REGULAR COUNCIL MEETING
AGENDA

JUNE 12, 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 COUNCILMAN SUDLER

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. REGULAR COUNCIL MEETING OF MAY 22, 2017**
- **B. SPECIAL COUNCIL MEETING OF MAY 24, 2017**

2. PRESENTATIONS

- **A. CERTIFICATE OF APPRECIATION - CITY OF DOVER BICYCLE AND PEDESTRIAN SUBCOMMITTEE**
- **B. CERTIFICATE OF APPRECIATION - RECOGNITION OF SERVICE - DIANNE P. BOGLE - DOVER HUMAN RELATIONS COMMISSION (OCTOBER 2015 THROUGH APRIL 2017)**
- **C. CERTIFICATE OF CONGRATULATIONS - FIRST STATE KINGS BASKETBALL TEAM**

3. REZONING REQUEST - PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2017-05

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF APRIL 24, 2017. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

A. PROPERTY LOCATED AT 1408 COLLEGE ROAD, CONSISTING OF 0.26$^{+/-}$ ACRES; 1412 COLLEGE ROAD, CONSISTING OF 3.42$^{+/-}$ ACRES; AND 1416 COLLEGE ROAD, CONSISTING OF 0.80$^{+/-}$ ACRES, OWNED BY THE MOST WORSHIPFUL PRINCE HALL GRAND LODGE OF FREE AND ACCEPTED MASONS OF THE STATE OF DELAWARE, INC. THE PROPERTY IS CURRENTLY ZONED R-8 (ONE-FAMILY RESIDENCE) AND THE PROPOSED ZONING IS IO (INSTITUTIONAL AND OFFICE).

(TAX PARCELS: ED-05-067.14-01-47.00-000, ED-05-067.18-01-11.00-000, AND ED-05-067.18-01-09.00-000; PLANNING REFERENCE: Z-17-03; COUNCIL DISTRICT: 4)

4. PUBLIC HEARING - ELECTRIC FUND BUDGET

* **5. COUNCIL COMMITTEE OF THE WHOLE REPORT - MAY 23, 2017**

A. UTILITY COMMITTEE

(1) THE ENERGY AUTHORITY - PRESENTATION OF ELECTRIC UTILITY INTEGRATED RESOURCE PLAN (IRP) (COMMITTEE RECOMMENDED ACCEPTANCE OF THE REPORT)

(2) QUARTERLY REVIEW OF UTILITY RELATED CAPITAL INVESTMENT PLAN (CIP) (ELECTRIC AND WATER/WASTEWATER) (COMMITTEE ACTION NOT REQUIRED)

(3) UPDATES

(COMMITTEE ACTION NOT REQUIRED ON THE BELOW ITEMS)

A. GREEN ENERGY FUNDING AND PROGRAMMING

B. NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4) PERMIT

(DUE TO TIME CONSTRAINTS, COMMITTEE DEFERRED THE UPDATES UNTIL THE NEXT MEETING)

B. SPECIAL PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

(1) PROPOSED RESOLUTION NO. 2017-07 - ESTABLISHMENT OF A CITY COMMUNITY SUSTAINMENT FUND THROUGH VOLUNTARY CONTRIBUTIONS (SPONSOR: ANDERSON)

(COMMITTEE DEFERRED CONSIDERATION OF THE PROPOSED RESOLUTION UNTIL THE BUDGET HEARINGS)

(2) PROPOSED CHANGE IN FREQUENCY - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM UPDATES

(COMMITTEE RECOMMENDED BI-ANNUAL PROGRAM UPDATES)

C. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

(1) PROPOSED ORDINANCE #2017-07 AMENDING CHAPTER 46 - FIRE PREVENTION AND PROTECTION, ARTICLE II - FIRE DEPARTMENT, DIVISION 2 - OFFICERS, SECTION 46-77 (3) - ELECTION AND VOTING REGULATIONS FOR NOMINEES - ELIGIBLE VOTERS (SPONSORS: SLAVIN AND HARE) (SEE ITEM #11-A)

(COMMITTEE RECOMMENDED ADOPTION OF ORDINANCE #2017-07)

(2) PROPOSED RESOLUTION NO. 2017-01 - COMPLETE STREETS POLICY

(COMMITTEE RECOMMENDED ADOPTION OF RESOLUTION NO. 2017-01)

(3) QUARTERLY UPDATE - BICYCLE/PEDESTRIAN SUBCOMMITTEE

(COMMITTEE RECOMMENDED ACCEPTANCE OF THE REPORT)

* **6. ECONOMIC DEVELOPMENT COMMITTEE REPORT - MAY 24, 2017**

A. PRESENTATION - STARTING A SMALL BUSINESS INCUBATOR (DR. MICHAEL CASSON - DELAWARE STATE UNIVERSITY UCEDIT)

(COMMITTEE RECOMMENDED THAT THERE BE A MEETING HELD WITH THE COUNTY TO DETERMINE A PATH FORWARD)

(COMMITTEE RECOMMENDED ENTERTAINING THE IDEA OF PARTICIPATING IN THE SMALL BUSINESS WEBSITE INITIATIVE)

* **7. MONTHLY REPORTS - APRIL 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 (MARCH AND APRIL)
F. POLICE CHIEF'S REPORT

* **8. APPOINTMENTS/REAPPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN**

A. DOVER PUBLIC LIBRARY ADVISORY COMMISSION
(1) ZACHERY C. CARTER - FIVE-YEAR TERM TO EXPIRE JUNE 16, 2022
(2) ROBERT S. WETHERALL (TO FILL THE UNEXPIRED TERM OF LOIS J. DUNNING - TERM TO EXPIRE JUNE 16, 2020)

B. DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS - ERIN L. THWAITES - COMMERCIAL PROPERTY OWNER DESIGNEE (TO FILL THE UNEXPIRED TERM OF JOHN TINSLEY - TERM TO EXPIRE MAY 2018)

* **9. ANNUAL MEETING APPOINTMENTS - 2017/2018 (DEFERRED DURING THE ANNUAL MEETING OF MAY 8, 2017)**

A. APPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT SLAVIN
(1) LEGISLATIVE, FINANCE, AND ADMINISTRATION SUBCOMMITTEE
(2) PARKS, RECREATION, AND COMMUNITY ENHANCEMENT SUBCOMMITTEE
(3) SAFETY ADVISORY AND TRANSPORTATION SUBCOMMITTEE
(4) UTILITY SUBCOMMITTEE

B. APPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN
(1) DOVER FOURTH OF JULY CELEBRATION COMMITTEE
(2) DOVER PUBLIC LIBRARY ADVISORY COMMISSION

10. EVALUATION OF PROPOSALS - CURBSIDE RECYCLING SERVICES

(STAFF RECOMMENDS AWARDING THE CONTRACT TO BFI WASTE SERVICES, LLC DBA REPUBLIC SERVICES OF DELMAR (REPUBLIC SERVICES OF DELMAR) FOR THE PROVISION OF CURBSIDE RECYCLING SERVICES FOR THE CITY OF DOVER. THE CONTRACT SHALL BE FOR THREE (3) YEARS WITH THE OPTION TO EXTEND FOR TWO (2) ADDITIONAL ONE (1) YEAR PERIODS.)

11. FIRST READING - PROPOSED ORDINANCES

THE FIRST READING IS OFFERED ON THE FOLLOWING PROPOSED ORDINANCES. FINAL ACTION BY COUNCIL WILL TAKE PLACE DURING THE SECOND READING ON JUNE 26, 2017. THE ORDINANCES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS, ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT," OR BY CONTACTING THE CITY CLERK'S OFFICE AT 736-7008 OR CITYCLERK@DOVER.DE.US.

A. #2017-07 AMENDING CHAPTER 46 - FIRE PREVENTION AND PROTECTION, ARTICLE II - FIRE DEPARTMENT, DIVISION 2 - OFFICERS, SECTION 46-77 (3) - ELECTION AND VOTING REGULATIONS FOR NOMINEES - ELIGIBLE VOTERS

(COUNCIL COMMITTEE OF THE WHOLE/SAFETY ADVISORY AND TRANSPORTATION COMMITTEE)

B. #2017-08 - 2017/2018 CITY OF DOVER BUDGET ORDINANCES

12. ACTING CITY MANAGER'S ANNOUNCEMENTS

13. COUNCIL MEMBERS' ANNOUNCEMENTS

14. 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

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on May 22, 2017 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis (departed at 7:38 p.m.; returned at 7:47 p.m.), Mr. Cole, and Mr. Polce. Mr. Hare was absent.

Staff members present were Police Chief Mailey, Ms. Peddicord, Mrs. Mitchell, Mr. Hugg, Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was also present (departed at 7:43 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.

Ms. Katrina Stubbs reminded members that when she first came before Council she was homeless and working two (2) part-time jobs, and was excited to report that she was currently working a full-time permanent job with the State. She stated that she was currently residing at a home with Interfaith, where she is able to stay and save up until she can get her own place. Ms. Stubbs noted that she was going to the Mayor's Blue Ribbon Panel on Homelessness meeting, and was hoping that, as a result of the meeting, something will become available for women like her, who do not have any type of resources and do not fit into one of the categories. She expressed her hope that something can be set aside for women like herself, who are professional, educated women that are actually leaving the State of Delaware because they are not able to find jobs. Ms. Stubbs stated that if those women had a resource and help, they would stay here in the City of Dover.

Ms. Stubbs asked members, if possible, to continue to help Victory Church and do whatever they can, noting that when she was homeless, Victory Church was the church that she went to for a shower, food, and different resources. She explained that since she did not fit into one of the categories, Victory Church was there to help her. Ms. Stubbs indicated that people sometimes say that they do not have money; however, they have money for other things, like having a video done for $8,000, noting that she read about that in the newspaper and did not agree with it. She reiterated her hope that money can be set aside for women like herself and professional individuals who want to get back in the workforce.

Mr. Eric Abernathy, speaking about homelessness, advised that they just need help and there are quite a few success stories from people who are being assisted and getting help through his church. He stated that he hoped that everyone can all work together to continue to progress to get a home for people who need a place to stay and to get everyone off the street. Mr. Abernathy noted that he knows that it seems like nothing is being done; however he knows who his God is, what He can do, and that it's going to happen in His time. Mr. Abernathy thanked everybody for whatever they are trying to do, noting that it is going to work and he hopes he is here to see it.

Mr. Steven Hall stated that he remembered when Obama was voted in as President, he and many of his fellow African-Americans were ecstatic for having their first African-American President of the United States. He explained he knows that clapping and gestures are not really allowed during Open Forum, which he respects, and when he picked up the Delaware State News a couple of weeks ago,

his first thought was that he was glad he was not in the City Council meeting because he could not help but to jump up and yell out as loud as he could with a great big smile. Mr. Hall congratulated his dear friend Sergeant Marvin Mailey for being appointed Police Chief. He stated that Chief Mailey was not only a great man but a good friend to him, and he thanked him.

Mr. Hall, speaking about homelessness, explained that there were times when he came to Council meetings and he was utterly depressed but he hid it very well because of his faith. He indicated that he wanted Chief Mailey to know how happy he is that he is the Chief and that he is glad that the committee saw the potential that he sees. Mr. Hall noted that Sergeant Mailey is not only a good Chief, but had helped him many times with his talks. He explained that Chief Mailey's presence alone has been inspiring to him and that's why he is still here.

Mr. Hall advised that he looks at each member's face every time he stands before Council and God had given him the gift of discernment, so he knows when members are real and when they are fake. He expressed his thanks to every member of Council, explaining that each time he stands before them, he sees no fakeness. Mr. Hall asked members to please continue to be supportive of him, so that he may find housing.

Pastor Robert Appling stated that he was speaking on behalf of his son, Aaron, who was now Pastor of Victory Church, noting that he was the founder. He advised members that Aaron was in the Philippines feeding 600 homeless children, explaining that his passion is not just for Dover and the homeless here, but for the homeless wherever they might be. Pastor Appling stated that because of Council, different State organizations, and Victory Church working together, Ms. Katrina Stubbs was able to give a positive report earlier in the Open Forum segment. He noted that he saw Jim sitting in the audience and that he and his wife were now in an apartment. Pastor Appling advised that his wife worked tirelessly to get them through some of the committees and furnishing transportation, and they were another success story of the Council and Victory Church working together. He also noted a young man by the name of Rodney who was present. Pastor Appling stated that Rodney was 32 years of age, a black man, married, had three (3) children, and was now residing at Victory Church for a few days until they can try to help him find a way out, find a job, get his family back together and get off the streets. He advised members that it is a continuing job.

Pastor Appling stated that he knew that the Mayor and the Veterans Council had helped a number of veterans in the community, but there are still others who are warriors who have served our Country and are on the streets, homeless, and out of work. He noted that they are not all drunks and they are not all not all drug addicts, explaining that some people who are in that category have degrees and are simply in hard times at this time. Pastor Appling indicated that they are a voice for those who are voiceless. He advised members that a young man told him earlier that day that he is afraid of Council; he doesn't know them, they don't know him, and he doesn't know what to say. Pastor Appling stated that it is a wonderful thing to be able to stand before members and praise them for what they had done and maybe chastise them a little for what they had not done. He indicated that, being able to work with the different State organizations, family organizations, and City organizations, everyone could get something else done.

Pastor Appling noted that Ms. Sue Harris was in attendance, and reminded members that she is an advocate for tiny homes, and they were still working on trying to get that through. He advised that

they were also negotiating for a couple properties in the City of Dover, so that they can do a little bit more. Pastor Appling requested Council's consideration and help when they come before members to ask for help, and thanked Council for what they had done.

Ms. Sue Harris read the following statement regarding homelessness:

> I am fighting a cold and not feeling well so, I'm going to make my presentation very short. I have made copies of some information ***(Exhibit #1)*** that I hope you take the time to look over and read carefully. I want to be sure that it is very clear to everyone that I'm not looking to cause trouble. I am wholly dedicated to the city that I was born and raised in. I have worked the same job at POLYTECH for 28 years and have lived in the same home on Pine Street for my entire life. I love my city and want only to find ways to help make it a beautiful and inviting environment to reside. The information that I am providing to you is for information and hopefully actionable purposes. It points out the deficiencies that have been identified but neglected to be addressed. My intentions are to share the results of my research in order to assist you to find solutions and answers to this complicated problem.
>
> You will see in this paperwork that Dover was informed and offered solutions regarding the lack of compliance with the Fair Housing Act of 1988 years ago. You will see a couple of notations where Ann Marie addressed it in Council meetings, however, I can find no corrections ever being introduced.
>
> I will let you digest the information that I've presented in the hopes that it will aid you in determining just how the City can help play a role in finding a solution to the homelessness in our city.
>
> In a Nutshell, as we wait for the Blue Ribbon panel to settle on a plan and make its presentation, I would like to suggest a few steps that the City could make right now that would begin opening doors and creating some possible solutions.
>
> 1.) Use the funds that seem to be in question: $8,000 for the movie and the other additional funds that came available when the economic development office closed. Place these funds in a revolving loan fund account that is made available for 1st and last month's rents and deposits on houses to be rented for protected class citizens. This fund would be replenished with payments and therefore be available to provide funds for additional houses to open.
>
> 2.) Correct the City code to be in compliance with the Fair Housing Act of 1988 that will allow these group homes to be established and therefore creating some affordable living opportunities for some of the disabled individuals that are living in the streets. These houses would be established in the model of an "Oxford House".

With these two simple steps the City of Dover would show their commitment to being innovative and compassionate to their most vulnerable citizens and quite possibly in showing this commitment other community members will follow their lead and realize the need, the importance and the credibility of this cause.

I also wanted to add that the City of Dover does seem awful busy in getting rid of any property in their name. Seems like there are at least a half dozen properties that I submitted ideas about that have been turned over or sold to: Habitat for Humanity, NCALL or Mautiste LLC. 2 lots on North Street, 3 - 4 lots on New Street, a lot on Gov Ave. Certainly begs the question: If these properties were provided to Habitat and NCALL for affordable housing purposes I'm fully supportive of that and hope that some of that will include those looking for low rent options not just purchase options. If these properties where instead sold, I would love to know how the proceeds from these sales will be used? I certainly hope that as you dispense of all these properties you might consider offering a nonprofit the same sort of lease deal that was offered to DIMH so that additional nonprofits can put their efforts into addressing this problem as well with the support of the city.

I have also been reading about the Delaware Convention Center dissolution. Such a shame, my father was very involved with Al Hedgecock and Stuart Outten in the Civic Center dream and I'm sad to see the board and non profit dissolved. I think that the partnership with Del State will be a positive one that will bring about the same sort of result with their student center and am interested in seeing how the remainder of the land and assets are dissolved and distributed among non profits with the same goals as provided by the IRS dissolution terms.

Please, take the time to look over the information that I am leaving with you. I know that I have provided a plethora of documentation and paperwork and I'm doubtful that any of it was even looked at, but I implore you to please read through this information and be proactive in addressing what appears to be blatant noncompliance on the cities behalf that continues to hinder the availability of housing for those most in need among us.

Thank you

Ms. Cynthia Fay Quevedo advised members that she is homeless. She stated that when she was in her tent that morning, God spoke to her to come speak and said that there are empty buildings that members can provide for the homeless and it should not cost that much to fix them up. Ms. Quevedo noted that she was also present to speak for the veterans, explaining that she had seen a lot of veterans out on the street, more than the homeless people, and they need to be taken care of and put into housing. She asked members to take time and try to do something for them, noting that members have enough money to do so and that's what He wants everybody to do.

The invocation was given by Bishop Holsey, followed by the Pledge of Allegiance and a moment of silence for Mr. Josh Littleton, Building Official for the City of Seaford.

AGENDA ADDITIONS/DELETIONS

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

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

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF MAY 4, 2017

The Minutes of the Special Council Meeting of May 4, 2017 were unanimously approved by motion of Mr. Sudler, seconded by Mr. Lewis and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - ANNUAL COUNCIL MEETING OF MAY 8, 2017

The Minutes of the Annual Council Meeting of May 8, 2017 were unanimously approved by motion of Mr. Sudler, seconded by Mr. Lewis and bore the written approval of Mayor Christiansen.

CERTIFICATE OF CONGRATULATIONS - DOVER HIGH SCHOOL SPEECH AND DEBATE TEAM

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

Certificate of Congratulations

presented to

Dover High School Speech and Debate Team

A team of students from Dover High School's Speech and Debate class showcased their knowledge of the United States Constitution and their outstanding communication skills by capturing the State title in the "We the People" Competition held on February 13, 2017 in Smyrna, Delaware. The team also represented Delaware at the National Finals of the Competition, organized by the Center for Civic Education and held in Washington, DC from April 21- 24, 2017, where they placed higher than any other previous Delaware team. The City of Dover congratulates the following students for their remarkable achievement:

Cassandra Cordie
Reginald Daniel
Mai Gibson
Anmol Gill
Andrew Honeycutt
Barry Jones
Muskan Kaur
SooHan Kim
Daniel Larlham
Maxim Nikolenko
Crystal Solomon
Grace Young

The entire team and Ms. Molly Phillips, History and Social Sciences Teacher and Speech and Debate Advisor, are commended for their hard work, dedication, and commitment.

May 22, 2017

On behalf of the Mayor and Council, Mayor Christiansen and Councilman Cole presented the Certificate to Principal Courtney Voshell, Ms. Molly Phillips, and the members of the Dover High School Speech and Debate Team.

Mr. Barry Jones, President, Dover High School Speech and Debate Team, stated that he and a few other members of the Team also participated in the City of Dover Youth Government Day. He thanked the Mayor and Council for recognizing them, noting that they worked incredibly hard. Mr. Jones stated that all of the members of the Team are very interested in the operations of municipal government, local government, statewide government, and also national government, and they feel what Council does is extremely important to them and the community. On behalf of the Team, Mr. Jones thanked members for honoring them and expressed their hope that Council would continue to be effective in their community.

Mr. Sudler congratulated members of the Speech and Debate Team for a job well done, noting that he was a fellow Senator and 1992 graduate.

PROCLAMATION - COMMUNITY ACTION MONTH

The City Clerk read the following Proclamation into the record:

WHEREAS, Community Action Agencies were created when the Economic Opportunity Act of 1964 was signed into law, and currently there are approximately one thousand such agencies serving the underprivileged in the United States; and

WHEREAS, First State Community Action Agency has been committed to working with individuals and communities to overcome the challenges of unemployment, homelessness, substandard living conditions, and hunger in Delaware since 1966; and

WHEREAS, First State Community Action Agency has made an essential contribution to individuals and families in Delaware by providing innovative and cost-effective programs that enable them to improve their lives and living conditions; and

WHEREAS, Delaware and the entire country must continue to promote economic security and ensure that all citizens are able to live with dignity by providing support and opportunities for those in need of assistance.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim May 2017 as **COMMUNITY ACTION MONTH** in the City of Dover in recognition of the hard work and dedication of First State Community Action Agency.

PROCLAMATION - PUBLIC WORKS WEEK

The City Clerk read the following Proclamation into the record:

WHEREAS, public works services are an integral part of the daily lives of those in our community, and the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs, such as facilities management, fleet maintenance, grounds and parks

maintenance, solid waste collection and recycling, street and stormwater management, water production, and water and wastewater operations and maintenance; and

WHEREAS, the health, safety, and comfort of this community greatly depend on the quality and effectiveness of public works facilities and services, whose engineering, construction, and inspection are vitally dependent upon the efforts and skill of the City of Dover Public Works Department staff; and

WHEREAS, the efficiency of the qualified and dedicated personnel of the Public Works Department is materially influenced by the people's attitude and understanding of the importance of the work that the Department performs; and

WHEREAS, the American Public Works Association 2017 National Public Works Week theme, "Public Works Connects Us," speaks to the essential nature of public works services in support of everyday quality of life.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim May 21 - 27, 2017 as **PUBLIC WORKS WEEK** in the City of Dover, and urge all citizens and organizations to learn more about the issues involved in providing public works, and to recognize the contributions that dedicated Public Works Department employees make every day to our health, safety, comfort, and quality of life.

On behalf of the Mayor, Council, and citizens of Dover, Mayor Christiansen presented the Proclamation to Mrs. Sharon Duca, Public Works Director, and Mr. Jason Lyon, Water/Wastewater Manager. Mayor Christiansen congratulated Mrs. Duca and Mr. Lyon for the work that they and their crew do 24/7, 365 days a year. He shared with members of Council and staff that he was very pleased and honored to attend an awards luncheon where the City of Dover Department Public Works was recognized for their water and wastewater efforts in keeping the City's drinking water clean and safe and palatable throughout the entire year.

Mrs. Duca thanked the Mayor and members of Council for acknowledging National Public Works Week and the staff of the Department of Pubic Works. She stated that the services provided by the Department are vast, noting that she could honestly say that they often feel as if their work is never done. Mrs. Duca stated that she was eternally grateful for the talented and diligent staff that she has the pleasure to work with, explaining that they work tirelessly to achieve quality and efficient services for the City of Dover. Mrs. Duca thanked each member for their continued support of the Department.

2016 ANNUAL REPORT - DOWNTOWN DOVER PARTNERSHIP

Mr. Gregory Moore, President of the Downtown Dover Partnership (DDP), formally introduced Ms. Joan Cote, DDP Executive Director, noting that she was hired in September 2016. He advised that the DDP now had a second person working on staff, Ms. Tina Bradbury. Mr. Moore introduced Ms. Bradbury and explained that she was working on a number of DDP events and was a good asset for the DDP.

Mr. Moore advised members that it was a challenging year for the DDP. He explained that, with a new complete staff, they had to do some retooling and some reorganizing, which Ms. Cote had overseen quite nicely. Referring to the DDP 2016 Annual Report, Mr. Moore indicated that it provided a summary. He stated that there are a number of initiatives, plans, programs, parades and events that the DDP does every year and the DDP prides itself in continuing to do those things, as well as trying to bring new businesses and revitalization to the downtown. Mr. Moore noted that one (1) of the highlights of 2016 was that the DDP was able to secure the E-ZPass lease for another six (6) years, in two (2) three-year terms. He stated that E-ZPass brings a number of people through their front doors, paying their pills and getting customer service, etc. Mr. Moore also noted another big accomplishment last year was that the DDP was able to refinance the former Acme property.

Mr. Moore announced that this will be his last year as President of the DDP. He stated that he had been President for a number of years and thought it was very important for the Board to have new, fresh faces, new leadership, and new energy. Mr. Moore noted that he was becoming an older person and he wanted to see younger people who have interest in the downtown move up and take those leadership roles. He explained that he thinks new ideas are important and they can only get them by energizing some of the younger leaders. Mr. Moore stated that two (2) of those leaders that he wanted to recognize were Mr. Todd Stonesifer, whose energy has been good for the DDP Board, and Mrs. Erin Thwaites, who is a great business leader downtown and would be joining the Board. He noted that he had high hopes that Mrs. Thwaites will ascend into the DDP executive team. Mr. Moore stated that Ms. Anita Evans had served as the DDP Vice President for a number of years and he was hopefully that she would get her chance to take over leadership this year and bring new ideas and new energy to the partnership.

Mr. Moore thanked members of Council, noting the great support the DDP had received from the City of Dover. He stated that the City and DDP have a brother/sister kind of relationship, explaining that the DDP is a separate entity and a non-profit in their own right, but the Council has been very friendly to the DDP, and together they had done some great things.

Ms. Cote noted that she had worked with many members in her previous career. She stated that she was very excited to be here and looking forward to doing some wonderful things together. Ms. Cote informed members that the DDP was already building a great relationship with the Police Department, explaining that they do a lot of things together. Ms. Cote stated that Mrs. Sharon Duca, Public Works Director, and the Public Works Department had been absolutely incredible to the DDP, as well as the Finance Department with the leadership of Mrs. Donna Mitchell. She explained that, in the few short months she had been with the DDP, she had already seen how incredible the relationships are, and stated that she planned on working to make those relationships even better. Ms. Cote advised that she planned to bring some great things to downtown Dover, and looked forward to the new leadership that they are going to have with the Board and some more involvement with some new Council members, too.

Ms. Cote announced that the DDP had just received the new Capital City Farmer's Market banners earlier that day and displayed them for members. She advised that the Farmer's Market would be open on Loockerman Way Plaza from June 11th to October 4th. Ms. Cote asked members to come out and support the market which would have great fresh fruits and vegetables. She stated that the

market supports local farmers and a lot of the money from the produce that is sold goes back to the Interfaith Mission.

On behalf of the DDP, Ms. Bradbury expressed appreciation for Council's support, noting that she knew their job was not easy. She advised members that Mr. Moore had certainly not had an easy job and assured members that he was not going anywhere, explaining that he was still a friend and a Board member at the DDP. Ms. Bradbury stated that the DDP values Mr. Moore, his expertise and the projects he has been able to implement with the help of the City, members of Council, and the State. She indicated that some tremendous partnerships had been formed and would continue. Ms. Bradbury noted that safety was a big concern which the DDP was continuing to work on, and that they looked forward to working with the new Chief. She advised that the whole staff had been very good and very supportive, and that the DDP looked forward to the best yet to come for Dover and the DDP.

Mr. Sudler moved for acceptance of the Downtown Dover Partnership 2016 Annual Report. The motion was seconded by Mr. Lewis and unanimously carried.

BOARD OF ASSESSMENT APPEALS EXEMPTION AUDIT REPORT - APRIL 26, 2017 EXEMPTION AUDIT HEARINGS - EXEMPTION AUDIT SUMMARY

Members were advised that in October 2016, the first notification went out to the approximately 360 properties that the City had classified as exempt, and they received a letter explaining the Exemption Audit and a Verification of Eligibility Form to be returned no later than December 30, 2016. The Board of Assessment Appeals met on February 9, 22, and 23 and March 15, 2017 to discuss all of the exempt properties. At the end of the March 15, 2017 meeting, there were 33 properties that the Board felt either they did not have enough information to make a decision on or that did not meet the requirements of an exempt status. These 33 properties were given notice on March 16, 2017 that they had until April 14, 2017 to submit another application and additional information to request a hearing with the Board of Assessment Appeals. Of the 33 properties, only 16 properties were brought before the Board of Assessment Appeals on April 26, 2017.

The Board recommended that all of the properties that were approved administratively during the February and March meetings be approved, as well as the 16 properties from the April 26, 2017 hearing. Members were advised that there were a couple of properties that the Board would like to have come back for various reasons, and that explanations and time frames were included in the motions and minutes of the April 26, 2017 hearings. The 16 properties were included on the list of approved properties for Council review.

It was noted that the 17 remaining properties were notified that they can reapply for exempt status during the regular appeal period and given a deadline of May 1, 2017 at 5:00 p.m.

Members were reminded that the lists of approved and denied properties did not include government agencies and public schools.

By consent agenda, Mr. Sudler moved for approval of the Exemption Audit Project and all recommendations from the Board *(Exhibit #2)*. The motion was seconded by Mr. Lewis and carried by a unanimous roll call vote (Mr. Hare absent).

SEMI-ANNUAL INSPECTION BY CITY MANAGER - ROBBINS HOSE COMPANY

In accordance with Chapter 46 - Fire Prevention and Protection, Article II - Fire Department, Division 1 - Generally, Section 46-43 - Semiannual Inspections, of the City Code, the Acting City Manager, Mrs. Donna S. Mitchell, met with the Fire Chief to discuss fire company issues. Mrs. Mitchell submitted a memorandum outlining the items discussed and noted that the Officers and staff of the Robbins Hose Company were extremely helpful with their assistance in her understanding of the operations and service provided to the community through their volunteer members.

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

SET PUBLIC HEARING - ELECTRIC FUND BUDGET

A public hearing on the Electric Revenue Fund Budget is required for compliance with the City of Dover Electric Revenue Bonds Resolution prior to adoption of the budget. Staff recommended that the public hearing be set for June 12, 2017 at 7:30 p.m.

Mr. Sudler moved to set a public hearing for June 12, 2017 at 7:30 p.m. for the 2017/2018 City of Dover Electric Fund Budget. The motion was seconded by Mr. Neil and unanimously carried.

COMCAST FRANCHISE RENEWAL

Mrs. Donna Mitchell, Acting City Manager, reviewed the Cable Franchise Agreement between the City of Dover and Comcast of Delmarva, LLC, dated May 22, 2017. She advised members that the Comcast Franchise Agreement was up for renewal and not much had been changed. Mrs. Mitchell noted that the terms and conditions had stayed the same and the franchise revenue had stayed at 5% of gross revenues for the cable services that the City currently receives. Referring to page 24, she informed members that there were two (2) new items in the Agreement: 1) a $50,000 grant, where Comcast will match up to 50% of the cost, not to exceed $50,000, for the new equipment that the City is buying for televising Council meetings, and 2) an EG grant for when the City gets its educational and governmental channel up and running. Mrs. Mitchell explained that Comcast will pay the City $.25 per subscriber per month for the EG grant during the duration of the Agreement. She stated that the grant will go toward the EG channel cost and the City will have to substantiate the cost.

In response to Mr. Sudler, Mrs. Mitchell stated that she did not believe that there were any cons regarding this matter, noting that it was the same type of agreement that the City has with Verizon. She advised members that Comcast did include language in the Agreement to ensure that they are on equal footing with any other cable providers. She explained that, for example, if the City is more favorable to Verizon, Comcast wants to ensure that they are on a level playing field.

Responding to Mr. Anderson, Mrs. Mitchell stated that the Verizon contract would be coming up soon. She noted that she and Mrs. Kay Sass, Public Affairs and Emergency Management Coordinator, were talking about the Verizon contract earlier that day and were going to begin working on it.

In response to Mr. Anderson, Mrs. Mitchell confirmed that the provisions for channels that Comcast carries are just basically the FCC minimum local broadcast requirements.

Responding to Mr. Anderson, Mrs. Mitchell stated that the City had not heard any feedback or complaints from any local stations.

Mr. Lewis asked if the $50,000 grant was just a one-shot deal. Responding, Mrs. Mitchell advised that the $50,000 grant would be a one-time grant specifically for getting equipment that the City needs for televising the meetings.

Mr. Lewis asked if Mrs. Mitchell if, in her professional opinion, she was comfortable with a 10-year contract. In response, Mrs. Mitchell stated that she was comfortable with a 10-year contract. She advised that the City had normally done these agreements for 10 years, and franchise agreements like this, are usually not shorter than that.

In response to Mr. Anderson's request for clarification, Mrs. Mitchell confirmed that although the $50,000 would be a one-time grant, the $.25 per subscriber would continue each year. Mr. Anderson asked if the 5% of the revenue would continue each year, and how much that came to last year. Responding, Mrs. Mitchell confirmed that the 5% of the revenue would continue each year. She advised members that, as she recalled, each franchise agreement runs between $85,000 and $90,000 per quarter, and they are relatively equal in their receipts.

Mr. Sudler asked if it would help the City or hurt the City to do a contract for 15 years. In response, Mrs. Mitchell advised members that the normal contract length is 10 years. She explained that if the City went past 10 years, maybe the $.25 would not be there; however, since the Agreement indicated that Comcast usually passes that on to the customers, she did not believe that would make a difference. Mrs. Mitchell stated that she did not think it would help or hurt the City to do a contract for 15 years. Mr. Sudler asked Mrs. Mitchell whether she had ever thought about possibly negotiating beyond 10 years, and she responded that she had not.

Mr. Neil moved for approval of the renewal of the 10-year Comcast Cable Franchise Agreement, as recommended by Staff. The motion was seconded by Mr. Lewis and carried by a unanimous roll call vote (Mr. Hare absent).

2017 SPECIAL FIRST (1ST) DISTRICT MUNICIPAL ELECTION RESULTS

Mrs. Traci A. McDowell, City Clerk, reported the results of the 2017 Special First (1st) District Municipal Election held on May 16, 2017, as follows:

FIRST (1ST) DISTRICT			
Candidate	Votes	% of District Votes	% of District Voters
Rachel L. Dunning	77	14.42%	1.08%
Matthew J. Lindell	**230**	**43.07%**	**3.22%**
Ronald G. Poliquin	227	42.51%	3.18%
TOTAL VOTES CAST	534		
TOTAL REGISTERED VOTERS	7,149		
% OF DISTRICT VOTERS	7.47%		

Mr. Sudler moved for approval of the Election Results as reported by the City Clerk. The motion was seconded by Mr. Neil and unanimously carried.

APPOINTMENTS/REAPPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT SLAVIN

Council President Slavin requested approval of the following appointments:

City Chaplains (Annual Appointment expires June 11, 2018)
Bishop Thomas L. Holsey of Bibleway Temple Church of God in Christ
Chaplain Wallace Dixon of Bibleway Temple Church of God in Christ

Construction and Property Maintenance Code Board of Appeals
Councilman David L. Anderson
Councilman Brian E. Lewis
Councilman Fred A. Neil

By consent agenda, Mr. Sudler moved for approval of the Appointments/Reappointments, as recommended by Council President Slavin. The motion was seconded by Mr. Lewis and carried by a unanimous roll call vote (Mr. Hare absent).

FINAL READING - PROPOSED ORDINANCE #2017-06 - PROPOSED ORDINANCE #2017-06 AMENDING CHAPTER 70 - OFFENSES AND MISCELLANEOUS PROVISIONS, SECTION 70-2 - WEAPONS GENERALLY

The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of May 8, 2017. Council President Slavin reminded members of the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or on the City's website at www.cityofdover.com under "Government."

Mr. Neil moved that the Final Reading of the proposed ordinance be acknowledged by title only. The motion was seconded by Mr. Lewis and unanimously carried.

Mr. Cole reminded members that the proposed ordinance would allow for a civilian marksmanship program at Dover High School. He stated that Police Chief Marvin Mailey and Major John K. Murphy, USAF (Retired), Senior Aerospace Science Instructor at Dover High School, were present and could answer any specific questions.

By motion of Mr. Anderson, seconded by Mr. Neil, Council, by a unanimous roll call vote (Mr. Hare absent), adopted Ordinance #2017-06, as follows:

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

That Chapter 70 - Offenses and Miscellaneous Provisions, Section 70-2 - Weapons Generally, Paragraph (d) - Prohibited, (2) - Furnishing to Certain Persons, of the Dover Code be amended to read as follows:

Sec. 70-2. - Weapons generally.

(a) *Definitions*. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Municipal building shall mean any building where the city meets in its official capacity, including non-city owned or leased buildings during the time in which the city is meeting in or occupying the building, or any building containing the offices of city elected officials and of city employees actively engaged in performing governmental business. Parking facilities are excluded.

Weapon shall mean any firearm from which a shot, projectile or other object may be discharged, or any air gun, BB gun, or any instrument, toy or weapon commonly known as a "peashooter," "slingshot" or "beany," or any bow made for the purpose of throwing or projecting missiles of any kind, or any knife, brass or metal knuckles, or any club loaded with lead or other weight, or any blackjack or billyclub.

(b) *Unlawful discharge*. It shall be unlawful for any person to discharge any firearm within the city, except lawfully in self-defense, in defense of property, in defense of others or as permitted in paragraph (c).

(c) *Lawful discharge*.

(1) *Law enforcement officers*. The discharge of weapons by any law enforcement officer while on duty, or as necessary in the lawful discharge of his or her duties, is permitted.

(2) *Galleries and ranges*. The discharge of weapons at licensed shooting galleries or ranges when the instrument can be fired, discharged or operated in a manner that shall not endanger persons or property, and also in a manner that shall prevent the projectile from traversing any grounds or space outside the limits of the gallery or range is permitted.

(d) *Prohibited*.

(1) *Business display*. It shall be unlawful for any pawnbroker, secondhand dealer or other person who engages in business in the city to display, or to place on exhibition in any show window or other window facing upon any street, any pistol, revolver or other firearm with a barrel of less than 12 inches in length, or any switchblade knife, or any brass or metal knuckles, or any club loaded with lead or other weight, or any blackjack or billyclub.

(2) *Furnishing to certain persons*. It shall be unlawful for any person to purchase from, or sell, loan or furnish any weapon to any person under the influence of any alcoholic beverage or any illegal narcotic drug, stimulant or depressant, any person in a condition of agitation and excitability or a minor under the age of 18 years. Nothing in this ordinance shall be construed to prohibit the furnishing of weapons pursuant to an authorized course of school instruction, or for the purpose of engaging in any school-authorized sporting or recreational activity.

(3) *Possession of firearms, ammunition, components of firearms, or explosives in municipal buildings*. Except as set forth in section (c) below, possession of firearms, ammunition, components of firearms, or explosives is prohibited in all municipal buildings.

a. *Required signs*. In all municipal buildings, a conspicuous sign shall be posted at each entrance stating that the possession of firearms, ammunition, components of firearms, or explosives are prohibited. Such sign may also state that persons in violation may be denied entrance to the building or be ordered to leave the building.

b. *Immediate departure*. Any person who immediately foregoes entry or immediately exits any municipal building or police station due to the possession of a firearm, ammunition, components of firearms, or explosives shall not be guilty of violating this section.

c. *Exceptions*. The following shall constitute valid exceptions to this section:

1. Possession of firearms, components of firearms, and ammunition or explosives by law enforcement officers;

2. Law enforcement agencies receiving shipments or delivery of firearms, components of firearms, ammunition, or explosives;

3. Law enforcement agencies conducting firearm or ammunition safety and training programs, donation, amnesty, or any other similar programs in police stations or municipal buildings;

4. Compliance by persons subject to protection from abuse court orders;

5. Carrying firearms and ammunition by persons who hold a valid license pursuant to either § 1441 or § 1441A of Title 11 of the Delaware Code so long as the firearm remains concealed except for inadvertent display or for self defense or defense of others;

6. Carrying firearms and ammunition by officers or employees of the United States duly authorized to carry a concealed firearm; or

7. Carrying firearms and ammunition by agents, messengers and other employees of common carriers, banks, or business firms, whose duties require them to protect moneys, valuables and other property and are engaged in the lawful execution of such duties.

(e) *Penalties*.

(1) *Fines*. Except as otherwise provided, any violation of this section shall be subject to a fine as provided for in Appendix F-Fees and Fines.

(2) *Forfeiture*. Every person convicted of a violation of this section, section 70-3, or any state law relating to weapons shall forfeit the weapon to the city. Upon a finding of guilt, it shall then be the duty of the court, after the expiration of a reasonable time, to declare by written order that the chief of police shall either dispose of the weapon or retain the weapon for official police department use.

(f) *Severability*. The provisions of this ordinance shall be severable. If any provisions of this ordinance are found by any court of competent jurisdiction to be unconstitutional or void, the remaining provisions of this ordinance shall remain valid, unless the court finds that the valid provisions of this ordinance are so essentially and inseparably connected with, and so dependent upon, the unconstitutional or void provision that it cannot be presumed that city council would have enacted the remaining valid provisions without the unconstitutional or void provision; or unless the court finds that the remaining valid provisions, standing alone, are incomplete and incapable of being executed in accordance with city council's intent.

(Code 1968, §§ 20-29, 20-33-20-36; Code 1981, § 14-5; Ord. No. 2015-15, 10-26-2015)

ADOPTED: MAY 22, 2017

ACTING CITY MANAGER'S ANNOUNCEMENTS

Mrs. Donna Mitchell, Acting City Manager, announced that the City was recognized by Moody's rating agency to upgrade the water/wastewater revenue bond rating from Aa3 to Aa2.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Sudler congratulated Major Marvin Mailey on his accomplishment of becoming the new Chief of Police. He stated that, after a long internal deliberation, having a lot of thoughts about the process and his position in that matter, and looking at everything that transpired, he did not think that any of the members of the Ethics Commission had been compromised or feel that they owed any official anything. Mr. Sudler thanked the members for their service on the Commission. He stated that he thought that they were doing a great job and was looking forward to them continuing to serve. Mr. Sudler explained that it was a tough call and a tough situation at that time and it did not reflect upon the members of the Ethics Commission personally because his frustration was not with the members individually, it was with the process. He noted that he was looking forward to seeing what could be done in regard to that process. Mr. Sudler stated that he apologized if there were any ill feelings in regard to that matter, or any members thought that he was attacking them personally, explaining that was not his intent.

Mr. Sudler invited everyone to attend the May 25, 2017 meeting at 6:30 p.m. in the City Hall Council Chambers, regarding restoring Dover Park. He explained that this matter can no longer wait, explaining that it was not just about Dover Park but was also about what can be done to help show the youth a different way of life, so that can be productive citizens of Dover and become role models within the community. Mr. Sudler stated that he hoped that not only the citizens of Dover but also the youth would come out and voice their opinions in regard to the programs and activities the City can provide to help increase the quality of living in the City of Dover. He informed members that the theme of the meeting would be "Starting Below Ground Zero," meaning starting with the attitude of the community and the officials collectively, as a partnership effort to not only restore Dover Park but to restore the City of Dover. Mr. Sudler noted that he met with City staff regarding this matter earlier that day, and gave a special thanks to Mr. Eddie Diaz, Ms. Carolyn Courtney, Mrs. Sharon Duca, Mrs. Donna Mitchell, Mr. David Hugg, and the rest of the team that would be joining everyone at the meeting. He also thanked Council President Slavin for allowing him to be the Chair of the Parks, Recreation, and Community Enhancement Committee, to spearhead this initiative to restore all the parks, not just Dover Park, and to make the quality of living better for everyone. Mr. Sudler stated that he thought that this would be the soul of a movement that is going to change and impact the City of Dover.

Mr. Anderson informed members that he had been contacted by several concerned citizens who expressed concerns regarding the recent shootings on North Bradford Street, South New Street, and in the Woodmill area. He stated that this problem was not affecting one area or one district but the whole City. Mr. Anderson expressed his hope that Council would take a concerted effort to give the City's Police Department the support they need, and to give full support across every spectrum of the community. He stated that he thought that, in particular, Council needed to provide the City's police the resources to stay out and be proactive, and support continuing the cadet program which was currently lacking funding. Mr. Anderson advised that he intended to ensure that this issue is brought up because it is the most cost-effective way to put people on the street so the City's full-time officers can address the more serious problems. He stated that the City also needed to be able to support some of the future and proactive programs that had been initiated in the past year and a half, such as the police athletic league and the substance abuse project, and encouraged members to look at the resolution establishing a dollar for a difference program, which would be considered by the

Council Committee of the Whole/Parks, Recreation, and Community Enhancement Committee during their Special meeting scheduled for May 23, 2017.

Mr. Cole noted that when he and Mr. Neil attend neighborhood meetings, the members of staff who attend, including Corporal Jennifer Lynch, Ms. Velvet Bowen, and other Planning and Code Enforcement staff, are always responsive to the constituent concerns that they are asked to look into. Mr. Cole and Mr. Neil expressed their appreciation and noted that they knew that the constituents also appreciated staff's efforts.

Mr. Sudler thanked the Third District Councilmen Cole and Neil for inviting him to the Towne Point Association meeting on May 18th to promote the May 25th meeting. He stated that it was very interesting and he looks forward to working with the constituents.

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

Meeting adjourned at 8:08 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of May 22, 2017, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - Fair Housing Information, provided by Ms. Sue Harris
Exhibit #2 - Board of Assessment Appeals Exemption Audit Report - Board of Assessment Appeals Meeting Minutes of February 9, 22, and 23, March 15, and April 26, 2017; and Lists of Approved and Denied Properties

DELAWARE STATEWIDE
ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

OBSERVATION: Minimum wage and single-income households cannot afford a housing unit renting for the HUD Fair Market Rent in Dover. This situation forces these individuals and households to double-up with others, or lease inexpensive, substandard units from unscrupulous landlords. Minorities and female-headed households will be disproportionately impacted because of their lower incomes.

OBSERVATION: Persons receiving a monthly SSI check of $674 as their sole source of income, including persons with disabilities, cannot afford a one-bedroom unit renting at the Fair Market Rent of $757.

OBSERVATION: Overall, the housing market in the City of Dover is moderately unaffordable, as only 30.9% of the housing units sold in 2009 were considered to be affordable to households earning the median household income of $44,490. When median household income by race is considered, Black households would have a more difficult time purchasing a home than Whites.

OBSERVATION: Overall, the housing market in the City of Dover is moderately unaffordable, as only 30.9% of the housing units sold in 2009 were considered to be affordable to households earning the median household income of $44,490. When median household income by race is considered, Black households would have a more difficult time purchasing a home than Whites.

OBSERVATION: Black households are disproportionately represented among Section 8 voucher holders. Of the 182 households in Dover using vouchers, 80.2% are Black. In addition, Black households are also disproportionately represented among applicants on the Section 8 waiting list. Of the 641 households waiting for a Section 8 voucher, 81.6% are Black.

OBSERVATION: The extensive waiting lists for public housing (614 applicants) and Section 8 (641 applicants) demonstrate a high demand for affordable housing in Dover. Demand is high due to consumer desires to be close to amenities and transit options.

OBSERVATION: Analysis of the City's Annual Plan and CAPER documents reveal a balanced investment of CDBG funds in both impacted and non-impacted areas. The City should continue its efforts to affirmatively further fair housing by expanding the availability of affordable housing in non-impacted areas. The City should allocate funds for new family housing developments (both sales and rental) on sites outside of impacted areas.

OBSERVATION: The City's Planned Neighborhood Design program could be improved from a fair housing perspective by adding incentives for the production of affordable units. The City could provide financial and other incentives to developers in exchange for the provision of a percentage of housing units to be set-aside for households with incomes at or below a certain percentage of the area median income.

OBSERVATION: The City should simplify its definition of "family" by focusing on whether a household functions as a cohesive unit rather than distinguishing between related and unrelated persons. A restrictive definition that limits the number or type of relationship between persons living together as a household unit in a single-family dwelling unit is incompatible with many modern living situations and potentially discriminates against persons with disabilities.

OBSERVATION: The City's Planned Neighborhood Design program could be improved from a fair housing perspective by adding incentives for the production of affordable units. The City could provide financial and other incentives to developers in exchange for the provision of a percentage of housing units to be set-aside for households with incomes at or below a certain percentage of the area median income.

OBSERVATION: The City of Dover has no provision in its zoning ordinance to allow more than five unrelated persons with disabilities to live together as a group home. This circumstance limits fair housing choice, particularly for persons with disabilities. The City should amend its ordinance to remove obstacles to the creation of group homes.

e. Definition of Family

Restrictive definitions of family may impede unrelated individuals from sharing a dwelling unit. Defining family broadly advances nontraditional families and supports the blending of families who may be living together for economic purposes. Restrictions in the definition of family typically cap the number of unrelated individuals that can live together. These restrictions can impede the development of group homes, effectively impeding housing choice for the disabled. However, in some cases, caps on unrelated individuals residing together may be warranted to avoid the health and safety problems created by overcrowding. The City of Dover defines a family as one or more persons occupying a dwelling unit as a single nonprofit housekeeping unit. More than five persons, exclusive of domestic servants, or not more than one boarder or roomer, not related by blood, marriage or adoption, shall not be considered to constitute one family. The City limits the number of unrelated individuals to five persons. Because the ordinance does not have an exception for group homes for persons with disabilities, this cap unduly restricts the number of persons who can live together in such an arrangement. However, in some cases, restrictions on the number of unrelated individuals residing together may be warranted for health and overcrowding issues and to comply with Building and Fire codes adopted at the state and Municipal levels.

f. Regulations for Group Homes for Persons with Disabilities

Group homes are residential uses that do not adversely impact a community. Efforts should be made to ensure group homes can be easily accommodated throughout the community under the same standards as any other residential use. Of particular concern are those that serve members of the protected classes such as the disabled. Because a group home for the disabled serves to provide a non-institutional experience for its occupants, imposing conditions are contrary to the purpose of a group home. More importantly, the restrictions, unless executed against all residential uses in the zoning district, are an impediment to the siting of group homes and are in violation of the Fair Housing Act. Two primary purposes of a group home residence are normalization and community integration. By allowing group residences throughout the community in agreement with the same standards as applied to all other residential uses occupied by a family, the purposes of the use are not hindered and housing choice for the disabled is not impeded. Towards this end, municipalities may not impose distancing requirements on group homes for persons with disabilities.

In *Horizon House Development Services, Inc. v. Township of Upper Southampton, PA*, the court found a 1,000-foot spacing requirement to be in violation of the Fair Housing Act. The court also found the Township's requirement for an applicant to seek and receive a variance from the ordinance to establish a group home within the 1,000-foot distance also to be a violation. The City of Dover has no definition encompassing the "group home" use. Presumably, a group home could be established as a single-family dwelling unit in any residential district as a result. However, the City's definition of "family" does not allow for more than five unrelated persons to share a family household, which would also not allow more than five unrelated persons to live together in a group home.

Impediment #1: The City's increasingly diverse minority population may require language accommodations to ensure that all residents can access programs and services.

Impediment #2: Minority households have greater difficulty becoming home owners in Dover because of lower incomes.

Impediment #3: The City's supply of housing that is affordable to households up to 80% of median household income is inadequate

Impediment #4: The City's supply of affordable and accessible housing units is inadequate to meet demand.

Impediment #5: The City's process for allocating and reporting CDBG funds could be improved from a fair housing perspective.

Impediment #6: Policy documents utilized by the Dover Housing Authority could be improved from a fair housing perspective.

Impediment #7: The 2008 Comprehensive Plan does not recognize the City's responsibility to affirmatively further fair housing.

Impediment #8: The City of Dover's zoning ordinance limits fair housing choice for certain families and persons living in group homes.

Impediment #9: Members of the protected classes could be more fully represented on City boards and commissions dealing with housing issues.

Impediment #10: Mortgage loan denials and high-cost lending disproportionately affect minority applicants.

K. Signature Page for the City of Dover

By my signature I certify that the Analysis of Impediments to Fair Housing Choice for the City of Dover is in compliance with the intent and directives of the regulations of the Community Development Block Grant Program regulations.

_____

(Signature of Authorizing Official)

_____

Date

In the AI report The Delaware Code "Definition of Family" reads:

One or more persons occupying a dwelling unit as a single nonprofit housekeeping unit. Does not include more than five persons not related by blood, marriage or adoption.

The comments: **No explicit exception for group homes for persons with disabilities.**

In the report The Delaware Treatment of Group Homes reads: "No definition". Could presumably exist as single family unless it exceeds five residents.

The comments: Cap on unrelated residents sharing house prevents any group home from having more than five residents. **That is inconsistent with the Fair Housing Act.**

At a Sept 12, 2011 Dover City council meeting a review of the Analysis of Impediments to Fair Housing Choice was discussed. As a federal entitlement community that receives CDBG funds from HUD the city is required to certify that funds will be carried out and administered according to the fair housing act. It was noted that HUD defines an impediment to fair housing choice as any actions, omissions, or decisions that restrict, or have the effect of restricting, the availability of housing choices based on race, religion, sex, disability, familial status, or national origin. Ann Marie Townshend reported that the city had contracted a consulting firm to conduct the Analysis of Impediment which reviews entitlement community's laws, regulations, and administrative policies and procedures affecting accessibility of housing. This analysis outlines the impediments for Dover and provides recommendations and strategies in order for the city to meet fair housing goals. Approval and implementation of the Fair Housing Action Plan will preserve the City's eligibility for funding from HUD and protect the City in the event of litigation relating to fair housing.

Responding to a question from Mr. Anderson, Mrs. Townshend stated that the current definition of family, in this context, is "not more than five (5) unrelated people functioning as a household, not including a butler." She explained that the difficulty is determining whether or not people are functioning as a household. Mrs. Townshend indicated that staff plans to conduct research on this topic and will submit an ordinance to redefine "family." Mr. Anderson felt that there should not be any amendment that would hinder college students who are residing together from obtaining affordable housing, noting this is a very important industry for the City.
Responding to Dr. Jones, Mrs. Harvey advised members that 2012 timelines were provided for some of the Strategies to Address Impediments since the consultants felt that these measures could be implemented within one (1) year; however, others were assigned a later date for completion since the Comprehensive Plan will not be released until 2014. She noted that the consultants suggested a five (5) year timeframe for implementation of many of the strategies. Mrs. Townshend explained that she and Mrs. Harvey plan to set annual goals for achievement of the objectives listed.

To this day the definition in the City of Dover Code is:

Family: **One or more persons occupying a dwelling unit as a single nonprofit housekeeping unit. More than five persons, exclusive of domestic servants, or not more than one boarder or roomer, not related by blood, marriage or adoption, shall not be considered to constitute one family.**

Interesting to note that the Feb 2006 council minutes report that Mrs. Tracey Harvey advised members that the Analysis of Impediments study completed by the Center for Community Research U of D completed in Sept of 2003 and the addendum of Jan 2004 identified the following impediments and the need for corrective actions to remedy the; Lack of Affordable Housing General and for Persons with Disabilities; lack of Fair Housing Education and Outreach and Segregated Housing and Fair Housing Programs and Activities for the City of Dover.

According to The Federal Office of Housing and Urban Development definitions of what constitutes a family are very clearly defined. The Equal Access Rule defines family as follows:

Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, the following:

1. A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or,
2. A group of persons residing together, and such group includes, but is not limited to:
    a. A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
    b. An elderly family;
    c. A near-elderly family;
    d. A disabled family;
    e. A displaced family; and,
    f. The remaining member of a tenant family.

Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

What this means is that any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are considered to be a family and must be served together as such. Further, a recipient or subrecipient receiving funds under the ESG or CoC Programs cannot discriminate against a group of people presenting as a family based on the composition of the family (e.g., adults and children or just adults), the age of any member's family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity.

Here are two examples of how this might apply:

- **An emergency shelter, transitional housing project, or permanent housing project that serves households with children.** While it is acceptable for a shelter or housing program to limit assistance to households with children, it may not limit assistance to only women with children. Such a shelter must also serve the following family types, should they present, in order to be in compliance with the Equal Access rule:
- Single male head of household with minor child(ren); and
- Any household made up of two or more adults, regardless of sexual orientation, marital status, or gender identity, presenting with minor child(ren).
  In this example, the emergency shelter or housing program would not be required to serve families composed of only adult members and could deny access to these types of families provided that all adult-only families are treated equally, regardless of sexual orientation, marital status, or gender identity.

- **A permanent supportive housing project under the CoC Program rule that serves chronically homeless families**. A permanent supportive housing program that serves families must serve all types of families and cannot discriminate against any family based on marital status, actual or perceived sexual orientation of the family members, or gender identities of the family members. Therefore, if two adults present together as a family, the recipient or subrecipient must serve the two adults as a family and may not require proof of marriage and may not limit assistance to couples in a heterosexual relationship.

Group House of Port Washington v. Board of Zoning and Appeals of the Town of North Hempstead, 45 N.Y. 2d 266, at 272 (1978). The Town had defined family as

- "[o]ne (1) or more persons related by blood, marriage or legal adoption residing or cooking or warming food as a single housekeeping unit; with whom there may not be more than two (2) boarders, roomers or lodgers who must live together in a common household."
- In a 4-3 decision, Court of Appeals held that the definition of "family" improperly excluded from its scope group homes. The Court explained that in zoning for stable neighborhoods in a single family district, local governments must include the functional and factual equivalents of natural families, as well as traditional families.

I. Guidelines to Drafting a Definition of Family

In light of the numerous state and federal court decisions on the subject of defining "family," some guidelines may be gleaned as to constitutionally permissible standards.
1. Preservation of the character of single-family areas remains a legitimate purpose of zoning.
2. Zoning may not exclude a group which "in every way but a biological sense is a single family" (White Plains, supra); or a household "which poses no threat to the goal of preserving the character of the traditional single-family neighborhood" (McMinn supra).
3. Court decisions have indicated that the "factual and functional equivalent" of a traditional family of unrelated persons may be evidenced by the following:
1. single housekeeping unit;
2. more or less permanent living arrangement;
3. stable, rather than transient living arrangements (except where the handicapped are affected);
4. a group headed by a householder caring for a reasonable number of children as one would be likely find in a biologically unitary family (White Plains 34 N.Y.2d at 306).

The Supremacy Clause of the US Constitution gives federal laws, such as the Fair Housing Act, precedence over conflicting state and local laws. Consequently, the Fair Housing Act prohibits state and local land use and zoning laws, policies, and practices that discriminate based on a characteristic protected under the Fair Housing Act. As defined in the Fair Housing Act, prohibited practices include making unavailable or denying housing (including vacant land that may be developed into residences) because of a protected characteristic.

In a joint statement between HUD and DOJ practices that may violate the FHAA are:

- Prohibiting or restricting the development of housing based on the belief that the residents have a particular protected characteristic, such as race, disability, or family status
- Imposing restrictions on housing because of alleged public safety concerns based on stereotypes about the residents or anticipated residents who have protected characteristics.
- Refusing to provide reasonable accommodations to land use or zoning policies when such accommodations may be necessary to allow persons with disabilities to have an equal opportunity to u se and enjoy housing.

A Land use or zoning practice can result in an unjustified discriminatory effect if it caused or predictably will cause a disparate impact on a group of persons, or if it creates, increases, reinforces, or perpetuates segregated housing patterns because of protected characteristics.

When enacting or applying zoning or land use laws, state and local governments may not act because of the fears, prejudices, stereotypes, or unsubstantiated assumptions that community members may have about current or prospective residents because of the residents protected characteristics.

A local government may not block a group home or deny a requested reasonable accommodation in response to neighbors' stereotyping fears or prejudices about persons with disabilities or a particular type of disability.

DEFINITION OF DISABILITY / HANDICAP

The Fair Housing Act uses the term "handicap" instead of "disability." Under the Act, "handicap" means, with respect to a person, or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. This term does not include current, illegal use of or addiction to a controlled substance. "Physical or mental impairment" includes:

1. any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic, skin; and endocrine; or
2. any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.[99]

The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus (HIV) infection, mental retardation, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism.[100]

"Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.[101]

In July of 2015 HUD announced the "Final Rule". Meaningful actions to address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintain compliance with the civil rights and fair housing laws. The AFFH Final rules applies to States and local governments that received CPD formula grants (CDBG, HOME, ESG, or HOPWA) as well as public housing agencies. Those agencies that were previously required to complete the AI will now be required to complete will now conduct a new Assessment of Fair Housing (AFH).

The rights of recovering alcoholics and drug addicts to live in Oxford Houses located in good neighborhoods are well established. A memorandum summarizing cases involving Oxford House precedents under the federal Fair Housing Act entitled Legal Memo Zoning **can be downloaded.**

Board of Assessment Appeals

February 09, 2017

The Board of Assessment Appeals was brought to order by Chairman Garfinkel. Board Members present were: Chairman William Garfinkel, Tom Burns, James Galvin, Jim Welsh and John Kelly. Staff present was City Assessor Cheryl A. Bundek and Administrative Assistant Annette Hart.

Chairman Garfinkel called the meeting to order at 9:08 A.M.

1. Exempt Audits not returned - Approved

1. Open Spaces

   A. Acorn Farms LTD – Open Spaces
   B. Emerald Pointe Maintenance Co. – Open Spaces
   C. Four Seasons HOA – Open Spaces
   D. Fox Hall Plantation Co. – Open Spaces
   E. Hamlet HOA – Open Spaces
   F. Westfield Maintenance Corp. – Open Spaces
   G. Westover LLC – Open Spaces
   H. Stoney Creek HOA – Open Spaces
   I. Robino-Sea Chase LLC – Open Spaces
   J. Fox Meadows Joint Venture – Open Spaces
   K. First Flag Inc. – Open Spaces
   L. Village of Westover – Open Spaces
   M. Village of Cannon Mill HOS Inc. – Open Spaces
   N. Maple Glen HOA – Open Spaces

2. Churches

A. Second Baptist Church
   1. 407 W Loockerman St.
   2. 409 W Loockerman St.

B. Peoples Congregation Church
   1. 46 S Bradford St.
   2. 46 S Bradford St. (Rear)

C. Congregation of Jehovah's Witnesses
   1. 1260 College Road

3. Other

A. Blood Bank
   1. 221 Saulsbury Road

B. Charter School Inc.
   1. 346 Pear Street
   2. 310 Pear Street
   3. Clara Street

C. The Salvation Army
   1. 611 Forest Street

D. Sunset Memorial Gardens
   1. College Road

E. Delaware Railroad Real Estate Agent
   1. New Burton Road

Recommended Action: The exempt status for these properties to be continued.

The Board of Assessment Appeals discussed each of these properties separately.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 3-0. Mr. Kelly & Mr. Burns were absent for this motion.

2. Exempt Audits not returned –more information required

A. Delaware Civic Center Corporation
   1. Crawford Carroll Ave.
   2. 1528 N DuPont Hwy.
   3. Crawford Carroll Ave.

B. Aid in Dover Inc.
   1. 801 W Division St.
   2. 731 W Division St.

C. Mom's House Inc. of Dover
   1. 864 S State St.

D. Kent Sussex Community Service Inc.
   1. 1241 College Park Dr.

E. Southern States Coop Inc.
   1. Fulton St.

F. Presbyterian Homes Inc.
   1. 1175 McKee Rd.
   2. College Rd.

G. University of Delaware
   1. 69 Transportation Cir.

H. JJ & B Enterprises GP
   1. 52 Horsepond Rd.

J. Delaware State University
   1. 430 College Road
   2. 1200 N DuPont Hwy.
   3. 1570 N DuPont Hwy.
   4. 255 College Rd.

K. Delaware State University Foundation Inc. & Wesley College Inc.
   1. 226 S State St.

L. Bible Way Temple Church
    1. 54 S Kirkwood St.
    2. 60 S Kirkwood St.
    3. 64 S Kirkwood St.
    4. 48 S Kirkwood St.

M. Central Delaware Oncology Center Inc.
    1. 793 S Queen St.

N. Cendel Foundation
    1. 101 W Loockerman St.
    2. 156 S Bradford St.
    3. 158 S Bradford St.

O. Christian Life Center
    1. S DuPont Hwy.

P. Washington District Advisory Board Church of Nazarene
    1. 1430 McKee Road

Q. Kent County Theater Guild Foundation
    1. 140 Roosevelt Ave.

R. Love Temple Church of God
    1. 1057 S Governors Ave.

S. Pennsylvania Lines LLC
    1. S West St.
    2. New Burton Rd.

T. Jireh Christian Center Inc.
    1. 2161 Forrest Ave.

U. Iglesia Christiana Marantha
    1. 1207 E Division St.

V. First United Pentecostal Church
    1. 4462 W Dennys Rd.

W. Dover Housing Authority
1. 117 Holmes St.
2. 319 N New St.
3. 402 S New St.
4. 13 S New St.

X. Calvary Baptist Church
1. 2285 Forrest Ave.

Recommended Action: To obtain the requested information.

The Board of Assessment Appeals went through the information provided and discussed each of these properties separately and found that more information is needed to make the proper determination.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 3-0. Mr. Kelly and Mr. Burns were absent for this motion.

3. Exempt Audits not returned - Denied

A. Delaware State Housing Authority
1. 22 Gristmill Pl.

Recommended Action: The status should be changed from exempt to taxable.

The Board of Assessment Appeals discussed each of these properties separately.

The Board of Assessment Appeals discussed this property, Mrs. Bundek, the City Assessor, explained that this property has not been exempt from property taxes in the past. It was purchased by the Delaware State Housing Authority in 2016, and was automatically changed to exempt status. This should be changed back to taxable status, because the organization did not request an exemption, plus the mailing address goes to a bank.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 3-0. Mr. Kelly and Mr. Burns were absent for this motion.

4. Exempt Audits for Churches - Approved

A. Grace Presbyterian Church Inc.
1. McKee Road
2. 1016 College Road
3. 350 McKee Road
4. 1022 College Road

B. New Jerusalem Baptist Church
1. 25 Jerusalem Way
2. Land Jerusalem Way
3. Jerusalem Way

C. Church of the Holy Cross
1. 631 S State St.
2. 414 N New St.
3. 422 N New St.

D. Trustees of the Peninsula
1. 139 N State St.
2. 141 N State St.

E. Seventh Day Adventist Church
1. 647 Wyoming Ave.

F. Delaware Conference of AME Church
1. 217 W Division St.

G. Calvary Baptist Church
1. 103 N Kirkwood St
2. 434 Fulton St.
3. 410 Fulton St.
4. 34 N Queen St.
5. 32 N Queen St.
6. 401 Kesselring Ave.

E. St. Andrew's Evangelical Lutheran Church
1. 425 N DuPont Hwy.

F. Solid Rock Southern Baptist Church Inc.
    1. 105 N. West St.

G. Priority Radio Inc.
    1. Cell Tower

H. St. John's Lutheran Church
    1. 106 Pine St.
    2. 113 Lotus St.
    3. 109 Lotus St.

I. Christ Episcopal Church
    1. 505 S State St.
    2. 521 S State St.
    3. E Water St.

J. Bethel Seventh Day Adventist
    1. 19 N Queen St.
    2. 25 N Queen St.

K. First Southern Baptist Church of Dover
    1. 761 S Little Creek Rd.

L. Congregation Beth Shalom
    1. 340 N Queen St.

M. Community Holy Tabernacle of Deliverance
    1. 16 N Queen St.

N. Victory Christian Fellowship Inc.
    1. 18 Greenhill Ave.

O. Church of the Living God
    1. 117 N West St.

P. First Baptist Church
    1. 301 Walker Road
    2. Walker Rd.

Q. The Presbyterian Church of Dover
1. 54 S State St.
2. S. Bradford St.
3. 316 S Governors Ave.

R. Bible Church of God Inc.
1. 1202 White Oak Rd.
2. Spruance Rd.

S. Trustees of Wesley Church
1. 215 S State St.
2. 30 Loockerman Plaza
3. 20 Loockerman Plaza
4. 219 S State St.

T. United Methodist Church
1. 140 Hazel Rd.

U. Wesley Methodist Church
1. N State St.
2. S Queen St.
3. S State St.

V. Wesley United Methodist Church
4. 15 E North St.
5. 11 E North St.

5. Exempt Audits for Charitable Organizations – Approved

A. Masonic Hall Corporation of Dover
1. 1478 Wyoming Mill Ave.

B. Delaware State Housing Authority
1. 16 The Green
2. 26 The Green
3. 1289 Walker Rd.

C. Capitol Green Day Care Inc.
1. 744 River Rd.
2. 734 River Rd.

D. Lutheran Senior Services of Delaware
1. 430 Kings Hwy.
2. 422 Kings Hwy.
3. 430 Kings Hwy. I
4. 101 Babb Dr.
5. 430 Kings Hwy.
6. 1101 Babb Dr.
7. 101 Babb Dr.
8. Babb Dr.
9. 430 Kings Hwy. III
10. Oak Ln.

Recommended Action: The exempt status for these properties to be continued.

The Board of Assessment Appeals discussed each of these properties separately and found that the information provided was sufficient to keep the exempt status.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 4-0. Mr. Burns was absent for this motion.

6. Exempt Audit – more information needed

A. Delaware Veterans Inc. Post 2
1. 720 Pear Street

B. Dover Federal Credit Union
1. Dover Air Force Base

C. Modern Maturity Center Inc.
1. 1121 Forrest Ave.

Recommended Action: To obtain more information.

The Board of Assessment Appeals went through the information provided and discussed each of these properties separately and found that more information is needed to make the proper determination.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 4-0. Mr. Burns was absent for this motion.

Chairman Garfinkel adjourned the meeting at 2:56 P.M.

Board of Assessment Appeals

February 22, 2017

The Board of Assessment Appeals was brought to order by Chairman Garfinkel. Board Members present were: Chairman William Garfinkel, James Galvin and Jim Welsh. Staff present was City Assessor Cheryl A. Bundek and Administrative Assistant Annette Hart.

Chairman Garfinkel called the meeting to order at 9:20 A.M.

Before the board started to go over the Exempt Audits, the Assessor wanted to give an update on a few questions the board had from the meeting held on February 09, 2017.

The Assessor talked to the Assistant City Manager regarding 101 S New Street and 222 W Reed Street, owned by Union AME Church, and was told that the church wants to give 222 W Reed Street to the city, because the city demolished the building on this property and has accumulated $21,000 in demolition fees, which the church cannot pay. The Assistant City Manager would like for this property to remain exempt. The property located at 101 S New Street is the actual church.

After a brief discussion Mr. Galvin made the motion to keep both properties exempt, which was seconded by Mr. Welsh. Motion carried 3-0.

Mrs. Bundek went on to talk about the properties located at 425 & 429 W. Division Street, owned by Holy Trinity Church of the Living God. The board had concerns regarding a building located between these two properties. The Assessor drove by these properties and found that the building between these two addresses had been demolished.
Mr. Galvin was concerned that there would be a tax lien on this property for a demolition. Mrs. Bundek offered to check on this.
Mr. Galvin made the motion to keep 425 W. Division Street as exempt, but request more information regarding 429 W. Division Street, which was seconded by Mr. Welsh. Motion carried 3-0.

During the February 9, 2017 meeting the board requested more information regarding the leases for the Modern Maturity center, especially the medical center located toward the back of the property. Mrs. Bundek told the board that she went through the packet once she returned to her office and found that the lease

information was included in the packed.
She proceeds to go over the information provided.

Chairman Garfinkle was concerned that the medical center, which is part of the Modern Maturity Center, was held as an investment property. Mr. Galvin raised the question, whether only members were allowed to use the medical facility or were non-members allowed as well? After some discussion the Board requested the Assessor to get a legal opinion form deputy City Solicitor William P. Pepper Sr. Esq. as well as mailing a letter to the Modern Maturity requesting them to meet with the Board of Assessment Appeal, to answer any questions the board may have.

1. Exempt Audits for Open Spaces – Approved

A. Silver Lake Townhouse Community
    1. Silver Lake Drive

B. The Greens Town Meeting Association
    1. 43 Lamplighter Lane

C. Village of Cannon Mill
    1. Cannon Mill Drive
    2. East Sheldrake Circle
    3. Quillen Street
    4. Loftland Drive
    5. Paradee Drive

D. Fox Hall West Addition HOA
    1. Pebble Valley Drive

E. Turnberry Maintenance Association
    1. N Turnberry Drive

F. Meadows HOA
    1. McKee Road

G. Westfield HOA
    1. Arbor Drive

H. Village of Westover
    1. Trafalgar Drive
    2. Westover Drive
    3. Thames Drive
    4. Charring Cross Drive
    5. Northdown Drive
    6. Westover Drive

I. Maple Glen HOA
    1. Maple Glen Drive

J. Persimmon Park Place Condo Council
    1. 110 Persimmon Circle

Recommended Action: The exempt status for these properties to be continued.

The Board of Assessment Appeals discussed each of these properties separately and found that the information provided was sufficient to keep the exempt status.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 3-0.

2. Exempt Audit for Fire Station – Approved

A. Robbins Hose Company
    1. 911 Dover Kenton Road
    2. 103 S Governors Avenue
    3. 116 S Bradford Street
    4. S Bradford Street

Recommended Action: The exempt status for these properties to be continued.

The Board of Assessment Appeals discussed this property and found that the information provided was sufficient to keep the exempt status.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 3-0.

3. Exempt Audits for Charitable Organizations – Approved

A. Planned Parenthood of Delaware
1. 805 S Governors Avenue

B. Dover Interfaith Mission for Housing Inc.
1. 1155 Walker Road
2. 523 Ross Street

C. Delaware Solid Waste Authority
1. 1116 S Bradford Street

D. Central Delaware Habitat for Humanity
1. 41 S Queen Street
2. 101 S Queen Street
3. 238 N New Street
4. 21 N Kirkwood Street
5. 23 N Kirkwood Street
6. 29 N Kirkwood Street
7. 24 N New Street
8. 20 N New Street
9. 12 N New Street
10. 19 N New Street
11. 27 N New Street
12. 20 S Kirkwood Street
13. 14 S Queen Street
14. 18 S Queen Street
15. 138 Cherry street
16. Cherry Street
17. 53 S New Street
18. 50 S Governors Avenue
19. 67 S Queen Street
20. 117 S Queen Street
21. 16 S Queen Street
22. 11 S New Street

23. 478 Barrister Place
24. 534 Fulton Street
25. 118 N Ann Avenue

E. Elks Lodge BPOE 1903
1. 200 Saulsbury Rd

F. The Wellness Community-Delaware Inc.
1. 812 S Bradford Street

G. American Legion
1. 835 Bay Road

H. Dover Art League Inc.
1. 21 W Loockerman Street

I. Community Legal Aid Society Inc.
1. 840 Walker Road

J. National Council on AG Life & Labor
1. 363 Saulsbury Road

K. Dover Century Club
1. 40 The Green

L. Elizabeth Murphy School
1. 15 Kent Cir.
2. 12 Kings Hwy.
3. E Division St.

M. Peoples Place Properties Inc.
1. 381 College Rd.
2. 381 College Rd.

N. Chapter 850 Vietnam Affairs
1. 1549 Forrest Ave.

O. EJB Inc.
1. 327 Martin St.
2. 305 S Governors Ave. (New Request)

P. YMCA
1. 1137 S State St.
2. 825 Kenton Rd.

R. The Milford Housing Development Corp.
1. 45 S Queen St.
2. 47 S Kirkwood St.
3. 200 Harmony Ln.

Recommended Action: The exempt status for these properties to be continued.

The Board of Assessment Appeals discussed each of these properties separately and found that the information provided was sufficient to keep the exempt status.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 3-0.

5. Exempt Audits for Charitable Organizations – More Information needed

A. Central Delaware Habitat for Humanity
1. 223 W Division St.

B. Edgehill Community Church
1. 702 Maple Pkwy.

C. Children's Choice Property Two
1. 707 Walker Rd.

D. ADC I Inc.
1. 6 Bellrive Ct.

E. Peoples Place Properties Inc.
1. 165 Commerce Way

F. Capitol Grange NO. 18 Co.
1. 911 S Governors Ave.
2. S Bradford Ave.

G. DIMA IX Inc.
    1. 15 Pin Oak Dr.
    2. 223 Mifflin Rd.
    3. 456 E Loockerman St.

H. Union Missionary Baptist Church Inc.
    883 Lincoln Street

I. Holy Trinity of the living God
    1. 425 W Division St.

J. A & I Housing Inc.
    1. 80 N Halsey Road
    2. 728 Maple Pkwy.
    3. 235 N New Street

Recommended Action: To obtain more information.

The Board of Assessment Appeals went through the information provided and discussed each of these properties separately and found that more information is needed to make the proper determination.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 3-0.

4. Exempt Audits for Churches – Approved

A. Mount Zion AME Church
    1. 3 Michael Court
    2. 110 N New Street

B. Liberty Church Inc.
    1. 1150 College Road
    2. McKee Road

C. Capital Baptist Church
    1. 401 Kesselring Avenue
    2. New Burton Road

D. Delaware Baptist Association
    1. 967 N State Street
    2. Lepore Road
    3. N State St.

E. Whatcoat Methodist Church
    1. 341 Saulsbury Road
    2. Walker Road
    3. Rodney Road

F. Edgehill Community Church of God
    1. 710 Maple Parkway

Recommended Action: The exempt status for these properties to be continued.

The Board of Assessment Appeals discussed each of these properties separately and found that the information provided was sufficient to keep the exempt status.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 3-0.

Chairman Garfinkel adjourned the meeting at 3:04 P.M.

Board of Assessment Appeals

February 23, 2017

The Board of Assessment Appeals was brought to order by Chairman Garfinkel. Board Members present were: Chairman William Garfinkel, James Galvin, Jim Welsh, Tom Burns and John Kelly. Staff present was City Assessor Cheryl A. Bundek and Administrative Assistant Annette Hart.

Chairman Garfinkel called the meeting to order at 9:07 A.M.

The Assessor started the meeting by going over the Exempt Audits the board had questions on from the day before, to get the opinions of Mr. Burns and Mr. Kelly, because they were not able to attend the February 22, 2017 meeting.

Chairman Garfinkel had concerns regarding some organization renting some of their rooms to other non-profit organizations. His was questioning if the rent charged would be for profit? Mr. Galvin and Mr. Burns felt that as long as the rent charged was below the market, the organization was not making a profit but helping other charitable organizations and using the money to further their charitable organization. The board came to an agreement to ask those organizations for their lease agreement and their Federal ID number, which should provide enough information to make a determination regarding their exempt status. After the board was done discussing some of those application and coming to a decision whether to approve, deny or request more information, they continued to go over the rest of the applications.

1. Exempt Audits for Educational Organizations – Approved

A. Wilmington University
   1. 3282 N DuPont Hwy.
   2. 3282 N DuPont Hwy.

B. Wesley College Inc.
   1. 308 N Quillen St.
   2. 119 W Division St.
   3. 308 N Queen St.
   4. 34 N State St.

5. 44 N State St.
6. 28 N State St.
7. 22 N State St.
8. 9 N Bradford St.
9. 21 N Bradford St.
10. 120 N State St.
11. 115 N New St.
12. 300 S New St.
13. 34 S State St.
14. 30 Fulton St.
15. 200 N Governors Ave.
16. 202 N Governors Ave.
17. 213 N Bradford St.
18. 208 N Bradford St.
19. 511 Mary St.
20. 501 Clara St.
21. 18 N Governors Ave.

Recommended Action: The exempt status for these properties to be continued.

The Board of Assessment Appeals discussed each of these properties separately and found that the information provided was sufficient to keep the exempt status.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 5-0.

2. Exempt Audits for Charitable Organizations – Approved

A. Bayhealth Medical Center
1. Beiser Blvd.
2. 1275 S State St.
3. 706 S State St.
4. 822 S Bradford St.
5. 804 S Bradford St.
6. 640 S State St.
7. 701 S Governors Ave.
8. 725 S Governors Ave.
9. 531 S Governors Ave.
10. 560 S Governors Ave.

11. 208 Water St.
12. 540 S Governors Ave.

B. Milford Housing Development Corporation
1. 200 Harmony Lane

C. Delaware Veterans Inc. Post # 2
1. 720 Pear St.

Recommended Action: The exempt status for these properties to be continued.

The Board of Assessment Appeals discussed each of these properties separately and found that the information provided was sufficient to keep the exempt status.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 5-0.

Mr. Burns recused himself from the vote pertaining to the Bayhealth Medical Center. Motion for the Bayhealth Medical Center carried 4-0.

3. Exempt Audits – Need more information

A. Wesley College
1. 112 Fulton St.
2. 2 N Bradford St.

B. Capital Grange NO. 18
1. 911 S Governors Ave.
2. S Bradford St.

C. Edgehill Community Church of God
1. 702 Maple Pkwy.

D. DIMA IV Inc.
    1. 15 Pin Oak Dr.
    2. 456 E Loockerman St.
    3. 223 Mifflin Rd.

E. The Arc of Delaware
    1. 6 Bellrive Ct.

F. A & I Housing Inc.
    1. 80 N Halsey Rd.
    2. 235 N New St.
    3. 728 Maple Pkwy.

G. Modern Maturity Center
    1. 1121 Forrest Ave.

H. Holy Trinity Church of the Living God
    1. 429 W Division St.

I. Children Choice Property Two
    1. 707 Walker Rd.

J. Peoples Place Properties Inc.
    1. 165 Commerce Way

K. Central Delaware Habitat for Humanity
    1. 223 W. Division St.

Recommended Action: To obtain more information.

The Board of Assessment Appeals went through the information provided and discussed each of these properties separately and found that more information is needed to make the proper determination.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 5-0.

3.Exempt Audits – Denied

A. Mount Zion AME Church
1. 108 N Queen St.
2. 106 N Queen St.
3. 104 N Queen St.
4. 102 N New St.
5. 106 N New St.
6. 118 N New St.
7. 118 N New St.

B. Trustees of Mount Zion AME Church
1. 37 N Queen St.

C. Trustees of the AME Church
1. 35 N Queen St.

B. Delaware Solid Waste Authority
1. 801 Krisko Circle
2. 601 Krisko Circle

C. Bayhealth Medical Center
1. Parcel # 2 Horsepond Road
2. Parcel # 3 S Little Creek Road

D. Whatcoat AME Dover
1. 796 Miller Drive

E. Delaware Guidance Services for Children's Youth Inc.
1. 103 Mont Blanc Blvd.

F. Union Missionary Baptist Church
1. Lot 8 Forrest Street

Recommended Action: The exempt status for these properties to be denied.

The Board of Assessment Appeals went through the information provided and discussed each of these properties separately and found that these properties are not used for their intended purpose and therefore would go back on the tax roll, if the owners would fail to formally apply for the exempt status during the month of April and meet before the board.

Mr. Galvin made the motion to approve the recommendation, which was seconded by Mr. Welsh. Motion carried 5-0.

Chairman Garfinkel adjourned the meeting at 11:10 A.M.

Board of Assessment Appeals

March 15, 2017

The Board of Assessment Appeals was brought to order by Chairman Garfinkel at 9:06 A.M.
Board Members present were: Chairman William Garfinkel, James Galvin, Jim Welsh and Tom Burns.
Staff present was City Assessor Cheryl A. Bundek and Administrative Assistant Annette Hart.

The Assessor, Cheryl Bundek, presented the board with the letter she drafted, for those properties that were denied the exemption by the Board of Assessment Appeals due to various reasons. The letter would let the organization know that their exempt status has been revoked and that they have the opportunity to re-apply for the exemption and would meet with the Board of Assessment Appeals. The letter will also state the assessed value and property tax amount due for the July2017 billing.
The board proposed some minor changes and unanimously approve the letter after the proposed changes were made.

Mrs. Bundek told the board that during a meeting with the City Manager she discussed a piece of open space located in Marsh Creek which was taken of the tax records the week prior to this meeting. Mr. Galvin made the motion to approve the exemption which was seconded by Mr. Welsh. Motion carried 4-0.

The Assessor started the meeting by going over the properties the board requested her, during earlier meetings, to get information from the City Manager.

A. Civic Center Association
    1. Crawford Carroll Ave.
    2. Crawford Carroll Ave.
    3. 1528 N DuPont Hwy.

Mrs. Bundek read the email sent to her by the City Manager regarding the parcels owned by the Civic Center Association, in which he stated that the properties were signed over to the Delaware State University for the purpose of building a Convocation Center and should remain exempt from property taxes.

After some discussion Mr. Galvin made the motion to keep the 3 parcels exempt, for the time being, which was seconded by Mr. Burns. Motion carried 4-0.

B. The New Parsonage LLC
    1. Land at S. State St.

The Assessor went over the letter which had been written by Mr. McNamara, letting the board know that this strip of land was taken over by the city, who placed a mail box on this strip and has maintained this piece of land for quite some time. She read the email she received from the city manager regarding this property, in which it stated that the City Manager would like for the City Deputy Solicitor to draw up a deed officially making this piece of land city owned property and to keep this parcel exempt from taxes until the city officially owns it.
Mr. Galvin made the motion to keep this property exempt until the city officially owns it, which was seconded by Mr. Burns. Motion carried 4-0.

C. Gillman Homes Inc.
    1. 129 Periwinkle Dr.
    2. N Caroline Pl.

In his email to the City Assessor the City Manager explained that 129 Periwinkle Dr., which is a strip of land, should become property of the city and should therefore remain exempt. The parcel, which is a parking lot should be transferred to the Condo Association.

The board voted on each parcel separately:

    1. 129 Periwinkle Dr.

Mr. Burns made the motion for this parcel to remain exempt, which was seconded by Mr. Galvin. Motion carried 4-0.

    1. N Caroline Pl.

Mr. Burns made the motion to place this parcel back on the tax roll, which was seconded by Mr. Welch. Motion carried 4-0.

The Assessor proceeded to go over information provided by those properties which submitted the requested information, but the Board of Assessment Appeals requested more information.

A. Holy Trinity Church of the Living God
    1. 429 W Division St.

The board initially wanted to know what other functions the church was used for? The Assessor received information from the church letting the board know that this church is also used for small weddings, other church functions and the "Breadbasket". She was informed that no rent was charged for the use of this church.

Mr. Galvin made the motion to continue the exempt status, which was seconded by Mr. Burns. Motion carried 4-0.

B. Peoples Place Properties Inc.
    1. 165 Commerce Way

Mrs. Bundek told the board that this organization provided the additional information requested by the Board of Assessment Appeals and with this information she was able to verify that the organizations renting rooms at this location are non-profit organizations.

Mr. Burns made the motion to keep this property exempt which was seconded by Mr. Galvin. Motion carried 4-0.

C. Capital Grange No. 18 Co.
    1. 911 S Governors Ave.
    2. S Bradford St.

The board went over the additional information provided by the organization.

Mr. Welsh made the motion to continue the exemption which was seconded by Mr. Burns. Motion carried 4-0.

D. Edgehill Community Church
1. 702 Maple Pkwy.

The Board of Assessment Appeals questioned the purpose of the piece of land next to the church.
The organization send a message explaining that this piece is to be used for future church expansion and is currently used for parking and occasional outdoor church activities.

Mr. Burns made the motion to keep the property exempt which was seconded by Mr. Welsh. Motion carried 4-0.

E. Wesley College
1. 112 Fulton St.

After the board went over the additional information provided by organization, Mr. Galvin made the motion to keep this property exempt, which was seconded by Mr. Burns. Motion carried 4-0.

F. Wesley College Inc.
1. 2 N Bradford St.

The board questioned the usage of this property and received explanation from the college that this property is the college's "Honor Student Residents Hall", which houses about 10 students.

Mr. Galvin made the motion to keep this property exempt, which was seconded by Mr. Burns. Motion carried 4-0.

G. Central Habitat for Humanity
1. 223 W Division S

The board questioned the usage of the property. Chairman Garfinkel questioned whether
this property was held as an investment property and wanted to get more information from the organization. The Assessor read the email sent to her in which is explained that this property is to be used for a future administration site and is currently unoccupied due to the interior conditions.

Mr. Galvin made the motion to keep this property exempt, to be reviewed at after one (1) year, Mr. Burns seconded the motion. Motion carried 4-0.

H. Modern Maturity Center Inc.
1. 1121 Forrest Ave.

The board questioned if the leased facilities, such as the clinic, can only be used by members only or if they are open to non-members as well. The board received an answer back, explaining that the facility is not a club, but a service facility where services provided can be used by members as well as non-members.

The board discussed the rental income, questioning if the rent collected from the entities leasing the facilities was for profit, or was it low enough to where the facility was leasing to non-profit organizations at a low rent and was the money solely used for the upkeep of the facility? The board decided to keep the organization exempt for now but to further examine the financial records of the organization.

Mr. Galvin made the motion to keep the property exempt for now, but to defer the motion for one year and to continue to look at case laws and financial facts, Mr. Burns seconded that motion. Motion carried 4-0.

The Assessor started to go over those properties who initially turned in the requested information, but did not return any additional information requested by the board.

A. First Baptist Church
1. 3 N Bradford St.

Mrs. Bundek did some research regarding this property and presented her findings to the board. She explained that there seems to be a problem with the parcel number and requested to research this problem and make the necessary changes once the problem has been found, at which time Chairman Garfinkel deferred the matter back to the Assessor for the necessary research and correction. No action required by the board at this time.

B. A&I Housing
1. 80 N Halsey Rd.
2. 728 Maple Pkwy.
3. 235 N New St.

The Assessor went over information she received from the organization after she contacted them via email. After some discussion Mr. Galvin made the motion to continue the exemption, which was seconded by Burns. Motion carried 4-0.

C. ARC I Inc.
1. 6 Bellrive Ct.

The Assessor went over information she received from the organization after she contacted them via email. After some discussion Mr. Galvin made the motion to continue the exemption, which was seconded by Welsh. Motion carried 4-0.

D. DIMA IX Inc.
1. 15 Pin Oak Dr.
2. 223 Mifflin Rd.
3. 456 W Loockerman St.

The Assessor went over information she received from the organization after she contacted them via email. After some discussion Mr. Galvin made the motion to continue the exemption, which was seconded by Burns.
Motion carried 4-0.

Chairman Garfinkel had asked the Assessor to contact the following organization to find out if they had permission from the State of Delaware and to obtain a copy of their license.

P. Children's Choice Property Two
1. 707 Walker Rd.

The board requested more information from the organization. The Assessor contacted them via email and did not get a response back.

Mr. Galvin made the motion to mail a denial letter, letting the organization know that they have to request the exemption and meet with the Board of Assessment Appeals, Mr. Welsh seconded the motion. Motion carried 4-0.

Mrs. Bundek proceeded to go over the properties which did not return the requested information initially, but did respond after a second request letter had been mailed out to those properties.

A. Love Temple Church of God
    1. 1057 S Governors Ave.

The Assessor told the board that she did find out that the church has an active occupancy permit. Mr. Galvin made the motion to continue the exemption, which was seconded by Mr. Burns. Motion carried 4-0.

B. Kent Sussex Community Service Inc.
    1. 1241 College Park Dr.

Mrs. Bundek tried to contact the organization by email and had not received anything from them as of the time of the meeting. Mr. Galvin made the motion to keep the exemption as long as the organization provides the requested information, which was seconded by Mr. Welsh.
Motion carried 4-0.

C. University of Delaware
    1. 69 Transportation Cir.

After some discussion Mr. Galvin made the motion to continue the exemption, which was seconded by Mr. Welsh.
Motion carried 3-0. Mr. Burns recused himself from the vote.

D. Christian Life Center
    1. 614 S Dupont Hwy.

After some discussion Mr. Galvin made the motion to continue the exemption, which was seconded by Mr. Welsh. Motion carried 4-0.

E. Cendel Foundation
1. 156 S Bradford St.
2. 158 S Bradford St.
3. 101 W Loockerman St.

After some discussion Mr. Welsh made the motion to continue the exemption, which was seconded by Mr. Galvin. Motion carried 4-0.

F. Dover Housing Authority
1. 13 S New St.

The board was informed that this parcel is a vacant piece of land and is currently not used for anything.
Mr. Galvin made the motion that this parcel should be back onto the tax roll, which was seconded by Mr. Burns. Motion carried 4-0.

G. Dover Housing Authority
1. 402 S New St.

The board was informed that this parcel is a vacant piece of land and is not used for anything.
In Mr. Galvin's opinion this parcel is unusable, because of its location.
Mr. Burns made the motion to add this parcel back to the tax roll, which was seconded by Mr. Welsh. Motion carried 3-1.

H. Dover Housing Authority
1. 319 N New St.

The Assessor went over the information provided by the organization.
Mr. Galvin made the motion to continue the exemption which was seconded by Mr. Burns. Motion carried 4-0

I. Dover Housing Authority
2. 117 Holmes St.

The Assessor presented the information provided by the organization.
Mr. Burns made the motion to continue the exemption, which was seconded by Mr. Galvin.
Motion carried 4-0.

J. Pennsylvania Lines LLC
1. New Burton Road (track)

The Assessor presented the information provided by the organization.
Mr. Burns made the motion to continue the exemption, which was seconded by Mr. Galvin. Motion carried 4-0.

K. Pennsylvania Lines LLC
1. New Burton Road (vacant land)

The Assessor presented the information provided by the organization.
Mr. Burns made the motion to add this piece of land back to the tax roll, which was seconded by Mr. Galvin. Motion carried 4-0.

L. JIREH Christion Center Inc.
1. 2161 Forrest Ave.

The Assessor presented the information provided by the organization.
Mr. Galvin made the motion to continue the exemption, which was seconded by Mr. Burns. Motion carried 4-0.

M. Presbyterian Homes Inc.
1. 1175 McKee Rd.
2. College Rd.

The Assessor presented the information provided by the organization.
Mr. Burns made the motion to continue the exemption for both properties, which was seconded by Mr. Galvin. Motion carried 4-0.

Mrs. Bundek started to go over the organizations who failed to return any information even after a second request had been mailed.

A. Washington District Advisory Board
1. 1430 McKee Rd.

The Assessor told the board that the second letter was returned by the post office, meaning they never received the request letter. She told the board that she found out that this organization has an active church permit.

Mr. Burns made the motion to continue the exemption, which was seconded by Mr. Welsh. Motion carried 3-0. Mr. Galvin was absent for this vote.

B. Mom's House Inc. of Dover
1. 864 S State St.

The Assessor told the board that the requested information has not been submitted to the office for review by the board.

The board agreed that since the organization failed to return the requested information, they should be denied the exemption.

C. Aid in Dover Inc.
1.801 W Division St.
2. 731 W Division St.

The Assessor told the board that the requested information has not been submitted to the office for review by the board.

The board agreed that since the organization failed to return the requested information, they should be denied the exemption.

Mr. Burns made the motion to add both properties back to the tax roll, which was seconded by Mr. Welsh. Motion carried 4-0.

D. Iglesia Christiana Marantha
1. 1207 E Division St.

The board discussed this property and found that this property is used as a church.

Mr. Galvin made the motion to continue the exemption, which was seconded by Mr. Burns. Motion carried 4-0.

E. Kent County Theater Guild Foundation
1. 140 Roosevelt Ave.

The board agreed that since the organization failed to return the requested information, they should be denied the exemption.
Mr. Galvin made the motion to add the property back to the tax roll, which was seconded by Mr. Burns. Motion carried 4-0.

F. First United Pentecostal Church
1. 4462 W Dennys Rd.

The board discussed this property and found that this property is used as a church.
Mr. Burns made the motion to continue the exemption, which was seconded by Mr. Galvin. Motion carried 4-0.

G. Pilgrim Holiness Church
1. 1156 Governors Ave.

The board agreed that since the organization failed to return the requested information for this property, they should be denied the exemption and put back on the tax roll.
Mr. Burns made the motion to add the property back to the tax roll, which was seconded by Mr. Galvin. Motion carried 4-0.

H. Calvary Baptist Church
1. 2285 Forrest Ave.

The Assessor explained to the board that this 75 AC lot had been annexed into the City of Dover. She also found out that a building permit had been taken out for this property, in the past for $4,445,000, but nothing was ever done.
The board agreed that since the organization failed to return the requested information for this property, they should be denied the exemption and put back on the tax roll.
Mr. Burns made the motion to add the property back to the tax roll, which was seconded by Mr. Galvin. Motion carried 4-0.

I. Southern States Coop Inc.
1. Fulton St.

The board agreed that since the organization failed to return the requested information, they should be denied the exemption.
Mr. Welsh made the motion to add the property back to the tax roll, which was seconded by Mr. Burns. Motion carried 4-0.

J. JJ & B Enterprises GP
1. 43 AC Horsepond Rd.

The board agreed that since the organization failed to return the requested information, they should be denied the exemption.
Mr. Burns made the motion to add the property back to the tax roll, which was seconded by Mr. Welsh. Motion carried 4-0.

K. Delaware State University
1. 430 College Rd.

After some discussion, Mr. Burns made the motion to continue the exemption, which was seconded by Mr. Galvin. Motion carried 4-0.

L. Delaware State University
1. 255 College Rd.

After some discussion Mr. Galvin made the motion to continue the exemption, which was seconded by Mr. Welsh. Motion carried 4-0.

M. Delaware State University
1. 1570 N DuPont Hwy.

After some discussion Mr. Burns made the motion to continue the exemption, which was seconded by Mr. Galvin. Motion carried 4-0.

N. Delaware State University
1. 1200 N DuPont Hwy.

After some discussion Mr. Galvin made the motion to continue the exemption, which was seconded by Mr. Welsh. Motion carried 4-0.

O. DE State University Foundation Inc. / Wesley College Inc.
1. 226 S State St.

After some discussion, the board agreed that, since the organization failed to return the requested information, they should be denied the exemption.
Mr. Burns made the motion to add the property back to the tax roll, which was seconded by Mr. Galvin. Motion carried 4-0.

P. Bible Way Temple Church
1. 54 S Kirkwood St.

The board discussed this property and found that this property is used as a church and has an active church license.
Mr. Burns made the motion to continue the exemption, which was seconded by Mr. Welsh. Motion carried 4-0.

Q. Central DE Oncology Center Inc.
1. 793 S Queen St.

After some discussion, the board agreed that, since the organization failed to return the requested information, they should be denied the exemption.
Mr. Burns made the motion to add the property back to the tax roll, which was seconded by Mr. Galvin. Motion carried 4-0.

Meeting was adjourned at 1:59 P.M.

Board of Assessment Appeals
EXEMPTION AUDIT

April 26, 2017

The Board of Assessment Appeals was brought to order by Chairman Garfinkel.
Board Members present were: Chairman William Garfinkel, Tom Burns and James Galvin, as well as City Deputy Solicitor William W Pepper Sr., Esquire.
Staff present were City Assessor Cheryl A. Bundek and Administrative Assistant Annette Hart.

1. Delaware State University Foundation Inc. & Wesley College Inc

A. 226 S State St.

BACKGROUND AND ANALYSIS

An exemption request was submitted to the Assessor's Office.

The property is currently exempt and is requesting to continue its exempt status. The mailing address that we had for the property was not received by the person that needed to review. We have made sure the mailing address reflects the correct recipient. The property owner has submitted the proper documentation for our review.

Currently Exempt with Kent County

EXEMPTION REQUEST

$2,336,000

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

David Sheppard, General Council as well as Denese Lindsey, CPA were present for the meeting.

The Assessor, Cheryl Bundek started the hearing by explaining that the property owner did not receive the initial Audit letter, due to a mailing address error and that the requested information was provided as soon as they received the letter, but were too late to the administrative hearings.

Mr. Sheppard started by going over some of the information the organization submitted, also mentioning that both of the organizations have the 501(c)3 Status.

After a brief discussion, regarding the organization, the Board found that they had enough information to make a motion.

Mr. Galvin made the motion to keep the exempt status, which was seconded by Mr. Burns.
Motion carried 3-0.

Mrs. Bundek informed the appellants, that the City Council has the final decision and that a certified letter with the date of the Council Hearing would be mailed.

2. Children's Choice Property Two

A. 707 Walker Rd.

BACKGROUND AND ANALYSIS

An exemption request was submitted to the Assessor's Office.

The property is currently exempt and is requesting to continue its exempt status.
The property owner submitted documentation by the December 30, 2016 deadline, however the Board requested more information by email on February 24 2017, giving a due date of March 10, 2017 for the March 15 Board meeting. The property owner did not respond before this hearing date and therefore were preliminarily denied.

The property owner has submitted the proper documentation for our review, on March 17, 2017.

Currently Exempt with Kent County

EXEMPTION REQUEST

$542,100

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed

Present for the meeting was Margret Philips, General Council.

The Assessor told the board that the information requested for the exempt audit had been turned in by the December 30, 2016 deadline, but that after the administrative review by the Board of Assessment Appeals more information had been requested, which was not provided by the property owner in a timely matter, which is why the exempt status had been denied, giving the property owner the chance to come before the board of Assessment Appeal formally to request the exempt status.

Mrs. Bundek told the board, that all of the requested information had been provided for this hearing.

Ms. Phillips told the board that Children's Choice Property Two Inc. is a non-profit organization, which leases office space to non-profit organizations that specialize in foster care and adoption services.

Chairman Garfinkel had some questions regarding the organizations IRS form 990, which were answered by Ms. Phillips. She also mentioned that the organization has a State and Federal contract, providing them with State and Federal funding.

Mr. Burns made the motion to continue the exempt status, Mr. Galvin seconded the motion. Motion carried 3-0.

Mrs. Bundek informed the appellant that the City Council was the final decision and that a certified letter with the date of the Council Hearing would be mailed.

3. Calvary Baptist Church

A. 2285 Forrest Ave.

BACKGROUND AND ANALYSIS

An exemption request was submitted to the Assessor's Office.
The property is currently exempt and is requesting to continue its exempt status.
The property was preliminarily denied because documentation was not provided to the Board by the deadlines.
The property owner has submitted the proper documentation for our review, on March 30, 2017.

Currently Exempt with Kent County

EXEMPTION REQUEST

$1,881,800

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

No one from the organization was present for the hearing.

The Assessor started the hearing by letting the board know that the organization submitted the requested information by March 30 ,2017, well after the deadline had past.

She proceeded to go over the information provided, in which it stated that the property at 2285 Forrest Ave consists of 76 acres of land, which was purchased to build a new Calvary Baptist Church approximately 15 years ago. It was also explained that the church has not been able to borrow any funds to build the new church nor has it been able to sell the current facility at which time it was decided to lease 56 acres to Freeman Beachy owner of Beachy Farms for $90 per acre at a total sum of $5,000 per year. (lease agreement was enclosed)

The letter also stated that those funds are deposited into an account which is slated for building a new church.

Mrs. Bundek told the board that the records show that a permit for a new building in the amount of $20,000 was taken out with the City of Dover Planning and Inspections department a number of years ago, but nothing ever came of it.

Mr. Burns asked Mrs. Bundek if a site plan had been submitted to the city at the time the permit was taken out.

The Assessor told Mr. Burns that she had no knowledge about a site plan, at which time Mr. Burns told the board that he would be comfortable with the exempt status if a site plan had been submitted. He was disappointed that the organization did not feel it necessary to have a representative present for the hearing.

Chairman Garfinkel shared Mr. Burns concern.

Mrs. Bundek asked for the City Deputy Solicitors opinion, at which time William W. Pepper Sr. Esq. told the board that it is stated in the State Statue: "that property owned by a church and not held by investment, is exempt". Mr. Pepper pointed out that there is a similar case in Felton DE were a church has owned a piece of property for 25 years with the intent to someday build a new church.

Chairman Garfinkel's concern was that one day a developer would try to buy the piece of vacant land for a substantial amount of money, in his opinion the property is held by way of investment, especially since it is leased as farmland.

After some discussion, Mr. Burns asked the Assessor what her opinion was, at which time she told the board that she would go with the Deputy Solicitor's advice, as he is the one that would have to defend the decision.

Mr. Galvin expressed his concern about the size of the lot, in his opinion the lot is too big for just a church, he was wondering what the organization is planning on using the access land for?

Chairman Garfinkel reiterated that in his opinion the property should be taxed for the following reasons, the property is held for investment purposes, especially since the land is currently leased by a farmer and the church is receiving payment and the fact that the property could be sold to a developer at any time.

After further discussion Mr. Galvin made the motion to keep the property exempt which was seconded by Mr. Burns.

Motion carried 2-0, Chairman Garfinkel opposed the motion.

4. Kent County Theatre Guild Foundation

A. 140 Roosevelt Ave.

BACKGROUND AND ANALYSIS

An exemption request was submitted to the Assessor's Office.

The property is currently exempt and is requesting to continue its exempt status.

The property was preliminarily denied because documentation was not provided to the Board by the deadlines.

The property owner has submitted the proper documentation for our review, on March 17, 2017.

Currently Exempt with Kent County

EXEMPTION REQUEST

$227,900

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

Paul Janiga was present for the hearing.

The Assessor told the board that the exempt status had been denied because the organization failed to submit the requested paperwork by the requested time. Mrs. Bundek told the board that all of the paperwork has since been turned in.

Mr. Galvin asked if the facility is leased out to different singers. Mr. Janiga explaining that the organization rents out the facility to provide a venue for artists and that the profits go back into the operation.

Mr. Burns made the motion to continue the exempt status, which was seconded by Mr. Galvin.

Motion carried 3-0.

5. Union Missionary Baptist Church

A. Land – Forest St.

BACKGROUND AND ANALYSIS

An exemption request was submitted to the Assessor's Office.

The property is not currently exempt.

The Board denied this property for an exemption request in 2012, the property is not adjacent to the church. It is not a paved parking lot.

The property owner submitted an exemption application for a hearing for our review, on March 27, 2017.

Currently Exempt with Kent County

EXEMPTION REQUEST

$25,200

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

Mr. Fred Way, Treasurer was present for the hearing.

Chairman Garfinkel asked the Assessor to start the hearing by explaining why the property was denied the exempt status.

Mrs. Bundek told the board that the exempt status had been denied by the board due to the fact that the parcel is not adjacent to the church and is not a paved parking lot. The board discussed the property at the March 2017 meeting and had more questions, therefore denying the exempt status prompting the owner to come before the Board. Mrs. Bundek provided the Board with an aerial picture, giving a visual of the property.

Mr. Burns explained to the other board members, by looking at the picture and the map of this property, that this parcel falls within a unique circumstance, due to the fact that the property located between the church and the parcel in question cannot be purchased as it is an alley that has not been abandoned. In his opinion the church would own this property would it not be an alley, making the property in question, contiguous to the church property and therefore eligible for the exempt status.

Mrs. Bundek told the board that this property is currently not exempt, but is being considered because the church submitted the application at the time the audit papers for the other properties the church owns were submitted.

Chairman Garfinkel asked Mr. Way if the church had considered combining the properties into one parcel. He pointed at a property which shows the property line going through a house. Mr. Way explained that that home was a rental property which is currently rented out. The Assessor asked Mr. Way if this property was exempt and told the board that she would have to look at that once she gets back to the office.

Mr. Burns made the motion to approve the exempt request, Mr. Galvin seconded the motion.

Motion carried 3-0.

Chairman Garfinkel made the motion to instruct the Assessor to review the property located at 922 Forest St., Mr. Burns seconded the motion.

Motion carried 3-0.

The Assessor reviewed the record of 922 Forest St. during recess and found that this property is taxed and does not have the exempt status, she informed the Board once they were back in session.

6. Moms House Inc. of Dover

A. 864 S State St.

BACKGROUND AND ANALYSIS

An exemption request was submitted to the Assessor's Office.

The property is currently exempt and is requesting to continue its exempt status.

The property was preliminarily denied because documentation was not provided to the Board by the deadlines.

The property owner has submitted the proper documentation for our review, on March 20, 2017.

Currently Exempt with Kent County

EXEMPTION REQUEST

$148,200

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

Ms. Amanda Penuela, Director was present for the hearing.

The Assessor started the hearing by letting the Board know that the organization had failed to submit the requested documentation by the December 2016 deadline which lead to the denial of the exempt status by the board.

The organization did submit the proper documentation on March 20, 2017.

Ms. Penuela told the board that her organization has created an administrative website, which contains the information requested by the board, making it easy to attain the information.

Chairman Garfnkel asked Mr. Penuela for a brief description of the organization.

She told the board that the organization provides free child care for low income, widowed or divorced woman, allowing them to return to school full time. The organization also provides those mothers with child care, nutritional and financial education. The organization is funded through private donations; it is not funded though Federal funds. Ms. Penuela told the board that thy also raise a lot of funds with the "Delaware Dancing with the Stars" event.

Mr. Burns made the motion to continue the exempt status, Mr. Galvin seconded the motion.

Motion carried 3-0.

7. Delaware Guidance Services

A. 103 Mont Blanc Blvd.

BACKGROUND AND ANALYSIS

An exemption request was submitted to the Assessor's Office.

The property is currently exempt and is requesting to continue its exempt status.

The property was preliminarily denied because the Board did not feel that the property met the criteria for Exemption. A hearing was requested. (The property owner did submit the original documentation by the deadline of 12/30/16)

The property owner has submitted the proper documentation for our review, on March 23, 2017.

Currently Exempt with Kent County

EXEMPTION REQUEST

$1,819,300

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

Mr. Hauge, Chief Financial Officer, was present for the hearing.

The Assessor started the hearing by letting the board know that the exempt request had preliminarily been denied, because the Board had question. She also assured the Board that all of the requested paper work had been turned in by the organization.

Chairman Garfinkel has some questions regarding the organizations IRS form 990, which were answered by Mr. Hauge.

Mr. Hauge told the board that the organization mostly provides mental health counseling services for children of low income families. He explained that the organization does get paid for their services, but that since they serve low income families covered by Medicade they are considered a non-profit organization. The rest of the revenue comes from State Grants, United Way Funds and donations.

The facility is open to the public and does not turn down any patients even if they do not have the money or insurance to pay for their services.

Mr. Hauge told the board that there are 5 offices located in the State of Delaware.

Mr. Burns made the motion to continue the exempt status, which was seconded by Mr. Galvin.

Motion carried 3-0.

8. Mount Zion AME Church

A. 108 N Queen St.

B. 106 N New St.

C. 106 N Queen St.

D. 104 N Queen St.

E. 102 N New St.

F. 118 N New St. (122-124 N New St. per church records)

G. 118 N New St. (118-120 N New St. per church records)

H. 35 N Queen St. (new request 2016 & 2017)

I. 37 N Queen St.

BACKGROUND AND ANALYSIS

An exemption request was submitted to the Assessor's Office.

Preliminarily denied by Board in March 2017. Properties are "for Future Development". They are not adjacent to the existing church

Currently Exempt with Kent County

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

Present for the hearing were:

Mr. Ellis Louden, Pastor

Huey Moore, President of Trustee Board

Kelley Pitts, Administrative Assistant and member of Trustee Board

The Assessor opened the hearing by letting the board know that the organization had turned in all of the paperwork at the requested dead line and that the board wanted to meet with the organization because they had questions regarding the vacant pieces of land. She also mentioned that the board had already approved to continue the exempt status for the church and a piece of land right next to the church.

The board members decided to go over 35 and 37 N Queen Street separately.

35 N Queen Street Exempt Request $117,100

37 N Queen Street Exempt Request $9,900

When asked what these parcels are used for the Pastor told the board that the church struggles with parking spaces for their services, which was what these two parcels were currently used for.

Chairman Garfinkel asked what the church is going to use the lot located at 35 N Queen Street for once the house has been demolished. Pastor Louden said that they are planning on using that parcel as a parking lot as well.

When asked if the organization is planning on improving those lots, such as putting gravel or stone down, so they may use it as a parking lot without having to take out any permits, the Pastor told the board that he had concerns regarding stones due to the location of those lots. His concern is that the rocks would become projectiles.

Chairman Garfinkel asked what the organizations timeline for the black top was. The Pastor replied that they are hoping to have that done within the next 5 (five) years.

Chairman Garfinkel suggested the motion to include a time line in which the two lots should be improved.

Mr. Burns made the motion to exempt the properties located at 35 and 37 N Queen Street conditioned on a 3 (three) year time line from the final City Council hearing to have the lots converted into improved parking lots. Mr. Galvin seconded the motion. Motion carried 3-0.

The Assessor suggested the board to review the following properties next:

108 N Queen Street - Exempt Request $4,500

106 N Queen Street – Exempt Request $10,800

104 N Queen Street – Exempt Request $10,200

Chairman Garfinkel asked what the organization is using these properties for. Pastor Louden explained that they are currently used for excess parking, but that the church is looking to build a Christian Center on the lots next to the church on either side, what side they have not decided yet what side yet.

Chairman Garfinkel wanted to know what time line the church had in mind, Pastor Louden was hoping that within the next 5 (five) to 7 (seven) years.

Mr. Burns pointed out that the church is probably buying the lots as they become available over time, in hopes to grow the church. He also wanted to add the following lot to the motion:

106 N New Street – Exempt Request $38,100

102 N New Street – Exempt Request $9,900

Mr. Burns made the motion that all of the above mentioned properties continue with the exempt status conditioned on a 3 (three) year timeline from the final City Council hearing to have a plan in place and to be looked at by the Assessor’s Office, Mr. Galvin seconded the motion.

Motion carried 3-0.

The next properties discussed were:

118 N New Street (122 -124 N New Street per church records) Exempt Request $35,700

118 N New Street (118-120 N New Street per church records) Exempt Request $33,400

Mr. Galvin asked if these two lots are also currently used for parking. Pastor Louden replied that these two lots are seldom used for anything. He told the Board that the organization talked about using them for a community garden for the time being.

The Board Members agreed that these lots should be used for something other than just vacant lots. They liked the idea of using them as a community garden, benefitting the community.

Mr. Galvin made the motion to continue the exempt status for both of the properties, with a one-year review by the Assessor, Mr. Burns seconded the motion. Motion carried 3-0.

The Assessor let the organization know that the 2016 property taxes due for the parcel located at 35 N Queen Street will be waived once Council approves the exempt request during the May 22, 2017 council meeting.

Meeting was adjourned at 2:18 P.M.

Approved Properties for Council Review

PARCEL NUMBER	#	STREET	OWNER	VALUE
ED05-068.18-02-74.00	80	N HALSEY RD	A & I HOUSING INC	109,900
ED05-068.18-05-41.00	728	MAPLE PKWY	A & I HOUSING INC	102,200
ED05-076.08-02-63.03	235	N NEW ST	A & I HOUSING INC	107,700
ED05-076.08-03-38.00	107	N QUEEN ST	A M E CHURCH OF DOVER	10,800
ED05-068.19-02-85.00		SHADYBROOK	ACORN FARMS LTD	52,300
ED05-067.13-02-29.00	6	BELLRIVE CT	ADC I INC	181,100
ED05-076.08-03-37.00	101	N QUEEN ST	AFRICAN M E CHURCH OF DOVER	551,400
ED05-077.00-01-21.00	835	BAY RD	AMERICAN LEGION	1,739,000
ED05-076.15-01-03.000.003		BEISER	BAYHEALTH MEDICAL CENTER INC	2,715,400
ED05-086.05-02-13.00	1275	S STATE ST	BAYHEALTH MEDICAL CENTER INC	679,800
ED05-077.13-02-38.00	706	S STATE ST	BAYHEALTH MEDICAL CENTER INC	177,600
ED05-077.13-02-08.00	822	S BRADFORD ST	BAYHEALTH MEDICAL CENTER INC	97,400
ED05-077.13-02-12.00	804	S BRADFORD ST	BAYHEALTH MEDICAL CENTER INC	233,700
ED05-077.13-01-52.00	640	S STATE ST	BAYHEALTH MEDICAL CENTER INC	87,160,200
ED05-077.13-02-01.00	701	S GOVERNORS AVE	BAYHEALTH MEDICAL CENTER INC	332,600
ED05-077.13-02-02.00	725	S GOVERNORS AVE	BAYHEALTH MEDICAL CENTER INC	200,100
ED05-077.13-01-24.00	531	S GOVERNORS AVE	BAYHEALTH MEDICAL CENTER INC	282,300
ED05-077.13-01-25.01	560	S GOVERNORS AVE	BAYHEALTH MEDICAL CENTER INC	3,069,000
ED05-077.13-01-14.00	208	W WATER ST	BAYHEALTH MEDICAL CENTER INC	526,300
ED05-077.13-01-18.00	540	S STATE ST	BAYHEALTH MEDICAL CENTER INC	7,769,000
ED05-076.08-05-05.00	25	N QUEEN ST	BETHEL SEVENTH DAY ADVENTIST	306,300
ED05-076.08-05-06.00	19	N QUEEN ST	BETHEL SEVENTH DAY ADVENTIST	32,100
ED05-068.14-03-55.00	1202	WHITE OAK RD	BIBLE CHURCH OF GOD INC	166,300
ED05-068.14-03-56.00		SPRUANCE RD EXT	BIBLE CHURCH OF GOD INC	900
ED05-076.08-06-16.00	48	S KIRKWOOD ST	BIBLE WAY TEMPLE CHURCH	133,300
ED05-076.08-06-17.00	54	S KIRKWOOD ST	BIBLE WAY TEMPLE CHURCH	1,022,800
ED05-076.08-06-18.00	60	S KIRKWOOD ST	BIBLE WAY TEMPLE CHURCH	11,500
ED05-076.08-06-19.00	64	S KIRKWOOD ST	BIBLE WAY TEMPLE CHURCH	23,300
ED05-067.19-02-12.00	221	SAULSBURY RD	BLOOD BANK	2,601,100
ED05-076.08-03-17.00	103	N KIRKWOOD ST	CALVARY BAPTIST CHURCH	67,600
ED05-076.08-04-43.00	434	FULTON ST	CALVARY BAPTIST CHURCH	9,200
ED05-076.08-04-44.00	410	FULTON ST	CALVARY BAPTIST CHURCH	891,100
ED05-076.08-04-45.00	34	N QUEEN ST	CALVARY BAPTIST CHURCH	10,000
ED05-076.08-04-46.00	32	N QUEEN ST	CALVARY BAPTIST CHURCH	8,900

Approved Properties for Council Review

PARCEL NUMBER	#	STREET	OWNER	VALUE
ED05-075.00-01-06.00	2285	FORREST AVE	CALVARY BAPTIST CHURCH	$1,881,800
ED05-085.12-01-03.00	401	KESSELRING AVE	CAPITAL BAPTIST CHURCH	1,343,600
ED05-077.17-03-10.00	911	S GOVERNORS AVE	CAPITAL GRANGE NO 18 CO	604,700
ED05-077.17-03-15.00		S BRADFORD ST	CAPITAL GRANGE NO 18 CO	77,800
ED05-085.08-02-02.01		NEW BURTON RD	CAPITOL BAPT CHURCH OF DOVER	407,700
ED05-077.10-02-44.00	734	RIVER RD	CAPITOL GREEN DAY CARE INC	156,500
ED05-077.10-02-45.00	744	RIVER RD	CAPITOL GREEN DAY CARE INC	383,800
ED05-077.09-02-28.00	156	S BRADFORD ST	CENDEL FOUNDATION	33,400
ED05-077.09-02-29.00	158	S BRADFORD ST	CENDEL FOUNDATION	22,300
ED05-077.09-02-33.00	101	W LOOCKERMAN ST	CENDEL FOUNDATION	1,030,400
ED05-076.08-05-72.00	41	S QUEEN ST	CENTRAL DEL AHB FOR HUMANITY	11,900
ED05-077.09-01-02.00	101	S QUEEN ST	CENTRAL DEL HAB FO HUMANITY	13,400
ED05-076.08-02-40.00	238	N NEW ST	CENTRAL DEL HAB FOR HUMANITY	13,500
ED05-076.08-04-35.00	21	N KIRKWOOD ST	CENTRAL DEL HAB FOR HUMANITY	10,300
ED05-076.08-04-36.00	23	N KIRKWOOD ST	CENTRAL DEL HAB FOR HUMANITY	10,300
ED05-076.08-04-37.00	29	N KIRKWOOD ST	CENTRAL DEL HAB FOR HUMANITY	12,800
ED05-076.08-05-18.00	24	N NEW ST	CENTRAL DEL HAB FOR HUMANITY	11,000
ED05-076.08-05-20.00	20	N NEW ST	CENTRAL DEL HAB FOR HUMANITY	47,600
ED05-076.08-05-23.00	12	N NEW ST	CENTRAL DEL HAB FOR HUMANITY	10,700
ED05-076.08-05-34.00	19	N NEW ST	CENTRAL DEL HAB FOR HUMANITY	75,500
ED05-076.08-05-36.00	27	N NEW ST	CENTRAL DEL HAB FOR HUMANITY	13,100
ED05-076.08-06-11.00	20	S KIRKWOOD ST	CENTRAL DEL HAB FOR HUMANITY	42,300
ED05-076.08-06-41.00	14	S QUEEN ST	CENTRAL DEL HAB FOR HUMANITY	10,400
ED05-076.08-06-43.00	18	S QUEEN ST	CENTRAL DEL HAB FOR HUMANITY	10,400
ED05-076.12-02-09.00	138	CHERRY ST	CENTRAL DEL HAB FOR HUMANITY	38,200
ED05-076.12-02-10.00		CHERRY ST	CENTRAL DEL HAB FOR HUMANITY	38,100
ED05-077.05-03-04.00	53	S NEW ST	CENTRAL DEL HAB FOR HUMANITY	47,500
ED05-077.05-03-39.00	50	S GOVERNORS AVE	CENTRAL DEL HAB FOR HUMANITY	102,500
ED05-077.09-01-01.00	67	S QUEEN ST	CENTRAL DEL HAB FOR HUMANITY	13,800
ED05-077.09-01-05.00	117	S QUEEN ST	CENTRAL DEL HAB FOR HUMANITY	13,900
ED05-076.08-05-29.00	223	W DIVISION ST	CENTRAL DEL HAB FOR HUMANITY	107,800
ED05-076.08-06-42.00	16	S QUEEN ST	CENTRAL DEL HABITAT FOR HUMANITY INC	10,400
ED05-077.05-03-15.00	11	S NEW ST	CENTRAL DELAWARE HABITAT FOR HUMANITY	72,700
ED05-077.11-04-44.00	478	BARRISTER PL	CENTRAL DELAWARE HABITAT FOR HUMANITY	49,200

Approved Properties for Council Review

PARCEL NUMBER	#	STREET	OWNER	VALUE
ED05-076.08-04-08.00	534	FULTON ST	CENTRAL DELAWARE HABITAT FOR HUMANITY	
ED05-067.15-02-12.00	118	N ANN AVE	CENTRAL DELAWARE HABITAT FOR HUMANITY	
ED05-076.05-01-10.00	1549	FORREST AVE	CHAPTER 850 VIETNAM AFFAIRS	42,300
ED05-067.20-01-17.00	346	PEAR ST	CHARTER SCHOOL INC	3,264,700
ED05-067.20-01-76.00		CLARA ST	CHARTER SCHOOL INC	124,800
ED05-076.08-01-02.00	310	PEAR ST	CHARTER SCHOOL INC	170,400
ED05-067.15-04-76.01	707	WALKER RD	CHILDREN'S CHOICE PROPERTY TWO, A PA NONPROFIT GROUP	$542,100
ED05-077.09-05-42.00		E WATER ST	CHRIST EPISCOPAL CHURCH	1,983,500
ED05-077.09-05-43.00	505	S STATE ST	CHRIST EPISCOPAL CHURCH	68,500
ED05-077.09-05-46.00	521	S STATE ST	CHRIST EPISCOPAL CHURCH	132,700
ED05-077.14-01-19.01	614	S DUPONT HWY	CHRISTIAN LIFE CENTER	678,900
ED05-086.05-01-14.00	1156	GOVERNORS	CHURCH OF CHRIST INC	456,300
ED05-067.20-03-01.00	422	N NEW ST	CHURCH OF THE HOLY CROSS	262,800
ED05-067.20-03-02.00	414	N NEW ST	CHURCH OF THE HOLY CROSS	249,200
ED05-077.13-01-56.00	631	S STATE ST	CHURCH OF THE HOLY CROSS	12,772,100
ED05-076.08-03-07.00	117	N WEST ST	CHURCH OF THE LIVING GOD	412,200
ED05-067.19-02-02.41	840	WALKER RD	COMM LEGAL AID SOCIETY INC	680,200
ED05-076.08-04-50.00	16	N QUEEN ST	COMMUNITY HOLY TABERNACLE	187,400
ED05-067.20-01-75.00	340	N QUEEN ST	CONGREGATION BETH SHALOM	681,300
ED05-067.14-01-68.00	1260	COLLEGE RD	CONGREGATION OF JEHOVAHS WITS	504,200
ED05-077.09-04-22.00	226	S STATE ST	DE STATE UNIVERSITY FOUND INC/WESLEY COLLEGE INC	$2,336,000
ED05-085.00-01-08.00		NEW BURTON RD	DEL AWARE RAILROAD, REAL ESTATE AGENT	214,800
ED05-076.08-05-31.00	217	W DIVISION ST	DEL CONF AFRICAN METH EPIS CHURCH	192,900
ED05-068.09-01-11.00	967	N STATE ST	DELAWARE BAPTIST ASSOCIATION	282,400
ED05-068.09-01-11.01		N STATE ST	DELAWARE BAPTIST ASSOCIATION	3,300
ED05-068.09-01-16.03		LEPORE RD	DELAWARE BAPTIST ASSOCIATION	5,000
ED05-057.00-01-04.01		CRAWFORD CARROLL AVE	DELAWARE CIVIC CENTER CORP	2,419,500
ED05-057.00-01-05.03		CRAWFORD CARROLL AVE	DELAWARE CIVIC CENTER CORP	392,500
ED05-057.00-01-08.02	1528	N DUPONT HWY	DELAWARE CIVIC CENTER CORP	4,400
ED05-067.19-04-51.00	103	MONT BLANC BLVD	DELAWARE GUIDANCE SERVICES	$1,819,300
ED05-067.18-01-72.00	1289	WALKER RD	DELAWARE HOUSING AUTHORITY	3,758,900
ED05-067.18-01-72.01	1289	WALKER RD	DELAWARE HOUSING AUTHORITY	4,734,200
ED05-077.09-04-50.00	26	THE GREEN	DELAWARE HOUSING AUTHORITY	2,166,200
ED05-077.09-04-54.00	16	THE GREEN	DELAWARE HOUSING AUTHORITY	601,300

Approved Properties for Council Review

PARCEL NUMBER	#	STREET	OWNER	VALUE
ED05-077.17-07-15.00	1116	S BRADFORD ST	DELAWARE SOLID WASTE AUTHORITY	2,133,800
ED05-057.00-01-05.00	1570	N DUPONT HWY	DELAWARE STATE UNIVERSITY	14,246,300
ED05-057.00-01-21.00	1200	N DUPONT HWY	DELAWARE STATE UNIVERSITY	235,893,000
ED05-067.00-02-40.00	430	COLLEGE RD	DELAWARE STATE UNIVERSITY	13,849,700
ED05-067.00-02-47.00	255	COLLEGE RD	DELAWARE STATE UNIVERSITY	983,400
ED05-067.14-04-23.00	15	PIN OAK DR	DIMA IX INC	217,300
ED05-076.10-02-03.01	223	MIFFLIN RD	DIMA IX INC	198,100
ED05-077.06-01-67.00	456	E LOOCKERMAN ST	DIMA IX INC	207,200
ED05-077.09-02-39.00	21	W LOOCKERMAN ST	DOVER ART LEAGUE	508,700
ED05-077.09-03-39.00	40	THE GREEN	DOVER CENTURY CLUB	388,500
ED05-077.10-02-43.00	730	RIVER RD	DOVER ED COMM CENTER INC	39,200
ED05-068.09-02-01.01	765	BACON CT	DOVER HOUSING AUTHORITY	1,564,800
ED05-068.09-02-01.02		BACON AVE	DOVER HOUSING AUTHORITY	551,700
ED05-068.15-01-03.00	1	STEVENSON DR	DOVER HOUSING AUTHORITY	4,576,000
ED05-076.11-01-42.00	375	SIMON CIR	DOVER HOUSING AUTHORITY	5,258,900
ED05-077.09-03-02.00	411	S QUEEN ST	DOVER HOUSING AUTHORITY	2,648,000
ED05-077.10-01-22.00	430	NEW CASTLE AVE	DOVER HOUSING AUTHORITY	2,046,200
ED05-067.20-03-11.00	319	N NEW ST	DOVER HOUSING AUTHORITY	72,500
ED05-077.11-03-47.00	117	HOLMES ST	DOVER HOUSING AUTHORITY	98,200
ED05-067.16-01-32.00	523	ROSS ST	DOVER INTERFAITH MISSION FOR HOUSING INC	120,100
ED05-067.18-01-79.00	1155	WALKER RD	DOVER INTERFAITH MISSION FOR HOUSING INC	323,600
ED05-068.18-05-38.00	710	MAPLE PKWY	EDGEHILL COMMUNITY CHURCH	178,200
ED05-068.18-05-39.00	702	MAPLE PKWY	EDGEHILL COMMUNITY CHURCH	37,700
ED05-077.10-01-48.00	327	MARTIN ST	EJB INC	564,400
ED05-077.09-04-65.00	305	S GOVERNORS AVE	EJB INC	195,100
ED05-077.05-02-49.00	15	KENT CIR	ELIZABETH MURPHY SCHOOL	3,413,400
ED05-077.05-04-47.00		E DIVISION ST	ELIZABETH MURPHY SCHOOL	1,614,600
ED05-077.05-04-47.01	12	KINGS HWY	ELIZABETH MURPHY SCHOOL	843,200
ED05-076.07-01-82.00	200	SAULSBURY RD	ELKS LODGE BPOE 1903	3,595,500
ED05-067.01-01-96.00		OPAL PL	EMERALD POINTE MAINTENANCE CO	10,300
ED05-067.01-01-97.00		OPAL PL	EMERALD POINTE MAINTENANCE CO	29,200
ED05-067.01-01-98.00		TANZANITE CT	EMERALD POINTE MAINTENANCE CO	2,800
ED05-067.01-01-99.00		GEMSTONE BLVD	EMERALD POINTE MAINTENANCE CO	10,900
ED05-067.01-02-13.00		GEMSTONE BLVD	EMERALD POINTE MAINTENANCE CO	3,500

Approved Properties for Council Review

PARCEL NUMBER	#	STREET	OWNER	VALUE
ED05-067.01-02-14.00		TOPAZ CIR	EMERALD POINTE MAINTENANCE CO	2,600
ED05-067.16-03-04.00		WALKER RD	FIRST BAPTIST CHURCH	129,000
ED05-067.16-03-08.00	301	WALKER RD	FIRST BAPTIST CHURCH	6,183,200
ED05-077.05-01-31.00	3	N BRADFORD ST	FIRST BAPTIST CHURCH	60,700
ED05-076.05-06-16.00		HEATHERFIELD WAY	FIRST FLAG, INC	7,500
ED05-076.05-06-31.00		HEATHERFIELD WAY	FIRST FLAG, INC	8,400
ED05-077.11-01-01.00	761	S LITTLE CREEK RD	FIRST SOUTHERN BAPTIST CHURCH OF DOVER	1,823,800
ED05-067.00-03-06.02	4462	W DENNYS RD	FIRST UNITED PENTECOSTAL CHRCH	4,125,600
ED05-067.19-04-44.00		MONT BLANC BLVD	FOUR SEASONS HOMEOWNERS ASSOC INC	6,000
ED05-067.19-04-45.00	41	HOMBERG CIR	FOUR SEASONS HOMEOWNERS ASSOC INC	32,700
ED05-067.19-04-46.00		HOMBERG CIR	FOUR SEASONS HOMEOWNERS ASSOC INC	13,100
ED05-067.19-04-47.00	209	MONT BLANC BLVD	FOUR SEASONS HOMEOWNERS ASSOC INC	3,800
ED05-067.19-04-48.00	109	MONT BLANC BLVD	FOUR SEASONS HOMEOWNERS ASSOC INC	4,200
ED05-067.19-04-53.00		SAULSBURY RD	FOUR SEASONS HOMEOWNERS ASSOC INC	1,600
ED05-067.19-04-54.00		MONT BLANC BLVD	FOUR SEASONS HOMEOWNERS ASSOC INC	119,800
ED05-067.14-01-18.00		OAKMONT DR	FOX HALL PLANTATION CO	1,000
ED05-067.17-01-81.00	28	CARNOUSTIE RD	FOX HALL PLANTATION CO	3,200
ED05-076.05-07.11.00		PEPPLE VALLEY DRIVE	FOX HALL WEST ADDITION HOA	233
ED05-067.05-02-19.01	1510	MCKEE RD	FOX MEADOWS JOINT, VENTURE	1,100
ED05-076.06-08-32.01	129	PERIWINKLE DR	GILMAN HOMES INC	13,200
ED05-067.14-01-69.00	1022	COLLEGE RD	GRACE PRESBYTERIAN CHURCH	250,500
ED05-067.14-01-69.01	1016	COLLEGE RD	GRACE PRESBYTERIAN CHURCH	13,500
ED05-067.14-01-70.01	350	MCKEE RD	GRACE PRESBYTERIAN CHURCH	2,586,700
ED05-067.14-01-71.00		MCKEE RD	GRACE PRESBYTERIAN, CHURCH	2,195,900
ED05-067.15-01-28.00		VILLAGE	HAMLET HOMES ASSOC	17,600
ED05-067.15-01-76.00	43	QUAIL HOLLOW DR	HAMLET HOMES ASSOC	7,300
ED05-076.08-04-29.00	425	W DIVISION ST	HOLY TRIN CHRCH OF LIV GOD INC	999,300
ED05-076.08-04-27.00	429	W DIVISION ST	HOLY TRIN CHRCH OF LIV GOD INC	142,800
ED05-068.19-01-13.00	1207	E DIVISION ST	IGLESIA CHRISTIANA MARANTHA	1,004,900
ED05-075.00-01-05.00	2161	FORREST AVE	JIREH CHRISTIAN CENTER INC	1,284,800
ED05-077.18-02-79.00	140	ROOSEVELT AVE	KENT COUNTY THEA GUILD FOUN	$227,900
ED05-067.00-02-12.08	1241	COLLEGE PARK DR	KENT SUSSEX COMMUNITY SERV INC	1,387,900
ED05-067.14-01-70.00		MCKEE RD	LIBERTY CHURCH INC	1,793,300
ED05-067.14-01-70.03	1150	COLLEGE RD	LIBERTY CHURCH INC	782,900

Approved Properties for Council Review

PARCEL NUMBER	#	STREET	OWNER	VALUE
ED05-077.17-07-13.00	1057	S GOVERNORS AVE	LOVE TEMPLE CHURCH OF GOD	425,300
ED05-068.18-01-01.02	430	KINGS HWY	LUTHER TOWERS IV	3,193,200
ED05-077.06-02-90.01	101	BABB DR	LUTHER VILLAGE I OF DOVER INC	4,031,900
ED05-077.06-02-90.02	1101	BABB	LUTHER VILLAGE II OF DOVER INC	1,889,100
ED05-077.06-02-90.03	101	BABB	LUTHER VILLAGE III OF DOVER INC	2,527,200
ED05-068.13-01-89.00		OAK LN	LUTHERAN SENIOR SVCS OF DELA	258,000
ED05-068.17-03-20.00	430	KINGS HWY I	LUTHERAN SENIOR SVCS OF DELA	8,256,300
ED05-068.17-03-20.01	430	KINGS HWY III	LUTHERAN SENIOR SVCS OF DELA	3,223,300
ED05-068.18-01-01.00	430	KINGS HWY	LUTHERAN SENIOR SVCS OF DELA	3,193,200
ED05-068.18-01-09.00	442	KINGS HWY	LUTHERAN SENIOR SVCS OF DELA	191,700
ED05-056.20-01-47.00		MAPLE GLEN DR	MAPLE GLEN HOMEOWNERS ASOCIATES INC	174,700
ED05-056.20-01-48.00		MAPLE GLEN DR	MAPLE GLEn HOMEOWNERS ASSOCIATES INC	163,400
ED05-056.20-01-46.00		MAPLE GLEN DR	MAPLE GLEN HOMEOWNERS ASSOCIATES INC	112,800
ED05-056.20-01-51.00		MAPLE GLEN DR	MAPLE GLEN HOMEOWNERS ASSOCIATES LLC	10,200
ED05-056.20-01-50.00		MAPLE GLEN DR	MAPLE GLEN HOMEOWNERS ASSOCIATION INC	44,900
ED05-056.20-01-49.00		MAPLE GLEN DR	MAPLE GLEN HOMEOWNERS ASSOCIATON LLC	24,000
ED05-077.06-02-90.00		BABB DR	MARTIN LUTHER FOUNDATION OF DE	1,331,000
ED05-076.00-01-02.00	1478	WYOMING MILL RD	MASONIC HALL CORPORATION OF DOVER	1,784,900
ED05-067.05-02-19.00		MCKEE RD	MEADOWS HOMEOWNERS ASSOC INC	145,000
ED05-076.07-01-25.00	1121	FORREST AVE	MODERN MATURITY CENTER INC	9,363,800
ED05-077.17-03-48.00	864	S STATE ST	MOM'S HOUSE INC OF DOVER	$148,200
ED05-076.08-03-32.00	110	N NEW ST	MOUNT ZION AME CHURCH	40,700
ED05-076.08-03-31.00	120	N QUEEN ST	MOUNT ZION AME CHURCH	$56,800
ED05-076.08-03-33.00	108	N QUEEN ST	MOUNT ZION AME CHURCH	$4,500
ED05-076.08-03-34.00	106	N QUEEN ST	MOUNT ZION AME CHURCH	$10,800
ED05-076.08-03-35.00	104	N QUEEN ST	MOUNT ZION AME CHURCH	$10,200
ED05-076.08-03-55.00	102	N NEW ST	MOUNT ZION AME CHURCH	$9,900
ED05-076.08-03-53.00	106	N NEW ST	MOUNT ZION AME CHURCH	$38,100
ED05-076.08-03-48.00	118	N NEW ST	MOUNT ZION AME CHURCH	$35,700
ED05-076.08-03-49.00	118	N NEW ST	MOUNT ZION AME CHURCH	$33,400
ED05-067.05-02-09.00	3	MICHAEL CT	MOUNT ZION AME INC	260,400
ED05-067.19-02-02.02	363	SAULSBURY RD	NATIONAL COUNCIL ON AG LIFE & LABOR	857,700
ED05-076.12-04-26.00		JERUSALEM WAY	NEW JERUSALEM BAPTIST CHURCH	179,200
ED05-076.12-04-26.01	25	JERUSALEM WAY	NEW JERUSALEM BAPTIST CHURCH	224,700

Approved Properties for Council Review

PARCEL NUMBER	#	STREET	OWNER	VALUE
ED05-076.12-04-25.00		JERUSALEM WAY	NEW JERUSALEM BAPTIST CHURCH	44,700
ED05-085.00-01-06.00		NEW BURTON RD	PENNSYLVANIA LINES LLC	291,600
ED05-077.05-03-71.00	46	S BRADFORD ST	PEOPLES CONGREGATION CHURCH	1,344,700
ED05-077.05-03-72.00	46	S BRADFORD ST	PEOPLES CONGREGATION CHURCH	69,500
ED05-067.07-01-10.00	381	COLLEGE RD	PEOPLE'S PLACE PROPERITES INC	227,100
ED05-076.10-02-07.02	165	COMMERCE WAY	PEOPLES PLACE PROPERTIES INC	1,387,900
ED05-067.07-01-12.00	381	COLLEGE	PEOPLE'S PLACE PROPERTIES INC	1,192,300
LC05-058.17-03-42.00	110	PERSIMMON CIR	PERSIMMON PARK PLACE	335,700
ED05-077.17-01-59.00	805	S GOVERNORS AVE	PLANNED PARENTHOOD OF DE INC	400,400
ED05-077.05-04-16.00		S BRADFORD ST	PRESBYTERIAN CHURCH OF DOVER	3,500
ED05-077.05-04-19.00	54	S STATE ST	PRESBYTERIAN CHURCH OF DOVER	1,791,900
ED05-077.09-03-14.01	316	S GOVERNORS AVE	PRESBYTERIAN CHURCH OF DOVER	718,100
ED05-067.00-02-14.00	1175	MCKEE RD	PRESBYTERIAN HOMES INC	12,838,800
ED05-067.00-02-15.00		COLLEGE RD	PRESBYTERIAN HOMES INC	13,447,700
ED05-076.05-01-10.0	.08 AC	Marsh Creek Ln	Presidential Assoc	6,000
ED05-099.99-99-999.999.010		CELL TOWERS	PRIORITY RADIO INC	144,000
ED05-077.09-05-45.00	509	S STATE ST	RECTOR WARDENS & VESTRYAMAN	34,300
ED05-067.17-01-80.01	911	DOVER KENTON RD	ROBBINS HOSE CO	971,000
ED05-077.09-02-13.00	103	S GOVERNORS AVE	ROBBINS HOSE CO	231,100
ED05-077.09-02-14.00	103	S GOVERNORS AVE	ROBBINS HOSE CO	79,500
ED05-077.09-02-15.00	103	S GOVERNORS AVE	ROBBINS HOSE CO	2,252,300
ED05-077.09-02-16.00		S BRADFORD ST	ROBBINS HOSE CO	125,100
ED05-077.09-02-17.00	116	S BRADFORD ST	ROBBINS HOSE CO	55,600
ED05-076.09-02-86.00		WORCHESTER DR	ROBINO-SEA CHASE LLC	1,600
ED05-076.09-02-87.00		TRAFALGAR DR	ROBINO-SEA CHASE LLC	29,000
ED05-076.09-02-88.00		WORCHESTER DR	ROBINO-SEA CHASE LLC	9,200
ED05-076.09-02-89.00		WESTOVER DR	ROBINO-SEA CHASE LLC	1,000
ED05-076.12-02-72.00	409	W LOOCKERMAN ST	SECOND BAPTIST CHURCH	113,800
ED05-076.12-02-73.00	407	W LOOCKERMAN ST	SECOND BAPTIST CHURCH	472,000
ED05-076.20-01-78.00	647	WYOMING AVE	SEVENTH DAY ADVENTIST CHURCH	1,724,900
ED05-067.12-03-35.00		SILVER LAKE DR	SILVER LAKE TOWNHOUSE COMM	7,400
ED05-067.12-03-36.00		SILVER LAKE DR	SILVER LAKE TOWNHOUSE COMM	14,500
ED05-076.08-03-02.00	105	N WEST ST	SOLID ROCK SOUTHERN BAPTIST CHURCH INC	597,500
ED05-068.13-01-51.00	425	N DUPONT HWY	ST ANDREWS CHURCH	2,584,300

Approved Properties for Council Review

PARCEL NUMBER	#	STREET	OWNER	VALUE
ED05-067.18-03-15.00	1156	WALKER RD	ST JOHNS EVANGELICAL CHURCH	601,600
ED05-077.17-04-27.00	106	PINE ST	ST JOHNS LUTHERAN CHURCH	547,300
ED05-077.17-04-48.00	105	LOTUS ST	ST JOHNS LUTHERAN CHURCH	612,000
ED05-077.17-04-49.00	109	LOTUS ST	ST JOHNS LUTHERAN CHURCH	39,300
ED05-077.17-04-50.00	113	LOTUS ST	ST JOHNS LUTHERAN CHURCH	129,400
ED05-077.11-03-43.00		HOLMES ST	STONEY CREEK HOMEOWNERS ASSOC	72,300
ED05-067.00-02-23.00		COLLEGE RD	SUNSET MEMORIAL GARDENS INC	130,200
ED05-076.06-04-26.00	43	LAMPLIGHTER LN	THE GREENS TOWN MEETING ASSOC	221,000
ED05-076.08-05-73.00	45	S QUEEN ST	THE MILFORD HOUSING DEV CORP	11,900
ED05-076.08-06-24.00	47	S KIRKWOOD ST	THE MILFORD HOUSING DEV CORP	11,900
ED05-067.18-01-85.00	200	HARMONY	THE MILFORD HOUSING DEV CORP	3,143,200
ED05-077.09-05-01.01		S STATE ST	THE NEW PARSONAGE LLC	4,400
ED05-077.09-05-44.00	507	S STATE ST	THE RECTOR WARDEN & VESTRYMAN	273,700
ED05-076.08-01-41.01	611	FOREST ST	THE SALVATION ARMY	789,300
ED05-077.13-02-10.00	812	S BRADFORD ST	THE WELLNESS COMMUNITY-DEL INC	210,200
ED05-076.08-05-11.00	37	N QUEEN ST	TRUSTEES OF MT ZION AME CHURCH	$9,900
ED05-076.08-05-10.00	35	N QUEEN ST	TRUSTEES OF THE AFRICAN METHODIST EPISCOPAL CHURCH	$117,100
ED05-077.05-01-44.00	139	STATE	TRUSTEES OF THE PENINSULA	714,300
ED05-077.05-01-45.00	141	N STATE ST	TRUSTEES OF THE PENINSULA	63,300
ED05-077.09-05-02.00	215	S STATE ST	TRUSTEES OF WESLEY CHURCH	1,126,200
ED05-077.09-05-03.00	219	S STATE ST	TRUSTEES OF WESLEY CHURCH	56,000
ED05-077.09-05-09.00	20	LOOCKERMAN PLAZA	TRUSTEES OF WESLEY CHURCH	1,130,000
ED05-077.09-05-10.00	30	LOOCKERMAN PLAZA	TRUSTEES OF WESLEY CHURCH	1,212,200
ED05-067.17-01-01.00		N TURNBERRY DR	TURNBERRY MAINTENANCE ASSOC	51,000
ED05-067.17-01-38.00		S TURNBERRY DR	TURNBERRY MAINTENANCE ASSOC	113,300
ED05-067.17-01-39.00		S TURNBERRY DR	TURNBERRY MAINTENANCE ASSOC	118,100
ED05-077.09-01-36.01	101	S NEW ST	UNION AME CHURCH	246,000
ED05-077.09-01-36.00	222	W REED ST	UNION AME CHURCH	48,300
ED05-076.11-01-09.00	LAND	FOREST ST	UNION MISS BAPTIST CHURCH	$25,200
ED05-076.11-01-19.00	37	BERTRAND RD	UNION MISSIONARY BAPTIST CHURCH, INC	39,500
ED05-076.12-01-03.01	838	LINCOLN ST	UNION MISSIONARY BAPTIST CHURCH, INC	4,700
ED05-076.12-01-41.00	883	LINCOLN ST	UNION MISSIONARY BAPTIST CHURCH, INC	71,000
ED05-076.12-01-42.00	883	LINCOLN ST	UNION MISSIONARY BAPTIST CHURCH, INC	796,600
ED05-068.17-03-48.00	140	HAZEL RD	UNITED METHODIST CHURCH	221,700

Approved Properties for Council Review

PARCEL NUMBER	#	STREET	OWNER	VALUE
ED05-077.00-01-18.01	69	TRANSPORTATION CIR	UNIVERSITY OF DELAWARE	2,073,000
ED05-067.16-01-01.00	720	PEAR ST	VETERANS OF WW II	466,900
ED05-068.18-05-48.00	18	GREENHILL RD	VICTORY CHRISTIAN FELLOWSHIP	1,040,700
ED05-076.03-01-92.00		CANNON MILL DR	VILLAGE OF CANNON MILL HOA INC	140,100
ED05-076.03-01-93.00		CANNON MILL DR	VILLAGE OF CANNON MILL HOA INC	39,600
ED05-076.03-01-94.00		E SHELDRAKE CIR	VILLAGE OF CANNON MILL HOA INC	56,200
ED05-076.03-01-95.00		E SHELDRAKE CIR	VILLAGE OF CANNON MILL HOA INC	32,100
ED05-076.03-01-96.00		QUILLEN ST	VILLAGE OF CANNON MILL HOA INC	40,700
ED05-076.03-01-99.00		E SHELDRAKE CIR	VILLAGE OF CANNON MILL HOA INC	39,900
ED05-076.03-03-38.00		LOFTLAND DR	VILLAGE OF CANNON MILL HOA INC	24,800
ED05-076.03-03-39.00		PARADEE DR	VILLAGE OF CANNON MILL HOA INC	32,700
ED05-076.09-03-70.00		NORTHDOWN DR	VILLAGE OF WESTOVER HOMEOWNERS	50,900
ED05-076.09-03-71.00		NORTHDOWN DR	VILLAGE OF WESTOVER HOMEOWNERS	132,300
ED05-076.09-02-01.00		TRAFALGAR DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	118,300
ED05-076.13-01-57.00		WESTOVER DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	7,200
ED05-076.13-01-58.00		TRAFALGAR DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	87,800
ED05-076.13-02-57.00		TRAFALGAR DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	1,200
ED05-076.13-02-58.00		TRAFALGAR DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	15,700
ED05-076.13-02-59.00		THAMES DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	6,500
ED05-076.13-02-60.00		WESTOVER DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	9,800
ED05-076.13-02-61.00		NORTHDOWN DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	6,500
ED05-076.13-03-18.00		CHARRING CROSS DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	20,300
ED05-076.13-03-31.00		CHARRING CROSS DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	30,100
ED05-076.13-04-64.00		FAIRNEST CT	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	3,900
ED05-076.13-04-65.00		NORTHDOWN DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	3,200
ED05-076.13-04-66.00		WESTOVER DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	2,100
ED05-076.13-04-87.00		NORTHDOWN DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	34,100
ED05-076.13-05-48.00		NORTHDOWN DR	VILLAGE OF WESTOVER HOMEOWNERS ASSOC INC	4,800
ED05-067.00-01-17.00	1430	MCKEE RD	WASH DIST ADVISORY BOARD	346,700
ED05-077.05-01-37.00	34	N STATE ST	WESLEY COLLEGE	278,700
ED05-077.05-01-36.00	28	N STATE ST	WESLEY COLLEGE	301,900
ED05-077.05-01-35.00	22	N STATE ST	WESLEY COLLEGE	256,500
ED05-077.05-01-30.00	9	N BRADFORD ST	WESLEY COLLEGE	172,300
ED05-077.05-01-29.00	21	N BRADFORD ST	WESLEY COLLEGE	1,022,300

Approved Properties for Council Review

PARCEL NUMBER	#	STREET	OWNER	VALUE
ED05-077.05-01-01.00	120	N STATE ST	WESLEY COLLEGE	17,864,500
ED05-076.08-03-56.00	115	N NEW ST	WESLEY COLLEGE	475,800
ED05-077.09-03-01.00	300	S NEW ST	WESLEY COLLEGE	3,069,400
ED05-077.05-04-22.00	34	S STATE ST	WESLEY COLLEGE	565,900
ED05-077.05-01-25.00	30	FULTON ST	WESLEY COLLEGE	368,700
ED05-076.08-02-79.00	200	N GOVERNORS AVE	WESLEY COLLEGE	61,000
ED05-076.08-02-78.00	202	N GOVERNORS AVE	WESLEY COLLEGE	114,300
ED05-068.17-02-41.00	213	N BRADFORD ST	WESLEY COLLEGE	2,064,600
ED05-068.17-02-11.00	208	N BRADFORD ST	WESLEY COLLEGE	5,437,900
ED05-067.20-01-78.00	511	MARY ST	WESLEY COLLEGE	1,058,700
ED05-067.20-01-74.00	501	CLARA ST	WESLEY COLLEGE	795,300
ED05-077.05-01-02.00	112	FULTON ST	WESLEY COLLEGE	14,604,300
ED05-067.20-01-79.00	308	N QUEEN ST	WESLEY COLLEGE INC	82,900
ED05-077.05-01-14.00	119	W DIVISION ST	WESLEY COLLEGE INC	63,900
ED05-067.20-01-77.00	308	N QUEEN ST	WESLEY COLLEGE INC	425,500
ED05-077.05-01-38.00	44	N STATE ST	WESLEY COLLEGE INC	379,500
ED05-076.08-05-51.00	18	N GOVERNORS AVE	WESLEY COLLEGE INC	36,200
ED05-077.05-01-16.00	2	N BRADFORD ST	WESLEY COLLEGE INC	209,300
ED05-068.13-01-02.00		N STATE ST	WESLEY METHODIST CHURCH	771,900
ED05-076.12-04-23.00		S QUEEN ST	WESLEY METHODIST CHURCH	524,300
ED05-077.09-05-04.01		S STATE ST	WESLEY METHODIST CHURCH	5,200
ED05-077.09-05-07.00	11	E NORTH ST	WESLEY UM CHURCH TRUSTEES	146,100
ED05-077.09-05-08.00	15	E NORTH ST	WESLEY UNITED METHODIST CHURCH	466,600
ED05-067.17-04-69.00		ARBOR DR	WESTFIELD MAINTENANCE CORP	45,600
ED05-067.17-04-67.00		ARBOR DR	WESTFIELD MAINTENANCE CORP	115,400
ED05-076.09-02-39.00		TRAFALGAR DR	WESTOVER LLC	30,600
ED05-076.10-02-87.00		TRAFALGAR DR	WESTOVER LLC	732,500
ED05-076.10-02-89.00		TRAFALGAR DR	WESTOVER LLC	11,800
ED05-076.13-03-33.00		CHARRING CROSS DR	WESTOVER LLC	176,700
ED05-067.19-02-11.00	992	WHATCOAT VILLAGE DR	WHATCOAT COMMUNITY DEV INC	4,186,800
ED05-067.19-02-10.00	341	SAULSBURY RD	WHATCOAT METHODIST CHURCH	4,346,500
ED05-068.17-01-32.00		RODNEY RD	WHATCOAT METHODIST CHURCH	144,900
ED05-067.19-02-03.00		WALKER RD	WHATCOAT UNITED METHODIST CHUR	8,700
ED05-057.00-01-46.01	3282	N DUPONT HWY	WILMINGTON UNIVERSITY	6,247,700

Approved Properties for Council Review

PARCEL NUMBER	#	STREET	OWNER	VALUE
ED05-057.00-01-46.00	3282	N DUPONT HWY	WILMINGTON UNIVERSITY	12,237,700
ED05-077.17-05-01.00	1137	S STATE ST	Y M C A OF DELAWARE	3,222,400
ED05-067.18-02-01.00	825	KENTON RD	YOUNG MENS CHRISTIAN ASSOC	1,366,800

Denied Properties for Council Review

PARCEL NUMBER	#	STREET	OWNER	VALUE	TAX
ED05-078.00-01-08.01	PAR 3	S LITTLE CREEK RD	BAYHEALTH MEDICAL CENTER INC	$229,500	$929.48
ED05-078.00-01-08.02	PAR 2	HORSEPOND RD	BAYHEALTH MEDICAL CENTER INC	$134,200	$543.51
ED05-077.00-03-05.00	801	KRISKO CIR	DELAWARE SOLID WASTE AUTHORITY	$442,100	$1,790.51
ED05-077.00-03-04.00	601	KRISKO CIR	DELAWARE SOLID WASTE AUTHORITY	$387,900	$1,571.00
ED05-057.11-01-44.00	22	GRISTMILL RD	DELAWARE STATE HOUSING AUTHORITY	$138,600	$561.33
ED05-087.00-01-06.01		DAFB	DOVER FEDERAL CREDIT UNION	$825,000	$3,341.25
ED05-068.10-01-36.00	796	MILLER DR	WHATCOAT UNITED METH CHURCH	$209,300	$847.67
ED05-077.13-01-30.05	793	S QUEEN ST	CENTRAL DE ONCOLOGY CENTER INC	$1,500,500	$6,077.03
ED05-087.00-01-05.00	LAND	HORSEPOND RD	JJ & B ENTERPRISES GP	$259,900	$1,052.60
ED05-076.08-01-44.00		FULTON ST	SOUTHERN STATES COOP INC	$24,100	$97.61
ED05-086.05-01-15.00	1156	GOVERNORS	PILGRIM HOLINESS CHURCH	$163,600	$662.58
ED05-076.08-01-32.00	801	W DIVISION ST	AID IN DOVER INC	$279,500	$1,131.98
ED05-076.08-01-34.00	731	W DIVISION ST	AID IN DOVER INC	$87,900	$356.00
ED05-076.08-01-43.00		S WEST ST	PENNSYLVANIA LINES LLC	$50,700	$205.34
ED05-077.09-03-13.00	402	S NEW ST	DOVER HOUSING AUTHORITY	$40,400	$163.62
ED05-077.05-03-14.00	13	S NEW ST	DOVER HOUSING AUTHORITY	$10,700	$43.34
ED05-076.06-08-25.01		N CAROLINE PL	GILMAN HOMES INC	$33,300	$134.87
				$4,817,200	$19,509.66

SPECIAL COUNCIL MEETING

A Special Council Meeting was held on May 24, 2017 at 6:01 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Neil, Mr. Cole, and Mr. Polce. Mr. Sudler, Mr. Lewis, and Mr. Hare were absent.

Mayor Christiansen and Mrs. McDowell were also present.

The invocation was given by Bishop Thomas L. Holsey, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

Mr. Slavin requested the deletion of item #2 - Photographs (Mayor and Council), stating that the photographs would be done at another time.

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

OATH OF OFFICE

Mr. Slavin welcomed Mr. Lindell and noted that a Special Council Meeting was held for this matter because it was important and members wanted to get Mr. Lindell onboard as soon as possible. He stated that budget hearings were scheduled for the following week and he wanted Mr. Lindell to be fully involved in that as a voting member. Responding, Mr. Lindell stated that he was looking forward to it.

The Honorable William L. Witham, Jr., Resident Judge - Superior Court, administered the Oath of Office, as follows:

Council - First District - Matthew J. Lindell

Mr. Neil noted that Mr. Lindell had gone from the school board budget to the City budget and seemed to be prepared for it. He stated that members wished him well and welcomed him to the family.

Mr. Polce stated that he was really looking forward to representing the First District with Mr. Lindell, noting that they had already begun the work over the previous weekend. Responding, Mr. Lindell stated that he was excited as well.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Anderson reminded members that a very important public forum regarding the future of Dover Park and other City parks would be held on May 25, 2017 at 6:30 p.m.

Mr. Neil moved for adjournment, seconded by Mr. Lindell and unanimously carried.

Meeting adjourned at 6:06 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Special Meeting of May 24, 2017, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Minutes\2017\05-24-2017 SPECIAL COUNCIL MEETING MINUTES.wpd

CERTIFICATE OF APPRECIATION

presented to

City of Dover Bicycle and Pedestrian Subcommittee

The City of Dover Bicycle and Pedestrian Subcommittee was created by City Council on November 13, 2012. Members were tasked with advising the Safety Advisory and Transportation Committee regarding bicycle and pedestrian issues, identifying gaps in the bicycle and pedestrian network in Dover, and working with local partners to improve the atmosphere for bicyclists and pedestrians. Since its establishment, the Subcommittee has worked diligently to promote safe opportunities for bicycling, walking, and jogging in the City of Dover. Members have provided sound advice on bicycle and pedestrian transportation priorities and have been vocal advocates for the interests of the City in collaborating with the Delaware Department of Transportation and the Dover/Kent County Metropolitan Planning Organization. They were instrumental in the development of the City of Dover Pedestrian Plan - February 2015 and the City of Dover Bicycle Plan - March 2015, and have actively sponsored events to raise awareness and encourage healthy living, such as DoverWALKS, Fun Rides, Bike to Work Day, and the Ride of Silence. The Mayor and Council are grateful for the many valuable contributions of the Bicycle and Pedestrian Subcommittee, and commend the following members for their commitment to improving the quality of life in the City of Dover:

James Hutchison III, Chair
Chris Asay
Jayce Lesniewski
Dave Moses
Gerry Pennington
Fran Riddle
Andy Siegel

The Mayor and Council also recognize City of Dover staff members Carolyn Courtney and Eddie Diaz for their dedicated efforts in support of the Subcommittee.

June 12, 2017

ROBIN R. CHRISTIANSEN
MAYOR

TIMOTHY A. SLAVIN
COUNCIL PRESIDENT

CERTIFICATE OF APPRECIATION

Presented to

DIANNE P. BOGLE

Dover Human Relations Commission

October 2015 - April 2017

The City of Dover extends sincere appreciation for your public service.

June 12, 2017

ROBIN R. CHRISTIANSEN
MAYOR

TIMOTHY A. SLAVIN
COUNCIL PRESIDENT

Certificate of Congratulations

presented to

First State Kings Basketball Team

An elite team of 10th and 11th grade young men from local high schools captured the Championship Basketball Title at the Youth Elite Sports (Y.E.S.) Tournament on April 29, 2017 in Berlin, New Jersey. The City of Dover congratulates the following coaches and players for their remarkable achievement:

Coaches

Norman Royal	*Dakiem Tolson*	*Jullian Williams*
Levert Sonnier	*Jessica Watson*	

Players

Tyron Hilliard	*Lathan Notice*	*Zechariah Waters*
Donnell Hooker	*Jae'Shaun Reynolds*	*Keshon Weems*
Vincent Mabin	*Malik Voshell*	*Misanni Wells*
Jarius Mullen	*Bryce Washington*	

The entire team and coaches are commended for their hard work, dedication, and commitment.

June 12, 2017

ROBIN R. CHRISTIANSEN
MAYOR

TIMOTHY A. SLAVIN
COUNCIL PRESIDENT

PETITION TO AMEND THE ZONING DISTRICT
Public Hearing before the
Dover City Council
June 12, 2017

Applicants/Owners:	The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware Inc.
Address:	1408 College Road 1412 College Road 1416 College Road
Location:	Southeast side of College Road, east of Kenton Road
Tax Parcel ID #s:	ED-05-067.14-01-47.00-000, ED-05-067.18-01-11.00-000, and ED-05-067.18-01-09.00-000.
Size:	Three Parcels of land: 0.26 acres, 3.42 acres, and 0.80 acres totaling 4.48 acres.
Present Use: Proposed Use:	Membership Club with associated parking lot Membership Club with associated parking lot
Comprehensive Plan Designations:	Residential Medium Density (Minor Variation Determined) Institutional
Present Zoning:	R-8 (One Family Residence Zone)
Proposed Zoning:	IO (Institutional and Office Zone)
Reason for Request:	To allow the existing use to remain on site instead of sunset due to City Council action requiring the sunsetting of nonconforming uses in residential zones
File Number: Associated File Number:	Z-17-03 MI-16-13 Nonconforming Uses in Residential Districts
Ordinance Number:	2017-05
Planning Commission Recommendation:	Following a public hearing on May 15, 2017, where no members of the public spoke regarding the application, the Planning Commission moved by vote of 9-0 to recommend in favor of the proposed rezoning. (Draft Minutes attached)

Overview

The applicant's property is divided into four parcels currently zoned R-8 (One Family Residence Zone). This rezoning request would rezone three of the four parcels from R-8 to IO (Institutional and Office Zone).

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

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

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

1412 College Road, the largest of the three parcels to be rezoned, is developed with a one-story building used as a membership club. 1416 College Road contains a portion of the building's parking lot that, because it is on a separate parcel, would be considered a non-accessory parking lot not permitted under R-8 Zoning. 1408 College Road is undeveloped, and used as a lawn area. Though 1408 College Road is not subject to the sunsetting provisions, it is proposed for rezoning so as to keep the applicant's property under a single zoning classification as much as possible.

The fourth parcel is a triangular, wooded piece of land with no street frontage or address. This parcel is not proposed for rezoning because it is designated for Open Space land use under the *2008 Comprehensive Plan.* Rezoning the property would make it easier to develop this parcel, going against the intent of the Comprehensive Plan.

Surrounding Land Uses:

Across the street to the north of the property are one-family dwellings in the Fox Hall neighborhood, zoned R-10 (One Family Residence Zone). These dwellings back onto rather than front on College Road. To the east of the property are additional one-family dwellings zoned R-8 fronting on College Road, as well as woodland areas on undeveloped portions of several large properties. To the south of the property are more woodlands and lands of the Delaware Housing Authority known as Liberty Court Apartments, zoned RM-2 (Medium Density Residence Zone). Finally, to the west of the property are one-family dwellings fronting on College Road zoned R-7 (One Family Residence Zone) and lands of the Milford Housing Development Corporation known as the Village at McKee Branch, zoned RG-2 (General Residence Zone).

Comprehensive Plan:
The *2008 Comprehensive Plan* depicts two different land use classifications for the parcels subject to rezoning on Map 12-1: Land Development Plan Map. See Land Development Plan Exhibit.

1412 College Road is depicted with the Institutional land use classification category. Table 12-1: Land Use and Zoning Matrix specifies that the following zones are compatible with this land use classification:

- IO (Institutional and Office)

1408 and 1416 College Road are depicted with the Residential Medium Density land use classification category. Table 12-1: Land Use and Zoning Matrix specifies that the following zones are compatible with this land use classification:

- R-8 (One Family Residential)
- R-7 (One Family Residential)
- RM-1 (Medium Density Residential)
- RM-2 (Medium Density Residential)
- RG-1 (General Residential)
- RG-2 (General Residential)
- RG-3 (Group Housing)
- RGO (General Residence and Office)
- C-1 (Neighborhood Commercial)
- MHP (Mobile Home Park) [Now MH (Manufactured Housing)]

The IO Zone is not a permitted zoning classification under the Residential Medium Density land use classification category. Because of this the Planning Office requested the Office of State Planning Coordination designate this rezoning as a Minor Variation from the Land Development Plan of the *2008 Comprehensive Plan* in order to accommodate the proposed zoning. In review, Planning Staff has determined that this is a Minor Variation in accordance with the provisions of our adopted Comprehensive Plan (Chapter 15 – Implementation, page 183). The following is the language regarding Minor Variations:

1. **Minor Variations -** Any application for rezoning or annexation that is inconsistent with the City of Dover's Comprehensive Plan, but where the non-conformity is of a minor, relatively insignificant nature shall be considered a minor variation. A rezoning shall be considered a minor variation from the Comprehensive Plan when the following conditions are met:
    a. The rezoning is of a unique circumstance and cannot set precedent for other lands in the vicinity of the rezoning,
    b. The relative size of the rezoning or the variation from the land use recommended by the Comprehensive Plan is so minor that it would have no impact on the goals and objectives of the Comprehensive Plan, and
    c. The proposed zoning is adjacent to or in the immediate vicinity of other similarly zoned lands and would not alter the pattern of development in the area.

By letter of April 21, 2017 this rezoning request was confirmed by the Office of State Planning Coordination as a Minor Variation from the Comprehensive Plan. See attached letter.

Request for IO (Institutional and Office Zone)
The uses permitted in the IO zoning district are listed in Article 3 §10 of the *Zoning Ordinance.* Permitted uses in the IO Zone include business, professional, and governmental offices; banks; research, design and development laboratories; public and institutional uses, including places of

public assembly; public utility rights of way and structures; day care centers; emergency shelters and transitional housing. The IO Zone also conditionally permits Planned Senior Housing Developments; firearm ranges; correctional facilities; public incinerators; hotels and restaurants.

The existing and proposed use as a membership club would be permitted in the IO Zone as a place of public assembly.

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

Staff supports the rezoning request from R-8 to IO. Based on the fact that the Land Development Plan depicts 1412 College Road with Institutional land use, while no other adjacent parcels are similarly designated, it appears it was anticipated this property would eventually rezone to IO back when the *2008 Comprehensive Plan* was first adopted. Though 1408 and 1416 College Road should have also been put under the Institutional land use classification category, the fact that they were not does not pose an obstacle to the rezoning as it has been designated a Minor Variation. The Staff recommendation was made without the benefit of hearing the comments of surrounding landowners and residents as the Public Hearing had not yet occurred.

Following a public hearing on May 15, 2017, where the application's representative and no members of the public spoke regarding the proposed rezoning, the Planning Commission unanimously recommended in favor of the rezoning as proposed (9-0). See the included excerpt of the DRAFT Meeting Minutes of the May 15, 2017 Planning Commission meeting. The comments received from the other member agencies of the Development Advisory Committee (D.A.C.) are also provided.

ADVISORY COMMENTS TO THE APPLICANT:

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

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

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

Attachments:

- Excerpt from DRAFT Planning Commission Meeting Minutes of May 15, 2017
- Development Advisory Committee Comments from City of Dover Electric & Public Works Departments, City Office of the Fire Marshal, DelDOT, and Kent Conservation District
- Minor Variation of the *Comprehensive Plan* Determination Letters
- Zoning Map Exhibit and Land Development Plan Exhibit
- Rezoning Plan sheet (Property Survey)

CITY OF DOVER PLANNING COMMISSION
May 15, 2017
Excerpt from Meeting Minutes – DRAFT

Z-17-03 Lands of Most Worshipful Prince Hall Grand Lodge at 1408, 1412, and 1416 College Road – Public Hearing and Review for Recommendation to City Council for rezoning of three parcels located on the southeast side of College Road. The properties are zoned R-8 (One Family Residence Zone) and the proposed zoning is IO (Institutional and Office Zone). The owner of record is The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc. Property Addresses: 1408 College Road, 1412 College Road, and 1416 College Road. Tax Parcels: ED-05-067.14-01-47.00-000, ED-05-067.18-01-11.00-000, and ED-05-067.18-01-09.00-000. Council District 4. Ordinance #2017-05. *For this zoning map amendment, the First Reading was completed on April 24, 2017. Public Hearing before the Planning Commission is scheduled for May 15, 2017 and Final Reading/Public Hearing is scheduled before City Council for June 12, 2017.*

Representatives: Mr. Isaac Morris, The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc; Mr. C. B. Cloud, The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc

Mrs. Melson-Williams stated that this is an application for rezoning. It does involve three properties on College Road, specifically the addresses of 1408, 1412 and 1416. In the aerial that is presented on the screen, the property is pretty much right in the center of the picture. There is kind of a large square white roof and then a surrounding paved area that leads to College Road. It is an application of three parcels and the three parcels total 4.48 acres. It is currently the location of a membership club and its associated parking lot and the proposed use is to continue as the same (a membership club with the associated parking lot). The present zoning of the three parcels is R-8 (One Family Residence Zone) and the proposed zoning classification is IO (Institutional and Office Zone). This property was identified as part of the study of non-conforming uses in residence zones that the Planning Office has been conducting over the past year in response to a City Council request. This property has the opportunity to seek rezoning in order to come into compliance with that non-conforming issue. Currently, the use as the membership club would not be something that is a conforming use under the R-8 (One Family Residence Zone). The three properties in particular are three of the four that are owned by The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc. The main lodge building is on the property that is addressed 1412 College Road. The parcel addressed 1408 College Road is basically un-developed. It is the lawn area that is adjacent to the driveway leading to the parking lot. The property as 1416 College Road includes a portion of the building's parking lot. The lodge is in ownership of a fourth parcel of land which is a large triangular wooded piece that has no street frontage; however, it is not proposed for rezoning. It's used as an open space area.

Surrounding this area is a lot of different residential zoning; however, the *Comprehensive Plan* shows this area as an Institutional land-use classification which clearly allows the property to be rezoned to IO (Institutional and Office Zone). Even at the time of the *Comprehensive Plan* in 2008

that was anticipated. The other two parcels at 1408 and 1416 College Road are shown in the *Comprehensive Plan* as Residential Medium Density. Typically, the zoning classification of IO (Institutional and Office Zone) would not fit that land use category; however, they explored the opportunity of those two parcels to be recognized as what is termed a "Minor Variation" from the Land Development Plan in the *Comprehensive Plan.* A Minor Variation is an application for rezoning that while it is inconsistent with the City's *Comprehensive Plan* it is where the non-conformity is of a minor and relatively insignificant nature. There are specific conditions that must be met in order for it to be considered a Minor Variation. Staff did that review and determined that it does fit to be designated a Minor Variation and by letter of April 21, 2017 the Office of State Planning Coordination concurred with that decision that the two smaller parcels would be considered a Minor Variation of the *Comprehensive Plan* and thus eligible to also be rezoned to the IO (Institutional and Office Zone) category.

The existing and proposed use as a membership club would continue to be permitted in the IO (Institutional and Office Zone). It would be classified as a place of public assembly. The recommendation of Planning Staff is to support the Rezoning request from R-8 (One Family Residence Zone) to IO (Institutional and Office Zone) for all three parcels. They note that the Planning Commission makes a recommendation and City Council is the final determination of a Rezoning application. The Development Advisory Committee Report continues with the information from the participating agencies. The City Electric Department and Public Works Department have no objection to the Rezoning. They do add some advisory comments should any re-development be anticipated. The Fire Marshal's Office has no objection to the Rezoning and they note that the Fire Marshal's Office conducts annual fire and life safety inspections at the property and that the building is sprinklered and has a hood suppression system related to kitchen activities. DelDOT had no comments and the Kent Conservation District also had no objection to the Rezoning of these parcels.

Mr. Holden questioned if R-8 (One Family Residence Zone) under a conditional use would allow the current use of this property? Responding to Mr. Holden, Mrs. Melson-Williams stated that it would. The R-8 (One Family Residence Zone) allows for a "private membership club" but it would be subject to conditional use review for the application. That is certainly a path forward that could be pursued. Staff felt that because of the size of the property and the *Comprehensive Plan* that rezoning it to IO (Institutional and Office Zone) was most appropriate and since the *Comprehensive Plan* obviously anticipated that. The other two smaller parcels of land really are part of the larger operation of the building itself. The parking lot is partially on one lot and the other one is clearly lawn area and would be subject to fairly substantial setbacks for any kind of development activity should anything be proposed in the future.

Ms. Maucher questioned what the activity was on the property in 2008 when the *Comprehensive Plan* was created? Responding to Ms. Maucher, Mrs. Melson-Williams stated that she believes that it was still the lodge facility. It has been there for some time. We can certainly hear from the representatives that may have a little more background on the history of its establishment there.

Mr. Morris stated that he is the Deputy Grand Master of The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc. which make him second in charge. Mr. Cloud is managing the building from day to day. This facility was specifically for The

Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc and we have several other chapters of the Order of Eastern Stars as well as different lodges that meet in that building regularly. They have all types of functions there and they try to keep this within a strictly business and private thing. In 2008, it was owned by a group of fellows that happened to be Masons but they operated the building a little differently. They no longer do that and when they purchased this property in April 2015, they basically closed the bar. They close down by 11 PM and they don't have loud music. There is no outside activity except once a year for their annual picnic which is on a Sunday or unless someone wants to use the small area for marriage which they have had requests for. They are in the process of updating the building; providing new heating systems and new electrical repairs that were neglected before and they are going to beautify the whole area including a new parking lot. The parking lot is going to be paved in June and they plan to be here for a while. They had another building in Wilmington, DE and they sold that building and purchased this building. Part of that building (purchase) was a facility on Reed Street and they sold that building to a developer who has built townhouses at that location. They are planning on being a respectable and honorable resident in that area, realizing that there are people who live in that area as well.

Mr. Tolbert questioned if they purchased the building in 2015? Responding to Mr. Tolbert, Mr. Morris stated yes, they purchased the building in April 2015 from The Square Club Inc.

Mr. Tolbert stated that the building was owned by the Masons at that time as well. Responding to Mr. Tolbert, Mr. Morris stated no; it was owned by people who were Masons but it wasn't controlled by The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc. The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc controls all Prince Hall Masons.

Dr. Jones stated that as she was doing some reading and she sees that Staff has made a recommendation without the benefit of hearing the comments from surrounding land owners and residents. Responding to Dr. Jones, Mrs. Melson-Williams stated yes, that is a standard note that they include in all Rezoning applications. The fact is that there is a public hearing that occurs before the Planning Commission where there may be public testimony in regards to the application as well as in front of City Council where there is another public hearing.

Dr. Jones stated that tonight would be that night. Responding to Dr. Jones, Mrs. Melson-Williams stated that tonight would the night to hear from members of the public in regards to the application.

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

Dr. Jones moved to recommend approval to City Council for Z-17-03 Lands of Most Worshipful Prince Hall Grand Lodge at 1408, 1412, and 1416 College Road to change the zoning from R-8 (One Family Residence Zone) to IO (Institutional and Office Zone), seconded by Mr. Holt and the motion was carried 9-0 by roll call vote. Mr. Holden voting yes; as it follows the 2008 Comprehensive Plan and there is no public concern over the matter. Mr. Roach voting yes; it makes sense since the three parcels are already being interchanged as far as with the existing uses

of the main one so we might as well make them all IO (Institutional and Office Zone). Ms. Edwards voting yes; based on the previous statements as well as the fact that it will bring it in to compliance with the current Zoning Ordinance. Mr. Holt voting yes; as it fits in with the City of Dover Comprehensive Plan. Mr. Baldwin voting yes; because of the 2008 Comprehensive Plan and there are no rebuttals from the neighborhood. Dr. Jones voting yes; for all of the for mentioned reasons and she looks forward to the changes and the beautification that's coming in that area. Mrs. Welsh voting yes; for all of the comments as far as the zoning classification and the compliance of the rezoning of the three parcels. Ms. Maucher voting yes; for the reasons previously stated. Mr. Tolbert voting yes; the application will bring the applicant in compliance with the Ordinance and he thinks that is very necessary at this point.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: APRIL 26, 2017

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **LANDS OF MOST WORSHIPFUL PRINCE HALL GRAND LODGE AT 1408, 1412, AND 1416 COLLEGE ROAD**

FILE #: **Z-17-03**

REVIEWING AGENCY: **City of Dover**

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

CONTACT PHONE #: **ELECTRIC - 302-736-7072 PUBLIC WORKS – 302-736-7025**

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

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

CITY AND STATE CODE REQUIREMENTS

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

Our office has no objection to the rezoning of the following parcels:

ED-05-067.14-01-47.00-000, ED-05-067.18-01-11.00-000, ED-05-067.18-01-09.00-000

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

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

ADVISORY COMMENTS TO THE APPLICANT

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

1. None.

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

Z-17-03

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 05/03/17

CITY OF DOVER FIRE MARSHAL

APPLICATION: Lands of Most Worshipful Prince Hall Grand Lodge at 1408, 1412, 1416 College Rd

FILE #: Z-17-03 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

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

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

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

1. This office has no objection.
2. This office conducts annual fire and life safety inspections at the property.
3. This building has a sprinkler and hood suppression system.

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

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: April 26, 2017

DELDOT

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APPLICATION: Lands of Most Worshipful Prince Hall Grand Lodge at 1408, 1412, and 1416 College Road

FILE#: Z-17-03 REVIEWING AGENCY: DelDOT

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

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

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

CITY & STATE CODE REQUIREMENTS:

DelDOT has no comments regarding city & state code at this time.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

DelDOT has no recommendations at this time.

ADVISORY COMMENTS TO THE APPLICANT:

DelDOT has no advisory comments at this time.

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
May 2017

APPLICATION: Lands of Most Worshipful Lodge

FILE #: Z-17-03

REVIEWING AGENCY: *Kent Conservation District*

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

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

Source: 2014 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

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

ADVISORY COMMENTS TO THE APPLICANT:

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

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

April 21, 2017

Ms. Dawn Melson-Williams, AICP
Principal Planner
City of Dover
Office of Planning and Community Development
P.O. Box 475
Dover, DE 19903-0475

RE: Minor Variation from City of Dover Comprehensive Plan
Lands of Most Worshipful Prince Hall Grand Lodge
Comprehensive Plan Amendments (Residential to Institutional)
Tax Parcel(s): ED-05-067.14-01-47.00-000
ED-05-067.18-01-09.00-000

Dear Ms. Melson-Williams, Dawn

We have received your letter regarding the minor variation from the City of Dover Comprehensive Plan for the above referenced parcels and concur with your determination. There will be no PLUS review required for this project as per the terms of our Memorandum of Understanding.

Please do not hesitate to contact David Edgell or myself if you have any additional questions regarding this project.

Sincerely,

Connie Holland

Constance C. Holland, AICP
Director

122 William Penn Street · Third Floor · Dover, DE 19901
Phone (302)739-3090 · Fax (302) 739-6958 · www. stateplanning.delaware.gov

City of Dover

April 19, 2017

Connie Holland and David Edgell
Office of State Planning Coordination
122 Martin Luther King Jr. Blvd. South, Third Floor
Dover, DE 19901
Via Email: Connie.Holland@state.de.us and David.Edgell@state.de.us

RE: Minor Variation from Land Development Plan: Map 12-1 (*2008 Comprehensive Plan*) 1408 and 1416 College Road, Dover DE

- Associated with Rezoning Application Z-17-03 Lands of Most Worshipful Prince Hall Grand Lodge at 1408, 1412, and 1416 College Road

Dear Mrs. Holland and Mr. Edgell:

The City of Dover is in the process of considering Application Z-17-03 to rezone a series of three properties on College Road in order to bring an existing nonconforming use currently located in a residential zone into compliance. The proposal was reviewed for compliance with Land Development Plan Map 12-1 and Table 12-1 Land Use and Zoning Matrix of the *2008 Comprehensive Plan*. During review of the proposed zoning, we determined that the main property (1412 College Road) is consistent with the land use classification category of Institutional as shown on the Land Development Plan Map. However, the two associated parcels at 1408 and 1416 College Road are shown with the land use classification category of Residential Medium Density which is inconsistent. These two properties include improvements (parking lot areas and yard areas) associated with the use of the property at 1412 College Road as a Membership Club and are held by the same ownership entity. See Summary Table below.

Address	Tax Parcel #	Property Description	Current Zoning	Proposed Zoning	Current Land Use Classification	Proposed Land Use Classification
1408 College Road	ED-05-067.14-01-47.00-000	Rectangular lot of 0.26 acres	R-8	IO	Residential Medium Density	Institutional
1412 College Road	ED-05-067.18-01-11.00-000	Main Building lot of 3.42 acres	R-8	IO	Institutional	Institutional
1416 College Road	ED-05-067.18-01-09.00-000	Strip of land on west; lot of 0.80 acres	R-8	IO	Residential Medium Density	Institutional

In review, we have determined that this is a Minor Variation in accordance with the provisions of our adopted Comprehensive Plan (Chapter 15 – Implementation, page 183). The following is the language regarding Minor Variations:

1. **Minor Variations** - Any application for rezoning or annexation that is inconsistent with the City of Dover's Comprehensive Plan, but where the non-conformity is of a minor, relatively insignificant nature shall be considered a minor variation. A rezoning shall be considered a minor variation from the Comprehensive Plan when the following conditions are met:
    a. The rezoning is of a unique circumstance and cannot set precedent for other lands in the vicinity of the rezoning,
    b. The relative size of the rezoning or the variation from the land use recommended by the Comprehensive Plan is so minor that it would have no impact on the goals and objectives of the Comprehensive Plan, and
    c. The proposed zoning is adjacent to or in the immediate vicinity of other similarly zoned lands and would not alter the pattern of development in the area.

The following Exhibits demonstrate the location of the Minor Variation; see attached Zoning Map Exhibit and Land Development Plan Map Exhibit. It appears that the presence of the Membership Club as an Institutional land use was recognized during the development of the Comprehensive Plan; however, the complete extent of the adjacent associated properties was not included.

With this letter and attachments, the Planning Office submits this request for the designation of Minor Variation for the properties at 1408 and 1416 College Road, Dover. Should you have any questions, I can be reached at (302) 736-7196 or dmelson@dover.de.us.

Sincerely,
Department of Planning & Inspections

Dawn Melson-Williams, AICP
Principal Planner

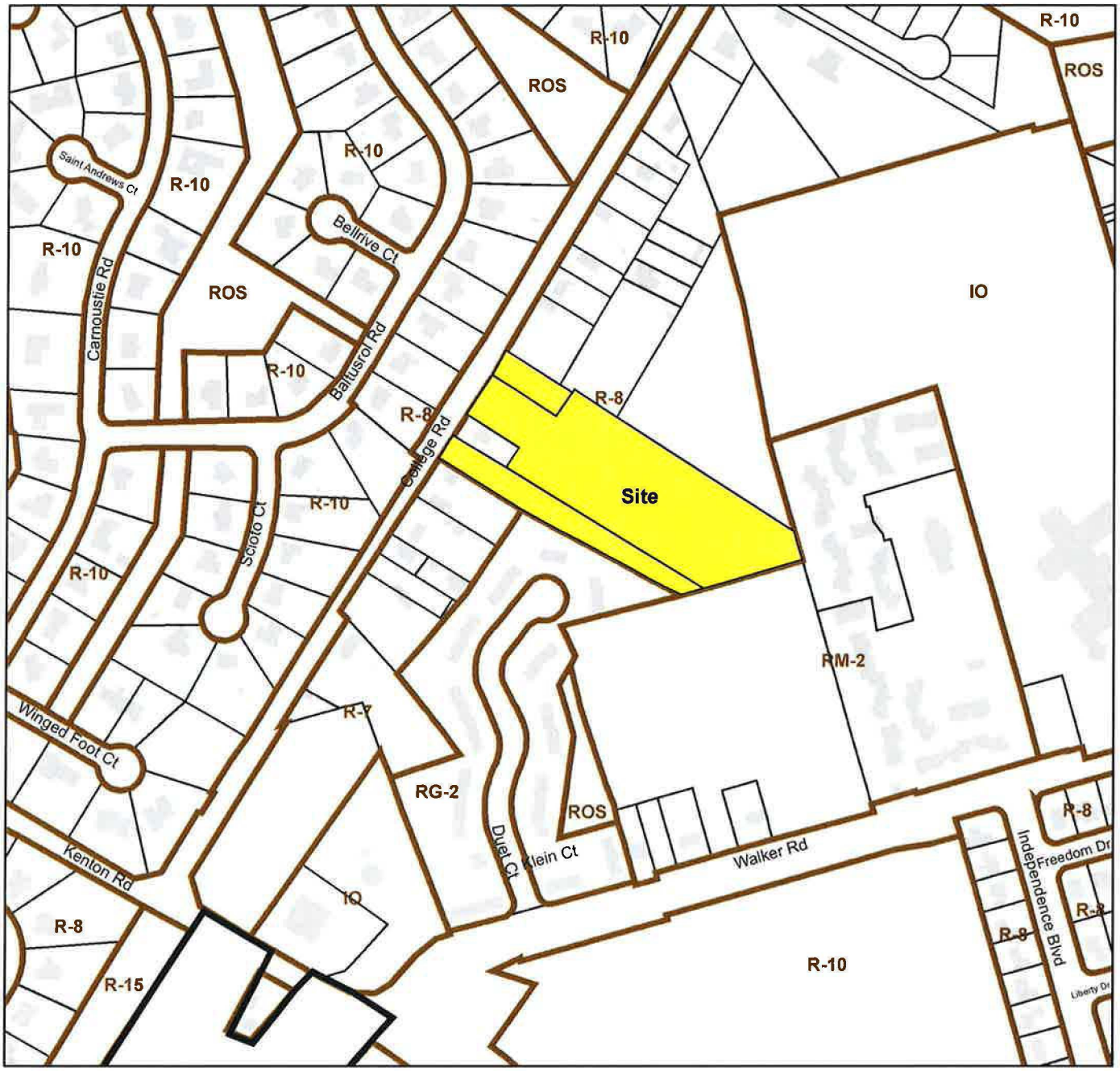
Cc: David S. Hugg, III, Interim Director of Planning and Community Development
File Z-17-03

City of Dover

Department of Planning & Inspections

Application No.: Z-17-03

Zoning Map



Title:	Most Worshipful Prince Hall Grand Lodge
Address:	1408, 1412, and 1416 College Road
Parcel ID:	ED-05-067.14-01-47.00-000, ED-05-067.18-01-11.00-000, and ED-05-067.18-01-09.00-000
Existing Zoning:	R-8 (One-Family Residence Zone)
Proposed Zoning:	IO (Institutional and Office Zone)
Owner:	The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc.
Date:	4/13/2017

Legend

- Dover Parcels
- Zoning
- 2012 Buildings
- Subject Property

N W E S

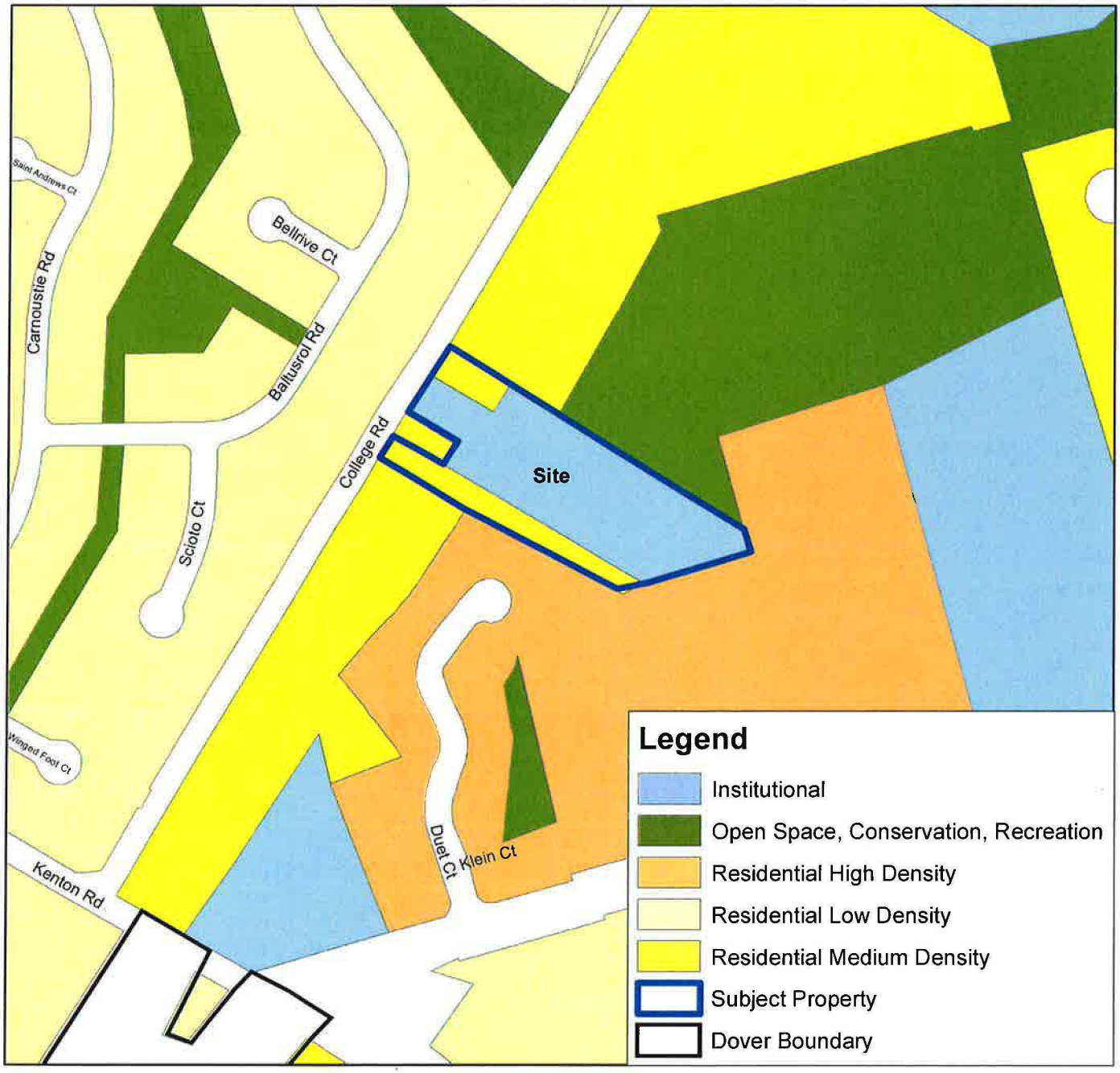
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City of Dover

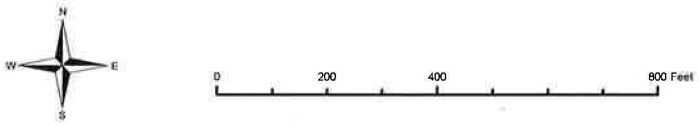
Department of Planning & Inspections

Application No.: Z-17-03

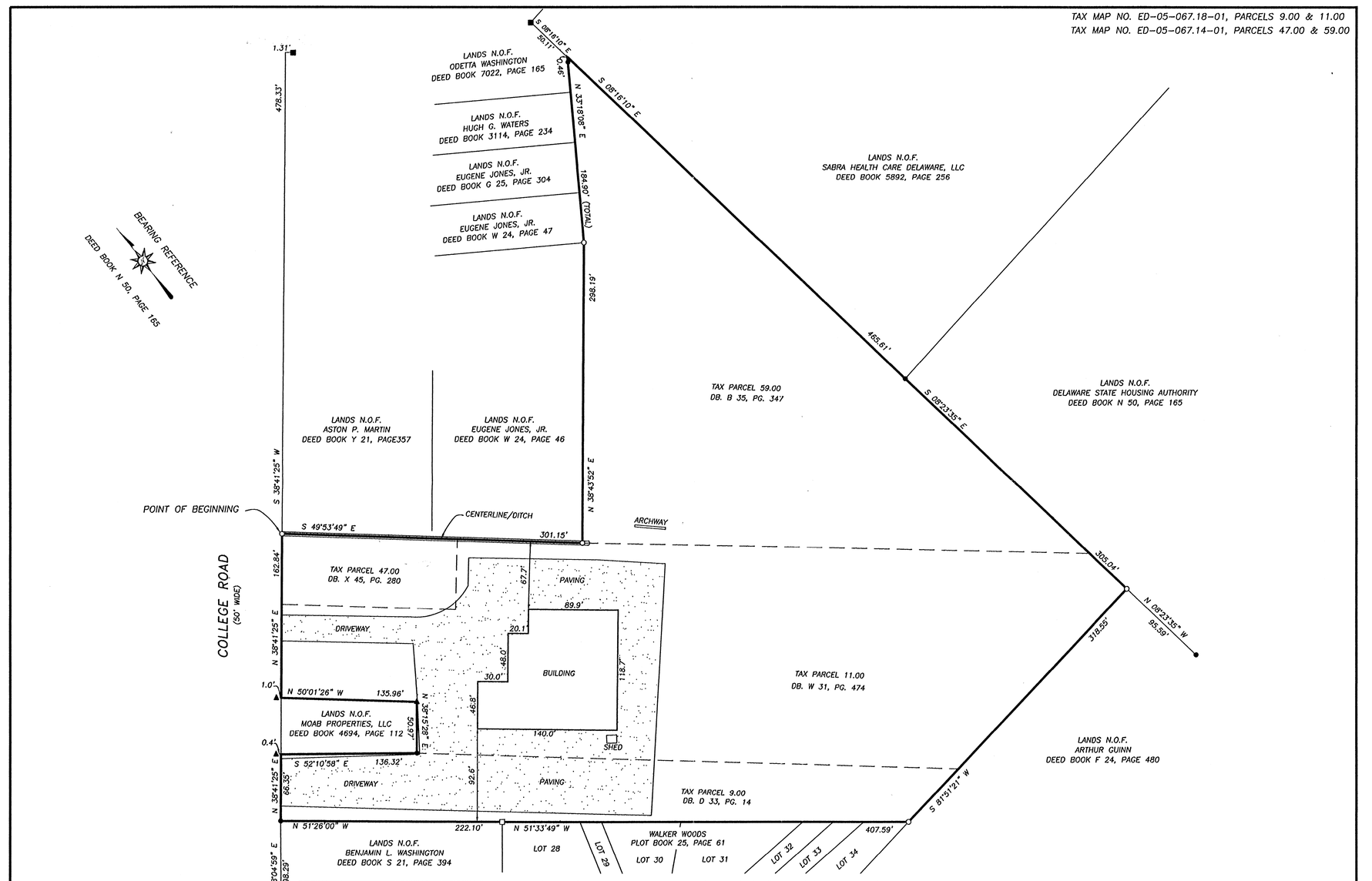
Land Development Plan Map



Title:	Most Worshipful Prince Hall Grand Lodge
Address:	1408, 1412, and 1416 College Road
Parcel ID:	ED-05-067.14-01-47.00-000, ED-05-067.18-01-11.00-000, and ED-05-067.18-01-09.00-000
Existing Zoning:	R-8 (One-Family Residence Zone)
Proposed Zoning:	IO (Institutional and Office Zone)
Owner:	The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc.
Date:	4/13/2017



TAX MAP NO. ED-05-067.18-01, PARCELS 9.00 & 11.00
TAX MAP NO. ED-05-067.14-01, PARCELS 47.00 & 59.00



NOTES:

1) CLASS "B", SUBURBAN SURVEY
2) A TITLE SEARCH WAS NEITHER REQUESTED, PROVIDED OR UTILIZED FOR THIS SURVEY

LEGEND:

- ● FOUND IRON PIPE
- ○ SET IRON PIPE
- ▲ FOUND IRON BAR
- ■ FOUND CONCRETE MONUMENT
- □ FOUND STONE

DOUGLAS J. ANNAND, PLS 622

Prepared By
DOUGLAS J. ANNAND
PROFESSIONAL LAND SURVEYOR
10027 NORTH OLD STATE ROAD
LINCOLN, DELAWARE 19960
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BOUNDARY SURVEY

PREPARED FOR
THE MOST WORSHIPFUL PRINCE HALL GRAND LODGE OF FREE AND ACCEPTED MASONS OF THE STATE OF DELAWARE, INCORPORATED

SITUATED IN
CITY OF DOVER, KENT COUNTY, STATE OF DELAWARE
TOTAL AREA: 7.341 ACRES+/-
SCALE: 1" =60'
DATE: MARCH 13, 2015

FINAL READING

City of Dover

PROPOSED ORDINANCE #2017-05

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTIES LOCATED AT 1408, 1412, AND 1416 COLLEGE ROAD

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of the properties described below from R-8 (One-Family Residence Zone) to IO (Institutional and Office Zone).

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

1) That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from R-8 (One-Family Residence Zone) to IO (Institutional and Office Zone) on properties located on the southeast side of College Road, east of Kenton Road, at 1408 College Road, consisting of $0.26^{+/-}$ acres; 1412 College Road, consisting of $3.42^{+/-}$ acres; and 1416 College Road, consisting of $0.80^{+/-}$ acres; owned by The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc.
(Tax Parcels: ED-05-067.14-01-47.00-000, ED-05-067.18-01-11.00-000, and ED-05-067.18-01-09.00-000 ; Planning Reference: Z-17-03; Council District: 4)

ADOPTED: *

S:\ORDINANCES\2017\DRAFT\ORDINANCE #2017-05 - REZONING - 1408, 1412, AND 1416 COLLEGE ROAD\Ordinance #2017-05 REZONING-1408,1412, AND 1416 COLLEGE ROAD-FINAL READING.wpd

Actions History
06/12/2017 - Scheduled for Public Hearing/Final Reading - City Council
05/15/2017 - Review - Planning Commission
04/24/2017 - First Reading - City Council

Draft

NOTICE OF PUBLIC HEARING

The City of Dover Council will hold a public hearing on Monday, June 12, 2017 at 7:30 p.m. in the Council Chambers of Dover City Hall to consider adoption of the following proposed Electric Fund budgets for the fiscal year beginning July 1, 2017 to June 30, 2018. The following budgets have been submitted to the Mayor and Council for their review and consideration and the amounts are subject to change.

ELECTRIC REVENUE FUND

Beginning Balance	**$**	**20,290,200**
Distribution of Earnings - PCA Credit		(6,176,700)
BEGINNING BALANCE - ADJUSTED		**14,113,500**
BASE REVENUE:		
Direct Sales to Customers	$	79,656,000
Utility Tax		1,236,200
Miscellaneous Revenue		531,200
Rent Revenue		104,500
Green Energy		130,000
Interest Earnings		216,300
TOTAL REVENUES	**$**	**81,874,200**
TOTAL BEGINNING BALANCE & REVENUES	**$**	**95,987,700**

EXPENSES

EXPENSES:		
POWER SUPPLY	$	22,807,900
SOLAR ENERGY		2,661,300
SOLAR RENEWAL ENERGY CREDITS		371,200
POWER SUPPLY MANAGEMENT		835,000
REC'S (Renewable Energy Credits)		578,300
RGGI		64,000
PJM CHARGES - ENERGY		6,024,400
PJM CHARGES - TRANSMISSION & FEES		6,900,200
CAPACITY CHARGES		10,482,500
SUB-TOTAL POWER SUPPLY		**50,724,800**
PLANT OPERATIONS		6,146,500
GENERATIONS FUELS		817,400
PJM SPOT MARKET ENERGY		(958,100)
PJM CREDITS		(535,400)
CAPACITY CREDITS		(7,120,100)
GENERATION SUBTOTAL		**(1,649,700)**
POWER SUPPLY & GENERATION SUBTOTAL		**49,075,100**
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION	$	3,599,600
ELECTRICAL ENGINEERING		1,223,100
ADMINISTRATION		794,800
METER READING		391,000
SYSTEMS OPERATIONS		644,700
DIRECT EXPENDITURE SUBTOTALS		**6,653,200**
OTHER EXPENSES:		
UTILITY TAX	$	1,236,200
ALLOW FOR UNCOLLECTIBLES		250,000
CONTRACTUAL SERVICES - RFP'S		100,000
LEGAL EXPENSES		25,000
RETIREES HEALTH CARE		820,300
OTHER EMPLOYMENT EXPENSES		110,700
PENSION UNFUNDED LIABILITY		1,000,000
OPEB UNFUNDED LIABILITY		1,000,000
GREEN ENERGY PAYMENT TO DEMEC		130,000
INTERFUND SERVICE FEES		3,625,000
INTEREST ON DEPOSITS		21,000
BANK & CREDIT CARD FEES		295,000
DEBT SERVICE		1,605,500
OTHER EXPENSES SUBTOTAL		**10,218,700**
TRANSFER TO:		
IMPROVEMENT & EXTENSION	$	5,000,000
GENERAL FUND		10,000,000
RATE STABILIZATION RESERVE		5,200,000
TRANSFER TO SUBTOTAL		**20,200,000**
TOTAL EXPENSES		**86,147,000**
BUDGET BALANCE - WORKING CAPITAL		**9,840,700**
TOTAL BUDGET BALANCE & EXPENSES		**95,987,700**

IMPROVEMENT & EXTENSION FUND

BEGINNING BALANCE	**$**	**6,600,300**
REVENUES		
TRANSFER FROM ELECTRIC	$	5,000,000
GENERAL SERVICE BILLING		370,000
INTEREST EARNINGS		109,800
TOTAL REVENUES		**5,479,800**
TOTALS	**$**	**12,080,100**
EXPENSES		
ELECTRIC ADMINISTRATION	$	8,500
ELECTRIC GENERATION		2,328,000
TRANSMISSION AND DISTRIBUTION		1,725,500
ELECTRICAL ENGINEERING		1,315,000
ERP SYSTEM		1,500,000
TOTAL EXPENSES		**6,877,000**
BUDGET BALANCE	**$**	**5,203,100**
TOTAL BUDGET BALANCE & EXPENSES		**12,080,100**

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole met on May 23, 2017 at 6:01 p.m., with Council President Slavin presiding. Members of Council present were Mr. Anderson, Mr. Sudler (arrived at 6:02 p.m.), Mr. Neil, Mr. Lewis, Mr. Cole, and Mr. Polce. Mr. Hare and Mayor Christiansen were absent. Civilian members present for their Committee meetings were Mr. Caldwell (*Parks, Recreation, and Community Enhancement*), Mr. Keller (*Safety Advisory and Transportation*), and Mr. Blakeman (*Utility*). Mrs. Horsey (*Parks, Recreation, and Community Enhancement*), Mr. Shelton (*Safety Advisory and Transportation*), and Ms. Arndt (*Utility*) were absent.

UTILITY COMMITTEE

The Utility Committee met with Chairman Cole presiding.

AGENDA ADDITIONS/DELETIONS

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

The Energy Authority - Presentation of Electric Utility Integrated Resource Plan (IRP)

Mr. William Clarke, Executive Director, Strategic Innovations & Analytics, The Energy Authority (TEA) recognized team members Ms. Lisa Dohogne, Mr. Jim Ford, and Ms. Arlene Holloway who assisted in preparing the Integrated Resource Plan (IRP). He attributed the success of the project to TEA's close collaboration with Mrs. Donna Mitchell, Acting City Manager and Mr. Harry Maloney, Electric Director. Mr. Clarke reviewed a presentation, entitled "The Energy Authority (TEA)/City of Dover 20-Year Integrated Resource Plan (IRP)."

Referring to Mr. Clarke's comment that spending $2.1M on the Vans Sant plant now would typically save $11M or more over the study period, Mr. Anderson asked if these amounts were the present value and if inflation, etc., had been calculated. Mr. Clarke responded that the amounts were present value and he believed that an escalation rate of approximately 2% was used in the process, as well as a discount rate from approximately 3.6%. He noted that everything in the future had been included and discounted back.

Mr. Sudler questioned if they had seen numbers or variables in scenarios from other cities that were not included in the estimates that TEA provided for the City of Dover. Responding, Mr. Clarke indicated that TEA generated and provided the market prices, fuel prices, the cost of new capacity, and the load forecast. He indicated that many of the numbers were generated by TEA because TEA was hired by the City based upon the type of work they do. Mr. Clarke stated that TEA found, when looking at the market conditions, that the plan was robust across all uncertainties. Mr. Clarke noted that these uncertainties could have an impact on the Request for Proposals (RFP); however, they felt strongly that there would not be a change in their recommendation.

In regard to electric forecasting, Mr. Neil stated that solar panels had improved tremendously and noted that the City was supposed to have reserved a section of land for additional solar power in the area where a new civic center had been planned for construction. He asked if this was considered

in the report and what improvements in solar technology would bring to the table. Responding, Mr. Clarke stated that the study included current numbers and projections of what solar costs would be. He indicated that there had been a very dramatic reduction in cost per unit of solar to 20% or less of previous numbers. Mr. Clarke advised that they had not looked at specific land in the City for solar energy; however, he indicated, from working at other locations, that solar energy takes approximately eight (8) acres per MW of capacity and the amount of acreage needed for a City facility could be determined by multiplying 30MW by eight (8).

Mr. Neil noted that a section of landfill-type land was supposed to be held for the sole purpose of solar panels, and a portion of land was to be turned over to Delaware State University. Mr. Clarke stated that this would be an excellent opportunity to use this land for all or part of the 30MW that is recommended.

Mr. Slavin asked if the modeling for 30MW of solar included possible land acquisition. Responding, Mr. Clarke indicated that industry standard numbers were used and, although there was not an exact amount of land in these industry numbers, they made an assessment by considering the net present value basis for each $1M of extra cost for land. He stated that approximately 80% - 90% of this amount was reflected in the net present value and had an impact. Mr. Clarke advised that TEA did not look at the City's individual land cost, explaining that they did not know the City's land and did not feel that this was a part of the study. He noted that they did not want to get in conflict with real estate people.

*Mr. Slavin thanked Mr. Clarke and his team for the study and Mrs. Mitchell for pursuing this matter, and he encouraged taking a long view before making any decisions. He noted the Council's challenges in considering this issue, stating that Council members are part-time legislators, none of whom are in the utility or energy business. Mr. Slavin commented that key decision-makers, such as Council members, may turn over two or four times in the 20-year forecast and that the knowledge transfer between members is almost nonexistent. He asked Mr. Clarke to speak to the inherited risk involved, explaining that he felt there was a lot of risk in being asked to make decisions about a very complicated set of issues that members are not conversant in. Mr. Slavin stated that Council relies on consultants, and he questioned who vets the information that they receive from experts and consultants.

In response, Mr. Clarke stated that he had also received information from consultants over the years and stated that, in addition to turnover, there is much uncertainty with a 20-year plan. He indicated that things could change that are outside the assumptions that were put in place. Mr. Clarke advised that members could fall back on people like Mrs. Mitchell and Mr. Maloney for guidance, who would challenge TEA and ask them questions until they are comfortable with the information, so that Council would feel confident that they are getting good answers. He stated that there is a risk because decisions would be made for something that would be in place for 20 years. Mr. Clarke advised that a self build would be there for 30 years; therefore, it is necessary to know the risk being taken on. He explained that there was also a risk in not taking on a plan, because if the City does not have generation and future load, its costs would increase and reliability could suffer.

Mr. Anderson stated that the City would be looking to retire the McKee Run plant in approximately seven (7) years and asked how long it would take to build a new plant in compliance with existing

regulations. He questioned if the plant was approximately 100 MW, when work would have to start, and what the time line would be for making a decision. Responding, Mr. Clarke advised that the net capacity of McKee Run was approximately 102 MW and there was a potential retirement of the plant in 2027. He noted that the plant seldom runs, partly because of the operating cost and fuel availability. Mr. Clarke stated that the PJM calls on the plant when needed, stating that it was called upon in the last few days to operate for a few hours. He advised that the plant was a hedge against market conditions, and not having long-term ownership of purchased power or generation would put the City at risk from the uncertainty of future market prices. Mr. Clarke estimated that permitting, ordering, and construction would take approximately four (4) or five (5) years on average. Mr. Anderson asked if this estimate would apply to replacing an existing plant. Responding, Mr. Clarke indicated that demolishing the McKee Run plant and building on its site would probably add time to the estimate, and the City would probably be better off by using other land. He indicated that the existing site might be considered a brownfield-type site. Mr. Clarke indicated that the City had a window of a couple of years before making this decision.

In response to Mr. Anderson regarding the definition of an unforced capacity obligation, Mr. Clarke advised that a unit may have a capacity limitation of 100 MW, but its capability is tested in a real world condition and, due to operational conditions, the market may only consider 90 MW or 95MW toward the obligation. He noted that there may be unplanned outages, equipment failures, etc.

Mr. Anderson noted that a new plant would likely operate with higher efficiency and be called on more often. He asked how this would affect the trade-offs and if as much capacity would be needed with the new plant. Mr. Clarke advised that there were two (2) concepts being discussed. He noted, first, that capacity is needed to meet the obligations of PJM, and a unit with 50 MW of capacity would provide 50 MW toward the City's obligation. Mr. Clarke stated that if there is 100 MW of load and a 16% reserve requirement, a capacity of 116 MW is needed. He advised that once the City has that capacity, the market will be looking for the energy from it and will compare how economical and efficient the City's plant is compared with everything else on the marketplace. Mr. Clarke stated that a new unit would be more efficient and would be called upon much more often than the existing facilities. He indicated that the market would buy the energy produced and this would become a revenue source.

Mr. Blakeman stated that this energy would not become a revenue source but would offset having to purchase power, because the plant is not running. He stated that when generation is brought on, the energy would be consumed and would not be available to sell. Mr. Blakeman advised that the City would not have to buy energy, but the power would be generated and used on the City's own system unless there is a price difference large enough to offset the purchase.

Mr. Clarke explained that in today's Regional Transmission Organization (RTO) market environment, the market dictates when, how much, and what energy will be generated, and the City of Dover is part of this whole. He stated that the City, as well as the rest of the PJM market, needs a specific amount of energy to serve its load, and the City buys from the market for this purpose. Mr. Clarke advised that if there is more generation than needed, this is a revenue source. He stated that the City's units support the City on the capacity side to meet its obligations. Mr. Clarke indicated that if the units are not running they are not getting revenue from the market, but the load

is getting a charge from the market. He stated that by having a unit that runs more, the City would sell more energy to the market, which would then be a pure revenue source.

Mr. Blakeman asked if the energy goes to the market or to the Dover system first. Responding, Mr. Clarke advised that it goes to the market first. He stated that the market is buying energy, and the City is buying from the market. Mr. Clarke indicated that, from a financial perspective of dollar flow, the market is giving the City dollars for revenue and taking dollars from the City on cost. He noted that the electrons may be located in the City, but from a settlement and dollar flow perspective, the City is receiving revenue and getting a charge from the market, and it does not matter where the energy is generated. Mr. Clarke compared the energy electricity market to a big pond that people put water into and take water out of.

Referring to page 25 of the presentation, Qualitative Risks, Mr. Blakeman pointed out the statement that there was a risk of having no generation and only a Purchase Power Agreement (PPA) should there be a systemwide outage. He advised that this had been an issue only twice during his 43 years of experience with the City's Electric Department. Mr. Blakeman explained that, during the 1950s, an operator at the St. Jones power plant saw Delmarva going down, separated, and kept the City's power on. In addition, he stated that during the East Coast blackout the City was able to get back online before the rest of the system. Mr. Blakeman stated that while a systemwide outage was indicated to be a concern in the presentation, in actuality it had not been a big issue for the City of Dover. Responding, Mr. Clarke stated that such an event may not be a driver but was a point to be aware of and think about.

Mr. Blakeman stated that if the City was to go entirely with purchased power, all the variables and uncertainties discussed would generally go away except for the purchased power cost, because there would be no generation. Mr. Clarke indicated that this was correct and noted that by obtaining a longer-term contract, the City would try to minimize the uncertainty around this one (1) variable. Mr. Blakeman stated that getting rid of a lot of uncertainties and trying to deal with the one (1) remaining uncertainty by contracting out was not a bad position to be in. Mr. Clarke agreed, but he encouraged having something that the City would own, whether it is a purchased power agreement or steel in the ground in the City or somewhere else.

Referring to page 26, Sensitivities, Mr. Blakeman pointed out the statement, "Recommended strategies not affected significantly by the sensitivities studied for high gas price, low gas price, more restrictive carbon constraints, and higher RPS requirements." He also referred to the statement on page 73 of the City of Dover 2017 Integrated Resource Plan, under Market Risks, that "One of the largest sources of risk on a forward basis for any thermal unit is cost and availability of fuel." Mr. Blakeman questioned why the cost and availability of fuel were not considered as a large source of risk in regard to the recommendations relating to sensitivities. In response, Mr. Clarke indicated that, in general, fuel was one (1) of the most volatile assumptions and this was a key point; however, it was not a driver when looking at the recommendations. He stated that when looking at low gas, base gas, and high gas, the same answer was obtained in regard to the recommendations. Mr. Blakeman expressed his understanding that fuel price was a variable that did not have a big impact. Responding, Mr. Clarke stated that the recommendations related more to capital costs, the efficiency assumptions of the units, and how fuel is used. Mr. Blakeman stated that gas prices would not have a big impact on this.

Referring to page 30 of the presentation, Mr. Blakeman pointed out the statement that, "To make up for the capacity shortfall in 2024, it is recommended an RFP is issued for 50 MWs of capacity to firm up IRP pricing and cost comparison. The options for this RFP should include a Purchase Power Agreement, Installation of 30 MW of Solar PV (11.4 MWs PJM Capacity, Self-Build (GT or RICE installation)." He noted that 200 or 250 acres would be needed for the installation of 30 MWs of solar photovoltaics. Mr. Clarke stated that this would be needed if the City were to build solar itself, noting that eight (8) acres would be needed per MW of capacity.

Mr. Blakeman asked if a reciprocating internal combustion engine (RICE) would be a diesel or gas-fired unit, and Mr. Clarke advised that it would be gas fired. Mr. Blakeman questioned where the City would obtain gas. Responding, Mr. Clarke stated that the City's gas supply is sufficient for its existing units because they do not run very often; however, if something new was put in with higher efficiency that could run more often, there would be a need for a more firm gas supply. He stated that an assumption was made that the City could get this supply, noting that there would be a cost to accommodate this. Mr. Clarke stated that, as a company, TEA had looked at what could be obtained in the way of gas. He indicated that they felt that they could obtain it and that the cost they included was reasonable for that gas capacity.

Mr. Blakeman noted that the City had not been able to get sufficient firm gas to run Unit #3 at the plant, and Calpine had to pay to have a private pipeline built; therefore, gas availability could become an issue. Mr. Clarke responded that this was a fair concern. He reiterated that TEA had included an assumption that they could get gas into the City, and there was a premium put on the price to do that. He explained that it would be unknown if the City could get gas until actually going out to get it; however, they tried to accommodate this uncertainty by putting dollars on it.

Responding to Mr. Blakeman regarding the definition of "tranche," as referred to on page 28 of the presentation, Mr. Clarke explained that, in this case, tranche referred to an amount of supplies or a block of capacity that TEA recommended that the City obtain.

In reference to page 23 of the City of Dover 2017 Integrated Resource Plan, Mr. Blakeman pointed out the statement that, "Electric utilities must have both generation capacity resources and the ability to provide electrical energy instantaneously to serve its retail customers." He asked if utilities must have generation. Responding, Mr. Clarke stated that there must be generation somewhere, either produced by the utility or obtained through purchased power. Mr. Blakeman noted that eight (8) other municipal systems have little or no generation and they operate from purchased power.

Mr. Blakeman referred to the statement on page 24 of the City of Dover 2017 Integrated Resource Plan that, "The design of the capacity market, the associated uncertainties of the supply-demand balance and the frequent modifications to the RPM rules result in significant variability of the RPM capacity prices. RPM capacity prices for the DPL-South zone, which Dover is in, has ranged from a low of $2.51 per MW-Day to a high of $245/MW-Day over the last five years." He asked what the trend was on the capacity prices. Responding, Mr. Clarke stated that prices oscillate, are very volatile, and were expected to increase over the long term, but it was not known how much they would increase.

Referring to page 24 of the City of Dover 2017 Integrated Resource Plan, Mr. Blakeman referred to the statement that "The maximum price for the auctions is 1.5 times the Net Cost of New Entry (Net CONE), or $394/MW-Day for the upcoming BRA for Delivery Year 2021, at a potential cost of $25.9 million to Dover." He questioned the meaning of "BRA," and Mr. Clarke explained that this referred to Base Residual Auctions.

Mr. Blakeman referred to the statement on page 24 of the City of Dover 2017 Integrated Resource Plan that "Dover's annual locational reliability charge could have range from $165,000 to $65.1 million," and he questioned the reason for such a wide variation. Responding, Ms. Dohogne explained that the auction is based upon what people submit to cover their cost, the available capacity in PJM, and the City of Dover and its zone, noting that what is accepted and what is available can vary. In response to Mr. Blakeman regarding the anticipated cap, Ms. Dohogne stated that there is a large cap that is called the Cost of New Entry (CONE). She noted that people submit their bids into the auction to cover their fixed costs, which they try to recover.

Referring to the Risk Factors listed on pages 72-75 of the City of Dover 2017 Integrated Resource Plan, Mr. Blakeman questioned which of these factors the City should be most concerned about. Responding, Mr. Clarke stated that one (1) of the biggest uncertainties was the regulatory risk factor regarding what would happen in the federal government over the next 20 years from an emissions perspective.

Mr. Blakeman asked if new technology was being developed that may be a big game changer for electric supply and generation. In response, Mr. Clarke stated that there were many opinions on this; however, storage was one (1) such factor. He explained that there are limitations for wind, rooftop solar, or other large solar facilities; however, storage capability tied to a utility grade, along with solar and the wind energy, would be a game changer. Mr. Clarke indicated that this technology was in its early stages, companies like Tesla were working on it, and California was mandating the amounts and types of storage. He expressed his personal opinion that perfecting utility grade storage would change the game a lot.

Mr. Blakeman stated that power plants are needed because renewable energy cannot be used if the sun does not shine and the wind does not blow. Mr. Clarke advised that this would change when there are places to store energy. He explained that in California they are talking about a "duck curve," where there is so much renewable energy that fossils are backed off in the middle of the day and then relied on once the sun starts to go down, when there is a steep climb. He noted that this curve could be flattened out through storage. He expressed the need to be ready to be part of this from a utility perspective.

Mr. Polce stated his understanding that the goal of the plan was to reduce costs and create greater sustainability. He asked whether Mr. Clarke had seen, historically through work done in the past, impact on local economies in the attraction or retention of economic drivers. In response, Mr. Clarke stated that if cost drivers are kept down, this helps the local economy. From an anecdotal perspective, he advised that formerly served as an assistant GM for a municipal utility in Indiana that was not much different from Dover. Mr. Clarke stated it was found that if they could keep their costs down, they were able to attract more commercial and industrial customers. He noted that there

is always a question of how to balance the costs between commercial and industrial versus the residential sectors. Mr. Clarke stated that anytime a community can manage the cost to the users of its commodity, this will help grow the customer base.

Mr. Sudler moved to recommend acceptance of the report, seconded by Mr. Blakeman and unanimously carried.

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

Mrs. Donna Mitchell, Acting City Manager, reviewed the Utility Related Capital Investment Plan (CIP) Projects (Electric and Water/Wastewater). In regard to General Fund projects, she stated that work was continuing on the Old PW2 Site Improvements; Mrs. Sharon Duca, Public Works Director, was working on a voluntary cleanup program plan for the site and soils were being tested. Mrs. Mitchell advised that the Silver Lake Valve Replacement project had been completed and an annual inspection of the dam was included in next year's budget. She indicated that the Salt Storage Barn project was complete, although the invoice had not yet been paid. Mrs. Mitchell stated that concrete and asphalt were poured during the past week. She explained that Mr. Neil had met with herself and Mrs. Duca regarding the Persimmon Park Place Drainage Study, which was being discussed with some of the customers, and letters were being sent out.

In regard to recreation projects, Mrs. Mitchell noted that the Dover Park Master Plan had been started and a meeting had been held regarding the park with Mr. David Hugg, Acting Director of Planning and Community Development, last week. She advised that many of the recreation projects had been started but would not be completed this year and their funding had been moved to next year's budget. Mrs. Mitchell indicated that the Street and Alley Program was underway. She advised that documents had been received for the Silver Lake Dam improvements, and staff was working on getting this awarded.

In regard to Electric Fund projects, Mrs. Mitchell advised that staff was working through Metering System Upgrades, which would be a long-range project over several years. She stated that the Van Sant Capacity Increase project was complete, and the Horsepond Road 69 kV Rebuild was also complete and awaiting release of final billing. Mrs. Mitchell advised that the Towne Point/White Oak Distribution Feeders was another multi-year project in process. She explained that the Van Sant Exhaust Plenum Replacement Project was awaiting final invoices. Mrs. Mitchell advised that the Unit #3 Stack Repairs were complete. In regard to the 69 kV Cable Replacement on North Street, she stated that engineering work had started and noted that this project had been pushed out because the Delaware Department of Transportation (DelDOT) had to complete their work at this location first. Mrs. Mitchell stated that the Horsepond Road Underground Distribution Feeders were complete and some of the new upgrades at the Oak Grove Trailer Park and Dover East Estates were in process. She indicated that the North Street Overhead to Underground project was also being scheduled around DelDOT. Mrs. Mitchell advised that the Meeting House Branch Pole Relocation would not be completed this year but would be moved out because of the work that must go into the cleanup of Old PW2.

In regard to the Water/Wastewater Improvement and Extension Fund projects, Mrs. Mitchell advised that there had been problems acquiring land for the 1 MG Elevated Water Storage Tank and

Mrs. Duca was getting ready to work on the water model to determine whether or not that tank was still needed. She indicated that the Westover Pump Station was still in process, the Hazlettville Road Interceptor was awaiting the final retainage invoice, as well as the Retreat Pump Station. Mrs. Mitchell advised that the Rolling Acres Pump Station was in process and awaiting materials for construction. She noted that the Delaware Avenue Sanitary Sewer Extension was scheduled to begin in April; however, she believed it had not yet been started and indicated that she would check with Mrs. Duca on this. Mrs. Mitchell advised that the new fence at Well #6 was complete and most of the rest of this year's projects were in process. She noted that the Bradford Street Survey was completed and the Delaware Tech Pump Station and all of the 2017 wastewater projects were in design or construction stages.

Updates

Green Energy Funding and Programming
Due to time constraints, this item was deferred until the next meeting.

National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit
Due to time constraints, this item was deferred until the next meeting.

Mr. Neil moved for adjournment of the Utility Committee meeting. The motion was seconded by Mr. Blakeman 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 met with Chairman Sudler presiding.

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

Proposed Resolution No. 2017-07 - Establishment of a City Community Sustainment Fund Through Voluntary Contributions (Sponsor: Anderson)
Mr. Anderson advised that the City's finances were in good condition, as suggested by its bond rating upgrades; however, the State was having some challenges. He noted that the federal government had been claiming tight budgets for 30 years; therefore, there was a reason for local people to take care of local problems. Mr. Anderson stated that a gentleman had suggested a voluntary system whereby people could contribute a dollar to make a difference, and Proposed Resolution No. 2017-07 would provide a mechanism to implement this suggestion. He explained that the Proposed Resolution would give the City some insurance against federal cuts to Community Development Block Grant (CDBG) funds. Mr. Anderson indicated that there was currently a

proposal to zero out CDBG funding and, although he doubted that this would happen, he stated that there would probably be cuts greater than the 5% that had been projected, due to the current dynamics. He stated that cutting other programs or raising taxes would be ways to replace the money; however, he did not think that these were viable options, and he expressed his belief that people would be willing to support their community. Mr. Anderson advised that there had been many worthy projects that would not have happened without CDBG funding, including downtown rebuilding, encouraging home ownership, helping seniors and low-income people to repair houses, helping the homeless shelter, rebuilding Serenity Place, and saving the Elizabeth W. Murphy School.

Mr. Anderson explained that a negative checkoff system was proposed, whereby a "Dollar for a Difference" would be added to utility bills on a voluntary basis. He advised that the program would be voluntary but automatic; therefore, until a payer opts out, they would be in the program, resulting in a reasonably steady and dependable stream of revenue. Mr. Anderson advised that typical negative check off systems had historically shown 80% compliance and that even 10% compliance would be enough to make up for an approximate 10-15% cut in CDBG funding; therefore, even relatively low participation would offset cuts. He estimated that participation could top out around $300,000 per year, and the probable return would be between $24,000 and $300,000. Mr. Anderson indicated that the program would have to run for approximately six (6) months before gaining an understanding of its acceptance by the community; therefore, the City would have to start the program without doing any budgeting based on it. He advised that by the time the supplemental budget is considered, around the beginning of the year, the federal budget would be known, and it would then be known if there would be extra money for other charities, such as the Police Athletic League or the Mayor's Blue Ribbon Panel on Homelessness. Mr. Anderson pointed out that the City already has a mechanism to make awards through the Parks, Recreation, and Community Enhancement Committee that includes an application process, point system, and professional evaluation, so there would be no need to set up new criteria or do anything differently.

Mr. Anderson reiterated that negative checkoff compliance rates are reasonably high and stated that if it is communicated to people and not hidden, there should not be much of a drop-off. He noted that the base of participants would be much broader than the property tax base because there are people located outside of the City who do not pay taxes but pay utilities, are part of the City's economy, and would also benefit from participating. Mr. Anderson indicated that the low amount of $1 would not be enough to cause people to be upset; however, a 40% compliance rate with 10,000 participants who contribute $12 per year would raise approximately $120,000 per year. He pointed out that it would be unknown how effective the program would be in Dover for at least six (6) months; however, there was nothing to lose because existing mechanisms would be used and there would be no costs and no need for a new collection facility or staff. Mr. Anderson stated that the program would offer the potential to raise funds to address deep-seated problems that are hurting the City's economy and the community's security in the long run. He noted that, without these funds, the plans, work and studies done by other commissions would likely go nowhere. Mr. Anderson stated that this was a win-win proposal and the City had nothing to lose.

Mr. Slavin expressed appreciation for the creativity of the proposal and of the fact that it was being discussed in response to a local suggestion; however, he stated concern about the mechanics of people opting in or out. He advised that there would be costs for collecting the money, such as programming fees on utility bills, accounting fees, and the impact on Customer Service for opting

in or out. Mr. Slavin stated the desire to have this conversation as part of larger budget discussions and actions that members would take on in the next couple of weeks. He recommended deferring this matter to the budget hearings.

In addition, Mr. Slavin stated that there was a philosophical question that the State, County, and City were facing regarding whether they were willing to absorb the cuts being passed on by the federal government. He noted that the President had just released a budget with very deep cuts to many programs; however, Mr. Slavin did not believe that it would be the place of the City of Dover to take this on and come up with new financing schemes for people to donate their money to City government. Mr. Slavin expressed his personal belief that charity is a matter of the heart, and it should be left to individuals to direct where they want to donate their money. He stated that he had never checked off a box to give a dollar to any funds on his income tax returns because he did not believe that these funds would go to solve the problems indicated. Mr. Slavin stated that there are high overhead fees for a government to run such funds, and that he thought there were better places for his money to go.

Mr. Neil applauded Mr. Anderson for a brilliant, out-of-the-box idea and for thinking in terms of making something happen if other things around it are failing. He expressed his concern about not-for-profit organizations having to pay. Mr. Neil indicated that he thought this matter needed further discussion and stated the desire to discuss the mechanics in connection with the budget for the new fiscal year.

Mr. Lewis commended Mr. Anderson for the excellent idea, stating that he did not think it a bad idea as long as it is kept voluntary. He expressed concern about managing the program and whether there would be related fees. Mr. Lewis stated that the proposal should be discussed further.

Mr. Anderson expressed his belief that people are too often boxed in with their thinking but were starting to understand that the most efficient way to tackle local problems is not by an international movement or by a one-size-fits-all solution, but by local people evaluating and solving them. Mr. Anderson stated that it takes years to set up a system like the existing CDBG system and the Proposed Resolution would set up a mechanism to put money into an existing fund. He noted that the cost would be low, noting that there are already fees that are a dollar or two (2) and this would just be another. Mr. Anderson indicated that he was open to the question about whether the program should be voluntary for non-taxpayers, noting that he had passed the proposal around to the community to a number of non-profit organizations, churches, and other foundations, none of whom had a problem with it. He advised that they had liked the idea because the fee was low and, philosophically, they tended to see themselves as community-oriented. Mr. Anderson noted that the proposal would apply to non-taxpayers as well as any group that makes a Payment in Lieu of Taxes (PILOT), and they could opt out if they already make a voluntary contribution to the City. He stated that it would not be a stumbling block if Council wanted to adjust the proposal, noting that this was a small part of the issue; however, it could affect some of the certainty of the revenue. Mr. Anderson reminded members that only about 60% of the City's base is taxpayers and 40% of its value basis is from non-taxpaying customers.

Mr. Anderson stated he thought it would be valuable to begin this discussion now because there are many other moving pieces within the budget and the budget hearing, and this piece could be lost in

the discussion. He noted that if the Proposed Resolution was recommended for approval now, it would take at least two (2) weeks to go through it, and even longer if delayed.

Mr. Caldwell indicated that this was a good plan in the long run but expressed concern about the administrative and management part of the program and what it would cost in the long term. He stated that it should be discussed during Council's budget hearings to go over the fine print of everything that must take place. Mr. Caldwell indicated that he liked to see people volunteering their time and money; however, there was more to be focused on that was not being heard at this point.

Mr. Slavin moved to recommend deferring consideration of the Proposed Resolution until the budget hearings, seconded by Mr. Neil.

Mr. Anderson stated that there was merit in the Mr. Slavin's motion; however, he thought it would be better to refer the matter to staff for review. He indicated that this would allow for an answer to the one (1) question remaining about administrative overhead. Mr. Anderson pointed out that the question would still remain a month from now if the matter was deferred until the budget hearings. He stated that staff could bring their recommendation when the proposal is brought forth in the budget.

Mr. Slavin stated that nothing would preclude staff from preparing some of the answers if the proposal was deferred until the budget hearing.

The motion to recommend deferring consideration of the Proposed Resolution until the budget hearings was unanimously carried.

Proposed Change in Frequency - Community Development Block Grant (CDBG) Program Updates

Mr. David Hugg, Acting Director of Planning and Community Development, advised members that staff recommended that Community Development Block Grant (CDBG) program updates be provided to the members every six (6) months rather than quarterly, unless there were significant changes. He explained that this was due to the uncertainty in the CDBG program and other demands on staff. Mr. Hugg noted that recent quarterly reports had stated that there were no actions in the last quarter.

Mr. Cole moved to recommend acceptance of staff's recommendation, seconded by Mr. Anderson and unanimously carried.

Mr. Anderson stated that there may be a desire to go back to quarterly reports in the future and noted that the reports had been valuable in the past in identifying hang-ups with money. Responding, Mr. Hugg stated that staff would monitor this and would not wait for six (6) months to inform members if issues come up in the interim. He advised that if the CDBG program is funded and moves forward, staff will continue the quarterly reports.

Mr. Lewis moved for adjournment of the Parks, Recreation, and Community Enhancement Committee meeting. The motion was seconded by Mr. Anderson and unanimously carried.

Meeting adjourned at 7:44 p.m.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

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

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

Proposed Ordinance #2017-07 Amending Chapter 46 - Fire Prevention and Protection, Article II - Fire Department, Division 2 - Officers, Section 46-77 (3) - Election and Voting Regulations for Nominees - Eligible Voters (Sponsors: Slavin and Hare)
Fire Chief Carleton Carey, Jr. advised members that Proposed Ordinance #2017-07 would amend language in the Dover Code regarding eligible voters for fire department officers. He indicated that the ordinance would replace the term "at least 25 percent of the alarms" with "at least one-hundred twenty-five (125) of the alarms" with respect to the requirement for eligible voters to have active membership in the Fire Department. Chief Carey explained that this was being requested because fewer members were able to meet the 25% requirement since the Department was receiving more alarms each year; therefore, fewer members were eligible to vote for Fire Department officers. He explained that the original ordinance was put in place many years ago when there were 250 - 500 calls per year; however, they were now averaging 1,300 and had 470 already this year. Chief Carey noted that they now had only 25-30 voters for line officers, whereas previously there were well over 50 eligible voters.

Mr. Neil stated his understanding that they would be going from a percentage to a raw number and asked if there was a concern that members would have to respond to a very low number of calls to be eligible. Responding, Chief Carey indicated that this was a concern; however, with the current average required, members were required to have almost 170 calls to vote. He indicated that they had studied calls going back 10 years and calls had averaged 600 per year when he started as a fire line officer in 1991. Chief Carey advised that they had reached 1,000 calls in 1997, had never had less than 1,000 calls since then, and were now reaching 1,300 calls per year.

Mr. Anderson stated that he thought the Proposed Ordinance was positive and would encourage more involvement. He expressed his understanding that people would not be responding to fewer calls than they did 20 or 25 years ago and asked if 125 calls per month was within the historical norms. Mr. Carey stated that it was and that 125 calls would average to approximately two (2) calls out of the 20-30 calls they receive per week.

Mr. Anderson questioned how this would help involvement in the Fire Department. In response, Chief Carey explained that the rule had always been that members can vote only if they ride a fire truck. He noted that in some departments every member can vote, regardless of their position; however, the Dover Fire Department had never done that and he did not believe they would want to.

Mr. Keller asked if there had been a concerted effort to recruit. Responding, Chief Carey stated that the Fire Department was currently in this process and had 2,500 pamphlets made at a cost of $1,800 that would hopefully pay off. He noted that they were getting ready to meet with Delaware State University and Wesley College and would distribute pamphlets to them. Chief Carey noted that Wesley students previously from out of State had previously served and had been outstanding.

Mr. Keller stated that the City of Dover was very fortunate to have the volunteer Fire Department, noting that their equipment is in topnotch condition.

Mr. Lewis extended his appreciation to Fire Chief Carey for doing an outstanding job.

Chief Carey thanked Council for their support and expressed his belief that the Department's relationship with the City had improved in the past few years since he had returned to the Fire Department. He noted that the Fire Department needs the City and vice versa.

Mr. Neil moved to recommend adoption of Proposed Ordinance #2017-07, seconded by Mr. Anderson and unanimously carried.

Proposed Resolution No. 2017-01 - Complete Streets Policy

During the Regular City Council Meeting of April 10, 2017, Council considered the Quarterly Update - Bicycle/Pedestrian Subcommittee and approved the Safety Advisory and Transportation Committee's recommendation to place Proposed Resolution No. 2017-01 - Complete Streets Policy, back on an agenda for consideration by the Safety Advisory and Transportation Committee.

Mr. David Hugg, Acting Director of Planning and Community Development, advised members that the Proposed Resolution was part of a plan to have Dover designated as Bicycle Friendly Community. He explained that Dover's ordinances have the components of a Complete Streets Policy, but not under that specific name. Mr. Hugg stated that Proposed Resolution No. 2017-01 would tie together the various components of Complete Streets that are already part of the City's codes and policies and reaffirm Dover's commitment to a multi-modal transportation system, safety, and accessible use of the public rights-of-way.

Staff recommended adoption of Proposed Resolution #2017-01.

Mr. Slavin moved to recommend adoption of Proposed Resolution No. 2017-01, seconded by Mr. Anderson.

Mr. Anderson proposed amending line #30 to remove the phrase "and reduces automobile dependency," stating that this was not necessary and that it was not the role of the City government to try to get people out of their cars. He indicated that the City's role was to provide options, which is what the Proposed Resolution was about, and line #30 was unnecessarily controversial and took the wrong direction.

Mr. Anderson moved to recommend amending the Proposed Resolution to by removing "and reduces automobile dependency" from line #30, seconded by Mr. Neil.

Mr. Sudler noted that lines #29 and #30 would implement a network of "Complete Streets in Dover that achieves principles of connectivity; fosters walkable, bikable, and transit-friendly communities; and reduces automobile dependency." He stated that he did not believe the Resolution implied that the City was trying to get rid of vehicles but that the City was trying to make the environment more friendly. He indicated that, while he understood Mr. Anderson's point of view, he did not think that the spirit of the Resolution was to decrease dependability on automobiles but to create different avenues, and he asked Mr. Hugg for his thoughts on this matter.

In response, Mr. Hugg stated that the goal of Complete Streets and multi-modal transportation was to give people options so that they do have to drive to get a loaf of bread but can use public transit, ride their bikes, and walk safely. He indicated that, in that context, there is the notion of providing options and not necessarily requiring that people be dependent on their automobiles all the time. Mr. Hugg stated that he did not believe this was a negative term but a reflection that the whole program was intended to provide a set of options.

Mr. Sudler asked if Mr. Hugg thought that something should be added to bring more clarity to the Resolution. Responding, Mr. Hugg stated that he did not believe striking the words would be detrimental to the Resolution in any way, and it was implicit in the resolution that biking, walking, transit, and all other kinds of transportation and accessibility would by default make people less dependent on automobiles. He indicated that putting a period after "transit-friendly communities" would not weaken or decrease the value of the Resolution.

The motion to recommend amending the Proposed Resolution by removing "and reduces automobile dependency" from line #30 failed by a roll call vote of seven (6) no (Sudler, Lewis, Cole, Polce, Slavin, Keller) and two (2) yes (Anderson and Neil).

The motion to recommend adoption of Proposed Resolution No. 2017-01 carried, with Mr. Anderson voting no.

Quarterly Update - Bicycle/Pedestrian Subcommittee

Mr. David Hugg referred members to the Bicycle & Pedestrian Subcommittee Quarterly Update - May 2017, stating that no action was required.

During the Regular City Council Meeting of April 10, 2017, members considered the Quarterly Update - Bicycle/Pedestrian Subcommittee Report and approved the recommendation of the Council Committee of the Whole/Safety Advisory and Transportation Committee to send 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.

Mr. Anderson asked if there was an update on the safety concern regarding the crossing. Responding, Mr. Hugg stated that he did not have an update but would try to find out the status. He noted that there were two (2) issues involving the West Dover Connector, the crossing that Mr. Anderson mentioned and a connecting access to a parcel near the end of the road, which had been brought to DelDOT's attention. He stated that did not have an update but would provide this information.

Mr. Neil moved to recommend acceptance of the report, seconded by Mr. Anderson and unanimously carried.

Mr. Sudler stated that he had heard a concern from Mr. Francis Bethel, 120 Ann Avenue, regarding excessive traffic and speeding on Ann Avenue and speed bumps were requested. Mr. Sudler indicated that he advised Mr. Bethel that the City no longer provides speed bumps, and Mr. Bethel wanted to look at an alternative. Mr. Sudler had indicated that he would pass this concern on to the Safety Advisory and Transportation Committee, noting that he had asked for this concern to be placed on the agenda for the Committee's next meeting and possibly have Mr. Bethel come voice to his concern personally.

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

Meeting adjourned at 8:06 p.m.

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

Meeting adjourned at 8:06 p.m.

Timothy A. Slavin
Council President

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ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee met on May 24, 2017 at 2:01 p.m. with Mayor Christiansen presiding. Members present were Mr. Cole, Mrs. Mitchell (departed at 2:18 p.m. and returned at 2:20 p.m.), Mr. Hugg, Mr. Moore (DDP), and Mr. Hammond (arrived at 2:04 p.m.). Mr. Hare and Mr. Sheth were absent.

AGENDA ADDITIONS/DELETIONS

Mr. Moore moved for approval of the agenda, seconded by Mrs. Mitchell and unanimously carried.

Presentation - Starting a Small Business Incubator (Dr. Michael Casson - Delaware State University UCEDIT)

Dr. Michael Casson, Jr., Director, Delaware State University Center for Economic Development and Trade (UCEDIT), advised members that he had approached Mayor Christiansen a couple of months ago regarding the possibility of a partnership to create an incubator in the City of Dover. He indicated that incubators and accelerators are quite prevalent throughout the United States and have demonstrated much success. Dr. Casson stated that the potential for an incubator would always rise to the surface when thinking about what can be done in the City of Dover to spur economic growth and support small business growth.

Dr. Casson reviewed a presentation entitled "Starting a Small Business Incubator: Feasibility approach."

Dr. Casson noted that the first step in developing an incubator would be to provide services, which could be done initially without a facility to begin to get momentum. He advised that these services could be continued while looking for a facility.

Mr. Hammond questioned if Dr. Casson was referring to an incubator without walls, and Dr. Casson stated that he was. He indicated that it would be important for an incubator without walls to be part of the full incubator plan for perhaps 18-24 months, after which there would be the ability to move into a physical establishment.

Mr. Moore asked if Dr. Casson was proposing to do a feasibility study to identify types of companies. Responding, Dr. Casson indicated that he was, if the Committee was committed to exploring this and trying to see if this would be a good fit for the City. Mr. Moore questioned if this was something that Dr. Casson and/or Delaware State University (DSU) does. Dr. Casson stated that this could be done as part of UCEDIT and funded through the Economic Development Administration.

Mr. Moore questioned if Dr. Casson was trying to target which companies and start-ups would be successful in the City based on other companies that are currently here and services that are needed. Responding, Dr. Casson advised that he was and that it would include the cost of doing business here. He stated that technical services could be offered by DSU or within the City. Dr. Casson advised that expertise would be tracked down and a plan would be created around this. He advised that the facility itself can often be an obstacle for many cities and that an incubator without walls

would be doable for much less cost. He stated the importance of coordinating some of the efforts currently occurring throughout the City and County.

Mr. Cole asked if the focus was on a partnership between the City and DSU. Responding, Dr. Casson advised that it would be about collaboration, with a combination of public and private entities working together. He stated the need for a lead, noting that DSU could take the lead in terms of the feasibility study. Dr. Casson indicated that there would then be a need to move into what the management or entity structure of the incubator would be and determine where the leadership roles would be housed.

Mrs. Mitchell questioned where the financing was expected to come from. She noted that Dr. Casson had mentioned that failure in this type of undertaking sometimes results from not managing money and cash flows. In response, Dr. Casson advised that there are a variety of different ways to finance, noting that some incubators use a percentage of royalties, some have rental space, some use a combination of grants, and some use fee-for-service training. He noted that financial mixes can be used to help support the revenue streams.

Mr. Hugg stated that doing a feasibility study would be the first step. He asked what early commitment was needed from the City and if this would be a financial commitment or just an endorsement from the City that indicates that DSU would do this and come back to the City with a report that would start to outline what the questions are. Responding, Dr. Casson stated that UCEDIT would commit to providing professional expertise and asked the City to consider supporting a graduate student stipend for the six (6) months that it could potentially take. Mr. Hugg asked what this cost would be for the City, and Dr. Casson estimated that it would cost $2,000 or $3,000.

Mayor Christiansen indicated that this was a great concept and advised members that the County was looking at doing basically the same thing. He suggested that Mr. Hugg, Mr. Hammond, and Dr. Casson have a meeting at the earliest possible time with Mr. Mike Petit de Mange, Kent County Administrator, and Mr. Jim Waddington, Kent County Director of Economic Development, to discuss this. Mayor Christiansen suggested comparing notes to see how the City and County could move forward on this together. He stated that he thought he heard the County mention, when talking about the initial concept, that they had space available. Mayor Christiansen advised that if the County had space and the City had the good intentions and spirit to join them, together they could make this happen. He indicated that the City had collaborated with Kent County and he would like to continue that partnership, noting that this would be beneficial to the City and to the County. Mayor Christiansen noted that, if there was any financial responsibility, it would probably be spread across many shoulders rather than place on one (1) entity.

Mr. Moore moved to recommend that there be a meeting held with the County to determine a path forward, seconded by Mr. Cole and unanimously carried.

Dr. Casson noted that he had spoken about this matter with Mr. Waddington, informed him of the presentation, and walked through the space at the County.

Mayor Christiansen informed members that he had obtained a commitment from Mayor Mike Purzycki of Wilmington to come to Dover to discuss the successes and failures of Wilmington regarding economic development. He expressed the desire to have a joint meeting of the Downtown Dover Partnership (DDP) and the Economic Development Committee where Mayor Purzycki could come and offer insight into successes and failures in the City of Wilmington.

Mr. Moore stated that a portion of the DDP was already planning to go to Wilmington to talk about economic development, so the DDP may already be doing this. He expressed his belief that Ms. Diane Laird, State Coordinator, Downtown Delaware and member of the DDP Board of Directors, may be doing this, noting that he would find out who else was participating and advise Mayor Christiansen. He indicated that he supported doing this, whether as two (2) separate efforts or as part of an Economic Development Committee meeting.

Dr. Casson stated that he and colleagues at DSU wanted to bring before the Economic Development Committee the possibility of a small business website initiative for the City of Dover. He noted that a pilot was done with Mr. Ken Anderson, Director for Entrepreneurial and Small Business Support, State of Delaware, as well as Ms. Laird, for the Town of Middletown. Dr. Casson explained that small businesses have a lack of web presence, which is the revenue generator of the future, and DSU saw fit to bring a program that supported small businesses in the development of their websites. He indicated that DSU has a mobile entrepreneurship training bus, which had been parked in downtown Middletown, and four (4) small businesses in that area hopped on the bus for an eight-week training program. Dr. Casson advised that, at the end of the eight (8) weeks, these businesses had functioning websites. He noted that one (1) person from the town also went through the training, for capacity building. Dr. Casson indicated that DSU learned many lessons from the first pilot, and they were ready to move forward with the actual rollout. He expressed the hope that the City of Dover would consider being the first rollout town as DSU takes the bus on a tour of towns across the State.

In response to Mayor Christiansen, Dr. Casson advised that there would be no cost for the program.

Mayor Christiansen asked where the bus would be set up. Responding, Dr. Casson indicated that the bus was set up in the town's parking lot in Middletown and store owners walked to it. He noted that it could be set up anywhere where the bus could be parked.

Mr. Hammond suggested using the Loockerman Way Plaza.

Mr. Hammond moved to recommend entertaining the idea of participating in the small business website initiative, seconded by Mr. Cole and unanimously carried.

Mayor Christiansen asked that Dr. Casson coordinate this with Mr. Hugg. He asked Mr. Moore to instruct the Executive Director of the DDP to put the word out about what the project would encompass.

Dr. Casson advised that he could send the specifics of the eight-week program to be disseminated. He noted that a date for the project could be decided.

Mr. Moore asked if the project would be held in the summer or fall. Responding, Dr. Casson indicated that the program in Middletown was held in the fall; however, it ran into the winter and had to be extended to 12 weeks due to holidays and snow days.

Mr. Moore asked if DSU was thinking about late summer or early fall, and Dr. Casson indicated this would be a good time.

Mr. Moore stated his understanding that Dr. Casson was talking about a mobile vehicle that would help people with websites. In response, Dr. Casson explained that they would park the bus and, after eight (8) weeks, the participants who currently do not have a website would have a fully functional website. He stated that those who have a website that is not optimized would have their website optimized through DSU's consultants.

Mr. Moore questioned who would provide the training. In response, Dr. Casson indicated that it would be a combination of Nuts and Bolts Web Design, a group out of Wilmington, and information technology people from the DSU campus.

Mr. Moore asked if the participants would be trained to do website work or if the work would be done for them. Responding, Dr. Casson indicated that before they get on the bus, participants would receive an assignment in order to make sure that they have the documents, tools, and understanding needed for the first day. He noted that once they get on the bus, they would go through a curriculum with the instructor and would have a website at the end. Dr. Casson stated that the consultants would stay with participants throughout the course of the year to make sure that everything is going well for them, and they would then be released. He indicated that DSU was discussing the next step, which would be creating an e-commerce platform for participants as well.

Mr. Hammond asked whether the eight (8) weeks could be staggered if there was a tremendous turnout. He noted that not everyone would show up on the first day. Responding, Dr. Casson explained that the bus would only hold seven (7) participants.

Mr. Hammond expressed a desire not to turn anyone away. Dr. Casson indicated that this must be considered. He noted that there were quite a few people who wanted to be part of the program in Middletown and the Town Administrator in Middletown had selected the participants. Mayor Christiansen stated that the Executive Director of the DDP could take care of selecting the first candidates. Mrs. Mitchell indicated that there may need to be an application process. Dr. Casson advised that DSU had an application and a survey and that he could send them.

Mr. Moore asked if the bus would be placed at City Hall and questioned where it was placed in Middletown. Responding, Dr. Casson advised that it was placed next to the fire hall.

Mayor Christiansen suggested the possibility of placing the bus at Loockerman Way Plaza every day except when the farmer's market is held. In response, Mr. Moore stated that parking would be better behind the Dover Public Library and suggested connecting the event with the library. He advised that parking there was more accessible, since Loockerman Way parking is coin operated or permanent and not as flexible, whereas parking behind the library is for two (2) hours and is easy

to identify. Mr. Moore stated that if there was overflow, the library has computers and a business center that could work in concert with the program and accommodate more than seven (7) people, noting that he was unsure what kind of equipment that DSU had. Dr. Casson indicated that he was unsure if the consultants could manage this. Mr. Moore stated that, in a worst case scenario, those who could not get into the program would at least have the library as a resource. Dr. Casson stated that the key was trying to bring the classroom to small business owners where they can get to it quickly once per week.

Mayor Christiansen advised that the details could be worked out.

Mr. Hugg moved for adjournment, seconded by Mr. Moore and unanimously carried.

Meeting adjourned at 2:47 p.m.

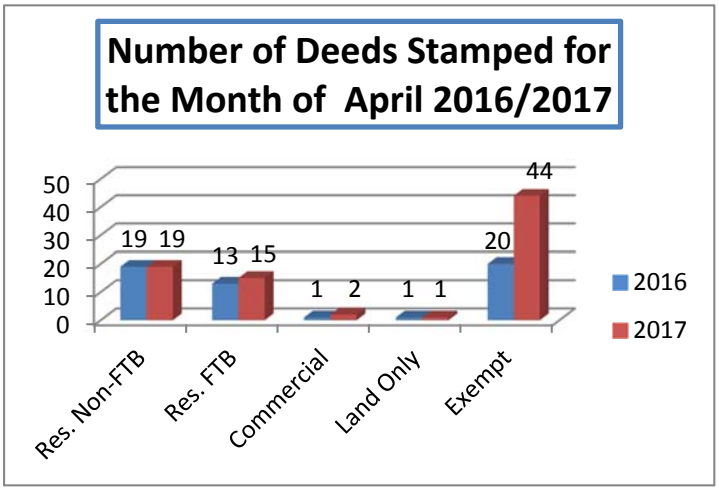
Robin R. Christiansen
Chairman

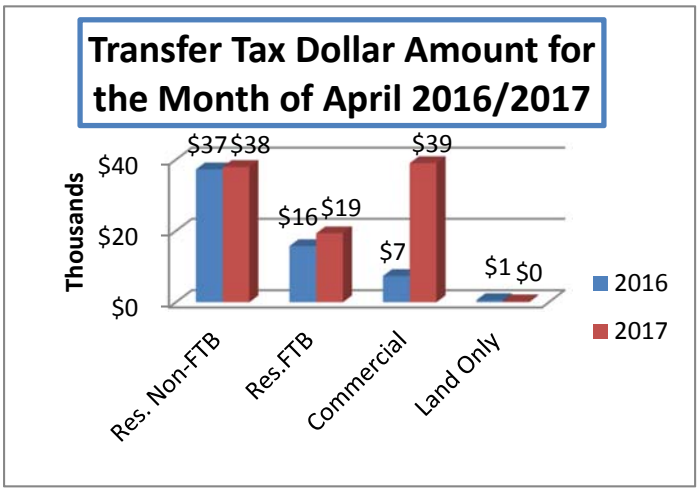
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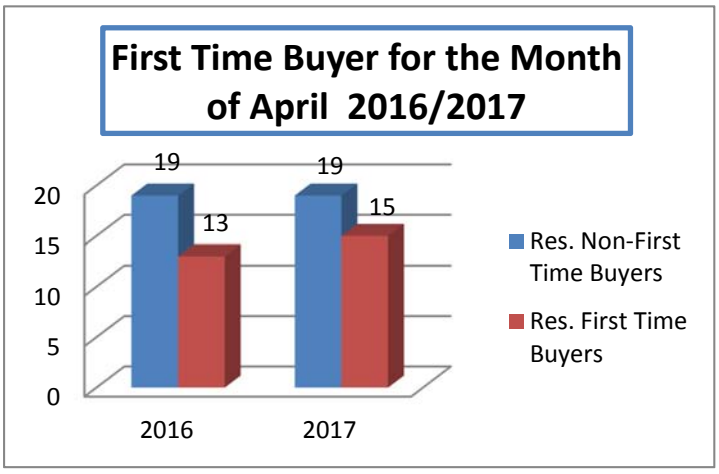
Monthly Report
April 2017

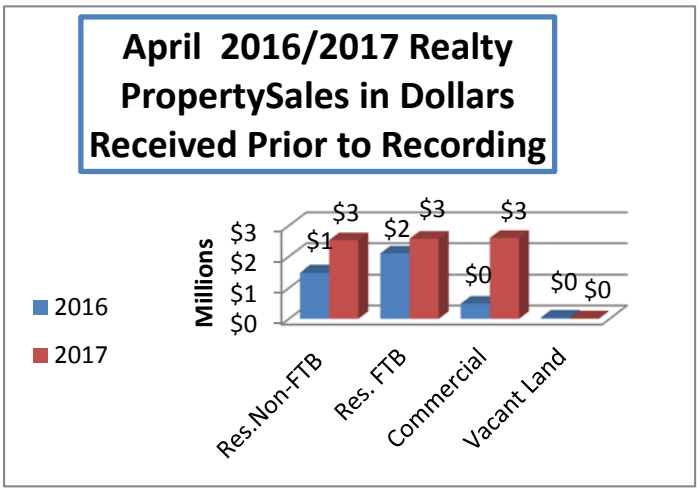
Office of City Assessor

ASSESSOR'S REPORT









Major Updates

	Feb - 17	March -17	April - 17
Assessment Change	$1,323,800	$7,564,000	$1,024,000

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
22	$2,935,600	$3,295,940	0.89	1.08

ASSESSOR'S REPORT

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

Points of Interest

Scanning & Filing

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

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

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

Assessor's Office

Exempt Audit

- The Board of Assessment Appeals met during the month of April to go over Applications, resubmitted by those organizations that failed to provide the requested information during the month of March, but had been given another opportunity.
- Denial letters were mailed to the properties the Board of Assessment Appeals denied the exempt status, with the option to apply for the exempt status formally during the regular annual appeal request time during the month of April.

Supplemental Billing

- April Supplemental bills went out totaling $12,832.67

Appeals

- Posted Assessment Register on the web, in City Hall, Dover Library and Assessor's Office.

- Appeals submitted by the May 01, 2017 deadline:

Commercial: 2
Residential: 0
Exemption Request: 14

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.12-04-29.00	8	R10	22 REPRESENTATIVE LN		13	2017	2	2791	B-	AV	214,800	25-APR-17	225,250	
ED05-067.14-03-39.00	2	R10	104 HITCHING POST DR	1	5	1974	2	1775	C	AV	161,900	27-APR-17	140,000	
ED05-067.18-03-27.00	17	R10	28 FREEDOM PL	1	16	1982	1	2064	C	AV	146,600	19-APR-17	219,900	
ED05-068.10-02-62.00	13	R10	931 BOGGS DR	1	16	1964	1	1628	C	GD	124,500	25-APR-17	117,000	
ED05-068.10-04-39.00	13	R10	326 WEST WIND DR	1	5	2001	2	1843	C+	AV	146,700	28-APR-17	211,000	
ED05-068.13-01-31.00	10	R10	521 N EAST AVE	1	3	1950	1	1533	C	GD	146,800	07-APR-17	117,000	
ED05-068.13-01-84.00	10	R10	521 OAK LN	1	14	1952	1	1171	C	FR	99,400	21-APR-17	123,500	
ED05-068.14-04-19.00	7	R10	116 SPRUANCE RD	1	13	1986	2	1045	C-	FR	62,800	28-APR-17	55,000	
ED05-068.17-01-67.00	8	R10	31 WASHINGTON ST	1	1	1960	2	1248	C	GD	116,000	14-APR-17	132,000	
ED05-068.17-03-58.00	10	R10	240 N AMERICAN AVE	1	3	1940	1	1265	C	AV	110,300	25-APR-17	183,900	
ED05-068.19-05-44.00	14	R10	189 LEXINGTON PL	1	13	2007	3	2034	C+	GD	155,400	11-APR-17	173,650	
ED05-076.03-05-91.00	11	R10	55 WELLINGTON AVE		1	2016	2	2772	B+	AV	266,700	07-APR-17	309,900	
ED05-076.05-04-01.102	102	R50	87 PAR HAVEN DR	1	20	1978	1	1177	C-	AV	48,400	20-APR-17	33,000	
ED05-076.06-02-01.00-	103	R50	1 FOX HALL	1	20	1973	1	779	B	GD	56,200	12-APR-17	53,000	

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
611														
ED05-076.06-02-01.00-	103	R50	11 FOX HALL	1	20	1973	1	939	B	GD	64,800	12-APR-17	58,000	

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
634														
ED05-076.11-01-14.00	10	R10	949 BEDFORD DR	1	3	1987	1	1512	C	AV	137,600	07-APR-17	96,000	
ED05-076.13-01-43.00	14	R10	124 THAMES DR	1	13	1995	2	2016	C+	AV	114,000	24-APR-17	110,000	
ED05-077.06-01-84.00	8	R10	235 BAYARD AVE	1	3	1950	1	1299	C+	FR	132,400	20-APR-17	173,500	
ED05-077.07-06-17.00	6	R10	313 NOB HILL RD		14	2017	1	1352	B-	AV	181,900	07-APR-17	218,685	
ED05-077.07-06-51.00	6	R10	702 MARTA DR		1	2017	2	1920	B-	AV	191,000	10-APR-17	222,590	
ED05-077.07-06-94.00	6	R10	213 NOB HILL RD		1	2017	2	1680	B-	AV	187,800	11-APR-17	218,065	
ED05-077.10-01-35.01	4	R10	411 COWGILL ST	1	2	1955	1	824	D+	FR	69,600	24-APR-17	105,000	

CITY MANAGER'S MONTHLY



REPORT

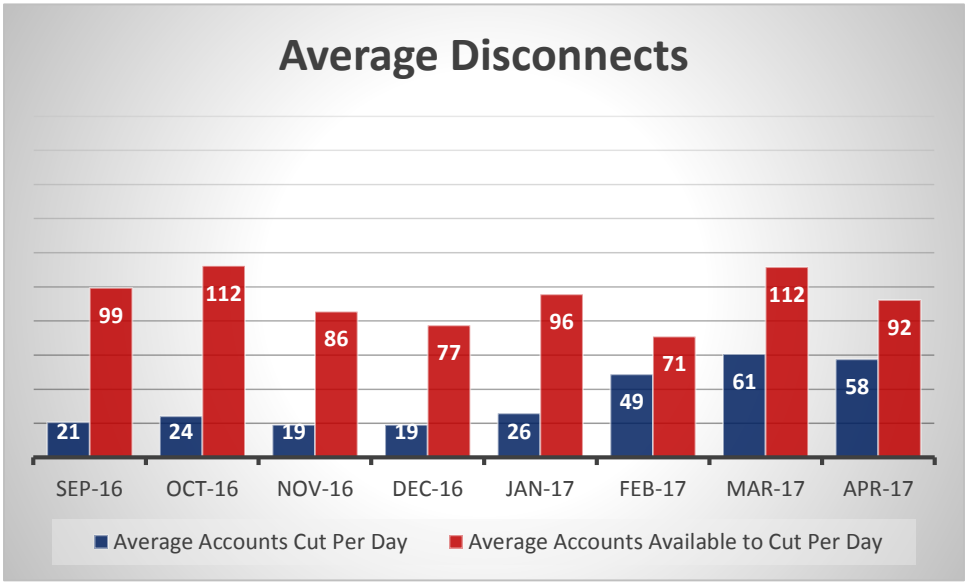
APRIL 2017

City of Dover
Customer Services Department

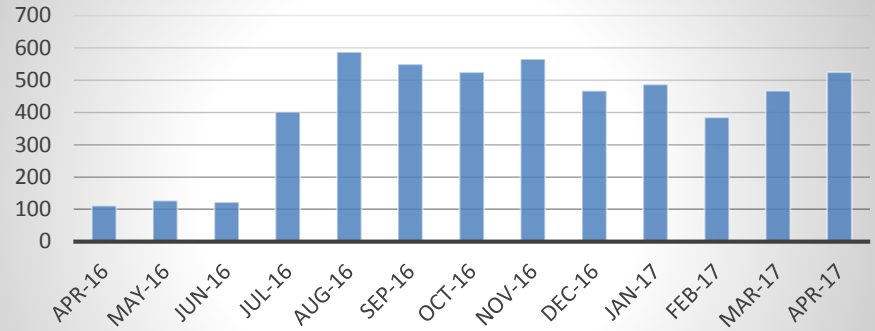
Major Program Updates	Apr 2017	Apr 2016	Difference	FY 2017 Year-to-Date	FY 2016 Year-to-Date
Number of Customers Served	18,633	20,051	(1,418)	226,251	209,976
Final Bills	470	563	(93)	7,045	6,816
Estimated Bills	165	184	(19)	2,094	2,287
Penalties Posted	$ 6,984	$ 7,061	(77)	$ 68,906	$ 138,922
Extensions of Credit - Amount Extended	$ 128,348	$ 27,830	100,518	$ 1,228,181	$ 871,807
Balance Transfers	$ (138)	$ 51,871	(52,009)	$ 1,738	$ 226,955
Utility Collections	$ 16,334	$ 20,710	(4,376)	$ 243,668	$ 391,856
Miscellaneous Bill Payments	$ 103,240	$ 124,669	(21,429)	$ 1,386,855	$ 1,240,622
Taxes Levied	$ 234,345	$ 245,956	(11,611)	$ 234,345	$245,956
Tax Billing Adjustments	$ 16,432	$ -	16,432	$ 16,432	$0
Total Taxes Collected	$ (56,184)	$ 240,585	(296,769)	$ (56,184)	$96,209
Taxes Outstanding	$ 194,593	$ 149,747	44,845	$ 194,593	$149,747

Disconnect Summary Report

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
% of Cust Cut	21%	21%	22%	25%	27%	69%	54%	62%
% of Total $ Cut	22%	18%	16%	24%	31%	68%	66%	63%
Total Days Available to Cut	20	20	21	22	22	16	13	16
Average Accounts Cut Per Day	21	24	19	19	26	49	61	58
Average Accounts Available to Cut Per Day	99	112	86	77	96	71	112	92
Total on original list	1986	2247	1797	1702	2102	1134	1451	1476
Total $ on original list	$649,386.35	$863,317.64	$782,883.39	$636,019.34	$675,694.36	$373,545.84	$371,175.90	$362,563.80
Total Actual Cust Cut	411	482	402	419	570	779	788	922
Total $ of Actual Cut	$140,573.47	$155,769.34	$124,907.89	$154,000.16	$212,407.49	$255,781.83	$243,763.03	$229,928.08

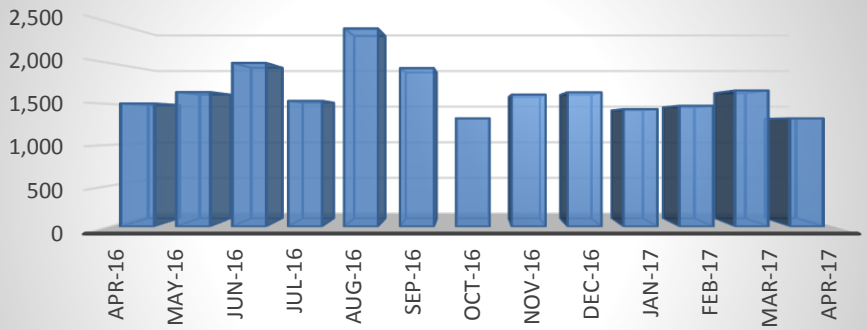


Payment Agreements / Extensions



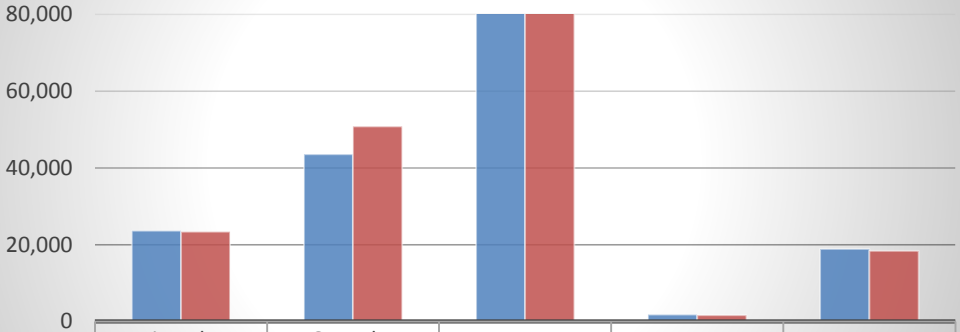
	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
Series1	111	127	122	402	587	549	525	565	467	487	385	467	525

Work Orders Processed



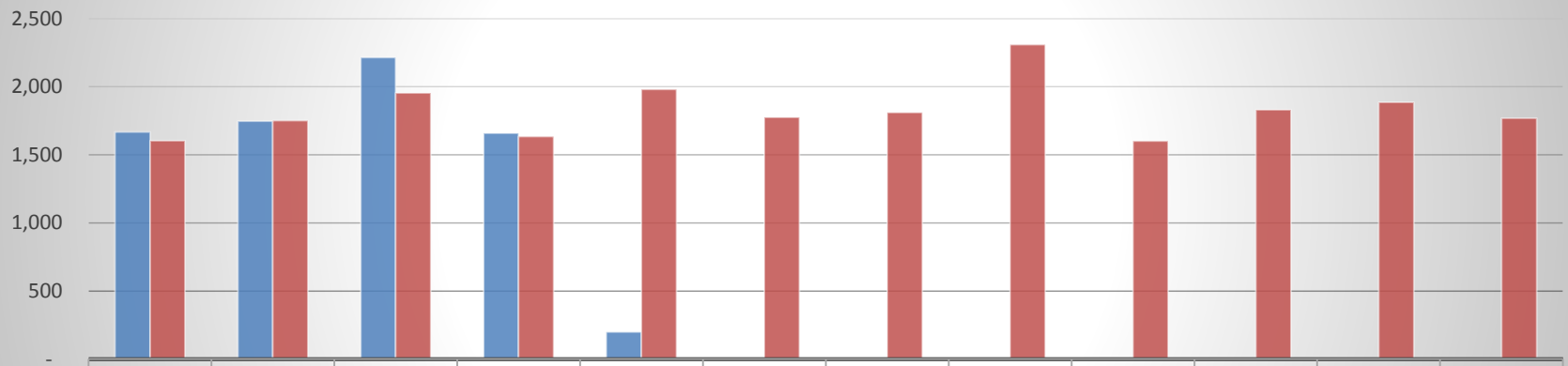
	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
Series1	1,507	1,646	2,002	1,539	2,423	1,939	1,325	1,615	1,643	1,437	1,478	1,665	1,325

CUSTOMER PAYMENT USAGE



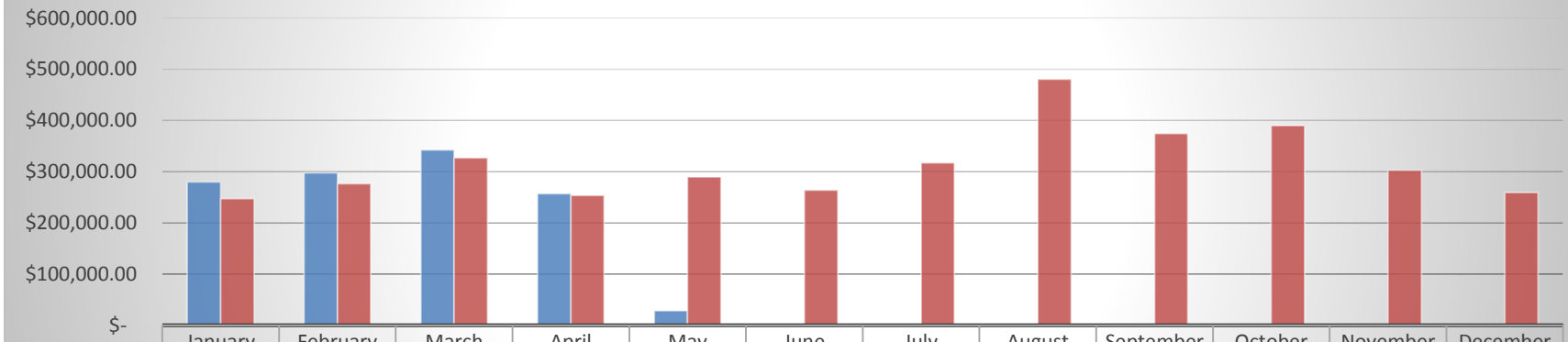
	Drive-Thru Window	Over the Counter	Mail, Drop Box	Credit Cards	Bank Drafts
2017 YTD	23,656	43,554	153,376	1,795	18,880
2016 YTD	23,395	50,860	148,588	1,612	18,438

Total Accounts Bank Drafted



	January	February	March	April	May	June	July	August	September	October	November	December
2017	1,668	1,747	2,214	1,660	200	-	-	-	-	-	-	-
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.	$342,455.	$256,771.	$28,625.5	$-	$-	$-	$-	$-	$-	$-
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	
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
Mar 17	108.2
Apr 17	107.03

Total System Load	
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
Mar 17	60,690
Apr 17	54,062

Month	*outages*	*customers*
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
Mar 17	4	160
Apr 17	4	114

Number Customers Gained	
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
Mar 17	15
Apr 17	58

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
28.4	25.64	45.94

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**
4	26	43 Minutes	33.26 Minutes

PROGRAM UPDATES	APR 17	APR 16	FY17 YTD
Tree Trimming	283	267	6030
Number of Oil Releases	0	0	0
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	58	29	574

HUMAN RESOURCES

April 2017

Category	April 16	May 16	June 16	July 16	August 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	March 17	April 17	Total
Caucasian*	301	302	301	297	294	296	301	302	300	299	296	293	290	n/a
Minorities*	67	70	70	70	69	71	72	72	71	71	71	72	73	n/a
Hired	3	3	3	3	0	5	9	3	1	5	1	5	1	42
Terminated/Resigned/ Retired/Other	2	0	4	8	4	1	1	2	4	6	4	7	3	46
Transferred/Promoted	4	0	1	2	2	2	0	0	2	2	0	1	1	17
Jobs Posted	10	2	3	5	7	3	3	1	7	2	6	7	5	61
Workers Comp. Injuries	4	2	0	3	3	3	6	3	0	2	2	2	2	32
Workers Comp. Hours	73	0	32	271	340	171	254	319	342	259	252	397	275	2985

339 Full-time Employees: Part-time Employees: 26 (*3 Pitts Center, 1 Recreation, 16 Library, 0 Customer Service, 1 Central Services, 4 Police Department, 1 Information Technology) -Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

Position Hired: Customer Service Representative II (Collections)
Position Terminated/Resigned/Retired: Evidence Technician (Police Department); Communications Operator (Police Department), Customer Service Manager
Position Transferred: Crew Leader (Water/wastewater) to Water/wastewater Maintenance Supervisor
Positions Posted: Electric Meter Technician; City Manager; Public Works Inspector, Communication Operator

Recruitment Information

(Positions closed in April)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Two or More	Unknown	In Dover	Out Dover
Electric Meter Tech (In-house)	1	-	1	-	-	1	-	-	-	-	-	-	1
Playground Leader I/II	57	35	20	2	27	15	3	1	-	5	6	37	20
Engineering Fieldman (In-house)	3	-	3	-	-	3	-	-	-	-	-	-	3
Lead Laborer	12	1	9	2	3	7	-	-	-	-	2	3	9
Billing Supervisor	51	29	13	9	9	27	2	-	-	3	10	20	31

Open or Currently Recruiting*

Open or Currently Recruiting By Department	April 16	May 16	June 16	July 16	August 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	March 17	April 17
Electric	5	5	3	4	4	3	3	4	4	4	4	4	4
Public Works	10	10	12	11	13	11	5	6	6	5	5	6	6
Police	4	1	2	2	3	2	1	1.5	3	5.5	6	7.5	9.5
All Other Departments	7	7	8	9.5	10	9	9	14	13.5	11.5	11.5	12	10
Totals	26	23	25	26.5	29	25	18	25.5	26.5	26	26.5	29.5	29.5

**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); Public Works Inspector, Gardener I, Water/wastewater Crew Leader
Police: (5) Cadet; LAN Analyst, (3) Police Officers, (2) Communication Operator; Evidence Technician
All Other Departments: City Manager, Director Planning & Inspections, (1) Customer Service Clerk I (Customer Service); (1) Field Service Representative I (Customer Service-Meter Reading), LAN Analyst (Information Technology); Billing Supervisor (Customer Service); (2) Customer Service Clerk I (part-time); Customer Service Supervisor; Planner; (2) Library Clerk (part-time)

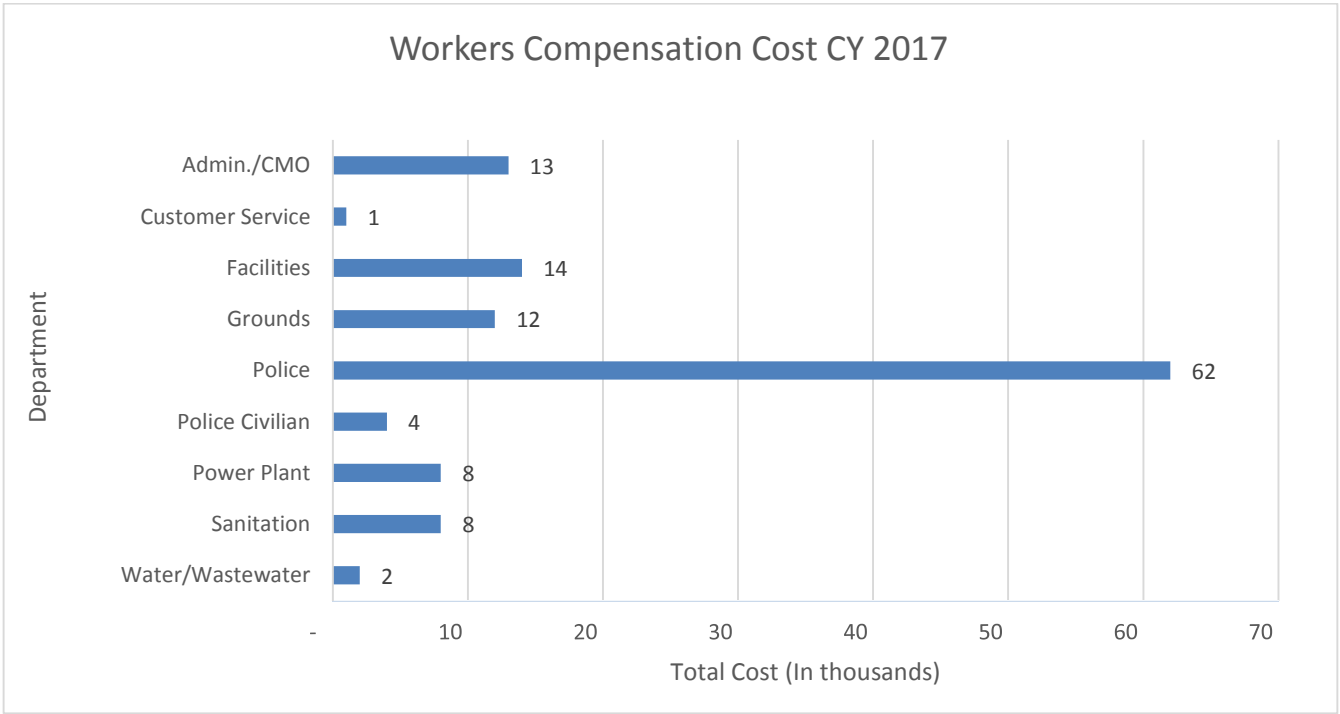
HUMAN RESOURCES
(Continued)

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	4.93
Termination Turnover %	0.27	1.08	0.29	1.47	.57	.28	.54	.27
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	7.56	6.24	2.46
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	4.20	1.90	2.19
2012 Healthcare cost sharing implemented								
2013 Healthcare cost sharing implemented for DOE								
2016 RIF in Economic Development								

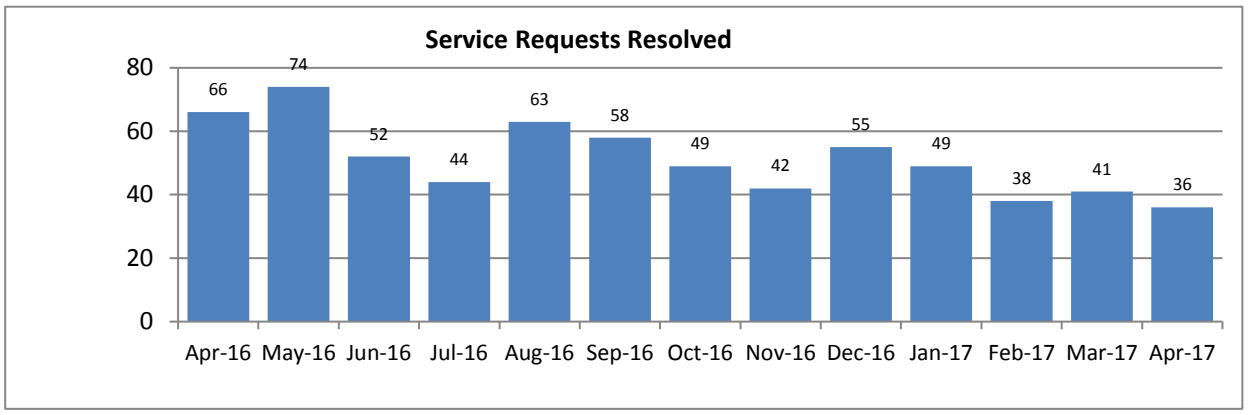
Average Employees

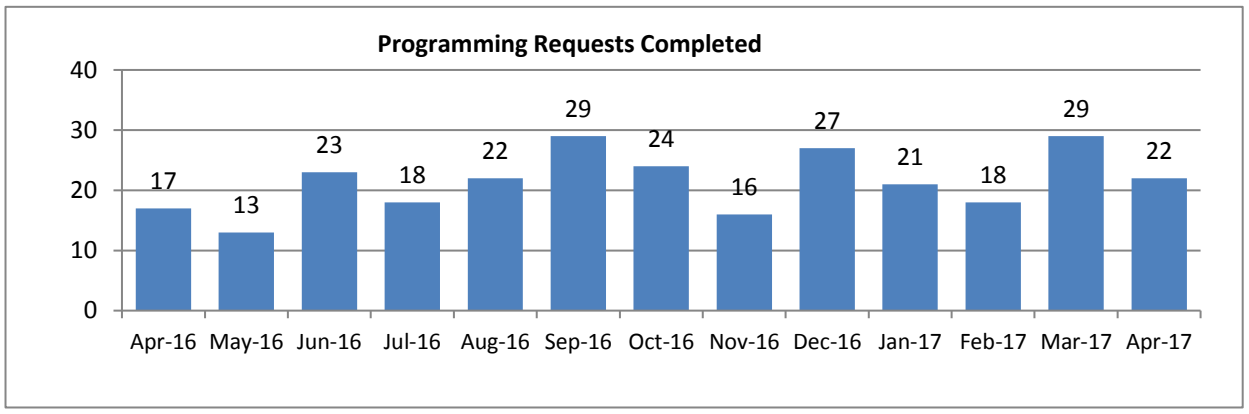
	2010	2011	2012*	2013*	2014	2015	2016	2017
Total Number of Employees Separating from Service	21	25	38	37	21	42	32	18
Average Number of Full-time Employees	362	356	333	325	331	333	340	341
Average Number of Part-time Employees	16	15	12	14	18	24	28	24
*** Healthcare cost sharing implemented**								

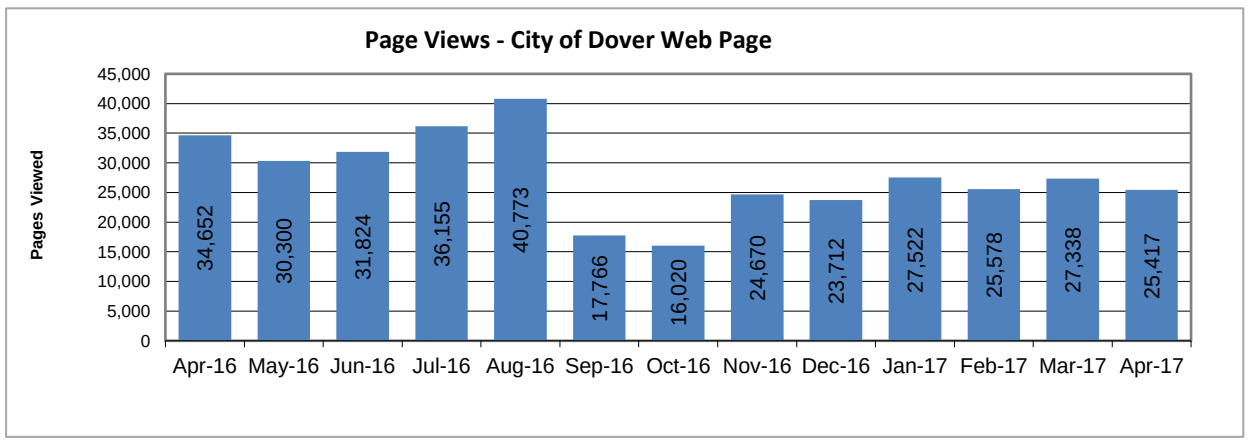


Total $124,000

INFORMATION TECHNOLOGIES







Noteworty:
Facilitated first remote interview via Skype.
Conducted interviews for LAN Analyst for Dover PD and City of Dover
Continued work with Berry Dunn. Completed scoring of RFP's

April 2017
Monthly Report

DOVER PUBLIC LIBRARY

Highlighted Special Events & Attendance:

Artistic Excellence: Art In Action	65
Family Storytime: Bob the Builder	80
Teen Job Fair	215

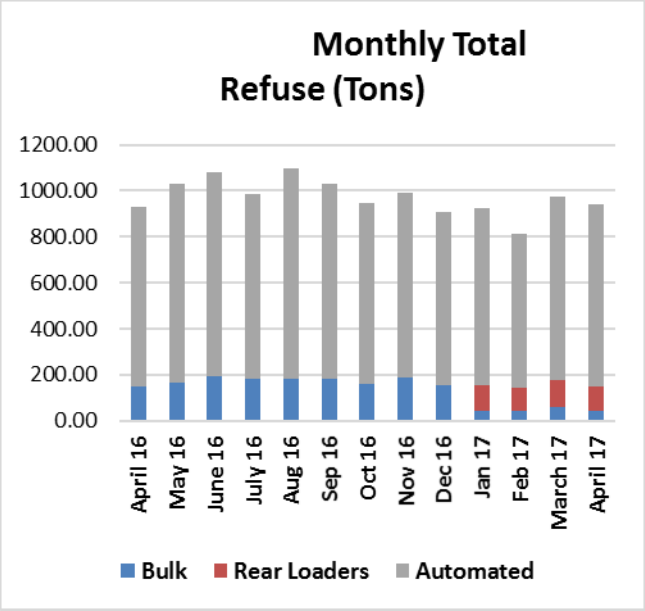
Total Items Checed Out:	29,459				**Programs:**	**Offered**	**Attended**
E-books:	2,377						
					Adult	41	1,073
New Library Cards:	295				**Teens**	33	243
					Children	49	930
Library Card Holders:	40,614				**Job Center**	31	533
Service Area Population:	*59,354*						
Library Visitors:	22,636						
Meeting Rooms Usage:	1,357						
Computer Users:	3,929						
Wireless Users:	1,846						
Items Loaned to/Received from Other Libraries:	6,459						

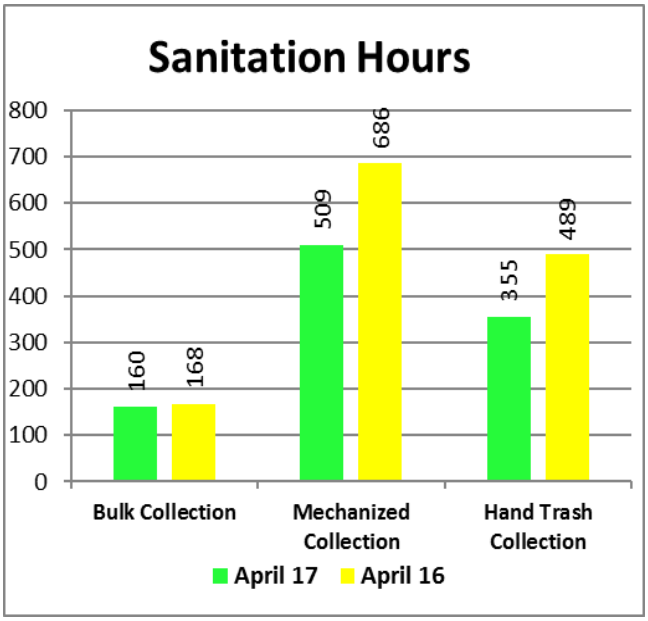
PUBLIC WORKS

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

Sanitation





	APRIL 17	FYTD 17	APRIL 16	FYTD 16
Trips to DSWA Sandtown Landfill	158	1,726	165	1,698
Total Tonnage to DSWA	940.65	9,611.36	928.34	9,602.31
90-Gallon Containers Delivered	58	687	59	572
300-Gallon Containers Delivered	0	0	0	0
Total Man Hours-containers Delivered	20	292	18	172

CURBSIDE RECYCLING STATS STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
April 2017	18,808	9,404	260,960	13.87

Streets	APRIL 17	FYTD 17	APRIL 16	FYTD 16
Signed Installed	17	334	17	61
Signs Repaired	13	120	17	89
Curbs Painted Yellow (feet)	7,069	10,392	12,717	13,998
New Post Installed	20	147	14	75
Storm Catch Basins Repaired	0	10	0	11
Storm Catch Basin Repairing (Hrs.)	0	20.5	6	69
Storm Catch Basins Cleaned	3	70	2	322
Storm Catch Basins Cleaning (Hrs.)	2	76	3	80
Hot Mix Patching (Tons)	2.99	3	8	24
Hot Mix Patching (Hrs.)	8	8	8	24
Cold Mix Patching Hrs.)	10.3	108.00	9	80
Concrete Work (Hrs)	0.5	63	24	76
Concrete Patching (Cubic Yards)	0	5.57	7.75	8
Ditch Work (Hrs).	4	16	0	28
Street and Alley Maintenance (Hrs)	0.0	86	0	88
Street Sweeping (Miles)	137	11,645	1,434	10,026
Street Sweeping (Cubic Yards)	80	738.5	96	840
Leaves Collected (Cubic Yards)	600.0	12,640	138.5	12,131
Leaf Collection (Miles)	382	458	208	7,848

GROUNDS

Work Orders

Total Work Orders = 13	General = 2	Arborist = 11

Arborist Crew	April 2017	April 2016
Trees Trimmed	27	21
Trees Removed	32	2
Stumps Removed	4	0
Root Pruning	2	0

Beautification Crew

Transplanted plugs into pots.
Planted hanging baskets.
Removed bulbs.

Mowing Crew

Mowing crews began mowing on the April 10th
Contractor began mowing on April 17th

Athletic Field Maintenance

Prepped athletic fields for upcoming spring season.
Lined athletic fields
Filled, dragged, and prepped infields

Litter Removal

Litter person has been doing an outstanding job with emptying trash cans and picking up litter.

Miscellaneous

Removed weeds, and woody plants from storm water management areas.
Cleaned up and mowed City owned properties on S. New Street

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

City Clerk's Office	Created Polling Place Locator application for District 1 special election.
City Clerk's Office	Coded the voter list for the City Municipal Election.
Other	Reviewed ERP proposals and score.
Other	Created and printed 10 additional Community Maps for Dover Fire.
Parks & Recreation	Ran Aerial Golf for the Youth Government Day event.
Planning & Inspections	Matched a list of parcels with their Zoning.
Public Works	Modified existing lateral feature class and added it to the Water Systems App.
Public Works	Created Python script for added lateral data.
Public Works	Created a water meter shapefile using an excel spreadsheet.
Public Works	Resolved Wild Meadows Location ID issue.
Public Works	Resolved more Wild Meadows Location ID / addressing issues.
Public Works	Monthly Recycling Customer Update.
Public Works	Updated the Parcels, Rentals, and Active AHIs layers.

FLEET AND FACILITIES MANAGEMENT

Fleet Maintenance

PM Work Orders Completed:	**47**	Number of Tire Repairs:	**11**	Number of Road Repairs:	**11**
Other Work Orders:	**63**	Repair Hours:	**303**	Road Repair Hours:	**14**
Total Work Orders:	**110**	Fabrication Hours:	**32**	Misc. Hours:	**42**
PM Hours:	**124**				

 # Of Scheduled PM's: 40
 # Of Scheduled PM's: Completed: 17

Major Program Updates

MEASURE	April 2017	April 2016	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	17 out of 40 42.50 %	2 out of 40 5.00 %	**+37.50 %**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	26 out of 26 100 %	29 out of 29 100 %	**0 %**
Facilities - Emergency work orders completed within 2 days *(Quantity and*	2 out of 2 100 %	3 out of 3 100 %	**0 %**

Water/Wastewater Divisions

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

	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	March 17	April 17
Total Water Prod.	173,574,000	122,328,000	132,009,000	139,873,000	126,731,000	153,874,000	142,087,000
Billed Consumpt.	159,687,000	133,279,000	114,760,000	114,760,000	150,473,000	120,373,000	127,958,000
Total Flow to County	169,995,000	114,255,000	114,682,000	141,147,600	115,346,000	120,431,000	123,927,000
City Readings	147,838,447	150,270,118	136,196,345	142,470,400	148,506,989	134,835,733	135,076,400

ENGINEERING SUMMARY

Major Program Updates	APRIL 17	APRIL 16	DIFF	FY17 YTD	FY16 YTD
State and Federal Violations	0	0	0	0	0
Water Quality Complaints	6	25	-19	112	88
Plan Review Completed Within 30 days of Submission	8	8	0	64	84

OPERATIONAL SUMMARY

Task	APRIL 17	APRIL 16	CURRENT FY
Water Production - Daily Average	4,736,233	5,316,100	1,574,730,000
Average Field Response Time (goal is <30 minutes)	13.50	18.64	16.79
Water Mains Repaired	0	2	16
Water Service Lines Repaired	5	0	15
Wastewater Mains Repaired	0	0	4
Wastewater Service Lines Repaired	0	1	5
Sewer Lines Flushed - linear feet	43,600	19,388	465,296
Sewer Mains Videoed -linear feet	5,838	514	15,344
Total Fire Hydrants in Service	1,839	1,820	1,839
Total Water Meters in City Distribution System	14,589	14,435	14,589

Monthly Management Committee Update

April 2017

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

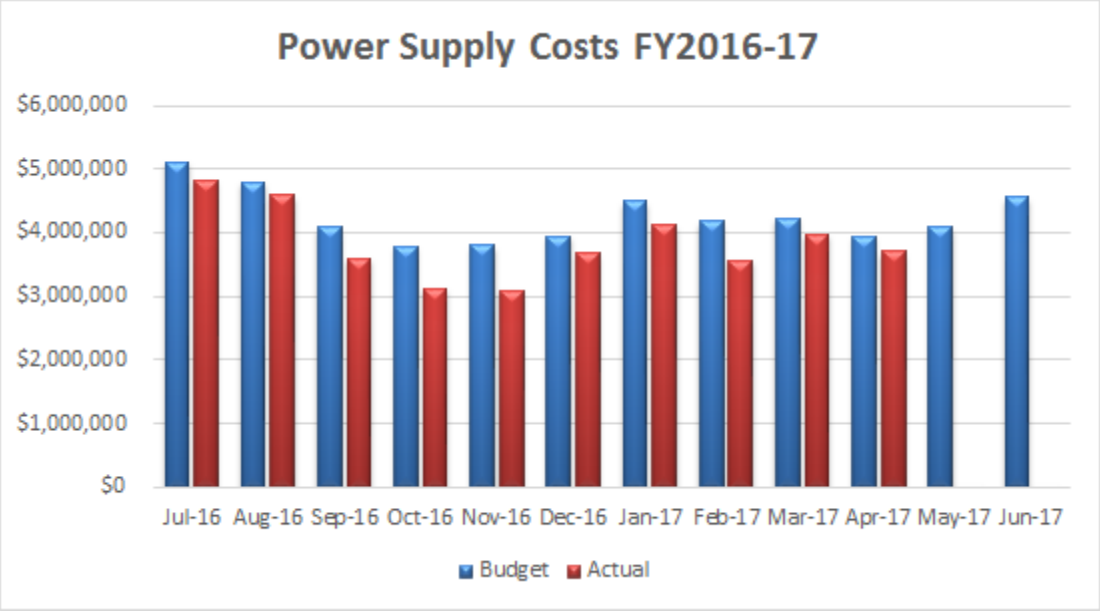
Date:
April 23, 2017

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Appendix: PJM Invoice **29**

I. EXECUTIVE SUMMARY

POWER SUPPLY SUMMARY



Overall Power Supply costs were $228,565 below budget, predominantly driven by lower PJM-Energy, Congestion and Losses and PJM-ARR Transmission and Fees. PJM Energy, Congestion and Losses charges stepped down month to month to $436,669.

Dover's budgeted cost for all power supply (capacity AND energy) was $71.37/MWh. The actual cost of all power supply (capacity AND energy) was $67.63/MWh.

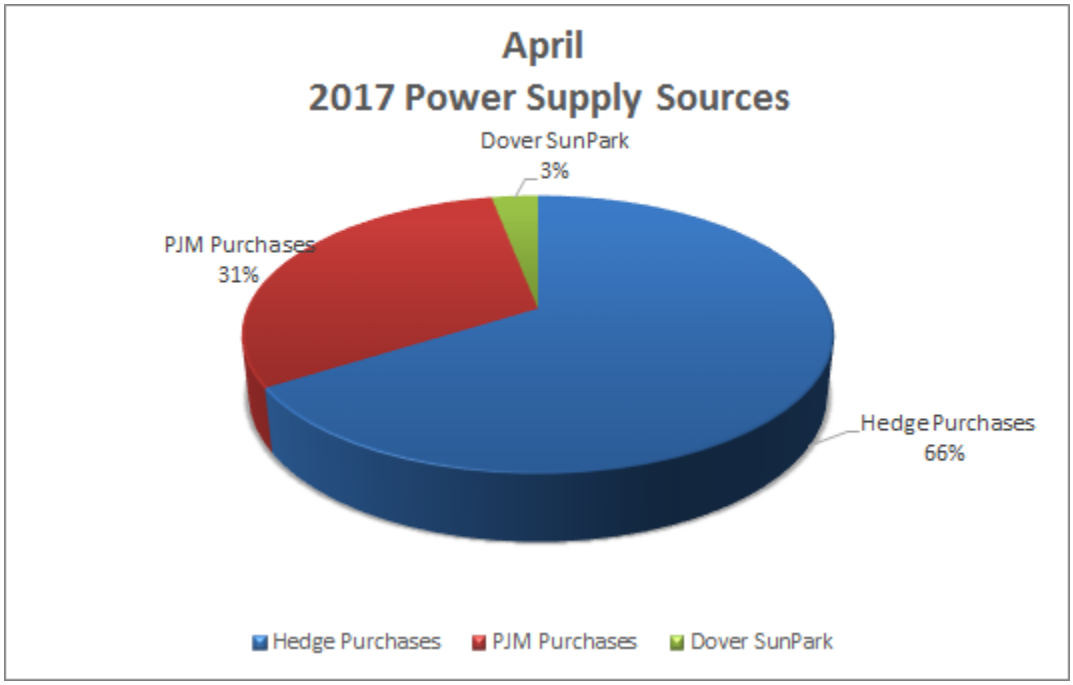
The actual cost of energy alone was $38.51/MWh as opposed to a budgeted energy cost of $41.91.

Dover's total load was 54,876 MWh versus a forecasted load of 55,200 MWh. Hedge purchases totaled 36,240 MWh, which was 66% of the actual load.

Dover's planned energy purchase from the SunPark solar installation was 2,100 MWhs. Dover's actual energy purchase from the SunPark installation was 1,666 MWhs.

Purchases from PJM (energy and fees) totaled $1,933,944. PJM Revenue (Generation Credits) totaled $654,497. The Grand Total owed to PJM for the month of April $1,279,447.

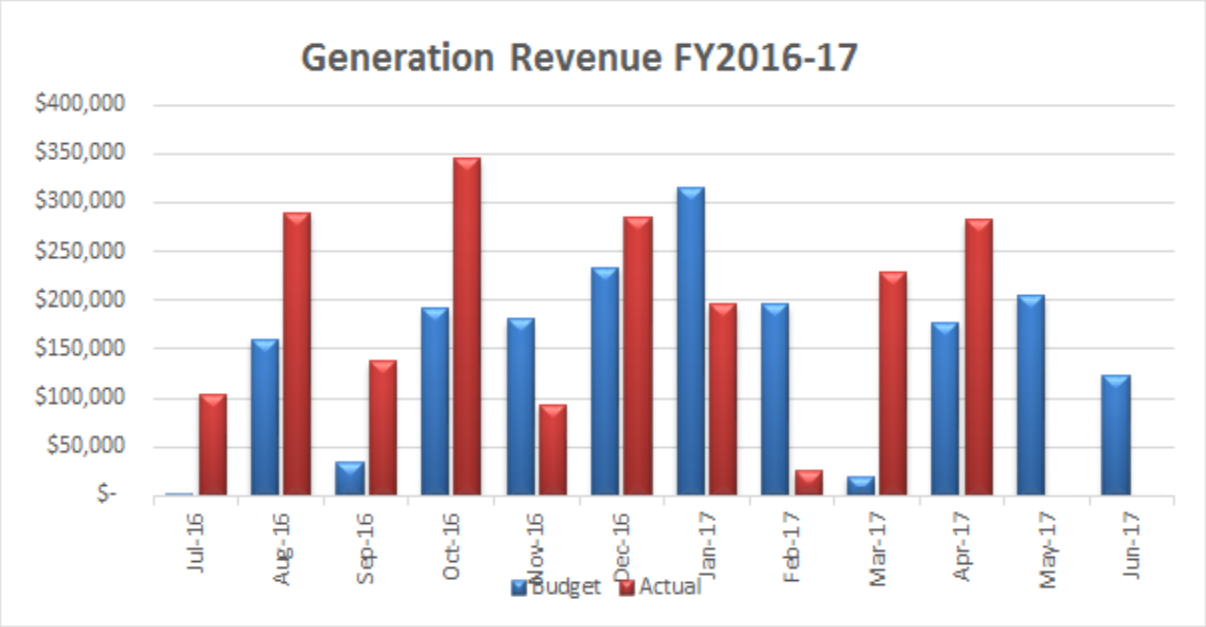
Supply Source Summary



Supply Variance

Purchased Power Variance Report:	April		
	Budget	**Actual**	**Variance**
Gross Load	55,200	54,876	324
Wholesale Load	53,100	53,210	(110)
Hedged Volume (MWh)	29,240	36,240	(7,000)
Unhedged Volume (MWh)	23,860	16,970	6,890
Dover SunPark Volume (MWh)	2,100	1,666	434
Renewable Energy Credits Volume	315	231	84
Hedged Cost ($/MWh)	$ 41.35	$ 39.77	$ 1.58
Unhedged Energy Cost ($/MWh)	$34.82	$25.73	$9.09
Solar Energy Cost ($/MWh)	$130.14	$141.38	($11.24)
Energy Costs ($/MWh)	**$41.91**	**$38.51**	**$3.39**
All-in Costs - Energy, Capacity and RECs ($/MWh)	**$71.37**	**$67.63**	**$3.74**

GENERATION SUMMARY



Net Generation Revenue for the month of April was $282,307 versus a budgeted revenue of $177,744.

Generation Breakdown:

City of Dover

Monthly Wholesale Generation

April 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	$	612,326.40	
	Reactive Supply and Transmission Losses	$	42,170.76	
	Subtotal: PJM - Capacity	$	654,497.16	F
All in Generation Margin				
	All in Generation Margin Total	$	654,497.16	(G = C + F)

EMISSIONS SUMMARY

Emissions Allowance and Solar Renewable Energy Summary through April 30, 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	$0.50	17,003	$8,502
Total			**$8,502**

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).

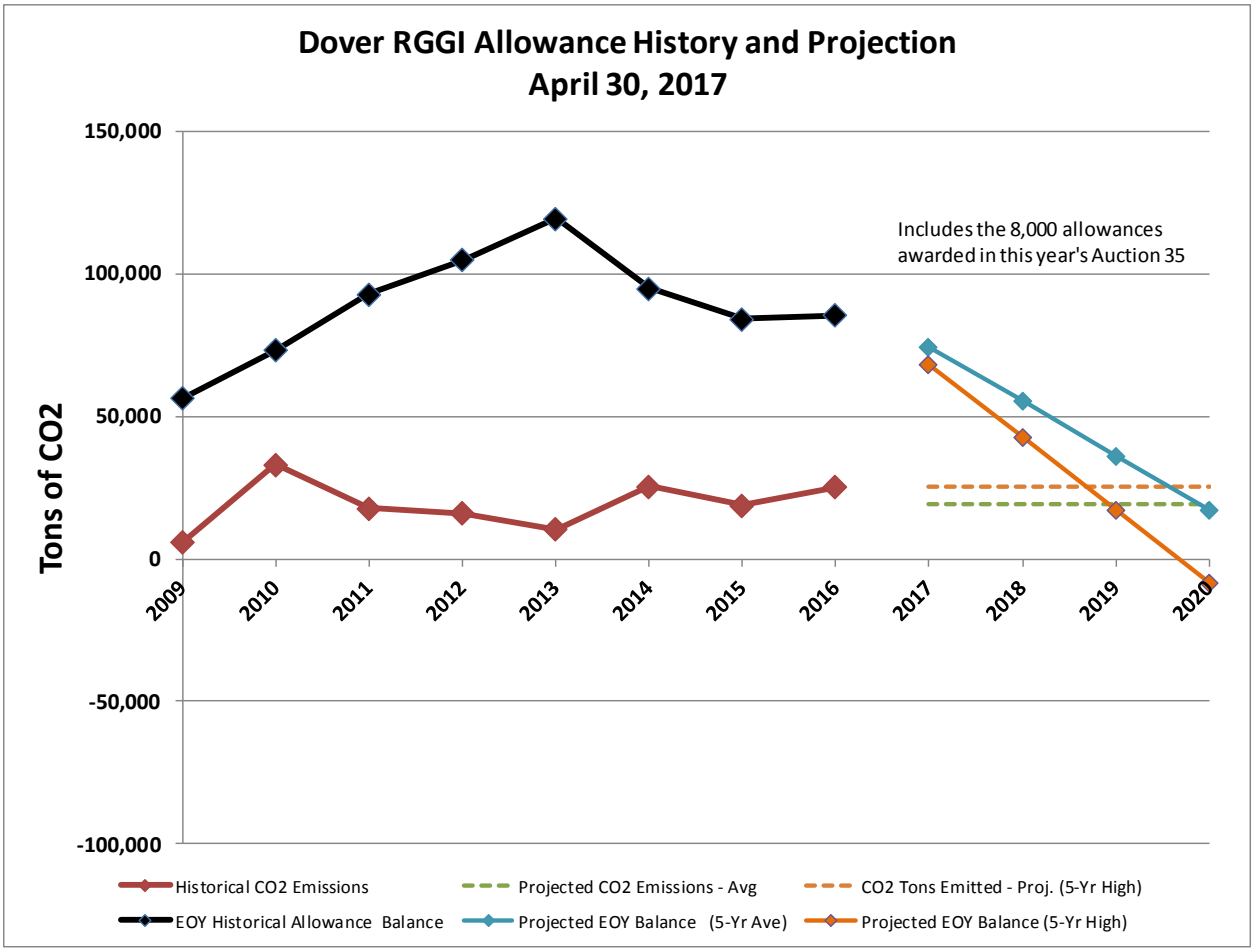
Dover had more than a sufficient number of RGGI allowances allocated to it to cover its requirements through the first compliance period (calendar years 2009-2011) and second compliance period (2012 – 2014). Any unused allowances are carried over ("banked") for subsequent years. The table below includes 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] May 16, 2017 Daily Power Report by SNL Energy

Dover, DE RGGI Allowance History and Forecast - April 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. (5-Yr Avg)	CO2 Tons Emitted - Proj. (5-Yr High)	Projected EOY Balance (5-Yr Ave)	Projected EOY Balance (5-Yr 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	85,502				
2017	0	**8,000**	N/A	74	93,428	19,115	25,426	74,312	68,002
2018	0		N/A			19,115	25,426	55,197	42,576
2019	0		N/A			19,115	25,426	36,082	17,150
2020	0		N/A			19,115	25,426	16,967	-8,276

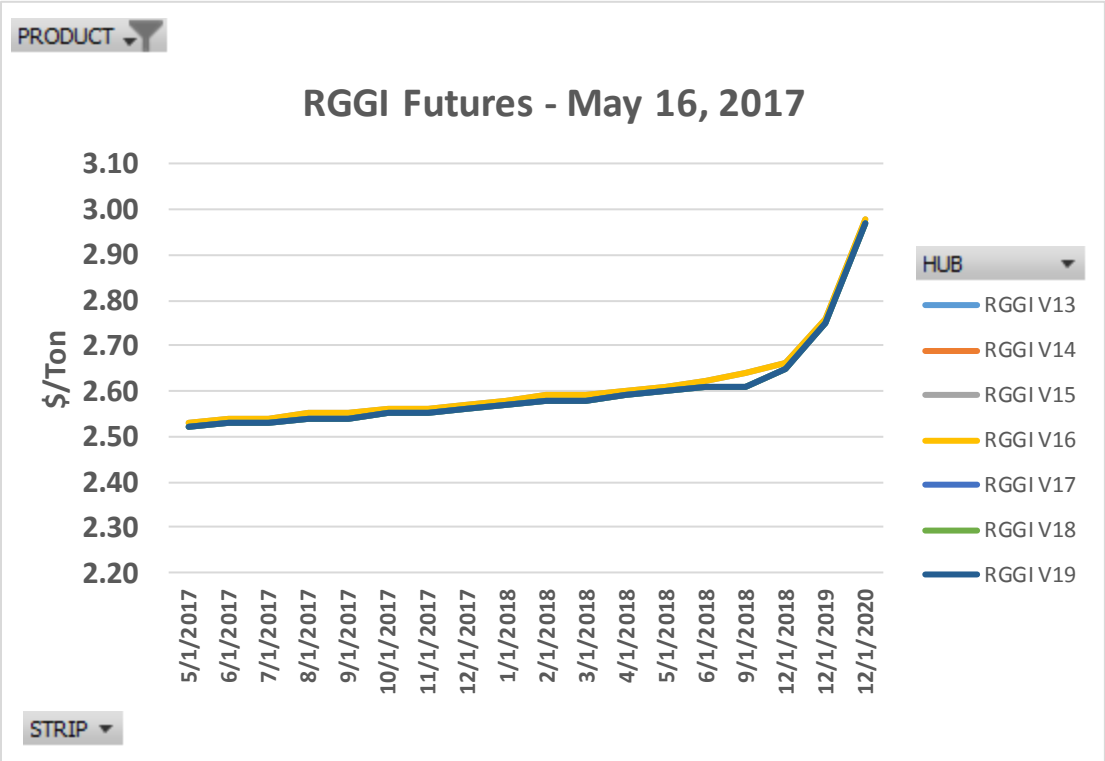
Subject to verification to NAES report.



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

The RGGI market has been in a quiet news cycle during the past month as we are still several weeks away from the next quarterly auction and the next stakeholder review meeting will not occur until early summer. Given the lack of any major news to drive prices during the past month, the path of least resistance continued to be to the downside. The prompt month contract fell $0.37 month/month to $2.53 based on the May 16 settle. In related news, Virginia Governor McAuliffe announced on May 16 an executive directive that could pave the way for the creation of a cap-and-trade program to limit power plant emissions in the state and SNL Energy reported that this program could eventually be linked to RGGI at some point in the future if implemented.



Based on the May 16, 2017 ICE price of $2.53/ton for the May 2017 futures contract, the estimated market value of Dover's existing 93,428[2] ton RGGI allowance bank is $236,372.

The next RGGI auction will be held on June 7, 2017. The Cost Containment Reserve will be 10 Million tons with a CCR price of $10.00/ton. The reserve price for 2017 is $2.15. Dover has submitted its intent to bid for the upcoming auction and the deadline to post security interest ahead of the auction, if Dover elects to participate, is May 31, 2017.

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.

[2] Subject to verification from RGGI COATS account.

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

Through the end of generation month March 2017, Dover had accumulated a net total of 7,729 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.

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 pricing data for Pennsylvania SRECs from Karbone and 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	$5.00	2,685	266.3	80	7.1	2,864.2	14,321
2015/2016	$5.50	2,586	168	0	0	2,754.0	15,147
2016/2017	$6.00	2,111	0	0	0	2,111.0	12,666
Totals		**12,256**	**1,208.20**	**4,954**	**781**	**7,729.2**	**$42,134**

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

The front planning year Forward prices had a slight change month to month.

PY	Hedge Ratio	Blended Cost ($/MWh)	Monthly Change ($/MWh)
2016-17	68%	$ 37.26	($0.03)
2017-18	56%	$ 38.37	($0.08)
2018-19	88%	$ 37.47	$0.01
2019-20	80%	$ 34.76	$0.01
2020-21	56%	$ 33.69	$0.07

II. BUDGET REPORT

	Budget Apr-17	Actual Apr-17	Variance
Gross Load	55,200	54,876	324
Power Supply			
Hedged Energy	$1,209,100	$1,441,292	($232,192)
PJM - Energy, Congestion & Losses	$830,900	$436,669	$394,231
PJM - ARR, Transmission and Fees	$633,650	$632,666	$984
Dover SUN Park Energy	$273,300	$235,504	$37,796
Dover SUN Park RECs	$31,900	$30,744	$1,156
RECS (Solar and Non-Solar)	$56,100	$0	$56,100
RGGI Credit Costs	$0	$0	$0
Management Fees	$69,583	$69,583	$0
PJM - Capacity UCAP Obligated Purchased	$835,100	$ 864,609.30	($29,509)
Subtotal - Power Supply	$3,939,633	$3,711,068	$228,565
Power Generation O&M			
Plant O&M	$459,325	$372,190	87,135.00
Subtotal Generation O&M	$459,325	$372,190	$87,135
Power Generation Production Margin			
PJM - Economic and reliability dispatch	($1,347)	$0	($1,347)
Fuel Costs - Natural Gas	$35	$0	$35
Fuel Costs - Oil	$0	$ -	$0
Testing Costs	$5,542	-	$5,542
Subtotal Generation Production Margin	$4,231	$0	$ 4,231
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	($611,300)	$ (612,326.40)	$1,026
Emissions Allowance Sales	$0	$ -	$0
Reactive Supply - Gas	($30,000)	$ (42,170.76)	$12,171
Subtotal - Non-Production Revenue	($641,300)	$ (654,497.16)	$13,197
SubTotal - All Generation	($177,744)	$ (282,307.16)	$104,563
Total - Utilities Cost	$3,761,889	$3,428,760	$333,128
Unit Costs			
Total - Power Supply	$71.37	$ 67.63	$3.74
Total - Power Generation	($3.22)	($5.14)	$1.92
Final Cost of Service to City of Dover Ratepayers	$68.15	$62.48	$5.67

April Variance Analysis

- **Power Supply**
  - Dover consumed 324 MWh less than forecasted for the month.
  - Dover saw an unfavorable variance for budgeted Hedged Energy of $232,192.
  - Dover experienced a favorable variance for budgeted PJM - Energy, Congestion & Losses of $394,231 and a favorable variance for PJM ARR, Transmission and Fees of $984.
  - The City of Dover realized a favorable variance of $228,565 for power supply vs. the monthly budget.
  - Dover Sun Park generated 434 MWhs less than forecasted.
  - This resulted in a net power supply cost positive budget variance of $3.74/MWh below budget.
- **Generation**
  - Non Production Revenue had a favorable variance of $13,197.
  - Net All Generation Revenue had a favorable variance of $104,563.

	Budget YTD	Actual YTD	Variance
Gross Load	630,200	643,584	(13,384)
Power Supply			
Hedged Energy	$ 14,009,900	$17,173,992	$ (3,164,092)
PJM - Energy, Congestion & Losses	$ 10,158,200	$4,189,938	$5,968,262
PJM - ARR, Transmission and Fees	$ 6,336,550	4,768,405	$1,568,145
Dover SUN Park Energy	$ 1,759,800	$1,870,720	($110,920)
Dover SUN Park RECs	$ 283,200	$278,220	$4,980
RECS (Solar and Non-Solar)	$ 561,000	$504,900	$56,100
RGGI Credit Costs	$ 96,975	$9,080	$87,895
Management Fees	$ 695,830	$695,830	$0
PJM - Capacity UCAP Obligated Purchased	$ 8,462,700	$8,760,251	($297,551)
Subtotal - Power Supply	42,364,155	$38,251,337	$4,112,818
Power Generation O&M			
Plant O&M	$ 5,484,150	$ 4,864,277	$ 619,873
Subtotal Generation O&M	5,484,150	$ 4,864,277	$ 619,873
Power Generation Production Margin			
PJM - Economic and reliability dispatch	$ (780,411)	($1,365,973)	$585,562
Fuel Costs - Natural Gas	$ 295,621	$1,255,622	($960,001)
Fuel Costs - Oil	$ -	$1,123	($1,123)
Testing Costs	$ 55,417	$0	$55,417
Subtotal Generation Production Margin	(429,373)	($109,228)	$ (320,145)
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	$ (6,194,700)	($6,204,908)	$10,208
Emissions Allowance Sales	$ -	$0	$0
Reactive Supply - Gas	$ (300,000)	($536,692)	$236,692
Subtotal - Non-Production Revenue	(6,494,700)	($6,741,600)	$246,900
SubTotal - All Generation	$ (1,439,923)	($1,986,551)	$ 546,628
Total - Utilities Cost	$40,924,232	$36,264,786	$4,659,446
Unit Costs			
Total - Power Supply	$67.22	$ 59.43	$7.79
Total - Power Generation	($2.28)	($3.09)	$0.80
Final Cost of Service to City of Dover Ratepayers	$64.94	$56.35	$8.59

III. Operations Management

Operations Summary

Executive Summary:

During the month of April, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 839 days or through April 31, 2017 without a Lost Time Accident (LTI) and 745 days since the April 16, 2015 recordable accident. There was one (1) Near Miss reported in April 2017 at McKee Run Generating Station. One (1) Near Miss was reported when a Control Room Operator (CRO) noticed a contractor cutting metal fence posts with a band saw without a Hot Work Permit. The CRO stopped the job, explained why there was a work stoppage and issued a Hot Permit to continue working. No injuries or equipment damage sustained.

No McKee Run or VanSant Units were dispatched during the month of April by PJM, TEA or The City of Dover. The McKee Run Unit 3 remained in the spring outage until April 21, 2017 and was cleared for PJM dispatch at 1500 hours. The VanSant starting diesel was exercised four times during the month with no issues to report. The Operations Team completed two boiler hydro tests on Unit 3. One was conducted to locate the leaking tube and the second was to verify the repair was completed. The regional boiler inspection was on site to witness the repair hydro testing for certification documentation.

Monthly Budget Variance - The actual expenses for the month of April are $372,190 against a budgeted amount of $433,440 for a favorable variance of $61,250 or 14.13%. The variance was due to the following:

- PERSONNEL EXPENSES – A favorable monthly variance of $37,451 was due 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 – A favorable monthly variance of $7,460 was due to not purchasing replacement computers that were budgeted for April. This order has been placed through the city IT department and will be billed in May.

- ADMINISTRATIVE EXPENSES – An unfavorable monthly variance of $38,341 was primarily due to expenses for the Title V application permitting costs in Environmental Expenses. A portion of this unfavorable variance was offset by the timing of invoices for monthly electricity usage.

NAES Corporation
Dover, Delaware

April 2017 Monthly Report

This Report Prepared by the Staff and Management of NAES Corp.



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The New Fence Project looks Terrific!

Cover picture: NAES staff completed the fencing project at the McKee Run site. Picture above shows the west side electrical distribution yard access view before and after (top), and the south side perimeter of the electrical distribution yard, before and after (bottom).

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9.0 "Value Added" Accomplishments

1.0 Environmental, Health and Safety

During the month of April, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 839 days or through April 31, 2017 without a Lost Time Accident (LTI) and 745 days since the April 16, 2015 recordable accident.

There was one (1) Near Miss reported in April 2017 at McKee Run Generating Station. One (1) Near Miss was reported when a Control Room Operator (CRO) noticed a contractor cutting metal fence posts with a band saw without a Hot Work Permit. The CRO stopped the job, explained why there was a work stoppage and issued a Hot Permit to continue working. No injuries or equipment damage sustained.

During the month of April, 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.

As required by the NPDES permit, semi-annual storm water samples were collected on April 25, 2017 from Outfall 001, 004, 005 and 006 and analyzed for total recoverable iron and ph. The samples were sent to a certified laboratory for analysis and all samples were within the NPDES permit requirements. The City of Dover (COD) submitted the monthly electronic NPDES Discharge Monitoring Report (e-DMR) to DNREC which included the McKee Run storm water sample results from all outfalls.

Three (3) of NAES staff attended an 8-hour annual DOT/RCRA training class. All three received certifications of completion for the class. The Compliance Coordinator attended the four (4) day annual NAES Environmental Conference. A wide variety of air, water and waste topics were discussed that potentially impact the NAES fleet of sites.

As required by the current Title V air permit for McKee Run and VanSant, permit renewals were submitted to DNREC Air Quality for both McKee Run and VanSant on April 20, 2017. The permit renewal is due one year in advance to allow DNREC sufficient time to review the applications for completeness.

The COD submitted the electronic data reporting (EDR) to EPA for all first quarter operations. A submittal receipt was issued acknowledging that EPA received the data. The COD submitted the 2016 annual State and Local Emission Inventory Report (SLEIS) to DNREC. A submittal receipt was issued acknowledging that DNREC received the data.

1.1 Environmental, Health and Safety Tables

Environmental, Health and Safety Statistics			
	M	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	1	9	
Man Hours Worked	**3,851.5**	**40,919.25**	
Date of OSHA Recordable:	4/16/2015	**Days since last Recordable:**	**745**
Date of Lost Time Accident:	1/12/2015	**Days since last LTA:**	**839**

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			0.0	0.0		15,026.52
		Total SO2 Allowance Balance:				**15,026.52**	

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

CO2 Allowance Summary											
CO2 Allowances	**Quarterly Unit CO2 Emitted**				**Current Period CO2 Purchases**	**Reporting Period CO2 Allowances**		**Total CO2 Emitted**		**RGGI-COATS Account Balances***	
	U1	U2	U3	U11	New Purch	MR	VS	MR	VS	MR	VS
2016 Total	0	0	24,1410	996	15,928			24,140	996	79,212	6,290
RGGI True-up and transfer 1/4/2017**						-2000	2000			77,212	8,290
2017-1	0	0	19.5	54.3	8,000			19.5	54.3	85,193	8,236
2017-2											
2017-3											
2017-4											
2017 Total	0	0	019.5	54.3	8,000			19.5	54.3	**85,193**	**8,236**

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AES Corp

[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. The most
recent RGGI CO2 balance did not include this transaction nor Q1 emission deductions. Actual MRGS balance shown is 87,212 and VSGS is 8,290
allowances, respectfully.

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	0	0	0	609.9
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	68,163.89 MW	1,316.11 MW
2015	January-December	2,237.05 MW	67,842.95 MW	1,776.58 MW
2016	January-December	483.12 MW	69,596.88 MW	1,316.77 MW
2017	January-December	0.568 MW	70,079.43 MW	1,345.43 MW

2.0 Financials

Monthly and year to date financial results as compared with the approved power plant budget for the Generation Units are provided below.

April 2017			
	Actual	Budget	Variance
Personnel	$230,449	$267,900	$37,451
Materials & Supplies	$4,940	$12,400	$7,460
Administrative Expenses	$136,801	$153,140	$16,339
Total	**$372,190**	**$433,440**	**$61,250**

July 2016 thru April 2017			
	Actual	Budget	Variance
Personnel	$2,605,170	$3,101,300	$496,130
Materials & Supplies	$228,515	$205,100	($23,415)
Administrative Expenses	$2,030,591	$1,992,250	($38,341)
Total	**$4,874,276**	**$5,298,650**	**$434,374**

2.1 Variance analysis:

The actual expenses for the month of April are $372,190 against a budgeted amount of $433,440 for a favorable variance of $61,250 or 14.13%. The variance was due to the following:

PERSONNEL EXPENSES – A favorable monthly variance of $37,451 was due 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 - A favorable monthly variance of $7,460 was due to not purchasing replacement computers that were budgeted for April. This order has been placed through the city IT department and will be billed in May.

ADMINISTRATIVE EXPENSES – An unfavorable monthly variance of $38,341 was primarily due to expenses for the Title V application permitting costs in Environmental Expenses. A portion of this unfavorable variance was offset by the timing of invoices for monthly electricity usage.

3.0 Operations

Unit Operations / Outages / Trips: No McKee Run or VanSant Units were dispatched during the month of April by PJM, TEA or The City of Dover. The McKee Run Unit 3 remained in the spring outage until April 21, 2017 and was cleared for PJM dispatch at 1500 hours. The VanSant starting diesel was exercised four times during the month with no issues to report. The Operations Team completed two boiler hydro tests on Unit 3. One was conducted to locate the leaking tube and the second was to verify the repair was completed. The regional boiler inspection was on site to witness the repair hydro testing for certification documentation.

Month of April 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	1.76	1.767
Starts:	(#)	0	0	0	0	2	2
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)	39.412	39.412	88.880	167.703	18.000	167.721
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%	31.25%	77.08%	100.00%	82.81%
Commercial Unavailability :	(%)	0%	0%	68.75%	22.92%	0%	17.19%
Planned Outage Hours	(HRS)	0	0	495	495	0	495
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)	720	720	225	1,665	720	2,385
HW Boiler Gas Usage:	(MMBTU)				0		0

2016-2017 Fiscal Year - July 2016 thru April 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	21.705	731.929
Starts:	(#)	1	2	32	35	8	43
Gross Generation:	(MWh)	72.382	55.948	33,022.019	33,150.349	762.464	33,912.813
Net Generation:	(MWh)	69.226	53.897	29,921.066	30,044.189	761.548	30,805.737
Total Auxiliaries:	(MWh)	3.156	2.051	3,100.953	3,106.160	916	3,107.076
Auxiliaries purchased:	(MWh)	323,519	323,519	1,890,379	2,537,413	199,097	2,537,612
Fuel Gas Used:	(MMBTU)	1,231.944	1,019.223	351,397.708	353,861.596	9,930.659	363,792.255
Fuel Oil Used:	(MMBTU)	0	0	70.652	70.652	55.337	129.989
Fuel Oil Used:	(Gallons)	0	0	513	513	389	513
Total Fuel:	(MMBTU)	1,231.944	1,019.223	351,468.360	353,719.527	9,985.996	363,922.244
Net Heat Rate:	(BTU/KWh)	17,796	18,911	11,835	11,851	13,309	12,676
Unit Trips:	(#)	0	1	6	7	1	8
Capacity Factor:	(%)	0.05%	0.04%	3.96%	2.98%	0.25%	2.34%
Availability Factor:	(%)	96.76%	96.76%	66.91%	86.81%	89.01%	87.36%
Commercial Unavailability :	(%)	2.24%	2.24%	33.09%	13.19%	10.99%	12.64%
Planned Outage Hours	(HRS)	0	0	2,416	2,416	387	2,803
Maintenance Outage Hrs:	(HRS)	241	241	200	682	417	1099
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)	7,047.550	7,049.750	4,168.476	18,265.776	6,469.295	24,735.071
HW Boiler Gas Usage:	(MMBTU)				3,655.576		3,655.576

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	856,575	0	1,763	862,307	0	5,732
Van Sant	219,368	220,969	0	1,601	222,992	0	2,023

Van Sant Lifetime through April 2017			
	Actual Starts	**Factored Starts**	**Fired Hours**
Van Sant	1,437	2452.85	4,451.80
Since HGP–2004	296	785.15	1,068.22

[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 the 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 April. 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 April, 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 98 new work orders issued with 101 work orders being completed, and 23 of the back logged work orders completed during the month. There were no new Safety Work Orders entered into the plant's Computerized Maintenance Management System (MP2) for the McKee Run site during the month. 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	5	1	6	0	1	1	5	5
	CM	27	5	33	8	2	10	20	23
	EW	2	0	2	0	0	0	2	2
	PM	25	64	89	11	51	62	14	27
	SW	0	0	0	0	0	0	0	0
Site Totals		**60**	**70**	**130**	**19**	**54**	**73**	**41**	**57**

City of Dover – Van Sant Work Order Statistics

	WO Type	Starting Backlog	Recv'd WO	Total WO	Comp WO	Comp Rcvd	Total Comp	Ending Backlog	OPEN WO's
Van Sant	ADM	0	0	0	0	0	0	0	0
	CM	7	3	10	2	3	5	5	5
	EW	0	0	0	0	0	0	0	0
	PM	11	25	36	2	21	23	9	13
	SW	0	0	0	0	0	0	0	0
Site Totals		**18**	**28**	**46**	**4**	**24**	**28**	**14**	**18**

Notable activities during the month include:

During rounds on the weekend the Operation staff starts and runs the gasoline fire pump to ensure the proper operation of the fire system. The motor would not start. A work order was written for this issue. The Maintenance staff troubleshot the issue with the gasoline fire pump motor and discovered that the intake gasket was cracked and needed to be replaced. The motor was LOTO so the work could be completed. The intake was removed and the gasket was removed and replaced. After all the work was completed and the LOTO removed the motor was started. The motor now starts and runs without any issues.

APEX Piping System was contracted to remove and replace boiler clips in the Reheat and Superheater sections of Unit 3 boiler. They removed and replace several 100 clips. These clips were wall tube clips, tube to tube clips and hand cuff clips. These clips keep the tubes in place when the unit is running. Once their work was completed a hydro was conducted on the boiler to ensure that the work caused no leaks. There were no leaks detected on any of the work that was completed in the Reheat and Superheater sections of the boiler.

During the hydro of Unit 3 boiler to check for leaks on the work that APEX Piping completed in the Reheat and Superheater sections of the boiler. A tube leak was discovered on the northeast corner on the 4th floor of the boiler. APEX Piping made the repairs to the boiler and another hydro was completed with no leaks discovered on the boiler.

The Maintenance staff replaced the Pre-air heater soot blowing station swivel joint. The reason for the replacement was the swivel joint was not working properly when the soot blowing station was put into service due to wear. The station is in good working order.

The IC&E completed the maintenance on the CO & 02 probes and transmitters for Unit 3. The probes were clean and check for any issues. The CO & 02 cells were replaced. All of the necessary filters were replaced. After this work was completed the system was calibrated against test gases. The calibrated was within the manufactures specifications. The system was returned to service.

5.0 Capital Improvement Projects (CIP)

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

Project Number	Description	2016-2017 CIP Status Update
EG1407	Metering System Upgrades	Progress: Firmware patch installed on meters. Schedule: Vendor working to resolve issue and the meter reporting system formatting.
EG1416	Van Sant Capacity Increase	Progress: Completed. Schedule: Completed.
EG1612	Van Sant Exhaust Plenum Replacement	Progress: Work completed. Schedule: Need invoices for scaffolding support services.
EG1613	McKee Run Unit #3 Boiler Stack Repairs	Progress: Completed. Schedule: Completed.
EG1701	Van Sant Major Overhaul	Progress: Received multiple quotes and options for recommended spare parts. Council Action Form completed for the recommended parts to be purchased. Schedule: Order long lead time capital components for combustion section.
EG1702	Unit #3 Boiler System Repairs	Progress: Work completed on accessible boiler tube clip replacement. Riley Power conducted inspection on Unit #3 buck stay arrangement and issued inspection reports. Boiler vent valves and de-aerator vent condenser start up valves replaced. Schedule: Quotes for buck stay repairs and induced draft fan expansion joints.
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, and LED lighting replacement.
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: Have received (3) quotes with different options for this equipment.
EG1706	U3 Accelerated Unit Start	Progress: Unit #3 de-aerator vent condenser start-up vent valves replaced during this outage. 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: Received (3) quotes for different options for this equipment. The original pumps cannot be replaced in kind as they are both obsolete. Schedule: This project was EG1607. Place order for replacement pumps for cooling water booster and service water pumps.
EG1709	U3 Circ Water Piping Inspection/Repairs	Progress: Reports received. Schedule: Decision made to purchase internal pipe rehabilitation kits to have on hand in the event there is a leak. On order.
EG1710	McKee Run / Van Sant Safety and Compliance Improvements	Progress: Work began April 3rd. Majority of work completed. Need to complete a few items on punch list prior to final payment. Schedule: Purchase privacy slats and install month of May.
EG1711	McKee Run / Van Sant Structural Preservation	Progress: Purchased industrial grade sprayer compatible with Termarust® paint and have begun painting duct work and tanks at Van Sant station. Schedule: Continue with surface preparation and painting as weather and man power allows.
EG1712	Van Sant Remote Start	Progress: Phase one completed and fully functional. Testing completed. Schedule: Obtain quotes for the integrated VARS / MW control and add an audible alarm at McKee Run to sound when alarm conditions are present.

Prepared by KAS Corp

6.0 General Plant Information

One (1) Near Miss was reported this month and a total of nine (9) have been reported since the start of the fiscal calendar.

On April 7, 2017, employees Mark Gramer, Compliance Coordinator, Boyd Lord, Materials Coordinator, and Larry Sheranko, Operations Supervisor attended RCRA Hazardous Waste Training and DOT Hazardous Materials Training, Hazard Awareness and Security Training in New Castle, Delaware.

On April 20 and 21, 2017, Bayhealth Occupational Health was on site to conduct annual Audiograms and Respiratory Fit Testing for all NAES employees.

7.0 Training

The April Safety Committee meeting topic "Distracted Driving was reviewed and discussed in Team meetings and by the entire staff.

The Compliance Coordinator spent four days at the annual NAES Environmental Conference. A wide variety of air, water and waste topics were discussed that potentially impact the NAES fleet of sites.

Operations Staff has been busy completing PJM required NERC training and OES-NA certified NERC Training this month. PJM certified Operator simulation training was conducted in-house during the week of April 3rd. PJM certified Operators are required to complete 130 hours of continuing education training to maintain their certification status. Currently the plant has eleven PJM certified PJM Generation Operators.

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, 2016 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
Title V Air Permit Renewal COMPLETED	April 20, 2017
DNREC SLEIS Report COMPLETED	May 1, 2017
Q1 EDR COMPLETED	May 1, 2017
FRP Notification Drill COMPLETED	Complete by June 30, 2017
NPDES Semi Annual Outfall Sampling COMPLETED	Complete by July 31, 2017
DNREC Semi-Annual Certification	July 2017
DNREC Semi-Annual Audit	July 2017
Stack testing for new Title V Permit	July 2017

9.0 "Value Added" Accomplishments during April

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 continues painting the outside hand rails. The plan is to gradually improve the plant appearance and equipment for both generation sites over the course of the next couple of years.
- The Maintenance staff started the structure preservation at The VanSant Generating Station. The structures have been cleaned and are being prepped for painting which will start in May when the weather is warmer.
- The east, north, and electrical distribution yard perimeter fencing was removed and replaced with fencing meeting the current standards for industrial facilities. This will improve the site security.

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:	5/5/2017 8:48
BILLING PERIOD START DATE:	4/1/2017
BILLING PERIOD END DATE:	4/30/2017
INVOICE NUMBER:	2017043000076.000000
INVOICE DUE DATE:	5/12/2017 12:00

CHARGES	ADJ	BILLING LINE ITEM NAME	SOURCE BILLING PERIOD START	AMOUNT ($)
1100.000000		Network Integration Transmission Service		402921.900000
1108.000000		Transmission Enhancement		72600.720000
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		448994.780000
1205.000000		Balancing Spot Market Energy		63574.910000
1210.000000		Day-ahead Transmission Congestion		-62231.600000
1215.000000		Balancing Transmission Congestion		-927.270000
1220.000000		Day-ahead Transmission Losses		-11889.330000
1225.000000		Balancing Transmission Losses		185.590000
1230.000000		Inadvertent Interchange		481.110000
1242.000000		Day-Ahead Load Response Charge Allocation		19.500000
1243.000000		Real-Time Load Response Charge Allocation		51.050000
1250.000000		Meter Error Correction		-1240.040000
1301.000000		PJM Scheduling, System Control and Dispatch Service - Control Area Administration		11371.830000
1302.000000		PJM Scheduling, System Control and Dispatch Service - FTR Administration		104.100000
1303.000000		PJM Scheduling, System Control and Dispatch Service - Market Support		2644.320000
1304.000000		PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration		103.700000
1305.000000		PJM Scheduling, System Control and Dispatch Service - Capacity Resource/Obligation Mgmt.		1145.400000
1307.000000		PJM Scheduling, System Control and Dispatch Service - Market Support Offset		-189.520000
1313.000000		PJM Settlement, Inc.		189.520000
1314.000000		Market Monitoring Unit (MMU) Funding		330.000000
1315.000000		FERC Annual Recovery		4110.110000
1316.000000		Organization of PJM States, Inc. (OPSI) Funding		43.330000
1317.000000		North American Electric Reliability Corporation (NERC)		682.300000

1318.000000		Reliability First Corporation (RFC)		1093.840000
1320.000000		Transmission Owner Scheduling, System Control and Dispatch Service		4023.470000
1330.000000		Reactive Supply and Voltage Control from Generation and Other Sources Service		39819.890000
1340.000000		Regulation and Frequency Response Service		8907.790000
1360.000000		Synchronized Reserve		4222.280000
1362.000000		Non-Synchronized Reserve		422.710000
1365.000000		Day-ahead Scheduling Reserve		62.600000
1370.000000		Day-ahead Operating Reserve		408.610000
1375.000000		Balancing Operating Reserve		1455.340000
1376.000000		Balancing Operating Reserve for Load Response		1.870000
1378.000000		Reactive Services		184297.370000
1380.000000		Black Start Service		7457.520000
1400.000000		Load Reconciliation for Spot Market Energy		-303.340000
1410.000000		Load Reconciliation for Transmission Congestion		21.130000
1420.000000		Load Reconciliation for Transmission Losses		0.280000
1430.000000		Load Reconciliation for Inadvertent Interchange		0.150000
1440.000000		Load Reconciliation for PJM Scheduling, System Control and Dispatch Service		-3.090000
1441.000000		Load Reconciliation for PJM Scheduling, System Control and Dispatch Service Refund		0.150000
1444.000000		Load Reconciliation for Market Monitoring Unit (MMU) Funding		-0.080000
1445.000000		Load Reconciliation for FERC Annual Recovery		-0.910000
1446.000000		Load Reconciliation for Organization of PJM States, Inc. (OPSI) Funding		-0.010000
1447.000000		Load Reconciliation for North American Electric Reliability Corporation (NERC)		-0.150000
1448.000000		Load Reconciliation for Reliability First Corporation (RFC)		-0.240000
1450.000000		Load Reconciliation for Transmission Owner Scheduling, System Control and Dispatch Service		-0.890000
1460.000000		Load Reconciliation for Regulation and Frequency Response Service		-0.140000
1470.000000		Load Reconciliation for Synchronized Reserve		-0.460000
1472.000000		Load Reconciliation for Non-Synchronized Reserve		0.020000
1478.000000		Load Reconciliation for Balancing Operating Reserve		-0.070000
1490.000000		Load Reconciliation for Reactive Services		-0.100000
1500.000000		Financial Transmission Rights Auction		-83954.100000
1600.000000		RPM Auction		14308.500000
1610.000000		Locational Reliability		654857.100000
1611.000000		CP Transitional Locational Reliability		211492.500000
1230.000000	A	Inadvertent Interchange	1/1/2017	-0.310000
1230.000000	A	Inadvertent Interchange	3/1/2017	-0.260000
1250.000000	A	Meter Error Correction	3/1/2017	9.090000

1304.000000	A	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	3/1/2017	0.010000
1311.000000	A	PJM Scheduling, System Control and Dispatch Service Refund - Regulation Market Administration	3/1/2017	-0.010000
1340.000000	A	Regulation and Frequency Response Service	3/1/2017	2.410000
1360.000000	A	Synchronized Reserve	3/1/2017	0.230000
1362.000000	A	Non-Synchronized Reserve	12/1/2016	-1.310000
1365.000000	A	Day-ahead Scheduling Reserve	4/1/2015	-0.190000
1365.000000	A	Day-ahead Scheduling Reserve	5/1/2015	-7.120000
1365.000000	A	Day-ahead Scheduling Reserve	6/1/2015	-3.950000
1365.000000	A	Day-ahead Scheduling Reserve	7/1/2015	-2.420000
1365.000000	A	Day-ahead Scheduling Reserve	8/1/2015	-0.170000
1365.000000	A	Day-ahead Scheduling Reserve	9/1/2015	-30.950000
1365.000000	A	Day-ahead Scheduling Reserve	10/1/2015	-0.560000
1365.000000	A	Day-ahead Scheduling Reserve	11/1/2015	-0.480000
1365.000000	A	Day-ahead Scheduling Reserve	12/1/2015	-0.090000
1365.000000	A	Day-ahead Scheduling Reserve	1/1/2016	-0.330000
1365.000000	A	Day-ahead Scheduling Reserve	2/1/2016	-0.020000
1365.000000	A	Day-ahead Scheduling Reserve	3/1/2016	-0.030000
1365.000000	A	Day-ahead Scheduling Reserve	4/1/2016	-3.100000
1365.000000	A	Day-ahead Scheduling Reserve	5/1/2016	-0.290000
1365.000000	A	Day-ahead Scheduling Reserve	6/1/2016	-0.010000
1365.000000	A	Day-ahead Scheduling Reserve	7/1/2016	-18.220000
1365.000000	A	Day-ahead Scheduling Reserve	8/1/2016	-12.050000
1365.000000	A	Day-ahead Scheduling Reserve	9/1/2016	-2.310000
1365.000000	A	Day-ahead Scheduling Reserve	10/1/2016	-7.310000
1365.000000	A	Day-ahead Scheduling Reserve	11/1/2016	-0.760000
1365.000000	A	Day-ahead Scheduling Reserve	12/1/2016	-0.060000
1375.000000	A	Balancing Operating Reserve	12/1/2014	2.640000
1375.000000	A	Balancing Operating Reserve	4/1/2015	2.880000
1375.000000	A	Balancing Operating Reserve	5/1/2015	2.240000
1375.000000	A	Balancing Operating Reserve	6/1/2015	0.370000
1375.000000	A	Balancing Operating Reserve	9/1/2015	1.200000
1375.000000	A	Balancing Operating Reserve	2/1/2016	0.010000
1375.000000	A	Balancing Operating Reserve	7/1/2016	4.570000
1375.000000	A	Balancing Operating Reserve	8/1/2016	0.030000
1375.000000	A	Balancing Operating Reserve	10/1/2016	0.010000
1375.000000	A	Balancing Operating Reserve	12/1/2016	-7.840000
1375.000000	A	Balancing Operating Reserve	2/1/2017	-7.340000
1375.000000	A	Balancing Operating Reserve	3/1/2017	-20.430000
1380.000000	A	Black Start Service	8/1/2015	0.040000
1930.000000	A	Generation Deactivation	3/1/2017	432.710000
		Total Charges		1981996.470000

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		570.770000
2210.000000		Transmission Congestion		-46476.010000
2220.000000		Transmission Losses		12782.840000
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		-1.910000
2510.000000		Auction Revenue Rights		62468.700000
2600.000000		RPM Auction		626634.900000
2640.000000		Incremental Capacity Transfer Rights		1528.800000
2661.000000		Capacity Resource Deficiency		211.500000
2666.000000		Load Management Test Failure		271.470000
2140.000000	A	Non-Firm Point-to-Point Transmission Service	1/1/2017	-4.150000
2140.000000	A	Non-Firm Point-to-Point Transmission Service	3/1/2017	43.980000
2220.000000	A	Transmission Losses	1/1/2017	-0.010000
2220.000000	A	Transmission Losses	3/1/2017	-0.070000

Total Credits	702548.920000
Monthly Billing Net Total	1279447.55
Previous Weekly Billing Net Total	832817.950000
Total Due / Receivable	446629.600000

City Planner's Monthly Report

Planning, Inspections & Recreation

APRIL 2017

Planning, Inspections & Recreation Highlights

- **Mr. David S. Hugg, III** was appointed the Acting Director of Planning & Inspections and Parks & Recreation. He was hired as a consultant by City Council to serve in that capacity for several months until the City Planner position is filled.
- **Youth in Government Day** was April 3, 2017. Several Staff members assisted with the event activities that brought high school students in to learn about the workings of municipal government.
- **DNREC Quarterly Meeting:** The Planning Office hosted a quarterly meeting with representatives of DNREC. Working with the Michele Jacobs, the Small Business Ombudsman of DNREC, City Staff from various Department learned updated on topics such as MS4 Permitting, opportunities for Park Grants and compliance requirements from the Division of Air Quality.
- **CLG Grant Application:** As part of the City of Dover's designation as a Certified Local Government (CLG), the Planning Office submitted a CLG Application for Funding for FFY2017 from the federal Historic Preservation Fund on April 28, 2017. With a tentative grant award estimated at $6,488 and the City's required match, the grant proposes a project to seek consultant services for an "Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone:* Modern Materials & Technologies." We await notification of our grant award status.
- **John W. Pitts Recreation Center** has now passed the 1/2 million mark of participants, spectators and visitors since our opening in April 2008!
- **Bicycle & Pedestrian Subcommittee** members proudly supported a **Bike Rodeo at North Dover Elementary School** on **April 12**. Assisting **88 fourth graders** thru eight various biking obstacles, the day was a success. A few children even learned to ride a bike as they could not before the day started!
- **Dover Duathlon** (3rd annual) hosted **70 competitors** for the run/bike/run course starting and ending at Dover Park on **Saturday April 15**. Competitors were from throughout Delaware, Pennsylvania, New Jersey, and Virginia. Save the date of **April 14, 2018** for the **3rd Dover Duathlon**!
- **Youth Soccer League 2017** is of to a kicking good start with **38 teams made up of 239 youth** registered! Again, the spring season brought a partnership with Holy Cross and the YMCA of Dover. Combined our youth league is serving more than 490 kids from around the greater Dover area.

PROGRESS IN PICTURES



1596 S. DuPont Highway—Wendy's



655 Bay Road Suite 2-A—Integrity Staffing Solutions

PROGRESS IN PICTURES



655 Bay Road
Suite 1G—Bayada
Home Health Care



213 Nob Hill
Road–
Clearview
Meadows

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '17 Budget	FY '17 Actual YTD thru April		
Business License	$1,467,000	$	1,451,364	**99%**
Trailer License	$21,000	$	18,272	**87%**
Building Permits	$609,000	$	789,784	**130%**
Cert. of Occupancy	$10,000	$	12,670	**127%**
Public Occupancy	$21,000	$	23,318	**111%**
Lodging House	$14,100	$	13,683	**96%**
Plumbing/Heating/Air	$115,000	$	112,298	**98%**
Rental Inspection Fee	$437,000	$	391,672	**90%**
Miscellaneous	$27,000	$	25,739	**95%**
Fire Protection Fees	$65,000	$	57,262	**88%**
Code Enf. Fines	$35,000	$	21,525	**62%**
Vacant Building Reg.	$150,000	$	254,210	**169%**
Total P&I Revenue	**$2,971,100**	$	3,171,697	**107%**
Recreation	$150,000	$	1114,83	**77%**

Look Forward

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

PERSONNEL AND TRAINING

- Mr. David S. Hugg, III was appointed the Acting Director of Planning & Inspections and Parks & Recreation. He was hired as a consultant by City Council to serve in that capacity for several months until the City Planner position is filled.

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 April 2017, Planning Staff was involved with review of 95 Permits and 11 Certificates of Occupancy permits. This results in a 2017 calendar year total of 329 Permits and Certificates of Occupancy (2016 calendar year total of 331 Permits and COs compared to 266 for 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 continues to be involved in the following studies and projects: Restoring Central Dover Community Plan implementation, the Dover/Kent County MPO Regional Bicycle Plan Update project, and Downton Parking Study.
- The Planning Office is utilizing the data collection from fieldwork for the study of "Nonconforming 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. 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. Several property owners are currently working with Planning Staff to take action to resolve their non-conformities. A rezoning application was filed in April to begin the review process to resolve a non-conformity at a property.

Construction Activity

- Construction activities continue at several multi-family residential projects including the Tall Pines project at 1655 and 1665 Kenton Road (S-14-18) and Leander Lakes Apartments (S-12-18). Construction is also underway for Phase 2 of the Blue Hen Apartment Complex.
- 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. The Building Permit was issued for construction of the Community Center building in Clearview Meadows at 340 Nob Hill Road. Certificates of Occupancy were issued to a total of 4 dwelling units for one family detached dwellings in the month of April.
- The building renovations were completed for the Wendy's Restaurant at 1596 South DuPont Highway giving it a modernized appearance along with minor site improvements for circulation.
- A Building Permit was also issued for the following project: Salt Barn in Public Works Yard in Schutte Park (S-17-04).

	APRIL FY17	TOTAL FOR FY17
New Home Permits Issued	3	111
Value of Commercial Projects	$459,942.00	$37,357,738.00
Downtown Incentives (Fees Waived)	$0.00	$21,206.25

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission did not meet on April 17, 2017. The next Planning Commission meeting is scheduled for May 15, 2017.

Board of Adjustment

The Board of Adjustment met on April 19, 2017. The next regular scheduled meeting of the Board of Adjustment is scheduled for May 18, 2017. The following Applications were considered:

Applicant # V-17-02 Revised: Property at 341 Saulsbury Road –Whatcoat United Methodist Church—The Board moved to approve a variance of the requirements of *Zoning Ordinance*, Article 5 §4.7 of the *Zoning Ordinance* pertaining to permitted to the maximum permitted sign area for a monument sign located on an Urban Minor Arterial street in order to allow construction of a 32 square foot monument sign. This application was previously approved at the January 18, 2017 meeting of the Board of Adjustment where the Board approved a 24 square foot monument sign. The application returned to the Board of Adjustment to permit a change in the previously approved variance.

Applicant # V-17-10: Property at 1011 South Governors Avenue—The Board moved to approve a variance of the requirements of *Zoning Ordinance*, Article 5 §7.5 pertaining to permitted locations of barbed wire fencing, in order to retroactively allow installation of barbed wire on a fence adjoining a residential zone; the fence borders a property zoned RGO (General Residence and Office Zone).

Applicant # V-17-11: Property at 53 Roosevelt Avenue—The Board moved to approve a variance of the requirements of *Zoning Ordinance*, Article 4 §4.15 pertaining to bulk standards in the C-4 Zone, in order to permit a twenty (20) foot rear setback. This property previously went before the Board of Adjustment on February 15, 2017 in order to permit an increase in maximum parking spaces from eleven (11) to fourteen (14) spaces (Application V-17-05). The prior variance was approved.

Historic District Commission

The Historic District Commission met on April 20, 2017. The next Historic District Commission meeting is scheduled for May 19, 2017. There were no permits for review. There was a consultation on proposed fence project at 2 North State Street regarding Fence Height and Materials. There were also updates on the Certified Local Government (CLG) Program.

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. Four (4) families purchased homes.

Dover Interfaith Mission for Housing

CDBG funds will be used to provide operation costs for the shelter. One hundred (100%) of funds have been expended year to date. This project is complete.

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 four (4) families.

FY17 Proposed CDBG Budget

Council Committee of the Whole approved the FY17 proposed CDBG budget at its March 28th meeting.

Code Enforcement Activity—APRIL

Case Type	# cases current month	# cases YTD (July to July)	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	141	161	100%	99%
No valid Building Permit	4	43	100%	85%
Tall grass and weeds	44	216	91%	70%
Unregistered vehicle	5	50	100%	90%
Abandoned vehicle	3	33	100%	75%
Annual Housing Inspection	44	393	98%	88%
Property Maintenance – Exterior	27	279	63%	69%
Electric Termination	8	102	100%	89%
Dover Code of Ordinances	37	330	70%	72%
Zoning	5	31	20%	65%
Total Cases	**318**	**1638**		
Total # of Inspections For Month	**407**			



126 N Ann Avenue—Dangerous Building (after work completed to renovate and repair)

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*—All renovation and plumbing permits have been closed and approved. The property is currently vacant and for sale.
- *131 N. Kirkwood Street* —The property was condemned and taken 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 May.
- *954 Lincoln 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 May.
- *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 was presented to City Council on March 6, 2017; Council declared the property dangerous and ordered the owner to demolish by April 7, 2017. The owner is working to have the building demolished.
- *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 was presented to City Council on March 6, 2017; Council declared the property dangerous and ordered the owner to demolish by April 7, 2017. The asbestos survey was scheduled for April 19, 2017.

- *Vacant Buildings*—During the month of March, nineteen (19) additional buildings were registered as vacant, and $13,050.00 in vacant building registration fees were collected.

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Current	July 16-June17	April 2016	July 15-June16
Inspections	**APRIL 17**	**FYTD 17**	**APRIL 16**	**FYTD 16**
Annual Fire/Life Safety Inspections	16	246	47	290
Fire/Code/DCO Complaints	16	313	42	308
Inspection Deficiencies from AFI	73	816	272	1113
C/O & Acceptance Tests	9	125	20	141
Administrative Walk Thru	15	419	27	112
Plan Review	14	127	2	96
Accidental	$31,500	$601,003	$77,050	$314,500
Incendiary	$50,000	$171,600	$10,151	$17,466
Undetermined	$5,000	$805,501	$0.00	$226,950
PERMITTING AND LICENSING				
Permits Issued	**APRIL 17**	**FYTD 17**	**APRIL 16**	**FYTD 16**
Administrative Permit	7	53	5	44
Building Addition/Renovation Permits	35	313	37	298
Building Permits	18	263	16	210
Demolition Permits	6	30	5	56
Fence Permits	19	86	15	78
Fire Prevention Permits	8	90	8	109
Mechanical Permits	94	445	21	398
Plumbing Permits	54	411	33	403
Sign Permits	14	148	30	228
Swimming Pool Permits	5	119	3	3
Business Licenses	27	2187	24	1256
Merchant Licenses	1	367	5	284
Contractor Licenses	22	188	35	904
Lodging House Licenses	3	65	1	47
Manufactured Homes	1	395	2	273
Public Occupancy	25	445	27	402
Rental Dwelling	155	3166	33	3239
BUILDING INSPECTIONS				
Inspections	**APRIL 17**	**FYTD 17**	**APRIL 16**	**FYTD 16**
Building	460	4056	391	3090
Plumbing/Mechanical	934	4881	292	3166
Certificate of Occupancy	11	173	23	142

Fire Marshal's Office—At a Glance

The Fire Marshal's Office investigated a total of five (5) incidents in the month of April to include a major fire loss at 305 N. New Street.

During the month of April the Fire Marshal's Office conducted several inspections at clubhouses, restaurants, and daycares, acceptance tests, Certificate of Occupancy, and plan reviews.

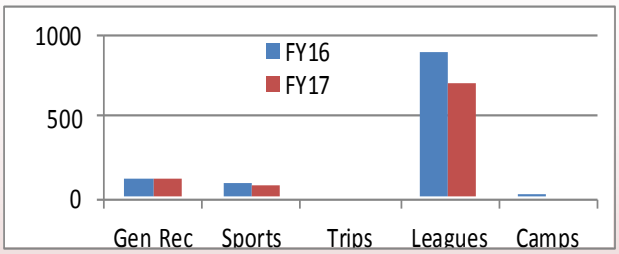


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

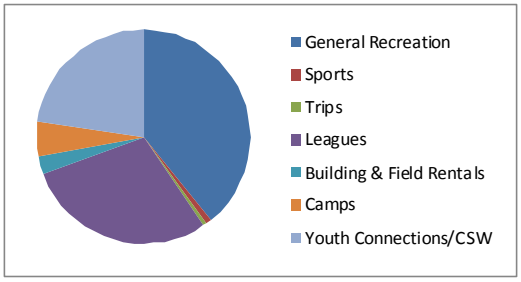
APRIL FY17 verses APRIL FY16

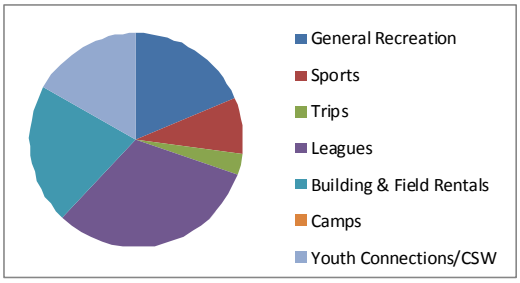


Category	FY/17	FY/16
General Recreation	117	117
Sports	74	85
Trips	0	0
Leagues	709	904
Camps	0	20



Revenue Breakdown: April 2017 verses April 2016





General Recreation	**$4915.00**
Sports	**$100.00**
Trips	**$74.00**
Leagues	**$3125.00**
Building & Field Rentals	**$350.00**
Camps	**$645.00**
Youth Connections/CSW	**$2870.00**

General Recreation	**$589.50**
Sports	**$105.00**
Trips	**0.00**
Leagues	**$12,032.25**
Building & Field Rentals	**0**
Camps	**$175.00**
Youth Connections/CSW	**$1,235.00**









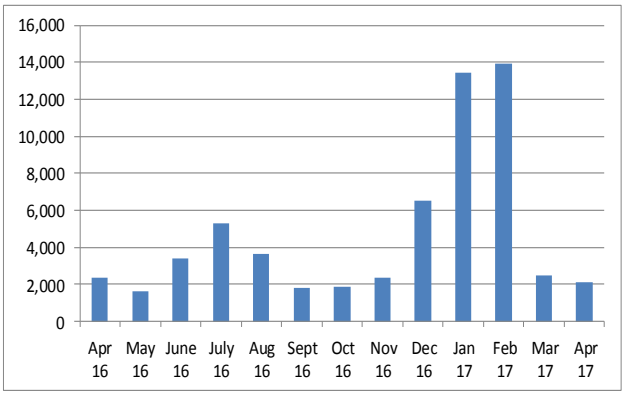




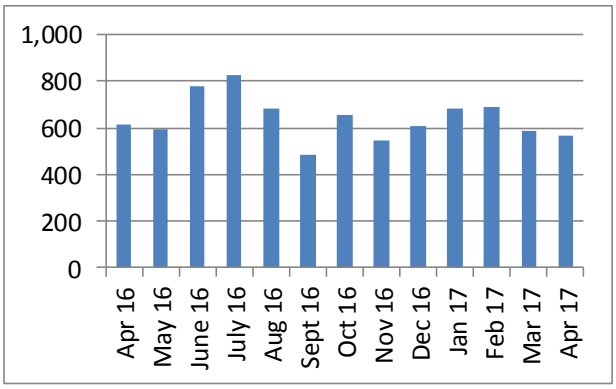


John W. Pitts Recreation Center – APRIL 2017

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	APRIL 17		FYTD 17		APRIL16		FYTD 16
Open Gym	449		3,511.5		439		3,628.25
Fitness Classes	29		319.5		36		344.5
Leagues	71		1157		62		1,132.5
Camps	0		1,011.5		24		998
Sports Classes	0		145.5		13.5		148.5
Meetings & Rentals	14		159.5		34		232
Enrichment Classes	2		7.5		2		25
Total Facility Usage Hours	565		6,312		610.5		6,508.75

Daily Program Attendance**	APRIL 16		FYTD 17		APRIL 16		FYTD 16
Total	2,102		53,565		2,372		55,308
Open Gym	426		3,687		406		3,692
Fitness Classes	98		1,264		168		1,973
Leagues	1,485		43,572		1,320		43,932
Camps	0		1,310		25		1,231
Sports Classes	0		2,247		128		2,031
Meetings & Rentals	83		1,447		315		2,324
Enrichment Classes	10		38		10		125

Since our opening in late April 2008, we have had 500,418 guests at the John W. Pitts Recreation Center.

Open Gym Registrations and Packages Sold

PACKAGES SOLD:	APRIL	MTD	YTD	FYTD
Daily:	7	$21	136	$150
Individual Quarterly:	1	$15	57	$105
Individual Annual:	0	$0	0	0
Family Quarterly:	0	$0	0	0
Family Annual:	0	$0	0	0
Revenue	**8**	**$36**	**193**	**$255**



City of Dover

Finance and Procurement & Inventory Departments — Monthly Budget Reports

APRIL 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
APRIL 2017

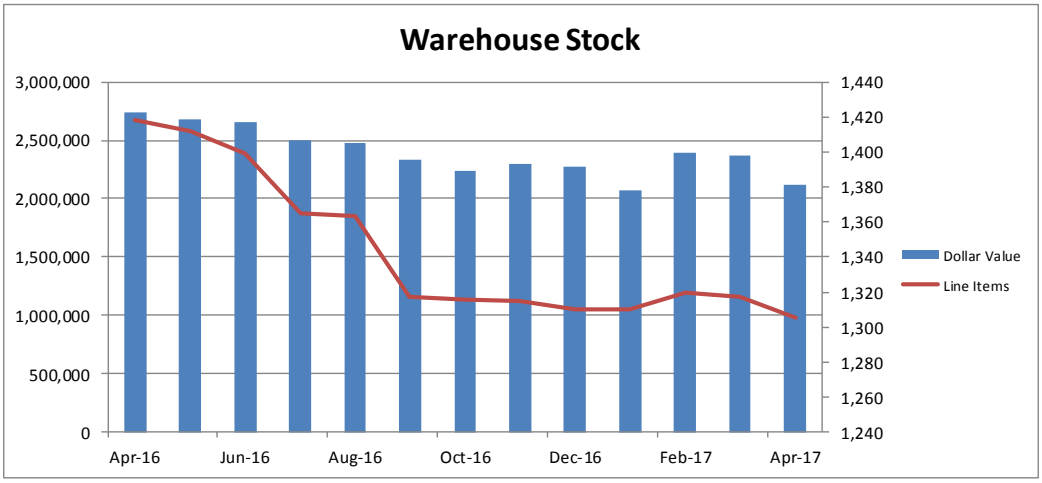
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY16 YTD			FY17 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	5,927			5,875		
Total Amount of All Deposits	$ 107,939,928			$109,303,661		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**757,300**	**100.0%**	**$ 98,030,822**	**765,795**	**100.0%**	**$ 103,484,175**
Wages and Hours Worked						
Regular	623,659	82.4%	$ 13,996,305	628,009	82.0%	$ 14,384,123
All over time	29,401	3.9%	$ 1,264,650	28,333	3.7%	$ 1,242,845
Other Paid or Unpaid Wages and Hours						
Vacation	36,020	4.8%	$ 998,242	36,759	4.8%	$ 1,049,030
Sick	13,575	1.8%	$ 343,577	16,538	2.2%	$ 445,952
Terminal Leave - Retiree Vacation/Sick Payout	16,976	2.2%	$ 554,213	22,844	3.0%	$ 745,257
Comp Time	6,419	0.8%	$ 193,718	6,059	0.8%	$ 172,242
Personal	2,483	0.3%	$ 81,226	5,017	0.7%	$ 167,187
Leave Without Pay	2,441	0.3%	$ -	2,289	0.3%	$ -
Other (description below)	26,325	3.5%	$ 941,591	19,948	2.6%	$ 688,398

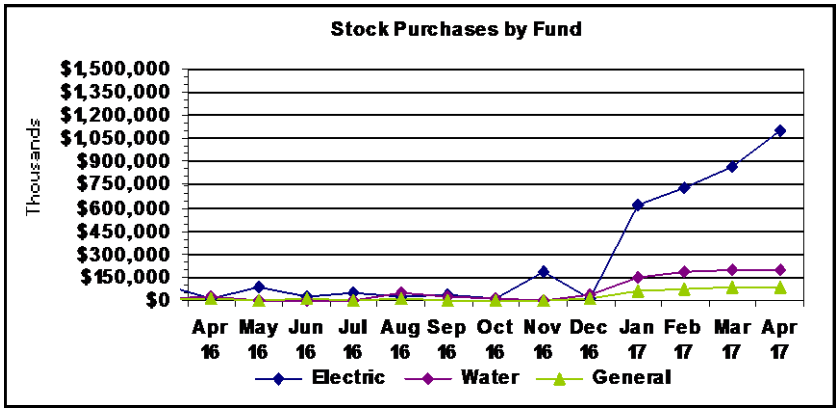
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	22			22		
Number of Payroll Checks & Direct Deposits Issued	8,546			8,806		
Number of Pension Checks Issued	13,945			13,881		
Total Pension Benefits Paid - Defined Benefit Plan	$ 23,948,560			$ 23,966,221		
ACCOUNTS PAYABLE						
Number of Check Vouchers	5,166			5,050		
Number of EFT Vouchers	2,124			2,191		
Vouchers Dollar Amount Disbursed	$ 61,493,489			$ 56,649,351		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,114,660.19 Line Items: 1,305



Fuel Use		
Unleaded:	109,705.3	gallons
Diesel:	64,986.3	gallons
Total Cost:	$ 284,133.60	

City of Dover
Finance Department
Monthly Report - April 2017
General Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 4,493,900	$ 5,424,800	$ 5,424,751	$ 49	100.0%
Revenues					
Court of Chancery Fees	1,100,000	1,100,000	991,400	108,600	90.1%
Police Extra Duty, Fines & Revenue	1,288,300	1,288,300	801,933	486,367	62.2%
Franchise Fees	680,000	680,000	432,144	247,856	63.6%
Grants	623,500	623,500	215,528	407,972	34.6%
Intrafund Services	5,218,700	5,299,300	4,117,474	1,181,826	77.7%
Library & Recreation Revenues	532,900	532,900	390,434	142,466	73.3%
Licenses & Permits	3,129,100	3,129,100	3,229,333	(100,233)	103.2%
Property Taxes (1)	12,895,100	12,895,100	12,891,109	3,991	100.0%
Miscellaneous Revenues	146,800	146,800	203,342	(56,542)	138.5%
Sanitation Revenues	2,538,300	2,538,300	2,093,404	444,896	82.5%
Garrison Farm Rent Revenue	94,500	94,500	95,739	(1,239)	101.3%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	673,100	673,100	505,091	168,009	75.0%
Civil Traffic Penalties	496,900	496,900	310,267	186,633	62.4%
Transfer Taxes	1,672,700	1,672,700	1,302,584	370,116	77.9%
Police Grants/Extra Duty	258,600	258,600	211,385	47,215	81.7%
Water/Wastewater Fund	875,000	875,000	803,000	72,000	91.8%
Electric Fund	10,000,000	10,000,000	10,000,000	-	100.0%
Total Revenues	42,223,500	42,304,100	38,594,167	3,709,933	91.2%
Total Beginning Balance & Revenues	**$ 46,717,400**	**$ 47,728,900**	**$ 44,018,918**	**$ 3,709,982**	92.2%
Expenditures					
City Clerk & Council	$ 553,400	$ 557,300	$ 421,197	$ 136,103	75.6%
Mayor, City Manager & Human Resources	1,258,900	1,272,900	1,023,077	249,823	80.4%
Police & Police Extra Duty	16,875,200	17,069,700	13,701,795	3,367,905	80.3%
Public Services	5,077,600	5,086,100	3,586,288	1,499,812	70.5%
Engineering	207,000	207,000	174,556	32,444	84.3%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	1,968,500	1,973,200	1,669,143	304,057	84.6%
Planning, Inspections, Life Safety, & Code Enf.	2,151,000	2,167,100	1,601,186	565,914	73.9%
Finance, Info Tech & Customer Services	2,871,200	2,983,100	2,308,926	674,174	77.4%
Library & Recreation	2,385,900	2,424,000	1,858,750	565,250	76.7%
Fire Department	721,700	721,700	613,539	108,161	85.0%
Assessor	244,000	247,400	174,921	72,479	70.7%
Miscellaneous Grant Expense	25,000	25,000	8,151	16,849	32.6%
Other Employment Expenses	400,700	126,600	-	126,600	0.0%
Bank & CC Fees	15,000	15,000	14,273	727	95.2%
Insurance	700,000	700,000	525,507	174,493	75.1%
Street Lights	804,000	804,000	674,578	129,422	83.9%
Debt Service	685,300	685,300	616,886	68,414	90.0%
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	1,359,975	679,725	66.7%
Appropriation to Police Pension Fund	670,000	670,000	447,833	222,167	66.8%
Police Pension Trust Contribution - State Grant	500,000	500,000	211,728	288,272	42.3%
Capital Asset Reserve	-	253,400	253,400	-	100.0%
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	32,775,709	10,307,191	76.1%
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**	**$ 32,775,709**	**$ 14,953,191**	68.7%
Reserve Balances					
Contingency	$ 741,000	$ 742,900	$ 741,764		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 4/30/17 is $102,841 as compared to $140,151 in April 2016.

City of Dover
Finance Department
Monthly Report - April 2017
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance - Water	$ 566,500	$ 881,300	$ 881,297	$ 3	100.0%
Beginning Balance - Wastewater	663,200	719,200	719,132	68	100.0%
	1,229,700	1,600,500	1,600,429	71	100.0%
Revenues					
Water Services	5,800,000	5,800,000	4,774,671	1,025,329	82.3%
Wastewater Services	3,800,000	3,800,000	3,102,617	697,383	81.6%
Wastewater Treatment Services	3,000,000	3,000,000	2,430,833	569,167	81.0%
Groundwater Inflow Adjustment	1,938,000	1,938,000	1,555,200	382,800	80.2%
Water Tank Space Leases	366,200	366,200	322,939	43,261	88.2%
Miscellaneous Receipts	83,000	83,000	85,198	(2,198)	102.6%
Impact Fees - Water	252,000	228,000	533,510	(305,510)	234.0%
Impact Fees - Wastewater	228,000	252,000	486,400	(234,400)	193.0%
Total Revenues	15,467,200	15,467,200	13,291,368	2,175,832	85.9%
Total Beginning Balance & Revenues	**$ 16,696,900**	**$ 17,067,700**	**$ 14,891,797**	**$ 2,175,903**	87.3%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 516,500	$ 521,900	$ 384,400	$ 137,500	73.7%
Water Department	655,400	677,400	508,507	168,893	75.1%
Water Treatment Plant	1,727,400	1,736,800	1,435,777	301,023	82.7%
Wastewater Department	962,400	983,500	745,542	237,958	75.8%
Kent County Treatment Charge	4,130,000	4,130,000	3,075,954	1,054,046	74.5%
Intrafund Service Fees	1,653,800	1,673,400	1,289,968	383,432	77.1%
Retiree's Health Care	192,400	192,400	144,000	48,400	74.8%
Debt Service	1,227,200	1,227,200	759,750	467,450	61.9%
Other Employment Expenses	21,200	3,300	-	3,300	0.0%
Bank & CC Fees	25,000	25,000	20,628	4,372	82.5%
Bond Issuance Cost	40,000	40,000	-	40,000	0.0%
Transfers Out					
Water I & E Fund	1,000,000	980,000	980,000	-	100.0%
Wastewater I & E Fund	1,000,000	980,000	980,000	-	100.0%
General Fund	875,000	875,000	803,000	72,000	91.8%
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	11,318,626	3,251,374	77.7%
Budget Balances					
Budget Balance - Work. Cap Water	1,103,100	1,402,000	-	1,402,000	0.0%
Budget Balance - Work. Cap WW	1,166,300	1,095,700	-	1,095,700	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**	**$ 11,318,626**	**$ 5,749,074**	66.3%
Reserve Balances					
Contingency-Water	$ 249,000	$ 250,000	$ 251,073		
Contingency-Wastewater	$ 253,100	$ 276,200	$ 277,568		
Impact Fee Reserve - Water	$ 243,200	$ 246,700	$ 439,447		
Impact Fee Reserve - Wastewater	$ 1,391,800	$ 2,876,400	$ 3,112,895		
Bond Coverage Ratio (Covenant 1.20)	3.44	4.30	4.67		

City of Dover
Finance Department
Monthly Report - April 2017
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 13,302,200	$ 19,896,400	$ 19,896,366	$ 34	100.0%
Revenues					
Direct Sales to Customers	77,193,200	77,193,200	66,525,103	10,668,097	86.2%
Utility Tax	1,287,900	1,287,900	1,105,372	182,528	85.8%
Weyandt Hall Rents	223,000	223,000	162,328	60,672	72.8%
Miscellaneous Revenues	676,600	676,600	539,730	136,870	79.8%
Interest Earnings	47,900	47,900	189,243	(141,343)	395.1%
Total Revenues	79,428,600	79,428,600	68,521,776	10,906,824	86.3%
Total Beginning Balance & Revenues	**$ 92,730,800**	**$ 99,325,000**	**$ 88,418,142**	**$ 10,906,858**	89.0%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 16,557,600	$ 16,557,600	$ 17,173,992	$ (616,392)	103.7%
Power Supply Management	996,000	931,000	695,830	235,170	74.7%
Capacity Charges	10,160,600	10,160,600	8,760,251	1,400,349	86.2%
Dover Sun Park Energy	2,313,900	2,313,900	1,635,215	678,685	70.7%
Renewal Energy Credits (Incl. Solar)	1,036,800	1,036,800	247,977	788,823	23.9%
RGGI	129,300	129,300	-	129,300	0.0%
PJM Charges - Energy	12,357,900	12,357,900	4,189,938	8,167,962	33.9%
PJM Charges - Transmission & Fees	7,603,800	7,603,800	4,768,405	2,835,395	62.7%
Total Power Supply	51,155,900	51,090,900	37,471,608	13,619,292	73.3%
Plant Operations	6,215,700	6,280,700	4,864,276	1,416,424	77.4%
Generation Fuels	302,600	302,600	1,260,050	(957,450)	416.4%
Capacity Credits	(7,355,100)	(7,355,100)	(6,204,908)	(1,150,192)	84.4%
PJM Spot Market Energy	(804,900)	(804,900)	(1,365,973)	561,073	169.7%
PJM Credits	(360,000)	(360,000)	(536,692)	176,692	149.1%
Total Generation	(2,001,700)	(1,936,700)	(1,983,247)	46,547	102.4%
Total Power Supply & Generation	49,154,200	49,154,200	35,488,361	13,665,839	72.2%
Electric Operating Divisions:					
Transmission/Distribution	3,605,700	3,616,300	2,909,528	706,772	80.5%
Electrical Engineering	1,247,900	1,250,900	857,212	393,688	68.5%
Administration	929,700	934,200	647,650	286,550	69.3%
Meter Reading	378,600	379,600	308,665	70,935	81.3%
Systems Operations	651,700	662,100	522,675	139,425	78.9%
Interfund Services	3,564,900	3,625,900	2,827,506	798,394	78.0%
Utility Tax	1,287,900	1,287,900	1,105,376	182,524	85.8%
Retirees Health Care	600,000	600,000	450,000	150,000	75.0%
Interest on Deposits	21,000	21,000	14,085	6,915	67.1%
Green Energy Payment to DEMEC	128,000	128,000	111,428	16,572	87.1%
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	242,878	32,122	88.3%
Debt Service	1,618,000	1,618,000	1,374,670	243,330	85.0%
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	2,750,000	-	100.0%
Depreciation Reserve	750,000	2,750,000	2,750,000	-	100.0%
Rate Stabilization Reserve	1,250,000	3,250,000	3,250,000	-	100.0%
Transfer to Post-Retirement Benefit Reserve	-	109,300	-	109,300	0.0%
Total Expenses	79,021,500	85,191,800	67,110,034	18,081,766	78.8%
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**	**$ 67,110,034**	**$ 32,214,966**	67.6%
Reserve Balances					
Contingency Reserve	$ 848,300	$ 856,400	$ 860,339		
Insurance Reserve	$ 762,000	$ 769,300	$ 772,820		
Rate Stabilization Reserve	$ 8,511,900	$ 10,574,000	$ 10,611,130		
Bond Coverage Ratio (Covenant 1.25)	4.22	1.64	5.80		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	713,501	713,501	623,046		87.3%
Sales per MWh	$ 108.19	$ 108.19	$ 106.77		98.7%
Purchased/Generated MWh	763,129	763,129	643,583		84.3%
All In MWh Supply & Generation	$ 64.41	$ 64.41	$ 55.14		85.6%

City of Dover
Finance Department
Monthly Report - April 2017
Governmental Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance - Projects	$ 383,900	$ 1,472,100	$ 1,472,016	$ 84	100.0%
Revenues					
State Grant - Other	105,000	105,000	31,350	73,650	29.9%
Interest Earnings	5,000	5,000	14,218	(9,218)	284.4%
Transfer from General Fund for Projects	1,859,400	2,344,400	1,395,000	949,400	59.5%
Miscellaneous Receipts	-	16,700	20,984	(4,284)	125.7%
Income from Sale of Assets	-	70,100	104,947	(34,847)	149.7%
Transfer from Parkland Reserve	80,000	80,000	-	80,000	0.0%
Total Revenues	2,049,400	2,621,200	1,566,499	1,054,701	59.8%
Total Beginning Balance & Revenue	**$ 2,433,300**	**$ 4,093,300**	**$ 3,038,515**	**$ 1,054,785**	74.2%
Expenditures					
Fire	$ 145,700	$ 145,700	$ 145,614	$ 86	99.9%
Grounds Maintenance	58,200	153,800	149,735	4,065	97.4%
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	1,988,600	326,547	1,662,053	16.4%
Sanitation	261,500	261,500	-	261,500	0.0%
City Manager	-	502,800	452,363	50,437	90.0%
Facilities Management	27,700	27,700	-	27,700	0.0%
Fleet Maintenance	31,000	31,000	27,391	3,609	88.4%
Transfer to Parkland Reserve	-	-	5,000	(5,000)	0.0%
Total Expenditures	2,044,400	3,620,400	1,376,454	2,243,946	38.0%
Budget Balance - Projects	388,900	472,900	-	472,900	0.0%
Total Budget Balance & Expenditures	**$ 2,433,300**	**$ 4,093,300**	**$ 1,376,454**	**$ 2,716,846**	33.6%
Reserve Balances					
Capital Asset Replacement Reserve	$ 1,266,300	$ 1,522,200	$ 1,522,498		
Parkland/Recreation	$ 247,900	$ 249,400	$ 335,431		

City of Dover
Finance Department
Monthly Report - April 2017
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance - Water	$ 1,179,900	$ 3,584,500	$ 3,584,464	$ 36	100.0%
Beginning Balance - Wastewater	952,600	3,129,800	3,129,719	81	100.0%
	2,132,500	6,714,300	6,714,183	117	
Revenues					
Interest Earnings	20,000	20,000	78,467	(58,467)	392.3%
Income from Sale of Assets	-	-	2,109	(2,109)	0.0%
Transfer from Operating Fund for Water	1,000,000	980,000	980,000	-	100.0%
Transfer from Operating Fund for Wastewater	1,000,000	980,000	980,000	-	100.0%
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	2,040,576	3,625,424	36.0%
Total Beginning Balance & Revenues	**$ 7,838,500**	**$ 12,380,300**	**$ 8,754,759**	**$ 3,625,541**	70.7%
Expenses					
Engineering & Inspection	$ 30,400	$ 30,400	$ -	$ 30,400	0.0%
Water	1,338,800	3,908,100	367,214	3,540,886	9.4%
Wastewater	2,021,200	4,004,700	1,386,396	2,618,304	34.6%
Water Treatment Plant	1,200,000	1,200,000	84,808	1,115,192	7.1%
Total Expenses	4,590,400	9,143,200	1,838,418	7,304,782	20.1%
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**	**$ 1,838,418**	**$ 10,541,882**	14.8%
Reserve Balances					
Capital Asset Replacement - Water	$ 518,500	$ 523,500	$ 525,874		
Capital Asset Replacement - Wastewater	$ 517,300	$ 522,300	$ 524,671		

City of Dover
Finance Department
Monthly Report - April 2017
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 5,540,500	$ 9,314,400	$ 9,314,351	$ 49	100.0%
Revenues					
Interest Earnings	40,000	40,000	95,326	(55,326)	238.3%
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	34,845	(6,845)	124.4%
General Service Billing	900,000	900,000	438,648	461,352	48.7%
Total Revenues	3,676,200	3,704,200	1,838,819	1,865,381	49.6%
Total Beginning Balance & Revenues	**$ 9,216,700**	**$ 13,018,600**	**$ 11,153,170**	**$ 1,865,430**	85.7%
Expenses					
Electric Generation	$ 1,842,800	$ 2,389,100	$ 768,140	$ 1,620,960	32.2%
Transmission/Distribution	1,975,000	2,175,000	500,935	1,674,065	23.0%
Electrical Engineering	910,700	1,731,700	617,657	1,114,043	35.7%
Meter Reading	41,800	64,800	17,993	46,807	27.8%
ERP System	1,000,000	1,000,000	41,932	958,068	4.2%
Administration	-	23,000	-	23,000	0.0%
Total Expenses	5,770,300	7,383,600	1,946,657	5,436,943	26.4%
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**	**$ 1,946,657**	**$ 11,071,943**	15.0%
Reserve Balances					
Depreciation Reserve	$ 10,910,200	$ 12,957,300	$ 13,006,145		
Future Capacity Reserve	$ 10,961,700	$ 13,110,300	$ 13,160,630		

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	$ 1,870,720	$ 575,981
Dover Sun Park - REC's	362,400	233,906	128,493
Total Power Supply Cost	2,809,100	2,104,626	704,474
Non-Solar Power Supply Cost	(1,191,300)	(754,202)	(437,098)
Incremental Energy Cost	$ 1,617,800	$ 1,350,424	$ 267,376
Revenues			
Customer Sales - Electricity	(93,900)	(86,276)	(7,624)
Rent Receipts	(94,500)	(63,005)	(31,495)
Total Revenues	(188,400)	(149,281)	(39,119)
Incremental Sun Park Cost	$ 1,429,400	$ 1,201,143	$ 228,257
MWh Purchased/Generated - Solar	18,159.000	13,390.666	
MWh $ Solar Energy	$ 134.74	139.70	
Solar REC's MWh		2,093.000	
MWh $ Solar REC (one month lag)*		111.76	

City of Dover
Finance Department
Monthly Report - April 2017
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 92,100	$ 90,700	$ 90,699	$ 1	100.0%
Revenues					
Grants Revenue	500,000	500,000	135,000	365,000	27.0%
Interest Earned	-	-	256	(256)	0.0%
Total Revenues	500,000	500,000	135,256	364,744	27.1%
Total Beginning Balance & Revenues	**$ 592,100**	**$ 590,700**	**$ 225,955**	**$ 364,745**	38.3%
Expenses					
Program Expenses - Grant Related	$ 500,000	$ 505,500	$ 185,069	$ 320,431	36.6%
Total Expenses	500,000	505,500	185,069	320,431	36.6%
Budget Balance - Working Capital	92,100	85,200	-	85,200	0.0%
Total Budget Balances & Expenses	**$ 592,100**	**$ 590,700**	**$ 185,069**	**$ 405,631**	31.3%

City of Dover
Finance Department
Monthly Report - April 2017
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 295,300	$ 513,000	$ 512,917	$ 83	100.0%
Revenues					
State & Federal Grants Received	319,000	519,200	258,676	260,524	49.8%
Interest Earnings	-	-	2,166	(2,166)	0.0%
Total Revenues	319,000	519,200	260,842	258,358	50.2%
Total Beginning Balance & Revenues	**$ 614,300**	**$ 1,032,200**	**$ 773,759**	**$ 258,441**	75.0%
Expenses					
Cadet Program	$ 81,100	$ 81,100	$ 56,178	$ 24,922	69.3%
Equipment & Program Supplies	284,000	524,000	225,857	298,143	43.1%
Telephone/Fax	16,000	16,000	14,902	1,098	93.1%
Training/Conference/Food/Travel	17,000	58,100	33,942	24,158	58.4%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Contractual services	5,000	78,000	64,770	13,230	83.0%
Operating Transfers - Out	82,000	250,000	211,385	38,615	84.6%
Total Expenses	486,100	1,008,200	607,034	401,166	60.2%
Budget Balance - Working Capital (Unaudited)	128,200	24,000	-	24,000	0.0%
Total Budget Balances & Expenses	**$ 614,300**	**$ 1,032,200**	**$ 607,034**	**$ 425,166**	58.8%

City of Dover
Finance Department
Monthly Report - April 2017
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 17,300	$ 37,600	$ 37,525	$ 75	99.8%
Revenues					
Grants Received	305,500	297,100	297,027	73	100.0%
Federal Grants	2,500	2,500	2,920	(420)	116.8%
Total Revenues	308,000	299,600	299,947	(347)	100.1%
Total Beginning Balance & Revenues	**$ 325,300**	**$ 337,200**	**$ 337,472**	**$ (272)**	100.1%
Expenses					
Program Expenses/Supplies-State Grants	$ 27,500	$ 30,000	$ 18,074	$ 11,926	60.2%
Program Expenses/Supplies-Federal Grants	2,500	2,500	3,000	(500)	120.0%
Office Supplies	30,800	30,800	25,668	5,132	83.3%
Printing/Duplicating	12,500	14,000	12,688	1,312	90.6%
Postage	100	200	108	92	54.0%
Books	150,600	150,300	94,504	55,796	62.9%
Furniture	10,500	12,500	7,441	5,059	59.5%
Audio Visual Supplies	77,200	77,200	54,643	22,557	70.8%
Training/Conference/Food/Travel	5,300	6,000	1,427	4,573	23.8%
Computer Software	-	1,000	360	640	36.0%
Computer Hardware	-	4,400	1,202	3,198	27.3%
Office Equipment/Repairs & Maintenance	6,300	6,300	4,018	2,282	63.8%
Other Equipment - Lease	2,000	2,000	1,622	378	81.1%
Total Expenses	325,300	337,200	224,755	112,445	66.7%
Total Budget Balances & Expenses	**$ 325,300**	**$ 337,200**	**$ 224,755**	**$ 112,445**	66.7%

City of Dover
Finance Department
Monthly Report - April 2017
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 60,300	$ 99,500	$ 99,453	$ 47	100.0%
Revenues					
Grants Received	28,000	28,000	21,023	6,977	75.1%
Recreation Revenue	33,000	33,000	33,455	(455)	101.4%
Total Revenues	61,000	61,000	54,478	6,522	89.3%
Total Beginning Balance & Revenues	**$ 121,300**	**$ 160,500**	**$ 153,931**	**$ 6,569**	95.9%
Expenses					
Temporary Help/Benefits	$ 60,200	$ 60,200	$ 42,690	$ 17,510	70.9%
Program Expenses/Supplies	55,000	55,000	27,230	27,770	49.5%
Total Expenses	115,200	115,200	69,920	45,280	60.7%
Budget Balance - Working Capital	6,100	45,300	-	45,300	0.0%
Total Budget Balances & Expenses	**$ 121,300**	**$ 160,500**	**$ 69,920**	**$ 90,580**	43.6%

City of Dover
Finance Department
Monthly Report - April 2017
CDBG Fund

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 2,100	$ 2,100	$ 17,338	$ (15,238)	825.6%
Revenues					
Grants Received	236,500	279,700	134,534	145,166	48.1%
Interest Earnings	-	-	205	(205)	0.0%
Total Revenues	236,500	279,700	134,739	144,961	48.2%
Total Beginning Balance & Revenues	**$ 238,600**	**$ 281,800**	**$ 152,077**	**$ 129,723**	54.0%
Expenses					
Closing Cost/Down Payment Program	$ 50,000	$ 80,900	$ 69,102	$ 11,798	85.4%
Connection Community Support Program	7,200	9,800	2,945	6,855	30.1%
Dover Interfaith Ministry	22,000	22,000	19,769	2,231	89.9%
MHDC Emergency Home Repair	25,000	47,300	29,703	17,597	62.8%
Habitat For Humanity	30,000	3,000	2,953	47	98.4%
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	30,646	16,654	64.8%
NSP Expense	-	-	7,619	(7,619)	0.0%
Total Expenses	236,500	279,700	168,091	111,609	60.1%
Budget Balance - Working Capital	2,100	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 238,600**	**$ 281,800**	**$ 168,091**	**$ 113,709**	59.6%

MONTHLY REPORT



MARCH 2017

Incident Run Log

Dover Fire Department

Date Range: From 03/01/2017 to 03/31/2017
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
03/01/2017	30046	2017-000208	18:47	255	WEBBS LN	E	Cooking fire, confined to container	0.3
03/01/2017	30046	2017-000209	22:10	82	ROUNDTREE DR EAST		Smoke scare, odor of smoke	0.5
03/02/2017	30046	2017-000210	05:34	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.0
03/02/2017	30046	2017-000211	11:30	12	YARMOUTH WAY		Electrical wiring/equipment problem, other	0.3
03/02/2017	30046	2017-000212	14:52	299	N DUPONT HWY		Service Call, other	0.3
03/03/2017	30046	2017-000213	18:50	787	BACON AVE	5	Extrication, rescue, other	0.4
03/04/2017	30046	2017-000214	00:41	19	S STATE ST		Smoke detector activation due to malfunction	0.2
03/04/2017	30046	2017-000215	19:12	34	N NEW ST		Cooking fire, confined to container	0.2
03/04/2017	30046	2017-000216	21:32		FORREST AVE		Extrication of victim(s) from vehicle	0.8
03/05/2017	30046	2017-000217	11:26	909	N DUPONT HWY		Cooking fire, confined to container	1.1
03/05/2017	30046	2017-000218	15:26	113	WOODBROOK RD		Good intent call, other	0.3
03/05/2017	30046	2017-000219	19:08	992	WHATCOAT DR		Good intent call, other	0.3
03/06/2017	30046	2017-000220	12:10	3	LOOCKERMAN PLZ		Good intent call, other	0.2
03/06/2017	30046	2017-000221	18:43	209	EISENHOWER DR		Good intent call, other	0.3
03/06/2017	30046	2017-000222	21:21	310	GOOCHS LN		Good intent call, other	0.5
03/06/2017	30046	2017-000223	21:32	921	SIMON CIRCLE		Gas leak (natural gas or LPG)	0.5
03/06/2017	30046	2017-000224	21:32	1200	NORTH DUPONT	200	Dispatched & canceled en route	0.1
03/07/2017	30046	2017-000225	08:14	150	OLD FORGE DR		Arcing, shorted electrical equipment	0.6
03/07/2017	30046	2017-000226	08:20	263	N DUPONT HWY		System malfunction, other	0.5
03/07/2017	30046	2017-000227	18:42	8	BUNKER CT		Gas leak (natural gas or LPG)	0.3
03/08/2017	30046	2017-000228	07:52	303	NORTHDOWN DR		Smoke detector activation, no fire - unintentional	0.4
03/09/2017	30046	2017-000229	09:16	1210	WHITEOAK RD		Brush or brush-and-grass mixture fire	0.4
03/09/2017	30046	2017-000230	09:34	1	IVY HALL		Building fire	1.6
03/09/2017	30046	2017-000231	10:02		NIMITZ RD		Rescue, EMS incident, other	0.3
03/09/2017	30046	2017-000232	10:08		N DUPONT HWY & WHITE OAK RD		Rescue, EMS incident, other	0.2
03/09/2017	30046	2017-000233	12:07		KENTON RD		Grass fire	0.3
03/09/2017	30046	2017-000234	12:23	1402	S STATE ST		Grass fire	0.2
03/09/2017	30046	2017-000235	13:45		S STATE ST		Grass fire	0.4
03/09/2017	30046	2017-000236	14:41	430	COLLEGE RD	100	Sprinkler activation, no fire - unintentional	0.9
03/10/2017	30046	2017-000237	18:55	622	W DIVISION ST		Motor vehicle accident with injuries	0.3
03/11/2017	30046	2017-000238	08:59	2	STATE CIR		Gas leak (natural gas or LPG)	0.5
03/11/2017	30046	2017-000239	11:21	124	SHADOW CT		Good intent call, other	0.2
03/11/2017	30046	2017-000240	15:48	51	WEBBS LN	CC	Motor vehicle accident with no injuries.	0.3
03/11/2017	30046	2017-000241	21:45	35	COMMERCE WAY	SUITE	Alarm system sounded due to malfunction	0.4
03/12/2017	30046	2017-000242	14:08	1800	CHESTNUT GROVE RD		Extrication of victim(s) from vehicle	0.7
03/13/2017	30046	2017-000243	09:28	110	GALAXY DR		Cover assignment, standby, moveup	0.3
03/13/2017	30046	2017-000244	11:15		RT 1 NORTH BOUND		Passenger vehicle fire	0.6
03/13/2017	30046	2017-000245	13:15	561	TROON RD		Good intent call, other	0.2
03/13/2017	30046	2017-000246	16:06	758	N DUPONT HWY		Outside rubbish fire, other	0.4
03/13/2017	30046	2017-000247	16:26	1200	N DUPONT HWY		Dispatched & canceled en route	0.1
03/13/2017	30046	2017-000248	22:16	50	S PRESTWICK CT		Lock-in (if lock out , use 511)	0.4
03/13/2017	30046	2017-000249	23:49	1200	N DUPONT HWY		Cooking fire, confined to container	0.2
03/14/2017	30046	2017-000250	08:27	725	HORSEPOND RD		Good intent call, other	0.3
03/14/2017	30046	2017-000251	11:38	140	S STATE ST		Good intent call, other	0.4
03/14/2017	30046	2017-000252	17:27	305	NORTHDOWN DR		Medical assist, assist EMS crew	0.3
03/14/2017	30046	2017-000253	18:28	1200	N DUPONT HWY		Good intent call, other	0.2
03/14/2017	30046	2017-000254	18:34	400	N DUPONT HWY	I	Good intent call, other	0.3
03/15/2017	30046	2017-000255	01:27	178	WILLIS RD		Electrical wiring/equipment problem, other	0.4
03/15/2017	30046	2017-000256	10:46	13	E HUNTINGTON CIR		Dispatched & canceled en route	0.5
03/15/2017	30046	2017-000257	21:45	1	S BRADFORD ST		Smoke detector activation, no fire - unintentional	0.3
03/15/2017	30046	2017-000258	23:10	10	FAIRWAY LAKES DR	B	False alarm or false call, other	0.4
03/16/2017	30046	2017-000259	06:03	21	S LITTLE CREEK RD		Dispatched & canceled en route	0.1
03/16/2017	30046	2017-000260	08:39	1289	WALKER RD	CC	Cooking fire, confined to container	0.4
03/16/2017	30046	2017-000261	10:52	1200	N DUPONT HWY		Dispatched & canceled en route	0.0
03/16/2017	30046	2017-000262	11:52	193	CARNOUSTIE RD		Dispatched & canceled en route	0.0
03/16/2017	30046	2017-000263	13:34		NORTH ST		Vehicle accident, general cleanup	0.3
03/16/2017	30046	2017-000264	13:59	768	WALKER RD		Alarm system activation, no fire - unintentional	0.5
03/17/2017	30046	2017-000265	00:23	1679	S STATE ST	LT N-	Fire in mobile home used as fixed residence	1.7
03/17/2017	30046	2017-000266	12:53	1679	S STATE ST	A52	Electrical wiring/equipment problem, other	0.6

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
03/17/2017	30046	2017-000267	16:26	710	BUCKSON DR		Smoke scare, odor of smoke	0.5
03/17/2017	30046	2017-000268	21:02	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
03/18/2017	30046	2017-000269	04:13	2800	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.4
03/18/2017	30046	2017-000270	14:22	33	LOOCKERMAN ST		Service Call, other	0.2
03/18/2017	30046	2017-000271	15:28	317	S STATE ST		Good intent call, other	0.2
03/18/2017	30046	2017-000272	16:57	319	BILLY MITCHELL LN		Smoke detector activation due to malfunction	0.4
03/18/2017	30046	2017-000273	19:23	561	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.3
03/18/2017	30046	2017-000274	20:45	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
03/20/2017	30046	2017-000275	18:39	555	S BAY RD		Extrication of victim(s) from vehicle	0.5
03/21/2017	30046	2017-000276	18:00	1200	N DUPONT HWY		Dispatched & canceled en route	0.1
03/21/2017	30046	2017-000277	19:33	223	MEADOW DR		Fires in structure other than in a building	2.1
03/21/2017	30046	2017-000278	21:40	10)	ROUTE 1 LAFFERTY LA TO END OF		Extrication of victim(s) from vehicle	0.9
03/21/2017	30046	2017-000279	21:45	1	W LOOCKERMAN ST		Alarm system activation, no fire - unintentional	0.4
03/21/2017	30046	2017-000280	23:55	1570	N DUPONT HWY		Detector activation, no fire - unintentional	0.2
03/22/2017	30046	2017-000281	07:19	820	SILVER LAKE BLVD		Smoke detector activation, no fire - unintentional	0.4
03/22/2017	30046	2017-000282	13:51	2030	GENERALS WAY	B	Smoke detector activation, no fire - unintentional	0.5
03/22/2017	30046	2017-000283	14:20	411	LEGISLATIVE AVE		Fire, other	0.3
03/22/2017	30046	2017-000284	18:35	1200	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.7
03/23/2017	30046	2017-000285	07:24	640	S STATE ST		Heat from short circuit (wiring), defective/worn	0.4
03/23/2017	30046	2017-000286	12:11	452	FULTON ST		Electrical wiring/equipment problem, other	0.2
03/23/2017	30046	2017-000287	14:16	1450	S DUPONT HWY		Good intent call, other	0.4
03/24/2017	30046	2017-000288	03:40	1119	FORREST AVE		False alarm or false call, other	0.7
03/24/2017	30046	2017-000289	21:02	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
03/25/2017	30046	2017-000290	00:40	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
03/25/2017	30046	2017-000291	05:59	3808	KIRKWOOD HWY		Cover assignment, standby, moveup	10.3
03/25/2017	30046	2017-000292	13:49		S DUPONT HWY & S STATE ST		Steam, vapor, fog or dust thought to be smoke	0.2
03/26/2017	30046	2017-000293	11:28	1478	WYOMING MILL RD		Good intent call, other	0.5
03/28/2017	30046	2017-000294	10:25	202	PRESIDENT DR		Good intent call, other	0.3
03/28/2017	30046	2017-000295	13:43	209	S STATE ST		Alarm system activation, no fire - unintentional	0.3
03/28/2017	30046	2017-000296	16:49	285	PIERSON CORNER ROAD		Good intent call, other	0.4
03/28/2017	30046	2017-000297	17:19	318	N BRADFORD ST		Good intent call, other	0.2
03/28/2017	30046	2017-000298	21:26	561	N DUPONT HWY		Smoke detector activation due to malfunction	0.3
03/29/2017	30046	2017-000299	00:01	100	ISABELLE ISLE		Alarm system sounded due to malfunction	0.6
03/29/2017	30046	2017-000300	08:56	100	Isabel isle		Malicious, mischievous false call, other	0.5
03/29/2017	30046	2017-000301	11:04	1200	N DUPONT HWY		Smoke detector activation due to malfunction	0.1
03/29/2017	30046	2017-000302	12:35		DUPONT HIGHWAY		Rescue or EMS standby	0.3
03/29/2017	30046	2017-000303	15:43	1131	N DUPONT HWY		Good intent call, other	0.3
03/29/2017	30046	2017-000304	17:48	70	CHARLES POLK RD		Assist invalid	0.7
03/29/2017	30046	2017-000305	20:30	1200	N DUPONT HWY		Cooking fire, confined to container	0.1
03/30/2017	30046	2017-000306	14:57	320	RAYMOND ST		Cooking fire, confined to container	0.5
03/31/2017	30046	2017-000307	08:49		S STATE ST		Dispatched & canceled en route	0.0
03/31/2017	30046	2017-000308	16:06	1200	N DUPONT HWY		Smoke detector activation due to malfunction	0.1
03/31/2017	30046	2017-000309	19:03	103	S. GOVERNORS AVE.		Gasoline or other flammable liquid spill	0.4
03/31/2017	30046	2017-000310	23:21	1200	N DUPONT HWY		Alarm system sounded due to malfunction	0.1

Total Number of Incidents: 103

Total Length of Incidents: 50.3 Hours

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
March 2017

	Type	Date	Num	Name
Ordinary Income/Expense				
Expense				
Apparatus Repairs & Maintenance				
	Check	03/18/2017	1765	Atlantic Emergency Solutions
	Check	03/18/2017	1765	Atlantic Emergency Solutions
	Check	03/18/2017	1765	Atlantic Emergency Solutions
	Check	03/18/2017	1767	Dover Automotive
	Check	03/26/2017	1771	Atlantic Emergency Solutions
	Check	03/26/2017	1773	Mr. Tire Auto Centers
	Check	03/26/2017	1773	Mr. Tire Auto Centers
	Check	03/26/2017	1774	Mr. Tire Auto Centers
Total Apparatus Repairs & Maintenance				
Contract Employee				
	Check	03/04/2017		Carter Knotts
	Check	03/11/2017	1764	Raymond F. Book & Associates
	Check	03/18/2017		Carter Knotts
	Check	03/31/2017		Carter Knotts
Total Contract Employee				
Electricity				
	Check	03/10/2017	1762	City of Dover Utility
	Check	03/10/2017	1763	City of Dover Utility
Total Electricity				
Heating Expenses- Gas				
	Check	03/04/2017	1757	Chesapeake Utilities
	Check	03/10/2017	1761	Chesapeake Utilities
Total Heating Expenses- Gas				
Other Equipment Repairs				
	Check	03/18/2017	1766	Kunkel Auto Supply
	Check	03/18/2017	1769	Witmer Public Safety
	Check	03/26/2017	1772	Kunkel Auto Supply
Total Other Equipment Repairs				
Program Expenses				
	Check	03/26/2017	1770	Airpower International
Total Program Expenses				
Small Tools				
	Check	03/18/2017	1769	Witmer Public Safety
Total Small Tools				
Telephone				
	Check	03/04/2017	1758	Verizon Wireless

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
March 2017

	Type	Date	Num	Name
	Check	03/31/2017	1776	Verizon Wireless
Total Telephone				
Training & Travel Expenses				
	Check	03/04/2017	1759	M&T Bank
	Check	03/05/2017	1760	Traditions Training
Total Training & Travel Expenses				
Uniforms				
	Check	03/04/2017	1759	M&T Bank
	Check	03/18/2017	1768	Dover Army-Navy Store
Total Uniforms				
Water/Sewer				
	Check	03/10/2017	1762	City of Dover Utility
	Check	03/10/2017	1762	City of Dover Utility
	Check	03/10/2017	1763	City of Dover Utility
	Check	03/31/2017	1775	Sharp Water Culligan
Total Water/Sewer				
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
March 2017

	Memo	Clr	Split
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	Invoice-11974DEL- air leaks L-1		City Fund Account
	Invoce-12020DEL- L-1 ladder pipe problems		City Fund Account
	Invoice-12034DEL-L-1 air step leaking		City Fund Account
	Invoice # 853583- anti freeze/fuel treatment		City Fund Account
	Invoice # 12059DEL- E-7 DOT, Maint, etc.		City Fund Account
	Invoice # 187369-E-6 flat repair		City Fund Account
	Invoice # 187543- E04 new tires		City Fund Account
	Invoice # 189490- repair Kabota tire		City Fund Account
Total Apparatus Repairs & Maintenance			
Contract Employee			
	Feb 12th to Feb 25th		City Fund Account
	Payroll Management Services for March		City Fund Account
	Feb. 26th to March 11th		City Fund Account
	Mar 12 to Mar 25		City Fund Account
Total Contract Employee			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
Total Electricity			
Heating Expenses- Gas			
	Stat 2 from 01/26 to 02/23		City Fund Account
	Station 1 from 02/02 to 03/02		City Fund Account
Total Heating Expenses- Gas			
Other Equipment Repairs			
	Invoice # 056411348-truck brushes		City Fund Account
	Inv 1761687- face piece repairs		City Fund Account
	Invoice # 056413578- hyper wash for Sta. 2		City Fund Account
Total Other Equipment Repairs			
Program Expenses			
	Yearly Service Contract		City Fund Account
Total Program Expenses			
Small Tools			
	Inv-1757564-chain repairs		City Fund Account
Total Small Tools			
Telephone			
	Invoice # 9780665865- IPAD charges from 01/21 to 02/20		City Fund Account

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
March 2017

		Memo	Clr	Split
		IPAD Charges		City Fund Account
	Total Telephone			
	Training & Travel Expenses			
		Dunkin Donuts		City Fund Account
		Fire Officer Training		City Fund Account
	Total Training & Travel Expenses			
	Uniforms			
		DE Williams Shields		City Fund Account
		New Dispatcher Uniforms- Jacobs		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 # 1990366		City Fund Account
	Total Water/Sewer			
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
March 2017

	Amount	Balance
Ordinary Income/Expense		
Expense		
Apparatus Repairs & Maintenance		
	3,827.92	3,827.92
	463.98	4,291.90
	2,133.42	6,425.32
	10.98	6,436.30
	3,566.92	10,003.22
	120.00	10,123.22
	4,096.80	14,220.02
	25.00	14,245.02
Total Apparatus Repairs & Maintenance	14,245.02	14,245.02
Contract Employee		
	1,224.96	1,224.96
	85.00	1,309.96
	1,029.67	2,339.63
	1,029.55	3,369.18
Total Contract Employee	3,369.18	3,369.18
Electricity		
	2,470.29	2,470.29
	429.31	2,899.60
Total Electricity	2,899.60	2,899.60
Heating Expenses- Gas		
	474.10	474.10
	929.19	1,403.29
Total Heating Expenses- Gas	1,403.29	1,403.29
Other Equipment Repairs		
	89.60	89.60
	41.15	130.75
	141.68	272.43
Total Other Equipment Repairs	272.43	272.43
Program Expenses		
	1,957.69	1,957.69
Total Program Expenses	1,957.69	1,957.69
Small Tools		
	265.00	265.00
Total Small Tools	265.00	265.00
Telephone		
	150.20	150.20

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
March 2017

	Amount	Balance
	150.20	300.40
Total Telephone	300.40	300.40
Training & Travel Expenses		
	44.95	44.95
	2,500.00	2,544.95
Total Training & Travel Expenses	2,544.95	2,544.95
Uniforms		
	338.00	338.00
	387.20	725.20
Total Uniforms	725.20	725.20
Water/Sewer		
	62.50	62.50
	14.49	76.99
	14.49	91.48
	125.00	216.48
Total Water/Sewer	216.48	216.48
Total Expense	28,199.24	28,199.24
Net Ordinary Income	-28,199.24	-28,199.24
Net Income	**-28,199.24**	**-28,199.24**

FY 16-17 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 91,300.00	$ 97,186.51	**$ (5,886.51)**
Building Maintenance Supplies	$ 1,500.00	$ 567.48	$ 932.52
Contract Services-Admin Assist	$ 16,000.00	$ 7,853.16	$ 8,146.84
Contractual Services	$ 9,000.00		$ 9,000.00
Electricity	$ 45,000.00	$ 28,391.95	$ 16,608.05
Gasoline	$ 15,000.00	$ 8,348.59	$ 6,651.41
Heating Expenses- Gas	$ 12,000.00	$ 8,136.08	$ 3,863.92
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	$ 376.06	$ 1,123.94
Program Expenses	$ 45,000.00	$ 38,742.64	$ 6,257.36
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	$ 3,142.68	$ 357.32
Telephone	$ 9,000.00	$ 5,581.50	$ 3,418.50
Training & Travel	$ 10,000.00	$ 8,264.95	$ 1,735.05
Uniforms & Firefighting Gear	$ 30,000.00	$ 4,612.11	$ 25,387.89
Water/ Sewer	$ 2,500.00	$ 1,998.64	$ 501.36

Balance as of: March 31,2017

MONTHLY REPORT



APRIL 2017

Incident Run Log

Dover Fire Department

Date Range: From 04/01/2017 to 04/30/2017
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
04/01/2017	30046	2017-000311	18:41	820	CARVEL DR	D	Cooking fire, confined to container	0.6
04/01/2017	30046	2017-000312	23:54	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
04/02/2017	30046	2017-000313	00:36		ROUTE 1		Motor vehicle accident with injuries	0.4
04/02/2017	30046	2017-000314	15:20	1570	N DUPONT HWY		Dispatched & canceled en route	0.1
04/02/2017	30046	2017-000315	18:55	218	LOTUS ST		Good intent call, other	0.3
04/02/2017	30046	2017-000316	19:54	280	RED TAIL DR		False alarm or false call, other	0.4
04/03/2017	30046	2017-000317	06:35	200	BANNING ST	170	Good intent call, other	0.4
04/03/2017	30046	2017-000318	11:58	730	BICENTENNIAL BLVD		Good intent call, other	0.3
04/03/2017	30046	2017-000319	12:41	1200	N DUPONT HWY		Service Call, other	0.3
04/03/2017	30046	2017-000320	19:21	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.1
04/04/2017	30046	2017-000321	13:02	126	N NEW ST		Fires in structure other than in a building	0.4
04/04/2017	30046	2017-000322	15:17	940	MCDOWELL DR		Good intent call, other	0.3
04/05/2017	30046	2017-000323	00:44	1225	WALKER RD		False alarm or false call, other	0.8
04/05/2017	30046	2017-000324	13:47	1061	S LITTLE CREEK RD		Electrical wiring/equipment problem, other	0.7
04/05/2017	30046	2017-000325	20:36	5	ROCKFORD CROSSING		CO detector activation due to malfunction	0.5
04/06/2017	30046	2017-000326	01:10	1200	N DUPONT HWY		Alarm system sounded due to malfunction	0.1
04/06/2017	30046	2017-000327	13:26	426	S NEW ST		Smoke detector activation, no fire - unintentional	0.4
04/06/2017	30046	2017-000328	15:58	380	PARADEE DR		Cooking fire, confined to container	0.3
04/07/2017	30046	2017-000329	01:42	764	LEIPSIC RD		Fire, other	0.9
04/07/2017	30046	2017-000330	01:55	120	N STATE ST		False alarm or false call, other	0.1
04/07/2017	30046	2017-000331	05:30	220	ORCHARD AVE		Good intent call, other	0.5
04/08/2017	30046	2017-000332	08:42	1480	MCKEE RD		Smoke detector activation, no fire - unintentional	0.4
04/08/2017	30046	2017-000333	08:42	22	N QUEEN ST		Smoke detector activation due to malfunction	0.3
04/08/2017	30046	2017-000334	10:42	808	TOWNSEND BLVD		Fires in structure other than in a building	2.0
04/08/2017	30046	2017-000335	12:12	101	BABB DR		Smoke detector activation, no fire - unintentional	0.4
04/08/2017	30046	2017-000336	13:28	1101	S DUPONT HWY		System malfunction, other	0.3
04/08/2017	30046	2017-000337	17:52	208	BAY TREE RD	D	Good intent call, other	0.3
04/08/2017	30046	2017-000338	23:01	228	N GOVERNORS AVE		Good intent call, other	0.2
04/09/2017	30046	2017-000339	16:58	1155	WALKER RD		Smoke detector activation, no fire - unintentional	0.3
04/10/2017	30046	2017-000340	12:33	555	BAY RD		Removal of victim(s) from stalled elevator	0.0
04/10/2017	30046	2017-000341	13:41	1533	NATHANIEL MITCHELL RD		Assist invalid	0.4
04/10/2017	30046	2017-000342	16:45	223	CHENAULT CT		Grass fire	0.7
04/11/2017	30046	2017-000343	06:37	910	JONATHAN DR		Dispatched & canceled en route	0.1
04/11/2017	30046	2017-000344	09:53	1486	FOREST AVE		Medical assist, assist EMS crew	0.3
04/11/2017	30046	2017-000345	12:08	51	WEBBS LN	K	Building fire	3.1
04/11/2017	30046	2017-000346	15:04	1710	N DUPONT HWY		Gasoline or other flammable liquid spill	0.3
04/11/2017	30046	2017-000347	17:50	51	WEBBS LN	K	Fire, other	0.6
04/12/2017	30046	2017-000348	00:34	51	WEBBS LN	D	Cooking fire, confined to container	0.6
04/12/2017	30046	2017-000349	09:53	100	HIAWATHA LN		Outside rubbish, trash or waste fire	0.1
04/12/2017	30046	2017-000350	10:01	872	FOREST ST		False alarm or false call, other	0.4
04/12/2017	30046	2017-000351	18:11	1200	N DUPONT HWY		Dumpster or other outside trash receptacle fire	0.4
04/13/2017	30046	2017-000352	12:00	115	N AMERICAN AVE		Building fire	0.7
04/14/2017	30046	2017-000353	08:39	3024	N DUPONT HWY		Power line down	0.1
04/14/2017	30046	2017-000354	10:09	1425	HOPKINS AVE		Smoke detector activation, no fire - unintentional	0.4
04/14/2017	30046	2017-000355	19:47	1679	S STATE ST	LT	Hazardous condition, other	0.7
04/14/2017	30046	2017-000356	22:28	203	GRINDING WHEEL DR		CO detector activation due to malfunction	0.5
04/15/2017	30046	2017-000357	09:12	51	WEBBS LN	BB	Carbon monoxide incident	0.5
04/15/2017	30046	2017-000358	13:41	12	WILLIAM CHANDLER ST		Dispatched & canceled en route	0.1
04/16/2017	30046	2017-000359	14:44	1480	MCKEE RD		Cooking fire, confined to container	0.6
04/16/2017	30046	2017-000360	20:29	1200	WHITEOAK RD		Good intent call, other	0.5
04/16/2017	30046	2017-000361	21:45	1200	N DUPONT HWY		Alarm system sounded due to malfunction	3.1
04/17/2017	30046	2017-000362	00:49	400	N DUPONT HWY	E	System malfunction, other	0.7
04/17/2017	30046	2017-000363	10:41	383	W NORTH ST		Smoke or odor removal	0.2
04/17/2017	30046	2017-000364	11:33	39	PAR HAVEN DR	E	Smoke detector activation due to malfunction	0.7
04/18/2017	30046	2017-000365	12:47	112	FULTON ST		Detector activation, no fire - unintentional	0.0
04/19/2017	30046	2017-000366	08:09	305	N NEW ST		Fires in structure other than in a building	1.4
04/19/2017	30046	2017-000367	11:22	305	N NEW ST		Special type of incident, other	2.9
04/19/2017	30046	2017-000368	15:47	500	PERSIMMON TREE LA	5	Good intent call, other	0.0
04/19/2017	30046	2017-000369	22:06	314	FOX RD		Dispatched & canceled en route	0.1

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
04/20/2017	30046	2017-000370	09:16	145	DAVIS CIR		Good intent call, other	0.2
04/20/2017	30046	2017-000371	15:11	104	SAULSBURY RD		Unintentional transmission of alarm, other	0.6
04/20/2017	30046	2017-000372	16:01	19	SOUTH STATE STREET		Dumpster or other outside trash receptacle fire	0.2
04/21/2017	30046	2017-000373	15:21	120	N STATE ST		Detector activation, no fire - unintentional	0.1
04/21/2017	30046	2017-000374	17:02	1200	N DUPONT HWY		Alarm system sounded due to malfunction	0.1
04/22/2017	30046	2017-000375	00:49	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
04/22/2017	30046	2017-000376	05:03	605	BAY RD		Alarm system sounded due to malfunction	0.5
04/22/2017	30046	2017-000377	08:47	44	VILLAGE DR		Alarm system activation, no fire - unintentional	0.3
04/22/2017	30046	2017-000378	17:44	1030	JANES RD		HazMat release investigation w/no HazMat	0.5
04/22/2017	30046	2017-000379	18:11	20	WASHINGTON ST		Electrical wiring/equipment problem, other	0.5
04/22/2017	30046	2017-000380	21:47	2446	W DENNEYS RD		Lock-in (if lock out , use 511)	0.6
04/23/2017	30046	2017-000381	07:37	735	W NORTH ST		Assist invalid	0.3
04/23/2017	30046	2017-000382	10:26	515	ANN MOORE ST		CO detector activation due to malfunction	0.3
04/23/2017	30046	2017-000383	14:44	1200	N DUPONT HWY		Unintentional transmission of alarm, other	0.1
04/23/2017	30046	2017-000384	15:48	120	N STATE ST		Smoke detector activation, no fire - unintentional	0.1
04/24/2017	30046	2017-000385	00:43	35	Greenway square		Cooking fire, confined to container	0.4
04/24/2017	30046	2017-000386	09:44	1570	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.2
04/24/2017	30046	2017-000387	20:15	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
04/24/2017	30046	2017-000388	22:01	1700	N DUPONT HWY		Motor vehicle accident with injuries	0.4
04/25/2017	30046	2017-000389	09:07	447	NIMITZ RD		Alarm system activation, no fire - unintentional	0.3
04/25/2017	30046	2017-000390	11:07	186	STONEY DR		Carbon monoxide detector activation, no CO	0.5
04/25/2017	30046	2017-000391	12:33	1706	N DUPONT HWY		Good intent call, other	0.1
04/25/2017	30046	2017-000392	14:13	1200	N DUPONT HWY		Alarm system sounded due to malfunction	0.1
04/26/2017	30046	2017-000393	08:56	32	W LOOCKERMAN ST		Cooking fire, confined to container	0.2
04/26/2017	30046	2017-000394	19:45	38	N EDGEHILL AVE		Good intent call, other	0.5
04/26/2017	30046	2017-000395	19:58	721	BACON AVE		Good intent call, other	0.3
04/27/2017	30046	2017-000396	04:03	940	MCDOWELL DR		Good intent call, other	0.4
04/27/2017	30046	2017-000397	14:29		WILLIS RD		Motor vehicle accident with injuries	0.2
04/28/2017	30046	2017-000398	02:33	150	CECIL ST		Alarm system activation, no fire - unintentional	0.1
04/28/2017	30046	2017-000399	05:50	200	GARRISON OAK DR		Alarm system activation, no fire - unintentional	0.5
04/28/2017	30046	2017-000400	11:28	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.2
04/28/2017	30046	2017-000401	14:16	1570	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.6
04/28/2017	30046	2017-000402	16:10		KENTON RD		Dispatched & canceled en route	0.0
04/28/2017	30046	2017-000403	17:05	650	S BAY RD	6	Malicious, mischievous false call, other	0.4
04/28/2017	30046	2017-000404	19:38	805	SCHOOLHOUSE LN		Detector activation, no fire - unintentional	0.3
04/28/2017	30046	2017-000405	21:14	1200	N DUPONT HWY		Smoke detector activation due to malfunction	0.1
04/29/2017	30046	2017-000406	07:51		Leipsic road		Good intent call, other	0.4
04/29/2017	30046	2017-000407	18:03	22	N GOVERNORS AVE		Water problem, other	0.3
04/29/2017	30046	2017-000408	20:10	3	PRESIDENT DR		Passenger vehicle fire	0.5
04/29/2017	30046	2017-000409	23:36	820	CARVEL DR	I	Cooking fire, confined to container	0.4
04/30/2017	30046	2017-000410	17:07	1570	N DUPONT HWY		Alarm system sounded due to malfunction	0.3

Total Number of Incidents: 100
Total Length of Incidents: 44.1 Hours

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 1 - 29, 2017

	Type	Date	Num	Name
Ordinary Income/Expense				
Income				
City Quarterly Deposit				
	Deposit	04/12/2017		
Total City Quarterly Deposit				
Total Income				
Expense				
Apparatus Repairs & Maintenance				
	Check	04/15/2017	1782	Atlantic Emergency Solutions
	Check	04/15/2017	1783	Atlantic Emergency Solutions
	Check	04/29/2017	1792	Atlantic Emergency Solutions
	Check	04/29/2017	1793	Chevrolet of Dover
Total Apparatus Repairs & Maintenance				
Contract Employee				
	Check	04/09/2017	1779	Raymond F. Book & Associates
	Deposit	04/12/2017		
	Check	04/14/2017		Carter Knotts
Total Contract Employee				
Electricity				
	Check	04/09/2017	1781	City of Dover Utility
	Check	04/15/2017	1786	City of Dover Utility
Total Electricity				
Gasoline				
	Check	04/09/2017	1780	City of Dover
	Check	04/09/2017	1780	City of Dover
	Check	04/29/2017	1794	City of Dover
	Check	04/29/2017	1794	City of Dover
Total Gasoline				
Heating Expenses- Gas				
	Check	04/01/2017	1777	Chesapeake Utilities
	Check	04/23/2017	1791	Chesapeake Utilities
Total Heating Expenses- Gas				
Medical Supplies & Physicals				
	Check	04/15/2017	1789	Southeastern Emergency Equipment
	Check	04/15/2017	1789	Southeastern Emergency Equipment
Total Medical Supplies & Physicals				
Office Supplies				
	Check	04/09/2017	1780	City of Dover

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 1 - 29, 2017

	Type	Date	Num	Name
	Check	04/09/2017	1780	City of Dover
	Check	04/29/2017	1794	City of Dover
Total Office Supplies				
Other Equipment Repairs				
	Check	04/15/2017	1784	Airpower International
	Check	04/15/2017	1787	Gen-el safety
	Check	04/15/2017	1788	Kunkel Auto Supply
	Check	04/15/2017	1790	Witmer Public Safety
Total Other Equipment Repairs				
Program Expenses				
	Check	04/02/2017	1778	Witmer Public Safety
	Check	04/15/2017	1790	Witmer Public Safety
Total Program Expenses				
Small Tools				
	Check	04/02/2017	1778	Witmer Public Safety
	Check	04/02/2017	1778	Witmer Public Safety
	Check	04/15/2017	1790	Witmer Public Safety
Total Small Tools				
Telephone				
	Check	04/09/2017	1780	City of Dover
	Check	04/09/2017	1780	City of Dover
	Check	04/15/2017	1785	Chief Technologies, LLC
	Check	04/29/2017	1794	City of Dover
	Check	04/29/2017	1794	City of Dover
	Check	04/29/2017	1795	Verizon Wireless
Total Telephone				
Water/Sewer				
	Check	04/09/2017	1781	City of Dover Utility
	Check	04/09/2017	1781	City of Dover Utility
	Check	04/15/2017	1786	City of Dover Utility
Total Water/Sewer				
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 1 - 29, 2017

	Memo	Clr	Split
Ordinary Income/Expense			
Income			
City Quarterly Deposit			
	4th Quarter Deposit		City Fund Account
Total City Quarterly Deposit			
Total Income			
Expense			
Apparatus Repairs & Maintenance			
	Invoice # 12072DEL- Eng 2 DOT, servcie & repairs		City Fund Account
	Invoice # 2002DEL- Auto Eject cover		City Fund Account
	Invoice # 12115DEL- wheel seal L-2		City Fund Account
	Car 2- oil change and repair tire		City Fund Account
Total Apparatus Repairs & Maintenance			
Contract Employee			
	Payroll processing for April		City Fund Account
	Contract Employee Payroll		City Fund Account
			City Fund Account
Total Contract Employee			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
Total Electricity			
Gasoline			
	Feb. unleaded fuel charges		City Fund Account
	Feb. diesel fuel charges		City Fund Account
	Unleaded fuel- March		City Fund Account
	Diesel fuel- March		City Fund Account
Total Gasoline			
Heating Expenses- Gas			
	Sta 2 from 02/23 to 03/27		City Fund Account
	Station 1 from 03/02 to 04/04		City Fund Account
Total Heating Expenses- Gas			
Medical Supplies & Physicals			
	Invoice # 749859-adult AED pads		City Fund Account
	Invoice # 749751- pediatric AED pads		City Fund Account
Total Medical Supplies & Physicals			
Office Supplies			
	Feb. Postage charges		City Fund Account

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 1 - 29, 2017

		Memo	Clr	Split
		Feb. certified mail charges		City Fund Account
		March postage charges		City Fund Account
	Total Office Supplies			
	Other Equipment Repairs			
		Hydro 6 station air tanks		City Fund Account
		2 vehicle chargers for Drager units		City Fund Account
		Invoice # 056415119- Guage		City Fund Account
		Invoice # 1767855		City Fund Account
	Total Other Equipment Repairs			
	Program Expenses			
		Invoice # 1767139- MSA meter service paln		City Fund Account
		Invoice # 1754350		City Fund Account
	Total Program Expenses			
	Small Tools			
		Invoice # 1765655- hockey tape		City Fund Account
		Invoice # 1765655.001- ax handles, NY hook		City Fund Account
		Invoice # 1765968		City Fund Account
	Total Small Tools			
	Telephone			
		Verizon Feb. charges		City Fund Account
		Cavalier Feb. charges		City Fund Account
		Monthly hosting fee		City Fund Account
		Verizon March phone charges		City Fund Account
		Cavalier March phone charges		City Fund Account
		IPAD charges from 03/21 to 04/20		City Fund Account
	Total Telephone			
	Water/Sewer			
		Acct # 44345-32054		City Fund Account
		Acct # 44341-32050		City Fund Account
		Acct # 44253-31964		City Fund Account
	Total Water/Sewer			
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 1 - 29, 2017

	Amount	Balance
Ordinary Income/Expense		
Income		
City Quarterly Deposit		
	70,325.00	70,325.00
Total City Quarterly Deposit	70,325.00	70,325.00
Total Income	70,325.00	70,325.00
Expense		
Apparatus Repairs & Maintenance		
	10,301.70	10,301.70
	41.81	10,343.51
	276.11	10,619.62
	75.90	10,695.52
Total Apparatus Repairs & Maintenance	10,695.52	10,695.52
Contract Employee		
	85.00	85.00
	-8,000.00	-7,915.00
	1,023.96	-6,891.04
Total Contract Employee	-6,891.04	-6,891.04
Electricity		
	2,154.49	2,154.49
	525.95	2,680.44
Total Electricity	2,680.44	2,680.44
Gasoline		
	141.22	141.22
	556.64	697.86
	242.67	940.53
	663.81	1,604.34
Total Gasoline	1,604.34	1,604.34
Heating Expenses- Gas		
	443.31	443.31
	963.41	1,406.72
Total Heating Expenses- Gas	1,406.72	1,406.72
Medical Supplies & Physicals		
	106.09	106.09
	84.12	190.21
Total Medical Supplies & Physicals	190.21	190.21
Office Supplies		
	26.80	26.80

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 1 - 29, 2017

	Amount	Balance
	13.12	39.92
	57.62	97.54
Total Office Supplies	97.54	97.54
Other Equipment Repairs		
	1,652.79	1,652.79
	106.00	1,758.79
	21.13	1,779.92
	153.50	1,933.42
Total Other Equipment Repairs	1,933.42	1,933.42
Program Expenses		
	1,147.00	1,147.00
	29.81	1,176.81
Total Program Expenses	1,176.81	1,176.81
Small Tools		
	80.00	80.00
	501.50	581.50
	76.00	657.50
Total Small Tools	657.50	657.50
Telephone		
	286.02	286.02
	31.49	317.51
	372.00	689.51
	286.28	975.79
	28.64	1,004.43
	150.20	1,154.63
Total Telephone	1,154.63	1,154.63
Water/Sewer		
	53.50	53.50
	14.49	67.99
	33.47	101.46
Total Water/Sewer	101.46	101.46
Total Expense	14,807.55	14,807.55
Net Ordinary Income	55,517.45	55,517.45
Net Income	**55,517.45**	**55,517.45**

FY 16-17 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 91,300.00	$ 107,882.03	**$ (16,582.03)**
Building Maintenance Supplies	$ 1,500.00	$ 567.48	$ 932.52
Contract Services-Admin Assist	$ 16,000.00	$ 7,037.88	$ 8,962.12
Contractual Services	$ 9,000.00		$ 9,000.00
Electricity	$ 45,000.00	$ 31,072.39	$ 13,927.61
Gasoline	$ 15,000.00	$ 9,952.93	$ 5,047.07
Heating Expenses- Gas	$ 12,000.00	$ 9,542.80	$ 2,457.20
Medical Supplies	$ 1,000.00	$ 438.38	$ 561.62
Office Supplies	$ 1,500.00	$ 451.94	$ 1,048.06
Other Equipment Repairs	$ 1,500.00	$ 2,309.48	**$ (809.48)**
Program Expenses	$ 45,000.00	$ 39,919.45	$ 5,080.55
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	$ 3,800.18	**$ (300.18)**
Telephone	$ 9,000.00	$ 6,736.13	$ 2,263.87
Training & Travel	$ 10,000.00	$ 8,264.95	$ 1,735.05
Uniforms & Firefighting Gear	$ 30,000.00	$ 30,915.74	**$ (915.74)**
Water/ Sewer	$ 2,500.00	$ 2,100.10	$ 399.90

Balance as of: April 30,2017







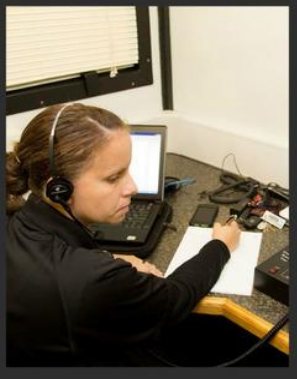
Dover Police Department Monthly Report

April 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

June 12, 2017

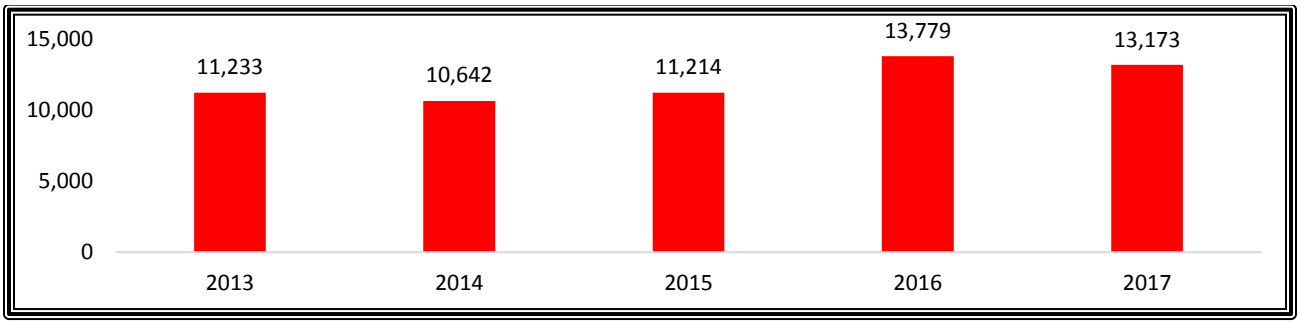
Honorable Robin Christiansen, Mayor
Member of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

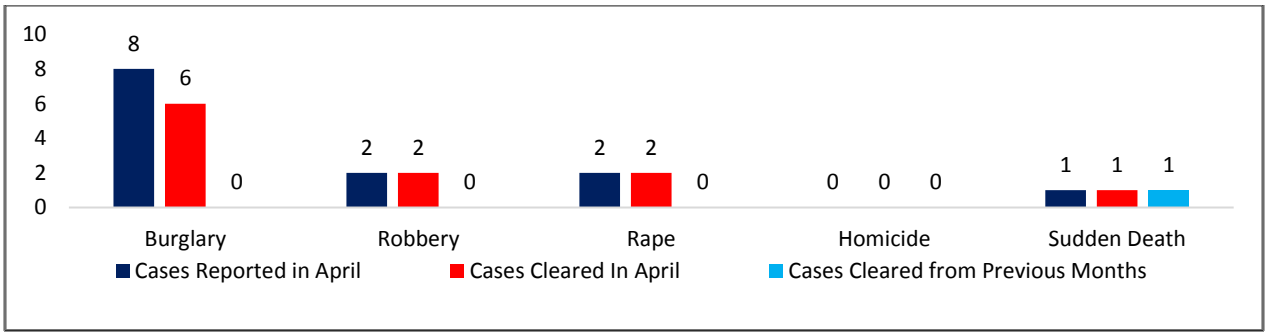
The following is the monthly report for Dover Police Department activities for the month of April 2017:

COMPLAINTS

Total complaints received through April 2017, numbered 13,173 this is a decrease of 606 complaints over the same period last year.

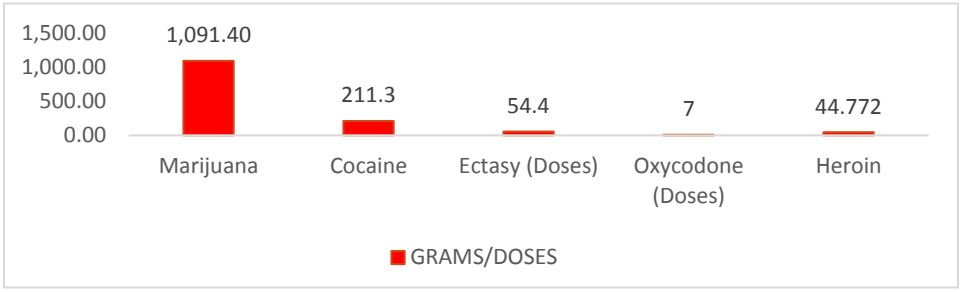


CRIMINAL INVESTIGATIONS

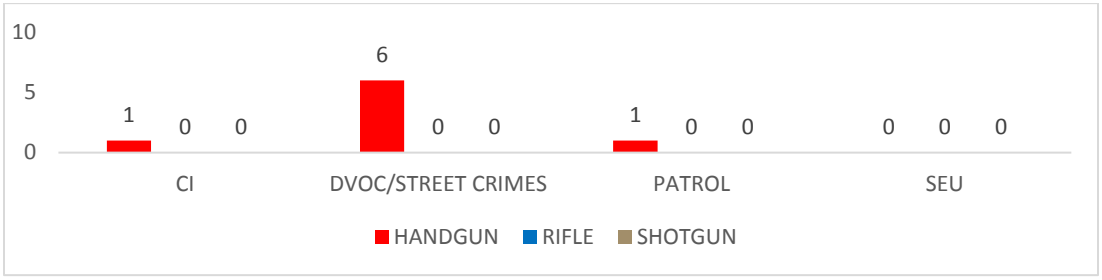


DRUGS, VICE, & ORGANIZED CRIME (DVOC) AND STREET CRIMES SECTION SEIZURES

Along with the drug seizures below, the units also recovered 495 grams of miscellaneous other drugs and $19,808.00 USD during the month of April.



FIREARM SEIZURES



COMMUNITY POLICING

COMMUNITY POLICING	***CONTACTS***
ABANDONED VEHICLES	*3*
ALCOHOL VIOLATIONS/DUI'S	*0*
ASSIST OTHER	*22*
WARRANTS ON FILE	*0*
CITY PARK VIOLATIONS	*0*
CRIMINAL ARRESTS	*0*
DRUG RELATED ARRESTS	*0*
LOUD MUSIC	*0*
MISCELLANEOUS VIOLATIONS	*0*
PARKING VIOLATIONS	*2*
PEDDLER	*0*
MEETINGS	*101*
CRIME PREVENTION CHECK	*0*
TRAFFIC ARRESTS	*10*
WARNINGS	*0*
FUGITIVE	*0*
DCO	*0*
PROSTITUTION	*0*
TOTAL CONTACTS	***138***

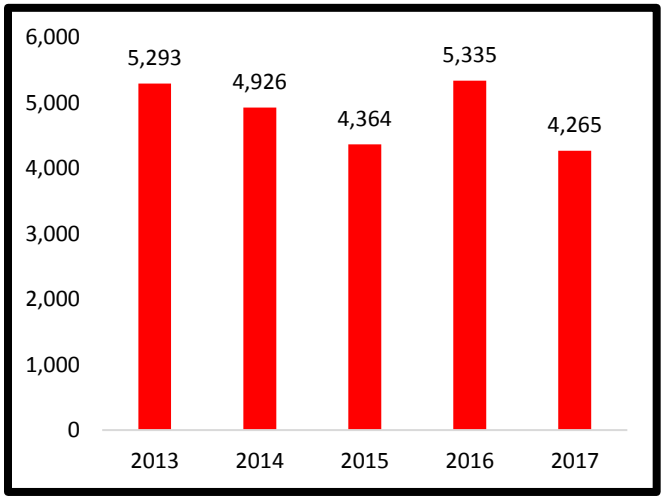
CADETS	***CONTACTS***
PARKING	*31*
DCO'S	*38*
OPEN CONTAINER	*4*
LOUD NOISE	*1*
LEWDNESS	*0*
OTHER	*2*
BUSINESS CONTACTS	*72*
LIBRARY CHECKS	*3*
COMPLAINTS ASSIGNED	*24*
SPECIAL EVENT	*1*
TOTAL CONTACTS	***176***

STREET CRIMES

STREET CRIMES ENFORCEMENT	CONTACTS
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	11
WARRANTS ON FILE	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	33
DRUG RELATED ARRESTS	54
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	0
PARKING VIOLATIONS	0
PEDDLER	0
MEETINGS	0
CURFEW CHECKS	120
CRIME PREVENTION CHECKS	0
TRAFFIC ARRESTS	10
WARNINGS	26
FUGITIVES	9
DCO'S	0
PROSTITUTION	0
TOTAL CONTACTS	263

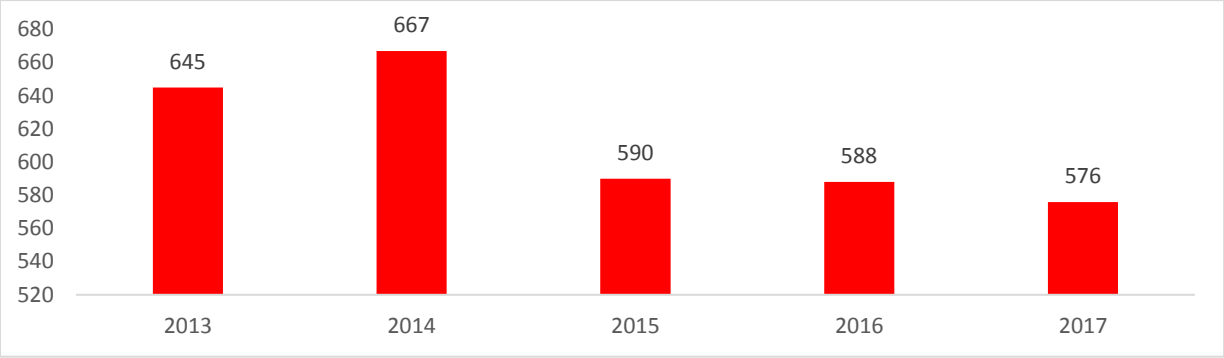
TRAFFIC ARRESTS

The department issued 4,265 traffic citations through this reporting period; this is a decrease of 1,070 citations over the number issued during the same period last year.



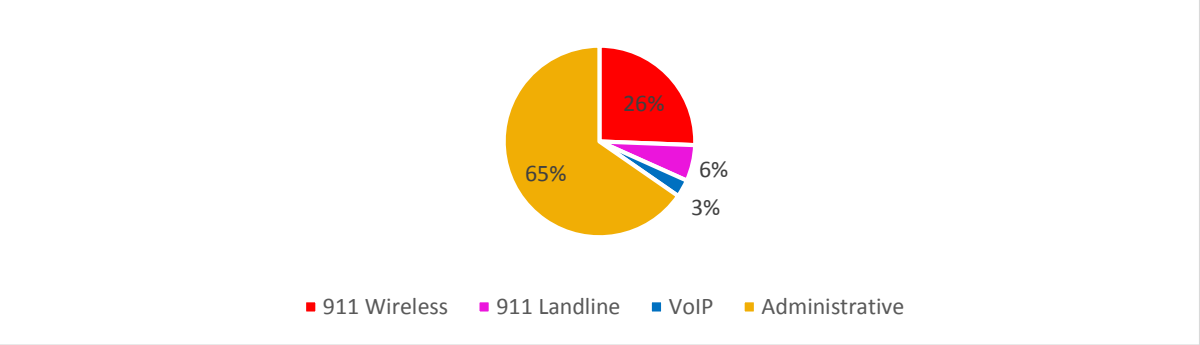
TRAFFIC CRASHES

Through April 30th, 2017, the Dover Police investigated 576 traffic crashes, a decrease of 12 crashes investigated during the same period last year.



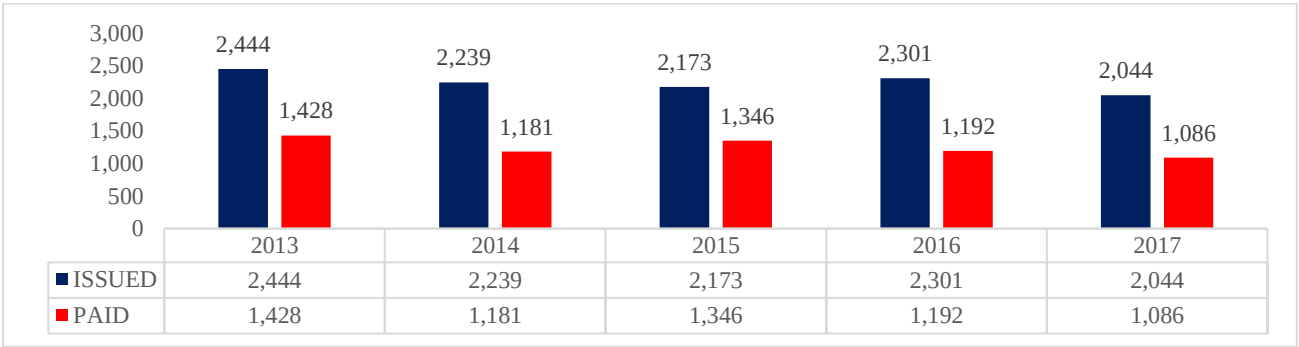
911 Center

During the month of April, the Dover Police Department handled a total of 8,434 calls averaging 282 calls per day. Dispatchers handled 2,160 on the 911 wireless lines, 514 on the 911 landlines, and 248 on the Voice over Internet Protocol lines, the remaining 5,512 were administrative calls.



CITY ORDINANCE SUMMONS

Through April 30, 2017, we issued 2,044 city ordinance summons, a decrease of 257 summonses for the same period last year. Note: Of those summonses issued in April, 12 DCO's were issued for handicapped parking violations and 1 for fire lane parking violations, 141 for false alarms (120 for 1-2 alarms, 19 for 3-5 alarms, 2 for 6-9 alarms, 0 for 10-15 alarms, and 0 for 16 or more alarms) and 8 for noise violations 6 for vehicle violations and 2 for residence violations).

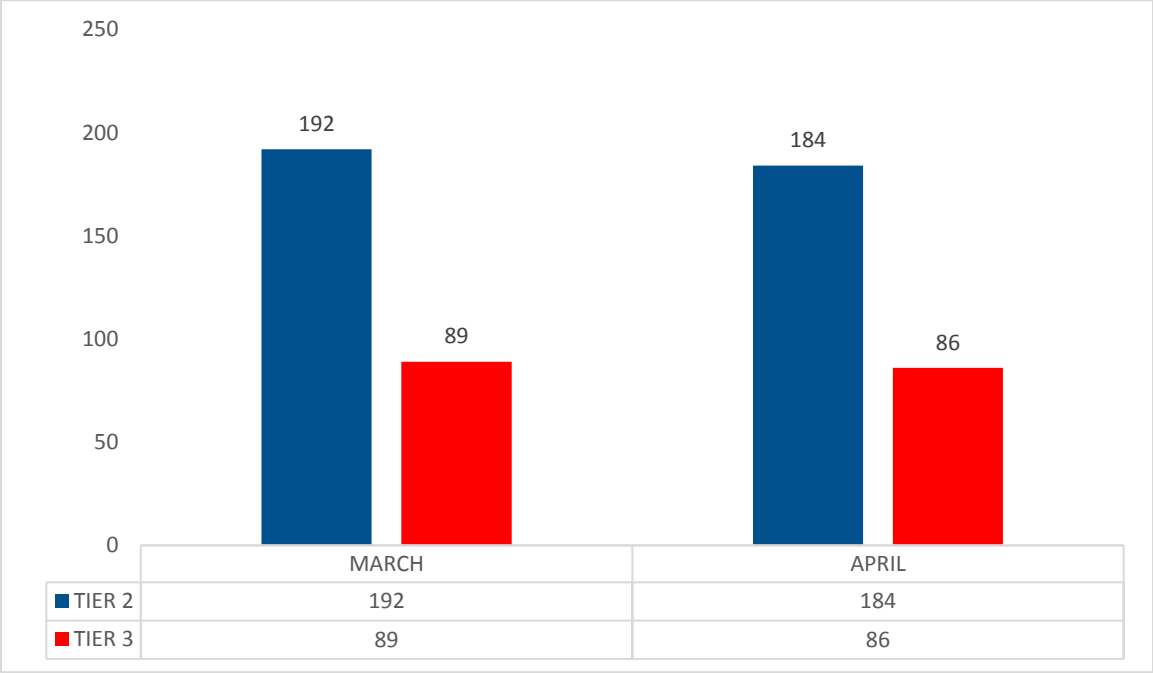


	2013	2014	2015	2016	2017
ISSUED	2,444	2,239	2,173	2,301	2,044
PAID	1,428	1,181	1,346	1,192	1,086

SEX OFFENDER STATISTICS/APRIL

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	1
TIER 2	12	1,116	24	2
TIER 3	7	901	31	1

ACTIVE SEX OFFENDERS THAT RESIDE IN THE CITY OF DOVER *(please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).*



(Please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).

Please visit our website at www.doverpolice.org for up to date information on crimes and activities in the City of Dover.

Respectfully Submitted,

Major Marvin C. Mailey
Deputy Chief of Police

City of Dover

ANNUAL APPOINTMENTS - 2017/2018

A. APPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT SLAVIN

(1) **LEGISLATIVE, FINANCE, AND ADMINISTRATION SUBCOMMITTEE - THIS COUNCIL COMMITTEE OF THE WHOLE SUBCOMMITTEE ADVISES THE CITY COUNCIL ON PROPOSED CHARTER AMENDMENTS, ORDINANCES TO BE ADOPTED OR AMENDED, AND OTHER LEGISLATIVE MATTERS; FINANCIAL MATTERS, INCLUDING THE CITY'S BUDGET, ASSESSMENTS, AND TAXATION AND ADMINISTRATIVE ISSUES, POLICY, PROCEDURES, AND OPERATIONS OF THE CITY. THE COMMITTEE ADVISES THE CITY COUNCIL REGARDING MATTERS RELATING TO THE MAYOR, COUNCIL, CITY MANAGER'S OFFICE, FINANCE DEPARTMENT, ADMINISTRATIVE SERVICES, CITY CLERK'S OFFICE, TAX ASSESSOR'S OFFICE, HUMAN RESOURCES DEPARTMENT, CENTRAL SERVICES DEPARTMENT, INFORMATION TECHNOLOGY DEPARTMENT, ELECTION BOARD, PENSION BOARDS, AND ANY OTHER DEPARTMENTS, COMMITTEES, AND OTHER AREAS AS DEEMED APPROPRIATE.** CONSISTS OF ALL MEMBERS OF THE CITY COUNCIL AND TWO (2) CITY RESIDENTS. THE CHAIR AND ONE (1) CITY RESIDENT SHALL BE APPOINTED BY THE COUNCIL PRESIDENT AND ONE (1) CITY RESIDENT SHALL BE APPOINTED BY THE COMMITTEE CHAIR.

(A) WILLIAM F. HARE - CHAIR
(B) DANIEL T. SHEVOCK (BY COUNCIL PRESIDENT)
(C) COURTNEY STEWART (BY COMMITTEE CHAIR)

(2) **PARKS, RECREATION, AND COMMUNITY ENHANCEMENT SUBCOMMITTEE - THIS COUNCIL COMMITTEE OF THE WHOLE SUBCOMMITTEE ADVISES THE CITY COUNCIL ON PARKS, PLAYGROUNDS, OPEN SPACE, AND OTHER RECREATIONAL FACILITIES AND PROGRAMS; MATTERS RELATING TO THE COMMUNITY ENHANCEMENTS BY REVIEWING AND COMMENTING ON COMMUNITY PLANS, AND RECOMMENDS APPROPRIATE FUNDING FOR EACH COMMUNITY IMPROVEMENT PROJECT; ADVISES THE CITY COUNCIL ON LANDSCAPING AND BEAUTIFICATION PROGRAMS AND TREE PRESERVATION REQUIREMENTS, AND ASSISTS IN DEVELOPING AN UNDERSTANDING OF THE OBJECTIVES AND METHODS OF TREE CONSERVATION. THE COMMITTEE ADVISES CITY COUNCIL REGARDING MATTERS RELATING TO THE PARKS AND RECREATION DEPARTMENT, PLANNING DEPARTMENT, GROUNDS DEPARTMENT, COMMUNITY DEVELOPMENT, SILVER LAKE COMMISSION, GREATER DOVER ARTS COUNCIL, LIBRARY COMMISSION, AND OTHER AREAS AS DEEMED APPROPRIATE, INCLUDING FUNDING.** CONSISTS OF ALL MEMBERS OF THE CITY COUNCIL AND TWO (2) CITY RESIDENTS. THE CHAIR AND ONE (1) CITY RESIDENT SHALL BE APPOINTED BY THE COUNCIL PRESIDENT AND ONE (1) CITY RESIDENT SHALL BE APPOINTED BY THE COMMITTEE CHAIR.

(A) ROY SUDLER, JR. - CHAIR
(B) M. MILFORD CALDWELL, JR. (BY COUNCIL PRESIDENT)
(C) * (BY COMMITTEE CHAIR)

A. APPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT SLAVIN (CONTINUED)

(3) SAFETY ADVISORY AND TRANSPORTATION SUBCOMMITTEE - THIS COUNCIL COMMITTEE OF THE WHOLE SUBCOMMITTEE ADVISES THE CITY COUNCIL ON PUBLIC SAFETY ISSUES, POLICIES, PROCEDURES, AND OPERATIONS RELATIVE TO EMERGENCY OPERATIONS, AND FIRE AND POLICE SERVICES. THE COMMITTEE SHALL ACT AS AN ADVISORY COMMITTEE TO THE CITY COUNCIL REGARDING MATTERS RELATING TO THE POLICE DEPARTMENT, FIRE DEPARTMENT, DEPARTMENT OF INSPECTIONS, AND OTHER AREAS AS DEEMED APPROPRIATE. CONSISTS OF ALL MEMBERS OF THE CITY COUNCIL AND TWO (2) CITY RESIDENTS. THE CHAIR AND ONE (1) CITY RESIDENT SHALL BE APPOINTED BY THE COUNCIL PRESIDENT AND ONE (1) CITY RESIDENT SHALL BE APPOINTED BY THE COMMITTEE CHAIR.

(A) BRIAN E. LEWIS - CHAIR
(B) WILLIAM T. GARFINKEL (BY COMMITTEE CHAIR)
(C) DANA SHELTON (BY COUNCIL PRESIDENT)

(4) UTILITY SUBCOMMITTEE - THIS COUNCIL COMMITTEE OF THE WHOLE SUBCOMMITTEE ADVISES THE CITY COUNCIL ON THE INSTALLATION, MAINTENANCE, REPAIR, IMPROVEMENT, AND RELOCATION OF ELECTRIC, WATER, SEWER, STREETS, COMMUNICATION UTILITIES AND OTHER INFRASTRUCTURES WITHIN THE CITY AND LAWFULLY EXTENDING BEYOND THE CITY CORPORATE LIMITS; SHALL ADVISE THE CITY COUNCIL ON THE ISSUE OF UTILITY CONSUMPTION RATES, SUGGESTED CODE AMENDMENTS, AND CONDEMNATION OF PUBLIC RIGHTS-OF-WAY; AND SHALL ACT AS AN ADVISORY COMMITTEE TO DETERMINE AND ESTABLISH UTILITY ISSUES, POLICIES, PROCEDURES, AND OPERATIONS RELATIVE TO ELECTRIC, WATER, SEWER, COMMUNICATIONS, ETC., INCLUDING, BUT NOT LIMITED TO, NONCONSUMPTION UTILITY FEES, UTILITY EXTENSIONS, IMPACT FEES, AND SERVICE CONNECTION FEES. THE COMMITTEE SHALL ACT AS AN ADVISORY COMMITTEE TO THE CITY COUNCIL REGARDING MATTERS RELATING TO THE ELECTRIC DEPARTMENT, AND PUBLIC WORKS DEPARTMENT, INCLUDING WATER, SEWER, AND SANITATION DIVISIONS, AND OTHER AREAS AS DEEMED APPROPRIATE. CONSISTS OF ALL MEMBERS OF THE CITY COUNCIL AND TWO (2) CITY RESIDENTS. THE CHAIR AND ONE (1) CITY RESIDENT SHALL BE APPOINTED BY THE COUNCIL PRESIDENT AND ONE (1) CITY RESIDENT SHALL BE APPOINTED BY THE COMMITTEE CHAIR.

(A) SCOTT W. COLE, CHAIR
(B) TRISHA ARNDT (BY COUNCIL PRESIDENT)
(C) * (BY COMMITTEE CHAIR)

B. APPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN

(1) DOVER FOURTH OF JULY CELEBRATION COMMITTEE - OPERATES INDEPENDENTLY IN TERMS OF RAISING AND EXPENDING FUNDS FOR THE CITY OF DOVER 4TH OF JULY CELEBRATION. CONSISTS OF NOT LESS THAN FIVE (5) MEMBERS AND NOT MORE THAN NINE (9) MEMBERS WHO SHALL BE APPOINTED ANNUALLY UPON THE RECOMMENDATION OF THE MAYOR AND APPROVAL OF CITY COUNCIL. THE MEMBERSHIP SHALL INCLUDE THE MAYOR OF DOVER (EX-OFFICIO) AS CHAIRMAN OF THE BOARD. OTHER OFFICERS SHALL INCLUDE A PRESIDENT/VICE CHAIRMAN, VICE PRESIDENT, SECRETARY, AND TREASURER.

B. APPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN (CONTINUED)

(1) DOVER FOURTH OF JULY CELEBRATION COMMITTEE (CONTINUED)

(A) ROBIN R. CHRISTIANSEN, CHAIR (EX-OFFICIO)
(B) GREG PATTERSON, PRESIDENT/VICE CHAIRMAN
(C) ANDREA MAUCHER, VICE-PRESIDENT
(D) JENNIFER HELMS, TREASURER/SECRETARY
(E) SUSAN BETTS
(F) CAROLYN D. COURTNEY (STAFF LIAISON)
(G) GAIL NEMCIC
(H) KAREN NICKERSON
(I) SARAH ZIMMERMAN

(2) DOVER PUBLIC LIBRARY ADVISORY COMMISSION - TO ASSIST THE CITY IN THE ADMINISTRATION AND SUPERVISION OF ITS PUBLIC LIBRARY FACILITY; CONSIDER MAJOR POLICIES PROPOSED BY STAFF AND PROVIDE COUNCIL WITH ADVICE ON SUCH POLICIES PRIOR TO IMPLEMENTATION, ALL GRANT REQUESTS, LONG RANGE PLANNING, ETC.

ONE (1) MEMBER OF COUNCIL SHALL BE APPOINTED DURING THE ANNUAL MEETING TO SERVE AS A LIAISON MEMBER.

(A) SCOTT W. COLE (COUNCIL LIAISON MEMBER)

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 5/26/17
PREPARED BY: Sharon J. Duca, P.E., Public Works Director/City Engineer	
SUBJECT: Evaluation of Proposals – Curbside Recycling Services	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: N/A	
EXPENDITURE REQUIRED: $413,370 +/- in FY 2018	**AMOUNT BUDGETED**: $295,800 in FY 2018
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Public Works Sanitation Division Operating Budget Account No. 110-1800-555.30-31.	
TIME TABLE: Notice to Award to be issued upon receipt of Council approval with Contract Execution occurring within thirty (30) days. Curbside recycling services under this contract is to begin no later than August 1, 2017 but start as early as July 1, 2017.	
RECOMMENDED ACTION: Award the contract to BFI Waste Services, LLC DBA Republic Services of Delmar (Republic Services of Delmar) for the provision of curbside recycling services for the City of Dover. The contract shall be for three (3) years with the option to extend for two (2) additional one (1) year periods.	

BACKGROUND AND ANALYSIS

In accordance with the State of Delaware's Universal Recycling Law, the City of Dover provides curbside recycling services. The City of Dover currently utilizes Inland Waste Solutions, LLC as our recycling service provider. The current contract extension will expire on July 31, 2017. It should be noted that an early contract termination date of June 30, 2017 has been requested by the contractor.

A Request for Proposals (RFP) was advertised in accordance with the City's purchasing policy by the City's Purchasing Agent under RFP #17-0035PW. The proposals were opened on May 9, 2017. The City of Dover received three (3) proposals shown in the table provided below.

CONTRACTOR	LOCATION	EVALUATED SCORE	YEAR 1 ANNUALIZED COSTS (BASED UPON 9,186 CANS)
Republic Services of Delmar	Felton, DE	83	$400,968.90*
Waste Management of Delaware, Inc.	Wilmington, DE	60	$468,486.00
Waste Industries of Delaware, LLC	Townsend, DE	75	$468,118.56

**- Republic Services of Delmar qualifies for a 3% price evaluation reduction due to the local vendor preference rule 2.*

City staff reviewed the submissions and requested clarifications or additional information from all three (3) contractors. All contractors submitted the requested information by May 26, 2017 as required. Upon final review of the proposals all three (3) were found to meet the requirements of the proposal and as such were rated based upon the selection criteria contained within the RFP. The evaluated score and year 1 annualized costs, based upon 9,186 cans, are provided above. (Please note that actual costs are based upon the number of containers collected.) Based upon the evaluation, staff recommends awarding the three (3) year contract to provide curbside recycling services, with an option to extend for two (2) additional one (1) year periods, to Republic Services of Delmar in accordance with the rates provided. (A summary of submitted rates for each contractor, based upon 9,186 containers over the potential five-year contract period, is provided below.)

REPUBLIC SERVICES OF DELMAR	COST PER PICKUP PER CONTAINER	COST PER MONTH PER CONTAINER	ANNUALIZED COST PER CONTAINER	ANNUALIZED COST BASED UPON 9,186 CONTAINERS
YEAR 1	$1.73	$3.75	**$45.00**	$413,370.00
YEAR 2	$1.78	$3.80	**$46.35**	$425,771.10
YEAR 3	$1.84	$3.98	**$47.74**	$438,539.64
YEAR 4	$1.89	$4.10	**$49.17**	$451,675.62
YEAR 5	$1.95	$4.22	**$50.65**	$465,270.90

WASTE MANAGEMENT OF DELAWARE	COST PER PICKUP PER CONTAINER	COST PER MONTH PER CONTAINER	ANNUALIZED COST PER CONTAINER	ANNUALIZED COST BASED UPON 9,186 CONTAINERS
YEAR 1	$1.96	**$4.25**	$51.00	$468,486.00
YEAR 2	$2.01	**$4.36**	$52.32	$480,611.52
YEAR 3	$2.06	**$4.47**	$53.64	$492,737.04
YEAR 4	$2.11	**$4.58**	$54.96	$504,862.56
YEAR 5	$2.16	**$4.69**	$56.28	$516,988.08

WASTE INDUSTRIES OF DELAWARE	COST PER PICKUP PER CONTAINER	COST PER MONTH PER CONTAINER	ANNUALIZED COST PER CONTAINER	ANNUALIZED COST BASED UPON 9,186 CONTAINERS
YEAR 1	**$1.96**	$4.25	$50.96	$468,118.56
YEAR 2	**$2.02**	$4.38	$52.52	$482,448.72
YEAR 3	**$2.08**	$4.51	$54.08	$496,778.88
YEAR 4	**$2.14**	$4.64	$55.64	$511,109.04
YEAR 5	**$2.21**	$4.79	$57.46	$527,827.56

CITY OF DOVER PROPOSED ORDINANCE #2017-07

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

That Chapter 46 - Fire Prevention and Protection, Article II - Fire Department, Division 2 - Officers, Section 46-77 (3) - Election and Voting Regulations for Nominees - Eligible Voters of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 46-77. - Election and voting regulations for nominees.

Each fire company shall conform to the following regulations for the conduct of nominee elections for fire department officers:

(1) *Membership list.* At least two days before the nominee election, each fire company shall send a list of its active members in good standing to the city council. These lists shall be certified by the president and secretary of each fire company, shall be under seal and shall be used by the judges of the nominee election to determine qualified voters.

(2) *Where and how election held.* The nominee election shall take place at a firehouse designated by the city council and shall be conducted by three judges appointed by the city council for that purpose.

(3) *Eligible voters.* The nominee election judges shall not permit anyone to vote whose name is not on one of the lists mentioned in subsection (1) of this section. If a member's name appears on the lists, but it is proven to the satisfaction of the judges that he does not meet the requirements of active membership, then that person shall cast a challenged ballot. The term "active membership," for the purposes of this section, shall mean a member who has responded to at least ~~**25 percent**~~ **one hundred twenty-five (125)** of the alarms, by way of attendance, during the year immediately preceding the certification of the voting list. This requirement is waived for any member who was on active duty in the military service during any portion of that year and who is otherwise in good standing with his individual fire company.

(4) *Secret ballot.* The nominee election shall be by secret ballot and each voter shall have only one vote for each of the open nominee positions.

(5) *When polls open.* Polls shall open at 7:00 p.m. and shall close at 9:00 p.m.

(6) *Absentee voting.* Absentee voting shall be permitted in accordance with the procedure adopted for absentee voting at regular municipal elections contained in chapter 34, article III.

(Code 1968, § 2-59; Code 1981, § 7-37; Ord. of 10-12-1982; Ord. of 8-14-2000)

ADOPTED: *

SYNOPSIS

The proposed amendment reduces the responses required for voting eligibility from 25 percent of the alarms to 125 of the alarms. (SPONSORS: SLAVIN AND HARE)

Actions History

06/12/2017 - Scheduled for First Reading - City Council

05/23/2017 - Introduced - Council Committee of the Whole/Safety Advisory and Transportation Committee

Draft

CITY OF DOVER ORDINANCE # 2017-08
2017-2018 BUDGET ORDINANCES

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Forty Seven Million Five Hundred Twenty Eight Thousand One Hundred dollars ($47,528,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

GENERAL FUND
CASH RECEIPT SUMMARY FOR 2017-2018

	2017/18 BUDGET
BEGINNING BALANCE	**$ 4,597,100**
RECEIPTS	
FINES AND POLICE REVENUE	746,600
LIBRARY REVENUES	100,000
KENT COUNTY BOOK REIMBURSEMENT	300,000
BUSINESS LICENSES	1,467,000
PERMITS AND OTHER FEES	1,956,000
MISCELLANEOUS CHARGES	57,000
POLICE EXTRA DUTY	500,000
PROPERTY TAXES	13,025,600
RECREATION REVENUE	150,000
FRANCHISE FEE	688,100
SANITATION FEES	3,080,400
RENT REVENUE - GARRISON FARM	96,900
COURT OF CHANCERY FEES	1,350,000
INVESTMENT INCOME	138,000
RECEIPTS SUBTOTAL	**23,655,600**
INTERFUND SERVICE RECEIPTS	
INTERFUND SERVICE RECEIPTS W/WW	1,716,100
INTERFUND SERVICE RECEIPTS ELECTRIC	3,660,100
INTERFUND SERVICE RECEIPTS SUBTOTAL	**5,376,200**
GRANTS:	
POLICE RELATED/EXTRA DUTY	60,000
POLICE PENSION GRANT	415,000
GREEN ENERGY GRANT	98,500
MISC GRANT REVENUE	25,000
HISTORIC DISTRICT GRANT	6,500
GRANTS SUBTOTAL	**605,000**
TRANSFERS FROM:	
TRANSFER TAX	1,209,300
MUNICIPAL STREET AID	673,100
CIVIL TRAFFIC PENALTIES	511,800
WATER/WASTEWATER	900,000
ELECTRIC	10,000,000
TRANSFERS FROM SUBTOTAL	**13,294,200**
TOTAL REVENUES	**42,931,000**
TOTAL BEGINNING BALANCE & REVENUE	**$ 47,528,100**

2017-2018 BUDGET ORDINANCES

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE FOR 2017-2018

DEPARTMENT EXPENSES	2017/18 BUDGET
CITY CLERK	$ 436,700
COUNCIL	155,100
TAX ASSESSOR	238,500
FIRE	774,900
GROUNDS MAINTENANCE	1,142,000
LIBRARY	1,708,300
RECREATION	764,200
LIFE SAFETY	499,600
CODE ENFORCEMENT	449,700
PLANNING	563,400
INSPECTIONS	721,000
POLICE	16,483,900
POLICE EXTRA DUTY	560,000
STREETS	1,119,400
SANITATION	2,563,900
CITY MANAGER	751,500
INFORMATION TECHNOLOGY	777,400
FINANCE	1,038,900
PUBLIC WORKS - ADMINISTRATION	718,300
FACILITIES MANAGEMENT	629,700
PUBLIC WORKS - ENGINEERING	277,700
PROCUREMENT & INVENTORY	605,100
FLEET MAINTENANCE	838,200
CUSTOMER SERVICE	1,169,500
HUMAN RESOURCES	436,600
MAYOR	119,300
DEPARTMENT SUBTOTALS	**35,542,800**
OTHER EXPENSES	
DEBT SERVICE	443,100
CONTRIBUTION TO DDP	150,000
MISCELLANEOUS GRANT RELATED EXP	25,000
INSURANCE	735,000
RETIREES HEALTH CARE	2,063,000
OTHER EMPLOYMENT EXPENSES	367,500
BANK & CREDIT CARD FEES	21,000
UNCOLLECTIBLES - TRASH AND OTHER	100,000
STREET LIGHTS	810,000
OTHER EXPENSE SUBTOTAL	**4,714,600**
TRANSFERS	
TRANSFER TO CAPITAL FUND - PROJECTS	1,368,700
APPROP. TO THE POLICE PENSION FUND	761,500
APPROP. POLICE PENSION - STATE GRANT	415,000
APPROP. TO THE GENERAL PENSION FUND	48,400
TRANSFER TO INVENTORY WRITE-OFFS	10,000
TRANSFERS SUBTOTAL	**2,603,600**
TOTAL EXPENDITURES	**42,861,000**
CURRENT YEAR BALANCE	**4,667,100**
TOTALS	**$ 47,528,100**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Two Million Four Hundred Forty Six Thousand Two Hundred dollars ($2,446,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

REVENUES

		2017/18 BUDGET
BEGINNING BALANCE - PROJECTS	**$**	**412,900**
REVENUES		
STATE GRANTS - Other		33,000
INTEREST EARNINGS		8,300
TRANSFER FROM GENERAL FUND		1,368,700
TRANSFER FROM PARKLAND RESERVE		205,000
TRANSFER FROM CAPITAL ASSET RESERVE		418,300
SUBTOTAL PROJECT RECEIPTS		**2,033,300**
TOTAL FUNDING SOURCES		**2,033,300**
TOTAL BEGINNING BALANCE AND REVENUES	**$**	**2,446,200**

EXPENSE SUMMARY

EXPENDITURES		2017/18 BUDGET
FIRE	$	145,700
GROUNDS		62,500
RECREATION		271,000
POLICE		379,900
STREETS		1,070,000
INFORMATION TECHNOLOGY		36,600
FACILITIES MANAGEMENT		25,100
DEPARTMENT SUBTOTAL		**1,990,800**
TOTAL EXPENDITURES		**1,990,800**
BUDGET BALANCE		455,400
TOTAL BUDGET BALANCE & EXPENDITURES	**$**	**2,446,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

GENERAL FUND CONTINGENCY
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Seven Hundred Fifty Four Thousand Four Hundred dollars ($754,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE	**$**	**743,600**
INTEREST EARNED		10,800
TOTALS	**$**	**754,400**

EXPENSE SUMMARY

		2017/18 BUDGET
CARRY FORWARD TO NEXT YEAR	$	754,400
TOTALS	**$**	**754,400**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

GOVERNMENTAL CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating One Million Five Hundred Forty Four Thousand Two Hundred dollars ($1,544,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE	**$**	**1,525,700**
RECEIPTS		
INTEREST EARNINGS		18,500
TOTAL RECEIPTS		**18,500**
TOTALS	**$**	**1,544,200**

EXPENSE SUMMARY

		2017/18 BUDGET
TRANSFER TO GOVERNMENTAL CAPITAL PROJECTS FUND	$	418,300
CARRY FORWARD TO NEXT YEAR		1,125,900
TOTALS	**$**	**1,544,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

PARKLAND/RECREATION RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Three Hundred Eighty One Thousand Two Hundred dollars ($381,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

OPERATING REVENUES

		2017/18 BUDGET
BEGINNING BALANCE	$	376,300
INTEREST INCOME		4,900
TOTALS	**$**	**381,200**

OPERATING EXPENSES

		2017/18 BUDGET
TRANSFER TO GOVERNMENTAL CAPITAL PROJECTS FUND	$	205,000
CURRENT YEAR BALANCE		176,200
TOTALS	**$**	**381,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

WATER/WASTEWATER FUND
REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Seventeen Million Nine Hundred Thirty Six Thousand Seven Hundred dollars ($17,936,700) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

	2017/18 BUDGET
BEGINNING BALANCE - WATER	$ 1,330,900
BEGINNING BALANCE - WASTEWATER	1,166,800
TOTAL BEGINNING BALANCES	**2,497,700**
BASE REVENUE	
WATER SERVICES	5,914,600
WASTEWATER SERVICES	3,768,000
WASTEWATER TREATMENT SERVICES	2,952,900
GROUNDWATER INFLOW ADJUSTMENT	1,899,700
WATER TANK SPACE LEASING	391,400
WATER IMPACT FEES	231,000
WASTEWATER IMPACT FEES	209,000
INTEREST - WATER	5,700
INTEREST - WASTEWATER	5,700
MISCELLANEOUS SERVICE FEE	61,000
TOTAL REVENUES	**15,439,000**
TOTAL BEGINNING BALANCES AND REVENUES	**$ 17,936,700**

2017-2018 BUDGET ORDINANCES

WATER/WASTEWATER FUND - EXPENSES AND BUDGET BALANCE FOR 2017-2018

		2017/18 BUDGET
DIRECT EXPENSES		
ENGINEERING & INSPECTION	$	517,800
WATER DEPARTMENT		635,700
WASTEWATER DEPARTMENT		962,800
WATER TREATMENT PLANT		1,780,500
DIRECT EXPENDITURE SUBTOTAL		**3,896,800**
OTHER EXPENSES		
DEBT SERVICE - WATER		524,600
DEBT SERVICE - WASTEWATER		612,800
RETIREES HEALTH CARE		242,200
OTHER EMPLOYMENT EXPENSES		25,900
KENT COUNTY TREATMENT CHARGE		3,926,500
INTERFUND SERVICE FEES		1,716,100
BANK & CREDIT CARD FEES		26,000
BOND ISSUE COSTS		40,000
OTHER EXPENSES SUBTOTAL		**7,114,100**
TRANSFER TO:		
GENERAL FUND FROM WATER		500,000
GENERAL FUND FROM WASTEWATER		400,000
WATER IMP AND EXT		1,600,000
WASTEWATER IMP AND EXT		1,600,000
GENERAL EMPLOYEES PENSION		7,500
TRANSFER TO SUBTOTAL		**4,107,500**
TOTAL EXPENSES		**15,118,400**
BUDGET BALANCES		
BUDGET BALANCE WATER		1,575,600
BUDGET BALANCE WASTEWATER		1,242,700
BUDGET BALANCE SUBTOTALS		**2,818,300**
TOTAL CURRENT YEAR BALANCES AND EXPENSES	**$**	**17,936,700**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Six Million Five Hundred Thirty Thousand Three Hundred dollars ($6,530,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year begining July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE - WATER	$	2,042,000
BEGINNING BALANCE - WASTEWATER		1,195,100
TOTAL BEGINNING BALANCES		**3,237,100**
REVENUES		
TRANS FR OPERATING FUND - WATER		1,600,000
TRANS FR OPERATING FUND - WW		1,600,000
INTEREST INCOME		93,200
TOTAL REVENUES		**3,293,200**
TOTAL BEGINNING BALANCES & REVENUES	**$**	**6,530,300**

EXPENSE SUMMARY

EXPENSES		2017/18 BUDGET
WATER	$	1,608,400
WASTEWATER		1,543,000
TOTAL EXPENSES		**3,151,400**
BUDGET BALANCE - WATER		2,080,200
BUDGET BALANCE - WASTEWATER		1,298,700
CURRENT YEAR BALANCE SUBTOTALS		**3,378,900**
TOTAL BUDGET BALANCES & EXPENSES	**$**	**6,530,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

WATER/WASTEWATER CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating One Million Sixty Eight Thousand Five Hundred dollars ($1,068,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE - WATER	$	527,200
BEGINNING BALANCE - WASTEWATER		526,000
TOTAL BEGINNING BALANCES		**1,053,200**
RECEIPTS		
INTEREST EARNINGS - WATER		7,700
INTEREST EARNINGS - WASTEWATER		7,600
TOTAL RECEIPTS		15,300
TOTALS	**$**	**1,068,500**

EXPENSE SUMMARY

		2017/18 BUDGET
CURRENT YEAR BALANCE - WATER	$	534,900
CURRENT YEAR BALANCE - WASTEWATER		533,600
CURRENT YEAR BALANCE SUBTOTALS		**1,068,500**
TOTALS	**$**	**1,068,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

WATER/WASTEWATER IMPACT FEE RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Three Million Two Hundred Five Thousand Six Hundred dollars ($3,205,600) or so much thereof as may be necessary are hereby appropriated fromcurrent revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE - WATER	$	249,800
BEGINNING BALANCE - WASTEWATER		2,909,500
TOTAL BEGINNING BALANCES		**3,159,300**
RECEIPTS		
INTEREST EARNINGS - WATER		4,200
INTEREST EARNINGS - WASTEWATER		42,100
TOTAL RECEIPTS		**46,300**
TOTALS	**$**	**3,205,600**

EXPENSE SUMMARY

		2017/18 BUDGET
CURRENT YEAR BALANCE - WATER	$	254,000
CURRENT YEAR BALANCE - WASTEWATER		2,951,600
CURRENT YEAR BALANCE SUBTOTALS		**3,205,600**
TOTALS	**$**	**3,205,600**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

WATER/WASTEWATER CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Five Hundred Thirty Seven Thousand Four Hundred dollars ($537,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE - WATER	$	251,600
BEGINNING BALANCE - WASTEWATER		278,200
TOTAL BEGINNING BALANCES		**529,800**
RECEIPTS		
INTEREST EARNINGS - WATER		3,500
INTEREST EARNINGS - WASTEWATER		4,100
TOTAL RECEIPTS		**7,600**
TOTALS	**$**	**537,400**

BUDGET SUMMARY

		2017/18 BUDGET
CURRENT YEAR BALANCE - WATER	$	255,100
CURRENT YEAR BALANCE - WASTEWATER		282,300
CURRENT YEAR BALANCE SUBTOTALS		**537,400**
TOTAL EXPENSES AND CURRENT YEAR BALANCES	**$**	**537,400**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

ELECTRIC REVENUE FUND
REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Ninety Five Million Nine Hundred Eighty Seven Thousand Seven Hundred dollars ($95,987,700) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

		2017/18 BUDGET
BEGINNING BALANCE	**$**	**20,290,200**
DISTRIBUTION OF EARNINGS - PCA CREDIT		(6,176,700)
BEGINNING BALANCE - ADJUSTED		**14,113,500**
BASE REVENUE		
DIRECT SALES TO CUSTOMER		79,656,000
UTILITY TAX		1,236,200
MISCELLANEOUS REVENUE		531,200
RENT REVENUE		104,500
GREEN ENERGY		130,000
INTEREST EARNINGS		216,300
TOTAL REVENUES		**81,874,200**
TOTAL BEGINNING BALANCE & REVENUES	**$**	**95,987,700**

2017-2018 BUDGET ORDINANCES

ELECTRIC REVENUE FUND EXPENSES AND BUDGET BALANCE FOR 2017-2018

EXPENSES	2017/18 BUDGET
POWER SUPPLY	$ 22,807,900
SOLAR ENERGY	2,661,300
SOLAR RENEWAL ENERGY CREDITS	371,200
POWER SUPPLY MANAGEMENT	835,000
REC'S (Renewable Energy Credits)	578,300
RGGI (Regional Greenhouse Gas Init.)	64,000
PJM CHARGES - ENERGY	6,024,400
PJM CHARGES - TRANSMISSION & FEES	6,900,200
CAPACITY CHARGES	10,482,500
SUB-TOTAL POWER SUPPLY	**50,724,800**
PLANT OPERATIONS	6,146,500
GENERATIONS FUELS	817,400
PJM SPOT MARKET ENERGY	(958,100)
PJM CREDITS	(535,400)
CAPACITY CREDITS	(7,120,100)
GENERATION SUBTOTAL	**(1,649,700)**
POWER SUPPLY & GENERATION SUBTOTAL	**49,075,100**
DIRECT EXPENDITURES	
TRANSMISSION/DISTRIBUTION	3,599,600
ELECTRICAL ENGINEERING	1,226,400
ADMINISTRATION	797,000
METER READING	392,500
SYSTEMS OPERATIONS	644,700
DIRECT EXPENDITURE SUBTOTALS	**6,660,200**
OTHER EXPENSES:	
UTILITY TAX	1,236,200
ALLOW FOR UNCOLLECTIBLES	250,000
CONTRACTUAL SERVICES - RFP'S	100,000
LEGAL EXPENSES	25,000
RETIREES HEALTH CARE	820,300
OTHER EMPLOYMENT EXPENSES	105,200
PENSION UNFUNDED LIABILITY	1,000,000
OPEB UNFUNDED LIABILITY	1,000,000
GREEN ENERGY PAYMENT TO DEMEC	130,000
INTERFUND SERVICE FEES	3,660,100
INTEREST ON DEPOSITS	21,000
BANK & CREDIT CARD FEES	295,000
DEBT SERVICE	1,605,500
OTHER EXPENSES SUBTOTAL	**10,248,300**
TRANSFER TO:	
IMPROVEMENT & EXTENSION	5,000,000
GENERAL FUND	10,000,000
RATE STABILIZATION RESERVE	5,200,000
TRANSFER TO SUBTOTAL	**20,200,000**
TOTAL EXPENSES	**86,183,600**
BUDGET BALANCE - WORKING CAPITAL	**9,804,100**
TOTALS	**$ 95,987,700**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Twelve Million Eighty Thousand One Hundred dollars ($12,080,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

REVENUES

		2017/18 BUDGET
BEGINNING BALANCE	**$**	**6,600,300**
REVENUES		
TRANSFER FROM ELECTRIC		5,000,000
GENERAL SERVICE BILLING		370,000
INTEREST EARNINGS		109,800
TOTAL REVENUES		**5,479,800**
TOTALS	**$**	**12,080,100**

EXPENSE SUMMARY

EXPENSES		2017/18 BUDGET
ELECTRIC ADMINISTRATION	$	8,500
ELECTRIC GENERATION		2,328,000
TRANSMISSION AND DISTRIBUTION		1,725,500
ELECTRICAL ENGINEERING		1,315,000
ERP SYSTEM		1,500,000
TOTAL EXPENSES		**6,877,000**
BUDGET BALANCE		**5,203,100**
TOTAL BUDGET BALANCE & EXPENSES	**$**	**12,080,100**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

ELECTRIC UTILITY CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Eight Hundred Seventy Seven Thousand Three Hundred dollars ($877,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE	**$**	**863,500**
RECEIPTS		
INTEREST EARNINGS		13,800
TOTAL RECEIPTS		**13,800**
TOTALS	**$**	**877,300**

EXPENSE SUMMARY

		2017/18 BUDGET
CURRENT YEAR BALANCE	$	877,300
TOTALS	**$**	**877,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

ELECTRIC UTILITY DEPRECIATION RESERVE
SOURCES AND USE OF FUNDS FOR 2017-2018

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

The amount hereinafter named aggregating Thirteen Million Two Hundred Fifty One Thousand Five Hundred dollars ($13,251,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE	**$**	**13,042,800**
INTEREST EARNINGS		208,700
TOTALS	**$**	**13,251,500**

BUDGET SUMMARY

		2017/18 BUDGET
CURRENT YEAR BALANCE	$	13,251,500
TOTALS	**$**	**13,251,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

ELECTRIC UTILITY FUTURE CAPACITY RESERVE
SOURCES AND USE OF FUNDS FOR 2017-2018

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

The amount hereinafter named aggregating Thirteen Million Four Hundred Eight Thousand Nine Hundred dollars ($13,408,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE	**$**	**13,197,700**
INTEREST EARNINGS		211,200
TOTALS	**$**	**13,408,900**

BUDGET SUMMARY

		2017/18 BUDGET
CURRENT YEAR BALANCE	$	13,408,900
TOTALS	**$**	**13,408,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

ELECTRIC UTILITY INSURANCE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2017-2018

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

The amount hereinafter named aggregating Seven Hundred Eighty Eight Thousand Two Hundred dollars ($788,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE	**$**	**775,800**
INTEREST EARNINGS		12,400
TOTALS	**$**	**788,200**

BUDGET SUMMARY

		2017/18 BUDGET
CURRENT YEAR BALANCE	$	788,200
TOTALS	**$**	**788,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

ELECTRIC UTILITY RATE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2017-2018

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

The amount hereinafter named aggregating Sixteen Million Five Thousand Seven Hundred dollars ($16,005,700) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE	**$**	**10,635,500**
INTEREST EARNINGS		170,200
TRANSFER FROM ELECTRIC OPERATING FUND		5,200,000
TOTALS	**$**	**16,005,700**

BUDGET SUMMARY

		2017/18 BUDGET
CURRENT YEAR BALANCE	$	16,005,700
TOTALS	**$**	**16,005,700**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

MUNICIPAL STREET AID FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Six Hundred Seventy Three Thousand Two Hundred dollars ($673,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE	**$**	**100**
STATE GRANT		673,100
TOTALS	**$**	**673,200**

BUDGET SUMMARY

		2017/18 BUDGET
TRANSFER TO GENERAL FUND	$	673,100
CURRENT YEAR BALANCE		100
TOTALS	**$**	**673,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

ELECTRONIC RED LIGHT SAFETY PROGRAM
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Five Hundred Eleven Thousand Nine Hundred dollars ($511,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE	**$**	**100**
POLICE FINES		511,800
TOTALS	**$**	**511,900**

BUDGET SUMMARY

		2017/18 BUDGET
TRANSFER TO GENERAL FUND	$	511,800
CURRENT YEAR BALANCE		100
TOTALS	**$**	**511,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

WORKERS COMPENSATION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Two Million Four Hundred Fourteen Thousand Six Hundred dollars ($2,414,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

OPERATING REVENUES

	2017/18 BUDGET
BEGINNING BALANCE	**$ 1,487,800**
INTEREST INCOME	22,500
PREMIUM FROM CITY	904,300
TOTALS	**$ 2,414,600**

OPERATING EXPENSES

	2017/18 BUDGET
PROGRAM EXPENSES/SUPPLIES - CLAIMS	$ 565,000
INSURANCE	110,800
STATE OF DEL - SELF INSURANCE TAX	39,000
CONTRACTUAL SERVICES	25,000
TOTAL EXPENSES	**739,800**
CURRENT YEAR BALANCE	1,674,800
TOTALS	**$ 2,414,600**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

COMMUNITY TRANSPORTATION IMPROVEMENT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Five Hundred Eighty Five Thousand Two Hundred dollars ($585,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

OPERATING REVENUES

		2017/18 BUDGET
PRIOR YEAR BALANCE	**$**	**85,200**
GRANTS REVENUE		500,000
TOTALS	**$**	**585,200**

OPERATING EXPENSES

		2017/18 BUDGET
PROGRAM EXP. GRANT RELATED	$	500,000
CURRENT YEAR BALANCE		85,200
TOTALS	**$**	**585,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

LIBRARY GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Two Hundred Eighty Four Thousand Two Hundred dollars ($284,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

OPERATING REVENUES

		2017/18 BUDGET
PRIOR YEAR BALANCE	**$**	**-**
STATE GRANT		281,700
FEDERAL GRANT		2,500
TOTALS	**$**	**284,200**

OPERATING EXPENSES

		2017/18 BUDGET
STATE GRANTS		
FURNITURE/FIXTURES	$	1,500
OFFICE SUPPLIES		30,000
PRINTING AND DUPLICATING		13,000
PROGRAM EXPENSES/SUPPLIES		23,500
BOOKS		126,400
COMPUTER SOFTWARE		2,100
COMPUTER HARDWARE		1,000
AUDIO VISUAL SUPPLIES		74,700
POSTAGE		100
TRAINING/CONF/FOOD/TRAV		2,500
OFF EQP/REPAIRS & MAINT		4,900
OTHER EQUIP - LEASE		2,000
SUBTOTAL EXPENSES STATE GRANTS		**281,700**
FEDERAL GRANTS		
PROGRAM EXPENSES/SUPPLIES		2,500
SUBTOTAL EXPENSES FEDERAL GRANTS		**2,500**
GRAND TOTAL EXPENSES		**284,200**
CURRENT YEAR BALANCE		-
TOTALS	**$**	**284,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

POLICE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Four Hundred Thirty Thousand Four Hundred dollars ($430,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

OPERATING REVENUES

	2017/18 BUDGET
PRIOR YEAR BALANCE	**$ 72,400**
STATE AND FEDERAL GRANTS RECEIVED	358,000
TOTALS	**$ 430,400**

OPERATING EXPENSES

	2017/18 BUDGET
EXPENDITURES	
PERSONNEL EXPENDITURES	
CADET PROGRAM SALARIES	$ 11,900
CADET PROGRAM FICA	900
CADET PROGRAM W/COMP	700
MATERIALS AND SUPPLIES	
POLICE EQUIPT & PROG SUPP	312,000
ADMINISTRATIVE EXPENDITURES	
CELL PHONE CHARGES	20,000
TRAINING	15,000
AUDIT FEES	1,000
TOTAL EXPENDITURES	**361,500**
OTHER FINANCING USES	
OPERATING TRANSFERS-OUT	60,000
TOTAL FINANCING USES	**60,000**
CURRENT YEAR BALANCE	8,900
TOTALS	**$ 430,400**

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

CDBG GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating Two Hundred Eighteen Thousand Eight Hundred dollars ($218,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

OPERATING REVENUES

		2017/18 BUDGET
PRIOR YEAR BALANCE	**$**	**2,100**
CDBG GRANTS RECEIVED		216,700
TOTALS	**$**	**218,800**

OPERATING EXPENSES

		2017/18 BUDGET
EXPENDITURES		
CURRENT YEAR CLOSING COST/DOWN PAYMENT PROGRAM	$	60,000
CURRENT YEAR CONNECTION SUPP PROGRAM		3,000
CURRENT YEAR DOVER INTERFAITH MINISTRY		24,000
CURRENT YEAR MHDC EMERGENCY HOME REPAIR		25,000
CURRENT YEAR HABITAT FOR HUMANITY		21,300
CURRENT YEAR MHDC HOMEOWNER REHAB.		40,000
CURRENT YEAR ADMIN EXPENSE		43,400
TOTAL EXPENDITURES		**216,700**
CURRENT YEAR BALANCE		2,100
TOTALS	**$**	**218,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

SUBSTANCE ABUSE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating One Hundred Six Thousand Three Hundred dollars ($106,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

OPERATING REVENUES

		2017/18 BUDGET
PRIOR YEAR BALANCE	**$**	**45,300**
STATE GRANTS RECEIVED		28,000
RECREATION REVENUE		33,000
TOTALS	**$**	**106,300**

OPERATING EXPENSES

		2017/18 BUDGET
EXPENDITURES		
TEMPORARY HELP/BENEFITS	$	67,700
PROGRAM EXPENSES/SUPPLIES		35,000
TOTAL EXPENDITURES		**102,700**
CURRENT YEAR BALANCE		3,600
TOTALS	**$**	**106,300**

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER ORDINANCE # 2017-08

REALTY TRANSFER TAX FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2017-2018

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

The amount hereinafter named aggregating One Million Two Hundred Nine Thousand Three Hundred dollars ($1,209,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

CASH RECEIPTS

		2017/18 BUDGET
BEGINNING BALANCE	**$**	**-**
REALTY TRANSFER TAXES		1,209,300
TOTALS	**$**	**1,209,300**

BUDGET SUMMARY

		2017/18 BUDGET
TRANSFER TO GENERAL FUND	$	1,209,300
CURRENT YEAR BALANCE		-
TOTALS	**$**	**1,209,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: