REGULAR COUNCIL MEETING
AGENDA

APRIL 10, 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

PLEDGE OF ALLEGIANCE LED BY MAYOR ROBIN R. CHRISTIANSEN

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

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

* **1. ADOPTION OF MINUTES**
- **A. SPECIAL COUNCIL MEETING OF MARCH 27, 2017**
- **B. REGULAR COUNCIL MEETING OF MARCH 27, 2017**

2. PROCLAMATIONS
- **A. ARBOR DAY**
- **B. AUTISM AWARENESS MONTH**

3. PRESENTATIONS - SCOTT D. KOENIG
- **A. RESOLUTION NO. 2017-04**
- **B. STATE OF DELAWARE TRIBUTE**

* **4. HUMAN RELATIONS COMMISSION REPORT - FEBRUARY 23, 2017**

A. INTRODUCTION OF NEW MEMBER

B. ELECTION OF COMMISSION CHAIR

(COMMISSION ELECTED MR. THEODORE HENDERSON TO SERVE AS CHAIR)

C. DHRC COMMITTEE UPDATES

(1) GOVERNMENT POLICY, PROGRAMS, AND PRACTICES COMMITTEE (GADDIS)

(2) COMMUNITY ENGAGEMENT COMMITTEE (MULLEN)

(3) EDUCATION COMMITTEE (BOGLE)

(4) COMMUNICATIONS COMMITTEE (PAIGE)

D. OLD BUSINESS

(1) DEVELOPMENT OF CONCISE STATEMENT - MISSION AND FUNCTIONS OF DHRC

(COMMISSION RECOMMENDED ACCEPTANCE OF THE CONCISE STATEMENT AS WRITTEN)

(2) DHRC VACANCIES

E. NEW BUSINESS

(1) PROPOSED FY 2017/2018 BUDGET

(COMMISSION RECOMMENDED APPROVAL OF THE PROPOSED FY 2017/2018 DHRC BUDGET IN THE AMOUNT OF $3,000)

(2) 2016 DHRC ANNUAL REPORT TO CITY COUNCIL

F. FUTURE MEETING DATES

(COMMISSION SCHEDULED THE NEXT MEETING FOR THURSDAY, MARCH 23, 2017 AT 6:00 P.M. AND AGREED TO SCHEDULE THE FOLLOWING MEETING AT THAT TIME)

* **5. SPECIAL HUMAN RELATIONS COMMISSION REPORT - MARCH 23, 2017**

A. DHRC COMMITTEE UPDATES

(1) GOVERNMENT POLICY, PROGRAMS, AND PRACTICES COMMITTEE (GADDIS)

(2) COMMUNITY ENGAGEMENT COMMITTEE (MULLEN)

(3) EDUCATION COMMITTEE (BOGLE)

(4) COMMUNICATIONS COMMITTEE (PAIGE)

B. OLD BUSINESS

(1) 2016 DHRC ANNUAL REPORT TO CITY COUNCIL

(COMMISSION RECOMMENDED APPROVAL OF THE 2016 DHRC ANNUAL REPORT TO CITY COUNCIL)

(2) DHRC VACANCIES

C. NEW BUSINESS

(1) SCHEDULING OF DHRC WORKSHOP

* **6. COUNCIL COMMITTEE OF THE WHOLE REPORT - MARCH 28, 2017**

A. UTILITY COMMITTEE

(1) PRESENTATION BY CENTRAL DELAWARE CHAMBER OF COMMERCE - VISION 2020 FOR DOVER - ITEM #7

(COMMITTEE ACTION NOT REQUIRED)

(2) PROPOSED STUDIES FOR THE ELECTRIC UTILITY

(COMMITTEE RECOMMENDED AUTHORIZING THE ACTING CITY MANAGER TO SOLICIT INTEREST FOR UTILITY PROFESSIONAL SERVICES)

(3) REQUEST FOR ALLEY ABANDONMENT (UNIMPROVED/PAPER) - BETWEEN 29 NORTH KIRKWOOD STREET AND 434, 440, 442, 444, AND 452 FULTON STREET

(COMMITTEE RECOMMENDED REFERRING THIS REQUEST BACK TO STAFF)

* **6. COUNCIL COMMITTEE OF THE WHOLE REPORT - MARCH 28, 2017 (CONTINUED)**

A. UTILITY COMMITTEE (CONTINUED)

(4) AMENDMENT TO CONTRACT USER AGREEMENT WITH KENT COUNTY

(COMMITTEE RECOMMENDED AUTHORIZING THE ACTING CITY MANAGER TO EXECUTE THE AMENDMENT TO THE CONTRACT USER AGREEMENT WITH KENT COUNTY)

B. SPECIAL PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

(1) REQUEST FOR BENCHES - CONTINENTAL PARK

(COMMITTEE RECOMMENDED REFERRING THIS MATTER TO THE PARKS AND RECREATION DEPARTMENT TO LOOK AT CREATING A PLAYGROUND)

(2) COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION REVIEW

(COMMITTEE RECOMMENDED APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ALLOCATIONS, AS RECOMMENDED BY STAFF)

(A) HOMEOWNERSHIP ASSISTANCE PROGRAM

(B) PROGRAM ADMINISTRATION

(C) DOVER INTERFAITH MISSION FOR HOUSING

(D) CONNECTIONS COMMUNITY SUPPORT PROGRAM

(E) MILFORD HOUSING DEVELOPMENT CORPORATION (EMERGENCY HOME REPAIRS)

(F) MILFORD HOUSING DEVELOPMENT CORPORATION (HOMEOWNER REHABILITATION)

(G) CENTRAL DELAWARE HABITAT FOR HUMANITY

C. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

(1) QUARTERLY UPDATE - BICYCLE/PEDESTRIAN SUBCOMMITTEE

(COMMITTEE RECOMMENDED SENDING A LETTER TO THE DELAWARE DEPARTMENT OF TRANSPORTATION (DELDOT) TO REQUEST A TRAFFIC STUDY AT THE CROSSING OF THE SHARED USE PATH AT RIDGELY BOULEVARD AND THE WEST DOVER CONNECTOR)

(COMMITTEE RECOMMENDED PLACING PROPOSED RESOLUTION NO. 2017-01 - COMPLETE STREETS POLICY BACK ON AN AGENDA FOR CONSIDERATION BY THE SAFETY ADVISORY AND TRANSPORTATION COMMITTEE)

D. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

(1) REQUEST FOR INCENTIVES - NAIL SPA BY TR

(COMMITTEE RECOMMENDED THAT STAFF COME BACK WITH A RECOMMENDATION WITH REGARD TO BUILDINGS WITH LESS THAN 5,000 SQUARE FEET, WHAT THE IMPACT WOULD BE, AND WHETHER OR NOT THE TIME COULD BE INCREASED FOR A SMALLER BUILDING TO HAVE THE ABATEMENT)

(2) SEARCH TO FILL VACANT POSITIONS

(A) CITY MANAGER

(COMMITTEE RECOMMENDED ACCEPTANCE AND REAFFIRMATION OF THE CITY MANAGER JOB DESCRIPTION THAT WAS APPROVED IN 2013 WITHOUT CHANGE, AND AUTHORIZING THE HUMAN RESOURCES DIRECTOR TO ADVERTISE AS STAFF RECOMMENDED, THROUGH THE INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION, DELAWARE CITY MANAGER ASSOCIATION, DELAWARE LEAGUE OF LOCAL GOVERNMENTS, SUSSEX COUNTY ASSOCIATION OF TOWNS, MARYLAND MUNICIPAL LEAGUE, AND COLLEGES WITH MPA PROGRAMS, AS WELL AS LOCALLY, ON MONSTER.COM AND SOCIAL MEDIA, AND THAT THE PROCESS BEGIN IMMEDIATELY)

* **6. COUNCIL COMMITTEE OF THE WHOLE REPORT - MARCH 28, 2017 (CONTINUED)**

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

(2) SEARCH TO FILL VACANT POSITIONS (CONTINUED)

(B) CITY PLANNER

(COMMITTEE ACTION NOT REQUIRED)

* **7. MONTHLY REPORTS - FEBRUARY 2017**

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. 2016 ANNUAL REPORT - DOVER HUMAN RELATIONS COMMISSION**

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

10. ACTING CITY MANAGER'S ANNOUNCEMENTS

11. COUNCIL MEMBERS' ANNOUNCEMENTS

12. ADJOURNMENT

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EXECUTIVE SESSION PURSUANT TO:

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

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

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

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

SPECIAL COUNCIL MEETING

A Special Council Meeting was held on March 27, 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, and Mr. Neil. Mr. Sudler was absent. Mayor Christiansen was also absent.

Council staff members present were Mrs. Mitchell (departed at 6:01 p.m. and returned at 6:18 p.m.), Mrs. Townshend (departed at 6:01 p.m. and returned at 6:18 p.m.) and Mrs. McDowell.

ADOPTION OF AGENDA

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

Mr. Hutchison moved to recess into Executive Session pursuant to 29 Del. C. §10004 (b)(1) - Discussion of an individual citizen's qualifications to hold a job or pursue training unless the citizen requests that such a meeting be open. This provision shall not apply to the discussion by a licensing board or commission which is subject to the provisions of § 8735 of this title, of an individual citizen's qualifications to pursue any profession or occupation for which a license must be issued by the public body in accordance with Delaware law. The motion was seconded by Mr. Neil and unanimously carried.

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

The Executive Session adjourned at 6:26 p.m.

ACTION RESULTING FROM THE EXECUTIVE SESSION

Interim City Planner/Building Inspector

During the Executive Session, members of Council considered the qualifications of Mr. David S. Hugg III to serve as the interim City Planner and Building Inspector.

Mr. Hare moved to authorize Mrs. Donna S. Mitchell, Acting City Manager, to negotiate with the candidate to become the Acting City Planner and Building Inspector at a rate that Mrs. Mitchell will find acceptable to all members of Council for a period not to exceed six (6) months without approval from Council. The motion was seconded by Mr. Lewis and unanimously carried.

Mr. Hutchison moved for adjournment of the Special Council Meeting, seconded by Mr. Hosfelt and unanimously carried.

The Special Council Meeting adjourned at 6:28 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Special Meeting of March 27, 2017 are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on March 27, 2017 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Neil, Mr. Lewis (departed at 8:50 p.m. and returned at 8:52 p.m.), Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison. Mr. Sudler was absent.

Council staff members present were Deputy Police Chief Mailey, Mrs. Mitchell, Mrs. Townshend, Third Assistant Chief O'Connor, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was also present (departed at 7:39 p.m., returned at 7:48 p.m., and departed at 7:50 p.m.).

OPEN FORUM

The Open Forum was held at 7:00 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. Steven French stated that it would soon be too hot for the homeless and that he thought they deserved a home.

Mr. Timothy Lee Tague advised that he was a fire fighter, a licensed EMT, a licensed paramedic, and a licensed fire police and stated that there were between 20 and 28 violations that the City should be looking at. Noting that most new houses have three prong plugs, Mr. Tague advised that the house he is living in only has two prong plugs. He also stated that the "post-breaker box" has four fuses. Mr. Tague suggested that some of the landlords' properties that look brand new from the outside should be inspected.

Mr. Steven Hall stated that he represented and collaborated with those that are trying to get the homeless into placement and that he supported the Mayor, City Council members, and the Committee members. Mr. Hall advised that he had an emotional breakdown the previous Monday, because homelessness is a very serious issue. He noted that some days they have the strength and the ability to endure it, but some days they are faced with obstacles that make them feel like they are at their journey's end.

Ms. Liz Jones advised that a homeless woman named Donna passed to the ground on Division Street the previous week and died. She noted how sad it was that Donna had nobody with her when she died. Ms. Jones stated that she is being buried in Milton or Milford on Saturday and, although they would all like to go, they had no way to get there. Ms. Jones noted that homelessness is not going to go away and that it would get worse as companies close down and unemployment causes people to lose their homes. She also explained the risk that she takes of being arrested for carrying 12 different pills in the same bottle in order to protect her medication and the difficulty in finding a job when the homeless have no way to shower in the morning or a way to make sure that your clothes are neatly pressed. Ms. Jones requested City Council to stand beside them and help them because they want homes instead of living on the street where they are afraid at night.

Mr. Eric Abernathy stated that Donna Stratton was not the first homeless person to die on the street and she is only the latest that they know of. He advised that Ms. Stratton had just had a stroke about three weeks before she died and, as usual at Kent General Hospital, they stabilize you and then they

let you go. Mr. Abernathy noted that Ms. Stratton should not have been back out on the street but under care. He advised that she was at their church every night for service and to get a decent meal. Mr. Abernathy reiterated that homelessness is a problem and will continue to be a problem until something is done. He requested help for the homeless and noted that a homeless Navy veteran in need of help was in the audience.

Mr. Von Smith advised that he was stranded in Dover with no money and, luckily, he found the library and some of the people there told him about Victory church bringing lunch to the library and taking the homeless to the church for dinner every night. He noted that the churches and the Salvation Army feed the homeless but they do not do it every single day or for every meal. Mr. Smith stated that the locations are spread out and it becomes confusing knowing which day to go where and when. He suggested that the churches come together as one and that the City help them.

Mr. Dean Cromer advised that he came from a good background, his father was a chemical engineer and they came to Delaware because he worked for NASA making space suits. He stated that all of his brothers and sisters were successful and that he was the black sheep of the family. Mr. Cromer noted that he was homeless because of his alcoholism and he just got out of detox that day. He advised that he almost died the previous Sunday at the bus stop because he drank too much. Mr. Cromer stated that there has got to be a solution and he is a big believer in helping those who want to help themselves. Noting that he has been homeless for a few months and had never been homeless before in his life, Mr. Cromer stated that he has met a lot of people and some of these people that are homeless do not want any help or to be proactive about their situation.

Mr. Cromer advised that the resource center is a decent place, but it could be more education workshops such as filling out a resume on a computer. He advised that he was fortunate enough to get into Whatcoat immediately after being released from detox. Mr. Cromer stated that he was going to try to come up with a solution by the next City Council meeting, noting that there are definitely those that are trying to help themselves, those that really want to get out of this situation and be employed. He also noted that there are those that just want to walk around the streets and complain.

Ms. Sue Harris advised that, in preparation for the consolidated plan for the State of Delaware, Delaware State Housing Authority commissioned a needs assessment which was intended to frame the current housing needs within the State of Delaware, while examining the significant trends in the housing issues that will dictate housing policy over the years of 2015 to 2019. Primary housing needs identified in this assessment included, among others, permanent supportive housing for people with extremely low income and special needs. Ms. Harris stated that HUD defines special needs as populations to include frail and non-frail elderly, homeless persons and persons at risk of becoming homeless, persons with HIV/AIDS, persons with physical disabilities, persons with mental and behavioral disabilities, and persons with alcohol and drug addictions. Special need housing provides an alternative living arrangement for individuals who are unable to live independently without care, supervision, or support because of age, disability, substance abuse, mental illness, chronic homelessness, or other circumstances and supportive housing programs assist these individuals with daily life and also offer access to case management housing support, vocational employment, and other services for clients transitioning to independent living.

Ms. Harris noted that the City of Dover's executive summary, prepared in compliance with the regulations for the recipients of the CDBG grant money, identifies four specific goals - provide aid to special need persons with the objective being to provide support to homeless shelters and to increase support to agencies that provide rapid re-housing and rental assistance for those that are at risk of homelessness and to increase permanent supportive housing and to reduce homelessness by increasing availability. Ms. Harris stated that the City would soon be providing its report for 2016 and they would have to show how they have provided affordable housing for home ownership. She stated that, although the City has done well with Habitat, they are missing the rental housing and affordable housing for this level and would have trouble claiming that it has done anything for the homeless.

Mr. Lewis advised that The Blue Ribbon Commission for Homelessness would be having a meeting that Thursday at the library, starting at 4:00 p.m. and the public was welcome and that they would like to hear their comments.

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. Neil and unanimously carried.

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

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF MARCH 6, 2017

The Minutes of the Special Council Meeting of March 6, 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 MARCH 13, 2017

The Minutes of the Special Council Meeting of March 13, 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 MARCH 13, 2017

The Minutes of the Regular Council Meeting of March 13, 2017 were unanimously approved by motion of Mr. Hare, seconded by Mr. Neil and bore the written approval of Mayor Christiansen.

RESOLUTION NO. 2017-03 - JAMES E. HOSFELT, JR.

The City Clerk read the following Resolution into the record:

WHEREAS, James E. Hosfelt, Jr. retired from the Dover Police Department as Chief of Police in 2014 with 25 years of service, was sworn into office as Councilman of the First District on May 11, 2015, and served with distinction until March 27, 2017. During his nearly two years of service on City Council, James E. Hosfelt, Jr. served as Chair of the Safety Advisory and

Transportation Committee and a Member of the Parks, Recreation, and Community Enhancement Committee; Other Post-Employment Benefits Trust Fund Board; Downtown Dover Partnership; and Police Chief Selection Committee; and

WHEREAS, James E. Hosfelt, Jr.'s extensive knowledge, experience, and passion for protecting the citizenry of Dover were great assets to the City, as he provided guidance on issues related to public safety. His ability to ask incisive questions, consider diverse points of view, and analyze the implications of the complex matters before Council were invaluable in developing pragmatic and equitable solutions. He provided a sympathetic and supportive voice for his constituents and demonstrated commitment to resolving their concerns; and

WHEREAS, throughout his tenure, James E. Hosfelt, Jr. displayed the courage to speak his mind and adhere to his convictions, and he conducted City business in a manner that fostered the respect of his colleagues, constituents, and City staff.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council congratulate James E. Hosfelt, Jr. on his election as Kent County Levy Court Commissioner for the Second District, recognize that he will be sorely missed, and wish him and his family success in all future endeavors.

BE IT FURTHER RESOLVED that the Mayor and Council express their sincere appreciation to James E. Hosfelt, Jr. and his family for the dedicated years of service and personal sacrifices made on behalf of the City of Dover and direct the City Clerk to make this resolution a part of the permanent records of the City of Dover as a lasting symbol of appreciation and gratitude.

ADOPTED: MARCH 27, 2017

Mayor Christiansen and Council President Slavin presented Councilman Hosfelt with the Resolution, key to the City, and a Dover Cup in recognition of his service. Councilman Hosfelt thanked members for the recognition.

Mr. Hutchison moved for adoption of Resolution No. 2017-03. The motion was seconded by Mr. Anderson and unanimously carried.

PRESENTATION - YOUTH FOCUS GROUP INITIATIVE

During the Special Council Meeting - Budget Review of May 26, 2016, City Council established a youth focus group initiative across City government to solicit input on ideas, solutions, and issues from the youth who are residents of the City. The following departments were required to hold a focus group and provide a report each year: Planning, Parks and Recreation, Dover Public Library, and Police.

Ms. Margery Cyr, Director of the Dover Public Library, introduced City staff team members Mrs. Ann Marie Townshend, Mr. Wayne Voshell, Ms. Catherine Wimberly, Deputy Police Chief Marvin Mailey, Lt. Christopher Hermance, and Master Corporal Jennifer Lynch. The youth participants introduced themselves as follows: Adrian Harmon, Alicia Beese, Neaveah Adams,

Asia Dorsey, and Regina Saad of Central Middle School representing Value in Youth Voices (VIYV) and Matthew Kroen of Dover High School representing the First Presbyterian Church of Dover.

Ms. Cyr advised that the focus group was formed in the fall, and the team brainstormed how best to collect the information. She noted that they made a decision early in the process that the terminology for youth is very broad, and that depending upon the age of the youth, the perceptions and the experiences would be very different. The decision was made for this first focus group to target the residents of the City aged 13 through 16. Ms. Cyr noted that it was very, very important to them that all sections of the community were represented on the focus group, and they selected entities for participation to ensure balanced community representation. She advised that they also wanted each of the entities to nominate one (1) boy and one (1) girl because they believed that perceptions would be different based on their gender, and they wanted to make sure that both were represented. Ms. Cyr reviewed the Youth Focus Groups presentation.

Mr. Neil commended the staff for doing a marvelous job and noted the compassion that the kids had for the homeless. He stated that it is a tricky problem that the City alone cannot resolve for a number of reasons, but he thought their compassion was really essential. Mr. Neil also noted that awareness of the events and transportation seemed to be issues. He suggested that the school system could be a resource to help with the issues and that, perhaps Councilman Cole could assist in this area.

Mr. Anderson asked about why there was a red asterisk by SAT preparation in the presentation. Responding, Ms. Wimberly advised that they had gotten questions about SAT preparation and college preparation, so simultaneously as they were prepping for this focus group, the youth services department had been talking about how they could better meet the needs of teens, especially those teens who are looking to go forward after high school. She advised that they have a database through Learning Express that the library provides for free. As part of that database, the kids have the opportunity to have free study guides and free SAT preps. Ms. Wimberly advised that both the materials and courses can be very expensive for families. She stated that they are currently designing a class where librarians can facilitate access to this database in the library and, because there is no charge to use it, it can be used at home. Ms. Wimberly noted that it is a way for the library to help introduce the program, help children navigate the program, and if there are further questions, direct them to the appropriate resources for SAT prep.

Ms. Wimberly stated that the library has held job fairs in the past, however, they did not specifically cater to teens and they have recognized that there are teens who really would like to be a part of the job fairs so they will be doing a trial run this year. She advised that they have invited several different organizations and companies to come and meet with our teens, and hopefully get them connected with jobs. Prior to that they will also be having courses that teach how to build resumes, because for a lot of these kids, this is going to be their first introduction to it. Ms. Wimberly noted that they are also going to be giving classes on what you do in an interview and, later, they are planning a Volunteer Fair that can be geared not just to adults but teens, because sometimes you cannot get a job until you have had some experience, and the best way to get that experience is through volunteer work. She stated that they clearly need to start advertising their events more.

Responding to Mr. Anderson, Ms. Wimberly stated that the library has various social media accounts; however, the one that they use most frequently is Facebook, which is updated multiple times a week with the big events that are coming up. They also send out an email blast to people who have signed up. Ms. Wimberly advised that they have an Instagram account which is mainly used to publicize some of the big events that they have got going on but not as many of the smaller events or the weekly things that they do. She noted that they do a lot of programs that recur every week, so they do not really advertise those through Instagram as much. Ms. Wimberly advised that they also use Snapchat some. Mr. Anderson advised that a lot of teens use Instagram.

Mr. Cole noted that Caesar Rodney and Capital school districts both have very good PR departments in dealing with schools. He advised that Courtney Voshell, principal at Dover High School, should be on a committee of anything that the library does, as well as Sherry Kijowski, principal at Caesar Rodney High School because they disseminate the information to the students. Mr. Cole noted that they provide information weekly through their newsletters. Ms. Wimberly advised that the library also produces a newsletter every month and they do try to go out to the schools and distribute it. She noted that they have also been working to develop more of a relationship with the school librarians in Capital and CR to really help get the word out. Ms. Wimberly stated that whenever they are invited to Literacy Nights, they make a point to take all of their newsletters and programs. She noted that it seems to be a citywide issue of publicity and coordinating with what Parks and Recreation does.

Mr. Cole suggested that the Parks and Recreation information and the Library's information should be streamlined through Capital and CR school districts because that is where the students are getting it and taking it home from.

Mr. Hutchison moved to accept the Youth Focus Group Initiative report, seconded by Mr. Anderson and unanimously carried.

PRESENTATION - RESTORING CENTRAL DOVER (NCALL)

Mr. Joe Myer, Executive Director, Pastor William Grimes, Neighborhood Revitalization Coordinator, and Ms. Chanda Jackson, Community Engagement Specialist, provided the presentation.

Mr. Neil complimented NCALL, noting that he had a chance to see them in action very close and personal for Habitat and they are absolutely a cornerstone. He recognized that there is an interlock dealing with training programs, youth programs, and safety, and the police department. Mr. Neil stated that, at the end of the report, there is a $33,345,000 cost to it.

Mr. Hutchison commended NCALL, its business partners, and Mrs. Ann Marie Townshend, Director of Planning and Community Development for the total commitment that they have made to the community. He noted that they are seeing more results every single day, one house at time, and that he had the opportunity to ride down Reed Street and noted that they tore down the old Square Club and replaced it with nice townhouses. Mr. Hutchison stated that it was very important to continue the work that NCALL is doing and thanked them for making a difference.

Mr. Slavin thanked NCALL and their very strong ally, Mrs. Townshend, for their work. He noted that Mrs. Townshend would be leaving the service of city government and she has said, among everything else she is responsible for, she does not want this work to slip off the radar screen because it is critically important.

Mr. Neil moved to accept the Restoring Central Dover (NCALL) report, seconded by Mr. Anderson and unanimously carried.

PRESENTATION - 2016 ANNUAL REPORT - DOVER POLICE DEPARTMENT

Deputy Police Chief Marvin Mailey reviewed a Power Point presentation depicting highlights of the 2016 Annual Report for the Dover Police Department.

Mr. Hutchison congratulated Deputy Chief Mailey on an outstanding year by the men and women of the Dover Police Department. Responding to Mr. Hutchison, Deputy Chief Mailey advised that the cadet program is partially grant-funded; the library funds three cadets, they are allocated for nine cadets and they currently have four cadets.

Mr. Anderson advised that he had noticed that the foot patrols were down by almost half in the past year and asked if it was partially due to recent retirements and the cadet vacancies or if there were other reasons. Deputy Chief Mailey stated that the foot patrols on Loockerman Street decreased because of the vacancies in the cadet program and it decreased in the neighborhoods because they want to be fiscally responsible with the remaining grant money by spreading out the patrols into selected areas, including augmenting the downtown patrols with officers because of the deficiency in the cadet area. Deputy Chief Mailey advised that the officers were placed downtown because they know that to stimulate economy in Dover, people have to feel safe and if they do not see officers or cadets patrolling in those areas, then they do not feel safe coming to Dover and they do not spend money.

Mr. Anderson asked if the bike program was still active. Responding, Deputy Chief Mailey stated that the bike program was seasonal and would resume as the weather gets better.

Mr. Hare moved to accept the 2016 Annual Report for the Dover Police Department, seconded by Mr. Anderson and unanimously carried.

PRESENTATION - 2016 ANNUAL REPORT - PLANNING AND COMMUNITY DEVELOPMENT

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed a Power Point presentation depicting highlights of the 2016 Annual Report for the Department of Planning and Inspections, and Recreation.

Mr. Anderson congratulated everyone in the City because vacant buildings decreased from 16- or 1700 to approximately 300 and he thought that was an achievement that they should not overlook. He asked what the breakdown was between residential and commercial. Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that, unfortunately, it is not tracked in that way but noted that the bulk of the vacant buildings are residential. She stated that an ordinance that was developed to deal with commercial buildings and

the effectiveness has really been on the residential side. Mrs. Townshend noted that approximately 70 to 75% of the complaints they receive are about vacant homes.

Mr. Hutchison thanked Mrs. Townshend for her leadership, noting that she could certainly look back at her time with the City of Dover with a lot of pride knowing that she is leaving it a better place.

Mr. Neil moved for acceptance of the 2016 Annual Report for the Department of Planning and Inspections, and Recreation, seconded by Mr. Anderson and unanimously carried.

COUNCIL COMMITTEE OF THE WHOLE REPORT - FEBRUARY 28, 2017

The Council Committee of the Whole Meeting was held on February 28, 2017 at 6:00 p.m., with Mr. Hare presiding in the absence of Council President Slavin. Members of Council present were Mr. Anderson (arrived at 6:13 p.m.), Mr. Neil, Mr. Lewis (departed at 7:31 p.m. and returned at 7:48 p.m.), Mr. Cole (arrived at 6:04 p.m.), Mr. Hosfelt, and Mr. Hutchison. Mr. Sudler was absent. Mayor Christiansen (arrived at 6:18 p.m.) was also present. Civilian members present for their Committee meetings were Mr. Keller and Mr. Shelton (*Safety Advisory and Transportation*). Ms. Arndt and Mr. Blakeman (*Utility*) were absent.

Presentation by C. David Jamison - Speed Control Measures - Independence Boulevard

During the Regular City Council Meeting of May 9, 2016, Council considered Speed Control Measures - Independence Boulevard and approved the recommendation of the Delaware Department of Transportation (DelDOT) and the working group for the roundabout, as recommended by the Safety Advisory and Transportation Committee.

Mr. Hosfelt reminded members that discussions regarding traffic control measures for Independence Boulevard had begun during the Safety Advisory and Transportation Committee meeting of July 27, 2015. He noted that, over the course of time, there had been several meetings regarding this matter, and State Representative Sean Lynn and the Mayor's Office had been involved in trying to help the people in this neighborhood and along the streets due to safety, speeding, and other concerns. He noted that, after speaking with residents, it was felt strongly that Mr. C. David Jamison and Retired Colonel Tom Dix, who lives on Independence Boulevard, should be heard from to get their opinions. Mr. Hosfelt explained that because action on this project was previously approved by Council, no action could be taken during this meeting and the matter would have to go back to Council. Mr. Hosfelt advised that Mr. Jamison and Colonel Dix would each be given 15 minutes to speak, and then members would hear from any residents who wished to speak regarding this matter.

Mr. C. David Jamison, 423 Columbia Avenue, advised members that his son Kirk lives on Lamplighter Lane, and Mr. Jamison often visits him and goes to Capriotti's, Ace Hardware, etc. He stated that when he found out a year ago that traffic calming measures were proposed, he communicated and met with Mr. Mike Somers, City Transportation Planner and Traffic Calming Project Manager, DelDOT; however,

they agreed to disagree on this issue. Mr. Jamison explained that he had seen Representative Sean Lynn's campaign flyers in September that promised proposed traffic calming measures. He advised that on three (3) separate occasions he had asked Mr. Lynn to meet to talk about the project; however, Mr. Lynn was committed to the working group's plan, so there was no need to meet, and they agreed to disagree. Mr. Jamison explained that he then researched the minutes of the City Council meeting of May 9, 2016 and decided that he would have to prepare a report evaluating the proposed traffic calming measures. He stated his belief that members had received a final copy of his report on January 27, 2017. *(City Clerk's Office Note: A report entitled "Independence Boulevard Traffic Calming Measures Report" was received via email from Mr. Jamison on January 23, 2017; the Mayor and members of City Council were copied on his email, and it was forwarded to the civilian members of the Safety Advisory and Transportation Committee on January 24, 2017.)*

Mr. Jamison reviewed a presentation entitled "Independence Boulevard Traffic Calming Measures Report." Following his presentation, he noted that he had presented his message using common sense and hoped that members heard it using common sense. Mr. Jamison expressed his hope that, at the end of the day, he could say that everyone agreed to agree.

Mr. Anderson asked if any money had already been spent on the project and, if so, how much. He also noted that upon reviewing the petitions of those opposed, none of those who signed were on Independence Boulevard. Mr. Anderson stated that he had noticed signatures from Green Blade Drive and other areas, but none were in the impact area. He indicated that an impact area survey is the responsibility of DelDOT, not the City, and asked if DelDOT had done the survey. Responding, Mr. Jamison stated that the survey was the result of flyers by people who were opposed to the project and was not an official survey; however, he would more than welcome an official one.

Mr. Anderson stated that the official survey was supposed to have been mailed out by DelDOT and asked if Mr. Jamison knew the results from it. In response, Mr. Jamison stated that he was surprised that no one had brought this up at the meeting last May and questioned why the project was approved without the votes. He expressed his belief that Colonel Dix would verify that flyers were given out on Independence Boulevard, and explained that he did not know why they did not respond to it, but he assured members that they were delivered there. Mr. Jamison reiterated that this was not an official survey, which he would more than welcome, and was sure that anyone against the project would also welcome it. He stated that he was sure that the result would be the same.

Mr. Hosfelt indicated that DelDOT had recently offered to do an official survey and there had been some conversation between himself and Mr. Lynn to get on the same page to make that happen.

Mr. Anderson stated that there had been a Bicentennial Civic Association meeting where this was a hot topic, even though that area was broader than the probable impact area. He asked what the result of that meeting was. Responding, Mr. Jamison indicated that he was not there. Mr. Hosfelt informed members that, at the latest meeting, residents had basically four (4) different opinions, as follows: 1) leave it as is, with the traffic roundabout at Independence Boulevard and Colony Drive, which was the only thing that had been approved at this point in time; 2) do a traffic realignment, which was originally thought to be part of the motion but was not included the way the motion was worded; 3) do nothing at all; or 4) go with a digital speed sign. He indicated that the meeting was well attended and the majority wanted to disregard the traffic roundabout at Colony Drive and instead go with the traffic realignment along Independence Boulevard in the area of the park. He noted that this was the opinion of the majority of the residents, but it had been close.

Mr. Hare noted that there had been some speeding issues on Wyoming Avenue, which has approximately 30 residents, and is approximately the same length as Independence Boulevard, which has approximately 13 residents. He stated that those in the Woodbrook area had been looking at stop signs but proposed a roundabout for that area in lieu of stop signs, which Mr. Hare indicated was not a bad idea. Mr. Hare asked, if the roundabout does not go forward on Independence Boulevard, that the money not be given to street repairs since it might be used to put a roundabout on Wyoming Avenue. Responding, Mr. Jamison stated that he was unsure what State representative district the Wyoming Avenue area would fall under. Mr. Hare noted that Senator Brian Bushweller and Representative Sean Lynn both represent this area.

Mr. Hutchison commented that a radar speed sign had been placed on North State Street between Walker Road and Division Street. He stated that he traveled that road every day during the early morning, day, and evening and noted the behavior of people driving there had changed. Mr. Jamison noted that people do react to these signs.

Mr. Keller stated that he agreed with Mr. Hutchison's remarks, noting that the radar speed sign would be an excellent compromise.

Mr. Lewis asked how much work DelDOT had already started or how much had been spent on this project. Responding, Mr. Jamison stated that he had been trying to get a set of plans. He indicated that he did not know if the project was on hold and to date he had only received conceptual plans.

Mr. Lewis expressed his understanding that work had started on the project since it had been approved. Mr. Hosfelt explained that a representative from DelDOT would be speaking later in the meeting.

Mr. Jamison commended Mr. Will Garfinkel, noting that Mr. Garfinkel was running as a candidate for City Council in the First District and gave time and effort to this project. He also stated his desire to salute all of the members of Council, explaining

that it was not a high-paying job but members were giving their time and efforts to the City of Dover, and he appreciated and respected them.

Mr. Jamison commented that Mr. Hutchison had decided not to run for re-election in the First District and noted that he had attended Dover High School with Mr. Hutchison. He stated that Mr. Hutchison was a man who stood up for what he believed in and would not back down. Mr. Jamison informed members that he, himself, had gotten an engineering degree and went to work for DelDOT as a highway engineer and then into private practice, noting that his focus had always been the safety and welfare of the traveling public. He advised that Mr. Hutchison became Chief of Police, Mayor, and Councilman, and his whole life had been dedicated to the safety and welfare of the citizens of Dover. Mr. Jamison asked that those present join him in showing appreciation to Mr. Hutchison and acknowledging all that he had done. Mr. Anderson noted that Mr. Hutchison had also served in the Delaware Army National Guard.

Retired Colonel Thomas Dix, 664 Independence Boulevard, reviewed correspondence and attachments dated February 27, 2017, addressed to the Office of the Mayor and Council ***(Attachment #2)***. He referred to the comment in his letter that the DelDOT Traffic Calming Design Manual indicates that radar speed signs "Can cause speeds to be reduced within a community," and explained that "can" is a funny word that means able or possible; however, a radar speed sign had been on Bicentennial Boulevard since June and did not work. Colonel Dix stated that Mr. Doug Stamm, who lives right by the sign, had stated that it was ineffective.

Colonel Dix expressed skepticism that substituting two (2) yellow lines and one (1) blinking radar light for proven traffic calming measures would solve all of the problems, stating that he felt that he had been trampled. He pointed out that there are 13 people who have an Independence Boulevard address, and over 250 people in Bicentennial Village. Colonel Dix advised that people who live on the end of a cul-de-sac and are coming off of a dead-end street were telling him what 5,000 cars are like going in front of his house. He indicated that when he moved there in 1999, he did not have 5,000 cars in front of his house, but he has them now. Colonel Dix questioned if this is how people should be treated, stating that it is not right to punish a minority group. Colonel Dix added that a single radar speed sign only works in one (1) direction and asked if there would be another one (1) for traffic going the other way.

Colonel Dix noted that Mr. Jamison had mentioned that yellow center line stripes can reduce speeds by between two (2) mph and seven (7) mph, and emphasized that "can" indicates that this is possible but not highly probable. He noted that this had been proven since lines were painted and he expected speeds to reduce; however, they increased from 29.1 mph to 29.4 mph. Colonel Dix indicated that, in talking about the number of accidents on Independence Boulevard, Mr. Jamison had shown a site and mentioned an accident in 2013 when a driver hit the entrance sign. Colonel Dix advised that he knew that someone hit the marquee in 2014 and it was finally

fixed in 2015, and he did not know where Mr. Jamison got his data from. Colonel Dix indicated that Captain David Spicer, Dover Police Department, had previously stated that there were 10 accidents in 2015 and that the year before there were only three (3). Colonel Dix expressed his opinion that this street was going to hell in a hand basket, and he thanked Captain Spicer for bringing this to everyone's attention.

Colonel Dix stated that Mr. Jamison had commented about a speed problem and referenced an average speed of 29 mph, as if this was okay. Colonel Dix indicated that this was not okay when the recent study showed that 9.2% were above the ticketing speed of 35 mph. He advised that averages do not tell anything and noted that, by simple math, an average speed of 29.1 mph can be the average between 34.1 and 21.1 mph. Colonel Dix advised that those who are traveling 25.1 mph are the ones who want to obey the speed limit, and those who are traveling just below 35 mph do not want a ticket. He estimated that 2% - 3% of the drivers go as fast as they can, noting that in the latest survey in February, three (3) cars were clocked at over 70 mph. Colonel Dix asked if he was living on a raceway and was supposed to put up with this. He stated that 250 people were telling 13 people that they do not have a problem and they begged to differ. Colonel Dix reiterated that he was a minority and did not want to be treated as a minority.

Colonel Dix informed members that he had given over two (2) years of his life working on this project. He stated that when he started working on this project he recommended speed cushions and blocking the road at Redner's. He indicated that he had listened to the best that Delaware could give as far as traffic calming. Colonel Dix noted that DelDOT has a whole section that does traffic calming that indicated that a roundabout and realigned intersection were needed. He stated that he was not pumping anything and had just gone along with the people who were supposed to know what they are talking about, and noted that Mr. Garfinkel and Mr. Stamm had gone along with them too. Colonel Dix indicated that he was now being tortured by 250 people who do not live on Independence Boulevard.

Mr. Neil commented that in theater the two (2) protagonists are the most important people and stated his belief that what Mr. Jamison and Colonel Dix had done was brilliant and the type of thing that members need to hear from citizens. He indicated that he would award them a tie; however, that would be the easy way out, and a decision would have to be made. Mr. Neil thanked them for their enlightening presentations and the time and effort they put into this matter, noting that they would make members' job tougher rather than easier.

Mr. Anderson, noting that Colonel Dix had stated that almost 10% of the traffic was above 35 mph, asked if the median speed was known. In response, Colonel Dix provided a report for Mr. Anderson to review.

Mr. Lewis asked why the people who were now opposed to the project were not present to voice their opposition when it was approved by Council. Responding, Mr. Hosfelt explained that, from what he had heard, there was some confusion about

whether or not those people were invited to meetings or they had not felt that they were notified properly. Mr. Lewis indicated that the meetings are publicized.

Mr. Hutchison thanked Colonel Dix for the work he had done, noting that at the end of the day everyone was here for one (1) reason, public safety. He stated that he had 25 years in law enforcement, knows about public safety, rides up and down State Street every day, and radar systems and speed signs work. Mr. Hutchison advised that putting radar systems on either side and monitoring and reviewing this area would cost approximately $5,000, which would be a lot cheaper. He advised that if the radar systems did not work, there is a traffic study that says that the roundabout would be another alternative, and noted that the big project should not be done first. Mr. Hutchison informed members that he could not guarantee that the radar speed signs would work; however, he guaranteed that the traffic on State Street changed because of those signs. He stated that he was asking Colonel Dix and everyone else in the community to consider that if the radar signs are put up and they work, everyone would win. Mr. Hutchison explained that he was not saying anything against the study and roundabout because this could be plan B if the signs do not work.

Colonel Dix commented that a study had been done, noting that a flashing radar light was put up on June 2nd on Bicentennial Boulevard. He reviewed an email regarding the flashing radar sign from Mr. Stamm.

Mr. Hutchison asked if signs were put both ways on Bicentennial Boulevard, and Colonel Dix advised that they were not. Mr. Hutchison noted that North State Street had signs in both directions.

Mr. Lewis advised that he was not an expert on radar signs but had seen people speed right by them and not be a deterred at all. He indicated that they are not 100% effective.

Mr. Keller explained that he had also been up and down State Street daily and had seen a definite decrease, noting that there would always be scofflaws no matter what the street or traffic control measures are. He questioned what the City had to lose with the $5,000 outlay described by Mr. Hutchison and noted that if it did not work, plan B could be used. Mr. Keller advised that he agreed 100% with this approach.

Mr. Mike Somers, City Transportation Planner and Traffic Calming Project Manager, DelDOT, referred to Mr. Anderson's questions regarding why a DelDOT survey was not done for the entire community. He explained that this was not a DelDOT project but a City of Dover project, and DelDOT was a support arm. Mr. Somers advised that DelDOT will give the City what is needed, do what the City asks them to do, and do the design work; however, in a municipality, the municipality governs the process. He explained that the option in Dover was whether the group wanted DelDOT to ballot the community or whether they wanted to go through Council and the group decided to take it to Council. Mr. Somers pointed out that DelDOT had not forgotten

to do a survey, this was the way it was chosen to be done in this case. Noting that it was mentioned that DelDOT had offered to do a survey now, he explained that this was because of his concern that there was a disconnect. Mr. Somers indicated that there was confusion, one (1) group was saying that they wanted it, another group saying that they did not, and the votes were not all that far apart, so he made the offer to do a survey.

In regard to the cost of the project, Mr. Somers advised that additional costs beyond what had been mentioned were not anticipated. In terms of the status, he indicated that everything was mostly done and the project was in the process of being passed around the department for review. Mr. Somers advised that, even though there was no impact outside of the right-of-way and there should not be any impact off the asphalt, the project must still be passed by the environmental group, etc., according to the rules. He noted that if it comes back stating that Americans with Disabilities Act (ADA) or other adjustments are needed, this will have to be done, but the plans were finished for the most part. Mr. Somers explained that the plans were not being handed out because they were not finished, and they do not hand out working draft plans. He stated that once plans are complete, they will be public record, and anybody who wants to see them would be more than welcome to do so.

Mr. Anderson questioned how much had been invested in the project so far. In response, Mr. Somers stated that he had not brought those numbers with him but estimated a range of $25,000 to $30,000, noting that it was mostly consultant money.

Mr. Anderson indicated that he had looked at the report that Colonel Dix provided to him for review, and noted that approximately 85% of the traffic was above the posted speed limit and approximately 45% was above 30 mph. He asked if this was within normal parameters. Responding, Mr. Somers indicated that this was getting into speculation; however, it was not uncommon to see those kinds of numbers on a fairly straight road like this. He noted that, other than the one (1) end where all of the houses were directly on the road, most of rest of the road was pretty open and there was nobody living on it directly. Mr. Somers advised that speed limits are set for a reason, they are not supposed to be suggestions, and police try to enforce a specific speed because those speeds have been designated as safe speeds for a particular route.

For clarification, Mr. Lewis asked what stage DelDOT was at as far as work being done on the project, and if it was in the early stages of drafting, diagrams, and blueprints. In response, Mr. Somers stated that for the most part the plans were finished but were being passed around for in-house review. He explained that a contract had been lined up with a commitment to include this project on it, and the money had been allocated and approved, so DelDOT was ready to move.

Mr. Lewis asked if the money had been disseminated. Responding, Mr. Somers stated that the money had been contributed by the legislators, transferred to the programs, and was ready to go. He pointed out that it is Community Transportation

Funding (CTF), which is an allocation of funds that each legislator receives annually for projects in their district. Mr. Somers noted that the City also receives money directly without the legislators' involvement, and Mr. Anderson advised that it was Municipal Street Aid. Mr. Somers stated that these funds are supposed to be used within the City. Referring to Mr. Hare's comments about using the money somewhere else, Mr. Somers indicated that this was not necessarily the case, noting that he would not get into the legislators' business about this.

In response to Mr. Lewis about whether the funds could be used elsewhere, Mr. Somers indicated that the legislators could put it somewhere else, but it would have to be a similar project. He noted that the funding was there and if it is not grabbed when it is available, it may or may not be available next time. Mr. Somers reiterated that he would not presume to get involved in the legislators' business about this.

Mr. Neil asked, if this matter was put on hold for now and had to be brought back at a later time, whether the City would lose any of the plans or if anything would change regarding what had already been done. In response, Mr. Somers stated that a month-and-a-half ago, when he was told that there were questions, he discussed this in-house with his supervisor. He stated that, regardless of what comes out of the process, DelDOT will finish the plans, and if the City decides not to move forward, DelDOT will still have the plans. He cautioned that the plans would have to be reviewed to make sure that nothing has changed with the laws and regulations if this moves forward in two (2) to five (5) years; however, they probably would not have to be changed much. Mr. Somers noted that the money was another issue, and it may or may not be there. He indicated that the plans would be recorded, archived, and set aside until they are called upon.

Mr. Shelton asked how long the money would be allocated for. Responding, Mr. Somers estimated that funds would be in place for this project for a maximum of four (4) years; however, he explained that he did not know what that would mean if the funds were moved out of this project into something else. He indicated that he thought that the legislators have to use their money annually within at least a four-year period, after which it would no longer be available.

Mr. Shelton asked if enough money had been allocated for a roundabout if they chose, or for the radar speed sign. Responding, Mr. Hosfelt stated that money was allocated for both. *(City Clerk's Office Note: Subsequent to the meeting, Mr. Hosfelt advised the City Clerk's Office that funds had been allocated for both the roundabout and the traffic realignment; however, there was no mention of an allocation for radar speed signs.)*

Mr. Shelton stated that he agreed with the plan to stay with the radar speed sign; however, he noted that he drives on Mifflin Road every day, which has a roundabout, and had seen how it stops the flow of traffic, which he stated was not a bad idea. He

indicated that he liked Mr. Hutchison's comments about looking at the radar speed sign initially and moving on to the next thing if that does not work.

Mr. Keller asked how much of the $77,000 outlay the $25,000 would entail. Responding, Mr. Somers explained that the design money is part of DelDOT's in-house budget.

Mr. Hosfelt explained that this project would not cost the City. Mr. Somers reiterated that the funds would not come out of the City's budget but would be CTF money. He indicated that the City would have nothing to lose financially by doing the project, it was a matter of whether the City has an interest in doing it.

Mr. Lewis stated that he was baffled because testimony had been heard by Colonel Dix that they had already put up a radar sign in the community and it was ineffective, so he did not understand why they would want to spend money to do the same thing again. Responding, Mr. Hare stated that the sign had been put up on Bicentennial Boulevard, rather than Independence Boulevard.

Mr. Hosfelt asked Mr. Somers if, in his opinion, traffic calming was needed on Independence Boulevard. In response, Mr. Somers expressed his belief that there was a concern and that the community certainly believed it. He noted that, at a community meeting held a few days prior, even the people who did not necessarily love the notion of a roundabout were collectively not opposed to doing something. Mr. Somers stated that this had been just a straw vote at an individual meeting; however, even the people who did not want to do anything felt there was a concern.

Mr. Hosfelt asked if Mr. Somers thought that it was a matter of both things working together or if one (1) approach or the other should be tried. In response, Mr. Somers advised that each measure, whether a stop sign, roundabout, or realigned intersection, would have an area of influence that is generally 250 to 300 feet, depending on the measure, noting that this area is not always the same everywhere. He explained that a combination of measures breaks speeding more effectively than having one (1) or two (2). Mr. Somers indicated that when most rational people are coming out of a roundabout, and know there is a stop sign 300 or 400 feet down the road, they will not greatly increase their speed; however, he noted that people are not always rational. He advised that if people know there is something else coming they will stop trying to make up time, because they know they will not be able to do so.

Mr. Hosfelt thanked Mr. Somers, noting that he had been available anytime he was asked to come out in the evenings or to attend different community meetings and had answered questions. He expressed appreciation for Mr. Somers' help with this project. Mr. Somers invited those who needed more information to contact him directly.

Dr. Dina Vendetti, Principal, St. John's Lutheran School, 1156 Walker Road, stated that she was representing the parents of students at Saint John's and noted that the

school uses Continental Park for several activities. She explained that their property does not have any playing fields on it, so this is the closest field they can use. Dr. Vendetti advised that they sometimes use the park for physical education classes, but their biggest use of the park is a two-day field day event where several parents participate. She informed members that she put this matter out to parents and was unsure how concerned they would be, and the result was three (3) pages of a petition. Dr. Vendetti explained that their concern was about parking, noting that she had heard two (2) reports of what the area would look like after the project was complete. She stated that if parking was eliminated on the Continental Park side of the street, this would be a problem for them in using the park and for their parents to be able to participate in the activities of their kids. Dr. Vendetti stated that she understood that there was parking on the other side of the street; however, little kids were being discussed. She indicated that parents were not thrilled about the idea of walking the children across the street, and it was much more convenient and much easier for them to pull up alongside the park and be part of the activity. Dr. Vendetti advised that most of them do not live in that neighborhood so it is not really their fight, but their concern was the use of the park and the availability of parking near the park. She asked, whichever route the group decided to go, that members be aware of this and save as many parking places as possible.

Ms. Carolyn Courtney, 24 Lamplighter Lane informed members that she was native to Dover and chose and bought her house in May 1996 because it was in the center of Dover. She indicated that she had two (2) children at the time and it was close to commerce, her parents, and her family. Ms. Courtney stated that at night she has to listen to cars racing up and down the roads, and that she can hear the cars on Walker Road, and the train from her house. She advised that when you live in the City, these are some of the things you deal with; however, it had been a blessing to have a nice, wide street in the neighborhood that had been a place for her and her children to walk, ride bicycles, or rollerblade. Ms. Courtney stated that the occasional yahoo who drives down Independence Boulevard at full speed and runs stop signs would do this on any street, and it was not up to the City to fix this with a traffic circle by taking parking away from a park.

Ms. Courtney noted that Dr. Vendetti had stated that her school uses the park during the day. Ms. Courtney indicated that she had been there at night and seen teens use it for practice and pick-up games for those who show up and play football. She advised that taking the parking and narrowing that section of Independence Boulevard in front of Continental Drive would be an injustice to everyone who uses and appreciates it. Ms. Courtney stated that jumping to traffic circles would be way too fast, noting that there is not that big of a problem on her road. She suggested trying other calming measures and noted that when she sees the blinking signs on Wyoming Avenue and State Street, she looks down, checks herself, and slows down. Ms. Courtney explained that the striping on Independence Boulevard had happened while she was on vacation and at first she thought it was a ridiculous waste of money; however, in the month since, she thought that the striping had helped tremendously. She expressed her belief that the speed limit signs would help on Independence

Boulevard, rather than jumping to the measures proposed by Colonel Dix and the committee of three (3) or four (4) people supposedly representing the entire neighborhood. Ms. Courtney advised that, in addition to Bicentennial, the neighborhood included the Greens Association. She explained that these were the townhouses on the west side of Independence Boulevard who were never included in any of this, and she stated that it was an injustice to let four (4) or five (5) people speak for everyone.

Noting that Ms. Courtney had stated that there were only three (3) or four (4) people on this committee, Mr. Lewis asked if there was public notice put out that the committee was being formed and if Ms. Courtney had been aware that this was going on. Responding, Ms. Courtney stated that she knew nothing about it in the beginning, had seen it one (1) time on the Council agenda, and it was then gone and she heard it was a done deal. She indicated that she had received no mailing, flyer, or notice.

Mr. Lewis stated his understanding that the homeowners' association has a Facebook page and asked if Ms. Courtney was privy to this or had been on this site. In response, Ms. Courtney advised that, since attending one (1) of the meetings, she had joined the Bicentennial Association; however, she noted that she is on the west side of Independence Boulevard and belongs to the Greens Association. She stated that these members were not included and did not know anything about it.

Mr. Jim Stewart, 742 Bicentennial Boulevard, stated that he lives at the corner of Colony Drive and Bicentennial Boulevard, which is about the equivalent of being at the corner of Dover Downs at the racetrack as they are whipping around and can hear them at night. He advised that there are 327 households in the neighborhood, including Green Blade Drive and Lamplighter Lane, and they had yet to have 10% of the households represented at any of the meetings. Mr. Stewart stated that there were 897,934 residents in the State of Delaware on the 2010 census, the estimate as of July 1, 2016 was 952,065, and he projected that the State would probably be at 1,000,000 in 2020. Mr. Stewart indicated that the cost of just the traffic circle would be $0.14 per resident, and just doing the narrowing would be $0.06 per resident. When going to the larger population, he indicated that the cost of the traffic circle would drop down to $0.13, and the narrowing drops down to such an infinitesimal percent of a penny that he could probably pay for everybody in the room and still have change left over from the one (1) penny.

Mr. Stewart indicated that he was in the middle when he attended the meetings and compared this to living between the Hatfields and the McCoys, with bricks flying in both directions. He advised that there was a big group of those who were curious about what was going on and why, and there had obviously been some miscommunication. Mr. Stewart noted that some personalities had gotten involved, and there had been a lot of confusion. He advised that he had raised a concern at the last meeting about the fact that kids have to cross Independence Boulevard to get to the school bus stop there and this had not been mentioned. Mr. Stewart commented

that one of his neighbors, in irate frustration, had questioned why anything would be done since no one had been hit yet. He stated that the lady who lives on that corner and has kids at her bus stop or in her yard will have to deal with anybody being injured there, and she had commented that she was a retired public health nurse and believed in preventative measures. Mr. Stewart expressed the need to pay attention to the school kids.

Mr. Stewart advised that many options had been taken away, stating that a four-way stop cannot be used because it does not meet DelDOT standards at Independence Boulevard and Colony Drive, speed bumps or cushions cannot be used due to the Fire Department and other groups, and there were a couple of other items he could not remember. He indicated that he had to call an ambulance to his house once and did not want speed bumps to slow down those coming to him when they are really needed. He stated that it would cost $10,000, not $5,000, for a radar sign, and every time that money is chipped away at, there would be less money and a need to hunt for it somewhere else.

Mr. Stewart stated that members have a good share of responsibility for the City and City taxpayers and if something happened to somebody on that street, particularly a school kid, their parents would hire an attorney who would go hunting for deep pockets. He noted that there was a thorough and deep public record that the City was looking at this issue. Mr. Stewart questioned what the liability would become if the City did not try to do something, stating that it would be far higher than anything that had been talked about this evening.

Mr. Stewart indicated that the group met last on Monday, it was a vibrant meeting, and each time they voted, the votes were roughly one-third, one-third, and one-third. He advised that when they started raising the issue of the school kids, which was the prime issue, only two (2) voted against it, one (1) person that he did not know and another lady who lives well insulated from Independence Boulevard and does not see the problem every day. Mr. Stewart explained that they came to a reasonable consensus, which was a compromise, and there was some fussing and grumbling, but he thought the group seemed to be coming to a conclusion that they would be willing to try the traffic narrowing. He stated that some of those in the middle were afraid of what they had to lose, and he explained that school kids were what there was to lose if members were not careful. Mr. Stewart advised that they could bring pictures in of these kids to show to members and questioned, if it was too dangerous for little kids to cross the street for a couple of festival events, then what was it for the kids who have to do that every day during the school year. He indicated that they were just as much at risk and just as valuable, and $0.14 or $0.13 was being discussed. Mr. Stewart estimated that basically $0.20 of the first tax dollar spent on the day that this money was allocated would go to this project. He commented that, with all respect to Mr. Hare, the budget vultures were out there and had other projects, and Mr. Stewart did not blame them. Mr. Stewart stated that he had spent 26 years in State government and members could not assume that this money would be there a

year or two (2) from now because loose money lying around is low-hanging fruit in State government and they come after it first.

Mr. Eric Frankl, 44 Freedom Drive, asked if there was a device that would not just flash the driver's speed but also take a picture of a license plate and the speed, so that the City could get money from them. Responding, Mr. Hosfelt explained that, several years ago when he was serving as Chief of Police, the City had tried to work with the legislators for Dover to become a test for a program similar to red light or speed cameras. He stated that it never gained any traction at that point from any of the legislators, and that is why the City did not have this program.

Mrs. Rhonda Lewis, 27 Liberty Drive, advised that there had been different proposals, including a circle coming from Route 8 going toward Walker Road, a three-way stop at Continental Boulevard, narrowing, and another three-way stop at Liberty Drive. She asked what would happen when people are ticked off when they go through this long course, reach the block of houses where people are noticing the speed problem, and speed toward Walker Road. Noting that Mr. Somers had advised that these measures reduce speeds within a radius, Mrs. Lewis asked what the point would be and what more there would be to do when drivers get through all of this, are aggravated, and speed to Walker Road in front of the houses of Colonel Dix and others. She noted that she sees people slowly running through the stop signs all the time, stating that she did not know what more there was to do except for law enforcement.

Representative Sean Lynn, 224 Columbia Avenue, stated that he was present to speak in favor of the project which was brought to him by the City. He explained that the City asked him to facilitate public meetings to investigate this issue and they spent about a year investigating the issue. Mr. Lynn advised that they had the finest experts at DelDOT in traffic calming review this project with a private engineer for more than one (1) year and then brought that project to this Committee, who voted on it. He explained that notice was properly given to residents of Bicentennial Village and the other associated neighborhoods vis-a-vis the publication of Council agendas. Mr. Lynn indicated that when this issue was brought before the Committee, everyone in the City of Dover had access to the agendas and, regardless of what people's positions were, Council and this Committee voted on it.

Mr. Lynn stated that if you go to the doctor and the doctor tells you that you need your appendix removed, you don't say to the doctor that you would rather have your gall bladder removed. He indicated that it is not a buffet, and the experts had opined and rendered an opinion that two (2) things were necessary, a realigned intersection and a roundabout. Mr. Lynn advised that the experts at DelDOT had examined the issue and told members what the solution was and that this was what they needed to listen to. He informed members that he would not fund any alternative other than what the DelDOT engineers had proposed and, unless Council funds what the engineers had proposed, he would not give the CTF dollars to do it. Mr. Lynn stated that if something else was wanted, the City would have to pay for it because the

engineers had spoken. He advised that if you return to the doctor and say that you want your gall bladder out and they reiterate that you have appendicitis, you do not get to choose. Mr. Lynn explained that they had asked the finest minds in the State to examine this and they had rendered their opinions. He indicated that this issue would only get worse as time progresses, noting that cost of the project would only increase and, once the bypass is completed, there would be more traffic on this road. Mr. Lynn stated that Captain David Spicer had stated what the traffic patterns were on this road, and people who are against the project had asserted that the Dover Police Department was lying about what the traffic patterns were. He indicated that this was unconscionable. Mr. Lynn stated that, as the City grows, the situation will become worse. For these reasons, he advised that Council needed to stick with its original position and allow the project to go through unabated.

Mr. Hosfelt advised that when the original motion was made, through no one's fault and due to a wording issue, the roundabout was the only traffic calming measure that was approved. He asked, if this issue goes back to Council and the other part of the project is not approved, whether Mr. Lynn was saying the money would not be there and if he wanted it all or nothing. In response, Mr. Lynn stated that the money had already been expended since it was not clear to DelDOT that Council made an error and only approved one (1) of the two (2) traffic calming measures. He advised that the dollars had already been allocated, they had already funded the project, and work was already underway. Mr. Lynn stated that he did not think it reasonable to only fund half of the solution, so they were not going to pay for half of an appendectomy but would pay for the entire appendectomy. Mr. Lynn indicated that if the experts say that both are needed, they would fund both, but would not allow funding only half through political expediency. He stated that the experts had all found that a realigned intersection and a roundabout were needed to address the issue, and they would fund both or nothing.

Mr. Lewis stated his understanding that the other part of the project would be the realignment, and this was confirmed by Mr. Hosfelt.

Mr. Anderson asked if anyone could answer the question about parking for Continental Park. Responding, Mr. Hosfelt indicated that, at this time, the only information available were the opinions of Mr. Jamison and Colonel Dix. Mr. Anderson advised that a plan was being looked at for that park and that it would be appreciated if they tried to maximize parking in that area. Otherwise, he stated that he thought the choice was pretty clear and that the City needed to accept the money and address the issue.

Mr. Hosfelt stated that there was no action to be taken by the Committee at this point.

During their Regular meeting of March 13, 2017, City Council deferred this item until March 27, 2017 to allow for questions.

Mr. Hosfelt, Chairman of the Safety Advisory and Transportation Committee reminded members that Councilman Lewis had questions about this item at the previous meeting.

Mr. Lewis stated that, at the last Council Committee of the Whole meeting, they heard testimony from residents on Bicentennial and that surrounding area, and it was his understanding that this project was previously approved by City Council and the work was already started by DelDOT. He stated that DelDOT was there and gave testimony that they already have the plans drawn up and he presumed the work was about to start. Mr. Lewis advised that part of this project was approved, which was the roundabout, but there was another part that was not approved, and that was the alignment. He asked if it was the intention of this Council to approve the alignment so the project can be completed as a whole. Responding, Mr. Hosfelt stated that, in 2016, the Safety Advisory and Transportation Committee recommended approval of both the roundabout and the traffic realignment. When it came to City Council for consideration, the motion was made and they had assumed that both measures were approved. Mr. Hosfelt advised that a few months later they realized that there was a wording issue and only the roundabout had been approved, not the traffic realignment.

Mr. Hosfelt stated that Mr. Mike Somers of DelDOT and the rest of his staff have done a lot of work and they made the recommendations that both the roundabout and the realignment should work together to help solve the speeding and the safety issues on Independence Boulevard. Mr. Hosfelt stated that it was the intent of Council, by unanimous vote, to approve both measures and it was just by technicality that one was left out of the motion.

Mr. Slavin noted for the record that City Council members had received correspondence from Mr. David Jamison dated March 21, 2017 at 10:57 a.m. **(Exhibit #1)**, Colonel Dix dated March 22, 2017 **(Exhibit #2)**, and Representative Sean Lynn dated March 27, 2017, at 12:49 p.m. **(Exhibit #3)**

Mr. Neil asked if they would have to reaffirm the motion to ensure that there is no legal question in the future, or if they would have to bring it back up. Council President Slavin stated that it was his understanding, and he would defer to City Solicitor Rodriguez if he thought that he was wrong, that a motion that has been passed by Council remains passed by Council. Mr. Slavin stated that he believed that motion was for the roundabout and if they were to address that issue and address any actions that related to that, they would have had to advertise that they were taking up that motion, and give advanced public notice on it. He stated that they may need to come behind that with a second motion confirming that they wanted to also consider the alignment issue.

Responding to Mr. Neil, Mr. Slavin stated that there was no need to reaffirm the roundabout; however, there was a need to clarify their position on the alignment. Mr. Lewis stated that it was his understanding that it was already voted on by the full city council, but there was a glitch.

Mr. Lewis moved to add the alignment portion of the proposed DelDOT solution to the already approved roundabout solution. The motion was seconded by Mr. Neil.

Mr. Anderson asked that it be emphasized to DelDOT to take into account the parking at Centennial (Continental) Park when the alignment plans are done to minimize the loss of parking as much as possible.

Responding to Mr. Hutchison, Mr. Hosfelt stated that the funds that have been approved for this project would cover the realignment. Mr. Slavin noted that Representative Lynn's Committee Transportation Funds were being used for the project.

Mr. Anderson noted that they were presented with an all-or-nothing state funded package deal in the recommendation by DelDOT and it was accepted by Representative Lynn. He hoped that the residents understood that.

The motion to add the alignment portion of the proposed DelDOT solution to the already approved roundabout solution was unanimously carried.

Mr. Hosfelt moved for acceptance of the Council Committee of the Whole Report, seconded by Mr. Anderson and unanimously carried.

PASSPORT SERVICES UPDATE

During their Regular meeting of August 8, 2016, City Council approved the Council Committee of the Whole/Legislative, Finance, and Administration Committee's recommendation of July 26, 2016 to authorize the City Manager to submit the necessary documentation to provide passport services at the Dover Public Library and incur the necessary expenses to implement and manage the program. The City's application for the Dover Public Library to serve as a passport acceptance facility was approved by the Department of State on September 8, 2016.

Mr. Kirby Hudson, Assistant City Manager, advised members that the Friends of the Dover Public Library have graciously offered to build, or have constructed, the new Passport Office which will be operating on the first floor of the library. He advised that the facility would be located in the area where the vending machines were located. Mr. Hudson reviewed a depiction of the area provided by corporate interiors, noting that the color scheme would be red, white, and blue to signify the United States and Passport Office.

Mr. Hudson stated that two veterans had been hired as the Passport Officers and they are halfway finished with their training. He advised that they anticipate providing the service around the second week in April in a makeshift Passport Office located on the second floor. Mr. Hudson stated that they anticipate the permanent office to be done by the end of April.

Mr. Hudson advised that the hours for the Passport Acceptance Facility would be Saturday from 12:00 p.m. to 4:00 p.m., Sunday from 1:00 p.m. to 4:30 p.m., Monday through Thursday from 3:30 p.m. to 7:30 p.m., and closed on Friday.

Responding to Mr. Lewis, Mr. Hudson advised that the facility would be located in the area where the vending machines and some tables were located to the left after coming through the doors by the bike rack. He noted that it is empty space now.

Mr. Hosfelt moved for acceptance of the Passport Services Update, seconded by Mr. Neil and unanimously carried.

CONFIRMATION OF SPECIAL POLICE PENSION ELECTION - RETIRED SERGEANT STEVE ROGERS (TO FILL THE UNEXPIRED TERM OF RETIRED CAPTAIN JOHN SIGLER - TERM TO EXPIRE JANUARY 31, 2019)

The recent resignation of Retired Captain John Sigler left a vacancy on the Police Pension Board. Pursuant to Chapter 62 - Law Enforcement, Article III - Pension Plan, Division 2 - Retirement Committee, Section 62-102(c)(3) of the Dover Code, notice of an election was given to all plan members. Only one (1) nomination was received, therefore, no election was held. Deputy Chief Mailey nominated Retired Sergeant Steve Rogers to fill the unexpired term of Retired Captain John Sigler, term to expire January 31, 2019.

By consent agenda, Mr. Hare moved for approval of the nomination of Retired Sergeant Steve Rogers to serve on the Police Pension Board to fill the unexpired term of Retired Captain John Sigler, term to expire on January 31, 2019. The motion was seconded by Mr. Neil and carried by unanimous roll call vote (Mr. Sudler absent).

SETTING OF DATES FOR SPECIAL ELECTION

In accordance with Section 13 of the City Charter, a Special Election must be held to fill the vacancy created by the resignation of Councilman James E. Hosfelt, Jr. since the vacancy created is in excess of six (6) months in duration. This position is for a First (1st) District Council seat with a term that expires May 13, 2019.

The following were suggested for Council consideration and approval relative to the Special Election:

Date of Election - Tuesday, May 16, 2017
The earliest the election can be held is Thursday, April 27, 2017, and the latest it can be held is Friday, May 26, 2017.

Filing Petitions - Tuesday, March 28, 2017 through Friday, April 21, 2017 at 4:30 p.m.
This time frame allows approximately three and one half (3½) weeks for filing petitions, three (3) weeks for campaigning, and two and one half (2½) weeks for absentee voting.

Voter Registration Close - Friday, May 5, 2017
Voter registration (for the Special Election) shall close on Friday, May 5, 2017. The State will continue to accept voter registration applications.

Polling Place - Dover Elks Lodge #1903 - 200 Saulsbury Road

Oath of Office - Special City Council Meeting of Wednesday, May 24, 2017

Mrs. McDowell advised members that newspaper notices for the filing petition dates were prepared so that they could be advertised immediately following the Council Meeting (upon Council approval of the dates).

Council President Slavin thanked Clerk's Office for navigating their way through the myriad state laws and other requirements that are in place for a special election. He noted that it had been a very difficult thing to nail down these dates and then to get reservations at the Elks Lodge to hold this election.

Mr. Hare moved to accept the recommendations of the City Clerk and set the Special Election date for May 16, 2017 and all the other dates as read. The motion was seconded by Mr. Neil.

Responding to Mr. Lewis, Mr. Slavin advised that all other members would be sworn-in during the Annual Meeting on May 8, 2017; however, May 24, 2017 was the earliest that the new First (1st) District member could be sworn-in.

Responding to Mr. Hosfelt, Mr. Slavin advised that there was a period of time between the Regular Municipal Election of April 18, 2017 and the filing deadline for the Special Election.

The motion to accept the recommendations of the City Clerk and set the Special Election date for May 16, 2017 and all the other dates as read was unanimously carried.

APPOINTMENT OF JUDGES - SPECIAL ROBBINS HOSE COMPANY ELECTION - APRIL 17, 2017

The Special Robbins Hose Company election is scheduled for April 17, 2017. The following persons have been recommended to serve as judges for the election:

1. James Hurley 2. William Rhodes 3. Brian Wasko

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

APPOINTMENT OF DELAWARE MUNICIPAL ELECTRIC CORPORATION (DEMEC) DIRECTOR (DONNA S. MITCHELL)

By consent agenda, Mr. Hare moved to appoint Mrs. Donna S. Mitchell to serve as Delaware Municipal Electric Corporation (DEMEC) Director. The motion was seconded by Mr. Neil and carried by a unanimous roll call vote (Mr. Sudler absent).

APPOINTMENT RECOMMENDED BY COUNCIL PRESIDENT SLAVIN - CHAIR OF SAFETY ADVISORY AND TRANSPORTATION COMMITTEE (TO FILL THE UNEXPIRED TERM OF JAMES E. HOSFELT, JR. - TERM TO EXPIRE MAY 2017)

Council President Slavin recommended the appointment of Councilman James L. Hutchison, Sr. to serve as Chair of the Safety Advisory and Transportation Committee (to fill the unexpired term of James E. Hosfelt, Jr. - term to expire May 2017).

Mr. Hare moved for approval of the appointment of Councilman Hutchison, as recommended by Council President Slavin. The motion was seconded by Mr. Cole.

Mr. Lewis, noting his utmost respect to Mr. Hutchison, expressed concern with Mr. Hutchison, as Chair of the Safety Advisory and Transportation Committee, being appointed to the Police Chief Selection Committee, since Mr. Hutchison chose not to run for re-election and would be leaving City Council in May. Mr. Lewis stated that he thought it would be unfair to both the candidates and the Committee.

The motion for approval of the appointment of Councilman James L. Hutchison, Sr. to serve as Chair of the Safety Advisory and Transportation Committee (to fill the unexpired term of James E. Hosfelt, Jr. - term to expire May 2017), as recommended by Council President Slavin was carried by a roll call vote of five (5) yes (Mr. Neil, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Slavin), one (1) no (Mr. Lewis), two (2) abstentions (Mr. Anderson and Mr. Hutchison), and one (1) absent (Mr. Sudler).

ACTING CITY MANAGER'S ANNOUNCEMENTS

Mrs. Donna S. Mitchell, Acting City Manager, made the following announcements:

The Dover Police Department will have two public events coming up. The first event will be the Spring Jam on Thursday, April 20, 2017 from 5:00 p.m. to 7:00 p.m. on the Plaza located on Loockerman Street. The second event will be an NCALL/Dover PD community event on Saturday, May 20, 2017 from 10:00 a.m. to 4:00 p.m. at the same location. Contact the Police Department with any questions.

Planning and Inspections will be holding a public workshop on the Downtown Parking Study this Wednesday in the library from 4:00 p.m. until 7:00 p.m.

Public Works has the water system flushing from March 19, 2017 to April 7, 2017. If anyone has discolored water, we recommend turning on an outside spigot until it runs clear. If there is no outside spigot, turn on an indoor faucet, cold water only, until it runs clear.

Leaf compost and wood chips giveaway will be Fridays and Saturdays in April and May and Spring Cleanup Week is April 10, 2017 through April 21, 2017.

The following active construction projects may affect traffic:

South New Street Water Main Repair - from Loockerman Street to Water Street
Westover Pump Station - North side of Hazlettville Road and off road activity
North State Street I & I Repair - Cecil Street to Mary Street, pending DelDOT approval for final top coat
Alley South of Delaware Avenue, adjacent to Maple Lane - new sewer line, tentative schedule start April 3, 2017
Street Program - currently working on Delaware Avenue, between State Street and Kent Avenue, moving to North West Street / Alley this week

Retreat Pump Station Replacement - possible final punch list items, Pine Valley Road, off road activity

Mrs. Mitchell also advised that there was an issue the previous Friday with the new vendor for the invoice processing. She stated that 376 emails were sent to incorrect accounts. Mrs. Mitchell thanked the staff in Customer Service, IT, and Finance for their quick response in trying to get this problem resolved. She advised that the Customer Service staff was inundated with phone calls for a little while and they handled this issue admirably and they think it is under control now.

COUNCIL MEMBERS' ANNOUNCEMENTS

Council President Slavin, noting that this was Mrs. Ann Marie Townshend's final City Council meeting, extended heartfelt thanks for all of her work and wished her the best of luck in her new position.

Council President Slavin wished Councilman Cole a happy birthday.

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

Meeting adjourned at 9:21 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of March 27, 2017, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - Correspondence from Mr. David Jamison dated March 21, 2017
Exhibit #2 - Correspondence from Colonel Dix dated March 22, 2017
Exhibit #3 - Correspondence from Representative Sean Lynn dated March 27, 2017

Stein, Jody

From: Stein, Jody
Sent: Tuesday, March 21, 2017 11:14 AM
To: City Clerks Office
Subject: FW: SATC Meeting February 28, 2017

This e-mail has been blind copied to the Mayor, Members of Council, and Civilian Members of the Safety Advisory and Transportation Committee.

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

Jody Stein
Administrative Assistant
City Clerk's Office - City of Dover
P.O. Box 475
Dover, DE 19903
(302) 736-7008

From: David Jamison [mailto:cdjpe1@gmail.com]
Sent: Tuesday, March 21, 2017 10:57 AM
To: Stein, Jody
Cc: City Clerks Office
Subject: Re: SATC Meeting February 28, 2017

Please have my March 3rd email, which rebuts Mr. Dix's remarks regarding my presentation given at the February 28th SATC Meeting, be made a part of the record and attached to the Regular City Council Meeting minutes scheduled for March 27, 2017.

Thank you,

David Jamison

On Tue, Mar 21, 2017 at 10:47 AM, Stein, Jody <jstein@dover.de.us> wrote:

Mr. Jamison,

This matter has been placed on the agenda for the Regular City Council Meeting scheduled for March 27, 2017 at 7:30 p.m. If you wish your email dated March 3, 2017 to be attached to the minutes of this meeting, please email our office with a request that it be made a part of the record.

Please let us know if you have any questions.

Jody Stein

Administrative Assistant

City Clerk's Office - City of Dover

P.O. Box 475

Dover, DE 19903

(302) 736-7008

From: David Jamison [mailto:cdjpe1@gmail.com]
Sent: Friday, March 17, 2017 12:14 PM
To: Stein, Jody
Cc: Krueger, Debbie; Devine, Denise
Subject: Re: SATC Meeting February 28, 2017



Jody,

I'd like to say good job to you and your staff regarding the February 28th SATC Meeting, especially Denise's creation of the accurate minutes.

I noticed that Mr. Dix had a rebuttal to my previously sent report attached to the minutes.

I am requesting that my email message below be added to the minutes and attachments.

Thanks,

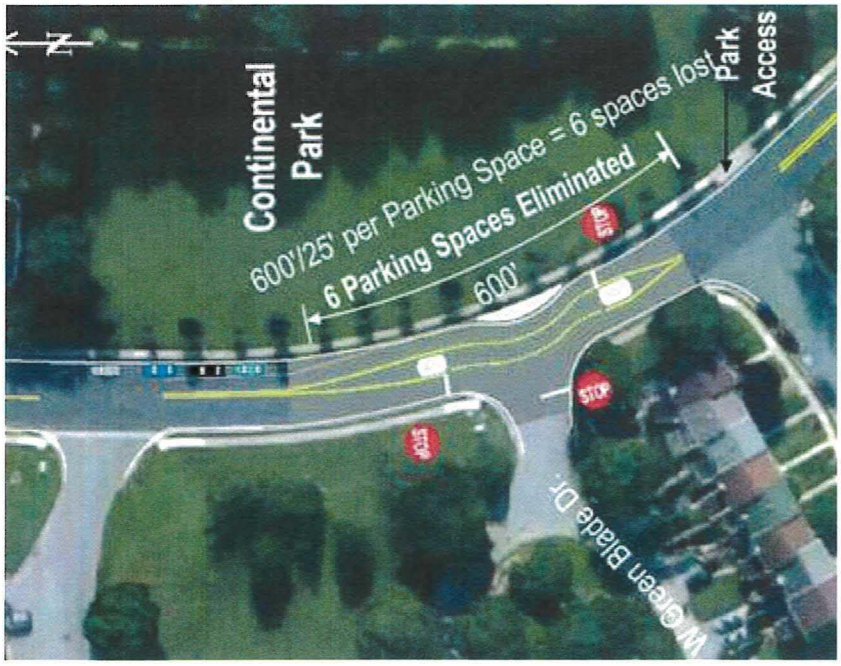
Dave J

On Fri, Mar 3, 2017 at 7:59 AM, David Jamison <cdjpe1@gmail.com> wrote:

Mayor, Councilmen and Committee Members,

After my presentation at the above, MR. THOMAS DIX, a resident of Independence Boulevard spoke and gave statements to discredit (1) me as a professional engineer and (2) the contents of my Independence Boulevard Traffic Calming Measures Report. Normally I would have let his comments go by the wayside, but his attempt to question my professionalism as a registered Delaware Profession Engineer obligates me to respond to some of his erroneous statements.

- **Parking at Continental Park** I had stated that the street parking on the east side of Independence Boulevard would be reduced by 50%. The loss of parking is a result of the proposed Realignment Intersection and the need to shift traffic from the through lane to the shoulder. The overall impact distance is 600'. Parking spaces are 25' in length resulting in a loss of 6 spaces as shown on the following:



- MR. DIX disputed my statements that double yellow centerline striping is a traffic calming measure. The following link from the Institute of Transportation Engineers speaks for itself:

http://nacto.org/docs/usdg/roadway_striping_as_a_traffic_calming_option_kahn.pdf

- MR. DIX stated that Radar Speed Signs are not a Traffic Calming Measure and not supported as such by DelDOT. The following are comments from (1) Mike Somers, DelDOT Traffic Calming Supervisor and (2) DelDOT's Radar Speed Sign Policy-Update 2015;

(1)

Mr. Mike Sommers, State of Delaware Department of Transportation (DelDOT), provided a copy of the Traffic Calming Treatments Presentation made to committee members in February (***Attachment #1***) and reviewed the various options and their use in certain areas. Recently, DelDOT has been considering the use of radar speed signs and, although they are expensive (approximately $5,000 each), they are movable and he noted that they have proven to be successful in reducing vehicular speeds.

(2)

The primary and most beneficial locations for Radar Speed Signs remain on ***suburban development streets, and other residential streets,*** where the speed limit does not exceed 25 mph. It has been demonstrated that these signs are most effective against speeding when placed in such locations, where the peer pressure of fellow residents works hand in hand with the sign to enhance its effect on the driving public. On state owned roads outside of municipalities, through the CTF process, DelDOT will install Radar Speed Signs on these types of roads.

In addition, Mr. Hutchinson and Mr. Keller of the SATC both supported the use of RSSs based on their observations of a RSS installed on State Street.

- MR. DIX stated that the speed tests results showed that yellow centerline striping does not reduce speed noting that the speed study without the striping showed an average speed of 29.1 mph while a speed study after installing yellow centerlines resulted in an average speed of 29.4 mph. MR. DIX's statement was flawed as he was comparing apples to oranges since the tests were done at 2 separate locations. The first test without striping (29.1 mph) was on a curved roadway at the south end of Independence Boulevard and the second test with striping was at the north end on a straight roadway. A straight-a-way section of road will result in higher speeds than a road on a curve.

In closing, MR. DIX is one resident in favor of the proposed Traffic Calming Measures who certainly has a right to express his opinions, however misguided they may be. Please note that on the below petition summary sheet, there are 60 residents who are opposed to the proposed Traffic Calming Measures. Nuff said.

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Petition Responses

PTCM OR RSS

	Name	Address	PTMC	RSS
1	Jannette Chrtian	35 Freedom Drive		X
2	Gergette Chriatian	35 Freedom Drive		X
3	Constance Mahoney	5 Pewter Court		X
4	Mel Mahoney	5 Pewter Court		X
5	Kirk Jamison	32 Lamplighter Lane		X
6	Joeseph Parks	740 Bicentennial Blvd		X
7	Tanda Parks	740 Bicentennial Blvd		X
8	Michael Kelley	53 Freedom Drive		X
9	Mageline Kelley	53 Freedom Drive		X
10	Kurt Katz	8 Pewter Court		X
11	June Katz	8 Pewter Court		X
12	Laticia Prophet	4 Freedom Drive		X
13	Peter Ackles	9 Pewter Court		X
14	James Facer	15 Freedom Drive		X
15	Tina Facer	15 Freedom Drive		X
16	Fred Facer	15 Freedom Drive		X
17	Nancy Frankl	44 Freedom Drive		X
18	Eric Frankl	44 Freedom Drive		X
19	Stan Trier	39 Freedom Drive		X
20	Ellen Trier	39 Freedom Drive		X
21	Thos Woo Jr.	159 Colony Drive		X
22	Moe Naftzinger	102 Colony Drive		X
23	Robert Naftzinger	102 Colony Drive		X
24	Michele Churchman	224 Green Blade Drive		X
25	Greg Henry	12 Pewter Court		X
26	Kimberly Henry	12 Pewter Court		X
27	Rhonda Lewis	27 Liberty Drive		X
28	Randy Lewis	27 Liberty Drive		X
29	Kim Acevedo	287 Green Blade Drive		X
30	Akira Wise	11 Liberty Drive		X
31	Agnes Dozier	263 Green Blade Drive		X

PTCM OR RSS

	Name	Address	PTMC	RSS
32	Bradley Ebaugh	27 Liberty Drive		X
33	Susan Ebaugh	172 Continental Drive		X
34	Sharon Shuman	23 Liberty Drive		X
35	Mary Paulliesky	42 Liberty Drive		X
36	Erica Wildrick	234 Green Blade Drive		X
37	Mrs. Jackson Williams	236 Green Blade Drive		X
38	Susan Hessler	120 Cobblestone Lane		X
39	Ed Bates	10 Pewter Court		X
40	Kathy Bates	10 Pewter Court		X
41	Barbara Rafte	4 Pewter Court		X
42	Lmelody Peters	347 Cold Spring Place		X
43	Patricia Fox	36 Lamplighter Lane		X
44	Linda Miller	34 Lamplighter Lane		X
45	John Celatka	30 Lamplighter Lane		X
46	Hazel J Showell	13 Freedom Drive		X
47	Donald Walker	13 Freedom Drive		X
48	Camela Trower	244 Green Blade Drive		X
49	Samuel Kolubash	35 Lamplighter Lane		X
50	Ann Edmonds	11 Lamplighter Lane		X
51	Margie Shuman	283 Green Blade Drive		X
52	William White	261 Green Blade Drive		X
53	Brian E Reid Sr.	252 Green Blade Drive		X
54	Kimberly Butler	260 Green Blade Drive		X
55	John Watson	228 Green Blade Drive		X
56	Mary Watson	228 Green Blade Drive		X
57	Valerie Anderson	250 Green Blade Drive		X
58	Pam/Eddie Lopez	703 Bicentennial Blvd		X
59	Gale Hartley	232 Green Blade Drive	None	
60	April Henry	11 Liberty Drive		X
61	Katherine Ommanney	245 Green Blade Drive	X	

Respectfully submitted,

C. David Jamison, PE

Krueger, Debbie

From: Krueger, Debbie
Sent: Wednesday, March 22, 2017 1:14 PM
To: City Clerks Office
Subject: CORRESPONDENCE RECEIVED - Col. Thomas J. Dix - Response to Mr. Jamison's Proposals Sent to City Council
Attachments: Correspondence - Col. Thomas J. Dix.pdf

Attached please find correspondence delivered to the City Clerk's Office on March 22, 2017. Paper copies have been placed in your Council mailbox.

Sincerely,
Debbie Krueger
Administrative Assistant
City Clerk's Office – City of Dover
P.O. Box 475
Dover, DE 19903
(302) 736-7008

This message has been blind copied to the Mayor and members of Council.

RECEIVED
MAR 22 2017
OFFICE OF THE CITY CLERK

March 27, 2017

TO: Mayor Christiansen, City Council
FR: Col. Thomas J. Dix
RE: My response to Mr. Jamison's proposals sent to City Council

Attachment: "Engineering Countermeasures for Reducing Speeds: A Desktop Reference of Potential Effectiveness"
(from: https://safety.fhwa.dot.gov/speedmgt/ref_mats/eng_count/)

In his recent proposal, Mr. Jamison replied to only 3 of my rebuttals of his earlier 5 mistaken comments.

Below, I have reviewed and replied to those 3 again (#1–3) AND I have added the other 2 mistakes Mr. Jamison made previously, with my rebuttal to them (#4 and 5). I will treat his latest proposal and add data from The Federal Highway Administration "Engineering Countermeasures for Reducing Speeds: A Desktop Reference of Potential Effectiveness."

Mr. Jamison's New Proposal:

Mr. Jamison wants to move the realigned intersection from the center of Continental Park to the light pole in front of my house. I made that same proposal over a year ago as part of the Mayor's committee on traffic calming at our second meeting. DelDOT turned it around and moved it 700 feet south, to run alongside Continental Park — fewer houses and greater speed there! Mr. Jamison also made another mathematical error. On his first chart, he divided 600 by 25 and got 6 instead of the correct answer of 24.

(1) Mr. Jamison:

- **Parking at Continental Park** I had stated that the street parking on the east side of Independence Boulevard would be reduced by 50%. The loss of parking is a result of the proposed Realignment Intersection and the need to shift traffic from the through lane to the shoulder. The overall impact distance is 600'. Parking spaces are 25' in length.

MY REBUTTAL:

Between Continental Drive and Freedom Drive is just less than 800 feet of unrestricted parking on the east side of Independence Blvd. The realigned intersection runs for less than 170 feet — less than 22% of 800 feet, as compared to his 50%. The park frontage on Independence Blvd. runs for 600 feet; the realigned intersection will occupy 170 feet of this, or 28% of the 600 feet, as compared to his 50%. We would end up with 28 parking spots on the east side of Independence Blvd after construction and 22 parking spots on the west side.

It is a shame that we have lost sight of our objective -— to reduce speed and divert traffic from a residential street. We have dwelt on a two-day-a-year parking problem that does not exist rather than on the point of the highest speeds on Independence Blvd. We should be looking at the advantages of an active realigned intersection versus a passive Blinking Radar Sign. The Speed Feedback Signs, or Radar Signs, will give us a 3 or 4 mph speed reduction, according to the potential effectiveness report, while a Chicane will give us a 9 mph speed reduction. A realigned intersection is a Chicane, with the addition of a three-way stop sign and the addition of an intersection. (See Attachment, page 2, at top of page.) Look for an arrow in the right margin. Look at the before and after columns. So the realigned intersection should give us a minimum of an 11 mph speed reduction! Also, consider that the realigned intersection is over 700 feet north of Mr. Jamison's proposed Blinking Radar Light, the effect of which wears off with distance. And we still have over 1,100 feet of Independence Blvd. north of the leading edge of the realigned intersection depending on the lasting effect of a passive Blinking Radar Sign. An active traffic calming measure means you have to turn the steering wheel, you have to apply the brake. Passive means your mind has to go to Beta stage. Or, it may *not* go to Beta stage. These long distances demand active Traffic Calming Measures.

(2) Mr. Jamison:

MR. DIX disputed my statements that double yellow centerline striping is a traffic calming measure. The following link from the Institute of Transportation Engineers speaks for itself:

http://nacto.org/docs/usdg/roadway_striping_as_a_traffic_calming_option_kahn.pdf

MY REBUTTAL:

I do not dispute that yellow centerline striping is a traffic calming measure. But unfortunately, we put it to the test and it failed miserably. The recent Metro Count done on Independence Blvd. showed an increase of 0.30 mph over the first speed study. Mr. Jamison cited a chart that expected a 2 to 7 mph reduction. The same potential effectiveness report shows no difference between the before and after mph for both centerline and edge lines. The centerline striping failed in the above-cited report. (See Attachment, page 5.)

(3) MR. JAMISON:

MR. DIX stated that Radar Speed Signs are not a Traffic Calming Measure and not supported as such by DelDOT.

MY REBUTTAL:

My direct quote is:

"Mr. Jamison recommends that an alternative to the proposed TCMs [traffic calming measures] would be the installation of a Radar Speed Sign on Independence Boulevard and he said that these are known to reduce speeding on roadways, as acknowledged by DelDOT."

I then referred to the DelDOT Traffic Calming Design Manual, page III-9, regarding Radar Speed Signs:

- Under the heading 'Traffic Diversion,' the manual states: 'No impact.'
- Under the heading 'Disadvantages,' the manual states: 'Impact may be reduced over time unless regularly enforced by local police.'
- Under the heading 'Advantages,' the manual states: 'Can be effective in reducing speeding by drivers.'

The manual immediately adds this caveat: "These signs are most effective when a community is supportive and promotes the need for speed reduction through other community educational efforts."

As I noted previously, a single passive Radar Speed Sign only works in one direction!

MY COMMENT:

I am happy to straighten out a past misquote by Mr. Jamison of what DelDOT's Mike Somers said. Mr. Somers' full quote is as follows:

> "I have never hesitated to point out that radar signs have their place, and have been successful [*this is where Mr. Jamison ends the quote*] in slowing traffic to a degree, and for a period, but are not capable of forcing traffic to slow down, and they tend to lose their effectiveness in time. Failure can also be a consideration, and we have had some problems with vandalism. But again, they have their place."

(See Attachment, page 3.) Look for arrows in right margin. Look at the before and after columns. The Speed Feedback Signs, or Radar Signs, will give us a 3 or 4 mph reduction, according to the potential effectiveness report.

(4) MR. JAMISON:

Single unit 30' length Trucks (ex. UPS) will be challenged making left turns via the Round-A-Bout. Larger 3 or more axle trucks will have to reroute.

MY REBUTTAL:

This is incorrect. Our local UPS driver John says he can take his P-1000 truck around the Mifflin Rd. traffic circle, which is half the size of the roundabout approved for Independence Blvd.

The typical single-lane roundabout has a rotary speed dependent on the diameter of the roundabout. From my experiments with the Eden Hill roundabout, which is 100 feet in diameter, the maximum "non-scary" speed is 20 mph. A 70- to 80-foot roundabout should yield a maximum non-scary speed of about 15 mph. We know from the latest Independence Blvd. speed study that the entry speed is 29.7 mph. With a rotary speed and exit speed of 15 mph, simple math tells us that we get a 14.7 mph speed difference. (See Attachment, page 2, mid-page.) According to the potential effectiveness report, an urban roundabout would give us a 14 mph reduction. Here the total effect of this Traffic Calming Measure is to actively engage the driver to steer and to apply the brake in order to negotiate the roundabout.

Our objective is to reduce speed and divert traffic. The roundabout can do the job.

(5) MR JAMISON:

Mr. Jamison states that the Round-A-Bout concept has been used to calm traffic at various locations in Delaware. Most of them are used in developments or low volume roads. Independence Boulevard, however, is a high volume roadway (5,000 daily trips+/-) which would be atypical for the use of the type of Round-A-Bout being proposed. A safety concern is, with the volume of traffic on Independence Boulevard, that the 4 Way **Yield** scenario would create accident potential due to driver's decision-making-stress resulting in human error (*who goes first*). [Bolding and italics are Mr. Jamison's.]

MY REBUTTAL:

A Federal Highway Administration circular states that the maximum flow rate is 1,800 vehicles/ hour for a single-lane urban roundabout, such as the roundabout approved for Independence Blvd. A flow rate of 1,800 vehicles per hour can certainly handle 5,000 vehicles per day.

[See Federal Highway Administration (FHWA) Transportation Research Circular E-C 018; also, the paper "Capacity and Performance of Roundabouts: A Summary of Recommendations in the FHWA Roundabout Guide," by Kittelson & Associates, USA.]

As far as accident potential is concerned, how can a roundabout create accident potential when it reduces accidents?

A DelDOT brochure titled "What Is a Roundabout" states: "National studies have shown roundabouts provide a 90% reduction in fatal crashes, 75% reduction in injury crashes, 30%–40% reduction in pedestrian crashes, and 10% reduction in bicycle crashes."

We also have a bonus factor for this Roundabout. Since it is connected to Colony Dr. and Bicentennial Blvd., the Roundabout will also calm 5,000 cars a week from that connection. It should be pointed out that Bicentennial Blvd. has had a Blinking Radar Light since June 2, 2016, to calm only southbound traffic, but that light has been called ineffective by a member of the Mayor's committee on traffic calming who lives on the street.

We get an additional bonus from the roundabout in that the southbound traffic out of the roundabout will also benefit from the traffic calming function. The traffic at the nearby Redner's entrance is very bad at 5 p.m. The smoothing of the flow will help to reduce problems there.

Our objective is to reduce speed and divert traffic. The active roundabout can do the job. (See Attachment, page 2, mid-page.) The same report shows a 14 mph speed reduction for the urban roundabout. Roundabouts have the highest mph speed change in the entire report! A realigned intersection is a Chicane, with the addition of a three-way stop sign and the addition of an intersection. So the realigned intersection should give us a minimum of an 11 mph speed reduction!

CONCLUSION

You be the judge! Compare passive centerline striping (0 mph) plus a passive Blinking Radar Sign (3.5 mph) against an active Roundabout (14 mph) plus an active Realigned Intersection (11 mph). One alternative is cheap and works a little bit, and the other alternative gets the job done! Independence Blvd. is over 0.6 miles long. It runs in two directions, with 9.4 % of the drivers going over 35 mph and 3 drivers going over 70 mph. Are you going to follow the recommendations of DelDOT's Traffic Calming organization or the recommendations of a retired district engineer who does not have a conventional understanding of traffic calming? He makes a lot of mistakes. You be the judge!

This has been a long and hard road for me. I have had to climb Mount Mifflin every day! Could somebody please fix that old traffic circle?

Thank you for all the time and attention you have given to this project.

Sincerely,

Thomas J. Dix

COL. (ret.) USAF

U.S. Department of Transportation
Federal Highway Administration
1200 New Jersey Avenue, SE
Washington, DC 20590
202-366-4000

Safety

Engineering Countermeasures for Reducing Speeds

Download Version
PDF [126 KB]

A Desktop Reference of Potential Effectiveness

May 2009

Countermeasure	Area	Road Environment	Reference # (Year)	Sample Size (# of Sites)	After Measurement	Average Daily Volumes		85th Percentile Speeds			
						Before (veh)	After (veh)	Before (mph)	After (mph)	Change (mph)	% Change
GEOMETRIC FEATURES											
Speed Hump-rounded raised area across the road, typically 12 to 14 feet in length and 3 to 4 inches high	Urban	Local Street	1 (1999)	178		48 to 11544	46 to 11043	35 (4)	27 (4)	-8 (3)	-22% (9%)
		Local Street	2 (2005)	7		400 to 4362	401 to 3384	32 (3)	26 (2)	-6 (2)	-20% (6%)
		Local Street	4 (2000)	4		475 to 1506	433 to 1343	36 (2)	31 (2)	-5 (1)	-15% (3%)
Speed Cushion-speed hump typically 6 to 7 feet wide that allows most emergency vehicles to straddle the hump.	Urban		1 (1999)	1		3323	2321	35 (-)	28 (-)	-7 (-)	-20% (-)
			2 (2005)	2		1042 to 1556	693 to 1563	31 to 37	26 to 30	-5 to -7	-16% to 19%
Speed Table-a long speed hump typically 22 feet in length with a flat section in the middle and ramps on the ends	Urban		1 (1999)	72		198 to 14500	242 to 14400	37 (3)	31 (3)	-6 (3)	-16% (9%)
	Rural	Small town	3 (2008)	2	12 month	1480		33 (1)	29 (2)	-4 (1)	-14% (3%)
		Residential Streets	18 (2003)	19		198 to 2102	364 to 2061	38 (n/a)	29 (n/a)	-9 (n/a)	-24% (n/a)
Raised Intersection-a raised plateau, with ramps on all approaches, where roads intersect	Urban		1 (1999)	2				37 (1)	38 (4)	1 (4)	3% (11%)
	Urban	Local Street	5 (2004)	1				30 (-)	30 (-)	0 (-)	0% (-)
Choker-mid-block curb extensions that narrow a road by extending the sidewalk or widening the planting strip	Urban		1 (1999)	4		770 to 6150	331 to 5040	34 (2)	30 (2)	-4 (1)	-3% (3%)
	Urban	Residential Area	51 (1977)	6				30 (4) 95% tile	29 (3) 95% tile	-1 (2) 95%tile	-3% (7%) 95%tile
Neckdown-intersection curb extensions that narrow a road by extending the width of a sidewalk	Urban		1 (1999)	3		2800 to 8110	4660 to 5660	29 (9)	30 (3)	1 (7)	3% (30%)
	Urban	Local Street	5 (2004)	2				28 (3)	31 (4)	3 (7)	12% (27%)
Chicane-curb extensions that alternate from one	Urban		1 (1999)	2		1380 to 3200	790 to 2400	33 (4)	27 (4)	-6 (1)	-16% (4%)

Countermeasure CHICANE	Area	Road Environment	Reference # (Year)	Sample Size (# of Sites)	After Measurement	Average Daily Volumes		85th Percentile Speeds			
						Before (veh)	After (veh)	Before (mph)	After (mph)	Change (mph)	% Change
side of the street to the other, forming S-shaped curves.			4 (2000)	4	at least 4 years	1380 to 1965	790 to 1993	31 (6)	22 (4)	-9 (4)	-29% (8%)
+ INTERSECTION 1 MPH + 3 WAY STOP 1 MPH	Urban	School Zone	42 (1998)	1		8000		31 (-)	28 (-)	-3 (-)	-10% (-)
Lateral Shift-curb extension that shifts travel lanes to one side of road for extended distance and then back to the other side	Urban	Local Street	5 (2004)	1				36 (-)	33 (-)	-3 (-)	-8% (-)
	Rural	At City Limits	19 (1999)	5				44 (4)	33 (4)	-11 (7)	-25% (9%)
Center Island-a raised island along the centerline of a street that narrows the travel lanes	Urban		1 (1999)	1		3500	2800	33 (-)	29 (-)	-4 (-)	-12% (-)
Traffic Circle-circular, raised island placed within the middle of an intersection	Urban		1 (1999)	45		240 to 10910	269 to 8280	34 (5)	30 (4)	-4 (3)	-11% (9%)
Roundabout-large, raised, circular islands at the middle of major intersections, around which all oncoming vehicles must travel until reaching their destination street, where they then turn off.		Transition from High to Low Speed	36 (2005)	1				48 (-)	28 (-)	-20 (-)	-42% (-)
	Suburban	Y Intersection of two-lane roads	37 (2005)	1				32 (-)	24 (-)	-8 (-)	-25% (-)
	Urban		38 (2004)	1				47 (-)	33 (-)	-14 (-)	-30% (-)
	Urban & Rural	Intersection entry	54 (2007)	55					20 (4)		
SURFACE TREATMENTS AND MARKINGS											
Transverse Rumble Strips-raised or grooved patterns installed on the roadway travel lane or shoulder pavements, perpendicular to the direction of travel.	Rural	Posted Speed Limit=70mph	17 (2007)	3	5 months					-0.6 (0.4)	
	Rural	Intersection	23 (2003)	11	At least 1 month					-1 to -2	
Converging Chevron Marking Pattern-a type of transverse pavement markings forming chevron shape to create the illusion of traveling faster as well as the impression of narrower lanes.	Rural	Main Roads	3 (2008)	2	12 months	2300		36 (1)	33 (1)	-3 (2)	-7% (6%)
		Double S-Curve On A Two- Lane Roadway	7 (2006)	1	15 months			37 (-)	33 (-)	-4 (-)	-11% (-)
	Urban	Exit Ramps	12 (2003)	1	20 months			70 (-)	53 (-)	-17 (-)	-24% (-)
		Community Collector Street	13 (2001)	1	2 years			41 (-)	39 (-)	-2 (-)	-5% (-)
		Freeway-to-Freeway Connector Curve	48 (2008)	1	6 months	18000		53.4 (-)	52.8 (-)	-0.6 (-)	-1% (-)
Transverse Markings-a series of white lines placed across the center of the lane and spaced progressively closer to create the illusion of traveling faster	Rural	Horizontal Curves	20 (2005)	3	5 days			49 (3)	50 (3)	0.2 (1.7)	0.3% (3%)
	Rural	Interstate Work Zone	46 (2001)	1		18000		68 (-)	67 (-)	-1 (-)	-1% (-)
Optical Speed Bars-a series of white	Rural	Main Roads	3 (2008)	1	12 months			46 (-)	45 (-)	-1 (-)	-2% (-)
	Rural	Main Roads	3 (2008)	2	3 months	1000		47 (8)	46 (-)	-1 (0)	-2% (0)

Countermeasure	Area	Road Environment	Reference # (Year)	Sample Size (# of Sites)	After Measurement	Average Daily Volumes		85th Percentile Speeds			
						Before (veh)	After (veh)	Before (mph)	After (mph)	Change (mph)	% Change
rectangular markings typically 1 foot wide placed just inside both edges of the lane and spaced progressively closer to create the illusion of traveling faster as well as the impression of narrower lane.	Rural	Curve	11 (2004)	3				37 (6)	36 (10)	-1 (4)	-2% (8%)
	Rural	Two-Lane Highway; Tourist Traffic	45 (2009)	1	3 months			71 (-)	66 (-)	-5 (-)	-7% (-)
	Rural	Freeway Curves	53 (2008)	1	6 months	63,072	57,948	61 (-)	60 (-)	-1 (-)	-2% (-)
Speed Limit Pavement Legend	Rural	Main Roads	3 (2008)	4	12 months			34 (3)	33 (2)	-1 (1)	-1% (4%)
Enhanced Speed Limit Legend with Colored Surfacing	Rural	Main Roads	3 (2008)	3	12 months	1000		46 (6)	44 (6)	-2 (2)	-4% (4%)
In-Roadway Warning Lights	Urban	Residential Area; Pedestrian Crossing	15 (2000)	2	1 month	30,000		46 (0)	39 (1)	-7 (1)	-15% (1%)
		School Zone	33		1 year			58 (-)	53 (-)	-5 (-)	-9% (-)
	Urban	Central Business District; Pedestrian Crossing	34 (2004)	1	2 weeks	25,000		21 (-)	22 (-)	1 (-)	5% (-)
		Freeway Off-Ramp	39 (2008)	1	14 months			57 (-)	53 (-)	-4 (-)	-7% (-)
Delineator Post	Rural	Horizontal Curves	20 (2005)	3	5 days			49 (3)	50 (3)	0.5 (0.4)	1% (1%)
"Slow" Pavement Legend	Rural	Main Roads	3 (2008)	3	9 months	2940		40 (6)	41 (8)	1 (2)	1% (4%)
	Suburban	Curve on Two-Lane Road	47 (1998)	1	2 weeks	5000		39 (-)	37 (-)	-2 (-)	-5% (-)
SIGNS											
Speed Feedback Sign-sign that dynamically displays speed of passing vehicles with the message "YOUR SPEED XX"	Rural	Main Roads	3 (2008)	1	3 months	2870		37 (-)	30 (-)	-7 (-)	-19% (-)
		15mph School Zone	8 (2002)	1				48 (-)	15 (-)	-33 (-)	-69% (-)
		School Zone	8 (2002)	1				32 (-)	25 (-)	-7 (-)	-22% (-)
		School Zone	14 (2005)	1	2 to 4 months			50 (-)	42 (-)	-8 (-)	-16% (-)
		Advance of School Zone	14 (2005)	2	2 to 4 months			57 (6)	56 (7)	-1 (1)	-2% (3%)
		Advance of Signalized Intersection	14 (2005)	2	2 to 4 months			57 (10)	56 (12)	-1 (2)	-3% (4%)
		Non-freeway	9 (2005)	20	6 to 39 months			35 (3)	32 (2)	-3 (2)	-7% (4%)
		Collector Street/Residential Cross Street	10 (2007)	6	3 years			37 (2)	33 (1)	-4 (2)	-11% (4%)
		School Zone	26 (2006)	8	6 months			25 (2)	24 (2)	-1 (2)	-5% (7%)
	Rural	Work Zone on Interstate Highway	27 (2001)	3	5 weeks	38000		65 (2)	60 (2)	-5 (1)	-8% (1%)
		School Zone	28 (2003)	2	2 months			30 (5)	28 (4)	-2 (1)	-7% (1%)

Countermeasure	Area	Road Environment	Reference # (Year)	Sample Size (# of Sites)	After Measurement	Average Daily Volumes		85th Percentile Speeds			
						Before (veh)	After (veh)	Before (mph)	After (mph)	Change (mph)	% Change
						8000 to 9200					
		School Zone	28 (2003)	2	2 months	11800 to 29200		43 (1)	34 (0)	-9 (1)	-22% (1%)
		Two-Lane Collector Arterial, Near to School Zone	29 (2005)	4	7 months	1486 to 2794	1270 to 2533	34 (2)	32 (3)	-2 (1)	-3% (4%)
	Rural	Interstate Highway Work Zone	32 (2006)	1	1 week			65 (-)	63 (-)	-2 (-)	-3% (-)
Speed Activated Warning Sign-sign that displays warning messages to speeding drivers		Posted Speed Limit=50/55mph	17 (2007)	4	at least 3 months					-1.4 (0.1)	
		Work Zone at State Route	25 (2007)	3		122 to 250				-1 to -6.5	
		Multilane US Highway	25 (2007)	1						-1.6 to -4.7	
		Multilane Interstate	25 (2007)	2						-3.0 to -11.2	
	Urban	U.S. Highway Work Zone	32 (2006)	1	1 week			67 (-) PC;65 (-) Truck	64 (-) PC;63 (-) Truck	-3 (-) PC;-2 (-) Truck	-4% (-) PC;-3% (-) Truck
	Urban & Rural	Work Zone	35 (2007)	2				54 (4)	49 (6)	-5 (3)	-10% (5%)
	Rural	Four-Lane Divided Highway	43 (1999)	1		7000		73 (-)	69 (-)	-4 (-)	-5% (-)
		Curve on Interstate Freeway	44 (2003)	1		65000		63 (-)	62 (-)	-1 (-)	-2% (-)
Speed Activated Speed Limit Reminder Sign		Major Road	6 (2005)	1				42 (-)	37 (-)	-5 (-)	-12% (-)
		School Zone	24 (2001)	1	2 months			43 (-)	37 (-)	-6 (-)	-14% (-)
Variable Speed Limit Sign	Rural	Finland, weather-controlled	31 (1999)	3						-4.7 to -8	
	Rural	Freeway	40 (2005)	2				82 (1)	77 (6)	-5 (5)	-6% (6%)
Lower Speed Limit by 15+ mi/h	Urban & Rural	2 lane roads	21 (1997)	9	12-24 months			49 (5)	49 (4)	-0.1 (1)	-0.1% (3%)
Lower Speed Limit by 10 mi/h	Urban & Rural	2 & 4 lane roads	21 (1997)	34	12-24 months			50 (5)	50 (5)	-0.1 (1)	-0.6% (2%)
Lower Speed Limit by 5 mi/h	Urban & Rural	2 lane roads	21 (1997)	14	12-24 months			51 (6)	50 (6)	-0.3 (1)	-0.1% (2%)
Red Border Speed Limit Sign	Rural	Two-Lane highway	30 (2007)	3	8 to 14 months					-3 (4)	
One-Direction Large Arrow (W1-6) sign	Rural	Horizontal Curves	20 (2005)	1	5 days			47 (-)	47 (-)	0 (-)	0% (-)
Add Flashers to Existing Curve Warning Sign	Rural	Horizontal Curves	20 (2005)	2	5 days			51 (2)	52 (3)	1 (1)	1% (1%)

Countermeasure	Area	Road Environment	Reference # (Year)	Sample Size (# of Sites)	After Measurement	Average Daily Volumes		85th Percentile Speeds			
						Before (veh)	After (veh)	Before (mph)	After (mph)	Change (mph)	% Change
Add Flags to Existing Curve Warning Sign	Rural	Horizontal Curves	20 (2005)	3	5 days			49 (3)	49 (3)	-0.3 (1.3)	-0.6% (3%)
Combinational Horizontal Alignment/Advisory Speed Sign	Rural	Horizontal Curves	20 (2005)	3	5 days			49 (3)	50 (2)	0.2 (1)	0.4% (2%)
Chevron Sign	Rural	Horizontal Curves	20 (2005)	1	5 days			52 (-)	52 (-)	0 (-)	0% (-)
NARROWING											
Add Shoulder Markings to narrow lane	Rural	Two-Lane Road Through Small Town	3 (2008)	2	12 months			33 (2)	33 (1)	0.5 (1)	2% (2%)
	Urban	Freeway Exit Ramp	49 (2000)	4	2 weeks			38 (10)	37 (9)	-1 (1)	-2% (2%)
Add Center Line and Edge Line	Rural	Main Roads	3 (2008)	2	12 months			34 (1)	35 (1)	1 (1)	2% (2%)
	Urban	Residential Area	50 (1984)	2	2 weeks			34 (2) Mean	34 (1) Mean	0 (0) Mean	1% (1%) Mean speed
	Rural	Two-Lane Road Day	52 (2006)	3				63 (2)	64 (3)	1 (4)	2% (7%)
	Rural	Two-Lane Road Night	52 (2006)	3				66 (4)	65 (3)	-1 (0)	-1% (0)
Longitudinal Rumble Strips-raised or grooved patterns installed on both inside edges of normal travel lane to narrow effective width	Rural	Rural High Speed Intersections on Two-lane Roadways	16 (2008)	9	at least 3 months					-4.5 (0.25)	
Road Diet-restripe road to reduce the number of lanes from 4 to 3	Urban	Arterial road	41 (1999)	1		24,000		51 (-)	47 (-)	-4 (-)	-8% (-)
Tubular Chanelizers -three foot high tubes used to create island in center of road	Rural	Main Roads	3 (2008)	3	12 months	2060		40 (5)	39 (4)	-1 (1)	-2% (2%)
ACCESS CONTROLS											
Half Closure-Physical blockage of one direction of traffic for a short distance on a two-way street	Urban		1 (1999)	11		220 to 9540	151 to 9180	30 (4)	24 (5)	-6 (4)	-20% (12%)
Diagonal Diverter-a barrier placed diagonally across a four-legged intersection, preventing through movement	Urban		1 (1999)	7		474 to 2057	177 to 574	28 (5)	27 (5)	-1 (5)	-5% (17%)
Full Closure-physical street closure resulting in a dead-end	Urban		1 (1999)	2		1540 to 1980	850 to 1080	18 (3)	15 (3)	-3 (0)	-17% (3%)
COMBINATION MEASURES											

Countermeasure	Area	Road Environment	Reference # (Year)	Sample Size (# of Sites)	After Measurement	Average Daily Volumes		85th Percentile Speeds			
						Before (veh)	After (veh)	Before (mph)	After (mph)	Change (mph)	% Change
Gateway Treatment-the combined use of signs, textured pavements, name plates, monuments, landscaping, and/or others placed at the entrance to a neighborhood that helps to communicate a sense of neighborhood identity	Rural	Main Roads	3 (2008)	3	12 months			46 (6)	44 (6)	-2 (2)	-5% (4%)
	Urban		5 (2004)	1	9 months			30 (-)	28 (-)	-2 (-)	-7% (-)
Speed Hump + Speed Table	Urban		1 (1999)	4				36 (3)	29 (2)	-7 (4)	-17% (9%)
Speed Hump + Choker	Urban		1 (1999)	2		2456 to 3685	2593 to 2931	38 (2)	25 (0)	-13 (2)	-33% (3%)
Speed Table + Choker	Urban		1 (1999)	3				33 (1)	29 (1)	-4 (1)	-12% (3%)
Speed Table + Center Island	Urban		1 (1999)	2		6500 to 8440	6400 to 6780	37 (1)	29 (1)	-8 (3)	-22% (6%)
Half Closure + Median Barrier(-Median barriers are raised islands located along the centerline of a street and continuing through an intersection so as to block through movement at a cross street.)	Urban		1 (1999)	2		10160 to 10320	1120 to 2120	38 (2)	32 (4)	-6 (3)	-17% (8%)
Transverse Bar + Speed Feedback Sign	Rural	Main Roads	3 (2008)	3	12 months	830 to 1680		47 (6)	43 (8)	-4 (3)	-8% (8%)
Speed Hump + Traffic Circle + Gateway Treatment			2 (2005)	2		2017 to 4213	1857 to 4635	32 (1)	25 (3)	-7 (2)	-22% (6%)
Textured Pavement + Neckdown + Pavement Marking			2 (2005)			3722 to 3792	3603	31 (-)	31 (-)	0 (-)	0% (-)
Edge Marking + Speed Limit Marking	Rural	Main Roads	3 (2008)	4	12 months			34 (3)	33 (2)	-1 (1)	-1% (4%)
Rubber Pedestrian Island + In-Roadway Yield to Pedestrian Crossing Sign (R1-6)(-Removable rubber curbing used to create island and concentrate pedestrian crossings at crosswalk.)	Rural Resort Area	High pedestrian crossing	22 (2002)	2	2 weeks			44 (2)	38 (1)	-6 (3)	-14% (6%)

Notes:

1) Reference table only includes U.S. studies, except where no U.S. studies on a treatment exist, then international studies are used.

2) Measures within parentheses in the "85%th Speeds" columns represent the standard deviations from the average values.

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Page last modified on October 15, 2014.

Safe Roads for a Safer Future
Investment in roadway safety saves lives

McDowell, Traci

From: Lynn, Sean M (LegHall) <Sean.Lynn@state.de.us>
Sent: Monday, March 27, 2017 12:49 PM
To: Slavin, Timothy; Hosfelt, James E.; City Clerks Office; McDowell, Traci; thomas j. dix; Sudler, Roy; Lewis, Brian E.; Somers, Michael (DelDOT); wgarfinkel@aol.com; Hutchison, James L.; Hare, Bill; Neil, Fred; Cole, Scott W.; Anderson, David
Subject: Fwd: Experiment with Public Safety

Sent from my iPhone

Begin forwarded message:

> **From:** <Sean.Lynn@state.de.us>
> **Date:** March 27, 2017 at 12:40:51 PM EDT
> **To:** <CityClerk@dover.de.us>, <timslavin1@gmail.com>
> **Subject: Re: Experiment with Public Safety**
>
> City Council,
>
> We don't experiment with public safety.
>
> It's not prudent to wait for someone's kid to get killed on independence because we weren't proactive.
>
> The roundabout was not "my idea".
>
> The neighborhood came to the city with concerns of traffic issues and speeding throughout the neighborhood.
>
> The mayor appointed a committee and asked that i facilitate meetings with Deldot.
>
> Deldot and the city committee met for almost a year brainstorming ideas to address the traffic calming issues. The Mayor, Councilman Hosfelt, Councilman Neil and Cole, the Police Chief and the Fire Chief all participated.
>
> Deldot rendered the opinion of the roundabout and the realigned intersection. They used their traffic calming expert, Mike Somers.
>
> The project then was addressed by city council and a city committee and approved.
>
> A small portion of the neighbors asked the committee to reexamine the issue, because they opposed it.
>
> They wanted radar speed signs.

The experts at Deldot opined that radar speed signs would not solve the problem and would do nothing to address the traffic issues or speeding. Moreover, the traffic issues will only get worse through the passage of time.

My analogy is simple: if you have appendicitis, you can't elect to have your gall bladder removed instead. It doesn't solve the problem.

The experts have determined what the solution is. We need to listen to them.

There was never a "threat" to pull funding - the comment was that I would not use the CTF dollars to pay for radar signs because they won't work.

I will only use the ctf funds to pay for projects that the experts believe will solve the problem.

We can't experiment with public safety.

Nor will I pay to "solve" the issue twice - i.e. Pay for radar signs now and then pay for the traffic calming measures a year from now when people realize that the experts were right and the radar signs don't work in this instance. That's a waste.

When the interchange opens, traffic throughout this area will only get worse. We need to trust the engineers who specialize in the traffic calming field and not individuals who merely have an "opinion".

Regards,
Sean

Sent from my iPhone

PROCLAMATION

***WHEREAS**, in 1872, J. Sterling Morton, a Nebraska pioneer, proposed that a special day be set aside for the planting of trees by individuals and civic organizations, resulting in the first celebration of Arbor Day on April 10, 1872, with an estimated one million trees being planted in Nebraska that day; and*

***WHEREAS,** in 1885, Arbor Day was named a legal holiday and has since become a national event promoted by the National Arbor Day Foundation, whose mission is to inspire people to plant, nurture, and celebrate trees; and*

***WHEREAS,** the City of Dover was named a Tree City USA in 2016 for the twenty-seventh consecutive year by the National Arbor Day Foundation in recognition of the City's outstanding urban forestry program, which includes the maintenance of over 2,200 street trees by the Department of Public Works Grounds Division; and*

***WHEREAS,** the City of Dover Planning and Inspections Department's Tree Planting and Preservation Ordinance has caused the planting of thousands of trees in all subdivisions and commercial sites since 1992, and the City has continued to aggressively plant street trees between curbs and sidewalks in almost every available site in the City; and*

***WHEREAS,** the Delaware State champion American Elm on The Green may be the only living witness to Delaware's ratification of the United States Constitution that took place at the Golden Fleece Tavern in 1787, underscoring that planting and caring for trees is a special gift that one generation passes down to the next.*

***NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE,** do hereby proclaim April 28th, 2017 as*

ARBOR DAY

in the City of Dover, and urge all citizens to support efforts to care for trees along our streets, in our parks, and in our yards. As the City of Dover plants trees on public property, I urge all citizens to plant trees on their properties to enhance the environment and promote the well-being of present and future generations.

ROBIN R. CHRISTIANSEN
Mayor

PROCLAMATION

WHEREAS, *autism, the fastest growing developmental disability in the United States, affecting more than 3.5 million people, is an urgent public health crisis that demands a national response. According to the Centers for Disease Control and Prevention, in 2004 the prevalence of autism was one in every 125 births and today it is one in 68; and*

WHEREAS, *autism is the result of a neurological disorder that affects the normal functioning of the human brain and can affect anyone, regardless of race, ethnicity, gender, or socioeconomic background. Symptoms and characteristics of autism may present themselves in a variety of combinations and can result in significant lifelong impairment of an individual's ability to learn, develop healthy interactive behaviors, and understand verbal as well as nonverbal communication; and*

WHEREAS, *the effort to address autism continues. Doctors, therapists, and educators can help persons with autism overcome or adjust to its challenges and provide early, accurate diagnosis and appropriate education, intervention, and therapy that are vital to future growth and development; and*

WHEREAS, *it is crucial to ensure that persons living with autism have access to the lifelong care and services needed to pursue a full measure of personal happiness and achieve their greatest potential.*

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, *do hereby proclaim the month of April 2017 as*

Autism Awareness Month

in the City of Dover and encourage all citizens to raise public awareness of autism and the myriad of issues, as well as to increase knowledge of the programs that have been and are being developed to support individuals with autism and their families.

Robin R. Christiansen
Mayor

DOVER HUMAN RELATIONS COMMISSION

The Dover Human Relations Commission (DHRC) meeting was held on February 23, 2017 at 6:00 p.m. with Chairman Henderson presiding. Members present were Mr. Fleming, Mr. Gaddis, and Mrs. Sadusky. Ms. Bogle, Mrs. Mullen and Reverend Paige were absent.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

Introduction of New Member

Mr. Fleming advised members that he was born and raised in Cincinnati, Ohio, graduated from the University of Cincinnati, and later received his master's degree from there. He stated that he taught public high school in Cincinnati before accepting a position at the University of North Carolina in Charlotte, where he taught, coached wrestling, and did additional course work and post-graduate work in administration. Mr. Fleming informed members that he had served as vice principal at two (2) junior high schools in Warrenton, Virginia before accepting a position in the Caesar Rodney School District at the Dover Air Force Base High School. He noted that he had also worked for Delaware Technical and Community College for 33 years as a counselor, financial aid officer, and tennis coach, and retired in 2006.

Election of Commission Chair

Mr. Henderson opened the floor for nominations for Commission Chair.

Mr. Gaddis moved to nominate Mr. Henderson to serve as the Commission Chair, seconded by Mr. Fleming.

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

By unanimous consent, Mr. Henderson was elected to serve as the Commission Chair.

DHRC Committee Updates

Government Policy, Programs, and Practices Committee (Gaddis)

Mr. Gaddis stated that he had reviewed the four (4) paragraphs included in the City of Dover Human Relations Commission Strategic Plan 2015-2018 regarding the duties and obligations of the Government Policy, Programs, and Practices Committee (GPPP). He noted that the Commission was able to bring people in from the outside to work with members to help fulfill their obligations and he would be searching for people, although was not sure exactly how to do so. Mr. Gaddis indicated that he would like to get in touch with police officers, someone from City Hall, and one (1) or two (2) people from the outside. He suggested that a church or the Inner City Cultural League may be possibilities, noting that he would like to make the GPPP Committee diverse.

Community Engagement Committee (Mullen)

No update was provided.

Education Committee (Bogle)
No update was provided.

Communications Committee (Paige)
No update was provided.

Old Business

Development of Concise Statement - Mission and Functions of DHRC
During their Regular Council Meeting of February 13, 2017, members of Council approved the DHRC recommendation that Mr. Gaddis and Reverend Paige present a consolidated statement at the next meeting.

Mr. Henderson read the consolidated statement developed by Mr. Gaddis and Reverend Paige, as follows:

> The mission of the City of Dover Human Relations Commission is; 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, abilities, age, or economic situation; to promote equal opportunity and fair treatment for all people of Dover regardless of their cultural differences. It will ensure that the City will not discriminate due to differences of culture.

Mr. Fleming informed members that he had previously served on the DHRC. Referring to the mission statement of the DHRC, he noted that he had a list of items that the DHRC did during his previous tenure and asked if the DHRC could or wanted to perform some of the things that it had when he previously served. Responding, Mrs. Sadusky explained that the concise statement being developed was different from the DHRC's mission statement. Mr. Gaddis read the first paragraph of the DHRC mission statement, from the 2015-208 DHRC Strategic Plan, as follows:

> Committed to a philosophy of inclusion, intergroup cooperation and fair treatment, the City of Dover Human Relations Commission works to ensure that the City of Dover has and utilizes policies, programs, ordinances, organizational practices, specialized resources and appropriately trained employees to support diversity, inclusion and cultural competency in its organization and services.

Mrs. Sadusky stated that the concise statement was a thumbnail description or summary of what the Commission does that members could use to explain to those who inquire.

Mr. Fleming noted that the DHRC had previously investigated allegations of discrimination by citizens living and working in Dover and asked if this was still the case. He noted that, formerly, those who felt that they were being discriminated against would approach the Commission, a hearing would be held where they would express their concerns, and members would refer them to the appropriate authority. Mr. Fleming indicated that these individuals submitted intake forms which were reviewed, and then the individuals came in to discuss them.

Responding to Mr. Fleming, Mr. Gaddis explained that Mr. Nicholas Rodriguez, City Solicitor, had previously attended a DHRC meeting and expressed concerns that there could be legal ramifications if members got too involved in investigating complaints. Mr. Henderson recalled that Mr. Rodriguez had indicated that this task was now in the area of the State Human Relations Commission (SHRC), rather than the DHRC. Mr. Henderson noted his understanding that this was because the DHRC does not have the money, attorneys, or backing. He noted that the job of DHRC members is to advise Council if they see areas where there are problems. For example, he stated that members had conducted a diversity survey, had asked approximately 20 questions, interviewed key employees, and gave other people who work for the government an opportunity to respond regarding how they felt about diversity. Mr. Henderson noted that he and Mr. Gaddis had recently presented the Dover Human Relations Commission Diversity Research Project report to Council. He advised that the DHRC was somewhat limited, stating that he would like to see how effective the Commission can be within the parameters set, noting that he did not want to sit there and look pretty but wanted to make a difference.

Mr. Fleming noted that previously the Commission had visited locations in the community to discuss concerns with residents, and meetings were held in community centers or churches from time to time. Mr. Henderson asked if Mr. Fleming was referring to meetings of individual commissioners or the Commission itself, and Mr. Fleming indicated that he was referring to the Commission. Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, stated her belief that there are restrictions in the Dover Code that all meetings must be held at City Hall.

Mr. Henderson stated his understanding that there was a limit regarding the number of members who could meet outside the present forum. Mrs. Stein explained that, according to the Delaware Freedom of Information Act (FOIA), whenever there is meeting with a quorum of members, a formal agenda must be posted.

Mr. Fleming stated that the DHRC had formerly sponsored forums to bring citizens together to promote tolerance and understanding. Mr. Henderson stated that the DHRC had done this, noting that the Commission had participated in an event put on by the SHRC at Wesley College, where a film entitled "Cracking the Code" was shown. Mrs. Sadusky noted that the DHRC had been co-sponsoring or participating in events with the Dover Public Library and that this is something that the Education Committee could do.

Mr. Fleming stated that the DHRC had also formerly passed proclamations and resolutions for action by the Mayor and City Council. Mr. Henderson stated that this would probably fall under advice to Council if the Commission decided that there was a situation that needed to be addressed. Mr. Fleming indicated that the DHRC previously recommended proclamations for Race Unity Day and Women's Month to City Council, and the Mayor signed them. Mr. Gaddis stated that he did not think that doing this would be stepping on anyone's toes.

Mr. Gaddis stated his understanding that City Council functions as a Committee of the Whole on the Tuesdays after each Council meeting and asked if the DHRC could take advantage of a similar format. He stated that Council comes in and listens to people at those meetings. Mr. Gaddis asked if the DHRC could operate as a committee of the whole at other locations, such as the Inner City

Cultural League or Modern Maturity Center, just to listen and not to act. Responding, Mrs. Stein stated that she did not have that information but explained that Chapter 58 - Human Relations Commission of the Dover Code has parameters about meetings. Mr. Gaddis noted that Chapter 58 - Human Relations, Article II - Human Relations Commission, Section 58-33(c) - Meetings, of the Dover Code states that "The commission shall hold at least five meetings per year; one each quarter and one to be determined by the commission. Special meetings may be called by the chairperson or three members of the commission. All meetings shall be held at City Hall and in accordance with the Laws of Delaware regarding the Freedom of Information Act (FOIA) and City of Dover procedures. The commission will distribute its agendas and minutes through the city clerk's office."

In response to Mr. Gaddis, Mrs. Stein advised that the Code did state that all meetings would be held at City Hall. Mr. Gaddis agreed that the DHRC must meet as a commission at City Hall where they actually vote and act; however, he noted that the City of Dover Human Relations Commission Strategic Plan 2015-2018 states that "The Commission as a whole is to develop, implement and monitor work plans for Objectives C.1, C.2, D.4 and D.5." He indicated that he thought that this opened the door for the Commission to meet as a commission of the whole. Mr. Gaddis asked if it would be appropriate to ask about this at a Council meeting in open session or send a letter to the Mayor and Council President. Responding, Mrs. Stein indicated that this was not something that she could advise members on. Mr. Henderson indicated that this would relate to what Mr. Fleming had been talking about and that the Commission was limited. Mr. Henderson indicated that this was something that members could research.

Mr. Henderson stated that he felt that the concise statement that had been developed did not get in the way of the mission statement.

Mrs. Sadusky moved to recommend acceptance of the concise statement as written, seconded by Mr. Gaddis and unanimously carried.

DHRC Vacancies

Mr. Henderson indicated that there were still vacancies on the DHRC, noting that Mrs. Sadusky would be leaving and there would be a vacancy for the At-Large Commissioner, along with vacancies in the First and Fourth Districts. Mr. Gaddis advised that he had emailed Mr. Henderson regarding a reporter from the *Delaware State News* who stated that he would be willing to help get the word out.

Mr. Henderson stated that he had stressed to Council President Slavin that the DHRC needed Council to be much more involved in finding people from their districts for the Commission. He noted that members are on the Commission at the pleasure of Council and if Council wants members to be even minimally effective, they must find people in their districts. Mr. Henderson expressed his hope to have all the positions filled. He indicated that after the full Commission meets for a few months, he will have done his part, noting that it was his challenge to fill all of the vacancies.

New Business

Proposed FY 2017/2018 Budget

Mr. Henderson advised members that the proposed budget for the DHRC was $3,000, which would include development, training, education forums, marketing materials, postage, etc. He stated that funds had previously been expended for training when Commissioner S. Renee Smith had served as Chair. Mr. Henderson noted that Ms. Smith had attended an educational forum and planned to share her training with members; however, she was dismissed, so members did not receive the benefit of that forum. *(City Clerk's Office Note: Ms. Smith attended the University of Delaware Institute for Public Administration Basic Mediation Training in October 2015, and resigned from the DHRC on December 9, 2015.)*

Referring to the budget, Mr. Henderson asked members to let him know if they could think of anything that would help the Commission, so members could see if it could be supported. He noted that he had attended a fascinating forum at the University of Delaware regarding Hispanic culture. Mr. Henderson indicated that perhaps members could do something with the Dover Public Library, Ms. Bogle may have some ideas, or the Government Policy, Programs, and Practices Committee would have suggestions. He stated that the Commission should spend the $3,000 budgeted.

Mr. Fleming stated that when he previously served on the Commission their budget was $4,000, and they had the same issue about filling seats on the Commission. He stated that, at that time, members had suggested purchasing advertisements for DHRC openings in the newspaper; however, this was not approved. Mr. Fleming circulated a brochure entitled "Dover Human Relations Commission" ***(Attachment #1)*** for members to review, noting that it included a mission statement, meeting dates, meeting information, commissioners' names, assignments, and information about intake forms. He indicated that this brochure had been used when he previously served on the Commission and he was unsure if it was still being used for contact purposes. Mr. Henderson noted that he had not seen the brochure before but he liked it. He indicated that a brochure would fall under marketing materials in the budget.

By unanimous consent, members recommended approval of the Proposed FY 2017/2018 DHRC Budget in the amount of $3,000.

2016 DHRC Annual Report to City Council

Mr. Henderson advised members of the need to submit the 2016 DHRC Annual Report to Council. Mr. Gaddis questioned when the report would be due. Responding, Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, stated that the Dover Code did not specify a date; however, last year's report was submitted in February.

Mr. Henderson stated that the biggest item to be included in the Annual Report would be the DHRC Diversity Survey. He indicated that members had been involved with programs with the Interdenominational Ministerial Alliance (IMA) and the Police Department, and had served a meal at a church. Mr. Henderson stated that he could look over the minutes from DHRC meetings from last year to glean information for the report. He indicated that he would work on gathering the

information and suggested possibly working on the report with Mrs. Sadusky, noting that she could assist as an individual, rather than as a member of the Commission.

Future Meeting Dates

Mr. Henderson reminded members that Chapter 58 - Human Relations, Article II - Human Relations Commission, Section 58-33(c) - Meetings, of the Dover Code states that "The commission shall hold at least five meetings per year; one each quarter and one to be determined by the commission. Special meetings may be called by the chairperson or three members of the commission." He asked members if they would like to continue to meet monthly, and Mr. Gaddis indicated that he would like to do so until the members get their feet on the ground.

After discussing possible future meeting dates, Mr. Gaddis suggested meeting on March 23, 2017 and scheduling the following meeting at that time.

By unanimous consent, members scheduled the next meeting for Thursday, March 23, 2017 at 6:00 p.m. and agreed to schedule the following meeting at that time.

Mr. Henderson thanked Mrs. Sadusky for her wonderful service. Mrs. Sadusky advised that she had appreciated her time working on the Commission and that it had been a very valuable and wonderful cause. She stated that she had been able to work with a wonderful group of people and learned a lot, and she expressed thanks to members of the Commission for their kindness to her. Mrs. Sadusky indicated that she hoped to be able to come back some day and be more helpful, noting that her plate was very full now.

Mr. Gaddis stated that, after reading the Strategic Plan and Chapter 58 - Human Relations of the Dover Code, he wished to express some thoughts to be dealt with at some time. He indicated that he had some questions for members to consider. Mr. Gaddis asked if the Commission was to:

a) Teach/sell diversity, tolerance, etc. to Dover personnel?

b) Police Dover's government? Mr. Gaddis indicated that this seemed to be one (1) of the jobs of the Government Policy, Programs, and Practices Committee and him, as that Committee's Chairman.

c) Create/promote more programs for citizenry?

d) Go to established groups like schools, churches, and clubs and present programs?

Mr. Henderson asked if Mr. Gaddis was inquiring about doing these things is as a Commissioner or as a Commission. Responding, Mr. Gaddis explained that he was asking whether members could do any or all of these things, stating that, in his opinion, this was where it seemed the DHRC was limited in doing something positive.

By unanimous consent, the meeting adjourned at 6:49 p.m.

Theodore A. Henderson
Chair

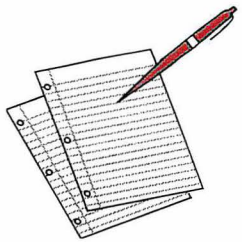
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Attachments
Attachment #1 - Brochure entitled "Dover Human Relations Commission," formerly circulated by the DHRC, provided by Mr. Fleming

ATTACHMENT #1
Special Dover Human Relations Commission Meeting of 02/23/2017

Intake Forms

Anyone wishing to present a concern to the Dover Human Relations Commission may request an Intake Form from the Mayor's Office at City Hall, 15 E. Loockerman Street, Dover or by calling (302) 736-7005. Completed forms may be hand delivered, mailed or faxed to the Mayor's Office. Upon completion and submission of the Intake Form, a formal hearing will be scheduled before the Commission.



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Contact Us

For additional information about the Dover Human Relations Commission, please contact:

Dover Human Relations Commission
c/o City of Dover
15 E. Loockerman Street
P.O. Box 475
Dover, DE 19903-0475

(302) 736-7005 (Phone)
(302) 736-7002 (Fax)

Information is also available on the City of Dover's Web site (www.cityofdover.com) by clicking on Human Relations under the General Information section.

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Dover Human Relations Commission

Working together toward understanding, fairness and mutual respect

City of Dover
Dover, Delaware

Commission Members

Mr. Gregory J. Bunkley
Dr. Phyllis Edamatsu
Mr. Paul Fleming
Mr. William H. Franklin, Jr.
Dr. Samuel B. Hoff
Ms. Prameela Kaza
Ms. Mittie Kelley
Col. (Ret.) John Kotzun, Chair
Michael J. Malkiewicz, Esquire
Dr. Nilakantan Nagarajan
Dr. Peter A. Oldziey
Ms. Ellen O. Wasfi

◆

Committee Assignments

Executive Committee
Col. (Ret.) John Kotzun, Chair

Assessment Committee
Dr. Phyllis Edamatsu, Chair

Community Programs Committee

School Programs Committee
Ms. Ellen Wasfi, Chair

Media/Public Relations Committee
Ms. Ellen Wasfi, Chair

Intake Screening Committee
Mr. William H. Franklin, Jr., Chair

Education and Development Committee
Ms. Mittie Kelley, Chair

Mission Statement

The Dover Human Relations Commission is an advisory body created by the Mayor and Dover City Council to foster the philosophy of inclusion, inter-group cooperation and fair treatment. It is the goal of the Commission to promote and develop an environment of fairness and respect among the citizens of Dover and to involve all segments of the community in understanding and appreciating the benefits of positive inter-group relations.

The Commission is empowered to develop ways to measure and monitor community relations, particularly those that are sources of inter-group conflict, in order to relieve tensions arising from such conflict. It may offer programs to help residents and neighborhoods of the City of Dover prevent and resolve issues of human relations.

The Commission is authorized to inquire into incidents of inter-group conflicts, disputes and alleged discrimination within the City and to make recommendations to the Mayor and City Council for action to alleviate such conflicts.

Such recommendations shall focus on measures to promote fairness, inclusiveness, civility and enhanced communication and understanding among Dover residents. Final determination on these matters rests with the Mayor and City Council.

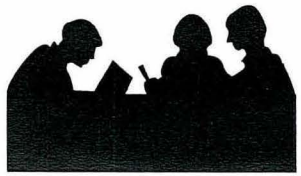
RENDER FAIR CIVIL AND JUST TREATMENT NOT SPECIAL TREATMENT

Meeting Information

Open public meetings are held on the fourth Wednesday of each month at 6:30 p.m. These meetings are held in the Council Chambers at City Hall, 15 E. Loockerman Street, Dover, Delaware.

The Commission begins each regular meeting by inviting anyone present to address the Commission. Comments must be limited to three minutes.

Meeting information and agendas are posted on the bulletin board at City Hall and on the City of Dover's Web site at www.cityofdover.com.



SPECIAL DOVER HUMAN RELATIONS COMMISSION

The Special Dover Human Relations Commission (DHRC) meeting was held on March 23, 2017 at 6:00 p.m. with Chairman Henderson presiding. Members present were Mr. Fleming, Mr. Gaddis, Mrs. Herbert, Mrs. Mullen, and Reverend Paige. Ms. Bogle was absent.

AGENDA ADDITIONS/DELETIONS

Mr. Gaddis moved for approval of the agenda, seconded by Reverend Paige and unanimously carried.

DHRC Committee Updates

Government Policy, Programs, and Practices Committee (Gaddis)

Mr. Gaddis advised that he had nothing to report.

Community Engagement Committee (Mullen)

Mrs. Mullen advised members that she was exploring barriers to community engagement. She stated that one (1) barrier she had encountered was trying to contact or communicate with populations that are hard to reach, such as young people and older people, noting that she finds older people more closed off when she tries to have conversations with them. Mrs. Mullen stated that the isolated inner city population does not want to engage in conversation, and she did not know what members could do as a Commission to open communication.

Mr. Fleming asked if Mrs. Mullen had been talking with individuals or if she had gone to places like the Modern Maturity Center. Responding, Mrs. Mullen indicated that her first approach was to try community associations where the bulk of the communities congregate. She stated that it is possible to find out a lot from community associations, noting that she had done so in her own community. Mrs. Mullen indicated that she wanted to be able to expand beyond where she resides and had gone to Capital Park to present, but she found it very closed in, so she just gave her speech.

Mrs. Herbert asked if Mrs. Mullen had tried neighborhood watches. Responding, Mrs. Mullen indicated that these organizations relate to community associations, which have crime watches.

Mr. Henderson expressed appreciation to Mrs. Mullen for reaching out, stating that at times this is a thankless job. He suggested that members schedule a time to put their heads together in this regard.

Mr. Fleming stated that when he previously served on the DHRC, members would go into the communities, set up dates, and meet at association meetings, community centers, or churches. He advised that this approach was very effective, rather than asking people to come to City Hall, which they were often reluctant to do. Mr. Fleming indicated that members worked through the community to set up a date when the DHRC would come to their facility, and all people were welcome to express their concerns. He asked if members were permitted to do this now. Responding, Mr. Henderson noted that City Council members cannot get together as a council in unscheduled meetings, and the DHRC is under the same constraints. Mr. Henderson advised that DHRC members can attend meetings as individual Commissioners.

Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, explained that a quorum of members could not meet without a meeting agenda being posted. Noting that there were currently seven (7) members serving on the DHRC, she stated that a quorum would be four (4) members. Mrs. Stein also advised that there was also a provision in the Dover Code that all DHRC meetings were to be held at City Hall. She noted that members could participate in and attend events such as the "Cracking the Code" film series that the DHRC had previously participated in at the Dover Public Library.

Mrs. Herbert asked if members could attend events by invitation, for example, if her neighborhood watch invited Mrs. Mullen to attend. Responding, Mr. Henderson indicated that he would think so. Mrs. Stein explained that individually there would be no problem; however, there could be a problem if a quorum of members was present.

Mrs. Herbert stated that she and Mr. Gaddis would not attend the neighborhood watch meeting as Commissioners but as members of the Old Dover Neighborhood Watch, noting that she serves as the corresponding secretary. Mr. Henderson noted that he also wears many hats in addition to being a Commissioner, stating that on the weekend he and Reverend Paige also circulate as members of the Interdenominational Ministerial Alliance (IMA). Mrs. Stein stated that there would not be a problem if there was not a quorum of members and they were not conducting City business.

Reverend Paige stated that she was finding it hard to deal with all of this, explaining that she thought that the DHRC was hindered and set up to be defeated. She stated that she was unsure how to go about looking at policy changes; however, it seemed that if the Commission was to be effective, doing what Mr. Fleming had suggested would be the best way to go. Reverend Paige indicated that she was in favor of going to where the people are, if they were not going to come to City Hall, which she could understand. She questioned what the harm would be in members being invited to an event, showing up as a group, and explaining who they are. Reverend Paige advised that the policy regarding a quorum made no sense to her and asked if someone was afraid that members would do or say something that they did not want them to do or say.

Responding to Reverend Paige, Mrs. Stein explained that this was not something that the City was imposing on the DHRC, noting that under the State of Delaware Freedom of Information Act (FOIA), all meetings must be posted ahead of time with an agenda so that all City business is conducted transparently. She informed members that the purpose is to provide the public an opportunity to view proceedings and an agenda is posted so that anyone who wants to attend can do so. Reverend Paige stated that this was fine, noting that the agenda could be posted on the website and indicate where the DHRC would be. She stated that if the DHRC went to the Capital Park Civic Association meeting to introduce the members, this would be very transparent. Mrs. Stein reiterated that the DHRC had participated in events such as a film series with the State Human Relations Commission (SHRC) and all members were invited to attend.

Mr. Henderson stated that, after completing the committee reports, members could discuss steps they could take toward becoming better commissioners and perhaps alleviating some frustrations, noting that members could be creative.

Education Committee (Bogle)
No report was provided.

Communications Committee (Paige)
Reverend Paige stated that she did not have a formal report but had a couple of ideas. She indicated that once the DHRC has a clear mission and purpose, she would like to move forward. Reverend Paige informed members that she had a friend who was willing to possibly develop a website, noting that the DHRC could have updates regarding what the Commission was doing and where they were going to be. Reverend Paige stated that members could continue to provide updates to Council and develop a pamphlet that would clearly state the Commission's mission, vision, and goals. She stated that she had been thinking about having a reception where people could come in and members could explain who the Commission is, the services it can provide, and what members cannot do, so that everybody is clear.

Mr. Henderson noted that the Communications Committee could bring in additional members from the community.

Old Business

2016 DHRC Annual Report to City Council
Mr. Henderson reviewed the Dover Human Relations Commission 2016 Annual Report to Council.

In regard to the DHRC Diversity Survey, Mrs. Mullen questioned what happened to the data from the report, whether it was being utilized, and if recommendations were made. Responding, Mr. Henderson indicated that the data was tabulated and available online. Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, stated that the data was included in the meeting packets for previous meetings which were posted online. She noted that the DHRC's meeting minutes went to Council for their review, and Mr. Henderson and Mr. Gaddis had also presented the information to Council.

Mrs. Mullen stated her understanding that the purpose of the diversity survey was to bring more awareness to the City and asked if this mission or goal was achieved. Responding, Mr. Henderson indicated that the goal was achieved, explaining that it was a completely objective tool. He stated that he thought that the people who responded were either aware and sensitive to diversity or they were not but, by and large, people were sensitive.

Mr. Henderson informed members that the four (4) points in the 2016 DHRC Annual Report would be considered by Council at their next Regular meeting, noting that he did not think he necessarily had to attend the meeting to present the report. In response to Mr. Henderson, Mrs. Stein stated that it would be Mr. Henderson's choice whether or not to present the report, and clarified that the report would be considered during the April 10, 2017 Regular City Council meeting.

Mr. Gaddis moved to recommend approval of the 2016 DHRC Annual Report to City Council, seconded by Reverend Paige and unanimously carried.

DHRC Vacancies
Mr. Henderson noted that the DHRC vacancies were being filled.

Mr. Henderson asked Mrs. Herbert and Mr. Fleming which committees they were interested in serving on. In response, Mrs. Herbert stated that she was interested in the Community Engagement Committee, and Mr. Fleming advised that his experience lent itself to the Education Committee.

Responding to Mr. Henderson regarding her background, Mrs. Herbert advised that she graduated from Delaware State College in 1979 as a human services worker, and worked at Cecil Community College on networking for abused and other women, connecting them with education, health, and other resources. She then served as a community service worker at Queen Anne County Department of Social Services, working with abused and disabled adults. Mrs. Herbert advised that she did substitute teaching, and also performed case work at Laurelwood Nursing Home. She noted that she spent 20 years working for the Cecil County Health Department where she was an adolescent case coordinator for pregnant teens and teens who were at risk of pregnancy, which involved reproductive health teaching and client advocacy. She stated that she also worked as a perinatal coordinator helping to coordinate services between doctors, nurses, the health department, and social services. Mrs. Herbert explained that this resulted in the first Fetal and Infant Mortality Board to review poor pregnancy outcomes, and this entity grew into a Fetal-Infant-Child Review Board. Mrs. Herbert explained that she had done community work since she was approximately 20 years old.

New Business

Scheduling of DHRC Workshop
Mr. Henderson expressed the desire to schedule a DHRC Workshop for members to discuss what the DHRC is all about and what members can and cannot do. He indicated that it did not have to be an all-day event, noting that there could possibly be a morning session, lunch, and an afternoon session.

Mr. Fleming noted that he serves on the Delaware Senior Olympic State Board, which has an annual meeting at Outback Steakhouse. He explained that the restaurant normally opens at 11:00 a.m. but allows members to come in at 10:00 a.m., hold their meeting, and stay for lunch.

Mr. Henderson stated his understanding that the workshop would have to be in City Hall. Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, explained that the workshop would have to be a public meeting.

Mrs. Herbert asked if there had just been a retreat at City Hall. Mrs. Stein confirmed that City Council had held a retreat and the press attended. Mrs. Herbert questioned why members would mind people coming, and Mr. Henderson indicated that this would not bother him in the least.

Mrs. Herbert asked if the Commission had money. Responding, Mr. Henderson advised that the Commission's budget was $2,000. *(City Clerk's Office Note: The amount budgeted for the Dover Human Relations Commission in FY 2017 was $3,000 and no funds had been expended to date.)*

Mrs. Herbert stated that members might not want to spend their budget on lunch. Mr. Fleming stated that he thought members could handle their own lunch, and Mr. Henderson agreed. Mr. Fleming stated that he knew the owner of Outback Steakhouse, who might be able to give members a discount on lunch.

Mr. Henderson indicated that during the workshop members could review the City of Dover Human Relations Commission Strategic Plan 2015-2018 and the various responsibilities for the committees. He advised that members could brainstorm what they can do within the current format and how to accomplish their plan within the rules and laws.

Mr. Gaddis asked if there was anything codified that tells members what they cannot do. He stated his understanding that part of the constraints came from Mr. Nicholas Rodriguez, City Solicitor, and beyond that Mr. Gaddis did not know what the constraints were. Responding, Mrs. Stein noted that the Dover Code states that meetings must be held at City Hall and the Strategic Plan outlines goals for the Commission. She indicated that it sounded as though there should be discussion regarding how to attack those goals and that Mr. Henderson was suggesting working on strategies. She noted that everything about the DHRC's mission was included in either the City's Code or the DHRC Strategic Plan.

Mrs. Herbert asked if people who came to observe the workshop would be allowed to participate. She expressed her belief that this would have to be controlled in terms of when and where; however, she felt that there were a lot of ideas out there. Mrs. Stein noted that members of the public had spoken at the recent City Council Retreat. Responding to Mr. Henderson, Mrs. Stein stated that the City Council Retreat was held in the City Hall Conference Room.

Reverend Paige asked if the City Solicitor would be included in their workshop. Mr. Henderson stated his belief that the City Solicitor would have to be paid to attend. Responding, Mrs. Traci McDowell, City Clerk, advised that a bill would be received for the City Solicitor's services; however, this is what they are there for.

Mr. Henderson suggested, as part of the workshop, having the City Solicitor brief members on what they can and cannot do and this could be done at the opening of the meeting. He suggested then looking at the strategic plan and reviewing the subsections for each committee, with members providing their ideas for each committee. He indicated that the workshop could be broken up into blocks of a maximum of 50 minutes. Mr. Henderson advised that there would be a break for lunch, and members could then return and do some brainstorming. He advised that he could easily put together an agenda. Mr. Henderson suggested holding the workshop on a Saturday beginning at 9:00 a.m. He noted that members could bring in donuts, coffee or a continental breakfast.

After further discussion regarding scheduling the workshop and members' availability, members agreed that the City Clerk's Office would work with Mr. Henderson to come up with proposed dates. Mr. Henderson indicated that the workshop needed to be held sooner rather than later.

Mr. Fleming suggested using a scheduling tool called Doodle to check availability for meeting participants. Mrs. McDowell indicated that the City Clerk's Office could use Doodle, noting that

it had been used in the past. She explained that members would receive a Doodle survey by email and check boxes to indicate their availability. Mrs. McDowell advised that, if members wished to invite the City Solicitor, the workshop dates would depend on his schedule, since he does not usually attend City meetings on Saturdays.

Reverend Will Grimes, Neighborhood Revitalization Coordinator, Restoring Central Dover, National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL), informed members that last year Restoring Central Dover had held a "Cracking the Code" event at Wesley College. He noted that this year they would be holding an event called "Bridging the Racial Divide" from 10:00 a.m. to 2:00 p.m. on April 22, 2017 and invited members to attend. Responding to Mrs. Herbert, Reverend Grimes indicated that the event was held in the chapel at Wesley College last year and he thought it would be held there again this year; however, he was unsure.

Reverend Grimes indicated that Restoring Central Dover would also be briefing City Council on what their organization had been doing to revitalize the central Dover area on Monday, March 27, 2017 at 7:30 p.m. during the Regular City Council Meeting and invited members to attend.

Mr. Henderson invited members to attend any of the City Council meetings, which he stated were very educational. He advised members that there is an Open Forum segment held prior to each Regular Council meeting where people can stand up and state their views.

Mr. Fleming indicated that he had attended the recent "302 Back the Blue" event downtown to show support for correctional and police officers, which was attended by about 50 people. He indicated that he did not represent the DHRC there but attended, and it was a very nice activity.

Mr. Fleming asked if business cards were available for members, and Mrs. Stein indicated that they could be ordered for members if they would like them. Ms. Denise Devine, Assistant City Clerk, advised that business cards had been ordered in the past from Vistaprint and this could be done again. Mr. Fleming asked if cards were expensive, and Mr. Gaddis estimated that 500 cards would cost $10, according to the television promotion.

Mr. Henderson asked for the business cards to be ordered, noting that it would be good for morale.

Mrs. Mullen indicated that she had also attended the "302 Back the Blue" event. She also noted that there would be an upcoming event about Dover culture and black history, and offered to send the information to the City Clerk's Office for distribution to members.

Mrs. Herbert moved for adjournment, seconded by Reverend Paige and unanimously carried.

The meeting adjourned at 6:52 p.m.

Theodore A. Henderson
Chair

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COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole Meeting was held on March 28, 2017 at 6:00 p.m., with Council President Slavin presiding. Members of Council present were Mr. Anderson (arrived at 6:13 p.m.), Mr. Neil, Mr. Cole, Mr. Hare, and Mr. Hutchison. Mr. Sudler and Mr. Lewis were absent. Mayor Christiansen was also present (departed at 7:41 p.m. and returned at 7:52 p.m.). Civilian members present for their Committee meetings were Ms. Arndt and Mr. Blakeman (*Utility*), Mr. Caldwell (*Parks, Recreation, and Community Enhancement*), Mr. Keller and Mr. Shelton (*Safety Advisory and Transportation*), and Mr. Shevock and Dr. Stewart (*Legislative, Finance, and Administration*). Mrs. Horsey (*Parks, Recreation, and Community Enhancement*) was absent.

UTILITY COMMITTEE

The Utility Committee meeting was held with Chairman Cole presiding.

AGENDA ADDITIONS/DELETIONS

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

Presentation by Central Delaware Chamber of Commerce - Vision 2020 for Dover - Item #7

Members were provided a letter from Ms. Janie Libby, Chairman of the Board, Central Delaware Chamber of Commerce (CDCC) dated February 22, 2017 regarding the Electric Utility ***(Attachment #1)***. Ms. Judy Diogo, President, CDCC, advised that the letter asked for a specific task force to be developed to review the opportunity or options for the City to possibly sell its electric utility. She explained that, in 2009, some members of the CDCC who were large utility users expressed concern with their electric rates and met with the leadership of the City, including former Mayor Carleton Carey; Mr. Tony DePrima, former City Manager; and Mrs. Beverly Williams, former City Council Representative. Ms. Diogo indicated that the CDCC hosted workshops at which the Delaware Electric Cooperative presented their option of buying the utility from the City. She noted that shortly after that presentation, the CDCC signed up with a company called CQI and began allowing those members who could to become part of a small electric cooperative through the CDCC to save money. Ms. Diogo estimated that approximately 17 members signed up for that program. She explained that currently the CDCC has a different program with Infinity Energy Services, and seven (7) members are currently signed up in that small electric cooperative.

Ms. Diogo explained that the initiative taken in 2009 or 2010 lost its momentum, and in 2015 some members who were large users approached the CDCC with concerns about their rates. She stated that the CDCC met with Mr. Scott Koenig, former City Manager, and Mr. Harry Maloney, Electric Director, set up a small electric buying group, and started meeting with the City on a regular basis to try to determine how to help these members and the City, noting that they were trying to find a win-win situation. She explained that these meetings had continued, and meetings with Mr. Maloney and the City's Key Accounts associate occur approximately three (3) times per year. Ms. Diogo advised that positive things had come out of the meetings, noting that people had come to do electrical inspections and surveys. She stated that members had tried to change things, such as light

fixtures or operation hours, so that they are not using the bulk of their energy during the peak time for the City.

Ms. Diogo indicated that the CDCC's purpose for being present was to try to move forward their recommendation to establish some type of task force to assist the City in looking at opportunities for the utility.

Ms. Janie Libby, Chairman of the Board, Central Delaware Chamber of Commerce, advised members that she is the Vice President of Human Resources for Dover Downs Hotel and Casino and Dover International Speedway. She indicated that the energy consumption for Dover Downs and Dover Speedway is enormous, and they are extremely interested in anything that they can do to reduce their expenses. Ms. Libby stated that, with the highest casino tax rate in the nation, Dover Downs must do everything they can to be prudent about expenses so that they can compete with the neighboring states of Pennsylvania, Maryland, and New Jersey. She noted that in 2016 their electric bill exceeded $2.1M, stating that it was no secret that Dover's electric rates are significantly higher than those of any of their neighbors, including the other two (2) casinos in Delaware with which they compete. Ms. Libby stated that this increases their operating expenses, leaving less money to reinvest in their facility. She indicated that, in order to stay competitive, they must invest in capital improvements, and their hotel is in need of refreshing. Ms. Libby advised that this is typically done every five (5) years and they were now past eight (8) years, noting that the carpeting, painting, linens, draperies, and operating systems needed to be upgraded, refreshed, or repaired. She explained that if they do not provide an attractive place to visit, customers will be less inclined to come because they have other options. Ms. Libby stated that Dover Downs employs hundreds of Dover residents and hopes to continue doing so; however, labor needs are directly related to business levels, and lowering electric rates would go a long way toward helping them stay competitive and successful.

Mr. Scott Kidner, Vice Chair, Legislative Affairs, CDCC, advised that they had been present when City Council had a working group a few months ago, and the CDCC was there to begin a conversation as to whether the City of Dover should remain in the electric utility business. He noted that this issue was not without controversy or a fair amount of concern and recognized that the City of Dover had a lot invested within this silo. Mr. Kidner advised that the Chamber's point of view was twofold, and the first was to offer the CDCC as an opportunity to help facilitate a movement forward to look at whether the sale of the utility to a third party should be considered. He indicated that it was not the Chamber's job to become a complete advocate or to say that the sale must be done, and only City Council and the leadership of this City could make that decision. He stated that the CDCC was present to ask the City to form the group referenced in Ms. Libby's letter with the players that were identified. Mr. Kidner stated that the Chamber's second request was that this process begin soon, while recognizing the City's issues with internal timing related to the loss of the City Manager and upcoming loss of the Director of Planning. He indicated that, nonetheless, the Chamber thought that now was the time to put the interested parties together to allow them to help facilitate and open a broad discussion about whether this would make sense for the City of Dover. Mr. Kidner stated that there were many players and various interests, and some thought this was a bad idea for the City while others thought that this was direction the City must go.

Mr. Kidner explained that the utility issue being discussed tonight was just one (1) of several recommendations from the CDCC covering a multitude of issues, as contained in the Vision 2020 document. He stated that the CDCC was available to help facilitate, answer questions, enter a broader discussion, or set up a potential opportunity to come before members again in a different light.

Mr. Neil stated that he was a great supporter of Dover Downs, noting that they are a great neighbor in every respect and stated the desire to lower their rates, as had been done with other programs for Kraft and others. He indicated that, unless the State of Delaware would let Dover Downs keep profits, the life of Dover Downs would not change. Mr. Neil advised that the City could help, but this would not be all the help the organization would need. He expressed the need to keep some of their profits, the more the better. Mr. Neil stated that he did not know how to provide not only for business but for the residents, who have some of the lowest rates and sometimes the lowest rates in the State, and that he would make sure that the City has the capacity to do this. He advised that he would look to protecting the people of this community to keep the rates low and also do what he could to help the businesses and keep their rates low.

Mr. Kidner stated that this was understood and that this is why the CDCC started this conversation. He reiterated that ultimately the decision belongs in Council's plans. He indicated that, from Dover Downs' point of view, he did not disagree, stating that this had been discussed over at the hall. Mr. Kidner noted that their tax rate was clearly the most significant issue they were facing; however, if there was an opportunity for the City of Dover to reduce their cost or somehow add to their ability to be competitive, this was what the Chamber was asking. He asked that members take this under serious debate and consideration, not only for Dover Downs, for the the Chamber's many other business members who purchase electricity from the City. Mr. Kidner indicated that this issue had been discussed and backed away from a number of times, and they were standing before members to ask them to not back away and to make a decision. He reiterated that Council would ultimately be making the decision.

Mr. Slavin expressed appreciation for the dialogue, stating that dialogue proves healthy, regardless of the outcome, if everyone agrees that they will be sincere, ethical, and transparent about how to proceed with the dialogue, and he expected that they would. He noted that the decision to get into the electric utility by the City of Dover when rural electrification was making its way down the Peninsula was a 100-year good decision. Mr. Slavin advised that the City adopted this decision for the residents; however, someone who was visionary realized that if the City sold to more people than were living in the City, it would balance taxes out and the City would have a very low tax rate. He indicated that this good decision had been echoed a few times since then, noting that Mayor Christiansen was serving as Council President at a time when energy was coming into the City. Mr. Slavin indicated that this had been another generational good moment in the City and a good deal. He explained that the utility at that time was generated electricity and the City transmitted it; however, in the current 21st century model for the municipal utility the City does very little generation. Mr. Slavin advised that the City is in a very complicated market, and buying futures and buying prices is a very complex and delicate business that can be very risky if the City is not up to the challenge. He stated that he was glad for the dialogue and supported it; however, he asked the CDCC to understand that there will be multiple bottom lines for the City. Mr. Slavin noted that the

City's financial bottom line is that if the City gets out of the utility business and sells it, it would have to net enough so that property taxes would not be affected. He noted that it would be of no value to anyone to pay a lower electric bill and a higher tax bill that nets out more. Mr. Slavin stated that the City is on the dole for a $10M transfer each year from the electric utility that offsets property taxes, so this must be figured out somewhere in the calculus that comes out on the other end.

Mr. Slavin advised that there is also a human capital or a people bottom line, noting that Council Chambers was full of men and women who put their lives on the line to do this job, and they had done this outside his home a few times when a tree fell down at 2:00 a.m. and knocked out power to his entire neighborhood when it was very cold, working all the way through the night. He expressed the need to begin with the principle that no employees would be harmed and they would have positions at the end of the day if a path is chosen.

Mr. Slavin noted that there is also a social bottom line in that the City must communicate City must communicate this issue from this moment forward and be transparent, the issue must be understood, and the position chosen must be defensible, and if this is done he thought there would be a healthy dialogue.

Ms. Diogo clarified that the CDCC was present tonight to see if a task force could be developed so that an investigative process could be started. She stated that they were not asking for decisions but to see if this step could be taken. Ms. Diogo indicated that this would be a beneficial step for everyone because it would provide information to Council, the community, and the users of electric. She reiterated that they were asking for a potential motion this evening to move forward in establishing a task force to do the investigation.

Mr. Slavin expressed his understanding, stating that a journey of a 1,000 miles begins with a first step.

Mr. Anderson stated that he was on board with nine (9) of the 10 proposals that the CDCC had provided but was not in favor of this proposal at this time unless someone had enough interest with enough money, noting that anything is for sale as far as he is concerned. He advised that he has a friend in an engineering firm who does this type of work for a living who looked at the public information available and did an evaluation for Mr. Anderson as a favor. He indicated that this individual came back a few days later with some numbers, which Mr. Anderson did not want to state publicly and start a negotiation; however, his friend had noted that the offers out there were not worth doing now and would not work financially. Mr. Anderson stated that his friend advised that the concept was not unreasonable, but the numbers must be at least 50% above what everybody was talking about because this would not make sense otherwise, noting that this was true all over the world. Mr. Anderson indicated that the City had a study that cost hundreds of thousands of dollars that came back with basically the same numbers that his friend provided on the back of an envelope, which made Mr. Anderson wonder about more studies.

Mr. Anderson expressed concern about moving forward now until the City knows what the changes are in the regulatory environment. He noted that Washington, DC is currently changing the dynamic that had existed just a year ago, and the President had just signed some executive orders earlier in

the day that changed the viability of keeping the utility more toward the City's favor. Mr. Anderson indicated that, with the current dynamic, he would personally want to see things shake out for at least a year to see what regulations are developed for these executive orders. He stated that, without this, the City would be shooting in the dark, and he did not see a point to any studies until that information is available.

Mr. Kidner stated that Mr. Anderson's example could be used as a reason to start now, noting that the regulatory environment was changing, and this would require the City to be flexible, nimble and aggressive in understanding what those changes are, and he believed that now was the time to start to examine whether this should be done. Mr. Kidner noted that the conclusion may be that this would not be worth it and there are no third party providers out there or utilities willing to pay the numbers needed; however, it would be nice to get to the table, have paper moving back and forth between the two (2) bodies, and begin an earnest negotiation.

Mayor Christiansen expressed appreciation for the CDCC's effort in being present; however, he stated that he had reservations, noting that he had been through this before. He noted that there were a lot people, jobs, and the future of the City riding on what transpires from this Committee and on which direction the City goes. Mayor Christiansen advised that former Mayor Crawford Carroll was a great advocate of the City of Dover being in the utility business and having enterprise funds which subsidized the City, and out of respect for him, Mayor Christiansen stated that he thought this was something that should be looked at. He was unsure if the CDCC's committee would be the right direction, noting that a mechanism had been used in the last go-round when he was serving as Council President. Mayor Christiansen stated that, whatever direction was chosen, several models should be looked at before proceeding so that there is a fair and just assessment of the direction the City needs to go. He advised that the City would take into account that the Chamber stepped forward and offered to help. Mayor Christiansen expressed the need to act very deliberately, noting the desire not to damage any of the CDCC's members or the City of Dover today or in the future.

Mr. Hutchison thanked the Chamber, stating that he could not think of anyone he would rather be partners with than the CDCC when looking to the future of what is in the best interest of the City of Dover. He indicated that the City had some in-house issues to deal with before beginning this relationship, noting the need to get a management team in place, hold an election in April, and hold a special election in May. Mr. Hutchison urged that the City get its team in place so that there could be a vision and understanding of where to go; however, he advised that he could not say enough about looking at partnership between the Central Delaware Chamber of Commerce and the City of Dover on this very critical issue.

Mr. Kidner indicated that if only a couple more weeks were needed, the Chamber would accept that.

Mr. Hare stated that he thought the task force list was fine and good; however, there was a lot more to this issue, noting that there were two (2) separate parts that included transmission and distribution. He explained that he had grown accustomed to having his lights, heat, and air come on when he needs them. Mr. Hare stated, in regard to generation, that the City pays a very high price to have someone run the plant, and he had never been a big advocate of this because he thought there were people capable of running the plant that could save $7M. He indicated that the plant does not

generate enough electricity to supply power to the City if the grid went down, and a lot of people would be out of electricity. Mr. Hare noted that he likes having his lights on, and the employees do a good job of this.

Mr. Hare stated that he thought the City was pouring good money after bad in regard to generation, and was waiting for an accident to happen that would cost an arm and a leg. He indicated that there were a lot of things to look at before making a decision on what would be done. Mr. Hare advised that if the City was going to be in the electric business, it should be in the electric business and not pay someone $7M to run an operation when the City has people that could do this.

Ms. Diogo reiterated that the CDCC was not present to advocate for the sale of the utility but to advocate for research to take a look at it, and they were also present because the City of Dover is a member of the Chamber. She stated that an important part of the reason that the CDCC prepared the Vision 2020 was because they want to protect and be a good partner for the City. Ms. Diogo reiterated that there were nine (9) different recommendations, and this was just one (1). She noted that this matter was being brought to the Utility Committee; however, they would be happy to talk with City Council about the recommendations. Ms. Diogo explained that the CDCC was trying to make Dover as economically viable as possible, so that the companies that here and the businesses they were trying to attract could be competitive in today's market.

Mr. Neil stated that during the City Council Retreat of January 6, 2017, he had two (2) top long-term items, and the second was what would be done about electricity, because a decision must be made. He stated that he was more concerned about how to lower the cost, as opposed to whether the City gets rid of it or runs it. Mr. Neil noted he was very impressed by the CDCC's report and that the City has to make things better for them and for people coming in, stating the desire to get more people in so that they can spend more money. He noted that the economic issue was his second concern during the Retreat. Mr. Neil stated that he had served as press officer for the Mayor during the renaissance of the City of Baltimore, people had come to Baltimore, and he wanted the same for the City of Dover. He indicated that he is a supporter of the Chamber; however, he was unsure if their proposal would be the way to go. Mr. Neil advised that much of what they had included was well thought out and had to be done, and there was no question about this having to be done in partnership. He indicated that there were many good ideas included; however, he agreed with Mr. Anderson's concern. Mr. Neil stated that if a way could be found to get rates down, it would be better for the Chamber and for the City, and he would do anything he could to help Dover Downs.

Mr. Blakeman commented that there had been discussion about finances and costs, noting that Mr. Hare had mentioned reliability, and asked if there were any other underlying issues. Responding, Ms. Diogo advised that the CDCC had primarily heard about cost, which comes down to competition with other companies, particularly in the manufacturing industry. She noted that companies may have a plant in Dover and a plant in South Carolina and, when sitting down at their corporate table looking at operating expense they find expenses that are out of line. Ms. Diogo stated that the question arises about whether Dover is the place they really want to be if they are looking to invest more money in a plant and, since Dover's expense size has increased, they may consider going to South Carolina. She indicated that the CDCC was trying to assist them by doing

what they can to lower rates or find out how they can be served in Dover and make it possible to be more competitive within their own corporations.

Mr. Blakeman questioned if they had developed a target cost that they need to have within that structure or a range that they need to have that they could commit to. In response, Ms. Diogo adised that this is part of what the CDCC had done with the electric group, noting that some of those seated at the table can provide the rate they are paying in another state and what they are looking for. She noted that the these people had been worked with. Ms. Diogo advised that she thought they would be willing to share this information with members but were unsure if they could do this in a public forum, noting that they could share it with the Utility Committee and that Mr. Harry Maloney, Electric Director, would also know, as he had attended those meetings. She stated that Mr. Maloney had been helpful in finding members grant money and some had been helped with audits, and noted that Dover Downs went through a tremendous refit on all their lighting fixtures, so these ways of helping were being exhausted. Ms. Diogo indicated that the Chamber was trying to find out if there was another way that would be beneficial to businesses, the City, and to everyone else.

Mr. Cole stated that it was realized that the commercial rate issue was the driving force.

Mrs. Donna Mitchell, Acting City Manager, expressed the desire to provide context to the conversation and noted that Dover's utility transfer is 12.3% of electric revenues and 23.7% of General Fund revenues. She explained that every one (1) cent of a tax increase equals 2.5% in a property tax billing increase, and 30% of the tax space is tax exempt. Mrs. Mitchell noted that the City's current Power Cost Adjustment (PCA) credit was approximately 2.2%, or $1.8M in electric revenues that were credited back to the customers. From FY 2011 through FY 2014, electric rates were reduced by approximately 18.2% outside of the PCA credit, mostly attributed to the reduction the City is getting in power supply cost.

Mrs. Mitchell advised that the local government has the ability to direct both physical and financial resources for the betterment of the community and its customers through providing reliable power, excellent customer service, and managed cost. Mrs. Mitchell indicated that the City has local employment, which provides economic benefits to the local businesses, and local control helped Council to develop a business retention rate in the last year. She advised that the public utility provides several benefits to the customers that are not quantified in the cost of service, such as the in-kind contributions listed on page 14 of the article entitled "Benefits of Public Power." Mrs. Mitchell noted that this list reflected the same services that the City's electric utility provides to Dover residents. She indicated that, in order to address concerns by the City's customers, she proposed to complete the Organizational Analysis and Benchmarking study by an independent consultant to ensure the utility's future success. Mrs. Mitchell advised that this proposed study was the next item on the evening's agenda and would provide accountability and transparency to the customers. She noted that the customers are the utility, and it was preferable to her to see if a benchmarking study with a similar demographic profile to the City of Dover could be found. Mrs. Mitchell indicated that an updated full cost of service study would address any customer load profile changes and regulatory and energy market changes since the last time a full study was completed. She stated that this would ensure equity among the customer classes based on customer usage.

Mrs. Mitchell advised that one cannot just say that the City's rate study is based on the revenue requirement. She stated that, if the City goes forward based on today's revenue requirement and it is seen that there are concerns about the demand charges to the commercial customers being high, this would shift the revenue requirement to another customer class, which would result in another customer class coming before members. Mrs. Mitchell explained that this was why she was proposing that the studies be done.

Mrs. Mitchell advised that the City took its first step in looking at the future of the utility operations with approval of the Integrated Resource Plan (IRP) to analyze future power supply needs. She noted that Council approved inclusion in the task order for The Energy Authority (TEA) the following:

> Whereas, Dover desires to obtain the professional services of TEA for the purpose of evaluating the City's existing generation resources and power supply contracts, demographics, consumption patterns, and significant regulations impacting electric utilities in order to prepare a comprehensive economic assessment in the form of an Integrated Resource Plan ("IRP");
>
> Whereas, Dover desires for TEA to prepare and present the IRP to assist the City in providing reliable, competitively priced supply of electricity to its customers, as well as provide economic benefits to the City;

Mrs. Mitchell explained that she had run the numbers for the budget in the last few years, and some of them had impacted Dover Downs, who had concerns about their electric charges. She indicated that the last time the City was ready to do a slight rate increase, she ran a comparative analysis for the Chief Financial Officer at Dover Downs to show them what a tax increase would be versus an electric rate increase. Mrs. Mitchell advised that, because of their massive land holdings, a tax increase would have cost Dover Downs more than an electric rate increase.

Mr. Cole opened the floor for public comment.

Mr. Harry Maloney, Electric Director, informed members that he had been in the electric business for 40 years, since attending college. He advised that last year the City received an award for utility reliability, and he stated that he saluted the people seated behind him in the Council Chambers who were able to provide that service to the customers of the City. Mr. Maloney advised that they know what they are doing and are doing an excellent job. He explained that he came to the City out of retirement to help the City move ahead for the future, and one (1) thing he did not have to worry about was the lights staying on. Mr. Maloney indicated that the City has an excellent interconnection and transmission system, noting that the distribution system is 60% underground, and growing every day as the City gets rid of backyard construction. He stated that no one had fences or sheds in their backyards when the system was built in the 50s and 60s, and now one cannot even walk down where the pole lines are. Mr. Maloney advised that replacements are needed, and through budget appropriation, staff was continuing to improve reliability and put the system underground and move it out front to the street.

Mr. Maloney stated that the City has an aging generation facility and a fairly new jet engine and the City can restore power if the transmission goes down. He noted that the unit will start up in a black start and is tested occasionally, and once that unit is on the City can restore 40 MW. Mr. Maloney indicated that today they could probably put half the load back within 15 minutes. He noted that it takes a little more time to do some switching, but as soon as the 100 MW unit comes up online, within eight (8) hours they could restore the rest of the power to the City. Mr. Maloney advised that for a few hours in the summer with the load at approximately 150 MW, the City might be short a little bit, but 99% of the year the City is fine. He indicated that in an area just north of the City in New York and the Great Lakes Area power went down for days in 2003.

Mr. Maloney stated that the City has a good utility. In regard to what the CDCC had said, he indicated that if the utility had terrible reliability, the rates were through the roof, the infrastructure needed millions in improvements, and the plant was falling apart, it would be time to stop rather than investing $150M in the system. Mr. Maloney advised that this was not the case and revenues were healthy. He stated that in March $6M in revenue was transferred into reserve accounts and $5M of Other Post-Employment Benefits (OPEB) obligation was transferred from the City's General Fund to the utility, noting that some of the OPEB obligations were for City employees who work for the utility. Mr. Maloney advised that he had gone through the rate study with Mrs. Mitchell and the City has flat rates. He noted that most utilities have summer and winter inversion rates, time of day rates had been around for 20 plus years, and more can be done with this with new metering. Mr. Maloney stated that the Co-op does not have a demand rate but has a different daytime/nighttime rate, which to him was like a demand rate in consumption. Mr. Maloney advised that all of these things would be looked at.

In regard to revenue, Mr. Maloney indicated that the City was doing very well this year and revenues were outpacing expenses, so the City had the clay to model something to help what was being asked for once the first draft of the IRP is received. He informed members that President Trump had signed documents indicating that the Clean Air Act would be forgotten, and this would be a factor. Mr. Maloney stated that staff had not wanted to do all the studies assuming that the Clean Air Act was going to occur and then have all the studies become obsolete. He advised that the IRP would be a process, with a mechanism to constantly go through a decision tree and revisit the plan, and noted that most IRPs are revisited every two (2) years.

Mr. Maloney reminded members that the City had made a power purchase with Calpine of capacity for five (5) years starting next June 1st. He indicated that this would give time to analyze, see how things move, and harvest the value of the capacity. Mr. Maloney estimated that Unit #3, a 100 MW unit, had approximately 10 more years, noting that it had just been overhauled and was running and doing well. He advised that the combustion turbine (CT), which was a 1992 or 1993 unit, was due for its first major overhaul in 25 years, based on starts and run times, noting that it there had been small overhauls here and there. Mr. Maloney reiterated that the utility was very healthy and he thought that there was enough material to work with on rates and begin to get competitive. He stated his understanding that 30% or as high as 40% of the City's tax base is non-taxable and questioned where to reach out to cover capital expenses. Mr. Maloney stated that it is nice to have the State capital; however, this is expensive, as had been seen through supplies, support, and police and questioned where to go for revenue. He reiterated that the electric utility had been healthy and asked

members to imagine if the City had only one (1) pot to pull money, noting that this much money could not be taken from water utilities because the City could not pump this much water.

Mr. Maloney stated that when the City has a good draft or final IRP it should reach out to constituents; however, it does not have this yet, noting that models were being run now. He indicated that the City should have something shortly; however, two (2) or three (3) weeks were lost due to the holidays, President Trump's actions, and a hurricane that came up the coast. Mr. Maloney expressed the need to work ahead and for employees to know if they will have a job tomorrow or if the City will let the utility go. He noted that if this is dragged on, it will be difficult to hire and to keep people with the City because they will want to know how stable the utility is. He questioned Mr. Hare why it was necessary to not fill positions that are vacant for six (6) months without approval, and asked how jobs would be filled if people were being chased away. He indicated that the City cannot have all these poles up in the air and expressed the need to settle down, pick a path, be firm with it, and move forward, and that he thought the City could get there.

Mr. Maloney advised that everyone was invited to attend a Delaware Municipal Electric Corporation (DEMEC) rate presentation on April 22, 2017, noting that the presenter had spoken previously, was very good, and had done municipal rates. He indicated that this would provide a feel for what would happen and how to move ahead and would allow CDCC to move ahead and bring the concerns of their consumers.

Mr. Anderson stated that there had been discussions in executive and special sessions, so unfortunately he did not know if everyone knew how concerned Council had been with the need to update commercial rates. He indicated that this one (1) of the charges of Council due to concerns that the City was not as competitive with rates in the C2 to C4 commercial area as it should be, although it was very competitive in other areas and even had some of the lowest rates in the State. Mr. Anderson expressed his hope that members of the Chambers would look over these rates and hear these concerns, stating that he thought there would have to be an adjustment in order for the City's economic competitiveness to be what it should.

Mr. Maloney stated that when a cost of service study is done, it starts with a blank piece of paper and the question is asked what it costs to serve a customer of a certain size. He indicated that the wires, capacity, and load profile are reviewed. He noted that the peak occurs on July 15th, and this is where capacity cost comes into play. Mr. Maloney stated that a the costs of serving a small customer, a Wawa store, or a little bigger industrial place, such as Uzin Utz, are each classified. He advised that the number of hours for people in the call centers are determined, which helps to know where the utility stands and if everybody is covering their weight. Mr. Maloney indicated that the question can then be asked if residential service is getting a free ride from commercial. He stated that most municipalities lay it on the commercial customers and take it easy on the residential, noting that he was unsure if this is true in Dover and the load was pretty heavy compared to surrounding utilities.

Mr. Maloney advised that when the balance analysis is done, there will be no favoritism and the costs will be determined and laid out. He advised that Mrs. Mitchell had a good Request for Proposals (RFP) put together and the numbers would be reviewed to determine the cost. He indicated that if there had to be movement, this would not be done in one (1) year. Mr. Maloney explained that solar

was another concern since the City would begin to lose revenue as solar penetrates more, so the City would have to recover wire charges. He stated that solar users should not get a free ride and should have to pay for basic wire service. Mr. Maloney indicated that City had made the first move approximately 1½ or two (2) years ago and changed the basic residential rate customer charge from $5.00 to $7.50, noting that it could go a lot higher in most places and the kWh would be lowered since this is revenue neutral. He noted that the solar users pay a basic fee to have wires hooked to their houses so they can have power at night, and this is buried in the kWh rate. Mr. Maloney advised that where he came from they now have over 35 MW of solar, 16MW of it behind the meter, and the same size load of 150 MW peak load during the summer, and it hurts their revenue, but they are dealing with it and have a plan in place.

Mr. Cole thanked Mr. Maloney for helping to guide him and the Committee, noting that Mr. Maloney had been fully able to answer any questions.

Mr. Scott Koenig, former City Manager, 243 Great Geneva Drive, stated that he had been a residential customer for the City of Dover since June 1990, except for one (1) four-month period when he lived with his in-laws. He noted that he is also an equity partner in a small business in the City limits and, in his opinion, the City of Dover's municipal utility is by far the best in the State. Mr. Koenig advised that, with all of the issues in front of members, the advantages of having generation, the quality of the system, and the quality of the personnel working for the City, the City is the best right now and, with a few more improvements, the City would take a few more steps to being even better than the competition around it. He indicated that he did not think that there was anything that could be done in the decision-making process that would make the discussion of the utility less complex. Mr. Koenig stated that the discussion to actually evaluate the utility was probably even more complex than running the utility. In his opinion, what the Chamber had asked was a significant waste of time and would distract the City from continuing to provide a very high level of service, not just to the residential customers, but also to the business customers. Mr. Koenig noted that the electric rate is really a simple function of the numbers for many business customers and does not drive whether someone will start or give up a business in the City. He advised that many service businesses like Wawa are driven primarily by traffic, the zip code, and the amount of cars running in front of the piece of land, and not so much by the electric rates. Mr. Koenig stated that a few businesses are extremely sensitive to the electric rate and expressed the need to address them; however, he stated that they would be addressed by the efforts in the cost of service study. He stated that he thought the answer to the Chamber's request should be simply, no, thank you.

Mr. Cole thanked the Chamber for their presentation and everyone for their comments.

Proposed Studies for the Electric Utility

Mrs. Donna Mitchell, Acting City Manager, advised that two (2) proposed studies were being considered: 1) an Organizational Analysis and Benchmarking Study by an independent consultant to include the best practices and possible areas for improvement; 2) an updated full Cost of Service study to include rate design and street lighting with recommendations on changes to the current components of the City's electric rates. She explained that both of these studies would take place in unison, and one (1) of the reasons that she proposed the Organizational Analysis and Benchmarking Study was based on conversation and research from the American Public Power

Association (APPA). Mrs. Mitchell explained that they had stated that if the an utility is not competitive, there is a need to find out why. She stated that, from her prior comments earlier in the evening, she had heard the customers loud and clear, noting that they had come to the City for the last three (3) or four (4) years. Mrs. Mitchell indicated the desire to ensure the success of the utility and thought these two (2) items were necessary to take a deeper dive into what is done to run the business every day, and to see if improvements can be made and recommended actions that can be taken to control this cost. She noted that one of the biggest cost drivers would probably be the General Fund transfer; however, she did not know if this would be the only thing and stated the need to find this out. Mrs. Mitchell indicated that this should be done with complete transparency for everyone's benefit, and doing these things would be acceptable to her if Council chose.

Staff recommended authorizing the Acting City Manager to solicit interest for Utility Professional Services.

Mr. Anderson stated that he was skeptical about paying another six (6) figures for another set of studies, noting that this had been done a lot recently and asked why this would be different. In response, Mrs. Mitchell stated that the first study done by GAI Consultants, Inc. was a valuation of the utility if it were sold and not a review of benchmarking and operations. She indicated that rate studies had been done in the past but were not fully updated, noting that the rate study was updated based on cost each year and not at all on the design at all. Mrs. Mitchell advised that this would be not only an update of the cost, but also of the design and would look at what is driving the load profile by customer to make sure the design is equitable among customer classes and also relevant to the customer usage.

Mrs. Mitchell explained that she had contacted four (4) consultants and, from her discussions with them, this was the high end cost. She indicated that if the cost was any more than this when the IRP was done, she would bring it back to Council for approval. Mrs. Mitchell stated that Council would still have a future opportunity to say no because she was planning to bring it back to Council.

Mr. Neil advised that, in light of the discussions this evening, he thought it would be extremely worthwhile to have additional information that is transparent, and to make sure that everybody understands what is being done and that Council is doing something and not just sitting on their hands.

Mr. Neil moved to recommend authorizing the Acting City Manager to solicit interest for Utility Professional Services, seconded by Mr. Hutchison.

Mr. Blakeman asked how the transfer from the Electric Department would be incorporated in the rate study and if this was an integral part of the study. Responding, Mrs. Mitchell stated that this was in the current study and would also be included in the next study. In regard to rates, she explained that when a cost of service study is done it is not done just on the cost of service for operations but includes the transfer, debt service, and depreciation, because assets must be replaced. Mrs. Mitchell stated that all those variables are included and there is also a need to make sure at the end of the day that revenues and expenses meet bond covenants. She noted that, while rates can be reduced and money pulled from reserves, the revenues then are not meeting bond covenants because they do not

meet expenses. She stated the need to live within the means each physical year and this was something to keep in mind when preparing the budget.

Mr. Blakeman asked if The Energy Authority (TEA) was doing the IRP study for the City and if they are the City's power supply contractor. Responding, Mrs. Mitchell indicated that they were. Mr. Blakeman asked if they were evaluating themselves. In response, Mrs. Mitchell advised that they were; however, she indicated that this argument had already been made and decided. She noted that the City was involved on all sides of it; therefore, there were some checks and balances with staff involved. In response to Mr. Blakeman, she stated that staff was reviewing how TEA reviews this.

Ms. Arndt stated that she supported the idea of a comprehensive assessment from an independent party to get information and looking for cost savings and efficiencies. She questioned if Mrs. Mitchell had indicated that she did a Request for Proposals (RFP) and there were four (4) consultants. In response, Mrs. Mitchell indicated that she did not do an RFP but contacted four (4) consultants to determine what the pricing was for these two (2) studies. She stated that the companies she contacted were UFS, Plante Moran, Baker Tilly, and Burns & McDonnell.

Noting that Mrs. Mitchell had talked to four (4) vendors, Mayor Christiansen questioned why a firm RFP was not put out. Responding, Mrs. Mitchell advised that she did not want to put out a firm RFP unless she knew Council wanted to move forward with this path.

Mayor Christiansen asked if these prices were negotiable once they come in or if Mrs. Mitchell had leeway. Responding, Mrs. Mitchell indicated that if it were an RFP this would be negotiable. She noted that there were two (2) components and she would take the approach that they could be split if the vendors would provide a separate price; therefore, she may end up with two (2) different consultants.

Mr. Hare asked if the four (4) companies that she had talked to had any ties to the City, and Mrs. Mitchell responded that the only one with ties was Burns & McDonnell, who had done a cost of service study in the past. She indicated that this did not mean that the City would have to use them again.

The motion to recommend authorizing the Acting City Manager to solicit interest for Utility Professional Services was carried with Mr. Anderson voting no.

Request for Alley Abandonment (Unimproved/Paper) - Between 29 North Kirkwood Street and 434, 440, 442, 444, and 452 Fulton Street

Mrs. Donna Mitchell, Acting City Manager, advised that the City Clerk's Office had received a request from Central Delaware Habitat for Humanity for the abandonment of an unimproved alley located between 29 North Kirkwood Street and 434, 440, 442, 444 and 452 Fulton Street extending west to east from North Kirkwood Street to North Queen Street West Alley. Mrs. Mitchell explained that the right-of-way for the unimproved alley is 10 feet wide, and half of the right-of-way, or five (5) feet, would be conveyed to the owners of 29 North Kirkwood Street. She noted that letters were sent to adjacent property owners to see if they were interested in participating in the abandonment,

and only one (1) owner of property adjacent to the northern portion of the alley was interested. Mrs. Mitchell advised that abandoning the northern portion would create a difficult maintenance task; therefore, abandonment of this portion was not recommended until all property owners agree to the abandonment. She indicated that staff had no objection to the abandonment of the southern five (5) feet of right-of-way and recommended conveyance of five (5) feet of the right-of-way to the property in conjunction with the provision of a public utility easement for each parcel. Mrs. Mitchell advised that if other adjacent property owners expressed interest in the future, staff would return to recommend abandonment of the northern side of the alley.

Staff recommended the following actions should the Committee be in favor: 1) abandonment of the subject right-of-way with conveyance of the southerly five (5) feet of said right-of-way adjacent to 29 North Kirkwood Street; due to maintenance concerns, 2) the northern five (5) feet should not be abandoned until all property owners agree to accept the land; and 3) adoption of a resolution by Council setting a public hearing regarding the proposed abandonment for April 24, 2017.

Mr. Neil asked if there was a cost for abandonment and if the City would save any money. Responding, Mrs. Mitchell indicated that there would be a cost savings because the City would not have the inconvenience of going in on either side of the alley to try to maintain half of it. She advised that abandoning one-half of the alley would be easier and more straightforward and would avoid potential problems between property owners because one (1) has an additional five (5) feet and the others do not.

Mr. Blakeman moved to recommend approval of staff's recommendation, seconded by Mr. Neil.

Mr. Anderson stated that there were other locations in this area where the City owned only half of unimproved alleys, and he did not think that it worked in the long run. He noted that eventually there are complaints from people wanting to improve the alley or complaints about criminal elements and other activity occurring. Mr. Anderson indicated that this never seemed to work and that he would much rather see an all or nothing approach.

Mrs. Mitchell stated that she shared Mr. Anderson's concern. She indicated that this matter was new to her; however, abandonments had been done this way in the past. Mrs. Mitchell advised that she was looking at staff efficiencies and had taken this approach for that reason. She concurred that this had not been beneficial in the past; however, since one (1) property owner wanted the whole length of the alley, she did not see a problem with abandoning that part of it.

Mr. Hare stated his understanding the property owners did not want to pay to abandon the northern half of the alley. Responding, Mrs. Mitchell advised that there would be deed changes and legal costs that she believed would be less than $500. Mr. Hare questioned if it would be more beneficial for the City to pay for this and give the property owners this land so that the City would no longer have to worry about it. He indicated that if the alley was split in half, the City would still have to somehow get down it to maintain it. Responding, Mrs. Mitchell explained that if the City paid, this would be setting a precedent and the City would then have to do this for everyone requesting an abandonment.

Mr. Dan Simpson, Executive Director, Central Delaware Habitat for Humanity, stated that he had been in his new job for only 30 days and did not know what was typical, allowed, or could be done; however, speaking as a representative for Habitat for Humanity, they would certainly entertain absorbing the entire thing. Mr. Simpson advised that if this could not be done because it would be unfair to the other owners who did not want to absorb the cost, Habitat would also entertain the possibility of absorbing their costs to help the City, because the City does a lot for Habitat. Mr. Simpson explained that Habitat owns the properties at 21, 23, and 29 South Kirkwood Street, and 23 South Kirkwood Street is very narrow. He stated that they had just obtained a permit to start work on 21 South Kirkwood Street and it is beneficial for everyone when they can impact an entire block at one (1) time and work on multiple houses at once. Mr. Simpson advised that Habitat hoped to do a minor lot line adjustment later so that the shapes of 23 and 29 would be consistent with one another. He indicated that for them to absorb the entire alleyway, they would also absorb the cost of the entire alleyway if it would be a viable possibility because they hoped to make two (2) similarly adjusted and shaped lots to help two (2) future homeowners in the City.

Mr. Don Grower, Donald G. Grower, Inc., advised that he was doing land survey work for Habitat for Humanity in this area and had found that the alley was only six (6) feet wide, although it was originally supposed to be 10 feet wide. He indicated the alley had gotten squeezed over the years to fit in the properties on this block. Mr. Grower pointed out that the alley has large trees growing in it, so it had never been opened or used, and it appeared that area that the parcel encumbers on the south side of the parcel on the south side owned by Habitat comes up to the tree line. He noted that the alley being discussed was only a total of six (6) feet wide. Mr. Grower reiterated that he was working with Habitat and offered to prepare any documents or mapping wanted to ease the situation.

Mrs. Mitchell stated that she was unsure whether the code specified that alleys are split in half with property owners on both sides. She advised that letters were sent out to all property owners; however, one (1) property owner in the middle was interested; therefore, she was unsure if this could be done. Mrs. Mitchell indicated that she was unfamiliar with this and would have to research this matter.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised that the practice of splitting alleys between adjacent property owners had been a practice of the City. She stated that, to her knowledge, this was not required in the code, unless it had just recently been included; therefore, there were options.

Mrs. Mitchell advised that she would also have to check with Public Works Department staff regarding the statement that the alley was six (6) feet wide rather than 10 feet, noting that her information indicated that it was 10 feet wide.

Mr. Neil stated that he would be willing to table this matter to find out what the legalities were because he thought whether this could be done was a legal issue at this point. He stated that if Habitat wanted to do this, he would have love to have them do it.

Mr. Neil and Mr. Blakeman withdrew their motion to recommend approval staff's recommendation.

Mr. Neil moved to recommend referring this request back to staff, seconded by Mr. Anderson.

Mr. Slavin noted that an issue had been raised about the width of the alleys. He stated, as someone who lives downtown where the alleys were defined a long time ago, that the markers for his alley are in other people's yards or the aprons of driveways. Mrs. Mitchell stated that alleys had been encroached upon.

Mr. Hutchison asked if referring this request back to staff would work within Mrs. Mitchell's timetable. Responding, Mrs. Mitchell advised that she would prefer to bring this matter back to make sure that the City gets it right.

The motion to recommend referring this request back to staff was unanimously carried.

Amendment to Contract User Agreement with Kent County

Mrs. Donna Mitchell, Acting City Manager, informed that the City of Dover is currently a contract user of the Kent County Levy Court for transmission and treatment of sewage discharge. Members were advised that Kent County treats the sewage that is transmitted from the City transmission system prior to re-entry into the environment. Due to future expansion, and existing conditions being altered since the last agreement was executed, multiple changes to the agreement are necessary.

Staff recommended authorizing the Acting City Manager to execute the amendment to the contract user agreement with Kent County.

Ms. Arndt commented that it appeared that the changes to the agreement were just corrections. Responding, Mrs. Mitchell indicated that there were only administrative changes.

Mr. Neil moved to recommend authorizing the Acting City Manager to execute the amendment to the contract user agreement with Kent County. The motion was seconded by Mr. Anderson and unanimously carried.

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

Meeting adjourned at 7:17 p.m.

SPECIAL PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Special Parks, Recreation, and Community Enhancement Committee meeting was held with Council President Slavin presiding in the absence of Chairman Sudler.

AGENDA ADDITIONS/DELETIONS

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

Request for Benches - Continental Park

Mrs. Ann Marie Townshend, Director of Planning and Community Development advised members that a request for benches in Continental Park had been received from Retired Colonel Tom Dix. Members were provided an email from Colonel Dix dated March 12, 2017 with the subject "For the Record Park Benches for Continental Park" ***(Attachment #2)***.

Colonel Tom Dix, 664 Independence Boulevard, stated that he wanted to nail down the location of two (2) park benches for Continental Park and requested that they be located near the intersection of Independence Boulevard and the southernmost extension of Lamplighter Lane, noting that Lamplighter Lane is U-shaped. Colonel Dix advised that this would be near the center of a new, re-aligned intersection on Independence Boulevard. Referring to the aerial view of the area, he pointed out dots that reflected the potential location for the benches, which he noted lined up almost with the crosswalk. Colonel Dix pointed out the streetlight, which he stated was numbered S13, between the curb and sidewalk and a maple tree to the east. He expressed the desire to place two (2) strong, four-foot-wide benches to the right and left of the tree and referred members to the information regarding sample benches. Colonel Dix indicated that if the benches were properly installed into two (2) pipes, they could be pulled up when the lawn is cut or for repairs and advised that if they were sturdy benches without cross-bracing underneath, a lawnmower could get under them. Colonel Dix advised that there had been quite a bit of traffic on the neighborhood's Facebook page, including references to a playground and other things. He explained that he was not suggesting a playground but benches to accommodate elderly ladies walking to Liberty Court from Redner's with their groceries. Colonel Dix noted that with a newly realigned intersection, this would become a safe, protected area and a major place to cross Independence Boulevard. He explained that there are a lot of people who meander down the road wanting to get rides, and this was a good halfway point. Colonel Dix indicated that in the past he had asked Mrs. Townshend to possibly put a wastebasket there because it also seemed to be a halfway point between McDonald's and Liberty Court, and he sometimes finds McDonald's wrappers on his front lawn.

Colonel Dix note that there is also a problem with people not picking up after their dogs, and suggested that placing a wastebasket for dog waste would encourage more people to pick up after their dogs. He noted that Dr. Dina Vendetti, Principal, St. John's Lutheran School, had noted that the school does a sweep for dog waste before their annual field day at the park, and she had also put up anti-dog waste signs. Colonel Dix asked the City to spend $1,000 for park benches and suggested being careful where they are purchased from, noting that they are very heavy and the freight cost was expensive.

Mr. Slavin advised that sometimes when benches are put in they are used for purposes other than what they were intended for, and he encouraged staff to look at partitions for the benches so they do not become beds. Responding, Colonel Dix explained that this was why he wanted them to be four feet long.

Mr. Dana Shelton, 133 Red Oak Drive, advised he owns property at 22 Lamplighter Lane and has an issue with putting benches in that area. He noted that, as President Slavin had indicated, benches would bring people that are not wanted into the neighborhood to hang out, and he did not want to see the property values at his townhouse decrease. Mr. Shelton did not think the benches were a

great idea and stated the need to find some other way to help people get from one place to another. He advised that putting park benches at this location would create a lot of problems, noting that there a lot of people hanging out there already without park benches. Mr. Shelton stated that he serves as the Vice President of The Greens of Dover Homeowners Association, although he was not present to represent this organization. He indicated that the benches would be a problem for other residents, although they had not discussed this.

Colonel Dix noted that this was why had suggested benches in a well-lit area at the westernmost point of Continental Park near a light pole in full view of the world, not in the hidden reaches of the park. He stated that kids currently hang out on the utility boxes across the street from this location, and he did not mind this since this is what he thought a park is for.

Mr. Slavin asked if this had been vetted with the neighborhood association. Responding, Colonel Dix advised that they did not have a homeowners association, but they have a Bicentennial Village Association that does not have a president or any such structure.

Mr. Slavin noted that there is a very active Facebook page and suggested posting this matter. Responding, Colonel Dix indicated that this had been done, there had been quite a discussion, and great hordes of mostly women indicated that they wanted a playground there. He stated that these women were expecting him to talk about putting in a playground; however, he did not want a playground but just a place where people could stop and rest when walking from Redner's to Liberty Court. Colonel Dix asked if Mr. Shelton agreed, and Mr. Shelton indicated that he did not.

Mr. Caldwell asked if the one purpose of the request for people to sit down and walk from Redner's to Liberty Court. Colonel Dix noted that people could look at the trees. Mr. Caldwell stated his thought that people should find other means of transportation if they were having trouble walking from Redner's to Liberty Court, and if this was the only purpose being discussed, he had a problem spending $1,000 or $2,000 for two (2) benches. Responding, Colonel Dix advised that the costs of the benches was $500 apiece.

Mr. Anderson stated that quite a few people had expressed interest in benches, stating that it may serve one (1) valuable purpose but also many more because parks need both active and passive recreation and this would be part of the passive recreation in Continental Park. He indicated that the benches would be valuable for people walking back and also allow people with young families to better be able to watch their children playing in the park. Mr. Anderson stated that this would allow more adult supervision and more family utilization in the park. He advised that many of those who want benches were people with children and noted and that there are benches in many parks and crime is not centered around park benches but off in the woods or darker areas. Mr. Anderson stated that benches such as these encourage the opposite effect, such as more neighborhood involvement, activity, and eyes. eyes.

He stated that this was valuable and this is why former Councilman Hosfelt was setting aside $1,000in discretionary funds for this purpose. Mr. Anderson noted that requests had gone to many members of Council, including himself who is not in this district, as well as the State legislature. He indicated that it was a valuable thing to do, the request were from multiple people, and the notice

for this on the Bicentennial site was seen by over 140 people; therefore, there was a lot of interaction and it was something worthy to do.

Ms. Nicole Carey, 21 Patriot Drive, advised that she loves the City of Dover, graduated from Wesley College, stayed here, married locally, and she will have lived at her current location for three (3) years in May. She stated that when park benches were brought up, she put a post on Facebook questioning why there was no playground in the neighborhood, which generated a lot of conversation. Ms. Carey stated that during the day she s takes her two-year-old to Wyoming Park because Silver Lake is crowded and the park by New Street is too close to her work. She indicated that there is no riffraff at Wyoming Park, and her two-year-old likes to feed the ducks. Ms. Carey advised that it would be nice for her and her neighbors to walk to a playground in their neighborhood, noting that it is great to have a swingset in the backyard but even better to have social interaction with young children in the neighborhood. She indicated that when Colonel Dix brought up park benches, she looked at this in a positive way, and that if the City was able to do the park benches now, hopefully down the road there could be a playground for the young kids in the neighborhood. Ms. Carey indicated that a park bench would be useful for women who are breastfeeding or have diaper bags and other items and did not care where it was put, although she thought it would be good to have a light there. Ms. Carey expressed her hope that this would be a starting point for kids to have interaction together and for a playground within the park.

Mr. Neil stated that this problem should be directed to Parks and Recreation to look at whether there should be a playground and benches. He indicated that members were not ready to make a decision because the cry was for a playground, which would be useful in the neighborhood. Mr. Neil advised that he was unsure if there was money or what the design would be.

Mr. Neil moved to recommend referring this matter to the Parks and Recreation Department to look at creating a playground, seconded by Mr. Hutchison.

Mr. Cole advised that there is a playground and two (2) benches in his neighborhood, noting that he has a six-year-old and they use it all the time. He stated that if there was money, he was in favor of a workshop or referring this matter to Parks and Recreation.

Mr. Slavin advised that he had been involved in playground design at Silver Lake Park and Dover Park and recalled a process by which the local community is engaged to pick and choose what is wanted and this is then developed into a budget. He asked how long it takes to schedule such a workshop. Responding, Mrs. Townshend indicated that this could happen later in the spring. She noted that something similar was done at Mallard Pond approximately a year-and-a-half ago and there is now a playground there. Mrs. Townshend explained that this is a community effort, and a vendor comes out with books and allows kids to draw pictures of what they want. Mr. Slavin advised that this is a very positive experience, and Mrs. Townshend noted that this approach gets the community to buy in.

Mr. Slavin stated that the spirit of the motion would be to make sure this takes place this spring, and suggested having a placeholder amount to plug into the budget hearings in May to get this done next year.

Mr. Anderson stated that he had planned to try to amend the motion so that it would be a community project patterned on the Mallard Pond model, bringing people together with hearings in the community. He recommended that it not just include Bicentennial but also The Greens.

Mr. Caldwell stated that he agreed with the discussion, noting that it had started with benches and moved to a playground. He indicated that his concern was about having two (2) benches there, with people loitering for any reason that they wanted to be there. Mr. Caldwell favored the park being studied and evaluated.

The motion to recommend referring this matter to the Parks and Recreation Department to look at creating a playground was unanimously carried.

Community Development Block Grant (CDBG) Application Review

Mrs. Tracey Harvey, Planner I, advised members that the Planning Staff had provided the proposed Community Development Block Grant (CDBG) allocation recommendations for the FY17 CDBG grant renewal and that proposed grant funding recommendations would be allocated to the sub-grantees that were awarded multi-year grants from the approved 2015-2019 Consolidated Plan.

Mrs. Harvey reviewed a brief description of the programs proposed by the City's Community Development Office for funding, stating that allocations were recommended by Staff as follows:

2017 Grant Projects	Grant Request	Current Amount	Recommended Amount
Homeownership Assistance Program	$60,000	$50,000 100% of funds spent	**$60,000**
Program Administration	$43,312	$47,301 45% of funds spent	**$43,312**
Dover Interfaith Mission for Housing	$24,000	$22,000 75% of funds spent	**$24,000**
Connections Community Support	$15,000	$7,208 $0 spent	**$3,000**
Milford Housing Development Corporation (Emergency Home Repairs)	$40,000	$25,000 30% of funds spent	**$25,000**
Milford Housing Development Corporation (Homeowner Rehabilitation)	$60,000	$55,000 $0 spent	**$40,000**
Central Delaware Habitat for Humanity	$40,000	$30,000 $0 spent	**$21,245**
Total	$282,312	$236,509	**$216,557**

Mr. Anderson noted that some applications for rehabilitation grants were still out and some were in process. He asked what percentage of applications would be taken if all of the applications came in and passed the evaluation. Responding, Mrs. Harvey explained that the waiting list was still open. She noted that Milford Housing Development Corporation (MHDC) was previously having trouble finding qualified homebuyers, and there had been issues with those whose taxes were not paid or did not have home insurance.

In regard to minor home repairs, Mr. Anderson noted that 30% of the funds had been spent and asked how much of the $40,000 this amounted to. Responding, Mrs. Harvey advised that $25,000 had been spent, and Mr. Anderson noted that this would amount to 60%. Mrs. Harvey explained that part of the amount had been combined with a rollover from the previous year; therefore, technically only 30% of the funds had been spent.

Mr. Anderson recalled that there had been a problem with turnover in a previous year with the Milford Housing Authority and there had been funds that could not be spent. In response, Mrs. Harvey advised that, in 2014, Milford Housing Authority failed to spend the allocation in that year and were not awarded funds the next year for that reason.

Mrs. Harvey noted that Central Delaware Habitat for Humanity still had funding available from the previous year, and her recommendation was to allocate an additional $30,000 to the Homeownership Program, since 100% of those funds had been spent already and there was a demand for this program.

Mr. Neil moved to recommend approval of the Community Development Block Grant (CDBG) allocations, as recommended by staff. The motion was seconded by Mr. Hutchison and unanimously carried.

Mr. Neil moved for adjournment of the Special Parks, Recreation, and Community Enhancement Committee meeting, seconded by Mr. Cole and unanimously carried.

Meeting adjourned at 7:49 p.m.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee meeting was held with Chairman Hutchison presiding.

AGENDA ADDITIONS/DELETIONS
Mr. Cole moved for approval of the agenda, seconded by Mr. Keller and unanimously carried.

Quarterly Update - Bicycle/Pedestrian Subcommittee
During the Regular City Council Meeting of February 13, 2017, Council considered the Bicycle and Pedestrian Subcommittee Recommendations regarding the Walk21 International Charter for Walking and Proposed Resolution No. 2017-01 - Complete Streets and referred these items back to the

Bicycle/Pedestrian Subcommittee. Mr. Jim Hutchison, Chair, Bicycle/Pedestrian Subcommittee, advised that the Subcommittee had previously recommended authorizing staff to sign the Walk21 International Charter for Walking on behalf of the City of Dover. He noted that this charter provides a common framework that helps cities focus policies and activities to create a culture where people choose to walk. Mr. Hutchison advised that Council had questioned whether it was in the City's best interest to sign the charter. He explained that, while the Bicycle/Pedestrian Subcommittee believed that the charter had good intentions, they did not want their work to be controversial in any way; therefore, they withdrew the request to sign the charter.

Mr. Hutchison indicated that the Subcommittee would like Proposed Resolution No. 2017-01 - Complete Streets to be moved forward, noting that this resolution was an acknowledgment of existing regulations and practices, and it seemed important to provide appropriate and safe street infrastructure for all traffic using streets.

Mr. Hutchison stated members that the Subcommittee had continued to follow the West Dover Connector project and its implications on bicycling and pedestrian activity. He explained that a shared use path would cross the West Dover Connector at Ridgely Boulevard. Mr. Hutchison advised that the Subcommittee members had been informed through a Delaware Department of Transportation (DelDOT) presentation that the crossing would not be built as planned and, as currently being put forward by DelDOT, would not be protected in any way. Mr. Hutchison indicated that the Subcommittee had a strong concern about the safety of this crossing, noting that, according to DelDOT, the West Dover Connector would be heavily used. He indicated that members thought consideration of some type of protection at the crossing, such as a rapid flash beacon or some other type of control device, was warranted. Mr. Hutchison explained that DelDOT had advised that the first step for consideration of protection would be completion of a pedestrian traffic study. He advised that the Subcommittee was asking that a letter be sent to DelDOT requesting a traffic study the shared use path in the West Dover Connector cross each other.

Councilman Hutchison asked if Planning Department staff had looked at the safety issue regarding the bike path. Responding, Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that staff, along the with the Subcommittee, had looked at this issue, noting that the project manager from DelDOT had attended the last Subcommittee meeting. She stated that, in DelDOT's view, the warrants at Ridgely Boulevard and the West Dover Connector were not met to signalize that intersection. Mrs. Townshend explained that, although there would be only one (1) lane of traffic to be crossed and a center median to stop at in the middle, there was concern because this would be a 40-mile per hour road. She indicated that she had learned through her previous experience with the Dover High School project that DelDOT would not put any type of signal or rapid flash beacon at the location unless there was a study and warrants were met. Mrs. Townshend indicated a study should be requested from DelDOT once the road is up and running.

Chairman Hutchison stated his understanding that the City would need to put together a letter to DelDOT to request a study, and Mrs. Townshend confirmed this, stating that if the Committee was interested, she could make sure that this goes into the next meeting packet.

Mr. Neil moved to recommend sending a letter to the Delaware Department of Transportation (DelDOT) to request a traffic study at the crossing of the shared use path at Ridgely Boulevard and the West Dover Connector *(Attachment #3)*. The motion was seconded by Mr. Cole and unanimously carried.

In regard to Proposed Resolution No. 2017-01 - Complete Streets Policy, Mrs. Townshend advised that after the Resolution was sent back to the Subcommittee, members discussed it and felt that it was important to move it forward because it was forward focused and related specifically to the policies and practices in place in Dover. She noted that this resolution would take things that were spread throughout a variety of documents and put them together into one (1) resolution.

In response to Chairman Hutchison, Mrs. Townshend advised that she supported the resolution.

Mr. Slavin moved to recommend placing Proposed Resolution No. 2017-01 - Complete Streets Policy, back on an agenda for consideration by the Safety Advisory and Transportation Committee, seconded by Mr. Cole.

Colonel Tom Dix, 664 Independence Boulevard, stated that he had attended a DelDOT function regarding bicycling a few weeks ago at the Dover Public Library and also attended a meeting of the Metropolitan Planning Organization (MPO) that the Mayor had chaired. He advised that a bicycle path was planned that would run east and west on the north side of Forrest Avenue that would somehow have to get to the south side of Forrest Avenue to get over to the high school. Colonel Dix had questioned how bicycles would jump from the north side of Forrest Avenue to the south side and how they would get around the Kenton Road/Forrest Avenue intersection. He indicated that those present appeared surprised by his question and noted that he did not think they had a plan.

Mr. Hutchison advised that he could not answer Colonel Dix's specific question; however, there was a plan for the pathway.

The motion to recommend placing Proposed Resolution No. 2017-01 - Complete Streets Policy back on an agenda for consideration by the Safety Advisory and Transportation Committee was unanimously carried.

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

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

Request for Incentives - Nail Spa by TR

During their meeting of March 1, 2017, the Economic Development Committee recommended forwarding the Request for Incentives - Nail Spa by TR to Council and to present a ordinance amendment to the ordinance to the Legislative, Finance, and Administration Committee, along with a retroactive date and the number of other permits and properties that the amendment would apply to, so that there would be a sense of what the amendment would do to the revenue that had already been collected. City Council approved this recommendation during their Regular Meeting of March 13, 2017.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised that a request had been received from the owner of Nail Spa by TR to expand the Downtown Development District (DDD) incentives to a larger area. She explained that Ms. TR Rowe had recently opened a business in the City and was not eligible for the incentives. Mrs. Townshend indicated that the DDD was a very geographically focused program and, under the State's program, the City was limited to 225 acres. She indicated that there was not a good way to expand the incentives beyond that area; however, there was an incentive in Appendix E of the Dover Code of Ordinances for commercial and industrial building redevelopment. Mrs. Townshend indicated that this incentive requires a minimum of 5,000 square feet of floor area and allows for a waiver of half of the building permit fees and half of the impact fees, as well as tax abatement for 10 years on the value of the improvements. She noted that Nail Spa by TR occupies less than that 5,000 square foot threshold; therefore, it did not qualify for this incentive. Mrs. Townshend advised that, during the Economic Development Committee meeting, members discussed bring forward an amendment to strike the language in Appendix E regarding the minimum 5,000 square foot floor area so that smaller areas would qualify for the incentives. She indicated another aspect discussed was making the amendment retroactive so that this particular business owner would be able to receive the incentives. Mrs. Townshend stated that she had explained that, in order to be fair, there would be a need to look at other businesses that did not get the incentive because of their size. She indicated that she had offered to review this matter and bring forward what the costs would be; however, she it was determined that the permit was issued for renovations for Nail Spa by TR in July 2015 and the Certificate of Occupancy was granted in September 2015 and the funds were collected in a prior fiscal year. Mrs. Townshend explained that if the amendment was made retroactively, it would apply to man locations and it would require a great amount of staff time to comb through all of the building permits to determine how widely applicable it would be. In addition, she noted that typically money is not refunded from prior fiscal years and thought this was a bad precedent to set. Mrs. Townshend indicated that there were two (2) things coming out of Committee: 1) the retroactivity which which she would not recommend, based on the datedness of the permits and the renovations that were completed; and 2) to change the ordinance going forward to remove the 5,000 square feet of floor area, which would make very small tenant spaces and shopping centers eligible for the incentives. She noted that this would be a benefit on the business side of things; however, there would be a cost on the revenue side of things. Mrs. Townshend stated that it seemed fair to remove the threshold given that 5,000 square feet was not a magic number.

Mr. Anderson stated that he agreed with Mrs. Townshend and did not see any reason to give any money back retroactively. He asked if it would be acceptable to take the July 1, 2015 date, allow businesses to apply for their 10-year exemption apply it 10 years forward from the year that it is

approved. Responding, Mrs. Townshend advised that this would be a middle ground position that would not require researching of back permits and refunding money from prior years.

Mr Anderson stated that this would put the responsibility on the property owner, noting that the City would provide public notice on the City's website but possibly, by placing a small legal ad in the newspapers, and through the Chamber. This would put the responsibility on the property owner to do the application, rather than on staff to research, and would not take money for other taxpayers. He questioned if this would be a way to achieve the objective and Mrs. Townshend stated that she thought that it would.

Mr. Hare questioned if the City would still be refunding money. In response, Mrs. Townshend stated that it would not and this would be tax abatement going forward 10 years from the time of application rather than going backward.

Mr. Neil asked how much money the tax abatement would be for a small building with 2,500 square feet. Responding, Mrs. Mitchell indicated that this would depend on the current assessed value. Mrs. Townshend noted that this could vary depending on where it is location of the property in the City and its condition.

Mr. Anderson noted that the project has to be at least $15,000.

Dr. Stewart stated her understanding that the request was to eliminate the 5,000 square foot minimum; however, it was unknown how much this would cost in the future if businesses that did not previously qualify could qualify going forward, and this was confirmed by Mrs. Townshend. In response to Dr. Stewart regarding the location of the property, Mrs. Townshend indicated that it was located just before the Arby's on Route 8.

Mr. Hare asked if the downtown development incentives would be expanded, and Mrs. Townshend responded that they would not. She stated that incentives had been developed for vacant commercial properties on Route 13 or industrial buildings and industrial parks to encourage their reuse. Mrs. Townshend advised that these incentives had been used for the Walmart redevelopment and Mission Barbecue projects. She noted that this was a lesser incentive than those in the downtown area but was nonetheless an incentive. She reiterated that the request was to remove the 5,000 square foot threshold.

Mr. Hare questioned if the 5,000 foot threshold could be left and another threshold could be established with a little less incentive, and Mrs. Townshend indicated that this could be done. Mr. Neil expressed his opinion that members did not have enough information to know what approving this would cost and stated the need for more information.

Mr. Slavin asked if the City had any kind of modeling for incentives that would indicate if the City is giving on the revenue side, what the gain is on the in economic impact of the business in the community. He noted that everyone wanted to be pro-business but, at the same time, he would not want another Council 10 years from now to question this amendment and have to undo it.

Mrs. Townshend stated that she did not know that there was a specific model; however, typically incentives are targeted to address a specific problem. She stated that a number of fairly large businesses were leaving or vacant, such as Walmart and K-Mart, which was causing concern. Mrs. Townshend noted hat these incentives were specifically put in place to address a specific problem. She did not know that the proposal would necessarily sole a problem. She questioned if expanding the incentive would be solving a problem that does not exist or if the whole purpose was to be business friendly. She stated that it was known that businesses would not happen in the downtown area without these incentives and noted that the variety of incentives through the State, County, and City were making it worthwhile for people to invest. Mrs. Townshend indicated that she was unsure that the problem exists outside of the downtown area. She stated her belief that the incentive should be targeted to a problem that the City is trying to solve, noting that she was not convinced that there was necessarily a problem other than wanting to be more friendly to business.

Mr. Shevock asked if the incentive for 5,000 square feet was the same for 10,000 square feet. Responding, Mrs. Townshend stated that it was; however, she noted that there were permit fee and impact fee partial waivers; therefore the value of the incentive would change. She advised that the costs and permit fees for renovating a very large space would be more; therefore, the savings would be more. She noted that this would be proportionate. Mr. Shevock asked if this would proportionately go up, if the fees could proportionately come down for someone with lesser square footage, and Mrs. Townshend stated that it would. Mr. Shevock indicated that this would be the thing to do, noting that everyone would then be equal. Mrs. Townshend agreed and noted that there would still be a $15,000 minimum of construction value.

Mr. Anderson stated that it was important not just to be friendly to business but to maintain the flow of business. He noted that businesses come and go, and business places become empty, and the value of them goes down. Mr. Anderson advised that it was found that if incentives are put in place, people invest and increase the value of the property. He noted that this incentive does not lower the amount of taxes collected from a property but increases taxes collected; however, it temporarily increases the amount collected at a lower rate. Mr. Anderson indicated that it encourages people to improve the value of the property, so it provides in the long run a higher tax base and more tax revenue. He stated that in the short run it provides more revenue, fees, and economic activity and is designed to bring in more business activity and generate more revenue. Mr. Anderson noted that this design does not have any value difference, noting that there are small empty spaces and that filling five (5) 2,000 or 2,500 square foot office or store spaces is just as valuable as filling one (1) of the bigger stores. Mr. Anderson advised that small business cannot be left out anymore and the City must be friendly to them, not only to the medium and larger businesses.

Mr. Slavin indicated the desire to approach this issue with some science behind it. He expressed to be a business friendly as possible, especially to small businesses and indicated that this was not necessarily a bad idea; however, he was not convinced with the information provided in that the City would be getting a benefit.

Mr. Hare stated that, based on what he was hearing, any small business could come to the City and receive a 10-year tax exemption, just like Ross or Big Lots. Mrs Townshend clarified that all these businesses would receive tax abatement. Mr. Hare noted that a business such as a massage parlor

could shut down, reopen with a new owner, and get 10 years tax abatement. Responding, Mrs. Townshend indicated that they would have to demonstrate that they had $15,000 worth of construction value in renovations for tax abatement.

Mr. Hare expressed agreement with Mr. Slavin that members had enough information to make an educated decision.

Mr. Anderson pointed out that it would not lower the taxes that are currently paid and is not a tax abatement on the property but a tax abatement on the improvement. He noted that it is designed to give a partial tax abatement on the increased value for a period of time if more money is invested. Mr. Anderson indicated that it would not pay someone to shut their business down and reopen it because it would not change their taxes. He explained that it was not designed to create more taxes in property in the City of Dover but to increase the amount of taxable property in the city of Dover and provides a partial abatement on the improvement value of the property.

Mr. Hare asked, when the Walmart center reopened, if they were still paying 100% of the property taxes that they were paying. Mrs. Townshend responded yes and noted that they were also paying the increased value on the outbuildings; however, they were receiving an abatement on the main building.

Mr. Hare stated that if they had been paying $5,000 in property tax they would still be paying this. Responding, Mrs. Townshend explained that if there taxes had increased from $5,000 to $7,500, they would still be paying only $5,000 over the next 10 years.

Mr. Hare asked if the individual from Nail Spa by TR was requesting just an abatement. Responding, Mrs. Townshend advised that her letter had indicated that she wanted the downtown incentives. She indicated that she was unsure if she was the property owner and, if not, what the structure of her lease was. Mrs. Townshend advised that she did not now if Ms. Rowe was paying the taxes or if the landlord was paying them.

Mr. Hare expressed his opinion that it expanding the downtown incentives would be opening up a can of worms and questioned how far out the incentives would be extended. He stated that businesses outside the DDD should be treated like the Big Lots property or anyone else, and Mrs. Townshend agreed. He expressed the need to come back with a plan before this issue could be addressed.

Mayor Christiansen advised that Mrs. Traci McDowell, City Clerk, had pointed out that the ordinance had a sunset date of December 31, 2018, and he recommended taking this back and massaging it prior to its being sunset.

Mr. Neil moved to recommend that Staff come back with a recommendation with regard to buildings with less than 5,000 square feet, what the impact would be, and whether or not the time could be increased for a smaller building to have the abatement. The motion was seconded by Mr. Anderson and unanimously carried.

Search to Fill Vacant Positions

Mr. Slavin noted that the City had to begin the process for a search for two (2) key positions.

City Manager

Mr. Slavin proposed accepting and reaffirming the City Manager job description that was approved in 2013 without change and reviewed Staff's suggested recruitment resources for the position. Mr. Slavin indicated that he would recommend stopping just short of the suggestion to utilize an Executive recruiting firm. He asked that members also authorize the Human Resources Director to advertise locally, on Monster.com, and social media, and that the process begin immediately.

Mr. Slavin moved to recommend acceptance and reaffirmation of the City Manager job description that was approved in 2013 without change, and authorizing the Human Resources Director to advertise as Staff recommended, through the International City/County Management Association, Delaware City Manager Association, Delaware League of Local Governments, Sussex County Association of Towns, Maryland Municipal League, and colleges with MPA programs, as well as locally, on Monster.com and social media, and that the process begin immediately. The motion was seconded by Mr. Anderson and unanimously carried.

City Planner

Mr. Slavin expressed the hope that there was someone who could come in and operate the Planning Office, stating that he would like, after approximately a 90-day period, for this person to provide an assessment of some of the duties involved with the office and a recommendation of organizational structure. He noted that this would then inform what the position description and search might be for the search. Mr. Slavin stated his belief that there was no action to be taken, other than to acknowledge this, and for everyone to understand that they would be waiting on initiating that search.

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

Meeting adjourned at 8:23 p.m.

By unanimous consent the Council Committee of the Whole meeting was adjourned at 8:23 p.m.

Timothy A. Slavin
Council President

TAS/TM/js/dd/tm
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Attachments

Attachment #1 - Letter from Ms. Janie Libby, Central Delaware Chamber of Commerce (CDCC), dated February 22, 2017 regarding the Electric Utility

Attachment #2 - Email from Colonel Dix dated March 12, 2017, Subject: "For the Record Park Benches for Continental Park"

Attachment #3 - Draft Letter to the Delaware Department of Transportation (DelDOT) Requesting a Traffic Study at the Crossing of the Shared use Path at Ridgely Boulevard and the West Dover Connector

Central Delaware Chamber of Commerce

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Janie M. Libby

First Vice Chair
Sean M. Mace

Vice Chair
Economic Development
Shane E. Breakie

Vice Chair
Organizational Development
Adrienne Hawes

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Vice Chair
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Dr. Dina C. Vendetti
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Col. Ethan C. Griffin

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Kristi J. Osborn
Heather L. Patosky
Heather M. Pleasants

February 22, 2017

The Honorable Timothy Slavin
President
City Council
City of Dover
15 Loockerman Plaza
Dover, DE 19901

Re: Electric Utility

Dear Councilman Slavin;

As you and members of Council are aware, the Central Delaware Chamber of Commerce (CDCC) has long been interested in a number of issues as it relates to the growth of our members here in the City.

At a recent "workshop" of City Council and senior leadership of city government, the CDCC submitted for the record and brief testimony our Vision 2020, providing nine different areas of interest related to economic development. Some of the comments were directed at creating support mechanisms in the City that help business owners to navigate the permitting system, while another was to create a new sponsorship program for our city parks.

One issue the CDCC believes is paramount to the future health and growth of our city is the current ownership and management of the city's electric utility. We think Dover's electric rates are not as competitive as they should be, and in cases where use is significant, it becomes a competitive disadvantage for the user. Generation and distribution of electricity has become extremely complicated, and it is now time we examine Dover's role in owning and managing this complex system or should it be sold and managed by another party.

Based upon our Vision 2020 document and conversations with City leaders and other interested parties, we hereby submit for Council's consideration the following "CDCC Electric Utility Task Force" (TF) made up of the following potential membership:

1. President, City Council
2. Chairman, City Council Utility Committee
3. City Council Member, appointed by the Mayor
4. City Manager (who will act as Vice-Chair of this TF)
5. Director, City of Dover Electric Department
6. Chairman of the CDCC (who will act as Chair of this TF)
7. Two members of the CDCC appointed by the Chairman of the Chamber, one of whom will be familiar with purchasing and sale of energy
8. One residential property owner in the City appointed by the Mayor
9. One commercial property owner in the City appointed by City Council President
10. One industrial property owner in the City appointed by the Chair of the Utility Committee

We ask that all Task Force appointments be completed so the first meeting may occur on or before 15 March 2017. All meetings shall be at the call of the Chair. The TF will produce an Executive Summary on or before 15 June and to present their findings to City Council. Technical support and staffing will come from the CDCC and the City as required.

Overall, it is the intention of the CDCC to form this Task Force to explore facts both pro and con as to whether the sale of the city's distribution/generation system and facilities to a 3rd party has merit. The information provided to the Task Force shall be provided by users, city management, potential purchasers, and if possible, an independent source that operates within the utility business. However, the facts both for and against the sale of the electric utility to a potential purchaser cannot be made by this Task Force. Its objective is to provide all the facts and details as to whether a sale of the electric utility is beneficial to all the citizens of the City. Any decision on the sale of the system must be made by City Council, and to be done in a transparent fashion.

The CDCC is hopeful the outcome of this Task Force will provide City Council and the citizens of the City with the necessary information to make a deliberative and thoughtful decision.

Thank you for this opportunity to serve, and we look forward to starting the "Electric Utility Task Force" as soon as practical.

Respectfully,

Janie Libby
Chair of the Board, CDCC

thomas j. dix

From: thomas j. dix <kathytomm@verizon.net>
Sent: Sunday, March 12, 2017 1:23 PM
To: 'ATownshend@dover.de.us'
Subject: FOR THE RECORD PARK BENCHES FOR CONTINENTAL PARK

Ann Marie Townshend

Director, Planning and inspections

City Hall

15 Loockerman Plaza

Dover, de 19903

March 12, 2017

Dear Ann Marie,

I just wanted to nail down the location of the two park benches for Continental Park.
I am requesting that they be located near the intersection of Independence Blvd. and Lamplighter Lane. Since Lamplighter is "U" shaped, the southern most intersection.
This will also be near the center of the new realigned intersection on Independence Blvd.
It will offer the best place to cross Independence Blvd. There is a street light pole numbered as S-13 between the curb and side walk. Proceed east a few feet to the nearest tree. Place the two benches three feet to the left and right of the tree with the benches running in line with the row of the trees and facing the park. Very sturdy 4 foot wide benches would be the best.
My purpose for the benches is accommodate the little old ladies who are walking back to Liberty Court from Redners. It is a good half way point.
I do want to thank you for your interest in Bicentennial Village.

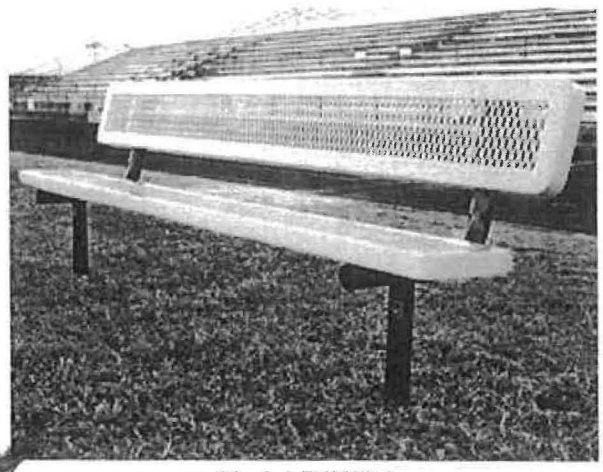
Sincerely,

Thomas J. Dix



DELAWARE DEPARTMENT OF TRANSPORTATION	The alternatives shown on this map are for conceptual purposes only and are not intended for construction.	PREPARED BY: RK&K	NOTE 1: NOT TO SCALE NOTE 2: EXACT DIMENSIONS WILL NOT BE DETERMINED UNTIL FINAL DESIGN	DATE / SCALE / COUNTY / HIGHWAY	DRAWN BY: CMP / CHECKED BY:	Independence Boulevard Traffic Calming	Independence Blvd - Realigned Intersection

Expanded Steel
Round Corners



Model R8WB-I

4 FT

Very Sturdy

Matching Products



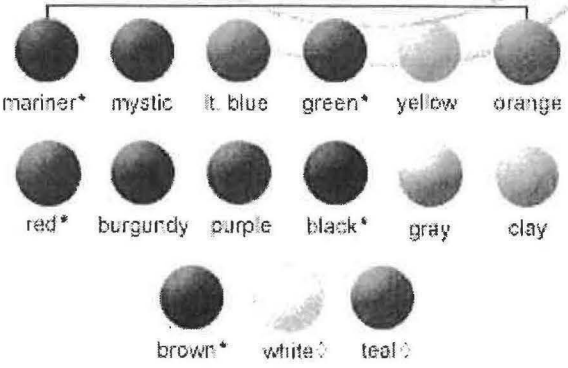
Expanded Thermoplastic Coated Park Bench



Expanded | Regal Thermoplastic Coated 15' Park Benches

#1

Color Options (available in *Plastisol | ◊Frame Only)



▼ Item Specific Details Available on Linked Model Numbers Below

Tweet G+1

Thermoplastic Coated Expanded Steel Park Style Benches | 4' Length					Qty
R4WB-P	Portable	Back/Seat Color / Frame Color	(84 lbs)	$426.00	
R4WB-I	In-ground	Back/Seat Color / Frame Color	(80 lbs)	$426.00	
SMSCOVER	**Optional Covers** - One Set of 2 Covers Required Per Bench - $50/Set			◯ No ◯ Yes	
R4WB-S	Surface Mount	Back/Seat Color / Frame Color	(80 lbs)	$426.00	
SMSCOVER	**Optional Covers** - One Set of 2 Covers Required Per Bench - $50/Set			◯ No ◯ Yes	
Thermoplastic Coated Expanded Steel Park Style Benches | 6' Length					**Qty**
R6WB-P	Portable	Back/Seat Color / Frame Color	(113 lbs)	$394.00	
R6WB-I	In-ground	Back/Seat Color / Frame Color	(113 lbs)	$394.00	
SMSCOVER	**Optional Covers** - One Set of 2 Covers Required Per Bench - $50/Set			◯ No ◯ Yes	
R6WB-S	Surface Mount	Back/Seat Color / Frame Color	(113 lbs)	$394.00	
SMSCOVER	**Optional Covers** - One Set of 2 Covers Required Per Bench - $50/Set			◯ No ◯ Yes	
Thermoplastic Coated Expanded Steel Park Style Benches | 8' Length					**Qty**
R8WB-P	Portable	Back/Seat Color / Frame Color	(170 lbs)	$439.00	

TIMOTHY A. SLAVIN
Councilman - At Large
Council President

City of Dover

24 Hazel Road
Dover, DE 19901
(302) 270-6192 - Cell
(302) 736-7006 - City Office

**Date*

Secretary Jennifer Cohan
Delaware Department of Transportation
P.O. Box 778
Dover, DE 19903

Dear Secretary Cohan:

We are excited to see the progress on the construction of the West Dover Connector, and we look forward to the new road opening to traffic. One matter of concern has come to our attention regarding this road, and we would like to share our concern with you. The West Dover Connector includes a multi-use path along the alignment. In the area of Eden Hill Farm, the path parallels the west side of the roadway as it travels north to Ridgely Boulevard. At Ridgely Boulevard, the path on the west side of the roadway ends, and cyclists and pedestrians are forced to cross the road to where the path continues on the east side of the roadway. Under current conditions, traffic volumes from Ridgely Boulevard do not meet the warrants for a traffic signal. The speed limit for this segment of roadway is 40 mph. As we understand, pedestrians and cyclists will cross one lane of traffic in each direction with a landscaped median in the center.

Due to the speeds of traffic expected on the West Dover Connector, we are seriously concerned that there is no traffic control (such as a signal or a rapid flash beacon) proposed for this location. We do not believe that an uncontrolled crossing for pedestrians on a roadway with a posted speed of 40 mph is safe. We request that the Department of Transportation revisit this specific design aspect of the roadway. If some sort of controlled crossing cannot be installed initially, we request that the Department initiate studies to determine if a traffic control device is justified as soon as the roadway and multi-use path become open to the public.

We enthusiastically support efforts to add the bicycle and pedestrian amenities with the new roadway, but we ask you to do what you can to ensure the safety of motorists, pedestrians and cyclists who use the West Dover Connector and associated multi-use path.

If you have any questions, please do not hesitate to contact me at (302) 270-6192.

Sincerely,

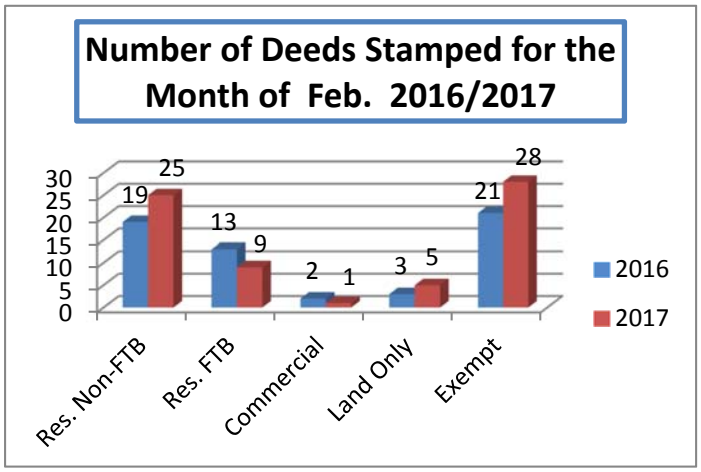
Timothy A. Slavin
Council President

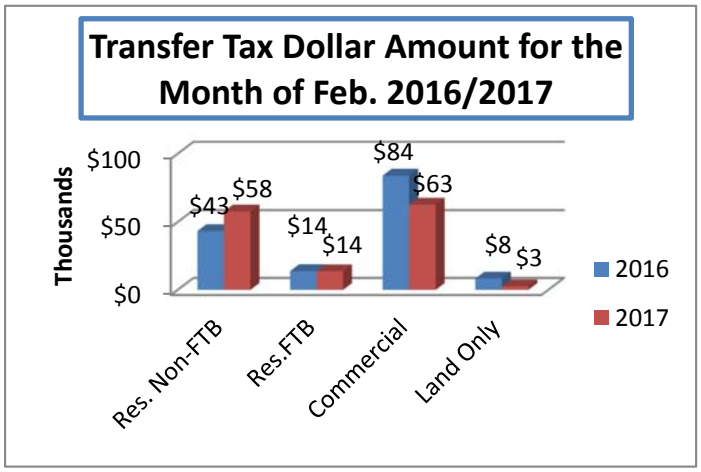
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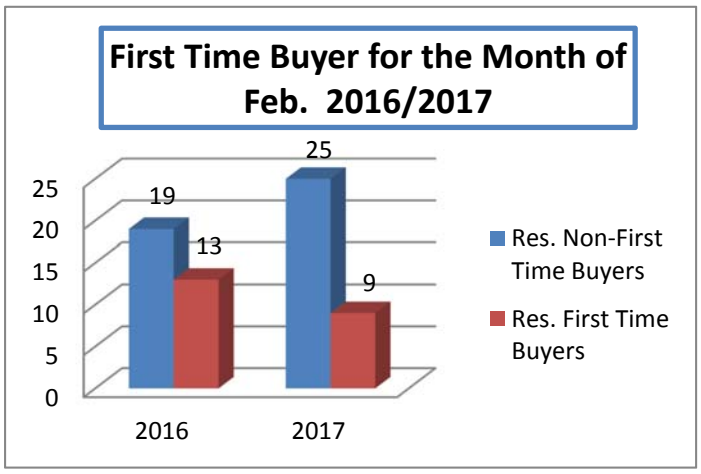
cc: Mr. Dave Hugg, Acting Director of Planning and Community Development
Mr. James Hutchison, Chair, Bicycle/Pedestrian Subcommittee

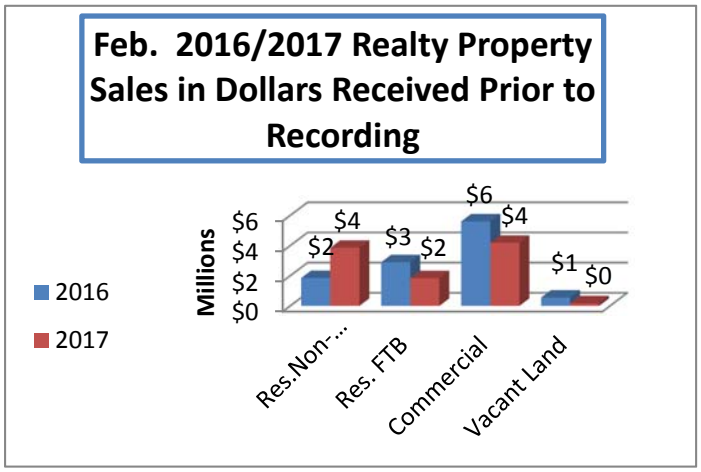
Monthly Report
February 2017

Office of City Assessor









Major Updates

	Dec-16	Jan-17	Feb-17
Assessment Change	$2,237,200	$2,928,100	$1,323,800

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
31	$5,044,700	$5,409,658	0.93	1.04

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

Points of Interest

Scanning & Filing

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

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

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

Assessor's Office

Exempt Audit

- The Board of Assessment Appeals met 3 times during the month of February to go over the Applications.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.00-03-07.00-	6	R50	4 SESKINORE CT	20		2016	1	1386	C+	VG	169,800	28-FEB-17	183,790	

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
002														
ED05-067.00-03-07.00-	6	R50	6 SESKINORE CT	20	2016		1	1602	C+	VG	181,500	22-FEB-17	219,635	

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
003														
ED05-067.05-01-14.00	18	R10	244 MEADOW DR	1	5	1990	2	2730	A-	AV	244,400	13-FEB-17	302,000	
ED05-067.09-03-28.00	3	R10	38 WHITEMARSH CT	1	6	1982	1.5	3022	B+	AV	278,200	23-FEB-17	270,000	
ED05-067.13-01-46.00	3	R10	283 CARNOUSTIE RD	1	5	1974	2	2278	B+	AV	211,300	01-FEB-17	229,900	
ED05-067.14-01-02.00	18	R10	83 MERION RD	1	3	1977	1	2156	C	GD	175,200	10-FEB-17	234,900	
ED05-067.14-03-12.00	2	R10	147 OLD FORGE DR	1	13	1976	2	1273	C-	AV	82,200	06-FEB-17	82,017	
ED05-067.19-03-36.00	17	R10	710 BICENTENNIAL BLVD	1	5	1987	2	2218	B	AV	184,900	28-FEB-17	220,000	
ED05-068.10-01-11.00	13	R10	640 NIMITZ RD	1	14	2016	1	1306	C+	AV	178,600	23-FEB-17	175,000	
ED05-068.14-01-68.00	13	R10	1225 GARFIELD DR	1	5	1966	2	1524	C+	VG	162,000	28-FEB-17	169,000	
ED05-068.19-05-36.00	14	R10	184 LEXINGTON PL	1	8	2009	2	1400	C+	GD	159,400	17-FEB-17	150,000	
ED05-068.19-05-74.00	14	R10	54 NICHOLAS DR	1	13	2010	3	2034	C+	GD	160,500	09-FEB-17	177,500	
ED05-068.19-05-86.00	14	R10	220 THORNTON ST	1	13	2006	3	1996	C+	GD	156,900	17-FEB-17	190,000	
ED05-068.19-06-03.00	6	R10	727 MARTA DR		14	2016	1	1352	B-	AV	182,800	23-FEB-17	221,580	
ED05-076.03-05-77.00	11	R10	66 WELLINGTON AVE		14	2016	1	1702	B+	AV	239,700	03-FEB-17	243,911	
ED05-076.05-01-21.00	14	R10	231 N CAROLINE PL	1	5	1992	2	2204	B-	AV	175,600	27-FEB-17	180,900	
ED05-076.05-04-01.045	102	R50	21 PAR HAVEN DR	1	20	1978	1	1008	C-	AV	43,300	27-FEB-17	31,500	
ED05-076.05-04-01.129	102	R50	103 PAR HAVEN DR	1	20	1978	1	1177	C-	AV	48,400	27-FEB-17	31,500	
ED05-076.06-02-33.00	2	R10	313 STONE BROOK PL	1	13	1984	2	1040	C-	AV	82,700	10-FEB-17	80,000	
ED05-076.06-02-90.00	2	R10	37 FIELDSTONE CT	1	13	1987	2	1302	C-	AV	88,100	03-FEB-17	105,000	
ED05-076.09-03-54.00	14	R10	373 NORTHDOWN DR		1	2017	2	1940	C+	AV	205,900	28-FEB-17	225,000	
ED05-076.20-02-28.00	12	R10	1144 YEARSLEY DR	1	14	1962	1	1723	C	GD	160,800	28-FEB-17	150,000	
ED05-077.05-01-39.00	8	R10	105 N STATE ST	1	1	1870	2	3245	A	VG	294,500	06-FEB-17	234,000	
ED05-077.07-01-60.00	6	R10	58 MORIARTY ST	1	8	2006	2	1424	C+	AV	146,500	14-FEB-17	146,000	
ED05-077.07-06-19.00	6	R10	325 NOB HILL DR		1	2016	2	1920	B-	AV	190,800	21-FEB-17	229,685	
ED05-077.07-06-85.00	6	R10	324 NOB HILL RD		1	2016	2	1920	B-	AV	172,600	21-FEB-17	203,940	
ED05-077.11-02-91.00	6	R10	982 S LITTLE CREEK RD	1	1	1965	2	1056	C	AV	119,400	27-FEB-17	144,900	
ED05-077.13-02-23.00	4	R10	907 S BRADFORD ST	1	1	1930	2	1896	C	AV	124,000	09-FEB-17	153,000	
ED05-085.06-01-02.00	11	R10	7 RIVERSIDE RD	1	5	2005	2	2104	B	AV	228,600	23-FEB-17	255,000	
LC05-058.17-04-53.00	1	R10	105 GORDON PL	1	11	1988	1	972	D+	AV	58,200	28-FEB-17	50,000	
LC05-068.10-01-64.00	13	R10	428 EAST WIND DR	1	8	1995	2	1869	C+	AV	137,900	01-FEB-17	120,000	

CITY MANAGER'S MONTHLY



REPORT

FEBRUARY 2017

City of Dover
Customer Services Department

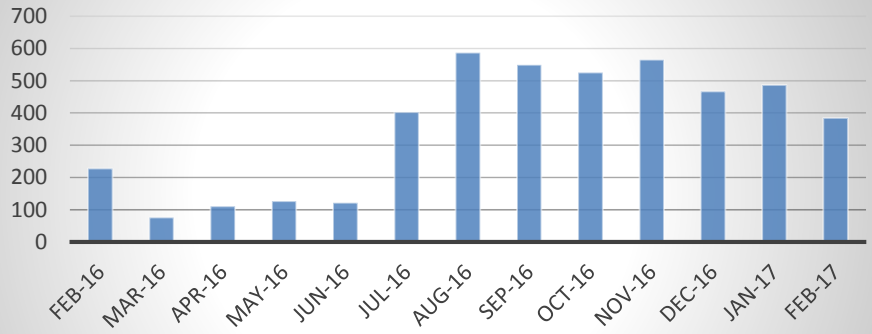
Major Program Updates	Feb 2017	Feb 2016	Difference	FY 2017 Year-to-Date	FY 2016 Year-to-Date
Number of Customers Served	20,398	20,743	(345)	184,069	170,473
Final Bills	1,530	613	917	5,966	5,628
Estimated Bills	252	242	10	1,760	1,865
Penalties Posted	$ 747	$ 12,538	(11,791)	$ 55,268	$ 123,667
Extensions of Credit - Amount Extended	$ 133,399	$ 68,750	64,649	$ 986,301	$ 820,964
Balance Transfers	$ (1,471)	$ 18,106	(19,577)	$ 6,715	$ 123,214
Utility Collections	$ 12,759	$ 25,942	(13,183)	$ 211,488	$ 344,392
Miscellaneous Billings	$ 49,882	$ 61,906	(12,024)	$ 978,091	$ 1,029,572
Taxes Levied	$ 341,903	$ 478,415	(136,512)	$ 341,903	$478,415
Billing Adjustments	$ 349	$ (1,467)	1,816	$ 349	($1,467)
Total Taxes Collected	$ (63,555)	$ 216,580	(280,135)	$ (63,555)	$46,463
Taxes Outstanding	$ 278,698	$ 430,486	(151,788)	$ 278,698	$430,486

Disconnect Summary Report
Feb-17

Date	Routes	Total on list	Total $	# Cut	$ Cut	Specials	$ Specials
TOTAL		921	$ 333,467.60	730	$ 201,379.59	49	$ 5,728.33

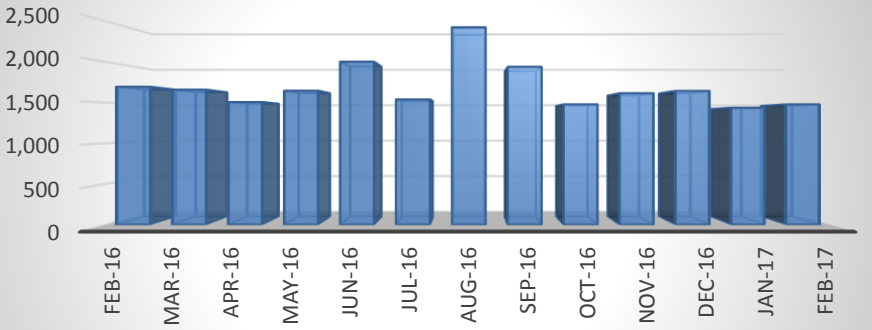
% of Cust Cut	85%	% of Total $ Cut	62%
Total Days Available to Cut	20	Average Accounts Cut Per Day	39
		Average Accounts Available to Cut Per Day	46

Payment Agreements / Extensions



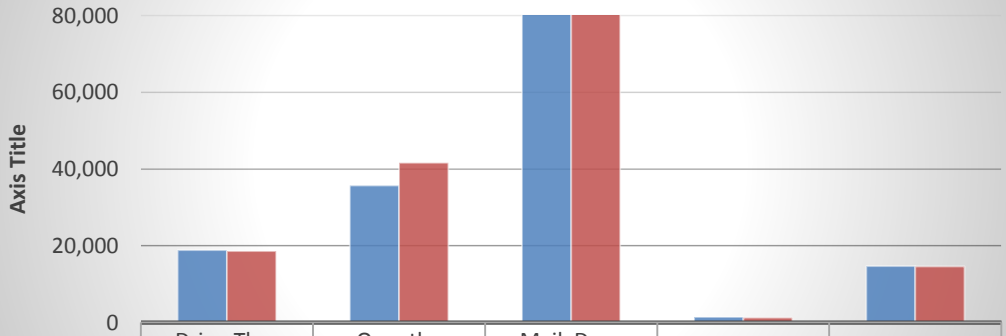
	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
Series1	228	76	111	127	122	402	587	549	525	565	467	487	385

Work Orders Processed



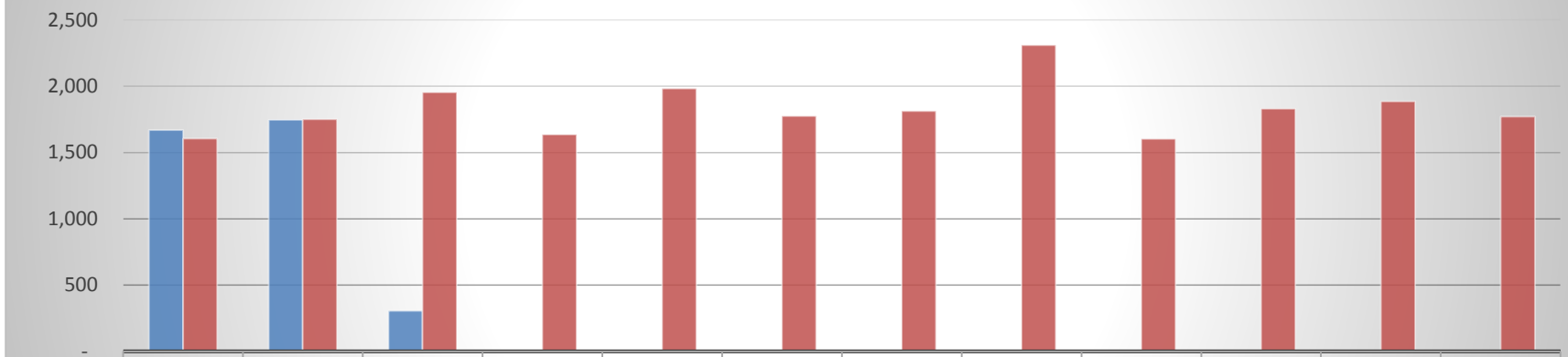
	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
Series1	1,694	1,659	1,507	1,646	2,002	1,539	2,423	1,939	1,478	1,615	1,643	1,437	1,478

CUSTOMER PAYMENT USAGE



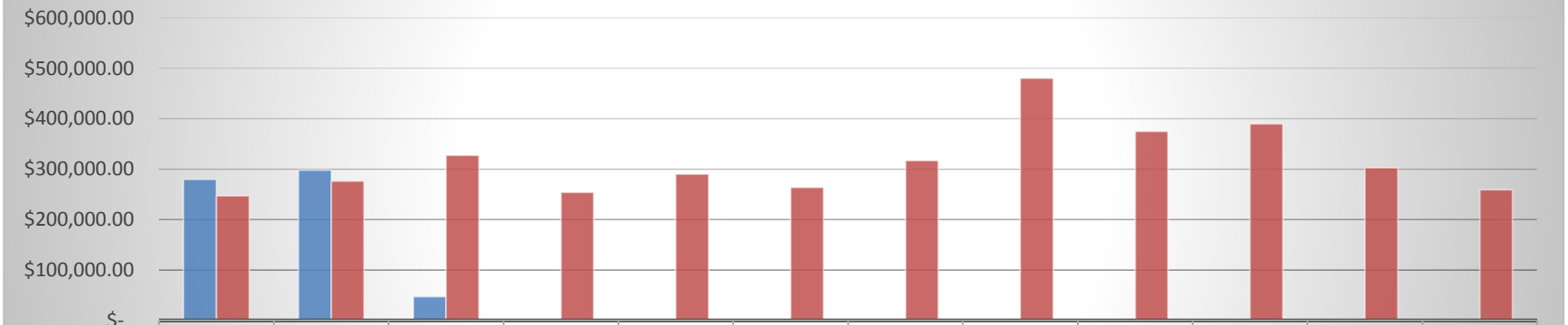
	Drive-Thru Window	Over the Counter	Mail, Drop Box	Credit Cards	Bank Drafts
2017 YTD	18,900	35,689	124,987	1,418	14,722
2016 YTD	18,636	41,603	121,051	1,267	14,577

Total Accounts Bank Drafted



	January	February	March	April	May	June	July	August	September	October	November	December
2017	1,668	1,747	306	-	-	-	-	-	-	-	-	-
2016	1,605	1,751	1,954	1,636	1,982	1,775	1,812	2,309	1,602	1,831	1,886	1,770

Customer Payments Made Through Bank Draft



	January	February	March	April	May	June	July	August	September	October	November	December
2017	$279,823.	$297,914.	$47,282.3	$-	$-	$-	$-	$-	$-	$-	$-	$-
2016	$247,351.	$276,553.	$327,013.	$253,729.	$289,793.	$263,957.	$317,148.	$480,391.	$374,575.	$389,971.	$302,860.	$259,092.

ELECTRIC DEPARTMENT

Electric Divisions

System Peak	
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
Jan 17	113.04
Feb 17	106.4

Total System Load	
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
Jan 17	63,172
Feb 17	54,811

Month	*outages*	*customers*
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
Jan 17	3	12
Feb 17	1	2

Number Customers Gained	
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
Jan 17	40
Feb 17	31

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
27.58	26.47	45.88

Controllable Outages *Annual goal is less than 40*		**Average Response Time** *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
1	19	19.0 Minutes	31.32 Minutes

PROGRAM UPDATES	FEB 17	FEB 16	FY17 YTD
Tree Trimming	393	294	5483
Number of Oil Releases	0	0	0
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	31	14	501

HUMAN RESOURCES
February 2017

Category	Feb 16	March 16	April 16	May 16	June 16	July 16	August 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Total
Caucasian*	296	299	301	302	301	297	294	296	301	302	300	299	296	n/a
Minorities*	67	68	67	70	70	70	69	71	72	72	71	71	71	n/a
Hired	2	9	3	3	3	3	0	5	9	3	1	5	1	47
Terminated/Resigned/ Retired/Other	2	5	2	0	4	8	4	1	1	2	4	6	4	43
Transferred/Promoted	1	1	4	0	1	2	2	2	0	0	2	2	0	17
Jobs Posted	2	5	10	2	3	5	7	3	3	1	7	2	6	56
Workers Comp. Injuries	0	1	4	2	0	3	3	3	6	3	0	2	2	29
Workers Comp. Hours	166	144	73	0	32	271	340	171	254	319	342	259	252	2623

343 Full-time Employees: Part-time Employees: 24 (*3 Pitts Center, 1 Recreation, 12 Library, 1 Customer Service, 1 Central Services, 5 Police Department, 1 Information Technology) -Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

Position Hired: T&D Coordinator (Electric)
Position Terminated/Resigned/Retired: Police Officer, Police Cadet, Meter Technician, Police Chief
Positions Posted: Customer Service Clerk I (Cashiers, full-time); Police Chief; Planner (Planning and Inspections); Library Clerk (part-time)

Recruitment Information
(Positions closed in February)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Two or More	Unknown	In Dover	Out Dover
Library Assistant (part-time)	33	23	6	4	5	24	1	-	-	-	3	13	20
Customer Service Clerk I (2) positions)	221	180	22	19	64	85	-	5	2	8	57	103	118
Electrical Engineer I	3	-	3	-	1	-	-	1	-	-	1	2	1

Open or Currently Recruiting*

Open or Currently Recruiting By Department	Feb 16	March 16	April 16	May 16	June 16	July 16	August 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17
Electric	4	5	5	5	3	4	4	3	3	4	4	4	4
Public Works	14	12	10	10	12	11	13	11	5	6	6	5	5
Police	2	4	4	1	2	2	3	2	1	1.5	3	5.5	6
All Other Departments	10.5	8	7	7	8	9.5	10	9	9	14	13.5	11.5	11.5
Totals	30.5	29	26	23	25	26.5	29	25	18	25.5	26.5	26	26.5

**Not used for Budgeting Purposes*

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

Electric: Engineering Fieldman I, Electrical Engineer I, Lineman 2nd class, Meter Technician
Public Works: Utility Maintenance Mechanic I; Lead Laborer (Grounds); Laborer II (Grounds); Water/Wastewater Maintenance Supervisor, Public Works Inspector
Police: Building Maintenance Craftsperson, (4) Cadet; LAN Analyst, (3) Police Officers
All Other Departments: Customer Service Clerk, (Collections); (1) Customer Service Clerk I (Customer Service); (1) Customer Service Clerk I (Cashiers); (1) Field Service Representative I (Customer Service-Meter Reading), LAN Analyst (Information Technology); Billing Supervisor (Customer Service); Customer Service Clerk I (part-time); Inspector I, (Fire Marshal); Customer Service Supervisor; Planner; (2) Passport Clerk (Library, part-time); Library Clerk (part-time); Library Assistant, (part-time)

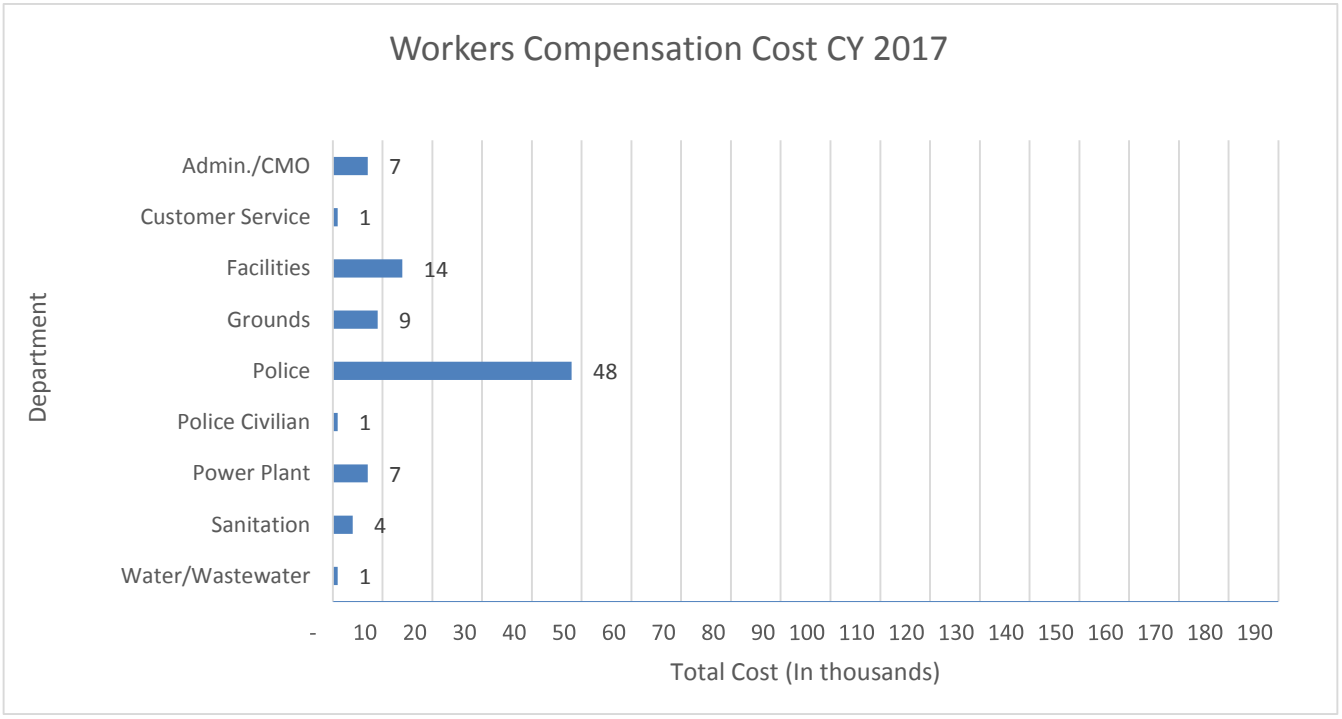
HUMAN RESOURCES
(Continued)

Turnover Statistics

	2010	2011	2012	2013	2014	2015	2016	2017
Total Turnover %	5.57	6.75	11.00	10.91	6.02	12.05	8.68	2.44
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	1.36
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	4.20	1.90	1.90
2012 Healthcare cost sharing implemented								
2013 Healthcare cost sharing implemented for DOE								
2016 RIF in Economic Development								

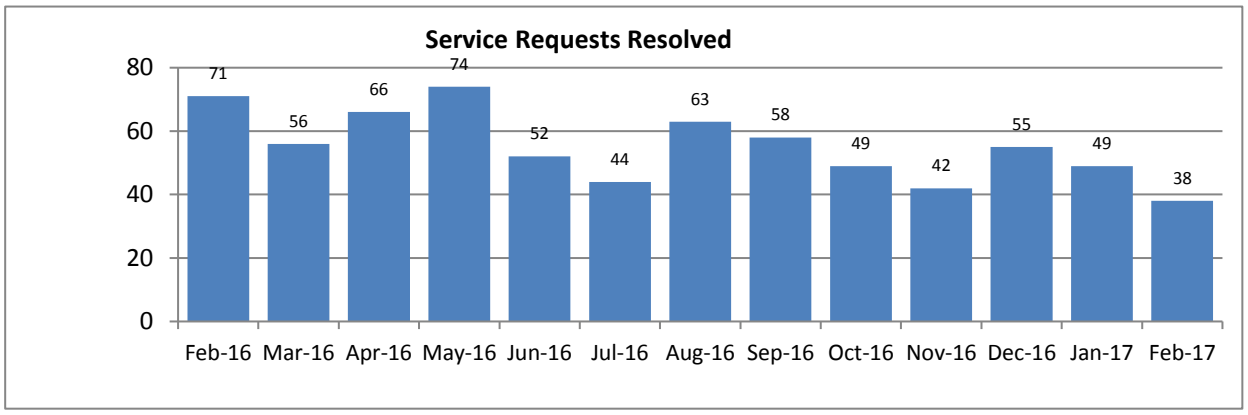
Average Employees

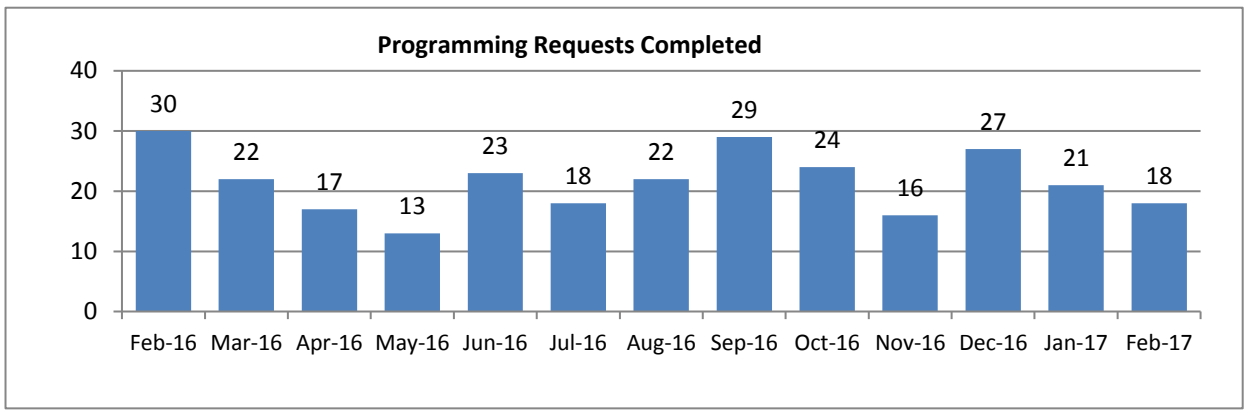
	2010	2011	2012*	2013*	2014	2015	2016	2017
Total Number of Employees Separating from Service	21	25	38	37	21	42	32	9
Average Number of Full-time Employees	362	356	333	325	331	333	340	344
Average Number of Part-time Employees	16	15	12	14	18	24	28	25
*** Healthcare cost sharing implemented**								

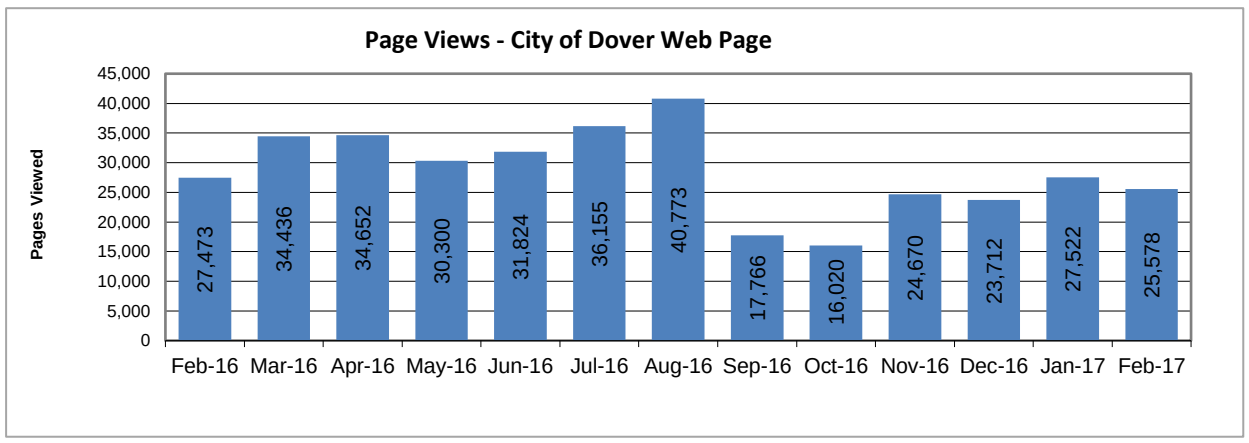


Total $92,000

INFORMATION TECHNOLOGIES







Noteworty:
Continuing work with Invoice Cloud
new SCADA Hardware Installed. Ready for vendor.
Completed Security check-up with Check Point
Completed hardware inventory
Met with Berry Dunn to establis requirements.

February 2017
Monthly Report

DOVER PUBLIC LIBRARY

Highlighted Special Events & Attendance:

"In Harmony..." Concert	120
Achaeological Society of DE Program	39
Tuesdays Film Series	66

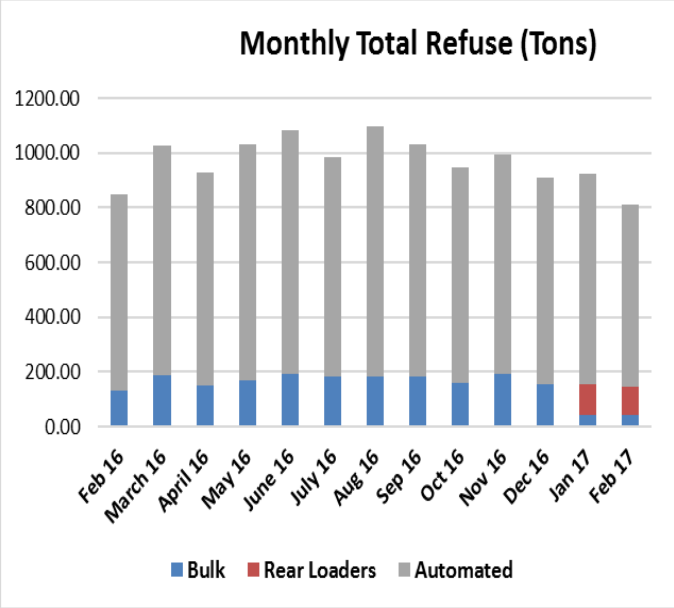
Total Items Checed Out:	29,332				**Programs:**	**Offered**	**Attended**
E-books:	2,149						
					Adult	65	759
New Library Cards:	270				**Teens**	36	266
					Children	52	859
Library Card Holders:	40,610				**Job Center**	27	219
Service Area Population:	*59,354*						
Library Visitors:	25,035						
Meeting Rooms Usage:	1,277						
Computer Users:	4,242						
Wireless Users:	1,833						
Items Loaned to/Received from Other Libraries:	6,553						

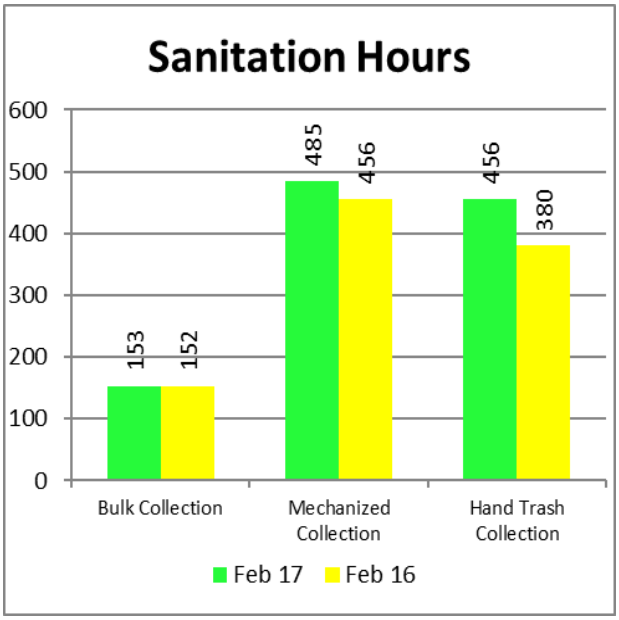
PUBLIC WORKS

Construction Inspection

Subdivisions *The following required inspection services*	***Site Development*** *The following required inspection services*
Seskinore Court Chestnut Grove Clearview Meadows Eden Hill Nottingham Meadows Senators Lakes Garrison Oak Technical Park Tall Pines	The Grande, Building 4 Chesapeake Utilities- Dover Campus Eden Hill Medical Center Reed Street Apartments Leander Lakes Eden Hill Commercial Center Islamic Society of Central Delaware Dover Behavioral Health Systems Phase II

Sanitation





	FEBRUARY 17	FYTD 17	FEBRUARY 16	FYTD 16
Trips to DSWA Sandtown Landfill	166	1,377	154	1,358
Total Tonnage to DSWA	811.14	7,698.48	847.20	7,647.67
90-Gallon Containers Delivered	71	509	28	446
300-Gallon Containers Delivered	0	0	0	0
Total Man Hours-containers Delivered	35	220	18	135

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
February 2017	18,722	9,361	241,800	12.92

Streets	FEBRUARY17	FYTD 17	FEBRUARY16	FYTD 16
Signed Installed	85	153	4	35
Signs Repaired	16	95	13	55
Curbs Painted Yellow (feet)	0	3,296	0	1,281
New Post Installed	26	76	10	59
Storm Catch Basins Repaired	0	9	1	10
Storm Catch Basin Repairing (Hrs.)	0	13.5	6	44
Storm Catch Basins Cleaned	1	42	59	315
Storm Catch Basins Cleaning (Hrs.)	4	36	23	65
Hot Mix Patching (Tons)	0	0	0	0
Hot Mix Patching (Hrs.)	0	0	0	0
Cold Mix Patching Hrs.)	20	85.25	0	41
Concrete Work (Hrs)	26	52	0	40
Concrete Patching (Cubic Yards)	1.27	5.27	0	0
Ditch Work (Hrs).	0	2	0	28
Street and Alley Maintenance (Hrs)	28.5	45	76	80
Street Sweeping (Miles)	1,402	9,831	933	7,016
Street Sweeping (Cubic Yards)	102	840.5	112	640
Leaves Collected (Cubic Yards)	83.5	12,023	0	11,992
Leaf Collection (Miles)	55	7,605	0	7,640

GROUNDS

Work Orders

Total Work Orders = 3	General = 0	Arborist = 3

Arborist Crew	February 2017	February 2016
Trees Trimmed	41	62
Trees Removed	6	2
Stumps Removed	18	0
Trees Planted	0	0
Root Pruning	0	0

Beautification Crew

Prepared for delivery of plug order.
Measured and designed flower beds.
Applied pre-emergent, fertilizer and weed killer.
Edged beds.
Trimmed small plants.
Reconditioned hanging baskets.

Completed new hanging basket diagram.
Soil testing performed in various flower beds.

Mowing Crew

General clean-up of areas that the City mows.
Assisted tree crews with trimming and removals.

Litter Removal

Litter is being picked up on City properties as per the weekly schedule.

Miscellaneous

Prepared newly delivered tractor for use in the field.
Moved field hockey goals from area for new salt barn.
Small Engine Mechanic attended Kohler engine training.
Heather Harmon passed her core pesticide test.
Completed 18 work orders.
Washed mowing equipment.
Trained new operators on all mowing equipment.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

City Clerk's Office	Created a Street Abandonment Map for the alley adjacent to 29 N Kirkwood St.
Other	Filled out ERP spreadsheet.
Planning & Inspections	Provided GIS data for parking study.
Planning & Inspections	Created a Collector App for Vacant Buildings.
Public Works	Provided training on programing feedback signs with tablet.
Public Works	Bi-Monthly Recycling Update.
Public Works	Updated the Parcels, Rentals, and Active AHIs layers.
Public Works	Calculated the Plotter Projects from July 2015-January 2016 and July 2016-January 2017.
Public Works	Updated the Zoning layer.
Public Works	Monthly Recycling Customer Update.

FLEET AND FACILITIES MANAGEMENT

Fleet Maintenance

PM Work Orders Completed:	**31**	Number of Tire Repairs:	**12**	Number of Road Repairs:	**8**
Other Work Orders:	**46**	Repair Hours:	**290.2**	Road Repair Hours:	**11.5**
Total Work Orders:	**77**	Fabrication Hours:	**36**	Misc. Hours:	**73.8**
PM Hours: **130**					

 # Of Scheduled PM's: 34
 # Of Scheduled PM's: Completed: 21

Major Program Updates

MEASURE	February 2017	February 2016	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	21 out of 34 61.74 %	18 out of 34 52.94 %	**+ 8.82 %**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	25 out of 26 96.15 %	20 out of 21 95.24%	**+ 0.91 %**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	1 out of 1 100 %	2 out of 2 100 %	**0 %**

Water/Wastewater Divisions

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

	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17
Total Water Prod.	203,656,000	176,510,000	173,574,000	122,328,000	132,009,000	139,873,000	126,731,000
Billed Consumpt.	179,460,000	184,214,000	159,687,000	133,279,000	114,760,000	114,760,000	150,473,000
Total Flow to County	158,799,000	125,583,000	169,995,000	114,255,000	114,682,000	141,147,600	115,346,000
City Readings	178,307,328	135,635,579	147,838,447	150,270,118	136,196,345	142,470,400	148,506,989

ENGINEERING SUMMARY

Major Program Updates	FEBRUARY 17	FEBRUARY 16	DIFF	FY17 YTD	FY16 YTD
State and Federal Violations	0	0	0	0	0
Water Quality Complaints	8	0	+8	675	57
Plan Review Completed Within 30 days of Submission	4	3	-+1	49	56

OPERATIONAL SUMMARY

Task	FEBRUARY17	FEBRUARY16	CURRENT FY
Water Production - Daily Average	4,526,107	4,726,172	1,278,769,000
Average Field Response Time (goal is <30 minutes)	21.00	16.08	17.31
Water Mains Repaired	0	2	14
Water Service Lines Repaired	0	0	8
Wastewater Mains Repaired	0	0	4
Wastewater Service Lines Repaired	1	0	3
Sewer Lines Flushed - linear feet	72,679	26,479	390,358
Sewer Mains Videoed -linear feet	462	569	8,508
Total Fire Hydrants in Service	1,839	1,820	1,839
Total Water Meters in City Distribution System	14,562	14,419	14,562

Monthly Management Committee Update

February 2017

Prepared By:
Arline Holloway
Client Services Manager
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Email: aholloway@teainc.org

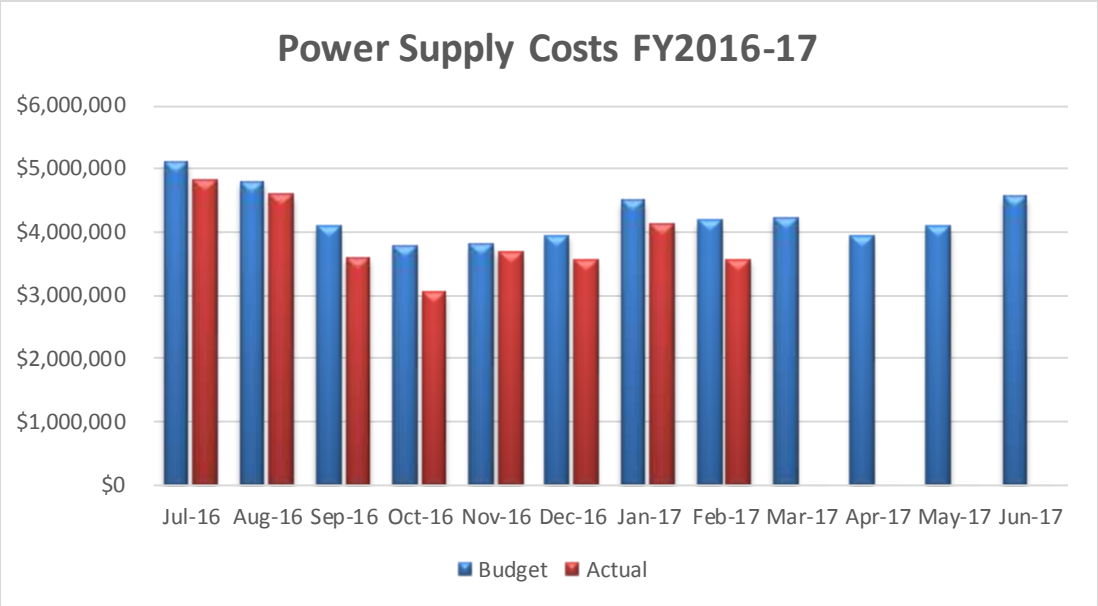
Date:
March 23, 2017

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I. EXECUTIVE SUMMARY

POWER SUPPLY SUMMARY



Overall Power Supply costs were $619,638 below budget, predominantly driven by lower PJM-Energy, Congestion and Losses and PJM-ARR Transmission and Fees. PJM Energy, Congestion and Losses charges for the month stepped down to $232,237.

Dover's budgeted cost for all power supply (capacity AND energy) was $71.30/MWh. The actual cost of all power supply (capacity AND energy) was $64.14/MWh.

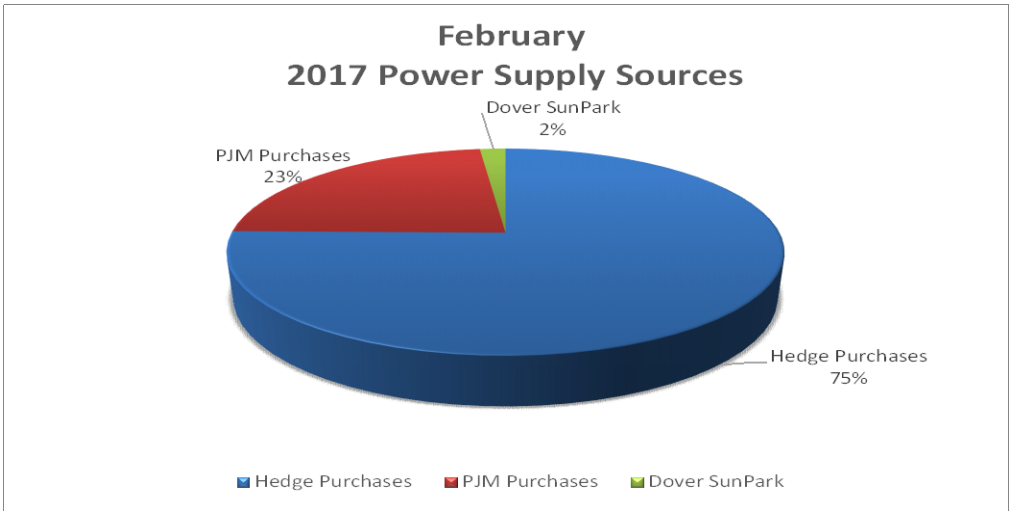
The actual cost of energy alone was $37.27/MWh as opposed to a budgeted energy cost of $44.73.

Dover's total load was 55,484 MWh versus a forecasted load of 58,600 MWh. Hedge purchases totaled 41,760 MWh, which was 75% of the actual load.

Dover's planned energy purchase from the SunPark solar installation was 1,151 MWhs. Dover's actual energy purchase from the SunPark installation was 986 MWhs.

Purchases from PJM (energy and fees) totaled $391,101. PJM Revenue (Generation Credits) totaled $154,428. The Grand Total owed to PJM for the month of August $236,672.

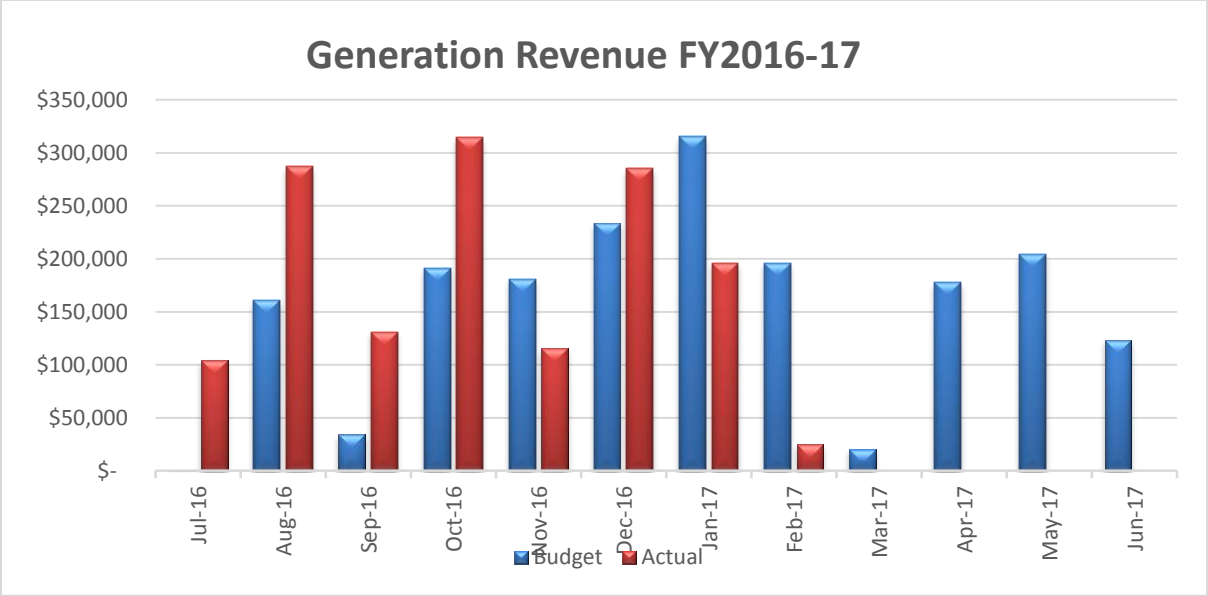
Supply Source Summary



Supply Variance

Purchased Power Variance Report:	February		
	Budget	**Actual**	**Variance**
Gross Load	58,600	55,484	3,116
Wholesale Load	57,449	54,498	2,951
Hedged Volume (MWh)	31,280	41,760	(10,480)
Unhedged Volume (MWh)	26,169	12,738	13,431
Dover SunPark Volume (MWh)	1,151	986	165
Renewable Energy Credits Volume	173	84	89
Hedged Cost ($/MWh)	$ 42.38	$ 40.61	$ 1.77
Unhedged Energy Cost ($/MWh)	$43.77	$18.23	$25.54
Solar Energy Cost ($/MWh)	$130.15	$141.38	($11.23)
Energy Costs ($/MWh)	**$44.73**	**$37.27**	**$7.46**
All-in Costs - Energy, Capacity and RECs ($/MWh)	**$71.30**	**$64.14**	**$7.16**

GENERATION SUMMARY



Net Generation Revenue for the month of February was $25,022 versus a budgeted revenue of $195,933.

Generation Breakdown:

City of Dover

Monthly Wholesale Generation

February 2017

Net Generation

Production Margin

				Formula
PJM - Generation				
	Economic and Reliability Dispatch	$	-	A
Natural Gas & Oil Consumption				
	Purchases for Generation	$	-	
	Natural Gas Transport	$	-	
	Eastern Shore Cashout	$	-	
	Oil Consumption	$	-	
	Subtotal: Natural Gas & Oil Consumption	$	-	B
Gross Production Margin		$	-	C = (A + B)
$/MWh Generation Production Gross Margin		$	-	E = (C/D)
PJM - Capacity				
	Generation Capacity Credit	$	571,504.64	
	Reactive Supply and Transmission Losses	$	43,067.70	
	Subtotal: PJM - Capacity	$	614,572.34	F
All in Generation Margin				
	All in Generation Margin Total	$	614,572.34	(G = C + F)

EMISSIONS SUMMARY

Emissions Allowance and Solar Renewable Energy Summary through February 28, 2017

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).

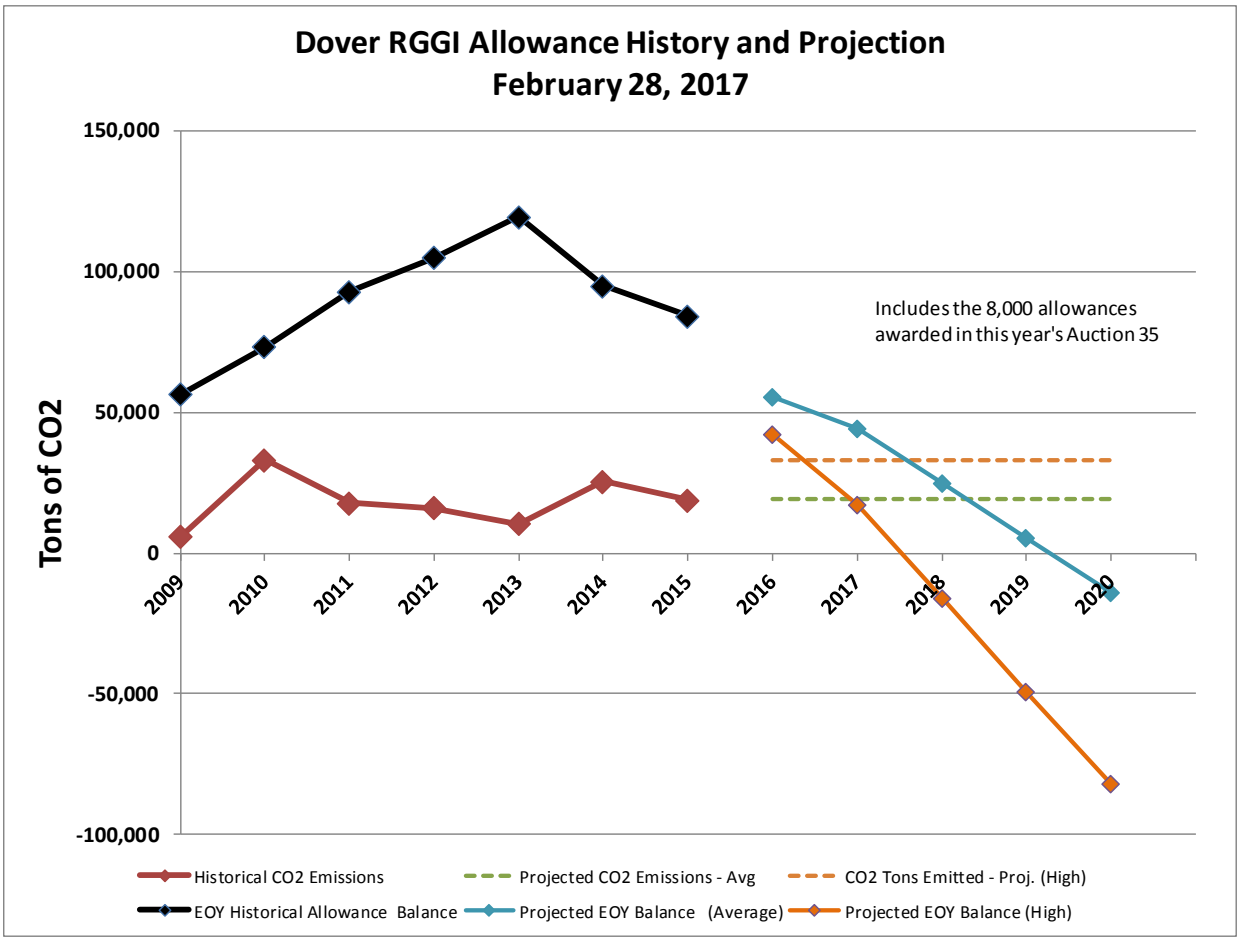
Dover had more than a sufficient number of RGGI allowances allocated to it to cover its requirements through the first compliance period (calendar years 2009-2011) and second compliance period (2012 – 2014). Any unused allowances are carried over ("banked") for subsequent years. The table below includes 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] March 17, 2017 Daily Power Report by SNL Energy

Dover, DE RGGI Allowance History and Forecast - February 2017									
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	**8,000**	N/A		82,934	19,384	33,000	44,167	16,934
2018	0		N/A			19,384	33,000	24,783	-16,067
2019	0		N/A			19,384	33,000	5,400	-49,067
2020	0		N/A			19,384	33,000	-13,984	-82,067

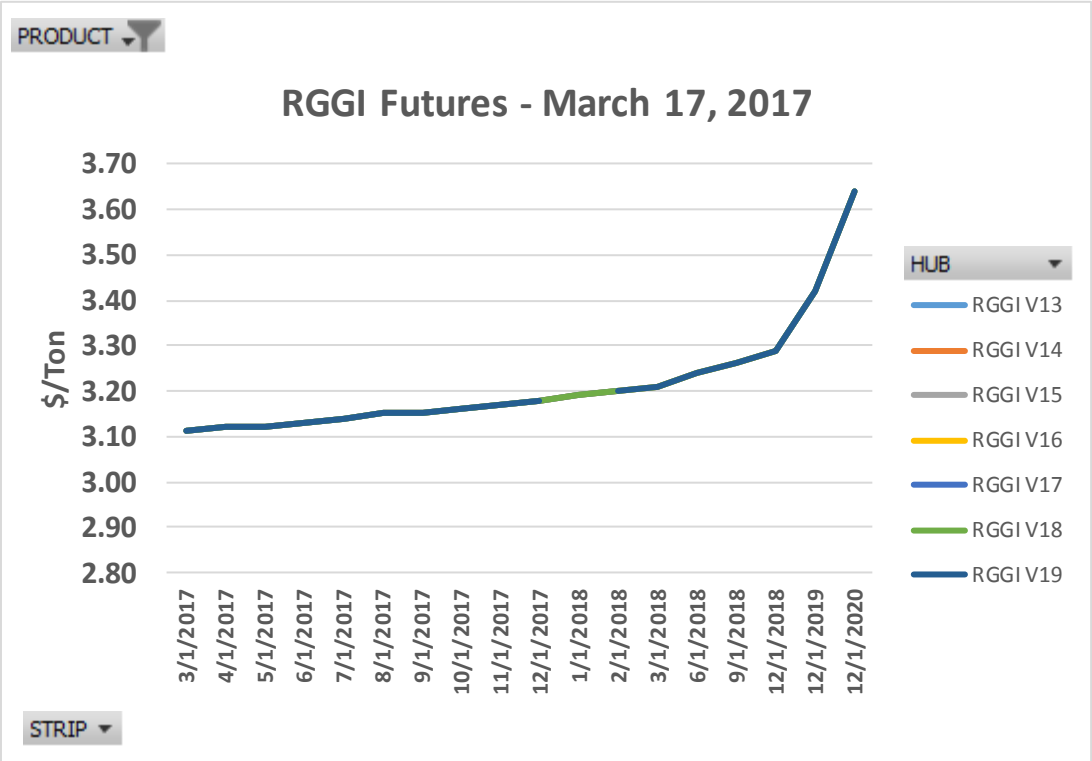
Subject to verification to NAES report.



In anticipation of needing additional RGGI allowances in the future, Dover has participated the eight out of the last ten 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
35	Mar 8, 2017	$3.00	8,000	$24,000
Totals			39,000	$186,010

After testing the $4.00 area in mid-February, RGGI prices experienced a sharp $0.81 sell-off to $3.11 during the past month. The combination of low power burn due to mild February weather conditions and a weak, undersubscribed California carbon allowance auction sent prices tumbling ahead of the March 8, 2017 auction. Dover purchased 8,000 allowances in Auction 35 at $3.00. The $3.00 clearing price was $0.55 (-15.5%) lower than the last quarterly auction held in December 2016, $2.25 (-42.9%) lower than the March 2016 auction, and it was the lowest clearing price since December 2013 ($3.00). The sharp reduction in the auction clearing price highlights the price uncertainty in the market. While bearish fundamentals (mild weather and growth of renewables) and the expected demise of CPP weigh on prices, the expected tightening of the emissions cap through the ongoing program review and the planned closure of Indian Point nuclear plant in the early 2020's could provide future upside risk.



Based on the March 17, 2017 ICE price of $3.11/ton for the March 2017 futures contract, the estimated market value of Dover's existing 82,934[2] ton RGGI allowance bank is $233,043.

Renewable Energy Certificates

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

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

Through the end of generation month January 2017, Dover had accumulated a net total of 7,346 SRECs from these renewable energy resources. This total includes SRECs reported in PJM's GATS account and Bonus allowances for Sun Park labor. This total was reduced by 2,941 SREC transferred to DEMEC for surrender on October 3, 2014 for the first compliance period, 2,861 SRECs and 574 bonus SRECs for the second compliance period on November 9, 2015, and 2,093 SRECs and 207 bonus SRECs for the third compliance period on November 22, 2016.

[2] Adjusted to reflect NAES totals and includes Auction 35 purchase. Subject to verification from RGGI COATS account.

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

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

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

SREC Vintage (June 1 – May 31)	Market Clearing Price	PJM-GATS Balance Before 2014/15 Compliance	10% Bonus SRECs for Sun Park Labor(3)	Transferred to DEMEC for 2014/15 Compliance		Net SREC Balance After Transfer and Surrender	Market Value
				GATs	Bonus		
2011/2012	$0.00	0	290.2		290.2	0	$0
2012/2013	$0.00	2,173	215.7	2,173	215.7	0	$0
2013/2014	$0.00	2,701	268	2701	268	0.0	0
2014/2015	$7.00	2,685	266.3	80	7.1	2,864.2	20,049
2015/2016	$7.00	2,586	168	0	0	2,754.0	19,278
2016/2017	$7.00	1,728	0	0	0	1,728.0	12,096
Totals		**11,873**	**1,208.20**	**4,954**	**781**	**7,346.2**	**$51,423**

TEA continues to recommend to Dover to retain these allowances for compliance with its Renewable Portfolio Standard (RPS). Additionally, Dover will need to acquire additional SRECs resources in future years. It is apparent that Dover's portion of SRECs produced by White Oak Solar Energy Center will not be sufficient future years as the compliance requirements increase. DEMEC has indicated that it expects to have excess SRECs available for Dover's compliance requirements. This and other alternatives will need to be evaluated in the near future.

Risk Management Summary

Except for the current planning year; Forward prices decreased overall.

PY	Hedge Ratio	Blended Cost ($/MWh)	Monthly Change ($/MWh)
2016-17	68%	$ 37.26	$0.05
2017-18	56%	$ 37.98	($0.10)
2018-19	88%	$ 37.39	($0.06)
2019-20	80%	$ 34.66	($0.10)
2020-21	56%	$ 33.40	($0.28)

II. BUDGET REPORT

	Budget Feb	Actual Feb	Variance
Gross Load	**58,600**	**55,484**	**3,116**
Power Supply			
Hedged Energy	$ 1,325,800	$1,696,059	$ (370,259)
PJM - Energy, Congestion & Losses	$ 1,145,500	$232,237	$913,263
PJM - ARR, Transmission and Fees	$ 633,650	547,058	$86,592
Dover SUN Park Energy	$ 149,800	$139,397	$10,403
Dover SUN Park RECs	$ 18,300	$11,180	$7,120
RECS (Solar and Non-Solar)	$ 56,100	$56,100	$0
RGGI Credit Costs	$ -	$0	$0
Management Fees	$ 69,583	$69,583	$0
PJM - Capacity UCAP Obligated Purchased	$ 779,400	$806,881	($27,481)
Subtotal - Power Supply	**4,178,133**	**$3,558,495**	**$619,638**
Power Generation O&M			
Plant O&M	$ 456,425	$ 589,550	$ (133,125)
Subtotal Generation O&M	**456,425**	**$ 589,550**	**$ (133,125)**
Power Generation Production Margin			
PJM - Economic and reliability dispatch	$ (113,300)	$0	($113,300)
Fuel Costs - Natural Gas	$ 56,000	$0	$56,000
Fuel Costs - Oil	$ -	$0	$0
Testing Costs	$ 5,542	$0	$5,542
Subtotal Generation Production Margin	**(51,758)**	**$0**	**$ (51,758)**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	$ (570,600)	($571,505)	$905
Emissions Allowance Sales	$ -	$0	$0
Reactive Supply - Gas	$ (30,000)	($43,068)	$13,068
Subtotal - Non-Production Revenue	**(600,600)**	**($614,572)**	**$13,972**
SubTotal - All Generation	**$ (195,933)**	**($25,022)**	**$ (170,911)**
Total - Utilities Cost	**$3,982,200**	**$3,533,473**	**$448,727**
Unit Costs			
Total - Power Supply	$71.30	$ 64.14	$7.16
Total - Power Generation	($3.34)	($0.45)	($2.89)
Final Cost of Service to City of Dover Ratepayers	$67.96	$63.68	$4.27

February Variance Analysis

- **Power Supply**
  - Dover consumed 3,116 MWh less than forecasted for the month.
  - Dover saw an unfavorable variance for budgeted Hedged Energy of $370,259.
  - Dover experienced a favorable variance for budgeted PJM - Energy, Congestion & Losses of $913,263 and a favorable variance for PJM ARR, Transmission and Fees of $86,592.
  - The City of Dover realized a favorable variance of $619,638 for power supply vs. the monthly budget.
  - Dover Sun Park generated 165 MWhs less than forecasted.
  - This resulted in a net power supply cost positive budget variance of $7.16/MWh below budget.
- **Generation**
  - Non Production Revenue had a favorable variance of $13,972.
  - Net All Generation Revenue had an unfavorable variance of $170,911.

	Budget YTD	Actual YTD	Variance
Gross Load	**516,000**	**528,977**	**(12,977)**
Power Supply			
Hedged Energy	$ 11,309,900	$14,024,163	$ (2,714,263)
PJM - Energy, Congestion & Losses	$ 8,480,700	$3,988,993	$4,491,707
PJM - ARR, Transmission and Fees	$ 5,069,250	3,559,557	$1,509,693
Dover SUN Park Energy	$ 1,277,600	$1,186,605	$90,995
Dover SUN Park RECs	$ 228,400	$195,438	$32,962
RECS (Solar and Non-Solar)	$ 448,800	$448,800	$0
RGGI Credit Costs	$ 64,650	$9,080	$55,570
Management Fees	$ 556,664	$556,664	$0
PJM - Capacity UCAP Obligated Purchased	$ 6,764,600	$7,002,713	($238,113)
Subtotal - Power Supply	**34,200,564**	**$30,972,013**	**$3,228,551**
Power Generation O&M			
Plant O&M	$ 4,362,200	$ 4,040,880	$ 321,320
Subtotal Generation O&M	**4,362,200**	**$ 4,040,880**	**$ 321,320**
Power Generation Production Margin			
PJM - Economic and reliability dispatch	$ (737,865)	($1,348,553)	$610,688
Fuel Costs - Natural Gas	$ 281,086	$1,252,993	($971,908)
Fuel Costs - Oil	$ -	$1,123	($1,123)
Testing Costs	$ 44,333	$0	$44,333
Subtotal Generation Production Margin	**(412,445)**	**($94,437)**	**$ (318,009)**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	$ (4,951,700)	($4,959,844)	$8,144
Emissions Allowance Sales	$ -	$0	$0
Reactive Supply - Gas	$ (240,000)	($445,850)	$205,850
Subtotal - Non-Production Revenue	**(5,191,700)**	**($5,405,694)**	**$213,994**
SubTotal - All Generation	**$ (1,241,945)**	**($1,459,251)**	**$ 217,306**
Total - Utilities Cost	**$32,958,619**	**$29,512,762**	**$3,445,856**
Unit Costs			
Total - Power Supply	$66.28	$ 58.55	$7.73
Total - Power Generation	($2.41)	($2.76)	$0.35
Final Cost of Service to City of Dover Ratepayers	$63.87	$55.79	$8.08

III. Operations Management

Operations Summary

Executive Summary:

During the month of February, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 778 days through February 28, 2017 without a Lost Time Accident (LTI) and 684 days since the April 16, 2015 recordable accident. There was one Near Miss reported in February 2017 at McKee Run Generating Station.

No McKee Run or VanSant Units were dispatched during the month of February by PJM, TEA or The City of Dover. The VanSant starting diesel was exercised four times during the month with no issues to report.

Monthly Budget Variance - The actual expenses for the month of February are $589,550 against a budgeted amount of $443,065 for an unfavorable variance of $146,485 or 33.06%. The variance was due to the following:

- The Labor Budget expense had an unfavorable monthly variance of $125,607 was due to 3 payrolls being expensed versus the 2 that were budgeted. A portion of this negative variance was offset by the change in employee staffing assignments and lower than anticipated increase in labor costs. As a result, this impacted three (3) labor accounts – Straight Time, Overtime, and Labor Burdens.
- The Materials and Supplies area had an unfavorable monthly variance of $3,919, which was due to the timing of invoices for the employee safety shoes. This item was budgeted for in January but invoices not booked until February.
- The Administrative area had an unfavorable monthly variance of $1,590, which was primarily due to timing of insulation work that was completed earlier in the fiscal year than was anticipated. This was originally budgeted for April. In addition the costs for electricity and heating gas were higher than anticipated.

NAES Corporation
Dover, Delaware

February 2017 Monthly Report



3

New Plant Manager Stacy Johnson joined our team in February

Cover picture: Stacy Johnson took control of the McKee Run/VanSant Generating Station on February 13, 2017 from outgoing Plant Manager, Don Mordus. We welcome Stacy to our team!

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9.0 "Value Added" Accomplishments

1.0 Environmental, Health and Safety

During the month of February, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 778 days through February 28, 2017 without a Lost Time Accident (LTI) and 684 days since the April 16, 2015 recordable accident. There was one Near Miss reported in February 2017 at McKee Run Generating Station. Employee was moving quickly to take a seat prior to start of Team Meeting. When employee turned to sit, his leg slid out from under him and he started to fall to the ground. Employee caught himself by grabbing a nearby table. No injuries sustained and root cause analysis determined operator wore old work boots with worn sole.

During the month of February, no industrial wastewater was discharged to the Kent County Public Works sewer treatment plant. As required by the permit, a monthly Significant Industrial User (SIU) Report was submitted indicating no discharge occurred to the Kent County treatment facility. The City of Dover (COD) submitted the monthly electronic NPDES Discharge Monitoring Report (e-DMR) to DNREC indicating that McKee Run did not sample any storm water outfalls.

COD submitted the 2016 SARA/TIER II report to DNREC before the March 2017 deadline. Nineteen (19) of 26 staff attended the annual First Aid/AED/CPR certification training. The remaining staff will be certified in March.

The Compliance Coordinator attended the 2017 NAES Safety Conference in New Orleans and brought back several safety ideas such as remote racking systems, importance of lock-out/tag-out, NFPA 25 water-based fire protection systems, hearing conservation, injury management, new Gensuite incident management system and more. A vendor was invited to McKee Run to demonstrate remote racking systems for 4160 Kv breakers. Proposal is forthcoming.

1.1 Environmental, Health and Safety Tables

Environmental, Health and Safety Statistics			
	February	**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	1	1	
Restricted Workday Accident	0	0	
Near Miss	2	5	
Man Hours Worked	**3705.5**	**32795.25**	
Date of OSHA Recordable:	4/16/2015	**Days since last Recordable:**	**684**
Date of Lost Time Accident:	1/12/2015	**Days since last LTA:**	**778**

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
2017	0						
		Total SO2 Allowance Balance:				15,026.52	

4

CO2 Allowance Summary											
CO2 Allowances	Quarterly Unit CO2 Emitted				Current Period CO2 Purchases	Reporting Period Total CO2 Emitted		Total CO2 Emitted		RGGI-COATS Account Balances*	
	U1	U2	U3	U11	New Purch	MR	VS	MR	VS	MR	VS
2015 and before						194,244	7,799			77,282	6,788
2016-1	0	0	2,556	391	8,000			2,556	391	82,726	6,397
2016-2	0	0	634	73	6,000			634	73	88,092	6,324
2016-3	0	0	20,930	307	2000			20,930	307	69,162	6,017
2016-4	0	0	20	225	0			20	225	69,142	5,792
2016 Total	0	0	24,140	996	16,000			24,140	996	69,142	5,792
1/4/2017 credit xfer						**(2,000)	2,000			67,142	7,792
2017-1	0	0	0	0	***0			0	0	69,142	7,792
2017-2											
2017-3											
2017-4											
2017 Total	0	0	0	0				0	0	**69,142**	**7,792**

5

[4] *2015 SO2 tons emitted were modified in 2016 by COD to reflect DNREC's request to change 2015 SO2 emission factors.
[5] Not actual RGGI balances, NAES' accounting of allowance balance per COMPAS reports and emissions for the year. COD transferred 2,000 allowances from McKee Run's RGGI account and into Vansant's account on 1/4/2017 as part of the annual reconciliation. In the January 2017 Monthly Report, 2,000 new allowances were mistakenly entered into the purchase column. They have since been removed

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 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 - 2017				
Month	**Gas Combusted (MMBtu)**	**#2 FO Combusted (MMBtu)**	**Net Generation (WM)**	**Gas Combustion Needed (Mcf)**
Jan	0	70.71	0	609.9
Feb	0	0	0	609.9
Mar				
Apr				
May				
Jun				
Jul				
Aug				
Sept				
Oct				
Nov				
Dec				
	YTD Fuel Oil Combustion in MMBtu = >	**70.71 (MMBtu)**	**Gas Combustion required for Title V Compliance (Mcf) = >**	**609.9 (Mcf)**

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

Van Sant Unit 11				
Year	**Months Included**	**Total MW Generation on #2 Fuel Oil**	**MW Generation Allowed on #2 Fuel Oil**	**3 Yr. Rolling Average**
2014	January-December	1,316.11 MW	69,483.89 MW	1,316.11 MW
2015	January-December	2,237.05 MW	68,562.95 MW	1,776.58 MW
2016	January-December	483.12 MW	70,402.39 MW	1,316.77 MW
2017	January-December	0		

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.

February 2017			
	Actual	Budget	Variance
Personnel	$400,507	274,900	($125,607)
Materials & Supplies	$16,119	$12,200	($3,919)
Administrative Expenses	$172,924	$155,965	($16,959)
Total	**$589,550**	**$443,065**	**(146,485)**

July 2016 thru February 2017			
	Actual	Budget	Variance
Personnel	$2,142,791	$2,569,800	$427,009
Materials & Supplies	$212,802	$173,300	($39,502)
Administrative Expenses	$1,685,285	$1,683,695	($1,590)
Total	**$4,040,878**	**$4,426,795**	**$385,917**

2.1 Variance analysis:

The actual expenses for the month of February are $589,550 against a budgeted amount of $443,065 for an unfavorable variance of $146,485 or 33.06%. The variance was due to the following:

PERSONNEL EXPENSES – An unfavorable monthly variance of $125,607 was due to 3 payrolls being expensed versus the 2 that were budgeted. A portion of this negative variance was offset by the change in employee staffing assignments and lower than anticipated increase in labor costs. As a result, this impacted three (3) labor accounts – Straight Time, Overtime, and Labor Burdens.

MATERIALS AND SUPPLIES EXPENSES - An unfavorable monthly variance of $3,919 was due to the timing of invoices for the employee safety shoes. This item was budgeted for in January but invoices not booked until February.

ADMINISTRATIVE EXPENSES – An unfavorable monthly variance of $1,590 was primarily due to timing of insulation work that was completed earlier in the fiscal year than was anticipated. This was originally budgeted for April. In addition, the costs for electricity and heating gas were higher than anticipated.

3.0 Operations

Unit Operations / Outages / Trips: No McKee Run or VanSant Units were dispatched during the month of February by PJM, TEA or The City of Dover. The VanSant starting diesel was exercised four times during the month with no issues to report.

Month of February 2017							
		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)	35.520	35.520	125.500	196.540	36.261	196.576
Fuel Gas Used:	(MMBTU)	0	0	0	0	0	0
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	0	0	0	0
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%	100.00%	100.00%	100.00%	100.00%
Commercial Unavailability :	(%)	0%	0%	0%	0%	0%	0%
Planned Outage Hours	(HRS)	0	0	0	0	0	0
Maintenance Outage Hours:	(HRS)	0	0	0	0	0	0
Forced Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Equivalent Derate Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Reserve Shutdown Hours:	(HRS)	672	672	672	2,016	672	2,688
HW Boiler Gas Usage:	(MMBTU)				967,637		967,637

2016-2017 Fiscal Year - July 2016 thru February 2017							
		McKee Unit 1	McKee Unit 2	McKee Unit 3	MRGS TOTAL	VanSant Unit 11	Total ALL Units
Capacity:	(MW)	17	17	102	136	42	178
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	3,106,740
Auxiliaries purchased:	(MWh)	244,505	244,505	1,661,391	2,150,397	145.226	2,150,542
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	70.652	70.652	0	70.652
Fuel Oil Used:	(Gallons)	0	0	513	513	0	513
Total Fuel:	(MMBTU)	1,231.944	1,019.223	351,468.360	353,719.527	9,078.597	362,798.124
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:	(%)	0.07%	0.05%	4.95%	3.73%	0.28%	2.91%
Availability Factor:	(%)	98.39%	98.39%	77.71%	91.49%	93.27%	91.94%
Commercial Unavailability :	(%)	1.61%	1.61%	22.29%	8.51%	6.73%	8.06%
Planned Outage Hours	(HRS)	0	0	1,097	1,097	387	1,676
Maintenance Outage Hrs:	(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)	5,728.550	5,730.750	3,823.476	15,279.776	5,424.062	20,706.838
HW Boiler Gas Usage:	(MMBTU)				2,604.682		2,604.682

Fuel Oil Inventory (#2 Fuel Oil)							
	Monthly Starting Inventory	Monthly Ending Inventory	Fuel Monthly Purchase	Monthly Inventory Change	FY16-17 Starting Inventory	Fuel Purchase FYTD	FY16-17 Inventory Change
McKee Run	854,813	854,813	0	(0)	862,307	0	7,494
Van Sant	218,778	219,789	0	1,011	222,992	0	3,203

Van Sant Lifetime through February 2017			
	Actual Starts	**Factored Starts**	**Fired Hours**
Van Sant	1,435	2445.55	4,449.3
Since HGP–2004	293	777.85	1,065.72

[6]

[6] *Hot Gas Path inspection

3.1 Team Report:

The Operations Department continues to utilize the on duty Day Shift Team to support plant operations, general maintenance of the plant and support maintenance department by successfully completing Preventative Maintenance (PM) work orders and other plant related PM tasks.

The Operations Team completed GPI Learning courses for the month of February. 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.

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 105 new work orders issued with 103 work orders being completed, and 61 of the back logged work orders completed during the month. There was 1 new Safety Work Orders entered into the plant's Computerized Maintenance Management System (MP2) for the McKee Run site during the month and 1 was 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	2	5	7	0	1	1	2	6
	CM	27	13	40	4	11	15	23	25
	EW	3	0	3	1	0	1	2	2
	PM	19	65	84	7	54	61	12	23
	SW	0	1	1	0	1	1	0	0
Site Totals		**53**	**86**	**139**	**12**	**68**	**80**	**41**	**59**

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	6	1	7	1	0	1	5	6
	EW	0	0	0	0	0	0	0	0
	PM	23	18	41	7	15	22	16	19
	SW	0	0	0	0	0	0	0	0
Site Totals		**29**	**19**	**48**	**8**	**15**	**23**	**21**	**25**

Notable activities during the month include:

The Maintenance staffs repaired and replace the floor drain lines in the DI. The drain lines have corroded and water was not draining from the system properly. The concrete floor was removed and the lines replaced with the proper drain line that is chemical resistant. New floor drains were installed for better floor drainage. The concrete floor was poured and the system was returned to service.

The IC&E staff responded to an issue with the alarm panel not working correctly on Unit 3. There were two panels out of the five that were not working. The technicians troubleshot the issue and determined that the power supply for the alarm panel was bad. A new power supply was installed and the alarm panel was returned to service with no issues.

The Maintenance and IC&E staff installed a new acid day tank in the DI. The old tank has a leak at one of the pipe connection. The tank was in need of a complete replacement. A new tank was installed and also new controls were added to the tank to ensure that the acid would not over flow. The new controls make this operation of filling the acid day safer.

John de Bloois attended a certification NFPA 70E class. This class taught the regulation and safety of the NFPA 70E requirement. At the end of the training a test was given for a certified technician. John passed the certification test and is the onsite NFPA 70 E technician.

During the operational rounds it was discovered that the fall prevention device for the hydrogen cylinders had failed. A work order was written and a new device was installed by the maintenance mechanic. This could have resulted in a safety issue if a cylinder had fallen over.

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: 2 meters with built in modems are to be replaced by vendor at request of site personnel. Meters drop off line every 4 days. 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: Completed. Schedule: Completed.
EG1612	Van Sant Exhaust Plenum Replacement	Progress: Parts for repair to baffle/gap area received, contractor will be on site March 13, 2017 to install baffle plates over gap area in exhaust stack. Schedule: Materials on site. Installation to be completed spring Outage 2017.
EG1613	McKee Run Unit #3 Boiler Stack Repairs	Progress: Completed. Schedule: Completed.
EG1701	Van Sant Major Overhaul	Progress: Assessed spare parts needed for overhaul with GE Field Engineer. Comparing their list with the items already in inventory. Schedule: Awaiting quote from GE for recommended spare parts and have solicited other quotes for comparison. Verify that consumable parts already in our inventory system.
EG1702	Unit #3 Boiler System Repairs	Progress: Awaiting boiler tube metallurgical analysis results from Riley-Babcock Power. This will determine course of action for the buckstay weld issue. Schedule: Unit #3 boiler super heater and re-heater clip replacement, de-aerator heater and storage tank inspection to be planned Fall 2017 Outage. Replace Unit #3 boiler drum vent valves.
EG1703	McKee Run Building Equipment Replacement	Progress: Determining the need and priorities for repairs / refurbishment. Schedule: Past CIP EG1601. Administrative building heating and cooling systems, roof repairs, and DI room modifications.
EG1704	U3 Hydrogen Purity Analyzer	Progress: Proton Energy Systems / On-Site Gas provided information on hydrogen conditioner and purity analyzers during a vendor site visit. Schedule: Requested additional quotes & information for comparison bids. 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. 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 but work must be done to be ready for 2018.
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. Schedule: This project was EG1607. Service water, cooling water booster, and hot water circulating water pump replacements.
EG1709	U3 Circ Water Piping Inspection/Repairs	Progress: Reports received. Working on developing a scope of work for repairs and pipe cleaning and relining. Schedule: Send out RFP for repairs required on return piping for fall 2017 work once scope of work is determined and agreed to by the City.
EG1710	McKee Run / Van Sant Safety and Compliance Improvements	Progress: Evaluated bids and awarded to Forrest Fence Company. Schedule: Work to begin in March / April time frame weather dependent.

EG1711	McKee Run / Van Sant Structural Preservation	Progress: Purchase paint and preservation equipment. Schedule: Plan to begin painting as work load allows and weather permits. Note this project was CIP EG1611.
EG1712	Van Sant Remote Start	Progress: Purchase computers and installation work. Schedule: Plan to begin testing by the end of this month.

6.0 General Plant Information

An incident occurred on February 4th, 2017 where airborne dust particles were blown upwards in a work area and managed to get access to an employee's eye behind his safety glasses. Employee washed his eye at an eye wash station for 10 minutes, then was taken to Bay Health for additional flushing and evaluation and he didn't feel that the particulate was flushed. He was released and returned to work the same day with no additional complaints or issues with his eye. This incident did not meet the criteria for being considered a reportable injury.

New Plant Manager Stacy Johnson's first day was February 13, 2017. In his new role, Stacy will be replacing Don Mordus who has become an Operational Director for NAES.

His background includes experience as Instrumentation, Controls, & Electrical Technician, Maintenance Manager, Superintendent of CFC Electrical & Control Maintenance, and Superintendent of Operating in both fired boiler and combined cycle gas turbine plants, and interim Plant Manager. Stacy also served as the Maintenance Manager at the Redbud Energy Facility which was operated by NAES from 2002 through 2009. Stacy and his family are relocating to Delaware from Claremore, Oklahoma. Stacy's family includes his wife, Sammi, and five sons, Corbin, Ethan, Spencer, Augustus and Tabor. The McKee Run staff welcomes Stacy to the facility and looks forward to working with him.

7.0 Training

Safety Topics discussed during the February monthly safety committee meeting were reviewed by the entire staff. The monthly safety topic was reviewed and discussed during the meeting. 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.

All staff began utilizing GPi Learn Plus in late February for online Safety Training. Employees will be completing lessons on a consistent, monthly basis, as they are now grouped by month and are released on a more consistent basis. February On-line training was completed by all staff.

Operations Staff has been busy completing PJM required NERC training and OES-NA certified NERC Training this month. PJM certified Operator simulation training will be conducted in-house during April. PJM certified Operators are required to complete 130 hours of continuing education training to maintain their certification status.

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 Q4 EDR to EPA - COMPLETED	February 1, 2017
RGGI COATS True Up - COMPLETED	March 1, 2017
2016 Q4 EDR to EPA - COMPLETED	February 1, 2017
First Aid/CPR/AED Training (Plant wide)	February 7, 14, 21 & 28, 2017

9.0 “Value Added” Accomplishments during February

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.

- The Operations Teams worked to complete the cleaning and repainting of electrical panel and trip hazard boundary warning strips throughout the plant. Also the Operations Team completed repainting all of the interior hand rails plant wide. Interior painting will continue with I beams and curbing. The plan is to gradually improve the plant appearance and equipment for both generation sites over the course of the next couple of years.











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:	3/7/2017 9:04
BILLING PERIOD START DATE:	2/1/2017
BILLING PERIOD END DATE:	2/28/2017
INVOICE NUMBER:	2017022800076.000000
INVOICE DUE DATE:	3/10/2017 12:00

CHARGES	ADJ	BILLING LINE ITEM NAME	SOURCE	BILLING PERIOD START	AMOUNT ($)
1100.000000		Network Integration Transmission Service			376060.440000
1108.000000		Transmission Enhancement			72467.590000
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			266740.230000
1205.000000		Balancing Spot Market Energy			75830.640000
1210.000000		Day-ahead Transmission Congestion			-95406.910000
1215.000000		Balancing Transmission Congestion			-4275.770000
1220.000000		Day-ahead Transmission Losses			-3293.430000
1225.000000		Balancing Transmission Losses			942.820000
1230.000000		Inadvertent Interchange			29.580000
1242.000000		Day-Ahead Load Response Charge Allocation			39.940000
1243.000000		Real-Time Load Response Charge Allocation			306.470000
1250.000000		Meter Error Correction			-1517.240000
1301.000000		PJM Scheduling, System Control and Dispatch Service - Control Area Administration			11684.470000
1302.000000		PJM Scheduling, System Control and Dispatch Service - FTR Administration			99.360000
1303.000000		PJM Scheduling, System Control and Dispatch Service - Market Support			2704.120000
1304.000000		PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration			96.870000
1305.000000		PJM Scheduling, System Control and Dispatch Service - Capacity Resource/Obligation Mgmt.			1069.040000
1307.000000		PJM Scheduling, System Control and Dispatch Service - Market Support Offset			-205.850000

1308.000000	PJM Scheduling, System Control and Dispatch Service Refund - Control Area Administration	-578.660000
1309.000000	PJM Scheduling, System Control and Dispatch Service Refund - FTR Administration	-3.680000
1310.000000	PJM Scheduling, System Control and Dispatch Service Refund - Market Support	-131.610000
1311.000000	PJM Scheduling, System Control and Dispatch Service Refund - Regulation Market Administration	-11.040000
1312.000000	PJM Scheduling, System Control and Dispatch Service Refund - Capacity Resource/Obligation Mgmt.	-46.760000
1313.000000	PJM Settlement, Inc.	205.850000
1314.000000	Market Monitoring Unit (MMU) Funding	355.320000
1315.000000	FERC Annual Recovery	4223.100000
1316.000000	Organization of PJM States, Inc. (OPSI) Funding	44.520000
1317.000000	North American Electric Reliability Corporation (NERC)	701.030000
1318.000000	Reliability First Corporation (RFC)	1123.930000
1320.000000	Transmission Owner Scheduling, System Control and Dispatch Service	4134.090000
1330.000000	Reactive Supply and Voltage Control from Generation and Other Sources Service	40343.620000
1340.000000	Regulation and Frequency Response Service	5099.130000
1360.000000	Synchronized Reserve	2557.620000
1362.000000	Non-Synchronized Reserve	194.160000
1365.000000	Day-ahead Scheduling Reserve	4.110000
1370.000000	Day-ahead Operating Reserve	1637.840000
1375.000000	Balancing Operating Reserve	716.290000
1376.000000	Balancing Operating Reserve for Load Response	-0.950000
1378.000000	Reactive Services	227.280000
1380.000000	Black Start Service	7502.790000
1400.000000	Load Reconciliation for Spot Market Energy	-7233.400000
1410.000000	Load Reconciliation for Transmission Congestion	549.920000
1420.000000	Load Reconciliation for Transmission Losses	-120.530000
1430.000000	Load Reconciliation for Inadvertent Interchange	8.560000
1440.000000	Load Reconciliation for PJM Scheduling, System Control and Dispatch Service	-36.700000
1442.000000	Load Reconciliation for Schedule 9-6 - Advanced Second Control Center	-1.260000
1444.000000	Load Reconciliation for Market Monitoring Unit (MMU) Funding	-1.030000
1445.000000	Load Reconciliation for FERC Annual Recovery	-11.570000
1446.000000	Load Reconciliation for Organization of PJM States, Inc. (OPSI) Funding	-0.120000

1447.000000		Load Reconciliation for North American Electric Reliability Corporation (NERC)		-2.190000
1448.000000		Load Reconciliation for Reliability First Corporation (RFC)		-3.570000
1450.000000		Load Reconciliation for Transmission Owner Scheduling, System Control and Dispatch Service		-13.200000
1460.000000		Load Reconciliation for Regulation and Frequency Response Service		-12.220000
1470.000000		Load Reconciliation for Synchronized Reserve		-5.450000
1472.000000		Load Reconciliation for Non-Synchronized Reserve		-0.820000
1475.000000		Load Reconciliation for Day-ahead Scheduling Reserve		-0.370000
1478.000000		Load Reconciliation for Balancing Operating Reserve		-0.600000
1490.000000		Load Reconciliation for Reactive Services		0.030000
1500.000000		Financial Transmission Rights Auction		49551.600000
1600.000000		RPM Auction		13354.600000
1610.000000		Locational Reliability		611199.960000
1611.000000		CP Transitional Locational Reliability		197393.000000
1932.000000		Generation Deactivation Refund		-5.630000
1108.000000	A	Transmission Enhancement	1/1/2017	-306.650000
1230.000000	A	Inadvertent Interchange	11/1/2016	-1.220000
1250.000000	A	Meter Error Correction	10/1/2016	38.730000
1250.000000	A	Meter Error Correction	11/1/2016	8.360000
1250.000000	A	Meter Error Correction	1/1/2017	25.740000
1304.000000	A	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	12/1/2015	0.040000
1304.000000	A	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	1/1/2016	0.060000
1304.000000	A	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	2/1/2016	0.090000
1304.000000	A	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	3/1/2016	0.050000
1304.000000	A	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	1/1/2017	0.310000
1311.000000	A	PJM Scheduling, System Control and Dispatch Service Refund - Regulation Market Administration	1/1/2017	-0.030000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	10/1/2016	6.070000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	11/1/2016	20.220000

1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	12/1/2016	18.270000
1340.000000	A	Regulation and Frequency Response Service	12/1/2015	6.110000
1340.000000	A	Regulation and Frequency Response Service	1/1/2016	4.380000
1340.000000	A	Regulation and Frequency Response Service	2/1/2016	4.660000
1340.000000	A	Regulation and Frequency Response Service	3/1/2016	3.920000
1340.000000	A	Regulation and Frequency Response Service	11/1/2016	0.160000
1340.000000	A	Regulation and Frequency Response Service	1/1/2017	15.400000
1360.000000	A	Synchronized Reserve	1/1/2017	0.160000
1375.000000	A	Balancing Operating Reserve	9/1/2013	-26317.520000
1375.000000	A	Balancing Operating Reserve	6/1/2014	26.400000
1375.000000	A	Balancing Operating Reserve	7/1/2014	4.270000
1375.000000	A	Balancing Operating Reserve	10/1/2016	-1.580000
1375.000000	A	Balancing Operating Reserve	11/1/2016	0.140000
1375.000000	A	Balancing Operating Reserve	12/1/2016	29.700000
1375.000000	A	Balancing Operating Reserve	1/1/2017	12.530000
1380.000000	A	Black Start Service	10/1/2016	1.090000
1380.000000	A	Black Start Service	11/1/2016	3.610000
1380.000000	A	Black Start Service	12/1/2016	3.260000
		Total Charges		1609886.090000

CREDITS	ADJ	BILLING LINE ITEM NAME	SOURCE	BILLING PERIOD START	AMOUNT ($)
2100.000000		Network Integration Transmission Service			0.000000
2108.000000		Transmission Enhancement			15130.110000
2130.000000		Firm Point-to-Point Transmission Service			0.000000
2140.000000		Non-Firm Point-to-Point Transmission Service			400.760000
2210.000000		Transmission Congestion			-65376.840000
2220.000000		Transmission Losses			13679.750000
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			-20.700000
2510.000000		Auction Revenue Rights			58535.960000
2600.000000		RPM Auction			584859.240000
2640.000000		Incremental Capacity Transfer Rights			1426.880000
2661.000000		Capacity Resource Deficiency			208.520000
2140.000000	A	Non-Firm Point-to-Point Transmission Service		10/1/2016	-9.830000

2140.000000	A	Non-Firm Point-to-Point Transmission Service	11/1/2016	-30.780000
2140.000000	A	Non-Firm Point-to-Point Transmission Service	12/1/2016	-28.980000
2140.000000	A	Non-Firm Point-to-Point Transmission Service	1/1/2017	44.040000
2210.000000	A	Transmission Congestion	1/1/2017	0.000000
2220.000000	A	Transmission Losses	11/1/2016	-0.050000
2661.000000	A	Capacity Resource Deficiency	6/1/2016	1.560000
2661.000000	A	Capacity Resource Deficiency	7/1/2016	2.030000
2661.000000	A	Capacity Resource Deficiency	8/1/2016	2.220000
2661.000000	A	Capacity Resource Deficiency	9/1/2016	1.800000
2661.000000	A	Capacity Resource Deficiency	10/1/2016	10.410000
2661.000000	A	Capacity Resource Deficiency	11/1/2016	18.900000
2661.000000	A	Capacity Resource Deficiency	12/1/2016	19.530000
2661.000000	A	Capacity Resource Deficiency	1/1/2017	19.840000
		Total Credits		638282.370000
		Monthly Billing Net Total		971603.720000
		Previous Weekly Billing Net Total		734931.350000
		Total Due / Receivable		236672.370000

End of Report

City Planner's Monthly Report

Planning, Inspections & Recreation

FEBRUARY 2017

Planning, Inspections & Recreation Highlights

- **Walk Friendly Community,** a designation the Bicycle/Pedestrian Subcommittee be another reason people will see Dover as a place where people want to live, work, and play. The intensive application was completed in partnership with City Planning and Recreation Staff along with the subcommittee members. We are looking forward to hearing the outcome in early April.
- **John W. Pitts Recreation Center** hosted the Public Works Department Annual Chili Cook Off. These events really bring the City employees together.
- **Indoor Field Hockey League Highlights**

  58 Indoor Field Hockey League teams concluded their seasons with these champions:

League	Regular Season Champions
Middle School	Woodbridge Blue & Senators
High School	Senators & Polytech Black
Women's	East Coast Motor Cars
Co-Ed Adult	East Coast Motor Cars

- **Enterprise Resource Planning Project:** Various Planning & Inspections Staff participated in the series of meetings February 14-16th with Berry-Dunn, the consultant working on the Enterprise Resource Planning (ERP) system selection project. Staff provided information on the current system applications including functional & technical requirements and business needs for the Department. The current system (Naviline and HTE) is utilized for processing of permits, licenses and applications, acceptance of payments, inspections, property information, code enforcement case management, and Fire Marshal functions as well.

PROGRESS IN PICTURES



47 Greentree Drive



1574 North
DuPont Highway

PROGRESS IN PICTURES



640 Nimitz Road—Towne Point



55 Wellington Drive—Nottingham Meadows

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '17 Budget		FY '17 Actual	
Business License	$1,467,000	$	1,445,118	99%
Trailer License	$21,000	$	18,024	86%
Building Permits	$609,000	$	711,907	117%
Cert. of Occupancy	$10,000	$	9,715	97%
Public Occupancy	$21,000	$	19,610	93%
Lodging House	$14,100	$	9,253	66%
Plumbing/Heating/Air	$115,000	$	92,242	80%
Rental Inspection Fee	$437,000	$	354,354	81%
Miscellaneous	$27,000	$	21,144	78%
Fire Protection Fees	$65,000	$	48,161	74%
Code Enf. Fines	$35,000	$	19,925	57%
Vacant Building Reg.	$150,000	$	197,335	132%
Total P&I Revenue	**$2,971,100**	$	2,946,788	99%
Recreation	$150,000	$	94,956	63%

Look Forward

⇒ **Unveiling of the new bike rack—May 17, 2017 in front of the Dover Public Library**

PERSONNEL AND TRAINING

- Sherwanda Speaks, Steve Pickering, and Wayne Voshell attended the annual Delaware Recreation & Parks Conference on February 22 -23, 2017.

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 February 2017, Planning Staff was involved with review of 46 Permits and 15 Certificates of Occupancy permits (February 2016 total of 116 Permits and COs compared to 116 also for January 2015). 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 and the Dover/Kent County MPO Regional Bicycle Plan Update project.
- Planning Office Staff continues to assist in the data collection effort on parking space usage in the central Downtown area as associated with a Downtown Parking Study.
- Planning Office Staff completed the Schutte Park Master Plan as a conceptual plan of improvements to the recreational amenities at Schutte Park. The Master Plan was accepted by the Park, Recreation & Community Enhancement Committee on February 14, 2017 and also presented to City Council on February 27th.
- The Planning Office is utilizing the data collection from fieldwork for the study of "Non-conforming Uses" to identify non-compliant uses in specific residential zones. The first set of non-conforming property owners (Round 1) received Notification Letters in August 2016 with December 31, 2016 as the sunsetting date for the nonconforming uses. A number of the identified properties took action to resolve the non-conformity. Two rezoning applications (from Round 1) were granted approval from City Council on February 13, 2017 (Applications Z-17-01 and Z-17-02) which resolved the nonconformity. The second set of non-conforming properties (Round 2) were sent letters on February 24, 2017 to notify them of the non-conformity with June 30, 2017 as the sunsetting date for the nonconforming uses if not resolved.
- The Planning Staff also started discussions on planning the project to update the *2008 Comprehensive Plan*.

Construction Activity

- Two Permits for apartment buildings in Phase 2 of the Blue Hen Apartments Complex were issued in February. Construction activities continue at several multi-family residential projects including the Tall Pines project at 1655 and 1665 Kenton Road (S-14-18) and Leander Lakes Apartments.
- There is residential construction activity in Clearview Meadows PND, Nottingham Meadows, Senators Lake, Seskinore, Village of Cannon Mill, Village of Westover and Chestnut Grove Farms. Certificates of Occupancy were issued to a total of 10 one family detached dwellings in the month of February.

	FEBRUARY FY17	TOTAL FOR FY17
New Home Permits Issued	6	89
Value of Commercial Projects	$2,904,045.00	$35,058,836.00
Downtown Incentives (Fees Waived)	$184.50	$19,809.25

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on February 21, 2017. The next Planning Commission meeting is scheduled for March 20, 2017. The following applications were considered:

- **S-17-03 Dover International Speedway Parking & Event Area Master Plan —**

Planning Commission took action to grant conditional approval of the Site Development Master Plan known as the Dover International Speedway Parking & Event Area Master Plan for a series of twenty-four (24) properties within the City of Dover, Delaware. The Plan consists of temporary and proposed permanent structures on the main festival grounds as well as existing and new parking and camping areas on various lands belonging to the Dover International Speedway. The Commission deferred action on the project's waiver request for the elimination of sidewalk pending submission of additional information.

Board of Adjustment

The Board of Adjustment met on February 15, 2017. The next regular scheduled meeting of the Board of Adjustment is scheduled for March 15, 2017. The following Applications were considered:

Applicant # V-17-03 Property at 1218 Harrison Drive—The Board moved to approve a variance of the requirements of *Zoning Ordinance*, Article 4 §4.1 of the *Zoning Ordinance* pertaining to the maximum permitted lot coverage to retroactively allow construction of a 15-foot by 52-foot driveway.

Applicant # V-17-04 Property at 218 West Reed Street—The Board moved to approve a variance of the requirements of *Zoning Ordinance*, Article 3 §13.1 pertaining to permitted uses in the C-2 Zone and Article 7 §1.11 and 1.21 pertaining to expansion of nonconforming uses in order to allow construction of a 30-foot by 16-foot addition to a one-family dwelling.

Applicant # V-17-05 Property at 53 Roosevelt Avenue—The Board moved to approve a variance of the requirements of *Zoning Ordinance*, Article 6 §3.11 of the *Zoning Ordinance* pertaining to the maximum number of parking spaces to allow construction of three (3) parking spaces beyond the maximum eleven (11) permitted for a total of fourteen (14) spaces.

Historic District Commission

The Historic District Commission met on February 16, 2017. The next Historic District Commission meeting is scheduled for March 16, 2017. The Commission heard presentations of the Summary of Applications and Permits with Architectural Review Certifications for calendar year 2016. The Certified Local Government (CLG) Report for FFY October 2015-September 2016 was presented along with an update on the FFY2016 Grant Project.

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. Three (3) families purchased homes. This project is complete.

Dover Interfaith Mission for Housing

CDBG funds will be used to provide operation costs for the shelter. Sixty-two (62%) of funds have been expended year to date.

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. Rehabs of two (2) single family homes are underway and emergency home repairs have been completed for three (3) families.

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.

2016 Grant Projects	Project Details	Total Grant	Funds Expended	Unencumbered Balance
Homeownership Assistance Program	Funds will be utilized for settlement assistance for properties purchased in the City	$50,000	$50,000	$0
Connections	Funds will be utilized for rapid re-housing/rental assistance for low income persons	$7,208	$0	$7,208
Dover Interfaith Mission for Housing	Funds will be used for operation cost	$22,000	$13,774	$8,227
Milford Housing Development Corp	Funds will be utilized for emergency home repairs. Project underway	$55,000	$0	$55,000
Milford Housing Development Corp	Funds will be utilized for rehabbing owner occupied homes. Project underway	$25,000	$7,430	$17,569
Habitat for Humanity	Funds will be utilized to rehab a single family home for a low income family	$30,000	$0	$30,000
Total		$189,208	$71,204	$118,004

Code Enforcement Activity—FEBRUARY

Case Type	# cases current month	# cases YTD (July to July)	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	4	19	100%	100%
No valid Building Permit	7	32	90%	81%
Tall grass and weeds	0	172	0%	70%
Unregistered vehicle	14	41	100%	90%
Abandoned vehicle	4	23	50%	70%
Annual Housing Inspection	60	292	100%	85%
Property Maintenance – Exterior	40	222	80%	72%
Electric Termination	4	79	50%	87%
Dover Code of Ordinances	74	250	89%	71%
Zoning	2	26	50%	73%
Total Cases	**209**	**1156**		
Total # of Inspections For Month	**301**			

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 complete.
- *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. The asbestos abatement was completed, with demolition scheduled for March.
- *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 and abatement have been completed with the demolition of the structure scheduled for March
- *801 North State Street*—The property was condemned on October 21, 2016 due to fire damage. Notice was sent to the owner to repair or demolish the structure by February 23, 2017, or City Staff would take the property forward to City Council as a dangerous building.
- *1175 Horsepond Road*—The property was condemned on November 14, 2016 due to the dilapidated condition of the home. Notice was sent to the owner to repair or demolish the structure by February 23, 2017, or City Staff would take the property forward to City Council as a dangerous building. Property is scheduled for Council date of March 6, 2017.
- *236 Eisenhower Drive*—The property was condemned on August 29, 2016, due to the dilapidated condition of the home. Notice was sent to the owner to repair or demolish the structure by February 23, 2017, or City Staff would take the property forward to City Council as a dangerous building. Property is scheduled for Council date of March 6, 2017.

- *Vacant Buildings*—During the month of February seventeen (17) additional buildings were registered as vacant, and $18,250.00 in vacant building registration fees were collected.

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Current	July 16-June17	Feb 2016	July 15-June16
Inspections	**FEB 17**	**FYTD 17**	**FEB 16**	**FYTD 16**
Annual Fire/Life Safety Inspections	61	188	51	243
Fire/Code/DCO Complaints	20	288	24	266
Inspection Deficiencies from AFI	160	684	172	841
C/O & Acceptance Tests	14	110	11	121
Administrative Walk Thru	225	364	1	85
Plan Review	13	98	3	94
Accidental	$2.00	$562,003	$26,000	$237,000
Incendiary	$0.00	$121,600	$2,600	$7,315
Undetermined	$0.00	$775,501	$0.00	$225,950
PERMITTING AND LICENSING				
Permits Issued	**FEB 17**	**FYTD 17**	**FEB 16**	**FYTD 16**
Administrative Permit	1	42	2	24
Building Addition/Renovation Permits	22	235	15	233
Building Permits	18	207	5	168
Demolition Permits	4	23	6	45
Fence Permits	4	55	2	50
Fire Prevention Permits	2	75	9	98
Mechanical Permits	14	321	54	359
Plumbing Permits	17	313	62	354
Sign Permits	10	123	24	174
Swimming Pool Permits	0	113	0	2
Business Licenses	26	2134	32	1204
Merchant Licenses	6	365	2	273
Contractor Licenses	23	128	27	841
Lodging House Licenses	6	45	5	42
Manufactured Homes	4	384	3	270
Public Occupancy	102	375	86	345
Rental Dwelling	922	2792	1079	3055
BUILDING INSPECTIONS				
Inspections	**FEB 17**	**FYTD 17**	**FEB 16**	**FYTD 16**
Building	374	3137	368	2676
Plumbing/Mechanical	365	3502	558	3090
Certificate of Occupancy	15	127	15	114

Fire Marshal's Office—At a Glance

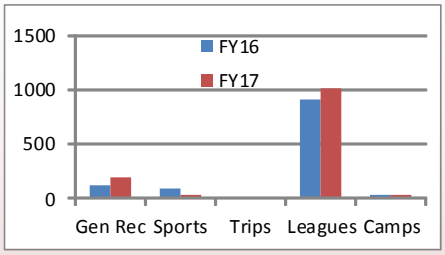
The Fire Marshal's Office investigated a total of three (3) incidents in the month of February .

During the month of February the Fire Marshal's Office conducted several inspections at churches and daycares, acceptance tests, certificate of occupancy, and plan reviews.

Recreation Division

Enrollment Summary

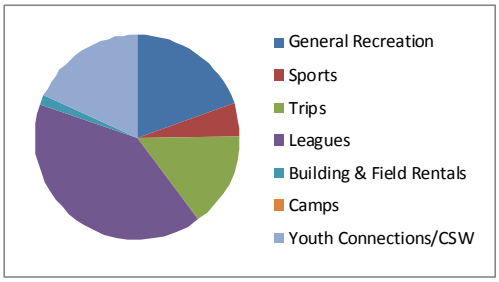
FEBRUARY FY17 verses FEBRUARY FY16

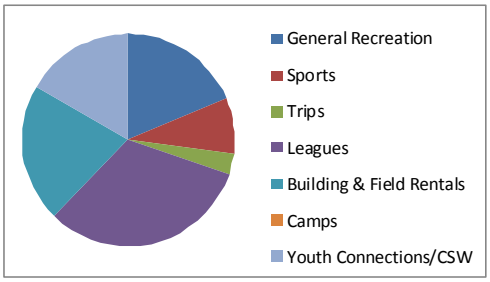


Category	FY/17	FY/16
General Recreation	192	117
Sports	28	85
Trips	0	0
Leagues	1,012	904
Camps	28	20



Revenue Breakdown: February 2017 verses February 2016





General Recreation	**$1,517**
Sports	**$420**
Trips	**$1,155**
Leagues	**$3,135**
Building & Field Rentals	**$120**
Camps	**$520**
Youth Connections/CSW	**$606.20**

General Recreation	**$589.50**
Sports	**$105.00**
Trips	**0**
Leagues	**$12,032.25**
Building & Field Rentals	**0**
Camps	**$175.00**
Youth Connections/CSW	**$1,235.00**

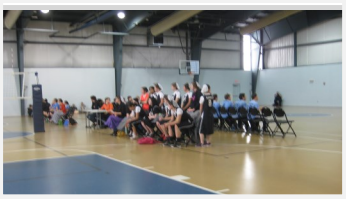






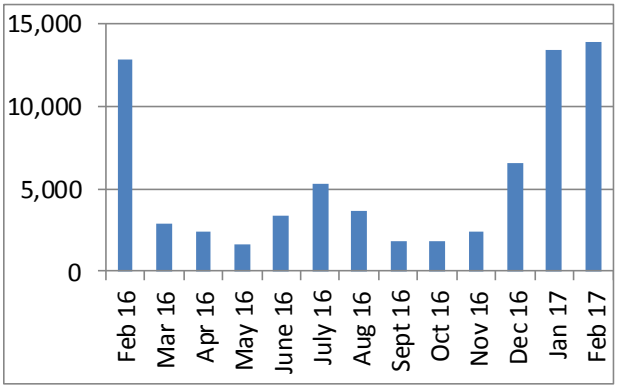




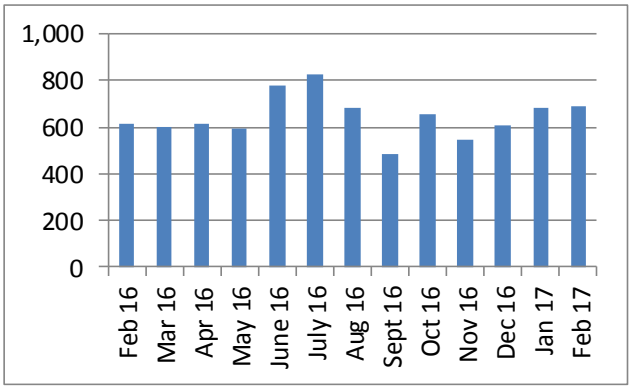


John W. Pitts Recreation Center – FEBRUARY 2017

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	FEB 16		FYTD 17		FEB 15		FYTD 16
Open Gym	289		2,624.5		239		2,846.25
Fitness Classes	38.5		248		35		274.5
Leagues	268		1,028		267.5		993.5
Camps	23		1,011.5		18		878
Sports Classes	48.5		133.5		28		111
Meetings & Rentals	20		112		29		172
Enrichment Classes	0		5.5		0		21
Total Facility Usage Hours	687		5,163		616.5		5,296.25

Daily Program Attendance**	FEB 16		FYTD 17		FEB 15		FYTD 16
Total	13,912		48,955		12,825		50,077
Open Gym	572		2,772		375		2,803
Fitness Classes	150		957		214		1,601
Leagues	12,165		40,792		11,360		41,107
Camps	26		1,310		20		1,106
Sports Classes	893		2,032		606		1,516
Meetings & Rentals	106		1,064		250		1,839
Enrichment Classes	0		28		0		105

Since our opening in late April 2008, we have had 495,808 guests at the John W. Pitts Recreation Center.

Open Gym Registrations and Packages Sold

PACKAGES SOLD:	FEB	MTD	YTD	FYTD
Daily:	15	$3	106	$318
Individual Quarterly:	1	$15	56	$90
Individual Annual:	0	$0	0	0
Family Quarterly:	0	$0	0	0
Family Annual:	0	$0	0	0
Revenue	**16**	**$18**	**162**	**$408**



City of Dover

Finance and Procurement & Inventory Departments — Monthly Budget Reports

FEBRUARY 2017









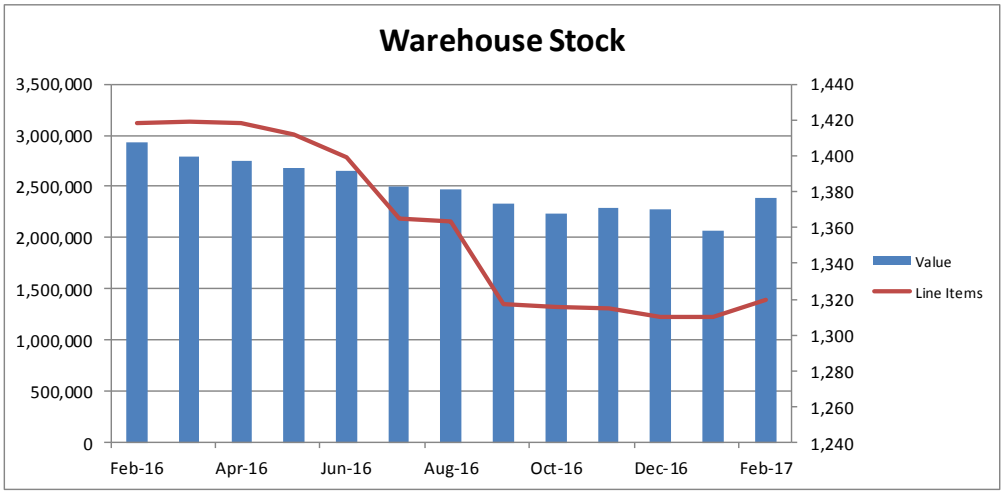
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER
ACTIVITY REPORTS
FEBRUARY 2017

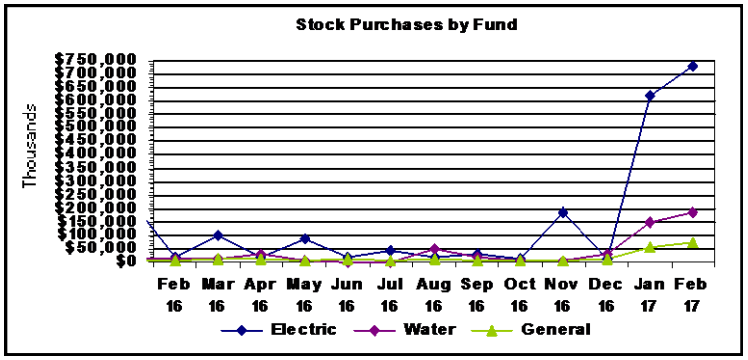
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY16 YTD			FY17 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	4,689			4,716		
Total Amount of All Deposits	$ 90,794,622			$ 90,868,356		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**589,058**	**100.0%**	**$ 63,763,740**	**593,924**	**100.0%**	**$ 67,294,029**
Wages and Hours Worked						
Regular	478,579	81.2%	$ 10,597,728	485,807	81.8%	$ 11,153,666
All over time	24,700	4.2%	$ 1,036,174	23,370	3.9%	$ 1,029,559
Other Paid or Unpaid Wages and Hours						
Vacation	31,214	5.3%	$ 855,200	31,611	5.3%	$ 905,331
Sick	10,227	1.7%	$ 253,807	11,803	2.0%	$ 322,993
Terminal Leave - Retiree Vacation/Sick Payout	16,555	2.8%	$ 535,329	17,816	3.0%	$ 545,416
Comp Time	5,030	0.9%	$ 146,917	4,795	0.8%	$ 133,864
Personal	1,117	0.2%	$ 33,804	3,442	0.6%	$ 113,992
Leave Without Pay	2,238	0.4%	$ -	1,763	0.3%	$ -
Other (description below)	19,400	3.3%	$ 627,281	13,517	2.3%	$ 483,464
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.						
Other Activity						
Number of Pay Periods	17			17		
Number of Payroll Checks & Direct Deposits Issued	6,587			6,841		
Number of Pension Checks Issued	9,124			9,089		
Total Pension Benefits Paid - Defined Benefit Plan	$ 15,676,901			$ 15,662,768		
ACCOUNTS PAYABLE						
Number of Check Vouchers	4,001			3,912		
Number of EFT Vouchers	1,654			1,762		
Vouchers Dollar Amount Disbursed	$ 50,536,860			$ 45,156,752		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,387,169.57 Line Items: 1,320



Fuel Use		
Unleaded:	87,908.1	gallons
Diesel:	53,171.5	gallons
Total Cost:	$ 227,458.73	

City of Dover
Finance Department
Monthly Report - February 2017
General Fund Summary

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 4,493,900	$ 5,424,800	$ -	$ 5,424,800	0.0%
Revenues					
Court of Chancery Fees	1,100,000	1,100,000	771,000	329,000	70.1%
Police Extra Duty, Fines & Revenue	1,288,300	1,288,300	632,706	655,594	49.1%
Franchise Fees	680,000	680,000	343,505	336,495	50.5%
Grants	623,500	623,500	215,528	407,972	34.6%
Intrafund Services	5,218,700	5,299,300	3,275,935	2,023,365	61.8%
Library & Recreation Revenues	532,900	532,900	346,188	186,712	65.0%
Licenses & Permits	3,129,100	3,129,100	2,981,656	147,444	95.3%
Property Taxes (1)	12,895,100	12,895,100	12,864,627	30,473	99.8%
Miscellaneous Revenues	146,800	146,800	149,069	(2,269)	101.5%
Sanitation Revenues	2,538,300	2,538,300	1,673,610	864,690	65.9%
Garrison Farm Rent Revenue	94,500	94,500	79,793	14,707	84.4%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	673,100	673,100	336,714	336,386	50.0%
Civil Traffic Penalties	496,900	496,900	267,207	229,693	53.8%
Transfer Taxes	1,672,700	1,672,700	1,086,863	585,837	65.0%
Police Grants/Extra Duty	258,600	258,600	155,715	102,885	60.2%
Water/Wastewater Fund	875,000	875,000	584,000	291,000	66.7%
Electric Fund	10,000,000	10,000,000	10,000,000	-	100.0%
Total Revenues	42,223,500	42,304,100	35,764,116	6,539,984	84.5%
Total Beginning Balance & Revenues	**$ 46,717,400**	**$ 47,728,900**	**$ 35,764,116**	**$ 11,964,784**	74.9%
Expenditures					
City Clerk & Council	$ 553,400	$ 557,300	$ 317,606	$ 239,694	57.0%
Mayor, City Manager & Human Resources	1,258,900	1,271,800	814,640	457,160	64.1%
Police & Police Extra Duty	16,875,200	17,069,700	10,609,339	6,460,361	62.2%
Public Services	5,077,600	5,086,100	2,811,930	2,274,170	55.3%
Engineering	207,000	207,000	129,880	77,120	62.7%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	1,968,500	1,973,200	1,298,496	674,704	65.8%
Planning, Inspections, Life Safety, & Code Enf.	2,151,000	2,167,100	1,240,853	926,247	57.3%
Finance, Info Tech & Customer Services	2,871,200	2,981,900	1,833,889	1,148,011	61.5%
Library & Recreation	2,385,900	2,424,000	1,450,459	973,541	59.8%
Fire Department	721,700	721,700	461,753	259,947	64.0%
Assessor	244,000	247,400	133,902	113,498	54.1%
Miscellaneous Grant Expense	25,000	25,000	4,425	20,575	17.7%
Other Employment Expenses	400,700	128,900	-	128,900	0.0%
Bank & CC Fees	15,000	15,000	2,740	12,260	18.3%
Insurance	700,000	700,000	518,114	181,886	74.0%
Street Lights	804,000	804,000	541,854	262,146	67.4%
Debt Service	685,300	685,300	523,818	161,482	76.4%
Transfers Out					
Contribution to DDP	150,000	150,000	75,000	75,000	50.0%
OPEB - Retiree's Health Care Contribution	2,039,700	2,039,700	1,189,975	849,725	58.3%
Appropriation to Police Pension Fund	670,000	670,000	391,833	278,167	58.5%
Police Pension Trust Contribution - State Grant	500,000	500,000	211,728	288,272	42.3%
Capital Asset Reserve	-	253,400	-	253,400	0.0%
Inventory Write-offs	10,000	10,000	10,000	-	100.0%
Capital Projects Fund	1,859,400	2,344,400	1,395,000	949,400	59.5%
Uncollectibles: Trash & Other	50,000	50,000	50,000	-	100.0%
Total Expenditures	42,223,500	43,082,900	26,017,234	17,065,666	60.4%
Budget Balance -Working Capital	4,493,900	4,646,000	-	4,646,000	0.0%
Total Budget Balance & Expenditures	**$ 46,717,400**	**$ 47,728,900**	**$ 26,017,234**	**$ 21,711,666**	54.5%
Reserve Balances					
Contingency	$ 741,000	$ 742,900	$ 740,033		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 2/28/17 is $197,704 as compared to $323,932 in February 2016.

City of Dover
Finance Department
Monthly Report - February 2017
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance - Water	$ 566,500	$ 881,300	$ -	$ 881,300	0.0%
Beginning Balance - Wastewater	663,200	719,200	-	719,200	0.0%
	1,229,700	1,600,500	-	1,600,500	0.0%
Revenues					
Water Services	5,800,000	5,800,000	4,023,803	1,776,197	69.4%
Wastewater Services	3,800,000	3,800,000	2,601,837	1,198,163	68.5%
Wastewater Treatment Services	3,000,000	3,000,000	2,049,758	950,242	68.3%
Groundwater Inflow Adjustment	1,938,000	1,938,000	1,311,138	626,862	67.7%
Water Tank Space Leases	366,200	366,200	230,084	136,116	62.8%
Miscellaneous Receipts	83,000	83,000	73,426	9,574	88.5%
Impact Fees - Water	252,000	228,000	436,873	(208,873)	191.6%
Impact Fees - Wastewater	228,000	252,000	399,000	(147,000)	158.3%
Total Revenues	15,467,200	15,467,200	11,125,919	4,341,281	71.9%
Total Beginning Balance & Revenues	**$ 16,696,900**	**$ 17,067,700**	**$ 11,125,919**	**$ 5,941,781**	65.2%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 516,500	$ 521,900	$ 307,612	$ 214,288	58.9%
Water Department	655,400	677,400	396,186	281,214	58.5%
Water Treatment Plant	1,727,400	1,736,800	1,133,764	603,036	65.3%
Wastewater Department	962,400	983,500	578,281	405,219	58.8%
Kent County Treatment Charge	4,130,000	4,130,000	2,533,673	1,596,327	61.3%
Intrafund Service Fees	1,653,800	1,673,400	1,016,309	657,091	60.7%
Retiree's Health Care	192,400	192,400	128,000	64,400	66.5%
Debt Service	1,227,200	1,227,200	648,668	578,532	52.9%
Other Employment Expenses	21,200	3,300	-	3,300	0.0%
Bank & CC Fees	25,000	25,000	16,550	8,450	66.2%
Bond Issuance Cost	40,000	40,000	-	40,000	0.0%
Transfers Out					
Water I & E Fund	1,000,000	980,000	1,000,000	(20,000)	102.0%
Wastewater I & E Fund	1,000,000	980,000	1,000,000	(20,000)	102.0%
General Fund	875,000	875,000	584,000	291,000	66.7%
Contingency Reserve - Water	110,000	131,100	131,100	-	100.0%
Contingency Reserve - Wastewater	60,000	60,000	60,000	-	100.0%
Electric Improv. & Ext.	231,200	231,200	-	231,200	0.0%
Post-Retirement Benefits Reserve	-	101,800	-	101,800	0.0%
Total Expenses	14,427,500	14,570,000	9,534,143	5,035,857	65.4%
Budget Balances					
Budget Balance - Work. Cap Water	1,103,100	1,331,500	-	1,331,500	0.0%
Budget Balance - Work. Cap WW	1,166,300	1,166,200	-	1,166,200	0.0%
Total Budget Balances	2,269,400	2,497,700	-	2,497,700	0.0%
Total Budget Balances & Expenses	**$ 16,696,900**	**$ 17,067,700**	**$ 9,534,143**	**$ 7,533,557**	55.9%
Reserve Balances					
Contingency-Water	$ 249,000	$ 250,000	$ 250,488		
Contingency-Wastewater	$ 253,100	$ 276,200	$ 276,920		
Impact Fee Reserve - Water	$ 243,200	$ 246,700	$ 438,422		
Impact Fee Reserve - Wastewater	$ 1,391,800	$ 2,876,400	$ 3,105,630		
Bond Coverage Ratio (Covenant 1.20)	3.44	4.30	5.26		

City of Dover
Finance Department
Monthly Report - February 2017
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 13,302,200	$ 19,896,400	$ -	$ 19,896,400	0.0%
Revenues					
Direct Sales to Customers	77,193,200	77,193,200	54,757,873	22,435,327	70.9%
Utility Tax	1,287,900	1,287,900	904,814	383,086	70.3%
Weyandt Hall Rents	223,000	223,000	120,462	102,538	54.0%
Miscellaneous Revenues	676,600	676,600	363,318	313,282	53.7%
Interest Earnings	47,900	47,900	146,796	(98,896)	306.5%
Total Revenues	79,428,600	79,428,600	56,293,263	23,135,337	70.9%
Total Beginning Balance & Revenues	**$ 92,730,800**	**$ 99,325,000**	**$ 56,293,263**	**$ 43,031,737**	56.7%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 16,557,600	$ 16,557,600	$ 14,024,163	$ 2,533,437	84.7%
Power Supply Management	996,000	931,000	556,664	374,336	59.8%
Capacity Charges	10,160,600	10,160,600	7,002,212	3,158,388	68.9%
Dover Sun Park Energy	2,313,900	2,313,900	1,277,663	1,036,237	55.2%
Renewal Energy Credits (Incl. Solar)	1,036,800	1,036,800	217,100	819,700	20.9%
RGGI	129,300	129,300	-	129,300	0.0%
PJM Charges - Energy	12,357,900	12,357,900	3,245,244	9,112,656	26.3%
PJM Charges - Transmission & Fees	7,603,800	7,603,800	3,632,292	3,971,508	47.8%
Total Power Supply	51,155,900	51,090,900	29,955,338	21,135,562	58.6%
Plant Operations	6,215,700	6,280,700	4,040,878	2,239,822	64.3%
Generation Fuels	302,600	302,600	1,270,699	(968,099)	419.9%
Capacity Credits	(7,355,100)	(7,355,100)	(4,959,844)	(2,395,256)	67.4%
PJM Spot Market Energy	(804,900)	(804,900)	(1,364,565)	559,665	169.5%
PJM Credits	(360,000)	(360,000)	(445,887)	85,887	123.9%
Total Generation	(2,001,700)	(1,936,700)	(1,458,719)	(477,981)	75.3%
Total Power Supply & Generation	49,154,200	49,154,200	28,496,619	20,657,581	58.0%
Electric Operating Divisions:					
Transmission/Distribution	3,605,700	3,616,800	2,233,907	1,382,893	61.8%
Electrical Engineering	1,247,900	1,250,900	669,929	580,971	53.6%
Administration	929,700	933,700	502,437	431,263	53.8%
Meter Reading	378,600	379,600	237,274	142,326	62.5%
Systems Operations	651,700	662,100	407,660	254,440	61.6%
Interfund Services	3,564,900	3,625,900	2,259,626	1,366,274	62.3%
Utility Tax	1,287,900	1,287,900	904,815	383,085	70.3%
Retirees Health Care	600,000	600,000	400,000	200,000	66.7%
Interest on Deposits	21,000	21,000	12,132	8,868	57.8%
Green Energy Payment to DEMEC	128,000	128,000	91,943	36,057	71.8%
Accounts Receivable Write-Offs	250,000	250,000	250,000	-	100.0%
Other Employee Expenses	58,900	29,400	-	29,400	0.0%
Bank & CC Fees	275,000	275,000	192,368	82,632	70.0%
Debt Service	1,618,000	1,618,000	1,099,886	518,114	68.0%
Transfers Out:					
General Fund	10,000,000	10,000,000	10,000,000	-	100.0%
Electric Improvement & Extension Fund	2,500,000	2,500,000	1,250,000	1,250,000	50.0%
Future Capacity Reserve	750,000	2,750,000	375,000	2,375,000	13.6%
Depreciation Reserve	750,000	2,750,000	375,000	2,375,000	13.6%
Rate Stabilization Reserve	1,250,000	3,250,000	625,000	2,625,000	19.2%
Transfer to Post-Retirement Benefit Reserve	-	109,300	-	109,300	0.0%
Total Expenses	79,021,500	85,191,800	50,383,596	34,808,204	59.1%
Budget Balance - Work. Capital	13,709,300	14,133,200	-	14,133,200	0.0%
Total Budget Balance & Expenses	**$ 92,730,800**	**$ 99,325,000**	**$ 50,383,596**	**$ 48,941,404**	50.7%
Reserve Balances					
Contingency Reserve	$ 848,300	$ 856,400	$ 858,331		
Insurance Reserve	$ 762,000	$ 769,300	$ 771,016		
Rate Stabilization Reserve	$ 8,511,900	$ 10,574,000	$ 7,967,493		
Bond Coverage Ratio (Covenant 1.25)	4.22	1.64	8.54		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	713,501	713,501	514,681		72.1%
Sales per MWh	$ 108.19	$ 108.19	$ 106.39		98.3%
Purchased/Generated MWh	763,129	763,129	527,652		69.1%
All In MWh Supply & Generation	$ 64.41	$ 64.41	$ 54.01		83.8%

City of Dover
Finance Department
Monthly Report - February 2017
Governmental Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance - Projects	$ 383,900	$ 1,472,100	$ -	$ 1,472,100	0.0%
Revenues					
State Grant - Other	105,000	105,000	31,350	73,650	29.9%
Interest Earnings	5,000	5,000	11,357	(6,357)	227.1%
Transfer from General Fund for Projects	1,859,400	2,344,400	1,395,000	949,400	59.5%
Miscellaneous Receipts	-	16,700	15,984	716	95.7%
Income from Sale of Assets	-	70,100	80,280	(10,180)	114.5%
Transfer from Parkland Reserve	80,000	80,000	-	80,000	0.0%
Total Revenues	2,049,400	2,621,200	1,533,971	1,087,229	58.5%
Total Beginning Balance & Revenue	**$ 2,433,300**	**$ 4,093,300**	**$ 1,533,971**	**$ 2,559,329**	37.5%
Expenditures					
Fire	$ 145,700	$ 145,700	$ 145,614	$ 86	99.9%
Grounds Maintenance	58,200	153,800	122,466	31,334	79.6%
Library	-	15,000	-	15,000	0.0%
Recreation	165,000	165,000	-	165,000	0.0%
Life Safety	29,500	29,500	-	29,500	0.0%
Police	299,800	299,800	257,324	42,476	85.8%
Streets	1,026,000	1,842,600	143,226	1,699,374	7.8%
Sanitation	261,500	261,500	-	261,500	0.0%
City Manager	-	502,800	440,763	62,037	87.7%
Facilities Management	27,700	27,700	-	27,700	0.0%
Fleet Maintenance	31,000	31,000	-	31,000	0.0%
Total Expenditures	2,044,400	3,474,400	1,109,393	2,365,007	31.9%
Budget Balance - Projects	388,900	618,900	-	618,900	0.0%
Total Budget Balance & Expenditures	**$ 2,433,300**	**$ 4,093,300**	**$ 1,109,393**	**$ 2,983,907**	27.1%
Reserve Balances					
Capital Asset Replacement Reserve	$ 1,266,300	$ 1,522,200	$ 1,266,136		
Parkland/Recreation	$ 247,900	$ 249,400	$ 329,670		

City of Dover
Finance Department
Monthly Report - February 2017
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance - Water	$ 1,179,900	$ 3,584,500	$ -	$ 3,584,500	0.0%
Beginning Balance - Wastewater	952,600	3,129,800	-	3,129,800	0.0%
	2,132,500	6,714,300	-	6,714,300	
Revenues					
Interest Earnings	20,000	20,000	62,893	(42,893)	314.5%
Income from Sale of Assets	-	-	2,242	(2,242)	0.0%
Transfer from Operating Fund for Water	1,000,000	980,000	1,000,000	(20,000)	102.0%
Transfer from Operating Fund for Wastewater	1,000,000	980,000	1,000,000	(20,000)	102.0%
Transfer from Impact Fee Reserve - Water	190,800	190,800	-	190,800	0.0%
Transfer from Impact Fee Reserve - Wastewater	211,200	211,200	-	211,200	0.0%
State Loan-Water	2,400,000	2,400,000	-	2,400,000	0.0%
State Loan-Wastewater	884,000	884,000	-	884,000	0.0%
Total Revenues	5,706,000	5,666,000	2,065,135	3,600,865	36.4%
Total Beginning Balance & Revenues	**$ 7,838,500**	**$ 12,380,300**	**$ 2,065,135**	**$ 10,315,165**	16.7%
Expenses					
Engineering & Inspection	$ 30,400	$ 30,400	$ -	$ 30,400	0.0%
Water	1,338,800	3,908,100	205,769	3,702,331	5.3%
Wastewater	2,021,200	4,004,700	1,317,386	2,687,314	32.9%
Water Treatment Plant	1,200,000	1,200,000	84,808	1,115,192	7.1%
Total Expenses	4,590,400	9,143,200	1,607,963	7,535,237	17.6%
Budget Balance Water - Working Capital	2,226,700	2,042,000	-	2,042,000	0.0%
Budget Balance Wastewater - Working Capital	1,021,400	1,195,100	-	1,195,100	0.0%
Total Budget Balances	3,248,100	3,237,100	-	3,237,100	0.0%
Total Budget Balances & Expenses	**$ 7,838,500**	**$ 12,380,300**	**$ 1,607,963**	**$ 10,772,337**	13.0%
Reserve Balances					
Capital Asset Replacement - Water	$ 518,500	$ 523,500	$ 524,646		
Capital Asset Replacement - Wastewater	$ 517,300	$ 522,300	$ 523,446		

City of Dover
Finance Department
Monthly Report - February 2017
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 5,540,500	$ 9,314,400	$ -	$ 9,314,400	0.0%
Revenues					
Interest Earnings	40,000	40,000	75,603	(35,603)	189.0%
Development Grants	5,000	5,000	20,000	(15,000)	400.0%
Transfer from Electric Revenue Fund	2,500,000	2,500,000	1,250,000	1,250,000	50.0%
Transfer from Water/Wastewater Fund	231,200	231,200	-	231,200	0.0%
Income from Sale of Assets	-	28,000	26,491	1,509	94.6%
General Service Billing	900,000	900,000	251,752	648,248	28.0%
Total Revenues	3,676,200	3,704,200	1,623,846	2,080,354	43.8%
Total Beginning Balance & Revenues	**$ 9,216,700**	**$ 13,018,600**	**$ 1,623,846**	**$ 11,394,754**	12.5%
Expenses					
Electric Generation	$ 1,842,800	$ 2,389,100	$ 528,042	$ 1,861,058	22.1%
Transmission/Distribution	1,975,000	2,175,000	401,069	1,773,931	18.4%
Electrical Engineering	910,700	1,731,700	409,963	1,321,737	23.7%
Meter Reading	41,800	64,800	17,993	46,807	27.8%
ERP System	1,000,000	1,000,000	33,956	966,044	3.4%
Administration	-	23,000	-	23,000	0.0%
Total Expenses	5,770,300	7,383,600	1,391,023	5,992,577	18.8%
Budget Balance Bond - Work. Capital	3,446,400	5,635,000	-	5,635,000	0.0%
Total Budget Balance & Expenses	**$ 9,216,700**	**$ 13,018,600**	**$ 1,391,023**	**$ 11,627,577**	10.7%
Reserve Balances					
Depreciation Reserve	$ 10,910,200	$ 12,957,300	$ 10,606,336		
Future Capacity Reserve	$ 10,961,700	$ 13,110,300	$ 10,760,460		

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	$ 1,417,061	$ 1,029,640
Dover Sun Park - REC's	362,400	183,465	178,934
Total Power Supply Cost	2,809,100	1,600,526	1,208,574
Non-Solar Power Supply Cost	(1,191,300)	(542,201)	(649,099)
Incremental Energy Cost	$ 1,617,800	$ 1,058,325	$ 559,475
Revenues			
Customer Sales - Electricity	(93,900)	(69,368)	(24,532)
Rent Receipts	(94,500)	(47,060)	(47,441)
Total Revenues	(188,400)	(116,427)	(71,973)
Incremental Sun Park Cost	$ 1,429,400	$ 941,898	$ 487,502
MWh Purchased/Generated - Solar	18,159.000	10,181.874	
MWh $ Solar Energy	$ 134.74	139.17	
Solar REC's MWh		1,714.000	
MWh $ Solar REC (one month lag)*		107.04	

City of Dover
Finance Department
Monthly Report - February 2017
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 92,100	$ 90,700	$ -	$ 90,700	0.0%
Revenues					
Grants Revenue	500,000	500,000	50,000	450,000	10.0%
Interest Earned	-	-	197	(197)	0.0%
Total Revenues	500,000	500,000	50,197	449,803	10.0%
Total Beginning Balance & Revenues	**$ 592,100**	**$ 590,700**	**$ 50,197**	**$ 540,503**	8.5%
Expenses					
Program Expenses - Grant Related	$ 500,000	$ 505,500	$ 95,549	$ 409,951	18.9%
Total Expenses	500,000	505,500	95,549	409,951	18.9%
Budget Balance - Working Capital	92,100	85,200	-	85,200	0.0%
Total Budget Balances & Expenses	**$ 592,100**	**$ 590,700**	**$ 95,549**	**$ 495,151**	16.2%

City of Dover
Finance Department
Monthly Report - February 2017
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 295,300	$ 513,000	$ -	$ 513,000	0.0%
Revenues					
State & Federal Grants Received	319,000	519,200	241,405	277,795	46.5%
Interest Earnings	-	-	1,711	(1,711)	0.0%
Total Revenues	319,000	519,200	243,116	276,084	46.8%
Total Beginning Balance & Revenues	**$ 614,300**	**$ 1,032,200**	**$ 243,116**	**$ 789,084**	23.6%
Expenses					
Cadet Program	$ 81,100	$ 81,100	$ 47,665	$ 33,435	58.8%
Equipment & Program Supplies	284,000	524,000	201,824	322,176	38.5%
Telephone/Fax	16,000	16,000	12,067	3,933	75.4%
Training/Conference/Food/Travel	17,000	58,100	27,942	30,158	48.1%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Contractual services	5,000	78,000	5,170	72,830	6.6%
Operating Transfers - Out	82,000	250,000	170,999	79,001	68.4%
Total Expenses	486,100	1,008,200	465,667	542,533	46.2%
Budget Balance - Working Capital (Unaudited)	128,200	24,000	-	24,000	0.0%
Total Budget Balances & Expenses	**$ 614,300**	**$ 1,032,200**	**$ 465,667**	**$ 566,533**	45.1%

City of Dover
Finance Department
Monthly Report - February 2017
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 17,300	$ 37,600	$ -	$ 37,600	0.0%
Revenues					
Grants Received	305,500	297,100	148,514	148,586	50.0%
Federal Grants	2,500	2,500	2,920	(420)	116.8%
Total Revenues	308,000	299,600	151,434	148,166	50.5%
Total Beginning Balance & Revenues	**$ 325,300**	**$ 337,200**	**$ 151,434**	**$ 185,766**	44.9%
Expenses					
Program Expenses/Supplies-State Grants	$ 27,500	$ 30,000	$ 13,745	$ 16,255	45.8%
Program Expenses/Supplies-Federal Grants	2,500	2,500	3,000	(500)	120.0%
Office Supplies	30,800	30,800	17,888	12,912	58.1%
Printing/Duplicating	12,500	14,000	11,101	2,899	79.3%
Postage	100	200	85	115	42.5%
Books	150,600	150,300	60,112	90,188	40.0%
Furniture	10,500	12,500	5,193	7,307	41.5%
Audio Visual Supplies	77,200	77,200	36,271	40,929	47.0%
Training/Conference/Food/Travel	5,300	6,000	1,323	4,677	22.1%
Computer Software	-	1,000	-	1,000	0.0%
Computer Hardware	-	4,400	216	4,184	4.9%
Office Equipment/Repairs & Maintenance	6,300	6,300	3,952	2,348	62.7%
Other Equipment - Lease	2,000	2,000	1,286	714	64.3%
Total Expenses	325,300	337,200	154,172	183,028	45.7%
Total Budget Balances & Expenses	**$ 325,300**	**$ 337,200**	**$ 154,172**	**$ 183,028**	45.7%

City of Dover
Finance Department
Monthly Report - February 2017
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 60,300	$ 99,500	$ -	$ 99,500	0.0%
Revenues					
Grants Received	28,000	28,000	21,023	6,977	75.1%
Recreation Revenue	33,000	33,000	17,308	15,692	52.4%
Total Revenues	61,000	61,000	38,331	22,669	62.8%
Total Beginning Balance & Revenues	**$ 121,300**	**$ 160,500**	**$ 38,331**	**$ 122,169**	23.9%
Expenses					
Temporary Help/Benefits	$ 60,200	$ 60,200	$ 36,552	$ 23,648	60.7%
Program Expenses/Supplies	55,000	55,000	22,900	32,100	41.6%
Total Expenses	115,200	115,200	59,452	55,748	51.6%
Budget Balance - Working Capital	6,100	45,300	-	45,300	0.0%
Total Budget Balances & Expenses	**$ 121,300**	**$ 160,500**	**$ 59,452**	**$ 101,048**	37.0%

City of Dover
Finance Department
Monthly Report - February 2017
CDBG Fund

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 2,100	$ 2,100	$ -	$ 2,100	0.0%
Revenues					
Grants Received	236,500	279,700	82,862	196,838	29.6%
Interest Earnings	-	-	127	(127)	0.0%
Total Revenues	236,500	279,700	82,989	196,711	29.7%
Total Beginning Balance & Revenues	**$ 238,600**	**$ 281,800**	**$ 82,989**	**$ 198,811**	29.4%
Expenses					
Closing Cost/Down Payment Program	$ 50,000	$ 50,900	$ 49,102	$ 1,798	96.5%
Connection Community Support Program	7,200	9,800	2,365	7,435	24.1%
Dover Interfaith Ministry	22,000	22,000	16,339	5,661	74.3%
MHDC Emergency Home Repair	25,000	47,300	29,703	17,597	62.8%
Habitat For Humanity	30,000	33,000	2,953	30,047	8.9%
NCALL Research Inc.	-	1,000	991	9	99.1%
Milford Housing H/O Rehabilitation	55,000	68,400	4,363	64,037	6.4%
Salaries	47,300	47,300	22,333	24,967	47.2%
NSP Expense	-	-	7,619	(7,619)	0.0%
Total Expenses	236,500	279,700	135,768	143,932	48.5%
Budget Balance - Working Capital	2,100	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 238,600**	**$ 281,800**	**$ 135,768**	**$ 146,032**	48.2%

MONTHLY REPORT



FEBRUARY 2017

Incident Run Log

Dover Fire Department

Date Range: From 2/1/2017 to 2/28/2017
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
02/02/2017	30046	2017-000123	09:04	200	GARRISON OAK DR		Smoke detector activation, no fire - unintentional	0.4
02/02/2017	30046	2017-000124	11:23	211	DELAWARE AVE		Dispatched & canceled en route	0.1
02/02/2017	30046	2017-000125	22:11	200	GARRISON OAK DR		Smoke detector activation due to malfunction	0.5
02/04/2017	30046	2017-000126	01:16	1570	N DUPONT HWY		False alarm or false call, other	0.2
02/04/2017	30046	2017-000127	10:35		CARNOUSTIE RD		Vicinity alarm (incident in other location)	0.2
02/04/2017	30046	2017-000128	11:39	555	GARTON RD		Good intent call, other	0.2
02/04/2017	30046	2017-000129	15:25	1650	FORREST		Vicinity alarm (incident in other location)	0.4
02/04/2017	30046	2017-000130	23:46	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
02/05/2017	30046	2017-000131	00:36	460	COUNTRY DR		Smoke detector activation, no fire - unintentional	0.4
02/05/2017	30046	2017-000132	19:31	137	PRESIDENT DR		Outside rubbish fire, other	0.9
02/06/2017	30046	2017-000133	08:51		S. DUPONT HWY		Vehicle accident, general cleanup	0.3
02/06/2017	30046	2017-000134	17:19		FORREST AVE		Power line down	0.2
02/06/2017	30046	2017-000135	20:27	1324	AFTON CT		Extrication of victim(s) from building/structure	2.5
02/07/2017	30046	2017-000136	19:55	120	N STATE ST		Alarm system sounded due to malfunction	0.0
02/08/2017	30046	2017-000137	09:02	51	Webs lane		Carbon monoxide detector activation, no CO	0.8
02/08/2017	30046	2017-000138	09:05	1200	N DUPONT HWY		False alarm or false call, other	0.1
02/08/2017	30046	2017-000139	15:08	726	WOODCREST DR		Smoke detector activation, no fire - unintentional	0.3
02/08/2017	30046	2017-000140	15:54	1200	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.1
02/08/2017	30046	2017-000141	20:00	213	N BRADFORD ST		Sprinkler activation due to malfunction	0.1
02/09/2017	30046	2017-000142	02:45	245	MCKEE RD		System malfunction, other	0.8
02/09/2017	30046	2017-000143	11:00	800	N STATE ST		Police matter	0.5
02/09/2017	30046	2017-000144	11:44	365	N DUPONT HWY		Service Call, other	1.3
02/10/2017	30046	2017-000145	08:37	800	BAY RD		Smoke detector activation due to malfunction	0.5
02/10/2017	30046	2017-000146	11:38	1706	N DUPONT HWY		Unintentional transmission of alarm, other	0.4
02/11/2017	30046	2017-000147	09:41	21	S LITTLE CREEK RD		Passenger vehicle fire	0.2
02/11/2017	30046	2017-000148	10:22		SR1 & DENNEYS RD		Good intent call, other	0.5
02/11/2017	30046	2017-000149	12:34	763	SLAUGHTER ST		No incident found on arrival at dispatch address	0.1
02/11/2017	30046	2017-000150	15:12	426	S NEW ST		Smoke or odor removal	0.4
02/11/2017	30046	2017-000151	15:48	304	MAIN ST		Cover assignment, standby, moveup	8.7
02/11/2017	30046	2017-000152	17:21	652	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.3
02/12/2017	30046	2017-000153	04:44	940	MCDOWELL DR		Service Call, other	0.5
02/13/2017	30046	2017-000154	00:20	1200	N DUPONT HWY		Unintentional transmission of alarm, other	0.1
02/13/2017	30046	2017-000155	15:21	707	WALKER RD		Good intent call, other	0.4
02/13/2017	30046	2017-000156	20:33	365	N DUPONT HWY		Malicious, mischievous false call, other	0.1
02/13/2017	30046	2017-000157	22:31	312	PARADEE DR		Smoke detector activation, no fire - unintentional	0.3
02/14/2017	30046	2017-000158	03:48	1200	N DUPONTY HWY		Malicious, mischievous false call, other	0.1
02/14/2017	30046	2017-000159	17:10	655	N DUPONT HWY		Sprinkler activation due to malfunction	0.5
02/14/2017	30046	2017-000160	17:58	1224	FORREST AVE		Passenger vehicle fire	0.4
02/14/2017	30046	2017-000161	19:34	150	CECIL ST		Detector activation, no fire - unintentional	0.1
02/15/2017	30046	2017-000162	01:39	820	CARVEL DR	C	Smoke detector activation due to malfunction	0.5
02/15/2017	30046	2017-000163	17:13	836	MILLER DR		Chemical hazard (no spill or leak)	0.4
02/15/2017	30046	2017-000164	17:35	303	TRANSPORTATION CIRCLE		Sprinkler activation due to malfunction	0.4
02/15/2017	30046	2017-000165	17:58	397	NIMITZ RD		No incident found on arrival at dispatch address	0.4
02/16/2017	30046	2017-000166	12:55		N DUPONT & LEPORE RD.		Good intent call, other	0.1
02/16/2017	30046	2017-000167	17:17		KENTON ROAD		Motor vehicle accident with injuries	0.0
02/16/2017	30046	2017-000168	22:06		ACORN LANE		Motor vehicle accident with injuries	1.0
02/17/2017	30046	2017-000169	14:58	130	OLD FORGE DR		Natural vegetation fire, other	0.9
02/17/2017	30046	2017-000170	15:12	1203	WALKER RD		Wrong location	1.0
02/17/2017	30046	2017-000171	20:50	1570	N DUPONT HWY		Detector activation, no fire - unintentional	0.2
02/17/2017	30046	2017-000172	23:33	140	HAMAN DR		Good intent call, other	0.3
02/18/2017	30046	2017-000173	08:33	1300	S FARMVIEW DR	A	Cooking fire, confined to container	0.8
02/18/2017	30046	2017-000174	12:36	640	S GOVERNORS AVE		Building fire	1.1
02/19/2017	30046	2017-000175	11:20	150	LAKEVIEW DR		Smoke detector activation, no fire - unintentional	0.4
02/19/2017	30046	2017-000176	15:49	1200	N DUPONT HWY		Good intent call, other	0.2
02/19/2017	30046	2017-000177	18:57	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
02/19/2017	30046	2017-000178	21:18	39	Riverchase DR		Heat from short circuit (wiring), defective/worn	0.3
02/21/2017	30046	2017-000179	08:48	1000	HAYES DR		Detector activation, no fire - unintentional	0.2
02/21/2017	30046	2017-000180	11:10	950	WHATCOAT DR		Smoke detector activation, no fire - unintentional	0.4
02/21/2017	30046	2017-000181	15:40	23	N GOVERNORS AVE		Smoke detector activation, no fire - unintentional	0.1

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
02/21/2017	30046	2017-000182	20:28	21	N STATE ST		Malicious, mischievous false call, other	0.2
02/21/2017	30046	2017-000183	21:52	1200	N DUPONT HWY		Good intent call, other	0.2
02/23/2017	30046	2017-000184	09:47	21	W LOOCKERMAN ST		Gas leak (natural gas or LPG)	0.3
02/23/2017	30046	2017-000185	13:02	4253	FORREST AVE		Outside rubbish fire, other	0.3
02/23/2017	30046	2017-000186	17:12	144	KINGS HWY		Detector activation, no fire - unintentional	0.2
02/24/2017	30046	2017-000187	00:23	1570	N DUPONT HWY		Alarm system sounded due to malfunction	0.1
02/24/2017	30046	2017-000188	04:39	319	BILLY MITCHELL LN		Smoke detector activation, no fire - unintentional	0.7
02/24/2017	30046	2017-000189	08:44	909	N DUPONT HWY		Detector activation, no fire - unintentional	0.3
02/24/2017	30046	2017-000190	21:06	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
02/25/2017	30046	2017-000191	11:52	1200	N DUPONT HWY		False alarm or false call, other	0.1
02/25/2017	30046	2017-000192	13:17	1570	N DUPONT HWY		False alarm or false call, other	0.2
02/25/2017	30046	2017-000193	15:17		N DUPONT HWY		Passenger vehicle fire	0.6
02/25/2017	30046	2017-000194	17:05	1203	WALKER RD		Smoke detector activation, no fire - unintentional	0.3
02/25/2017	30046	2017-000195	17:21		RT 1 SB EXIT 97		Motor vehicle accident with injuries	0.3
02/25/2017	30046	2017-000196	19:55	51	WEBBS LN	BB	Cooking fire, confined to container	0.3
02/26/2017	30046	2017-000197	12:00	43	ARBOR GLENN LANE		Assist invalid	1.0
02/26/2017	30046	2017-000198	16:18	1200	N DUPONT HWY		Refrigeration leak	0.6
02/26/2017	30046	2017-000199	22:03	1570	N DUPONT HWY		False alarm or false call, other	0.1
02/27/2017	30046	2017-000200	14:11	725	HORSEPOND RD		Medical assist, assist EMS crew	0.3
02/27/2017	30046	2017-000201	16:40	54	S STATE ST		Good intent call, other	0.8
02/27/2017	30046	2017-000202	19:34	401	EASTWIND DR		Gasoline or other flammable liquid spill	0.5
02/28/2017	30046	2017-000203	16:39	45	THE GREEN		Good intent call, other	0.3
02/28/2017	30046	2017-000204	17:29	249	NORTH WILSON AVENUE		Lock-out	0.2
02/28/2017	30046	2017-000205	18:35	391	N DUPONT HWY		Motor vehicle accident with injuries	0.4
02/28/2017	30046	2017-000206	18:41	2	MER WAY		Good intent call, other	0.3
02/28/2017	30046	2017-000207	22:09	255	WEBBS LN	D	Electrical wiring/equipment problem, other	0.5

Total Number of Incidents: 85

Total Length of Incidents: 41.6 Hours

FY 16-17 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 91,300.00	$ 82,941.49	$ 8,358.51
Building Maintenance Supplies	$ 1,500.00	$ 567.48	$ 932.52
Contract Services-Admin Assist	$ 16,000.00	$ 4,483.98	$ 11,516.02
Contractual Services	$ 9,000.00		$ 9,000.00
Electricity	$ 45,000.00	$ 25,492.35	$ 19,507.65
Gasoline	$ 15,000.00	$ 8,348.59	$ 6,651.41
Heating Expenses- Gas	$ 12,000.00	$ 6,732.79	$ 5,267.21
Medical Supplies	$ 1,000.00	$ 248.17	$ 751.83
Office Supplies	$ 1,500.00	$ 354.40	$ 1,145.60
Other Equipment Repairs	$ 1,500.00	$ 103.63	$ 1,396.37
Program Expenses	$ 45,000.00	$ 36,784.95	$ 8,215.05
Radio Repairs	$ 2,000.00	$ 1,000.45	$ 999.55
Safety & Security	$ 1,500.00	$ 80.00	$ 1,420.00
Small Tools	$ 3,500.00	$ 2,877.67	$ 622.33
Telephone	$ 9,000.00	$ 5,281.10	$ 3,718.90
Training & Travel	$ 10,000.00	$ 5,720.00	$ 4,280.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 3,886.91	$ 26,113.09
Water/ Sewer	$ 2,500.00	$ 1,782.16	$ 717.84

Balance as of: February 28, 2017

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2017

	Type	Date	Num
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	Check	02/11/2017	1734
	Check	02/11/2017	1734
	Check	02/11/2017	1734
	Check	02/11/2017	1735
	Check	02/11/2017	1736
	Check	02/11/2017	1736
	General Journal	02/11/2017	LSG 6-10
	General Journal	02/11/2017	LSG 6-10
	Check	02/18/2017	1748
	Check	02/25/2017	1750
	General Journal	02/25/2017	LSG 6-10R
	General Journal	02/25/2017	LSG 6-10R
	Check	02/25/2017	1755
	Check	02/25/2017	1755
Total Apparatus Repairs & Maintenance			
Contract Employee			
	Check	02/03/2017	
	Check	02/04/2017	1730
	Check	02/18/2017	
Total Contract Employee			
Electricity			
	Check	02/04/2017	1732
	Check	02/11/2017	1738
Total Electricity			
Gasoline			
	Check	02/11/2017	1739
	Check	02/11/2017	1739
	Check	02/11/2017	1740
	Check	02/11/2017	1740
	General Journal	02/11/2017	LSG 6-9
	General Journal	02/11/2017	LSG 6-9
	General Journal	02/11/2017	LSG 6-9R
	General Journal	02/11/2017	LSG 6-9R
	Check	02/11/2017	1741
	Check	02/11/2017	1741
	Check	02/18/2017	1747
	Check	02/18/2017	1747
Total Gasoline			
Heating Expenses- Gas			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2017

	Type	Date	Num
	Check	02/04/2017	1731
	Check	02/11/2017	1737
	Check	02/11/2017	1737
Total Heating Expenses- Gas			
Medical Supplies & Physicals			
	Check	02/11/2017	1746
	Check	02/25/2017	1753
Total Medical Supplies & Physicals			
Office Supplies			
	Check	02/11/2017	1739
	Check	02/11/2017	1740
	General Journal	02/11/2017	LSG 6-9
	General Journal	02/11/2017	LSG 6-9R
	Check	02/11/2017	1741
	Check	02/18/2017	1747
Total Office Supplies			
Other Equipment Repairs			
	Check	02/04/2017	1733
	Check	02/11/2017	1744
	Check	02/11/2017	1744
	Check	02/25/2017	1751
	Check	02/25/2017	1751
Total Other Equipment Repairs			
Program Expenses			
	Check	02/25/2017	1754
	Check	02/25/2017	1756
Total Program Expenses			
Small Tools			
	Check	02/04/2017	1733
	Check	02/04/2017	1733
	Check	02/11/2017	1742
	Check	02/11/2017	1742
	Check	02/11/2017	1743
	Check	02/18/2017	1748
	Check	02/18/2017	1748
	Check	02/25/2017	1754
	Check	02/25/2017	1754
Total Small Tools			
Telephone			
	Check	02/11/2017	1739

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2017

		Type	Date	Num
		Check	02/11/2017	1739
		Check	02/11/2017	1740
		Check	02/11/2017	1740
		General Journal	02/11/2017	LSG 6-9
		General Journal	02/11/2017	LSG 6-9
		General Journal	02/11/2017	LSG 6-9R
		General Journal	02/11/2017	LSG 6-9R
		Check	02/11/2017	1741
		Check	02/11/2017	1741
		Check	02/18/2017	1747
		Check	02/18/2017	1747
	Total Telephone			
	Training & Travel Expenses			
		Check	02/25/2017	1752
	Total Training & Travel Expenses			
	Uniforms			
		Check	02/11/2017	1745
		Check	02/11/2017	1745
	Total Uniforms			
	Water/Sewer			
		Check	02/04/2017	1732
		Check	02/04/2017	1732
		Check	02/11/2017	1738
		Check	02/18/2017	1749
	Total Water/Sewer			
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2017

	Name
Ordinary Income/Expense	
Expense	
Apparatus Repairs & Maintenance	
	Atlantic Emergency Solutions
	Atlantic Emergency Solutions
	Atlantic Emergency Solutions
	Carlisle's Marine
	Chevrolet of Dover
	Chevrolet of Dover
	Chevrolet of Dover
	Chevrolet of Dover
	Witmer Public Safety
	Atlantic Emergency Solutions
	Chevrolet of Dover
	Chevrolet of Dover
	Chevrolet of Dover
	Chevrolet of Dover
Total Apparatus Repairs & Maintenance	
Contract Employee	
	Carter Knotts
	Raymond F. Book & Associates
	Carter Knotts
Total Contract Employee	
Electricity	
	City of Dover Utility
	City of Dover Utility
Total Electricity	
Gasoline	
	City of Dover
	City of Dover
	City of Dover
	City of Dover
	City of Dover Utility
	City of Dover Utility
	City of Dover
	City of Dover
	City of Dover
	City of Dover
	City of Dover
	City of Dover
Total Gasoline	
Heating Expenses- Gas	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2017

	Name
	Chesapeake Utilities
	Chesapeake Utilities
	Chesapeake Utilities
Total Heating Expenses- Gas	
Medical Supplies & Physicals	
	Southeastern Emergency Equipment
	Southeastern Emergency Equipment
Total Medical Supplies & Physicals	
Office Supplies	
	City of Dover
	City of Dover
	City of Dover Utility
	City of Dover
	City of Dover
	City of Dover
Total Office Supplies	
Other Equipment Repairs	
	Rommel's ACE
	Kunkel Auto Supply
	Kunkel Auto Supply
	Kunkel Auto Supply
	Kunkel Auto Supply
Total Other Equipment Repairs	
Program Expenses	
	Witmer Public Safety
	M&T Bank
Total Program Expenses	
Small Tools	
	Rommel's ACE
	Rommel's ACE
	Delaware Fire & Safety Equipment Co.
	Delaware Fire & Safety Equipment Co.
	ESI Equipment, Inc.
	Witmer Public Safety
	Witmer Public Safety
	Witmer Public Safety
	Witmer Public Safety
Total Small Tools	
Telephone	
	City of Dover

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2017

		Name
		City of Dover
		City of Dover
		City of Dover
		City of Dover Utility
		City of Dover Utility
		City of Dover
		City of Dover
		City of Dover
		City of Dover
		City of Dover
		City of Dover
	Total Telephone	
	Training & Travel Expenses	
		Delaware Safety Council
	Total Training & Travel Expenses	
	Uniforms	
		Municipal Emergency Services
		Municipal Emergency Services
	Total Uniforms	
	Water/Sewer	
		City of Dover Utility
		City of Dover Utility
		City of Dover Utility
		Sharp Water Culligan
	Total Water/Sewer	
Total Expense		
Net Ordinary Income		
Net Income		

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2017

	Memo	Clr	Split
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	11965DEL- E-2 no heat-L-1 air leak		City Fund Account
	11966DEL- l-2 brakes		City Fund Account
	11975DEL- wheel cover E-3		City Fund Account
	Battery charger for Kabota		City Fund Account
	Ref-207737- oil change Car 15	√	City Fund Account
	Ref-208244- brakes Command Veh	√	City Fund Account
	For CHK 1736 voided on 02/25/2017		City Fund Account
	For CHK 1736 voided on 02/25/2017		City Fund Account
	Invoice # 1748071-cyclinder numbers		City Fund Account
	Invoice-11933DEL- L-2 turbo bracket		City Fund Account
	Reverse of GJE LSG 6-10 -- For CHK 1736 voided on 02/25		City Fund Account
	Reverse of GJE LSG 6-10 -- For CHK 1736 voided on 02/25		City Fund Account
	oil change Car 1		City Fund Account
	brakes- Car 2		City Fund Account
Total Apparatus Repairs & Maintenance			
Contract Employee			
	Payroll Expense		City Fund Account
	Invoice # 2000031485-Acct Services for Jan & Feb		City Fund Account
	Pay Period--1/29 to 02/11		City Fund Account
Total Contract Employee			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
Total Electricity			
Gasoline			
	Unleaded fuel- July		City Fund Account
	Diesel fuel- July		City Fund Account
	Unleaded fuel- December	√	City Fund Account
	Diesel fuel- December	√	City Fund Account
	For CHK 1740 voided on 02/11/2017		City Fund Account
	For CHK 1740 voided on 02/11/2017		City Fund Account
	Reverse of GJE LSG 6-9 -- For CHK 1740 voided on 02/11/		City Fund Account
	Reverse of GJE LSG 6-9 -- For CHK 1740 voided on 02/11/		City Fund Account
	Unleaded fuel- Dec.		City Fund Account
	Diesel fuel- Dec.		City Fund Account
	Unleaded fuel- Jan.		City Fund Account
	Diesel fuel-Jan.		City Fund Account
Total Gasoline			
Heating Expenses- Gas			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2017

		Memo	Clr	Split
		Station 2 from 12/27 to 01/26		City Fund Account
		Sta. 1- 12/02 to 01/05		City Fund Account
		Sta 1- 01/05 to 02/92		City Fund Account
Total Heating Expenses- Gas				
Medical Supplies & Physicals				
		Invoice # 740025- gloves		City Fund Account
		Invoice # 741890- lrg. medical gloves		City Fund Account
Total Medical Supplies & Physicals				
Office Supplies				
		Postage- July		City Fund Account
		Posatge charges- December	√	City Fund Account
		For CHK 1740 voided on 02/11/2017		City Fund Account
		Reverse of GJE LSG 6-9 -- For CHK 1740 voided on 02/11/		City Fund Account
		Postage- Dec.		City Fund Account
		Postage- Jan.		City Fund Account
Total Office Supplies				
Other Equipment Repairs				
		Ref-52038-extractor bit set		City Fund Account
		Inv # 056409172- quik detailer		City Fund Account
		Inv # 056410318- quik detailer		City Fund Account
		Invoice # 056410664		City Fund Account
		Invoice # 055028882		City Fund Account
Total Other Equipment Repairs				
Program Expenses				
		Inv # 1754751- air pack repairs		City Fund Account
		Active 911		City Fund Account
Total Program Expenses				
Small Tools				
		Ref-52024-tape & spray paint		City Fund Account
		Ref-52328		City Fund Account
		Invoice # 8167- Ext Inspection		City Fund Account
		Invoice # 8168- new ext.		City Fund Account
		Tool Fuel		City Fund Account
		Invoice # 1752571-repair hydraram		City Fund Account
		Invoice # 1752814- bolt cutters		City Fund Account
		Inv # 1756157- fire ext. barckets		City Fund Account
		Inv # 1756576- 30 " halligan bar		City Fund Account
Total Small Tools				
Telephone				
		Verizon cahrges- July		City Fund Account

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2017

		Memo	Clr	Split
		Cavalier charges- July		City Fund Account
		Verizon phone charges- December	√	City Fund Account
		Cavalier phone charges- December	√	City Fund Account
		For CHK 1740 voided on 02/11/2017		City Fund Account
		For CHK 1740 voided on 02/11/2017		City Fund Account
		Reverse of GJE LSG 6-9 -- For CHK 1740 voided on 02/11/		City Fund Account
		Reverse of GJE LSG 6-9 -- For CHK 1740 voided on 02/11/		City Fund Account
		Verizon phone charges- Dec.		City Fund Account
		Cavalier phone charges- Dec.		City Fund Account
		Verizon Jan. phone charges		City Fund Account
		Cavalier Jan. phone charges		City Fund Account
	Total Telephone			
	Training & Travel Expenses			
		21 students- Advanced Defensive Driving		City Fund Account
	Total Training & Travel Expenses			
	Uniforms			
		Inv # IN1101609-pants repair		City Fund Account
		Inv # IN1095968-3 helmets		City Fund Account
	Total Uniforms			
	Water/Sewer			
		Acct # 44345-32054		City Fund Account
		Acct # 44341-32050		City Fund Account
		Acct # 44253-31964		City Fund Account
		Invoice # 1975683-DI Tank exchange		City Fund Account
	Total Water/Sewer			
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2017

	Amount	Balance
Ordinary Income/Expense		
Expense		
Apparatus Repairs & Maintenance		
	859.52	859.52
	276.36	1,135.88
	1,003.06	2,138.94
	449.60	2,588.54
	0.00	2,588.54
	0.00	2,588.54
	52.58	2,641.12
	408.45	3,049.57
	160.00	3,209.57
	907.38	4,116.95
	-52.58	4,064.37
	-408.45	3,655.92
	52.58	3,708.50
	408.45	4,116.95
Total Apparatus Repairs & Maintenance	4,116.95	4,116.95
Contract Employee		
	1,065.18	1,065.18
	170.00	1,235.18
	1,153.95	2,389.13
Total Contract Employee	2,389.13	2,389.13
Electricity		
	2,677.35	2,677.35
	513.23	3,190.58
Total Electricity	3,190.58	3,190.58
Gasoline		
	185.49	185.49
	753.69	939.18
	0.00	939.18
	0.00	939.18
	207.91	1,147.09
	956.41	2,103.50
	-207.91	1,895.59
	-956.41	939.18
	207.91	1,147.09
	956.41	2,103.50
	198.14	2,301.64
	915.42	3,217.06
Total Gasoline	3,217.06	3,217.06
Heating Expenses- Gas		

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2017

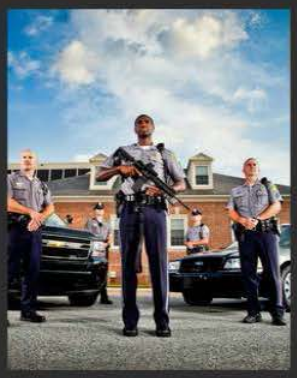
	Amount	Balance
	666.17	666.17
	1,891.07	2,557.24
	1,556.88	4,114.12
Total Heating Expenses- Gas	4,114.12	4,114.12
Medical Supplies & Physicals		
	112.09	112.09
	136.08	248.17
Total Medical Supplies & Physicals	248.17	248.17
Office Supplies		
	17.42	17.42
	0.00	17.42
	118.67	136.09
	-118.67	17.42
	118.67	136.09
	28.55	164.64
Total Office Supplies	164.64	164.64
Other Equipment Repairs		
	13.99	13.99
	14.29	28.28
	15.93	44.21
	41.64	85.85
	11.53	97.38
Total Other Equipment Repairs	97.38	97.38
Program Expenses		
	104.81	104.81
	562.50	667.31
Total Program Expenses	667.31	667.31
Small Tools		
	27.95	27.95
	19.96	47.91
	1,175.00	1,222.91
	334.00	1,556.91
	255.80	1,812.71
	267.00	2,079.71
	117.50	2,197.21
	57.50	2,254.71
	218.75	2,473.46
Total Small Tools	2,473.46	2,473.46
Telephone		
	287.98	287.98

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2017

	Amount	Balance
	29.69	317.67
	0.00	317.67
	0.00	317.67
	286.95	604.62
	23.59	628.21
	-286.95	341.26
	-23.59	317.67
	286.95	604.62
	23.59	628.21
	286.44	914.65
	20.09	934.74
Total Telephone	934.74	934.74
Training & Travel Expenses		
	420.00	420.00
Total Training & Travel Expenses	420.00	420.00
Uniforms		
	48.79	48.79
	807.42	856.21
Total Uniforms	856.21	856.21
Water/Sewer		
	65.50	65.50
	14.49	79.99
	23.98	103.97
	125.00	228.97
Total Water/Sewer	228.97	228.97
Total Expense	23,118.72	23,118.72
Net Ordinary Income	-23,118.72	-23,118.72
Net Income	**-23,118.72**	**-23,118.72**








Dover Police Department

Monthly Report

February 2017

Deputy Chief Marvin Mailey








DEPARTMENT OF POLICE

Major Marvin C. Mailey
Deputy Chief of Police

400 South Queen Street
Dover, Delaware 19904
302-736-7111
Fax: 302-672-1842

March 13, 2017

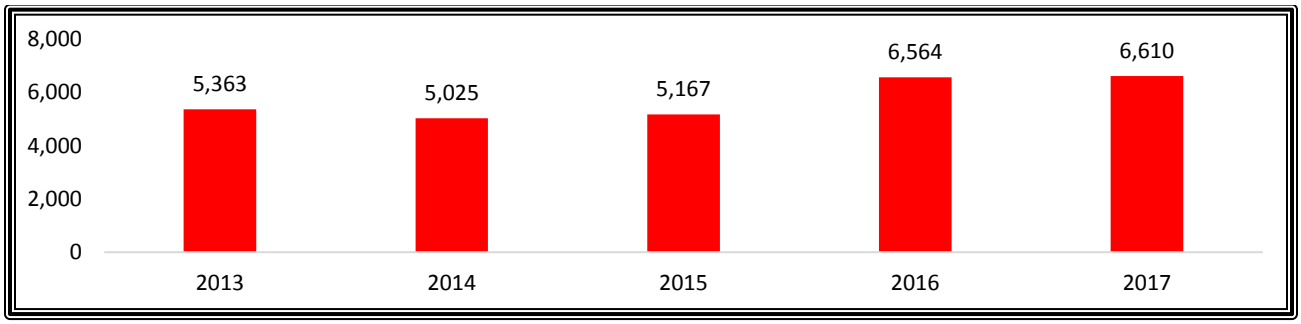
Honorable Robin Christiansen, Mayor
Member of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

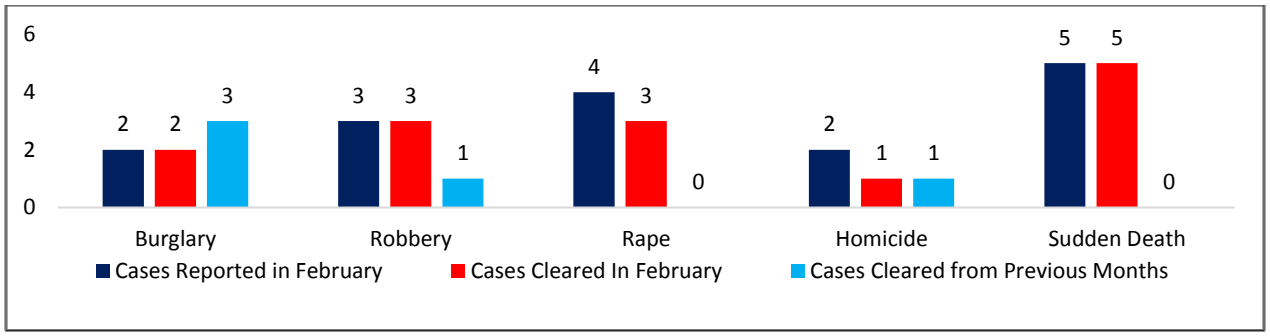
The following is the monthly report for Dover Police Department activities for the month of February 2017:

COMPLAINTS

Total complaints received through February 2017, numbered 6,610 this is an increase of 46 complaints over the same period last year.

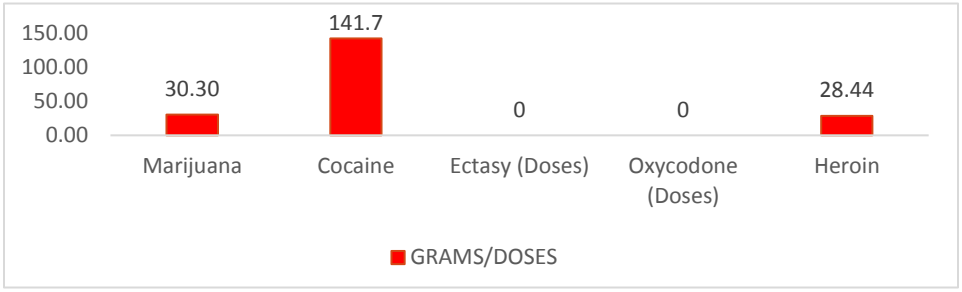


CRIMINAL INVESTIGATIONS

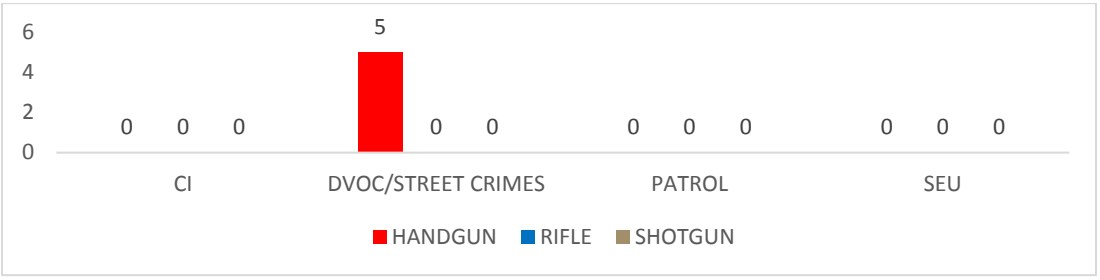


DRUGS, VICE, & ORGANIZED CRIME (DVOC) AND STREET CRIMES SECTION SEIZURES

Along with the drug seizures below, the units also recovered 1.1 grams of miscellaneous other drugs and $998.00 USD during the month of February.



FIREARM SEIZURES



COMMUNITY POLICING

COMMUNITY POLICING	*CONTACTS*
ABANDONED VEHICLES	*5*
ALCOHOL VIOLATIONS/DUI'S	*0*
ASSIST OTHER	*16*
WARRANTS ON FILE	*0*
CITY PARK VIOLATIONS	*0*
CRIMINAL ARRESTS	*1*
DRUG RELATED ARRESTS	*0*
LOUD MUSIC	*0*
MISCELLANEOUS VIOLATIONS	*0*
PARKING VIOLATIONS	*7*
PEDDLER	*0*
MEETINGS	*59*
CRIME PREVENTION CHECK	*0*
TRAFFIC ARRESTS	*4*
WARNINGS	*0*
FUGITIVE	*0*
DCO	*3*
PROSTITUTION	*0*
TOTAL CONTACTS	***95***

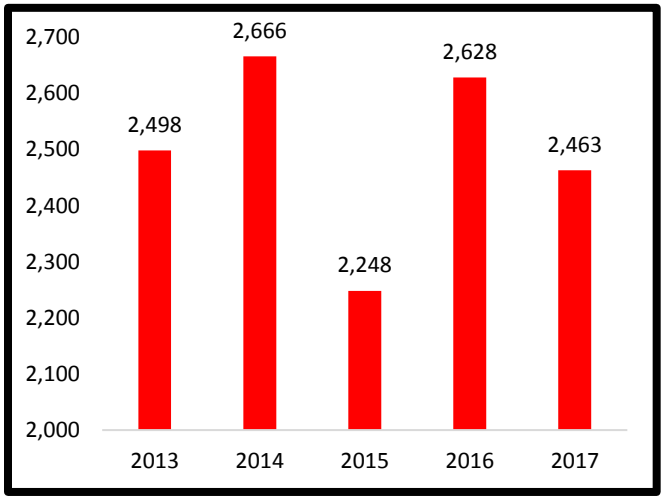
CADETS	*CONTACTS*
PARKING	*31*
DCO'S	*32*
OPEN CONTAINER	*1*
LOUD NOISE	*0*
LEWDNESS	*0*
OTHER	*0*
BUSINESS CONTACTS	*72*
LIBRARY CHECKS	*9*
COMPLAINTS ASSIGNED	*16*
SPECIAL EVENT	*0*
TOTAL CONTACTS	***161***

STREET CRIMES

STREET CRIMS ENFORCEMENT	CONTACTS
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	12
WARRANTS ON FILE	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	42
DRUG RELATED ARRESTS	40
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	0
PARKING VIOLATIONS	0
PEDDLER	0
MEETINGS	0
CURFEW CHECKS	120
CRIME PREVENTION CHECKS	0
TRAFFIC ARRESTS	8
WARNINGS	38
FUGITIVES	18
DCO'S	0
PROSTITUTION	0
TOTAL CONTACTS	278

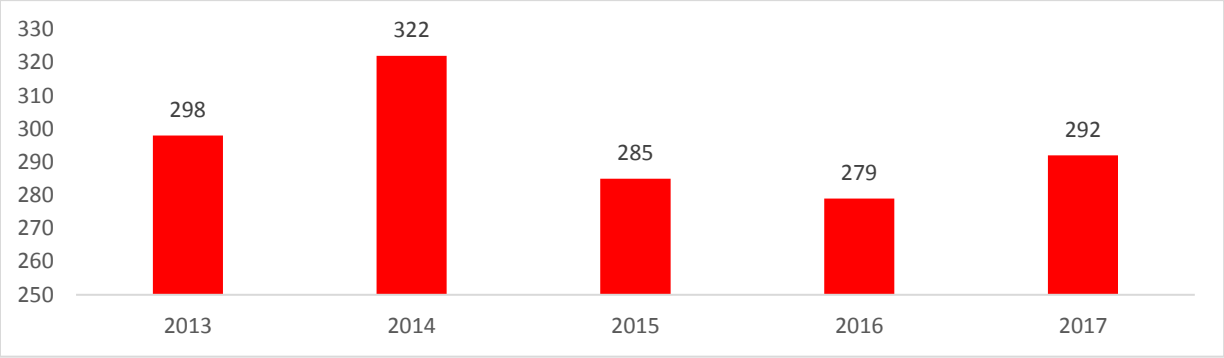
TRAFFIC ARRESTS

The department issued 2,463 traffic citations through this reporting period; this is a decrease of 165 citations over the number issued during the same period last year.



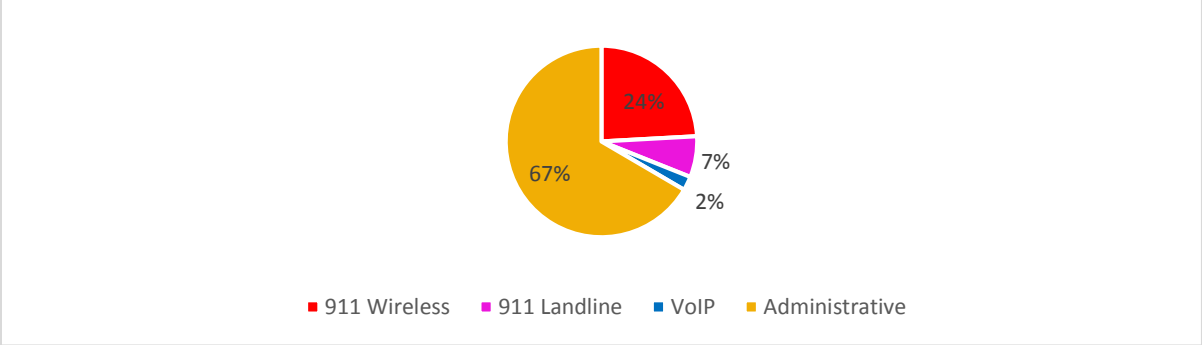
TRAFFIC CRASHES

Through February 28th, 2017, the Dover Police investigated 292 traffic crashes, an increase of 13 crashes investigated during the same period last year.



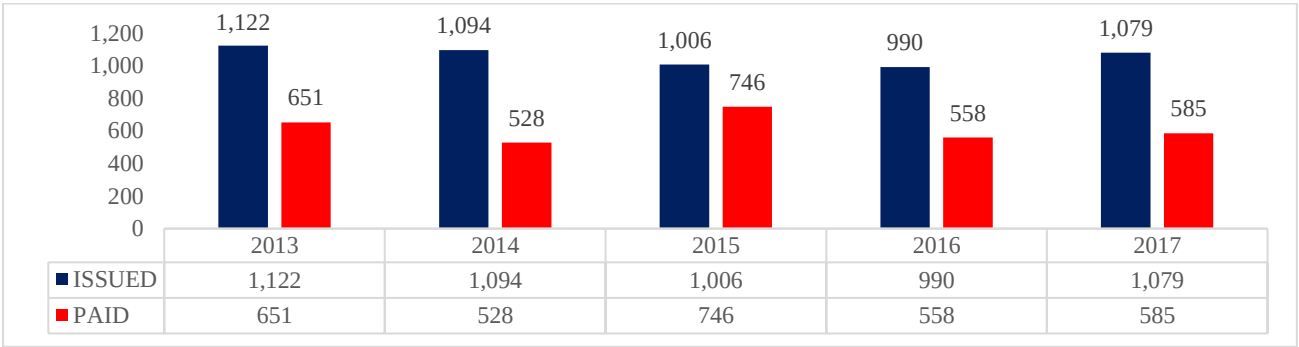
911 Center

During the month of February, the Dover Police Department handled a total of 7,021 calls averaging 251 calls per day. Dispatchers handled 1,694 on the 911 wireless lines, 486 on the 911 landlines, and 167 on the Voice Over Internet Protocol lines, the remaining 4,674 were administrative calls.



CITY ORDINANCE SUMMONS

Through February 28th, 2017, we issued 1,079 city ordinance summons, an increase of 89 summonses for the same period last year. Note: Of those summonses issued in February, 15 DCO's were issued for handicapped parking violations and 11 for fire lane parking violations, 129 for false alarms (116 for 1-2 alarms, 11 for 3-5 alarms, 2 for 6-9 alarms, 0 for 10-15 alarms, and 0 for 16 or more alarms) and 7 for noise violations 1 for vehicle violations and 6 for residence violations).

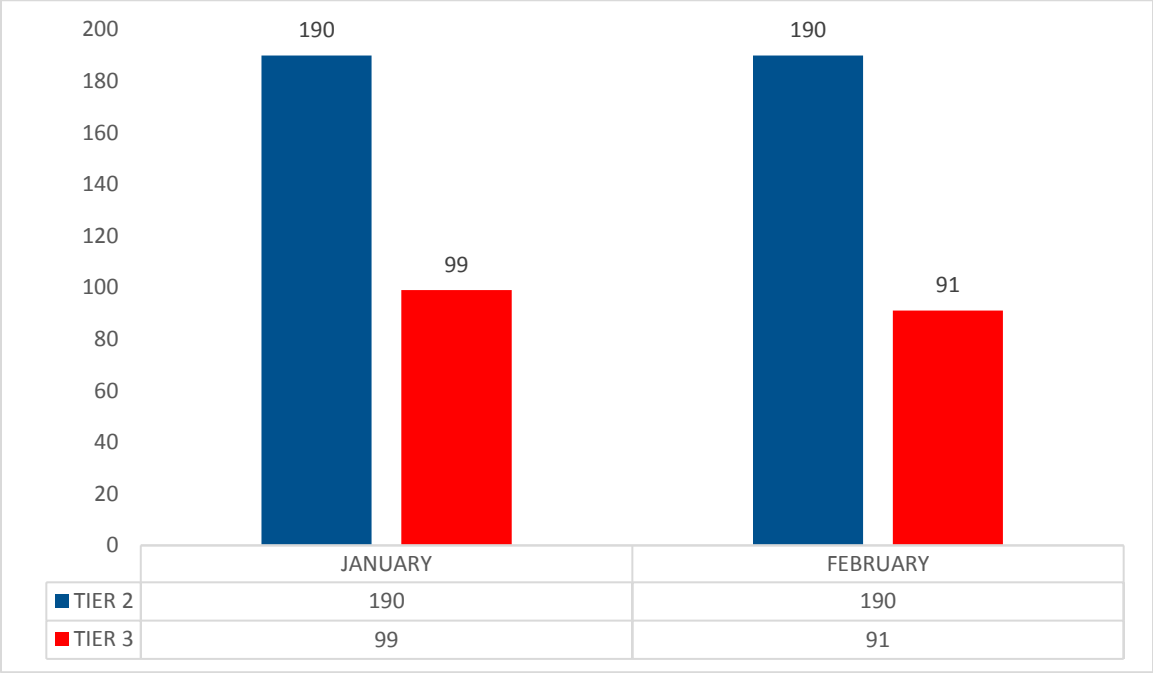


	2013	2014	2015	2016	2017
ISSUED	1,122	1,094	1,006	990	1,079
PAID	651	528	746	558	585

SEX OFFENDER STATISTICS/FEBRUARY

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	0
TIER 2	12	1116	34	2
TIER 3	5	715	21	2

ACTIVE SEX OFFENDERS THAT R715ESIDE 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,

Major Marvin C. Mailey
Deputy Chief of Police

Dover Human Relations Commission 2016 Annual Report to Council

- Commissioners McGiffin and Henderson conducted interviews with nine members of senior staff and department heads on December 21, 2015 and January 11, 2016. The purpose of the interviews was for the Commission to determine some fundamental facts about the City of Dover's approach to diversity issues.

- Commissioner McGiffin drafted a DHRC Diversity Survey instrument which consisted of 20 questions. Commissioners Henderson, Sadusky, and Gaddis compiled observations and conclusions from the survey and presented the results to City Council during their January 2017 meeting.

- Commissioners Gaddis and Paige worked together to finalize a concise explanatory statement about the role of the DHRC.

- The challenge in 2016 was to maintain a full body of the Human Relations Commission representing the four districts in the City of Dover, as well as the at-large post. Commission Chair Henderson remains committed to maintaining a viable quorum of commissioners, as well as providing advice to Council regarding human relations matters.

S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Misc-Packets\2017\DHRC\03-23-2017 Special DHRC\ORIGINALS\Dover Human Relations Commission 2016 Annual Report to Council.wpd

MEMORANDUM

Department of Public Works
P.O. Box 475
Dover, Delaware 19903
Phone: (302) 736-7025
Fax: (302) 736-4217
E-mail: sduca@dover.de.us

TO: City Council

CC: Donna S. Mitchell, Acting City Manager
Jason A. Lyon, P.E., Water / Wastewater Manager

FROM: Sharon J. Duca, P.E., Public Works Director / City Engineer

DATE: March 31, 2017

SUBJECT: Change Order Update – South New Street Water Main Project – Update and Emergency Change Order – Environmental Work

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During the construction of the South New Street Water Main Replacement Project, numerous unknown conflicts have been encountered. The Department of Public Works (DPW) submitted a Committee Action Form (CAF) to Council on February 13, 2017. This CAF described the contaminated soils that were being disturbed by the installation of the new water main. State regulations dictate that the material be removed from the site and be properly disposed. The amount of money that DPW requested at the time of the CAF was $128,000. This was an estimate based on the best available knowledge of the site. The actual cost associated with the contaminated soils is $215,500. In addition to the change order from the contaminated soils, this project has encountered numerous other utility conflicts that will require the contractor to perform additional work to complete their project. Please find the following financial breakdown:

Item Description	Cost	% Above Original Budget
Original Approved Budget	$247,000	-
Total Environmental Costs	$215,500	87.2%
Total Other Approved Change Order	$4,284	1.7%
Anticipated Change Order	$60,000	24.3%
TOTAL	**$526,784**	**213%**

The additional funding required at this point would be $151,784 (a change order has been approved for $128,000). The remaining funds in the Water Quality Improvement Project (WQ1702) are $202,800.