REGULAR COUNCIL MEETING
AGENDA

JUNE 26, 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 NEIL

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

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

* **1. ADOPTION OF MINUTES**

- **A. SPECIAL COUNCIL MEETING - BUDGET REVIEW OF MAY 30, 2017**
- **B. REGULAR COUNCIL MEETING OF JUNE 12, 2017**
- **C. SPECIAL COUNCIL MEETING OF JUNE 13, 2017**

* **2. BOARD OF ASSESSMENT APPEALS EXEMPTION REPORT - MAY 31, 2017**

- **A. CENTRAL DELAWARE HABITAT FOR HUMANITY**

  (BOARD RECOMMENDED APPROVAL OF REQUEST FOR EXEMPTIONS UNTIL THE PROPERTIES ARE SOLD TO THE NEW OWNER)

  - **(1) 325 NORTH NEW STREET**
  - **(2) 22 NORTH NEW STREET**

* **2. BOARD OF ASSESSMENT APPEALS EXEMPTION REPORT - MAY 31, 2017 (CONTINUED)**

B. NCALL

(BOARD RECOMMENDED APPROVAL OF REQUEST FOR EXEMPTIONS UNTIL THE PROPERTIES ARE SOLD)

(1) 101 SOUTH QUEEN STREET
(2) 106 SOUTH NEW STREET
(3) 110 SOUTH NEW STREET
(4) 112-114 SOUTH NEW STREET
(5) 108 SOUTH NEW STREET
(6) 14 SOUTH QUEEN STREET
(7) 18 SOUTH QUEEN STREET
(8) 245 NORTH WEST STREET
(OWNER REQUESTED THAT THESE PROPERTIES BE TAKEN OFF OF THE REQUEST, AS THEY HAVE BEEN SOLD)
(9) 231 NORTH QUEEN STREET
(10) 212 NORTH GOVERNORS AVENUE

C. NORFOLK SOUTHERN RAILWAY

(BOARD RECOMMENDED APPROVAL OF REQUEST FOR EXEMPTION)

(1) SOUTH WEST STREET

D. DOVER HOUSING AUTHORITY

(1) 402 SOUTH NEW STREET
(BOARD RECOMMENDED APPROVAL OF REQUEST FOR EXEMPTION, WITH THE RECOMMENDATION TO HAVE THE LOT LINES REMOVED)

(2) 13 SOUTH NEW STREET
(BOARD RECOMMENDED APPROVAL OF REQUEST FOR EXEMPTION, WITH THE RECOMMENDATION TO REACH OUT TO NCALL AND CENTRAL DELAWARE HABITAT FOR HUMANITY TO GET THE PROPERTY IN LINE WITH THE PURPOSE OF THE ORGANIZATION)

* **3. COUNCIL COMMITTEE OF THE WHOLE REPORT - JUNE 13, 2017**

A. PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

(1) RECOMMENDATIONS FROM COMMUNITY MEETING OF MAY 25, 2017
(COMMITTEE RECOMMENDED ACCEPTANCE OF THE RECOMMENDATIONS OF THE COMMUNITY MEETING)

(2) UPDATE - BICENTENNIAL VILLAGE - CONTINENTAL PARK
(COMMITTEE ACTION NOT REQUIRED)

B. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

(1) CLARIFICATION - REQUEST FOR INCENTIVES - NAIL SPA BY TR (DURING THEIR REGULAR MEETING OF APRIL 10, 2017, CITY COUNCIL APPROVED THE COMMITTEE'S RECOMMENDATION THAT STAFF COME BACK WITH A RECOMMENDATION WITH REGARD TO BUILDINGS WITH LESS THAN 5,000 SQUARE FEET, WHAT THE IMPACT WOULD BE, AND WHETHER OR NOT THE TIME COULD BE INCREASED FOR A SMALLER BUILDING TO HAVE THE ABATEMENT)
(COMMITTEE DEFERRED THIS ITEM)

(2) DISCUSSION - FISCAL YEAR 2017 AUDIT PROGRAM
(COMMITTEE RECOMMENDED ACCEPTANCE OF THE AUDIT PROGRAM)

* **4. RESOLUTION NO. 2017-08 APPROVING THE 2017 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN**

(STAFF RECOMMENDS ADOPTION OF RESOLUTION NO. 2017-08)

5. REQUEST FOR QUOTES - PROJECT EG1701 - VANSANT MAJOR OVERHAUL

(STAFF RECOMMENDS APPROVAL OF THE PURCHASE OF CAPITAL COMPONENT ITEMS TO SUPPORT PROJECT EG1701, VANSANT MAJOR OVERHAUL)

* **6. APPOINTMENTS/REAPPOINTMENTS**

A. RECOMMENDED BY COUNCIL PRESIDENT SLAVIN - DELAWARE CENTER FOR HEALTH INNOVATION (DCHI) DOVER/SMYRNA HEALTHY NEIGHBORHOODS COUNCIL - TANNER POLCE - TWO-YEAR TERM TO EXPIRE JUNE 2019

B. RECOMMENDED BY MAYOR CHRISTIANSEN

(1) CONSTRUCTION AND PROPERTY MAINTENANCE CODE BOARD OF APPEALS - CHARLES MARTIN, REPRESENTATIVE OF THE LOCAL REAL ESTATE INDUSTRY ASSOCIATION - ONE-YEAR TERM TO EXPIRE MAY 27, 2018

(2) ETHICS COMMISSION - ROBIN F. CASE (TERM EXPIRED IN JULY 2016) **- FIVE-YEAR TERM TO EXPIRE JULY 2021**

(3) HISTORIC DISTRICT COMMISSION - THREE-YEAR TERMS TO EXPIRE JULY 2020

(A) JOSEPH MCDANIEL, BUSINESS REPRESENTATIVE/RESIDENT

(B) ANN BAKER HORSEY, PROFESSIONAL/RESIDENT

(4) PLANNING COMMISSION - THREE-YEAR TERMS TO EXPIRE JUNE 1, 2020

(A) DR. BOBBY JONES - AT-LARGE

(B) DEBORAH L. EDWARDS - FIRST DISTRICT

(5) PUBLIC ADVISORY COMMITTEE OF THE DOVER/KENT COUNTY MPO - TWO-YEAR TERMS TO EXPIRE JULY 2019

(A) JONATHAN CONTANT

(B) KAREN MCGLOUGHLIN

* **7. 2017/18 ANNUAL APPOINTMENTS (DEFERRED DURING THE ANNUAL MEETING OF MAY 8, 2017)**

A. APPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT SLAVIN

(1) ECONOMIC DEVELOPMENT COMMITTEE

(2) GENERAL EMPLOYEE PENSION PLAN BOARD

(3) OTHER POST-EMPLOYMENT BENEFITS (OPEB) BOARD

(4) POLICE PENSION PLAN - RETIREMENT COMMITTEE

(5) CENTRAL DELAWARE CHAMBER OF COMMERCE (LIAISON MEMBERS)

(6) CITY/COUNTY COMMITTEE (LIAISON TO KENT COUNTY)

(7) KENT COUNTY TOURISM BOARD OF DIRECTORS (VOTING LIAISON MEMBER)

(8) KENT ECONOMIC PARTNERSHIP BOARD OF DIRECTORS (VOTING LIAISON MEMBER)

B. APPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN

(1) DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS (CITY OF DOVER GOVERNMENT APPOINTMENTS)

(2) ELECTION BOARD

8. FINAL READING - PROPOSED ORDINANCES

THE FIRST READING OF THE PROPOSED ORDINANCES WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF JUNE 12, 2017. THE ORDINANCES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS OR ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

A. #2017-07 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

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

9. ACTING CITY MANAGER'S ANNOUNCEMENTS

10. COUNCIL MEMBERS' ANNOUNCEMENTS

11. ADJOURNMENT

/TM
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\COUNCIL-AGENDAS\2017\06-26-2017 COUNCIL AGENDA.WPD

EXECUTIVE SESSION PURSUANT TO:

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

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

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

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

SPECIAL COUNCIL MEETING
BUDGET REVIEW

A Special Council Meeting was held on May 30, 2017 at 6:00 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler (arrived at 6:06 p.m.), Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Polce, Mr. Hare, and Mr. Lindell.

Staff members present were Mrs. Mitchell, Mrs. Lisiecki, and Mrs. McDowell. Mayor Christiansen was also present (arrived at 6:01 p.m.).

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

Introduction and Presentation of Fiscal Year 2018 Recommended Budget
Council President Slavin explained that Mrs. Donna Mitchell, Acting City Manager, would provide a presentation on the budget that would be followed by a mark-up period when members could suggest cuts, additions, or actions that could be taken regarding the budget. He advised that a series of motions may be proposed and the recommended budget would then move through the ordinance process. Mr. Slavin noted that there would be additional opportunities to comment during the first and second readings of the budget ordinance, and this would also allow for last-minute adjustments that may be necessary based on the actions of the State legislature.

Mr. Slavin indicated that he had been working with Mrs. Mitchell to suggest what he thought Council might like to see in the budget based on discussions at Council and Committee meetings, as well as other conversations. He expressed his opinion that, perhaps for the first time in his career, members had been presented with a budget that was in alignment with where Dover should be as a city. Mr. Slavin stated that, typically, difficult requests are incorporated into the budget and it is then left to members to decide what to included and what to remove. He indicated that Mrs. Mitchell and her team had done the tremendous task of making some of those decisions at the department level, where Mr. Slavin thought they should be made, rather than at the Council level.

Mr. Slavin explained that he thought that the proposed budget was in alignment with the direction Council was headed because it met all fiscal policies, proposed no new taxes, and maintained the current fees, for the most part. He indicated that the fee increases included in the budget were for enterprises where outsourcing service was costing the City money, such as recycling. Mr. Slavin advised that the budget sought an equitable contribution from the not-for profit sector for its City services, noting that this had been discussed during the last two budgets. He stated that the budget would lower the electric rates across the City and fund a cost-of-living increase for retirees, which had not been provided for 11 years. Mr. Slavin indicated that the budget would solve the issue of funding the Police Department's Cadet Program, which had been a source of concern for everyone. Mr. Slavin indicated that the biggest change was that the budget was presented as collegial rather than adversarial, and he thanked Mrs. Mitchell and her team for preparing the budget. He stated that members would likely review it on a fund-by-fund basis and consider the General Fund, Electric Fund, Water/Wastewater Fund, and other managed funds.

Mr. Slavin advised that Council's role in the budget process was to review the budget, correct what they want to correct, and prescribe future actions. He indicated that the budget hearings were not

only about numbers but also a time to identify activities that members want to see completed over the next year and forecast what they want to accomplish. For example, Mr. Slavin stated that a year ago members had passed a measure to consider a public safety fee as a way to address the demand the City has from not-for-profit entities, which was included in this budget.

Mr. Hare commended Mrs. Mitchell and her staff for listening, knowing what needed to be done, and doing the work. Mr. Anderson stated that this was probably the best budget he had seen in his years of looking at the City's budget and the first budget document that he was proud of before Council had done anything with it. Mr. Sudler thanked Mrs. Mitchell for her hard work and stated that the information was very easy to read. Mr. Neil stated that he saluted Mrs. Mitchell in terms of the explanations, brevity, and reasons provided in the budget, and he thanked her for her efforts. He noted that he would be asking for clarification on some of the provisions. Mr. Lewis echoed the compliments and commended Mrs. Mitchell. He stated that he had reviewed the budget with a fine-toothed comb and had some questions, and he thanked Mrs. Mitchell for responding to him over the holiday weekend.

Highlights of Overall Budget

Mrs. Donna Mitchell, Acting City Manager, advised members that the total financial program for FY-2018 was proposed to be $143,079,600, including an operating budget of $130,522,000 and a capital investments budget of $12,557,600, which would be an increase of 3.3% over the original FY-2017 financial program. She explained that the budget recommendation included a cost-of-service rate increase for sanitation operations and police extra duty services. Mrs. Mitchell stated that past discussions regarding a public safety fee for tax-exempt properties would be addressed, with a preliminary recommendation for discussion and approval. She noted that a distribution of the FY-2016 excess earnings for the electric utility was recommended as a Power Cost Adjustment (PCA) credit of .00855 cents, representing $6.2M or 5.5% of revenue for the utility.

Mrs. Mitchell expressed her sincere gratitude for the cooperation and understanding that she received from department heads as they helped her to put the budget together. She advised that revenues and expenses were compared to historical and recent trends, and State and grant revenues were included as if historical trends would be maintained, except for transfer taxes, which were adjusted downward by a quarter of a percent. Mrs. Mitchell indicated that revenue sources that could still be affected included the library, recreation and police grants, municipal street aid, and the State Payment in Lieu of Taxes (PILOT).

Mrs. Mitchell explained that emphasis was put on maintaining FY-2017 budget levels for materials, supplies, and administrative expenses unless the trend indicated other wise. She stated that an example of this was police training, which was reduced to $50,000 from a request of $92,000. She indicated that the trend prior to FY-2016 was less than $40,000, and in FY-2016 it was $50,000. Mrs. Mitchell advised that since four (4) lieutenants and one (1) sergeant had attended the FBI academy over the last five (5) years; training was reduced to previous levels and the expectation was that the budget requirement should be less. She noted that she reviewed the reductions with the Police Chief.

In regard to the fleet maintenance program, Mrs. Mitchell stated that the maintenance expenses for vehicles, parts, and materials had been increased from the request of $275,000 to $325,000. She

explained that the average had been $308,000 over the last five (5) years and the amount was $321,000 in the prior year. Mrs. Mitchell noted that the department had been allowed to exceed the budget in this line item every year because these expenses were not realistically budgeted, which has been corrected in this budget.

Mrs. Mitchell informed members that computer tablets for field staff were added to improve efficiency and reduce trips to and from the office. She advised that the Electric Fund and plant budget were reduced to reflect running the generating units as peaking units with run hours for testing and training, which resulted in a reduction of $489,500 in the electric budget. Mrs. Mitchell advised that all vehicle replacement requests were reviewed for condition, mileage, hours, and usage, and the requested replacements originally totaled 39 items. She explained that, after final review, 18 items were included in the proposed budget. Mrs. Mitchell noted that the police fleet was reduced by three (3) vehicles without consideration of condition due to the budget shortfall. She stated that other reductions included backhoes, loaders, dump trucks, and trash trucks that were in fair condition. Mrs. Mitchell indicated that department heads were asked to review their fleets for utilization and provide an analysis of excess inventory, which resulted in the identification by the Public Works Department of 16 vehicles and pieces of equipment that could be disposed of due to age, mechanical issues, and duplication of equipment and/or lack of use. She noted that the Electric Department also had one (1) vehicle scheduled for replacement with low use and the direction chosen was to dispose of it and not replace it. Mrs. Mitchell commended the Public Works Department for their quick turnaround regarding this request and providing the information needed, stating that Mrs. Sharon Duca, Public Works Director, had been very helpful.

Mrs. Mitchell indicated that capital project construction was reprogrammed to FY-2019 for projects where engineering design and budget estimates were not completed. She stated that FY-2018 included engineering design estimates. Mrs. Mitchell explained that the Fire Department's purchase of Engine #7 was structured with biannual payments; therefore, only one (1) six-month payment was included in the budget, and the full effect of this purchase would be reflected in FY-2019.

Mrs. Mitchell explained that the processes she had she described had resulted in a change to the General Fund budget, where there had been a shortfall, from net revenues of -$8,197,000 including the Capital Investment Program (CIP), to positive $18,600, approximately $7M of which were funds for capital project reprogramming. She informed members that, other than a $150,000 appropriation to the Downtown Dover Partnership (DDP), no other economic development funds were included in the budget. Mrs. Mitchell advised that, last year, the differential of $90,000 between the amount that went to the DDP and the amount allocated for economic development was transferred to the City Manager's budget. Mrs. Mitchell advised that this $90,000 was not included in the proposed budget for economic development but had been absorbed in the overall budget.

Mrs. Mitchell advised members that the Cadet Program originally did not have the $68,000 needed to fund it; however, the Police Chief had indicated to her that the Police Department expected their fine revenues to increase to $68,000. She noted that this change was not yet included in the budget; however, staff would include it. Mrs. Mitchell stated that a request in the amount of $48,300 for a Special Enforcement Unit Police Clerk was not included in the budget, nor was a request for $56,500 for a Court Liaison Administrator. She explained that these requests related to a police public safety study that Council had not yet reviewed, and no items from this study were included in the budget.

Mrs. Mitchell indicated that new CIP items included a full Taser replacement program, with a current quote of $413,630, due to changes in technology. She advised that this item was not in the budget since the Police Chief had stated that replacement could be started next year and phased in over several years, rather than doing it all at once. Mrs. Mitchell informed members that a new CIP for a new evidence facility was estimated at $3M and was not included in the budget, nor was $250,000 for a new CIP for the Police Station's chiller replacement. She stated that other upcoming funding needs for the Police Department included body cameras and video storage; however, there were no estimates for these items at this time.

Mrs. Mitchell indicated that major building improvements or master plans were not included in the budget, nor were air quality reports received from the police station and Weyandt Hall regarding HVAC issues. She stated that other items not included were necessary painting and repairs, parking lots in need of repaving, and the complete clean-up of Schutte Park. Mrs. Mitchell expressed the desire to start a pilot GPS program for the Metering Division at a cost of $1,500, noting that she would be requesting that this be put into the Electric Department before completion of the budget hearings.

Mrs. Mitchell indicated that a recreation manager or director was not included in the budget and there was an estimate of approximately $90,000 for salary and benefits for this position. She noted that the Planning Department would like to have an additional building inspector sometime in the future, with salary and benefits totaling approximately $60,000 dollars. Mrs. Mitchell indicated that a master plan for Dover Park was not included in the budget but was included in the FY-2017 budget, and these funds would be rolled forward to next year.

Mrs. Mitchell indicated that Kent County Tourism had requested $20,000; however, the budget included $18,500, which was the same level of funding that they received in prior years. She explained that it was communicated to department heads that there would be no upgrades or promotions unless evaluations were completed and they demonstrated that a promotion or upgrade was warranted, noting that this was something that Council had expressed concerns about in prior years. Mrs. Mitchell explained that a 2% raise for non-bargaining employees had been programmed; however, this raise would come with caveats. She stated that if there was no raise, enforcing the evaluation process would become a moot point.

Mrs. Mitchell advised that potential changes could be made to the budget. She indicated that she had included a $38,400 biannual payment for a fire truck in the budget and that amount could be removed if members opted to make annual payments instead, since the payment would then be made in the FY-2019 budget. She noted that those funds could be used for economic development if needed. Mrs. Mitchell informed members that closing the library on holidays would save $7,000 in overtime.

Mayor Christiansen questioned what the delivery time frame was for the fire truck and when it would be ordered. Responding, Mr. Mitchell stated that, if approved, the purchase would probably be brought forward in July, noting that bids had already been received. She explained that it would take at least a year to build the truck, the payment would be due in arrears, and the first payment would be due a year after the truck was received, which would be in FY-2019. Responding to

Mayor Christiansen, Mrs. Mitchell indicated that the first payment would be made upon delivery of this piece of equipment.

Mayor Christiansen stated his understanding that the Fire Department had looked into a lease agreement and decided instead to purchase. In response, Mrs. Mitchell advised that the City guarantees these loans and she had structured them with a seven-year financing plan. Mayor Christiansen asked if this truck would be a Dover Delaware pumper that is standard across the board. Responding, Mrs. Mitchell explained that this would be a replacement for Engine #7.

Mr. Sudler questioned if Mrs. Mitchell foresaw an opportunity for another earmark in the budget for Dover Park. In response, Mrs. Mitchell advised that funds from the reserve would be used for various CIPs next year and $190,000 was the amount estimated from the reserve to implement the Schutte Park Master Plan. She indicated that just over $150,000 would then remain, including an $80,000 earmark and $50,000 for the Dover Park Master Plan. Mrs. Mitchell advised that she had known that those projects would not be completed this year and had placed the money in the reserve for next year.

Mrs. Mitchell began reviewing the City of Dover FY 2017-2018 Draft Operating Budget with FY 2018-2022 Capital Investment Plans.

Referring to Policy Compliance (page 10), Mrs. Mitchell explained that the City's policies require revenues to equal or exceed expenses and an ending budget balance of 8% to 12% in each fund. She stated that the City cannot expend more than collects and revenues are to be conservative.

Referring to Policy Compliance (continued) (page 11), Mr. Slavin asked Mrs. Mitchell to explain to new members why the City's revenues and expenses are very close, yet the City ends up with a sizeable budget balance. Responding, Mrs. Mitchell indicated that the budget balance will end up higher than the 8% minimum level because the balance of the estimated carry forward from this year is higher than 8%. She stated that the budget balance is carried forward each year, and staff tries not to utilize the prior year's earnings to balance the budget and to manage operations within current revenues, which is the purpose of the policy. Mrs. Mitchell pointed out the beginning budget balance of approximately $20M for the Electric Fund. She explained that, rather than showing the excess earnings from the PCA credit that she had mentioned earlier in that budget balance, she was counting it as a distribution of earnings. Mrs. Mitchell advised that the PCA would come out of the budget balance carryforward, although she was not doing this for the other funds. She stated that this was being done in the Electric Fund to rebate money to customers because these funds were basically an over-collection of prior year revenues. She explained that this was reflected in the calculation at the bottom of the page.

Mr. Slavin asked what the balance of the Rate Stabilization Reserve (RSR) would be if $5.2M was added to it. Responding, Mrs. Mitchell stated that it would amount to approximately $16M. Mr. Slavin advised that this reserve was used as an offset in case there is a spike in purchased power, rather than having to pass this cost to customers. Mrs. Mitchell explained that issues may arise, such as a spike in the cost of power or a City penalty for a forced outage at the plant, and the reserve helps to cover those types of issues. She indicated that the reserve has a revenue policy of no more than 20% and is over that 20%, because she had reserved $5.2M for the following year for a new rate

study and rate design approved by Council. Mrs. Mitchell stated that there had been discussions about the City's demand rates being too high for commercial customers. She advised that, when the rates are smoothed out, someone would have to assume the difference and she wanted to have money in the RSR to phase the new rate structure into the different customer classes. Mrs. Mitchell indicated that these funds were planned to come out of savings projections from this year, but the amount was just an estimate at this time since it had not been audited yet. She advised that the correct number for next year would be available once the audited balance was obtained.

Mr. Neil noted that there would be a credit on all electric bills and that different commercial rates were included. He stated there had been a promotional electric rate for Kraft and that Kraft's and others' rates would be dropped, at least on a temporary basis. Mr. Neil asked how this would fit into the current discussion. Responding, Mrs. Mitchell stated that Kraft was in the third year of a business retention rate that was developed to allow for the expansion of their business, and this rate would be coming to an end. She explained that she had worked with Mr. Justin Cressler, Plant Manager, Kraft Foods, and reviewed how the proposed budget would affect their rates. Mrs. Mitchell advised that the proposed rates would amount to approximately $0.075 per KWh and Mr. Cressler indicated this would be very helpful to them. She stated that the more volume a customer has, the more helpful the rate would be; for example, Dover Downs has high volume and it appeared that they would save an average of $12,000 per month with this credit. Mrs. Mitchell advised that this would be very helpful to the business community.

Mr. Neil stated that solar renewable power had a higher cost and questioned why the Dover Sun Park was receiving a discount on their electricity when the City was paying more for it. Responding, Mrs. Mitchell explained that, even though the City was paying a little more for solar, when the PCA credit is implemented, it would systematically be applied to everyone who has kilowatt consumption.

Referring to City Revenue - Rates & Fees (page 12), Mrs. Mitchell noted that development of a public safety fee was recommended for mid-year consideration. She explained that no revenue was included in the budget for this fee, noting that the fee had not yet been developed.

Mr. Lewis asked how the public safety fee would be calculated. In response, Mrs. Mitchell stated that staff was working on this now and was looking at an amount of probably $0.02 of assessed value for non-profit organizations and noted that there were other considerations. Mr. Neil asked if this would be based on the assessed value of homes or businesses. Responding, Mrs. Mitchell stated that it would be based on the assessed value of non-profit properties. Mr. Hare suggested a minimum public safety fee of $150 and a maximum of $15,000.

Mr. Slavin stated that he had encouraged Mrs. Mitchell to include a public safety fee as part of the budget; however, she had rightfully said that a fiscally conservative policy would be to make sure that this revenue stream withstands a legal test and that the math formula used is correct. He noted that any good government or other entity looks at revenue and waits for it to mature, rather than plugging holes in a budget with a new revenue model that might spike and then drop. Mr. Slavin thanked Mrs. Mitchell for this conservative approach. He noted that none of the revenues that this measure may, or may not, generate were included as part of the budget and the City would not depend on it; however, it was something that the City had been moving toward.

In reference to All Major Operating Funds - Personnel (page 13), Mrs. Mitchell advised that it was proposed to increase the total headcount by four (4) full-time positions, including a Budget Analysts and three (3) Customer Service positions that were approved earlier in the year.

Mr. Slavin noted that Mrs. Mitchell had addressed proposed staffing levels and asked how many positions staff had recommended to her. In response, Mrs. Mitchell advised that four (4) additional positions had been requested, including two (2) positions at the Police Department, an additional Building Inspector requested by the Planning Department, and a Recreation Director. She stated that eight (8) full-time positions had been discussed and four (4) were proposed.

In reference to General Fund Revenues (page 15), Mrs. Mitchell stated that transfer tax was down $463,400, which was a quarter of a percent. She noted that extra duty grant revenue was down $198,600 and explained that this would offset the extra duty expense, which she explained is billed to those who use these services.

Mr. Slavin noted the rate change for transfer tax from 1.5% to 1.25% and questioned if this change was made in anticipation of action by the General Assembly. Mrs. Mitchell responded that it was.

Mr. Hare questioned who prepares the billing for extra duty. In response, Mrs. Mitchell indicated that the Police Department does the calculation for the billing and sends it to Customer Service, who runs it through a financial system and bills it. Mr. Hare asked if the time spent on billing was included in the cost. Mrs. Mitchell stated that staff had developed an overhead rate for all operations, plus insurance, as well as a rate of $16.25 per hour if a vehicle is used in extra duty service. She noted that the hope was to at least break even. Mrs. Mitchell indicated that the amounts had not been breaking even this year and the last time it was calculated, even the police labor had not been covered. She advised that this was one of the reasons that a rate increase was recommended. Responding to Mr. Hare, Mrs. Mitchell stated that $16.25 was the same rate that the State charges for a car, but she was unsure how the hourly rate compared to the State.

Police Chief Marvin Mailey stated that he did not have figures in front of him; however, he believed that Delaware State troopers, on average, earn more than City police officers. He offered to obtain the State Police rates and provide them. *(City Clerk's Office Note: Subsequent to the meeting, Council was informed that the State's overhead rate for police officers was currently $68.00 per hour, and that the State's vehicle rate had increased from $16.25, when the revenue policy was first established, to $19.75 per hour.)*

Mr. Hare stated that the City should not offer extra duty if it is losing money. Responding, Chief Mailey stated that he understood Mr. Hare's concerns; however, he did not want to see a Delaware State trooper working extra duty at the Dover Mall or Dover Downs, which would occur if Dover officers were to vacate those jobs. He expressed the need for Delaware State Police to assist with large events, such as the Firefly Music Festival and NASCAR races; however, the City of Dover needed to police events in the City. Mrs. Mitchell explained that she had discussed the need for arate increase with Chief Mailey and he had agreed.

Mrs. Mitchell pointed out a $542,100 increase in sanitation fees. Mayor Christiansen questioned if this increase reflected current tipping fees for the landfill or if it was based on anticipation of an

increase by the State. Responding, Mrs. Mitchell stated that the increase was due to a combination of recycling fees and the cost of service. She noted that there was no increase in rates, other than recycling. Mayor Christiansen asked if the fees anticipated the new contract and Mrs. Mitchell stated that they did.

Mr. Lewis questioned how fines and police revenue are maintained and if they include civil fines. Responding, Mrs. Mitchell indicated that all City of Dover ordinances have civil penalties and are maintained through a software program that the Police Department manages. Mr. Lewis stated his understanding that criminal fines are split between the State and the City. In response, Mrs. Mitchell advised that anything that goes through the State courts is split; however, she was unsure what the split was.

Referring to FY-2018 Proposed Budget - General Fund Program Receipts & Expenditures (page 17), Mr. Anderson questioned if public safety included anything besides police and fire. Responding, Mrs. Mitchell stated that police, fire, code enforcement, ambulance, the Fire Marshal, and expenses for Mrs. Kay Sass, Public Information/Emergency Management Coordinator were included.

In reference to Property Taxes (page 18), Mrs. Mitchell pointed out that a $0.01 tax rate increase would equate to $309,075.40. Mr. Slavin noted that this was not a proposed increase but a reflection of the revenue a $0.01 property tax increase would raise.

Mr. Neil stated that it had previously been reported that a $2.1M investment in one of the City's power plants would gain more than between $11M and $14M. Mrs. Mitchell stated that this CIP item was included in the budget.

Electric Fund Power Cost Adjustment (PCA) Credit

Mrs. Mitchell reviewed the Electric Fund - PCA Credit (page 24), and noted that there was a recommended distribution of earnings in the amount of $6,176,700, or approximately 5.5% of revenue, as a result of a lower cost of service than projected for FY-2016. She indicated that a PCA credit of $.00855 was recommended and pointed out sample bills for various customers and customer classes. Responding to Mr. Slavin, she advised that the average residential bill would decrease by approximately 4.74%.

Sanitation Cost of Service Recommendation

In reference to FY2017/FY2018 Sanitation Rate Comparison (page 32), Mrs. Mitchell noted that a 23.53% increase was proposed for in-City customers and a 26.32% increase was proposed for out-of-City customers. She reviewed the Private Company Rates (page 33) and advised members that the City's rates were comparable to other companies and the County. She stated that, in FY-2016, the City lost approximately $42,500 on the sanitation operation with the increases in cost and she was showing a positive of $3,900 with these rates. Mrs. Mitchell noted that part of the reason for the increase was due to trying to clean up Schutte Park and dispose of the leaves and street debris, as well as the contractor increase. She advised that it was unknown how much Schutte Park could be cleaned up at this time because of the contractor's cost increase. Mrs. Mitchell explained that a phased approach would be used and the clean up could not be done all at once.

Mr. Sudler asked if staff had explored the option of looking at other contractors. Responding, Mrs. Mitchell stated that the new cost was based on current bids that were just completed. In response to Mr. Sudler, she stated that Council had not reviewed these bids, which were for the next fiscal year, and they would be on their next agenda.

Mr. Neil asked if the leaf and mulch giveaway program had been considered as a sellable item. Responding, Mrs. Mitchell stated that this service was not being sold at this time and that Mrs. Duca was working with her on alternative options.

Mr. Anderson noted that the out-of-City rates would be higher than commercial rates and asked if the intent was to pare back the number of out-of-City customers and have those who really want sanitation service pay for it. He also questioned if there would be an issue if some of the out-of-City customers were lost. Mrs. Mitchell indicated that this was the intent, stating that there were not a lot of out-of-City customers and staff wanted to focus on the City, which would cut down on travel and landfill costs. She advised that when she did the rate analysis and calculated the percentage of increase, she did not adjust it by class of customer and everyone received the same percentage of increase.

Public Safety Fee Recommendation

Referring to Public Safety Fee (page 40), Mrs. Mitchell advised that the proposed public safety fee would be applied to tax-exempt properties and billed monthly or annually at a rate approved by City Council. She noted that there would be a need to hold public hearings and develop an ordinance by January 1, 2018. Mrs. Mitchell explained that revenue based on an assessed value of $0.01 would be $128,500, including $99,800 from non-State properties and $28,700 from the State, if the State was included in the public safety fee.

Responding to Mr. Slavin, Mrs. Mitchell indicated that the amounts were annual. She noted that a rate of $0.03 would result in a total of $385,700, with $299,500 from non-State properties and $86,200 if the State was included. Mr. Hare stated that he was unsure if State property should be included in the public safety fee because the State was already providing a Payment in Lieu of Taxes (PILOT). He stated that he thought the City would be better off with a PILOT.

Responding to Mr. Slavin, Mrs. Mitchell stated that all State properties were included in the figures provided, including those properties that had been providing the City with a PILOT. She noted that staff had the same thoughts as Mr. Hare but wanted to see the comparison.

Mr. Hare noted that the City was included in a PILOT program that includes Georgetown, Dover, and Wilmington, and that even though the City of Dover has almost twice as much assessed value property than Wilmington, Wilmington receives 10 times more funding than Dover. He indicated that he did not think Dover would want to leave of this program.

Mr. Slavin indicated that the State designates which properties provide funding through the PILOT program, noting that such payments are not received for all State properties. Mrs. Mitchell advised that Delaware Technical and Community College is one such property.

Mayor Christiansen advised that he shared Mr. Hare's concern, noting that Mr. Hare was serving on Council when the City asked the State for money many years ago and they had to fight very hard to obtain the PILOT money. Mayor Christiansen expressed concern about doubling up; however, he noted that there may well be an institution that should be assessed the public safety fee due to the number of times the Fire Department is called to its location.

Mr. Hare indicated that many properties had been exempt for many years and suggested that there be a better review. He suggested that there were properties that should justify why they are tax exempt and that, once the public safety measure is approved, tax exempt status should be reviewed and it should not all be the responsibility of Mrs. Cheryl Bundek, Tax Assessor.

Responding to Mr. Lewis regarding how the rate was developed, Mrs. Mitchell explained that she had just started with a rate of $0.01. Mr. Lewis asked about a flat rate or a percentage of the nominal assessment of the property. Responding, Mrs. Mitchell advised that the proposed fee was based on the assessment. In regard to a flat rate, she stated that there were 234 non-profit properties, not including State properties.

Mr. Slavin stated that if Council wished to adopt this measure by ordinance in January, it would be brought up through the Committee in late October or early November and members would have a chance to vet it. He noted that Mr. Lewis and Mr. Hare shared concern that the same formula be used for everyone. Mr. Lewis agreed that there would have to be further discussion, stating that he had been curious how Mrs. Mitchell developed the rate and percentage. Mr. Hare indicated that there were many options and members must discuss them and determine what they would like to do.

Mr. Anderson asked if other options were being considered that may be based on possible demand, such as square footage. In response, Mrs. Mitchell indicated that staff would look at that option as well, but she was unsure if it would be helpful or not. She stated that she had been looking at impervious land, but it was not equitable to all properties because some are built upward and some outward. Mrs. Mitchell advised that square footage may be an option and staff would consider other options.

Mr. Anderson noted that if it was done by square footage, property owners may claim that they are being taxed even though they are tax exempt. He questioned if a fee would then be used. Responding, Mrs. Mitchell reiterated that staff was looking at all options.

Mr. Sudler asked if location was an option in regard to whether it was prime land area. In response, Mrs. Mitchell stated that location would probably be reflected more if assessed value was used rather than square footage.

Retirement Benefits

Referring to Recommended COLA - General Employee Plan Retirees (page 42), Mrs. Mitchell stated that a 2% COLA was recommended for General Pension Plan retirees, noting the budget included an appropriation to the Pension Fund to cover this cost. She advised members that, according to the actuary, elimination of Medicare Part B reimbursement would result in an insignificant savings to the City.

By unanimous consent, the meeting recessed at 7:11 p.m. and reconvened at 7:28 p.m.

Operating Department and Division Summaries

Mrs. Mitchell reviewed the Operating Department and Division Summaries, beginning with What You Need to Know (page 46). She noted that Other Post-Employment Benefits (OPEB) rates increased significantly with the inclusion of two (2) years of premium increases of approximately 25% in the latest actuary valuation. Mrs. Mitchell advised that the actuarial determined contribution for the OPEB and pension liabilities was included in the pension contribution percentage. She explained that OPEB relates to retirement medical benefits. Mrs. Mitchell noted that vacation sellback and education assistance were incorporated into a fund expense, rather than into the divisions as they were previously, and employees must submit requests for these items. She stated that the requests of all employees and departments are combined into an account and this becomes a fund expense, noting that this amount was reduced because employees always request more funding than is used. Mrs. Mitchell stated that when these funds are paid out, they are moved from that account to the department's account to cover the payout.

Mr. Slavin explained that the OPEB expense was not the result of something that the City did wrong but of something that the private sector had done wrong. He noted that pension liabilities were previously not booked, and there were some very high profile pension failures. Mr. Slavin explained that the Government Accounting Standards Board (GASB) then came out with standards that required the City to book this expense differently and fund the liability. He noted that many municipalities were left with deep holes to fill, and the City had been working to fill this hole for the better part of 10 or 15 years. Mrs. Mitchell noted that they began funding the liability in 2006.

In reviewing City Council's budget (page 49), Mrs. Mitchell noted that $10,000 was allocated for a diversity study. Mr. Slavin explained that he had asked for these funds, stating that a portion of the request was coming from the Human Resources Department. He noted that Council had asked for an update on the City's minority hiring practices and Equal Employment Opportunity (EEO) numbers. Mr. Slavin advised that the findings were not good and the City was not in alignment with where he thought it should be. He stated that, in the case of some filings, the City did not really look at the recruitment process, which was in need of some attention. Mr. Slavin expressed his thought that someone outside of City government should be brought in to look at this dispassionately and recommend how to move closer toward the goal of a workforce reflective of the population of the City.

In response to Mr. Sudler, Mrs. Mitchell advised that members had a few more days to use their discretionary funds for the year. She noted that the fiscal year would end on June 30, 2017 but asked that members not wait until the last minute.

Mrs. Mitchell reviewed the City Manager's budget (page 50) and pointed out an 11% increase in personnel due to the inclusion of $54,900 for a Budget Analyst position, which would be slightly offset by a reduction of four (4) part-time employees. She indicated that materials and supplies increased by $5,400, which included a $7,100 increase in expenses for the maintenance and warranty of new video and production equipment, which was offset by decreases in printing and computer hardware. Mrs. Mitchell noted that administrative expenditures were decreased by $105,200, $90,400 of which were funds left over from the prior Economic Development Department that were

removed from the City Manager's Budget. Mr. Lewis asked if this was under Mrs. Mitchell's jurisdiction. Responding, Mrs. Mitchell explained that approximately $30,000 remained under her jurisdiction and economic development was not included in the budget at all next year.

Mr. Anderson questioned how the video production of Council meetings would be accounted for, noting that the City no longer had the four (4) temporary employees who previously filmed meetings. Responding, Mrs. Mitchell explained that City Clerk's Office staff would handle filming, using video equipment that would be placed in the City Hall Conference Room. Mr. Sudler asked if the Clerk's Office would receive additional monetary funding for performing that duty. Mrs. Mitchell noted that the Clerk's Office staff members were exempt employees and would be attending the meetings anyway, and she asked if additional staff wages were needed for filming. Responding, Mrs. Traci McDowell, City Clerk, advised that Mr. Ron Dagley, who previously worked for Comcast, had indicated that he would like to come back and be trained on the new equipment, noting that he would have to be paid as he was previously if his services were used. She expressed the desire to consider using video production interns from Delaware Technical and Community College or Dover High School.

Mr. Slavin indicated that he had requested Outlook licenses for members of Council who chose to use them, noting that members currently were relying on their our own private email server solutions, which may not be the best practice for a public agency. He stated that other employees were required to use City-owned computers for email and suggested that Council may want to abide by their own policies. Mr. Slavin advised that this would make things easier when Freedom of Information Act (FOIA) requests come in. He indicated that having an Outlook address within the City was being looked at as optional and asked if this was put into the Clerk's Office budget. Responding, Ms. Tracey Lisiecki, Financial Reporting and Accounting Manager, stated that $1,600 was included in the City Clerk's Office budget for email licenses.

Mrs. Mitchell reviewed the Fire budget (page 55), explaining that personnel costs had increased by $4,700 due to increases in benefit costs, administrative expenses increased by $48,500 due to administrative and maintenance increases, and capital expenses totaled $184,100 for the annual loan payment on Ladder #1 and the replacement of Engine #7. She noted that the Fire Department receives an appropriation from the City each year, and they requested an increase in this appropriation for four (4) items. Mrs. Mitchell advised that $8,500 was requested for administrative staff and $25,000 for equipment. She indicated that she had agreed to the $8,500 for administrative staff and $40,000 for two (2) of the other items.

Mr. Neil questioned which items had been approved. In response, Mrs. Mitchell advised that there had not been an increase in the Fire Department's appropriation since the Haggerty & Haggerty report was done in approximately 2011. She noted that they had requested $25,000 for uniforms and gear, $10,000 for small tools, $10,000 for apparatus maintenance, and $8,500 for contractual services. Mrs. Mitchell explained that she had agreed to $10,000 for apparatus maintenance. She explained that personnel expenses had been reduced by $30,000 and the Fire Department's appropriation was increased by $30,000 because the Department was now paying the administrative assistant. Mrs. Mitchell stated that $30,000 of the $48,500 appropriation was coming from personnel.

Mr. Neil stated that there had been a question about a $5,000 expense for a fire hose and expressed his understanding that Mr. Lewis had made a contribution toward this from his discretionary funds. Responding, Mr. Lewis advised that he had not contributed for a fire hose but had made a donation to the Police Athletic League, on the advice of the Acting City Manager. Mr. Neil asked if there was an issue with the fire hose. Responding, Mrs. Mitchell noted that the City receives the Fire Department's financial statements because the City guarantees the loans on the Department's trucks, and the Department had $900,000 in the bank. She advised that she had explained to Robbins Hose Company staff that if the hose was detrimental and they needed a new one, they should have their treasurer buy a fire hose.

Responding to Mr. Lewis, Mrs. Mitchell stated that the $8,500 mentioned in contractual services was for the Fire Department's administrative assistant. She indicated that the assistant's working hours would be increased and his pay would increase from $30,000 to $38,500. In response to Mr. Lewis, Mrs. Mitchell explained that the City pays the dispatchers and Robbins Hose Company pays the administrative assistant.

Mr. Hare noted that members had all had a chance to review the budget.

Mr. Hare moved to proceed to the question period, seconded by Mr. Sudler and unanimously carried.

Mr. Lindell stated his understanding that the funding for the police cadets would come from the enforcement of fines, etc., through the Police Department. He asked if there was another plan to offset the funding if the number needed to make ends meet was not achieved. Responding, Mrs. Mitchell indicated that the Police Department had assured her that they would find the funding.

Mr. Slavin stated that a mid-year budget amendment would be made based on revenues and expenses at that time, when adjustments could be made to address anything that members were unable to address in the budget. He noted also that Mrs. Mitchell had provided a very conservative estimate on revenues and that he personally believed revenues would be higher than anticipated. Mr. Slavin stated that he believed that the City would be in a much better position than anticipated and would know a little earlier in the fiscal year. He noted that the *Wilmington News-Journal* reported two weeks prior that Mayor Mike Purzycki of Wilmington turned down a grant for more police because the money would not be guaranteed after a certain period of time, costs would then have to be assumed by the city, and Wilmington could not afford to commit to the cost. Mr. Slavin advised that Dover must be careful about those kinds of commitments. He stated that the cadet program was a great program; however, operational costs were paid with a one-time settlement. Mayor Christiansen stated that it was a settlement from the Bank of America.

Mr. Sudler stated that he foresaw a request for additional funding for more officers from the Dover Police Department, especially because of recent shootings, etc. He asked if there had been any discussion about more officers. Responding, Mrs. Mitchell advised that there had been no discussion with her about additional officers. She stated that the only thing that was discussed was an additional head count that she had mentioned previously as a result of the public safety study, noting that this discussion took place before the recent shootings.

Mayor Christiansen stated that he shared Mr. Sudler's concerns about the recent incidents, and he, Police Chief Mailey, and Police Department staff had developed additional redeployment efforts utilizing current staff. Mayor Christiansen stated that this was a temporary situation because it had been stated that there would be zero tolerance in the City and he did not foresee the need to incur extra expenses. He stated that the Department would use its resources better and redeploy its assets to make sure that the entire City is a safe place.

Mr. Hare asked if police staffing was at the approved level or if officers were in training, and whether the Department was still losing and gaining employees. Responding, Chief Mailey stated that the full strength of the force was authorized at 101 officers and they were currently at 100. He advised that there were plans to send one (1) officer through the Delaware State Police Academy in September; therefore, the force was at nearly 100%.

Mr. Neil referred to the FY 2018 Capital Investment Plan Brine Manufacturing System project (page 150), which would pre-treat roads. He noted that this was a minor item and he was not opposed, but he questioned what the savings would be. Responding, Mrs. Mitchell stated that this machine was moved out to a later year and was no longer in the FY-2018 budget because of the budget shortfall in the General Fund. She noted that she had moved out several CIP items, such as equipment, vehicles, and projects, if they were not fully engineered, designed, and calculated at the time. Responding to Mrs. Mitchell regarding the related savings, Mrs. Duca stated that the savings would be a transferred cost. Mrs. Mitchell stated that this savings would offset another cost.

Mr. Neil stated that a presentation made to Council by the Delaware Municipal Electric Corporation (DEMEC) indicated that LED lighting would be available at a lower cost and asked if there had been thought given to accessing the program. In response, Mrs. Mitchell stated that she had a meeting scheduled with DEMEC in the next couple of weeks to discuss the LED program. She indicated that she wanted to look at LED lighting throughout the whole City as a turnkey solution, whether through DEMEC or other companies. Mrs. Mitchell advised that she would probably put out an RFP and compare DEMEC's and other proposals to see which would be the most cost effective for the City.

Mr. Neil noted that he, Mr. Cole, and Mr. Dave Hugg, Acting Director of Planning and Community Development, had met with Wesley College regarding lighting. He asked if there was a possibility of using decorative LED lighting in the downtown area for a quaint look. Mr. Neil noted that the more light there is, the safer an area appears. Responding, Mrs. Mitchell indicated that the DEMEC program retrofits the current lights and, for the most part, does not involve changing light fixtures. She stated that, as Acting City Manager, she had concerns about the different light standards on streets all over the city. Mrs. Mitchell expressed the need to determine what the City should look like and modify the lighting so that it is cohesive. She also expressed concern about adding decorative lighting as another type of standard to the City's current inventory of lights. Mrs. Mitchell advised that certain types of lights may be used for certain sections of the City; however, a complete lighting review was necessary. Mr. Neil indicated that a LED fixture with a turn-of-the-century look would enhance the downtown and Wesley College area.

Mr. Neil advised that there had been discussion about the possibility of another complex for the City, perhaps combining City Hall and Weyandt Hall, as well as raising the floor in Council Chambers. He asked if funds had been earmarked for these projects, noting that loans may be needed, and asked

how those projects would fit into the budget. Responding, Mrs. Mitchell stated that those projects were not included in the budget, noting that there was no master plan and projects had not yet been developed to fund. She stated that she had set aside $1.5M in the capital asset reserve for plans, engineering design, etc.; however, capital projects in the General Fund were being funded by $418,000 from the reserve, which would leave a projected balance of $1.1M in the reserve. Mrs. Mitchell explained that by partly funding the capital projects from the capital asset reserve, she was able to balance the General Fund because less funds had to be transferred out. She noted that she had pulled funds from the reserve at the very last minute after trying everything she could to keep from having to do that.

Mr. Anderson questioned the percentages of funding for the Customer Service Department from the General Fund, Electric Fund, and Water Fund. Responding, Mrs. Mitchell advised that 17.4% comes from the General Fund, 20.1% from the Water Fund, and 62.5% from the Electric Fund. In regard to the Finance Department, Mrs. Mitchell advised that 42.2% comes from the General Fund, 15.4% from the Water Fund, and 42.4% from the Electric Fund. She advised that, for the City Manager's Office, 39.3% comes from the General Fund, 16.6% from the Water Fund, and 44.1% from the Electric Fund.

Mr. Anderson asked the name of the Substance Abuse Prevention Program (page 306) used by the City. Responding, Mrs. Mitchell indicated that she was unsure. Mr. Anderson asked that this information be emailed to him. *(City Clerk's Office Note: Subsequent to the meeting, Council was informed that the Substance Abuse Prevention Programs were funded through Grant-In-Aid FY-2017 in an amount of $28,030, and programs within that fund included Camp Small Wonder, a summer camp at Delaware State University, and Youth Connections, an afterschool program held at Towne Point Elementary School.)*

Mr. Anderson noted that Mrs. Mitchell had mentioned proposed budget amendments and asked if they were ready for members to make related motions. Responding, Mrs. Mitchell reviewed the proposed budget amendments, including 1) a $68,000 increase in revenue for the Cadet Program based on fines; 2) an increase of $1,500 for the Metering Division for a pilot GPS program; 3) $7,000 that would be recovered in library overtime if Council was receptive to closing the library on holidays; 4) $38,400 that would be removed from the budget if members chose to make an annual payment for the fire truck instead of a six-month payment. In addition, she noted that she was unsure if a motion was needed regarding the 2% increase for non-bargaining employees. Mrs. Mitchell reminded members that this increase would come with some provisions to ensure that all evaluations were completed.

Mr. Slavin advised that a reduction of the library budget by $7,000 was based upon a recommendation from the library to be closed on City holidays, which would align Dover with other city governments. He noted that the option to make an annual payment on the fire truck would reduce the net that would be needed by $38,400. Mr. Slavin indicated that $43,900 would then remain in unprogrammed revenue, which he recommended directing to the Mayor's Office to replenish economic development expenses that were included last year and had been zeroed out. He indicated that $90,000 had remained, and the promise had been made that once those employees were paid from these funds, funding would be there for the Mayor for economic development.

Mr. Sudler moved to add $68,000 in revenue from the revenue stream from fines for the restoration of the Cadet Program, add $1,500 to the Metering Division for a pilot GPS program, reduce the library budget by $7,000 reflecting closing on holidays, make the $38,400 payment for the fire truck, and direct $43,900 to the Mayor's Office for economic development. The motion was seconded by Mr. Anderson and carried by a unanimous roll call vote.

Mr. Anderson moved to implement a program whereby a 2% increase for department heads would be granted, contingent upon having all employee evaluations up to date, and that the 2% increase be pro-rated if evaluations were not up to date. The motion was seconded by Mr. Sudler.

Mr. Hare stated his understanding that department heads would not receive an increase if they had not completed all of their performance reviews. Responding, Mr. Slavin indicated that department heads would also be making themselves eligible for other issues if reviews were not completed. Mr. Hare asked why department heads were being retained if they were not doing their jobs. In response, Mr. Slavin advised that this measure would create another leverage point. Mr. Hare stated that certain responsibilities were supposed to be performed. He expressed his opinion that 2% should not be pro-rated if reviews were not being done and those employees should not receive anything. Mr. Hare indicated that it should also be documented that they were not performing the job they were supposed to do.

Mrs. Mitchell agreed with Mr. Hare; however, she noted that there must be a process. She advised that the City no longer had a pay-for-performance and raise system; therefore, leverage was needed that indicates that an employee is not performing their duties. Mrs. Mitchell advised that if evaluations were not being completed, something would be done. She explained that the proposed measure would provide a way to take corrective action.

Mr. Hare stated that if he had employees who were supposed to have evaluations completed by a certain date, if they had not done so, he would bring them into the office, write them up, get it to Human Resources to be placed in their file, and give them 30 days to get it done. He advised that if the review was not done in 30 days, the employee would be written up again and given 30 more days, after which they would be terminated if the evaluations were not done. Mr. Hare indicated that they should not be given a year to think about it or have their raises pro-rated because they did not accomplish it.

Mr. Slavin stated that it was unfair to characterize the issue in this way, stating that the City had a City Manager who did not enforce this across the board and the Acting City Manager was now asking for Council's help by putting another tool in the toolbox and creating another leverage point. He noted that there was nothing saying that this was the only thing that would happen to a department head who did not comply, but it was proposed to use first and foremost what would hurt those who do not comply.

In response to Mr. Hare, Mrs. Mitchell stated that reviews are due on the employee's anniversary date. Mr. Hare reiterated that if the reviews are not received within 30 days of the anniversary date, the reviewer should receive nothing, rather than a pro-rated benefit.

Mrs. Mitchell advised that this would penalize them for the part of the job that they did not perform well. She noted that Mr. Hare was proposing to terminate these employees because they did not perform well in this area, when they may have had great performance in other areas. Mrs. Mitchell stated that she thought the process proposed was reasonable.

Mr. Sudler stated that he thought this was part of due process in evaluation of performance and could be used as a tangible tool to measure job performance, an incentive for employees to do better, and an opportunity for them to be given an improvement plan if they do not, and he supported the motion.

Mr. Neil stated that this would provide a red flag, which would be something to look at when reviewing the total performance of an individual and he was in favor of it.

Mayor Christiansen advised that when he worked for SimplexGrinnell as a supervisor, one particular month was set aside during the fiscal year when all evaluations were done. He suggested that this approach may be easier on department heads, rather than having numbers that fall throughout the entire the year. In response, Mrs. Mitchell advised that evaluations had previously been done on July 1; however, it became cumbersome and impossible to get them all done at one time, noting that some departments are very large. She explained that Human Resources reviews the evaluations, and they have to be signed off by the City Manager or by the Police Chief and the Human Resources Department, and this had bogged staff down. Mrs. Mitchell stated that use of the anniversary date was desired to spread out the workflow. She noted that she had also tasked Mrs. Kim Hawkins, Human Resources Director, with looking at the evaluation form to consider if it is so onerous that it is creating problems. Mrs. Mitchell indicated that Mrs. Hawkins had advised department heads that they were looking at the process to see if the form could be streamlined and still provide a good quality evaluation.

Mr. Slavin suggested placing this item on an agenda for consideration by the Council Committee of the Whole/Legislative, Finance, and Administration Committee.

Mr. Anderson asked if this measure would apply to department heads, including those who report to City Council. Mrs. Mitchell stated that it would include those individuals and would apply City-wide, including the Police Department, noting that everyone should be on an equal footing. Mr. Anderson stated that this was an important issue and would be a red flag for Council.

Mr. Hare asked if department heads were being given notice, such as 60 and 30 days ahead, when evaluations were due. Responding, Mrs. Mitchell advised that Mrs. Hawkins was utilizing a notification process; however, the notice was sometimes falling on deaf ears and she did not have top-down support. Mrs. Mitchell indicated that she was planning on giving Mrs. Hawkins top-down support.

Mr. Lindell stated that he understood Mr. Hare's point about accountability and the 2% but also saw the other side of the issue, noting that Mrs. Mitchell was new to her position of Acting City Manager. He expressed his hope, if evaluations were not being done, that this would be dealt with from the City Manager level down to the department heads using common sense. Mr. Lindell noted that there was a difference between an evaluation not being done because an employee was busy doing other,

more important parts of their job, versus not caring about evaluations or considering them important. Mr. Lindell stated he felt this issue was best left to the Acting City Manager. He stated that if it became too detrimental, members could ask this City Manager about it and hold the individual accountable.

The motion to implement a program whereby a 2% increase for department heads would be granted, contingent upon having all employee evaluations up to date, and that the 2% increase be pro-rated if evaluations were not up to date was carried by a unanimous roll call vote.

Mr. Slavin asked Mr. Hare if he would like to place consideration of strengthening the tax-exempt review process on a future agenda for the Council Committee of the Whole/Legislative, Finance, and Administration Committee. Mr. Hare indicated that he would.

Mrs. Mitchell asked if separate motions were needed to approve the trash fee proposal and extra duty funding, or if it would be rolled into the budget if approved. Mr. Slavin indicated that it would be included in the budget.

Mr. Hare questioned if Customer Service procedures regarding shut-offs should be brought up at a committee meeting. Mr. Slavin suggested that the procedures be considered by the Council Committee of the Whole/Utility Committee. He requested a review of where the City stands since the new policy was implemented, stating he would like to know the number of customers who now use auto-pay compared to the number prior to implementing the new policy. Mr. Hare stated that he would like to be more clear on the cut-off policy.

During the Council Committee of the Whole/Parks and Recreation Meeting of May 23, 2017, members considered Proposed Resolution No. 2017-07 - Establishment of a City Community Sustainment Fund Through Voluntary Contributions. The Committee recommended deferring consideration of the Proposed Resolution until the budget hearings.

Mr. Anderson asked if there were any administrative recommendations regarding the "Dollar for a Difference" program that would be established through the Dover Community Sustainment and Enhancement Grant Fund. Responding, Mrs. Mitchell advised that Mr. Kirby Hudson, Assistant City Manager, had gathered information on this matter and she asked if members wanted to discuss it then or at the Committee. Mr. Slavin stated that any revenues brought in from this program would not affect this portion of the budget and, like the public safety fee, the proposal could be adopted at any time.

Mr. Slavin asked it members wanted to consider the "Dollar for a Difference" proposal at this time or hold it for further discussion. Responding to Mr. Sudler, Mr. Slavin advised that this was not a current budget item.

Mr. Sudler moved that the "Dollar for a Difference" fee be brought back to the Council Committee of the Whole/Legislative, Finance, and Administration Committee for discussion, seconded by Mr. Hare and unanimously carried.

Mr. Sudler moved to adopt the budget as presented with the amendments noted previously. The motion was seconded by Mr. Hare and unanimously carried.

Mr. Slavin thanked members for their questions, as well as Mrs. Mitchell, Ms. Lisiecki, and the department heads who helped formulate this budget.

Mr. Sudler stated that the budget presentation was outstanding and he liked the interactions among Council, stating that the questions were well thought out and the answers well explained. He thanked staff, Mrs. Mitchell for her leadership, and the department heads who worked diligently with Mrs. Mitchell.

Mr. Hare expressed appreciation for being provided with the budget in advance.

Mr. Anderson thanked Mrs. Mitchell, stating that this was the first budget where everything was laid out in such a straightforward manner, and he noted that she had answered many of his questions during the last 10 days. He encouraged her to apply for the City Manager position. He stated his appreciation for what Council had done to keep its commitment to public safety, restore the Cadet Program, and keep a commitment to economic development, noting that these were valuable changes.

Mr. Lindell noted that there were two (2) new members of Council, the budget document was well organized, and his questions were answered as he looked through the document. He thanked everyone who had a hand in it for their time and effort. Mrs. Mitchell reiterated her appreciation for staff's efforts as they helped to pull the budget together.

Mr. Sudler noted that this was the first time that he knew of that the budget had been approved during the first night of hearings. Mr. Slavin stated this was the first time in his career that the budget had been approved the first night.

Mr. Anderson expressed thanks that the concerns of retirees had been addressed in the budget after they had been told to wait for 11 years. He indicated that the minor adjustment in retirees' pension was long overdue, noting that this did not mean there would be money available for this next year.

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

Meeting adjourned at 8:26 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Special Meeting of May 30, 2017, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Minutes\2017\05-30-2017 SPECIAL COUNCIL MEETING - BUDGET REVIEW MINUTES.wpd

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on June 12, 2017 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Polce, Mr. Hare, and Mr. Lindell. Mr. Cole was absent.

Staff members present were Captain Stump, Ms. Peddicord, Mrs. Mitchell, Mr. Hugg, Fire Chief Carey, Deputy City Solicitor Pepper, and Mrs. McDowell. Mayor Christiansen was also present.

OPEN FORUM

The Open Forum was held at 7:00 p.m., prior to commencement of the Official Council Meeting. Council President Slavin declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

Mr. Steven French noted that a new restaurant was being built and, in his opinion, the homeless needing homes was more important than any restaurant. He stated that he thought the old library and other buildings should be used to house the homeless.

Ms. Gail Bottomley advised that she had comments and questions regarding the Brandywine Valley SPCA and the City of Dover's Trap Neuter Return (TNR) project in the Millcreek Development. She noted that she was a huge proponent of TNR and requested an update, at some point, as to how many cats have been trapped and sterilized, how many friendly cats have gone up for adoption because they should be taken out of the mix, and how many litters of kittens were taken out of the colony at Millcreek. Ms. Bottomley asked if any resident education was being done as a part of the project, noting that TNR is about more than just trapping, sterilizing, vaccinating, and returning the cats; it involves making sure that the residents know how to feed them properly so that they are not attracting wildlife and new cats so that, over time, the colonies will reduce in numbers.

Ms. Bottomley noted that when she drives through Millcreek she does not see a lot of cats compared with some other communities in Dover that are very, very poor and she suggested that any funds left from the Millcreek project be given to other high volume areas that are quite financially disadvantaged.

Mr. Steven Hall recited *Jack and Jill* and noted that he was Jack and sometimes in life, no matter who you are, rich, poor, no matter what the race, nationality, they all have times in their lives where something befalls them and they fall down. He stated that he was parched and needed water, but he could not get water until he got up that hill and that he needed help getting up that hill so that he could get some water and life could go on.

Mr. Arthur Cunningham advised that he has lived near Pine Cabin Road off of Route 10 for approximately three years and there is a great deal of noise from motorcycles and he requested assistance in having it stopped. Council President Slavin advised Mr. Cunningham that the area referenced was outside of the city limits; however, his concerns would be reported.

Ms. Alexis Sims advised that she had been attending the Open Forum for 11 months on behalf of the homeless and she had only seen Jim and Lisa helped. She stated that one of the councilmen actually owns an establishment that has open houses, open apartments, and has yet to reach out.

Ms. Simms stated that the Dover Public Library had been open for over a year and no one had reached out. She noted that members were in a position to help the homeless and the homeless would not think twice about taking those positions from them. Ms. Simms noted that the police are patrolling for the drug dealers but not the doctors who are handing out drugs and people are getting addicted to Percocet and other prescription drugs.

Mr. Eric Abernathy reminded members that the issue of homelessness was still there and the people still need help and a place to stay. He stated that, although a lot of people and organizations have stepped up to help Victory Church with its mission and movement, he did not see any help coming from the City. Mr. Abernathy advised that regardless of whether they get help or not, they will continue doing what they are doing to end homelessness in Delaware.

Mr. Able Young stated that his biggest concern was transportation for people who leave work at 11:00 p.m. He suggested that public bus transportation should run until at least 1:00 a.m. or 2:00 a.m. Mr. Young advised that most of their day passes stop at 3:00 a.m. and they have no way to get home.

Pastor Aaron Appling recalled the help that was provided to Ms. Alexis Simms and the issues that they faced with the County when providing her with an RV on the church property. He advised that they looked at the law and found that they had every right to have an RV on their property. Pastor Appling noted that the homeless have been treated by the system in such a negative way for so long that they are going to have an attitude about it and he encouraged members to take heed to some of those things that were being said by those individuals.

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

AGENDA ADDITIONS/DELETIONS

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

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

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF MAY 22, 2017

The Minutes of the Regular Council Meeting of May 22, 2017 were unanimously approved by motion of Mr. Hare, seconded by Mr. Lewis and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF MAY 24, 2017

The Minutes of the Special Council Meeting of May 24, 2017 were unanimously approved by motion of Mr. Hare, seconded by Mr. Lewis and bore the written approval of Mayor Christiansen.

CERTIFICATE OF APPRECIATION - CITY OF DOVER BICYCLE AND PEDESTRIAN SUBCOMMITTEE

The City Clerk read the following Certificate into the record:

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	*Gerry Pennington*
Chris Asay	*Fran Riddle*
Jayce Lesniewski	*Andy Siegel*
Dave Moses	

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

On behalf of the Mayor and Council, Mayor Christiansen presented the certificate to members of the Bicycle and Pedestrian Subcommittee. Mr. Chris Asay, Vice Chair of the Subcommittee, thanked members of Council for their support, noting that they had worked awfully hard for the last four years to do what they could to make bicycling possible as an option for the average citizen and, without the Council's support, they could not have accomplished what they did.

CERTIFICATE OF APPRECIATION - RECOGNITION OF SERVICE - DIANNE P. BOGLE - DOVER HUMAN RELATIONS COMMISSION (OCTOBER 2015 THROUGH APRIL 2017)

The City Clerk read the following Certificate into the record:

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

On behalf of the Mayor and Council, Mayor Christiansen presented the certificate to Ms. Bogle. Ms. Bogle thanked members of Council for the opportunity to serve and Councilman Lewis for entrusting her with the opportunity. She noted that while she will not be serving in this capacity, she will be serving in other capacities in the community. Ms. Bogle advised that she has a passion for advocating for children and families and that is what she will be doing.

CERTIFICATE OF CONGRATULATIONS - FIRST STATE KINGS BASKETBALL TEAM

The City Clerk read the following Certificate into the record:

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

On behalf of the Mayor and Council, Mayor Christiansen presented the certificate to the coaches and members of the First State Kings Basketball Team. Ms. Jessica Watson thanked the City and expressed their appreciation for the opportunity to be there. She advised that they are more than a basketball team because they incorporate health and wellness, as well as teach their young men to be goal-oriented and to think beyond themselves. Ms. Watson stated that they showed great sportsmanship and she was very proud of them.

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

A public hearing was duly advertised for this time and place to consider the rezoning of 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)

Mr. Neil moved that the Final Reading of Proposed Ordinance #2017-05 be acknowledged by title only, seconded by Mr. Lewis and unanimously carried. (The First Reading of the ordinance was accomplished during the Council Meeting of April 24, 2017.)

Planner's Review

Mr. David Hugg III, Acting Director of Planning and Community Development, reviewed the petition to amend the zoning district and the findings and recommendations of the Planning Commission. He noted that the Planning Commission recommended approval of the rezoning request.

Mr. Sudler asked if anyone had reached out to the Grand Lodge of Free and Accepted Masons in regard to the proposal. Responding, Mr. Hugg advised that they had actually approached the City about correcting their non-conforming use.

Public Hearing
Council President Slavin declared the public hearing open.

Mr. Isaac Morris, Deputy Grand Master of the Most Worshipful Prince Hall Free and Accepted Masons of Delaware and Mr. C. B. Powell, District Deputy, were present representing the applicant. Mr. Morris advised that they purchased this property in April of 2015 and have made significant changes in how they operate, who they allow into the facility, and how they entertain in the facility. He noted that they recently spent approximately $125,000 in renovations and anybody going by there now may not even recognize the building. Mr. Morris stated that although it is a membership organization, they do rent it for weddings and high school graduation functions. He noted that they were aware of the previous problems with the noise ordinance and have corrected that by changing the times so that nothing goes past 11:00 p.m. Mr. Morris advised that no loud music is involved and the bar is not an open, walk-in type, facility anymore.

Mr. Sudler stated that he recognized the changes and appreciated the significant exterior décor changes that have been made, in addition to the new blacktop or sealant that was put in. He noted that it looks good. Mr. Sudler stated that he also noticed that the grass was being cut on a regular basis and when they do have a large crowd, it doesn't appear to be unruly or anything that is undesirable. On behalf of the Fourth District, he thanked them for the improvements and advised that if they needed assistance with anything to call him.

Mr. Anderson also thanked them for the changes that have been made, noting that he had the pleasure of being at an event about a year prior and the facility has come along very well. He expressed his hope that their example would be repeated by some others.

Mr. Sudler moved for approval of the rezoning request, as recommended by the Planning Commission. The motion was seconded by Mr. Anderson and, by a unanimous roll call vote (Mr. Cole absent), Council adopted Ordinance #2017-05, as follows:

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: JUNE 12, 2017

PUBLIC HEARING - ELECTRIC FUND BUDGET

A public hearing on the Electric Fund Budget is required for compliance with City of Dover Electric Revenue Bonds Resolutions prior to adoption of the budget. Notice of the public hearing was properly advertised for this time and place.

Council President Slavin declared the public hearing open. There being no one present wishing to speak during the public hearing, the public hearing was closed.

Mrs. Donna S. Mitchell, Acting City Manager, reviewed the budget summary for the Electric Revenue Fund Budget and the Capital Improvement Budget for the electric utility. She noted that the beginning balance of revenues of the operating budget was $95,987,700 and the capital budget was $12,080,100.

Mr. Anderson asked, with the power cost adjustment, if there was a net decrease in the electric rates. Responding, Mrs. Mitchell advised that a power cost adjustment credit of $0.0855 would be credited to every electric bill based on kilowatt consumption. Mr. Anderson asked what that equals, approximately, for the average person or business. Mrs. Mitchell stated that, depending on the type of service, it would be a reduction of between 3.6% and 7%. She noted that it would be a $6.2M reduction in revenue.

Council President Slavin noted that the First Reading of the Budget Ordinances would take place during the latter part of the meeting and that the Final Reading and adoption of the Ordinances were scheduled for the Regular Council Meeting of June 26, 2017.

COUNCIL COMMITTEE OF THE WHOLE REPORT - MAY 23, 2017

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.

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.

The Committee recommended acceptance of the report.

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

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

Mrs. Donna S. 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.

SPECIAL PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Special Parks, Recreation, and Community Enhancement Committee met with Chairman Sudler presiding.

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 Committee recommended deferring consideration of the Proposed Resolution until the budget hearings.

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

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.

The Committee recommended approval of Staff's recommendation 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.

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

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.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

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

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.

The Committee recommended adoption of Proposed Ordinance #2017-07.

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

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 Committee recommended adoption of Proposed Resolution No. 2017-01.

By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Mr. Lewis and, by a unanimous roll call vote (Mr. Cole absent), Resolution No. 2017-01 was adopted, as follows:

A RESOLUTION PROPOSING THE COMPLETE STREETS POLICY

WHEREAS, Complete Streets are designed and operated to assure safety and accessibility for all the users of the public right-of-way, and to reduce congestion by providing safe travel choices that encourage non-motorized transportation and transit; and

WHEREAS, Complete Streets policies acknowledge the benefits and value for the public health and welfare of reducing vehicle miles traveled and increasing transportation by walking, bicycling, and public transportation;

WHEREAS, Complete Streets support economic growth and community stability by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities; and

WHEREAS, Complete Streets enhance safe walking and bicycling options for school-age children, furthering the objectives of the national Safe Routes to School programs and the Centers for Disease Control and Prevention's Physical Activity Guideline; and

WHEREAS, the City of Dover has worked with the Delaware Department of Transportation and the Dover/Kent County Metropolitan Planning Organization to plan for and construct bicycle and pedestrian improvements both within road rights-of-ways and through parks, to help develop an interconnected network for pedestrians and cyclists; and

WHEREAS, the City of Dover annually directs resources to improving the sidewalk system through the City's Capital Improvement Plan, and through provisions of the Zoning Ordinance, Subdivision Regulations, and development review process requires sidewalks, landscaping, and other site design features to provide for safe amenities for bicyclists and pedestrians; and

WHEREAS, the City of Dover coordinates closely with the Department of Transportation as the State's Complete Streets policy is applied to projects within the City of Dover; and

WHEREAS, the implementation of code requirements, maintenance of sidewalks, and coordination with the Department of Transportation result in a policy of Complete Streets in the City of Dover;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Dover, that The City of Dover is committed to implementing the code requirements and policies to ensure a network of Complete Streets in Dover that achieves principles of connectivity; fosters walkable, bikable, and transit-friendly communities; and reduces automobile dependency.

ADOPTED: JUNE 12, 2017

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.

The Committee recommended acceptance of the report.

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

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.

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

ECONOMIC DEVELOPMENT COMMITTEE REPORT - MAY 24, 2017

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.

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.

The Committee recommended that there be a meeting held with the County to determine a path forward.

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

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.

The Committee recommended entertaining the idea of participating in the small business website initiative.

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

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.

By consent agenda, Mr. Hare moved for acceptance of the Economic Development Committee Report, seconded by Mr. Lewis and carried by a unanimous roll call vote (Mr. Cole absent).

MONTHLY REPORTS - APRIL 2017

By motion of Mr. Hare, seconded by Mr. Lewis, the following monthly reports were accepted by consent agenda:

City Assessor's Report
City Manager's Report
City Planner's Report
Controller/Treasurer's Budget Report
Fire Chief's Report (March and April)
Police Chief's Report

APPOINTMENTS/REAPPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN

Dover Public Library Advisory Commission

Mayor Christiansen recommended the following appointments/reappointments to the Dover Public Library Advisory Commission:

Zachery C. Carter - Five-Year Term to Expire June 16, 2022
Robert S. Wetherall (to fill the unexpired term of Lois J. Dunning - term to expire June 16, 2020)

Downtown Dover Partnership Board of Directors
Mayor Christiansen recommended the appointment of Erin L. Thwaites to the Downtown Dover Partnership Board of Directors as a Commercial Property Owner Designee (to fill the unexpired term of John Tinsley - term to expire May 2018).

By consent agenda, Mr. Hare moved for approval of the appointments/reappointments to the Dover Public Library Advisory Commission and the Downtown Dover Partnership Board of Directors, as recommended by Mayor Christiansen. The motion was seconded by Mr. Lewis and carried by a unanimous roll call vote (Mr. Cole absent).

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

Appointments Recommended by Council President Slavin
Council President Slavin submitted the following appointments for approval:

Legislative, Finance, and Administration Subcommittee
William F. Hare - Chair
Daniel T. Shevock
Courtney Stewart (by Committee Chair)

Parks, Recreation, and Community Enhancement Subcommittee
Roy Sudler, Jr. - Chair
M. Milford Caldwell, Jr. (by Council President)

The Committee Chair requested that his appointment be deferred.

Safety Advisory and Transportation Subcommittee
Brian E. Lewis - Chair
William T. Garfinkel (by Committee Chair)
Dana Shelton (by Council President)

Utility Subcommittee
Scott W. Cole, Chair
Trisha Arndt (by Council President)

The Committee Chair requested that his appointment be deferred.

By consent agenda, Mr. Hare moved for approval of the Committee Appointments for 2017/2018, as recommended by Council President Slavin. The motion was seconded by Mr. Lewis and carried by a unanimous roll call vote (Mr. Cole absent).

Appointments Recommended by Mayor Christiansen
Mayor Christiansen submitted the following appointments for approval:

Dover Fourth of July Celebration Committee
Robin R. Christiansen, Chair (ex-officio)
Greg Patterson, President/Vice Chairman
Andrea Maucher, Vice-President
Jennifer Helms, Treasurer/Secretary
Susan Betts
Carolyn D. Courtney (Staff Liaison)
Gail Nemcic
Karen Nickerson
Sarah Zimmerman

Dover Public Library Advisory Commission
Scott W. Cole (Council Liaison Member)

By consent agenda, Mr. Hare moved for approval of the Committee Appointments for 2017/2018, as recommended by Mayor Christiansen. The motion was seconded by Mr. Lewis and carried by a unanimous roll call vote (Mr. Cole absent).

EVALUATION OF PROPOSALS - CURBSIDE RECYCLING SERVICES
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 its 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. Three (3) proposals were received and reviewed by Staff. Based upon the evaluation, Staff recommended awarding the contract to BFI Waste Services, LLC (DBA 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.

Responding to Mr. Neil, Deputy City Solicitor Pepper stated that BFI Waste Services, LLC is one of the vendors that serves the County.

Mr. Hare, noting that BFI Waste Services, LLC's bid was $70,000 lower than the other bidders, expressed concern about the quality of the service. Responding, Mrs. Donna S. Mitchell, Acting City Manager, stated that she and Mrs. Sharon Duca, Public Works Director, discussed the bid differences and she noted that there is a clause that states that if BFI is not performing services, the City has the right to terminate the contract. Mrs. Mitchell advised that Mrs. Duca checked the references and they do not think there will be any problems.

Mr. Neil moved for approval of Staff's recommendation to award the contract to BFI Waste Services, LLC (DBA 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. The motion was seconded by Mr. Sudler and carried by a unanimous roll call vote (Mr. Cole absent).

FIRST READING - PROPOSED ORDINANCES

Council President Slavin reminded the public that copies of the proposed ordinances were available at the entrance of the Council Chambers, on the City's website at www.cityofdover.com under "Government," or by contacting the City Clerk's Office at 736-7008 or cityclerk@dover.de.us. Final action by Council on the proposed ordinances will take place during the Council Meeting of June 26, 2017.

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

> #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
>
> #2017-08 - 2017/2018 CITY OF DOVER BUDGET ORDINANCES

ACTING CITY MANAGER'S ANNOUNCEMENTS

Mrs. Donna S. Mitchell, Acting City Manager, announced that the Fourth of July Celebration Committee has planned their event, and they are open for donations.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Anderson announced that the African American Festival would be held on June 24th at 10:00 a.m. on Legislative Mall. He encouraged everyone to come out and enjoy the food, music, dances, and other forms of entertainment. Mr. Anderson advised that it is a great event that is positively Dover.

Mr. Lewis wished all of the fathers a happy Father's Day.

Mr. Sudler thanked all who participated in the walkthrough for the Dover Park and the meeting that was held on the 25th for Dover Park, with a special thank you to the city planner and the city manager for all of their hard work in assisting all of them when it comes to the success of the Dover Park and Recreation's ideas and mission.

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

Meeting adjourned at 8:03 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of June 12, 2017, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM/dk
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Minutes\2017\06-12-2017 Council Minutes.wpd

SPECIAL COUNCIL MEETING

A Special Council Meeting was held on June 13, 2017 at 5:02 p.m. with Council President Slavin presiding. Members present were Mr. Anderson (arrived at 5:09 p.m.), Mr. Lewis, Mr. Lindell (arrived at 5:06 p.m.), Mr. Neil, Mr. Polce, and Mr. Sudler. Mr. Cole and Mr. Hare were absent. Mayor Christiansen was also present.

Council staff members present were Mrs. Mitchell and Mrs. McDowell. Mr. Kirby Hudson was also present.

ADOPTION OF AGENDA

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

Mr. Lewis moved to recess into Executive Session pursuant to 29 Del. C. §10004 (b)(2) - preliminary discussions on site acquisitions for any publicly funded capital improvements, or sales or leases of real property. The motion was seconded by Mr. Neil and unanimously carried.

The Special Council Meeting recessed into Executive Session at 5:03 p.m.

The Executive Session adjourned at 5:23 p.m.

ACTION RESULTING FROM THE EXECUTIVE SESSION

Potential Land Acquisition

During the Executive Session, members of Council were briefed on the potential acquisition of property.

Mr. Sudler moved to authorize Mrs. Donna Mitchell, Acting City Manager, to accept the proposal from Century Engineering for $27,000 for the Architectural and Engineering assessments of two (2) properties. The motion was seconded by Mr. Neil and unanimously carried.

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

The Special Council Meeting adjourned at 5:24 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Special Meeting of June 13, 2017 are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Minutes\2017\06-13-2017 - SPECIAL COUNCIL MEETING - ES ACTION (PUBLIC) - Potential Land Acquisition.wpd

Office of City Assessor

June 26, 2017

Board of Assessment Appeals

May 31, 2017

The Board of Assessment Appeals was brought to order at 9:00 AM, by Chairman Garfinkel.
Board Members present were: Chairman William Garfinkel, Board Members John P. Kelly and James Galvin as well as City Deputy Solicitor William W Pepper Sr., Esquire.
Staff present was City Assessor Cheryl A. Bundek and Administrative Assistant Annette Hart.

Agenda Additions/Deletions
By unanimous vote, the agenda was approved as presented.

Exemptions

2.A. Central Delaware Habitat for Humanity

Locations:	**Exempt Request:**
325 N New St.	$13,600
22 N New St.	$70,900

BACKGROUND AND ANALYSIS

An exemption request for the above referenced properties was submitted to the Assessor's Office.

The property located at 22 N New St. currently has a dwelling.

Once these properties are complete and the ownership is transferred, the properties will be added back to the tax rolls. (As a supplemental billing)

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

Mr. Simpson, Executive Director, was present for the hearing.

Mr. Simpson informed the board that the organization is utilizing these properties to help improve the status of difficult neighborhoods and help those in need. He went on by explaining that the home on 22 N New Street will be demolished and that 325 N New Street is already a vacant lot, that the organization will be building new homes on both of these lots for low income families.

Chairman Garfinkel asked who the lien holders for these homes are.

Mr. Simpson told the board that Habitat for Humanity becomes the lien holder and explained that the organization receives funding from various sources such as charitable donations or grant money.

The home owner then pays the interest fee loan back to the organization over a 30-year period.

When asked what the timeline for the rebuilding of the properties would be, Mr. Simpson said that thy are on a three-year plan, meaning that the property located at 22 N New Street would get done first since it is located within an area that is currently being rebuilt by the organization. Mr. Simpson explained that the organization finds that it makes a difference if they rebuild as many homes in one area as they can, which is why he believed that the property located at 22 N New Street should be worked on first.

Chairman Garfinkel asked what would happen to the properties if the new owner fails to pay the mortgages. Mr. Simpson told the board that if the owners fail to pay the mortgage they would follow the same path any homeowner would who does not pay their mortgage.

Mr. Galvin asked if the new homeowner was able to sell the home after they purchased it. Mr. Simpson told the board that the owner has the right to sell the home, but also explained that the mortgage of the home is based on the actual materials bought and not what the home could be appraised for making it a lot more affordable. Should the owner decide to sell the home before the 30 years are up, they would have to pay what the home would have appraised for and not what the actual cost was. He also told the board that these homes are only built for low income families, who know that they are fortunate to have been given the opportunity to own a home and pay less in monthly mortgage fees, for a single family home, than they did when they rented an apartment.

Mr. Kelly asked about the selection of homeowners. Mr. Simpson replied by explaining to the board that that part of the program has been the most challenging, due to the company that handled the selection, letting the board know, that the organization recently hired somebody that works for the organization, which will in the future make the selection faster. He mentioned that the homeowners have to help build their homes, the homes are not just handed to them, they also have to go to credit and mortgage counseling.

Mr. Galvin made the motion to exempt both properties until they are sold to the new owner.
Mr. Kelly seconded the motion. Motion carried 3-0.

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

2.B. NCALL

Locations:	**Exempt Request**
231 N Queen St.	**$13,800**
101 S Queen St.	**$13,400**
106 S New St.	**$13,100**
110 S New St.	**$11,600**
112-114 S New St.	**$ 8,600**
108 S New St.	**$10,700**
212 N Governors Ave.	**$10,800**
14 S Queen St.	**$12,000**
18 S Queen St.	**$12,000**
245 N West St.	**$13,500**

BACKGROUND AND ANALYSIS

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

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

These properties are currently vacant land; to be built for a low-income family to provide an affordable mortgage. Once these properties are complete and the ownership is transferred, they will be added back to the tax rolls. (As a supplemental billing)

Karen Speakman, Deputy Director, was present for the hearing.

Ms. Speakman told the board that their organization is very much like the "Habitat for Humanity", which is building and selling homes to low income families.

She informed the board that the properties located at 231 N Queen Street and 212 N Governors Avenue have just been sold and can be taken off of the list of exempt request properties.

Chairman Garfinkel asked if these homes are also sold at 0% interest, same as the Habitat?

Ms. Speakman told the board that NCALL sells the properties at market value. She explained that a home that would sell for $200,000, the organization would sell for approximately $165,000 to a low income family. The difference would be paid by different funds and grants the organization receives. She also mentioned that the homes are located within an abatement area, which gives the new homeowner a 5-year window of reduced property taxes.
Mr. Galvin, asked if the new owner could turn around and sell the property as soon as they purchased it, and was told by Ms. Speakman that the homeowner is required to live in the home

for 5-10 years depending on the grant restriction they have.

Chairman Garfinkel asked what would happen if the new owner fails to pay the mortgage. Ms. Speakman explained that once the home is sold the owner pays the bank who holds the mortgage and if they fail to pay the mortgage the bank would repossess the property.

Mr. Kelly made the motion to accept the exempt request for the 8 properties until they are sold. Mr. Galvin seconded the motion. Motion carried 3-0.

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

2.C. Norfolk Southern Railway

Location	**Exempt Request**
S West St.	**$50,700**

BACKGROUND AND ANALYSIS

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

This property was preliminarily denied because more information was needed.
It has been placed back on taxable status pending this hearing and Council's final vote in June 2017. Right of Way & Roadbeds

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

Mr. Quam, Manager for State Taxes was present for the hearing.

The Assessor started the hearing by explaining that this request is part of the 2016 Exemption Audit. At one of the meeting the Board requested the organization to come to a hearing scheduled for April 26,2017, which they failed to do, therefore placing the property back on the tax roll.

Mr. Quam told the board that he is not from this area and had not seen this property until the night before the hearing. He asked if any of the board members knew how long the platform had been on the property.

Mr. Bundek told him that according to the information the office had, the "truck well" had been there since 1960.

Mr. Quam told the board that this property became exempt with the county in 2010. He explained that at that time the organization was not aware that the City would not have to adopt the counties status.

He explained that spaces like this vacant piece of land are often necessary for offloading and storing equipment and materials needed for maintenance along the railroad. He told the board that this property falls within the allowed 50 feet of right of way.

Mr. Kelly made the motion to accept the exempt request, which was seconded by Mr. Galvin. Motion carried 3-0.

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

2 D. Dover Housing Authority

Location	**Exempt Request**
402 S New St.	**$40,000**
13 S New St.	**$10,700**

BACKGROUND AND ANALYSIS

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

This property was preliminarily denied because more information was needed.

It has been placed back on taxable status pending this hearing and Council's final vote in June 2017.

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

Mr. Mincey, Executive Director was present for the hearing.

The Assessor showed the board aerial pictures of the properties, letting them know that they were both vacant pieces of land.

The board suggested that the organization have the lot lines for 402 S New Street erased, as that parcel is not a buildable lot and seems to be part of 426 S New Street.

Mr. Mincey told the board that the organization is trying to sell 13 S New Street, but has not been successful in doing so.

Mr. Galvin suggested to get in touch with Habitat for Humanity or NCALL regarding this property.

Chairman Garfinkel asked if the organization was holding this property by way of investment?

Mr. Mincey explained that the organization is looking to sell the property but not for a profit. He told the board that the organization has sold properties to both NCALL and the Habitat for Humanity in the past few years.

Mr. Kelly wanted to know why the organization purchased the property and was told by Mr. Mincey that the organization was part of Senator Carpers "Home Owners Initiative" and were trying to revitalize that part of the City, but have not been able to so with the current situation in that area.

Mr. Kelly asked if the organization owns more properties within the City of Dover which are also exempt. The Assessor told Mr. Kelly all the other properties within City of Dover city limits, owned by this organization, are tax exempt.

Mr. Galvin made the motion to grant the exempt request for 402 S New Street with the recommendation to have the lot lines removed. Mr. Kelly seconded the motion. Motion carried 3-0.

Mr. Kelly asked Mr. Mincey if he knew of a property Dover Housing Authority sold to another non-profit organization such as NCALL or Habitat for Humanity? Mr. Mincey told the board that the property located at 245 N West Street was just purchased by his organization for $20,000 and was just sold to NCALL for $15,000. Mr. Kelly wanted to make sure that the organization is not looking to make a profit on the property and would sell to any buyer who would be willing to build on the property for any offer.

Mr. Kelly told the board that he would be inclined to grant the exemption as the organization is not an investment corporation, but is working for the greater good of the city such as Habitat for Humanity and NCALL.

After further discussion, Mr. Kelly made the motion to accept the exempt request with the recommendation to reach out to NCALL and Central DE Habitat for Humanity regarding the property located at 13 S New Street to get the property in line with the purpose of the organization. Mr. Galvin seconded the motion. Motion carried 3-0.

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

The meeting was adjourned at 10:11 A.M.

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole met on June 13, 2017 at 6:00 p.m., with Council President Slavin (departed at 6:54 p.m. and returned at 6:56 p.m.) presiding. Members of Council present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Polce, and Mr. Lindell (departed at 7:14 p.m. and returned at 7:17 p.m.). Mr. Cole and Mr. Hare were absent. Mayor Christiansen (departed at 6:34 p.m. and returned at 7:05 p.m.) was also present. Civilian members present for their Committee meetings were Mr. Caldwell (*Parks, Recreation, and Community Enhancement*), and Mr. Shevock and Dr. Stewart (*Legislative, Finance, and Administration*). Mrs. Horsey (*Parks, Recreation, and Community Enhancement*) was absent.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee met with Chairman Sudler presiding.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

Recommendations from Community Meeting of May 25, 2017

Mr. David Hugg, Acting Director of Planning and Community Development, estimated that there were more than 30 people in attendance at the community meeting of May 25, 2017. He stated that a lot of positive input was received from residents in the general area, as well as commitment to get involved in finding solutions for Dover Park. Mr. Hugg noted that there was also some discussion of Continental Park. He advised that recommendations included improving maintenance, addressing the general condition of some of the equipment and the pavement, and trying to find activities and create reasons for people to go to the park and participate in activities there. Mr. Hugg indicated that he advised meeting participants that the City had submitted grant applications to the State for both a Master Plan and Phase 1, which would identify what kind of facility or building may be needed at Dover Park. He stated that it would not be known until the fall if these funds would be granted; however, the City would be in the funding queue, and he thought master planning would move forward quickly. Mr. Hugg explained that Mr. Sudler had led a walk-through of Dover Park on Saturday, May 27, 2017 and identified a number of issues. He noted that some of the local residents were involved in the walk-through, which was a good sign that people wanted to take back ownership of the park and make it serve their needs. Mr. Hugg advised that staff had a subsequent meeting to discuss the next steps, such as looking into what would be required to provide electricity to the pavilions, possible sponsorships for park benches and playground equipment, and fundraisers. He stated that a community event with games and activities was scheduled to be held at Dover Park on July 22, 2017. Mr. Hugg indicated that there had been significant progress regarding this park.

Mr. Sudler explained that the event on July 22, 2017 would be a community fundraiser for Dover Park and Continental Park, with half of the proceeds going to each of the parks. He informed members that there would be a "rib-off" contest, as well as other activities, from 7:00 a.m. to 7:00 p.m.

In regard to Continental Park, Mr. Hugg advised that a community workshop would be held on June 22, 2017 at 6:00 p.m. at the park site, or in the Dover Public Library in the event of rain. He explained that the purpose of the workshop was to get people to come out and talk about the parks, discuss what they would like to see at Continental Park, and develop a path forward.

Mrs. Donna Mitchell, Acting City Manager, stated that the Public Works Department had gone to Dover Park following the May 25, 2017 meeting and worked on many of the issues, including repainting the checkerboard tables. She noted that $80,000 had been earmarked in the Parkland Reserve Fund for Dover Park. She stated that $50,000 was included in the current budget and would carry forward into next year for the Dover Park Master Plan.

Mr. Sudler asked Mrs. Mitchell how she felt the community meeting went, and how the City would get in contact with Representative Andria Bennett in regard to her proposal to provide funding from the State Legislature. In response, Mrs. Mitchell stated that as soon as the City has identified and developed a project, Representative Bennett could be contacted through email regarding funding. Mrs. Mitchell indicated that she thought the meeting went very well, with a lot of conversation and participation, and the walk-through at the park was also very well attended.

Mr. Anderson stated that Kent County Levy Court Commissioners had offered to help match funding for Continental Park. He indicated that Kent County has a $600,000 source of funding in a park fund. Mr. Anderson advised that the City of Dover had a robust Park Reserve Fund at one time, and the Pitts Center was completed using $3M in cash. He noted that the City currently had no funding mechanism for park reserves and asked what other communities were using as funding sources for their park reserves. Mr. Anderson indicated that he did not need this information immediately but would like to have it within a month's time. Responding, Mrs. Mitchell stated that she would look into that, noting that some of the $3M used to build the Pitts Center was received through donations and contributions; however, a lot of funding came from carry-forward balances in the General Fund that were moved to the Reserve Fund to build the Center. Mr. Anderson noted that the City's unfunded liabilities were now a huge problem, which was a definite priority for the carry-forward.

Responding to Mr. Neil, Mrs. Mitchell explained that money from fundraisers could be placed into the Parkland Reserve Fund, and there was no problem with the City accepting money for that purpose.

Ms. Frances Thomas, a resident, stated that there was a nice turnout for the walk-through; however, a lot of the members of the panel who attended the community meeting were not present, and she and others wondered why they were not there to represent the community in the area. She advised that many things could be done at Dover Park, noting that she was not familiar with Continental Park. Ms. Thomas indicated that many people had grown up with Dover Park and questioned why it was not being built up more, noting that Dover is the capital of the First State. She stated that it was a waste that soccer, basketball, softball, and tennis activities were not being held there. Ms. Thomas stated that the park was located in an area of poverty and help was needed with interactive activities for children, who should not have to go all the way to Schutte Park. She noted that some parents do not have vehicles and there are transportation issues. Ms. Thomas indicated that she was glad that meetings were being held to discuss this; however, more needed to be done.

Mayor Christiansen stated that a number of people had been vocal when the Dover Park building was taken down, and a promise was made that this side of the community would not be forgotten. He advised that he thought that there was still a commitment, if the funding was available, to eventually rebuild Dover Park to what it was before, noting that he had used it himself when he lived on Willis Road. Mayor Christiansen indicated that he had never agreed with the strategy to move everything to Schutte Park, he did not think that the rest of the members of Council had, and they were committed to making sure that Dover Park would return as a viable entity on the east side of the City.

Mr. Sudler reviewed a presentation entitled "Dover Park & Recreational Center's Status Report - Dialogue Presentation for Master Plan!", which he stated was presented during the May 25, 2017 community meeting.

Ms. Rozalyn Chandler, Manchester Square, advised that she was interested in helping on this project, had participated in the walk-through, and had not known the park was so big. She indicated that she was upset because some of those who stated that they would come to the walk-through had not attended. Ms. Chandler stated that she had made a list of projects that could be done with children; however, no one had contacted her about it. She stated that some of the projects on her list were inexpensive and asked that someone contact her about them. Ms. Chandler stated that the more that could be done with the children, the fewer the problems would be in the community. She expressed concern about safety at her home, noting that she had called the police at 2:00 a.m. about drug interactions taking place at her front window, and there had also been people shooting at each other and running through her yard to the park to get away from police. Ms. Chandler advised that the City and the Dover Housing Authority should come together to do something about these problems. She indicated that she is living alone in fear and resides near the gate looking into Dover Park. Ms. Chandler asked for help before the summer begins, noting that she was unsure that the Dover Housing Authority would help.

Mr. Sudler noted that Councilman Neil was present and may be able to assist Ms. Chandler. He suggested that she obtain the contact information for the Third District City Councilmen for follow-up. Mayor Christiansen invited Ms. Chandler to the hall to discuss this matter further. Mr. Sudler advised that Council was aware of some of the issues taking place with the Dover Housing Authority, and Mayor Christiansen was working diligently to rectify them.

Mr. Lindell informed members that he recalled going to the Dover Park office previously while attending Wesley College as a student, and there had been problems with vandalism at that time. He noted that Ms. Chandler had spoken eloquently on this subject. Mr. Lindell stated that a beautiful park could be built at Dover Park; however, there must be a comprehensive plan or the City would be throwing money at fixing up a park that the City would continually have to rebuild. Mr. Lindell stated the need for a plan to deal with the other issues, along with the new park. Responding to Mr. Sudler, Mr. Lindell stated that he was referring to safety and drug issues, noting that 42% of the individuals surveyed cited the issue of safety. He questioned the sense of having a nice park if people were afraid to leave their homes or go to the park.

Responding to Mr. Neil, Mr. Sudler confirmed that Ms. Chandler resided in Dover Housing Authority housing. Mr. Neil advised that Mr. Sudler had been addressing problems with the Dover

Housing Authority, and Mr. Neil had supported this. He stated that putting up the park would not resolve the massive problems related to the Dover Housing Authority, people who are looking for housing, and homeless people who are asking for the same kind of help. Mr. Neil indicated that safety in the community is the most important thing that the City can provide and that the park would not suddenly turn those who are running around with guns into nice citizens who will play competitive games. Mr. Neil advised that a comprehensive plan was needed for the entire City that fits parks within the overall program.

Mr. Sudler expressed his belief that Ms. Chandler was trying to convey that there is a correlation between drug, safety, and youth issues and the lack of something for youth to do, and the park or new recreational facility could help to deter those issues. He noted that no one has the answer; however, something has to be put in motion.

Mr. Anderson indicated that he liked the idea of developing a master plan, noting that this plan would deal with safety and security because nothing else would work without security. He suggested starting with establishing security, which is vital; however, he stated that once this is established, there must be positive alternatives to fill the time. Mr. Anderson thanked Mr. Sudler for the work he had done on this matter, especially the community meeting and the walk-through, noting that he had been unable to attend the walk-through due to his work schedule. He stated that he was also impressed by the work staff had done to start moving in the right direction. Mr. Anderson informed members that the broken windows theory states that when things are kept up, the likelihood of vandalism decreases; however, neglect sends a message that a location can be a haven for bad activity because no one is watching. He indicated that upkeep, security cameras, and other measures to get security on the ground would help everything, noting that the Dover Housing Authority would also have to do its part since they are a major part of the issue.

Mr. Slavin advised that he was not surprised by the current status of Dover Park, expressing his opinion that a path of benign neglect began approximately five (5) years ago through decisions made at the staff level at that time, and not by Council. He explained that those decisions led to a decision about demolishing the building. Mr. Slavin stated that several members of Council at that time, including him, Representative Sean Lynn, who was a Councilman at that time, and Mr. Anderson had requested that the demolition of the building not be allowed until there was money to build something new, or the result would be a vacant lot.

Mr. Slavin asked Mr. Hugg to look into the concept of pop-up parks, where parks are taken to locations instead of building infrastructure, or while waiting for infrastructure to be built. He stated that the National Council on Agricultural Life and Labor Research (NCALL) had closed a portion of New Street for an evening last year to create a pop-up park. Mr. Slavin noted that a previous speaker had mentioned the need for things for kids to do at Manchester Square, and this program would be a perfect application for that. He explained that the activity would occupy a four-hour or six-hour window, and staff could obtain donations or he could help. He stated that this model had been used with some success, and Dr. Chanda Jackson, NCALL, had put this activity together.

Mr. Neil stated the need to work with the Capital School District, which has safe buildings and areas, many with gymnasiums and facilities that would be immediately available for activities. He indicated that the Police Athletic League (PAL) should be extended. Mr. Neil stated that the sooner

the youth become excited about healthy sports and games that get them away from TVs, smart phones, and computers, the better off everyone would be. He noted that parents must become involved and help to lead this effort. Mr. Neil indicated that Towne Point/White Oak meetings are held in a school by special permission, and games and activities could also be held there. He stated that nothing would have to be created specifically within the park now and outdoor activities could be transferred there. Mr. Neil indicated that part of the master plan should include determining if schools can be utilized and what the cost would be.

As a recent member of the Capital District School Board, Mr. Lindell noted that one (1) of the issues would be the costs of the building, such as running the air conditioning in the summer. He offered to reach out to the District, if Chairman Sudler desired. Mr. Sudler requested that Mr. Lindell contact the District to see if they could provide research, finances, or other assistance. Mr. Lindell indicated that he could inquire about their buildings, as well as programs that the Capital School District may have over the summer compared to what the City has in mind.

Responding to Mr. Sudler, Mr. Hugg stated that the Parks and Recreation, and Planning Staff had taken to heart the commitment to address the issues being discussed. He indicated that the focus of the City's park activities had been at Schutte Park and in facilities related to the Pitts Center; however, there had been discussion about activities that could be transposed or duplicated and offered on an ad-hoc basis. Mr. Hugg advised that some activities, such as Frisbee football, could be relocated to the Dover Park without spending a great deal of money, noting that there were facilities already at the park in many cases. He advised that there had been discussion about trying to find outside mentors or coaches to run a tennis clinic at Dover Park for a couple of hours and expressed the desire to bring opportunities to the park that would not put a burden on staff.

Mr. Sudler stated that some of the activities that were requested were currently being provided; however, he suggested that there may be a need for additional advertising and outreach to make this known. He also indicated that there may be a need to provide transportation to the site if this is an issue. Responding, Mr. Hugg stated his belief that there was an opportunity for a fresh start. He indicated that there was not much programming at other parks because staff was wrapped up in the day-to-day activities and no one had asked or thought about it. Mr. Hugg noted that some programs could easily be offered at alternative locations, and it would just be a matter of deciding to do it. He indicated that there was a real opportunity to get people involved and provide additional resources and activities that the City had not been able to provide in the past.

Mr. Lewis stated that earlier in the day he had provided Mr. Hugg with an email from the Delaware League of Local Governments (DLLG) regarding park and recreation grant opportunities. He noted that "Meet Me at the Park" play space grants could help to provide and purchase play equipment and park structures. Mr. Lewis advised that the application deadline for this opportunity was June 23, 2017. Mr. Hugg indicated that staff was working on this grant and would apply. In addition, he stated that a grant proposal had been submitted to develop some of the detailed cost estimates for Phase 1 at Schutte Park. Mr. Hugg advised that if the City was going to commit to doing a parks program, this should be done right, which would take some work; however, staff members were eager for the opportunity to demonstrate that activities and better uses could be brought to the City's facilities.

Mr. Lewis noted that there were grant opportunities through the National Recreation and Park Association and it was just a matter of applying. Mr. Hugg indicated that there are numerous grants, including a Lowe's grant for park development, and the City must commit to submitting applications.

Mr. Neil stated the need for publicity and suggested using electric bills to spread the word about events, as well as issuing news releases and talking to the newspaper about developing features. He advised that information about activities could also be distributed through the school system. Mr. Neil stated the importance of publicity, explaining that people are not participating because they do not know that events exist.

Mr. Lewis concurred with Mr. Neil, noting that the Police Athletic League (PAL) and the Green Beret Program at the former Boys and Girls Club were good programs that were not being publicized. He explained that the Green Beret Program is a camp for kids that offers rigorous training through the coordination of law enforcement agencies, including the Federal Bureau of Investigation (FBI), Dover Police Department, and Delaware Department of Corrections. Mr. Lewis stated that PAL is an up and coming program that would be happy to accept donations because they do not have a facility and are using Central Middle School for basketball.

Mrs. Sharon Duca, Public Work Director, reviewed a memorandum dated June 13, 2017, entitled "Dover Park Update from the Department of Public Works (DPW) to the Parks, Recreation and Community Enhancement Committee," noting that 13 items had been identified. She advised that some of the items had been on staff's agenda, explaining that members of the mowing crew and a litter staff member go through the park on a regular basis. Mrs. Duca noted that staff had started repairs and staining work on the pavilion, and they hoped to complete both pavilions within the next few weeks. She indicated that, for the most part, staff was able to repair picnic tables in-house, and they were working on that. Mrs. Duca noted that staff was also redoing the checkerboard tables, with one (1) remaining to be completed. She stated that the seating around these tables must be modified since even a small child would have difficulty sitting at them. Mrs. Duca advised that the shuffleboard and hopscotch area had been cleaned, and staff was awaiting direction regarding a replacement selection for that location.

Mrs. Duca noted that the fence along the eastern property was of particular concern and had been assessed by the Grounds Crew, and work on the fence began earlier in the week. She explained that many of the trees that had fallen along this property line were from the Manchester Square side, so staff worked with that group in order to do the work. Mrs. Duca indicated that the desired end result for the park would determine whether some vegetation should remain on the property line. She advised that pulling down all the vines would cause an issue with the fencing, and there would be a need to look at that expense further.

Mrs. Duca noted that the Grounds Crew and Streets Division would be repainting the gate at the entrance to the main drive, and had received offers from volunteer groups to assist in that area. Referring to the Storm Drain System Investigation, she advised members that the Streets Division had been aware of some of the storm drains; however, they were not properly located in Municipal Separate Storm Sewer System (MS4) documentation. Mrs. Duca indicated that this investigation

would help the City with its permit obligations and noted the probable need to video the lines and put appropriate controls in place to keep the City out of violation.

In response to Mr. Sudler, Mrs. Duca explained that a checkerboard table had been redone by Mr. Jeff Kucek, Building Maintenance Craftsperson II, Public Works Department. She stated that she had initially hoped that staff could clean and work on the tables; however, Mr. Kucek refinished the table and reapplied the checkerboard. She indicated that this did not take an excessive amount of time because of Mr. Kucek's skill set, and it was something he wanted to do to make the area presentable. Mrs. Duca provided a photograph of the refinished checkerboard table at Dover Park ***(Attachment #1)***.

Mr. Lindell advised that he took his daughter to Silver Lake Park last week and observed graffiti on one (1) of the signs listing playground rules. Responding, Mrs. Duca stated that staff would look into this matter.

Mr. Sudler thanked Mrs. Duca for staff's hard work. He advised members that, as the City moves forward with repairing and upgrading all of the parks, there would likely be a need for additional staff, explaining that the Director must have the proper staff in order to be successful. He noted that this may require a tax increase, which had been discussed in a meeting this week and would also be included in a survey.

Mr. Caldwell expressed his hope that the ideas presented during the meeting would be accomplished, noting that the older children in his neighborhood play basketball at William Henry Middle School, but the younger children play in the streets because they have nowhere else to go and do not have their own activities. He informed members that there had been shootings in his neighborhood, it is dangerous, and the problems in Manchester Square and around Dover Park exist all over the City, not just in one (1) community. Mr. Caldwell asked members to move forward with the good ideas that had been presented, including advertisement and publication to let people know about the activities that are available. He stated that schools would be closing for the summer, it would be hot, and there would be energy for undesirable activities in the community. Mr. Caldwell asked that something be done beyond the discussion in the Council Chambers. In response to Mr. Sudler, Mr. Caldwell advised that he lives in the Westwood area, which is connected to Lincoln Park. He reiterated that his community had the same activities and problems that others were going through, such as shootings, crime, drinking, and motorcycle activity.

Mr. Anderson suggested developing volunteer opportunities, investigating AmeriCorps, and taking advantage of programs such as the Retired Senior Volunteer Program (RSVP).

Mr. Anderson moved to recommend acceptance of the recommendations of the community meeting of May 25, 2017. The motion was seconded by Mr. Lewis and unanimously carried.

Update - Bicentennial Village - Continental Park

During the Regular City Council Meeting of April 10, 2017, members approved the Council Committee of the Whole/Parks, Recreation, and Community Enhancement Committee's recommendation to refer the matter regarding Request for Benches - Continental Park to the Parks and Recreation Department to look at creating a playground.

Mr. David Hugg, Acting Director of Planning and Community Development, informed members that a number of discussions had been held with residents of the Bicentennial Village area, in part regarding a request for benches along Independence Boulevard. He explained that Continental Park is a triangular-shaped park approximately halfway through the development that is mostly wooded with some grassy fields, and an additional location had been identified to the east in the center of Bicentennial Village that may offer an opportunity for active playground areas. Mr. Hugg stated that there had been discussions with people who had expressed interest in the park, and a community workshop on this topic would be held on June 22, 2017 at 6:00 p.m. at the park site or in the Dover Public Library in the event of rain. He explained that a key question would be whether the grassy area should be used as a passive play area for children with parental supervision or have more active kinds of facilities.

Mr. Hugg indicated that the grassy area was very well maintained by the Public Works Department and is very attractive. He stated that the woodland area had a lot of invasive species and undergrowth and was not being managed well as a woodland, although it did provide a great deal of wooded cover for the part of the development backing up to it.

Mr. Neil stated his recollection that there had been young mothers who were excited about a possible playground for younger children at Continental Park, and he wanted to make sure that this message was not bypassed. Mr. Hugg advised that this had been stated during the community meeting related to Dover Park on May 25, 2017. He stated that there was a question regarding whether Continental Park was a safe location for a playground or if there was a more contained location owned by the City with less traffic that may lend itself to a more active park use. Mr. Hugg advised that Continental Park is a nice, placid area with the potential for the addition of benches or a table or two (2), so that individuals could sit and read or watch their children play on the grass. He expressed his hope that the community would come out to discuss their needs and the focus would not be on a particular proposal or transportation solution.

Mr. Sudler reviewed the "City of Dover's Park and Recreational Enhancement Committee Chair's Assessment & Recommendations for Continental Park," dated June 8, 2017. He stated that Continental Park was very well maintained and impressive. He indicated that, as the Committee Chair, he plans to go to all the parks and take pictures so that he has a better understanding of the strengths, weaknesses, opportunities, and threats for each park as the City moves forward to upgrade them.

Mr. Lewis thanked Mr. Sudler for doing the walk-through and evaluating City parks, stating that it is important that the public is protected from safety issues. He noted that broken bottles had been found, and it would be a travesty if a child was hurt.

Mr. Anderson moved for adjournment of the Parks, Recreation, and Community Enhancement Committee meeting. The motion was seconded by Mr. Lewis and unanimously carried.

Meeting adjourned at 7:14 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Council President Slavin presiding in the absence of Chairman Hare.

AGENDA ADDITIONS/DELETIONS

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

Clarification - Request for Incentives - Nail Spa by TR

Mr. Slavin stated that this item had been brought forward a number of times. He stated that Chairman Hare was particularly interested in this matter and, since he was not present, suggested that it be deferred.

Mr. Neil moved to defer this item, seconded by Mr. Lewis and unanimously carried.

Discussion - Fiscal Year 2017 Audit Program

Ms. Lori Peddicord, Assistant Controller/Treasurer, reviewed a presentation entitled "Auditor's Responsibility for Communicating with Audit Committee." She noted that the auditors, CliftonLarsonAllen, LLP would be doing preliminary testing in the field during the entire week of June 26, 2017. She advised that between this date and September 2017, when the auditors do their final field work, the Finance Department would be closing the books, reconciling accounts, and completing various reporting requirements.

Mr. Anderson moved to recommend acceptance of the audit program, as recommended by staff. The motion was seconded by Mr. Neil and unanimously carried.

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

Meeting adjourned at 7:19 p.m.

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

Meeting adjourned at 7:19 p.m.

Timothy A. Slavin
Council President

TAS/TM/js/dd
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Minutes\2017\06-13-2017 CCW Minutes.wpd

Attachment
Attachment #1 - Photograph of refinished checkerboard table at Dover Park, provided by Mrs. Sharon Duca



City of Dover Delaware

ACTION PLAN

2017

Prepared by:

City of Dover Planning Office

June 26, 2017

OMB Control No: 2506-0117 (exp. 07/31/2015)

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Dover, the Capital of Delaware, is centrally located in the state and is part of the Mid-Atlantic region. The City is located approximately 90 miles from both Philadelphia and Washington, D.C. Dover's population ranks second only to Wilmington, Delaware. Delaware and the Eastern Shore counties of Maryland and Virginia comprise the Delmarva Peninsula. Dover is also the largest city in land area on the peninsula with a total land area of over 23 square miles.

Localities who receive Community Development Block Grant (CDBG) funding from the Department of Housing and Urban Development (HUD) are required to develop a five (5) year Consolidated Plan and an Annual Action Plan (AAP) per HUD regulation CFR 24, Part 91. The 2016 AAP is a concise summary of proposed actions, activities, and resources to be used to address priority needs and specific goals identified in the 2015-2019 Consolidated Plan. The specific goals identified in the plan include the four goals that the Consolidated Plan revolves around. These goals on order of priority are:

1. Provide aid to special needs persons.

2. Preserve the existing housing stock.

3. Encourage owner occupied housing in low to moderate income areas.

4. Provide safe and livable neighborhoods.

The Action Plan will specify how the projects will further these goals for fiscal year 2016.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The third year AAP continues the projects and activities necessary to achieve the goals created in the Five –Year Consolidated Plan. Requirements for the Consolidated Plan requires the City to access its housing needs, needs assessment and housing market analysis. The following summary identifies the objectives and outcomes of these needs utilizing CDBG funds.

Goal 1: Provide aid to special needs persons – Objective- Provide support to homeless shelters and increase support to agencies that provide rapid rehousing/rental assistance for those that are at risk of homelessness. Outcome- To increase permanent supportive housing and reduce homelessness by increasing availability.

Goal 2: Preserve the existing housing stock- Objective- Eliminate severe housing conditions that constitute health and safety hazards. Outcome – To provide sustainability and bring substandard housing up to code.

Goal3: Encourage owner-occupied housing in low to moderate income areas. Objective-Expand affordable housing by providing down payment and settlement assistance to qualified families who purchase properties within the City and designated revitalization target areas. Outcome-Increase affordable housing

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The following CDBG projects were funded during the FY16 program year. The Consolidated Annual Performance Evaluation Report (CAPER) will outline the status of these activities that will be submitted to HUD in September 2017.

- **Homeless Needs:** One (1) homeless person received rental assistance for permanent housing. The Homeless Shelter received CDBG funding for operations cost that has serviced 312 homeless men during 2016. Over 70% were successful in securing employment.
- **Housing Needs:** (3) Residential Rehabilitation of homes completed (2) Emergency Home Repairs completed and Homeownership Assistance provided to 3 first-time homebuyers who purchased affordable housing in the City of Dover.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

A minimum of two public hearings are required. Adequate notice is given through advertisement in the City's local newspaper and the City's website, with copies of the notices sent to such service agencies and public housing administration offices who serve and advocate for the low and very low income persons and disability communities to encourage citizen's participation input by the citizens and their advocates to meet the needs of citizens and particularly those who are beneficiaries of the programs covered in the Consolidated Plan. The draft plan will be available for review for 30 days.

The City will consider any comments or views of citizens or units of local government received in writing, or orally at public hearings, meetings, etc., in preparing the City's final Consolidated Plan and Annual Action Plan. A fifteen-day period will be set aside for comments. A summary of these comments and responses shall be attached to the final Consolidated Plan amendment of the plan or Performance Report.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments.

7. Summary

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Dover	Planning & Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The City receives the Community Development Block Grant (CDBG) from the Department of Housing and Urban Development. The City's Planning Department is the lead agency for the development of the Consolidated Plan and administers the CDBG program.

Consolidated Plan Public Contact Information

City of Dover Department of Planning & Community Development
15 Loockerman Plaza, Dover, DE 19901
Phone (302) 736-7196 Fax: (302) 736-4217
Website: www.cityofdover.com
Tracey Harvey, Planner/CDBG Administrator
Email: tharvey@dover.de.us

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The public participation events planned for the Annual Action Plan (2017) represent the culmination of decades of experience in conducting similar events. In addition to the normal advertising of meetings in the local press, the staff notified stakeholders in writing and by the internet. The public was also notified of all meetings and hearings.

Two public hearings are required. Adequate notice is given through advertisement in the City's local newspaper and the City's website. Copies of the notices are sent to service agencies and public housing administration offices that serve and advocate for the low and very low income persons and disability communities to encourage citizen participation input by the citizens and their advocates, meet the needs of citizens and particularly those who are beneficiaries of the programs covered in the Consolidated Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City works to ensure coordination by gathering members of the community, state and local housing authorities and various state and county agencies within the State of Delaware to consult on topics regarding homelessness, persons with disabilities, elderly, persons with HIV/AIDS, services for children and housing needs. The following is a list of agencies that the City of Dover consulted with in preparing the Annual Action Plan:

- Homeless Planning Council
- Delaware State Housing Authority
- Dover Housing Authority
- City of Dover Planning Department
- State of Delaware Department of Health and Social Services
- Delaware HIV Consortium
- State of Delaware Division of Family Services
- Central Delaware Habitat for Humanity
- Milford Housing Development Corporation

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Homeless Planning Council is the coordinator of the Continuum of Care (CoC) for the State of Delaware. City planning staff is a designated member of the Delaware Interagency Council of Homelessness and will continue to support the need of ending chronic homelessness by actively collaborating with housing providers that service the homeless and those that are at risk of homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Not applicable, the City of Dover does not receive ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	Homeless Planning Council of Delaware
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City is a member of the Delaware Interagency Council on Homelessness and the Mayors Task Force to end veteran's homelessness in Dover. The coordination with these two agencies will expand the resources necessary to end homelessness.
2	**Agency/Group/Organization**	NCALL Research
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City partners with NCALL for its Homeownership Assistance Program as part of a requirement for first time homebuyers to receive housing counseling.
3	**Agency/Group/Organization**	DELAWARE STATE HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City consulted with the state and local housing authorities in determining the needs of the community through the public participation process and addressing the needs of affordable housing within the City.

Identify any Agency Types not consulted and provide rationale for not consulting

Not applicable

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Homeless Planning Council	The City of Dover includes funding for homeless programs as a priority in its strategic plan that are in line with the needs and priorities with the Continuum of Care.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

The City of Dover's Consolidated Plan Citizen Participation Plan (CPP) has been prepared by the City of Dover in accordance with the requirements contained in Part 9115 of Title 24 of the Code of Federal Regulations. The CPP outlines the various methods the City will use to inform its citizens of, and actively involve them in developing the Consolidated Plan and Action Plan.

The Consolidated Plan and Action Plan serves as the housing and community development planning document of the City and its application for funding under the current Community Planning and Development (CDP) formula program CDBG.

Through public hearings, stakeholder interviews and the web based community needs survey, goals were formulated by participants identifying priority needs for the five-year Consolidated Plan.

A minimum of two public hearings are required to allow the public an opportunity to comment on the Consolidated Plan, Annual Action Plan and the Consolidated Annual Performance Evaluation Report (CAPER). Adequate notice is given through advertisement in the City's local newspaper, and copies of the notices are sent to such service agencies and public housing administrative offices who serve and advocate for the low and very low income persons and disability communities to encourage citizen's participation input and meet the needs of the citizens who are beneficiaries of the program covered in the Consolidated Plan.

The Draft Plans are made available for review and comments for 30 days at City offices and on the City's website. The City will consider any comments or views received in writing or orally and a summary of any views or comments not accepted and the reason therefore shall be attached to all final reports.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	None	None		
2	Newspaper Ad	Non-targeted/broad community	None	None		
3	Internet Outreach	Non-targeted/broad community	None	None		

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The City of Dover receives the Community Development Block Grant (CDBG) from the United States Department of Housing and Urban Development (HUD).

Since CDBG resources are very limited, the City coordinates projects with other city departments, State and Local Housing Authorities and partners with non-profit and private organizations that have multiple resources that will aid in meeting the goals and objectives of the Consolidated Plan.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services						Expected amount includes a reduction in grant funding over a four-year period.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

There is not a match requirement for CDBG funds; however, sub-recipient agencies that were funded have additional resources to supplement their projects. In addition, there are several initiatives and investment projects in the City where CDBG funds will be used as an additional resource to supplement funding these projects.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Two lots owned by the City were sold to Habitat for Humanity below market rate to build affordable housing for very low income families. In addition, Habitat has purchased additional lots and properties within the City in which new housing will be constructed and existing housing renovated to provide affordable housing to very low income families. Milford Housing Development Corporation and NCALL Research have also purchased lots in the Downtown Revitalization area to construct affordable housing for low income families.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	HP-1 Homeless/Rapid Re-housing	2017	2018	Homeless	Dover City Limits	Homelessness	CDBG: $3,000	Tenant-based rental assistance / Rapid Rehousing: 3 Households Assisted
2	HP-2 Homeless Prevention	2017	2018	Homeless	Dover City Limits	Homelessness	CDBG: $24,000	Homeless Person Overnight Shelter: 170 Persons Assisted
3	AH-1 Affordable Housing	2017	2018	Affordable Housing	Dover City Limits	Homeownership Assistance	CDBG: $70,000	Direct Financial Assistance to Homebuyers: 4 Households Assisted
4	AH-2 Affordable Housing	2017	2018	Affordable Housing	Dover City Limits	Homeowner Rehabilitation	CDBG: $25,986	Homeowner Housing Rehabilitated: 5 household housing units
5	AH-2 Affordable Housing	2017	2018	Affordable Housing	Dover City Limits	Homeowner Rehabilitation	CDBG: $40,000	Homeowner Housing Rehabilitated: 3 Household Housing Units
6	AH-2 Affordable Housing	2017	2018	Affordable Housing	Downtown Target Area	Homeowner Rehabilitation	CDBG: $21,245	Homeowner Housing Rehabilitated: 2-4 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	HP-1 Homeless/Rapid Re-housing
	Goal Description	Meet the need of persons that are homeless by providing rental assistance to obtain affordable housing.
2	**Goal Name**	HP-2 Homeless Prevention
	Goal Description	Meet the needs of men that are homeless by providing shelter and assist in providing permanent supportive housing.
3	**Goal Name**	AH-1 Affordable Housing
	Goal Description	Increase homeownership by providing down payment and closing cost to low income persons who purchase affordable housing in the City.
4	**Goal Name**	AH-2 Affordable Housing
	Goal Description	Rehab owner occupied housing that are in violation of the City's Housing Code and complete emergency home repairs that will eliminate health and safety hazards in order to preserve the existing housing stock.
5	**Goal Name**	AH-2 Affordable Housing
	Goal Description	Renovate up to 4 existing single family homes for families that are 60% below the Area Median Income

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

The City will provide homeownership assistance to 4 low to moderate income first time homebuyers who purchase affordable housing in the City.

AP-35 Projects – 91.220(d)

Introduction

The 2017 Action Plan is a supplementary document to the Five Year Consolidated Plan (2015-2019). The goals and objectives focus on developing and sustaining viable communities and improving low and moderate income persons are addressed in the Consolidated Plan as part of the strategy for addressing the needs of low and moderate income people.

#	Project Name
1	Dover Interfaith Mission for Housing
2	Connections Community Support Program
3	Homeownership Assistance Program
4	Milford Housing Homeowner Rehabilitation Program
5	Milford Housing Emergency Repair Project
6	Central Delaware Habitat for Humanity
7	Program Administration

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The projects that were selected were based on the highest ranking priorities that were determined from public hearings and a Housing and Community Development Online Survey identified by residents, local government officials and housing providers. The obstacle in addressing the underserved need is the lack of adequate funding to continue to address these needs.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	**Project Name**	Dover Interfaith Mission for Housing
	Target Area	Dover City Limits
	Goals Supported	HP-2 Homeless Prevention
	Needs Addressed	Homelessness
	Funding	CDBG: $24,000
	Description	CDBG funds will be utilized for operating cost for the shelter that will include utilities and maintenance cost.
	Target Date	7/1/17
	Estimate the number and type of families that will benefit from the proposed activities	170 Homeless Men annually
	Location Description	City-wide
	Planned Activities	
2	**Project Name**	Connections Community Support Program
	Target Area	Dover City Limits
	Goals Supported	HP-1 Homeless/Rapid Re-housing
	Needs Addressed	Homelessness

	Funding	CDBG: $3,000
	Description	CDBG funds will be used to provide rapid re-housing/rental assistance services for homeless households within the City.
	Target Date	7/1/17
	Estimate the number and type of families that will benefit from the proposed activities	3 homeless families
	Location Description	City-wide
	Planned Activities	
3	**Project Name**	Homeownership Assistance Program
	Target Area	Dover City Limits
	Goals Supported	AH-1 Affordable Housing
	Needs Addressed	Homeownership Assistance
	Funding	CDBG: $70,000
	Description	CDBG funds will be used to provide homeownership assistance to first time homebuyers who purchase affordable housing in the City.
	Target Date	7/1/17
	Estimate the number and type of families that will benefit from the proposed activities	4 low income families
	Location Description	City-wide
	Planned Activities	
4	**Project Name**	Milford Housing Homeowner Rehabilitation Program
	Target Area	Dover City Limits

	Goals Supported	AH-2 Affordable Housing
	Needs Addressed	Homeowner Rehabilitation
	Funding	CDBG: $40,000
	Description	CDBG funds will be used to rehabilitate existing owner occupied housing in the City that is in violation of the City's Housing Code.
	Target Date	7/1/17
	Estimate the number and type of families that will benefit from the proposed activities	3 low income families
	Location Description	City-wide
	Planned Activities	
5	**Project Name**	Milford Housing Emergency Repair Project
	Target Area	Dover City Limits
	Goals Supported	AH-2 Affordable Housing
	Needs Addressed	Homeowner Rehabilitation
	Funding	CDBG: $25,986
	Description	CDBG funds will be used to provide emergency home repairs to owner occupied homes to eliminate housing conditions that threaten the health and safety of low income homeowners.
	Target Date	7/1/17
	Estimate the number and type of families that will benefit from the proposed activities	5-7 low income families
	Location Description	City-wide
	Planned Activities	

6	**Project Name**	Central Delaware Habitat for Humanity
	Target Area	Downtown Target Area
	Goals Supported	AH-3 Affordable Housing
	Needs Addressed	Homeowner Rehabilitation
	Funding	CDBG: $21,245
	Description	CDBG funds will be used for the renovation for up to 4 existing single family homes for families that are 60% below the Area Median Income
	Target Date	7/1/17
	Estimate the number and type of families that will benefit from the proposed activities	4 families that are 60% below the AMI
	Location Description	City-wide
	Planned Activities	
7	**Project Name**	Program Administration
	Target Area	Dover City Limits
	Goals Supported	HP-1 Homeless/Rapid Re-housing HP-2 Homeless Prevention AH-1 Affordable Housing AH-2 Affordable Housing AH-3 Affordable Housing
	Needs Addressed	Homelessness Homeowner Rehabilitation Homeownership Assistance
	Funding	CDBG: $46,058
	Description	CDBG funds will be used for the coordination, management and monitoring of the program.

	Target Date	7/1/17
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Dover will continue to undertake consolidated plan activities city-wide during the program year. Funds have been allocated for the rehabilitation of a single family home in the Downtown Development District Target Area which is primary a low income area with a high concentration of African Americans.

Geographic Distribution

Target Area	Percentage of Funds
Downtown Target Area	11
Dover City Limits	69

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The purpose of the target block approach is to concentrate resources available to the public, private, and non-profit sectors for housing programs in a specific area (known as the Target Area). The Target Area consists of one of Dover's oldest working class neighborhoods located in west central Downtown. This concentrated approach is to insure the likelihood of an immediate visual impact and long-term stabilizing effect of each area.

The major element of the Target Block Program will be concentrated home-to-home internal inspection to determining deficiencies which need to be corrected. Substandard housing requiring plumbing, electrical update to meet the Dover Building Code, but which is basically sound and suitable for rehabilitation has been targeted. A sufficient number of low and moderate income families must reside in the area.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Over the past 11 years, the rental rates in Dover have increased over 49% and most likely will continue to rise over time with a decrease in affordable rental housing units. The median home value had an even higher increase by 80% from 2000 to 2011. With home values expected to rise over time, affordable housing will become an issue if production of affordable housing is not constructed over time.

The Fair Market Rent for a 2-bedroom rental unit is higher than the most recent median contract rent by $206. This presents an issue for persons that do not live in subsidized housing that are low income and paying over 50% of their income on housing. With the lack of affordable rental housing, it will also be difficult for persons with Housing Choice Vouchers to find suitable housing.

The City of Dover is collaborating with other local housing providers on several initiatives to provide affordable housing in low to moderate income target areas as well as city-wide by providing homeownership assistance to first time home buyers who purchase properties within the City of Dover and designated target areas, provide real estate tax relief over a 4 year period for persons that purchase properties within the designated target area, receive a transfer tax rebate for properties upon issuance of a Certificate of Occupancy for properties purchased after March 1,2015 within the designated target area, and partnering with non-profits that will be constructing affordable housing for low income persons over the next few years.

One Year Goals for the Number of Households to be Supported	
Homeless	170
Non-Homeless	0
Special-Needs	0
Total	170

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	3
The Production of New Units	0
Rehab of Existing Units	10

One Year Goals for the Number of Households Supported Through	
Acquisition of Existing Units	0
Total	0

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

Dover Housing Authority (DHA) is the local Housing Authority that serves the City of Dover. DHA has a total of 374 public housing units available for occupancy including 31 scattered site units. The majority of these units are 3 bedrooms. DHA also provides rental assistance to low and moderate income persons through HUD's Section 8 Program. Presently there are 174 housing choice vouchers under lease and tenant based which means they are only offered to tenants on DHA's waiting list.

Actions planned during the next year to address the needs to public housing

DHA conducts an annual and a 5-year Physical Needs Assessment of their public housing inventory to determine the public housing needs. Projects are prioritized by the greatest need and completed with funding from their Capital Fund Program and their Operating Subsidy funds.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Dover Housing Authority provides their residents with support and assistance in job training, parenting, counseling, financial management and other skills. These programs are integrated in the housing programs through the Family Self-Sufficiency Program and/or other Resident Initiatives. It is the position of the City of Dover that these programs provide excellent opportunities for those in public housing to become economically and socially self-sufficient. DHA also provides homeownership opportunities through their Section 8 program, where the resident applies 30% of their income towards their mortgage for the first fifteen years of owning their home and DHA pays the remaining 70%. After fifteen years, the resident pays 100% of their mortgage.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Dover fully supports the Homeless Planning Council of Delaware challenge to End Chronic Homelessness. The City will continue to provide CDBG funding to agencies and organizations that service the homeless and those with special needs.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City has provided CDBG funding to Connections Community Support Program to provide rapid rehousing/ rental assistance for up to three (3) homeless households within the City of Dover. The City also accepted the Mayor's Challenge to End Veterans Homelessness in Dover by December 2015. The City met its goal by housing 50 veterans by December 28, 2015. The City will continue to work with housing providers to end homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City has provided CDBG funding to the local emergency shelter for operating cost that will assist in maintaining safe, decent and affordable housing. Code Purple was established in the fall of 2014 that provides shelter for homeless persons in Kent County when the temperature or wind chill drops below 32 degrees. When Code Purple is in effect, the homeless are guided to emergency shelters and participating churches within the City of Dover and throughout Kent County that provide warm beds.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Over the next two years, the City of Dover will provide CDBG funding to the Connections Community Support Program that will provide rapid rehousing/rental assistance to support the homeless population and those that are at risk of becoming homeless transition to permanent supportive housing and independent living. In addition, the Delaware Continuum of Care (CoC) provides supportive services as well as the State Division of Health and Social Services.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The local and State housing providers will continue to provide support to the population identified. In addition, the Individualized Assessment, Discharge, and Planning Team (IADAPT) was established in 2010 to provide inmates with advocates that will assist them with mainstream resources once they are discharged and reduce recidivism.

Discussion

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The City of Dover is currently working on several revitalization and housing initiatives in collaboration with other local housing providers that will assist in reducing the barriers to affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The following is an outline of incentives and goals to promote affordable housing in the City of Dover within the designated target areas:

Incentives

- Provide up to 20% cash rebate for qualifying construction projects (capped at $1 million/property)
- A transfer tax rebate of the buyer's portion of the real estate tax upon issuance of a Certificate of Occupancy
- Waiver of building, plumbing, mechanical and fire protection permit fees
- Waiver of City sewer and water impact fees
- 10-year abatement of property tax on the value of improvements
- Up to $20,000 in down payment cost to purchase affordable housing
- Property tax abatement for first-time homebuyers who purchase property in the Redevelopment Target Area that occupy the home as their principal residence for four years

Goals

- Encourage greater zoning flexibility to enable infill housing development in the Downtown Redevelopment District by relaxing setback and block standard requirements to allow condominiums and townhouse styles of housing.
- Explore land banking and land trust options for assembling parcels and redevelopment efforts.
- Strengthen existing housing by expanding the Home Repair

Discussion

The City will continue to collaborate with other housing providers to provide affordable housing options to meet the needs of low income residents and those with special needs.

AP-85 Other Actions – 91.220(k)

Introduction

As resources continue to decrease, the City will continue to maximize its existing resources and partnerships that will assist in addressing the needs of low to moderate income residents.

Actions planned to address obstacles to meeting underserved needs

The greatest obstacle in meeting the undeserved needs for the City are lack of federal, state and other sources of funding and the lack of affordable housing. In addition, the City's Downtown Target Area has the highest concentration of low to moderate income residents with aging homes in need of housing rehabilitation with only a 25% homeownership rate in this area.

The following is an outline of incentives to promote affordable housing in the City of Dover within the designated target areas:

Incentives

- Provide up to 20% cash rebate for qualifying construction projects (capped at $1 million/property)
- A transfer tax rebate of the buyer's portion of the real estate tax upon issuance of a Certificate of Occupancy
- Waiver of building, plumbing, mechanical and fire protection permit fees
- Waiver of City sewer and water impact fees
- 10-year abatement of property tax on the value of improvements
- Up to $20,000 in down payment cost to purchase affordable housing

Actions planned to foster and maintain affordable housing

The following are goals that the City will focus on to foster and maintain affordable housing:

- Encourage greater zoning flexibility to enable infill housing development in the Downtown Redevelopment District by relaxing setback and block standard requirements to allow condominiums and townhouse styles of housing.
- Explore land banking and land trust options for assembling parcels and redevelopment efforts.
- Strengthen existing housing by expanding the Home Repair Programs

Actions planned to reduce lead-based paint hazards

Currently, the State of Delaware Department of Public Health enforces lead based paint abatement within the City of Dover. Under the State's program, families with children who have been diagnosed by the Public Health centers with lead poisoning are referred to a State Lead Based Paint Inspector. The inspector then performs the relevant technical analysis of the family's residence. If lead based paint is discovered, abatement is required. The City of Dover Department of Planning and Inspections acts in partnership with the State in assuring that lead paint hazards are reduced or eliminated, and that affected housing units are brought up to code.

The City currently requires lead-based paint testing and interim controls in conjunction with its CDBG rehabilitation program. The City of Dover Department of Planning and Inspections does not have the equipment necessary to accurately identify lead-based paint during housing inspections.

In addition to the activities of the City of Dover and the State of Delaware Department of Public Health, the Dover Housing Authority has been active in lead based paint abatement in the City. The Dover Housing Authority has tested and abated lead-based paint in all its public housing units. The Dover Housing Authority also deals with the lead paint hazards in private rental units through the enforcement of the Housing Quality Standards in conjunction with its Section 8 Rental Certificate/ Rental Voucher Program

The City of Dover provides information and training to staff who administer the Homeowner Rehabilitation Program to ensure the proper procedures are administered and that residents are properly educated on the dangers of lead based paint hazards.

For all rehabilitation projects that qualify for lead base paint testing and hazards, the City will take the necessary actions in order to reduce lead base paint hazards in accordance with HUD regulations and monitor the programs for compliance that carry out rehabilitation projects.

Actions planned to reduce the number of poverty-level families

The City of Dover will provide CDBG funding over the next two years to projects that will reduce the number of poverty level families by addressing the most critical needs of families, such as providing rapid rehousing and rental assistance to the homeless, providing funding and support to emergency shelters, providing homeownership assistance to qualifying families who purchase affordable housing in the City of Dover, and complete homeowner rehabilitation and emergency homes repairs to owner occupied homes of low and very low income families in the City.

Actions planned to develop institutional structure

The main gap that exists in the Institutional Delivery System is the lack of affordable rental housing. The public housing waiting list for Dover Housing Authority has 843 applicants and 635 applicants on the

Section 8 waiting list. The average person remains on the waiting list for up to 4 years which increases the risk of homelessness and suffers from a severe housing cost burden paying over 50% of their income in rent.

The strategy for overcoming gaps in the institutional structure is to continue to provide CDBG funding and support to the existing service and housing providers that service the needs of low income persons and those with special needs. In addition, the City will continue to work collaboratively with non-profits and the State and local housing authorities on initiatives that support affordable housing in the City of Dover.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to collaborate with public and private housing providers and social service agencies to meet the goals and objectives of the Consolidated Plan. The Community Development Administrator is a representative on several boards and commissions throughout the State that service the needs of low to moderate income persons.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

PROPOSED COUNCIL RESOLUTION NO. 2017-08

A RESOLUTION APPROVING THE 2017 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN

WHEREAS, the City of Dover is entitled to $230,289 through the United States Department of Housing and Urban Development Community Development Block Grant program; and

WHEREAS, the City of Dover has prepared the 2017 Action Plan, in accordance with the United States Department of Housing and Urban Development guidelines, that serve as the primary planning document for identifying and meeting the housing and community development needs for the low and moderate-income residents of Dover; and

WHEREAS, the City of Dover is in favor of utilizing the Community Development Block Grant funds for the community development purposes in accordance with the National Community Development objectives of benefiting low and moderate income families, eliminating slums and blight, and meeting other community development objectives; and

WHEREAS, the United States Department of Housing and Urban Development requires the City of Dover to submit a Consolidated Plan and an Action Plan for Application for Federal Assistance including the proposed use of funds and including certain certifications and policies to obtain its $230,289 entitlement; for eligible activities; and

NOW, THEREFORE BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF DOVER APPROVE THE 2017 Community Development Block Grant Action Plan and application for Federal Assistance included in the Action Plan, along with certifications and policies attached and authorize its forwarding to the United States Department of Housing and Urban Development for consideration.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2017\DRAFT\RESOLUTION NO. 2017-08 - 2017 CDBG ACTION PLAN\COUNCIL RESOLUTION NO. 2017-08 - DRAFT.wpd

ROBIN R. CHRISTIANSEN	TIMOTHY A. SLAVIN
MAYOR	COUNCIL PRESIDENT

Actions History
06/26/2017 - Scheduled for Introduction - City Council

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Public Utilities Power Plant (NAES) **DATE SUBMITTED**: 06/12/17
PREPARED BY: Stacy Johnson – Plant Manager
SUBJECT: VanSant Major Overhaul – Project EG1701
REFERENCE: Revised CIP Budget (Budget was originally $2.498 Million)
RELATED PROJECT: None
REVIEWED BY: Electric Department Director, City Manager
EXHIBITS: Parts Quotes Tabulation with selected vendors
EXPENDITURE REQUIRED: **Estimate $344,800** **AMOUNT BUDGETED**: $2,098,000 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Power Plant, FY17 CIP Budget Page 172
TIMETABLE: Receive long lead time parts in advance of work to be completed.
RECOMMENDED ACTION: Staff recommends approving purchase of capital component items to support EG1701, VanSant Major Overhaul.

BACKGROUND AND ANALYSIS

This request is made to allow for purchase of long lead time capital components for upcoming VanSant major overhaul scheduled for the spring of 2018. The facility personnel requested quotes from (5) vendors including General Electric, the OEM of the equipment. There were (3) responses for these items with one vendor not providing quotes in accordance with the items we requested. Staff recommends splitting the purchase between Turbo Parts Limited and Turbine Services, LTD. Once approved, the order for the parts will be placed with the vendors.

Turbo Parts Limited - $227,800.00
Turbine Services LTD - $117,000.00
Total Expenditure Requested $344,800.00

This project will perform a major overhaul on the turbine generator based on Original Equipment Manufacturer (OEM) recommended repair frequency which is based on factored starts of the Unit from first commissioning and from last inspection/repair interval. This project will be implemented in 2017 with long lead material purchases and spare parts (fuel nozzles) refurbishment in 2017 and the open, inspection and repair of the combustion turbine during the 2018 budget year.

This project is required to fund the purchase of all parts needed to perform a major overhaul on the unit based on estimated factored starts since unit was first commissioned and since last the Hot Gas Path inspection. This project will span the course of two years. In Year 1, the majority of the long lead parts will be purchased and spare parts (fuel nozzles) refurbishment. Services will be identified in year 2 and the actual installation will be performed in Year 2. Extended equipment and /or unit outage time will result from lack of funding this project. This will have a direct effect on the cost of energy during the extended outage time as well as increase future energy capacity charges. In addition, gradual degradation of the unit's output could occur which would have a negative effect on the capacity rating of the unit and reliability of the unit.

Van Sant Major Outage EG1701 Combustion Section Parts Bid Comparison

Combustion										
Part Number	Description	Quantity	Turbo Parts Limited	Extended Price	Turbine Services, LTD	Extended Price	General Electric	Extended Price	Powmat, LTD	Extended Price
109E3327G004	1st Stage Nozzle	1	$227,800.00	$227,800.00	$235,000.00	$235,000.00	$749,800.00	$749,800.00	No bid.	No bid.
899E0132G002	Combustion Flow Sleeve	10	$6,575.00	$65,750.00	$3,900.00	$39,000.00	$6,387.57	$63,875.70	No bid.	No bid.
899E0116G012	Combustion Liner	4	$8,900.00	$35,600.00	$7,800.00	$31,200.00	$18,295.64	$73,182.56	No bid.	No bid.
899E0116G013	Combustion Liner	3	$8,900.00	$26,700.00	$7,800.00	$23,400.00	$18,295.64	$54,886.92	No bid.	No bid.
899E0116G014	Combustion Liner	2	$8,900.00	$17,800.00	$7,800.00	$15,600.00	$18,295.64	$36,591.28	No bid.	No bid.
899E0116G015	Combustion Liner	1	$8,900.00	$8,900.00	$7,800.00	$7,800.00	$18,295.64	$18,295.64	No bid.	No bid.
				$382,550.00		$352,000.00		$996,632.10	No bid.	No bid.
				$227,800.00		$117,000.00				

Delaware Center for Health Innovation
healthy neighborhoods

SUMMARY

Dover/Smyrna Healthy Neighborhoods

Delaware Center for Health Innovation (DCHI) – Healthy Neighborhoods

We know that schools have long understood the critical connection between a child's overall health and his or her readiness to learn and academic success. Fortunately, as our state and nation grapples with skyrocketing healthcare costs, and their impact on the budget, our healthcare systems are gaining a better understanding of how our environment (ex. employment status, income, housing, transportation, exposure to adversity, etc.) impact our ability to get and stay healthy. This momentum to address community-based initiatives around these "social determinants of health" is further supported by changes underway in healthcare related to payment reform. As part of an unprecedented collaborative effort to develop and implement a multi-stakeholder plan to improve population health, healthcare quality and patient experience, and reduce the growth rate in health care costs, Delaware is one of several states involved in an effort called the "State Innovative Model" grant supported by federal funding to help transform healthcare. Consequently, change is underway now to help DE doctors and the future healthcare workforce focus on keeping their entire panel of patients healthy, and not just providing care for those who come to them for a particular need. This "practice transformation" involves team-based coordinated care, expanded access, outreach to patients about prevention, and coordinating behavioral health care for patients in need. It also involves a closer look at how healthcare systems can work in tandem with the community to help people get and stay healthy by changing unhealthy conditions and/or getting people connected to preventative and community-based services. As a result of these efforts, approx. 40% of Delawareans are now attributed to a primary care doctor enrolled in practice transformation.

The Delaware Center for Health Innovation (DCHI) is a small non-profit tasked with this big job from the Governor's office and DE Healthcare Commission- to serve as an objective body and help convene stakeholders from across the state to work together to guide implementation of these healthcare transformation efforts. A key component is building a population health strategy that bridges that gap between local communities and their local healthcare systems and across diverse sectors that impact health. Since each community has a unique landscape of health and the factors that impact it, DCHI is convening Healthy Neighborhood councils across the state made up of diverse sectors (education, housing, transportation, social services, health, etc.) to ensure that each community is at the heart of the effort and that all solutions are locally-tailored to those who are most impacted and with solutions that build off key community assets and strengths. "Healthy Neighborhood" councils in New Castle and Sussex Counties have been convened and are working across silos to identify system and community-level strategies that build off community strengths and existing efforts, are based on local data, engage multiple stakeholders, align with local healthcare systems, and can have a major impact on population health in the next 5 years.

To become a part of the Dover/Smyrna Healthy Neighborhoods effort, please contact Paulette Hussey at paulette@dehealthinnovation.org or call (302) 861- 6794

City of Dover

ANNUAL APPOINTMENTS - 2017/2018

A. APPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT SLAVIN

(1) ECONOMIC DEVELOPMENT COMMITTEE - TO PROMOTE THE ECONOMIC INTERESTS OF THE CITY OF DOVER, FORMULATE RECOMMENDATIONS TO COUNCIL AND STAFF, AND COORDINATE WITH STAFF, OTHER GOVERNMENT BODIES AND INSTITUTIONS, THE BUSINESS COMMUNITY, AND THE PUBLIC ON ECONOMIC DEVELOPMENT MATTERS. CONSISTS OF SIX (6) MEMBERS, AS FOLLOWS: THE MAYOR (EX-OFFICIO, NONVOTING MEMBER); THE CITY MANAGER, OR THE CITY MANAGER'S DESIGNEE; THE CHAIR OF THE LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE; THE CHAIR OF THE UTILITY COMMITTEE; A DESIGNEE OF THE DOWNTOWN DOVER PARTNERSHIP (DDP); THE CITY PLANNER; AND TWO (2) MINORITY VOTING MEMBERS WHO ARE ECONOMIC DEVELOPMENT OR BUSINESS ORIENTED WITH QUALIFICATIONS AND SELECTION TO BE DETERMINED BY CITY COUNCIL.

(A) CLAYTON E. HAMMOND II (MINORITY VOTING MEMBER)

(2) GENERAL EMPLOYEE PENSION PLAN BOARD - THE DUTIES OF THIS BOARD ARE TO MANAGE THE GENERAL EMPLOYEE PENSION PLAN. CONSISTS OF SEVEN (7) MEMBERS - TWO (2) ELECTED CITY OFFICIALS, THE CITY MANAGER, THE CITY CONTROLLER/TREASURER AND THREE (3) ELECTED BY ELIGIBLE EMPLOYEES, WITH THREE (3) YEAR STAGGERED TERMS WITH ELECTIONS HELD IN JUNE.

(A) DAVID L. ANDERSON
(B) BRIAN E. LEWIS

(3) OTHER POST-EMPLOYMENT BENEFITS (OPEB) BOARD - THIS BOARD SHALL ADOPT A TRUST AGREEMENT FOR THE OPEB FUND (AND MAY AMEND THE TRUST AGREEMENT FROM TIME TO TIME), SHALL TAKE ALL ACTIONS NECESSARY AND APPROPRIATE TO ESTABLISH AND MAINTAIN THE OPEB FUND AS A TRUST THAT IS EXEMPT FROM TAXATION UNDER INTERNAL REVENUE CODE § 115 [26 U.S.C. § 115]. THE TRUST SHALL BE MAINTAINED AND ADMINISTERED BY THE BOARD SOLELY FOR THE BENEFIT OF PARTICIPANTS, RETIREES, AND BENEFICIARIES BY PROVIDING PAYMENTS FOR RETIREE HEALTH INSURANCE FOR MEDICAL CARE IN COMPLIANCE WITH INTERNAL REVENUE CODE § 105 [26 U.S.C. § 105] AND WITH THE DOVER CODE AS PRESENTED AND VERIFIED BY REPRESENTATIVES AND/OR RETIREE HEALTH INSURANCE SERVICE PROVIDERS OF THE CITY. CONSISTS OF FIVE (5) MEMBERS - THE CONTROLLER/TREASURER, HUMAN RESOURCES DIRECTOR, CITY MANAGER, AND TWO (2) ELECTED CITY OFFICIALS.

(A) SCOTT W. COLE
(B) MATTHEW J. LINDELL

A. APPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT SLAVIN (CONTINUED)

(4) POLICE PENSION PLAN - RETIREMENT COMMITTEE - THIS COMMITTEE SHALL ADMINISTER THE [RETIREMENT] PLAN AND SHALL HAVE THE POWER AND THE DUTY TO TAKE ALL ACTION AND TO MAKE ALL DECISIONS NECESSARY OR PROPER TO CARRY OUT THE PLAN. CONSISTS OF SEVEN (7) MEMBERS - TWO (2) ELECTED CITY OFFICIALS, THE CITY MANAGER (EX-OFFICIO), CHIEF OF POLICE (EX-OFFICIO), AND THREE (3) ELECTED BY MEMBERS OF THE PLAN TO THREE (3) YEAR STAGGERED TERMS, WITH ELECTIONS HELD IN JANUARY AND PRESENTED TO COUNCIL FOR CONFIRMATION.

(A) DAVID L. ANDERSON
(B) BRIAN E. LEWIS

(5) CENTRAL DELAWARE CHAMBER OF COMMERCE (LIAISON MEMBERS) - MEETS THE 2ND TUESDAY OF EACH MONTH AT 7:30 A.M. AT 160 GREENTREE DR., SUITE 203
(A) MAYOR ROBIN R. CHRISTIANSEN, EX-OFFICIO (NON-VOTING MEMBER)
(B) KIRBY HUDSON, ASSISTANT CITY MANAGER (NON-VOTING GUEST)

(6) CITY/COUNTY COMMITTEE (LIAISON TO KENT COUNTY)
(A) MAYOR ROBIN R. CHRISTIANSEN
(B) COUNCIL PRESIDENT SLAVIN
(C) WILLIAM F. HARE
(D) FRED A. NEIL
(E) TANNER WM. POLCE
(F) DONNA S. MITCHELL, ACTING CITY MANAGER

(7) KENT COUNTY TOURISM BOARD OF DIRECTORS (VOTING LIAISON)
MEETS THE 3RD THURSDAY OF EACH MONTH (EXCEPT AUGUST) AT 7:30 A.M. AT THE KENT COUNTY TOURISM OFFICE, 435 NORTH DUPONT HIGHWAY (UNLESS MOVED TO ANOTHER LOCATION).
(A) FRED A. NEIL

(8) KENT ECONOMIC PARTNERSHIP BOARD OF DIRECTORS (VOTING LIAISON MEMBER)
MEETS THE 3RD TUESDAY OF EACH MONTH AT 8:00 A.M. AT 555 BAY ROAD

(A) DAVID L. ANDERSON

B. APPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN

(1) DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS - TO PROMOTE THE PUBLIC WELFARE OF THE RESIDENTS OF THE CITY OF DOVER BY PROMOTING AND FURTHERING THE DEVELOPMENT OF THE ECONOMIC, CULTURAL, AND HISTORIC RESOURCES IN THE DOWNTOWN AREA, AND TO IMPROVE THE OPPORTUNITIES FOR JOB CREATION, BROADEN THE TAX BASE THROUGH THE DEVELOPMENT OF THE COMMERCIAL AND RESIDENTIAL POTENTIAL OF THE CENTRAL DOVER AREA, AND TO MAINTAIN AND RESTORE THE HISTORIC ARCHITECTURAL AND COMMUNITY QUALITIES OF THE DOWNTOWN AREA CONSISTENT WITH THE GOALS OF THE NATIONAL MAIN STREET PROGRAM.

CONSISTS OF TWENTY-ONE (21) DIRECTORS APPOINTED FROM TWO (2) CATEGORIES: GOVERNMENTAL AGENCY APPOINTEES AND APPOINTEES FROM THE PRIVATE SECTOR.

B. APPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN (CONTINUED)

(1) DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS (CONTINUED)

GOVERNMENTAL AGENCY APPOINTEES: FIVE (5) INDIVIDUALS, EITHER ELECTED OR APPOINTED FROM WITHIN THE GOVERNMENT OF THE CITY OF DOVER INCLUDING THE CITY MANAGER, THE CITY PLANNER, AND THREE (3) MEMBERS OF CITY COUNCIL (THESE INDIVIDUALS SHALL BE NOMINATED BY THE MAYOR AND CONFIRMED BY CITY COUNCIL AND WILL SERVE ON THE BOARD AT THE PLEASURE OF THE MAYOR AND COUNCIL); AND FIVE (5) REPRESENTATIVES FROM STATE GOVERNMENT, INCLUDING ONE (1) APPOINTED BY THE MAYOR AND CONFIRMED BY CITY COUNCIL; TWO (2) APPOINTED BY THE GOVERNOR (ONE (1) FROM THE OFFICE OF ECONOMIC DEVELOPMENT, AND ONE (1) FROM THE OFFICE OF THE SECRETARY OF STATE); THE ELECTED STATE SENATOR FROM THE 17TH SENATORIAL DISTRICT; AND THE ELECTED REPRESENTATIVE FROM THE 31ST REPRESENTATIVE DISTRICT.

CITY OF DOVER GOVERNMENT (5) - APPOINTED BY THE MAYOR AND CONFIRMED BY COUNCIL

(A) ACTING CITY MANAGER, DONNA S. MITCHELL
(B) ACTING CITY PLANNER, DAVID S. HUGG III
(C) COUNCILMAN DAVID L. ANDERSON
(D) COUNCILMAN WILLIAM F. HARE
(E) COUNCILMAN FRED A. NEIL
(F) MAYOR ROBIN R. CHRISTIANSEN (EX-OFFICIO MEMBER)

(2) ELECTION BOARD - TO OVERSEE THE MUNICIPAL ELECTIONS, AS WELL AS TO SERVE AS AN ADVISORY BOARD TO COUNCIL ON SUCH MATTERS AS VOTER REGISTRATION, MUNICIPAL ELECTIONS, ELECTION RULES AND REGULATIONS, AND POLLING LOCATIONS FOR CITY ELECTIONS.

CONSISTS OF FIVE (5) MEMBERS, WITH THREE (3) YEAR TERMS, TO BE APPOINTED BY THE MAYOR AND CONFIRMED BY COUNCIL DURING THE ANNUAL MEETING. ONE (1) MEMBER APPOINTED FROM EACH OF THE FOUR (4) COUNCIL DISTRICTS AND ONE (1) APPOINTED AT-LARGE. EACH MEMBER MUST BE A CITIZEN OF THE U.S., A REGISTERED VOTER OF THE CITY, AND HAVE RESIDED IN THE CITY FOR ONE (1) YEAR PRIOR TO THE APPOINTMENT. THE MAYOR AND MEMBERS OF COUNCIL, THEIR PARENTS, SPOUSE, OR CHILDREN, SHALL NOT BE ELIGIBLE FOR APPOINTMENT TO THE ELECTION BOARD.

(A) LELAND S. BERRY - AT-LARGE
(B) M. MILFORD CALDWELL - FOURTH DISTRICT

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.

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

06/26/2017 - Scheduled for Final Reading
06/12/2017 - 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: