REGULAR COUNCIL MEETING
AGENDA

JUNE 13, 2016 - 7:30 P.M.

REVISED TO REMOVE PROPOSED RESOLUTION NO. 2016-07

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 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 REVEREND THEODORE HENDERSON

PLEDGE OF ALLEGIANCE LED BY COUNCIL PRESIDENT SLAVIN

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

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

* 1. **ADOPTION OF MINUTES**
   - **A. REGULAR COUNCIL MEETING OF MAY 23, 2016**
   - **B. SPECIAL COUNCIL MEETING - BUDGET REVIEW OF MAY 24, 25, AND 26, 2016**

2. **CERTIFICATE OF CONGRATULATIONS - TOWNSEND BROTHERS CHEVROLET - 86 YEARS OF BUSINESS**

3. **PRESENTATION - 2015 ANNUAL REPORT - ROBBINS HOSE COMPANY (DOVER FIRE DEPARTMENT)**

4. **PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2016-09 WITH COUNCIL COMMITTEE OF THE WHOLE/SAFETY ADVISORY AND TRANSPORTATION COMMITTEE AMENDMENT #1 (CCW/SA&T #1)**

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF APRIL 11, 2016. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

A. **ORDINANCE #2016-09 WITH CCW/SA&T #1 AMENDING CHAPTER 98 - STREETS, SIDEWALKS, STORM SEWERS AND OTHER PUBLIC PLACES, ARTICLE I. - IN GENERAL, SECTION 98-10 - SPEED REDUCTION DEVICES; APPENDIX A - SUBDIVISIONS, ARTICLE VI - SUBDIVISION - GENERAL REQUIREMENTS AND DESIGN STANDARDS, SECTION A - STREETS, PARAGRAPH 1; AND APPENDIX B - ZONING, ARTICLE 10 - PLANNING COMMISSION, SECTION 2 - SITE DEVELOPMENT PLAN APPROVAL, 2.54 - PROPOSED DEVELOPMENT**

(PLANNING COMMISSION RECOMMENDED AGAINST ADOPTION OF PROPOSED ORDINANCE #2016-09 AS WRITTEN BUT TO RE-VISIT THE NEED AND THE LANGUAGE IF THERE IS A THOUGHT THAT THESE ARE A NECESSARY ITEM TO ALLOW)

5. **PUBLIC HEARING - ELECTRIC REVENUE FUND BUDGET**

6. **60-DAY PROGRESS REPORT - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - PROPERTY LOCATED AT 1032-1058 SOUTH DUPONT HIGHWAY, OWNED BY BMDR LLC**

7. **PLANNED NEIGHBORHOOD DESIGN: SENIOR CITIZEN HOUSING OPTION - THE GRANDE - 90 SAULSBURY ROAD (CLUBHOUSE AND POOL)**

(CITY COUNCIL SHALL DETERMINE WHETHER OR NOT THE PROPOSED PROJECT IS OF SUCH A DESIGN AND TYPE THAT WARRANTS FURTHER REVIEW BY THE PLANNING COMMISSION. STAFF RECOMMENDS FORWARDING THE PLAN TO THE PLANNING COMMISSION FOR REVIEW.)

* 8. **BOARD OF ASSESSMENT APPEALS REPORT - MAY 23, 2016**

A. **CENTRAL DELAWARE HABITAT FOR HUMANITY**

(BOARD RECOMMENDED APPROVAL OF REQUEST FOR EXEMPTIONS)

(1) **67 SOUTH QUEEN STREET**
(2) **18 SOUTH QUEEN STREET**
(3) **47 SOUTH KIRKWOOD STREET**
(4) **27 NORTH NEW STREET**
(5) **24 NORTH NEW STREET**
(6) **20 NORTH NEW STREET**
(7) **101 SOUTH QUEEN STREET**
(8) **16 SOUTH QUEEN STREET**
(9) **45 SOUTH QUEEN STREET**
(10) **19 NORTH NEW STREET**
(11) **23 NORTH KIRKWOOD STREET**
(12) **53 SOUTH NEW STREET**
(13) **223 WEST DIVISION STREET**
(14) **50 SOUTH GOVERNORS AVENUE**

B. **WHATCOAT COMMUNITY DEVELOPMENT INC. - 992 WHATCOAT VILLAGE DRIVE**

(BOARD RECOMMENDED APPROVAL OF REQUEST FOR EXEMPTION WITH THE RECOMMENDATION THAT THE CITY MANAGER GIVE THE OFFERED PILOT SERIOUS CONSIDERATION)

