 0 |
| CURFEW CHECKS | 120 |
| CRIME PREVENTION CHECKS | 4 |
| TRAFFIC ARRESTS | 15 |
| WARNINGS | 31 |
| FUGITIVES | 6 |
| DCO'S | 2 |
| PROSTITUTION | 0 |
| TOTAL CONTACTS | 260 |

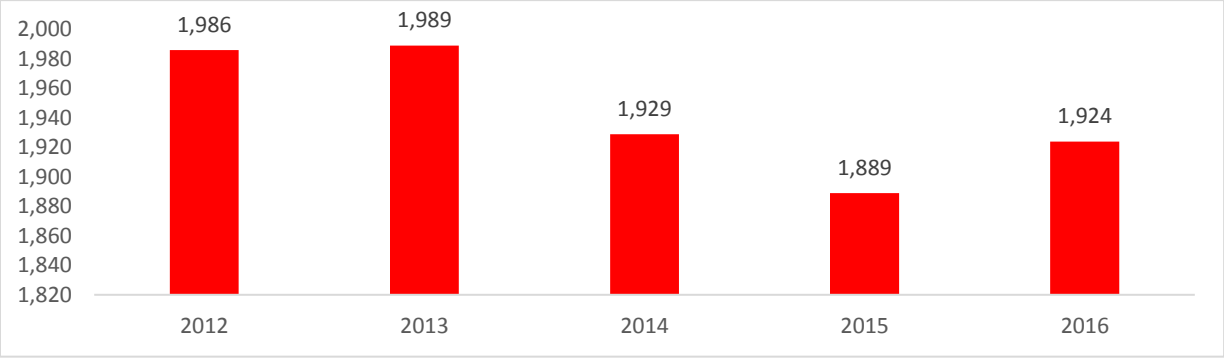
## *TRAFFIC ARRESTS*

*The department issued 16,533 traffic citations through this reporting period; this is an increase of 3,050 citations over the number issued during the same period last year.*



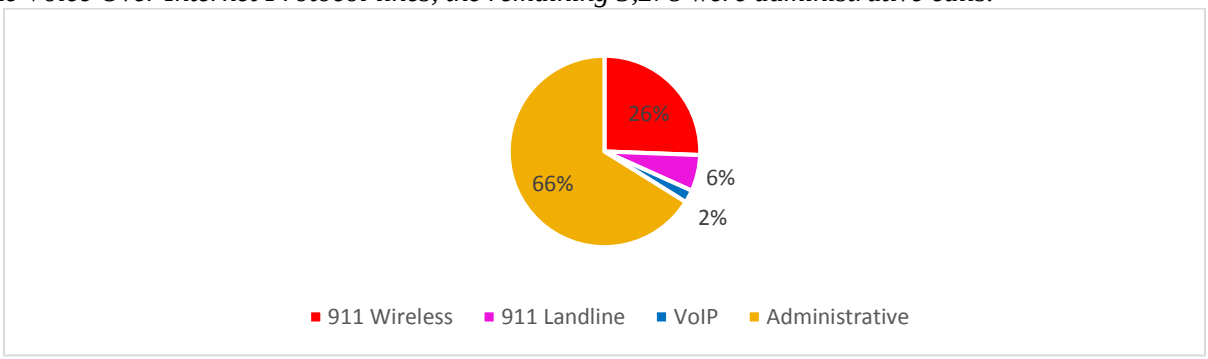
## TRAFFIC CRASHES

*Through December 31, 2016, the Dover Police investigated 1,924 traffic crashes, an increase of 35 crashes investigated during the same period last year.*



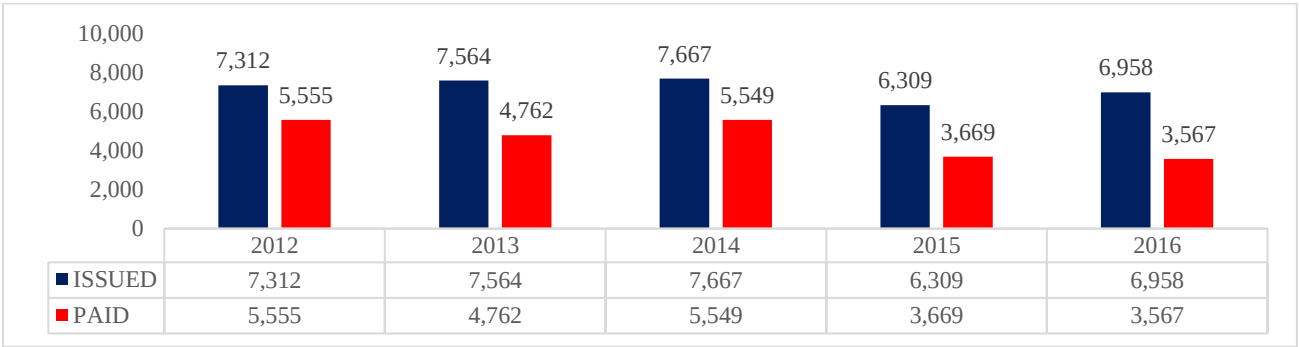

### *911 Center*

*During the month of December, the Dover Police Department handled a total of 7,981 calls averaging 258 calls per day. Dispatchers handled 2,043 on the 911 wireless lines, 489 on the 911 landlines, and 171 on the Voice Over Internet Protocol lines, the remaining 5,278 were administrative calls.*




### *CITY ORDINANCE SUMMONS*

*Through December 31st, we issued 6,958 city ordinance summons, an increase of 649 summonses for the same period last year. Note: Of those summonses issued in December, 39 DCO's were issued for handicapped parking violations and 16 for fire lane parking violations, 209 for false alarms (89 for 1-2 alarms, 63 for 3-5 alarms, 39 for 6-9 alarms, 14 for 10-15 alarms, and 4 for 16 or more alarms) and 7 for noise violations 1 for vehicle violations and 6 for residence violations).*

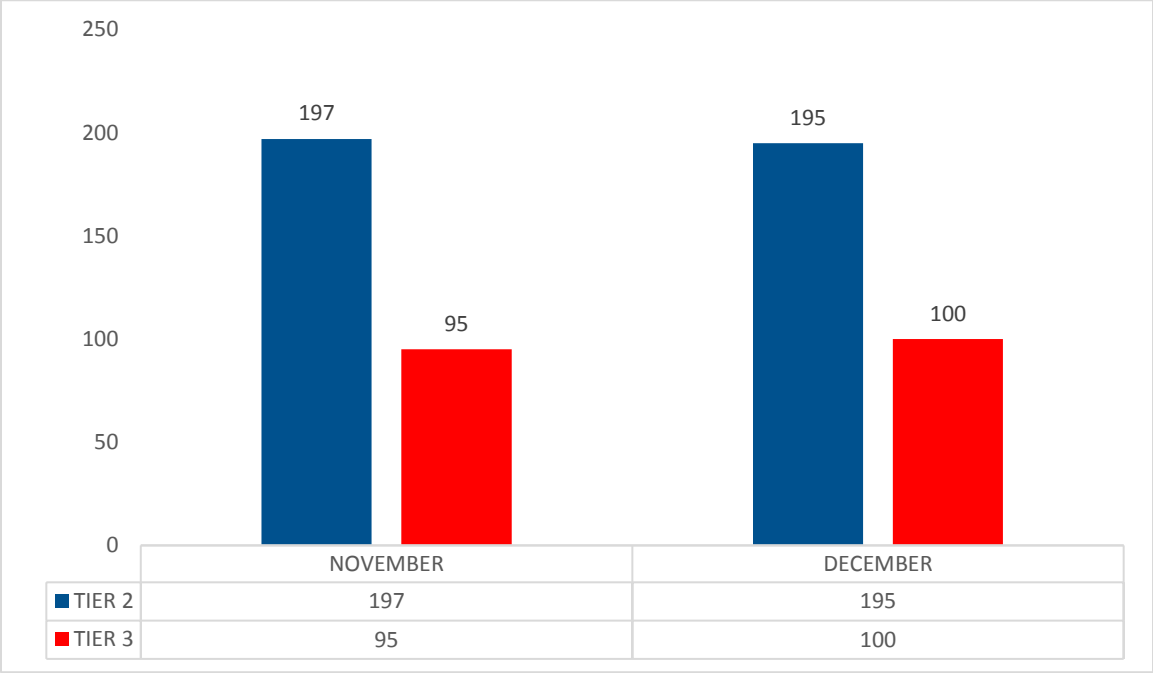



| | 2012 | 2013 | 2014 | 2015 | 2016 |
|---|---|---|---|---|---|
| ISSUED | 7,312 | 7,564 | 7,667 | 6,309 | 6,958 |
| PAID | 5,555 | 4,762 | 5,549 | 3,669 | 3,567 |

## SEX OFFENDER STATISTICS/DECEMBER

| | VERIFICATIONS | NOTIFICATIONS | MONTHLY REVERIFICATIONS | NON COMPLIANT WARRANTS |
|---|---|---|---|---|
| TIER 1 | 0 | 0 | 0 | 0 |
| TIER 2 | 14 | 1,302 | 28 | 0 |
| TIER 3 | 09 | 1,187 | 36 | 2 |

***ACTIVE SEX OFFENDERS THAT RESIDE IN THE CITY OF DOVER*** *(please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).*




(Please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).

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

*Respectfully Submitted,*

Paul M. Bernat

*Paul M. Bernat*
*Chief of Police*

**City of Dover**
**Capital Investment Plan**
**Project Tracking Report**
**Quarterly Report as of December 31, 2016**

**Points to Remember -**

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

| Current Year Budget Funding Sources | General | Community Transportation | Water & Wastewater | Electric | Total CIP |
|---|---|---|---|---|---|
| Budget Balance | $ 1,425,000 | $ 5,500 | $ 3,437,200 | $ 2,707,400 | $ 7,575,100 |
| General Billings for Reimbursement of Expense | 105,000 | - | - | 900,000 | 1,005,000 |
| Debt Financing | - | - | 3,284,000 | - | 3,284,000 |
| State Community Transportation Funds | - | 500,000 | - | - | 500,000 |
| Transfer from WW Impact Fee Reserve | - | - | 402,000 | - | 402,000 |
| Transfer from General Fund | 1,859,400 | - | - | - | 1,859,400 |
| Transfer from Operating Funds | - | - | 2,000,000 | 2,731,200 | 4,731,200 |
| Transfer from Parkland Reserve | 80,000 | - | - | - | 80,000 |
| Grant Receipt | - | - | - | 5,000 | 5,000 |
| Interest Income | 5,000 | - | 20,000 | 40,000 | 65,000 |
| Total Funding Sources (Unaudited) | $ 3,474,400 | $ 505,500 | $ 9,143,200 | $ 6,383,600 | $ 19,506,700 |

**City of Dover**
**General Fund - Major CIP Projects**
**Quarterly Report as of December 31, 2016**

| | | | | TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS | | | | | CURRENT FISCAL YEAR | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Project Code | Type | Description | Original Project Budget | Latest Project Budget | Project To Date Expenses | Project Budget Balance | % Budget Spent | Original Fiscal Year Budget | Revised Fiscal Year Budget | Fiscal YTD Expenses | Budget Balance | % Budget Spent | Status | Comments |
| 1 | | | **FY 2015** | | | | | | | | | | | | |
| 2 | PR1402 | M | Schutte Park Land Improvements | $ 100,000 | $ 190,000 | $ 49,700 | $ 140,300 | 26.2% | $ 100,000 | $ 100,000 | $ - | $ 100,000 | 0.0% | | |
| 3 | ST1504 | | Old PW2 Site Improvements | 535,000 | 603,500 | 573,543 | 29,957 | 95.0% | - | 106,700 | 76,695 | 30,005 | 71.9% | In Process | Design work ongoing 85% level |
| 4 | | | **Totals - FY 2015** | $ 635,000 | $ 793,500 | $ 623,243 | $ 170,257 | 78.5% | $ 100,000 | $ 206,700 | $ 76,695 | $ 130,005 | 37.1% | | |
| 5 | | | | | | | | | | | | | | | |
| 6 | | | **FY 2016** | | | | | | | | | | | | |
| 7 | ST1601 | | FY16 Street and Alley Program | $ 1,000,000 | $ 859,400 | $ 717,708 | $ 141,692 | 83.5% | $ - | $ 401,700 | $ 260,043 | $ 141,657 | 64.7% | Complete | Final invoices to be paid |
| 8 | ST1603 | | Valve Replacement - Silver Lake Dam | 60,000 | 97,600 | 97,513 | 87 | 0.0% | - | 93,900 | 93,862 | 38 | 100.0% | Complete | |
| 9 | ST1604 | | Salt Storage Barn (originally proj ST1301) | 50,000 | 135,000 | 12,562 | 122,438 | 9.3% | - | 122,400 | - | 122,400 | 0.0% | In Process | Project awarded, to begin in Spring |
| 10 | CT1669 | | Persimmon Park Place Drainage Study | 24,600 | 24,600 | 23,661 | 940 | 96.2% | - | 10,900 | 9,916 | 985 | 91.0% | In Process | 99% complete with project |
| 11 | | | **Totals - FY 2016** | $ 1,134,600 | $ 1,116,600 | $ 851,444 | $ 265,156 | 76.3% | $ - | $ 628,900 | $ 363,820 | $ 265,080 | 57.9% | | |
| 12 | | | | | | | | | | | | | | | |
| 13 | | | **FY 2017** | | | | | | | | | | | | |
| 14 | --- | | Vehicles & Equipment | $ 695,200 | $ 854,600 | $ 369,404 | $ 485,196 | 43.2% | $ 695,200 | $ 854,600 | $ 369,404 | $ 485,196 | 43.2% | In Process | |
| 15 | --- | | Library Wall | - | 15,000 | - | 15,000 | 0.0% | - | 15,000 | - | 15,000 | 0.0% | | |
| 16 | CM1701 | | 401 & 415 Water Street Properties | - | 485,000 | 411,362 | 73,638 | 84.8% | - | 485,000 | 411,362 | 73,638 | 84.8% | In Process | |
| 17 | FR1700 | R | Annual Contribution for Ladder 1 | 145,700 | 145,700 | 145,614 | 86 | 99.9% | 145,700 | 145,700 | 145,614 | 86 | 99.9% | Complete | |
| 18 | PR1701 | | Dover Park - Master Plan | 50,000 | 50,000 | - | 50,000 | 0.0% | 50,000 | 50,000 | - | 50,000 | 0.0% | | |
| 19 | PR1704 | | Small Park Improvements | 15,000 | 15,000 | - | 15,000 | 0.0% | 15,000 | 15,000 | - | 15,000 | 0.0% | | |
| 20 | PD1701 | | Video Storage Array | 12,500 | 12,500 | - | 12,500 | 0.0% | 12,500 | 12,500 | - | 12,500 | 0.0% | | |
| 21 | ST1701 | R | FY17 Street and Alley Program | 900,000 | 812,000 | - | 812,000 | 0.0% | 900,000 | 812,000 | - | 812,000 | 0.0% | In Process | Proj awarded, awaiting paperwork |
| 22 | ST1702 | | Misc Emerg Street/Stormwater Repairs | - | 123,000 | 51,172 | 71,828 | 41.6% | - | 123,000 | 51,172 | 71,828 | 41.6% | In Process | Project open and ongoing |
| 23 | ST1703 | | Silver Lake Dam Improvements | 126,000 | 126,000 | - | 126,000 | 0.0% | 126,000 | 126,000 | - | 126,000 | 0.0% | In Process | Design to begin by 11/15 |
| 24 | | | **Totals - FY 2017** | $ 1,944,400 | $ 2,638,800 | $ 977,552 | $ 1,661,248 | 37.0% | $ 1,944,400 | $ 2,638,800 | $ 977,552 | $ 1,661,248 | 37.0% | | |
| 25 | | | | | | | | | | | | | | | |
| 26 | | | **Grand Totals** | $ 3,714,000 | $ 4,548,900 | $ 2,452,239 | $ 2,096,662 | 53.9% | $ 2,044,400 | $ 3,474,400 | $ 1,418,067 | $ 2,056,333 | 40.8% | | |

Legend

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

**City of Dover**
**Community Transportation - Major CIP Projects**
**Quarterly Report as of December 31, 2016**

| | | | | TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS | | | | | CURRENT FISCAL YEAR | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Project Code | Type | Description | Original Project Budget | Latest Project Budget | Project To Date Expenses | Project Budget Balance | % Budget Spent | Original Fiscal Year Budget | Revised Fiscal Year Budget | Fiscal YTD Expenses | Budget Balance | % Budget Spent | Status | Comments |
| 1 | | | **FY 2014 & Prior** | | | | | | | | | | | | |
| 2 | ST0232 | | Pat Lynn Drive/D.H.S. Storm Drain Pipe | $ 155,200 | $ 190,300 | $ 184,778 | $ 5,522 | 97.1% | $ - | $ 5,500 | $ - | $ 5,500 | 0.0% | | |
| 3 | TE0601 | | Lincoln Park Center | 900,000 | 602,400 | 523,277 | 79,123 | 86.9% | 79,100 | 79,100 | - | 79,100 | 0.0% | | |
| 4 | | | **Totals - FY 2014 & Prior** | $ 1,055,200 | $ 792,700 | $ 708,055 | $ 84,645 | 89.3% | $ 79,100 | $ 84,600 | $ - | $ 84,600 | 0.0% | | |
| 5 | | | | | | | | | | | | | | | |
| 6 | | | **FY 2016** | | | | | | | | | | | | |
| 7 | CT1627 | | FY16 Paving Projects - Boggs Drive | $ 247,400 | $ 247,400 | $ 139,762 | $ 107,638 | 56.5% | $ 107,600 | $ 107,600 | $ - | $ 107,600 | 0.0% | In Process | Scheduled to begin in Spring |
| 8 | CT1681 | | Pedestrian Enhancement-Mallard Pond Pathway | 50,000 | 100,000 | 71,093 | 28,907 | 71.1% | 50,000 | 100,000 | 71,093 | 28,907 | 71.1% | In Process | Lighting being installed in coming weeks |
| 9 | | | **Totals - FY 2016** | $ 297,400 | $ 347,400 | $ 210,855 | $ 136,545 | 60.7% | $ 157,600 | $ 207,600 | $ 71,093 | $ 136,507 | 34.2% | | |
| 10 | | | | | | | | | | | | | | | |
| 11 | | | **FY 2017** | | | | | | | | | | | | |
| 12 | CT1714 | | Paving Project - Paper Alley | $ 15,000 | $ 15,000 | $ - | $ 15,000 | 0.0% | $ 15,000 | $ 15,000 | $ - | $ 15,000 | 0.0% | In Process | Scheduled to begin in Spring |
| 13 | CT1731 | | E Water Street Brick | 85,000 | 85,000 | 1,000 | 84,000 | 1.2% | 85,000 | 85,000 | 1,000 | 84,000 | 1.2% | Complete | Awaiting final invoice |
| 14 | CTxxxx | | Unapplied CT Projects (placeholder) | 500,000 | 242,400 | - | 242,400 | 0.0% | 163,300 | 113,300 | - | 113,300 | 0.0% | | |
| 15 | | | **Totals - FY 2017** | $ 600,000 | $ 342,400 | $ 1,000 | $ 341,400 | 0.3% | $ 263,300 | $ 213,300 | $ 1,000 | $ 212,300 | 0.5% | | |
| 16 | | | | | | | | | | | | | | | |
| 17 | | | **Grand Totals** | $ 1,952,600 | $ 1,482,500 | $ 919,910 | $ 562,590 | 62.1% | $ 500,000 | $ 505,500 | $ 72,093 | $ 433,407 | 14.3% | | |

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
C = Project funded by combination of CT Funds and General Fund
B/L = To be financed through bonds or commercial loan.

**City of Dover**
**Electric Improvement & Extension Fund - Major CIP Projects**
**Quarterly Report as of December 31, 2016**

| | | | | TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS | | | | | CURRENT FISCAL YEAR | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Project Code | Type | Description | Original Project Budget | Latest Project Budget | Project To Date Expenses | Project Budget Balance | % Budget Spent | Current Fiscal Year Budget | Revised Fiscal Year Budget | Fiscal YTD Expenses | Budget Balance | % Budget Spent | Status | Comments |
| 1 | | | **FY 2014** | | | | | | | | | | | | |
| 2 | EG1407 | | Metering System Upgrades | $ 150,000 | $ 90,000 | $ 79,636 | $ 10,364 | 88.5% | $ - | $ 90,000 | $ 79,636 | $ 10,364 | 88.5% | In Process | Complete, working punch list with contractor |
| 3 | EE1415 | R | Metering Infrastructure | 150,000 | 150,000 | - | 150,000 | 0.0% | - | 150,000 | - | 150,000 | 0.0% | In Process | |
| 4 | EG1416 | M | VanSant Capacity Increase | 1,500,000 | 774,100 | 761,487 | 12,613 | 98.4% | - | 45,000 | 32,339 | 12,661 | 71.9% | Complete | |
| 5 | | | **Totals - FY 2014** | $ 1,800,000 | $ 1,014,100 | $ 841,123 | $ 172,977 | 82.9% | $ - | $ 285,000 | $ 111,975 | $ 173,025 | 39.3% | | |
| 6 | | | | | | | | | | | | | | | |
| 7 | | | **FY 2015** | | | | | | | | | | | | |
| 8 | EE1500 | | 69 kV Rebuild - Horsepond Road | $ 330,500 | $ 330,500 | $ 142,712 | $ 187,788 | 43.2% | $ - | $ 250,600 | $ 62,802 | $ 187,798 | 25.1% | In Process | 40% complete; weather hold |
| 9 | EE1513 | M | Town Point Distribution Feeders | 1,650,000 | 1,650,000 | 725,857 | 924,143 | 44.0% | 350,000 | 350,000 | 214,379 | 135,621 | 61.3% | In Process | Phase 2 about 80% complete |
| 10 | | | **Totals - FY 2015** | $ 1,980,500 | $ 1,980,500 | $ 868,569 | $ 1,111,931 | 43.9% | $ 350,000 | $ 600,600 | $ 277,181 | $ 323,419 | 46.2% | | |
| 11 | | | | | | | | | | | | | | | |
| 12 | | | **FY 2016** | | | | | | | | | | | | |
| 13 | EG1612 | | Van Sant Exhaust Plenum Replacement | $ 469,000 | $ 469,000 | $ 429,958 | $ 39,042 | 91.7% | $ - | $ 46,300 | $ 7,299 | $ 39,001 | 15.8% | In Process | Contractor to begin work Spring 2017. Outage begins March 3, 2017 |
| 14 | EG1613 | | McKee Unit 3 Stack Repairs | 485,000 | 342,600 | 304,469 | 38,131 | 88.9% | - | 340,000 | 301,845 | 38,155 | 88.8% | Complete | Awaiting final report from Contractor |
| 15 | EE1605 | | 69 kV Cable Replacement - North Street | 565,700 | 565,700 | - | 565,700 | 0.0% | - | 135,000 | - | 135,000 | 0.0% | In Process | Eng work underway |
| 16 | EE1607 | | Horsepond URD - Distribution Feeders | 67,000 | 67,000 | 49,450 | 17,550 | 73.8% | - | 62,500 | - | 62,500 | 0.0% | Complete | Additional funds were not needed |
| 17 | EE1617 | | Oak Grove Trailer Park - Dist Upgrade | 77,400 | 77,400 | 889 | 76,511 | 1.1% | - | 77,400 | 889 | 76,511 | 1.1% | In Process | On hold; other projects |
| 18 | EE1627 | | Dover East Estates - Dist Upgrade | 125,500 | 125,500 | - | 125,500 | 0.0% | - | 125,500 | - | 125,500 | 0.0% | In Process | On hold; other projects |
| 19 | EE1631 | | North Street OH to UG | 170,000 | 170,000 | - | 170,000 | 0.0% | - | 170,000 | - | 170,000 | 0.0% | In Process | Eng work underway |
| 20 | | | **Totals - FY 2016** | $ 1,959,600 | $ 1,817,200 | $ 784,766 | $ 1,032,434 | 43.2% | $ - | $ 956,700 | $ 310,033 | $ 646,667 | 32.4% | | |
| 21 | | | | | | | | | | | | | | | |
| 22 | | | **FY 2017** | | | | | | | | | | | | |
| 23 | --- | R | Vehicles & Equipment | $ 165,800 | $ 188,800 | $ 20,703 | $ 168,097 | 11.0% | $ 165,800 | $ 188,800 | $ 20,703 | $ 168,097 | 11.0% | In Process | Waiting on contract specifications |
| 24 | --- | | Economic Development Program | - | 50,000 | - | 50,000 | 0.0% | - | 50,000 | - | 50,000 | 0.0% | | |
| 25 | --- | | Replace Weyandt Hall Door | - | 10,000 | - | 10,000 | 0.0% | - | 10,000 | - | 10,000 | 0.0% | | |
| 26 | --- | | Compressor Replacement | - | 13,000 | - | 13,000 | 0.0% | - | 13,000 | - | 13,000 | 0.0% | | |
| 27 | --- | R | New Developments | 1,500,000 | 1,500,000 | 620,445 | 879,555 | 41.4% | 1,500,000 | 1,500,000 | 353,251 | 1,146,749 | 23.6% | In Process | |
| 28 | EE1700 | | SCADA Master Hardware Replacement | 150,000 | 150,000 | 35,631 | 114,369 | 23.8% | 150,000 | 150,000 | 35,631 | 114,369 | 23.8% | In Process | Coordinating delivery |
| 29 | EE1707 | | LED Lighting Upgrades | 17,500 | 17,500 | - | 17,500 | 0.0% | 17,500 | 17,500 | - | 17,500 | 0.0% | In Process | |
| 30 | EE1708 | R | Ampacity Standardization | 25,000 | 25,000 | - | 25,000 | 0.0% | 25,000 | 25,000 | - | 25,000 | 0.0% | In Process | |
| 31 | EE1709 | | Substation Relay Upgrade | 125,000 | 125,000 | 4,882 | 120,118 | 3.9% | 125,000 | 125,000 | 4,882 | 120,118 | 3.9% | In Process | |
| 32 | EE1710 | | Meeting House Branch Pole Relocation | 450,000 | 450,000 | - | 450,000 | 0.0% | 450,000 | 450,000 | - | 450,000 | 0.0% | On Hold | |
| 33 | EE1711 | R | Transmission Line Maintenance Program | 75,000 | 75,000 | - | 75,000 | 0.0% | 75,000 | 75,000 | - | 75,000 | 0.0% | In Process | |
| 34 | EE1712 | R | Lighting Project | 50,000 | 50,000 | - | 50,000 | 0.0% | 50,000 | 50,000 | - | 50,000 | 0.0% | In Process | |
| 35 | EE1713 | R | Fault Indicators | 10,000 | 10,000 | 9,935 | 65 | 99.4% | 10,000 | 10,000 | 9,935 | 65 | 99.4% | Complete | |
| 36 | EE1714 | | UPS System Replacement | 25,000 | 25,000 | - | 25,000 | 0.0% | 25,000 | 25,000 | - | 25,000 | 0.0% | In Process | Bid awarded; coordinating install |
| 37 | EE1715 | R | Distribution Capacitors and Controls | 50,000 | 50,000 | 2,082 | 47,918 | 4.2% | 50,000 | 50,000 | 2,082 | 47,918 | 4.2% | In Process | |
| 38 | EG1701 | | Van Sant Unit 11 Major Inspection | 400,000 | 400,000 | 5,840 | 394,160 | 1.5% | 400,000 | 400,000 | 5,840 | 394,160 | 1.5% | In Process | Awaiting quote from GE. Establish list of parts needed and bid out to other vendors. |
| 39 | EG1702 | R | McKee Run Unit 3 Boiler Systems | 382,000 | 382,000 | - | 382,000 | 0.0% | 382,000 | 382,000 | | 382,000 | 0.0% | In Process | |
| 40 | EG1703 | R | McKee Run Bldg Equipment Replacement | 59,000 | 59,000 | - | 59,000 | 0.0% | 59,000 | 59,000 | - | 59,000 | 0.0% | In Process | Purchase in Feb, install in March |
| 41 | EG1704 | | McKee Run Hydrogen Purity Analyzer | 96,000 | 96,000 | - | 96,000 | 0.0% | 96,000 | 96,000 | - | 96,000 | 0.0% | In Process | Received quotes; researching suppliers for new equipment |
| 42 | EG1707 | R | McKee Run Auxiliary System Components | 128,000 | 128,000 | 30,937 | 97,063 | 24.2% | 128,000 | 128,000 | 30,937 | 97,063 | 24.2% | In Process | |
| 43 | EG1709 | | Unit 3 Cooling Water Line Repairs | 469,000 | 469,000 | 10,867 | 458,133 | 2.3% | 469,000 | 469,000 | 10,867 | 458,133 | 2.3% | In Process | Inspection complete. Work done in Fall 2017 |
| 44 | EG1710 | R | Plant Syst Safety & Compl Improvements | 112,000 | 112,000 | 3,177 | 108,823 | 2.8% | 112,000 | 112,000 | 3,177 | 108,823 | 2.8% | In Process | Fencing to be replaced in Spring 2017 |
| 45 | EG1711 | R | Preservation of Structures | 131,000 | 131,000 | - | 131,000 | 0.0% | 131,000 | 131,000 | - | 131,000 | 0.0% | In Process | |
| 46 | EG1712 | | Remote Start Capability at VanSant | - | 25,000 | - | 25,000 | 0.0% | - | 25,000 | - | 25,000 | 0.0% | | |
| 47 | | | | | | | | | | | | | | | |
| 48 | | | | | | | | | | | | | | | |
| 49 | | | **Totals - FY 2017** | $ 4,420,300 | $ 4,541,300 | $ 744,498 | $ 3,796,802 | 16.4% | $ 4,420,300 | $ 4,541,300 | $ 477,304 | $ 4,063,996 | 10.5% | | |
| 50 | | | | | | | | | | | | | | | |
| 51 | | | **Grand Totals** | $ 10,160,400 | $ 9,353,100 | $ 3,238,956 | $ 6,114,144 | 34.6% | $ 4,770,300 | $ 6,383,600 | $ 1,176,493 | $ 5,207,107 | 18.4% | | |

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
B = Bonded Project
S = State fully or partially reimbursed project
T = Transfer from blanket New Development original budget
G = Grant funded project

**City of Dover**
**Water/Wastewater Improvement & Extension Fund - Major CIP Projects**
**Quarterly Report as of December 31, 2016**

| | | | | TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS | | | | | CURRENT FISCAL YEAR | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Project Code | Type | Description | Original Project Budget | Latest Project Budget | Project To Date Expenses | Project Budget Balance | % Budget Spent | Original Fiscal Year Budget | Revised Fiscal Year Budget | Fiscal YTD Expenses | Budget Balance | % Budget Spent | Status | Comments |
| 1 | | | **FY 2008** | | | | | | | | | | | | |
| 2 | WD0804 | M | 1.0 MG Elevated Water Storage | $ 4,196,600 | $ 2,556,000 | $ 87,827 | $ 2,468,173 | 3.4% | $ - | $ 2,468,200 | $ - | $ 2,468,200 | 0.0% | In Process | Awaiting approval of proposed Memorandum of Understanding from owner |
| 3 | | | **Totals - FY 2008** | $ 4,196,600 | $ 2,556,000 | $ 87,827 | $ 2,468,173 | 3.4% | $ - | $ 2,468,200 | $ - | $ 2,468,200 | 0.0% | | |
| 4 | | | | | | | | | | | | | | | |
| 5 | | | **FY 2013** | | | | | | | | | | | | |
| 6 | WW1303 | | Westover PS | $ 768,800 | $ 1,403,900 | $ 859,327 | $ 544,573 | 61.2% | $ - | $ 593,000 | $ 48,437 | $ 544,563 | 8.2% | In Process | Construction to restart in April |
| 7 | | | **Totals - FY 2014** | $ 768,800 | $ 1,403,900 | $ 859,327 | $ 544,573 | 61.2% | $ - | $ 593,000 | $ 48,437 | $ 544,563 | 8.2% | | |
| 8 | | | | | | | | | | | | | | | |
| 9 | | | **FY 2015** | | | | | | | | | | | | |
| 10 | WW1503 | | Hazlettville Road Interceptor | $ 755,000 | $ 774,100 | $ 659,432 | $ 114,668 | 85.2% | $ - | $ 618,900 | $ 504,221 | $ 114,680 | 81.5% | In Process | Awaiting final punch list items |
| 11 | WW1507 | | Retreat Pump Station Replacement | 412,500 | 483,900 | 343,231 | 140,669 | 70.9% | - | 447,500 | 306,900 | 140,600 | 68.6% | In Process | 95% complete construction |
| 12 | | | **Totals - FY 2015** | $ 1,167,500 | $ 1,258,000 | $ 1,002,663 | $ 255,337 | 79.7% | $ - | $ 1,066,400 | $ 811,121 | $ 255,280 | 76.1% | | |
| 13 | | | | | | | | | | | | | | | |
| 14 | | | **FY 2016** | | | | | | | | | | | | |
| 15 | WD1609 | M | WTP Process Improvements | $ 1,050,000 | $ 1,375,000 | $ 324,095 | $ 1,050,905 | 23.6% | $ 1,200,000 | $ 1,200,000 | $ 78,043 | $ 1,121,957 | 6.5% | In Process | Design work continuing |
| 16 | WW1603 | | Rolling Acres PS Replacement | 424,000 | 424,000 | 39,173 | 384,827 | 9.2% | 372,000 | 396,100 | 11,279 | 384,821 | 2.8% | In Process | Project awarded 1/23/17, contract pending |
| 17 | WW1605 | | Delaware Avenue Sanitary Sewer Ext | 25,000 | 33,000 | - | 33,000 | 0.0% | - | 33,000 | - | 33,000 | 0.0% | In Process | Project to begin in mid February |
| 18 | | | **Totals - FY 2016** | $ 1,499,000 | $ 1,832,000 | $ 363,268 | $ 1,468,732 | 19.8% | $ 1,572,000 | $ 1,629,100 | $ 89,322 | $ 1,539,778 | 5.5% | | |
| 19 | | | | | | | | | | | | | | | |
| 20 | | | **FY 2017** | | | | | | | | | | | | |
| 21 | --- | R | Vehicles & Equipment | $ 222,600 | $ 268,700 | $ 46,055 | $ 222,645 | 17.1% | $ 222,600 | $ 268,700 | $ 46,055 | $ 222,645 | 17.1% | In Process | |
| 22 | --- | | Economic Development Program | - | 100,000 | - | 100,000 | 0.0% | - | 100,000 | - | 100,000 | 0.0% | | |
| 23 | WD1700/ WW1700 | R | Meter Replacement Project | 400,000 | 400,000 | 59,564 | 340,436 | 14.9% | 400,000 | 400,000 | 59,564 | 340,436 | 14.9% | In Process | Meters have been ordered. Staff replacing large meters as time allows |
| 24 | WD1701 | R | Wellhead Redevelopment | 85,000 | 85,000 | - | 85,000 | 0.0% | 85,000 | 85,000 | - | 85,000 | 0.0% | In Process | Wells currently being evaluated |
| 25 | WD1704 | | New Fence - Well #6 | - | 40,000 | - | 40,000 | 0.0% | - | 40,000 | - | 40,000 | 0.0% | Complete | Awaiting invoice processing |
| 26 | WD1705 | R | Future Well Installation | 100,000 | 100,000 | 14,907 | 85,093 | 14.9% | 100,000 | 100,000 | 14,907 | 85,093 | 14.9% | In Process | Design is underway for new well |
| 27 | WD1706 | R | SCADA Equipment Tech Upgrade | 88,000 | 88,000 | - | 88,000 | 0.0% | 88,000 | 88,000 | - | 88,000 | 0.0% | In Process | Materials scheduled to be ordered soon. |
| 28 | WQ1702 | R | Water Quality Improvements | 720,800 | 330,800 | - | 330,800 | 0.0% | 720,800 | 330,800 | - | 330,800 | 0.0% | In Process | |
| 29 | WQ1701 | | Bradford Street Survey | - | 28,000 | - | 28,000 | 0.0% | - | 28,000 | - | 28,000 | 0.0% | Complete | |
| 30 | WQ1703 | | Misc Emerg Water Repairs | - | 80,000 | 13,193 | 66,807 | 16.5% | - | 80,000 | 13,193 | 66,807 | 16.5% | In Process | Project open and ongoing |
| 31 | WQ1704 | | S New Street Water Main Rplcmnt | - | 247,000 | - | 247,000 | 0.0% | - | 247,000 | - | 247,000 | 0.0% | In Process | Work began in mid December, 25% complete |
| 32 | WW1702 | | Misc Emerg Sanitary Sewer Repairs | 75,000 | 300,000 | 73,719 | 226,281 | 24.6% | 75,000 | 300,000 | 73,719 | 226,281 | 24.6% | In Process | Project open and ongoing |
| 33 | WW1703 | | Lepore Road Sanitary Sewer Upgrade | 50,000 | 50,000 | 16,905 | 33,095 | 33.8% | 50,000 | 50,000 | 16,905 | 33,095 | 33.8% | In Process | Design is underway, awaiting 75% design submittal |
| 34 | WW1704 | | Delaware Tech PS Replacement | 52,000 | 52,000 | - | 52,000 | 0.0% | 52,000 | 52,000 | - | 52,000 | 0.0% | In Process | Design is underway, 50% design complete |
| 35 | WW1705 | | Silver Lake PS Replacement | 52,000 | 52,000 | - | 52,000 | 0.0% | 52,000 | 52,000 | - | 52,000 | 0.0% | In Process | Design is underway, design to follow Del Tech |
| 36 | WW1706 | | Walker Woods PS Replacement | 52,000 | 52,000 | - | 52,000 | 0.0% | 52,000 | 52,000 | - | 52,000 | 0.0% | In Process | Design is underway, 50% design complete |
| 37 | II1700 | R | Inflow/Infiltration Removal | 1,121,000 | 777,500 | - | 777,500 | 0.0% | 1,121,000 | 777,500 | - | 777,500 | 0.0% | In Process | Other projects under review by DelDOT |
| 38 | II1701 | | North Street Gravity Sewer Repair | - | 335,500 | 203,130 | 132,370 | 60.5% | - | 335,500 | 203,130 | 132,370 | 60.5% | In Process | Awaiting final pavement patch |
| 39 | | | **Totals - FY 2017** | $ 3,018,400 | $ 3,386,500 | $ 427,473 | $ 2,959,027 | 12.6% | $ 3,018,400 | $ 3,386,500 | $ 427,473 | $ 2,959,027 | 12.6% | | |
| 40 | | | | | | | | | | | | | | | |
| 41 | | | **Grand Totals** | $ 10,650,300 | $ 10,436,400 | $ 2,740,559 | $ 7,695,841 | 26.3% | $ 4,590,400 | $ 9,143,200 | $ 1,376,353 | $ 7,766,847 | 15.1% | | |

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is budgeted to start over each fiscal year. No carry forward.
SL = State Loan Project - construction phase is financed
I = Impact Fee (partially) financed project
T = Transfer from blanket WQ or I&I original budget

# 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**

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**To:** **City Council**

**From:** **Scott D. Koenig, P.E., ICMA-CM**
**City Manager**

**Date:** **February 9, 2017**

**Subject:** **Change Order Funding – Meeting House Branch Voluntary Cleanup Program**

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The attached spreadsheet is in support of the Change Order Funding for the Meeting House Branch Voluntary Cleanup Program.

sdk/SDK

**CITY OF DOVER**
**DEPARTMENT OF PUBLIC WORKS**
## GENERAL FUND CIP FUNDING (WORKING COPY)

| Project # | Account Number | Project Name | FY 17 Revised Budget | FY 17 Spent to Date | FY 17 Encumbrance | FY 17 Funds Available | FY 17 Additional Funds Required | Proposed Transfer or Contribution | FY 17 Total Project Cost | Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| **MISCELLANEOUS** | | | | | | | | | | |
| n/a | 147-1500-522.40-23 | 3/4 Ton Truck with Dump Body | $ 34,200.00 | $ 34,127.00 | $ - | $ 73.00 | $ - | $ - | $ 34,200.00 | |
| n/a | 147-1500-522.40-23 | 1990 Chevy Chipper Box Dump Truck with Lift Gate | $ 61,400.00 | $ 61,384.00 | $ - | $ 16.00 | $ - | $ - | $ 61,400.00 | |
| n/a | 147-1800-554.40-23 | 1 Ton Truck with Dump | $ 46,000.00 | $ 45,913.00 | $ - | $ 87.00 | $ - | $ - | $ 46,000.00 | |
| n/a | 147-1500-522.40-23 | #569 Kubota Utility Tractor | $ 27,000.00 | $ - | $ 26,954.00 | $ 46.00 | $ - | $ - | $ 27,000.00 | |
| ST0232 | 318-9900-582.40-31 | Pat Lynn Drive / DHS Storm Drain Pipe | $ 5,500.00 | $ - | $ - | $ 5,500.00 | $ - | $ - | $ 5,500.00 | |
| ST1603 | 147-1800-554.40-31 | Silver Lake Dam Valve Replacement | $ 93,900.00 | $ 93,862.00 | $ - | $ 38.00 | $ - | $ - | $ 93,900.00 | Complete |
| CT1669 | 147-1800-554.40-31 | Persimmon Park Place Drainage | $ 10,900.00 | $ 9,915.50 | $ - | $ 984.50 | $ - | $ - | $ 10,900.00 | Design only. |
| ST1702 | 147-1800-554.40-31 | Misc. Emerg. St/Storm Repair | $ 75,000.00 | $ 51,171.63 | $ 23,828.37 | $ - | $ - | $ - | $ 75,000.00 | |
| ST1703 | 147-1800-554.40-31 | Silver Lake Dam Improvements | $ 126,000.00 | $ - | $ 126,000.00 | $ - | $ - | $ - | $ 126,000.00 | |
| **SALT STORAGE BARN** | | | | | | | | | | |
| ST1604 | 147-1800-554.40-31 | Salt Storage Barn | $ 122,400.00 | $ - | $ 122,400.00 | $ - | $ - | $ - | $ 122,400.00 | Budget Adjustment Finished - MS4 Conciliation Order |
| **OLD PW2 SITE IMPROVEMENTS (MEETINGHOUSE BRANCH) AND E. WATER STREET BRICK** | | | | | | | | | | |
| ST1504 | 147-1800-554.40-31 | Old PW2 Site Improvements | $ 106,700.00 | $ 70,868.61 | $ 37,816.72 | $ (1,985.33) | $ 75,000.00 | $ 75,000.00 | $ 181,700.00 | VCP from Compliance ($75k). Per Finance, DPW to complete Budget Amendment. |
| CT0708 | 318-9900-582.40-31 | E Water Street Brick | $ 80,700.00 | $ - | $ 89,520.00 | $ (89,520.00) | $ 89,520.00 | $ 89,600.00 | $ 89,520.00 | Will have to pay from ST monies, then amend existing agreement to FY17 Road |
| ST1601 | 147-1800-554.40-31 | Street and Alley Program | $ 461,700.00 | $ 320,042.91 | $ - | $ 141,657.09 | $ - | $ (141,600.00) | $ 320,100.00 | Finance Transferred $60,000 to Salt Barn |
| n/a | 147-1500-522.40-23 | #558 Dodge Ram | $ 31,200.00 | $ - | $ 27,269.00 | $ 3,931.00 | $ - | $ (3,900.00) | $ 31,200.00 | |
| n/a | 147-2500-552.40-23 | #436 Ford Van | $ 27,700.00 | $ - | $ 24,263.00 | $ 3,437.00 | $ - | $ (3,400.00) | $ 27,700.00 | |
| n/a | 147-2800-572.40-23 | #129 Ford F150 | $ 31,000.00 | $ - | $ 27,391.00 | $ 3,609.00 | $ - | $ (3,600.00) | $ 31,000.00 | |
| n/a | 147-1800-555.40-23 | #441 Peterbilt Automated Trash Truck | $ 261,500.00 | $ 257,966.00 | $ - | $ 3,534.00 | $ - | $ (3,500.00) | $ 261,500.00 | |
| ST1304 | 147-1800-554.40-31 | GOTP | n/a | n/a | n/a | $ 226,900.00 | $ - | $ (8,600.00) | $ 218,300.00 | The ST1304 Budget has not been reconciled to date in HTE, project $249,900 in LD from ADel reduced from BMG bill ($15k remaining as of 1/10/17) and $8,000 CLOMR application fee |
| **NORTH STREET IMPROVEMENT PROJECT** | | | | | | | | | | |
| n/a | tba | North Street Improvement Project | n/a | n/a | n/a | $ - | $ 186,000.00 | $ 186,000.00 | $ 186,000.00 | |
| ST1304 | 147-1800-554.40-31 | GOTP | n/a | n/a | n/a | $ 218,300.00 | $ - | $ (146,000.00) | $ 72,300.00 | The ST1304 Budget has not been reconciled to date in HTE, project $249,900 in LD from ADel reduced from BMG bill ($15k remaining as of 1/10/17) and $8,000 CLOMR application fee |
| CT17xx | tba | Lynn CTF Funds - North Street Project | n/a | n/a | n/a | $ 20,000.00 | $ - | $ (20,000.00) | n/a | |
| CT17xx | tba | Bonini CTF Funds - North Street Project | n/a | n/a | n/a | $ 20,000.00 | $ - | $ (20,000.00) | n/a | |

| Project # | Account Number | Project Name | FY 17 Revised Budget | FY 17 Spent to Date | FY 17 Encumbrance | FY 17 Funds Available | FY 17 Additional Funds Required | Proposed Transfer or Contribution | FY 17 Total Project Cost | Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| **STREET AND ALLEY PROGRAM** | | | | | | | | | | |
| ST1701 | 147-1800-554.40-31 | Street and Alley Program | $ 812,000.00 | $ - | $ 812,000.00 | $ - | $ 225,600.00 | $ 375,600.00 | $ 1,187,600.00 | Notice of Award and contract based on $1,037,600, per Council Approval |
| ST1304 | 147-1800-554.40-31 | GOTP | n/a | n/a | n/a | $ 72,300.00 | $ - | $ (72,300.00) | $ - | The ST1304 Budget has not been reconciled to date in HTE, project $249,900 in LD from ADel reduced from BMG bill ($15k remaining as of 1/10/17) and $8,000 CLOMR application fee |
| CT1627 | 318-9900-582.40-31 | CTF Agreements | $ 107,600.00 | $ - | $ 107,600.00 | $ - | $ - | $ (107,600.00) | n/a | Reserved for Buck Drive, per CTF Agreement, needs amendment. |
| CT1714 | 318-9900-582.40-31 | N. West Street Alley | $ 15,000.00 | $ - | $ 15,000.00 | $ - | $ - | $ (15,000.00) | n/a | Reserved for N. West Street Alley, per CTF Agreement |
| CT17xx | tba | E. Water Street Brick CTF Transfer | n/a | n/a | n/a | $ 80,700.00 | $ - | $ (80,700.00) | n/a | |
| CT17xx | tba | Lynn CTF Funds - Roads | n/a | n/a | n/a | $ 100,000.00 | $ - | $ (100,000.00) | n/a | |

| Priority | Street Name | To and From Street | Project Estimate* | CTF Funds | City Funds Required | City Funds Available | Comments |
|---|---|---|---|---|---|---|---|
| 1 | Delaware Avenue | State Street to Kent Avenue | $ 189,397.40 | $ 50,000.00 | $ 139,397.40 | $ 139,397.40 | |
| 2 | N. West Street Alley | Cecil Street North | $ 16,607.28 | $ 15,000.00 | $ 1,607.28 | $ 1,607.28 | |
| 3 | Buck Drive | Boggs Drive to Boggs Drive | $ 129,822.96 | $ 107,600.00 | $ 22,222.96 | $ 22,222.96 | |
| 4 | Lincoln Street | Forest Avenue to End | $ 435,105.00 | $ 50,000.00 | $ 385,105.00 | $ 385,105.00 | |
| 5 | Wyoming Avenue | New Burton Road to Governors | $ 353,797.06 | $ 80,700.00 | $ 273,097.06 | $ 273,097.06 | |
| 6 | Mockingbird Avenue | Alder Road to Post Drive | $ 202,298.46 | $ - | $ 202,298.46 | $ 62,870.30 | |
| n/a | Emerald Pointe | | | | | | Not in bid documents. Potential add if funding available. |
| | | | **$ 1,327,028.16** | **$ 303,300.00** | **$ 1,023,728.16** | **$ 884,300.00** | *Estimates are based upon not utilizing prevailing wages. |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **LAKEVIEW DRIVE FLOODING** | | | | | | | | | | |
| TBA | 147-1800-554.40-31 | Lakeview Drive Flooding | n/a | n/a | n/a | $ - | $ 39,000.00 | $ - | $ 39,000.00 | Low Bid - Gateway, have not reviewed Bid for Compliance |

# ACTION FORM

| | |
|---|---|
| **PROCEEDING**: City Council | **AGENDA ITEM NO.:** |
| **DEPARTMENT OF ORIGIN**: Public Works | **DATE SUBMITTED**: 01/27/17 |
| **PREPARED BY**: Sharon Duca, P.E., Public Works Director/City Engineer | |
| **SUBJECT**: Change Order – South New Street Water Main Project – Update and Emergency Change Order – Environmental Work | |
| **REFERENCE**: CIP- Water Quality Improvement | |
| **RELATED PROJECT**: N/A | |
| **APPROVALS**: City Manager, Controller | |
| **EXHIBITS**: Exhibit A – Aerial Map | |
| **EXPENDITURE REQUIRED**: $374,593.37 (minimum) | **AUTHORIZED BUDGET:** $246,593.37 |
| **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Department of Public Works - Water Management, CIP Project #WQ1704, CIP Project Name: New Street Water Main Replacement Account No.: 417-6800-568.40-31. The necessary budget amendment will be covered by a budget transfer from project WQ1702, CIP Project Name: Water Quality Improvement Project Account No.: 417-6800-568.40-31. | |
| **TIME TABLE:** Due to the critical nature of the environmental issues, work has proceeded with City Manager approval. | |
| **RECOMMENDED ACTION**: Approve all necessary components of the change order, with minimum anticipated costs of $128,000. Costs would be incurred from Compliance Environmental, Guardian Environmental Services and Aztech Contracting, Inc. Project budgets for WQ1704 and WQ1702 will be amended accordingly. | |

**BACKGROUND AND ANALYSIS**

On October 10, 2016, City Council awarded the South New Street Water Main Replacement project to Aztech Contractring, Inc., in the amount of $246,593.37. The construction of this project began on December 12, 2016. On January 5, 2017, during the installation of the new eight-inch (8") water main in South New Street, between Bank Lane and Water Street, odorous soil was encountered in the pipe trench. The soil is potentially contaminated from a past release of petroleum products. Work was stopped and on January 6, 2017 and the City contacted its environmental consultant, Compliance Environmental, Inc., to analyze the situation. The results of the analysis proved that approximately 266 linear feet of the pipe trench contained potentially contaminated soil which was directed to be removed by DNREC, prior to the installation of the new water main.

On behalf of the City of Dover, Compliance Environmental submitted a soil management plan to DNREC, which has been approved. The plan is that Guardian Environmental Services (which is under contract with the City of Dover) provide safe handling and transportation of the contaminated soil to Schutte Park for safe storage in lined, sealed containers. Compliance Environmental will then collect composite samples of the soil to be analyzed for content. After the excavation of contaminated soil is complete, and all necessary reports and permits are received, the soils will be transported by Guardian Environmental Services to a landfill for thermal treatment.

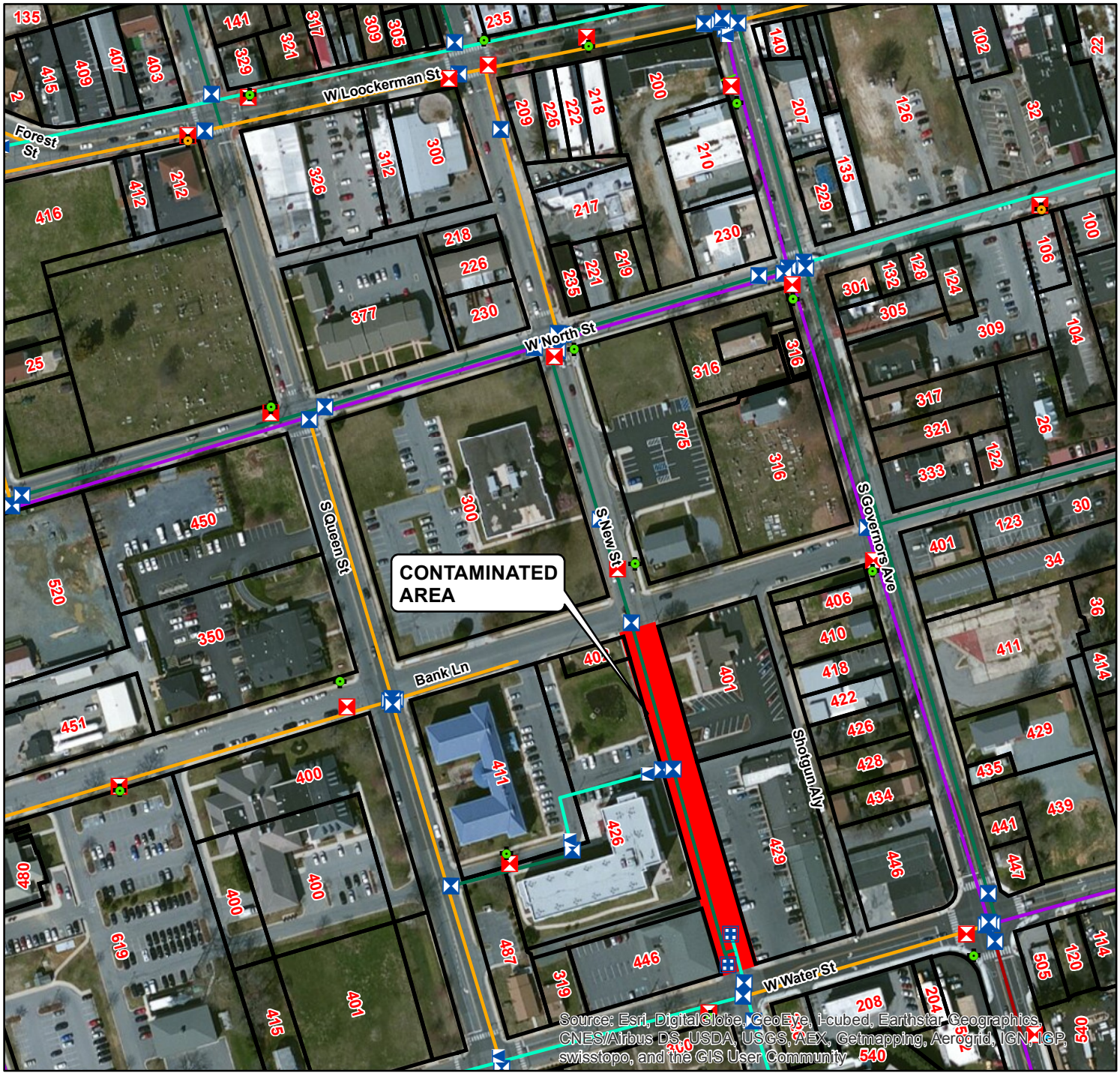
Due to the nature of the unknown, the City of Dover has obtained the best estimates available on the cost of the proper disposal of the contaminated soil. To date, it is anticipated that $11,000 will be required to install

proper petroleum resistant gaskets in the water main, along with $117,000 to cover the reporting, sampling, removal, storage and disposal of the soil. Please note that the total cost of this environmental change order will likely increase, as the quantities of the soil are estimated and additional costs are anticipated from Aztech Contracting, Inc. for work delays and rental fees which cannot be estimated at this time. The shortfall for this project will be supplemented by a budget amendment from the Water Quality Improvement project. A breakdown of the funding sources is provided below:

| FUNDING SOURCE | DESCRIPTION | CURRENT BUDGET | SPENT / ENCUMBERED | SAVINGS / REMAINING | REQUESTED CHANGE | PROPOSED BUDGET REMAINING |
|---|---|---|---|---|---|---|
| Water | WQ1704 South New Street Water Main Replacement | $247,000.00 | $246,593.37 | $406.63 | $128,000.00 | $374,593.37 |
| Water | WQ1702 Water Quality Improvement | $330,800.00 | $0 | $330,800.00 | ($128,000.00) | $202,800.00 |

# Exhibit A

## South New Street
## Water Main Replacement - Change Order




0 50 100 Feet

N

**Legend**

- Project Area
- Dover Parcels
- Dead End
- Reducer

**Fire Hydrants**

- 1500 GPM
- 1000 - 1499 GPM
- 500 - 999 GPM
- Below 500 GPM
- Service Line

**Valve**

- Service Connection
- Meter Pit
- Hydrant Valve
- Division Valve

- Curb Stop/Meter Pit
- Curb Stop/House
- Curb Stop
- Blow Off

**Main**

8" 10" 12" 14" 16" 20"
1" 2" 3" 4" 6"

Date Printed: January 26, 2017
File: m:\gis_data\projects\tech_mxds\jason_lyon_maps\caf_maps\caf_s_new_st_water_replacement_change_order
Department: Public Works GIS
City of Dover, Delaware

**FINAL READING**

**CITY OF DOVER PROPOSED ORDINANCE #2017-01**

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

That Chapter 70 - Offenses and Miscellaneous Provisions of the Dover Code be amended by inserting a new Section 70-8. - Disorderly Premises, as follows:

**Sec. 70-8. - Disorderly premises.**

(a) *Disturbing activity*. It shall be unlawful for any owner, owner's agent, manager, caretaker or person occupying a premises to allow, suffer or permit in any residence or upon any premises occupied by himself or herself any conduct which causes public inconvenience, annoyance, alarm to a reasonable person, or disrupts the quiet and good order of adjoining and surrounding properties including, but not limited to, engaging in fighting or in violent, tumultuous, or threatening behavior, making unreasonable noise or an offensively coarse utterance, gesture or display or addressing abusive language to any person present, obstructing vehicular traffic or pedestrian traffic, or creating a hazardous or physically offensive condition which serves no legitimate purpose. Any person who fails to obey the order of a Police Officer to dispel and disperse or otherwise discontinue the disturbing activity may be cited for an additional violation of this Section.

(b) *Tenant-occupied premises.* In the event that the owner, owner's agent, manager or caretaker of a house, dwelling, or premises where the violation of Subsection (a) hereof has occurred does not occupy or reside at the property, such individual shall be presumed to have allowed, suffered or permitted such conduct if after service of notice that such conduct has occurred, a further violation of Subsection (a) occurs within one hundred eighty (180) days of the service of said notice. The owner, owner's agent, manager or caretaker of a house, dwelling, or premises shall then be in violation of this section.

(c) *Service of notice.* Notice is properly served upon person if a copy of such notice is personally; or to the person's registered office; or by leaving such notice at the person's usual place of abode with a person of suitable age and discretion who resides therein; or by certified mail addressed to the person's last known address; or the mailing address of the owner of the subject premises as recorded on the Kent County Assessment Records or the City of Dover Rental Permit or Business License records. After service of notice, such owner, owner's agent, or manager or caretaker shall make a good faith effort to develop a plan of action with the Dover Police Department to prevent further violation of Subsection (a).

(d) *Fines.* Any person convicted of a violation of this Section shall be fined as provided for in Appendix F - Fees and Fines. In any prosecution for an offense under this Section, it shall be an affirmative defense, which must be proved by the preponderance of the evidence, that the occupant has been evicted and is no longer on the premises, or if there is pending at the time of trial an eviction action against the occupant of the premises which action is being pursued in good faith. Otherwise the fines imposed under this Subsection shall not be suspended.

(e) *Enforcement.* This Section shall be enforced by the Police Department.

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(f) *Provisional order.* Upon the issuance of three violations of Subsection (a) to a business within a twelve-month period, the Police Department will notify the Department of Planning and Inspections. The Department of Planning and Inspections will issue a provisional order on the business license in accordance with the provisions of Chapter 26 - Businesses, Article II. - Licenses, Section 26-59. - Provisional Order Generally of the Dover Code.

BE IT FURTHER ORDAINED:

That Appendix F - Fees and Fines of the Dover Code be amended by inserting the bold, blue text, as follows:

| Chapter 70. Offenses and Miscellaneous Provisions | Fees and Fines |
|---|---|
| Sec. 70-1. Combative fighting | |
| Subsec. (d)(1) Violations; penalties, fines | Not to exceed $1,000.00. Separate fines may be issued to the promoter of such an event, participants in such an event, and the owner of the premises of such an event |
| Sec. 70-2. Weapons generally | |
| (e)(1) Penalties; fines | Not less than $500.00, nor more than $1,000.00 |
| Sec. 70-7. Registered sexual offenders | |
| Subsec. (f) Penalties | $500.00 for any offense; each day shall constitute a separate offense |
| **Sec. 70-8. Disorderly premises** | **Not to exceed $1,000.00 for any offense but not less than $100.00 for the first offense, not less than $300.00 for the second offense, and not less than $500.00 for each subsequent like offense.** |

(Ord. No. 2015-15, 10-26-2015 )

ADOPTED: *

S:\ORDINANCES\2017\DRAFT\ORDINANCE #2017-01 CHP 70 - OFFENSES AND MISCELLANEOUS PROVISIONS - DISORDERLY PREMISES\Ordinance #2017-01 Ch 70 - Offenses and Miscellaneous Provisions (Disorderly Premises)-Final Reading.wpd

**SYNOPSIS**

The proposed amendments create a new Section 70-8, Disorderly Premises, under Chapter 70 - Offenses and Miscellaneous Provisions.

(SPONSORS: SLAVIN AND SUDLER)

Actions History

02/13/2017 - Schedule for Final Reading - City Council
01/23/2017 - First Reading - City Council
01/10/2017 - Introduced - Council Committee of the Whole/Parks, Recreation, and Community Enhancement Committee

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# CITY OF DOVER PROPOSED ORDINANCE #2017-02

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

That Chapter 2 - Administration, Article V - Finance, Section 2-422 - Disposal of Excess Property of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

**Sec. 2-422. -** ~~**Disposal of excess property**~~ **Sale and disposition of real property.**

**(a)** ***Authorized.*** Except as otherwise provided and upon approval of the city council, the city manager is hereby authorized to sell or dispose of excess property.

**(b)** ***Determination of excess status*. The city manager, upon determining that a city owned parcel of land is excess in nature and that the disposal of such land would be beneficial to the City of Dover, will request, through the legislative, finance, and administration committee, that city council consider disposal of such land.**

**(c)** ***Costs of Conveyance.*** **Unless otherwise specified by the city council, all fees and costs, legal or otherwise, associated with the sale and conveyance of all excess lands shall be paid by the purchaser.**

**(d)** ***Standard method of disposition*.**

**(1) The legislative, finance, and administration committee, upon receiving a request to dispose of excess real property, shall, prior to making a recommendation to city council, request all pertinent information including, but not limited to, the following:**

**a. Determination that subject parcel is not required by any other city department.**
**b. Written explanation of why subject parcel is now surplus.**
**c. Determination of whether a zoning change would enhance the sale value of subject parcel and recommend said change if warranted.**
**d. Determination if the parcel's exact location and size is known and, if not, recommend whether said parcel should be surveyed by the City prior to any sale attempts.**

**(2) City council, after receiving a positive recommendation from the legislative, finance, and administration committee to dispose of a surplus parcel of land, shall, as part of its deliberations:**

**a. Determine if disposal of the parcel is in the City's best interests.**
**b. Determine if disposal by sale, gift, or some other means would best serve the City's interests.**
**c. Determine if the city planner should be requested to initiate rezoning procedures.**
**d. Publicize the pertinent information concerning the surplus parcel and its availability for purchase to the general public at least once a week for two weeks in a local newspaper.**

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**e. Make public, and a part of the record, all written correspondence received and, after the publicizing requirements of Section 2 (d) are met, hold a public hearing to receive any other citizen input.**

**(3) City council, after voting to proceed with the sale of surplus land, shall determine:**

**a. If an unbiased appraisal is needed to establish a minimum acceptable price.**
**b. Whether to sell the parcel by public auction or by sealed bid, and what the minimum acceptable offer will be.**
**c. The degree and scope of advertising, with a minimum of exposure being advertisement once a week for two weeks in a newspaper of general circulation within the county.**
**d. Whether the circumstances of and surrounding a particular sale may be such that the best interests of the City would be served by listing the property for sale with a licensed real estate agent.**

**(4) City staff shall, with city council's direction:**

**a. Arrange for advertisement of the sale.**
**b. Draft the sale bill setting out a description of the parcel to be sold, time, date, and place of sale or bid opening, the terms and conditions of sale, and the City's reservation of acceptance or rejection of any or all bids received at the time of sale or bid opening.**
**c. Order and distribute a sufficient number of sale bills for posting and distribution in the County Courthouse, at the site, and in the general area of the parcel.**
**d. Obtain the services of a professional auctioneer if said sale is to be a public auction.**
**e. Conduct the sale and submit the results to city council.**
**f. Obtain the services of a licensed real estate agent if the sale is to be brokered.**

**(5) City council, after confirming the sale, shall:**

**a. Request the city solicitor to prepare a deed for execution and to arrange for final settlement with the purchaser, at which time the City will deliver the deed, the purchaser will pay all balances due, and the city solicitor will record said deed in the Recorder of Deeds Office for Kent County.**

**(e) *Exceptions to standard method of disposition*.**

**(1) *Exception A - Sale to an abutting owner*. When, in the opinion of city council, a public sale would be detrimental to the lands of an abutter, and/or that a public sale would place the abutter at undue risk; or that the combination of abutter's land and City's land would be substantially greater in value than that of the sum of the parcels considered individually, city council may direct the city assessor to have prepared one or more unbiased fee appraisals of the parcel. Thereafter, the subject land will be offered for sale to the said abutter at the appraisal price, plus the appraisal fees, plus the legal costs. In the event the offer is not accepted, a public sale may be ordered.**

**Examples of detrimental affect might be when the surplus City parcel lies between an abutting property and the street and development of the parcel would obstruct visibility of**

**the abutter's property, or when the surplus parcel is zoned multi-family and abuts a single family parcel.**

**(2) *Exception B - Trade of lands*. Trade of lands may be approved when it is shown beyond doubt that such a trade will be equal to or better than the lands to be traded either on a "square foot for square foot" measure and/or on a "dollar for dollar" measure.**

**(3) *Exception C - Conveyance of odd shaped and/or unbuildable parcels*. City acquisitions for roads, utility usages, etc. may, after such usage is accomplished, leave a small strip of land that is odd shaped and unbuildable. City council may approve the conveyance of this strip of land to an abutting property owner on request of said owner. The price for these lands shall be at the same cost basis as that paid by the City. If conveyance is made in excess of two years after the date of City acquisition, then the consideration shall either be based on a price established by an unbiased fee appraisal made on the basis of the value added to the abutting property by the acquisition of said lands, or on the City's cost basis for the parcel adjusted for inflation, whichever city council shall select. All fees, legal or otherwise, associated with the conveyance are to be paid by the purchaser.**

**(4) *Exception D - Sale of small or irregular shaped lot to an abutting owner*. If any excess parcel of land is too small or irregular in shape to be of any value to anyone other than an abutting owner, it may be sold to such owner at either its fee appraised fair market value, or at its fair market value as established by the City's assessment records, whichever city council shall select. The costs of the appraisal and all legal costs shall be paid by the owner requesting the conveyance.**

**(5) *Exception E - Donation of land to non-profit organizations*. If, in the opinion of city council, the donation of a parcel of excess land to a non-profit organization would be in the best interest of the City, council then reserves unto itself the right to make such donation.**

(Code 1981, § 2-80; Ord. of 3-12-2001)

**ADOPTED**: *

S:\ORDINANCES\2017\DRAFT\ORDINANCE #2017-02 CHP 2 - ADMIN, ART V - FINANCE, SEC 2-422 - DISPOSAL OF EXCESS PROPERTY\Ordinance #2017-02 - Chp 2-Admin, Art V-Finance, Sec 2-422-Disposal of Excess Property-Final Reading.wpd

**SYNOPSIS**

The proposed amendment codifies the City's procedure for the sale and disposition of excess city-owned real property.

(SPONSORS: NEIL, KOENIG, AND MCDOWELL)

Actions History

02/13/2017 - Scheduled for Final Reading - City Council
01/23/2017 - First Reading - City Council
01/10/2017 - Introduced - Council Committee of the Whole/Legislative, Finance, and Administration Committee

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**FINAL READING**

CITY OF DOVER PROPOSED ORDINANCE #2017-03

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

That the Dover Code of Ordinances be amended by creating a new Chapter 80 - Personnel.

**BE IT FURTHER ORDAINED:**

That Chapter 2 - Administration, Article IV - Officers and Employees, Division 7 - General Employee Pension Plan of the Dover Code be moved to Chapter 80 - Personnel, Division 3. – General Employee Pension Plan.

**BE IT FURTHER ORDAINED:**

That Chapter 2 - Administration, Article IV - Officers and Employees, Division 8 - Deferred Compensation Plan of the Dover Code be moved to Chapter 80 - Personnel, Division 2. - Deferred Compensation Plan (IRC 457 (b)).

**BE IT FURTHER ORDAINED:**

That Chapter 2 - Administration, Article VI - Other Post-Employment Benefits Fund of the Dover Code be moved to Chapter 80 - Personnel, Division 5. – Other Post-Employment Benefits Fund.

**BE IT FURTHER ORDAINED:**

That Chapter 80 - Personnel of the Dover Code be amended by inserting the text in bold, blue font and deleting the text indicated in red strikeout, as follows:

**Chapter 80** – **PERSONNEL**
~~DIVISION 7. - GENERAL EMPLOYEE PENSION PLAN[5]~~
~~Footnotes:~~
~~--- (5) ---~~
~~**Charter reference** – Authority of city to establish pension plans, subpart A.~~

~~Subdivision~~ **ARTICLE** I. - ~~In General~~ **IN GENERAL**

Sec. ~~2-321~~ **80-1**. - Definitions.

The following words, terms and phrases, when used in this ~~division~~ **chapter**, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning **or the plan documents contradict**:

*Accumulated contributions* means the aggregate contributions made by a member under the plan~~, with interest thereon at the rate of five percent per annum, compounded~~

~~annually from the last day of the plan year in which such contribution was made to the earlier of the date of commencement of retirement income or the date on which contributions are payable pursuant to the provisions of the plan~~.

***Compensation*** **means a participant's base pay, plus scheduled overtime, payment for being on-call, except those hours reported for being called out, and any retroactive pay corrections which involve any one of the mentioned payments.**

*Continuous service* means regularly employed without interruption, except for allowable interruptions aggregating not over five years. Allowable interruptions shall include:

(1) Leaves of absence granted to employees for illness, research, travel, training or study;

(2) Employment in an office to which the employee had been elected by popular vote at a regular city election;

(3) Involuntary severance which shall include a required leave of absence on account of maternity, and the employee returns to active employment at the end of that leave of absence.

**(4)** To the extent required by federal law, if an employee leaves the employ of the city to enter the military service of the United States and, upon ~~his~~ **their** discharge from service, is reemployed by the city at a time when ~~his~~ **their** reemployment rights are protected by federal law, the employee shall be considered to have been employed by the city during ~~his~~ **their** period of military service and shall be credited with continuous service which ~~he~~ **they** would have been credited with as an employee of the city but for ~~his~~ **their** military service. The period for which disability pension benefits shall have been paid shall be considered as an allowable interruption which is permitted in addition to the allowable interruptions aggregating not over five years in determining subsequent eligibility for retirement benefits under the terms of this ~~division~~ **chapter**.

***Deferred Compensation Plan (IRC 457 (b))*** **means the deferred contribution plan.**

~~*Defined benefit pension plan* and *plan* mean the city's general employee pension plan.~~

*Eligible employee* means any person ~~regularly~~ employed in rendering service to the city on a full-time, ~~permanent~~ **regular** basis, who is ~~not~~ participating in ~~any other~~ **a** retirement plan to which the city contributes for them, and whose compensation is paid directly by the city. An employee will be considered a full-time employee if ~~he~~ **they** regularly work~~s~~ 40 ~~or more~~ hours each week.

***General employee pension plan board*** **means the general employee pension Trust board.**

~~*Defined benefit*~~***General employee*** *pension plan* and *plan* mean the city's general employee **defined benefit** pension plan.

*Group annuity contract* means the group annuity contract entered into between an insurance company and the **general employee** pension **plan** board~~ of trustees~~.

***Money Purchase Plan*** **(IRC 401(a)) means the defined contribution plan.**

***OPEB board*** **means the board of trustees of the other post-employment benefits trust as established in Section 80-701. – OPEB Board; established; duties.**

***OPEB fund*** **means the other post-employment benefits Trust established in Section 80-700. – OPEB Fund; established.**

*Participant* means any eligible employee of the city who has met all of the requirements for participation in ~~the pension plan as defined in this section and who has satisfied all of the conditions and requirements set forth in this division~~ **a City retirement benefit plan**.

~~*Pension board* means the pension board of trustees.~~

~~*Pension plan* and *plan* mean the city's general employee pension plan.~~

*Plan year* means the period of one year, commencing on any July 1 and ending immediately prior to the following July 1.

*Retired participant* means a participant of the plan who has terminated service and is eligible to receive retirement income under this ~~division~~ **chapter**.

(Code 1968, § 2-87; Ord. of 1-12-1970; Code 1981, § 2-176; Ord. of 7-11-1983; Ord. of 7-26-1993, § 1; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. No. 2010-13, 6-28-2010)

## ARTICLE II. – RESERVED

## ARTICLE III. – RESERVED

## ARTICLE IV. – PENSION PLANS AND RETIREMENT BENEFITS (EXCEPT POLICE) [5]

Footnotes:

--- (**5**) ---

**Charter reference—** Authority of city to establish pension plans, subpart A.

## DIVISION 1. – GENERALLY

### Sec. 80-400. – Applicable to all pension plans.

~~Sec. 2-340. –~~**–(a)** Correction of payment errors.

Should any change or error in the records result in any member or beneficiary receiving from the plan more or less than he would have been entitled to receive had the records been correct, the ~~pension board of trustees~~**human resources director, with the concurrence of the controller/treasurer,** ~~-~~shall have the power to correct the error, and as far as practicable and just, to adjust the payments in a manner that the equivalent of the benefit to which the member or beneficiary was correctly entitled shall be paid.

(Code 1968, § 2-113; Ord. of 1-12-1970; Code 1981, § 2-195)

~~Sec. 2-343.~~**(b)** ~~–~~Limitation on benefits.

To the extent necessary, the participant's benefit under this plan and all plans of the city shall be limited in accordance with section 415 of the Internal Revenue Code (26 USC 415) and the regulations thereunder, and such code section and regulations shall hereby be incorporated herein.

(Code 1981, § 2-198; Ord. of 7-26-1993, § 7)

~~Sec. 2-344.~~**(c)** ~~-~~Distributions.

All distributions from this plan shall be made in accordance with section 401(a)(9) of the Internal Revenue Code (26 USC 401(a)(9)) and the regulations thereunder, and such code section and regulations shall hereby be incorporated herein.

(Code 1981, § 2-199; Ord. of 7-26-1993, § 8)

~~Sec. 2-345. –~~**–(d)** Maximum compensation.

The maximum earnings utilized for purposes of determining benefits shall be limited in accordance with section 401(a)(17) of the Internal Revenue Code (26 USC 401(a)(17)) and the regulations thereunder, and such code section and regulations shall hereby be incorporated herein.

(Code 1981, § 2-200; Ord. of 7-26-1993, § 9)

DIVISION ~~8~~**2**. - DEFERRED COMPENSATION PLAN **(IRC 457 (b))**

Sec. ~~2-392~~**80-450**. - Established; purpose.

There is hereby established the city employee deferred compensation plan **(IRC 457 (b))**. The purpose of the plan is to establish the basic terms and conditions under which employees shall participate in this plan. Further details, terms and conditions under which retirement, termination, and survivor benefits shall be provided to eligible employees are defined in the deferred compensation plan.

(Code 1981, § 2-212; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 6-12-2000; Ord. of 7-10-2000; Ord. of 9-11-2000)

Sec. ~~2-393~~**80-451**. - Eligibility of participants.

Each eligible employee not drawing any retirement benefits from the city as of May 1, 1994, who makes a~~n irrevocable~~ decision to join the deferred compensation plan, shall, upon compliance with the provisions of this division, become a deferred compensation plan participant on May 1, 1994. Thereafter, each eligible employee who selects the deferred compensation plan upon employment shall become a participant in accordance with the plan. ~~All new employees, except police officers, hired after September 28, 2009 are required to join the defined contribution pension plan as defined in subsection 2-324~~ **Refer to 457 Plan Document for plan provisions, including age 50 catch-up and special catch-up contributions**.

(Code 1981, § 2-213; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 7-10-2000; Ord. No. 2016-10 , 6-13-2016)

Sec. ~~2-394~~**80-452**. - Contributions.

(a) *Employee contributions.* ~~For each year while a participant of the deferred compensation plan, a participant shall contribute, by payroll deductions, a percentage of his/her compensation as defined in the deferred compensation plan, which shall be a participant's base pay, plus scheduled overtime, payment for being on-call, except those hours reported for being called out, and any retroactive pay corrections which involve any one of the mentioned payments, up to the legal limits as defined in the deferred compensation plan~~ **Employees participating in a city pension plan are eligible to participate in the deferred compensation plan (IRC 457 (b)), in addition to the general employee pension plan, upon submission of the signed elective deferral documentation. Contributions shall be made by voluntary payroll deduction**.

~~(b) *Employer contributions.* The city shall contribute an amount equal to each individual's employee contributions, to a maximum percentage of an employee's compensation as defined in the deferred compensation plan, which shall be a participant's base pay, plus scheduled overtime, payment for being on-call, except those hours reported for being called out, and any retroactive pay corrections which involve any one of the mentioned payments for each participant.~~

(c) *Treatment.* Treatment of contributions shall be handled in accordance with federal and state laws and the applicable provisions of ~~section 2-341 pertaining to the general employee pension plan~~ **IRC 457(a)(1)(A)**.

**Sec. 80-453. – *Interpretation*.**

**As originally enacted, the deferred compensation plan was a part of the general employee pension plan. The two plans have now been legislatively separated. In the event that it is determined that the separation of the two plans has caused any ambiguity, then reference is made to the applicable provisions of the general employee pension plan in defining, implementing, interpreting, and administering the deferred compensation plan. (Moved from Sec. 2-391)**

(Code 1981, § 2-214; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 6-12-2000; Ord. of 7-10-2000; Ord. of 9-11-2000; Ord. No. 2016-10 , 6-13-2016)

Secs. ~~2-395—2-420~~**80-453-80-499**. - Reserved.

## DIVISION 3. – GENERAL EMPLOYEE PENSION PLAN

Sec. ~~2-322~~**8-500**. ~~-~~**– General employee pension plan** ~~E~~**e**stablished; purpose.

(a) *Generally.* There is hereby established the city **general** employee pension plan. The purpose of the plan is to establish the terms and conditions under which retirement and disability benefits ~~and other benefits~~ shall be provided to eligible employees of the city. The benefits under the plan shall be in addition to amounts received as social security benefits or from any other pension plan.

(b) *For employee exclusively.* This plan is created for the exclusive benefit of the employees of the city and shall be interpreted in a manner consistent with it being an employee's trust, as defined in section 401(a) of the Internal Revenue Code (26 USC 401(a)). Therefore, under no circumstances shall any funds contributed to this plan or any assets of the plan or trust ever revert to or be used or enjoyed by the city, nor shall any such funds or assets ever be used other than for the benefits of the employees of the city and their beneficiaries, prior to the satisfaction of all liabilities under this plan to the employees.

(Code 1968, § 2-88; Ord. of 1-12-1970; Code 1981, § 2-177; Ord. of 7-26-1993, § 2)

**Sec. ~~2-323~~80-501. - Eligibility of participant.**

Each eligible employee not drawing any retirement benefits from the mayor and city council as of January 1, 1967, shall, upon compliance with the provisions of this division, become a **general employee** pension plan participant under this division, commencing on July 1, 1967, or at any subsequent time immediately upon his employment. Effective September 28, 2009 the ~~defined benefit~~ **general employee pension** plan is closed to new participants.

(Code 1968, § 2-97; Ord. of 1-12-1970; Code 1981, § 2-178; Ord. of 6-8-1987; Ord. No. 2010-13, 6-28-2010)

**Sec. ~~2-324~~80-502. - Participation mandatory; exceptions.**

The pension plan shall not be construed to give any employee the right to be retained in the employ of the city. All new employees hired after July 1, 1991, shall be required, as a condition of employment, to join the ~~defined benefit~~ **general employee pension** plan or the ~~defined contribution~~ **deferred compensation** plan. All new employees hired after September 29, 2009~~,~~ are required to join the ~~defined contribution pension plan~~ **Money Purchase Plan (IRC 401(a)), as defined in Division 4.** All participants of the ~~defined benefit~~ **general employee** pension plan as of September 28, 2009~~,~~ will remain members of either plan thereafter unless they shall leave the employment of the city, retire, pass away, or elect to terminate their participation in the ~~defined benefit~~ **general employee pension** plan and become a member of the ~~defined contribution pension plan~~ **Money Purchase Plan (IRC 401(a)),** as defined in ~~subsection 2-341(f)~~ **Division 4**.

(Code 1968, § 2-97; Ord. of 1-12-1970; Code 1981, § 2-179; Ord. of 5-28-1991; Ord. of 5-22-2000; Ord. No. 2010-13, 6-28-2010)

**Sec. ~~2-325~~ 80-503. - Defraudment.**

It shall be unlawful for any person to knowingly make any false statement or falsify, or permit to be falsified, any record of the pension plan in an attempt to defraud the plan.

(Code 1968, § 2-98; Ord. of 1-12-1970; Code 1981, § 2-180)

**Sec. ~~2-326~~ 80-504. - Normal retirement.**

The normal retirement date for each participant shall be the first day of the month following the attainment of the age of 65 years, provided that he has completed ten years of continuous service.

(Code 1968, § 2-99; Ord. of 1-12-1970; Code 1981, § 2-181; Ord. of 6-24-1996)

**Sec. ~~2-327~~ 80-505. - Early retirement.**

(a) *Reduced benefits.* A participant who has completed ten years of continuous service and who has attained the age of 55 years may retire at any time within the ten years preceding his normal retirement date; provided, however, that his retirement benefits shall be computed at a reduced rate of one-half percent for each month computed from the date of early retirement to age 65 years.

(b) *Unreduced benefits.*

(1) *Hired May 1, 1994, or later.* For eligible employees hired on or after May 1, 1994, a participant who has attained the age of 55 years, and whose attained age plus years of continuous service is equal to or greater than 80, may retire at any time prior to his normal retirement date with no reduction in retirement benefits.

(2) *Hired before May 1, 1994.* For eligible employees hired before May 1, 1994, a participant who has completed 25 years of continuous service, or has attained

the age of 50 years and completed 20 years of continuous service may retire at any time prior to his normal retirement date with no reduction in retirement benefits.

(Code 1968, § 2-100; Ord. of 1-12-1970; Code 1981, § 2-182; Ord. of 10-12-1982, § 1; Ord. of 4-25-1994)

**Sec. ~~2-328~~ 80-506. - Later retirement.**

If a participant works beyond his normal retirement date, the payment of the participant's retirement benefits shall be deferred until his actual retirement.

(Code 1968, § 2-101; Ord. of 1-12-1970; Code 1981, § 2-183; Ord. of 7-26-1993, § 3; Ord. No. 2010-13, 6-28-2010)

**Sec. ~~2-329~~ 80-507. - Forced retirement with pension.**

The **general employee** pension **plan** board ~~of trustees~~, upon recommendation of the city council or the city manager, may require retirement in any case where deemed necessary due to the lack of work or inability of the employee to perform with a satisfactory degree of efficiency, provided that the employee qualifies for either normal retirement pursuant to section ~~2-326~~ **80-504**, or early retirement pursuant to section ~~2-327~~ **80-505**. The employee shall then be entitled to receive, commencing on the first day of the month coinciding with or next following his date of retirement, pension benefits equal to the benefits computed in accordance with the provisions of section ~~2-330~~ **80-508** on the basis of the employee's service completed prior to actual retirement.

(Code 1968, § 2-102; Ord. of 1-12-1970; Code 1981, § 2-184)

**Sec. ~~2-330~~ 80-508. - Amount of retirement benefits.**

*Retirement January 1, 1995, or later.* The amount of retirement benefits payable to a participant who retires on or after January 1, 1995~~,~~ shall be computed on the basis of one-fiftieth of his average actual monthly earnings multiplied by the total number of years of continuous service. Average actual monthly earnings shall be a participant's base pay plus scheduled overtime, payment for being on call, except those hours reported for being called out, and any retroactive pay corrections which involve any one of the mentioned payments during any period of 36 consecutive months in his final ten years of continuous service~~,~~ which results in the highest average monthly earnings.

If an employee's approved absence is the result of a workers compensation injury, the base wages that the employee would have earned had he not been on workers compensation leave will be included when determining the highest 36 consecutive months within his final ten years of continuous service.

The value of lost base salary as a result of mandatory furlough shall be added to an employee's final average compensation and considered in the calculation of the amount of retirement benefits, if the time period in which the mandatory furlough was required is

within the highest 36 consecutive months or earnings within the final ten years of continuous service.

(Code 1968, § 2-103; Ord. of 1-12-1970; Code 1981, § 2-185; Ord. of 10-12-1982, § 2; Ord. of 7-26-1993, § 4; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 7-10-2000; Ord. No. 2010-13, 6-28-2010)

**Sec. ~~2-331~~ 80-509. - Form of benefits.**

(a) *Normal form.* A monthly benefit shall be payable on the first day of the second month preceding the date on which application for such benefit is filed. Payment will be retroactive to the retirement date. Payments of benefits shall be payable monthly thereafter during his lifetime, and terminating with the last payment on the first day of the month of the death of the participant.

(b) *Death of participant, etc.* Upon the death of a participant who has retired, or who is eligible to be retired under any of the provisions of this division, payment shall be made to ~~his~~ **their** eligible survivors in the amount of 50 percent of the monthly payments to which the participant was or would have been entitled. Upon the death of a participant who has completed a minimum of 20 years of service but is not yet eligible to retire because of age, payment shall be made to ~~his~~ **their** eligible survivors in the amount of 50 percent of the monthly payment that would have resulted by using ~~his~~ **the participant's** service time; however, the benefit is to be computed at a reduced rate of one-half percent for each month the participant was under the correct age for normal retirement. In no instance shall actual monthly payments be less than $200.00, to be effective July 1, 2000. Upon the death of both the participant and eligible survivor, if the benefit payments received in aggregate are less than the member's contributions, the balance of the member's contributions, plus 5 percent interest, will be paid to the surviving beneficiary designated or his estate if no designation has been made and submitted to the **general employee** pension **plan** board. The amount of benefit payments received and the amount of the member's contributions shall be determined from the record of the pension board ~~of trustees~~.

(c) *Eligible survivor.* An eligible survivor shall be one of the following in the order of preference listed:

(1) *Spouse.* The participant's spouse who was married to the participant for at least one year. Surviving spouse shall be required to provide supporting documents of marriage.

(2) *Children, unmarried.*

a. The surviving children, biological or legally adopted, of the participant, who have not attained their 18th birthday.

b. If said child is attending school on a full-time basis and provides proof of attendance each year of eligibility, with the payment due for the month in which he ceases to attend school on a full-time basis or with the payment due for the month in which his 22nd birthday shall occur, whichever shall occur first.

(d) *Commencement of payment.* Benefits payable to eligible survivors shall commence on the first day of the month following the date of the participant's death.

(e) *Benefits payable.* Benefits payable to eligible survivors shall cease:

(1) *Spouse.* With respect to an eligible survivor who is a spouse~~-~~, with the payment due for the month in which their remarriage or death shall occur, whichever occurs first.

(2) *Children.* With respect to an eligible survivor who is a child(ren), with the payment due for the month in which his 18th birthday or death shall occur, whichever shall occur first. Payments shall be made in accordance with subsections (2)a. and b.

(f) *Eligibility for benefits.* The eligibility of any person or persons to receive payment of benefits as an eligible survivor shall be determined conclusively by the **general employee** pension **plan** board based on application of such person or persons and any other information which the pension board deems to be appropriate.

(Code 1968, § 2-104; Ord. of 1-12-1970; Code 1981, § 2-186; Ord. of 6-8-1987; Ord. of 7-26-1993, § 5; Ord. of 4-25-1994; Ord. of 12-11-1995; Ord. of 4-14-1997; Ord. of 5-22-2000; Ord. of 7-10-2000; Ord. of 3-12-2001; Ord. of 5-12-2003; Ord. No. 2010-13, 6-28-2010; Ord. No. 2011-28, 12-12-2011; Ord. No. 2013-10, 7-22-2013 )

**Sec. ~~2-332~~ 80-510. - Early retirement due to permanent disability.**

Any employee who, after completing at least ten years of continuous service, shall be injured or whose health shall become permanently impaired to such an extent as to render him totally and permanently disabled, shall be retired upon application and approval of the **general employee** pension **plan** board ~~of trustees~~. The pension amount will be based upon section ~~2-330~~ **80-508**. There shall be no reduction in benefit.

(Code 1968, § 2-105; Ord. of 1-12-1970; Code 1981, § 2-187; Ord. No. 2010-13, 6-28-2010)

**Sec. ~~2-333~~ 80-511. - Total and permanent disability.**

(a) *Definition.* As used in this division, a participant shall be deemed to be "totally and permanently disabled" when the **general employee** pension **plan** board ~~of trustees~~, on the basis of a medical examination by a physician or physicians selected by the pension board ~~of trustees~~, finds the employee:

(1) *Work generally.* To be totally and permanently prevented from engaging in any occupation or employment for remuneration or profit as a result of bodily or mental injury or disease, whether occupational or nonoccupational in cause; or

(2) *Employment.* To be totally and permanently prevented from continuing in ~~his~~ **their** capacity as an employee as a result of bodily or mental injury or disease, whether occupational or nonoccupational in cause.

(b) *Exclusions.* Total and permanent disability, within the terms of this division, shall exclude disability resulting from or consisting of chronic alcoholism, addi**c**tion to narcotics, engaging in a felonious criminal act for which ~~he is~~ **they are** found guilty,

or a willful effort on ~~his~~ **their** part to bring about the injury or illness to ~~himself~~ **themselves** or any other person or service in the armed forces of any foreign country.

(Code 1968, § 2-107; Ord. of 1-12-1970; Code 1981, § 2-188; Ord. of 5-22-2000)

**Sec. ~~2-334~~ 80-512. - Commencement of disability benefits.**

(a) *Removed from payroll.* A participant who files for a disability pension shall not work and be kept on the active payroll and receive credited service from the inception of the disability to the end of the first full calendar month following the date of application.

(b) *Change in compensation; leave.* During the application period above, the participant's compensation shall not be increased.

(c) *Commencement of benefits.* The eligibility for payment of disability benefits under this *division shall commence, if approved, on the first day of the month following the application period set forth in subsection (a).

(Code 1968, § 2-107; Ord. of 1-12-1970; Code 1981, § 2-189; Ord. of 8-10-1987; Ord. No. 2010-13, 6-28-2010)

**Sec. ~~2-335~~ 80-513. - Termination of employment.**

(a) *Forfeiture of participation.* Any participant whose employment is terminated prior to the date he becomes eligible for retirement benefits shall forfeit his status as a participant in the pension plan and all accumulated credit for continuous service.

(b) *Ten years' service.* Any participant with a minimum of ten years of continuous service and whose employment is terminated prior to the date he becomes eligible for retirement benefits under section ~~2-326~~ **80-504 - Normal retirement**, ~~2-327~~ **80-505 - Early retirement**, ~~2-328~~ **80-506 - Later retirement** or ~~2-332~~ **80-510 - Early retirement due to permanent disability**, upon attaining the age of 65 years, shall be eligible for ~~retirement~~ **pension** benefits under the provisions of section ~~2-330~~ **80-508 - Amount of retirement benefits**, upon application to the pension board of trustees. The form of the benefit will be based on the formula which was in effect at the time of termination.

(c) *Layoffs.* Upon recall, any participant whose employment is terminated due to a layoff and is recalled within five years of layoff, may apply to the pension board to have their previous service credits restored immediately. If they have withdrawn their contributions, they must repay them as calculated by the city's actuary. A returning employee must make an election to return previously refunded amounts, plus calculated interest, within 30 days of approval of the **general employee** pension **plan** board. Contributions will be reimbursed based on the gross amount received. Participants who are laid off and not recalled within five years shall forfeit their status as a participant in the pension plan and all accumulated credit for continuous service.

(d) *Request for refund.* When an employee leaves the employment of the city and is entitled to withdraw his contributions **with interest thereon at the rate of five**

**percent per annum, compounded annually from the last day of the plan year in which such contribution was made to the earlier of the date of commencement of retirement income or the date on which contributions are payable pursuant to the provisions of the plan**, then he shall submit a written notarized request for a refund of these contributions before payment shall be made. Refunds will be issued 90 days from the date when the notarized request is received. Contributions will automatically be refunded five years from date of separation.

(Code 1968, § 2-108; Ord. of 1-12-1970; Code 1981, § 2-190; Ord. of 10-12-1982, § 3; Ord. of 11-28-1988; Ord. of 7-26-1993, § 6; Ord. of 4-25-1994; Ord. of 4-14-1997; Ord. of 7-10-2000; Ord. of 5-12-2003; Ord. of 10-8-2007(3); Ord. No. 2010-13, 6-28-2010)

**Sec. ~~2-336~~ 80-514. - Cessation of disability pension benefits.**

(a) A participant shall cease to qualify for disability pension benefits:

(1) *Recovered.* At the time that ~~a~~ **the general employee** pension **plan** board ~~of trustees~~ determines, on the basis of a medical examination by a physician or physicians selected by the pension **plan** board, that a participant is no longer totally and permanently disabled or has sufficiently recovered, but refuses to resume ~~his~~ **their** regular occupation as an employee or to be reemployed by the city in some other position for which ~~he is~~ **they are** suited or which is appropriate to ~~his~~ **their** training and experience;

(2) *Refuses examination.* When the participant refuses to undergo a medical examination requested by the **general employee** pension **plan** board ~~of trustees~~; or

(3) *Age 65 years.* On the first day of the month ~~coinciding with or next~~ following the participant's 65th birthday.

(b) Upon the occurrence of the earliest of the above events, disability pension benefits shall cease, except that, if the event of subsection (a)(3) of this section occurs, payment of the normal retirement benefits shall commence on that date, in the same amount as the disability pension benefits.

(Code 1968, § 2-109; Ord. of 1-12-1970; Code 1981, § 2-191)

**Sec. ~~2-337~~ 80-515. - Effect of state workers' compensation on disability benefits.**

Any disability pension benefits received by a participant under the terms of this *****division as the result of an injury or illness compensable under the workers' compensation laws of the state shall be reduced by the amount of the workers' compensation payments actually received by the participant.

(Code 1968, § 2-110; Ord. of 1-12-1970; Code 1981, § 2-192)

**Sec. ~~2-338~~ 80-516. - Benefits to cease upon reemployment; exceptions.**

**The Internal Revenue Code has provided guidance that to be considered retired for purposes of prohibitions against "in-service distributions", one must have an at least six (6) month break before returning to employment with the same employer and that such a return cannot be pre-planned at the time of retirement. If the individual is under the normal retirement age of 65, the individual will be subject to an annual earnings limit of $30,000.**

Any employee of the city who is receiving, or who shall receive, benefits under this *****division, and who is thereafter reemployed by the city or appointed to any position by the mayor or council bearing remuneration, shall cease to draw benefits during the period of reemployment. Upon termination of the reemployment, the benefits shall be restored. The provisions of this section shall not apply to any employee who receives remuneration as a result of being elected or appointed to an elective or appointed office in the city, nor to any employee reemployed by the city in a ~~temporary~~ **casual/seasonal** capacity, not to exceed 180 calendar days. Employees would be eligible to return to ~~temporary~~ **casual/seasonal** status immediately following retirement.

**Casual/seasonal employees may be employed by the City on a temporary basis in order to provide assistance for the following situations:**

**(a) *Casual assistance*. Employee is needed on a sporadic or on-call basis where hours cannot be predetermined and vary greatly from week to week. Such employees may be used as needed.**

**(b) *Seasonal assistance*. Employee is needed for peak operating seasons.**

**(c) *Project assistance*. Employee performs duties related to a specific project that has defined objectives and an established time period of completion that does not exceed 180 calendar days.**

**(d) *Primary incumbent replacement*. Employee is needed to fulfill the job responsibilities of the primary incumbent who is unable to perform such responsibilities for an extended period of time. Such employees may be used for a maximum of 180 calendar days or the length of time the incumbent is unable to perform the job responsibility, whichever is less.**

***(e) Contracting*. Any individual participating in the plan who contracts with the City or represents any private enterprise that has a contract with an employer participating in the plan must have a 6-month separation from their effective date of retirement if the individual is under 65. The City shall maintain, in a form prescribed by the Human Resources Director, a**

**certification of the worker's status. The certification will be used for a determination of the individual meeting the definition of eligible employees under this section.**

(Code 1968, § 2-111; Ord. of 1-12-1970; Code 1981, § 2-193; Ord. of 8-27-1990; Ord. of 4-25-1994; Ord. of 6-11-2007; Ord. No. 2010-13, 6-28-2010)

**Sec. ~~2-339~~ 80-517. - Benefit assignment, transfer, etc.**

No participant or beneficiary under the plan shall assign, transfer, hypothecate, encumber, commute or anticipate any interest he may have in payments, funds or contracts under this plan. No interest shall in any way be subject to any legal process, levy of execution, attachment or garnishment proceedings for the payment of any claim against the participant or any beneficiary under the plan, nor shall any such interest be subject to the jurisdiction of any bankruptcy court or insolvency proceedings.

(Code 1968, § 2-112; Ord. of 1-12-1970; Code 1981, § 2-194)

~~Sec. 2-340. - Correction of payment errors.~~

~~Should any change or error in the records result in any member or beneficiary receiving from the plan more or less than he would have been entitled to receive had the records been correct, the pension board of trustees shall have the power to correct the error, and as far as practicable and just, to adjust the payments in a manner that the equivalent of the benefit to which the member or beneficiary was correctly entitled shall be paid.~~

~~(Code 1968, § 2-113; Ord. of 1-12-1970; Code 1981, § 2-195)~~

**Sec. ~~2-341~~80-518. - Contributions.**

(a) *Payroll deductions*

(1) *Amount.* For each year, while a participant of the plan, a participant shall contribute, by payroll deductions, an amount equal to 3½ percent of his average actual monthly earnings as described in section ~~2-330~~ **80-508 - Amount of retirement benefits** (effective May 1, 1994).

(2) *Employer contributions.* The city, pursuant to the provisions of section 414(h)(2) of the United States Internal Revenue Code (26 USC 414(h)(2)), shall pick up and pay the contributions which would otherwise be payable by the employee under this section. The contributions so picked up shall be treated as employer contributions for purposes of determining the amounts of federal income taxes to be withheld from the employee's compensation.

(3) *Employee contributions picked up by city.* Employee contributions picked up by the city shall be paid from the same source of funds used for the payment of compensation to an employee. A deduction shall be made from each employee's compensation equal to the amount of the employee's compensation picked up by the employer. This deduction, however, shall not reduce the

employee's compensation for purposes of computing benefits under the retirement system pursuant to this *division.

(4) *Employee contributions credited.*

a. Employee contributions shall be credited to a separate account within the employee's individual account so that the amount contributed prior to the effective date for the pickup of employee's contributions may be distinguished from the amounts contributed on or after the effective date.

b. The contributions, although designated as employee contributions, are being paid by the employer in lieu of the contributions by the employee. The employee will not be given the option of choosing to receive the contributed amounts directly instead of having them paid by the employer to the retirement system.

(b) *City contributions.* The city shall make such contributions as necessary to meet the requirements of the plan. Effective May 1, 1994, the city shall pick up the employee contributions by a reduction in current earnings. Such picked up contributions shall be treated as employer contributions in determining tax treatment under the Internal Revenue Code; however, the contributions so picked up shall be included in earnings for purposes of the plan. Participant contributions which are picked up shall be treated, for all purposes of this plan, in the same manner as participant contributions made prior to May 1, 1994.

(c) *Other contributions.* The **general employee** pension **plan** board ~~of trustees~~ shall receive all appropriations, contributions and interest allowances as may be received from time to time by the city from the state or any other source, and designated specifically for employee pensions.

(d) *Withdrawal from plan.* A member who withdraws from the **general employee** pension plan for any reason, other than retirement, death or disability, may request ~~his~~ **their** accumulated contributions, plus 5 percent interest, be paid to ~~him~~ **them** after such date of withdrawal; provided, however, ~~his~~ **their** contributions shall not be refunded to ~~him~~ **them** earlier than 90 days after receipt of ~~his~~ **their** notarized application for the same.

(e) *Death of ineligible member.* Upon the death of a member not eligible to retire under any provision of this *division, ~~his~~ **their** employee contributions shall be payable in a single sum to ~~his~~ **their** designated beneficiary or ~~his~~ **their** estate if no designation has been made.

~~(f) *Defined contribution.* Each eligible employee not drawing any retirement benefits from the city as of February 1 of each year who makes an irrevocable decision to join the defined contribution plan shall become a defined contribution plan participant on February 1 of that same year and shall forfeit participation in the city employee's pension plan. A member who withdraws from the pension plan in this manner shall have his accumulated contributions paid to him after such date of withdrawal and he shall forfeit any other payments from the pension plan.~~

(Code 1981, § 2-196; Ord. of 10-12-1982, § 4; Ord. of 12-13-1982; Ord. of 7-11-1983; Ord. of 4-25-1994(2); Ord. of 12-11-1995; Ord. of 7-10-2000; Ord. of 5-12-2003; Ord. No. 2010-13, 6-28-2010)

**Sec. ~~2-342~~ 80-519. - City paramedics transferred to county.**

Notwithstanding any other provision of this division, all persons employed by the city as paramedics, who are transferred to the county emergency medical services department and who make a written election to remain in the city general employee pension plan, shall continue to be considered eligible employees within the meaning of the pension plan as long as they are employed by the county emergency medical services department. All ~~pension~~ benefits for any such paramedic shall be calculated as if the paramedic had remained a city employee during his employment with the county emergency medical services department.

(Code 1981, § 2-197; Ord. of 8-26-1991)

~~Sec. 2-343. - Limitation on benefits.~~

~~To the extent necessary, the participant's benefit under this plan and all plans of the city shall be limited in accordance with section 415 of the Internal Revenue Code (26 USC 415) and the regulations thereunder, and such code section and regulations shall hereby be incorporated herein.~~

~~(Code 1981, § 2-198; Ord. of 7-26-1993, § 7)~~

~~Sec. 2-344. - Distributions.~~

~~All distributions from this plan shall be made in accordance with section 401(a)(9) of the Internal Revenue Code (26 USC 401(a)(9)) and the regulations thereunder, and such code section and regulations shall hereby be incorporated herein.~~

~~(Code 1981, § 2-199; Ord. of 7-26-1993, § 8)~~

~~Sec. 2-345. - Maximum compensation.~~

~~The maximum earnings utilized for purposes of determining benefits shall be limited in accordance with section 401(a)(17) of the Internal Revenue Code (26 USC 401(a)(17)) and the regulations thereunder, and such code section and regulations shall hereby be incorporated herein.~~

~~(Code 1981, § 2-200; Ord. of 7-26-1993, § 9)~~

~~Secs. 2-346—2-360. - Reserved.~~

~~Subdivision II.~~**Sec. 80-520 ~~–~~ General employee pension plan ~~B~~b**oard~~ of Trustees~~**; established; duties.**

~~Sec. 2-361. - Established; duties.~~

There is hereby established a **general employee** pension **plan** board**,**~~ of trustees~~ the duties of which shall be to manage the ~~city~~**general** employee~~s~~ pension plan.

(Code 1968, §§ 2-72, 2-89; Ord. of 1-12-1970; Code 1981, § 2-201; Ord. of 5-22-2000)

**Sec. ~~2-362~~80-521. - Composition.**

The **general employee** pension **plan** board ~~of trustees~~ shall consist of the following persons:

(1) *Manager.* The city manager.

(2) *City officials.* Two elected city officials who shall be appointed by the council president, subject to confirmation of a voting majority of the city council at its annual meeting.

(3) *Participants.* Three participants or retired participants of the plan who shall be elected by the participants and retired participants of the plan.

(4) *Controller/treasurer.* The city controller/treasurer.

(5) *Election.*

(a) Such election shall be for three-year staggered terms, beginning July 1 and ending June 30 three years later. A regular election for filling these positions will be held the third week of June each year.

(b) In the first week of April of each year, the city clerk shall notify those eligible to vote of the exact time and place of the election. Any general employee pension plan member that is eligible to vote and appears on the listing of qualified voters who will be unable to appear at the polling place on the date and time of the election may cast his or her vote by absentee ballot in the general employee~~(s~~ pension plan election for the following reasons: 1) armed forces, 2) public service, 3) occupation, 4) sickness, 5) disability, 6) religion, 7) vacation, or 8) residency outside of the Dover area which makes it infeasible to vote in person.

(Code 1968, §§ 2-89, 2-90; Ord. of 1-12-1970; Code 1981, § 2-202; Ord. of 5-10-1982; Ord. of 8-23-1982; Ord. of 11-26-1990, § 5; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 10-8-2007(1); Ord. No. 2009-23, 10-26-2009)

**Sec. ~~2-363~~ 80-522. - Term of office of members.**

The term of office of each member of the **general employee** pension **plan** board ~~of trustees~~, except the city controller/treasurer, city manager, and elected city officials, shall commence on the first day of the month following ~~his~~ **their** election and continue for a period of three years or until ~~his~~ **their** successor shall be elected and qualified.

(Code 1968, § 2-91; Ord. of 1-12-1970; Code 1981, § 2-203; Ord. of 8-23-1982; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. No. 2009-23, 10-26-2009)

**Sec. ~~2-364~~ 80-523. - Officers and ex officio members.**

The **general employee** pension **plan** board ~~of trustees~~ shall elect a chairperson~~, a vice-chairperson who shall serve when the chairperson is absent, a secretary and a treasurer or fiscal agent designated by the pension board~~. The city controller/treasurer

shall be the pension fund treasurer and ~~his~~ **their** bond shall cover all monies deposited with ~~him~~ **them**.

(Code 1968, § 2-1992; Ord. of 1-12-1970; Code 1981, § 2-204; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. No. 2009-23, 10-26-2009)

**Sec. ~~2-365~~ 80-524. - Vacancies.**

If a vacancy occurs in the offices of the **general employee** pension **plan** board ~~of trustees~~, the vacancy shall be filled for the unexpired term within 60 days and in the same manner as the office was originally filled. Should a member of the pension **plan** board ~~of trustees~~ cease to be in the employ of the city, other than by retiring in accordance with this ***division**, ~~his~~ **their** office as a member of the board shall be declared vacant.

(Code 1968, § 2-95; Ord. of 1-12-1970; Code 1981, § 2-205; Ord. of 5-22-2000; Ord. of 10-8-2007(2))

**Sec. ~~2-366~~ 80-525. - Compensation of members.**

Members of the **general employee** pension **plan** board ~~of trustees~~ shall serve without compensation.

(Code 1968, § 2-89; Ord. of 1-12-1970; Code 1981, § 2-206; Ord. of 5-22-2000)

**Sec. ~~2-367~~ 80-526. - Meetings.**

The **general employee** pension **plan** board ~~of trustees~~ shall make all rules as to the time and place of meetings; and a majority of its membership shall be required to transact pension board business.

(Code 1968, § 2-94; Ord. of 1-12-1970; Code 1981, § 2-207; Ord. of 5-22-2000)

**Sec. ~~2-368~~ 80-527. - Powers.**

The **general employee** pension **plan** board~~ of trustees~~, in administering the pension plan, shall have the following powers in carrying out the purposes thereof:

(1) *Payment of funds.* To pay funds to those entitled to receive them. The ~~pension board chairperson~~ **controller/treasurer** shall sign all vouchers for the disbursements of the funds and ~~his written order shall fully protect the pension board treasurer or fiscal agent designated by the pension board in the payment of those funds~~**shall report to the general employee pension board all financial transactions on an annual basis**;

(2) *Purchase annuity contracts.* To purchase and pay the costs of group annuity contracts from any insurance company for the benefit of participants;

(3) *Employment of agents, employees, etc.* To employ agents, employees or experts to assist the pension board ~~of trustees~~ in carrying out the provisions of this ***division**, including an agent to advise and make recommendations

concerning the investment of funds, and to pay reasonable compensation for those services, and the compensation may be paid from income or corpus of the pension fund or by direct appropriation by the city council as the pension board ~~of trustees~~ and the city council may determine;

(4) *Investments.* To invest and reinvest money in the pension fund, without any limitation, in United States or state municipal bonds or group annuity contracts. Money in the pension fund may also be invested and reinvested in other types of bonds, stocks, and securities to the extent the pension board ~~of trustees~~ may deem best and as is not prohibited by any law now or hereafter in force limiting the investments of the trustees. The pension board ~~of trustees~~ may from time to time change the investments of the fund and, to this end, may make sales of any investment privately, without advertisement and without the necessity of any court order, upon the terms that the pension board deems proper. The funds and investments may also be from time to time turned over to and placed in the custody of any fiscal agent designated by the pension board;

(5) *Contracts.* To generally contract in matters relevant to effectuating and achieving the purposes of this plan;

(6) *Pension benefits.* To receive and pay out pension benefits in accordance with the provisions of this ***division**, or designate a fiscal agent to receive and pay out the pension benefits;

(7) *Rules and regulations.* To make rules and regulations as may be necessary to effectuate this ***subdivision**.

(Code 1968, § 2-93; Ord. of 1-12-1970; Code 1981, § 2-208; Ord. of 5-22-2000; Ord. of 5-12-2003; Ord. No. 2010-13, 6-28-2010)

**Sec. ~~2-369~~ 80-528. - City solicitor to render legal services.**

The city solicitor shall render whatever legal service the **general employee** pension **plan** board ~~of trustees~~ shall require.

(Code 1968, § 2-115; Ord. of 1-12-1970; Code 1981, § 2-209; Ord. of 5-22-2000)

**Sec. ~~2-370~~ 80-529. - Appeals.**

Any employee dissatisfied with the action of the **general employee** pension **plan** board ~~of trustees~~ shall have the right to appeal to the city council within 30 days from the date of formal notification of that action.

(Code 1968, § 2-116; Ord. of 1-12-1970; Code 1981, § 2-210; Ord. of 5-22-2000)

~~Secs. 2-371—2-390. - Reserved.~~ **Sec. 80-530-80-599. – Reserved.**

~~DIVISION 8. - DEFERRED COMPENSATION PLAN~~

~~Sec. 2-391. - Definitions; interpretation.~~

~~(a) *Terms defined.* As indicated in this division, unless the context otherwise clearly indicates or the deferred compensation plans contradict, the following terms shall mean as indicated below:~~

~~*Eligible employee* means any person regularly employed in rendering service to the city on a full-time basis who is not participating in any retirement plan to which the city contributes for them and whose compensation is paid directly by the city. An employee will be considered a full-time employee if he/she regularly works 40 hours each week.~~

~~*Participant* means any eligible employee of the city who has met all of the requirements for participation in the deferred compensation plan and has, upon employment, made an irrevocable election to participate in the deferred compensation plan as defined in this subsection (a) and who has satisfied all the conditions and requirements set forth in this division and in the provisions of the plans.~~

~~(b) *Interpretation.* As originally enacted, the deferred compensation plan was a part of the general employee pension plan. The two plans have now been legislatively separated. In the event that it is determined that the separation of the two plans has caused any ambiguity, then reference is made to the applicable provisions of the general employee pension plan in defining, implementing, interpreting, and administering the deferred compensation plan.~~ **(Moved to Sec. 80-453.)**

(Code 1981, § 2-211; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 6-12-2000; Ord. of 7-10-2000; Ord. of 9-11-2000; Ord. No. 2016-10 , 6-13-2016)

~~Sec. 2-392. - Established; purpose.~~

~~There is hereby established the city employee deferred compensation plan. The purpose of the plan is to establish the basic terms and conditions under which employees shall participate in this plan. Further details, terms and conditions under which retirement, termination, and survivor benefits shall be provided to eligible employees are defined in the deferred compensation plan.~~

~~(Code 1981, § 2-212; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 6-12-2000; Ord. of 7-10-2000; Ord. of 9-11-2000)~~

~~Sec. 2-393. - Eligibility of participants.~~

~~Each eligible employee not drawing any retirement benefits from the city as of May 1, 1994, who makes an irrevocable decision to join the deferred compensation plan, shall, upon compliance with the provisions of this division, become a deferred compensation plan participant on May 1, 1994. Thereafter, each eligible employee who selects the deferred compensation plan upon employment shall become a participant in accordance with the plan. All new employees, except police officers, hired after September 28, 2009 are required to join the defined contribution pension plan as defined in subsection 2-324.~~

~~(Code 1981, § 2-213; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 7-10-2000; Ord. No. 2016-10 , 6-13-2016)~~

~~Sec. 2-394. - Contributions.~~

~~(a) *Employee contributions.* For each year while a participant of the deferred compensation plan, a participant shall contribute, by payroll deductions, a percentage of his/her compensation as defined in the deferred compensation plan, which shall be a participant's base pay, plus scheduled overtime, payment for being on call, except those hours reported for being called out, and any retroactive pay corrections which involve any one of the mentioned payments, up to the legal limits as defined in the deferred compensation plan.~~

~~(b) *Employer contributions.* The city shall contribute an amount equal to each individual's employee contributions, to a maximum percentage of an employee's compensation as defined in the deferred compensation plan, which shall be a participant's base pay, plus scheduled overtime, payment for being on call, except those hours reported for being called out, and any retroactive pay corrections which involve any one of the mentioned payments for each participant.~~

~~(c) *Treatment.* Treatment of contributions shall be handled in accordance with federal and state laws and the applicable provisions of section 2-341 pertaining to the general employee pension plan.~~

~~(Code 1981, § 2-214; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 6-12-2000; Ord. of 7-10-2000; Ord. of 9-11-2000; Ord. No. 2016-10, 6-13-2016)~~

~~Secs. 2-395—2-420. - Reserved.~~

## DIVISION 4. – MONEY PURCHASE PLAN (IRC 401(A))

### Sec. 80-600. - Established; purpose.

**There is hereby established a Money Purchase Plan (IRC 401 (a)). The purpose of the plan is to provide pension (retirement) benefits and to establish the basic terms and conditions under which employees shall participate in this plan. Terms and conditions under which retirement, disability, termination, and survivor benefits shall be provided to eligible employees are defined in the Money Purchase Plan documents. The benefits under the plan shall be in addition to amounts received as social security benefits or from any other employers pension plan.**

### Sec. 80-601. - For employee exclusively.

**This plan is created for the exclusive benefit of the employees of the city and shall be interpreted in a manner consistent with it being an employee's trust, as defined in section 401(a) of the Internal Revenue Code (26 USC 401(a)). Therefore, under no circumstances shall any funds contributed to this plan or any assets of the plan or trust ever revert to or be used or enjoyed by the city, nor shall any such funds or assets ever be used other than for the benefits of the employees of the city and their beneficiaries, prior to the satisfaction of all liabilities under this plan to the employees.**

### Sec. 80-602. - Eligibility of participants.

**Each eligible employee not drawing any retirement benefits from the city as of May 1, 1994, who makes an irrevocable decision to join the Money Purchase Plan, shall, upon compliance with the provisions of this division, become a Money Purchase Plan participant and shall forfeit participation in the general employee pension plan. A member who withdraws from the general employee pension plan in this manner shall have his/her accumulated contributions paid to him/her after such date of withdrawal and he/she shall forfeit any other payments from the general employee pension plan. Thereafter, each eligible employee who selects the Money Purchase Plan upon employment shall become a participant in accordance with the plan.**

**Sec. 80-603. - Participation mandatory; exceptions.**

**Each eligible employee not drawing any retirement benefits from the city as of February 1 of each year who makes an irrevocable decision to join the Money Purchase Plan shall become a plan participant on February 1 of that same year and shall forfeit participation in the general employee pension plan. A member who withdraws from the pension plan in this manner shall have his accumulated contributions paid to him after such date of withdrawal and he shall forfeit any other payments from the general employee pension plan.**

**The Money Purchase Plan shall not be construed to give any employee the right to be retained in the employ of the city. All employees hired after September 28, 2009, except those police officers who are participating in the State of Delaware pension plan, shall be required, as a condition of employment, to join the Money Purchase Plan.**

**Sec. 80-604. - Defraudment.**

**It shall be unlawful for any person to knowingly make any false statement or falsify, or permit to be falsified, any record of the pension plan in an attempt to defraud the plan.**

**Sec. 80-605. - Contributions.**

**(a) Employee contributions. For each year while a participant of the Money Purchase Plan, a participant shall contribute, by payroll deductions, a percentage of their compensation, in accordance with the applicable collective bargaining agreements or Money Purchase Plan documents.**

**For each year while also a participant of the deferred compensation plan, a participant may elect to contribute, by payroll deductions, a percentage of their compensation, which shall be a participant's base pay, plus scheduled overtime, payment for being on-call, except those hours reported for being called out, and any retroactive pay corrections which involve any one of the mentioned payments, up to the legal limits as defined in the collective bargaining agreement or personnel policy.**

**Employee contributions picked up by the city shall be paid from the same source of funds used for the payment of compensation to an employee. A deduction shall be made from each employee's compensation equal to the amount of the employee's compensation picked up by the employer. This deduction, however, shall not reduce the employee's compensation for purposes of computing benefits under the retirement system pursuant to this division.**

**(b) Employer contributions. The city shall contribute an amount equal to each individual's employee contributions, in accordance with the appropriate collective bargaining agreements or Money Purchase Plan documents.**

**The city, pursuant to the provisions of section 414(h)(2) of the United States Internal Revenue Code (26 USC 414(h)(2)), shall pick up and pay the contributions which would otherwise be payable by the employee under this section. The contributions so picked up shall be treated as employer contributions for purposes of determining the amounts of federal income taxes to be withheld from the employee's compensation.**

**(c) Treatment. Treatment of contributions shall be handled in accordance with federal and state laws.**

**Sec. 80-605-80-699. - Reserved.**

**~~ARTICLE VI~~DIVISION 5. - OTHER POST-EMPLOYMENT BENEFITS ~~FUND~~ (OPEB)**

~~Sec. 2-501. - Definitions.~~

~~*Board* means the board of trustees of the other post employment benefits trust as established by this article.~~

~~*OPEB fund* means the other post-employment benefits fund established by section 2-502.~~ **(Moved to definitions in Article I – In General, Sec. 80-1 – Definitions)**

(Ord. No. 2009-10, 5-11-2009)

**Sec. ~~2-502~~80-700. - ~~Establishment of~~ OPEB fund~~.~~; established.**

(a) There shall be established an OPEB fund, a trust fund, separate and distinct from the **General Employee Pension** fund~~s~~ **and the Police Pension fund,** ~~established under chapter 2, article IV, division 7, and chapter 62, article III of the City of Dover Code of Ordinances,~~ the contributions to which are subject to city appropriations and rules regarding employer and/or employee contributions as may be promulgated, changed or amended from time to time, and to which earnings on investments, refunds and reimbursements shall be deposited upon receipt, and from which the city's premiums shall be paid, and any fees and expenses authorized by the board shall be paid. No money shall be disbursed from this fund except for the purpose of payment of the city's premiums for postretirement health insurance for ~~employees~~ retired **employees** ~~under chapters 2 and 62~~**, Medicare B**

**premiums for eligible employees, and actuarial and investment consulting fees**.

(b) The amounts remaining in the OPEB fund, if any, after all premiums, fees, and expenses have been paid for any year shall be retained in such trust for future payments until all city liabilities for post-retirement health insurance premium benefits have been satisfied.

(c) The OPEB fund shall be an irrevocable trust exempt from federal income tax under § 115 of the Internal Revenue Code [26 U.S.C. § 115], remote from city creditors, and subject to the financial reporting, disclosure and actuarial requirements of ~~g~~**G**overnment ~~a~~**A**ccounting ~~s~~**S**tandards ~~b~~**B**oard ~~s~~**S**tatements 43 and 45 or any subsequent ~~g~~**G**overnment ~~a~~**A**ccounting ~~s~~**S**tandards ~~b~~**B**oard updates or statements that may be applicable.

(Ord. No. 2009-10, 5-11-2009)

**Sec. ~~2-503~~ 80-701. - ~~Management of the OPEB fund~~ OPEB Board; established; duties.**

(a) The board shall be comprised of the controller/treasurer, human resources director, city manager, and two elected city officials. This board shall adopt a trust agreement for the OPEB fund ~~(~~and may amend the trust agreement from time to time~~)~~, shall take all actions necessary and appropriate to establish and maintain the OPEB fund, and shall have control and management of the OPEB fund and may utilize its powers pursuant to this chapter in the administration of the OPEB fund.

(b) The board shall take the actions necessary and appropriate to establish and maintain the OPEB fund as a trust that is exempt from taxation under Internal Revenue Code § 115 [26 U.S.C. § 115]. The trust shall be maintained and administered by the board solely for the benefit of participants, retirees, and beneficiaries by providing payments for retiree health insurance for medical care in compliance with Internal Revenue Code § 105 [26 U.S.C. § 105] and with this chapter as presented and verified by representatives and/or retiree health insurance service providers of the city.

(c) The board shall have no ability or responsibility for setting benefit levels, handling claims, or arbitrating, mediating or otherwise adjudicating claims appeals. Those responsibilities continue to be handled in accordance with the personnel policies of the city.

(d) The city shall indemnify a board member in the additional duties contained in this chapter pertaining to the administration and management of the OPEB fund or to sit on a committee of the board who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that the board member is or was a board member against expenses**,** ~~(~~including attorneys' fees if the city solicitor determines that the city solicitor may not provide representation~~)~~, judgments, fines and amounts paid in settlement actually and reasonably incurred by that board member in connection with such action, suit or proceeding, if the board member acted in good faith and in a manner the board member reasonably

believed to be in the best interest of the city and with respect to any criminal action or proceeding had no reasonable cause to believe that board member's own conduct was unlawful. Expenses incurred in defending a civil, administrative or investigative action, suit or proceeding shall be paid by the city in advance of final disposition of such action, suit or proceeding if:

(1) Initially authorized by a majority vote of the board exclusive of the member or members to be indemnified unless more than a majority of the board shall also be parties to the same action, suit or proceeding, in which instance, such authorization shall be by the ~~C~~**c**ity ~~C~~**c**ouncil of the City of Dover; and

(2) Such board member agrees to repay such amount if it is ultimately determined by the board or the city council, as the case may be, pursuant to paragraph (1) that such member is not entitled to indemnification under this section.

(Ord. No. 2009-10, 5-11-2009)

**Sec. ~~2-504~~ 80-702. - Actuarial valuations.**

(a) The actuary shall prepare a~~n~~ **biennial** actuarial valuation of the assets and liabilities of the OPEB fund ~~as of June 30 each year~~ **as prescribed by the Governmental Accounting Standards Board**. On the basis of reasonable actuarial assumptions and tables approved by the board, the actuary shall determine:

(1) The city's annual ~~required~~ **determined** contribution for payment of the city's premiums for post-~~-~~retirement health insurance for employees under the personnel policies of the city;

(2) Any unfunded actuarial accrued liability.

(b) The city anticipates making contributions to the OPEB fund in such a manner that it will ultimately contribute its full annual ~~required~~ **determined** contribution within a period of years. In the interim, use of the OPEB fund assets to pay retiree health-care-related premiums will be subject to the appropriations process of the city and the contribution and distribution processes necessary to carry out the efficient processing of retiree premium payments by the city. It is further anticipated that for auditing and reporting convenience, each current year's retiree healthcare expenses will be contributed and distributed from the OPEB fund without respect to whether the full annual required contribution has been deposited.

(Ord. No. 2009-10, 5-11-2009)

**Sec. 80-703. – Post-retirement benefits.**

**(a) *Retiree health care*.**

**Health care shall be provided in accordance with the appropriate collective bargaining agreement or City of Dover Personnel Policy.**

**The City shall provide group hospital, surgical, and health insurance coverage for eligible retired employees and their families in accordance with the appropriate**

**collective bargaining agreement or City of Dover Personnel Policy. The cost of dependent care coverage in retirement is the retiree's responsibility. This applies to all retirees, unless otherwise specified in employee labor agreements.**

**(1) *Eligibility*. Employees retiring under the following conditions may be eligible for retiree health care:**

**a. *Normal retirement*. The normal retirement date for each participant shall be the first day of the month following the attainment of the age of 65 years, provided that he has completed ten years of continuous service.**

**b. *Early retirement*.**

**(1) *Age 55 with 10 years of service.* A participant who has completed ten years of continuous service and who has attained the age of 55 years may retire at any time within the ten years preceding his normal retirement date.**

**(2) *Hired May 1, 1994, or later*. For eligible employees hired on or after May 1, 1994, a participant who has attained the age of 55 years, and whose attained age plus years of continuous service is equal to or greater than 80.**

**(3) *Hired before May 1, 1994*. For eligible employees hired before May 1, 1994, a participant who has completed 25 years of continuous service, or has attained the age of 50 years and completed 20 years of continuous service.**

**(4) *Permanent disability.* Any employee who, after completing at least ten years of continuous service, shall be injured or whose health shall become permanently impaired to such an extent as to render him/her totally and permanently disabled, shall be eligible upon application to the Human Resources Director and approval by the City Manager.**

**(5) *Later Retirement.* If a participant works beyond his normal retirement date, the participant's post-employment benefits shall be deferred until his actual retirement.**

~~**Sec. 2-505.**~~**(b) ~~-~~ Medicare part B premium reimbursements.**

Effective July 27, 2009, Medicare Part B premium reimbursement was discontinued for non-bargaining employees hired after that date. Employees hired on or before July 27, 2009 who were not previously entitled to Medicare Part B premium reimbursement **and** who were promoted or transferred to a non-bargaining position after May 28, 2013 (date of adoption), shall not be entitled to the reimbursement.

The city will ~~continue the practice of providing~~ **provide the standard** Medicare Part B premium reimbursement for non-bargaining employees hired on or before July 27, 2009 and those eligible due to promotion or transfer to a non-bargaining position on or before May 28, 2013 (date of adoption), with the understanding that it is not considered a vested right and can be changed or eliminated by council at any time by ordinance or resolution enacted to that effect and, further, as required by Section 3 of the Charter, that the fund for payment of the costs of such premium reimbursement shall be continued, as in the past.

(Ord. No. 2010-05, 4-12-2010; Ord. No. 2013-07, 5-28-2013)

**ADOPTED: ***

**S:\Ordinances\2017\Ordinance #2017-03 – New Chapter 80 - Personnel**

**SYNOPSIS**

**The Proposed Ordinance consolidates all pension related ordinances into a new Chapter 80 - Personnel**

*

**(SPONSORS: COLE, HOSFELT, AND HUTCHISON)**

**Actions History**

02/13/2017 - Scheduled for Final Reading – City Council

**01/23/2017 - First Reading – City Council**

**01/10/2017 - Introduction ~~-~~– Council Committee of the Whole/Legislative, Finance, and Administration Committee**

# CITY OF DOVER ORDINANCE #2017-04
## 2016-2017 BUDGET ORDINANCES

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:**
The amount hereinafter named aggregating Forty Seven Million Seven Hundred Twenty Eight Thousand Nine Hundred dollars ($47,728,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

## GENERAL FUND
## CASH RECEIPT SUMMARY FOR 2016-2017

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **BEGINNING BALANCE** | **$ 4,493,900** | **$ 5,424,800** |
| **RECEIPTS** | | |
| FINES AND POLICE REVENUE | 763,300 | 763,300 |
| INVESTMENT INCOME | 90,000 | 90,000 |
| LIBRARY REVENUES | 70,300 | 70,300 |
| KENT COUNTY BOOK REIMBURSEMENT | 312,600 | 312,600 |
| BUSINESS LICENSES | 1,467,000 | 1,467,000 |
| PERMITS AND OTHER FEES | 1,662,100 | 1,662,100 |
| MISCELLANEOUS CHARGES | 56,800 | 56,800 |
| POLICE EXTRA DUTY | 525,000 | 525,000 |
| PROPERTY TAXES | 12,895,100 | 12,895,100 |
| RECREATION REVENUE | 150,000 | 150,000 |
| FRANCHISE FEE | 680,000 | 680,000 |
| SANITATION FEES | 2,538,300 | 2,538,300 |
| RENT REVENUE - GARRISON FARM | 94,500 | 94,500 |
| COURT OF CHANCERY FEES | 1,100,000 | 1,100,000 |
| **RECEIPTS SUBTOTAL** | **22,405,000** | **22,405,000** |
| **INTERFUND SERVICE RECEIPTS** | | |
| INTERFUND SERVICE RECEIPTS W/WW | 1,653,800 | 1,673,400 |
| INTERFUND SERVICE RECEIPTS ELECTRIC | 3,564,900 | 3,625,900 |
| **INTERFUND SERVICE RECEIPTS SUBTOTAL** | **5,218,700** | **5,299,300** |
| **GRANTS:** | | |
| POLICE RELATED/EXTRA DUTY | 258,600 | 258,600 |
| POLICE PENSION GRANT | 500,000 | 500,000 |
| GREEN ENERGY GRANT | 98,500 | 98,500 |
| MISC GRANT REVENUE | 25,000 | 25,000 |
| **GRANTS SUBTOTAL** | **882,100** | **882,100** |
| **TRANSFERS FROM:** | | |
| TRANSFER TAX | 1,672,700 | 1,672,700 |
| MUNICIPAL STREET AID | 673,100 | 673,100 |
| CIVIL TRAFFIC PENALTIES | 496,900 | 496,900 |
| WATER/WASTEWATER | 875,000 | 875,000 |
| ELECTRIC | 10,000,000 | 10,000,000 |
| **TRANSFERS FROM SUBTOTAL** | **13,717,700** | **13,717,700** |
| **TOTAL REVENUES** | **42,223,500** | **42,304,100** |
| **TOTAL BEGINNING BALANCE & REVENUE** | **$ 46,717,400** | **$ 47,728,900** |

## 2016-2017 BUDGET ORDINANCES

## GENERAL FUND - EXPENDITURES AND BUDGET BALANCE FOR 2016-2017

| DEPARTMENT EXPENSES | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| CITY CLERK | $ 412,300 | $ 415,900 |
| COUNCIL | 141,100 | 141,100 |
| TAX ASSESSOR | 244,000 | 247,200 |
| FIRE | 721,700 | 721,700 |
| GROUNDS MAINTENANCE | 1,201,300 | 1,210,000 |
| LIBRARY | 1,635,000 | 1,666,100 |
| RECREATION | 750,900 | 756,800 |
| LIFE SAFETY | 485,200 | 488,100 |
| CODE ENFORCEMENT | 421,100 | 423,800 |
| PLANNING | 546,800 | 552,400 |
| INSPECTIONS | 697,900 | 700,800 |
| POLICE | 16,091,600 | 16,236,900 |
| POLICE EXTRA DUTY | 783,600 | 804,500 |
| STREETS | 1,163,500 | 1,165,800 |
| SANITATION | 2,032,800 | 2,036,000 |
| CITY MANAGER | 792,400 | 796,100 |
| INFORMATION TECHNOLOGY | 716,300 | 719,700 |
| FINANCE | 1,011,100 | 1,017,200 |
| PUBLIC WORKS - ADMINISTRATION | 680,000 | 682,100 |
| FACILITIES MANAGEMENT | 607,100 | 610,100 |
| PUBLIC WORKS - ENGINEERING | 207,000 | 207,000 |
| PROCUREMENT & INVENTORY | 585,100 | 585,100 |
| FLEET MAINTENANCE | 776,300 | 777,400 |
| CUSTOMER SERVICE | 1,143,800 | 1,263,900 |
| HUMAN RESOURCES | 392,500 | 400,900 |
| MAYOR | 74,000 | 74,000 |
| **DEPARTMENT SUBTOTALS** | **34,314,400** | **34,700,600** |
| **OTHER EXPENSES** | | |
| DEBT SERVICE | 685,300 | 685,300 |
| CONTRIBUTION TO DDP | 150,000 | 150,000 |
| MISCELLANEOUS GRANT RELATED EXP | 25,000 | 25,000 |
| INSURANCE | 700,000 | 700,000 |
| RETIREES HEALTH CARE | 2,039,700 | 2,039,700 |
| OTHER EMPLOYMENT EXPENSES | 400,700 | 135,500 |
| BANK & CREDIT CARD FEES | 15,000 | 15,000 |
| UNCOLLECTIBLES - TRASH AND OTHER | 50,000 | 50,000 |
| STREET LIGHTS | 804,000 | 804,000 |
| **OTHER EXPENSE SUBTOTAL** | **4,869,700** | **4,604,500** |
| **TRANSFERS** | | |
| TRANSFER TO CAPITAL FUND - PROJECTS | 1,859,400 | 2,344,400 |
| TRANSFER TO THE CAPITAL ASSET RESERVE | - | 253,400 |
| APPROP. TO THE POLICE PENSION FUND | 670,000 | 670,000 |
| APPROP. POLICE PENSION - STATE GRANT | 500,000 | 500,000 |
| TRANSFER TO INVENTORY WRITE-OFFS | 10,000 | 10,000 |
| **TRANSFERS SUBTOTAL** | **3,039,400** | **3,777,800** |
| **TOTAL EXPENDITURES** | **42,223,500** | **43,082,900** |
| **CURRENT YEAR BALANCE** | **4,493,900** | **4,646,000** |
| **TOTALS** | **$ 46,717,400** | **$ 47,728,900** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### GOVERNMENTAL CAPITAL PROJECTS FUND
### REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Four Million Ninety Three Thousand Three Hundred dollars ($4,093,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

REVENUES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **BEGINNING BALANCE - PROJECTS** | **$ 383,900** | **$ 1,472,100** |
| **REVENUES** | | |
| INCOME FROM SALE OF ASSETS | - | 70,100 |
| GRANT RECEIPTS | 105,000 | 105,000 |
| INTEREST EARNINGS | 5,000 | 5,000 |
| MISCELLANEOUS REVENUE | - | 16,700 |
| TRANSFER FROM GENERAL FUND | 1,859,400 | 2,344,400 |
| TRANSFER FROM PARKLAND RESERVE | 80,000 | 80,000 |
| **SUBTOTAL PROJECT RECEIPTS** | **2,049,400** | **2,621,200** |
| **TOTAL FUNDING SOURCES** | **2,049,400** | **2,621,200** |
| **TOTAL BEGINNING BALANCE AND REVENUES** | **$ 2,433,300** | **$ 4,093,300** |

EXPENSE SUMMARY

| **EXPENDITURES** | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| FIRE | $ 145,700 | $ 145,700 |
| GROUNDS MAINTENANCE | 58,200 | 153,800 |
| LIFE SAFETY | 29,500 | 29,500 |
| LIBRARY | - | 15,000 |
| POLICE | 299,800 | 299,800 |
| RECREATION | 165,000 | 165,000 |
| STREETS | 1,026,000 | 1,842,600 |
| CITY MANAGER | - | 502,800 |
| SANITATION | 261,500 | 261,500 |
| FACILITIES MANAGEMENT | 27,700 | 27,700 |
| FLEET MAINTENANCE | 31,000 | 31,000 |
| **DEPARTMENT SUBTOTAL** | **2,044,400** | **3,474,400** |
| BUDGET BALANCE | 388,900 | 618,900 |
| **TOTAL BUDGET BALANCE & EXPENDITURES** | **$ 2,433,300** | **$ 4,093,300** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### GENERAL FUND CONTINGENCY
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Seven Hundred Forty Two Thousand Nine Hundred dollars ($742,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **BEGINNING BALANCE** | **$ 731,000** | **$ 732,900** |
| INTEREST EARNED | 10,000 | 10,000 |
| **TOTALS** | **$ 741,000** | **$ 742,900** |

EXPENSE SUMMARY

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| CARRY FORWARD TO NEXT YEAR | 741,000 | 742,900 |
| **TOTALS** | **$ 741,000** | **$ 742,900** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### GENERAL CAPITAL ASSET RESERVE
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating One Million Five Hundred Twenty Two Thousand Two Hundred dollars ($1,522,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **BEGINNING BALANCE** | **$ 1,251,300** | **$ 1,253,800** |
| **RECEIPTS** | | |
| INTEREST EARNINGS | 15,000 | 15,000 |
| TRANSFER FROM GENERAL FUND | - | 253,400 |
| **TOTAL RECEIPTS** | **15,000** | **268,400** |
| **TOTALS** | **$ 1,266,300** | **$ 1,522,200** |

EXPENSE SUMMARY

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| CARRY FORWARD TO NEXT YEAR | $ 1,266,300 | $ 1,522,200 |
| **TOTALS** | **$ 1,266,300** | **$ 1,522,200** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### PARKLAND/RECREATION RESERVE
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Three Hundred Twenty Nine Thousand Four Hundred dollars ($329,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **PRIOR YEAR BALANCE** | **$ 324,900** | **$ 326,400** |
| INTEREST INCOME | 3,000 | 3,000 |
| **TOTALS** | **$ 327,900** | **$ 329,400** |

OPERATING EXPENSES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| TRANSFER TO GENERAL CAPITAL PROJECT FUND | 80,000 | 80,000 |
| CURRENT YEAR BALANCE | 247,900 | 249,400 |
| **TOTALS** | **$ 327,900** | **$ 329,400** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### WATER/WASTEWATER FUND
### REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Seventeen Million Sixty Seven Thousand Seven Hundred dollars ($17,067,700) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| BEGINNING BALANCE - WATER | $ 566,500 | $ 881,300 |
| BEGINNING BALANCE - WASTEWATER | 663,200 | 719,200 |
| **TOTAL BEGINNING BALANCES** | **1,229,700** | **1,600,500** |
| **BASE REVENUE** | | |
| WATER SERVICES | 5,800,000 | 5,800,000 |
| WASTEWATER SERVICES | 3,800,000 | 3,800,000 |
| WASTEWATER TREATMENT SERVICES | 3,000,000 | 3,000,000 |
| GROUNDWATER INFLOW ADJUSTMENT | 1,938,000 | 1,938,000 |
| WATER TANK SPACE LEASING | 366,200 | 366,200 |
| SEWER IMPACT FEES | 228,000 | 228,000 |
| WATER IMPACT FEES | 252,000 | 252,000 |
| INTEREST - WATER | 10,000 | 10,000 |
| INTEREST - WASTEWATER | 10,000 | 10,000 |
| MISCELLANEOUS SERVICE FEE | 63,000 | 63,000 |
| **TOTAL REVENUES** | **15,467,200** | **15,467,200** |
| **TOTAL BEGINNING BALANCES AND REVENUES** | **$ 16,696,900** | **$ 17,067,700** |

## 2016-2017 BUDGET ORDINANCES

### WATER/WASTEWATER FUND - EXPENSES AND BUDGET BALANCE FOR 2016-2017

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **DIRECT EXPENSES** | | |
| ENGINEERING & INSPECTION | $ 516,500 | $ 521,500 |
| WATER DEPARTMENT | 655,400 | 677,200 |
| WASTEWATER DEPARTMENT | 962,400 | 983,400 |
| WATER TREATMENT PLANT | 1,727,400 | 1,735,800 |
| **DIRECT EXPENDITURE SUBTOTAL** | **3,861,700** | **3,917,900** |
| **OTHER EXPENSES** | | |
| DEBT SERVICE - WATER | 590,300 | 590,300 |
| DEBT SERVICE - WASTEWATER | 636,900 | 636,900 |
| RETIREES HEALTH CARE | 192,400 | 192,400 |
| OTHER EMPLOYMENT EXPENSES | 21,200 | 5,000 |
| OPEB UNFUNDED LIABILITY | - | 101,800 |
| KENT COUNTY TREATMENT CHARGE | 4,130,000 | 4,130,000 |
| INTERFUND SERVICE FEES | 1,653,800 | 1,673,400 |
| BANK & CREDIT CARD FEES | 25,000 | 25,000 |
| BOND ISSUE COSTS | 40,000 | 40,000 |
| **OTHER EXPENSES SUBTOTAL** | **7,289,600** | **7,394,800** |
| **TRANSFER TO:** | | |
| GENERAL FUND FROM WATER | 500,000 | 500,000 |
| GENERAL FUND FROM WASTEWATER | 375,000 | 375,000 |
| WATER IMP AND EXT | 1,000,000 | 980,000 |
| WASTEWATER IMP AND EXT | 1,000,000 | 980,000 |
| CONTINGENCY RESERVE WATER | 110,000 | 131,100 |
| CONTINGENCY RESERVE WASTEWATER | 60,000 | 60,000 |
| ELECTRIC IMP AND EXT | 231,200 | 231,200 |
| **TRANSFER TO SUBTOTAL** | **3,276,200** | **3,257,300** |
| **TOTAL EXPENSES** | **14,427,500** | **14,570,000** |
| **BUDGET BALANCES** | | |
| BUDGET BALANCE WATER | 1,103,100 | 1,331,500 |
| BUDGET BALANCE WASTEWATER | 1,166,300 | 1,166,200 |
| **BUDGET BALANCE SUBTOTALS** | **2,269,400** | **2,497,700** |
| **TOTAL CURRENT YEAR BALANCES AND EXPENSES** | **$ 16,696,900** | **$ 17,067,700** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Twelve Million Four Hundred Twenty Thousand Three Hundred dollars ($12,420,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year begining July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| BEGINNING BALANCE - WATER | $ 1,179,900 | $ 3,584,500 |
| BEGINNING BALANCE - WASTEWATER | 952,600 | 3,129,800 |
| **TOTAL BEGINNING BALANCES** | **2,132,500** | **6,714,300** |
| **REVENUES** | | |
| STATE LOAN FUND - WATER | 2,400,000 | 2,400,000 |
| STATE LOAN FUND - WASTEWATER | 884,000 | 884,000 |
| TRANS FR OPERATING FUND - WATER | 1,000,000 | 1,000,000 |
| TRANS FR OPERATING FUND - WASTEWATER | 1,000,000 | 1,000,000 |
| TRANSFER FROM WATER IMPACT FEE | 190,800 | 190,800 |
| TRANSFER FROM WASTEWATER IMPACT FEE | 211,200 | 211,200 |
| INTEREST INCOME | 20,000 | 20,000 |
| **TOTAL REVENUES** | **5,706,000** | **5,706,000** |
| **TOTAL BEGINNING BALANCES & REVENUES** | **$ 7,838,500** | **$ 12,420,300** |

EXPENSE SUMMARY

| **EXPENSES** | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| W/WW ENGINEERING | $ 30,400 | $ 30,400 |
| WATER | 1,338,800 | 3,908,100 |
| WASTEWATER | 2,021,200 | 4,004,700 |
| WATER TREATMENT PLANT | 1,200,000 | 1,200,000 |
| **TOTAL EXPENSES** | **4,590,400** | **9,143,200** |
| BUDGET BALANCE - WATER | 2,035,900 | 2,062,000 |
| BUDGET BALANCE - WASTEWATER | 1,021,400 | 1,215,100 |
| **CURRENT YEAR BALANCE SUBTOTALS** | **3,057,300** | **3,277,100** |
| **TOTAL BUDGET BALANCES & EXPENSES** | **$ 7,647,700** | **$ 12,420,300** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### WATER/WASTEWATER CAPITAL ASSET RESERVE
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating One Million Forty Five Thousand Eight hundred dollars ($1,045,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| BEGINNING BALANCE - WATER | $ 514,600 | $ 519,600 |
| BEGINNING BALANCE - WASTEWATER | 513,400 | 518,400 |
| **TOTAL BEGINNING BALANCES** | **1,028,000** | **1,038,000** |
| **RECEIPTS** | | |
| INTEREST EARNINGS - WATER | 3,900 | 3,900 |
| INTEREST EARNINGS - WASTEWATER | 3,900 | 3,900 |
| **TOTAL RECEIPTS** | 7,800 | 7,800 |
| **TOTALS** | **$ 1,035,800** | **$ 1,045,800** |

EXPENSE SUMMARY

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| CURRENT YEAR BALANCE - WATER | $ 518,500 | $ 523,500 |
| CURRENT YEAR BALANCE - WASTEWATER | 517,300 | 522,300 |
| **CURRENT YEAR BALANCE SUBTOTALS** | **1,035,800** | **1,045,800** |
| **TOTALS** | **$ 1,035,800** | **$ 1,045,800** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### WATER/WASTEWATER IMPACT FEE RESERVE
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Three Million Five Hundred Twenty Five Thousand One Hundred dollars ($3,525,100) or so much thereof as may be necessary are hereby appropriated fromcurrent revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| BEGINNING BALANCE - WATER | $ 430,700 | $ 434,200 |
| BEGINNING BALANCE - WASTEWATER | 1,590,900 | 3,075,500 |
| **TOTAL BEGINNING BALANCES** | **2,021,600** | **3,509,700** |
| **RECEIPTS** | | |
| INTEREST EARNINGS - WATER | 3,300 | 3,300 |
| INTEREST EARNINGS - WASTEWATER | 12,100 | 12,100 |
| **TOTAL RECEIPTS** | **15,400** | **15,400** |
| **TOTALS** | **$ 2,037,000** | **$ 3,525,100** |

EXPENSE SUMMARY

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| TRANSFER TO I & E FUND FROM WATER IMPACT FEES | $ 190,800 | $ 190,800 |
| TRANSFER TO I & E FUND FROM WASTEWATER IMPACT FEES | 211,200 | 211,200 |
| CURRENT YEAR BALANCE - WATER | 243,200 | 246,700 |
| CURRENT YEAR BALANCE - WASTEWATER | 1,391,800 | 2,876,400 |
| **CURRENT YEAR BALANCE SUBTOTALS** | **1,635,000** | **3,123,100** |
| **TOTALS** | **$ 2,037,000** | **$ 3,525,100** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### WATER/WASTEWATER CONTINGENCY RESERVE
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:**
The amount hereinafter named aggregating Five Hundred Twenty Six Thousand Two Hundred dollars ($526,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| BEGINNING BALANCE - WATER | $ 138,000 | $ 117,900 |
| BEGINNING BALANCE - WASTEWATER | 191,600 | 214,700 |
| **TOTAL BEGINNING BALANCES** | **329,600** | **332,600** |
| **RECEIPTS** | | |
| INTEREST EARNINGS | 2,500 | 2,500 |
| TRANSFER FROM OPERATING ACCOUNT TO WATER | 110,000 | 131,100 |
| TRANSFER FROM OPERATING ACCOUNT TO WASTEWATER | 60,000 | 60,000 |
| **TOTAL RECEIPTS** | **172,500** | **193,600** |
| **TOTALS** | **$ 502,100** | **$ 526,200** |

BUDGET SUMMARY

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| CURRENT YEAR BALANCE - WATER | 249,000 | 250,000 |
| CURRENT YEAR BALANCE - WASTEWATER | 253,100 | 276,200 |
| **CURRENT YEAR BALANCE SUBTOTALS** | **502,100** | **526,200** |
| **TOTAL EXPENSES AND CURRENT YEAR BALANCES** | **$ 502,100** | **$ 526,200** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### ELECTRIC REVENUE FUND
### REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Ninety Nine Million Three Hundred Twenty Five Thousand dollars ($99,325,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **BEGINNING BALANCE** | **$ 13,302,200** | **$ 19,896,400** |
| **BASE REVENUE** | | |
| DIRECT SALES TO CUSTOMER | 77,193,200 | 77,193,200 |
| UTILITY TAX | 1,287,900 | 1,287,900 |
| MISCELLANEOUS REVENUE | 548,600 | 548,600 |
| RENT REVENUE | 223,000 | 223,000 |
| GREEN ENERGY | 128,000 | 128,000 |
| INTEREST EARNINGS | 47,900 | 47,900 |
| **TOTAL REVENUES** | **79,428,600** | **79,428,600** |
| **TOTAL BEGINNING BALANCE & REVENUES** | **92,730,800** | **99,325,000** |

## 2016-2017 BUDGET ORDINANCES

### ELECTRIC REVENUE FUND EXPENSES AND BUDGET BALANCE FOR 2016-2017

| EXPENSES | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| POWER SUPPLY | $ 16,557,600 | $ 16,492,600 |
| SOLAR ENERGY | 2,313,900 | 2,313,900 |
| SOLAR RENEWAL ENERGY CREDITS | 363,400 | 363,400 |
| POWER SUPPLY MANAGEMENT | 996,000 | 996,000 |
| REC'S (Renewable Energy Credits) | 673,400 | 673,400 |
| RGGI (Regional Greenhouse Gas Init.) | 175,000 | 175,000 |
| PJM CHARGES - ENERGY | 12,357,900 | 12,357,900 |
| PJM CHARGES - TRANSMISSION & FEES | 7,603,800 | 7,603,800 |
| CAPACITY CHARGES | 10,160,600 | 10,160,600 |
| **SUB-TOTAL POWER SUPPLY** | **51,201,600** | **51,136,600** |
| PLANT OPERATIONS | 6,215,700 | 6,280,700 |
| GENERATIONS FUELS | 256,900 | 256,900 |
| PJM SPOT MARKET ENERGY | (804,900) | (804,900) |
| PJM CREDITS | (360,000) | (360,000) |
| CAPACITY CREDITS | (7,355,100) | (7,355,100) |
| **GENERATION SUBTOTAL** | **(2,047,400)** | **(1,982,400)** |
| **POWER SUPPLY & GENERATION SUBTOTAL** | **49,154,200** | **49,154,200** |
| **DIRECT EXPENDITURES** | | |
| TRANSMISSION/DISTRIBUTION | 3,605,700 | 3,615,100 |
| ELECTRICAL ENGINEERING | 1,247,900 | 1,283,000 |
| ADMINISTRATION | 929,700 | 933,700 |
| METER READING | 378,600 | 379,500 |
| SYSTEMS OPERATIONS | 651,700 | 661,100 |
| **DIRECT EXPENDITURE SUBTOTALS** | **6,813,600** | **6,872,400** |
| **OTHER EXPENSES:** | | |
| UTILITY TAX | 1,287,900 | 1,287,900 |
| ALLOW FOR UNCOLLECTIBLES | 250,000 | 250,000 |
| RETIREES HEALTH CARE | 600,000 | 600,000 |
| OTHER EMPLOYMENT EXPENSES | 58,900 | 100 |
| OPEB UNFUNDED LIABILITY | - | 109,300 |
| GREEN ENERGY PAYMENT TO DEMEC | 128,000 | 128,000 |
| INTERFUND SERVICE FEES | 3,564,900 | 3,625,900 |
| INTEREST ON DEPOSITS | 21,000 | 21,000 |
| BANK & CREDIT CARD FEES | 275,000 | 275,000 |
| DEBT SERVICE | 1,618,000 | 1,618,000 |
| **OTHER EXPENSES SUBTOTAL** | **7,803,700** | **7,915,200** |
| **TRANSFER TO:** | | |
| IMPROVEMENT & EXTENSION | 2,500,000 | 2,500,000 |
| GENERAL FUND | 10,000,000 | 10,000,000 |
| FUTURE CAPACITY RESERVE | 750,000 | 2,750,000 |
| DEPRECIATION RESERVE | 750,000 | 2,750,000 |
| RATE STABILIZATION RESERVE | 1,250,000 | 3,250,000 |
| **TRANSFER TO SUBTOTAL** | **15,250,000** | **21,250,000** |
| **TOTAL EXPENSES** | **79,021,500** | **85,191,800** |
| **BUDGET BALANCE - WORKING CAPITAL** | **13,709,300** | **14,133,200** |
| **TOTALS** | **$ 92,730,800** | **$ 99,325,000** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:**
The amount hereinafter named aggregating Thirteen Million Eighteen Thousand Six Hundred dollars ($13,018,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

REVENUES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **BEGINNING BALANCE** | **$ 5,540,500** | **$ 9,314,400** |
| **REVENUES** | | |
| TRANSFER FROM ELECTRIC | 2,500,000 | 2,500,000 |
| TRANSFER FROM WATER/WASTEWATER | 231,200 | 231,200 |
| INCOME FROM SALE OF ASSETS | - | 28,000 |
| GENERAL SERVICE BILLING | 900,000 | 900,000 |
| DEVELOPMENT GRANTS | 5,000 | 5,000 |
| INTEREST EARNINGS | 40,000 | 40,000 |
| **TOTAL REVENUES** | **3,676,200** | **3,704,200** |
| **TOTALS** | **$ 9,216,700** | **$ 13,018,600** |

EXPENSE SUMMARY

| **EXPENSES** | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| ELECTRIC ADMINISTRATION | $ - | $ 23,000 |
| ELECTRIC GENERATION | 1,842,800 | 2,580,000 |
| TRANSMISSION AND DISTRIBUTION | 1,975,000 | 2,175,000 |
| ELECTRICAL ENGINEERING | 910,700 | 1,731,700 |
| METER READING | 41,800 | 64,800 |
| ERP SYSTEM | 1,000,000 | 1,000,000 |
| **TOTAL EXPENSES** | **5,770,300** | **7,574,500** |
| **BUDGET BALANCE** | **3,446,400** | **5,444,100** |
| **TOTAL BUDGET BALANCE & EXPENSES** | **$ 9,216,700** | **$ 13,018,600** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### ELECTRIC UTILITY CONTINGENCY RESERVE
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Eight Hundred Fifty Six Thousand Four Hundred dollars ($856,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **BEGINNING BALANCE** | **$ 841,900** | **$ 850,000** |
| **RECEIPTS** | | |
| INTEREST EARNINGS | 6,400 | 6,400 |
| **TOTAL RECEIPTS** | **6,400** | **6,400** |
| **TOTALS** | **$ 848,300** | **$ 856,400** |

EXPENSE SUMMARY

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **CURRENT YEAR BALANCE** | 848,300 | 856,400 |
| **TOTALS** | **$ 848,300** | **$ 856,400** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### ELECTRIC UTILITY DEPRECIATION RESERVE
### SOURCES AND USE OF FUNDS FOR 2016-2017

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

The amount hereinafter named aggregating Twelve Million Nine Hundred Fifty Seven Thousand Three Hundred dollars ($12,957,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **BEGINNING BALANCE** | **$ 10,083,600** | **$ 10,130,700** |
| INTEREST EARNINGS | 76,600 | 76,600 |
| TRANSFER FROM ELECTRIC OPERATING FUND | 750,000 | 2,750,000 |
| **TOTALS** | **$ 10,910,200** | **$ 12,957,300** |

BUDGET SUMMARY

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **CURRENT YEAR BALANCE** | 10,910,200 | 12,957,300 |
| **TOTALS** | **$ 10,910,200** | **$ 12,957,300** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### ELECTRIC UTILITY FUTURE CAPACITY RESERVE
### SOURCES AND USE OF FUNDS FOR 2016-2017

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

The amount hereinafter named aggregating Thirteen Million One Hundred Ten Thousand Three Hundred dollars ($13,110,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **BEGINNING BALANCE** | **$ 10,134,700** | **$ 10,283,300** |
| INTEREST EARNINGS | 77,000 | 77,000 |
| TRANSFER FROM ELECTRIC OPERATING FUND | 750,000 | 2,750,000 |
| **TOTALS** | **$ 10,961,700** | **$ 13,110,300** |

BUDGET SUMMARY

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **CURRENT YEAR BALANCE** | 10,961,700 | 13,110,300 |
| **TOTALS** | **$ 10,961,700** | **$ 13,110,300** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### ELECTRIC UTILITY INSURANCE STABLIZATION RESERVE
### SOURCES AND USE OF FUNDS FOR 2016-2017

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

The amount hereinafter named aggregating Seven Hundred Sixty Nine Thousand Three Hundred dollars ($769,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **BEGINNING BALANCE** | **$ 756,300** | **$ 763,600** |
| INTEREST EARNINGS | 5,700 | 5,700 |
| **TOTALS** | **$ 762,000** | **$ 769,300** |

BUDGET SUMMARY

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **CURRENT YEAR BALANCE** | 762,000 | 769,300 |
| **TOTALS** | **$ 762,000** | **$ 769,300** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### ELECTRIC UTILITY RATE STABLIZATION RESERVE
### SOURCES AND USE OF FUNDS FOR 2016-2017

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

The amount hereinafter named aggregating Ten Million Five Hundred Seventy Four Thousand dollars ($10,574,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **BEGINNING BALANCE** | **$ 7,207,100** | **$ 7,269,200** |
| INTEREST EARNINGS | 54,800 | 54,800 |
| TRANSFER FROM ELECTRIC OPERATING FUND | 1,250,000 | 3,250,000 |
| **TOTALS** | **$ 8,511,900** | **$ 10,574,000** |

BUDGET SUMMARY

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| TRANSFER TO ELECTRIC FUND | $ - | $ - |
| **CURRENT YEAR BALANCE** | 8,511,900 | 10,574,000 |
| **TOTALS** | **$ 8,511,900** | **$ 10,574,000** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### WORKERS COMPENSATION FUND
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Two Million One Hundred Thirty Two Thousand Three Hundred dollars ($2,132,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **BEGINNING BALANCE** | **$ 1,256,300** | **$ 1,251,900** |
| INTEREST INCOME | 25,000 | 25,000 |
| PREMIUM FROM CITY | 855,400 | 855,400 |
| **TOTALS** | **$ 2,136,700** | **$ 2,132,300** |

OPERATING EXPENSES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| PROGRAM EXPENSES/SUPPLIES - CLAIMS | $ 475,000 | $ 475,000 |
| INSURANCE | 105,500 | 105,500 |
| STATE OF DEL - SELF INSURANCE TAX | 39,000 | 39,000 |
| CONTRACTUAL SERVICES | 25,000 | 25,000 |
| **TOTAL EXPENSES** | **644,500** | **644,500** |
| CURRENT YEAR BALANCE | 1,492,200 | 1,487,800 |
| **TOTALS** | **$ 2,136,700** | **$ 2,132,300** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### COMMUNITY TRANSPORTATION IMPROVEMENT FUND
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Nine Hundred Twelve Thousand Four Hundred dollars ($912,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **PRIOR YEAR BALANCE** | **$ 92,100** | **$ 90,700** |
| GRANTS REVENUE | 500,000 | 500,000 |
| **TOTALS** | **$ 592,100** | **$ 590,700** |

OPERATING EXPENSES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| PROGRAM EXP. GRANT RELATED | $ 500,000 | $ 505,500 |
| CURRENT YEAR BALANCE | 92,100 | 85,200 |
| **TOTALS** | **$ 592,100** | **$ 590,700** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### LIBRARY GRANT FUND
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Three Hundred Thirty Seven Thousand Two Hundred dollars ($337,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **PRIOR YEAR BALANCE** | **$ 17,300** | **$ 37,600** |
| STATE GRANT | 305,500 | 297,100 |
| FEDERAL GRANT | 2,500 | 2,500 |
| **TOTALS** | **$ 325,300** | **$ 337,200** |

OPERATING EXPENSES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **STATE GRANTS** | | |
| FURNITURE/FIXTURES | $ 10,500 | $ 12,500 |
| OFFICE SUPPLIES | 30,800 | 30,800 |
| PRINTING AND DUPLICATING | 12,500 | 14,000 |
| PROGRAM EXPENSES/SUPPLIES | 27,500 | 30,000 |
| BOOKS | 150,600 | 150,300 |
| SOFTWARE | - | 1,000 |
| HARDWARE | - | 4,400 |
| AUDIO VISUAL SUPPLIES | 77,200 | 77,200 |
| POSTAGE | 100 | 200 |
| TRAINING/CONF/FOOD/TRAV | 5,300 | 6,000 |
| OFF EQP/REPAIRS & MAINT | 6,300 | 6,300 |
| OTHER EQUIP - LEASE | 2,000 | 2,000 |
| **SUBTOTAL EXPENSES STATE GRANTS** | **322,800** | **334,700** |
| **FEDERAL GRANTS** | | |
| PROGRAM EXPENSES/SUPPLIES | 2,500 | 2,500 |
| **SUBTOTAL EXPENSES FEDERAL GRANTS** | **2,500** | **2,500** |
| **GRAND TOTAL EXPENSES** | **325,300** | **337,200** |
| **CURRENT YEAR BALANCE** | - | - |
| **TOTALS** | **$ 325,300** | **$ 337,200** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### POLICE GRANTS FUND
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Eight Hundred Thirty Two Thousand dollars ($832,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **PRIOR YEAR BALANCE** | **$ 295,300** | **$ 513,000** |
| STATE AND FEDERAL GRANTS RECEIVED | 319,000 | 319,000 |
| **TOTALS** | **614,300** | **832,000** |

OPERATING EXPENSES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **EXPENDITURES** | | |
| **PERSONNEL EXPENDITURES** | | |
| CADET PROGRAM SALARIES | 71,400 | 71,400 |
| CADET PROGRAM FICA | 5,500 | 5,500 |
| CADET PROGRAM W/COMP | 4,200 | 4,200 |
| **MATERIALS AND SUPPLIES** | | |
| POLICE EQUIPT & PROG SUPP | 284,000 | 268,800 |
| **ADMINISTRATIVE EXPENDITURES** | | |
| CELL PHONE CHARGES | 16,000 | 16,000 |
| TRAINING | 17,000 | 46,100 |
| AUDIT FEES | 1,000 | 1,000 |
| CONTRACTUAL SERVICES | 5,000 | 145,000 |
| **TOTAL EXPENDITURES** | **404,100** | **558,000** |
| **OTHER FINANCING USES** | | |
| OPERATING TRANSFERS-OUT | 82,000 | 274,000 |
| **TOTAL FINANCING USES** | **82,000** | **274,000** |
| **CURRENT YEAR BALANCE** | 128,200 | - |
| **TOTALS** | **$ 614,300** | **$ 832,000** |

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### CDBG GRANT FUND
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Two Hundred Eighty One Thousand Eight Hundred dollars ($281,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **PRIOR YEAR BALANCE** | **$ 2,100** | **$ 2,100** |
| CDBG GRANTS RECEIVED | 236,500 | 279,700 |
| **TOTALS** | **238,600** | **281,800** |

OPERATING EXPENSES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **EXPENDITURES** | | |
| PRIOR YEAR CLOSING COST/DOWN PAYMENT PROGRAM | - | 900 |
| PRIOR YEAR NCALL RESEARCH INC. | - | 1,000 |
| PRIOR YEAR CONNECTION SUPP PROGRAM | - | 2,500 |
| PRIOR YEAR MHDC EMERGENCY HOME REPAIR | - | 22,300 |
| PRIOR YEAR HABITAT FOR HUMANITY | - | 3,000 |
| PRIOR YEAR MHDC HOMEOWNER REHAB. | - | 13,400 |
| CURRENT YEAR CLOSING COST/DOWN PAYMENT PROGRAM | 50,000 | 50,000 |
| CURRENT YEAR CONNECTION SUPP PROGRAM | 7,200 | 7,300 |
| CURRENT YEAR DOVER INTERFAITH MINISTRY | 22,000 | 22,000 |
| CURRENT YEAR MHDC EMERGENCY HOME REPAIR | 25,000 | 25,000 |
| CURRENT YEAR HABITAT FOR HUMANITY | 30,000 | 30,000 |
| CURRENT YEAR MHDC HOMEOWNER REHAB. | 55,000 | 55,000 |
| CURRENT YEAR SALARIES | 47,300 | 47,300 |
| **TOTAL EXPENDITURES** | **236,500** | **279,700** |
| **CURRENT YEAR BALANCE** | 2,100 | 2,100 |
| **TOTALS** | **$ 238,600** | **$ 281,800** |

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

## 2016-2017 BUDGET ORDINANCES

### SUBSTANCE ABUSE GRANTS FUND
### CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating One Hundred Sixty Thousand Five Hundred dollars ($160,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **PRIOR YEAR BALANCE** | **$ 60,300** | **$ 99,500** |
| STATE GRANTS RECEIVED | 28,000 | 28,000 |
| RECREATION REVENUE | 33,000 | 33,000 |
| **TOTALS** | **121,300** | **160,500** |

OPERATING EXPENSES

| | 2016/17 BUDGET | 2016/17 REVISED |
|---|---|---|
| **EXPENDITURES** | | |
| TEMPORARY HELP/BENEFITS | 60,200 | 60,200 |
| PROGRAM EXPENSES/SUPPLIES | 55,000 | 55,000 |
| **TOTAL EXPENDITURES** | **115,200** | **115,200** |
| **CURRENT YEAR BALANCE** | 6,100 | 45,300 |
| **TOTALS** | **$ 121,300** | **$ 160,500** |

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: