REGULAR COUNCIL MEETING
AGENDA

AUGUST 14, 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 COLE

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. OPEN TOWN MEETING OF JUNE 28, 2017**
   - **B. SPECIAL COUNCIL MEETING OF JULY 24, 2017**
   - **C. REGULAR COUNCIL MEETING OF JULY 24, 2017**

2. **PRESENTATION - RECOGNITION OF SERVICE - LESTER L. BLAKEMAN, SR. - UTILITY COMMITTEE (MAY 2011 - JUNE 2017)**

3. **PRESENTATION BY COUNCILMAN SUDLER - COMMUNITY ENHANCEMENT FUND DONATIONS**
   - **A. MT. ZION AME CHURCH**
   - **B. NORTHNODE COUNSELING GROUP**
   - **C. VICTORY CHURCH**

4. **PRESENTATION - NCALL (NATIONAL COUNCIL ON AGRICULTURAL LIFE & LABOR RESEARCH FUND, INC.)/RESTORING CENTRAL DOVER - HOUSING PLAN**

5. COUNCIL COMMITTEE OF THE WHOLE REPORT - JULY 25, 2017

A. SPECIAL PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

* **(1) REQUEST FOR LETTER OF INTRODUCTION TO THE STATE SECRETARY OF AGRICULTURE TO REQUEST AN ASSESSMENT OF CONTINENTAL PARK (THOMAS DIX)**

(COMMITTEE RECOMMENDED ASSISTING COLONEL DIX WITH A LETTER OF TECHNICAL ASSISTANCE FROM THE CITY ON HIS BEHALF)

* **(2) DISCUSSION CONCERNING SAFETY AND VANDALISM ISSUES AT CITY PARKS**

(COMMITTEE ACTION NOT REQUIRED)

* **(3) CONTINENTAL PARK'S WORKSHOP UPDATE**

(COMMITTEE RECOMMENDED ACCEPTANCE OF THE REPORT)

(4) BACK TO SCHOOL GIVEAWAY AND RIB-OFF FUNDRAISER INITIATIVE

(COMMITTEE FORWARDED TO CITY COUNCIL WITHOUT A RECOMMENDATION)

* **(5) MEETING AT GROTTOS PIZZERIA TO UPDATE COMMUNITY VOLUNTEERS ON FUTURE ACTIVITIES AND EVENTS FOR CITY PARK PROGRAMS**

(COMMITTEE ACTION NOT REQUIRED)

* **B. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE**

(1) DEBRIEFING/POST-MORTEM ON FIREFLY MUSIC FESTIVAL (PRESENTATIONS BY THE DEPARTMENT OF PLANNING AND INSPECTIONS AND THE DOVER POLICE DEPARTMENT)

(COMMITTEE ACTION NOT REQUIRED)

(2) REVIEW OF CHAPTER 59 OF THE DOVER CODE - JUVENILE CURFEW (SUDLER)

(COMMITTEE ACTION NOT REQUIRED)

(3) TRAFFIC SAFETY ISSUE ON KENTON ROAD (FOX HALL AND FOX HALL WEST AREA) (LINDELL AND POLCE)

(COMMITTEE ACTION NOT REQUIRED)

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

(1) PROPOSED RESOLUTION NO. 2017-10 - ESTABLISHING THE "MAKING DOVER PROSPER" INITIATIVE (ANDERSON)

(COMMITTEE RECOMMENDED ADOPTION OF PROPOSED RESOLUTION NO. 2017-10)

(2) STRENGTHENING OF THE TAX EXEMPTION REVIEW PROCESS (2017 BUDGET REVIEW - HARE)

(COMMITTEE ACTION NOT REQUIRED)

(3) HEALTHCARE SUMMARY OF PROPOSALS

(COMMITTEE ACTION NOT REQUIRED)

* **6. MONTHLY REPORTS - JUNE 2017**

A. CITY ASSESSOR'S REPORT
B. CITY COUNCIL'S COMMUNITY ENHANCEMENT FUND REPORT
C. CITY MANAGER'S REPORT
D. CITY PLANNER'S REPORT
E. CONTROLLER/TREASURER'S BUDGET REPORT (PRE-AUDIT)
F. FIRE CHIEF'S REPORT
G. POLICE CHIEF'S REPORT

* **7. QUARTERLY REVIEW OF CAPITAL INVESTMENT PLAN (CIP) (APRIL, MAY, AND JUNE) (PRE-AUDIT)**

* **8. QUARTERLY REVIEW OF OPERATIONS/REVENUES - PASSPORT ACCEPTANCE FACILITY**

9. LIMITED PROFESSIONAL SERVICES CONTRACT FOR ELECTRIC UTILITY
(STAFF RECOMMENDS APPROVAL OF THE CONTRACT)

* **10. APPOINTMENT OF ACTING CONTROLLER/TREASURER**
(STAFF RECOMMENDS THE APPOINTMENT OF LORI PEDDICORD AS ACTING CONTROLLER/TREASURER)

* **11. APPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN**

A. ETHICS COMMISSION - LISA M. ENRIGHT - FIVE YEAR TERM TO EXPIRE JULY 31, 2022 (TO FILL THE EXPIRED TERM OF ANDREW S. MORELAND)

B. PUBLIC ADVISORY COMMITTEE OF THE DOVER/KENT COUNTY MPO - C. DAVID JAMISON - TWO-YEAR TERM TO EXPIRE JULY 2019 (TO FILL THE EXPIRED TERM OF KAREN MCGLOUGHLIN (AT-LARGE ALTERNATE))

* **12. 2017/18 ANNUAL APPOINTMENT RECOMMENDED BY COMMITTEE CHAIR (DEFERRED DURING THE ANNUAL MEETING OF MAY 8, 2017)**

A. PARKS, RECREATION, AND COMMUNITY ENHANCEMENT SUBCOMMITTEE - DR. KIM WARFIELD - ONE YEAR TERM TO EXPIRE MAY 14, 2018 (TO FILL THE EXPIRED TERM OF ANN BAKER HORSEY)

13. FINAL READING - PROPOSED ORDINANCE #2017-09
THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF JULY 24, 2017. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS OR ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

A. PROPOSED ORDINANCE #2017-09 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE IV - OFFICERS AND EMPLOYEES, DIVISION 1 - GENERALLY, SECTION 2-201 - COMPENSATION AND EXPENSES FOR MAYOR, COUNCIL, EMPLOYEES AND OTHER ELECTED OR APPOINTED OFFICIALS

14. ACTING CITY MANAGER'S ANNOUNCEMENTS

15. COUNCIL MEMBERS' ANNOUNCEMENTS

16. ADJOURNMENT

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EXECUTIVE SESSION PURSUANT TO:

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

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

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

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

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OPEN TOWN MEETING

An Open Town Meeting was held on June 28, 2017 at 6:00 p.m. with Mayor Christiansen presiding. Council members present were Mr. Anderson (arrived at 6:03 p.m.), Mr. Sudler (arrived at 6:24 p.m.), Mr. Neil, Mr. Polce, and Mr. Lindell. Mr. Lewis, Mr. Cole, Mr. Hare, and Mr. Slavin were absent. Mrs. McDowell was also present.

REPORT OF THE MAYOR'S BLUE RIBBON PANEL ON HOMELESSNESS

Mayor Christiansen welcomed everyone to the Open Town Meeting, noting that the Mayor is authorized by the tenets of the City's Charter to hold a quarterly town meeting. He thanked the members of the Mayor's Blue Ribbon Panel on Homelessness for bringing information forward and noted that the Panel's recommendations would be presented by Dr. Jerome Abrams, Chair.

Mayor Christiansen explained that members of the homeless community and those who cater to that community had brought questions, concerns, and issues to City Council over the last 12 to 13 months. He advised that under the tenets of the Open Forum segment of City Council meetings Council members had not been allowed to comment. Mayor Christiansen stated that he felt that the City owed it to those currently providing services and those who wish to provide services to the less fortunate in the community to come up with a game plan to assist those individuals. He advised that most members of City Council had, as individuals, taken on projects and assisted the less fortunate, and he commended members for their efforts. Mayor Christiansen indicated that there was not a member of City Council who did not feel compassion for the homeless, and the Blue Ribbon Panel was put together to address the issues. He explained that the next steps would be to put a task force in place and to develop meaningful programs and partnerships in the community to address the issues that everyone in the room and the entire community of Dover were concerned about.

Mayor Christiansen asked the members of the Blue Ribbon Panel to stand and be recognized, commended them for their efforts, and thanked them for their labor of love. He noted that they had been given 60 days to perform their task and were granted an extension in order to present a quality product that will eventually answer the needs of the less fortunate in the community. Mayor Christiansen stated that when the Mayor's Challenge to End Veterans Homelessness began, he had acknowledged that it would not be possible to end homelessness among all veterans and, likewise, it would not be possible to end all homelessness among the civilian population. He noted that some veterans and civilians choose to be homeless; however, a concerted effort would be made to develop partnerships to address the issues brought forth by the Blue Ribbon Panel.

Dr. Jerome Abrams, Chair, Mayor's Blue Ribbon Panel on Homelessness, read a statement, as follows:

> I want to start by thanking Mayor Christiansen for the honor of naming me as chairman of his Blue Ribbon Panel to End Homelessness in Dover. It has been a privilege to serve in this capacity and I deeply appreciate the opportunity I was given to work on this important project. As you may or may not know, I have served on the Board of Directors of the Dover Interfaith Mission for Housing [DIMH] for the past 4 years, and in this capacity I have learned a great deal about the issues surrounding homelessness in general and its impact locally. I have gotten to know some truly remarkable individuals; both folks who are dedicated to helping the

homeless and those who are struggling with homelessness themselves. I initially became involved in DIMH as a result of seeing for myself the devastating impact that lack of stable housing had on a number of my patients. As I began volunteering at the shelter I came to realize the enormous scope of the problem as well as the myriad efforts currently underway to provide help for those who are struggling. What I discovered was that there is not an overall coordination of those efforts. Although the various agencies and organizations endeavor to work with each other, there is no recognized centralized system in place whose goal it is to ensure that organizations, funding and individual and group efforts are utilized to their maximum potential. My vision for the Mayor's panel was to facilitate establishing such a system.

Mayor Christiansen charged the panel with moving expeditiously to formulate a plan and provide a report to the Dover City Council within 60 days. When the panel first convened and came up with a work plan, it quickly became apparent that in order to respond to our charge with the thoroughness and comprehensiveness which we felt the project deserved, 60 days was just not realistic. We informed the Mayor of this and he expressed his understanding and support and responded by saying "Take all the time you need." I am here tonight to present you with the results of our efforts. I must admit, however, that given the enormity of the task of adequately addressing the needs of the homeless population in our community, we are not able to claim that we have discovered a "magic solution" to the problems. Instead, what we have to offer is a road map; a plan, which we feel will point us in the direction to which we should go. We started out at our first meeting agreeing that the goal is to end homelessness in the Dover community this very year. Is it an achievable goal? Perhaps not-after all, the year is already halfway over. But we felt that by expressing that goal we emphasized the urgency which we feel the situation requires.

Before I go any farther, I would like to take a moment to thank the members of the panel for their time and efforts. Their true concern was evident in the seriousness with which they approached the work of the panel. Together we sought to be inclusive, sympathetic and innovative. We are fortunate to have such dedicated, hard working members in our community who are willing to open their hearts and minds to work together to improve the lives of those who need our help.

Also I would like to acknowledge and thank all of those who came to our meetings to give testimony and participate in our discussions. They included both representatives of organizations and agencies who we asked to make presentations and members of the community who came voluntarily to our open public meetings to make their voices heard to make sure that we understood how things are from their points of view. I'd especially like to thank those who came who have actually experienced homelessness themselves. They allowed us to put actual faces on problems and help us understand the many unique circumstances which result in a person becoming a statistic.

Hopefully you have all received advance copies of the report and have had the opportunity to at least glance at the summary if not read it in detail. What I would

like to do is to go over the report and emphasize what I believed are the key points and then point out our conclusions and recommendations. After that, we can open it up for discussion. Several members of the panel are here tonight and hopefully can participate in the discussion and help with any questions which require further explanation. *(City Clerk's Office Note: Subsequent to the meeting, the report entitled "A Housing Pathway for the Homeless" was revised to include the City seal, the date of the meeting, and a sentence stating that "Code Purple will always remain in effect when the outside temperature reaches 32 degrees or below.")*

So to begin with, the panel collectively decided that we should base our recommendations on a set of core values. Although we identified many values worthy of inclusion, we challenged ourselves to limit them to 3 because, as one of our members quoting a noted psychologist said, more than 3 core values lessens the impact and just confuses things. So the 3 core values we agreed on were as follows:

1. Housing comes first! Homeless individuals frequently have other problems both because of their situation and as causes of their homelessness. These include mental health issues, addictive behaviors, legal problems and problems unique to veterans. In order to provide comprehensive assistance these have to be acknowledged and addressed. However, we believe it is important to emphasize that the primary goal is to provide immediate shelter and then secondarily to address their co-morbid conditions. Address the need for housing first! Once the person has a roof over his or her head then he or she should have access to all the services which they require. Access should be unconditional and non-discriminatory. Recognize that homelessness is a situation, mostly not of a person's choosing, and it does not define who they are. These are people who at a particular place and time lack housing. They deserve the same amount of human dignity as anyone else.

2. Once immediate shelter needs have been addressed, individualized issues should be identified and addressed by appropriate referrals. Hopefully this will enable the individuals to progress toward more stable housing situations.

3. Family units should be respected and supported. Although many if not most of the homeless are alone, couples, single parents with minor children and family relationships of all types including "non-traditional" families should be afforded housing opportunities which keep those families intact.

We estimate that there are between 300-400 homeless adults in the greater Dover area. That is a difficult number to ascertain and ongoing efforts are underway to refine and verify that number. But, by counting the number of unique individuals who signed in at Code Purple and the DIMH Resource Center and unscientific head counts, that seems to be a reasonable working number. While every situation is

unique, we thought it useful to try to group individuals together according to similar housing needs in order to provide a framework which addresses common needs. We identified 7 such groups:

1. The transient homeless. These are those who have been adequately housed but due to a sudden loss found themselves out on the street. Many of those have jobs and incomes. But due to a lack of affordable local housing they find themselves in need of immediate shelter until they can get back on their feet.

2. The Unemployed. These are individuals who lack stability in their lives and need help obtaining employment. For a variety of reasons they are relatively unemployable and need both temporary shelter and various types of assistance leading to an income stream and access to highly affordable housing.

3. The unemployable. These are primarily the disabled who subsist on SSI, disability income, welfare. Their need is for long term low income housing-possibly with the opportunity for part-time jobs to augment their inadequate subsidies and opportunities for volunteering, which should be sought and encouraged.

4. The chronically homeless. We must acknowledge that some individuals are homeless by choice. Many have severe mental health issues which render them unable or unwilling to participate in structured programs. Unfortunate though their situations may be they are entitled to freedom from coercion. Some efforts should be made to make them aware that help is available should they choose to avail themselves of it, however we feel that resources should be primarily allocated towards those wanting and seeking assistance and are willing to put forth efforts to obtain it.

5. Families with dependent children. These are mostly single parents, mostly women. There are facilities to address their needs but not enough currently to meet the demand. Additional housing adequate to suit their needs is necessary.

6. Young adults. These are primarily graduates of the foster care program but also include a transient population. It is difficult to get a handle on the size of this group as they are highly adaptable to unstable housing situations such as crashing on couches and so are often invisible.

7. Veterans. This group has already received a lot of support. Many services are available to homeless veterans as a result of recognized gratitude for their service to our country. They have many unique needs related to their military service. Efforts to help this group should consist of identifying

those in need and connecting them with services which are available and to which they are entitled.

We believe that it is useful to consider housing needs as consisting of 3 distinct, though interconnected, phases. Addressing those needs entails a process of helping individuals advance from one phase to the next, ultimately leading to a more permanent solution for them. Although not everyone will need all of the services, it is important to ensure that those services are readily available and easily accessible.

Phase 1 is immediate needs. This includes emergency shelter for protection from the elements, safety, health care needs and access to case workers who can begin to assess individual needs and make appropriate referrals for services. It cannot be stressed too strongly how important case management is. Having services in place is mandatory but the lack of the ability to find and access those services prevents many from getting the help that they need. Although we recognize that resources are tight, the answer to the question of where to allocate those funding to get the most "bang for the buck" is overwhelmingly clear. We need more CASE MANAGERS.

Phase 2 is transitional housing. The lack of adequate temporary housing is a problem. There are currently 3 facilities in the area: DIMH has a capacity of 36 men; People's Place/ Whatcoat Shelter and Shepherd Place provide temporary housing for women and their children. Additional transitional beds are needed and suggestions for developing unused properties in the community are discussed in the written report.

Phase 3 is affordable longer term living arrangements. There just isn't enough low income housing available locally. The cost of a single housing unit in Dover is in the range of $1000-$1200/month. Although 70% of the homeless are working, that cost exceeds the means of many, if not most, minimum wage employees. In our report, we provide several recommendations for the development of basic highly affordable housing. We emphasize that this development must include ongoing assistance in the form of individualized case management, job skills training, life skills education and personalized encouragement and support. In the body of the report are detailed analyses of how such facilities can be financially viable and self-supporting. These facilities can take various forms including large group homes, multi-family dwellings and Tiny Homes communities. However building codes and housing regulations can present barriers. All of these approaches are worth pursuing and they are by no means mutually exclusive.

So what are our recommendations?

In order to keep things simple, we have identified 5 specific steps that we believe the city council should approve and implement:

1. Immediately create a homelessness task force. This should comprise a group of 12 -15 members with specific skills and authority. They should

have the knowledge and power to implement changes to existing housing codes and regulations which could impede the construction of housing including redevelopment of existing vacant properties. The initial focuses of the task force should be to expand the physical space for homeless people to gather during the day other than the Dover Public Library and to develop highly affordable rental housing that provides limited personal space in exchange for very low rents. Recommendations for members of the task force have been provided to the Mayor.

2. Identify a specific individual to serve as a housing liaison - a point of contact in order to centralize efforts and foster greater cooperation and to address issues regarding plan implementation.

3. Identify suitable buildings and properties to meet objectives. This includes both vacant buildings and city owned undeveloped land.

4. Devise a plan to rehab those properties and unutilized housing stock.

5. Put a permanent nonprofit organization in place to implement the plan, apply for funding and allocate resources. Currently, no such organization exists. A new one could be formed or an existing organization such as DIMH cold be strengthened and given additional authority and resources.

I would refer you to the full report which goes into great detail regarding specific proposals for developing additional transitional housing as well as affordable low cost long term housing.

After 4 months of hearings and deliberations, the Mayor's task force is optimistic in reporting that there are workable affordable solutions to the problems of homelessness in Dover and with the commitment of the Mayor and City Council, Dover can succeed.

Please allow me to quote from the conclusion of our report:

Eliminating Homelessness in Central Delaware

In conclusion, the Panel acknowledges this is a long-term prospect which will be challenging on many fronts not the least of which is funding. Any discussion of funding cannot take place without the acknowledging and tabulating the actual costs to a community caused by homelessness itself. Among these are:

- Medical costs: emergency room visits, detoxification, mental health support
- Law enforcement: use of local and state policing to respond and manage crisis

- Justice/Legal system: court costs and incarceration costs
- Costs to public facilities which the homeless frequent when they are not sheltered

These costs have not been tabulated to date in central Delaware because of barriers such as HIPAA. Delaware's Continuum of Care is currently attempting to compile these costs.

The Panel is confident that solutions will be found that will lead to permanent housing for those in our community who are experiencing homelessness. And this will improve the quality of life of all community members.

We urge the Mayor and local leadership to begin today by forming the Task Force which will be charged with amending codes, deciding governance, enabling free flow of information and resources, finding funding, and implementing the phases as outlined here.

Thank you for giving me the opportunity to speak before you today and for your attention.

Mayor Christiansen stated that he guaranteed that the next step would be the formation of a task force, including the recommendations that were provided for the make-up of the task force.

Mr. Anderson thanked everyone who had been engaged in this process, including members of the Panel, members of the public who had been attending almost every meeting and had provided input, and the citizens who cared about this issue. He questioned if there had been consideration of the people who were not ready to live in individual housing. Mr. Anderson explained that, due to a settlement regarding the mistreatment of patients at the State hospital, the State had released patients from the mental hospital. He advised that the State had committed to self-sustaining, multi-person living arrangements at that time and was supposed to allocate funds for these types of living arrangements; however, it did not seem that this had happened on any great scale. Mr. Anderson indicated that people frequently are able obtain initial mental health treatment and are supposed to have a place to be released to; however, they end up on the streets. He stated that this was an additional element to consider and noted that he had not heard a real emphasis on sober living housing mentioned. Responding, Dr. Abrams advised that sober living was one (1) of several approaches and solutions that should be looked into. He indicated that mental health challenges, including psychiatric illness and drug and alcohol addiction, were probably the biggest, most frequent, and most difficult challenges to solve. Dr. Abrams stated that there was a need to address these issues and the Panel did not have an answer to them. He emphasized that the Panel felt that when people with those types of problems are homeless, the homelessness should be addressed first. Dr. Abrams indicated that a roof must be provided overhead before trying to solve these problems.

Mr. Anderson stated that he had worked with a bright gentleman who worked as an engineer for a major medical company in Delaware but suffered a head injury that fully affected his thinking. He explained that, as a veteran, this individual was able to obtain help and get off the street; however,

he kept returning to the street because of his behavior, which was affected by his injury. Mr. Anderson advised that this individual would remove all of his money from the bank at the end of the month and take it to a bar, and he was often robbed while he was drunk and unconscious. He would then be evicted and wonder why this occurred. Mr. Anderson stated that he appreciated the statement about housing first; however, in his experience, other services cannot wait if housing is to be sustained. He indicated that money and resources were limited and could be wasted if other services were not provided simultaneously with housing. Mr. Anderson explained that his church had provided apartments for people and helped them to obtain jobs, and there had been success stories when housing was connected with other resources. He stated that before using this combined approach, his small church had sometimes wasted their limited resources.

Dr. Abrams stated that he concurred with Mr. Anderson, noting that case managers were needed, in addition to putting roofs over people's heads. Dr. Abrams advised that it was not just a matter of placing people somewhere, wishing them luck, and forgetting about them. He expressed the need for case managers to work and have relationships with these individuals over a long period of time to guide and direct them. Dr. Abrams explained that the homeless have longstanding problems that will not be solved overnight. He expressed the need to get them someplace safe and then begin working on obtaining additional services, while continuing to work with them. Mr. Anderson stated that he agreed.

Mayor Christiansen stated that when he went to Washington, D.C. to talk about veterans' homelessness with First Lady Michelle Obama and Second Lady Jill Biden, he was advised that the key to ending homelessness and other issues was for an individual to have an address. He expressed his belief that this was a wise approach.

Mr. Anderson noted that sex offenders cannot live just anywhere because they cannot reside close to a day care or school, for valid reasons; however, this makes things difficult for them. He also indicated that the State should focus on what a sex offender is because, in his opinion, the sex offender net was currently too broad. Mr. Anderson indicated that the unique challenges of sex offenders may have to be considered specifically because there was a disproportionate number of sex offenders in the homeless population, due to the current restrictions. He stated that there may be a need to think about unique circumstances for those who would not fit into the general housing stock. Responding, Dr. Abrams noted that sex offender status affects not only an individual's ability to find adequate housing but also their ability to seek employment. He explained that once someone is on the sex offender roll it is difficult to get off. Dr. Abrams noted that even if an offense was committed years ago, the stigma stays with an individual for a long time.

Mr. Anderson stated that he had seen a person with a perfect resume apply for a delivery job, and the resume seemed too good for the position. He explained that he found the individual listed on the sex offender list for child pornography. Mr. Anderson stated that this person could not be used to make deliveries since they would be going into people's homes.

Ms. Jeanine Kleimo, DIMH Chair and a member of the Mayor's Blue Ribbon Panel on Homelessness, advised that DIMH is one (1) of the few places in Delaware and the only place in southern Delaware that houses sex offenders, noting that she was very familiar with this issue. She indicated that she had helped to write the report, and she had not included the sex offender subset

of the population so that the report would not be alarming to people who are not familiar with this issue. Ms. Kleimo advised that DIMH had considerable success in working with the sex offender population and found them highly motivated and ready for any available opportunities. She stated that sex offenders absolutely must be included in the plan, and she wanted members to understand the reason why this was not made explicit.

Mr. Neil commended the entire group who worked on the report, stating that it was a marvelous blueprint but only a first step, and many things must be worked out. He indicated that he is in the business of trying to keep people in their homes in Delaware, noting that he was referring to those who own their homes and lease the land. Mr. Neil explained that, as the rents rise and communities are not maintained in healthy conditions, these homeowners leave and become homeless. He stated that there is not enough affordable housing in the State. Mr. Neil expressed his belief that, by working with the Delaware Housing Coalition, Milford Housing Development Corporation, Diamond State Community Land Trust, and National Council on Agricultural Life and Labor Research (NCALL), homes and probably communities could be purchased, improved, and used to put people in permanent housing. He stated that, unfortunately, the State of Delaware does not enforce its own laws, and the 55+ community where he resides was facing a sale because it is on leased land. He noted that, even though the residents want to purchase the land, sometimes the General Assembly does not hear them well.

Mr. Neil questioned whether the 37,000 citizens in the City would pay for a problem that is not just a City problem but a national, State, and County problem as well. He asked how many additional homeless people would gravitate to the City if the problem was solved successfully. Mr. Neil noted that, during the Regular City Council Meeting held on June 26, 2017, a homeless gentleman had stated that he was from Virginia, and others had indicated during previous meetings that they were from Maryland, California, and other areas. Mr. Neil stated that Seattle's experience was that they had to keep expanding their facilities for the homeless, and that this must be part of the consideration going forward. He asked if the approach taken would be for anybody who is homeless or if it would be restricted. Mr. Neil noted that those with passion would state the need to take care of everybody; however, he questioned if this burden would then fall strictly on the taxpayers of the City and where resources would come from. He indicated that buildings that were being discussed were not habitable and asked who would pay. Mr. Neil stated that any group home, whether a tiny home or big building, would need governance, noting that problems would happen because people are human. He reiterated that the report was a good start; however, he questioned if consideration had been given to who would pay for this, other than through grants, and who would benefit from what the City does.

In response, Dr. Abrams stated that the Panel envisioned having an organization in place that could apply for funding and receive money to get group homes or tiny homes off the ground. He advised that once these places are established and a governance organization is put together, the undertaking would become self-sustaining and financially viable. Dr. Abrams indicated that the government and the City's citizens do not have unlimited funds to support people indefinitely, but the idea would be to house individuals, give them training, get them jobs, and get them to the point that they are self-sustaining. He stated that the City's role would be to put the systems in place to help people to help themselves.

Mr. Polce thanked Dr. Abrams and the Panel for their efforts. He stated that this conversation was happening simultaneously up and down the State, from Wilmington to Georgetown and Seaford. Mr. Polce expressed the need to coordinate resources and appropriate them adequately and specifically to high targeted areas. He stated that he challenged the notion that case managers were needed, noting that the need was for community health workers. Mr. Polce explained that the community health worker model was formed at the University of Temple and had been very successful in the City of Seattle. He advised that community health workers are intensified case workers or health navigators, and their scope of practice is on the front lines. Mr. Polce indicated that these individuals would be dispersed in high targeted areas and work around co-morbidity specific to addiction and behavioral health, which are two (2) of the primary sources of homelessness. He applauded Dr. Abrams and the Panel for recognizing that the shelter or home first approach is the adequate and correct way to go. Mr. Polce advised that once homeless individuals are identified and sheltered, their treatment can begin through partnerships and relationships with the Department of Labor, not-for-profit organizations who work to increase the work force, and the health sector.

Mr. Polce stated that the present was a great time in central Kent County in the arena of health, noting that the Delaware Center for Health Innovation (DCHI) had launched the Dover-Smyrna Healthy Neighborhoods subgroup. He advised that this subgroup went to the heart and spirit of the report of the Mayor's Blue Ribbon Panel on Homelessness. He encouraged his colleagues, as well as the Mayor, to look to this DCHI working group as a thought partner as the task force is developed and the Panel's recommendations are furthered.

Mr. Lindell thanked the Panel for their efforts. He noted that it was stated in Part 1 of the recommendations that any effort needed to be a joint City/County/State effort. Mr. Lindell asked if there was any discussion regarding the economic situation being faced by the State, which would come down to the County and local governments. He noted that each organization was receiving different funds from the State, noting the potential for groups to compete against one another for the scraps that are left rather than focusing on the issue. Mr. Lindell questioned if there had been discussion on how to bridge this issue. He agreed with Mr. Neil that this responsibility could not fall just on City taxpayers and there must be a cooperative effort; however, he indicated that the emphasis at the State level was on cuts. Responding, Dr. Abrams advised that cooperation was a key point because funding was limited and it was not desired for similar groups to vie for the same funds.

Ms. Kim Brockenbrough, Delaware State Housing Authority (DSHA), 18 The Green, and a member of the Mayor's Blue Ribbon Panel on Homelessness, stated that DSHA's goal was to identify available sources. She explained that DSHA uses some competitive funding for building and renovating properties. Ms. Brockenbrough advised that the federal government has other grants; however, she explained that a plan must be in place, which must be more than a blueprint and must be ready to implement, with partners in place. She stated that the Blue Ribbon Panel planned to look at funding sources with the task force and consider how to leverage funds to make different pieces of the plan happen through existing State and federal funds. Ms. Brockenbrough noted that there was a question about whether these funds would exist in the future; however, it was assumed that they would continue to be available.

Mr. Sudler asked what information or financial resources Kent County had that may be available to the City or State. Mr. Allen Angel, Kent County Levy Court Commissioner and a member of the Mayor's Blue Ribbon Panel on Homelessness, stated that the County typically starts working on its budget in October, noting that their recent budget process was finalized in May 2017. He noted that the State may decide to take funds away or stop funding some of the programs during their discussions scheduled for Friday, June 30, 2017, which could hurt the County and they would have to go back and review the budget. Mr. Angel stated that there was no extra funding that he knew of.

Mr. Sudler asked if any funding had been allocated for the homeless by the County. In response, Mr. Angel advised that there was an initial allocation from the County of approximately $3,250 when Code Purple started.

Ms. Margie Cyr, Dover Public Library Director and a member of the Mayor's Blue Ribbon Panel on Homelessness, referred to Mr. Lindell's comments about the need for cooperation between agencies and explained that one (1) of the most critical points of the proposal was that no project could be successful without the City, County, and State working together cooperatively. She advised that homelessness was not just a City or County problem, but also a State problem. Ms. Cyr stated that one (1) of the Blue Ribbon Panel's recommendations was for a liaison to work with all the agencies that are already working on the issues, noting that there was no one to coordinate. She advised that the Panel had discussed that it did not benefit anyone in the long run for the different agencies to compete for the same pot of money since everyone needed to work together to make the most of the limited available resources. Ms. Cyr indicated that this was why a liaison was so important.

Mr. Sudler asked if the State Human Relations Commission (SHRC) had been considered as an agency liaison and suggested this option. He explained that he is an SHRC Commissioner and that the SHRC enforces housing and is a State agency. Mr. Sudler advised that the SHRC is the only commission that has representation from the Department of Justice. Responding, Ms. Cyr indicated that the Panel had not discussed who the liaison should be or where the liaison should come from. She stated that the Panel believed the task force should make this decision as one (1) of their first steps. Mr. Sudler suggested that Ms. Cyr convey to the task force that he had offered the SHRC as a liaison.

Ms. Kleimo stated that, in regard to Mr. Neil's point about the cost of addressing homelessness, she wished to emphasize that there are costs to homelessness that had been pointed out in general terms but were difficult to quantify. She explained that when it is made possible for homeless people to go back to work, they contribute to the economy. Ms. Kleimo advised that DIMH alone generates a wage bill in excess of $3M per year on the part of the people that they put back to work, which she explained was substantial in terms of people contributing to the local tax base and generating revenue that could be used for a variety of purposes, including taking people off the streets.

Mr. Lindell stated that economic development is another issue, noting that it is said that a rising tide lifts all boats. He asked if there had been discussion about offering incentives to businesses to hire homeless individuals who may be qualified for particular jobs. Mr. Lindell advised that having a job may not be enough initially to place someone in a home, but it would get them on their feet and be a step in the right direction. In response, Dr. Abrams stated that it had been pointed out to the

Panel that there was not a lot of funding available through the City and, although he thought offering incentives was an excellent idea, he was not sure where the funding would come from. Mayor Christiansen indicated that encouraging current or future employers to look at this option could be considered by the Economic Development Committee. Mr. Sudler stated that Mr. Lindell's idea was excellent and that there should be incentives to motivate employers to hire eligible homeless individuals.

Major Bill Farley, Delaware Commission of Veterans' Affairs Chairman and a member of the Mayor's Blue Ribbon Panel on Homelessness, explained that Mayor Christiansen had asked him to chair the Mayor's Challenge to End Veterans' Homelessness that began two (2) years ago. He advised that this effort had been very successful, and it had started out in a situation similar to the present homelessness situation in the general population. Major Farley expressed the need to determine who the homeless are, what they need, and how to go about identifying them individually and providing them with case managers, health workers, or people who are prepared to help them get through all the steps necessary to get a house, and then to get the help they need to lead stable lives. He stated that when the Mayor's Challenge to End Veterans' Homelessness started in January 2015, the members involved were just the Mayor's home team. Major Farley explained that the project then caught fire and grew to include the County and State, noting that there are now teams in each county working together to help end veterans' homelessness. He advised that Delaware was one (1) of three (3) states in the country that had effectively accomplished this task. Major Farley stated that, in looking at the report, the Panel was on the road to making it possible to end homelessness in the general population. He advised that success would require that federal, state and local agencies; individual shelters; churches; etc., all come together to help. Major Farley indicated that there was readiness to begin and encouraged everyone to be optimistic that success could happen. He noted that there were problems; however, he stated that when people start working together, red tape falls and problems are solved. Major Farley indicated that the problems would get solved as long as everyone keeps the homeless individual at the center of each solution, each solution is based on what the person needs, and those working with the homeless have the resources and the network to get the help that is needed. Major Farley indicated that there was a need to begin, which was what the report was about.

In response to Mayor Christiansen, State Representative Sean Lynn indicated that he had no questions or comments.

Mr. Edward Christian, Jr., 9 Pennwood Drive, offered glory, honor, and praise to the Creator of heaven and earth. He expressed his belief that everyone continued to wish, hope, and pray, so as not to throw their arms and hands up in despair, and noted that the struggle continued. Mr. Christian stated that the problems being faced in 2017 were problems of 2007, 1997, 1987, and several decades back. Mr. Christian indicated that the problems are overwhelming for individuals, groups, organizations, and society as presently programmed, and the problems continue to increase while economic and financial resources continue to decline. He stated that, regardless of whether the unfortunate members of society are called homeless, misfits, or chronic problem people, their problems are similar, if not the same. Mr. Christian stated that the report appeared to identify a centralized effort by society, which is required, but that, for some reason, everyone continues to go a separate way. He expressed his belief that a centralized effort borders on or resembles socialism too much, and that capitalists would stay away from it. Mr. Christian stated that a centralized effort

is one (1) of the key points of society addressing problems and that, as problems continue to increase and resources decline, things would not get much better. He explained that he does not use the terms optimism or pessimism and instead uses the term reality, stating that reality slaps him in the face every day. Mr. Christian advised that he tries to wake up, not be indifferent, and not to act as if the problem is going to disappear.

Mr. Christian stated that he encouraged people to watch three (3) movies: 1) "Rollerball", from 1975 with James Caan or an updated version from 2002 with LL Cool J, which reflects the past and present of society; 2) "Soylent Green" with Edward G. Robinson and Charlton Heston, which reflects the present and the future; and 3) "I, Robot", because society is now involved with artificial intelligence, and this movie reflects the future. He advised that the problems that the City, County, and State face have been around for a long time. Mr. Christian indicated that the State is faced with a $350M shortfall and the City is competing for resources. He noted that it would be difficult and that some point in time there would be casualties in life. Mr. Christian stated that the question was whether the number of casualties could be reduced, noting that this was becoming much more difficult. He indicated that we do not have the resources to address all the problems, and the resources would not increase to address them. Mr. Christian stated that it was a grand idea to have a task force, liaison officer, and health official; however, he asked if these had not already been tried. He questioned how far we would travel, stating that the pace was slow and he did not think this would happen in his lifetime. Mr. Christian expressed the need to do more than wish, hope and pray, stating that these three (3) approaches need not be at the top anymore and should be dropped to number two (2). He advised that he was impatient and wanted to see more progress because of the despair of the less fortunate. Mr. Christian indicated that in the United States of America, either you have it or you do not have it, and there will be competing elements. He stated that the proposal was good and needed to be done; however, we had been doing this for too many years. Mr. Christian advised that the problems were increasing and the economic and financial resources were less, and he questioned what would be done. He reiterated that there would be some casualties and suggested starting to look at what to do with the casualties.

Dr. Abrams stated that Mr. Christian had hit on a number of important issues and helped to put the problems into perspective; however, he was a little taken aback by Mr. Christian's characterization of what the Blue Ribbon Panel was trying to do as socialism. Responding, Mr. Christian advised that he was not classifying it this way but was stating that a number of people label discussion of a centralized or concentrated effort as socialism, and do not want to hear that term. He indicated his belief that these people state, "That's socialism; I want no part of it, so let's continue what we're doing." Mr. Christian stated that what was being done was not providing solutions and expressed the need to work together and for a central force to coordinate and manage the resources. He noted that there are a County and a City government and that he had a problem with this. Mr. Christian advised that everyone was stuck in how things had been done for the last 100 years; however, we it was a new era and time. He stated that, although some of what used to work 50, 100, or 150 years ago might be applicable to the present, there was a need for more modern day solutions. Mr. Christian suggested combining the County and City and no longer using the excuse that things had been done that way for 100 years as the reason as for continuing to do what was outdated. He suggested combining and refreshing the new with the past, learning from mistakes, and not living in the past.

Dr. Abrams stated that socialism has a negative connotation, and that the Blue Ribbon Panel's recommendations were not a way of pushing problems under the rug. He advised that what the Panel was trying to do had to do with basic human decency and stated the goal of taking care of people because it is the right thing to do. Dr. Abrams expressed his belief that progress was being made. He noted that, as part of the Panel's work, they had heard from representatives from a number of different agencies and organizations that were working with various pieces of the puzzle and different aspects of the problem. Dr. Abrams explained that members of the Panel realized that, although the pieces were there, there was no centralization or coordination. He stated that when he mentioned case managers to Mr. Lindell, he had been discussing people who understand and know what agencies and resources are available and are able to use that knowledge to help people to access resources that are already there. Dr. Abrams advised that he did not think they were starting from 50 years ago or from scratch, noting that a lot of pieces were already there.

Mr. Sudler thanked the Mayor for putting together the Blue Ribbon Panel on Homelessness, the resources he was bringing to the community, and the current dialogue. He asked if there had been any discussion about exploring the option to utilize vacant or non-occupied buildings that the City of Dover may have. Mr. Sudler noted that Victory Church had been strongly advocating this and questioned which building may have been discussed and what would be needed from Council to assist in implementing that concept. Responding, Mayor Christiansen advised that one (1) of the recommendations brought forth by the Panel was that the task force look into zoning and planning issues that surround that question. He noted that Victory Church and others in the community had asked about implementing the use of vacant City property.

Mr. Chris Cooper, Central Delaware Habit for Humanity and a member of the Mayor's Blue Ribbon Panel on Homelessness, noted that vacant homes had been discussed. He explained that many of the homes that Habitat for Humanity had purchased through monitions sales, now owned, and was in the process of tearing down were vacant; however, they were not fit for any inhabitants. Mr. Cooper advised that if there were vacant homes owned by the City that had not been broken into and used for dwellings by people who should not be there, these homes would be a great option. He stated that Habitat for Humanity had boarded up homes; however, people had ripped off the boards and gone in and used these homes. Mr. Cooper noted that once a home is vacant, it is very hard to keep it livable for any length of time.

Mr. Sudler stated his understanding that there were dwellings available; however, they could not be occupied due to their current status and the violations they may have with the City. In response, Mr. Cooper advised that, in Habitat for Humanity's experience, the homes that had been vacant while they were working to get them torn down were not habitable in any way, shape, or form.

Mr. Sudler asked whether Habitat for Humanity could be assisted by contractors donating time and material to make dwellings habitable. Responding, Mr. Cooper indicated that this would largely depend on how long the home had been vacant and how long someone had been living in it without running water and electricity. He indicated that he did not want to become too graphic; however, conditions in such homes deteriorate rather quickly.

Mr. Sudler noted that, as a contractor and builder, he can submit a blueprint and build from the ground up. He stated that if individuals are willing to donate material and time, the concerns stated by Mr. Cooper are minute or irrelevant. Mr. Sudler indicated that he was willing to donate material, time, and his skill set to assist in bringing a unit or dwelling up to Code, not as a Councilman but as a contractor. He advised that he has friends who are also contractors and are willing to do this, but they have to know that the dwelling would be used to house the homeless. Mr. Sudler advised that there would be no problem that a contractor could not handle. He noted that a situation that would require building from the ground up would take more materials; however, a pre-existing building would be no problem and could be handled. In response, Mr. Cooper advised that this would be great. He noted that, from Habitat for Humanity's perspective, it was better to flatten these dwellings and start all over again. Mr. Cooper explained that Habitat for Humanity had torn down dwellings at 11 South New Street, 18 North New Street, and 20 North New Street, and that walking through these homes gives a different perspective on life and the need to help the people and the community. He stated that he was sure there were similar homes on the books and encouraged Mr. Sudler to go through some of them before making such a commitment, noting that conditions are worse than Mr. Sudler might think.

Mr. Neil advised that he is big fan of Habitat for Humanity, noting that they had combined with NCALL to enable people to purchase and reside in homes. He expressed his belief that, in talking about the transient homeless, the discussion was about a big building that may be owned by the State or City. Mr. Neil advised that this would be a building where multiple people, who may have health or other problems, would stay and may receive training. He indicated that a single house would not be a factor because the problem involved a much larger homeless population. He suggested that DSHA could do much more than they are doing. Mr. Neil stated that it would be up to the Governor to state that there is an existing liaison called the DSHA, which could be very effective in finding people and groups, as well as receiving and distributing information. He stated that Habitat for Humanity was putting people in homes, and every time someone is placed it is like planting a tree because they make the neighborhood better as homeowners.

Mr. Cooper stated that when a holistic approach was originally discussed, his idea was to use the former ValuCity or the Playtex building on the highway. He noted that these buildings were large enough to house a health care/case worker who could guide an individual through the process to long-term housing and also provide temporary shelter under one (1) roof. Mr. Cooper noted that there are not many buildings that size in Kent County. He noted that Habitat for Humanity had walked through the process and was open to new ways, which is why a task force was proposed to help get everyone on the same page.

Mr. Sudler asked if the former Dover Public Library would be sufficient. Responding, Mr. Cooper advised that he thought it was too small. He explained that there is an organization in Baltimore that was doing nearly exactly what the Blue Ribbon Panel was proposing. He indicated that this organization has a facility specifically for veterans in a two-story warehouse and provides temporary shelter, long-term services, and services for mental health and drug addiction under one (1) roof. Mr. Cooper advised that this was the direction that the Panel was nudging toward; however, they could not get there in 60 days. He indicated that he would like to see the task force move in that direction.

Pastor Aaron Appling, 2660 Forrest Avenue, stated that he was very excited about the discussion, noting that just talking about the issues was a good step forward. He advised that the lack of affordable housing was the biggest problem, noting that houses must be bought at a certain rate and things had been made complicated, even with restored houses. Pastor Appling advised that he agreed with Mr. Sudler, noting that he had bought two (2) completely condemned houses, restored them, and rented them out to homeless people who had been staying in hotels, and the restoration was cheaper than rebuilding the house. He indicated that he could only do this on a low-income level. Pastor Appling stated that every contractor does not want to become involved in this type of effort, but some can.

Pastor Appling stated that he had read that it is necessary to make $18 per hour to be able to afford to live in Dover. He advised that few of the homeless would be able to make that much income in the next five (5) or six (6) years and that even he could not get a job making that much. Pastor Appling stated that rentals below $600 - $800 were needed and that the government was subsidizing one-room hotel rentals for $1,200 a month. He advised that his church was trying to buy a shelter with their own money but was hung up on government issues, indicating that otherwise they could open up beds overnight. Pastor Appling indicated that there is sometimes a great deal of red tape involved in helping the homeless and that it was time for everyone to get together and cut some of the red tape. He advised that his church was ready to pay a couple hundred thousand dollars for a shelter but was being held up at Legislative Hall by a process that they do not understand, noting that they are not politicians or involved in government but just want to get people off the street. Pastor Appling suggested having everyone put their heads together so that churches and other organizations like his church would find it easier to help the community and get people off the street. He advised that he thought that many other non-profit groups would put their own money into doing what is on their hearts if some of the red tape was out of the way, noting they were already doing this in many ways. He indicated that he thought it would be good for non-profit groups to use their funds because this would save the State and the City a lot of money.

Mayor Christiansen thanked Pastor Appling for the work that he and his church were doing. He stated that two (2) of the top people on the task force would be from the Kent County and the City planning offices and could review the existing rules and regulations. Mayor Christiansen expressed his hope that the rules and regulations were not discriminatory and stated that they were there for safety. He indicated that he had always stated that if his children or grandchildren could not live in a house, neither should anyone else. Mayor Christiansen noted that there is a middle ground to provide necessary accommodations that are safe.

Mr. Sudler advised that, as a landlord, he knew that, two (2) years ago, the DSHA fair and standard payment for a one-bedroom unit was $850, noting that this payment rises each year and is probably higher than that now. He stated that there is a program whereby people must work 20 hours per week in order to obtain a voucher for public assistance. Mr. Sudler expressed his opinion that the requirement to have a job working 20 hours per week and the ability to pay $850 for a one-bedroom dwelling were the two (2) biggest challenges for housing individuals and the homeless. He stated that income determines the portion people pay, and they must be eligible for the program. Mr. Sudler noted that there are a lot of variables to consider in regard to negotiating with the DSHA when advocating for the homeless and a new program to assist them.

Dr. Abrams noted that, in discussing the report, he had spoken about three (3) phases of helping the homeless, and he reiterated that the first phase was to provide immediate shelter and housing and the third phase was permanent housing. He advised that the second phase was also extremely important, noting that this phase involved getting someone who had been living on the street to the point where they can live in a house. Dr. Abrams indicated that many of the homeless lack education and job skills, have never had a bank account, and do not know how to manage money. He stated that they cannot go directly from being homeless to owning a home and need time to obtain a job and job skills, be on a career path, and be taught life skills.

Mr. Anderson asked if anyone knew how much it costs the State to put a child in foster care. He stated that quite a few families with dependents had gone to the State for help and had gotten temporary help in hotels. He explained that, while these families were in this process, the State discussed putting their children in foster care. Mr. Anderson noted that if families have two (2) or three (3) children, the cost for foster care would be in the four-figure range. He stated that it is much cheaper to help a family get on their feet than to split them up, which also has psychological costs. Mr. Anderson expressed his hope that the State would consider reforming their current approach, stating that if a family is relatively healthy, breaking it up is the most expensive path.

Mr. Anderson advised that, as a result of the Great Recession, there was a marked increase and a change in the nature of homelessness in 2007 and 2008. He indicated that prior to that time the problem seemed to be more people who had substance issues, noting that these are the individuals who are now referred to as the chronic homeless. Mr. Anderson stated that, around 2007 and 2008, he started to see not only homeless people who had mental illness or substance abuse issues but people with many other issues, including economic issues. He noted that he also began to see more families, and explained that this problem had not gone away. Mr. Anderson stated that foreclosures, many of which were illegal, had created enormous problems. He advised that a part-time economy had emerged, wages had decreased, and the rents had not, which had created pressure in a lot of ways. Mr. Anderson stated that, due to the health care law, many people were trapped in part-time jobs. He advised that macro problems had contributed to homelessness, and he stated that addressing homelessness would take long-term and creative commitment. Responding, Mayor Christiansen stated that this was the reason for the task force.

Mr. Anderson indicated that taking advantage of the new State law that allows land banking would be one (1) creative solution. He suggested that, if City zoning issues were to be reviewed, consideration be given to tweaking the Planned Neighborhood Design that is already in the City's Code to allow tiny houses or other affordable housing options. Mr. Anderson also suggested considering appropriate ways to encourage housing for the disabled, who have income but were being priced out of the market because of waiting lists. He noted that all disabled people can eventually obtain housing; however, some are on the street for months or years because of waiting lists and inadequate housing stock for the disabled. Mr. Anderson advised that the disabled are among those who are most deserving of help and are often left out. Mr. Anderson indicated that there were many issues that need to be reviewed and expressed his hope that the specific solutions he had mentioned would be considered in the mix. In response, Mayor Christiansen advised that Mr. Anderson's comments would be taken into consideration with the advent of the task force.

Mayor Christiansen advised that he would appoint a task force to address the issues and recommendations brought forth by the Mayor's Blue Ribbon Panel on Homelessness in seven (7) to 14 days. He advised that the Panel's report was not the end of the work and noted that the first step of a long journey had been taken in addressing the issues.

By unanimous consent, the meeting adjourned at 7:31 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during the Open Town Meeting of June 28, 2017, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

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SPECIAL COUNCIL MEETING

A Special Council Meeting was held on July 24, 2017 at 5:32 p.m. with Council President Slavin presiding. Members present were Mr. Anderson, Mr. Hare, Mr. Lindell, Mr. Neil, and Mr. Polce. Mr. Cole, Mr. Lewis, and Mr. Sudler were absent. Mayor Christiansen was also present.

Council staff members present were Mrs. Mitchell and Mrs. McDowell. Other staff members present were Chief Mailey (arrived at 5:32 p.m.; departed at 5:37 p.m.).

ADOPTION OF AGENDA

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

Mr. Hare 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; and 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 (§10002 (l)(1) Any personnel, medical or pupil file, the disclosure of which would constitute an invasion of personal privacy, under this legislation or under any State or federal law as it relates to personal privacy). The motion was seconded by Neil and unanimously carried.

The Special Council Meeting recessed into Executive Session at 5:33 p.m.

The Executive Session adjourned at 6:00 p.m.

ACTION RESULTING FROM THE EXECUTIVE SESSION

Request for Approval of Extension of Pay Benefits

During the Executive Session, members of Council considered a request for approval of an extension of pay benefits.

Mr. Hare moved to extend the full pay benefits for the individual discussed during Executive Session for another 90 days. The motion was seconded by Mr. Lindell and unanimously carried.

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

The Special Council Meeting adjourned at 6:02 p.m.

TRACI A. McDOWELL
CITY CLERK

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

ROBIN R. CHRISTIANSEN
MAYOR

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on July 24, 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 Police Chief Mailey, Ms. Peddicord, Mrs. Mitchell, Mr. Hugg, Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was also present (departed at 7:44 p.m.).

OPEN FORUM

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

Ms. Gail Bottomley advised that Forgotten Cats of Greenville, Delaware, which is known for doing mass trapping, sterilization, and vaccination of free-roaming cats with private donations and a few volunteers, just trapped, sterilized, and vaccinated close to 130 cats in the Kings Cliff Mobile Home Park in a week. She noted that there was a rabid cat in that area in 2015 and the owner of the mobile home park is very willing to work with whomever it takes to try to maintain the colony there so that new cats are not coming in and breeding.

Mr. Steven Hall advised that he missed the last Open Forum because he had to go to Sussex County to see his sister, who was very ill and ultimately passed away. He noted that, within the last week, he had met six (6) new homeless people in this area. Mr. Hall thanked Police Chief Mailey for doing the best he could.

Mr. Swann Twitty advised that his issues were jobs and homelessness. He indicated that the at-will employment law was affecting people being homeless. Mr. Twitty stated that it was difficult for people with records to earn money to pay off their fines. He advised that they try to keep their jobs and the next thing you know, the boss goes up to them firing them for no reason. Mr. Twitty stated that he would like to see the law changed within the next five (5) years.

Ms. Suzie Stehle advised that she was concerned with crime and that she realizes that the Mayor is trying to do something about the crime. She noted that she has a small property in downtown Dover with a store on the street level and an apartment upstairs. Ms. Stehle stated that she is hoping to sell the property; however, recent potential buyers were concerned that there was a stabbing on Loockerman Street a few days earlier. She noted that she did not think they could move ahead as a downtown without crime being really attacked.

Mr. Eric Abernathy, 430 Kings Highway, advised that his homeless veteran problem has been taken care of and he now has his own place to stay. He noted that he went to see Mindy Bacchus, who does veteran outreach through Connections, and she is good at her job and directs you to see the right people. Mr. Abernathy suggested that any other veterans should go to see Ms. Bacchus.

Mr. Abernathy noted that he has seen a change in attitudes about homelessness and that he knows that everyone is trying to do as much as they can. He advised that they would continue to move

forward because homelessness is still a problem, but it is not always going to be a problem. Mr. Abernathy stated that he had noticed that, every day in the past two (two) weeks, he saw a new homeless face on the street and at their church, most of which are younger people.

Ms. Elizabeth Jones stated that they have not heard anything from the task force to study homelessness. She noted that the benches around the fountain on Loockerman Street had been removed and they had heard that changes would be made at the library, possibly removing the chairs. Ms. Jones advised that she was given rapid re-housing and then permanent housing but there are no one-bedroom apartments available. She noted that she could get a two-bedroom apartment or house for less rent than a one-bedroom apartment, but she cannot get approval for a two-bedroom, even though it would be $350. Ms. Jones advised that she has been waiting 15 months to find a home.

Ms. Jones noted that the homeless are getting younger and younger, and they are scared. She advised that she sleeps under a bush, and it is scary because if a cop comes by and sees you, you will go to jail. Ms. Jones stated that the police do not care if you are old, young, male or female, they are going to take you to jail. She noted that some police do not have a heart at all. Ms. Jones noted that Victory Church comes by and feeds them, and some of them are still hungry after that. She stated that they have nowhere to go when it rains, and they can only sit in front of the library for so long before they have to leave. Ms. Jones advised that if they take away the benches in front and change the rules inside the library, they will have nowhere to go when it gets cold this winter.

Pastor Aaron Appling stated that some rules and different decisions that are made are kind of ignorant in many ways and counterproductive. He noted that there are a lot of people in Dover and Kent County, and probably the whole State, that are suffering immensely. Pastor Appling advised that they had been doing a food program every Tuesday, giving out food boxes, and it has grown drastically. He stated that they were actually running out of resources and estimated that 90% to 95% of the recipients really need the food boxes. Pastor Appling advised that they will have provided approximately 50,000 meals this year and given out 5,000 food boxes, all with no subsidies, only donations. He stated that many of the government's programs for the homeless and for helping are the most ridiculous programs, like sending the homeless to hotels for $1,200 a month when they could have a house and apartment for that amount.

Pastor Appling reiterated that the homelessness problem is growing, and they want to get something done. He noted that they have been attending the Open Forum for over a year, and there have been slight changes and significant changes, but things are getting rough in the streets, not just with the homeless in general, but just people. Pastor Appling expressed the need to get something done in the community and to start working together with the community leaders that are showing up and really doing things, and to get some changes made in the City.

Ms. Cynthia Fay Quevedo advised that she had been homeless for about a year and had not seen anything change. She asked where people were going to go if they could not go to the library. Ms. Quevedo stated that she felt that City Council members did not care about what happens to the homeless and noted that the homeless take care of their own. She advised that she takes them to Code Purple because Social Services will not help them, and the veterans do not get help. Ms. Quevedo noted that the homeless situation is the reason that there is a lot of crime on the streets, because nobody cares about what happens.

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

AGENDA ADDITIONS/DELETIONS

Council President Slavin requested the deletion of item #11-B - Appointments/Reappointments Recommended by Mayor Christiansen.

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

Mr. Lewis requested that item #12 - 2017/18 Annual Appointments Recommended by Mayor Christiansen, be removed from the Consent Agenda.

Mr. Hare moved for approval of the Consent Agenda, as amended. The motion was seconded by Mr. Neil and carried by a unanimous roll call vote (Mr. Cole absent).

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF JUNE 26, 2017

The Minutes of the Regular Council Meeting of June 26, 2017 were unanimously approved by motion of Mr. Hare, seconded by Mr. Neil and bore the written approval of Mayor Christiansen.

PRESENTATION - LUTHERAN SENIOR SERVICES OF DOVER, INC. - PAYMENT-IN-LIEU OF TAXES (PILOT)

On behalf of members of Council, Mayor Christiansen and Councilman Neil accepted a contribution from Mr. Gary Coy, Executive Director of Lutheran Senior Services of Dover, Inc., in the amount of $31,828 as payment-in-lieu of taxes (PILOT) for expenses associated with City services provided to Lutheran Senior Services of Dover throughout the year.

Mr. Coy advised that he had been the Executive Director for 10 years and for all of those years they had managed to present a PILOT check to the City of Dover. He thanked the many people in the City who work very hard for Lutheran Senior Services of Dover to succeed in its mission of building buildings. Mr. Coy noted that the first building was finished in 1980, and the newest building was finished almost two (2) years ago.

Mr. Coy noted that they have seven (7) buildings with 436 apartments housing 472 seniors with limited income. He stated that they provide safe and affordable housing with a minimum staff, which can only be done with the partnership that they have with the City.

PRESENTATION - CERTIFICATE OF CONGRATULATIONS - DOVER HIGH SCHOOL BOYS TRACK AND FIELD TEAM

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

Certificate of Congratulations

presented to

The Dover High School Boys Track and Field Team

for scoring 121 points and capturing the Division I Delaware Interscholastic Athletic Association (DIAA) Track and Field Team Championship on May 19 - 20, 2017. The team has been a perennial power in the Henlopen Conference and the State of Delaware. The following student-athletes are commended for their outstanding performance:

Jaden Adkins	*Isreal Brown-Foster*	*Ric Johnson*	*Zachary Schmiedlin*
Coleman Akers	*Jacob Casey*	*Donyé Judd*	*Tymere Solomon*
Hezakiah Ali-Bentley	*Brendan Cook*	*Ishmael Kaba*	*Tyrone Stanley*
Joshua August	*Carter Crumpler*	*Jhalil Mosley*	*Courtland Suggs*
Dion Baker	*Gabriel Evans*	*Chidi Nwogbaga*	*Kwama Veal*
Keith Bessicks	*Marquis Garrison*	*Javon Peace*	*Tahj Ward*
Micah Bowen	*Roshon Gladney*	*Travon Robinson*	*Jonathan Waters*
Abdul-Rahim Bracey	*Eric Glass*	*Donovon Rogers*	*David Wheat*
Eric Brandon	*Jaylyn Johnson*	*Sean Saxton*	*Terrance Whitfield*

Special recognition is given to the following team members, who were named State Champions in one or more events:

Dalonzo Bouges (4x100, 4x200, and 4x400)
John Rodel Castro (4x100 and 4x200)
Tayshaun Chisholm (110 High Hurdles, 300 Intermediate Hurdles, and 4x400)
Nyjal Drayton (4x400 and 4x800)
Nathanael Guy (4x800)
DeShon Harriford (4x100 and 4x200)
Jakari Long (4x100 and 4x200)
Kyron Roberts (4x400 and 4x800)
Gavin Williams (4x800)

The entire team and Coaches James Solomon (2017 State of Delaware Track and Field Coach of the Year), Roger Lilly (2017 State of Delaware Assistant Track and Field Coach of the Year), Michael Denny, James Kilby, Jr., Vincent Terenik, Dr. Harry Williams, and Dwayne Wilson are applauded for their remarkable achievement.

The City of Dover extends its sincere congratulations.

July 24, 2017

On behalf of the Mayor and Council, Mayor Christiansen and Councilman Lindell presented the Certificates to the team members and coaches.

PRESENTATION - COMIC CON

Ms. Margery Cyr, Library Director, advised that Comic Con would return to the City of Dover for the fourth year in a row. She noted that it is a wonderful, free event for everyone in the community and all visitors.

Ms. Kerri Hollyday, Library Assistant, reviewed a PowerPoint presentation which recapped the history of Dover Comic Con and highlighted the events planned for Comic Con 2017.

Responding to Mr. Anderson, Ms. Hollyday stated that Dr. Who's Tardis would be located between the Biggs Museum and the Old State House. She also noted that Dr. Who would be involved in some adventures at this year's event.

Ms. Cyr advised that Comic Con is scheduled for Saturday, August 19, 2017 from 10:00 a.m. to 5:00 p.m. She thanked the City and the City's staff for all of their support, noting that the library would not be able to hold this event on its own without support.

Councilman Lewis advised that he attended Comic Con the previous year and it was a phenomenal event. He commended the library for organizing it.

Councilman Neil advised that he had been to the last two (2) events and experienced the joy that Comic Con brings to the people in attendance. He commended the library and other staff members for their outstanding efforts.

DOVER HUMAN RELATIONS COMMISSION WORKSHOP REPORT - MAY 25, 2017

The Dover Human Relations Commission (DHRC) Workshop was held on May 25, 2017 at 6:03 p.m. with Chairman Henderson presiding.

Welcome - Explanation of Purpose of Workshop (Henderson)

Mr. Henderson welcomed members to the DHRC Workshop.

DHRC Authority and Holding of Meetings (Nicholas Rodriguez, City Solicitor)

Mr. Nicholas Rodriguez, City Solicitor, advised members that the DHRC was formed in 2001, consisted of 15 members at that time, and currently had nine (9) members. He explained that the DHRC is an advisory commission and is to provide advice based upon the jurisdiction of the Commission as stated in the Code. Mr. Rodriguez indicated that the DHRC is similar to the State Human Relations Commission (SHRC), which is also an advisory commission and reports directly to the General Assembly and the Governor. He noted that neither the DHRC nor the SHRC is a decision-making body. Mr. Rodriguez stated that two (2) members of the DHRC are appointed to each of the four (4) City election districts and one (1) serves at large, and appointments are made by the Council President and approved by Council. He indicated that members are appointed for three-year staggered terms, and five (5) members constitute a quorum, which enables the Commission to do business. He indicated that DHRC meetings are to be held at City Hall on a quarterly basis and the Commission is to submit quarterly reports, as well as an annual report at the end of

the year. Mr. Rodriguez advised that the DHRC is guided by the Freedom of Information Act (FOIA) and the City Clerk's Office helps with notice of meetings. He explained that there are no restrictions on reappointment; therefore, members can serve consecutive terms.

Mr. Rodriguez reviewed several of the questions that had come up in the past regarding whether or not the DHRC had jurisdiction. He stated that a question had arisen about whether the DHRC could investigate a bill being decided by the General Assembly, noting that senators or representatives had asked the DHRC about this. Mr. Rodriguez stated that DHRC should not become involved in politics at all; however, if a bill arose dealing with civility or affecting the DHRC's jurisdiction, the Commission could report this to Council.

Mrs. Herbert advised that she had attended an SHRC meeting this month when a bill on homelessness was considered. She explained that those presenting the bill were trying to get the SHRC to make a statement about it; however, the SHRC was only comfortable stating that homeless people have rights. Mr. Rodriguez indicated that this matter would come under the DHRC's jurisdiction on an advisory basis, but they should not become involved in supporting a bill. Mrs. Herbert stated that this is what the SHRC decided. Mr. Rodriguez advised members in this type of situation to notify the Council President that there is a bill that affects the jurisdiction.

Reverend Paige questioned, for example, if she could speak out against the death penalty. In response, Mr. Rodriguez explained that she could do this as an individual but not as a member of the Commission.

Mr. Rodriguez cited a situation when a Commissioner had missed a number of meetings and it was questioned if the DHRC could remove that Commissioner. He explained that the Commission could not do this and that removal could only be done at the recommendation of the Council President and with the concurrence of Council for substantial neglect of duty or gross misconduct in office, noting that missing a number of meetings would be considered substantial neglect of duty.

Mr. Rodriguez indicated that when the DHRC's structure had included 15 members, they were unable to obtain that number of Commissioners and wanted to run an ad in local newspapers to find people interested in serving. He advised that advertising was acceptable if it was paid for individually out of pocket. Mr. Henderson asked if such advertising could be paid out of the DHRC's budget, and Mr. Rodriguez indicated that it could probably be; however, there may not have been money available in that particular case. He noted that the advertising strategy had worked well and resulted in a number of names that were submitted to the Council President and reviewed by Council. *(City Clerk's Office Note: In a legal opinion dated July 30, 2008, Mr. Rodriguez advised that ". . . the Commission itself has no power or authority to appoint or recruit new members. This is left completely up to the Mayor and Council. Newspaper advertising by the Commission for new members I think not only tends to invade the power and authority of the Mayor and Council*

but is not a necessary expense or expenditure, assuming that the newspaper advertisements are paid for out of funds budgeted for the Commission. . . .")

Referring to Section 58-33(e) Functions limited of the Dover Code, Mr. Rodriguez explained that the DHRC has no jurisdiction over matters that are assigned by law or decree to other governmental bodies. He noted that previously a complaint was received from an employee of Delaware State University (DSU) who indicated that they had been terminated based on race, which was a private matter between the employee and the University over which the DHRC had no jurisdiction. Mr. Rodriguez advised that this was also true of matters that must go through the court system or other governmental bodies. He stated that there had also been complaints about an employee of the City of Dover who was terminated, and this had to be handled through the City's grievance procedure.

Mrs. Herbert stated that the National Council on Life and Labor Research (NCALL) was trying to bring different groups together and had just held a "Bridge the Divide Community Café" at Wesley College that included the SHRC, Wesley College, and DSU. She stated that the DHRC had been left out of the forum and asked if the Commission could participate in such community events, noting that another forum was coming up. Mr. Rodriguez stated that this would not be a problem.

Mr. Rodriguez informed members that there had also been a complaint about a termination in the private sector, and the DHRC had no jurisdiction over this. He stated that the individual would have to go to court and sue the employer if they thought this was necessary. Mr. Rodriguez explained that another individual had not liked the assessment placed against her home, which she stated was based on race. He noted that she had the right to appeal the assessment through the City's Board of Assessment Appeals. Mr. Rodriguez indicated that this individual complained that her car was damaged by the City when painting in the area and that this was systematic abuse of police power and discrimination based on national origin. He explained that it was up to this individual or her husband to sue the City for damage to her vehicle.

Mr. Rodriguez advised that there had been an assault involving the Police Department, and this was something to be handled by the Police Department and not the DHRC. He indicated that there had been an attempted murder, three (3) different people had claimed that they had been threatened to be killed, and this had to be handled by the Police Department or Attorney General's Office.

Mr. Gaddis asked what Commissioners should do if a complaint is brought to one (1) of them. Responding, Mr. Rodriguez stated his belief that members would have a duty to give the complaint to the Commission to make a decision whether or not it was within the DHRC's jurisdiction, and he offered to provide a legal opinion if they had a question. He noted that in a situation where members know definitely that a complaint is beyond their jurisdiction, such as a murder, they could state that the DHRC is an advisory board and this does not fall within their jurisdiction.

Mr. Henderson noted that he, like Reverend Paige, is a pastor and would act as a citizen in a critical situation, such as a murder or something that is life threatening. He noted that he is associated with the Interdenominational Ministerial Alliance (IMA), which was involved in a number of social action initiatives relating to things like fair employment and the hiring of the City of Dover Police Chief. Mr. Henderson stated that he did not feel that he was "frozen" from acting. He indicated that he considered serving on the DHRC as an additional responsibility for which he would have to go through channels.

Mrs. Herbert advised that she was new to the Commission. Referring to Section C.2 of the City of Dover Human Relations Strategic Plan - 2015-2018, she noted that this goal was to "Develop an understanding with the State Human Relations Commission that will delineate the roles and procedures of the two Commissions in the solution of alleged discrimination complaints which fall within the jurisdiction of the State Human Relations Commission and identify and maintain specific ways the two Commissions will work together." She expressed confusion, stating that it seemed that the DHRC was to advise the SHRC if an issue arose; however, it sounded to her that most things should go to City Council, and she noted that she had gotten two (2) kinds of answers to this question when she spoke to members of the SHRC. Mrs. Herbert asked if the DHRC is supposed to advise the State Commission of problems the DHRC is experiencing, since the DHRC Strategic Plan indicated that the two (2) Commissions were supposed to work together. She advised that she was obtaining the names and phone numbers of people with whom she could talk regarding setting up sharing with the SHRC but did not wish to do this if the DHRC was not supposed to do so.

Mr. Rodriguez noted that the SHRC is an advisory commission, as the DHRC is.

Mrs. Herbert stated that it sounded as if the DHRC was supposed to advise Council, who would then decide who has jurisdiction. Responding, Mr. Rodriguez advised that he did not think this was necessary. He stated that if members were dealing with an issue that was beyond the DHRC's jurisdiction or had questions that they felt must be answered by the State, members could bring them up with the SHRC. He provided a handout regarding State legislation relating to the creation of the SHRC and describing its jurisdiction.

Reverend Paige stated that the SHRC can investigate complaints of discrimination, which the DHRC cannot do. Mr. Rodriguez advised that the SHRC was given subpoena power; therefore, if they want to hear from witnesses in regard to complaints, they have the right to subpoena individuals to come before them to give testimony. He stated that subpoena power for the DHRC was previously brought up and Council decided that it was not necessary. Mr. Rodriguez indicated that members may want to bring this issue up again; otherwise, if they were investigating a matter and asked a private person to come voluntarily, this person would not have to do so. He noted that, if the DHRC had subpoena power, individuals would be required to come before the Commission. Mr. Rodriguez stated that he did not know

Council's thoughts on this, but subpoena power was probably something that members ought to have, and they could make that request to the Council President if they wanted to do so. He noted that they could utilize the fact that the SHRC has this power, stating that this was the only way the DHRC could fully develop an investigation.

Mrs. Herbert stated her understanding that a lack of resources for the DHRC had been mentioned. Mr. Rodriguez indicated that this may be so; however, he stated that Commissioners' positions were becoming more important all the time. He stated that the current times were more troubling than any he had ever seen, which made the DHRC's position more important in trying to solve the problems.

Reverend Paige expressed her belief that the missions of the SHRC and DHRC should walk together, noting that the SHRC has jurisdiction over the State and the DHRC over the corporate City. Responding, Mr. Rodriguez indicated that this was well put and that the commissions' jurisdictions were the same, except that DHRC's powers were limited to the City of Dover and the SHRC covers the State of Delaware. He stated that he thought the two (2) commissions were basically the same in their purpose and jurisdictions and both were advisory boards, with the SHRC advising the General Assembly and Governor and the DHRC advising the Council and Mayor.

Mrs. Herbert asked if everything in the Strategic Plan had to stay in there, stating that there were several things that did not seem to make sense. She noted if that if the SHRC and DHRC were working separately, she could see why they would communicate, but if they were performing the same functions, with one (1) covering Dover and the other covering the whole State, she stated that they would not really be interacting.

Mr. Rodriguez expressed his belief that Mrs. Herbert was right, stating that there had been occasions in the past when the DHRC wanted to ask the SHRC how they thought the DHRC should act. He indicated that the Commission could do this because the SHRC's jurisdiction is Statewide, which would cover the City of Dover. Mr. Rodriguez stated that Councilman Sudler had previously served as Chair of the DHRC, did a fantastic job, and in 2012 held public meetings that covered two (2) critical topics: decreasing hate crimes in Dover and gang violence and organizations. He explained that Mr. Sudler had set up public meetings that were advertised and had knowledgeable speakers come, which Mr. Rodriguez stated was a very good thing to do. Mr. Rodriguez suggested that members read the 2012 DHRC Annual Report to City Council, which was very comprehensive.

Mr. Henderson asked if it was important for Commissioners to have a closer relationship with Council, and Mr. Rodriguez stated that he thought this would be good.

Mr. Rodriguez advised that if members had any questions or matters to discuss, he would be happy to come to future meetings.

Mr. Henderson asked what goes through the minds of City Council members when selecting a DHRC Commissioner. Responding, Mr. Rodriguez noted that factors are included in Chapter 58 - Human Relations Commission, of the Dover Code. Mr. Henderson pointed out that Sections 58-32(b) and © include provisions, and Mr. Fleming noted that Section 58-31. Purpose states that the DHRC is "to include members who are broadly representative of the entire community and who are committed to a philosophy of inclusion, intergroup cooperation, and fair treatment that will effectively help the city."

Mr. Fleming noted that Section 58-33© spoke to meetings of the DHRC and referenced five (5) meetings per year. He asked what procedure members would follow if they agreed to request that this section be changed, noting that this had not been discussed by members. Mr. Fleming suggested a possible change to state, "The Commission will hold as many meetings as is necessary to conduct the business of the Commission. Special meetings may be called by the chairman or three members of the commission. No fewer than five meetings per year. Meetings shall be held at City Hall and other places in the community in accordance with the laws of Delaware regarding the Freedom of Information Act (FOIA) and City of Dover procedures. The Commission will distribute its agenda and minutes through the City Clerk's Office." Mr. Fleming noted that when he had previously served on the DHRC, members were able to have meetings outside of City Hall. He stated that people had come to City Hall for meetings; however, the DHRC had also gone to other agencies or community associations within the City. Mr. Fleming noted that members were now prohibited from doing this. Responding, Mr. Rodriguez stated that the DHRC could request this to be changed by writing out suggested wording for amending the code and submitting it directly to the Council President, noting that the code could be revised through adoption of an ordinance by Council. He indicated that members could do this at the same time they submit any other changes they think necessary, such as the subpoena recommendation. Mr. Rodriguez indicated that he was unsure why members were restricted to meeting at City Hall; however, he stated that he thought locations should be limited to within the City of Dover. Mrs. Jody Stein, Administrative Assistant, City Clerk's Office stated that this provision may be due to the fact that meetings are recorded. Mr. Henderson noted that recording and staffing by the Clerk's Office could be a challenge.

Reverend Paige asked why the DHRC was restricted from meeting outside City Hall and if other commissions, such as the Planning Commission fall under the same rules. She also questioned the rules regarding a gathering of more than a quorum of members. Reverend Paige asked if two (2) or three (3) members must keep DHRC business out of their conversation if they are having a casual dinner together because this would be considered a meeting. She indicated that she felt this restriction was a violation of free speech. In response, Mr. Rodriguez stated the need to be very careful, noting that it could be considered a violation of the Freedom of Information

Act (FOIA) if more than three (3) or four (4) members met, even if there was less than a quorum of members present. Reverend Paige stated that she was having trouble understanding this, noting that she may have dinner with a member or run into a member, and she asked if they were prohibited from mentioning DHRC topics in a casual dinner setting. In response, Mr. Rodriguez stated that he did not believe it would be a problem if a topic came up while members were socializing. He advised that the rules of public notice would be violated if there was a planned meeting for several members to discuss business that would come before the Commission. In response to Mr. Henderson, Mr. Rodriguez advised that Council was under the same restrictions and must comply with the Freedom of Information Act.

Mrs. Herbert asked how meetings are announced, stating that she had not seen an announcement in the newspaper. Responding, Mr. Rodriguez advised that DHRC meetings are set up with the Chairman. Mrs. Herbert questioned how citizens are publicly notified of DHRC meetings. Responding, Mrs. Stein explained that meeting agendas are posted on the City of Dover website. Mrs. Herbert advised that meetings of some other organizations are advertised in the paper. She noted that some people do not have computers and some who might be interested are not involved because announcements are not put into some other form of media.

Mr. Gaddis questioned how many citizens of Dover know there is a DHRC and expressed the need to publicize the Commission's existence and its meetings, and Mr. Henderson indicated that this would be discussed later in the evening.

Meeting recessed at 6:49 p.m. and reconvened at 7:00 p.m.

Mr. Henderson stated that he liked the idea of revisiting subpoena power for the DHRC and the information that Council could change the frequency of meetings. Mrs. Herbert stated that the code change that Mr. Fleming had suggested would give the DHRC more freedom. She noted the problem with recording meetings but indicated that she did not know why this could not happen in another location.

Mr. Henderson advised that the DHRC had held more than five (5) meetings per year since he had been a member. He noted that members had come and gone and stated that, for the sake of the continuity of the Commission, he had suggested having meetings once per month.

Review of DHRC Strategic Plan 2015-2018 Long-Term Objectives and Development of Work Plans

Mr. Anderson reviewed the Long-Term Objectives for the DHRC, as stated in the DHRC Strategic Plan 2015-2018, noting that objectives A.1, A.2, C.3, and C.4 applied to the Government Policy, Programs, and Practices Committee, chaired by Mr. Gaddis; objectives B.1, B.2, B.3 applied to the Community Engagement Committee, chaired by Ms. Mullen; objectives B.4 and D.3 applied to the Education Committee, on which Mr. Fleming was serving; and objectives D.1, and D.2 applied

to the Communications Committee, chaired by Reverend Paige. He noted that objective D.2 regarding improving community awareness of the Commission and a better understanding of its role would also fall within the scope of Ms. Mullen and the Community Engagement Committee. He stated that long-term objectives that applied to the Commission as a whole were objectives C.1, C.2, D.4, and D.5.

In regard to objective A.2 "Building on its partnership with the Dover Police Department, identify additional human relations approaches and lessons that can be integrated into the Dover Police Department's ongoing Community Relations strategy," Mr. Henderson suggested getting in touch with the new City of Dover Police Chief and possibly having him come and speak to the Commission.

In regard to objective C.1, "Define when a diversity, inclusion and or a human relations issue exists and specify the types of these issues that will be accepted by the Commission; and, identify and implement a process for receiving and responding to such issues by taking action to correct or improve the situation," Mr. Henderson advised that all members were responsible for this objective. Mrs. Herbert asked how this would be done by all members. Responding, Mr. Henderson stated that the problem would first have to be identified and members would come together to discuss it in a meeting setting.

Mr. Henderson referred to objective C.2, "Develop an understanding with the State Human Relations Commission that will delineate the roles and procedures of the two Commissions in the solution of alleged discrimination complaints which fall within the jurisdiction of the State Human Relations Commission and identify and maintain specific ways the two Commissions will work together." Mrs. Herbert stated that someone needed to liaison with the SHRC to accomplish this goal, noting that it is hard to find the right person to talk to and she did not see this as a group activity, unless subjects are identified for the group to deal with.

Mr. Henderson indicated that Mrs. Herbert had recently attended an SHRC meeting, and he was very impressed with the input she provided regarding this event. He suggested that she would be an excellent liaison. Mrs. Herbert stated she could do this and Mr. Henderson offered to attend meetings with her.

Responding to Mr. Henderson, Mrs. Stein stated that typically the items identified for action during workshops are placed on subsequent meeting agendas for consideration.

Mr. Henderson offered to attend SHRC meetings with Mrs. Herbert. She stated that she hoped to be able to sit down with someone from the SHRC, noting that the people in charge appeared to be in Wilmington, rather than Dover, although she noted that Councilman Sudler was serving on the SHRC. Mrs. Herbert advised that Mr. Calvin Christopher, Chair, SHRC, is a volunteer. She indicated that if the DHRC would be referring items to the SHRC or if SHRC would be looking at the DHRC's actions because the DHRC is in the State, it would be nice to know that the

DHRC is doing things correctly. She requested that consideration of a DHRC liaison to the SHRC be placed on the next DHRC agenda, and Mr. Henderson agreed.

Mr. Henderson referred to objective D.5, "Identify and seek funding from other governmental, philanthropic, or private organizations to more effectively carry out its responsibilities." Mrs. Herbert indicated that she was not sure about fundraising as an objective, stating that the DHRC would not be writing grants and was not keeping numbers regarding referrals. She stated that the DHRC may know what the issues are in the community; however, empirical data would be needed to obtain funding. Mrs. Herbert stated that, in her opinion, this objective should not be in the Strategic Plan. Reverend Paige asked if this provision of the Plan was new. Responding, Mr. Fleming stated that he did not recall this provision during his past service.

Mrs. Herbert stated that the Commission had enough to do without trying to raise funds, and Reverend Paige indicated that she did not feel that this objective was needed. Mr. Henderson asked if this provision in the Strategic Plan could be amended. Responding, Mrs. Stein advised that if members wished to make changes to the strategic plan, they may want to consider this as a future agenda item, gather all of their recommendations, and then submit them to Council.

Mrs. Herbert noted that there were three (3) potential changes to consider, including subpoena power, Mr. Fleming's suggestion about expanding Council meetings, and the elimination of long-term objective D.5 in the Strategic Plan regarding fundraising.

In regard to the Community Engagement Committee, Mrs. Mullen stated that a DHRC brochure that included bullet points regarding the Commission's functions would be helpful in achieving her goals and objectives. Mr. Fleming noted the Commission had previously had a brochure, and Mrs. Stein noted that it had been attached to previous Commission minutes.

Mrs. Herbert advised that those who attended the Community Café Event at Wesley College had not known that the DHRC existed. Responding, Mr. Henderson indicated that DHRC members had been coming and going since he had been on the Commission and that membership had been affected by Section 58-32(d) of the code, which states that no member of the Commission shall hold any elected or appointed position.

Meeting recessed at 7:28 p.m. and reconvened at 7:34 p.m.

Mr. Henderson noted the desire to establish goals for the DHRC Committees and for the DHRC as a whole.

In regard to the Government Policies, Programs, and Practices (GPPP) Committee, Mr. Gaddis stated a goal of finding outside people to serve on the Committee. He

advised that he would be unable to accomplish the goals by himself and thought this applied to all of the committees. Mr. Gaddis indicated that an additional goal was to be formally introduced to the City Manager, Human Resources Director, Police Chief, and union representatives, stating the desire to meet both management and labor.

In response to Mr. Gaddis regarding where to access the City's Code of Ordinances, Mrs. Stein explained that there was a link to the City's municipal code on the home page of the City of Dover website.

Mr. Gaddis referred to objective C.4, "In cooperation and partnership with community organizations and public and private mediation services, assist in developing plans for monitoring sources of intergroup conflict and for responding to and managing community conflicts and disruptions in Dover; and participate in managing community conflicts in accordance with these plans." He indicated that, in order to accomplish this, he needed to know what formal organizations are known to the City of Dover. Mr. Gaddis stated that he was aware of the Sankofa African Dance Company and several churches that were community organizations but was unsure about others. Mrs. Herbert suggested that the newspaper may be helpful.

Ms. Mullen asked if Mr. Gaddis was thinking of Masonic lodges, etc. Responding, Mr. Gaddis indicated that he was thinking of lodges, as well as Asian-American and Hispanic organizations. He noted that there is an African American Festival in the City but was unsure if there was an Asian or Hispanic festival and questioned whom he should contact. Responding, Mr. Henderson advised that this goal applied to several of the committees, noting that members should help and communicate with each other. He explained that Reverend Paige is a fellow member of the clergy and that he and Reverend Paige serve on numerous commissions, including the very active Interdenominational Ministerial Alliance (IMA). Mr. Henderson advised that Reverend Paige is very involved in the community, as are her sister, Dr. Wilma Mishoe, and her nephew, Councilman Sudler. He indicated that members could find this information on their own and share it with each other.

Ms. Mullen informed members that she had an opportunity to participate in a radio talk show segment and asked if this would be permissible. Responding, Mrs. Stein indicated that this could be placed on a meeting agenda for members' consideration and, if they chose, this could be recommended to Council.

Mr. Henderson cautioned members to be careful with social media, such as tweets. He advised that a previous commissioner had issued a politically slanted social media message, which caused problems; however, he stated that he did not have a problem with Ms. Mullen's proposal.

Ms. Mullen stated that one (1) of her goals was to increase awareness within the community through radio, brochures, and literature, and she indicated that this would overlap with Reverend Paige's goals for the Communications Committee.

Mr. Fleming advised that this goal would also overlap with the Education Committee's goals.

Reverend Paige advised that the Communications Committee would be involved with every committee, because they would each have information to disseminate and the Communications Committee could help with this. Referring to Commissioner Mullen's idea about a brochure, she explained that all members would work together to promote this. Reverend Paige stated the need to be careful with social media; however, she noted that it could be a valuable tool. She indicated that an expungement clinic had recently been held that serviced more than 100 people, and most of the participants found out about it on social media through flyers that were posted on a Facebook page. Reverend Paige explained that the IMA has a social action page that she updates when there are events. She stated the need to use social media for informational purposes, such as advertising, and not for editorials.

Mr. Fleming stated that members' new business cards would also help to increase awareness.

Ms. Mullen stated the goal to educate the Dover community concerning the purpose and mission of the Commission. She noted that there is an African American Festival in Dover and suggested the possibility of holding a Unity Day to bridge the community. Mr. Henderson suggested that Ms. Mullen contact Mr. George Bailey, who works at Sam's Club, in this regard, stating that Mr. Bailey has information about various observances and could be a resource for the Community Engagement Committee. Ms. Mullen indicated that this type of event would benefit the City as an attempt to alleviate discrimination by acknowledging the differences that make people unique. She suggested naming the event "Diversity Day," and Mrs. Herbert stated that she had been thinking about "Unity Day," but also liked "Diversity Day." Reverend Paige indicated that she liked "Unity Day."

In regard to goals for the Education Committee, Mr. Fleming stated that he thought handing out members' new business cards to different groups and individuals would help to get the news out to a degree. He noted that he also liked the brochures that the DHRC had previously distributed, noting that members could set up a table outside of Walmart or Sam's Club to distribute brochures and answer questions. He asked if the Commission had a budget to print in the newspaper the fact that there is a DHRC, who the members are, and their numbers.

Mr. Fleming asked if people from the community had come to the Commission in last six (6) months or year stating that they had a problem or concerns relating to diversity, inclusion, or prejudicial treatment. Mrs. Herbert stated that the DHRC should put out something stating that they exist; however, she was concerned that people would then begin to come to the DHRC, and she expressed the need for liaison with the SHRC. In response, Mr. Fleming advised that, during his prior service, the DHRC did not deal much with the SHRC. He explained that the SHRC was not unwilling to help, but they had other matters to attend to and the DHRC was

dealing with Dover concerns. He noted that when people raised concerns about having to pay too much for their gas bills, the DHRC had a seminar where individuals from Chesapeake Utilities explained how to save money for heating and oil. Mr. Fleming indicated that people must be from Dover in order for their DHRC to hear their complaints or concerns.

Mr. Fleming indicated that he was developing goals for the Education Committee but was open to suggestion. Mr. Henderson suggested that all members publicize any symposiums, studies, or programs offered by the University of Delaware or DSU about diversity, Hispanic appreciation, African-American history, etc. He noted that the Dover Public Library might be another good resource for the Education Committee, noting that they are in touch with various commissions and programs. Mr. Henderson advised that the DHRC had helped to sponsor a "Cracking the Code" film through the library and suggested that the library be asked what opportunities they may have relating to the DHRC's goals.

Mr. Fleming noted that he had taught as an adjunct at Wilmington University in multicultural education for people going through the career and technical degree program. In addition, he indicated that he and would not object to talking with the Capital School District to see if there was something Mr. Fleming could do or some medium that the District could use to get the word out about the DHRC.

Mr. Henderson noted that he serves as the current President-Elect of the rotary, and that Mr. Dan Shelton, Capital School District Superintendent, is also a member and wants to work with the DHRC. Mr. Henderson invited each member of the DHRC to attend a rotary meeting as his personal guest, noting that the Mayor, City Councilmen, lawyers, doctors, etc., attend these meetings. He advised that meetings are held at Maple Dale Country Club at noon on Thursdays and that this would be another way to engage and educate others.

Mrs. Herbert noted that Mr. Henderson had mentioned putting out information regarding diversity, etc., and asked how this would be done. She asked if the DHRC had a website. Responding, Mrs. Stein explained that the DHRC has a webpage on the City of Dover website and could post content through the City Clerk's Office.

Mr. Fleming pointed out that the website was listed on members' business cards; however, a great many people do not use website intel.

Mr. Gaddis asked if website content would have to be discussed in a meeting, voted on, and approved by Council. He noted that this would involve a series of steps, and it may take a while for information to be posted if there was not a Council meeting at the right time. Responding, Mrs. Stein stated that she was unsure if this would be required for the posting of events, since the webpage had not been utilized for this purpose. She suggested that members agree on an overall vision of how they would like the webpage to look, noting that this information would be forwarded to Council with the Commission's minutes. Mrs. Stein stated that it may then be possible to just

update information that has been posted. Mrs. Herbert stated the desire to cover all things and be inclusive with content.

In regard to goals for the Communications Committee, Reverend Paige indicated that she saw her position as working with the other committees and promoting them by helping them to get the word out. She stated that the DHRC's mission should be on the website, as well as upcoming activities. Reverend Paige also suggested including information to help residents, noting that the first thing that occurred to her was how to apply for housing.

Mr. Fleming suggested submitting a picture of the Commission, including their members' names, in *The Dover Post* or *Delaware State News* and inviting people to come to a meeting. He indicated that the DHRC could have a booth at the Dover Days festival and pass out business cards and brochures, noting that this would be expensive. Reverend Paige indicated that Restoring Central Dover's Community Day would have been a good opportunity for a DHRC table.

Mr. Henderson asked if members had held a workshop before. Responding, Mr. Fleming indicated that this had not occurred during his prior service, and Mr. Henderson stated that this had not occurred during his service either.

Mr. Henderson stated the desire for members to support and encourage each other as they pursue goals. He noted that having subpoena power would be powerful. Reverend Paige expressed her opinion that things must be worked in gradually and suggested making small changes and doing this well, before asking for something else. She suggested allowing Council to see the benefits and advantages of granting DHRC requests, noting that the DHRC may be rejected if they ask for everything at once. Mr. Fleming concurred, stating that if subpoena power was requested, Council would ask members whom they wanted to subpoena, and he did not think subpoena power was needed now. Mrs. Herbert noted that when it is found that the DHRC has subpoena power, members would be seen as those who pull people in and subpoena them, rather than being there to help people.

Mrs. Herbert referred to Mr. Fleming's comment about a presentation that had previously been given regarding home heating. She indicated that she liked the idea of networking in this way and having presentations that helped to connect people with resources, such as the "Bridge the Divide Community Café" at Wesley College, where professionals in separate rooms had discussed topics and answered questions for those who were interested. She noted that, during the first portion of the event, there was also discussion about what people saw as creating a divide as opposed to bridging it. In response to Mr. Henderson regarding contact information for those involved in the event, she stated that she was awaiting information from the event and would provide it to members. She noted those who attended included individuals from the SHRC, community police officers, and individuals from the Department of Housing and Urban Development, Dover High School, and DSU, and Reverend Will Grimes from NCALL.

Reverend Paige suggested that members work during the next six (6) months on workshops and awareness programs, by either inviting people in or going to them, or perhaps doing a combination. She indicated that this would be a good way to start getting the DHRC's name out and show what they are doing. Reverend Paige advised that this would impress Council, and the DHRC could then move on to the next items that members want to get done. She suggested having someone come to talk about landlord/tenant issues or discuss the landlord/tenant code. Reverend Paige indicated that residents are supposed to receive a copy of this code when they pay their deposit and sign their agreements; however, many landlords do not provide it.

Responding to Mr. Henderson regarding the possibility of setting a goal to sponsor these types of symposiums or educational experiences, Mrs. Stein expressed her opinion that this is what the Commission was all about. Mrs. Herbert asked if it was desired to get involved with those who sponsored the Community Café, and Mr. Henderson indicated that it was.

Mr. Gaddis expressed the need for members to sell the DHRC to Council, stating that he was unsure if Council thought they were of any importance, and Mr. Henderson concurred. Mr. Henderson stated the desire for Council to recognize the DHRC as a significant committee working toward its goals and the good of the community.

Mrs. Mullen stated that she had formulated relationships with Councilmen Cole and Neil and the Mayor, and had recently done this with Councilman Sudler. She indicated that it had taken action on her part to do some engaging, and they had gotten to know her and what part she was playing in the community. Ms. Mullen indicated that her neighborhood association board had met at City Hall with the Mayor and Police Chief and noted that these individuals will engage. Mrs. Herbert advised that the Representative Sean Lynn comes to many events as well.

Reverend Paige indicated that if the DHRC was involved in these kinds of activities they would be able to show Council exactly what they are engaged in rather than telling them.

Mr. Henderson noted the importance of putting information on the website, online, and in the newspapers so that the DHRC will be recognized in the community. He stated the desire to accomplish what the Commission was charged to do and for members to feel empowered.

Reverend Paige suggested prioritizing by picking three (3) or four (4) things and doing them well, rather than having members overextend themselves.

Mrs. Herbert suggested that Unity Day be a goal that members would work toward in the future. She indicated that this should be a cumulative goal following the first year or year-and-a half.

Reverend Paige and Mrs. Herbert suggested that all members obtain Commission shirts, and Mrs. Herbert suggested that members wear them in a parade, such as a Christmas parade. Mrs. Stein explained that former Commissioner Bogle arranged to have City of Dover shirts embroidered for members through Dover High School and asked if another member would be willing to take on this task. Responding, Mr. Henderson indicated that he would be willing to do so.

Mr. Henderson thanked Mrs. Stein for her efforts in support of the Commission. He noted that he would be helping all of the committees. Mr. Henderson advised that three (3) vacancies remained on the Commission, in the First, Second, and Fourth Districts, and stated that he would encourage Council to appoint more members.

Mr. Henderson asked if members wanted to continue meeting on a monthly basis or take a summer break. After discussion, members agreed to schedule their next meeting for June 22, 2016.

Public Comment
There were no members of the public present wishing to comment.

By consent agenda, Mr. Hare moved for acceptance of the Dover Human Relations Commission Workshop Report, seconded by Mr. Neil and carried by a unanimous roll call vote (Mr. Cole absent).

COUNCIL COMMITTEE OF THE WHOLE REPORT - JUNE 27, 2017
The Council Committee of the Whole met on June 27, 2017 at 6:00 p.m., with Council President Slavin presiding. Members of Council present were Mr. Anderson (arrived at 6:07 p.m.), Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Polce (departed at 6:42 p.m. and returned at 6:44 p.m.), Mr. Hare, and Mr. Lindell. Mayor Christiansen was also present (arrived at 6:11 p.m., departed at 6:47 p.m. and returned at 6:50 p.m.). Civilian members present for their Committee meetings were Mr. Garfinkel and Mr. Shelton (*Safety Advisory and Transportation*), and Mr. Shevock and Dr. Stewart (*Legislative, Finance, and Administration*).

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

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

Alternative to Speed Bumps - Ann Avenue (Sudler)
Mr. Sudler advised that he had received correspondence from and spoken with Mr. Francis Bethel regarding a possible speed reduction method for Ann Avenue.

Mr. Francis Bethel, 207 Ann Avenue, advised that he had lived in northwest Dover Heights all his life, having bought a home in 1990 down the street from where he grew up. He noted that people are in more of a hurry than they were in the 1960s and 1970s and cars speed through the area. Mr. Bethel informed members that there were

many children in the area, and he expressed concern that a child would get hit by a car. He stated that he knew that there were issues regarding speed bumps due to ambulances that may come through. Mr. Bethel asked if a radar sign like the signs that are on State Street could be placed on Ann Avenue to show people that they are speeding.

Mr. Lewis noted that he had previously explained to Mr. Bethel that speed bumps are not allowed in the City of Dover because they slow down emergency vehicles and apparatus. Responding, Mr. Bethel stated that he understood that speed bumps were not allowed and asked if there were other alternatives.

Mr. Sudler asked if Mr. Bethel, as a constituent of the Fourth District, had any other speed concerns that were causing him alarm. Mr. Bethel indicated that he had a traffic issue that would be better served when addressing transportation matters. Mr. Sudler noted that he had received some concerns regarding ATVs, four-wheelers, and off road vehicles and asked Mr. Bethel if he had heard any of these vehicles. In response. Mr. Bethel advised that he had heard motorbikes late at night before, which were annoying.

Mr. Neil stated that the radar signs that Mr. Bethel had referred to had been funded by State senators and representatives, and it was unknown if funding would be available after the State budget is finalized. He expressed his belief that a study would have to be done to find out what the conditions are, as had been done with other communities and streets, such as North State Street and Independence Boulevard. Mr. Neil noted that there are other traffic calming measures.

Police Chief Marvin Mailey stated that he was very familiar with the situation on Ann Avenue, having been a police officer in the City for several years. He noted that he was aware that speed bumps could not be used but suggested that a traffic enforcement sign would be ideal for the situation. Chief Mailey explained that this sign would flash, make people aware of their speed, and provide awareness to those outside or traveling along that same road that the person is speeding, which would apply peer pressure. In addition, he stated that a marked police car could be placed in the area for traffic enforcement, and enforcement action could be taken via a traffic ticket if speeding is observed. Chief Mailey stated that this approach would be a deterrent; however, it usually only works when an officer is in the area. He noted that the Police Department's focus in the last several months had been on reducing violent crime, which was taking officers elsewhere in the City. Chief Mailey stated that the Department receives speeding complaints from people throughout the City, noting that Mr. Hare had raised concern regarding a similar speeding situation on Wyoming Avenue.

Chief Mailey offered to bring Ann Avenue to the attention of the Special Enforcement Unit to make it part of their rotation for traffic enforcement. He indicated that this would be the easiest solution for the problem, noting that he did not think that other methods were feasible for the City. Chief Mailey stated that

another method he was aware of was the use of traffic humps, which are similar to traffic bumps but elongated so that the increase in the height of the roadway is not sudden, so vehicles do not bottom out. He advised that there could also be raised crosswalks at the end of the streets and wherever crosswalks are designated; however, he was not sure that this would fit within the City's of Dover's economic plan, and he had no knowledge of and could not speak to the engineering. Chief Mailey noted that traffic circles also slow traffic down; however, Ann Avenue was not large enough to accommodate a traffic circle. He informed members that some major cities use chicanes, which force cars to slow down to steer right or left through erected safety poles in a road, similar to slalom skiing, but was unsure if this would work within the City of Dover. He stated that, from a cost aspect, the best solution to the problem would be traffic enforcement and, after that, traffic signs.

In response to Mr. Sudler, Chief Mailey clarified that chicanes involve several poles in the road that guide vehicles along, similar to a Division of Motor Vehicles (DMV) driving course, noting that they are sometimes used at approaches to large government buildings or events where traffic is forced to change directions. He stated that chicanes slow cars down; however, he expressed his opinion that a larger roadway than Ann Avenue provides would be needed for installation, noting that he is not an engineer.

Mr. Sudler asked, in Chief Mailey's professional opinion and experience, which of Chief Mailey's four (4) recommendations he thought would be the most desirable. Responding, Chief Mailey stated his belief that traffic enforcement was the way to go. He advised that the Police Department already has officers working who could not be in the area constantly but could be a presence and deterrent. Chief Mailey noted that traffic tickets usually translate to people talking, and when they know the police are in the neighborhood, they slow down. He indicated that traffic enforcement would be a quick but temporary fix, noting that as soon as another complaint is received from elsewhere in the City, officers have to move to accommodate that need. Chief Mailey stated that a radar traffic enforcement sign would be a more permanent solution.

Mr. Slavin stated that, in dealing with this issue a couple of times over the past few years, his approach was to physically fix areas with traffic calming devices to slow speeds. He noted that members had not explored the idea of restricting traffic financially by making it more expensive for people to speed in certain areas. Mr. Slavin advised that he had talked about this briefly with former Police Chief Paul Bernat, who thought it might be possible to look at the City's ordinances, develop an overlay in special enforcement zones, and install appropriate signage. Mr. Slavin suggested that it could be indicated that there would be an additional fine for speeding in areas such as Independence Boulevard, North State Street, or Ann Avenue. He explained that speeders would receive a ticket per the State Code and an additional fine.

Responding to Chief Mailey, Mr. Slavin stated that the additional fine would be for the City rather than the State. Mr. Slavin stated that he would review his notes; however, he recalled that an avenue had been looked at for getting this done. Mr. Slavin expressed his belief that if people feel a financial impact, they will remember a particular area where they do not want to get caught again. For example, he noted that he had received a $75 ticket going through a red light at Route 13 and Loockerman Street and is not going to let that happen again. Chief Mailey stated that he agreed with the concept Mr. Slavin proposed; however, he advised that this change would have to be handled at the State level and had not been approved by the legislature. Mr. Slavin stated that he would ask legal counsel, stating his belief that the City could make a special enforcement zone.

Chief Mailey stated his concern that issuing both a State ticket and a City ticket would be double jeopardy for one (1) violation; however, he would defer to the City Solicitor. He stated that the Police Department would be willing to issue such tickets if this could be done within the confines of the law. Chief Mailey advised members that Maryland uses electronic speed signs, and tickets are mailed. He noted that he thought this would also be a useful deterrent.

Mr. Neil noted that the public serves as reporters and informs Council what is happening, and he expressed his hope that Mr. Bethel would return and advise members whether any measures used are working. He also asked Mr. Bethel to get the word out regarding any measures, but not to be one (1) of those who receives a ticket as a result. Chief Mailey noted that it often happens that the reporting parties are among the first to get tickets when officers are placed in a neighborhood.

Responding to Mr. Lewis, Chief Mailey advised that he could explore the possibility of extra funding or grants through the Office of Highway Safety. He stated that he had sent an email regarding funding to Mr. Larry Windley, Senior Director for Projects and Economic Development, Senator Tom Carper's Office, earlier in the day, and would contact Mr. Windley to see what could be done and report back.

Mr. Anderson agreed with Chief Mailey that signs and enforcement should be tried first but noted that there may be a need to consider other speed calming measures. Responding to Mr. Anderson, Chief Mailey advised that there were currently no speed humps in the City. Mr. Anderson indicated his understanding that speed humps would qualify under the City's code because they would not be so much of a problem. Chief Mailey indicated that he thought speed humps would qualify, but he would have to check the Code. He noted that speed humps were quickly replacing speed bumps because, even when hit at a high speed, they do not cause any damage to vehicles. In addition, Chief Mailey explained that the City's police officers know where the traffic hazards are around the City and when officers need to slow down. He noted that he could not speak for the ambulance company because he does not supervise them.

Mayor Christiansen stated that he thought it possible to remedy the situation on Ann Avenue by installing strict enforcement signs. He noted that signs could be installed in other areas of the City as well to give warning that speeding will be strictly enforced and, if this did not work, another measure could be taken. Mayor Christiansen stated that he agreed with Mr. Neil, explaining that often when these concerns are raised at homeowners' association meetings and police officers are sent to an area, it is the people within the neighborhood who receive tickets. Mayor Christiansen advised that he had visited Ann Avenue found it to be like a race track, similar to other streets in the City lately. He noted that there were a lot of children and senior citizens in the area and he thought that, with strict enforcement and warnings from neighbors who received tickets, everyone will slow down.

Chief Mailey noted that a message could be placed on the Department's Facebook page and Twitter feed to let people know there would be intense enforcement in these areas, which may act as a deterrent.

In response to Mr. Shelton, Mr. Bethel stated that he had observed that those speeding throughout his neighborhood were mostly outsiders rather than his neighbors. Mr. Shelton noted that the Mayor had commented that neighbors' speeding may be deterred when they find out about enforcement there; however, Mr. Slavin indicated that this may not be the same for people outside the neighborhood.

Mr. Timothy Sybils, Milford/ Harrington, Delaware, stated that he went to Milford High School and was kicked out of high school during the first semester of his senior year and went into the military, noting that a high school diploma was not required to go into the military at that time. He indicated that he was in the United States Army Reserves. Mr. Sybils advised that there were identity thieves. Mr. Lewis explained that the agenda item being discussed was speeding on Ann Avenue and asked if Mr. Sybils had any comments regarding this item. Responding, Mr. Sybils advised that his concern was not related to speeding on Ann Avenue.

Mr. Sudler moved to recommend implementing and installing a traffic enforcement sign on Ann Avenue, as suggested by Police Chief Marvin Mailey, seconded by Mr. Neil.

Mr. Anderson moved to amend the motion to add the strictly enforced signs that the Mayor suggested because, by State law, they allow the City to enforce strictly if it so chooses, seconded by Mr. Sudler.

Mayor Christiansen asked to add an understanding that a traffic study would be done of Walker Road and Ann Avenue. He noted that a lot of people coming from Edgewell/Energizer cut through the area, and people coming out of the shopping center come down Ann Avenue to make a quick exit onto Walker Road. Mayor Christiansen suggested obtaining a traffic study and a counter that would

indicate the date and time when people are cutting through Ann Avenue. He noted that he had observed a number of cars from Maryland using Ann Avenue.

Mr. Neil moved to amend the motion to add a traffic study.

At the suggestion of Mr. Slavin, all motions on the floor were withdrawn so that one (1) comprehensive motion could be made.

Mr. Sudler moved to recommend: a) installing a traffic enforcement sign on Ann Avenue; b) installing strictly enforced speed limit signs on Ann Avenue; and c) performing a traffic study on Walker Road and Ann Avenue indicating the timing of the lights and the count, date, and time of traffic flow. The motion was seconded by Mr. Neil.

Mr. Polce questioned who would fund the sign and signage, whether this would come from the discretionary funds of the Council member who made the motion, and the general cost of the signs to be put up. Responding, Mr. Slavin stated that the City usually asks the legislative delegation if they will allocate funding for speed detection signs from their Community Transportation Funds (CTF), and they had been very good about doing that. He noted that the City used to have a couple of speed detection devices at the ready for installation and asked if the City currently had any. Responding, Mrs. Donna Mitchell, Acting City Manager, stated her understanding that the City had one (1) device; and it had been requested to be placed on Crawford Avenue earlier in the day for a study. She stated that she was unsure if the City had more than one (1) device, and she would have to check to see what could be done, noting that the legislators could be asked for another sign. Mr. Slavin advised that he thought the City could obtain a device either way.

At the request of Mr. Lewis, Mrs. Traci McDowell, City Clerk restated the motion.

The Committee recommended: a) installing a traffic enforcement sign on Ann Avenue; b) installing strictly enforced speed limit signs on Ann Avenue; and c) performing a traffic study on Walker Road and Ann Avenue indicating the timing of the lights and the count, date, and time of traffic flow.

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

Noise Complaints - Mufflers and Car Radios (Lewis and Garfinkel)

Mr. Garfinkel informed members that noise in Dover from loud mufflers was becoming almost an epidemic and noted that an individual had discussed this issue during the Open Forum segment of the Regular Council Meeting of June 12, 2017. He advised that in west Dover, where many collector roads run into each other, noises such as big booms from motorcycles are heard all day and night. Mr. Garfinkel indicated that this was causing deterioration in the quality of life of the people of Dover and was a crime of disrespect. He stated that people buy homes, pay

taxes, and keep properties up and should not be subject to booms from cars and trucks. Mr. Garfinkel indicated that the noise is getting worse, can be heard at the Wawa at Kenton Road and Forrest Avenue all day and all night long, and is unbearable. He expressed the need to address this, noting that this can be called a nuisance crime, is known as a broken window crime, and is a breeder crime. Mr. Garfinkel indicated that if people are allowed to get away with this, they will think they can get away with something else later and stated the need to pay attention to breeder and nuisance crimes.

Police Chief Marvin Mailey stated that he had spoken to Mr. Garfinkel about this issue previously and that the loud noise in Dover that comes from tailpipes is a constant complaint from residents, homeowners' associations, and others. He explained that, at that time, he had looked into Section 42-2 - Noise, (b) - Prohibited Acts, (7) - Exhausts of the Dover Code, which prohibits acts including "The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, motor boat, or motor vehicle, except through a muffler or other device which will effectively prevent loud or explosive noises therefrom." Chief Mailey explained that this is an affirmative defense; therefore, if the noise is coming through a muffler, then an officer cannot take action. He advised that he had gone to the Department of Motor Vehicles (DMV), explained the problem to the supervisor of the inspection lanes, and asked what the process is for a vehicle inspection and what they look for. Chief Mailey advised this gentleman that he wanted to know what could be done about the complaints being received regarding the noise issue with mufflers in the City. He stated that he was advised that the DMV had not touched mufflers in seven (7) years because people were coming in with $2,000 - $3,000 muffler systems that were failing inspections, and they complained to personnel at the DMV. Chief Mailey stated that this individual stated that shortly after these complaints were received, the DMV stopped inspecting for noise issues, and he questioned how the Dover Police Department could write people up for this because the DMV was no longer testing.

Chief Mailey stated that the City does not have an ordinance that backs officers up on violations related to mufflers, and the State of Delaware has nothing on the books, other than the statement indicating "Muffler cutouts prohibited" in Title 21. He noted that muffler cutouts circumvent the muffler, explaining that they make it appear that there is a muffler on the car but have a hole designed to bypass the muffler system. Chief Mailey explained that these cutouts are typically seen in expensive sports cars or muscle cars driven by people who want their car to be louder. He stated that the Police Department could not do much without having verbiage written into the Code, noting that the City of Newark had advised them that they have the same problem and do not enforce this issue, after having used a decibel meter that was not successful for them. Chief Mailey indicated that Milford has something on their books pertaining to loud noises and vehicles; however, he had not spoken to Police Chief Kenneth Brown to see whether and how it was being enforced. He stated that, without teeth in the ordinance, the Police Department cannot do anything. Chief Mailey advised that people who pass inspections would

question how they could be written up based on a City ordinance. He stated that he wanted to solve this problem for the City; however, he indicated that the Department was facing a stumbling block.

Mr. Hare stated that the City had gone through this issue years ago and one (1) of the solutions was to enforce speeding. He noted that those who travel in residential neighborhoods at 25 mph do not make loud noise; therefore, those who make this noise must be speeding and could be given tickets. Chief Mailey agreed with Mr. Hare; however, he stated that officers must be present to observe the speeding. Mr. Hare noted that they must also be present to observe loud noise. He indicated that a loud vehicle that comes through his neighborhood each day at 6:40 a.m. or 6:50 a.m. is serving as an alarm clock, and it is not known who the driver is. Chief Mailey suggested providing the Police Department with a description of the vehicle. Mr. Hare stated that people traveling at 25 mph in his and Mr. Garfinkel's neighborhoods would not make this noise. Chief Mailey advised that officers could be sent out to enforce the speed.

Mr. Garfinkel stated that the ordinance cited by Chief Mailey, referenced "a muffler or other device which will effectively prevent loud or explosive noises therefrom." He expressed his opinion that someone could be cited for not having a muffler that is effectively preventing loud or explosive noises. In response, Chief Mailey explained that this would not be defensible in court because it would involve an individual's judgement, and there must be something clear and defined for an officer to charge someone. He noted that if an officer wrote a ticket and the individual stated that their defense was that they have a muffler, the case would be lost in court.

In response to Mr. Garfinkel, Chief Mailey stated that, to his knowledge, this section of the code had not been appealed to a Superior Court, and the State does not enforce or look into this issue. He advised that a hearing would start at the Justice of the Peace (JP) Court level. Chief Mailey stated that he was willing to try; however, it would be a tremendous uphill battle that he did not think would be successful. Responding to Mr. Garfinkel, he indicated that he had spoken to Deputy City Solicitor William Pepper about this matter, and Mr. Pepper was in agreement that having a muffler on a motor vehicle would constitute an affirmative defense.

Mr. Garfinkel referred to a conversation he had with Chief Mailey regarding straight pipes. Responding, Chief Mailey stated that a straight pipe does not muffle but is an extension of a pipe, whereas a muffler is a device that circumvents the noise through several channels to the exit. He noted that a straight pipe is no different from a pipe running off the engine and does not function as a muffler. Mr. Garfinkel stated that there is no muffler on vehicles with a straight pipe and this is citable by police. Chief Mailey stated that the Dover police are aware of this and write tickets for everything that they can.

Referring to the report of "Summons Issued for Loud Noise from Vehicle - June 15, 2016 through June 14, 2017," Mr. Garfinkel noted that there were 30

violations for a loud noise from a vehicle. Chief Mailey advised that this report was specific to vehicles. Referring to the list of "Complaints for Loud Noise Received by the Police Department - June 2016 through June 2017," he explained that this reflected the total number of noise complaints, including loud parties, radios playing loudly in cars, etc. Chief Mailey stated that noise heard 50 feet from its source can be written up. He noted that approximately 800 complaints were received within a year and 30 citations had been written. Chief Mailey noted noise complaints involve moving targets, and it takes time for officers to respond. He stated that if officers do not happen upon a vehicle, their success rate is not very good. In response to Mr. Garfinkel, Chief Mailey advised that the 30 citations were not due to mufflers but radios, noting that officers cannot enforce mufflers.

Mr. Sudler stated that when there are complaints about music being too loud at clubs, the noise level is measured by the ability to hear the bass 50 feet away. He asked if there is a tangible measurement for sonic booms that allows for a charge to be defended in court. Responding, Chief Mailey stated that the Police Department had never had a decibel meter. He expressed his belief that a sonic boom would be an intense noise, noting that Air Force jets are not allowed to fly over Dover. Chief Mailey stated that he believed that if a sonic boom came from ground level, there would be property damage, and a vehicle could not reach that noise level, which would shock the senses.

Mr. Sudler asked how a violation could be defined without a decibel meter and if Chief Mailey recommended that the City support the Department in obtaining this tangible tool. Responding, Chief Mailey stated that a City ordinance could be enforced if it was written in a fashion that determined acceptable and non acceptable decibel levels.

Responding to Mr. Sudler regarding a recommended decibel level in regard to sounds and mufflers, Chief Mailey stated that the City's ordinance, as it relates to audio devices like radios, etc., is appropriate and 50 feet is a reasonable expectation. Mr. Sudler stated his belief that this would lead to too much hearsay, since what may be acceptable to one person may not be to another. He suggested doing research on having something tangible and concrete, such as 50 decibels. Mr. Sudler noted that he likes loud music and Mr. Neil may not, and he questioned how to define a concrete, acceptable and valid happy medium. Responding, Chief Mailey stated that the DMV's standard would probably be a starting point. He indicated that he would have to research this matter; however, his recollection was that the gentleman from the DMV had indicated that 90 decibels was their previous standard and they would stand 25 feet away. Chief Mailey advised that it would be better if a sound meter pegged the noise above 90 decibels, because there would be awareness. He noted that this could be done at the City level; however, there would be opposing arguments because an offender would question why their muffler system passed through inspections but they could not drive through the City.

Mr. Sudler indicated that smoking marijuana is prohibited by federal law; however, state laws allow it; therefore, he was not worried about a possible difference between the State and the City. He stated that he thought there was an absolute need for a tangible tool. Mr. Sudler advised that he thought it would behoove members to research a reasonable decibel level to define a sonic boom violation.

Mr. Neil agreed that, if action was taken, the law should be redefined to state that sound cannot exceed a certain decibel level even with a muffler, and this is what would be enforced. He suggested looking at the law to see if it could be given teeth to allow officers to act.

Chief Mailey advised that he must go by the law, and stepping outside the rules or testing them causes issues. He noted that a local business was recently cited for a nuisance ordinance violation as it pertained to their establishment. Chief Mailey stated that there had been problems prosecuting this matter at the JP level because of gaps that were written into the ordinance. He indicated that a ruling would be obtained from the JP judge so that the weak spots in the ordinance could be addressed and it could be properly enforced. Chief Mailey stated that the noise issue regarding mufflers and car radios was definitely a weak spot in the noise ordinance and, if something was included to establish a clear level, officers would gladly enforce it. He stated that it was not in the spirit of integrity for the Police Department to write tickets for the sake of writing them, noting that they do not want to go to court to lose. He expressed the desire to write tickets that are defensible, and he stated that, in his opinion, it was not currently defensible.

Mr. Neil stated that the safety nets woven into State laws have many loopholes that must be closed and redefinition is needed so that there are laws with teeth. He stated that the JP Court does not establish any precedent with the Superior Court of the State and that if a loophole was found, it could be closed.

Mr. Garfinkel advised that Section 42 of the U. S. Code addresses road noise, and the Environmental Protection Agency in Philadelphia could probably send regulations on this issue. He indicated that there are also standards for the decibel level of a motorcycle coming off the assembly line. Mr. Garfinkel stated that the research had been done and just needed to be requested. He asked Chief Mailey what would be done on this issue. Responding, Chief Mailey stated that he could ask Mr. Pepper if the ordinance could be rewritten. He advised that an acceptable standard for noise level must be established so that officers can act when they observe a non-compliant vehicle. Chief Mailey advised that when officers hear a vehicle that they think is extremely loud, they could stop the vehicle for probable cause for a noise violation. He indicated that they would have a decibel meter in hand and an RPM level or idle speed would have to be established for testing the vehicle, and depending on what the decibel meter shows, a citation would or would not be issued. Chief Mailey indicated that this would be the easiest way to remedy the problem, noting that issuing citations for exceeding the speed limit may also solve the problem.

Chief Mailey expressed his opinion that these would be the two (2) best ways to solve the problem.

In response to Mr. Garfinkel, Chief Mailey advised that he could research this issue to look for best practices and discuss it with Mr. Pepper before the Committee's next meeting.

Mr. Shelton informed members that he worked in manufacturing at Scott Paper and Playtex and hearing protection is required for noise over 85 decibels. He indicated that this is how this issue is handled within the U. S. government.

Mr. Lindell indicated that he typically leans toward going with an expert on a subject and, in this case, this was Chief Mailey. He concurred with Chief Mailey's comments about enforcement and stated that it would be futile to send officers out to enforce. Mr. Lindell stated his recollection that the City of Newark had been challenged because, even if a decibel level is set, there is still reasonable doubt regarding how it is measured. He advised that the problem could be addressed through traffic enforcement. Mr. Lindell stated that the Police Department should be allowed to handle this situation, noting that if there was an issue with an ordinance, the Committee could review it. He indicated that he did not want members to develop an ordinance setting a decibel level if it could not be prosecuted properly in JP Court, since this would be a waste of the time of police officers and members of the Committee.

Mr. Lewis concurred with Mr. Lindell, stating that, as a former police officer, he understood Chief Mailey's position. He noted that police officers can only follow what the law says, and if they go beyond it they would be challenged and prosecution would be unsuccessful.

Mr. Sudler stated his understanding that Chief Mailey had indicated that he needed a tangible tool. Responding, Chief Mailey advised that if the City's ordinance was re-written and established a level, a tool would be needed to measure it, and this would be a decibel meter. Mr. Sudler advised that City Council would define what would be reasonable.

Mr. Sudler moved to recommend that Chief Mailey research a reasonable decibel indicator that would be proficient in prosecuting an affirmative offense charge for sonic boom, in accordance with not only the U.S. Code for the State of Delaware but also reasonable in regard to the hearing which they currently use for the City of Dover. The motion was seconded by Mr. Shelton.

Mr. Neil suggested using the term "noise above a certain level" rather than sonic boom, because there may not necessarily be a booming sound. Mr. Sudler requested that sonic boom be defined.

Mr. Lewis suggested that Chief Mailey and the City Solicitor meet to discuss this matter, including whether the ordinance needs to be changed, what is best for the City, and enforcement of violations.

Mr. Anderson stated that he concurred with the motion but preferred the term "excessive noise" because this was already defined in the City Code. He stated, however, since members were not currently drafting legislation, he did not know if the motion needed to be amended as long as there was an understanding of excessive noise.

Mr. Garfinkel indicated that he thought Mr. Sudler's motion was a good one; however, he thought it premature because Chief Mailey had indicated that he could report back in a month on this issue and had not been allowed that time. He suggested allowing Chief Mailey to discuss this with the City Solicitor and provide a baseline. Mr. Garfinkel indicated that he would also like to see a review of the best practices of departments in other jurisdictions, noting that this would place members in a better position to make further determinations.

Mr. Hare advised members that a sonic boom is defined as the sound associated with a shockwave created by an object traveling through the air faster than the speed of sound. He noted that no tickets would be written for sonic booms.

Mr. Slavin thanked Mr. Garfinkel for bringing up this issue. He cautioned members that the City was facing serious crime issues and stated that if Council sends out a message to the 90-member uniformed police force that loud noise is a priority, they will do what they are asked and enforce loud noise. Mr. Slavin advised that every minute officers spend enforcing this issue is one (1) less minute they will be enforcing heroin and major crimes the City is facing. He expressed the need to understand that there is a finite number of minutes for uniformed police officers on the street at any one (1) time. Mr. Slavin indicated that it is left to the Chief to set priorities based on the crimes being seen, and he wanted to be sure that the Chief is given this latitude. He indicated that Chief Mailey had advised members that legal counsel had stated that this issue was unenforceable at this time, noting that there may be additional information that the Chief could bring back to help illustrate this. Mr. Slavin expressed the desire to be very careful not to send the wrong signal that this is a priority over other things.

Mr. Hare noted that there was a lot of research to be done on this topic and suggested that Mr. Sudler and Mr. Garfinkel do this research, noting that Chief Mailey currently has a lot on his plate. He stated that he would not tell Chief Mailey to make this a priority because there are many things that need to be addressed first. He advised Chief Mailey not to defer something that is more important to do this, noting that people could live with this noise a few more weeks or a month. Responding, Chief Mailey advised that he could perform research and delegate some duties, noting that he has a staff working for him. He stated that he would look into this matter further and come back with information. Chief Mailey indicated that he must be clear on

what he is looking for, noting that members had mentioned both decibel meters and industry standards.

Mr. Anderson stated that the issue should not be brushed aside because it is lower on the level of importance. He noted that some places that had repeatedly had loud noise were eventually shown to be locations where there were problems with drugs and violence. Mr. Anderson advised that an address on North New Street had repeated noise problems over the years, and a shooting occurred there. He stated that there were loud noises and problems at a location on North Kirkwood Street, and it became a disorderly premise, with repeated shootings coming from that area. Mr. Anderson noted that there was an address on Fulton Street with similar disorderly problems and a shooting came from there, with a bullet ending up near Mr. Anderson's home. He stated that repeated noise problems are leading indicators and tend to involve groups of people gathering at a location and creating the noise. He noted that at 6:00 p.m. noise may not be a worry, but sometimes there are groups of people at 10:00 p.m., 11:00 p.m., or midnight.

Mr. Slavin stated that the discussion was about mufflers. Responding, Mr. Anderson noted that the topic was radios, loud noises, etc., which had become part of the problem, and that radios are inside mobile vehicles. Mr. Anderson indicated that, in his experience, people party from vehicles, move on when they see the police, and then return. He advised that, with enforcement, success had been achieved on North Kirkwood Street, where there had not been a single problem recently, and on Fulton Street. He stated that this issue was linked to public safety and was not necessarily a frivolous issue.

Mr. Lindell moved to call for the question, seconded by Mr. Hare.

Mr. Sudler stated that the motion was to have the Police Chief perform research on a reasonable decibel indicator that would be proficient in prosecuting an affirmative offense charge for sonic boom. He stated that the term "sonic boom" could be removed if needed, and replaced with "excessive noise," as suggested by Mr. Anderson. Mr. Sudler advised that he was asking Chief Mailey to do research and get back to the Committee, and this could consist of talking to the City Solicitor. Mr. Sudler expressed his belief that there was consensus among members for Chief Mailey to do the research and get back to members.

The Committee recommended that Chief Mailey research a reasonable decibel indicator that would be proficient in prosecuting an affirmative offense charge for excessive noise, in accordance with not only the U.S. Code for the State of Delaware but also reasonable in regard to the hearing which they currently use for the City of Dover.

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Chairman Hare presiding.

Clarification - Request for Incentives - Nail Spa by TR

During their Regular meeting of April 10, 2017, City Council approved the Council Committee of the Whole/Legislative, Finance, and Administration 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. Consideration of this item was deferred during the Council Committee of the Whole/Legislative, Finance, and Administration Committee meeting of June 13, 2017.

Mr. David S. Hugg III, Acting Director of Planning and Community Development, explained that a request for incentives was received from the owner of a building that did not meet the requirements or specifications set forth in the in Appendix E - Commercial and Industrial Building Redevelopment of the Dover Code. He noted that the building was under 5,000 square feet. and work on it had already commenced, which would make it ineligible for the incentive even if it was otherwise eligible. Mr. Hugg advised that, after researching this issue, it appeared that the ordinance was adopted in 2012 to deal with issues regarding big box or large commercial buildings that were vacated by Kmart, Walmart, and others, and to incentivize redevelopment for new business opportunities.

Mr. Hugg explained that he initially questioned why a 5,000 square foot parameter was included in the ordinance, noting that buildings of this size are often fairly large commercial buildings with many kinds of uses. He estimated that this parameter would eliminate approximately 80% of the commercial buildings in Dover, particularly in strip centers. Mr. Hugg indicated that there must have been a rationale for this limitation, as well as the specification of $15,000 or more of investment, and that Council must have intended to focus this particular incentive on a very limited number of buildings. He advised that, using Geographic Information Systems (GIS) information, he attempted to count how many buildings were being discussed and determined that there were at least 166 buildings under 5,000 square feet, mostly in the downtown area. Mr. Hugg estimated that if all of the buildings were eligible and at least $15,000 was invested in each building, the cost to the City, even at $50,000 per building, would be approximately $400 per year, per building. He advised that the fiscal impact of adding other buildings to this ordinance would not be particularly significant unless there were very large numbers of buildings. Mr. Hugg noted that the ordinance had a very specific purpose, was still on the books, and had been amended. He informed members that the ordinance stated that it was implemented "to promote the renovation and equalization of commercial and industrial buildings on the city's principal commercial corridors. In order to promote the business growth and reutilization of vacant commercial buildings." Mr. Hugg advised that the intent

of the ordinance was very clear, and if Council wanted to incentivize smaller, commercial businesses at some point, this would probably not be the right ordinance to amend. He recommended looking for another incentive that would work better and be more effective, if Council wanted to move in that direction, rather than trying to amend the current ordinance to make it fit something that it was not intended for.

The Committee recommended acceptance of Mr. Hugg's recommendation to look for another incentive that would work better and be more effective, if Council wanted to incentivize smaller, commercial businesses at some point, rather than trying to amend the current ordinance to make it fit something that it was not intended for.

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

Organizational Recommendations - David S. Hugg III, Acting Director of Planning and Community Development

Mr. David S. Hugg III, Acting Director of Planning and Community Development, advised members that, when he joined the City, he was asked to look at how the City is organized, not only in the Planning Department but broadly, and suggest possible improvements or changes that might make operations more efficient and streamlined. Mr. Hugg reviewed a memorandum dated June 23, 2017 regarding Initial Recommendations on Reorganization. In regard to the Department of Planning and Inspections, Mr. Hugg indicated that at some point there may be an opportunity to look at the Department's hierarchy, noting that no one was currently serving as second in command; however, he did not think this was necessary at this time.

In regard to the reporting structure, Mr. Hugg indicated that he had asked the Delaware City Managers' Association to do a survey, results were received from most of the jurisdictions, and found that Dover was the only municipality of all those who responded that operates with a split system, where some members of senior staff report to Council or a member of Council and not to the City Manager. Mr. Hugg stated that the split system works as long as the City Manager, the City Planner, and others get along, but if there were significant policy issues, this approach would become disruptive. He advised that his suggestion and recommendation would be for Council to look into streamlining the reporting structure and to put the City Manager on the spot as being responsible for operation of the City government and moving it forward.

Mr. Hugg stated that his recommendations were provided for discussion and he was willing to expand upon them.

Mr. Hare stated that members would be unable to do justice to these recommendations during the current meeting. He suggested that another meeting be scheduled to address these concerns and that the Kent Economic Partnership (KEP) be invited.

Mr. Sudler asked Mr. Hugg to elaborate on his comments regarding the reconstitution of the Economic Development Committee, and questioned why Mr. Hugg felt so strongly about Option #3 - assign as a priority duty of the Assistant City Manager. Responding, Mr. Hugg explained that he was not recommending the re-establishment of an Economic Development Committee, noting that committees are bound by the Freedom of Information Act (FOIA), notice requirements, and membership. Mr. Hugg advised that he had been working with Mr. Anderson in regard to a resolution to be presented at the next Council meeting regarding an issue that was being termed "Making Dover Prosper." He indicated that, in the absence of a point person or persons for the City, if an interested party calls the Mayor and the Mayor asks Mr. Hugg, who is in the office, to follow up with them, there is an opportunity to work with this individual. He explained that if this party does not call the Mayor or if Mr. Hugg is not in the office, this contact may be lost. Mr. Hugg indicated that there is currently no point of contact in the City to direct someone to if they are interested. Mr. Hugg informed members that all jurisdictions must deal with the same set of regulations, whether or not they like them, and Dover is not any worse than anyplace else. He indicated that Dover had been accused of being overly cumbersome; however, based on his experience, Dover was not that bad. Mr. Hugg explained that many people need someone to help them through the process, tell them that it will take 60 days to go before the Planning Commission because of timing, notice, etc., and keep them apprised.

Referring to Mr. Sudler's question regarding Option #3, Mr. Hugg stated that this option would be to use the Assistant City Manager position for economic development. He advised that his initial concern regarding this option was not whether or not that position would become the economic development director but what would be done with the other critically important day-to-day functions that need to answer to someone at a fairly senior policy level. Mr. Hugg indicated that these functions need to be addressed by someone who can make policy, not by an administrative assistant. He questioned what alternative would be created if these functions are not addressed by the Assistant City Manager, so that the City Manager is not overloaded.

Mr. Neil indicated that a workshop should be held over a long day to review all of the issues brought up by Mr. Hugg, which he thought were brilliant. He advised that Mr. Hugg's recommendations provided food for thought regarding directions in which the City could go based on Mr. Hugg's experience. Mr. Neil also applauded the Mayor, noting that he had seen him in the role described by Mr. Hugg and thought he was very good at it.

Mr. Lewis asked if Mr. Hugg's recommendation was to hire a part-time or per diem consultant to help with promoting Dover. In response, Mr. Hugg indicated that he would like the opportunity to pursue this question further, instead of saying yes or no at this time. He stated that there may be City staff whose job duties could be refined to include more promotion, and this could include the City Planner, as well as others. Mr. Hugg advised that before hiring someone, there was a need to know what it is

that the City is trying to promote and what words would be used, such as "Making Dover Prosper" or "Make Dover Your Next Home," and hiring a firm may be considered after that. Mr. Hugg informed members that Smyrna had hired a public relations firm from Wilmington for strong point marketing who did wonderful things at an estimated cost of $20,000 - $30,000, which was not very expensive. He noted that this firm was not used regularly.

Mr. Polce thanked Mr. Hugg for the report, noting that he and Mr. Hugg had discussed the need to focus on economic development and foster synergy, both downtown and broadly throughout the City. He indicated that he looked forward to further conversation.

Mr. Slavin explained that he had been briefed by some of the members who were putting together the revitalized KEP. He noted that there are a lot of moving parts related to what was going on with the break-up of the Delaware Economic Development Office (DEDO), the public/private partnership that had been formed, and what is left for other places. Mr. Slavin indicated that a need had been expressed for a presentation to the City of Dover on these issues when these members were ready, and suggested that this would be the time to hold a workshop for a deeper discussion into economic development.

Mr. Slavin encouraged Mr. Hugg to continue to work on the issues related to Parks and Recreation and the Library with Mrs. Donna Mitchell, Acting City Manager, stating that Council would likely consider those issues during the Council Retreat in January, which is a full-day planning session. He noted that Council could look at that issue then and consider it for next fiscal year.

The Committee recommended acceptance of the report.

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

Proposed Ordinance #2017-09 Amending Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201 - Compensation and Expenses for Mayor, Council, Employees and Other Elected or Appointed Officials (Sponsors: Neil and Slavin)

Mr. Neil advised that, before the most recent members of Council were elected, Council had been asked to complete a Survey of Mayor and City Council Member Responsibilities, indicating what they did as members and how much time it they spent, for review by the Compensation Commission. He indicated that the Compensation Commission was to prepare a report and possibly recommend increasing Council's compensation. Mr. Neil noted that the report had not been issued, and some Commission members' two-year terms had expired and they could not be reappointed. Mr. Neil explained that Council President Slavin had asked him to review the ordinance and offer recommendations. He noted that when the original ordinance was developed, Council members were serving two-year terms and were

now serving four-year terms, and it seemed to make sense to extend the terms of the Compensation Commission members to four (4) years as well. He thanked Mrs. Traci McDowell, City Clerk, for working with him on Proposed Ordinance #2017-09.

Mr. Anderson stated that he favored the Proposed Ordinance as long as it would not allow for the extension of the terms of those currently serving on the Compensation Commission. He advised that there should be some measure of accountability when reports are not provided in a timely manner. Mr. Anderson suggested that the Committee should also consider what recourse they would have if there are not meetings and reports, and expressed his belief that this may be grounds for looking for a new Commission. Mr. Sudler stated that he agreed with Mr. Anderson. Mr. Hare stated that he also agreed with Mr. Anderson; however, he thought there were some members of the Commission who should be reappointed and was unsure if these members' terms had expired.

The Committee recommended adoption of Proposed Ordinance #2017-09.

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

Mr. Sudler stated that he wished to submit information regarding Chapter 59 - Juvenile Curfew of the Dover Code for consideration during the next Safety Advisory and Transportation Committee meeting. Mr. Lewis stated that he would review the information and decide whether or not to place the item on the Committee's agenda. *(City Clerk's Office Note: This item has been placed on the next Safety Advisory and Transportation Committee agenda for consideration.)*

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

MONTHLY REPORTS - MAY 2017

By motion of Mr. Hare, seconded by Mr. Neil, 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
Police Chief's Report

QUARTERLY REVENUE REPORT

Members were provided the Quarterly Revenue Report as of June 30, 2017.

By consent agenda, Mr. Hare moved for acceptance of the Quarterly Revenue Report as of July 2017. The motion was seconded by Mr. Neil and carried by a unanimous roll call vote (Mr. Cole absent).

REPLACEMENT OF ENGINE 7

Mrs. Donna Mitchell, Acting City Manager, advised that, in accordance with the Capital Investment Plan (CIP) for Fiscal Year 2017/2018, the Robbins Hose Company was requesting the replacement of Engine 7, a 1997 Pierce Dash Engine. She advised that the purchase would be financed over 10 years at an estimated cost of $77,400 a year.

Staff recommended approval of the purchase of Engine 7.

Mr. Hare moved for approval of Staff's recommendation. The motion was seconded by Mr. Lewis and carried by a unanimous roll call vote (Mr. Cole absent).

MODIFICATION TO CONSULTING CONTRACT

Mr. David Hugg, Acting Director of Planning and Community Development, stated that, during his four-and-one-half months with the City, they had identified a number of issues and taken very positive action to start correcting processes. He noted that he is beginning to focus some of his energy on the overall economic health of the community.

Mr. Hugg reminded members that, initially, he was approached about working 20 to 30 hours per week for a limited period. He advised that for the last five (5) or six (6) weeks, he had been averaging approximately 40 to 42 hours per week because there are so many new, exciting, and important things going on. Mr. Hugg stated that he had approached Council President Slavin with a proposal to modify his consulting contract, which would essentially make him a full-time contract employee for a limited term. He advised that the modification would cost less money and increase his time to 40 hours per week.

Mr. Hugg thanked members of Council for being forthright and accepting of the services he had provided and advised that he is very excited by some of the initiatives going on related to both parks and economic development. He noted that he had been working with Councilman Hare to make the vacant building ordinance more effective and productive and also to engage code enforcement initiatives, shorten the time period, and get people to come into compliance.

Mr. Slavin stated that he was supportive of the request because he thought that Mr. Hugg had done an exceptional job in this position and because the position warrants 40 hours per week. He also noted that the City was still operating with an Acting City Manager, and increasing Mr. Hugg's hours per week and extending his contract would create stability in the government.

Mr. Slavin advised that he had asked Mr. Hugg to find and fix the ordinances that seem to delay applications that are presented to City Council. He noted that Mr. Hugg was in the process of preparing ordinance amendments to address those issues. Mr. Slavin reminded members that a Comprehensive Plan Update would be due in the near future and they should have a succession plan in place for when Mr. Hugg leaves. Mr. Slavin advised that the request does not exceed the budgeted amount for the position as held by the previous incumbent.

Mr. Hare moved to accept the proposal and extend Mr. Hugg's contract through December 2017. The motion was seconded by Mr. Sudler and carried by a unanimous roll call vote (Mr. Cole absent).

SUPPORT LETTERS TO FORGOTTEN CATS PROGRAM

Mr. Kirby Hudson, Assistant City Manager, advised that he was contacted by Forgotten Cats requesting letters of support for their grant application. He stated that Forgotten Cats believe that the grant money will be sufficient to provide services to all of Dover and to individuals who may not have enough money to vaccinate their own pets.

Mr. Sudler moved for approval of the support letters for the Forgotten Cats grant application. The motion was seconded by Mr. Anderson and unanimously carried.

EVALUATION OF BIDS - SILVER LAKE DAM IMPROVEMENTS

Mrs. Donna Mitchell, Acting City Manager, stated that the purpose of the Silver Lake Dam Improvements project is to improve certain aspects of the existing Silver Lake Dam in Silver Lake Park. She advised that the issues were identified by a review conducted by JMT, consulting engineer, in 2014. Mrs. Mitchell indicated that this project would include removal of vegetation; repairing the eroded shoreline with rip rap; filling of void space under the boat ramp; repair/rehabilitation of concrete piers, slabs, and fish ladder; and various tree and tree stump removal. She stated that work would be completed at the Silver Lake Dam, along the southern tip of Silver Lake, and the project would enhance the safety of the dam and be beneficial for the public that utilize the park.

Mrs. Mitchell advised that there were some insurance issues related to the dam, resulting in the bid being over budget. She stated that, while the project cost far exceeded the estimates provided by JMT, staff believed it imperative that the project be constructed to alleviate potential safety risks that could arise from the dam.

Staff recommended awarding the contract to Guardian Environmental for the City of Dover Silver Lake Dam Improvements Project, Bid #17-0037PW, for the amount of $265,400.

Mr. Hare moved for approval of Staff's recommendation, seconded by Mr. Neil and carried by a unanimous roll call vote (Mr. Cole absent).

EVALUATION OF BIDS - LINCOLN STREET GRAVITY SEWER REPAIR

Mrs. Donna Mitchell, Acting City Manager, advised that the repaving of Lincoln Street was identified as part of the FY 2017 Street Program. She stated that, in conjunction with this project, the Department of Public Works evaluated the condition of the sanitary sewer lines, and two (2) areas of concern were identified that needed to be addressed prior to repaving the road. Mrs. Mitchell indicated that the first phase was classified as an emergency repair, due to the sink hole that was developing in the road, as this has a high potential to cause damage to life, property and the environment. She explained that the project was funded by WW1702, Miscellaneous Emergency Sewer Repair, of the FY 2017 Capital Improvement Project (CIP) plan. Mrs. Mitchell noted that, during the construction of the first phase, the contractor had to deal with an extensive amount of ground water, which made the project extremely difficult to perform. She advised, in

addition, that a dewatering permit was delayed because the Delaware Department of Natural Resources and Environmental Control (DNREC) had information that the area around the excavation may be contaminated. Mrs. Mitchell indicated that, due to the issues experienced during the first phase of the project, as well as the fact that the repairs identified for the second phase were not of an emergency nature, a bid specification was developed for the second phase.

Responding to Mr. Neil, Mrs. Sharon Duca, Public Works Director, advised that the $100,000 that was referenced was the amount of money that was set aside for emergency repairs relating to the sanitary sewer system. She noted that the final part of the failing sewer system was being addressed in Fiscal Year 2017/18 Emergency Sewer, and the repair of the street was being paid for out of the Fiscal Year 2016/17 Street Program.

Staff recommended awarding the contract to Gateway Construction for the City of Dover Lincoln Street Gravity Sewer Repair, Bid #17-0040PW, for the amount of $27,200.

Mr. Hare moved for approval of Staff's recommendation, seconded by Mr. Sudler and carried by a unanimous roll call vote (Mr. Cole absent).

APPOINTMENT RECOMMENDED BY COUNCIL PRESIDENT SLAVIN - HUMAN RELATIONS COMMISSION - JONATHAN OFFREDO - FOURTH DISTRICT REPRESENTATIVE - THREE-YEAR TERM TO EXPIRE FEBRUARY 2020 (TO FILL THE EXPIRED TERM OF KENNETH ROACH)

Council President Slavin recommended the appointment of Mr. Jonathan Offredo to serve on the Human Relations Commission as the Fourth District Representative for a three-year term to expire in February 2020 (to fill the expired term of Kenneth Roach).

By consent agenda, Mr. Hare moved for approval of the appointment of Mr. Offredo, as recommended by Council President Slavin. The motion was seconded by Mr. Neil and carried by a unanimous roll call vote (Mr. Cole absent).

2017/18 ANNUAL APPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN (DEFERRED DURING THE ANNUAL MEETING OF MAY 8, 2017)(Downtown Dover Partnership Board of Directors and Silver Lake Commission)

Mr. Lewis requested that the Annual Appointments Recommended by Mayor Christiansen be deferred until the next City Council meeting with hopes that applications would be received for the appointees. He noted that a process was currently in effect that was adopted by a majority of City Council members on October 10, 2016 which states that "When applications of interest are received by the City, provide City Council members copies of all applications to personally review before placing on Council agenda for appointment, duties by the City Clerk." Mr. Lewis advised that number three (3) of the process states, "Members currently serving on City boards, committees, commissions wishing to be reappointed and continuing to serve must reapply with an updated application, duties of the City Clerk."

Mr. Lindell stated that he agreed that, the way it is written, the appointments should be deferred; however, he disagreed with having people reapply for positions that they have already been appointed to. He noted that it did not seem very efficient to ask someone who had been accepted

on a committee, filed an application, and served for many years to keep filing an application year in and year out to be reappointed. Mr. Lindell advised that he intended to draft something to address that particular part of the issue.

Mr. Neil asked if City Council could interfere with the Mayor's appointments. Responding, Council President Slavin advised that the Mayor's appointments are subject to confirmation by City Council.

Mr. Anderson, noted that many committee members were appointed before the terms of any current members of Council, and he personally had no idea what their qualifications were because they never submitted an application. He suggested that applications would help Council with future appointments, especially if they were looking for diversity of experience and outlook. Mr. Anderson stated that if a committee is made up of all former government employees, a few business people may be desired, and if it is comprised of all business people, Council may want to have someone with other experiences, maybe a housewife or somebody to bring a different perspective.

Mr. Anderson, noting that there had been concerns about too much paperwork discouraging people from applying, advised that a compromise was reached when the application was simplified and the requirement for a resume was eliminated. He stated that he thought that this compromise should be allowed to work. Mr. Anderson stated that he was not sure that it was intended that the application to include separate agencies, such as the Downtown Dover Partnership (DDP).

Mr. Lewis advised that the application requirement for members being reappointed was to receive updates on education, training, et cetera. He noted that applications should only take five (5) minutes to complete.

Mr. Sudler stated that he thought there was a need to be transparent and have all of the requirements across the board, whether members were being reappointed or just being appointed.

Mr. Lewis stated that, if the process were to change, it would be unfair to the people that already had to fill out an application for reappointment or appointment, such as one (1) of the recommended appointments for the Human Relations Commission that was on the agenda that evening. He stated that he personally thought it would be unfair to those individuals if the process were to change.

Mr. Hare stated that he thought an application should be required for a new appointee; however, he did not feel that people being reappointed should have to complete an application every time. Mr. Hare noted the difficulty that they have finding people to serve on committees and asked why they should make it more tedious for committee members to serve.

Mr. Sudler stated that he thought if someone was truly dedicated to the City, they would do whatever it took, including filling out an application.

Mr. Lewis moved to defer the Annual Appointments Recommended by Mayor Christiansen until the next City Council meeting with hopes that they receive applications for the appointees. The motion was seconded by Mr. Sudler and carried with Mr. Neil and Mr. Hare voting no.

REZONING REQUEST FOR PROPERTY LOCATED AT 826 FOREST STREET - FIRST READING OF PROPOSED ORDINANCE #2017-10

A request was received to rezone properties located at 826 Forest Street, consisting of $0.5^{+/-}$ acres, owned by Sarah E. Jones. The property is currently zoned RG-1 (General Residence), subject to COZ-1 (Corridor Overlay Zone) and the proposed zoning is C-1A (Limited Commercial), subject to COZ-1 (Corridor Overlay Zone).

Prior to amending the zoning ordinances and zoning map of the City of Dover, a public hearing is required.

Mr. Neil moved to refer the request to the Planning Commission on August 21, 2017 and set a public hearing for September 11, 2017 at 7:30 p.m. The motion was seconded by Mr. Hare and unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2017-10 as read by the City Clerk, by title only, as follows:

> AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 826 FOREST STREET

REZONING REQUEST FOR PROPERTY LOCATED AT 870-872 FOREST STREET - FIRST READING OF PROPOSED ORDINANCE #2017-11

A request was received to rezone properties located at 870-872 Forest Street, consisting of $0.7473^{+/-}$ acres ($32{,}552^{+/-}$ S.F.), owned by Bennie Smith Real Estate, LLC. The property is currently zoned C-1A (Limited Commercial), subject to COZ-1 (Corridor Overlay Zone) and the proposed zoning is IO (Institutional and Office), subject to COZ-1 (Corridor Overlay Zone).

Prior to amending the zoning ordinances and zoning map of the City of Dover, a public hearing is required.

Mr. Neil moved to refer the request to the Planning Commission on August 21, 2017 and set a public hearing for September 11, 2017 at 7:30 p.m. The motion was seconded by Mr. Hare and unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2017-11 as read by the City Clerk, by title only, as follows:

> AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 870-872 FOREST STREET

FIRST READING - PROPOSED ORDINANCE #2017-09

Council President Slavin reminded the public that copies of the proposed ordinance were available at the entrance of the Council Chambers, on the City's website at www.cityofdover.com under "Government," or by contacting the City Clerk's Office at 736-7008 or cityclerk@dover.de.us. Final

action by Council on the proposed ordinance will take place during the Council Meeting of August 14, 2017.

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

> ORDINANCE #2017-09 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE IV - OFFICERS AND EMPLOYEES, DIVISION 1 - GENERALLY, SECTION 2-201 - COMPENSATION AND EXPENSES FOR MAYOR, COUNCIL, EMPLOYEES AND OTHER ELECTED OR APPOINTED OFFICIALS

CITY MANAGER'S ANNOUNCEMENTS

Mrs. Donna Mitchell, Acting City Manager, advised that Mr. Ken Schrader, who is with the management firm for White Oak Condos, called to recognize the City employees who helped him clean up the complex. She stated that Mr. Schrader complimented the Public Works, Electric, and Police Departments, noting that they are always very quick to respond and address the issues. Mrs. Mitchell advised that Mr. Schrader wanted to relay that the City has a fantastic workforce.

Mrs. Mitchell provided the following information:

Construction Project Updates

- Westover Pump Station Upgrade - north side of Hazlettville Road, west of Mifflin Road - off road activity
- FY 2017 Street Program - currently working in Wyoming Avenue, work in Lincoln Street to start following Wyoming Avenue and completion of sanitary sewer repairs in Lincoln Street
- Rolling Acres Pump Station - east of Route 13, south of Jefferic Boulevard - off road activity

Operational Announcements:

- Curbside Recycling Collection - Republic Services will start as our new Recycling Contractor on August 1st. Recycling routes are not changing. Please be patient during this transition.

Police Chief Marvin Mailey thanked Mrs. Mitchell for her assistance with promotion interviews and announced the promotions of Captain Stump, to the rank of Major and Deputy Police Chief; Lieutenant Chad Bernat, to the rank of Captain and Administrative Division Commander; and Sergeant David Boney, to the rank of Lieutenant and Patrol Unit Commander. Chief Mailey stated that all of these gentlemen are outstanding and that he looked forward to a lot of good service from them.

COUNCIL MEMBERS' ANNOUNCEMENTS

Council President Slavin recognized Mr. Jon Offredo, who graciously waited through the entire meeting. He noted that Mr. Offredo's appointment to the Human Relations Commission was approved earlier in the meeting and thanked him for filling the longstanding vacancy in the Fourth District.

Council President Slavin wished Councilman David Anderson and the City Clerk a happy birthday on July 29th.

Mr. Sudler thanked Mrs. Donna Mitchell, Acting City Manager, for always keeping members updated, which he stated was very professional. He expressed his hope that she would continue to stay on board, as Mr. Hugg had decided to do.

Mr. Hare requested Police Chief Mailey to assess the speeding situation at Westview Terrace and Wyoming Avenue. Chief Mailey advised that they would put this area on their radar.

Mr. Lindell wished Council President Slavin a happy birthday on August 10th.

Mr. Lindell thanked Mrs. Mitchell and the Dover employees for the tour of the various City departments. He stated that it was a great experience, especially for a new Council person to get a good idea of what the City employees go through in the different departments on a day-to-day basis.

Mr. Lindell noted that he went on a ride-along with the police the previous Friday and suggested that others do so if they have the opportunity. He noted that a ride-along opens one's eyes to a lot of issues throughout the City and makes one realize how lucky the City is to have dedicated officers on its police force.

Mr. Lewis stated that he had the opportunity this month to attend an NAACP banquet with Councilman Sudler and Councilman Anderson to recognize Police Chief Mailey. He noted that he was very proud of the Chief and that he was doing an exceptional job.

Mr. Sudler congratulated Chief Mailey on the selection of his new administrative staff and requested that he convey his congratulations to the Chief's entire staff.

Chief Mailey announced that National Night Out, an annual event to welcome young people back to school, would be held on August 1st at Target. He noted that various police agencies and the Fire Department would be participating.

Chief Mailey announced that another Lights Out event would be held within the week, and the Citizens Academy would be starting soon. He noted that event information was available on the Police Department's website.

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

Meeting adjourned at 8:33 p.m.

TRACI A. McDOWELL
CITY CLERK

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

ROBIN R. CHRISTIANSEN
MAYOR

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RESTORING CENTRAL DOVER HOUSING PLAN

Current Housing Conditions

Central Dover has a very low homeownership rate of about 25%. Many rentals need significant repair and may not be feasible to bring up to standard. There is a high incidence of boarded up and vacant properties that not only attract crime, but limit positive investment. Some landlords are not investing sufficiently in their properties. There are infrastructure needs such as street lighting, sidewalks, and curbs. Planning is necessary on down town streets to assure optimal land use and design, using a streetscape approach.

Housing Goal

To offer new homeownership opportunities with a goal of achieving a 50% rate of homeownership. Eliminate blight by rehabilitating owner-occupied and rented properties and demolishing substandard, vacant, and uninhabitable properties. Increase City code enforcement to have units repaired. City planning design downtown blocks with a goal of lessening housing density, assembling properties, and developing pleasing streetscapes. Make associated infrastructure projects a priority.

Components of the Housing Goal

A. Judicious code enforcement to improve substandard rental properties.
B. City action on derelict, blighted, and vacant buildings.
C. Demolition of properties that cannot feasibly be-placed into service.
D. Implement steeper penalties for non-compliance with building codes and ordinances within the DDD zone.
E. Develop new homes for sale on in-fill properties.
F. Rehabilitate owner occupied homes to bring them into code compliance.
G. Develop a relocation plan for displaced residents.
H. Assemble land parcels to have more frontage and less density, with new designs for entire blocks.
I. Do an infrastructure assessment and implement improvement plan for street lighting, alley lighting, sidewalks, curbs, recreation, etc.
J. Have all City of Dover Departments come together and focus on this goal.

The Time is <u>Now</u>!

Downtown Dover has deteriorated for far too long. The downtown has been designated a Downtown Development District by the state for 10 years and incentives for positive investment exist. Restoring Central Dover is finishing the 2nd year of its 5-year Implementation Plan. Neighborhood Building Blocks Fund resources are coming to the City, the Police Department, and NCALL. NCALL received $1,000,000 in Strong Neighborhood Housing Fund assistance for NCALL and Central Delaware Habitat to build 20 for-sale homes. These resources cannot be fully deployed and additional investment secured until we make strides on the safety and deterioration issues. We have a unique opportunity to work together to make measurable and lasting change in central Dover.

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole met on July 25, 2017 at 6:02 p.m., with Council President Slavin presiding. Members of Council present were Mr. Anderson (departed at 6:07 p.m. and returned at 6:ll p.m.), Mr. Sudler, Mr. Neil, Mr. Lewis (departed at 7:34 p.m. and returned at 7:36 p.m.), Mr. Polce (departed at 7:11 p.m. and returned at 7:13 p.m.), Mr. Hare, and Mr. Lindell. Mr. Cole was absent. Mayor Christiansen was also present (departed at 7:44 p.m.). Civilian members present for their Committee meetings were Mr. Garfinkel and Mr. Shelton (*Safety Advisory and Transportation*) and Mr. Shevock and Dr. Stewart (*Legislative, Finance, and Administration*). Mr. Caldwell and Mrs. Horsey (*Parks, Recreation, and Community Enhancement*) were absent.

SPECIAL 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.

Request for Letter of Introduction to the State Secretary of Agriculture to Request an Assessment of Continental Park (Thomas Dix)

Colonel Thomas J. Dix, 664 Independence Boulevard, advised that he lives near Continental Park and is a master gardener. He explained that he would like to approach Mr. Michael Scuse, the Delaware Secretary of Agriculture, to request assistance from the Office of Urban Forestry regarding Continental Park. Colonel Dix noted that he had previously dealt with a woman in the Office of Urban Forestry named Kesha and was very impressed. He stated that Continental Park has a two-acre forest that had been abandoned for over 40 years and that he would like to request an assessment of the park from the Office of Urban Forestry.

Mr. Hare asked if this was something that members must approve or if Colonel Dix could request the assessment on his own.

Responding to Mr. Slavin, Colonel Dix confirmed that he wanted the letter requesting assistance to be sent to Secretary Scuse from Council on behalf of the City as the property owner. Mr. Slavin requested that Mr. Mike Valenti, Delaware State Forester and a Dover resident, also be included. Colonel Dix agreed, stating that he had read about Mr. Valenti, who had been in forestry for many years, and he believed that Mr. Valenti worked directly with the Office of Urban Forestry.

Mr. Neil thanked Colonel Dix for bringing this matter to the attention of Mr. Sudler, stating that he thought it was a terrific idea. He indicated that he favored sending the letter, for both the City and its citizens.

Colonel Dix stated that, based on the value of his own property, he calculated the value of Continental Park at $1M. He noted that the park is 2.95 acres in size and the front third of the

property is being used sometimes. Colonel Dix stated that the park was often used previously for football practice; however, Redner's is now used for football practice because there is too much dog excrement on the park property.

In response to Mr. Slavin, Colonel Dix clarified that he was asking for a letter of technical assistance and an assessment of any assistance the Department of Agriculture could offer. He stated that he was not qualified to say whether the park is good, bad, or indifferent, noting that he is just a master gardener. Colonel Dix explained that the Department of Agriculture has professional staff that could evaluate the forest and advise the City regarding what is right and wrong about it.

Mr. Neil moved to recommend assisting Colonel Dix with a letter of technical assistance from the City on his behalf *(Attachment #1)*. The motion was seconded by Mr. Lewis and unanimously carried (Mr. Anderson absent).

Discussion Concerning Safety and Vandalism Issues at City Parks

Mr. Sudler reviewed the Park Issues Reported to the Safety Advisory and Transportation Committee regarding safety and vandalism issues at City parks. He noted that Mrs. Sharon Duca, Director of Public Works had advised Council about graffiti at the pavilions at Dover Park and Mr. Lindell had reported graffiti at Silver Lake Park. He stated that gangs or posses are defacing park amenities and as soon as they are cleaned up and the area is power washed, they come back again and tag them to show that they are not going anywhere. Mr. Sudler advised that the Public Works Department had done a great job in moving forward and cleaning up after them again, and methods were now being reviewed to deter them from tagging park facilities. He thanked Police Chief Marvin Mailey for quickly responding to the concerns by increasing patrols in this area.

Mr. Sudler advised that he had purchased and donated imitation security cameras and warning security signs to be installed inside park pavilions to help deter graffiti tagging, smoking, and other unlawful activities at the City's parks. He stated that these inexpensive tools could be used to measure if imitation cameras could help deter this type of activity and secure City parks from vandalism. Mr. Sudler advised that the cost of these two (2) items combined was less than $20. He submit the imitation cameras and signs to the City Clerk, noting that he would email Mrs. Duca to ask her to retrieve them.

Continental Park's Workshop Update

Mr. Sudler reviewed the July 2017 Chair's Report. He noted that a workshop was held to raise awareness regarding the types of amenities that the City provides and to get community feedback regarding the location in Bicentennial Village where park amenities should be implemented or installed. Mr. Sudler stated that he, Mayor Christiansen, Mr. Lindell, Mr. Polce and City staff attended the workshop.

Mr. David Hugg, Acting Director of Planning and Community Development, noted that he also serves as Director of Parks and Recreation. He advised that a very successful workshop was held at Continental Park, noting that at least 31 or 32 people signed the attendance sheet and there were probably more than that present. Mr. Hugg indicated that a number of comments were left, and opinions were divided regarding whether or not park benches were favored. He stated that some people advised that benches attract undesirables; however, others expressed the need for benches to

sit on, particularly young mothers who watch their kids play in the park. Mr. Hugg indicated that there were fairly universal recommendations that the City look at having an active playground on Colony Drive, near the wetland drainage area, instead of having something more intense at Continental Park. He stated that the recommendations received were for the City to look at Continental Park as a more passive activity area and concentrate more active use in an area that is out of the range of traffic and where there are more families. Mr. Hugg indicated that there were some comments about making Continental Park more family friendly, with benches and picnic tables. He noted that a number of comments were received indicating that the parks need serious attention in terms of maintenance, in particular that some equipment and facilities were aging and not in the best condition. Mr. Hugg advised that park maintenance was something that needed to be considered.

Mr. Hugg stated that other items mentioned were a splash pad and swings. He indicated that safety was a real concern, and some people wanted safe places for children to play, particularly in the Colony Drive area because it is somewhat isolated from the major thoroughfare. Mr. Hugg advised that the comments had been synthesized, and the conclusion was that a modest investment would be made in Continental Park as it stands currently, possibly in some benches and trash cans. He noted that one (1) individual mentioned that there were no dog waste pick-up bags or signs. Mr. Hugg advised that bags and signs were relatively inexpensive and would be a useful addition to the City's parks. He noted that if signs were installed asking people to clean up after their dogs, something should be placed there to give them that opportunity.

In regard to Colony Park, Mr. Hugg stated that staff was trying to develop ideas for what could be done right now, noting that the City was in the process of thinking through what the next steps might be. He noted that there were funds in the Capital Improvement Program (CIP) for small park improvements, rather than the massive improvements that would occur at Schutte Park or Dover Park, and Mrs. Donna Mitchell, Acting City Manager, had assured him that some of these funds could be spent. Mr. Hugg indicated that he thought the City could invest in a couple of parks and make a difference.

Mr. Anderson moved to recommend acceptance of the report, seconded by Mr. Lindell.

Mr. Anderson moved to suspend the rules to allow the public to comment, seconded by Mr. Neil and unanimously carried.

In response to Mr. Hugg's comments regarding dog waste pick-up bags and signs, Colonel Thomas J. Dix, 664 Independence Boulevard, stated that three (3) parks currently had dog waste signs, kits, and wastebaskets, noting that he had previously provided pictures of them.

The motion to recommend acceptance of the report was unanimously carried.

Back to School Giveaway and Rib-Off Fundraiser Initiative

Mr. Sudler reviewed information regarding a Back-to-School Supply Giveaway and Rib-Off Contest fundraiser for Dover Park and Continental Park. He noted that a proposal had been developed to obtain input and buy-in from the community. Mr. Sudler indicated that a concrete date had not yet been set and details would have to be worked out before everything is finalized.

Mrs. Donna Mitchell, Acting City Manager, commended Mr. Sudler for trying to put together the Back to School Giveaway and Rib-Off Fundraiser Initiative community event. She noted that needs regarding the proposed event had been discussed and a meeting would be held on August 8, 2017 to determine if health inspections, or similar items would be required and to try to get details ironed out to move forward with the event.

In response to Mr. Hare, Mrs. Mitchell advised that this was not a City-sponsored event or a Parks and Recreation Department planned program at this time, stating that Mr. David Hugg, Acting Director of Planning and Community Development, could validate that. She indicated that Mr. Sudler was trying to pull the event together for the parks. Responding to Mr. Hare, Mrs. Mitchell stated that Mr. Sudler would have to obtain permits and the approval of food inspectors unless Council made the fundraiser a City-sponsored event.

Mr. Sudler stated, for clarification, that he was seeking Council's approval for the event and, if Council deemed it not necessary to approve or support the event, he would take the necessary steps to hold the event.

Responding to Mr. Anderson, Mr. Sudler stated that he was seeking a motion to endorse and approve the event. Mr. Anderson indicated that the event would benefit the City without cost to the City and was a good idea. Mr. Hare stated that he disagreed and that he thought there would be costs involved. Responding to Mr. Hare, Mrs. Mitchell advised that, if the event was sponsored by the City, expenses would be incurred for labor, possibly for cleanup after the event, and to pay staff for their time at the event if staff was involved. She indicated that if Mr. Sudler wanted to hold this special event outside of Council approval and obtain a permit for it, there would still be labor costs, etc.; however, there would be a permit fee to help recoup the cost. In response to Mr. Hare, Mrs. Mitchell stated that the money raised would offset some of the expense, whether or not the event was sponsored by the City.

Mr. Hare advised that he would like to see a proposal and a breakdown of the expenses before saying whether or not he would support it.

Responding to Mr. Slavin, Mrs. Mitchell indicated that a special City-sponsored event would require a special insurance rider, and this would be part of the discussion during the meeting on August 8, 2017. She stated that information would to be gathered regarding insurance, health issues, etc., to see what the costs would be.

Mr. Hare questioned if the Food and Drug Administration would have to be involved if the event was sponsored by the City. In response, Mrs. Mitchell indicated that she would have to obtain those details from staff. She noted that health inspectors were present for the vendors that were cooking at the Farmer's Market held on Wednesdays.

Mr. Hare, referring to the event information provided by Mr. Sudler, noted that people would have to sign a waiver and questioned whether people would have to sign a waiver if the event was sponsored by the City. Mr. Hare reiterated that he thought it was premature to say yes or no until members have all of the information following the meeting scheduled for August 8, 2017.

Mrs. Mitchell advised that staff would have all of the information when this matter is considered by Council during their meeting scheduled for August 14, 2017.

Mr. Sudler suggested that a motion could be made to move this item forward to Council pending the receipt of criteria and information following the final discussion meeting.

Mr. Lindell stated that he agreed with the concept but shared Mr. Hare's concerns regarding the need for a detailed plan regarding the associated costs.

Mr. Polce asked if members of the Fraternal Order of Police (FOP) and the Police Athletic League (PAL) would be at the August 8th meeting. Responding, Mrs. Mitchell stated that Police Chief Marvin Mailey would be present, along with any representatives that he feels necessary.

Mr. Anderson suggested moving this item forward with no recommendation. He explained that when the information is provided during the August 14, 2017 Council meeting, members will be able to make the appropriate motion, and this matter will not be delayed. Mr. Anderson stated that he would be willing to provide $250 from his City Council Community Enhancement funds toward the proposed event.

Mr. Anderson moved that this item be moved forward to Council with no recommendation so that additional information could be obtained, seconded by Mr. Lewis.

Responding to Mr. Polce, Mr. Anderson clarified that the motion was to move this item forward with no recommendation, which would allow members to vote on the item on the Council floor when they receive additional information. Mr. Anderson stated that Committee members would not be recommending that the proposal be approved or fail but just moving it forward.

The motion to move the Back to School Giveaway and Rib-Off Fundraiser Initiative forward without a recommendation was carried by a unanimous roll call vote (Mr. Cole absent).

Meeting at Grottos Pizzeria to Update Community Volunteers on Future Activities and Events for City Park Programs

Mr. Sudler advised that a social meeting for volunteers on future activities and events for City park programs would be held at Grotto Pizza on August 9, 2017 from 6:00 p.m. until 8:00 p.m. and invited all Committee and Council members to attend.

Mr. Sudler informed members that some of the volunteers were individuals who attended a Dover Park community meeting held on May 25, 2017 regarding Dover Park programs and activities. He noted that these individuals had signed up to indicate that they wanted to play a significant role in the proposed Back to School Giveaway and Rib-Off Fundraiser Initiative and in anything that the City was doing regarding activities and events for the parks, and he advised that they would be contacted.

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

Meeting adjourned at 6:33 p.m.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

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

AGENDA ADDITIONS/DELETIONS

Mr. Anderson expressed concern regarding shootings in the City of Dover and stated his belief that members should discuss this matter very soon. He thanked Mr. Lewis for committing to place this item on the next Safety Advisory and Transportation Committee meeting agenda and indicated that, because of that commitment, he would move to approve the agenda as presented.

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

Debriefing/Post-Mortem on Firefly Music Festival (Presentations by the Department of Planning and Inspections and the Dover Police Department)

Mr. David Hugg, Acting Director of Planning and Community Development, referred to his memorandum dated July 14, 2017 regarding the Debriefing/Post-Mortem Report on 2017 Firefly Music Festival. He informed members that the Firefly Music Festival went very well and there were very few incidents at the festival with relation to the Fire Marshal's Office and the Planning and Inspections Department. Mr. Hugg noted that some of the items that were highlighted in the Fire Marshal's report would be discussed with Red Frog Events, Dover Downs, and Dover International Speedway in preparation for next year's festival. He stated that most of those items were relatively minor, such as clarification of parking, incidents involving people who were injured while cooking onsite, and fencing. Mr. Hugg advised that a list of vendors was not received until the last minute, which caused some issues. He noted that the event was enjoyed by several thousand people.

Mr. Sudler noted that a total of 169.5 hours of staff time was expended at the event and asked how much the City made from participating and providing staff. Responding, Mr. Hugg advised that the only information he had was the actual revenue received by the City from fees, which was approximately $5,000. Mr. Matthew Brown, Deputy Fire Marshal, stated that the City does not receive reimbursement for the Fire Marshal's Office at an hourly rate but does receive the permit, fireworks, and those types of fees.

Mr. Sudler expressed his understanding that the City expends a lot of staff time in support of the event but does not receive much monetary return. Responding, Mr. Hugg explained that the City provides a lot of staff time, and the fees, permits, and license charges do not cover those costs; however, he stated the need to look beyond this fact to the economic impact of the Firefly Music Festival on the City. He stated that the City and all of the businesses in Dover benefit immensely

from this activity. Mr. Hugg advised that the fee structure is not designed to cover the City's costs, unless Council was to direct otherwise.

Mr. Slavin stated that Council had asked for debriefings after the event, not for the purpose of trying to calculate potential lost revenue to the City, but to make sure that the City was business-friendly and was keeping the festival a viable event for the City, and to know what could be expected the following year and if any trends were developing. Mr. Slavin stated that knowledge about the event had leveled off, and the event had also leveled off in its numbers. He indicated that Firefly had not become an easy event but was now a regular feature to manage, similar to the way in which NASCAR races are managed. Mr. Slavin stated that he agreed 100% with Mr. Hugg that members should look at the benefit of having more than 80,000 people who willingly spend their money over approximately five (5) days, as well as the impact to the City's businesses.

Mr. Neil asked if the City receives recompense for event coverage by the Dover Police, and Mr. Hugg suggested addressing this question to Police Chief Marvin Mailey. Mr. Neil expressed his belief that the City receives compensation for police coverage, and he noted that this is a major State event and the City is assisted by many police departments, fire departments, and ambulance companies. He stated that a change had been made and the complete festival area, including The Woodlands, was placed under the City. Mr. Neil indicated that the City's Police Department was put in charge, which he stated was worthwhile.

Mr. Neil explained that there had been neighborhood issues, noting that the community where he resides, Wild Meadows, is in the area of the event. He indicated that the pedestrian traffic was less than in previous years, perhaps because the crowd was not as large. Mr. Neil advised that Persimmon Park Place had some problems regarding turnarounds and other things that affected their community. He indicated that Dover Downs and Dover Motorsports are very receptive and reach out to communities to ask what kind of problems they are experiencing, if any. Mr. Neil stated that it was important to take care of the problems related to many people coming through neighborhoods. He complimented Dover Speedway, the host of Red Frog Events' Firefly Music Festival, for being cognizant of the problems and helpful.

In response to Mr. Hugg, Mr. Brown stated that the Fire Marshal's staff begins the pre-planning and planning for the Firefly Music Festival six (6) months in advance. Mr. Hugg stated that Dover Speedway and Red Frog Events are very accommodating and interested in making sure that the event is safe and enjoyable with minimal problems.

Mr. Neil indicated that it was also helpful that former Dover City Councilman and former Police Chief James Hosfelt is in charge of security for Dover Speedway. He noted that Mr. Hosfelt understands the problems and had been terrific in working with the City and the community.

Mayor Christiansen questioned if Mr. Hugg and Mr. Brown believed that anything needed to be improved regarding the festival in the future. Responding, Mr. Hugg stated that the Fire Marshal had outlined items to be addressed, noting that there were parking concerns and miscellaneous things, such as a vendor list, but no major items. Mr. Brown advised that there was nothing major to address; however, staff was working with Dover Downs and Red Frog on several issues. He noted that Dover Downs is very accommodating regarding staff requests and had provided a lot of

additional security to assist staff during the camper load-in period and in monitoring the campgrounds. Mr. Brown advised that any issues that came up onsite were immediately addressed by Dover Downs. He indicated that Red Frog is out of State and is hard to deal with prior to the Festival; however, once they are in Dover they are attentive. Mr. Brown stated that staff tries to work with Red Frog and give them a lot of notice on major issues. He noted that the campgrounds had previously had only grass lanes and fire trucks drive between the rows; however, a three-year progressive stony pavement plan had been developed. Mr. Brown advised that this was the first year of the plan, and it had lived up to expectations. He indicated that concerns that arise are dealt with onsite, pre-planning with Dover Downs had always occurred, and there had been no issues whatsoever.

Mr. Brown stated that he wished to caution members with respect to previous comments about financial reimbursement for staff time at the event. He explained that if staff was being paid to be at the festival and was also performing enforcement, this could create an awkward situation. Mr. Brown suggested, if members wished to address reimbursement, that they continue to use campground fees, special event fees, etc., rather than charging for staff hours. In response to Mr. Sudler, Mr. Brown clarified that staff may have to address violations at the festival, which may cause tension and friction. He advised that if staff was being reimbursed for their hours, they would be receiving pay to be at the festival, which would create a difficult situation if they had to enforce something, impose a fine, or close a structure down because it was in violation.

Mr. Sudler asked if someone is onsite at the festival to address violations and hazards that City staff point out. Responding, Mr. Brown advised that City staff have a great working relationship with Mr. Hosfelt and Mr. Mark Hostetter, Fire Protection and Life Safety Technician, Dover Motorsports, Inc., and staff are in communication with them by phone and radio. He stated that several incidents had come up; however, onsite meetings are held and incidents are addressed immediately. Mr. Brown indicated that City staff had never had an issue with Dover Downs not complying onsite.

Lieutenant Christopher Hermance, Special Enforcement Unit Commander, Dover Police Department, stated that he is responsible for large-scale event coordination and planning and tends to the races at Dover Downs as well as the Firefly Music Festival. He reviewed the 2017 Dover Police Department Firefly Music Festival After Action Report.

Lieutenant Hermance advised that Route1 is used as a dividing line for the festival grounds, and the festival area and the camping area on the west side of the roadway are monitored by the Dover Police Department. He indicated that the festival area is broken into Divisions 1, 2, and 3, and Lot 18. Lieutenant Hermance stated that Lot 18, when filled, has a larger population than the City. He stated that Lot 18 is under the Dover Police Department's jurisdiction; however, there are agreements with the Delaware State Police to take control of that area and to assist in other areas in Division 3. Lieutenant Hermance advised that changes had been made and the City had started working a little better with the Delaware State Police, in terms of incorporating State Police forces into some areas that the Dover Police Department would normally cover, which allowed the City to allocate its resources to other areas of the event. Lieutenant Hermance stated that group dynamics, flow, and communication were good and everything went very well, with significant improvements over last year.

Lieutenant Hermance advised that, according to Red Frog Events, approximately 90,000 people attended the festival daily and approximately 40,000 of them camped in campgrounds in the festival area. He stated that the load-in to the campsites began at 8:00 a.m. on Wednesday, June 14, 2017, noting that vehicles are loaded in from Lot 18 and moved west. Lieutenant Hermance indicated that there was a lot of coordination and monitoring via technology, cameras, and Unmanned Aerial Vehicles (UAVs) with the Delaware Department of Transportation (DelDOT) controlling traffic, and everything went smoothly, with only the typical minor difficulties.

Lieutenant Hermance informed members that there were numerous private security agencies under the command of Dover International Speedway that the Department liaised with, including 13 outside agencies in law enforcement alone. He stated that these agencies worked in areas from festival row positions to campground row positions and checkpoints. Lieutenant Hermance expressed the need to react to world events and noted that procedures are evaluated for improvement every year. He stated that a serpentine-type barrier consisting of numerous 80,000 pound dump trucks was set up as a checkpoint and as protection for vehicle-borne threats. Lieutenant Hermance advised that this barrier was being reassessed for improvement next year, noting that DelDOT provides the vehicles and drivers with 24-hour coverage in case the vehicles need to be removed.

Lieutenant Hermance noted that the command post was manned 21 hours per day and there was an on-scene commander 24 hours a day. He advised that the command post was in an idle state between 3:00 a.m. and 6:00 a.m. and he, as the on-scene commander, usually lived out of the post. Lieutenant Hermance stated that the Delaware Information and Analysis Center (DIAC) and Delaware's Fusion Center were used to gather information about potential threats and intelligence coming into the area in regard to things like drug activity coming to and from the festival to other events.

Lieutenant Hermance informed members that 42 complaints were received between Wednesday, June 14, 2017 at 6:00 a.m. through 11:00 a.m. on Monday, June 19, 2017 in the specific area of the event. He noted that there were zero (0) DUI complaints. Lieutenant Hermance stated that a DUI offender had gotten up onto a bridge last year, and this incident was one (1) of the things that set in motion a truck barrier for 2017 to prevent this type of activity. Lieutenant Hermance advised that some major drug arrests had been made by undercover officers in the Drug, Vice, and Organized Crime (DVOC) Unit. He indicated that some of these arrests were extremely large, with significant numbers in terms of ecstasy, marijuana, MDMA, LSD, cash seizures, etc. Lieutenant Hermance advised that police patrols were not funded by Dover International Speedway or Red Frog but through Dover Police Department grant funding for patrols. He explained that officers were conducting these types of arrests through foot patrols, which may not be possible next year, depending upon funding. Lieutenant Hermance advised that this matter was something that needed to be looked at and the Department was continuing to work with Dover International Speedway in this regard. He noted that foot patrols made a very significant impact on the drug activity coming into the event, which made the event safer and worked for the Police Department.

Lieutenant Hermance stated that he worked closely with Mr. Hosfelt on the event, which had been a pleasure, and there were open communications between Lieutenant Hermance, Mr. Hosfelt, DelDOT, and the Delaware State Police. He noted that they were able to resolve issues as they came

up. Lieutenant Hermance noted that meetings would begin in the next couple of weeks to present and discuss the small issues that had come up.

Lieutenant Hermance indicated that one (1) of the biggest changes was the consolidation of command posts. He explained that previously there were two (2) command posts, the Joint Operations Command (JOC), on the west side of Route 1, and the Festival Command. Lieutenant Hermance explained that these two (2) facilities had been combined at the JOC, which was better in terms of incident command, fusion, and operation of the overall event. He expressed the need to acquire technology to allow dispatchers to use headsets because it becomes loud in the command post. Lieutenant Hermance stated that numerous links in the chain had been removed, which shortened it to provide a better response and better transfer of communication.

Lieutenant Hermance advised that there had been numerous discussions last year regarding signage on the roadways and in the festival. He indicated that improvements were seen; however, more improvements were needed. Lieutenant Hermance stated that he had scheduled approximately 4,000 hours of commitment for law enforcement, noting that these funds are not paid by the City but by Red Frog Events and Dover International Speedway. He stated that there were almost 640 hours from municipal agencies alone, and without their help and Dover Police Department's outstanding relationships with these agencies, the Dover Police Department would not be able to support the event as they do not have enough people. Lieutenant Hermance advised that police presence is key for the event. He stated that there were no major issues. Lieutenant Hermance explained that the festival is a living thing that is always changing, and the Police Department changes and adapts to it. He stated that everyone involved had gotten good at what they do and is open to new ideas.

Mr. Anderson stated that it was amazing that there were 90,000 people and only minor incidents, with the exception of two (2) incidents. In response to Mr. Anderson, Lieutenant Hermance stated that he was not aware of any noise complaints outside the event.

Mr. Neil indicated that he usually hears noise complaints. He noted that a private event called Afterfly is held on the Kent County side of Persimmon Tree Lane; however, this year it was not bad. Mr. Neil advised that, in the past, crowds of kids came in and blocked traffic, which did not occur this year. He stated that traffic was slow due to checkpoints for turning into the campgrounds, but it was easy enough to get in and out. Mr. Neil stated that the noise level was controlled, noting that this was previously a problem because the area was in the County and the City could not get involved. He advised that, in the past, offenders had been warned and the noise would then flare up again. Mr. Neil indicated that the sound technicians had done a marvelous job of channeling the sound.

Lieutenant Hermance stated that improvements had been made in bus transportation routes throughout the facility. He explained that a lot of planning was done that incorporated Dover Area Rapid Transit (DART) in bringing people to and from the event. Lieutenant Hermance advised that DART was running bus transportation to Wawa stores in the City, noting that bus transportation reduces the number of feet on the ground outside of the controlled area. He noted that one (1) change this year that the Mayor had encountered was the hard closure of the bridge. Lieutenant Hermance stated that, due to the number of pedestrians crossing the bridge, the bridge was fully closed at approximately 10:00 p.m. on Thursday, and no motor vehicles, including golf

carts, could cross it for any reason. He advised that different access points were used via Route 1 and other detour roads. Lieutenant Hermance informed members that next year police motorcycles will be allowed to cross the bridge. He explained that having the bridge closed works out very well when 30,000 people come out of the festival area at 1:00 a.m. or 2:00 a.m. because they are able to get where they need to go to bed down for the night in a quick, orderly manner.

Responding to Mr. Anderson, Lieutenant Hermance explained that the reference in the report to opening the bridge part-time to motors in item #11, Items Requiring Improvement, on page 10 of the report referred to the motorcycle unit. He indicated that this measure would allow for motorcycles to provide rapid response, noting that motorcycles have a smaller footprint than golf carts and the path is established there for them to traverse.

Review of Chapter 59 of the Dover Code - Juvenile Curfew (Sudler)

Mr. Sudler informed members that, due to recent shootings, he had looked for tools in the Dover Code to help deter gang initiative, activities, and criminal enterprises. He noted that Chapter 59, Juvenile Curfew, was adopted after Mr. Hare had participated in a ride-along with the Dover Police Department in 2011 or 2012. Mr. Sudler expressed his opinion that this was a good ordinance; however, he noted that the ordinance stated that the Chief of Police would provide an update within six (6) months after its implementation to allow for Council to assess its effectiveness. He indicated that he was interested in knowing some of the challenges that police officers encounter as they enforce Chapter 59.

Police Chief Marvin Mailey informed members that the ordinance seemed well written; however, it posed some challenges from an enforcement standpoint. He stated that the first time an offender is encountered for a curfew violation, the offender would be given a warning and told to go home. Chief Mailey indicated that in a second encounter, an officer is supposed to take the youth into custody, write them up, and take them to a parent. Chief Mailey explained that, in his 24 years of experience as a law enforcement officer, there is always an issue with taking juveniles into custody. He explained that this type of encounter would be considered a non-custodial encounter; therefore, when a youth is taken into custody, the officer must return the child to a parent or someone in the neighborhood, which had always been problematic for law enforcement. Chief Mailey advised, for example, that the Department responded to a complaint earlier in the day regarding an unattended four-year-old and was still trying to find a family member to pick the child up. He stated that the child was still at the Police Department with staff from the Department of Services for Children, Youth and their Families, Division of Family Services (DFS). Chief Mailey advised that if DFS does not respond to this type of situation, an officer would be tasked to babysit, and he noted that there is an issue with turning over juveniles anytime there is a juvenile encounter.

Chief Mailey stated that the curfew was a very good idea and a tool for law enforcement and he was not suggesting that the City get rid of it. He indicated that other enforcement tools are used when officers encounter juveniles after hours, such as ordinances regarding loitering, criminal trespass, and disorderly conduct. Chief Mailey explained that when an officer comes upon juveniles and tells them to leave an area or disperse and they do not, they can be charged with loitering, which is a full custody arrest. He stated that these juveniles can then be taken into custody, taken to the station, and put into a cell until their parents can be contacted. He noted that federal guidelines mandate that a juvenile cannot be kept for longer than six (6) hours and, at the end of the detention, they must be

turned over to a parent or DFS, whose typical response time is approximately two (2) hours. Chief Mailey advised that every time a juvenile is contacted, the steps he outlined are performed, which takes an officer off the street. He informed members that the Department was currently staffed with 99 officers, was down two (2) officers, and there are frequent retirements. Chief Mailey estimated that 10 to 12 officers are routinely on patrol at night, and they run out of officers quickly with the influx of normal criminal complaints, accidents, arrests, fights, etc. He stated that the additional component of taking an officer away every time they run into juveniles who are out on the street would present a significant manpower problem for the Department and its sergeants who work at night, since there is a limited number of staff to begin with.

Chief Mailey reiterated that the ordinance is another good enforcement tool; however, there are other tools in the toolbox that are more effective. He stated that the Department deals with enforcement of youth after hours by arresting many juveniles for loitering, criminal trespass, and disorderly conduct. Chief Mailey also indicated that the Department had plans for a program with juvenile probation starting in August and he thought this would help tremendously.

Mr. Sudler stated that the ordinance included accountability, not only for the juvenile but also for the parent and the establishment where a juvenile may be loitering. He asked what measures are taken with establishments who do not report juveniles loitering. Responding, Chief Mailey indicated that this depends on what the officer thinks about a situation. He explained that if it is known that an establishment has stayed open and allowed juveniles to congregate or stay, the curfew ordinance can be applied and a violation can be issued to the business. Chief Mailey stated that the ordinance is an enforcement tool that can be used to hold businesses accountable for stimulating that kind of activity; however, the City does not have any businesses open after midnight that want juveniles frequenting them, unless they are paying customers. He informed members that the Police Department receives phone calls from local businesses asking for squad cars to come and move juveniles out.

Mr. Sudler asked if Chief Mailey could submit past reports regarding the ordinance to the Safety Advisory and Transportation Committee for review and discussion. Responding, Chief Mailey referred to correspondence dated October 18, 2012 from former Police Chief James Hosfelt, stating that this was the only report regarding the curfew ordinance. He stated that this assessment was completed after the first six (6) months of implementation of the ordinance and stated that the rate of violation had decreased approximately 7% in one (1) year. Chief Mailey noted that the ordinance mandated that Council receive informal updates, which he stated he could provide regarding the number of juveniles the Department is contacting and what staff is experiencing. He indicated that they could let the curfew ordinance constantly grow, mature, and become more effective. Chief Mailey stated that he could do a more formal report if members prefer and asked members to let him know what they need.

Mr. Lewis indicated that members received a copy of the five (5) questions that Mr. Sudler asked Chief Mailey regarding the juvenile curfew ordinance with the answers provided by the Chief.

Mr. Neil stated his belief that Chief Mailey had indicated that an officer may have to sit with a juvenile for six (6) hours, followed by an additional two (2) hours before the juvenile is turned over. He asked if it would help if an agency served as the juvenile's custodian if the Police Department

is unable to contact the parents. Mr. Neil indicated that lack of a parental guidance system is a societal problem, and parents may be working or a single-parent family may be involved. He questioned if a custodial situation could be found for juveniles so that the officers could get back on the street. Responding, Chief Mailey indicated that DFS is the custodial branch that takes custody and watches children whose parents cannot be found until they can locate a family member. He noted that the Department works with DFS and contacts them when they cannot find a family member or locate a neighbor to take custody of the child. Chief Mailey explained that if they cannot find anyone in the first hour or two (2), they typically activate DFS, and there is a two-hour response time for DFS on average. He noted that, when holding someone's child, a certain amount of liability is incurred in regard to whom the child is turned over to. Chief Mailey indicated that the City is responsible for whatever happens as a result of releasing a child to a family member or neighbor; therefore, officers typically do not turn over children to other residents. He stated that they would rather turn a child over to a State organization who is responsible and has been proven in child welfare and their treatment of children.

Mr. Neil asked if there could be a policy to automatically call DFS as soon as a youngster is in custody so that an officer can be freed up more quickly. He stated his understanding that the Department might have a juvenile for six (6) hours before that occurs. In response, Chief Mailey explained that federal guidelines state that the Department cannot hold a juvenile for longer than six (6) hours but does not usually hold them that long because they immediately start calling the parents, caregiver, or party who is responsible for the child. Chief Mailey indicated that if they cannot reach them, they try to knock on the door of at the residence. He noted that if this is unsuccessful and they do not get a response in a reasonable amount of time, they contact DFS.

Mr. Anderson asked if the Juvenile Curfew Ordinance Employment Certificate could be posted to the website so that parents and employers would have easy access to it. Responding, Chief Mailey advised that he could ask Mr. Andy Siegel, IT Director, to post it to the City's website, or staff could make it available on the Dover Police Department's website. Chief Mailey advised that, during his experience as Deputy Chief and his few months of experience as Chief of Police, no certificates had been received by the Department. He stated that officers apply sound judgment when they encounter juveniles after hours, explaining that if a young male or female is stopped for a traffic stop or while walking and advises an officer that they are on their way home from work, the officer checks into it. He stated that an officer is typically able to substantiate the juvenile's employment by how they are dressed, for example if they work at Hardee's, or they may have seen the juvenile in their place of employment. Chief Mailey advised that if the officer believes the juvenile is stating the truth, the juvenile is allowed to go. He noted that officers were not stopping people and issuing tickets to those who do not have work permits. Chief Mailey informed members that no certificates had been submitted; therefore, staff knew there were no existing permits.

Mr. Sudler asked how the community is made aware that they need to submit a Juvenile Curfew Ordinance Employment Certificate if it is not on the website and how this could be made more user friendly. In response, Chief Mailey advised that the quickest way to publicize the ordinance would be through social media, explaining that the bullet points of the curfew could be advertised and the exceptions could be listed as well. He stated that a certificate could be attached in pdf format or returned by email. Chief Mailey indicated that certificates could be submitted to his office and he could approve them on an as-needed basis.

Mr. Sudler suggested a press release to get the word out so that people would be made aware of the ordinance and that they could contact Chief Mailey, rather than possibly being surprised.

Mr. Lindell stated his understanding that, in Chief Mailey's experience, juveniles who are approached after curfew that are causing issues are usually charged with something else, and breaking the curfew is secondary. Chief Mailey advised that this was the case, depending on the juvenile's behavior. He stated that the ordinance is one (1) of many tools in the toolbox and a nice option for officers to use; however, they would rather use a criminal charge if the individual's behavior rises to that level. Chief Mailey stated that typically youths who are congregating are told by officers to move on and usually comply. He explained that if they put up resistance, a criminal charge can be applied. Chief Mailey noted that when an officer makes an arrest, the youth can be put in a cell and staff can try to contact their parents, rather than issuing a curfew violation under the City's ordinance. He noted that the curfew violation results in non-custodial custody; therefore, if the child cannot be turned over to a family member, they cannot be put in a cell for the violation and must be put in a non-secure facility. Chief Mailey stated that a non-secure facility cannot be locked or restricted, and the juvenile cannot be handcuffed to a wall or anything like that, so an officer has to sit with them until the Department can turn the juvenile over.

Mr. Lindell noted that he had been on a police ride-along but did not deal with many juveniles. In response to Mr. Lindell, Chief Mailey advised that the number of juveniles approached by officers on an average night depends on the time of year, noting that there are more in the summer when school is out. He stated that juveniles are out doing what juveniles do, such as vandalizing parks, as indicated by Mr. Sudler, and if officers see them acting in a suspicious nature, there are many mechanisms within Title 11 that allow juveniles to be detained until it can be determined what they are doing. Chief Mailey explained, for example, that it is a violation to be in a park after hours; therefore, juveniles who are present then can be detained and arrested for loitering, trespassing, or something similar. He noted that officers have many options available.

Mr. Lindell noted, having been on patrol during the ride-along on Friday, July 21, 2017, that approximately five (5) or six (6) officers were taken off the road due to other duties, leaving five (5) or six (6) on the road. He indicated the difficulty of attending to every juvenile. Chief Mailey advised that attending to every juvenile would leave the Department very short staffed, stating that if he was the desk sergeant he would have to keep one (1) officer back to watch all the juveniles. He explained that the other four (4) officers would have to handle the rest of the complaints for the night, or until the juveniles could be released.

Mr. Lindell suggested allowing the officers to use their common sense and do their jobs as professionals.

Mr. Polce asked what percentage of juveniles receive a plea deal for a lesser offense. In response, Chief Mailey estimated that this would apply to approximately 70% - 80% of first time offenders, depending on the offense. He explained that there is probation before judgment for offenses such as disorderly conduct or loitering, which means that an offender who is arrested would go before a judge or master. Chief Mailey advised that a juvenile would go before a master in Family Court and would be offered probation before judgment and the offense would go away if the offender does not get into trouble for the next six (6) months. He stated that the prison systems are full, which is a

problem at both the juvenile and adult levels, so they do not want to bring nonviolent offenders into a confinement type of situation, and in the court's eyes, this is a nonviolent offense.

Responding to Mr. Polce, Chief Mailey confirmed that recidivism is very high.

In response to Mr. Sudler, Chief Mailey stated that a juvenile is absolutely as capable as an adult of committing a serious or violent crime. Mr. Lewis indicated that he could attest to the fact that a juvenile is just as capable as an adult of committing a serious or violent crime, since he works for the Department of Corrections. He informed members that there were currently 25 juveniles at the Sussex Correctional Institution (SCI), whereas last year there were only five (5), and SCI has the worst of the worst. Mr. Lewis stated that juveniles definitely commit crimes.

Traffic Safety Issue on Kenton Road (Fox Hall and Fox Hall West Area) (Lindell and Polce)
Mr. Lindell advised that Mr. James Hosfelt, Kent County Commissioner and former member of City Council, had brought a traffic safety issue on Kenton Road, in the area of Fox Hall and Fox Hall West, to his and Mr. Polce's attention.

Mr. James Hosfelt, 303 Pebble Valley Road, informed members that a significant accident occurred on Kenton Road when his daughter, who was traveling northbound on Kenton Road, was run off the road by an aggressive driver, struck a tree, and ran into a backyard fence in the Fox Hall development. Mr. Hosfelt advised that in mid-April, he was approached by a resident of Fox Hall West, who noted that if the accident had occurred on the other side of the roadway while his child was playing in the backyard, the vehicle could have gone through the fence, struck his child, and caused the child's death. Mr. Hosfelt stated that, following the spring 2017 elections, he reached out to Councilmen Lindell and Polce, and the three (3) of them worked together on this matter as a City/County issue. He advised that they thought that this matter should be brought to the attention of the Committee and possibly also to the Delaware Department of Transportation (DelDOT). Mr. Hosfelt stated his belief that DelDOT had done a traffic study review regarding what they planned to do in the Dover High School area. He advised that he did not know what the answer was, stating that he, Mr. Lindell, and Mr. Polce thought that a guardrail on both the east and west side of the roadway would be a simple solution. Mr. Hosfelt noted that, in viewing the area from Google Earth, the area extended 200 yards from Kenton Road to the entrance of Fox Hall and Fox Hall West. He stated that he, Mr. Polce, and Mr. Lindell were going in different directions to see what could be accomplished, and he was unsure if there were other ideas. Mr. Hosfelt indicated that they were looking for the endorsement of City Council to refer this matter to DelDOT for consideration and to get suggestions or ideas for going in another direction.

Mr. Lewis indicated his belief that the area being discussed was located in Representative Sean Lynn's district and asked if anyone had reached out to him. In response, Mr. Hosfelt advised that the area being discussed was in Representative Lynn's and Senator Brian Bushweller's districts. Mr. Lewis asked if public safety funds could assist in placing a guardrail. Responding, Mr. Polce indicated that Representative Lynn and Senator Bushweller were in the loop regarding the situation. He stated that DelDOT was doing an initial study specific to potentially widening the road and their feedback and study results were expected in early August. Mr. Polce noted that he thought the study would outline tangible action items and expressed his hope that Senator Bushweller and Representative Lynn would be gracious enough to discuss it.

In response to Mr. Sudler, Mr. Polce advised that the DelDOT study had not yet been completed. He indicated that DelDOT had done an initial phase and they had requested DelDOT to look into widening a berm and potential safety options. Mr. Polce stated that once the report is released, it will be made available to all members.

Mr. Sudler stated that College Road, where he resides, is as much a danger as Kenton Road, explaining that both roads are similar in size and prone to the same kinds of accidents. He noted that College Road connects to Kenton Road. Mr. Sudler asked if College Road could be included in this initiative, noting that College Road borders on both the First and Fourth Council Districts. He suggested that members partner in their efforts, in order to strengthen their position on this request, stating that he and Mr. Anderson, as Fourth District representatives, would love to partake.

Mr. Sudler noted that Mr. Shelton resides off College Road, in the First District, and asked for his input. Responding, Mr. Shelton explained that he resides in Hidden Oaks, across from the Jehovah Witnesses Dover Congregation building. He noted that the houses on the right side of College Road, when heading west toward Kenton Road, are vulnerable to accidents and estimated that they are only an arm's length from the road. Mr. Shelton indicated that this area needed shoring up, possibly through some type of safety device. He stated that he agreed that the area on Kenton Road near the entrances to Fox Hall and Fox Hall West should be improved and noted that an accident at that location a couple of weeks ago had backed traffic up past the firehouse to McKee Road. Mr. Shelton suggested that an engineer may need to review this area. He advised that the fences in this area were not strong enough to withstand a vehicle going through, which could potentially cause a death, and noted that there are children in the area. Mr. Shelton indicated that the entire area needed to be included.

Mr. Sudler expressed his sorrow about Mr. Hosfelt's daughter's accident and stated that he looked forward to working with him.

Mr. Lewis informed members that he had an issue with people driving on the grass on the side of his house a couple of years ago. He noted that his home is at the end before a townhouse development row starts and there is a service road that comes around it. Mr. Lewis advised that, at that time, Mr. Scott Koenig, former City Manager, had arranged for the placement of a barrier of old telephone poles at this location to stop people from coming in, and this had worked. He suggested that this could be done until a guardrail is installed and asked Mrs. Donna Mitchell, Acting City Manager, to review this possibility. Mr. Hosfelt indicated that this could be a stopgap measure, stating that anything would be appreciated. He stated that he agreed with Mr. Shelton and Mr. Sudler that College Road was also in need.

Mr. Lindell stated that Police Chief Marvin Mailey had been asked for accident data for Kenton Road in the area of Fox Hall and asked if this could also be obtained for College Road in front of Hidden Oaks and the other side of the Fourth District. Responding to Mr. Lewis, Chief Mailey indicated that he could provide this information. *(City Clerk's Office Note: Subsequent to the meeting, Chief Mailey provided a Report of Collisions on College Road - July 2012 to July 2017* ***(Attachment #2)****.)*

Mr. Neil stated that he did not think that members could take any action until the reports were received.

Mr. Sudler moved to recommend that Police Chief Mailey provide the reports that Mr. Lindell had mentioned, including the safety impact indicators and how much traffic there is on College and Kenton Roads. The motion failed for lack of a second.

In response to Mr. Lewis, Mr. Hosfelt advised that he was looking for Council to endorse or support the project.

Mayor Christiansen asked if it would be prudent to contact Ms. Jennifer Cohan, Secretary of Transportation, via the Kent County Metropolitan Planning Organization (MPO) to find out the priority of the Kenton and College Road projects with respect to DecisionLens. He noted that basic engineering work was being done on Kenton Road. Mayor Christiansen stated that such a written request would memorialize that Secretary Cohan is aware that the City would like these projects to be moved higher on the list. He explained that there was a project proposed to have a suicide lane constructed on Kenton Road, along with the necessary improvements.

Mr. Slavin advised that he had been informed by Mrs. Traci McDowell, City Clerk, that a typical agenda item for the August meeting of the Safety Advisory and Transportation Committee is to set the priorities for transportation improvements that the City hopes to see from DelDOT. He indicated that gathering the information discussed and bringing it back for the August meeting would be the perfect timing to slot this matter as a high priority.

Responding to Mr. Lewis, Mr. Slavin stated that he did not believe any action would be required at this time. Mr. Slavin thanked Mr. Hosfelt for his work on this matter and his previous work on Council.

Colonel Thomas Dix, 664 Independence Boulevard, noted that he frequently sees pedestrians along the road in this area. Responding, Mr. Lewis indicated that pedestrians would be included. Mr. Polce stated that one (1) of the specific requests to Secretary Cohan was to extend the roadway to make it pedestrian and bicycle safe and friendly.

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

Meeting adjourned at 7:34 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Chairman Hare presiding.

AGENDA ADDITIONS/DELETIONS

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

Proposed Resolution No. 2017-10 - Establishing the "Making Dover Prosper" Initiative (Anderson)

Mr. Anderson thanked Mr. Neil and Mr. Cole for co-sponsoring Proposed Resolution No. 2017-10. He also expressed thanks to Mr. David Hugg, Acting Director of Planning and Community Development, for his work on this matter, and to friends in the business community, including the Chamber of Commerce.

Mr. Anderson stated that, during the Council Retreat of January 6, 2017, members discussed items that they wanted to accomplish this year. He indicated that Proposed Resolution No. 2017-10 would put into writing the remaining items that would make Dover a business-friendly environment so that Council memorializes that these items are accomplished. Mr. Anderson reminded members that Council had heard about Vision 2020 during the Council Retreat and he thought that most members agreed with it. He advised that there had been discussion about the need for a road map to City services that would make it easier for people to know where to go one (1) step at a time. Mr. Anderson stated that Mr. Hugg was working on initiatives to make the City more 21st century friendly, with the ability to track permits and similar items. He advised that Mr. Hugg had indicated that it would be helpful to have the endorsement of Council for these initiatives.

Mr. Anderson noted that Dover is a business friendly city and Proposed Resolution No. 2017-10 looks at what can be done to remove existing barriers and the perception that the City is not business friendly. He stated that the best way to change this perception would be to make sure that there is no basis in reality for it. Mr. Anderson advised that the Proposed Resolution would allow those who have to deal with City regulations and are affected by them to have a voice in making sure that regulations are modernized and work as they are supposed to. He indicated that the resolution would eliminate some of the unintended consequences of ordinances and rules that were passed 50 or 60 years ago and do not apply in the same way today. Mr. Anderson noted that the City had the good fortune of having Mr. Hugg, who was an expert who had already accomplished similar measures in another area. He indicated that he thought that Council needed to give Mr. Hugg the tools he needs and the endorsement of Council in a formal fashion. Mr. Anderson stated that he thought Council also needed to back the Chamber of Commerce in their Vision 2020. He stated that members can make Dover prosper by freeing the engine of free markets in a responsible way that recognizes appropriate regulation, but making sure that it works the way it is supposed to, to fulfill the purpose that is intended, without being duplicative and getting in the way of legitimate business activities.

Mayor Christiansen stated that he thought Mr. Anderson had brought the Proposed Resolution forward in good faith and that it was the intention of members of Council to follow through on it, noting that he thought members had realized that the City had been a bit behind the times. Mayor Christiansen advised that he and Mr. Hugg had met with the County and other entities, who were also in agreement that it was time to move forward into the 21st century. He stated that he applauded Mr. Anderson for presenting the Proposed Resolution and that he thought it would behoove members of Council to adopt it to say to the world that the City is in business to do business and come to Dover.

Mr. Slavin expressed appreciation to Mr. Anderson for bringing the Proposed Resolution forward. He indicated that he was feeling unsettled that, as politicians, members were taking credit for other people's work. Mr. Slavin stated that this initiative was not an original idea of any one (1) person on Council but had come from staff, and the work that had been done to achieve what had been seen so far was done by staff, and not Council. He cautioned members about posting things on Facebook that state, "This was my initiative." Mr. Slavin asked members to have humility and give credit where it is due, rather than using it for political purposes.

Mr. Hare stated that Mr. Hugg and his staff did a great job putting this initiative together, noting that he received numerous emails with changes that had been discussed.

Mr. Lindell stated that he agreed with the comments in the Proposed Resolution. He noted that, because a conglomeration of staff and other individuals were involved, he wanted to make sure that the initiative is followed through on rather than just paid lip service. Mr. Lindell also stated his hope that members would not micromanage or Monday morning quarterback staff but allow them to do what they need to do to get the job done.

Mr. Anderson pointed out that this concept was brought up before current staff had been hired; however, things had been brought together and staff was doing a tremendous job. He noted that a lot of the concepts were already being implemented, which he stated was tremendous.

Mr. Anderson requested an opportunity for one (1) of the authors of Vision 2020 and a representative of the Chamber of Commerce to comment.

Ms. Judy Diogo, Central Delaware Chamber of Commerce, 435 North Dupont Highway, expressed appreciation for Proposed Resolution No. 2017-10 being brought forward. She reminded members that the Chamber's Vision 2020 had nine (9) different points and estimated that the Proposed Resolution addressed five (5) of them. Ms. Diogo advised that the Chamber was excited that a committee would be formed, which would allow for feedback and the business community to work with Mr. Hugg and the Planning Department. She indicated that this would allow everyone to come together and identify the issues that are slowing things down. Ms. Diogo stated that once the issues are identified, solutions can be developed. She expressed thanks and stated that the Chamber was looking forward to working with the City to move the initiative and the City forward.

Mr. Neil moved to recommend adoption of Proposed Resolution No. 2017-10 *(Attachment #3)*, seconded by Mr. Anderson and unanimously carried.

Strengthening of the Tax Exemption Review Process (2017 Budget Review - Hare)

During the Special Council Meeting - Budget Review of May 30, 2017 discussion regarding the Public Safety Fee Recommendation, Mr. Hare noted 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. Mr. Hare requested that consideration of strengthening the tax-exempt review process be placed on a future Council Committee of the Whole/Legislative, Finance, and Administration Committee agenda.

During the Council Committee of the Whole/Legislative, Finance, and Administration Committee meeting, Mr. Hare expressed his belief that there were some properties in the City that should not be tax exempt and that the review process by the Board of Assessment Appeals should be stronger. He indicated that he had discussed this matter with Mrs. Bundek. Mr. Hare indicated that he was bringing this matter to members' attention so that they could begin their own reviews, noting that they could provide their lists to Mrs. Bundek and should feel free to meet with her or give her a call.

Mr. Lewis stated that he concurred with Mr. Hare with respect to this matter.

Healthcare Summary of Proposals

During the Special Council Meeting - Budget Review Meeting of May 24, 25, and 26, 2016, members moved that the City Manager conduct a Request for Proposals (RFP) pertaining to health insurance coverage for City employees, and that the RFP be issued by no later than December 31, 2016. Mrs. Donna Mitchell, Acting City Manager, indicated that Mrs. Kim Hawkins, Human Resources Director, advertised for an RFP for health/medical care and prescription insurance benefit for the employees, retirees, and dependents of the City of Dover. She explained that, prior to 1999, the City had a self-insured plan with a deficit of over $2M. Mrs. Mitchell advised that the City reached out to the State to try to join their healthcare program, and they allowed the City to join in 1999. She noted that the City has been on the State program since that time. Mrs. Mitchell indicated that the State charges the City a 5% risk assessment fee and $2.70 for every contract to be part of that program.

Referring to her memorandum dated July 19, 2017 regarding Health and Prescription Request for Proposals, Mrs. Mitchell indicated that the City asked for comparative coverage that would not be less than current coverage, and proposals were received for Blue Cross/Blue Shield coverage from L & W Insurance and Still Insurance Agency. She explained that both proposals had the same rates, and the only difference between the two (2) proposals was the broker's fees. Mrs. Mitchell stated that L & W Insurance wanted a $50,000 flat fee and Still Insurance Agency wanted $19 per contract for participants under age 65 and $5 per contract for those over age 65.

Mrs. Mitchell advised that the results reflected an annualized savings to the City of $1.1M in premiums based on the FY 17 budget, without the broker's fees. She stated that, of this $1.1M, the employer would pay approximately $961,000 and the employee would pay approximately $150,000. Mrs. Mitchell indicated that in FY 18, the savings would equate to $803,000, noting that there would be a 4.75% rate increase in January 2018. She stated that this would equate to almost $695,000 in savings for the employer and $108,000 for the employee. Mrs. Mitchell stated that the broker's fee would not be part of this and would be $50,000 for L & W and $115,000 for Still Insurance Agency.

Mrs. Mitchell advised that staff had provided a memo and was not presenting a recommendation at this time because, if the City wishes to exit the plan, notice must be given to the State by April 1st for a termination date of June 30th. She noted that the first time the City could exit the State plan would be June 30, 2018. Mrs. Mitchell explained that if the City found that the new plan was not working, it would have to wait three (3) years to re-enter the State plan, and the State would not pick up the City's retirees upon re-entry. She stated that retirees were placed on the State plan in 1999 through a mistake made by the State and, because it was their mistake, they allowed the City's retirees to remain on the plan. Mrs. Mitchell noted that if the City went back to the State plan, active

employees would be placed on it; however, retirees would be placed on their own individual plan. She advised that the retirees' experience and premiums would be rated on the group of retirees at that time, and the City would have to pay their employer cost.

Mrs. Mitchell noted that a lot of money was being discussed; however, she expressed concern regarding the risk of being in the State pool versus the City having its own health care as a smaller group. For example, she noted that the City has 340 active employees and 263 retirees, for a total of 603 participants in the pool with their experience rate, which could have catastrophic claims, low claims, etc. Mrs. Mitchell indicated that the State's pool has 20,970 retired and 36,748 active participants, for a total of 57,718, and this is the City's risk exposure in its current pool. She stated that members would have to consider where this risk would lead if the City comes off the State plan, stating that the City is paying the State for that risk; however, the City is part of a much bigger pool.

Mrs. Mitchell advised, that if Council wished to move forward in the direction of leaving the State plan, many meetings must be held with groups of employees to explain where the City is going with this. She stated that she did not want to have these meetings and disturb employees unless members wanted to make this change.

In response to Mr. Shevock, Mrs. Mitchell stated that the City's retirees and active employees are currently on the State plan. She explained that retirees under the old plan contribute a percentage toward the shared cost of family coverage, for example a retiree may pay 25% and the City may pay 75%. Mrs. Mitchell advised that the City has new employees who contribute 15% or 20% of the cost and the City contributes the remaining 85% or 80%, respectively. She stated that the City pays 100% of the health care contribution for many retirees who were grandfathered in under the City's prior cost-sharing allocation, when no employee contribution was required for individual coverage.

Responding to Mr. Shevock, Mrs. Mitchell stated that current retirees are on the State plan, and if the City pulled them off the State plan they would be unable to go back on the plan. She noted that this was a risk of pulling all City participants out of the State plan. Mrs. Mitchell explained that if an employee retired tomorrow, they would stay on the State plan, unless the City decides to buy its own insurance and remove everyone from the State plan. Mrs. Mitchell advised that the City would have to make this decision; however, the change could not be made earlier than June 2018.

Mr. Anderson thanked Mrs. Mitchell for looking into this matter, stating that he was intrigued and that the savings merited a closer look. He advised that $800,000 or possibly $1M in savings would be worth paying attention to because the State cost would probably increase. Mr. Anderson noted that coverage under both proposals would be through Highmark and asked if the types and levels of benefits would change and if the participants' choices would remain the same. Responding, Mrs. Mitchell advised that the premiums mirrored what the City currently has under the State plan and employees could keep their choices and doctors. She indicated, however, that the State's Aetna plan was not included in the proposals, only Blue Cross/Blue Shield.

Mr. Slavin stated that the risk assessment was especially troublesome for him and that he would like to know more about this as the dialogue progressed. He asked if a dispassionate third party could be obtained to review and quantify the risk. Responding, Mrs. Mitchell stated that she could do that now, noting that she could also have the City's actuary look at it. She advised that when this matter

had been discussed previously some time ago, the City's experience was compared from one year to the next, and this information was obtained from the State. Mrs. Mitchell stated that one year the City's experience showed a benefit of approximately $300,000 and the next year it showed a loss that was approximately $300,000; therefore, the results almost washed out. She indicated that when the actuary opined at that time, they felt that, because of the size of the State pool, the City was better off without making a change, noting the possible effects of a catastrophic claim, and Mr. Slavin stated that this is what he expected.

Mr. Slavin stated that, in his opinion, changing health plans for over 600 people would disrupt the lives of the City's workforce and every member of their families who are on these plans. He indicated that this aspect was not something that members should devalue because it does not have a dollar sign attached to it. Mr. Slavin expressed the need to consider this in terms of managing the City's workforce. In addition, he cautioned members about removing retirees from the State plan with no way to re-enter it. He noted that retirees are a big force that will come to the meeting when this is considered because they will want to know about it and will have a lot of questions. Mr. Slavin indicated that a change in the pension plan manager was considered during one of the first meetings he attended as a Councilman many years ago. He stated that he had never seen the room as full or received as many emails on a single topic and asked members to be ready if they proposed to make this change.

In response to Mr. Slavin, Mrs. Mitchell indicated that consideration of this item would have to be part of the discussions related to the next budget cycle.

Responding to Mr. Hare, Mrs. Mitchell advised that City employees pay a different allocation percentage than State employees pay and that she thought that the City employees' percentage was higher.

Mr. Hare indicated that he had requested this health care information a few years ago and it had finally been received. He stated that he had spoken to other people in the insurance field who advised that the City should not discuss changing health care further unless there was a $2M - $4M difference. Mr. Hare indicated that these individuals had stated that it would not be worth the disruption for under $1M. He noted that Mrs. Mitchell had stated the difference next year would be only approximately $800,000.

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

The meeting adjourned at 7:58 p.m.

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

Meeting adjourned at 7:58 p.m.

Timothy A. Slavin
Council President

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Attachments
Attachment #1 - Letter of Technical Assistance from the City on Behalf of Colonel Thomas Dix
Attachment #2 - Report of Collisions on College Road - July 2012 to July 2017 - Provided by Police Chief Marvin Mailey
Attachment #3 - Proposed Resolution No. 2017-10

City of Dover

August 15, 2017

The Honorable Michael T. Scuse
Secretary, Department of Agriculture
2320 South DuPont Highway
Dover, DE 19901

Dear Secretary Scuse:

On behalf of the City of Dover, we are requesting technical assistance through the Delaware Urban and Community Forest Program. The City owns a number of park areas throughout the municipality, some of which include significant woodlands. One of these, Continental Park, in the Bicentennial Village development in west Dover, has experienced limited management of its wooded area, probably since the community was first developed over 40 years ago. As we undertake planning for various park improvements in the area, we are concerned that these valuable wooded areas are properly assessed and evaluated in terms of their health, potential for recreational use, vulnerability to invasive plants and diseases, and long-term sustainability.

We hope that staff from the Delaware Forest Service could provide an assessment and technical assistance to guide our park planning and management efforts.

Mr. David Hugg, Acting Director of Planning and Community Development, is the contact for this matter. He can be reached at (302) 736-7196 or by email at dhugg@dover.de.us.

Thank you for your consideration.

Sincerely,

Robin R. Christiansen
Mayor

Timothy A. Slavin
Council President

/js
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cc: David Hugg, Acting Director of Planning and Community Development
Mike Valenti, Delaware State Forester

COMPLAINT #	ACCIDENT DATE-TIME	REPORT CLASSIFICATION	PRIMARY CONTRIBUTING CIRCUMSTANCE	WEATHER CONDITIONS	INJURY	HIT & RUN	SPEEDING
5012018923	7/11/2012 9:07	NON-REPORTABLE	FAILED TO YIELD RIGHT OF WAY	CLOUDY	NO	NO	YES
5012019070	7/12/2012 21:37	PERSONAL INJURY CRASH	FAILED TO YIELD RIGHT OF WAY	CLEAR	YES	NO	YES
5012020735	7/30/2012 16:52	NON-REPORTABLE	FOLLOWING TOO CLOSE	CLEAR	NO	NO	YES
5012021077	8/3/2012 9:27	PERSONAL INJURY CRASH	DRIVING IN A CARELESS OR RECKLESS MANNER	CLEAR	YES	NO	YES
5012021671	8/9/2012 12:14	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5012023012	8/23/2012 21:21	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	YES	NO	YES
5012024919	9/12/2012 18:02	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	YES	NO	YES
5012025283	9/16/2012 0:18	PERSONAL INJURY CRASH	DRIVING UNDER THE INFLUENCE	CLOUDY	YES	NO	NO
5012026153	9/24/2012 14:56	PROPERTY DAMAGE ONLY	OTHER	CLEAR	NO	NO	YES
5012028298	10/14/2012 0:45	PROPERTY DAMAGE ONLY	UNKNOWN	CLEAR	NO	YES	YES
5012028943	10/19/2012 18:09	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5012031365	11/13/2012 12:16	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	RAIN	NO	NO	YES
5012033053	12/1/2012 7:39	PROPERTY DAMAGE ONLY	DRIVING UNDER THE INFLUENCE	CLOUDY	NO	NO	YES
5012033137	12/1/2012 23:34	PROPERTY DAMAGE ONLY	FOLLOWING TOO CLOSE	FOG, SMOG, SMOKE	NO	NO	YES
5012035858	12/29/2012 15:09	PERSONAL INJURY CRASH	DISREGARD TRAFFIC SIGNAL	RAIN	YES	NO	YES
5013000465	1/6/2013 5:43	NON-REPORTABLE	OTHER	CLEAR	NO	YES	YES
5013001740	1/19/2013 17:40	PERSONAL INJURY CRASH	MADE IMPROPER TURN	CLEAR	YES	NO	YES
5013001966	1/21/2013 16:30	NON-REPORTABLE	UNKNOWN	UNKNOWN	NO	YES	YES
5013002935	2/1/2013 7:01	PERSONAL INJURY CRASH	OTHER ENVIRONMENTAL CIRCUMSTANCES - WEATHER, GLARE	SNOW	YES	NO	YES
5013002951	2/1/2013 8:41	NON-REPORTABLE	OTHER ENVIRONMENTAL CIRCUMSTANCES - WEATHER, GLARE	SNOW	NO	NO	YES
5013002973	2/1/2013 11:44	NON-REPORTABLE	IMPROPER LANE CHANGE	SNOW	NO	YES	YES
5013003101	2/2/2013 22:02	NON-REPORTABLE	OTHER ENVIRONMENTAL CIRCUMSTANCES - WEATHER, GLARE	SNOW	NO	NO	NO
5013003885	2/12/2013 9:29	NON-REPORTABLE	FAILED TO YIELD RIGHT OF WAY	CLOUDY	NO	NO	NO
5013005463	3/2/2013 1:30	PROPERTY DAMAGE ONLY	UNKNOWN	CLEAR	NO	YES	YES
5013005707	3/5/2013 5:23	NON-REPORTABLE	ANIMAL IN ROADWAY - DEER	CLEAR	NO	NO	YES
5013006303	3/12/2013 8:46	NON-REPORTABLE	FOLLOWING TOO CLOSE	RAIN	NO	NO	YES
5013006766	3/17/2013 7:25	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5013006942	3/19/2013 11:05	NON-REPORTABLE	OTHER	CLOUDY	NO	NO	NO
5013008800	4/8/2013 14:40	NON-REPORTABLE	FOLLOWING TOO CLOSE	CLEAR	NO	NO	NO
5013008994	4/10/2013 8:45	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5013009069	4/10/2013 18:45	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	YES	NO	YES
5013009942	4/18/2013 13:04	PERSONAL INJURY CRASH	OTHER	CLOUDY	YES	NO	NO
5013011547	5/3/2013 16:18	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5013012068	5/9/2013 11:06	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLOUDY	NO	NO	NO
5013012308	5/11/2013 6:30	NON-REPORTABLE	DRIVING IN A CARELESS OR RECKLESS MANNER	RAIN	NO	YES	NO
5013012759	5/16/2013 16:52	PROPERTY DAMAGE ONLY	FOLLOWING TOO CLOSE	CLEAR	NO	NO	YES
5013015929	6/14/2013 5:57	NON-REPORTABLE	ANIMAL IN ROADWAY - DEER	RAIN	NO	NO	YES
5013015930	6/14/2013 7:31	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	RAIN	YES	NO	YES
5013016666	6/21/2013 9:17	NON-REPORTABLE	FAILED TO YIELD RIGHT OF WAY	CLEAR	NO	NO	YES
5013016814	6/22/2013 15:40	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5013017812	7/1/2013 13:28	PERSONAL INJURY CRASH	UNKNOWN	RAIN	YES	NO	YES
5013022101	8/12/2013 7:45	NON-REPORTABLE	FOLLOWING TOO CLOSE	CLEAR	NO	YES	YES
5013024964	9/9/2013 16:17	NON-REPORTABLE	FOLLOWING TOO CLOSE	CLEAR	NO	NO	YES
5013025324	9/12/2013 19:32	PROPERTY DAMAGE ONLY	FAILED TO YIELD RIGHT OF WAY	RAIN	NO	NO	YES
5013025451	9/13/2013 21:45	PROPERTY DAMAGE ONLY	DRIVING IN A CARELESS OR RECKLESS MANNER	CLEAR	NO	NO	YES
5013026542	9/24/2013 16:00	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5013027647	10/4/2013 17:24	NON-REPORTABLE	FOLLOWING TOO CLOSE	CLEAR	NO	NO	YES
5013028460	10/12/2013 19:55	PROPERTY DAMAGE ONLY	DRIVING UNDER THE INFLUENCE	RAIN	NO	NO	NO
5013028489	10/13/2013 2:29	PROPERTY DAMAGE ONLY	MADE IMPROPER TURN	RAIN	NO	YES	YES
5013029767	10/26/2013 19:03	PROPERTY DAMAGE ONLY	DRIVING UNDER THE INFLUENCE	CLEAR	NO	NO	YES
5013029770	10/26/2013 19:15	PERSONAL INJURY CRASH	FAILED TO YIELD RIGHT OF WAY	CLEAR	YES	NO	YES
5013030684	11/5/2013 16:43	PERSONAL INJURY CRASH	FAILED TO YIELD RIGHT OF WAY	CLEAR	YES	NO	YES
5013031434	11/13/2013 17:39	PERSONAL INJURY CRASH	FAILED TO YIELD RIGHT OF WAY	CLEAR	YES	NO	YES
5013035263	12/27/2013 7:20	PERSONAL INJURY CRASH	FAILED TO YIELD RIGHT OF WAY	CLEAR	YES	NO	YES
5014000315	1/4/2014 15:30	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5014000357	1/5/2014 8:23	PROPERTY DAMAGE ONLY	DRIVING IN A CARELESS OR RECKLESS MANNER	CLEAR	NO	NO	NO

5014003909	2/15/2014 18:23	NON-REPORTABLE	FAILED TO YIELD RIGHT OF WAY	RAIN	NO	NO	YES
5014004650	2/24/2014 13:49	PROPERTY DAMAGE ONLY	ANIMAL IN ROADWAY - DEER	CLEAR	NO	NO	YES
5014005027	3/1/2014 1:17	PROPERTY DAMAGE ONLY	FAILED TO YIELD RIGHT OF WAY	CLEAR	NO	NO	YES
5014006805	3/22/2014 3:14	PROPERTY DAMAGE ONLY	DRIVING UNDER THE INFLUENCE	CLEAR	NO	NO	NO
5014007105	3/25/2014 16:09	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	SNOW	NO	NO	YES
5014007464	3/30/2014 1:37	NON-REPORTABLE	DRIVING UNDER THE INFLUENCE	CLEAR	NO	NO	NO
5014007936	4/3/2014 16:07	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	YES	NO	YES
5014008607	4/10/2014 12:00	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5014008961	4/13/2014 18:00	PERSONAL INJURY CRASH	MADE IMPROPER TURN	CLEAR	YES	NO	YES
5014011387	5/7/2014 16:51	PROPERTY DAMAGE ONLY	FAILED TO YIELD RIGHT OF WAY	CLEAR	NO	NO	YES
5014012988	5/23/2014 21:39	NON-REPORTABLE	IMPROPER PASSING	CLEAR	NO	NO	YES
5014013724	5/31/2014 17:40	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5014014379	6/6/2014 8:00	NON-REPORTABLE	FOLLOWING TOO CLOSE	CLEAR	NO	NO	YES
5014015588	6/18/2014 11:50	PROPERTY DAMAGE ONLY	FOLLOWING TOO CLOSE	CLEAR	NO	NO	YES
5014017141	7/3/2014 0:35	PROPERTY DAMAGE ONLY	OTHER ENVIRONMENTAL CIRCUMSTANCES - WEATHER, GLARE	SEVERE CROSSWINDS	NO	NO	YES
5014019922	7/31/2014 11:21	NON-REPORTABLE	OTHER	CLEAR	NO	NO	YES
5014020884	8/9/2014 19:37	PROPERTY DAMAGE ONLY	DRIVING UNDER THE INFLUENCE	CLEAR	NO	YES	NO
5014025813	9/25/2014 15:37	NON-REPORTABLE	MADE IMPROPER TURN	RAIN	NO	NO	YES
5014027591	10/11/2014 18:48	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLOUDY	YES	NO	YES
5014027735	10/13/2014 16:08	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	RAIN	YES	NO	YES
5014027743	10/13/2014 17:11	NON-REPORTABLE	FAILED TO YIELD RIGHT OF WAY	RAIN	NO	NO	YES
5014028012	10/16/2014 16:08	NON-REPORTABLE	FAILED TO YIELD RIGHT OF WAY	CLEAR	NO	NO	YES
5014028145	10/17/2014 19:52	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	YES	YES
5014028182	10/18/2014 3:21	PROPERTY DAMAGE ONLY	FOLLOWING TOO CLOSE	CLEAR	NO	NO	YES
5014028246	10/18/2014 17:36	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5014029996	11/5/2014 18:15	PERSONAL INJURY CRASH	PEDESTRIAN	CLEAR	YES	NO	YES
5014032550	12/1/2014 19:45	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	RAIN	NO	NO	NO
5014032703	12/3/2014 15:05	PROPERTY DAMAGE ONLY	IMPROPER PASSING	CLEAR	NO	YES	YES
5014032711	12/3/2014 17:10	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	YES	NO	YES
5014034119	12/16/2014 22:07	NON-REPORTABLE	ANIMAL IN ROADWAY - DEER	CLOUDY	NO	NO	YES
5014034337	12/18/2014 17:21	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5014034458	12/19/2014 19:35	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5015000437	1/6/2015 9:21	NON-REPORTABLE	DRIVING IN A CARELESS OR RECKLESS MANNER	SNOW	NO	NO	YES
5015001176	1/14/2015 13:34	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLOUDY	NO	NO	YES
5015001555	1/19/2015 1:46	NON-REPORTABLE	ANIMAL IN ROADWAY - OTHER ANIMAL	CLOUDY	NO	NO	NO
5015002141	1/25/2015 14:10	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLOUDY	NO	NO	YES
5015002246	1/26/2015 17:52	NON-REPORTABLE	DRIVING IN A CARELESS OR RECKLESS MANNER	SLEET, HAIL (FREEZING RAIN OR DRIZZLE)	NO	NO	YES
5015004212	2/18/2015 15:05	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5015005239	3/1/2015 22:35	NON-REPORTABLE	DRIVING IN A CARELESS OR RECKLESS MANNER	CLEAR	NO	NO	NO
5015005506	3/4/2015 17:16	NON-REPORTABLE	FAILED TO YIELD RIGHT OF WAY	RAIN	NO	NO	YES
5015005564	3/5/2015 9:30	NON-REPORTABLE	DRIVING IN A CARELESS OR RECKLESS MANNER	SLEET, HAIL (FREEZING RAIN OR DRIZZLE)	NO	NO	NO
5015005566	3/5/2015 10:14	PROPERTY DAMAGE ONLY	DRIVING IN A CARELESS OR RECKLESS MANNER	SLEET, HAIL (FREEZING RAIN OR DRIZZLE)	NO	NO	NO
5015005772	3/7/2015 15:47	PROPERTY DAMAGE ONLY	IMPROPER LANE CHANGE	CLEAR	NO	NO	YES
5015005785	3/7/2015 18:28	PROPERTY DAMAGE ONLY	DRIVING IN A CARELESS OR RECKLESS MANNER	CLEAR	NO	NO	YES
5015006913	3/19/2015 12:46	PERSONAL INJURY CRASH	DRIVING IN A CARELESS OR RECKLESS MANNER	CLEAR	YES	NO	YES
5015008165	4/1/2015 16:09	NON-REPORTABLE	OTHER ENVIRONMENTAL CIRCUMSTANCES - WEATHER, GLARE	CLEAR	NO	NO	YES
5015008719	4/6/2015 17:21	NON-REPORTABLE	UNKNOWN	CLEAR	NO	YES	YES
5015010041	4/19/2015 16:04	PERSONAL INJURY CRASH	MADE IMPROPER TURN	CLOUDY	YES	NO	YES
5015010156	4/20/2015 16:48	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5015012072	5/9/2015 1:12	NON-REPORTABLE	ANIMAL IN ROADWAY - DEER	CLEAR	NO	NO	YES
5015012171	5/10/2015 11:55	NON-REPORTABLE	DRIVING IN A CARELESS OR RECKLESS MANNER	CLOUDY	NO	NO	YES
5015012589	5/14/2015 15:58	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5015014069	5/27/2015 16:20	PROPERTY DAMAGE ONLY	IMPROPER LANE CHANGE	CLOUDY	NO	NO	YES
5015014443	5/30/2015 14:00	PERSONAL INJURY CRASH	IMPROPER PASSING	CLEAR	YES	NO	YES
5015015093	6/4/2015 9:07	PERSONAL INJURY CRASH	DRIVING IN A CARELESS OR RECKLESS MANNER	CLOUDY	YES	NO	YES
5015015162	6/4/2015 16:54	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLOUDY	YES	NO	YES

5015021180	7/25/2015 1:45	PROPERTY DAMAGE ONLY	DRIVING UNDER THE INFLUENCE	CLEAR	NO	NO	NO
5015022052	8/2/2015 18:20	NON-REPORTABLE	FOLLOWING TOO CLOSE	CLEAR	NO	NO	YES
5015024643	8/25/2015 11:23	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5015025359	8/31/2015 18:29	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	YES	NO	YES
5015028057	9/22/2015 17:15	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5015029951	10/9/2015 14:48	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	YES	NO	YES
5015030370	10/13/2015 16:18	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	YES	NO	YES
5015030962	10/18/2015 20:24	PROPERTY DAMAGE ONLY	DRIVING IN A CARELESS OR RECKLESS MANNER	CLEAR	NO	NO	NO
5015031581	10/24/2015 2:34	PERSONAL INJURY CRASH	PEDESTRIAN	CLEAR	YES	NO	YES
5015031696	10/25/2015 2:56	NON-REPORTABLE	MADE IMPROPER TURN	CLEAR	NO	YES	YES
5015032783	11/3/2015 19:49	PROPERTY DAMAGE ONLY	FAILED TO YIELD RIGHT OF WAY	CLEAR	NO	NO	YES
5015033236	11/7/2015 21:48	NON-REPORTABLE	ANIMAL IN ROADWAY - DEER	CLEAR	NO	NO	YES
5015033493	11/10/2015 11:11	PROPERTY DAMAGE ONLY	DRIVING IN A CARELESS OR RECKLESS MANNER	RAIN	NO	NO	NO
5015034610	11/20/2015 2:06	PERSONAL INJURY CRASH	DRIVING IN A CARELESS OR RECKLESS MANNER	CLOUDY	YES	NO	NO
5015034614	11/20/2015 2:35	PROPERTY DAMAGE ONLY	FAILED TO YIELD RIGHT OF WAY	RAIN	NO	NO	YES
5015035759	12/1/2015 16:25	PROPERTY DAMAGE ONLY	DRIVING IN A CARELESS OR RECKLESS MANNER	RAIN	NO	NO	YES
5015035849	12/2/2015 13:07	PROPERTY DAMAGE ONLY	FOLLOWING TOO CLOSE	CLOUDY	NO	NO	NO
5015036438	12/7/2015 17:42	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5015036975	12/12/2015 1:29	PERSONAL INJURY CRASH	OTHER	CLEAR	YES	YES	NO
5015038197	12/22/2015 13:57	NON-REPORTABLE	FOLLOWING TOO CLOSE	CLOUDY	NO	NO	YES
5015038349	12/23/2015 21:53	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	RAIN	NO	NO	YES
5016001142	1/11/2016 13:49	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5016003142	1/30/2016 0:33	PERSONAL INJURY CRASH	UNKNOWN	CLEAR	YES	YES	YES
5016005513	2/20/2016 19:29	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	NO
5016006325	2/27/2016 15:20	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	YES	NO	YES
5016007328	3/8/2016 5:47	NON-REPORTABLE	ANIMAL IN ROADWAY - DEER	CLEAR	NO	NO	YES
5016007398	3/8/2016 15:51	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	YES	NO	YES
5016011507	4/13/2016 14:06	PERSONAL INJURY CRASH	FAILED TO YIELD RIGHT OF WAY	CLEAR	YES	NO	YES
5016011669	4/14/2016 17:17	PERSONAL INJURY CRASH	MADE IMPROPER TURN	CLEAR	YES	NO	YES
5016011690	4/14/2016 21:34	PERSONAL INJURY CRASH	FAILED TO YIELD RIGHT OF WAY	CLEAR	YES	NO	YES
5016012519	4/21/2016 13:03	PROPERTY DAMAGE ONLY	MADE IMPROPER TURN	CLOUDY	NO	NO	NO
5016014163	5/4/2016 9:52	PERSONAL INJURY CRASH	FOLLOWING TOO CLOSE	RAIN	YES	NO	YES
5016014543	5/7/2016 5:44	NON-REPORTABLE	DRIVING IN A CARELESS OR RECKLESS MANNER	CLOUDY	NO	NO	NO
5016015772	5/17/2016 6:51	PERSONAL INJURY CRASH	FOLLOWING TOO CLOSE	CLEAR	YES	NO	YES
5016016071	5/19/2016 12:30	PERSONAL INJURY CRASH	DISREGARD TRAFFIC SIGNAL	CLEAR	YES	NO	NO
5016016120	5/19/2016 17:32	PERSONAL INJURY CRASH	FAILED TO YIELD RIGHT OF WAY	CLEAR	YES	NO	YES
5016019618	6/15/2016 10:55	PERSONAL INJURY CRASH	FOLLOWING TOO CLOSE	CLOUDY	YES	NO	YES
5016020292	6/19/2016 17:20	NON-REPORTABLE	IMPROPER LANE CHANGE	CLEAR	NO	YES	YES
5016021863	6/30/2016 12:25	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5016022330	7/3/2016 23:41	PROPERTY DAMAGE ONLY	FOLLOWING TOO CLOSE	CLEAR	NO	NO	YES
5016023094	7/10/2016 2:23	PERSONAL INJURY CRASH	UNKNOWN	CLEAR	YES	YES	YES
5016025759	8/1/2016 12:41	PROPERTY DAMAGE ONLY	IMPROPER LANE CHANGE	CLEAR	NO	NO	YES
5016025908	8/2/2016 12:06	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5016028874	8/27/2016 5:24	PROPERTY DAMAGE ONLY	FOLLOWING TOO CLOSE	CLEAR	NO	NO	YES
5016029338	8/31/2016 13:05	PERSONAL INJURY CRASH	FOLLOWING TOO CLOSE	CLEAR	YES	NO	YES
5016030634	9/10/2016 21:15	NON-REPORTABLE	IMPROPER LANE CHANGE	CLEAR	NO	YES	YES
5016031679	9/19/2016 17:11	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	RAIN	NO	NO	YES
5016031685	9/19/2016 18:57	PROPERTY DAMAGE ONLY	DRIVING IN A CARELESS OR RECKLESS MANNER	CLEAR	NO	NO	YES
5016033033	9/30/2016 20:20	PERSONAL INJURY CRASH	FAILED TO YIELD RIGHT OF WAY	CLEAR	YES	NO	YES
5016033651	10/5/2016 20:00	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	YES	NO	YES
5016037423	11/7/2016 13:47	PERSONAL INJURY CRASH	FOLLOWING TOO CLOSE	CLEAR	YES	NO	YES
5016037978	11/11/2016 17:27	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	YES	YES
5016038561	11/16/2016 12:51	PERSONAL INJURY CRASH	FOLLOWING TOO CLOSE	CLEAR	YES	NO	YES
5016038614	11/16/2016 19:15	PROPERTY DAMAGE ONLY	FOLLOWING TOO CLOSE	RAIN	NO	NO	YES
5016039178	11/21/2016 17:22	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5016042236	12/16/2016 21:45	PERSONAL INJURY CRASH	ANIMAL IN ROADWAY - DEER	CLEAR	YES	NO	YES
5016042483	12/19/2016 16:10	PROPERTY DAMAGE ONLY	FOLLOWING TOO CLOSE	CLEAR	NO	NO	YES

5016042676	12/21/2016 9:56	PROPERTY DAMAGE ONLY	OTHER	CLEAR	NO	NO	YES
5017001288	1/12/2017 0:00	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLOUDY	YES	NO	YES
5017001969	1/18/2017 17:19	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5017003585	2/1/2017 16:57	PERSONAL INJURY CRASH	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	YES	NO	YES
5017004731	2/10/2017 22:47	PROPERTY DAMAGE ONLY	UNKNOWN	CLOUDY	NO	YES	YES
5017006471	2/27/2017 11:05	PERSONAL INJURY CRASH	FAILED TO YIELD RIGHT OF WAY	CLOUDY	YES	NO	YES
5017009267	3/27/2017 8:56	PROPERTY DAMAGE ONLY	FAILED TO YIELD RIGHT OF WAY	RAIN	NO	NO	YES
5017009275	3/27/2017 11:10	PROPERTY DAMAGE ONLY	WRONG SIDE OR WRONG WAY	CLOUDY	NO	NO	YES
5017010843	4/9/2017 21:10	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5017012691	4/26/2017 16:57	NON-REPORTABLE	FOLLOWING TOO CLOSE	CLOUDY	NO	NO	YES
5017014570	5/13/2017 17:03	PROPERTY DAMAGE ONLY	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5017014919	5/17/2017 9:08	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5017015490	5/22/2017 17:24	PROPERTY DAMAGE ONLY	FOLLOWING TOO CLOSE	CLEAR	NO	NO	YES
5017015724	5/24/2017 14:48	PROPERTY DAMAGE ONLY	MECHANICAL DEFECTS	CLOUDY	NO	NO	NO
5017016011	5/26/2017 21:42	PERSONAL INJURY CRASH	UNKNOWN	CLEAR	YES	YES	YES
5017018264	6/12/2017 4:40	FATALITY CRASH	OTHER	UNKNOWN	UNK	YES	YES
5017018871	6/16/2017 11:40	PERSONAL INJURY CRASH	IMPROPER LANE CHANGE	CLEAR	YES	NO	YES
5017023111	7/18/2017 22:25	PERSONAL INJURY CRASH	FAILED TO YIELD RIGHT OF WAY	CLEAR	YES	NO	YES
5017023452	7/21/2017 14:06	NON-REPORTABLE	DRIVER INATTENTION, DISTRACTION, OR FATIGUE	CLEAR	NO	NO	YES
5017023505	7/21/2017 22:47	PROPERTY DAMAGE ONLY	FOLLOWING TOO CLOSE	CLOUDY	NO	NO	NO

City of Dover

MAYOR AND COUNCIL

PROPOSED COUNCIL RESOLUTION NO. 2017-10

A RESOLUTION PROPOSING THE "MAKING DOVER PROSPER" INITIATIVE

WHEREAS, the City of Dover has a tradition of being friendly to business, enjoying the benefits of a strong and diverse economy; and

WHEREAS, the City is in a globally competitive environment necessitating that it adopts cutting edge best practices for business recruitment and retention; and

WHEREAS, many businesses are often intimidated by the array of governmental requirements and regulations, causing them to make costly errors due to a lack of information and guidance; and

WHEREAS, business prospects of all sizes are attracted by an efficient, cooperative government; and

WHEREAS, there exists a positive, cooperative and coordinated framework among the various city departments to help in "Making Dover Prosper"; and

WHEREAS, the City promotes an ethic of "Community Excellence through Quality Service"; and

WHEREAS, The City offers an extensive number of incentives throughout the city to encourage business investment.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the City Council directs the City Manager and the Director of Planning and Community Development to develop and make available at customer service locations and city offices, and on the City website, information designed to be a "road map" to city services, including utilities, trash collection, business incentives, economic development contacts, planning and inspections processes, sign regulations and such other information deemed useful to persons wishing to open, relocate or expand a business in the City.

Section 2. That the City Council directs the City Manager and Director of Planning and Community Development to develop and implement a process to simplify, streamline and make more user-friendly the licensing, permitting and inspection processes, to include creating a system to allow applicants to self-check the status of their application remotely.

Section 3. That the City Council further directs the City Manager and Director of Planning and Community Development to:

a) Establish a working group or groups as appropriate to review the City's codes and ordinances, promotional and marketing activities, website, outreach and assistance, and organizational structures as they relate to business recruitment and retention; and

b) Consult with local, county and state economic development entities as appropriate to identify opportunities to facilitate exchange of information, coordination, and development of a shared vision for "Making Dover Prosper"; and

c) Report to City Council not later than October 31, 2017 with recommendations and a path forward.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2017\DRAFT\RESOLUTON NO. 2017-10 MAKE DOVER PROSPER\Resolution No. 2017-10 ESTABLISHING THE MAKING DOVER PROSPER INITIATIVE.wpd

ROBIN R. CHRISTIANSEN	TIMOTHY A. SLAVIN
MAYOR	COUNCIL PRESIDENT

Actions History

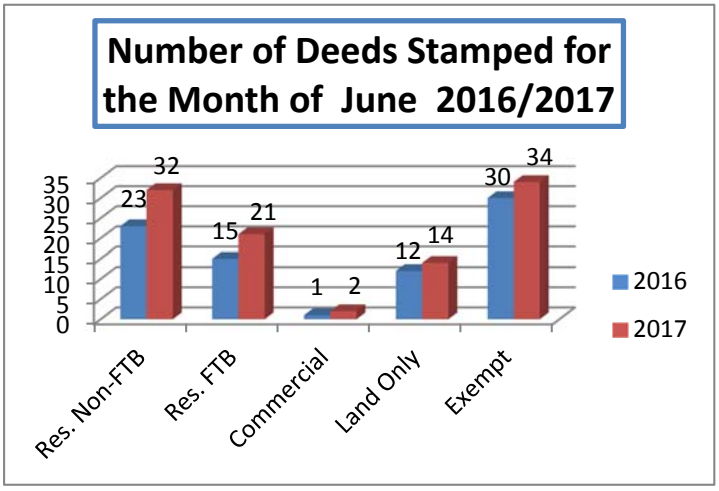
07/25/2017 - Scheduled for Introduction - Council Committee of the Whole/Legislative, Finance, and Administration Committee

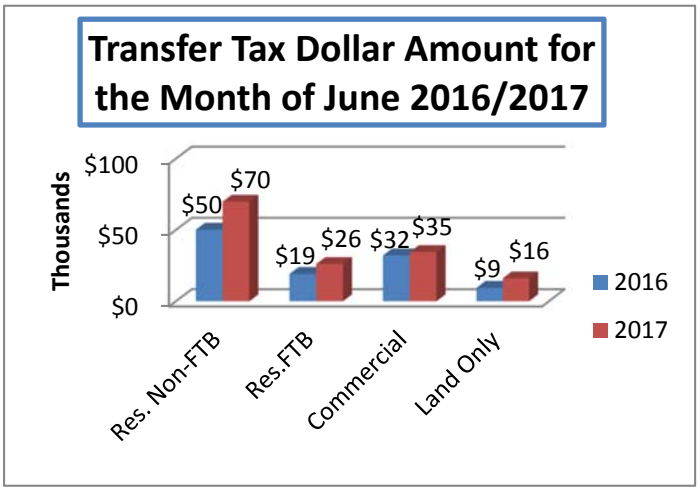
Draft

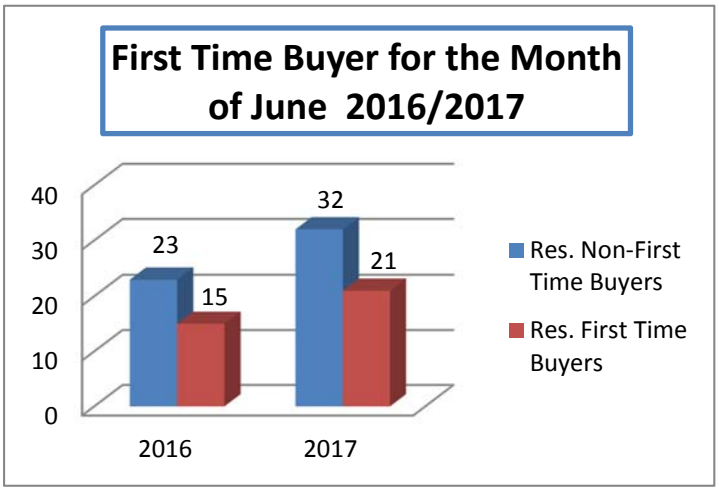
Monthly Report
June 2017

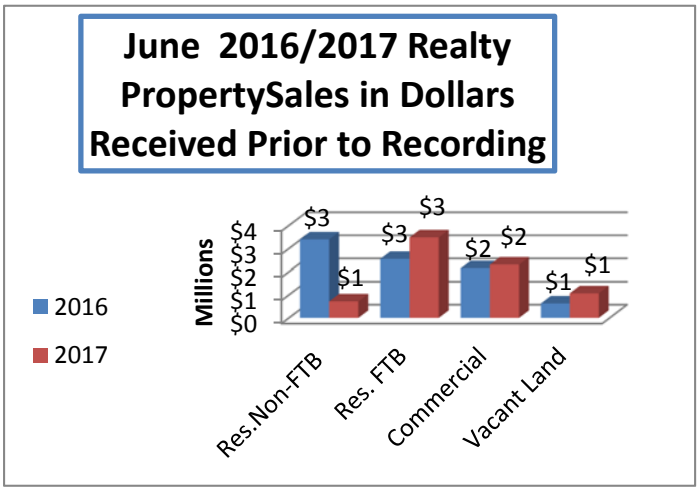
Office of City Assessor

ASSESSOR'S REPORT









Major Updates

	April - 17	May -17	June - 17
Assessment Change	$1,024,000	$3,921,800	$2,827,800

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
24	$3,190,400	$3,860,432	0.82	1

ASSESSOR'S REPORT

Ratio – Assessed Value divided by Sale Price.

PRD – Mean – A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

Points of Interest

Scanning & Filing

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

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

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

Assessor's Office

- Preparing for 2017 Tax billing.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.00-03-07.00-	6	R50	2 SESKINORE CT	1	20	2017	1	1386	C+	VG	172,800	09-JUN-17	277,192	

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
001														
ED05-067.00-03-07.00-	6	R50	8 SESKINORE CT	20		2017	1	1533	C+	VG	184,800	13-JUN-17	220,000	

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
004														
ED05-067.15-01-60.00	2	R10	135 QUAIL HOLLOW DR	1	5	1978	2	1658	C	AV	168,600	05-JUN-17	189,000	
ED05-067.15-03-38.00	2	R10	20 VIRGINIA AVE	1	14	1984	1	1152	C-	AV	106,200	07-JUN-17	108,000	
ED05-067.16-02-30.00	10	R10	215 COLUMBIA AVE	1	1	1934	2	1878	C+	AV	166,900	19-JUN-17	175,000	
ED05-068.10-03-34.00	13	R10	907 CARVEL DR	1	16	1968	1	1566	C	AV	130,300	13-JUN-17	139,900	
ED05-068.10-03-48.00	13	R10	922 CARVEL DR	1	14	1964	1	1120	C	AV	114,100	01-JUN-17	152,500	
ED05-068.15-02-15.00	6	R10	111 VONDAWAY DR	1	14	1986	1	974	C	AV	121,200	09-JUN-17	174,000	
ED05-068.17-03-69.00	8	R10	302 KINGS HWY	1	1	1935	1.5	1649	C+	AV	144,900	02-JUN-17	189,000	
ED05-076.05-03-73.00	14	R10	116 STONEY DR	1	8	1988	2	1394	C+	AV	132,800	23-JUN-17	155,000	
ED05-076.05-04-01.033	102	R50	9 PAR HAVEN DR	1	20	1978	1	723	C-	AV	34,700	19-JUN-17	34,000	
ED05-076.06-02-01.00-	103	R50	5 GRAND HALL	1	20	1973	1	794	B	GD	56,800	16-JUN-17	58,750	

COMMUNITY ENHANCEMENT FUND
110-1200-512.30-37

Current Balance -	**$21,979.44**

BUDGETED AMOUNT	COMMUNITY ENHANCEMENT FUND - $2,500 FOR EACH COUNCIL MEMBER PER DISTRICT AND $5,000 FOR THE AT-LARGE COUNCIL MEMBER. THE PURPOSE OF THE FUND IS TO ALLOW MEMBERS TO CONTRIBUTE FUNDS TO A SMALL PROJECT OR COMMUNITY NEEDS IN EACH DISTRICT.	**$25,000.00**
TOTAL		**$25,000.00**

DATE	COUNCIL SPONSOR	VENDOR	DESCRIPTION	P.O. #/ INVOICE #	TOTAL CHARGES	YEAR TO DATE	BALANCE
07/12/17	Anderson	Inner City Cultural League, Inc.	Councilman Anderson authorized the use of $600.00 of his community enhancement funds to fund 50% of the membership dues for 5 needy students to participate in the Sankofa African Drum and Dance Troupe.	Email dated 07/11/17 from David Anderson to City Clerk's Office	$600.00	$600.00	$24,400.00
07/16/17	Anderson	MLK Jr. Educational Community Center, Inc.	Councilman Anderson authorized the use of $500.00 of his community enhancement funds to help pay for breakfast and lunch for the Saturday Academy participants.	Email dated 07/16/17 from David Anderson to City Clerk's Office	$500.00	$1,100.00	$23,900.00
07/26/17	Slavin	Central Delaware Habitat for Humanity	Councilman Slavin authorized the use of $670.56 to purchase incidental equipment and play apparatus for the Habitat for Humanity's pop up parks/play streets program. It was noted that the games would be usable for future events too.	Email dated 07/26/17 from Tim Slavin to Traci McDowell	$670.56	$1,770.56	$23,229.44
07/31/17	Hare	Air Force Ball Committee	Councilman Hare authorized the use of $500.00 for the deposit to reserve the Dover Downs ballroom for 436 Squadron's Annual Air Force Ball.	Dover Downs Banquet Event Order (BEO) #24,727 dated 06/27/17	$500.00	$2,270.56	$22,729.44

08/02/17	Cole	Dover Library Foundation	Councilman Cole authorized $400.00 of his community enhancement funds to be allocated to the Dover Public Library Foundation to help cover the cost of water for the Dover Comic Con 2017 event.	Pending receipt of purchase receipt.	$400.00	$2,670.56	$22,329.44
08/07/17	Neil	3d Airlift Squadron Booster Club	Councilman Neil authorized $100.00 of his community enhancement funds to be donated to the 3d Airlift Squadron Booster Club for the Dover Air Force Base Open House.	Email dated 08/07/17 from Fred Neil to Traci McDowell	$100.00	$2,770.56	$22,229.44
08/08/17	Anderson	Boys and Girls Club of Delaware	Councilman Anderson authorized a donation of $100.00 of his community enhancement funds to the Boys and Girls Club of Delaware for 4th District children.	Email dated 08/08/17 from David Anderson to Debbie Krueger	$100.00	$2,870.56	$22,129.44
08/08/17	Anderson	Catholic Charities	Councilman Anderson authorized a donation of $150.00 of his community enhancement funds to Catholic Charities for Dover utility bills.	Email dated 08/08/17 from David Anderson to Debbie Krueger	$150.00	$3,020.56	$21,979.44
					$3,020.56		**$21,979.44**

Budgeted Amount	District	Council Sponsor	YTD Expenditures	Balance
$5,000.00	At-Large	Slavin	$670.56	$4,329.44
$2,500.00	1st District	Lindell	$0.00	$2,500.00
$2,500.00	1st District	Polce	$0.00	$2,500.00
$2,500.00	2nd District	Hare	$500.00	$2,000.00
$2,500.00	2nd District	Lewis	$0.00	$2,500.00
$2,500.00	3rd District	Cole	$400.00	$2,100.00
$2,500.00	3rd District	Neil	$100.00	$2,400.00
$2,500.00	4th District	Anderson	$1,350.00	$1,150.00
$2,500.00	4th District	Sudler	$0.00	$2,500.00
		TOTAL	**$3,020.56**	**$21,979.44**

CITY MANAGER'S MONTHLY



REPORT

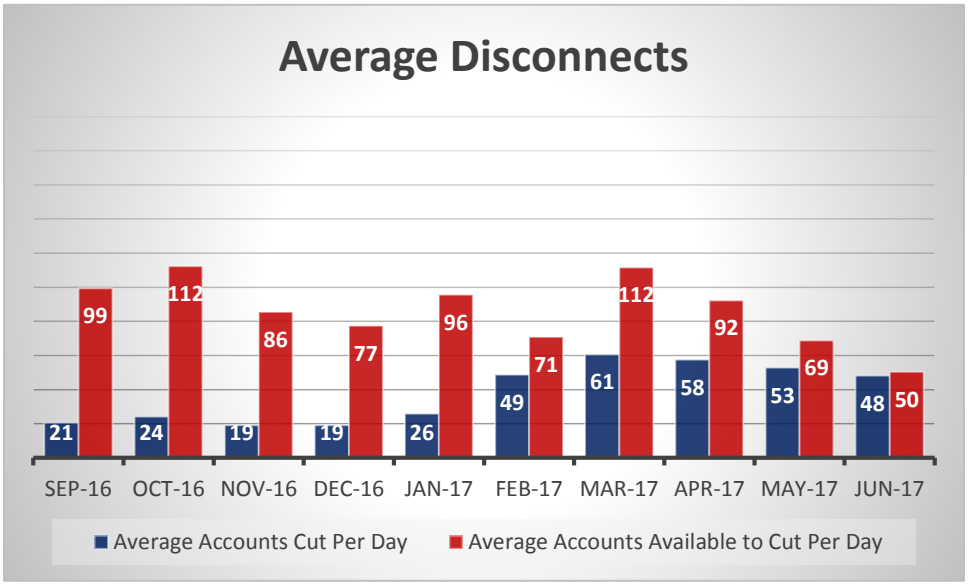
JUNE 2017

City of Dover
Customer Services Department

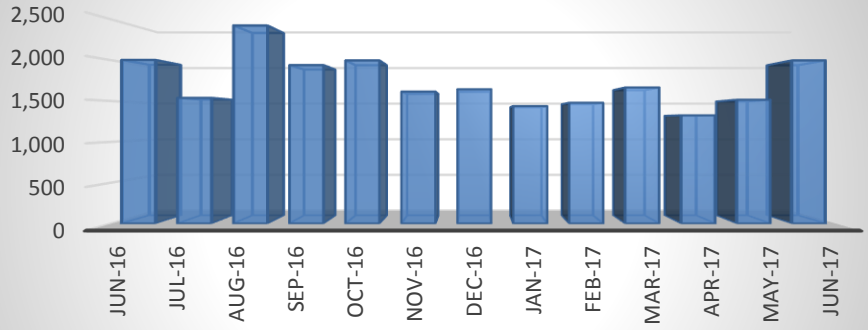
Major Program Updates	Jun 2017	Jun 2016	Difference	FY 2017 Year-to-Date	FY 2016 Year-to-Date
Number of Customers Served	21,331	20,308	1,023	270,723	252,578
Final Bills	672	735	(63)	8,201	8,157
Estimated Bills	193	202	(9)	2,446	2,689
Penalties Posted	$ 7,658	$ 5,638	2,020	$ 82,491	$ 149,723
Extensions of Credit - Amount Extended	$ 73,968	$ 22,690	51,278	$ 1,402,414	$ 922,764
Balance Transfers	$ 1,428	$ 3,631	(2,202)	$ 5,136	$ 236,115
Utility Collections	$ 28,842	$ 20,111	8,731	$ 307,146	$ 439,124
Miscellaneous Bill Payments	$ 167,309	$ 67,099	100,210	$ 1,709,320	$ 1,435,556
Taxes Levied	$ 192,294	$ 133,829	58,465	$ 192,294	$133,829
Tax Billing Adjustments	$ 19,050	$ (16)	19,066	$ 19,050	($16)
Total Taxes Collected	$ (34,716)	$ 253,560	(288,276)	$ (34,716)	$10,102
Taxes Outstanding	$ 176,629	$ 123,712	52,917	$ 176,629	$123,712

Disconnect Summary Report

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
% of Cust Cut	21%	21%	22%	25%	27%	69%	54%	62%	77%	95%
% of Total $ Cut	22%	18%	16%	24%	31%	68%	66%	63%	77%	92%
Total Days Available to Cut	20	20	21	22	22	16	13	16	20	22
	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Average Accounts Cut Per Day	21	24	19	19	26	49	61	58	53	48
	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Average Accounts Available to Cut Per Day	99	112	86	77	96	71	112	92	69	50
Total on original list	1986	2247	1797	1702	2102	1134	1451	1476	1377	1109
Total $ on original list	$ 649,386.35	$ 863,317.64	$ 782,883.39	$ 636,019.34	$ 675,694.36	$ 373,545.84	$ 371,175.90	$ 362,563.80	$ 405,699.71	$ 476,569.79
Total Actual Cust Cut	411	482	402	419	570	779	788	922	1059	1059
Total $ of Actual Cut	$ 140,573.47	$ 155,769.34	$ 124,907.89	$ 154,000.16	$ 212,407.49	$ 255,781.83	$ 243,763.03	$ 229,928.08	$ 312,473.14	$ 437,125.60

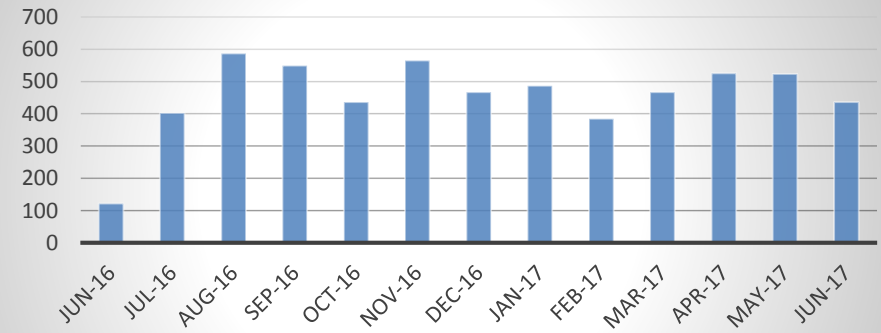


Work Orders Processed



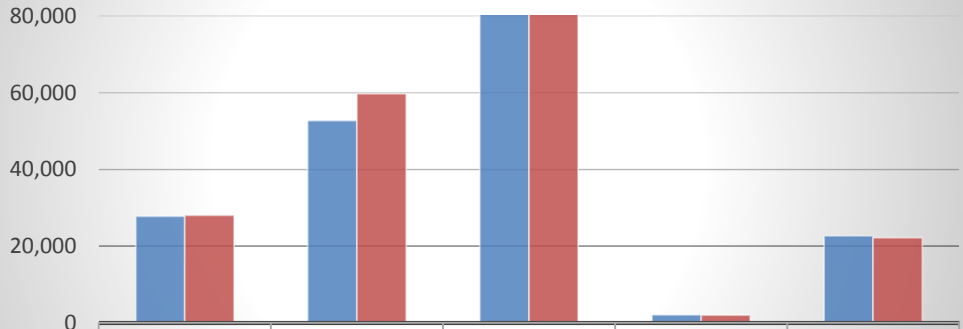
	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Series1	2,002	1,539	2,423	1,939	1,996	1,615	1,643	1,437	1,478	1,665	1,325	1,515	1,996

Payment Agreements / Extensions



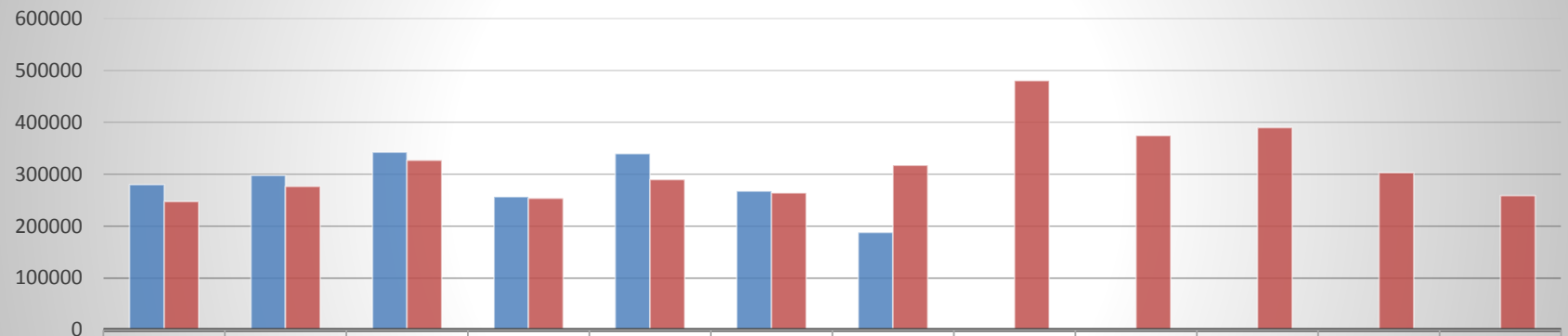
	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Series1	122	402	587	549	436	565	467	487	385	467	525	523	436

CUSTOMER PAYMENT USAGE



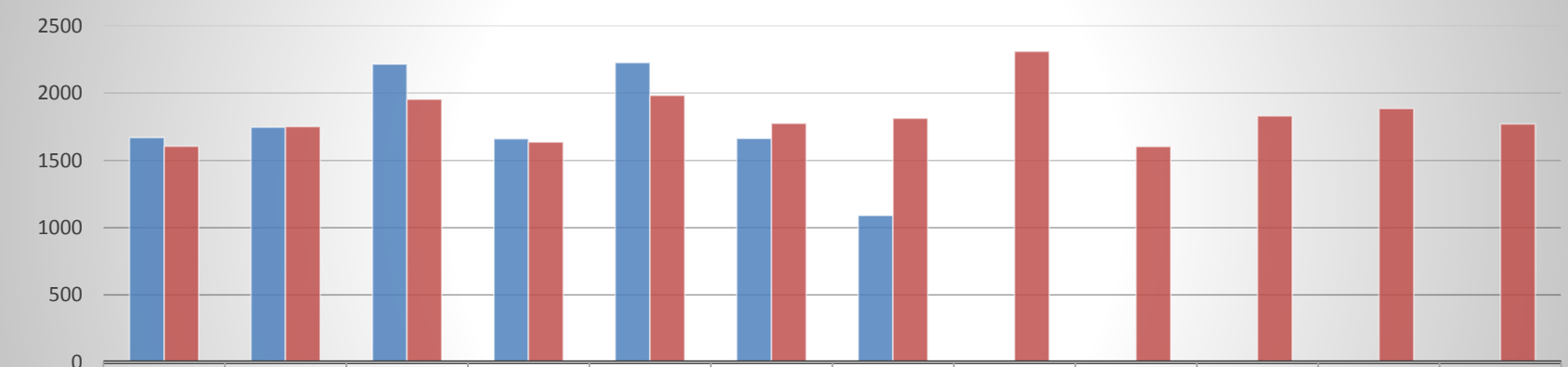
	Drive-Thru Window	Over the Counter	Mail, Drop Box	Credit Cards	Bank Drafts
2017 YTD	27,817	52,710	183,625	2,127	22,736
2016 YTD	28,045	59,740	176,636	1,983	22,195

Customer Payments Made Through Bank Draft



	January	February	March	April	May	June	July	August	September	October	November	December
2017	279823.56	297914.5	342455.53	256771.02	339351.31	267485.44	188022.46	0	0	0	0	0
2016	247351.87	276553.6	327013.78	253729.28	289793.16	263957.73	317148.01	480391.62	374575.25	389971.29	302860.98	259092.91

Total Accounts Bank Drafted



	January	February	March	April	May	June	July	August	September	October	November	December
2017	1668	1747	2214	1660	2226	1662	1090	0	0	0	0	0
2016	1605	1751	1954	1636	1982	1775	1812	2309	1602	1831	1886	1770

ELECTRIC DEPARTMENT

Electric Divisions

System Peak	
Oct 15	101.3
Nov 15	95.5
Dec 15	94.64
Jan 16	116.96
Feb 16	110.15
Mar 16	98.93
Apr 16	100.37
May 16	128.16
June 16	133.59
July 16	165.92
Aug 16	162.61
Sept 16	159.99
Oct 16	116.94
Nov 16	98.27
Dec 16	101.04
Jan 17	113.04
Feb 17	106.4
Mar 17	108.2
Apr 17	107.03
May 17	133.93
June 17	155.81

Total System Load	
Oct 15	55,011
Nov 15	53,746
Dec 15	56,155
Jan 16	62,563
Feb 16	57,888
Mar 16	55,967
Apr 16	53,202
May 16	56,586
June 16	65,414
July 16	80,114
Aug 16	83,086
Sept 16	67,117
Oct 16	57,707
Nov 16	54,812
Dec 16	60,179
Jan 17	63,172
Feb 17	54,811
Mar 17	60,690
Apr 17	54,062
May 17	57,823
June 17	70,081

Month	*outages*	*customers*
Oct 15	1	1
Nov 15	5	2629
Dec 15	2	17
Jan 16	5	245
Feb 16	2	106
Mar 16	7	353
Apr 16	5	672
May 16	2	206
June 16	14	601
July 16	9	307
Aug 16	9	214
Sept 16	7	915
Oct 16	8	224
Nov 16	6	4293
Dec 16	5	207
Jan 17	3	12
Feb 17	1	2
Mar 17	4	160
Apr 17	4	114
May 17	5	148
June 17	7	3084

Number Customers Gained	
Oct 15	9
Nov 15	61
Dec 15	20
Jan 16	21
Feb 16	14
Mar 16	16
Apr 16	29
May 16	13
June 16	53
July 16	13
Aug 16	13
Sept 16	35
Oct 16	27
Nov 16	41
Dec 16	37
Jan 17	40
Feb 17	31
Mar 17	15
Apr 17	58
May 17	58
June 17	25

Electric Monthly Outage Report

The annual outage goal will be less than 295 minutes per customer, which is a Delaware Standard. This will be measured by calculating the System Average Interruption Duration Index.

FY 17 YTD	FY 16	FY 15
29.59	24.98	45.76

Controllable Outages *Annual goal is less than 40*		Average Response Time *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
2	28	27 Minutes	32.4 Minutes

PROGRAM UPDATES	JUNE 17	JUNE 16	FY17 YTD
Tree Trimming	376	337	6645
Number of Oil Releases	1	1	2
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	25	53	657

HUMAN RESOURCES

June 2017

Category	June 16	July 16	August 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	March 17	April 17	May 17	June* 17	Total
Caucasian*	301	297	294	296	301	302	300	299	296	293	290	289	291	n/a
Minorities*	70	70	69	71	72	72	71	71	71	72	73	73	74	n/a
Hired	3	3	0	5	9	3	1	5	1	5	1	3	3	42
Terminated/Resigned/ Retired/Other	4	8	4	1	1	2	4	6	4	7	3	4	3	51
Transferred/Promoted	1	2	2	2	0	0	2	2	0	1	1	1	0	14
Jobs Posted	3	5	7	3	3	1	7	2	6	7	5	2	1	52
Workers Comp. Injuries	0	3	3	3	6	3	0	2	2	2	2	4	3	33
Workers Comp. Hours	32	271	340	171	254	319	342	259	252	397	275	648	475	4035

***339 Full-time Employees: Part-time Employees:** 26 (3 Pitts Center, 1 Recreation, 17 Library, 1 Customer Service, 1 Central Services, 3 Police Department, 0 Information Technology) -Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members. * Updated

Position Hired: Electrical Engineer I (Electric Department); LAN Analyst (Police Department); Library Clerk I, (part-time)
Position Terminated/Resigned/Retired: Electric Director; Water Treatment Plant Operator I, Wastewater Maintenance Supervisor
Positions Posted: Utility Maintenance Mechanic I (Public Works)

Recruitment Information
(Positions closed in June)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Two or More	Unknown	In Dover	Out Dover
Gardener I	6	-	4	2	2	-	-	-	-	-	4	4	2
Inspector I Fire Marshal's Office	18	3	14	1	2	14	1	-	-	-	1	6	12
Utility Maintenance Mechanic I	6	-	4	2	1	2	-	1	-	1	1	2	4

Open or Currently Recruiting*

Open or Currently Recruiting By Department	June 16	July 16	August 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	March 17	April 17	May 17	June 17
Electric	3	4	4	3	3	4	4	4	4	4	4	4	5
Public Works	12	11	13	11	5	6	6	5	5	6	6	6	7
Police	2	2	3	2	1	1.5	3	5.5	6	7.5	9.5	9	8
All Other Departments	8	9.5	10	9	9	14	13.5	11.5	11.5	12	10	9.5	9
Totals	25	26.5	29	25	18	25.5	26.5	26	26.5	29.5	29.5	28.5	29

**Not used for Budgeting Purposes*

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

Electric: Engineering Fieldman I, Lineman 2nd class, Meter Technician; Key Accounts, Electric Director
Public Works: Utility Maintenance Mechanic I; Lead Laborer (Grounds); Laborer II (Grounds); Public Works Inspector, Gardener I, Water/wastewater Crew Leader; Water Treatment Plant Operator I
Police: (6) Cadet; (2) Police Officers, (2) Communication Operator; Evidence Technician
All Other Departments: City Manager, Director Planning & Inspections, Customer Service Clerk I (Customer Service); Field Service Representative I (Customer Service-Meter Reading), LAN Analyst (Information Technology); Billing Supervisor (Customer Service); Customer Service Clerk I (part-time); Library Clerk (part-time); Inspector I (Fire Marshal); Planner I

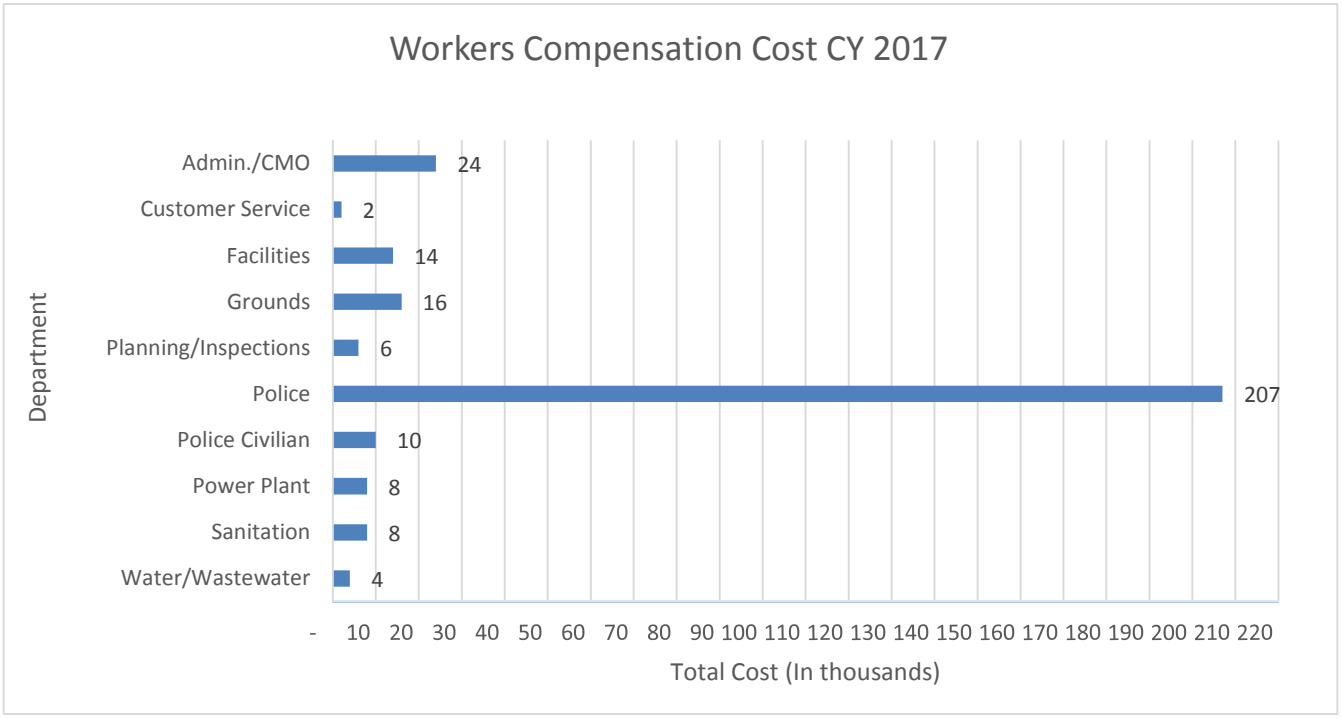
HUMAN RESOURCES
(Continued)

Turnover Statistics

	2010	2011	2012	2013	2014	2015	2016	2017
Total Turnover %	5.57	6.75	11.00	10.91	6.02	12.05	8.68	6.86
Termination Turnover %	0.27	1.08	0.29	1.47	.57	.28	.54	.55
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	7.56	6.24	3.02
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	4.20	1.90	2.74
2012 Healthcare cost sharing implemented								
2013 Healthcare cost sharing implemented for DOE								
2016 RIF in Economic Development								

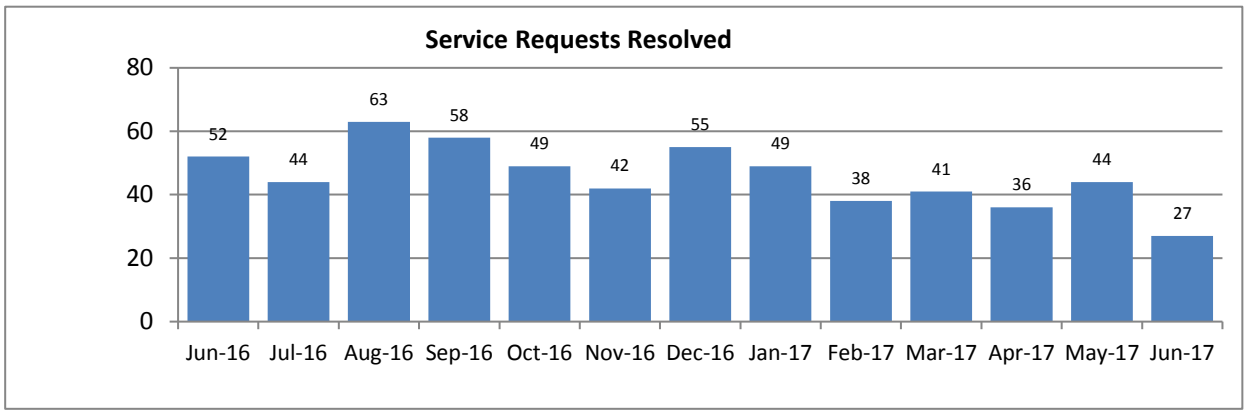
Average Employees

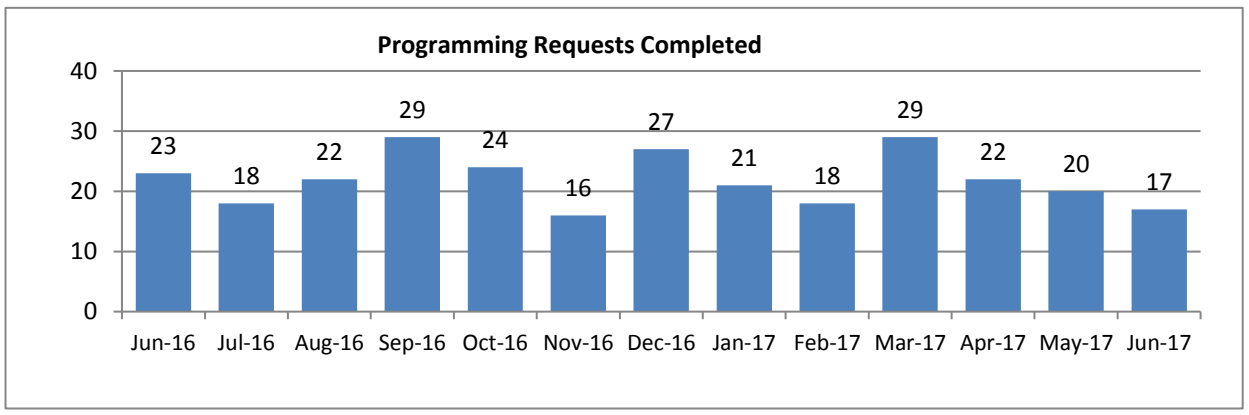
	2010	2011	2012*	2013*	2014	2015	2016	2017
Total Number of Employees Separating from Service	21	25	38	37	21	42	32	25
Average Number of Full-time Employees	362	356	333	325	331	333	340	340
Average Number of Part-time Employees	16	15	12	14	18	24	28	24
*** Healthcare cost sharing implemented**								

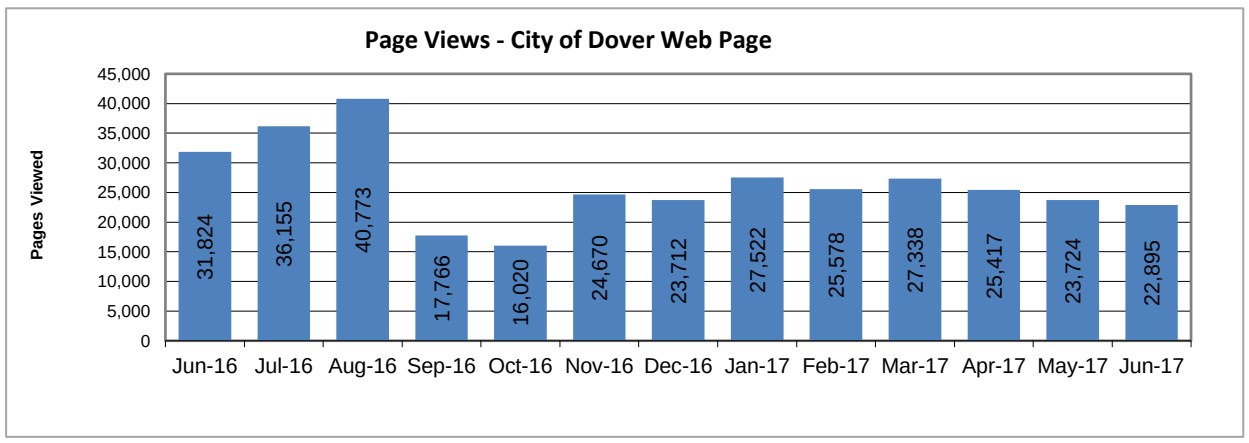


Total $299,000

INFORMATION TECHNOLOGIES







Noteworty:

Meetings regarding Community Sustainment Fund

Edmunds / Tyler Demonstrations

June 2017
Monthly Report

DOVER PUBLIC LIBRARY

Highlighted Special Events & Attendance:

"In Harmony...." Concert Series	100
STEM Makerfest	500
Cope Van	25

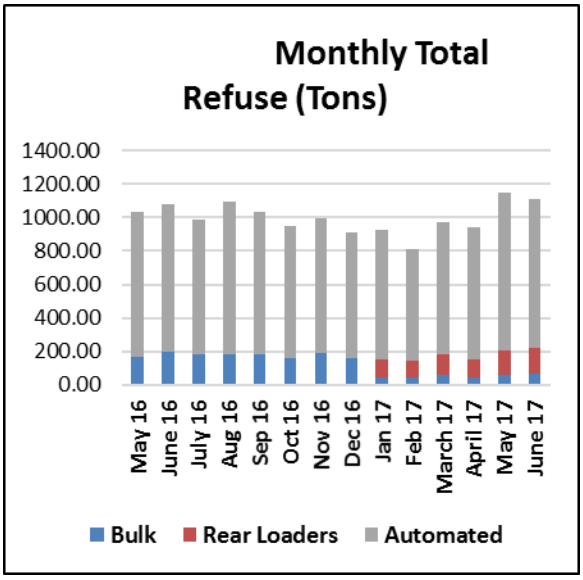
Total Items Checed Out:	33,248				**Programs:**	**Offered**	**Attended**
E-books:	2,612						
					Adult	33	573
New Library Cards:	371				**Teens**	27	209
					Children	38	1,361
Library Card Holders:	40,412				**Job Center**	41	281
Service Area Population:	*59,354*						
Library Visitors:	27,093						
Meeting Rooms Usage:	1,928						
Computer Users:	4,293						
Wireless Users:	2,017						
Items Loaned to/Received from Other Libraries:	6,992						

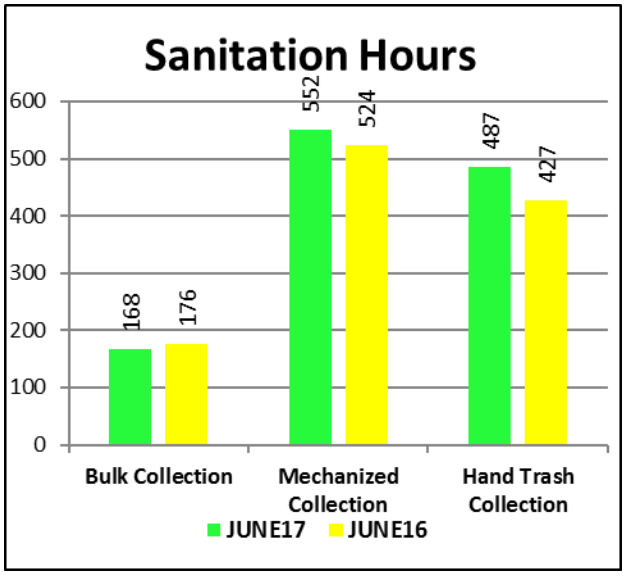
PUBLIC WORKS

Construction Inspection

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

Sanitation





	JUNE 17	FYTD 17	JUNE 16	FYTD 16
Trips to DSWA Sandtown Landfill	192	2,109	181	2,052
Total Tonnage to DSWA	1,112.57	11,874.50	1,082.74	11,717.53
90-Gallon Containers Delivered	72	833	65	681
300-Gallon Containers Delivered	0	0	0	0
Total Man Hours-containers Delivered	30	354	34	231

Streets	JUNE 17	FYTD 17	JUNE 16	FYTD 16
Signed Installed	9	345	0	92
Signs Repaired	16	150	6	104
Curbs Painted Yellow (feet)	141	27,783	2,755	19,411
New Post Installed	12	164	6	90
Storm Catch Basins Repaired	1	11	10	24
Storm Catch Basin Repairing (Hrs.)	8	28.5	29	101
Storm Catch Basins Cleaned	4	80	59	382
Storm Catch Basins Cleaning (Hrs.)	0.25	80	14	96
Hot Mix Patching (Tons)	4.46	8	5	36
Hot Mix Patching (Hrs.)	7	23	8	36
Cold Mix Patching Hrs.)	4.0	130	13.5	117
Concrete Work (Hrs)	43.0	119	26	117
Concrete Patching (Cubic Yards)	7.38	13.43	2.36	11
Ditch Work (Hrs).	0	16	0	28
Street and Alley Maintenance (Hrs)	54.0	163	9	97
Street Sweeping (Miles)	1,426	14,766	1,726	13,221
Street Sweeping (Cubic Yards)	86	941.5	98	1,043
Leaves Collected (Cubic Yards)	0.0	12,654	0.0	12,131
Leaf Collection (Miles)	0	508	0	7,848

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Parks and Recreation	Created two 18"x24" maps. One of Bicentennial Village and the other of Continental Park.
Planning & Inspections	Created a map of all commercial zoned parcels under 5,000 square feet in size.
Public Works	Modified Trash Removal and Recycling web apps to work with new service configurations
Public Works	Modified Street Sweeping and Grass Mowing web apps to work with new service configurations
Public Works	Provided support regarding deed research and mapping.
Public Works	Updated street centerline file
Public Works	Updated the Parcels, Rentals, and Active AHIs layers.
Public Works	Updated the Curbside Recycling Areas Map and printed a copy for the new contractor.
Public Works	Updated the easements layer.
Public Works	Look at and critique stormwater data delivered to us by KCI
Public Works	Monthly Recycling Customer Update for both Inland and Republic Services
Public Works	Created water, wastewater, and storm sewer plan maps for two Miss Utility tickets. Sent as PDF to requester.
Public Works	Updated several easements into the easement layer.

FLEET AND FACILITIES MANAGEMENT

Fleet Maintenance

PM Work Orders Completed:	**7**	Number of Tire Repairs:	**10**	Number of Road Repairs:	**7**
Other Work Orders:	**78**	Repair Hours:	**198.6**	Road Repair Hours:	**6**
Total Work Orders:	**85**	Fabrication Hours:	**10**	Misc. Hours:	**128.9**
PM Hours:	**35**				

 # Of Scheduled PM's: 26
 # Of Scheduled PM's: Completed: 0

Major Program Updates

MEASURE	June 2017	June 2016	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	26 out of 0 0 % 9 veh./equip. were serviced prior to May & 17 vehicles not turned in for service	6 out of 26 23.08 %	**- 23.08%**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	26 out of 26 100 %	35 out of 35 100 %	**0 %**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	3 out of 3 100 %	0 out of 0 100 %	**0 %**

Water/Wastewater Divisions

	MAY 16	June 16	July 16	Aug 16	Oct 16	Nov 16	Sept 16
Total Water Prod.	159,483,000	172,331,000	204,088,000	203,656,000	173,574,000	122,328,000	176,510,000
Billed Consumpt.	141,806,000	147,393,000	181,484,000	179,460,000	159,687,000	133,279,000	184,214,000
Total Flow to County	129,035,000	129,309,000	129,725,000	158,799,000	169,995,000	114,255,000	125,583,000
City Readings	148,682,761	158,898,575	146,440,837	178,307,328	147,838,447	150,270,118	135,635,579

	Dec 16	Jan 17	Feb 17	March 17	April 17	May 17	June 17
Total Water Prod.	132,009,000	139,873,000	126,731,000	153,874,000	142,087,000	171,797,000	183,692,000
Billed Consumpt.	114,760,000	114,760,000	150,473,000	120,373,000	127,958,000	127,958,009	161,418,000
Total Flow to County	114,682,000	141,147,600	115,346,000	120,431,000	123,927,000	170,213,000	136,745,000
City Readings	136,196,345	142,470,400	148,506,989	134,835,733	135,076,400	168,499,897	141,349,551

ENGINEERING SUMMARY

Major Program Updates	JUNE 17	JUNE 16	DIFF	FY17 YTD	FY16 YTD
State and Federal Violations	0	0	0	0	0
Water Quality Complaints	18	8	+ 10	124	105
Plan Review Completed Within 30 days of Submission	8	17	- 9	85	110

OPERATIONAL SUMMARY

Task	JUNE 17	JUNE 16	CURRENT FY
Water Production - Daily Average	6,123,067	5,744,367	1,746,527,000
Average Field Response Time (goal is <30 minutes)	22.00	17.87	17.26
Water Mains Repaired	2	1	16
Water Service Lines Repaired	2	4	18
Wastewater Mains Repaired	5	3	9
Wastewater Service Lines Repaired	1	0	6
Sewer Lines Flushed - linear feet	102,500	71,119	655,307
Sewer Mains Videoed -linear feet	0	1,454	15,344
Total Fire Hydrants in Service	1,839	1,820	1,839
Total Water Meters in City Distribution System	14,638	14,444	14,638

City Planner's Monthly Report

Planning, Inspections & Recreation

JUNE DRAFT 2017

Planning, Inspections & Recreation Highlights

NASCAR Events were held June 2-4, 2017 at Dover International Speedway. Multiple section of the Department are involved in the Business Licenses for vendors, permits and inspection of Camping Areas.

The 2017 Firefly Music Festival was held June 15-June 18, 2017 in the Woodlands location at the Dover International Speedway. An event such as this involves multiple sections of the Department including: Fire Marshal's Office, Planning Office, Permitting & Licensing, and Code Enforcement. The Event resulted in **$5,134 of total fee revenue** from Licenses and Permits and required **169.5 hours of Staff time**.

Summer Camps Heat Up! Super Summer Playground our weekly day camp took off with **79 kids in June**, For Her **Basketball Camp** hosted **15 girls**, **Soccer** Camp hosted **20 youth**, Girls **Lacrosse** Camp hosted **12** and **Volleyball** Camp had **18** volleying on the court! We are off to a great summer camp start and there's more to come all summer long!

Continental Park Open House held **June 22** hosted approximately **40 neighbors** and Council members Tanner Polce, Matt Lindell & Roy Sudler attended. The neighbors were shown an option for putting a **play-ground structure and benches** off of **Colony Drive** near the retention pond or on **Continental Park** (Independence Blvd). In addition to survey forms, attendees could also write their comments on easel pad, or mail/fax/email their comments. Some were concerned with the proposed traffic realignments that Continental Park would not be a good location since the parking is being reduced and the road is being narrowed. Carolyn Courtney will be putting together a summary of the surveys. The **comment period is open until July 14, 2017**.

Performing Arts on The Green So far our performance attendance records show **Caroline Hermance** drew in **96** before the rain started, **Skinny Legg Pete** entertained **173**, **Miss Delaware** show cased to a crowd of **199**, **Steffi and Tim** played to **147** in the cold, the **Honeycombs** hosted **365,** and **Country by Night** per-formed to **251.** Be sure to join us on **Thursdays** now until September 7th at 7 pm. The 2017 series was made possible by **the City of Dover, YMCA of Dover, Eden Hill Medical Group and Chesapeake Utilities**. The schedule offers a little of something for the whole family to enjoy!

Summer Basketball Leagues: Our **Youth League** bounced off to a great start with **163 participants on 22 teams**. For those who aren't sure just how popular our basketball league has become, just stop by the Pitts Recreation Center on Saturday mornings for some real basketball action! **Girls High School League** is hosting six teams and **Women's League** is hosting four teams.

Summer Field Hockey Leagues rolled off with **14 High School** League teams, **four Middle School** League teams, **10 Adult Women's** League teams and **four Adult Co-Ed** League teams.

Some Numbers and Observations:

Overall P&I Revenues @ 110% of budget with strong results in building permits (161% of budget)

$41.6 million value of new commercial projects during FY 17

Site approvals in June for over 100,000 square feet of new commercial and office uses

$230,289 CDBG grant received

2169 Code Violation inspections in FY 17

353 building permits issued in FY 17 v. 274 in FY 16

2,300 business licenses issued in FY 17 v. 1,371 in FY 16

4,873 building permit related inspections in FY 17 v. 3,777 in FY 16

Earlier signs of an improving economy continue into FY 18 with proposed investment in new office and commercial projects and a steady improvement in housing construction (although far below prior periods when the economy was stronger). Efforts are underway to streamline and improve the permitting processes, enhance the vacant building program, address needed revisions in the zoning code, and promote new housing construction in targeted blighted areas.

PROGRESS IN PICTURES



231 N. Queen St.



30 Exeter Court at Blue Hen Apartments, Phase 2

PROGRESS IN PICTURES



Leander Lakes Apartments: Building at
600 Isabelle Isle



Creekstone - Building 2: 1198 South Governors Ave-

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '17 Budget	FY '17 Actual YTD thru June	
Business License	$1,467,000	$ 1,462,390	**99%**
Trailer License	$21,000	$ 18,306	**87%**
Building Permits	$609,000	$ 979,390	**161%**
Cert. of Occupancy	$10,000	$ 16,160	**162%**
Public Occupancy	$21,000	$ 24,503	**117%**
Lodging House	$14,100	$ 13,640	**97%**
Plumbing/Heating/Air	$115,000	$ 139,731	**122%**
Rental Inspection Fee	$437,000	$ 400,900	**92%**
Miscellaneous	$27,000	$ 30,410	**113%**
Fire Protection Fees	$65,000	$ 67,361	**104%**
Code Enf. Fines	$35,000	$ 25,168	**72%**
Vacant Building Reg.	$150,000	$ 190,210	**127%**
Total P&I Revenue	**$2,971,100**	$ 3,368,169	**110%**
Recreation	$150,000	$ 144,772	**97%**

PERFORMING ARTS ON THE GREEN SERIES—The 41st season is underway! Be sure to join us on Thursdays now until September 7th at 7pm.

PERSONNEL AND TRAINING

Various Department Staff member participated in the ERP Vendor Demonstrations the week of June 19th. This is part of the selection process for a potential new ERP system.

PLANNING OFFICE

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. For June 2017, Planning Staff was involved with review of 99 Permits and 17 Certificates of Occupancy permits. This results in a 2017 calendar year to date total of 564 Permits and Certificates of Occupancy (2016 calendar year to date total of 554 Permits and COs compared to 467 for 2015). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

COMPREHENSIVE PLAN IMPLEMENTATION

Planning Staff continues to focus on the various implementation items identified in the *2008 Comprehensive Plan* as amended.

- The Planning Office continues to be involved in the following studies and projects: Restoring Central Dover Community Plan implementation, the Dover/Kent County MPO Regional Bicycle Plan Update project, and Downton Parking Study.
- The Planning Office is utilizing the data collection from fieldwork for the study of "Non-conforming Uses" to identify non-compliant uses in specific residential zones. The first set of non-conforming property owners (Round 1) received Notification Letters in August 2016 with December 31, 2016 as the sunsetting date for the nonconforming uses. A number of the identified properties took action to resolve the non-conformity. The second set of non-conforming properties (Round 2) were sent letters on February 24, 2017 to notify them of the non-conformity with June 30, 2017 as the sunsetting date for the nonconforming uses if not resolved. In June, a rezoning application was approved to resolve a nonconformity at a property (Z-17-03). Planning Staff was in contact with several remaining property owners to assist them in beginning the process to take action to resolve their non-conformities. These include a pending application to the Board of Adjustment (V-17-13) and an another rezoning application filed in early July (Z-17-04).

Construction Activity

- Construction activities continue at several multi-family residential projects including the Tall Pines project at 1655 and 1665 Kenton Road (S-14-18), Leander Lakes Apartments (S-12-18), and Phase 2 of the Blue Hen Apartment Complex (S-15-12). Certificates of Occupancy were issued in June for another apartment building in the Leander Lakes Apartments complex and one in the Blue Hen Apartment Complex.
- Permits were issued to begin the demolition and reconstruction of the residential units at Liberty Court Apartments, 1289 Walker Road. This phases project involves all fourteen buildings on the property and will result in a total of 100 apartment units and site improvements for fire protection and tree planting/ landscaping. (S-16-22)
- There is residential construction activity in Clearview Meadows PND, Nottingham Meadows, Senators Lake, Seskinore, Village of Cannon Mill, Village of Westover and Chestnut Grove Farms. Certificates of Occupancy were issued to six (6) one family detached dwellings in June.
- The new multi-tenant office building in the Creekstone development on South Governors Avenue received a Certificates of Occupancy for its first tenants.

	JUNE FY17	TOTAL FOR FY17
New Home Permits Issued	13	138
Value of Commercial Projects	$1,706,540.00	$41,610,187.00
Downtown Incentives (Fees Waived)	$2,537.00	$24,502.25

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on June 19, 2017. The next Planning Commission meeting is scheduled for July 17, 2017.

S-17-12 Capital Station Dover at 50 North DuPont Highway (Revised) - Planning Commission granted conditional approval of a Site Development Plan to permit construction of 65,000 S.F. of commercial development to be known as Capital Station, at the northwest corner of North DuPont Highway and Division Street and also adjacent to Maple Parkway. The development is proposed to include a 24,197 S.F. retail and restaurant multi-tenant building, a 6,625 S.F. retail and restaurant multi-tenant building, a 6,100 S.F. retail or restaurant building, a 6,080 S.F. restaurant building, and a 21,998 S.F. grocery store.

S-17-14 Dover Dialysis Center at 107 Mont Blanc Boulevard - Planning Commission granted conditional approval of a Site Development Plan to permit construction of a 10,000 S.F. one-story office building and associated site improvements. 6,500 S.F. of the building to be used as a medical office and the remaining 3,500 S.F. is to be reserved for future commercial/professional office tenants**.**

S-17-15 Dover Station at 655 West North Street - Planning Commission moved to defer action on the application pending submission of further information about cross access and access to the parking spots and traffic entrance. The plan proposes construction of a 20,000 S.F. two-story office building and a 6,000 S.F. emergency shelter facility as well as associated site improvements. This project adds to the existing development at 645 West North Street and will share site access.

S-17-16 Eden Hill Farm TND - Professional Office, Medical and Financial District: Revised Implementation Plan -Planning Commission granted conditional approval of the Revised Implementation Plan for the POMF District including revisions to project phases, traffic circulation, and the development layout on the east side of Banning Street. The Plan is to supersede the initial Implementation Plan, S-06-26 Eden Hill Farm - TND Professional Office, Medical and Financial District from 2006.

Board of Adjustment

The Board of Adjustment met on June 21, 2017. The next regular scheduled meeting of the Board of Adjustment is scheduled for July 19, 2017. The following Application was considered:

Applicant #V-17-09 1310-1324 Forrest Avenue – The Board moved to approve a revision of the variance granted on March 15, 2017 from the requirements of the *Zoning Ordinance,* Article 3 §27.66 pertaining to the maximum allowed number of stories and allowable height of buildings located with the COZ-1 (Corridor Overlay Zone).

Historic District Commission

The Historic District Commission met on June 15, 2017. The next Historic District Commission meeting is scheduled for July 20, 2017.

HI-17-02 Building Permit #17-949: Renovations to Apartment Building at 305 South Governors Avenue - The Commission took action to accept the Review of Architectural Review Certification for Building Permit application #17-949 for renovations to the existing apartment building including exterior improvements for building access/egress including additions and fire escape stairways.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG FY16 Projects

The following projects are underway:

Homeownership Assistance Program

CDBG funds will be used to provide homeownership assistance to first-time homebuyers who purchase affordable housing in the City of Dover. Four (4) families purchased homes.

Dover Interfaith Mission for Housing

CDBG funds will be used to provide operation costs for the shelter. One hundred (100%) of funds have been expended year to date. This project is complete.

Connections Community Support Program

CDBG funds will be used to provide rapid re-housing/rental assistance services for homeless households within the City.

Milford Housing Homeowner Rehabilitation/Emergency Home Repair Programs

CDBG funds will be used to rehabilitate existing owner occupied housing in the City that is in violation of the City's Housing Code and complete emergency home repairs to eliminate housing conditions that threaten the health and safety of low income homeowners. Rehabs of (2) single family homes have been completed and emergency home repairs have been completed for six (6) families.

FY17 CDBG Budget

The City of Dover received the FY17 CDBG Grant Allocation from the Department of Housing and Urban Development in the amount of $230,289.

NSP Program

The City provided $50,000 in NSP grant funds to Diamond State Community Land Trust to assist in acquiring a vacant or foreclosed property in the City of Dover. The property will be fully renovated and sold to a low to moderate income family.

Code Enforcement Activity—JUNE

Case Type	# cases current month	# cases YTD (July to July)	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	4	213	50%	95%
No valid Building Permit	7	59	75%	82%
Tall grass and weeds	70	429	75%	71%
Unregistered vehicle	15	74	85%	89%
Abandoned vehicle	1	35	100%	76%
Annual Housing Inspection	30	453	97%	83%
Property Maintenance – Exterior	27	337	37%	69%
Electric Termination	15	137	93%	91%
Dover Code of Ordinances	36	395	56%	61%
Zoning	2	38	50%	56%
Total Cases	**207**	**2169**		
Total # of Inspections For Month	**345**			



2292 White Oak Road - Dangerous Building

Dangerous Buildings, Vacant Buildings & Demolitions

- *131 N. Kirkwood Street* —The property was condemned and taken forward to City Council as a dangerous building on November 7, 2016. Council ordered the owner to demolish the structure by December 7, 2016. The asbestos survey and abatement have been completed with the demolition of the structure scheduled for June. The demolition of the structure started on June 26, 2017.
- *954 Lincoln Street*—The property was condemned and taking forward to City Council as a dangerous building on November 7, 2016. Council ordered the owner to demolish the structure by December 7, 2016. The asbestos survey and abatement have been completed . The mortgage company has requested time to make renovations. The demolition has been put on hold.
- *801 North State Street*—The property was condemned on October 21, 2016 due to fire damage. A Demolition Permit has been obtained by the owner with a possible start date of July.
- *1175 Horsepond Road*—The property was condemned on November 14, 2016 due to the dilapidated condition of the home. Notice was sent to the owner to repair or demolish the structure by February 23, 2017, or City Staff would take the property forward to City Council as a dangerous building. Property was presented to City Council on March 6, 2017; Council declared the property dangerous and ordered the owner to demolish by April 7, 2017. The owner is working to have the building demolished.
- *236 Eisenhower Drive*—The property was condemned on August 29, 2016, due to the dilapidated condition of the home. Notice was sent to the owner to repair or demolish the structure by February 23, 2017, or City Staff would take the property forward to City Council as a dangerous building. Property was presented to City Council on March 6, 2017; Council declared the property dangerous and ordered the owner to demolish by April 7, 2017. The demolition of the structure has begun.
- *803 Westview Terrace*—The in-ground swimming pool has been condemned. Notice has been sent to all lien holders regarding the code violations to the in-ground swimming pool.
- *2292 White Oak Road*—The dwelling was condemned as unfit for human occupancy and notice was sent to the owner to repair or demolish the structure.

- *Vacant Buildings*—During the month of June, twenty seven (27) additional buildings were registered as vacant, and $3,000.00 in vacant building registration fees were collected.

Fire Marshal's Office—At a Glance

The Fire Marshal's Office investigated a total of three (3) incidents in the month of June to include a major fire loss at 820 Carvel Dr. Building B, Towne Point Apartments. During this incident, a resident received severe burns and another resident was unable to get out of her apartment due to the fire. A total of 9 units were effected by the fire.

The Fire Marshal and Deputy Fire Marshal attended the NFPA Fire Inspector II class at the DSFS.

Fire Marshal staff put in 131.5 hours at the Firefly Music Festival to ensure that the citizens and visitors of the City were safe during the event.



	Month	Year to Date	Previous Year to Date
Annual Fire & Life Safety Inspections	7	271	322
Deficiencies From the Above Inspections	14	903	1231
Fire Code Violations/Deficiencies/Complaints	38	357	349
C/O & Fire Equipment Acceptance Tests	18	150	180
Meetings & Walk Through	26	466	138
Fire Plan Review & DAC	8	143	125

	Month	Year to Date	Previous Year to Date
Accidental	2 totaling $100,001	31 totaling $712,004	$315,000
Undetermined	1 totaling $3,000	7 totaling $808,501	$482,951
Incendiary	0	10 totaling $552,600	$17,716
Arrest Made with DPD	0	4	-
Investigation Time	12 hours	319 hours	-
Injuries	1	7	-
Deaths	0	0	-

Please feel free to contact our office at any time with any questions or concerns. Thank you!

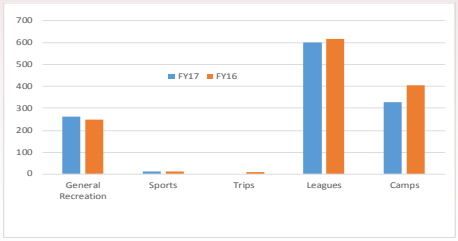
Building Inspections & Licensing Summary

	Current	July 16-June17	June 2016	July 15-June16
	JUNE 17	**FYTD 17**	**JUNE 16**	**FYTD 16**
PERMITTING AND LICENSING				
Permits Issued	**JUNE 17**	**FYTD 17**	**JUNE 16**	**FYTD 16**
Administrative Permit	2	58	6	55
Building Addition/Renovation Permits	29	384	42	384
Building Permits	45	353	27	274
Demolition Permits	20	55	2	60
Fence Permits	12	114	13	112
Fire Prevention Permits	1	97	9	122
Mechanical Permits	75	545	53	486
Plumbing Permits	71	528	60	482
Sign Permits	4	162	15	270
Swimming Pool Permits	3	124	1	6
Business Licenses	87	2300	49	1371
Merchant Licenses	4	373	1	286
Contractor Licenses	31	247	24	954
Lodging House Licenses	0	66	0	47
Manufactured Homes	1	398	1	275
Public Occupancy	15	473	17	452
Rental Dwelling	23	3260	46	3377
BUILDING INSPECTIONS				
Inspections	**JUNE 17**	**FYTD 17**	**JUNE 16**	**FYTD 16**
Building	442	4873	407	3777
Plumbing/Mechanical	643	6189	327	3819
Certificate of Occupancy	17	204	18	171

Recreation Division

Enrollment Summary

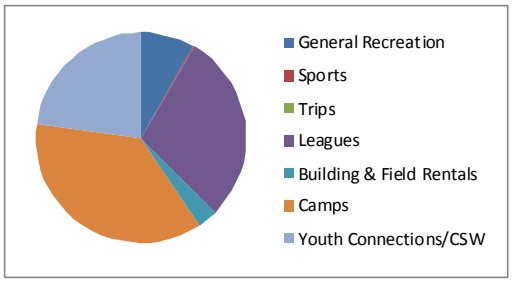
JUNE FY17 verses JUNE FY16

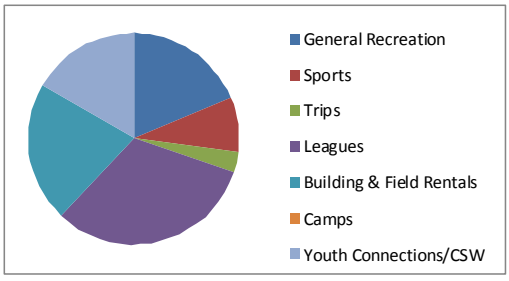




Category	FY/17	FY/16
General Recreation	262	248
Sports	9	11
Trips	0	7
Leagues	600	616
Camps	328	405

Revenue Breakdown: June 2017 verses June 2016





General Recreation	2600.00
Sports	75.00
Trips	0.00
Leagues	9,169.00
Building & Field Rentals	1,000.00
Camps	11,445.00
Youth Connections/CSW	7,243.50

General Recreation	2,505.15
Sports	100.00
Trips	0.00
Leagues	8,525.00
Building & Field Rentals	750.00
Camps	14,325.00
Youth Connections/CSW	21,925.10



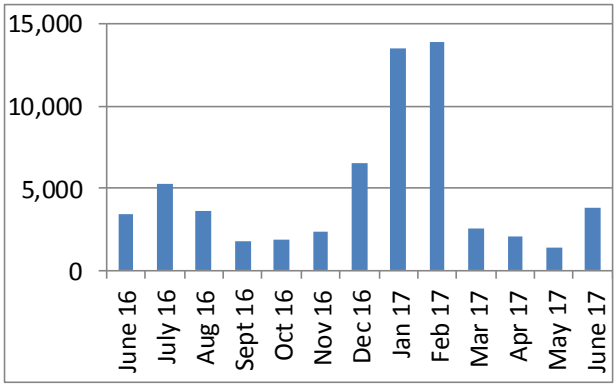




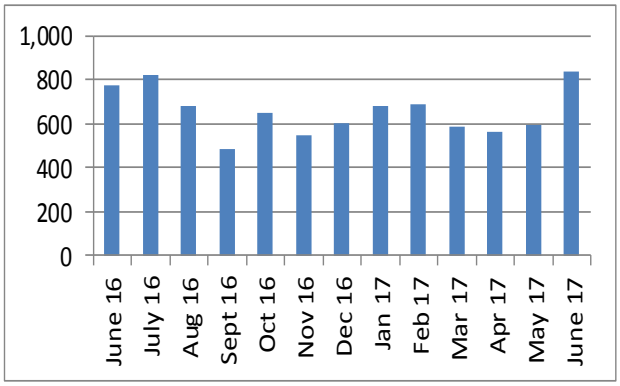


John W. Pitts Recreation Center – JUNE 2017

Total Program Attendance



Facility Usage By The Hour



** Program Attendance figures includes daily participants, parents and spectators in the facility.

Facility Usage By The Hour	JUNE 17		FYTD 17		JUNE 16		FYTD 16
Open Gym	229		4,238.5		230.5		4,335.75
Fitness Classes	39.5		391		30.5		403
Leagues	124		1,328		119.5		1,293.5
Camps	430		1,441.5		392.5		1,390.5
Sports Classes	0		145.5		12		160.5
Meetings & Rentals	18		197.5		2		269
Enrichment Classes	2		11.5		0		27
Total Facility Usage Hours	842.5		7,753.5		775		7,879.25

Daily Program Attendance**	JUNE 16		FYTD 17		JUNE 16		FYTD 16
Total	3,825		58,730		3,386		60,326
Open Gym	243		4,407		197		4,367
Fitness Classes	119		1,505		158		2,274
Leagues	2,879		47,155		2,473		46,981
Camps	538		1,848		503		1,734
Sports Classes	0		2,247		0		2,126
Meetings & Rentals	36		1,508		55		2,711
Enrichment Classes	10		60		0		133

Since our opening in late April 2008, we have had 505,583 guests at the John W. Pitts Recreation Center.

Open Gym Registrations and Packages Sold

PACKAGES SOLD:	JUNE	MTD	YTD	FYTD
Daily:	4	$12	155	$465
Individual Quarterly:	0	$0	57	$855
Individual Annual:	0	$0	0	0
Family Quarterly:	0	$0	0	0
Family Annual:	0	$0	0	0
Revenue	**4**	**$12**	**212**	**$1320**



City of Dover

Finance and Procurement & Inventory Departments — Monthly Budget Reports

JUNE 2017









PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER
ACTIVITY REPORTS
JUNE 2017

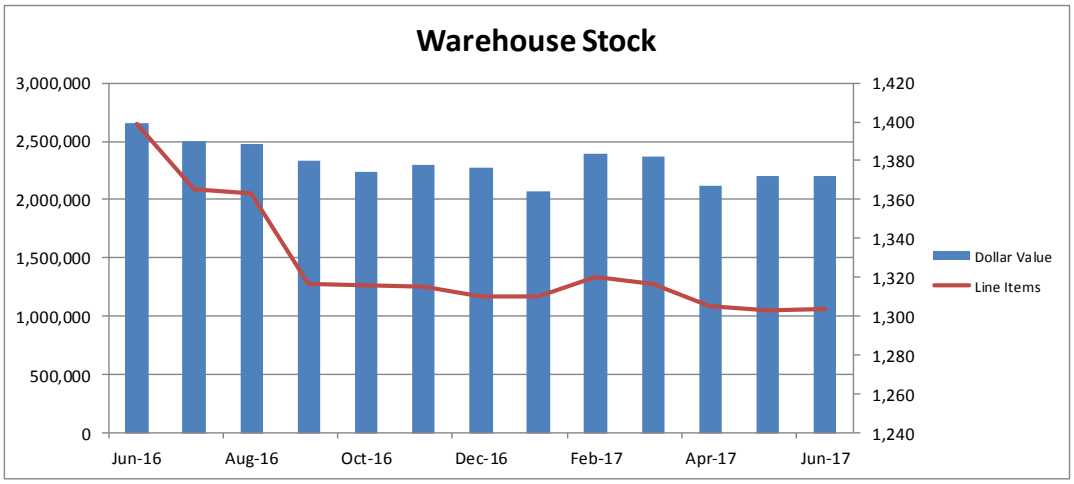
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY16 YTD			FY17 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	7,173			7,104		
Total Amount of All Deposits	$ 127,466,922			$129,588,504		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**896,060**	**100.0%**	**$ 139,883,865**	**903,592**	**100.0%**	**$ 146,406,685**
Wages and Hours Worked						
Regular	739,453	82.5%	$ 16,614,278	741,567	82.1%	$ 16,983,961
All over time	36,855	4.1%	$ 1,618,456	35,905	4.0%	$ 1,599,984
Other Paid or Unpaid Wages and Hours						
Vacation	41,766	4.7%	$ 1,095,930	42,465	4.7%	$ 1,203,458
Sick	16,216	1.8%	$ 410,015	19,453	2.2%	$ 522,680
Terminal Leave - Retiree Vacation/Sick Payout	17,434	1.9%	$ 567,908	24,414	2.7%	$ 798,685
Comp Time	7,689	0.9%	$ 232,192	7,541	0.8%	$ 216,171
Personal	3,544	0.4%	$ 117,579	5,864	0.6%	$ 195,955
Leave Without Pay	2,984	0.3%	$ -	2,992	0.3%	$ -
Other (description below)	30,121	3.4%	$ 1,102,810	23,395	2.6%	$ 840,373

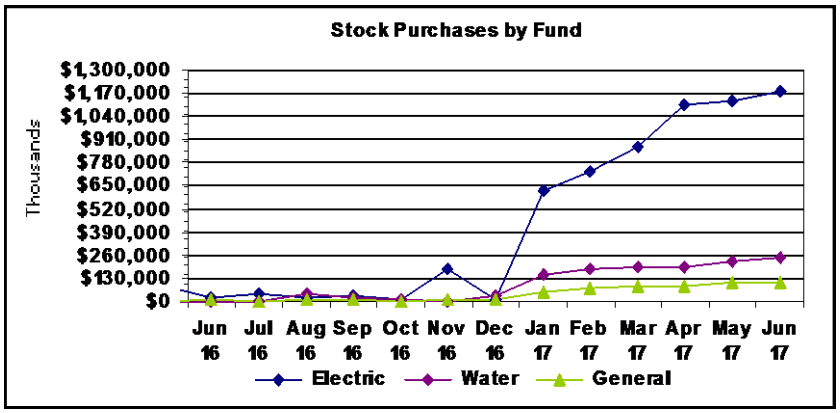
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	26			26		
Number of Payroll Checks & Direct Deposits Issued	10,151			10,357		
Number of Pension Checks Issued	19,780			19,675		
Total Pension Benefits Paid - Defined Benefit Plan	$ 33,957,442			$ 34,026,795		
ACCOUNTS PAYABLE						
Number of Check Vouchers	6,295			6,191		
Number of EFT Vouchers	2,614			2,718		
Vouchers Dollar Amount Disbursed	$ 73,007,738			$ 69,095,879		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,200,372.78 Line Items: 1,304



Fuel Use		
Unleaded:	134,200.5	gallons
Diesel:	78,257.2	gallons
Total Cost:	$ 347,849.14	

City of Dover
Finance Department
Monthly Report - June 2017 (Pre-Audit)
General Fund Summary

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ 4,493,900	$ 5,424,800	$ 5,424,751	$ 49	100.0%
Revenues					
Court of Chancery Fees	1,100,000	1,100,000	1,211,940	(111,940)	110.2%
Police Extra Duty, Fines & Revenue	1,288,300	1,288,300	1,173,859	114,441	91.1%
Franchise Fees	680,000	680,000	517,123	162,877	76.0%
Grants	623,500	623,500	554,207	69,293	88.9%
Intrafund Services	5,218,700	5,299,300	4,992,567	306,733	94.2%
Library & Recreation Revenues	532,900	532,900	549,682	(16,782)	103.1%
Licenses & Permits	3,129,100	3,129,100	3,532,101	(403,001)	112.9%
Property Taxes (1)	12,895,100	12,895,100	12,894,116	984	100.0%
Miscellaneous Revenues	146,800	146,800	266,327	(119,527)	181.4%
Sanitation Revenues	2,538,300	2,538,300	2,514,645	23,655	99.1%
Garrison Farm Rent Revenue	94,500	94,500	95,739	(1,239)	101.3%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	673,100	673,100	673,429	(329)	100.0%
Civil Traffic Penalties	496,900	496,900	418,946	77,954	84.3%
Transfer Taxes	1,672,700	1,672,700	1,601,538	71,162	95.7%
Police Grants/Extra Duty	258,600	258,600	239,838	18,762	92.7%
Water/Wastewater Fund	875,000	875,000	875,000	-	100.0%
Electric Fund	10,000,000	10,000,000	10,000,000	-	100.0%
Total Revenues	42,223,500	42,304,100	42,111,057	193,043	99.5%
Total Beginning Balance & Revenues	**$ 46,717,400**	**$ 47,728,900**	**$ 47,535,808**	**$ 193,092**	99.6%
Expenditures					
City Clerk & Council	$ 553,400	$ 557,300	$ 531,494	$ 25,806	95.4%
Mayor, City Manager & Human Resources	1,258,900	1,274,200	1,266,320	7,880	99.4%
Police & Police Extra Duty	16,875,200	17,076,000	16,981,768	94,232	99.4%
Public Services	5,077,600	5,007,600	4,587,228	420,372	91.6%
Engineering	207,000	207,000	219,198	(12,198)	105.9%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	1,968,500	2,051,700	2,024,045	27,655	98.7%
Planning, Inspections, Life Safety, & Code Enf.	2,151,000	2,167,600	1,997,861	169,739	92.2%
Finance, Info Tech & Customer Services	2,871,200	2,986,200	2,709,295	276,905	90.7%
Library & Recreation	2,385,900	2,424,000	2,314,539	109,461	95.5%
Fire Department	721,700	721,700	686,807	34,893	95.2%
Assessor	244,000	247,400	216,255	31,145	87.4%
Miscellaneous Grant Expense	25,000	25,000	15,815	9,185	63.3%
Other Employment Expenses	400,700	115,400	-	115,400	0.0%
Bank & CC Fees	15,000	15,000	15,090	(90)	100.6%
Insurance	700,000	700,000	689,797	10,203	98.5%
Street Lights	804,000	804,000	811,992	(7,992)	101.0%
Debt Service	685,300	685,300	692,268	(6,968)	101.0%
Transfers Out					
Contribution to DDP	150,000	150,000	150,000	-	100.0%
OPEB - Retiree's Health Care Contribution	2,039,700	2,039,700	2,039,700	-	100.0%
Appropriation to Police Pension Fund	670,000	670,000	670,000	-	100.0%
Police Pension Trust Contribution - State Grant	500,000	500,000	444,317	55,683	88.9%
Capital Asset Reserve	-	253,400	253,400	-	100.0%
Inventory Write-offs	10,000	10,000	10,000	-	100.0%
Capital Projects Fund	1,859,400	2,344,400	2,344,400	-	100.0%
Uncollectibles: Trash & Other	50,000	50,000	50,000	-	100.0%
Total Expenditures	42,223,500	43,082,900	41,721,589	1,361,311	96.8%
Budget Balance -Working Capital (Unaudited)	4,493,900	4,646,000	-	4,646,000	0.0%
Total Budget Balance & Expenditures	**$ 46,717,400**	**$ 47,728,900**	**$ 41,721,589**	**$ 6,007,311**	87.4%
Reserve Balances					
Contingency	$ 741,000	$ 742,900	$ 742,645		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 6/30/17 is $79,069 as compared to $112,78 in June 2016.

City of Dover
Finance Department
Monthly Report - June 2017 (Pre-Audit)
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance - Water	$ 566,500	$ 881,300	$ 881,297	$ 3	100.0%
Beginning Balance - Wastewater	663,200	719,200	719,132	68	100.0%
	1,229,700	1,600,500	1,600,429	71	100.0%
Revenues					
Water Services	5,800,000	5,800,000	5,776,109	23,891	99.6%
Wastewater Services	3,800,000	3,800,000	3,718,736	81,264	97.9%
Wastewater Treatment Services	3,000,000	3,000,000	2,912,660	87,340	97.1%
Groundwater Inflow Adjustment	1,938,000	1,938,000	1,863,151	74,849	96.1%
Water Tank Space Leases	366,200	366,200	412,528	(46,328)	112.7%
Miscellaneous Receipts	83,000	83,000	100,585	(17,585)	121.2%
Impact Fees - Water	252,000	228,000	672,147	(444,147)	294.8%
Impact Fees - Wastewater	228,000	252,000	611,800	(359,800)	242.8%
Total Revenues	15,467,200	15,467,200	16,067,716	(600,516)	103.9%
Total Beginning Balance & Revenues	**$ 16,696,900**	**$ 17,067,700**	**$ 17,668,145**	**$ (600,445)**	103.5%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 516,500	$ 521,900	$ 464,461	$ 57,439	89.0%
Water Department	655,400	670,200	624,579	45,621	93.2%
Water Treatment Plant	1,727,400	1,744,000	1,766,450	(22,450)	101.3%
Wastewater Department	962,400	983,500	901,895	81,605	91.7%
Kent County Treatment Charge	4,130,000	4,130,000	3,405,220	724,780	82.5%
Intrafund Service Fees	1,653,800	1,673,400	1,579,000	94,400	94.4%
OPEB Unfunded Liability	-	101,800	101,800	-	100.0%
Retiree's Health Care	192,400	192,400	192,400	-	100.0%
Debt Service	1,227,200	1,227,200	1,132,634	94,566	92.3%
Other Employment Expenses	21,200	3,300	-	3,300	0.0%
Bank & CC Fees	25,000	25,000	24,979	21	99.9%
Bond Issuance Cost	40,000	40,000	-	40,000	0.0%
Transfers Out					
Water I & E Fund	1,000,000	980,000	980,000	-	100.0%
Wastewater I & E Fund	1,000,000	980,000	980,000	-	100.0%
General Fund	875,000	875,000	875,000	-	100.0%
Contingency Reserve - Water	110,000	131,100	131,100	-	100.0%
Contingency Reserve - Wastewater	60,000	60,000	60,000	-	100.0%
Electric Improv. & Ext.	231,200	231,200	231,200	-	100.0%
Impact Fee Reserve - Water	-	-	312,560	(312,560)	0.0%
Impact Fee Reserve - Wastewater	-	-	458,643	(458,643)	0.0%
Total Expenses	14,427,500	14,570,000	14,221,921	348,079	97.6%
Budget Balances					
Budget Balance - Work. Cap Water (Unaudited)	1,103,100	1,331,500	-	1,331,500	0.0%
Budget Balance - Work. Cap WW (Unaudited)	1,166,300	1,166,200	-	1,166,200	0.0%
Total Budget Balances	2,269,400	2,497,700	-	2,497,700	0.0%
Total Budget Balances & Expenses	**$ 16,696,900**	**$ 17,067,700**	**$ 14,221,921**	**$ 2,845,779**	83.3%
Reserve Balances					
Contingency-Water	$ 249,000	$ 250,000	$ 251,412		
Contingency-Wastewater	$ 253,100	$ 276,200	$ 277,943		
Impact Fee Reserve - Water	$ 243,200	$ 246,700	$ 752,600		
Impact Fee Reserve - Wastewater	$ 1,391,800	$ 2,876,400	$ 3,575,738		
Bond Coverage Ratio (Covenant 1.20)	3.44	4.30	4.09		

City of Dover
Finance Department
Monthly Report - June 2017 (Pre-Audit)
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ 13,302,200	$ 19,896,400	$ 19,896,366	$ 34	100.0%
Revenues					
Direct Sales to Customers	77,193,200	77,193,200	78,778,245	(1,585,045)	102.1%
Utility Tax	1,287,900	1,287,900	1,322,014	(34,114)	102.6%
Weyandt Hall Rents	223,000	223,000	188,388	34,612	84.5%
Miscellaneous Revenues	676,600	676,600	733,642	(57,042)	108.4%
Interest Earnings	47,900	47,900	206,804	(158,904)	431.7%
Total Revenues	79,428,600	79,428,600	81,229,093	(1,800,493)	102.3%
Total Beginning Balance & Revenues	**$ 92,730,800**	**$ 99,325,000**	**$ 101,125,459**	**$ (1,800,459)**	101.8%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 16,557,600	$ 16,557,600	$ 20,338,793	$ (3,781,193)	122.8%
Power Supply Management	996,000	931,000	765,413	165,587	82.2%
Capacity Charges	10,160,600	10,160,600	10,483,145	(322,545)	103.2%
Dover Sun Park Energy	2,313,900	2,313,900	2,443,675	(129,775)	105.6%
Renewal Energy Credits (Incl. Solar)	1,036,800	1,036,800	347,662	689,138	33.5%
RGGI	129,300	129,300	-	129,300	0.0%
PJM Charges - Energy	12,357,900	12,357,900	5,355,344	7,002,556	43.3%
PJM Charges - Transmission & Fees	7,603,800	7,603,800	5,674,932	1,928,868	74.6%
Total Power Supply	51,155,900	51,090,900	45,408,964	5,681,936	88.9%
Plant Operations	6,215,700	6,280,700	5,850,087	430,613	93.1%
Generation Fuels	302,600	302,600	1,301,239	(998,639)	430.0%
Capacity Credits	(7,355,100)	(7,355,100)	(7,362,685)	7,585	100.1%
PJM Spot Market Energy	(804,900)	(804,900)	(1,425,961)	621,061	177.2%
PJM Credits	(360,000)	(360,000)	(679,113)	319,113	188.6%
Total Generation	(2,001,700)	(1,936,700)	(2,316,433)	379,733	119.6%
Total Power Supply & Generation	49,154,200	49,154,200	43,092,531	6,061,669	87.7%
Electric Operating Divisions:					
Transmission/Distribution	3,605,700	3,616,300	3,549,397	66,903	98.1%
Electrical Engineering	1,247,900	1,250,900	1,066,571	184,329	85.3%
Administration	929,700	934,200	791,791	142,409	84.8%
Meter Reading	378,600	379,600	381,690	(2,090)	100.6%
Systems Operations	651,700	662,100	635,939	26,161	96.0%
Interfund Services	3,564,900	3,625,900	3,413,567	212,333	94.1%
Utility Tax	1,287,900	1,287,900	1,322,014	(34,114)	102.6%
Retirees Health Care	600,000	600,000	600,000	-	100.0%
Interest on Deposits	21,000	21,000	16,480	4,520	78.5%
Green Energy Payment to DEMEC	128,000	128,000	131,788	(3,788)	103.0%
Accounts Receivable Write-Offs	250,000	250,000	250,000	-	100.0%
Other Employee Expenses	58,900	29,400	-	29,400	0.0%
OPEB Unfunded Liability	-	109,300	109,300	-	100.0%
Bank & CC Fees	275,000	275,000	296,905	(21,905)	108.0%
Debt Service	1,618,000	1,618,000	1,610,945	7,055	99.6%
Transfers Out:					
General Fund	10,000,000	10,000,000	10,000,000	-	100.0%
Electric Improvement & Extension Fund	2,500,000	2,500,000	2,500,000	-	100.0%
Future Capacity Reserve	750,000	2,750,000	2,750,000	-	100.0%
Depreciation Reserve	750,000	2,750,000	2,750,000	-	100.0%
Rate Stabilization Reserve	1,250,000	3,250,000	3,250,000	-	100.0%
Total Expenses	79,021,500	85,191,800	78,518,918	6,672,882	92.2%
Budget Balance -Working Capital (Unaudited)	13,709,300	14,133,200	-	14,133,200	0.0%
Total Budget Balance & Expenses	**$ 92,730,800**	**$ 99,325,000**	**$ 78,518,918**	**$ 20,806,082**	79.1%
Reserve Balances					
Contingency Reserve	$ 848,300	$ 856,400	$ 861,500		
Insurance Reserve	$ 762,000	$ 769,300	$ 773,863		
Rate Stabilization Reserve	$ 8,511,900	$ 10,574,000	$ 10,625,449		
Bond Coverage Ratio (Covenant 1.25)	4.22	1.64	6.74		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	713,501	713,501	736,324		103.2%
Sales per MWh	$ 108.19	$ 108.19	$ 106.99		98.9%
Purchased/Generated MWh	763,129	763,129	773,550		101.4%
All In MWh Supply & Generation	$ 64.41	$ 64.41	$ 55.71		86.5%

City of Dover
Finance Department
Monthly Report - June 2017 (Pre-Audit)
Governmental Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance - Projects	$ 383,900	$ 1,472,100	$ 1,472,016	$ 84	100.0%
Revenues					
State Grant - Other	105,000	105,000	31,350	73,650	29.9%
Interest Earnings	5,000	5,000	15,696	(10,696)	313.9%
Transfer from General Fund for Projects	1,859,400	2,344,400	2,344,400	-	100.0%
Miscellaneous Receipts	-	16,700	185,712	(169,012)	1112.0%
Income from Sale of Assets	-	109,100	105,412	3,688	96.6%
Transfer from Parkland Reserve	80,000	80,000	-	80,000	0.0%
Total Revenues	2,049,400	2,660,200	2,682,570	(22,370)	100.8%
Total Beginning Balance & Revenue	**$ 2,433,300**	**$ 4,132,300**	**$ 4,154,586**	**$ (22,286)**	100.5%
Expenditures					
City Clerk	$ -	$ -	$ 8,741	$ (8,741)	0.0%
Fire	145,700	145,700	145,614	86	99.9%
Grounds Maintenance	58,200	149,900	149,735	165	99.9%
Library	-	15,000	13,039	1,961	86.9%
Recreation	165,000	165,000	2,020	162,980	1.2%
Life Safety	29,500	29,500	-	29,500	0.0%
Police	299,800	299,800	284,177	15,623	94.8%
Streets	1,026,000	2,027,600	535,633	1,491,967	26.4%
Sanitation	261,500	261,500	257,966	3,534	98.6%
City Manager	-	502,800	452,975	49,825	90.1%
Public Services - Administration	-	4,400	4,354	46	99.0%
Facilities Management	27,700	27,200	24,513	2,687	90.1%
Procurement & Inventory	-	-	12,480	(12,480)	0.0%
Fleet Maintenance	31,000	31,000	27,391	3,609	88.4%
Transfer to Parkland Reserve	-	-	5,000	(5,000)	0.0%
Total Expenditures	2,044,400	3,659,400	1,923,638	1,735,762	52.6%
Budget Balance - Projects (Unaudited)	388,900	472,900	-	472,900	0.0%
Total Budget Balance & Expenditures	**$ 2,433,300**	**$ 4,132,300**	**$ 1,923,638**	**$ 2,208,662**	46.6%
Reserve Balances					
Capital Asset Replacement Reserve	$ 1,266,300	$ 1,522,200	$ 1,524,552		
Parkland/Recreation	$ 247,900	$ 249,400	$ 335,884		

City of Dover
Finance Department
Monthly Report - June 2017 (Pre-Audit)
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance - Water	$ 1,179,900	$ 3,584,500	$ 3,584,464	$ 36	100.0%
Beginning Balance - Wastewater	952,600	3,129,800	3,129,719	81	100.0%
	2,132,500	6,714,300	6,714,183	117	
Revenues					
Interest Earnings	20,000	20,000	86,248	(66,248)	431.2%
Income from Sale of Assets	-	-	6,870	(6,870)	0.0%
Transfer from Operating Fund for Water	1,000,000	980,000	980,000	-	100.0%
Transfer from Operating Fund for Wastewater	1,000,000	980,000	980,000	-	100.0%
Transfer from Impact Fee Reserve - Water	190,800	190,800	-	190,800	0.0%
Transfer from Impact Fee Reserve - Wastewater	211,200	211,200	-	211,200	0.0%
State Loan-Water	2,400,000	2,400,000	-	2,400,000	0.0%
State Loan-Wastewater	884,000	884,000	-	884,000	0.0%
Total Revenues	5,706,000	5,666,000	2,053,118	3,612,882	36.2%
Total Beginning Balance & Revenues	**$ 7,838,500**	**$ 12,380,300**	**$ 8,767,301**	**$ 3,612,999**	70.8%
Expenses					
Engineering & Inspection	$ 30,400	$ 30,400	$ 26,830	$ 3,570	88.3%
Water	1,338,800	3,908,100	907,332	3,000,768	23.2%
Wastewater	2,021,200	4,004,700	1,709,250	2,295,450	42.7%
Water Treatment Plant	1,200,000	1,200,000	84,808	1,115,192	7.1%
Total Expenses	4,590,400	9,143,200	2,728,220	6,414,980	29.8%
Budget Balance Water - Working Capital (Unaudited)	2,226,700	2,042,000	-	2,042,000	0.0%
Budget Balance Wastewater - Working Capital (Unaudited)	1,021,400	1,195,100	-	1,195,100	0.0%
Total Budget Balances	3,248,100	3,237,100	-	3,237,100	0.0%
Total Budget Balances & Expenses	**$ 7,838,500**	**$ 12,380,300**	**$ 2,728,220**	**$ 9,652,080**	22.0%
Reserve Balances					
Capital Asset Replacement - Water	$ 518,500	$ 523,500	$ 526,584		
Capital Asset Replacement - Wastewater	$ 517,300	$ 522,300	$ 525,379		

City of Dover
Finance Department
Monthly Report - June 2017 (Pre-Audit)
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ 5,540,500	$ 9,314,400	$ 9,314,351	$ 49	100.0%
Revenues					
Interest Earnings	40,000	40,000	101,490	(61,490)	253.7%
Development Grants	5,000	5,000	20,000	(15,000)	400.0%
Transfer from Electric Revenue Fund	2,500,000	2,500,000	2,500,000	-	100.0%
Transfer from Water/Wastewater Fund	231,200	231,200	231,200	-	100.0%
Income from Sale of Assets	-	28,000	34,845	(6,845)	124.4%
General Service Billing	900,000	900,000	726,054	173,946	80.7%
Total Revenues	3,676,200	3,704,200	3,613,589	90,611	97.6%
Total Beginning Balance & Revenues	**$ 9,216,700**	**$ 13,018,600**	**$ 12,927,940**	**$ 90,660**	99.3%
Expenses					
Electric Generation	$ 1,842,800	$ 2,389,100	$ 878,072	$ 1,511,028	36.8%
Transmission/Distribution	1,975,000	2,170,400	620,468	1,549,932	28.6%
Electrical Engineering	910,700	1,736,300	968,755	767,545	55.8%
Meter Reading	41,800	64,800	17,993	46,807	27.8%
ERP System	1,000,000	1,000,000	49,820	950,180	5.0%
Administration	-	23,000	-	23,000	0.0%
Total Expenses	5,770,300	7,383,600	2,535,108	4,848,492	34.3%
Budget Balance Bond - Work. Capital (Unaudited)	3,446,400	5,635,000	-	5,635,000	0.0%
Total Budget Balance & Expenses	**$ 9,216,700**	**$ 13,018,600**	**$ 2,535,108**	**$ 10,483,492**	19.5%
Reserve Balances					
Depreciation Reserve	$ 10,910,200	$ 12,957,300	$ 13,023,696		
Future Capacity Reserve	$ 10,961,700	$ 13,110,300	$ 13,178,389		

City of Dover
Electric Revenue Fund
FY17 - White Oak Solar Park Incremental Cost

	Original Budget	YTD	Balance
Power Supply & Generation			
Dover Sun Park - Energy	$ 2,446,700	$ 2,443,675	$ 3,025
Dover Sun Park - REC's	362,400	302,847	59,553
Total Power Supply Cost	2,809,100	2,746,522	62,578
Non-Solar Power Supply Cost	(1,191,300)	(981,597)	(209,703)
Incremental Energy Cost	$ 1,617,800	$ 1,764,926	$ (147,126)
Revenues			
Customer Sales - Electricity	(93,900)	(103,305)	9,405
Rent Receipts	(94,500)	(63,005)	(31,495)
Total Revenues	(188,400)	(166,310)	(22,090)
Incremental Sun Park Cost	$ 1,429,400	$ 1,598,616	$ (169,216)
MWh Purchased/Generated - Solar	18,159.000	17,443.258	
MWh $ Solar Energy	$ 134.74	140.09	
Solar REC's MWh		2,611.000	
MWh $ Solar REC (one month lag)*		115.99	

City of Dover
Finance Department
Monthly Report - June 2017 (Pre-Audit)
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ 92,100	$ 90,700	$ 90,699	$ 1	100.0%
Revenues					
Grants Revenue	500,000	500,000	135,238	364,762	27.0%
Interest Earned	-	-	306	(306)	0.0%
Total Revenues	500,000	500,000	135,544	364,456	27.1%
Total Beginning Balance & Revenues	**$ 592,100**	**$ 590,700**	**$ 226,243**	**$ 364,457**	38.3%
Expenses					
Program Expenses - Grant Related	$ 500,000	$ 505,500	$ 189,029	$ 316,471	37.4%
Total Expenses	500,000	505,500	189,029	316,471	37.4%
Budget Balance - Working Capital (Unaudited)	92,100	85,200	-	85,200	0.0%
Total Budget Balances & Expenses	**$ 592,100**	**$ 590,700**	**$ 189,029**	**$ 401,671**	32.0%

City of Dover
Finance Department
Monthly Report - June 2017 (Pre-Audit)
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ 295,300	$ 513,000	$ 512,917	$ 83	100.0%
Revenues					
State & Federal Grants Received	319,000	519,200	296,399	222,801	57.1%
Interest Earnings	-	-	2,553	(2,553)	0.0%
Total Revenues	319,000	519,200	298,952	220,248	57.6%
Total Beginning Balance & Revenues	**$ 614,300**	**$ 1,032,200**	**$ 811,869**	**$ 220,331**	78.7%
Expenses					
Cadet Program	$ 81,100	$ 81,100	$ 43,042	$ 38,058	53.1%
Equipment & Program Supplies	284,000	519,000	328,481	190,519	63.3%
Telephone/Fax	16,000	16,000	18,045	(2,045)	112.8%
Training/Conference/Food/Travel	17,000	58,100	35,229	22,871	60.6%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Contractual services	5,000	83,000	73,328	9,672	88.3%
Operating Transfers - Out	82,000	250,000	239,838	10,162	95.9%
Total Expenses	486,100	1,008,200	737,963	270,237	73.2%
Budget Balance - Working Capital (Unaudited)	128,200	24,000	-	24,000	0.0%
Total Budget Balances & Expenses	**$ 614,300**	**$ 1,032,200**	**$ 737,963**	**$ 294,237**	71.5%

City of Dover
Finance Department
Monthly Report - June 2017 (Pre-Audit)
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ 17,300	$ 37,600	$ 37,525	$ 75	99.8%
Revenues					
Grants Received	305,500	297,100	297,027	73	100.0%
Federal Grants	2,500	2,500	2,920	(420)	116.8%
Total Revenues	308,000	299,600	299,947	(347)	100.1%
Total Beginning Balance & Revenues	**$ 325,300**	**$ 337,200**	**$ 337,472**	**$ (272)**	100.1%
Expenses					
Program Expenses/Supplies-State Grants	$ 27,500	$ 30,000	$ 25,365	$ 4,635	84.6%
Program Expenses/Supplies-Federal Grants	2,500	2,500	3,000	(500)	120.0%
Office Supplies	30,800	30,800	28,512	2,288	92.6%
Printing/Duplicating	12,500	14,000	13,592	408	97.1%
Postage	100	200	116	84	58.0%
Books	150,600	150,300	147,494	2,806	98.1%
Furniture	10,500	12,500	10,300	2,200	82.4%
Audio Visual Supplies	77,200	77,200	72,901	4,299	94.4%
Training/Conference/Food/Travel	5,300	6,000	4,254	1,746	70.9%
Computer Software	-	1,000	899	101	89.9%
Computer Hardware	-	4,400	4,720	(320)	107.3%
Office Equipment/Repairs & Maintenance	6,300	6,300	4,084	2,216	64.8%
Other Equipment - Lease	2,000	2,000	1,939	61	97.0%
Total Expenses	325,300	337,200	317,176	20,024	94.1%
Budget Balance - Working Capital (Unaudited)	-	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 325,300**	**$ 337,200**	**$ 317,176**	**$ 20,024**	94.1%

City of Dover
Finance Department
Monthly Report - June 2017 (Pre-Audit)
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ 60,300	$ 99,500	$ 99,453	$ 47	100.0%
Revenues					
Grants Received	28,000	28,000	28,030	(30)	100.1%
Recreation Revenue	33,000	33,000	53,301	(20,301)	161.5%
Total Revenues	61,000	61,000	81,331	(20,331)	133.3%
Total Beginning Balance & Revenues	**$ 121,300**	**$ 160,500**	**$ 180,784**	**$ (20,284)**	112.6%
Expenses					
Temporary Help/Benefits	$ 60,200	$ 60,200	$ 57,630	$ 2,570	95.7%
Program Expenses/Supplies	55,000	55,000	35,714	19,286	64.9%
Total Expenses	115,200	115,200	93,344	21,856	81.0%
Budget Balance - Working Capital (Unaudited)	6,100	45,300	-	45,300	0.0%
Total Budget Balances & Expenses	**$ 121,300**	**$ 160,500**	**$ 93,344**	**$ 67,156**	58.2%

City of Dover
Finance Department
Monthly Report - June 2017 (Pre-Audit)
CDBG Fund

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ 2,100	$ 2,100	$ 17,338	$ (15,238)	825.6%
Revenues					
Grants Received	236,500	279,700	192,144	87,556	68.7%
Total Revenues	236,500	279,700	192,144	87,556	68.7%
Total Beginning Balance & Revenues	**$ 238,600**	**$ 281,800**	**$ 209,482**	**$ 72,318**	74.3%
Expenses					
Closing Cost/Down Payment Program	$ 50,000	$ 80,900	$ 69,102	$ 11,798	85.4%
Connection Community Support Program	7,200	9,800	2,945	6,855	30.1%
Dover Interfaith Ministry	22,000	22,000	22,000	-	100.0%
MHDC Emergency Home Repair	25,000	47,300	32,356	14,944	68.4%
Habitat For Humanity	30,000	3,000	2,953	47	98.4%
NCALL Research Inc.	-	1,000	991	9	99.1%
Milford Housing H/O Rehabilitation	55,000	68,400	32,554	35,846	47.6%
Salaries	47,300	47,300	35,492	11,808	75.0%
NSP Expense	-	-	7,619	(7,619)	0.0%
Total Expenses	236,500	279,700	206,012	73,688	73.7%
Budget Balance - Working Capital (Unaudited)	2,100	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 238,600**	**$ 281,800**	**$ 206,012**	**$ 75,788**	73.1%

MONTHLY REPORT



JUNE 2017

Incident Run Log

Dover Fire Department

Date Range: From 06/01/2017 to 06/30/2017
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
06/01/2017	30046	2017-000497	02:33	10	FAIRWAY LAKES DR	A	Cooking fire, confined to container	0.3
06/02/2017	30046	2017-000498	18:46	233	W LOOCKERMAN ST		Unintentional transmission of alarm, other	0.2
06/02/2017	30046	2017-000499	18:57	1001	N DUPONT HWY	13	Passenger vehicle fire	0.4
06/03/2017	30046	2017-000500	09:33	655	N DUPONT HWY		Unintentional transmission of alarm, other	0.2
06/04/2017	30046	2017-000501	08:50	216	PEBBLE VALLEY DR		Detector activation, no fire - unintentional	0.3
06/04/2017	30046	2017-000502	10:45	1131	N DUPONT HWY		Smoke from barbecue, tar kettle	0.1
06/04/2017	30046	2017-000503	15:40	1131	N DUPONT HWY		Smoke scare, odor of smoke	0.2
06/04/2017	30046	2017-000504	15:53	1131	N DUPONT HWY		Outside rubbish, trash or waste fire	0.1
06/04/2017	30046	2017-000505	22:48	920	WILSON DR		Assist invalid	0.4
06/04/2017	30046	2017-000506	23:22	128	RED TAIL DR		Smoke scare, odor of smoke	0.7
06/05/2017	30046	2017-000507	07:01	834	S GOVERNORS AVE		Smoke detector activation due to malfunction	0.3
06/05/2017	30046	2017-000508	16:32		KESSELRING AVE & NEW BURTON RD		No incident found on arrival at dispatch address	0.3
06/05/2017	30046	2017-000509	20:10	671	W NORTH ST		Public service	0.2
06/05/2017	30046	2017-000510	21:03	160	SPRUANCE RD		Good intent call, other	0.2
06/05/2017	30046	2017-000511	21:14	1300	S FARMVIEW DR	N	Smoke detector activation, no fire - unintentional	0.3
06/07/2017	30046	2017-000512	20:17	35	PRIMROSE CT		Passenger vehicle fire	1.4
06/08/2017	30046	2017-000513	09:25	1200	N DUPONT HWY		System malfunction, other	0.1
06/08/2017	30046	2017-000514	09:48	97	COMMERCE WAY	102	Detector activation, no fire - unintentional	0.3
06/08/2017	30046	2017-000515	21:12	100	LAKEVIEW DR		Good intent call, other	0.3
06/09/2017	30046	2017-000516	09:43		SR1 & WHITE OAK RD OVERPASS		Motor vehicle accident with injuries	0.8
06/09/2017	30046	2017-000518	15:22	992	WHATCOAT DR		Good intent call, other	0.3
06/09/2017	30046	2017-000519	15:56	272	N DUPONT HWY		Good intent call, other	0.4
06/10/2017	30046	2017-000520	15:37	128	MEADOW RIDGE PKWY		Alarm system sounded due to malfunction	0.5
06/10/2017	30046	2017-000521	19:12	1030	S GOVERNORS AVE		Unauthorized burning	0.4
06/11/2017	30046	2017-000522	18:45	600	BAY RD		Motor vehicle accident with injuries	0.5
06/11/2017	30046	2017-000523	20:28	SR1	SR1 AND DAFB MAIN GATE	EXIT	Good intent call, other	0.5
06/12/2017	30046	2017-000524	05:38		W. DENNYS		Extrication of victim(s) from vehicle	0.5
06/12/2017	30046	2017-000525	14:47	3282	N DUPONT HWY	2	Sprinkler activation due to malfunction	0.9
06/13/2017	30046	2017-000526	10:11	1200	N DUPONT HWY		Smoke scare, odor of smoke	0.1
06/13/2017	30046	2017-000527	10:18	1317	GARFIELD DR		Cooking fire, confined to container	0.2
06/13/2017	30046	2017-000528	10:57	414	FEDERAL ST		Grass fire	0.2
06/13/2017	30046	2017-000529	15:15	15	VERONA COURT		Dispatched & canceled en route	0.4
06/13/2017	30046	2017-000530	19:21	465	COUNTRY DR		Steam, vapor, fog or dust thought to be smoke	0.3
06/14/2017	30046	2017-000531	11:58	400	N DUPONT HWY	G	Local alarm system, malicious false alarm	0.4
06/14/2017	30046	2017-000532	13:19	414	FEDERAL ST		Brush or brush-and-grass mixture fire	0.3
06/14/2017	30046	2017-000533	19:58		SCARBOROUGH RD		Extrication of victim(s) from vehicle	0.8
06/14/2017	30046	2017-000534	21:01	1574	N DUPONT HWY		Public service	0.5
06/14/2017	30046	2017-000535	22:56	10	FAIRWAY LAKES DR	B	False alarm or false call, other	0.7
06/15/2017	30046	2017-000536	11:55	1131	N DUPONT HWY		Cooking fire, confined to container	0.0
06/15/2017	30046	2017-000537	13:20	1131	N DUPONT HWY		Gas leak (natural gas or LPG)	0.0
06/15/2017	30046	2017-000538	19:57	599	PERSIMMON TREE LANE		Medical assist, assist EMS crew	0.0
06/15/2017	30046	2017-000539	22:58	599	PERSIMMON TREE LANE		Medical assist, assist EMS crew	0.0
06/16/2017	30046	2017-000540	05:37	1061	N DUPONT HWY		Smoke detector activation due to malfunction	0.5
06/16/2017	30046	2017-000541	10:48	2005	LEIPSIC RD		Extrication, rescue, other	0.2
06/16/2017	30046	2017-000542	14:21	3282	N DUPONT HWY	2	Heat detector activation due to malfunction	0.4
06/16/2017	30046	2017-000543	18:33	599	PERSIMMON TREE LN		Medical assist, assist EMS crew	0.0
06/16/2017	30046	2017-000544	20:20	599	PERSIMMON TREE LN		Steam, vapor, fog or dust thought to be smoke	0.1
06/16/2017	30046	2017-000545	23:38	500	PERSIMMON TREE LA	1	Alarm system activation, no fire - unintentional	0.2
06/17/2017	30046	2017-000546	00:38	599	PERSIMMON TREE LN		Medical assist, assist EMS crew	0.2
06/17/2017	30046	2017-000547	03:04	599	PERSIMMON TREE LN		Extrication of victim(s) from vehicle	0.1
06/17/2017	30046	2017-000548	03:04	599	PERSIMMON TREE LN		Hazardous condition, other	0.6
06/17/2017	30046	2017-000549	08:33	424	COUNTRY DR		Good intent call, other	0.5
06/17/2017	30046	2017-000550	11:06	120	N. STATE STREET		System malfunction, other	0.1
06/17/2017	30046	2017-000551	14:14	1225	WALKER RD		Smoke detector activation due to malfunction	0.3
06/17/2017	30046	2017-000552	15:20	120	N STATE ST		System malfunction, other	0.1
06/17/2017	30046	2017-000553	20:18	46	S GOVERNORS AVE		Smoke detector activation, no fire - unintentional	0.2
06/17/2017	30046	2017-000554	20:46	599	Permission Tree Road		Extrication, rescue, other	0.2
06/18/2017	30046	2017-000555	08:57	1200	N DUPONT HWY		Unintentional transmission of alarm, other	0.1
06/19/2017	30046	2017-000556	01:27	51	WEBBS LANE		Good intent call, other	0.3

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
06/19/2017	30046	2017-000557	01:45	110	HAMAN DR		Smoke detector activation, no fire - unintentional	0.3
06/19/2017	30046	2017-000558	09:24	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.0
06/19/2017	30046	2017-000559	15:12		S HANCOCK AVE		Special type of incident, other	0.7
06/19/2017	30046	2017-000560	17:19	414	FEDERAL ST		Special type of incident, other	0.1
06/20/2017	30046	2017-000561	00:54	1580	S DUPONT HWY		Hazardous condition, other	0.1
06/20/2017	30046	2017-000562	02:58	3284	FORREST AVE		Passenger vehicle fire	1.1
06/20/2017	30046	2017-000563	12:26	522	ROSE VALLEY SCHOOL RD		Power line down	0.2
06/20/2017	30046	2017-000564	13:31	1225	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.6
06/20/2017	30046	2017-000565	13:50	2735	FORREST AVE		Smoke detector activation due to malfunction	0.4
06/20/2017	30046	2017-000566	17:48	168	W SHELDRAKE CIR		Lock-out	0.3
06/21/2017	30046	2017-000567	07:40	260	BEISER BLVD		Heat detector activation due to malfunction	0.5
06/21/2017	30046	2017-000568	09:12	726	WOODCREST DR		Smoke detector activation due to malfunction	0.3
06/21/2017	30046	2017-000569	15:41	120	N STATE ST		Public service assistance, other	2.8
06/21/2017	30046	2017-000570	15:44		W REED ST		Extrication, rescue, other	0.1
06/21/2017	30046	2017-000571	15:52	955	S STATE ST		Detector activation, no fire - unintentional	0.1
06/22/2017	30046	2017-000572	08:42	225	S STATE ST		Overheated motor	0.1
06/22/2017	30046	2017-000573	21:28	145	IRMA ST		Medical assist, assist EMS crew	0.6
06/23/2017	30046	2017-000574	00:28	224	N NEW ST		Overheated motor	0.4
06/23/2017	30046	2017-000575	10:19	1200	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.1
06/23/2017	30046	2017-000576	14:05	67	GREENTREE DR		Good intent call, other	0.5
06/23/2017	30046	2017-000577	15:03	51	WEBBS LN	O	Passenger vehicle fire	0.5
06/24/2017	30046	2017-000578	00:57	10	FAIRWAY LAKES DR	R	Electrical wiring/equipment problem, other	0.4
06/24/2017	30046	2017-000579	08:31	834	S GOVERNORS AVE		False alarm or false call, other	0.2
06/24/2017	30046	2017-000580	13:07	213	DAVID HALL ROAD		Special type of incident, other	0.8
06/24/2017	30046	2017-000581	13:58	100	SCULL TERR		System malfunction, other	0.6
06/24/2017	30046	2017-000582	23:55	728	LEIPSIC RD		Good intent call, other	0.6
06/25/2017	30046	2017-000583	20:53	500	PERSIMMON TREE LA	4	Hazardous condition, other	0.5
06/25/2017	30046	2017-000584	21:27	179	COMMERCE ST		Building fire	1.9
06/25/2017	30046	2017-000585	23:23	1200	N DUPONT HWY		False alarm or false call, other	0.2
06/26/2017	30046	2017-000586	06:24	29	S WEST ST		System malfunction, other	0.3
06/26/2017	30046	2017-000587	17:22	200	E. CAMDEN-WYOMING AVE.		Cover assignment, standby, moveup	1.1
06/26/2017	30046	2017-000588	18:31	3051	WILLOW GROVE ROAD		Assist invalid	2.2
06/27/2017	30046	2017-000589	18:09	1225	WALKER RD		Good intent call, other	0.3
06/27/2017	30046	2017-000590	19:11	150	LAKEVIEW DR		CO detector activation due to malfunction	0.4
06/27/2017	30046	2017-000591	20:42	721	OAK DR		Good intent call, other	0.3
06/28/2017	30046	2017-000592	01:46	606	Pear st		Alarm system sounded due to malfunction	0.6
06/28/2017	30046	2017-000593	10:18	820	CARVEL DR	B	Building fire	5.1
06/28/2017	30046	2017-000594	11:14	1255	ROSE VALLY SCHOOL RD		Outside rubbish, trash or waste fire	0.8
06/28/2017	30046	2017-000595	17:06	190	JOHN HUNN BROWN RD		Good intent call, other	0.2
06/29/2017	30046	2017-000596	12:10		DELAWARE TECH DR		Cooking fire, confined to container	0.4
06/30/2017	30046	2017-000597	04:38	800	BAY RD		Smoke detector activation, no fire - unintentional	0.5
06/30/2017	30046	2017-000598	12:30	35	LOOCKERMAN PLAZA		Good intent call, other	0.1

Total Number of Incidents: 101
Total Length of Incidents: 46.5 Hours

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
June 2017

	Type	Date	Num	Name
Ordinary Income/Expense				
Expense				
Apparatus Repairs & Maintenance				
	Check	06/09/2017	1812	Atlantic Emergency Solutions
	Check	06/09/2017	1812	Atlantic Emergency Solutions
	Check	06/09/2017	1812	Atlantic Emergency Solutions
	Check	06/10/2017	1822	Delwood Trailer Sales
	Check	06/25/2017	1826	Mr. Tire Auto Centers
	Check	06/30/2017	1827	Monro Muffler Brake, Inc.
	Check	06/30/2017	1829	Atlantic Emergency Solutions
	Check	06/30/2017	1829	Atlantic Emergency Solutions
	Check	06/30/2017	1829	Atlantic Emergency Solutions
	Check	06/30/2017	1829	Atlantic Emergency Solutions
	Check	06/30/2017	1829	Atlantic Emergency Solutions
	Check	06/30/2017	1832	H.O. Bostrom
	Check	06/30/2017	1835	Mr. Tire Auto Centers
	Check	06/30/2017	1837	Witmer Public Safety
Total Apparatus Repairs & Maintenance				
Contract Employee				
	Check	06/09/2017		Carter Knotts
	Check	06/09/2017	1813	Raymond F. Book & Associates
	Check	06/23/2017		Carter Knotts
Total Contract Employee				
Electricity				
	Check	06/09/2017	1816	City of Dover Utility
	Check	06/09/2017	1817	City of Dover Utility
	Check	06/30/2017	1831	City of Dover Utility
Total Electricity				
Gasoline				
	Check	06/09/2017	1818	City of Dover
	Check	06/09/2017	1818	City of Dover
	Check	06/25/2017	1823	City of Dover
	Check	06/25/2017	1823	City of Dover
Total Gasoline				
Heating Expenses- Gas				
	Check	06/09/2017	1814	Chesapeake Utilities
	Check	06/09/2017	1815	Chesapeake Utilities
	Check	06/30/2017	1830	Chesapeake Utilities
Total Heating Expenses- Gas				
Medical Supplies & Physicals				
	Check	06/30/2017	1836	Southeastern Emergency Equipment

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
June 2017

	Type	Date	Num	Name
Total Medical Supplies & Physicals				
Office Supplies				
	Check	06/09/2017	1818	City of Dover
	Check	06/25/2017	1823	City of Dover
	Check	06/25/2017	1823	City of Dover
Total Office Supplies				
Other Equipment Repairs				
	Check	06/30/2017	1828	United Electric Supply
	Check	06/30/2017	1833	Kunkel Auto Supply
Total Other Equipment Repairs				
Program Expenses				
	Check	06/30/2017	1837	Witmer Public Safety
Total Program Expenses				
Radio Repairs				
	Check	06/30/2017	1834	Magnum
Total Radio Repairs				
Small Tools				
	Check	06/09/2017	1820	Witmer Public Safety
Total Small Tools				
Telephone				
	Check	06/09/2017	1818	City of Dover
	Check	06/09/2017	1818	City of Dover
	Check	06/25/2017	1823	City of Dover
	Check	06/25/2017	1823	City of Dover
	Check	06/30/2017	1838	Verizon Wireless
Total Telephone				
Training & Travel Expenses				
	Check	06/25/2017	1824	Delaware State Fire School
Total Training & Travel Expenses				
Uniforms				
	Check	06/09/2017	1819	Municipal Emergency Services
	Check	06/25/2017	1825	Harry Louie Laundry
Total Uniforms				
Water/Sewer				
	Check	06/09/2017	1816	City of Dover Utility
	Check	06/09/2017	1816	City of Dover Utility
	Check	06/09/2017	1817	City of Dover Utility

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
June 2017

Type	Date	Num	Name
Check	06/10/2017	1821	Sharp Water Culligan
Check	06/30/2017	1831	City of Dover Utility
Check	06/30/2017	1831	City of Dover Utility

Total Water/Sewer

Total Expense

Net Ordinary Income

Net Income

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
June 2017

	Memo	Clr	Split
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	Invoice # 12152DEL- E6 power steering		City Fund Account
	Invoice # 12170DEL- E6 DOT		City Fund Account
	Invoice # 12176DEL- E2 air leak		City Fund Account
	Trailer for Brush 1		City Fund Account
	Brush 9		City Fund Account
	Invoice # 189490- brush 1		City Fund Account
	Invoice # 2070DEL- rocker switch		City Fund Account
	Invoice # 12222DEL- E-6 seat belt		City Fund Account
	Invoice # 12221DEL- E-4 seat belt		City Fund Account
	Invoice # 12177DEL- E-2 air compressor		City Fund Account
	Invoice # 12229DEL- R-1 DOT & service		City Fund Account
	seat repairs to E-4		City Fund Account
	Invoice # 193105- 2 front tires for L-1		City Fund Account
	Invoice # 1780854- E-3 LED red flasher		City Fund Account
Total Apparatus Repairs & Maintenance			
Contract Employee			
			City Fund Account
	Accounting services for June		City Fund Account
	Payroll 06/04 to 06/17		City Fund Account
Total Contract Employee			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
	Acct # 44343-32052		City Fund Account
Total Electricity			
Gasoline			
	Unleaded fuel		City Fund Account
	Diesel fuel		City Fund Account
	Unleaded fuel- May		City Fund Account
	Diesel fuel- May		City Fund Account
Total Gasoline			
Heating Expenses- Gas			
	Station 2 from 04/24 to 05/24		City Fund Account
	Station 1 from 05/03 to 06/02		City Fund Account
	Station 2 from 05/24 to 06/26		City Fund Account
Total Heating Expenses- Gas			
Medical Supplies & Physicals			
	Invoice # 761270		City Fund Account

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
June 2017

	Memo	Clr	Split
Total Medical Supplies & Physicals			
Office Supplies			
	Postage charges for April		City Fund Account
	May postage charges		City Fund Account
	May certified letter charges		City Fund Account
Total Office Supplies			
Other Equipment Repairs			
	Invoice # S103817795.001- Fire Siren starter		City Fund Account
	Invoice # 056420729- Supreme shine		City Fund Account
Total Other Equipment Repairs			
Program Expenses			
	Invoice # 1784229- 10 TIC batteries		City Fund Account
Total Program Expenses			
Radio Repairs			
	2 heavy duty headsets		City Fund Account
Total Radio Repairs			
Small Tools			
	Invoice # 1780329		City Fund Account
Total Small Tools			
Telephone			
	Verizon charges for April		City Fund Account
	Cavalier charges for April		City Fund Account
	Verizon May charges		City Fund Account
	Cavailier May charges		City Fund Account
	IPAD charges		City Fund Account
Total Telephone			
Training & Travel Expenses			
	EVO, Fire Inspector II, Vehicle Rescue		City Fund Account
Total Training & Travel Expenses			
Uniforms			
	Invoice # IN1132416- repair coat and pants		City Fund Account
	Officers patch sew		City Fund Account
Total Uniforms			
Water/Sewer			
	Acct # 44345-32054		City Fund Account
	Acct # 44341-32050		City Fund Account
	Acct # 44253-31964		City Fund Account

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
June 2017

	Memo	Clr	Split
	Invoice # 2013962		City Fund Account
	Acct # 44345-32054		City Fund Account
	Acct # 44341-32050		City Fund Account
Total Water/Sewer			
Total Expense			
Net Ordinary Income			
Net Income			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
June 2017

	Amount	Balance
Ordinary Income/Expense		
Expense		
Apparatus Repairs & Maintenance		
	3,319.49	3,319.49
	3,068.67	6,388.16
	676.15	7,064.31
	1,900.00	8,964.31
	25.00	8,989.31
	25.00	9,014.31
	145.62	9,159.93
	455.46	9,615.39
	430.23	10,045.62
	2,259.21	12,304.83
	2,386.57	14,691.40
	386.24	15,077.64
	2,005.96	17,083.60
	238.75	17,322.35
Total Apparatus Repairs & Maintenance	17,322.35	17,322.35
Contract Employee		
	1,165.20	1,165.20
	85.00	1,250.20
	1,112.24	2,362.44
Total Contract Employee	2,362.44	2,362.44
Electricity		
	2,606.63	2,606.63
	583.57	3,190.20
	3,169.46	6,359.66
Total Electricity	6,359.66	6,359.66
Gasoline		
	156.03	156.03
	498.78	654.81
	232.95	887.76
	576.24	1,464.00
Total Gasoline	1,464.00	1,464.00
Heating Expenses- Gas		
	51.01	51.01
	287.88	338.89
	54.90	393.79
Total Heating Expenses- Gas	393.79	393.79
Medical Supplies & Physicals		
	86.75	86.75

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
June 2017

	Amount	Balance
Total Medical Supplies & Physicals	86.75	86.75
Office Supplies		
	27.35	27.35
	20.07	47.42
	12.75	60.17
Total Office Supplies	60.17	60.17
Other Equipment Repairs		
	133.11	133.11
	22.11	155.22
Total Other Equipment Repairs	155.22	155.22
Program Expenses		
	600.00	600.00
Total Program Expenses	600.00	600.00
Radio Repairs		
	598.00	598.00
Total Radio Repairs	598.00	598.00
Small Tools		
	59.50	59.50
Total Small Tools	59.50	59.50
Telephone		
	287.21	287.21
	31.44	318.65
	286.69	605.34
	25.94	631.28
	150.20	781.48
Total Telephone	781.48	781.48
Training & Travel Expenses		
	685.00	685.00
Total Training & Travel Expenses	685.00	685.00
Uniforms		
	364.00	364.00
	3.25	367.25
Total Uniforms	367.25	367.25
Water/Sewer		
	140.50	140.50
	14.49	154.99
	33.47	188.46

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
June 2017

	Amount	Balance
	125.00	313.46
	113.50	426.96
	14.49	441.45
Total Water/Sewer	441.45	441.45
Total Expense	31,737.06	31,737.06
Net Ordinary Income	-31,737.06	-31,737.06
Net Income	**-31,737.06**	**-31,737.06**

FY 16-17 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE	
Apparatus Repairs & Maintenance	$ 91,300.00	$ 141,326.24	**$ (50,026.24)**	
Building Maintenance Supplies	$ 1,500.00	$ 567.48	$ 932.52	
Contract Services-Admin Assist	$ 16,000.00	$ 14,693.31	$ 1,306.69	
Contractual Services	$ 9,000.00		$ 9,000.00	
Electricity	$ 45,000.00	$ 40,223.61	$ 4,776.39	
Gasoline	$ 15,000.00	$ 11,416.93	$ 3,583.07	
Heating Expenses- Gas	$ 12,000.00	$ 10,296.02	$ 1,703.98	
Medical Supplies	$ 1,000.00	$ 525.13	$ 474.87	
Office Supplies	$ 1,500.00	$ 512.11	$ 987.89	
Other Equipment Repairs	$ 1,500.00	$ 5,268.70	**$ (3,768.70)**	
Program Expenses	$ 45,000.00	$ 40,981.85	$ 4,018.15	
Radio Repairs	$ 2,000.00	$ 1,598.45	$ 401.55	
Safety & Security	$ 1,500.00	$ 401.45	$ 1,098.55	
Small Tools	$ 3,500.00	$ 5,084.56	**$ (1,584.56)**	
Telephone	$ 9,000.00	$ 7,692.81	$ 1,307.19	
Training & Travel	$ 10,000.00	$ 11,049.95	**$ (1,049.95)**	
Uniforms & Firefighting Gear	$ 30,000.00	$ 4,979.36	$ 25,020.64	Gear money taken out of Company budget
Water/ Sewer	$ 2,500.00	$ 2,630.52	**$ (130.52)**	







Dover Police Department Monthly Report

June 2017

Chief Marvin C. Mailey







DEPARTMENT OF POLICE

Marvin C. Mailey
Chief of Police

400 South Queen Street
Dover, Delaware 19904
302-736-7111
Fax: 302-672-1842

August 14, 2017

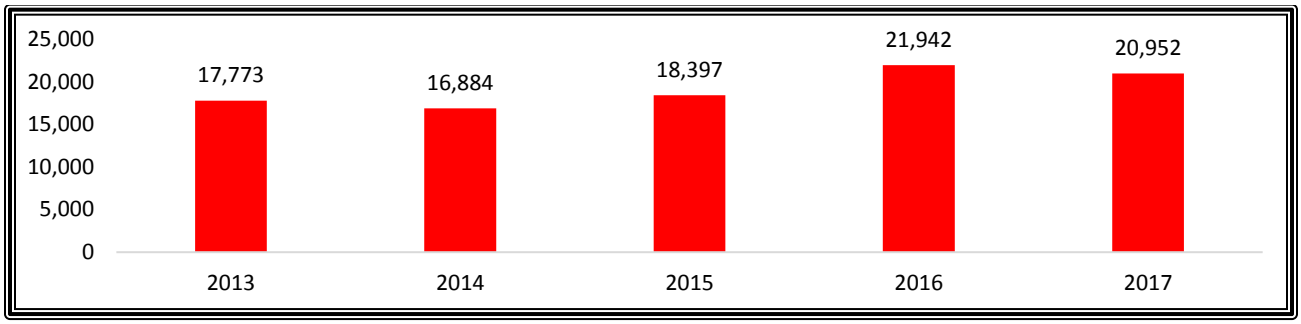
Honorable Robin Christiansen, Mayor
Member of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

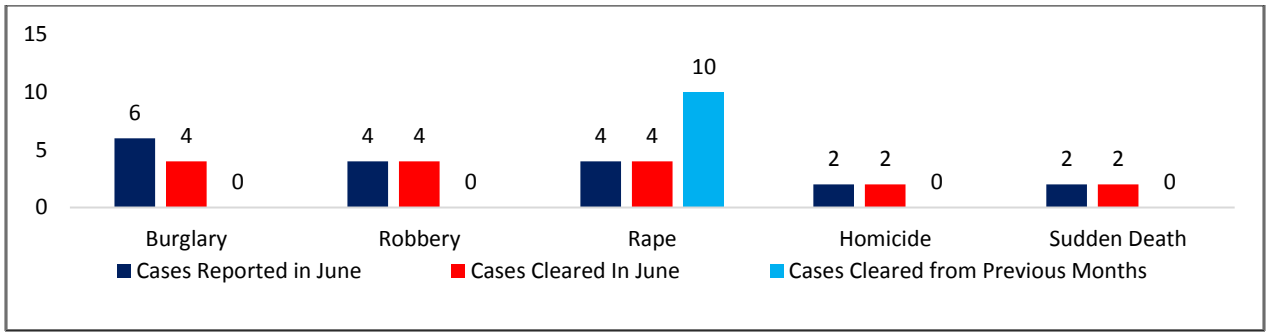
The following is the monthly report for Dover Police Department activities for the month of June 2017:

COMPLAINTS

Total complaints received through June 2017, numbered 20,952 this is a decrease of 990 complaints over the same period last year.

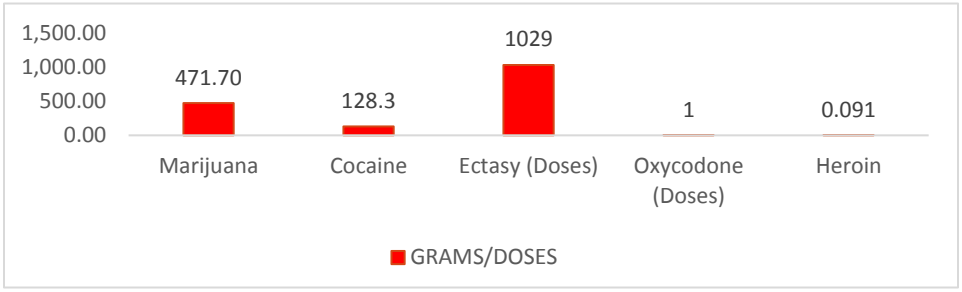


CRIMINAL INVESTIGATIONS

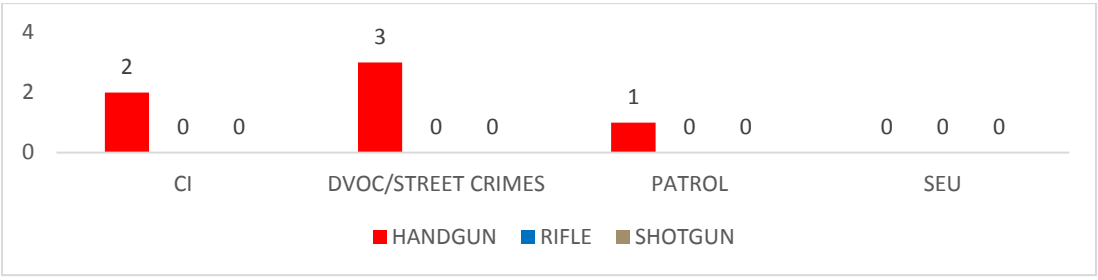


DRUGS, VICE, & ORGANIZED CRIME (DVOC) AND STREET CRIMES SECTION SEIZURES

Along with the drug seizures below, the units also recovered 96.4 grams of miscellaneous other drugs and $19,141.00 USD during the month of June.



FIREARM SEIZURES



COMMUNITY POLICING

COMMUNITY POLICING	*CONTACTS*
ABANDONED VEHICLES	*2*
ALCOHOL VIOLATIONS/DUI'S	*0*
ASSIST OTHER	*14*
WARRANTS ON FILE	*0*
CITY PARK VIOLATIONS	*0*
CRIMINAL ARRESTS	*0*
DRUG RELATED ARRESTS	*0*
LOUD MUSIC	*0*
MISCELLANEOUS VIOLATIONS	*0*
PARKING VIOLATIONS	*11*
PEDDLER	*1*
MEETINGS	*95*
CRIME PREVENTION CHECK	*0*
TRAFFIC ARRESTS	*4*
WARNINGS	*3*
FUGITIVE	*0*
DCO	*1*
PROSTITUTION	*0*
TOTAL CONTACTS	***131***

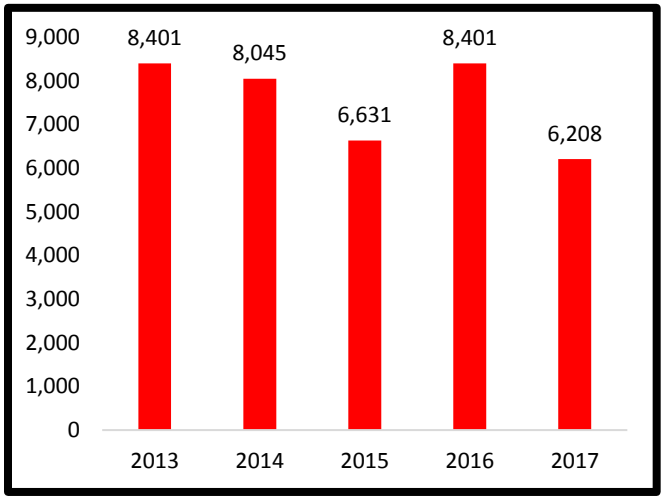
CADETS	*CONTACTS*
PARKING	*16*
DCO'S	*21*
OPEN CONTAINER	*2*
LOUD NOISE	*0*
LEWDNESS	*0*
OTHER	*1*
BUSINESS CONTACTS	*34*
LIBRARY CHECKS	*5*
COMPLAINTS ASSIGNED	*11*
SPECIAL EVENT	*3*
TOTAL CONTACTS	***93***

STREET CRIMES

STREET CRIMES ENFORCEMENT	CONTACTS
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	10
WARRANTS ON FILE	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	65
DRUG RELATED ARRESTS	48
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	0
PARKING VIOLATIONS	0
PEDDLER	0
MEETINGS	0
CURFEW CHECKS	120
CRIME PREVENTION CHECKS	2
TRAFFIC ARRESTS	17
WARNINGS	21
FUGITIVES	22
DCO'S	12
PROSTITUTION	0
TOTAL CONTACTS	317

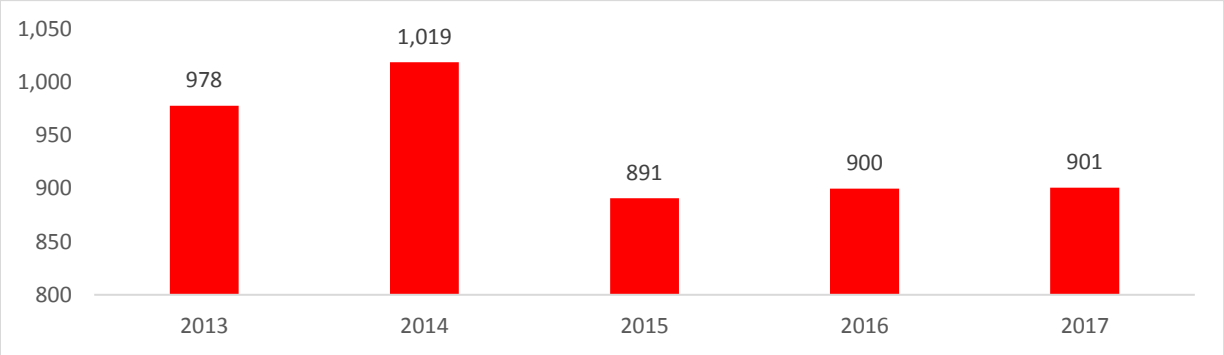
TRAFFIC ARRESTS

The department issued 6,208 traffic citations through this reporting period; this is a decrease of 2,193 citations over the number issued during the same period last year.



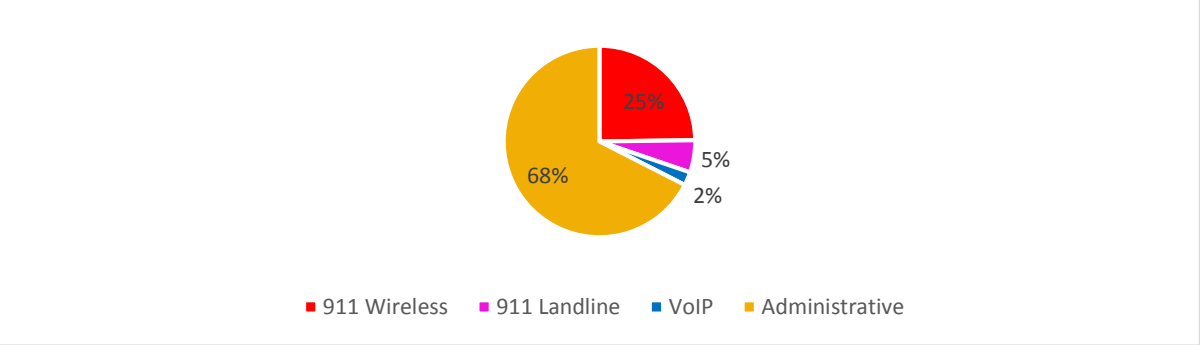
TRAFFIC CRASHES

Through June 30, 2017, the Dover Police investigated 901 traffic crashes, a decrease of 1 crash investigated during the same period last year.



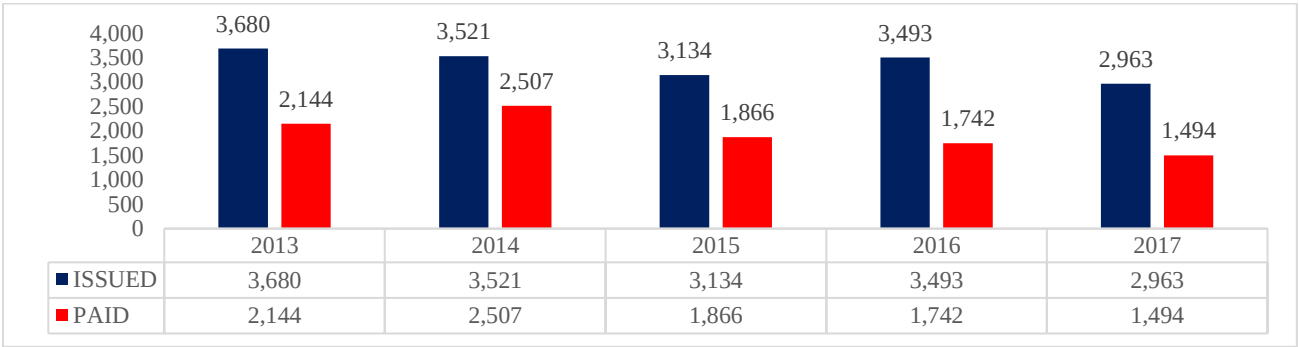
911 Center

During the month of June, the Dover Police Department handled a total of 9,666 calls averaging 323 calls per day. Dispatchers handled 2,396 on the 911 wireless lines, 526 on the 911 landlines, and 220 on the Voice over Internet Protocol lines, the remaining 6,524 were administrative calls.



CITY ORDINANCE SUMMONS

Through June 30, 2017, we issued 2,963 city ordinance summons, a decrease of 530 summonses for the same period last year. Note: Of those summonses issued in June, 8 DCO's were issued for handicapped parking violations and 1 for fire lane parking violations, 186 for false alarms (138 for 1-2 alarms, 36 for 3-5 alarms, 11 for 6-9 alarms, 1 for 10-15 alarms, and 0 for 16 or more alarms) and 4 for noise violations 3 for vehicle violations and 1 for residence violations).

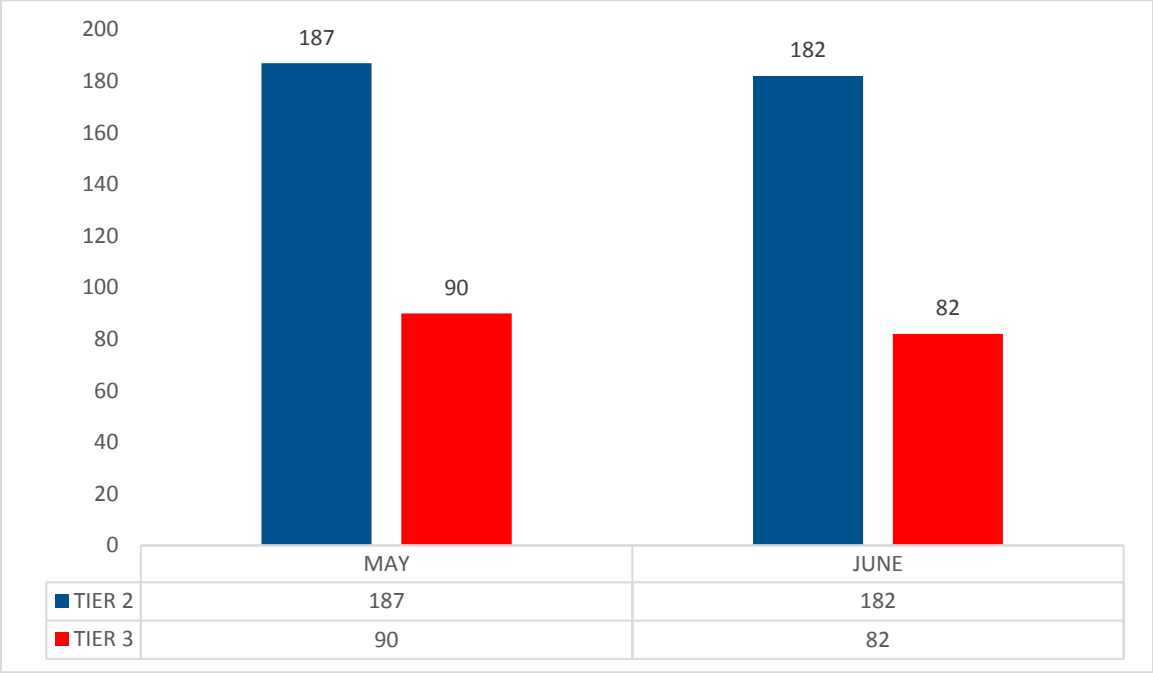


	2013	2014	2015	2016	2017
ISSUED	3,680	3,521	3,134	3,493	2,963
PAID	2,144	2,507	1,866	1,742	1,494

SEX OFFENDER STATISTICS/JUNE

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	1
TIER 2	15	1,395	29	0
TIER 3	7	901	24	1

ACTIVE SEX OFFENDERS THAT RESIDE IN THE CITY OF DOVER *(please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).*



(Please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).

Please visit our website at www.doverpolice.org for up to date information on crimes and activities in the City of Dover.

Respectfully Submitted,

Marvin C. Mailey
Chief of Police

City of Dover
Capital Investment Plan
Project Tracking Report
Quarterly Report as of June 30, 2017
PRE-AUDIT

Points to Remember -

* Original Project Budget = Original Total Project Budget initially included in approved annual budget.
* Latest Project Budget = Revised Total Project Budget included in most recent approved annual budget or one of the following: bond resolution, revolving fund loan agreement, Council approved budget amendment, or City Manager approved amendment as per the Budget Amendment Procedure.
* Current Fiscal Year - Revised Fiscal Year Budget = Current Year approved project budgets plus carry forward balances of unspent budgets in the prior fiscal year. Project Carry Forward balances will be submitted to City Council for amendment in January 2010. Can also be amended with City Manager approval per the Budget Amendment Procedure.
* Water Quality, Inflow/Infiltration, Distribution Upgrades and New Development projects are budgeted as a blanket project and once individual projects are identified and estimated they are created using an allocation of the overall budgeted amount.
* Status and Comments provided by City Manager.

Current Year Budget Funding Sources	General	Community Transportation	Water & Wastewater	Electric	Total CIP
Budget Balance	$ 999,200	$ -	$ 3,477,200	$ 2,707,400	$ 7,183,800
General Billings for Reimbursement of Expense	105,000	-	-	900,000	1,005,000
Debt Financing	-	-	3,284,000	-	3,284,000
Income from Sale of Assets	109,100	-	-	-	109,100
Misc Receipts	16,700				16,700
State Community Transportation Funds	-	505,500	-	-	505,500
Transfer from WW Impact Fee Reserve	-	-	402,000	-	402,000
Transfer from General Fund	2,344,400	-	-	-	2,344,400
Transfer from Operating Funds	-	-	1,960,000	2,731,200	4,691,200
Transfer from Parkland Reserve	80,000	-	-	-	80,000
Grant Receipt	-	-	-	5,000	5,000
Interest Income	5,000	-	20,000	40,000	65,000

Total Funding Sources (Unaudited)	$ 3,659,400	$ 505,500	$ 9,143,200	$ 6,383,600	$ 19,691,700

City of Dover
General Fund - Major CIP Projects
Quarterly Report as of June 30, 2017
PRE-AUDIT

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2015**												
2	PR1402	M	Schutte Park Land Improvements	$ 100,000	$ 190,000	$ 54,996	$ 135,004	28.9%	$ 100,000	$ 100,000	$ 5,296	$ 94,704	5.3%		
3	ST1504		Old PW2 Site Improvements	535,000	678,300	600,401	77,899	88.5%	-	181,500	103,553	77,947	57.1%	In Process	VCP activities underway
4			**Totals - FY 2015**	$ 635,000	$ 868,300	$ 655,397	$ 212,903	75.5%	$ 100,000	$ 281,500	$ 108,849	$ 172,651	38.7%		
5															
6			**FY 2016**												
7	ST1601		FY16 Street and Alley Program	$ 1,000,000	$ 717,800	$ 717,708	$ 92	100.0%	$ -	$ 260,100	$ 260,043	$ 57	100.0%	Complete	
8	ST1603		Valve Replacement - Silver Lake Dam	60,000	97,600	97,513	87	0.0%	-	93,900	93,862	38	100.0%	Complete	
9	ST1604		Salt Storage Barn (originally proj ST1301)	50,000	135,000	108,466	26,534	80.3%	-	122,400	95,904	26,496	78.4%	Complete	Awaiting final invoice
10	CT1669		Persimmon Park Place Drainage Study	24,600	24,600	24,188	413	98.3%	-	10,900	10,443	458	95.8%	Complete	
11			**Totals - FY 2016**	$ 1,134,600	$ 975,000	$ 947,875	$ 27,125	97.2%	$ -	$ 487,300	$ 460,251	$ 27,049	94.4%		
12															
13			**FY 2017**												
14	---		Vehicles & Equipment	$ 695,200	$ 854,600	$ 830,028	$ 24,572	97.1%	$ 695,200	$ 854,600	$ 830,028	$ 24,572	97.1%	In Process	
15	---		Library Wall	-	15,000	13,039	1,961	86.9%	-	15,000	13,039	1,961	86.9%	Complete	
16	CM1701		401 & 415 Water Street Properties	-	485,000	435,212	49,788	89.7%	-	485,000	435,212	49,788	89.7%	Complete	
17	FR1700	R	Annual Contribution for Ladder 1	145,700	145,700	145,614	86	99.9%	145,700	145,700	145,614	86	99.9%	Complete	
18	PR1701		Dover Park - Master Plan	50,000	50,000	-	50,000	0.0%	50,000	50,000	-	50,000	0.0%		
19	PR1704		Small Park Improvements	15,000	15,000	-	15,000	0.0%	15,000	15,000	-	15,000	0.0%		
20	PD1701		Video Storage Array	12,500	12,500	12,263	237	98.1%	12,500	12,500	12,263	237	98.1%	Complete	
21	ST1701	R	FY17 Street and Alley Program	900,000	878,800	104,148	774,652	11.9%	900,000	878,800	104,148	774,652	11.9%	In Process	North West St Alley, De Ave & Buck Dr Complete. Started Wyoming Ave
22	ST1702		Misc Emerg Street/Stormwater Repairs	-	123,000	51,172	71,828	41.6%	-	123,000	51,172	71,828	41.6%	Complete	
23	ST1703		Silver Lake Dam Improvements	126,000	126,000	14,550	111,450	11.5%	126,000	126,000	14,550	111,450	11.5%	In Process	Project bid out, to be presented to council 7/24
24	ST1704		North Street Sidewalk Improvement	-	146,000	146,000	-	100.0%	-	146,000	146,000	-	100.0%	Complete	City portion of proj paid to DelDot
	ST1705		S Lakeview Drainage Improvement	-	39,000	32,202	6,798	82.6%	-	39,000	32,202	6,798	82.6%	In Process	Proj installed, awaiting final closeout documents
25			**Totals - FY 2017**	$ 1,944,400	$ 2,890,600	$ 1,784,228	$ 1,106,372	61.7%	$ 1,944,400	$ 2,890,600	$ 1,784,228	$ 1,106,372	61.7%		
26															
27			**Grand Totals**	$ 3,714,000	$ 4,733,900	$ 3,387,499	$ 1,346,401	71.6%	$ 2,044,400	$ 3,659,400	$ 2,353,328	$ 1,306,072	64.3%		

Legend

M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
G = Grant funded project
B/L = To be financed through bonds or commercial loan.

City of Dover
Community Transportation - Major CIP Projects
Quarterly Report as of June 30, 2017
PRE-AUDIT

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2014 & Prior**												
2	ST0232		Pat Lynn Drive/D.H.S. Storm Drain Pipe	$ 155,200	$ 184,800	$ 184,778	$ 22	100.0%	$ -	$ -	$ -	$ -	0.0%	Complete	
3	TE0601		Lincoln Park Center	900,000	602,400	523,277	79,123	86.9%	79,100	79,100	-	79,100	0.0%		
4			**Totals - FY 2014 & Prior**	$ 1,055,200	$ 787,200	$ 708,055	$ 79,145	89.9%	$ 79,100	$ 79,100	$ -	$ 79,100	0.0%		
5															
6			**FY 2016**												
7	CT1627		FY16 Paving Projects - Boggs Drive	$ 247,400	$ 247,400	$ 139,762	$ 107,638	56.5%	$ 107,600	$ 107,600	$ -	$ 107,600	0.0%	Complete	Awaiting invoice
8	CT1681		Pedestrian Enhancement-Mallard Pond Pathway	50,000	100,000	93,009	6,991	93.0%	50,000	100,000	93,009	6,991	93.0%	In Process	Electric to install final lighting
9			**Totals - FY 2016**	$ 297,400	$ 347,400	$ 232,771	$ 114,629	67.0%	$ 157,600	$ 207,600	$ 93,009	$ 114,591	44.8%		
10															
11			**FY 2017**												
12	CT1703		Paving Project - Wyoming Avenue	$ 200,000	$ 200,000	$ -	$ 200,000	0.0%	$ 200,000	$ 200,000	$ -	$ 200,000	0.0%		
13	CT1714		Paving Project - Paper Alley	15,000	15,000	-	15,000	0.0%	15,000	15,000	-	15,000	0.0%	Complete	Awaiting invoice
14	CT1731		E Water Street Brick	85,000	90,500	90,520	(20)	100.0%	85,000	90,500	90,520	(20)	100.0%	Complete	
15	CTxxxx		Unapplied CT Projects (placeholder)	500,000	42,400	-	42,400	0.0%	(36,700)	(86,700)	-	(86,700)	0.0%		
16			**Totals - FY 2017**	$ 600,000	$ 147,900	$ 90,520	$ 57,380	61.2%	$ 263,300	$ 218,800	$ 90,520	$ 128,280	41.4%		
17															
18			**Grand Totals**	$ 1,952,600	$ 1,282,500	$ 1,031,346	$ 251,154	80.4%	$ 500,000	$ 505,500	$ 183,529	$ 321,971	36.3%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
C = Project funded by combination of CT Funds and General Fund
B/L = To be financed through bonds or commercial loan.

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of June 30, 2017
PRE-AUDIT

	Project Code	Type	Description	TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS: Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	CURRENT FISCAL YEAR: Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2014**												
2	EG1407		Metering System Upgrades	$ 150,000	$ 90,000	$ 82,427	$ 7,573	91.6%	$ -	$ 90,000	$ 82,427	$ 7,573	91.6%	In Process	Complete but working software issues with meters and reporting issues with contractors
3	EE1415	R	Metering Infrastructure	150,000	150,000	-	150,000	0.0%	-	150,000	-	150,000	0.0%	In Process	
4	EG1416	M	VanSant Capacity Increase	1,500,000	763,300	761,933	1,367	99.8%	-	34,200	32,785	1,415	95.9%	Complete	
5			**Totals - FY 2014**	$ 1,800,000	$ 1,003,300	$ 844,360	$ 158,940	84.2%	$ -	$ 274,200	$ 115,212	$ 158,988	42.0%		
6															
7			**FY 2015**												
8	EE1500		69 kV Rebuild - Horsepond Road	$ 330,500	$ 330,500	$ 143,640	$ 186,860	43.5%	$ -	$ 250,600	$ 63,730	$ 186,870	25.4%	Complete	
9	EE1513	M	Town Point/White Oak Distribution Feeders	1,650,000	1,750,000	775,914	974,086	44.3%	350,000	350,000	264,436	85,564	75.6%	In Process	Phase 2 complete
10			**Totals - FY 2015**	$ 1,980,500	$ 2,080,500	$ 919,553	$ 1,160,947	44.2%	$ 350,000	$ 600,600	$ 328,165	$ 272,435	54.6%		
11															
12			**FY 2016**												
13	EG1612		Van Sant Exhaust Plenum Replacement	$ 469,000	$ 469,000	$ 464,499	$ 4,501	99.0%	$ -	$ 46,300	$ 41,840	$ 4,460	90.4%	Complete	
14	EG1613		McKee Unit 3 Stack Repairs	485,000	342,600	304,469	38,131	88.9%	-	340,000	301,845	38,155	88.8%	Complete	
15	EE1605		69 kV Cable Replacement - North Street	565,700	565,700	7,334	558,366	1.3%	-	135,000	7,334	127,666	5.4%	In Process	Eng work started; main project pushed to FY19
16	EE1607		Horsepond URD - Distribution Feeders	67,000	67,000	49,450	17,550	73.8%	-	62,500	-	62,500	0.0%	Complete	
17	EE1617		Oak Grove Trailer Park - Dist Upgrade	77,400	77,400	45,739	31,661	59.1%	-	77,400	45,739	31,661	59.1%	In Process	Working as we can
18	EE1627		Dover East Estates - Dist Upgrade	125,500	125,500	112,662	12,838	89.8%	-	125,500	112,662	12,838	89.8%	In Process	Working as we can
19	EE1631		North Street OH to UG	170,000	170,000	164,489	5,511	96.8%	-	170,000	164,489	5,511	96.8%	In Process	In work; scheduling weekend work for splice on primary in road
20			**Totals - FY 2016**	$ 1,959,600	$ 1,817,200	$ 1,148,642	$ 668,558	63.2%	$ -	$ 956,700	$ 673,909	$ 282,791	70.4%		
21															
22			**FY 2017**												
23	---	R	Vehicles & Equipment	$ 165,800	$ 188,800	$ 150,885	$ 37,915	79.9%	$ 165,800	$ 188,800	$ 150,885	$ 37,915	79.9%	In Process	Waiting on contract specifications
24	---		Economic Development Program	-	50,000	-	50,000	0.0%	-	50,000	-	50,000	0.0%		
25	---		Replace Weyandt Hall Door	-	10,000	-	10,000	0.0%	-	10,000	-	10,000	0.0%		
26	---		Compressor Replacement	-	13,000	-	13,000	0.0%	-	13,000	-	13,000	0.0%		
27	---	R	New Developments	1,500,000	1,495,400	866,959	628,441	58.0%	1,500,000	1,495,400	599,765	895,635	40.1%	In Process	
28	EE1700		SCADA Master Hardware Replacement	150,000	150,000	148,715	1,285	99.1%	150,000	150,000	148,715	1,285	99.1%	Complete	
29	EE1707		LED Lighting Upgrades	17,500	17,500	11,163	6,337	63.8%	17,500	17,500	11,163	6,337	63.8%	Complete	
30	EE1708	R	Ampacity Standardization	25,000	15,500	-	15,500	0.0%	25,000	15,500	-	15,500	0.0%	On Hold	On hold
31	EE1709		Substation Relay Upgrade	125,000	350,000	4,882	345,118	1.4%	125,000	125,000	4,882	120,118	3.9%	Deferred	Pushed to FY18
32	EE1710		Meeting House Branch Pole Relocation	450,000	450,000	-	450,000	0.0%	450,000	450,000	-	450,000	0.0%	On Hold	Awaiting City final bid doc and scope of work. Prelim design done but subject to change based upon DelDOT and City
33	EE1711	R	Transmission Line Maintenance Program	75,000	75,000	-	75,000	0.0%	75,000	75,000	-	75,000	0.0%	In Process	
34	EE1712	R	Lighting Project	50,000	54,600	54,382	218	99.6%	50,000	54,600	54,382	218	99.6%	Complete	
35	EE1713	R	Fault Indicators	10,000	10,000	9,935	65	99.4%	10,000	10,000	9,935	65	99.4%	Complete	
36	EE1714		UPS System Replacement	25,000	25,000	24,321	679	97.3%	25,000	25,000	24,321	679	97.3%	Complete	
37	EE1715	R	Distribution Capacitors and Controls	50,000	50,000	16,039	33,961	32.1%	50,000	50,000	16,039	33,961	32.1%	In Process	Revising cap bank spec
38	EE1718		Livefront Transformer Replacement	-	9,500	9,429	71	99.3%	-	9,500	9,429	71	99.3%	Complete	
39	EG1701		Van Sant Unit 11 Major Inspection	400,000	2,098,000	5,840	2,092,160	0.3%	400,000	400,000	5,840	394,160	1.5%	In Process	Issued PO for liner assemblies and flow sleeves
40	EG1702	R	McKee Run Unit 3 Boiler Systems	382,000	382,000	134,597	247,403	35.2%	382,000	382,000	134,597	247,403	35.2%	In Process	Need to address ID fan expansion joints and inspection of boiler buckstays during fall 2017 outage
41	EG1703	R	McKee Run Bldg Equipment Replacement	59,000	59,000	25,306	33,694	42.9%	59,000	59,000	25,306	33,694	42.9%	In Process	HVAC equip rec'd. Installation 50% complete
42	EG1704		McKee Run Hydrogen Purity Analyzer	96,000	96,000	-	96,000	0.0%	96,000	96,000	-	96,000	0.0%	In Process	Vendor chosen. PO will be issued upon approval
43	EG1707	R	McKee Run Auxiliary System Components	128,000	128,000	30,937	97,063	24.2%	128,000	128,000	30,937	97,063	24.2%	In Process	Service & cooling water booster pumps on order
44	EG1709		Unit 3 Cooling Water Line Repairs	469,000	454,000	10,867	443,133	2.4%	469,000	454,000	10,867	443,133	2.4%	Complete	
45	EG1710	R	Plant Syst Safety & Compl Improvements	112,000	149,000	108,633	40,367	72.9%	112,000	112,000	108,633	3,367	97.0%	Complete	
46	EG1711	R	Preservation of Structures	131,000	131,000	7,414	123,586	5.7%	131,000	131,000	7,414	123,586	5.7%	In Process	VS duct work, demineralized water tank, fuel oil tank and control cab completed.
47	EG1712		Remote Start Capability at VanSant	-	50,800	31,893	18,907	62.8%	-	50,800	31,893	18,907	62.8%	In Process	Issued PO to Affinity Energy. Work to start fall 2017.
48						-									
49															
50			**Totals - FY 2017**	$ 4,420,300	$ 6,512,100	$ 1,652,197	$ 4,859,903	25.4%	$ 4,420,300	$ 4,552,100	$ 1,385,002	$ 3,167,098	30.4%		
51															
52			**Grand Totals**	$ 10,160,400	$ 11,413,100	$ 4,564,751	$ 6,848,349	40.0%	$ 4,770,300	$ 6,383,600	$ 2,502,288	$ 3,881,312	39.2%		

City of Dover
Water/Wastewater Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of June 30, 2017
PRE- AUDIT

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2008**												
2	WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,556,000	$ 87,827	$ 2,468,173	3.4%	$ -	$ 2,468,200	$ -	$ 2,468,200	0.0%	In Process	Analysis of the tank underway
3			**Totals - FY 2008**	$ 4,196,600	$ 2,556,000	$ 87,827	$ 2,468,173	3.4%	$ -	$ 2,468,200	$ -	$ 2,468,200	0.0%		
4															
5			**FY 2013**												
6	WW1303		Westover PS	$ 768,800	$ 1,405,400	$ 859,327	$ 546,073	61.1%	$ -	$ 594,500	$ 48,437	$ 546,063	8.1%	In Process	Ongoing, new wet well installed
7			**Totals - FY 2014**	$ 768,800	$ 1,405,400	$ 859,327	$ 546,073	61.1%	$ -	$ 594,500	$ 48,437	$ 546,063	8.1%		
8															
9			**FY 2015**												
10	WW1503		Hazlettville Road Interceptor	$ 755,000	$ 763,000	$ 752,637	$ 10,363	98.6%	$ -	$ 607,800	$ 597,425	$ 10,375	98.3%	Complete	
11	WW1507		Retreat Pump Station Replacement	412,500	493,500	493,411	89	100.0%	-	457,100	457,080	20	100.0%	Complete	
12			**Totals - FY 2015**	$ 1,167,500	$ 1,256,500	$ 1,246,048	$ 10,452	99.2%	$ -	$ 1,064,900	$ 1,054,505	$ 10,395	99.0%		
13															
14			**FY 2016**												
15	WD1609	M	WTP Process Improvements	$ 1,200,000	$ 2,400,000	$ 330,860	$ 2,069,140	13.8%	$ 1,200,000	$ 1,200,000	$ 84,808	$ 1,115,192	7.1%	In Process	Overall feasibility analysis underway
16	WW1603		Rolling Acres PS Replacement	424,000	478,500	39,173	439,327	8.2%	372,000	450,600	11,279	439,321	2.5%	In Process	Construction underway
17	WW1605		Delaware Avenue Sanitary Sewer Ext	25,000	33,000	33,000	-	100.0%	-	33,000	33,000	-	100.0%	Complete	
18			**Totals - FY 2016**	$ 1,649,000	$ 2,911,500	$ 403,033	$ 2,508,467	13.8%	$ 1,572,000	$ 1,683,600	$ 129,087	$ 1,554,513	7.7%		
19															
20			**FY 2017**												
21	---	R	Vehicles & Equipment	$ 222,600	$ 268,700	$ 231,116	$ 37,584	86.0%	$ 222,600	$ 268,700	$ 231,116	$ 37,584	86.0%	In Process	
22	---		Economic Development Program	-	100,000	-	100,000	0.0%	-	100,000	-	100,000	0.0%		
23	WD1700/ WW1700	R	Meter Replacement Project	400,000	400,000	194,049	205,951	48.5%	400,000	400,000	194,049	205,951	48.5%	Complete	
24	WD1701	R	Wellhead Redevelopment	85,000	85,000	75,920	9,080	89.3%	85,000	85,000	75,920	9,080	89.3%	Complete	
25	WD1704		New Fence - Well #6	-	40,000	33,100	6,900	82.8%	-	40,000	33,100	6,900	82.8%	Complete	
26	WD1705	R	Future Well Installation	100,000	100,000	28,430	71,570	28.4%	100,000	100,000	28,430	71,570	28.4%	In Process	Staff analyzing impact of well on distribution syst
27	WD1706	R	SCADA Equipment Tech Upgrade	88,000	88,000	85,054	2,946	96.7%	88,000	88,000	85,054	2,946	96.7%	Complete	
28	WQ1702	R	Water Quality Improvements	720,800	179,000	1,000	178,000	0.6%	720,800	51,000	1,000	50,000	2.0%	In Process	
29	WQ1701		Bradford Street Survey	-	28,000	28,000	-	100.0%	-	28,000	28,000	-	100.0%	Complete	
30	WQ1703		Misc Emerg Water Repairs	-	80,000	26,698	53,302	33.4%	-	80,000	26,698	53,302	33.4%	Complete	
31	WQ1704		S New Street Water Main Rplcmnt	-	398,800	455,090	(56,290)	114.1%	-	526,800	455,090	71,710	86.4%	Complete	Awaiting final invoice
32	WW1702		Misc Emerg Sanitary Sewer Repairs	75,000	300,000	169,907	130,093	56.6%	75,000	300,000	169,907	130,093	56.6%	Complete	
33	WW1703		Lepore Road Sanitary Sewer Upgrade	50,000	50,000	19,442	30,558	38.9%	50,000	50,000	19,442	30,558	38.9%	Complete	Project re-programmed for future year
34	WW1704		Delaware Tech PS Replacement	52,000	52,000	19,006	32,994	36.6%	52,000	52,000	19,006	32,994	36.6%	In Process	Design is underway, 60% design complete
35	WW1705		Silver Lake PS Replacement	52,000	52,000	31,809	20,191	61.2%	52,000	52,000	31,809	20,191	61.2%	In Process	Design is underway, 99% design complete
36	WW1706		Walker Woods PS Replacement	52,000	52,000	34,610	17,390	66.6%	52,000	52,000	34,610	17,390	66.6%	In Process	Design is underway, 90% design complete
37	II1700	R	Inflow/Infiltration Removal	1,121,000	723,000	-	723,000	0.0%	1,121,000	723,000	-	723,000	0.0%	Complete	
38	II1701		North Street Gravity Sewer Repair	-	335,500	300,219	35,281	89.5%	-	335,500	300,219	35,281	89.5%	Complete	
39			**Totals - FY 2017**	$ 3,018,400	$ 3,332,000	$ 1,733,449	$ 1,598,551	52.0%	$ 3,018,400	$ 3,332,000	$ 1,733,449	$ 1,598,551	52.0%		
40															
41			**Grand Totals**	$ 10,800,300	$ 11,461,400	$ 4,329,685	$ 7,131,715	37.8%	$ 4,590,400	$ 9,143,200	$ 2,965,479	$ 6,177,721	32.4%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is budgeted to start over each fiscal year. No carry forward.
SL = State Loan Project - construction phase is financed
I = Impact Fee (partially) financed project
T = Transfer from blanket WQ or I&I original budget

Memorandum

Office of the City Manager
PO Box 475
Dover, DE 19903
Phone: (302) 736-7005
FAX: (302) 736-7002
E-mail: khudson@dover.de.us

To: **City Council**

From: **Kirby A. Hudson, M.P.I.A.**
Assistant City Manager

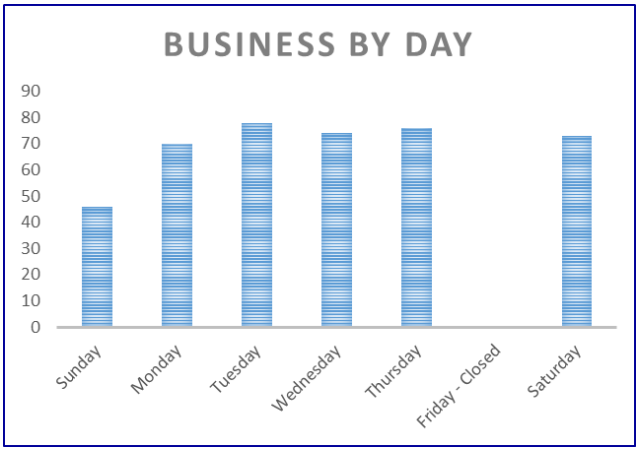
Date: **August 4, 2017**

Subject: **Passport Operations Report**

Quarterly Report (12 Weeks) Passport Services
May 8 – July 30, 2017

Week #	Week of Reporting	Customers	Passports	# Days Open	Library Received	Costs (Staff Hourly + FICA)	Net Earnings
1	May 8-May 13, 2017	45	37	5	$ 1,390.00	$ (564.00)	$ 826.00
2	May 15-May 21, 2017	28	26	6	$ 1,025.00	$ (564.00)	$ 461.00
3	May 22-May 27, 2017	28	26	6	$ 890.00	$ (564.00)	$ 326.00
4	May 30-June 4, 2017	44	32	5	$ 1,135.00	$ (564.00)	$ 571.00
5	June 5-June 11, 2017	35	28	6	$ 1,060.00	$ (564.00)	$ 496.00
6	June 12-June 18, 2017	32	30	6	$ 990.00	$ (564.00)	$ 426.00
7	June 19-June 25, 2017	22	22	4	$ 865.00	$ (564.00)	$ 301.00
8	June 26-July 2, 2017	44	40	6	$ 1,435.00	$ (564.00)	$ 871.00
9	July 3-July 9, 2017	40	35	5	$ 1,120.00	$ (575.00)	$ 545.00
10	July 10-July 17, 2017	29	20	6	$ 755.00	$ (575.00)	$ 180.00
11	July 17-July 23, 2017	44	30	6	$ 1,275.00	$ (575.00)	$ 700.00
12	July 24-July 30, 2017	25	18	6	$ 745.05	$ (575.00)	$ 170.05
Total for Quarter (12 weeks)		**416**	**344**	**67**	**$ 12,685.05**	**$ (6,812.00)**	**$ 5,873.05**

Budget Amt:	**$ 7,500.00**
Start Up Expenses:	($6,309.00)
through	
6/30/2017	
Unspent:	**$ 1,191.00**



Please note: The Friends of the Library purchased the modular office system to serve as the office. A separate ledger account has been established for tracking the cost of materials & supplies.

AGREEMENT BETWEEN THE CITY OF DOVER, DELAWARE AND UTILITY MANAGEMENT PARTNERS, LLC FOR LIMITED PROFESSIONAL SERVICES

THIS IS AN AGREEMENT made as of _____ 2017 between the City of Dover, DE ("Owners') and Utility Management Partners, LLC ("Consultant").

PURPOSE:

The purpose of this agreement is to develop specific bid documents, research studies, analysis and recommendations for future actions on projects and departmental changes as directed by Acting City Manager, Donna Mitchell with the City of Dover, DE. Each action item will be fully defined by the "Owners" followed by a scope of work proposal by "Consultant" including the deliverables and estimated amount of time and costs. After close review, "Owner" will approve the proposal and authorize "Consultant" to proceed with the work endeavor. "Consultant" will provide "Owner" with a monthly progress report and detailed invoice. "Owner" may cancel the action item at any time during the study process. It is anticipated that the "Consultant" may have more than one action item ongoing during the same month.

FEE ARRANGEMENT:

"Owner" will pay "Consultant" for services under this agreement based on the following schedule. An amount equal to the total hourly charge for work and travel per each action item will be based on the following hourly rates.

Steven R Sax in office Time $ 75.00

Steven R Sax Travel Time $ 50.00

Printing, Postage, Binding, Clerical, etc. at actual expenses with attached invoices.

TIME OF SERVICE:

"Consultant's" services will commence when this agreement has been countersigned and dated by the "Owner" and returned to the Consultant.

UTILITY MANAGEMENT PARTNERS, LLC
BY:

_____
(Signature)

_____
(Date)

THE CITY OF DOVER, DELAWARE
By:

_____
(Signature)

_____
(Date)

ADDITIONAL TERMS AND CONDITIONS

"Consultant" shall perform the services outlined in this agreement for the stated fee arrangements and on the terms set forth in the agreement, including this **ADDITIONAL TERMS AND CONDITIONS.**

Billings/Payments: Invoices for "Consultant" services and any reimbursable expenses shall be submitted at "Consultant's" option, either upon completion of such services or monthly. Invoices shall be payable within thirty days after invoice date or sooner. If the invoice is not paid within thirty days, then "Consultant" may, without waiving any claim or right against the "Owner" and without liability whatsoever to the "Owner" suspend services until all amounts due for services, expenses and charges have been paid. Accounts unpaid sixty days after invoice date will be subject to a late charge of 1% per month calculated on the unpaid amount from date of invoice until paid. The "Owner" shall pay all costs of collection, including reasonable attorney's fees, incurred by "Consultant" in connection with delinquent invoices.

Reimbursable Expenses: "Reimbursable Expenses" means expenses incurred by Consultant, such as expenses for transportation and subsistence, reproduction of reports, documents and similar project related items. Mileage will be billed at the IRS standard rate. Lodging and meals will be billed at the applicable Federal Per Diem for the specific location. All reimbursable expenses shall be pre-approved by "Owners" prior to costs being incurred.

Indemnification: The "Owner" shall indemnify and hold harmless "Consultant" from and against any and all claims, damages, losses and expenses (including reasonable attorneys' fees) arising out if or resulting from performance of the services, to the extent any such claim, damage, loss or expense is caused in whole or in part by the negligent act or omission, intentional wrongdoing, and/or strict liability of the "Owner" or anyone for whose acts "Owner" may be liable.

Termination of Services: This agreement may be terminated by the "Owner" or "Consultant" upon 30 days written notice. In the event of termination, the "Owner" shall pay "Consultant" for all services rendered to the date of termination, all reimbursable expenses and reasonable termination expenses.

Applicable Laws: This agreement shall be governed by the laws of the State of Delaware.

END of DOCUMENT

City of Dover
City Manager's Office
PO Box 475
Dover DE 19903-0475
Phone: (302-736-7005
E-Mail: dmitchell @dover.de.us

MEMORANDUM

To: Members of City Council

From: Donna Mitchell, Acting City Manager

Copy: Kim Hawkins, Human Resources Director
City Clerk's Office

Date: August 8, 2017

Subject: Acting Controller/Treasurer

The handbook allows for the City Manager to approve a Temporary Upgrade for employees on an acting basis to a position of higher rank. The increase would be 5% or minimum starting salary for the position whichever is greater. I provided to Paul Waddell, Electric Engineer Superintendent this 5% after Harry retired and put him in charge of T & D and Engineering for the day to day operations.

I would like to recommend the same 5% for Ms. Lori Peddicord, while she is performing most, if not all of the Controller/Treasurer duties. However, this is a Council appointee department, therefore this action needs Council approval. The 5% would not put Ms. Peddicord at the minimum starting salary for the Controller/Treasurer position at this time.

CITY OF DOVER PROPOSED ORDINANCE #2017-09

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

That Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201 - Compensation and Expenses for Mayor, Council, Employees and Other Elected or Appointed Officials, of the Dover Code, be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

DIVISION 1. - GENERALLY

Sec. 2-201. - Compensation and expenses for mayor, council, ~~employees~~ and other elected or appointed officials.

(a) ~~*Fees established.*~~ In accordance with section 12 of the Charter, authorizing the council to establish compensation and expenses for the mayor, ~~and~~ councilmembers, ~~city employees~~ and other elected or appointed officials, the following fees are hereby established:

(1) *Mayor.* The mayor shall receive an annual salary of $45,000.00. ~~**For the period beginning July 27, 2009, and ending July 26, 2010, the mayor shall receive an annual salary of $44,100.00.**~~ In addition, the mayor shall receive an expense allotment of up to $5,000.00, to be included in the city's annual budget for miscellaneous expenses, to be reimbursed upon submission of receipts or proper documentation. Expenses in excess of this amount shall only be permitted by council approval. The mayor shall be entitled to all benefits customary to an employee of the city, except pension benefits, and sick and vacation leave.

(2) *Councilmembers generally.* Each councilmember shall receive an annual salary of $7,416.00, to be paid monthly. ~~**For the period beginning July 27, 2009, and ending July 26, 2010,each councilmember shall receive an annual salary of $6,674.40, to be paid monthly.**~~ The council president shall receive an annual salary of $8,652.00, to be paid monthly. ~~**For the period beginning July 27, 2009, and ending July 26, 2010, the council president shall receive an annual salary of $7,786.80, to be paid monthly.**~~ Councilmembers shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by ordinance or policy.

(3) *Board of assessment appeals.* Each appointed member of the board sitting to hear appeals from the municipal assessment shall receive $75.00 per diem reimbursement for expenses for the preparation and attendance at each meeting of the board of assessment appeals.

(4) *Nonemployee election officers.* Each person not a city employee appointed to serve as an election judge for any municipal election shall receive $200.00 for per diem reimbursement for each election attended. Each person chosen to serve as a clerical assistant for any municipal election shall receive $150.00 for per diem reimbursement for each election attended.

(5) *Employee election officers.* Employees of the city appointed to serve as election judges or officials for any municipal election shall receive $150.00 for per diem reimbursement for expenses for each municipal election attended in addition to their regular salary.

Draft

(6) *Appointee to council committee.* Each appointed member to any city council committee, not serving an elected term to any city office, shall receive $75.00 for preparation and attendance at each committee meeting to which the member is appointed.

(7) *Employee on council committee.* ~~For a~~**A**ny city employee appointed to a council committee shall receive $25.00 for reimbursement for expenses per diem for each meeting attended which is held after 5:00 p.m. on a scheduled workday or at any time on a weekend or city-approved holiday.

(8) *Planning commission.* Each appointed member of the planning commission shall receive $100.00 per diem reimbursement for expenses to be paid monthly for preparation and attendance at each meeting of the planning commission.

(9) *Board of adjustment.* Each appointed member of the board of adjustment~~s~~ shall receive $75.00 per diem reimbursement for expenses to be paid monthly for preparation and attendance at each meeting of the board of adjustment~~, to become effective July 1, 2007~~.

(b) *Compensation commission.* There is hereby created a compensation commission to consider compensation for the mayor, city council, and paid members of city committees and commissions. The compensation commission shall consist of five members, one member appointed by the mayor, one member appointed by the council president, and three members appointed by city council during the annual meeting. Members shall be city residents who are registered to vote in city elections. Members shall serve ~~two~~ **four**-year terms and cannot be reappointed within the next ~~two~~ **four** years. The controller/treasurer and human resources director shall serve as ex-officio, nonvoting members.

The compensation commission shall meet ~~as needed~~ **at least once a year**, with a **written** report due to council ~~six months prior to~~ **on or before** the **first** regular ~~municipal election~~ **council meeting in November. Prior to submitting a resolution to council which proposes a change in compensation**, ~~with~~ one public hearing **must be** held ~~prior to their submission of the report to council~~. Upon receiving the resolution of the commission, the city council may reduce or reject the commission's recommendation, but it may not increase any item in the resolution. The recommendations contained in the resolution, and any permitted changes to such recommendations, shall not become effective unless adopted by ordinance enacted at least three months prior to the elections of the next succeeding mayor and council, and shall take effect only for the next succeeding terms of office of the mayor and council.

ADOPTED: *

S:\ORDINANCES\2017\DRAFT\ORDINANCE #2017-09 COMPENSATION COMMISSION\Ordinance #2017-09 - Ch 2-Admin, Art IV-Officers & Employees, Div I-Gen, Sec 2-201 Compensation-Final Reading.wpd

SYNOPSIS

The proposed amendments would correct the charter reference; delete language related to the Mayor and Councilmember's pay reduction in 2009; increase the term length and period of time between reappointments for Compensation Commission members from two years to four years; and require the Commission to meet at least once a year and provide a written report to Council.

(SPONSORS: NEIL AND SLAVIN)

Actions History

08/14/2017 - Scheduled for Final Reading - City Council
07/24/2017 - First Reading - City Council
06/27/2017 - Introduction - Council Committee of the Whole/Legislative, Finance, and Administration Committee

Draft