DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS
April 26, 2017 in City Hall Conference Room at 7:30 AM
DRAFT AGENDA as of 25 APR 2017

1. Agenda Additions/Deletions

2. Approval of Minutes – January, February and March

3. Monthly Financial Reports/Budget Update
    A. DDP Monthly and YTD Budget Review February & March
    B. Main Street Dover Financials February & March

4. Dover Police Department Update – Captain David Spicer

5. Executive Director's Report
    A. Property Update
        Loockerman Plaza Usage Application – Tina Bradbury
        680 Forest, AutoPlus Extension, North Street Easement & Santa House – Phil McGinnis
    B. NBBF Grant Update
    C. DDP Annual Report to City Council
    D. Strategic Planning Review Committee (Anita/John)
    E. FY2018 Budget

6. President's Report – Gregg Moore
    A. By Law Update – Diane Laird (Postponed)
    B. Loan/Refi Status
        Property Appraisals = **$1,030,000** 120 S. Governors Ave & **$2,040,000** 22-24 Loockerman St

7. Mayor's Comments – Mayor Robin Christiansen

8. Legislative Update – Sen. Brian Bushweller and Rep. Sean Lynn

9. Planning Department & Restoring Central Dover Update

10. Committee Reports
    A. Parking & Safety – Anita Evans (1st Tues @ 8:00 AM)
    B. Organization – Looking for Chair & Members
    C. Design – Kristin Pleasanton (2nd Wed @ Noon)
    D. Economic Development – Mitchell May (3rd Wed @ 7:30 AM)
    E. Marketing/Promotions – Tonda Parks (1st Thurs @ Noon)
    F. Merchant Committee – Tom Smith (2nd Wed @ 6:30 PM)

11. Other Updates
    A. City-wide Economic Development
    B. Wesley College – Robert E. Clark, II
    C. Schwartz Center – TBD
    D. Bayhealth – John Van Gorp
    E. Tourism – Wendie Vestfall

12. Public Comments

13. Executive Session – Legal Matters – Pursuant to 29 Del C. §10004(b) (2)

NEXT DDP BOARD MEETING ~ May , 2017 at 7:30 AM @ **CITY HALL COUNCIL CHAMBERS**

DOWNTOWN DOVER PARTNERSHIP
BOARD OF DIRECTORS MEETING MINUTES
JANUARY 25, 2017 at City Hall Conference Room 7:30 AM

ATTENDANCE: David Anderson, Dr Robert Clark, Anita Evans, Lucy Findlay, Mike Harrington, Scott Koenig, Diane Laird, Maxine Lewis, Mitch May, Gregg Moore, Tim Slavin, Todd Stonesifer, John Tinsley, Ann Marie Townshend, John Van Gorp and Wendie Vestfall

STAFF: Joan Cote, Tina Bradbury

OTHER ATTENDEES: Tonda Parks, Tom Smith

The meeting was called to order by Mr. Moore.

Minutes

Mike Harrington moved and Ann Marie Townshend seconded the motion to approve the Minutes of the December 7th Board of Director's Meeting. The motion carried.

Monthly Financial Reports/Budget Update

A. Joan presented the December Financial Package noting that we are on target with 54% of Receipts received and 40% for Total Disbursements. ***Mike Harrington moved and Anita Evans seconded the motion to accept the Financial Reports as presented by Joan Cote. The motion carried.***

B. Gregg review the meetings that he and Joan had with Bill Winters of Mitten & Winters our CPA Firm with clarification of how the Downtown Dover Partnership and Main Street Dover need to move forward with separate financial reporting each month starting with reporting on January 2017 at our February Meeting.

B1. Conflict of Interest Statement was handing out with revisions needed as noted by Bob Clark for signing in February.
Copies 2015 990 from Mitten and Winters were handed out for review & approval

Police Department Update

Captain David Spicer, Operations Division Commander Dover Police Department briefed the Board of Directors on Cadets Program, Shootings, Arrests, Robbery, Tickets, Complaints and the Heroin Epidemic and their collective metrics. Captain Spicer gave the Board updated information on the recent shootings on New & Fulton Streets, 6 Hour Stand Off on Forrest Street and the immediate impact of their Saturation Patrols and Street Crimes Units. Captain Spicer affirmed the Departments commitment to supporting the Downtown Dover area with "boots on the ground" and enforcement with loitering and other offenses heard from Merchants and Visitors. The Department has seen increased benefit of trust and relationship building with their investment in our Community.

Executive Director's Report

A. Joan updated the Board on the EZPass Lease Renegotiation, Interfaith Lease, Private Property Signage installation and 680 Property Update. EZPass is requesting additional parking spots. Anita Evans stated they don't currently utilize their allotment included with their lease.

B. As stated by Gregg, Joan is working to clarify what programs and financials fall under DDP/MSD

C. The Computer Equipment purchased to replace the City of Dover Equipment is being installed and updated over the coming weeks. Once all data has been converted equipment will be returned to the City IT Department.
D. Board Members were encouraged to participate in at least 1 Committee. If you are currently not serving on a Committee and your preference known by Staff, once Bylaws are approved, you will be assigned to one. John Van Gorp stepped up to serve on the Parking & Safety Committee.
E. Examples of Logo Wear were presented for consideration from Signature Stitches. Tina Bradbury will be gathering at least one more quote before we circulate a signup sheet of both short and long sleeve golf style shirt with DDP logos.

President's Report

A. Gregg reported on the progress of Loockerman Plaza Redevelopment Plan with direction to Bob MacLeish, Lighthouse Construction on the assessed value of DDP losing 35 parking spots and our desire to maintain and execute the parking until the second structure is built/site is fully developed. There is a concern that tenants may require parking. Anita Evans stated that Lending Company would not let negotiations drag out much longer. Gregg stated that 14 spaces would be moved to the Bradford Lot.
B. Diane Laird, Anita Evans, Joan Cote and Gregg will be reviewing the proposed updates and changes to the Bylaws and will present them for consideration to the Board. Diane will be forming a Nominating Committee for Board Officers.

Mayor's Comments

Mayor Christiansen was not in attendance

Legislative Update

Sen Bushweller and Rep Lynn were not in attendance

Planning Department & Restoring Central Dover

Ann Marie Townsend briefed on the Neighborhood Building Block Grant Combined Application that would include Lighting, Police Department Cadets and Extra Duty Officers along with NCALL Engagement. She also explained the Lights On/Crime Off Hot Spot Initiative with LED Bulbs being made available through Community Engagement.

Community Updates

Citywide Economic Development –
Wesley College –
Schwartz Center –
Bayhealth –
Tourism -

Committee Updates

Parking & Safety

- Parking & Safety held their meeting this month with installation of the updated software for the parking system accomplished and the (2) Enforcement Tablets operational.

Organization N/A

Design

- Finishing up downtown building/street appearance assessment
- Winter banner project - street crew needs to complete removal of old and hanging of new
- Spring/Summer banner project – new designs being prepared for review
- 1/11 - Approved Façade Grant for 235 S. Queen Street (building sign)

*Office will work with Committee and City to streamline the current confusing Grant Application Process

Economic Development & Revitalization

- Available Property Board (working with Jonathon & Ann Marie)

Marketing & Promotions

- Blues Fest Fundraiser Partnership with Central Blue Society
- Comic Con Character Breakfast Fundraiser
- Pop-Up Project Partnership Program with The Delaware Economic Development Committee
- Dart Advertising Effort for the new 106 line from the DAFB
- Dinner and a Movie Project with a partnership with the Dover Public Library

Merchant Committee

- Most Businesses had a good holiday season. Shop Small Saturday was especially good this year!
- Narrow overall Goals and establish specific projects that we can accomplish/evaluate this fiscal year and work plans for next.
- Merchants request Training that will help them remain competitive & prosper
- Developing Military Discount Program and Market for it
- Develop “Opening New Downtown Business 101” and “Downtown Dover Welcomes You”

The meeting was adjourned 9:00 AM

DOWNTOWN DOVER PARTNERSHIP
BOARD OF DIRECTORS MEETING MINUTES
FEBRUARY 22, 2017 at City Hall Council Chambers 7:30 AM

ATTENDANCE: David Anderson, Dr Robert Clark, Anita Evans, Lucy Findlay, Diane Laird, Gregg Moore, Tim Slavin, Todd Stonesifer, John Tinsley, Ann Marie Townshend, John Van Gorp and Wendie Vestfall

STAFF: Joan Cote, Tina Bradbury

OTHER ATTENDEES: Tom Smith, Will Grimes (NCALL)

The meeting was called to order and quorum confirmed by Mr. Moore. Members of the Board were handed the Agenda, Meeting Minutes, Financials and Conflict of Interest Statement for their signature. Gregg explained the situation with the Governor's arrival for his Budget Meeting with the public and thanked Senator Bushweller for inviting the Governor.

Gregg asked for any additions or corrections to the agenda; it was approved as presented.

Minutes

Copies of the proposed January 25th Board Minutes were passed out. Due to hand surgery, her note taking was hard to read, so she asked for updates from the Board on anything she missed. Gregg asked updates be sent to Joan via email so they can be presented again at the March Meeting.

Monthly Financial Reports/Budget Update

A. Joan presented the DDP January Financial Package. ***John Van Gorp moved and Anita Evans seconded the motion to accept the DDP Financial Reports.***

B. Ann Marie Townshend asked if the $1,000 Corporate Donation from Artisan's Bank was intended for the DDP or Main Street Dover. Joan left several messages with Artisan's Bank to ask that question and never received a response. Anita Evans confirmed that it would be fine to accept it as a donation to DDP. After discussion ***approved with the motion carried.***

C. Joan presented the first Profit & Loss Financial Report for Main Street Dover. ***Ann Marie Townshend moved and John Tinsley seconded the motion to accept the Main Street Dover Financial Report.*** Gregg explained the difference in the accounting for DDP (501c6) and MSD (501c3). John Van Gorp noticed a negative entry in the statement. Joan uploaded the program for the first time this week and will get it resolved. After discussion ***approved with motion carried.***

Police Department Update

Captain David Spicer, Operations Division Commander Dover Police Department briefed the Board of Directors on Cadets Program lost 4 Cadets to FT positions elsewhere. They are currently interviewing new Cadets. Dover PD is dealing with increased criminal activity in the New, Fulton and S Queen Street areas. The Dover PD and State Agencies have made an important impact with illegal gun & drug activities. They are currently doing research into Body Cameras with various vendors. 2 Police Officers graduated the Police Academy and will hit the streets soon. Dover PD will shortly begin the PAL program. Captain Spicer gave updated stats on various departments ticketing and criminal impacts including 23 illegal guns off the street so far in 2017. In 2016 they proudly seized 127 illegal weapons.

Gregg had a neighboring business inquiry to surveillance cameras in the North Street Parking lot. Captain Spicer said to contact the Department directly and a Detective would be assigned to review the footage.

Executive Director's Report

- **A.** Included in today's paperwork is an updated Conflict of Interest Statement. If you don't have time to review and signed today, please be sure to get it to the office within the next 30 days.
- **B.** Joan reached out to 3 different Companies requesting proposals for Strategic Planning for the Downtown Dover Partnership with a request for Main Street experience. To date 2 of the 3 have been received and forwarded to Gregg for review.
- **C.** Joan will be meeting with Compliance Environment to better understand our past and current relationship with Dr. Val De Rocili.
- **D.** The Cake Pop location is planning to expand and has received approval for their Architectural Grant through Ann Marie/Planning Department.
- **E.** The package on 124 W Street must go through the Economic Development Committee prior to the Board for consideration.
- **F.** We will be turning over all the City owned IT equipment shortly. We will be updating our Downtown Dover Partnership Website including Board Members and Committees.
- **G.** St Patrick's Day Parade will be on March 18th at the decision of the Marketing & Promotion Committee. John Kelly has stepped up to be the Committee Chair. Joan asked for Board Members to support and volunteer at this important annual Dover tradition.
- **H.** Next Month's Board Meeting will be in Inner City Cultural League at the invitation Mr. Salters.

President's Report

A. Gregg reviewed the 112 South New Street Closing Documents with proceeds of $12,542.89. This revenue will not be posted until next month's financials. Great news, NCALL purchased the property back from the DDP with a grant to build the house. Ann Marie stated the City has sold their lots as well.

B. Verizon Dispute Update: 3 million dollar grant for North Street, North Street Parking Lot and Loockerman Way was for burial of overhead electric with Verizon. A fixed fee contract was overbilled by $40,000 with DDP negotiating with them for a final payment in full of $21,000. All of this occurred in 2013, but we started getting billing again from Verizon in late December 2016 claiming outstanding debt. Gregg responded with a letter of explanation but the invoice was turned over to a collection agency. DDP hired Don Logan, Construction Litigation Attorney to represent us. More than likely they had an Accounting Firm reviewing their books and it appeared to be an outstanding debt. DDP Staff will no longer communicate with Verizon and they will need to deal with Mr. Logan.

C. Loockerman Way Update: We have not heard back but waiting to hear on the revised contract.

D. Loan and Refi Status: We are currently refinancing the 3 year loans on Governor's Avenue/AutoPlus/KCCAA and EZPass properties. Joan and McGinnis Realty have gone through inspections with Appraisers on both properties. We are waiting for signatures on the EZPass updated lease. PNC would like the City's guarantee on the loans with City Council agreeing. Phil and Gregg explained the multiple 3 year leases. Anita inquired into the rate increases stating that it shouldn't increase by much.

E. Bylaws updates were emailed out to the Board Members with quorum changes and size of Board of Directors to a smaller size. Diane Laird would prefer to wait for comprehensively review by outside Consultant along with a Strategic Plan versus make the changes quickly but encouraged and welcomed comments from Board Members. We have received 2 of 3 proposals.

Mayor's Comments
Mayor Christiansen was not in attendance

Legislative Update
Sen Bushweller explained the difference in the Governor's Budget process to submit his own budget in April and not the previous Administration. They are doing research into each Agency to cut expenses in their programs. Gregg complimented Senator Bushweller for his attendance and outstanding support of the DDP. Gregg asked the Senator if Representative Lynn knows that he is a Member of the DDP Board as he nor a representative have attended in a long time.

Planning Department & Restoring Central Dover
Ann Marie Townshend had no Planning Department updates. She discussed the Block Grant process and impact of the 4 lots and building of new homes on the New Street block. NCALL, Milford Housing and Habitat have worked with grants from FHA, Housing Development Fund and Federal Home Loan Bank.

Community Updates
Citywide Economic Development – Committee has been established including Mayor, City Council and DDP with new appointments.
Wesley College – President Clark highlighted student metrics with 46% of students from Delaware. Nursing and Masters of Occupational Therapy Program is the TOP Nursing Bachelor of Science Program in the State. Their 36,000 sq. ft. new Health Care Building which houses their Masters of Occupational Therapy Program (partnering with entities like Bayhealth) is the only such program in the region other than Temple at half the cost. Currently there are 180-200 OTs in Delaware with a need for 2 ½ times more. We are exceeding expectations but due to accreditation they are limited to 20 with permission to go over and second year new class is at 30 with permission to go over and a waiting list of over 250. A visit with Senator Coons reviewed science and technology fields with support from his Staffers on an EDA Grant. He will return to tour the facility as partnership with a purpose investing in our future but also in our community. Wesley West Field House has a large gym with an old floor they initially planned to replace floor but will now focus on raising funds to install turf for indoor practice facility for Wesley Teams and for PAL and Boys & Girls Club to play field hockey & lacrosse getting kids off the streets into a safe environment. Wesley's Track Team finishing up their season ranking 4th in the Country Men and the Women are in top 15. President Clark proudly talked about Wesley Graduate Joe Callahan's career as QB with the Green Bay Packers. Wesley is still interested in the old Dover Library property and envisioning a walking campus community. Economic Development is filling buildings and with people out and walking about. Gregg confirmed the great relationship between Wesley and the Downtown Community.
Schwartz Center – $54,000 was raised at their most recent very successful Lip Sync fundraiser. Todd updated the Board on upcoming events.
Bayhealth – John Van Gorp discussed the importance of health care careers and their partnership with Wesley. They are busy recruiting to expand their Ambulatory Services and with the additional Physicians are running into housing challenges.
Tourism – DDP passed out flyer on upcoming Tourism Forum at Dover Downs. Wendy discussed Dover Days planning being in full swing. Tourism is working with the City on the upcoming 300th Anniversary. Anita raised the point that Dover needs to get a piece of Tourism's $4.5 million economic impact.

Committee Updates

Parking & Safety - Anita stated the Committee is waiting for the Parking Survey to be completed to determine any changes.

Organization - Gregg asked for Organization Committee Chair. Anita asked for a description of responsibilities for this Committee. Joan will work with Diane to get all of them updated and out to Board and the respective committees.

Design - Joan contacted 4 businesses who were notified by Design Committee that their applications were in limbo due to paperwork not being submitted. Gregg stated he received communication from Todd Stonesifer on the Façade Grant process with a potential discussion in March. Joan will work with Committee and City to streamline the current confusing Grant Application Process.

Economic Development & Revitalization

Marketing & Promotions - Tina asked for Board Volunteers to help with, participate in or attend the St. Patrick's Day Parade. M&P is working on ways to increase ways to attract people downtown to shop and dine.

Merchant Committee - Tom updated the Board on the First Fridays to include more arts and music to ramp up First Weekends! Their Committee discussed safety concerns at store fronts and better marketing of themselves. Lucy updated everyone on the expanded programs in the works for First Fridays and First Saturdays. The Grant submitted by D3 for funding was brought up and Todd explained Restoring Central Dover funds would pay for entertainment expenses.

Public Comments:

David Anderson reminded everyone of the Chili Cook Out for MLK Jr Education Center, 12 -3 on Saturday.

Will Grimes, NCALL thanked for Partnership for their support.

The meeting was adjourned 8:49 AM

DOWNTOWN DOVER PARTNERSHIP
BOARD OF DIRECTORS MEETING MINUTES
MARCH 22, 2017 at Inner City Cultural League 7:30 AM

ATTENDANCE: Anita Evans, Lucy Findlay, Diane Laird, Gregg Moore, Tim Slavin, Todd Stonesifer, Ann Marie Townshend, Donna Mitchell and Mike Harrington

STAFF: Joan Cote, Tina Bradbury

OTHER ATTENDEES: Ruben Salters, Kristin Pleasanton, Tonda Parks

Gregg introduced and thanked Mr. Ruben Salters for his service to the City and to brief the Board on the success and challenges of running their various programs that support approximately 150 children daily at the Inner City Cultural League. http://www.icclarts.org/

Members of the Board present were handed the Agenda, Meeting Minutes, Financials. The meeting was called to order and no quorum confirmed by Mr. Moore. Gregg asked Captain Spicer to start off with the Dover Police Department Update.

Police Department Update

Captain David Spicer, Operations Division Commander Dover Police Department briefed the Board the Department is now down to 5 Cadets including one of them currently pursuing a career with the Delaware State Police. There are 2 Officers on FPO Program including Captain's son. There are currently 3 vacancies in the Department with several interviews conducted to fill those positions. $18K left in the JFC funding which will be redirected in foot patrols on Loockerman Street and at the Library due to the shortages in the Cadet Program. They have at least 5 good Cadet Candidates but at this point they aren't sure the new budget will support the program. The Department is still conducting research into the Body Camera Program and strongly believes in the program which benefits everyone both outside and within the department. Gregg asked what the expenses were and Captain Spicer stated the cameras were about $400-500 each with the major expense being the Cloud Storage at $75 per Officer per month with the potential of it being included in the FY19 Budget. Both Officers and Attorney General's Office have access to watch the videos on www.evidence.com. The Department is working with the Capital School District to expand their PAL program on the east side of Dover. Captain Spicer went over the various statistics to date with emphasis on 26 illegal guns off the streets and 17 of 19 robberies cleared with 94% clearance rate. Gregg inquired on why additional Cadets have not been hired and Captain Spicer stated the Department didn't want to bring them on board without the financial funding to continue with the program and potentially have to release them in July. Gregg expressed DDP and David Clendaniel's (Restoring Central Dover) concerns on the level of crime still happening in the New Street area that have been renovated. Dover PD is still conducting saturation patrols but having manning issues because of annual in service training. Diane Laird and Ann Marie briefly reviewed the DPD's portion of the recent grant application and the new process with bottom up request reviews. The Department sadly lost Patrolman Robert DaFonte, a two-year-veteran and Cadet James Watts, a 6-month member of the Special Enforcement Cadet Unit In a private vehicle crash in late February.

Recognition

Gregg introduced and recognized John Kelly, who volunteered to serve as our St Patrick's Day Parade Committee Chairman. John was very pleased with the support DDP received from the Community from our MC to Grand Marshall. He thanked the Irish God's who watched over us and gave us clearing skies!

Todd Stonesifer stated that as an Observer thought the parade was an enormous success. Joan and John also thanked James Valentine for being such a valuable asset to our Team. James came to us through Interfaith Mission and has worked hard on several community projects with the DDP. Staff also expressed our appreciation to the City of Dover and the Police Department for their outstanding support. Gregg heard from several people how impressed they were with the parade and expressed his appreciation for the challenging work Joan and Tina did to building the Parade from the ground up. John was presented with an engraved shamrock paperweight for his service.

Introduction

Tim Slavin introduced and Gregg welcomed Donna Mitchell, City Finance as the Acting City Manager.

Property Update

Phil McGinnis updated that he is working hard to vacate 680 of the tenants and assistance in attempting to find new locations for them. DDP will work with Herb/Interfaith on potential new agreement when/if the demolition takes place.

Phil is working with Joan & Tina on putting together a draft agreement with Mike Marasco on utilizing the Santa House for a summer season with his ice cream business. But after our initial meeting with him, wanted to confirm some of the verbal agreements that neither his office or DDP Staff were part last year. Phil also stated that DDP will incur additional POD storage expenses since table, chair & supply inventory used for the Farmer's Market and Special Events each week will need to be kept nearby. Gregg stated the intent was to use the Santa House as a temporary economic development stepping stone to obtaining a storefront location in Downtown. Mike would need to comply with all health department regulations, additional expenses for modification, secure his own water requirements and permits. Inquiries were made by several members on why he doesn't use his food truck vs having all the startup expenses and permits for use of Santa House. Mike Harrington explained that he attempted to work out an arrangement for the business in his property but believes he just wants the free rent. Mike was informed by Hersey Ice Cream that Mike has the rights in this area for their products. He attempted to contact him 5 times with no response, since it didn't work out, he is working out ice cream products with the Owner of Petite Sweets. Gregg stated this arrangement was approved by the Board last year so a vote was not required but asked if anyone had concerns. Tonda expressed concern that the DDP was giving away something and competing against a for profit business and becoming a permanent Landlord in a temporary building. Gregg stated he wanted DDP to be welcoming but we are not in the business to spend money on something outside of our expertise especially with health code issues and for a temporary business. Lucy asked if this arrangement coincided with the Lighthouse agreement which Gregg confirmed. Even if the contract was implemented it would take months for it to begin.

McGinnis is working on striping bids for all of our property and updated our new lease agreement with EZPass including parking spot modification.

Gregg discussed that he and Anita had signed the PNC 3-year refinance for both properties (4.547 and 4.546 rates) and thanked the City for again being the loan guarantor. We have 6 years remaining on the extended lease but Gregg stated we may need to be prepared for any changes in the need for their service. Ann Marie said they have indicated that they planned on growing with over 100 Employees within this term. Anita confirmed they are sending a new representative to her Parking Committee Meetings. Phil confirmed the annual rent increase and that the lease was guaranteed by the State Department of Transportation.

Phil will do a walk through with Staff to address our maintenance concerns on Loockerman Plaza. Gregg said he would like the broken Light Pole replaced as soon as possible to avoid any DDP liability with upcoming warmer weather events. Ann Marie said the City will need to replace the pole.

President's Report

DDP Financials: The closing revenue for New Street property have hit our financials. They will have to be reviewed next month since we cannot vote for approval without a quorum.
Main Street Dover Financials have stayed the same with no activity to report.
Minutes from January, February and March will need to be approved in April.

Executive Director's Report

Joan thanked Donna Mitchell and her Staff in the Finance Department for being so gracious during the transition.
Our Private Property and No Loitering Signs have been installed on all DDP property including Plaza and Parking Lots. With the signage, the Police Department now has leverage to enforce the loitering ban.
Joan asked for feedback on whether the benches should be put back into the Plaza after we removed them. Gregg stated he felt they shouldn't be for the time being. Mike Harrington said there was nothing but positive feedback from their removal and Irish Mike's followed suit with removal of their benches as well.
Joan will be visiting with the Wilmington Downtown Visions Program soon.
DDP was notified that the application for NBBF grant for $10K was approved with conditions. We may not be in the position to provide the requirements for the Community Garden within the District.

Mayor's Comments

Mayor Christiansen was not in attendance

Legislative Update

Senator Bushweller and Representative Lynn were not in attendance

Planning Department & Restoring Central Dover

Soft Opening for Blu Vintage with Theresa Owens opening every other weekend.
Diane Welch will be extending the south side of Golden Fleece into the former Artsy Fartsy location.
With Ann Marie's departure from the City of Dover and onto City Manager for Lewes, Gregg wanted to extend our sincere appreciation for her outstanding support of not only him personally but the Partnership and the entire City of Dover. Ann Marie's energy, positive attitude and dedication to the City will be missed but we miss her much luck. Ann Marie said that she will still be committed to the Downtown Dover area though her professional career will take her to Lewes. The Partnership presented her with a beautiful plant for her new office.

Bylaw Update

Gregg stated that any discussion on the Bylaws should be pushed to the next Board Meeting. Diane marked up the Bylaws with changes and commentary. Gregg asked that document be pushed out prior to the next Board Meeting.

Committee Updates

Parking & Safety – MPO is still working on the Parking Study and will be hosting a Public Input Session at the Dover Library. Joan sent out the notification and will send it out a couple of days prior.

Organization – N/A

Design – Kristin Pleasanton ~ Photos of the new Spring/Summer Banner were passed around with 4 designs (outdoor activities, history & patriotism, arts & culture, nature) should arrive soon and will be installed once the Fall/Winter Holly Banners are taken down. We asked for placement to begin on the west end of Loockerman as a priority but were told due to time of day and parking they couldn't get their truck in place safely. We are working closely with Public Works/Streets Management to juggle their requirements with our installation and to also address the broken devices. Tim Slavin asked DDP to come to Senior City Management if we need to get the priority of this project addressed. Staff is working with the Department to get an annual calendar written up to coordinate a cycle for our banners and those of Old Dover Days. Todd asked if the trees were obstructing the banners. Anita said the trees are a concern with blocking the parking signage. Gregg said the trees are causing many serious problems from plumbing, sewer, street, sidewalk buckling, code requirements and ADA concerns. Tim Slavin said there were programs through Dept. of Ag to replant Main Street with trees that are harvested for wood every so many years. He will be looking into revisiting the project again soon. Gregg pledged support from Becker Morgan Group and the DDP with any assistance he may need.

Gregg said he received documentation from Todd Stonesifer and he would be meeting with Kristin off site to discuss his concerns with the façade grant application process.

4 applicants were reminded by Joan that their submissions were approved but pending due to lack of proof of execution and payment.

Economic Development & Revitalization – Mitch apologized for lack of meetings due to his unusual work schedule in New Castle. He will be working with Diane Laird to redefine their mission under Main Street guidelines.

Marketing & Promotions – Tonda and Tina presented a Pop-Up Proposal to the Economic Development meeting. Have the Committees collaborating and working together will benefit everyone!

Merchant Committee – Tom is working with the Merchants on a potential military discount program.

Community Updates

City Economic Development – Gregg stated they are just getting off the group with new appointments and lack of a quorum. Their next meeting will be next week.

Wesley College – excused

Bayhealth – excused

Schwartz Center – Todd said they are interview for the new Executive Director and hired 3 new Staff Members and have started.

Kent County Tourism – Wendie wasn't present, but Tina informed the Board of their new website and community calendar.

Public Comments:

Members were frustrated with a lack of quorum which wastes their time. Gregg asked for us to now get an RSVP to the Board Meetings and will be followed up by personal phone calls if they are not received.

The meeting was adjourned 9:20 AM

DOWNTOWN DOVER PARTNERSHIP
STATEMENT OF ASSETS/BALANCE SHEET
FISCAL YEAR 2017

			February
1	**ASSETS:**		
2	Cash - PNC Commercial Loan Account	$	294,179
3	Cash - PNC Operating Account		332,126
4	Total Cash & Investments		626,305
5			
6	Land & Buildings		
7	Real Estate Holdings		6,966,684
8	Accumulated Depreciation		(714,155)
9	**TOTAL ASSETS**	**$**	**6,878,834**
10			
11	**LIABILITIES:**		
12	Accounts Payable		5,537
13	Deposits - Leases/Sales Contracts		27,432
14	Misc. Payable - Accrued Payroll		2,504
15	Note Payable - 22-24 Loockerman St.		1,223,562
16	Note Payable - Governors Ave.		1,208,514
17	**TOTAL LIABILITIES**	**$**	**2,467,549**
18			
19	**FUND BALANCES:**		
20	Invested in Land & Buildings	$	6,252,529
21	Current Year - Net Income/(Loss)		86,150
22	Unreserved, Undesignated		(1,927,394)
23	**TOTAL FUND BALANCES**	**$**	**4,411,285**
24			
25	**TOTAL LIABILITIES AND FUND BALANCES**	**$**	**6,878,834**
26			
27	**Real Estate Holdings***		
28	120 S. Governors Avenue - Acme site	$	1,239,345
29	133 - 135 S. Governors Avenue		248,745
30	139 - 143 S. Governors Avenue		295,184
31	222 Railroad Avenue		56,746
32	238 Railroad Avenue		186,137
33	East side of N. West Street parcel #1		243,000
34	680 & 684 Forest St		674,267
35	22-24 West Loockerman Street		1,858,785
36	Loockerman & North Street Lots - Collegian		1,308,563
37	North Street Parking Lot - Leasehold Imprvmnt		501,242
38	111 & 112 New Street		342,815
39	Santa House		11,855
40	**Total Buildings & Land**	**$**	**6,966,684**
41	*** Real Estate Holdings & Loan Balances are not updated for FY17**		
42	**until entries are generated by the Tax Accountant.**		

DOWNTOWN DOVER PARTNERSHIP
MONTHLY BUDGET REPORT
FISCAL YEAR 2017

		Budget	February	Year to Date Actual	Budget Variance	Budget Received
1	**Beginning Budget Balance & Cash**	**$ 548,327**	**$ 621,063**	**$ -**	**$ (72,736)**	
2	Beginning Budget Balance	$ 390,716	$ 342,433		$ 48,283	
3	PNC Commercial Loan Account	$ 157,611	$ 278,630		$ (121,019)	
4						
5	**RECEIPTS:**					
6	Corporate Fundraising	$ 1,000	$ -	$ 1,000	$ -	100%
7	State Grants & Reimbursements (Westside)	35,000	1,000	35,797	797	102%
8	Parking Permit Revenues	26,200	1,283	26,609	409	102%
9	Property Rental Income - Governors Avenue	117,000	9,719	77,674	(39,326)	66%
10	Property Rental Income - EZ-Pass	258,000	22,528	180,226	(77,774)	70%
11	Property Rental Income - Forest Street	29,400	350	10,700	(18,700)	36%
12	Real Estate - Property Sales	-	12,543	12,543	12,543	0%
13	FY17 Appropriation from City of Dover	150,000	-	75,000	(75,000)	50%
14	Miscellaneous & Incentives	2,200	-	2,176	(24)	99%
15	**TOTAL RECEIPTS**	**$ 618,800**	**$ 47,423**	**$ 421,725**	**$ (197,075)**	68%
16						
17	**DISBURSEMENTS:**					
18	Salaries	$ 65,000	$ 7,730	$ 35,648	$ 29,352	55%
19	Temporary Help	5,800	82	4,391	1,409	76%
20	FICA Taxes	5,200	591	2,727	2,473	52%
21	Health Insurance	3,000	624	1,248	1,752	42%
22	Advertising	25,000	745	6,010	18,990	24%
23	Bank Fees	1,500	118	1,016	484	68%
24	Computer Software Purchases	7,500	585	7,008	492	93%
25	Contractual Services	24,000	4,484	10,016	13,984	42%
26	Community Relations	2,000	242	1,359	641	68%
27	Design Committee	20,000	-	11,098	8,902	55%
28	Economic Development Committee	10,000	-	3,000	7,000	30%
29	Electricity	1,500	-	1,806	(306)	120%
30	Facade Program	20,000	-	2,565	17,435	13%
31	Financial Charges - PNC Loan	183,000	15,244	114,287	68,713	62%
32	Insurance	35,000	2,790	33,723	1,277	96%
33	Legal Expenses	2,000	21	2,548	(548)	127%
34	Marketing & Promotions Committee	27,500	336	13,625	13,875	50%
35	Merchant Committee	15,000	-	1,854	13,146	12%
36	Office Supplies	1,500	15	2,004	(504)	134%
37	Office Space Rental	10,800	1,814	7,036	3,764	65%
38	Organization Committee	10,000	-	-	10,000	0%
39	Parking Committee	10,000	-	-	10,000	0%
40	Parking Materials & Maintenance	15,000	929	6,665	8,335	44%
41	Postage	200	-	-	200	0%
42	Printing & Duplicating	5,000	-	135	4,865	3%
43	Program Materials & Supplies	2,500	-	476	2,024	19%
44	Property Maintenance	20,000	1,976	9,427	10,573	47%
45	Property Taxes	35,000	-	35,142	(142)	100%
46	Subscriptions and dues	1,500	(520)	750	750	50%
47	Telephone/FAX - Fire & Security Systems	4,400	155	2,476	1,924	56%
48	Training, Conference, Food & Travel	3,000	1,655	4,001	(1,001)	133%
49	Consulting Fees	7,500	1,100	2,408	5,092	32%
50	Water & Sewer	4,500	387	6,367	(1,867)	141%
51	Mortgage Prepay	20,000	-	-	20,000	0%
52	Construction - Westside & Other Projects	4,200	556	4,758	(558)	113%
53	**TOTAL DISBURSEMENTS**	**$ 608,100**	**$ 41,659**	**$ 335,574**	**$ 272,526**	55%
54						
55	**NET INCOME/(LOSS)**	**$ 10,700**	**$ 5,764**	**$ 86,151**	**$ 75,451**	
56						
57	Budget Balance	467,416	332,648	(68,162)		
58	PNC Commercial Loan Account	157,611	294,179	154,313		
59	**Ending Working Capital - Budget Balance**	**$ 625,027**	**$ 626,827**	**$ 86,151**		

Dover Development Corporation
Open Project Listing - February 28, 2017

	Project #	Title	Cost To Date	Fiscal Year 17 Activity		
				Total	Capital Cost 6/30	Expensed
1						
2	DD0902	Chesapeak Supply	259,603.33	4,757.00	-	4,757.00
3		Totals	$ 259,603.33	$ 4,757.00	$ -	$ 4,757.00
4						
5				Costs are capitalized at the end of the fiscal		
6				year and reconciled with the tax accountant.		
7						