* **9. MONTHLY REPORTS - APRIL 2016**

- **A. CITY ASSESSOR'S REPORT**
- **B. CITY MANAGER'S REPORT**
- **C. CITY PLANNER'S REPORT**
- **D. CONTROLLER/TREASURER'S BUDGET REPORT**
- **E. ECONOMIC DEVELOPMENT OFFICE REPORT**
- **F. FIRE CHIEF'S REPORT**
- **G. POLICE CHIEF'S REPORT**

10. EVALUATION OF BIDS - THE ENERGY AUTHORITY (TEA) CONTRACT RENEWAL
(STAFF RECOMMENDS AUTHORIZING THE CITY MANAGER TO EXECUTE ALL CONTRACT DOCUMENTS FOR THE 3-YEAR CONTRACT EXTENSION AND TASK ORDER #1)

11. DISCHARGING THE YOUTH ADVISORY COMMITTEE AND RESCINDING RESOLUTION NO. 2008-11 - ESTABLISHING A YOUTH ADVISORY COMMITTEE AND RESOLUTION NO. 2010-03 - AMENDMENT TO COUNCIL RESOLUTION NO. 2008-11

* **12. 2016/17 COMMITTEE APPOINTMENTS - COUNCIL PRESIDENT** (DEFERRED DURING THE ANNUAL MEETING OF MAY 9, 2016)

- **A. CITY CHAPLAINS**
- **B. CIVILIAN PENSION PLAN - BOARD OF TRUSTEES**
- **C. COMPENSATION COMMISSION**
  (COUNCIL PRESIDENT SLAVIN REQUESTS THAT THE COMPENSATION COMMISSION APPOINTMENTS BE DEFERRED)
- **D. CONSTRUCTION CODE APPEALS COMMITTEE**
- **E. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE**
- **F. OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND BOARD**
- **G. PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE**
- **H. POLICE PENSION PLAN - RETIREMENT COMMITTEE**
- **I. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE**
- **J. UTILITY COMMITTEE**

* **13. 2016/17 MISCELLANEOUS APPOINTMENTS - COUNCIL PRESIDENT** (DEFERRED DURING THE ANNUAL MEETING OF MAY 9, 2016)

- **A. CENTRAL DELAWARE CHAMBER OF COMMERCE - LIAISON MEMBERS**
- **B. CITY/COUNTY COMMITTEE (LIAISON TO KENT COUNTY)**
- **C. KENT COUNTY TOURISM BOARD OF DIRECTORS**
- **D. KENT ECONOMIC PARTNERSHIP BOARD OF DIRECTORS**
- **E. PRESIDENT'S COUNSEL ON PUBLIC/PRIVATE PARTNERSHIPS AND THE FUTURE OF CITY HALL, WEYANDT HALL, FORMER DOVER LIBRARY, AND OTHER CITY PROPERTIES**
  (COUNCIL PRESIDENT SLAVIN REQUESTS THAT THE PRESIDENT'S COUNSEL APPOINTMENTS BE DEFERRED)

* **14. 2016/17 COMMITTEE APPOINTMENTS - MAYOR** (DEFERRED DURING THE ANNUAL MEETING OF MAY 9, 2016)

- **A. COMPENSATION COMMISSION**
- **B. DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS**
- **C. ELECTION BOARD**
  (MAYOR CHRISTIANSEN REQUESTS THAT THESE APPOINTMENTS BE DEFERRED)

* **15. APPOINTMENT RECOMMENDED BY MAYOR CHRISTIANSEN - DOVER PUBLIC LIBRARY ADVISORY COMMISSION - JILL B. STREET - FIVE (5) YEAR TERM TO EXPIRE JUNE 16, 2021**
(TO FILL THE EXPIRED TERM OF DOROTHY SNYDER)

16. FIRST READING - PROPOSED ORDINANCE #2016-17
THE FIRST READING IS OFFERED ON THE PROPOSED ORDINANCE. FINAL ACTION BY COUNCIL WILL TAKE PLACE DURING THE SECOND READING ON JUNE 27, 2016. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS, ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT," OR BY CONTACTING THE CITY CLERK'S OFFICE AT 736-7008 OR CITYCLERK@DOVER.DE.US.

A. PROPOSED ORDINANCE #2016-17 - 2016/2017 CITY OF DOVER BUDGET ORDINANCES

17. FINAL READING - PROPOSED ORDINANCE #2016-10
THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF MAY 23, 2016. 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 #2016-10 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE IV - OFFICERS AND EMPLOYEES, DIVISION 8 - DEFERRED COMPENSATION PLAN

18. CITY MANAGER'S ANNOUNCEMENTS

19. COUNCIL MEMBERS' ANNOUNCEMENTS

20. ADJOURNMENT

EXECUTIVE SESSION PURSUANT TO:

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

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

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

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

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on May 23, 2016 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison.

Council staff members present were Deputy Police Chief Mailey, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend (departed at 7:34 p.m., and returned at 7:36 p.m.), Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen (departed at 7:56 p.m.) was also present.

OPEN FORUM

The Open Forum was held at 7:15 p.m., prior to commencement of the Official Council Meeting. Council President Slavin declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

Mr. Ronald Harmon, 1427 New Burton Road, stated that he and his wife own a self-storage business on New Burton Road. He explained that approximately five (5) years ago, he purchased two (2) pieces of property on Webbs Lane. The smaller of the two (2) properties had remained on the market for the past five (5) years and last year a potential buyer contacted him. Mr. Harmon explained that the potential buyer wanted to extend the property line, so he began that process in November 2015. He stated that he became frustrated because it is a long process, noting that he received final approval from the City in March 2016. Mr. Harmon thanked Mrs. Ann Marie Townshend, Director of Planning and Community Development, for returning his call on Friday, May 20, 2016 and offering to work directly with the potential buyer regarding the property. He also thanked Mr. Scott Koenig, City Manager, for returning his call in regard to his concerns pertaining to sewer impact fees. Mr. Harmon stated that he did not realize that the property had a septic system and was not connected to City sewer. He explained that there was a small building on the property with one (1) toilet and one (1) sink and expressed concern regarding his impact fee of $8,400. Mr. Harmon stated that Mr. Koenig explained the impact fee to him and he did not have any questions regarding it but questioned whether Council could reduce the taxes for his mini storage for a few years in order for him to recover the cost.

The invocation was given by Chaplain Wallace Dixon, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

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

Mayor Christiansen requested that item #10-A-1 - Reappointments/Appointments - Recommended by Mayor Christiansen - Planning Commission - Three (3) Year Terms to Expire June 1, 2019 - Kathleen Welsh - First District (Reappointment) be deferred.

Mr. Anderson requested that item #4-B-7 - Progress Report on the Youth Advisory Committee's Reporting of Their Minutes, be removed from the Consent Agenda.

Mr. Lewis requested that item #4-B-4 - Proposed Ordinance #2016-10 Amending Chapter 2 - Administration, Article IV - Officers and Employees, Division 8 - Deferred Compensation Plan, be removed from the Consent Agenda.

Mr. Anderson requested that item #4-B-5 - Evaluation of Trial Period for Council Committee of the Whole Meetings (Council Resolution No. 2015-16), be removed from the Consent Agenda.

Mr. Lewis moved for approval of the Consent Agenda, as amended, seconded by Mr. Neil and carried by a unanimous roll call vote.

ADOPTION OF MINUTES - ANNUAL COUNCIL MEETING OF MAY 9, 2016

The Minutes of the Annual Council Meeting of May 9, 2016 were unanimously approved by motion of Mr. Lewis, seconded by Mr. Neil and bore the written approval of Mayor Christiansen.

CERTIFICATE OF APPRECIATION - SOLID ROCK BAPTIST CHURCH

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

CERTIFICATE OF APPRECIATION

presented to

Solid Rock Baptist Church

for opening your facility
to provide space for community meetings

Your generous hospitality has enhanced community engagement in the City of Dover.

May 23, 2016

On behalf of the Mayor and Council, Mayor Christiansen and Councilmen Anderson and Sudler presented the Certificate to Reverend William Grimes and Reverend Ricky Hardy.

Mr. Anderson expressed his thanks to these churches for opening their facilities free of charge to the community.

Reverend Grimes thanked members of Council for the wonderful award and being able to partner with the City, noting that it's team work that makes the dream work.

Reverend Hardy stated that it was an honor to have the neighborhood watch help celebrate the new community center, noting that they are diligent in their Wednesday and Thursday meetings. He stated the church was glad to have the neighborhood watch, which is doing good work in collaboration with the Police and Public Works Departments. Reverend Hardy expressed his thanks and noted that everyone working together as one City is a good thing.

CERTIFICATE OF APPRECIATION - MT. ZION A.M.E. CHURCH
The City Clerk read the following Certificate of Appreciation into the record:

CERTIFICATE OF APPRECIATION

presented to

Mt. Zion A.M.E. Church

for opening your facility
to provide space for community meetings

Your generous hospitality has enhanced community engagement in the City of Dover.

May 23, 2016

On behalf of the Mayor and Council, Mayor Christiansen and Councilman Anderson presented the Certificate to Councilman Sudler on behalf of Mt. Zion A.M.E. Church.

On behalf of Pastor Ellis B. Louden, Councilman Sudler expressed appreciation to the City of Dover for the certificate.

CERTIFICATE OF APPRECIATION - UNION MISSIONARY BAPTIST CHURCH
The City Clerk read the following Certificate of Appreciation into the record:

CERTIFICATE OF APPRECIATION

presented to

Union Missionary Baptist Church

for opening your facility
to provide space for community meetings

Your generous hospitality has enhanced community engagement in the City of Dover.

May 23, 2016

On behalf of the Mayor and Council, Mayor Christiansen and Councilmen Anderson and Sudler presented the Certificate to Reverend R. G. Moore's representative, who thanked Mr. Anderson and Mr. Sudler for being active members of the community.

Mr. Cole moved to suspend the rules. The motion was seconded by Mr. Neil and unanimously carried.

CERTIFICATE OF RECOGNITION - TRACI A. MCDOWELL

Mayor Christiansen read the following Certificate of Recognition into the record:

CERTIFICATE OF RECOGNITION

presented to

Traci A. McDowell

in honor of her 10th Anniversary as
City Clerk for the City of Dover

Traci A. McDowell has served as an exemplary City Clerk since May 17, 2006, and her dedication to public service, selflessness, and talents continue to increase the quality of life for our citizens. By keeping abreast of laws, regulations, and pertinent professional knowledge she upholds the integrity of the City of Dover and we are proud of her accomplishment in earning her Master Municipal Clerk designation through the International Institute of Municipal Clerks.

May 23, 2016

On behalf of the Mayor and Council, Mayor Christiansen and Council President Slavin presented the Certificate to Mrs. McDowell.

PRESENTATION BY THE URBAN LEAGUE (DR. SHEKELIA HINES)

Dr. Shekelia Hines reviewed a presentation entitled "Metropolitan Wilmington Urban League (MWUL) Dover Committee" ***(Exhibit #1)***, explaining that the Dover Committee of the Urban League was brand new and she was present to spread the word and create awareness, in order to work together with the local government to fill the needs of the community.

Referring to Page 10 of the presentation, Dr. Hines reviewed the Dover Committee Young Professional's (YP's) accomplishments. She explained that the Dover Committee began in March 2015 and in April, the Committee held a campaign bootcamp training, which covered the ins and outs of how to run a campaign, including research, background, marketing, fund-raising, promotion, and mail media. Dr. Hines stated that in May, the Committee held an education event and invited high school juniors and seniors to speak with individuals regarding the transition into college.

Dr. Hines noted that in the upcoming year, the Committee would be looking at working with local businesses to find out what the needs are, so that they can work with city government to improve their conditions. She stated that the Committee was also looking at doing a community organizing training in September.

Dr. Hines informed members that the Urban League is a resource which is known for its research. She explained that, in the past, the League had done many reports and worked together with local government. Dr. Hines stated that, for example, Lisa Blunt Rochester had worked for Governor Ruth Ann Minner and, when she became the Urban League President, she used her skills

and knowledge from her previous position to form a report for the city in social change and awareness in education. Similarly, when Mr. James Gilliam, Sr., founder of the Urban League, was Director of Housing and Urban Development, he developed a report and presented it to government to use to better the housing situation in Wilmington.

Mr. Hosfelt moved to suspend the rules to allow members of the public in attendance to ask questions regarding this matter. The motion was seconded by Mr. Neil and unanimously carried.

Mr. Chevis Anderson noted that he had the opportunity to attend some of the Urban League's events and they are a great organization. He commended Dr. Hines for bringing the group to Dover.

Mr. Hutchison welcomed Dr. Hines and the Urban League to Dover, noting that the age group that the League is reaching out to is in need.

Dr. Hines stated that the Urban League Dover Committee meetings would be held the first Wednesday at 6:00 p.m. at Delaware State University.

Mr. Slavin noted that if Dr. Hines was bringing the work of Mr. James Gilliam, Sr. to the Dover community, she was doing a great job.

COUNCIL COMMITTEE OF THE WHOLE REPORT - MAY 10, 2016

The Council Committee of the Whole Meeting was held on May 10, 2016 at 6:00 p.m. with Council President Slavin presiding (departed at 6:34 p.m., returned at 6:35 p.m., departed at 8:02 and returned at 8:04 p.m.). Members of Council present were Mr. Anderson, Mr. Sudler (departed at 6:34 p.m., returned at 6:39 p.m., and departed at 8:02 p.m.), Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison (departed at 8:23 p.m. and returned at 8:25 p.m.). Mayor Christiansen was also present (departed at 6:37, returned at 7:18 p.m., and departed at 8:30 p.m.). Civilian members present for their Committee meetings were Mr. Keller and Mr. Shelton (*Safety Advisory and Transportation*), Mr. Caldwell and Mrs. Horsey (*Parks, Recreation, and Community Enhancement*), and Mr. Shevock and Ms. Maucher (*Legislative, Finance, and Administration*).

SPECIAL SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

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

Review of Position Description/Requirements - City Fire Marshal (Inspector III)

Mr. Hosfelt reminded members that this item was deferred during the Council Committee of the Whole/Safety Advisory and Transportation Committee meeting of April 26, 2016 due to time constraints.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the main issue under deliberation was whether or not the person hired for

the City Fire Marshal (Inspector III) position needed to have certification from the Council on Police Training (COPT). She explained that in the past 25 years, only two (2) people in the Fire Marshal's Office (FMO) had COPT training, one (1) of whom was Mr. Timothy Mullaney, the previous Fire Marshal who had transferred to the Dover Police Department. Mrs. Townshend indicated that Mr. Mullaney was sent to the Police Academy to take some of the stress off the Police Department. She noted that the FMO is first and foremost an inspections office with three (3) staff members. Mrs. Townshend estimated that 90% of the workload is related to inspections, plan review, and following up on complaints, and approximately 10% is related to fire investigation. She expressed her concern that if COPT certification is required, this would likely come at the cost of not having National Fire Protection Association (NFPA) Inspector I certification. Since the nature of the position is primarily fire inspections, fire plan review, and the prevention of fire, Mrs. Townshend felt that the City would end up with candidates that do not meet both of these qualifications; therefore, too much emphasis would be placed on the police side of the position, which involves the smallest amount of the workload.

Mrs. Townshend informed members that staff had met with the Police Department, who had agreed to work with the FMO on investigations. She indicated that staff was also working with the State to see if constable authority could be designated to the Fire Marshal, which would allow for detaining people when conducting investigations. Even without police training and certification, Mrs. Townshend assured members that fire marshals are trained in fire investigation, including arson. She felt it important to ensure that the City recruits and hires in the best interest of the City and the office as a whole, rather than for a narrow portion of the job at the expense of a large portion.

Mr. Jason Osika, Inspector II, explained that the FMO is a small office with two (2) deputies, himself and Mr. Matthew Brown, Inspector I, who are not COPT certified, and one (1) vacant position. Mr. Osika reiterated that there had been only two (2) fire marshals who were COPT certified in the past 25 years. He noted that Mr. James Melvin attended the Police Academy run by the Dover Police Department in 1992 and he left the office in 1993. Mr. Osika advised that Mr. Timothy Mullaney attended the Academy in November 2011 and left the office in April 2016. He stated that the three (3) FMO staff members share all duties, including plan review, inspections, and origin and cause investigations, whereas employees in other offices, such as the State FMO, perform only one (1) of these functions. Mr. Osika stated that although fire investigations take approximately 10% of their workload, this variable could change at any time. He informed members that having one (1) COPT officer would not guarantee this individual's presence in the office 100% of the time due to vacations. Mr. Osika noted that he previously handled an arson fire through the Dover Police Department Criminal Investigation Unit when Mr. Mullaney was away from the office. He explained that the FMO staff uses the Law Enforcement Information Sharing System (LEISS) used by the Dover Police Department, entering and approving their own reports. Mr. Osika indicated that, since Mr. Mullaney's transfer, there is a temporary agreement with the Police Department to use the

Criminal Investigation Unit whenever the FMO has a criminal fire. He advised that 101 fires were investigated in 2015, 13 of which were classified as incendiary and resulted in four (4) arrests. There were also four (4) incidents involving juveniles and one (1) involving mental capacity which was declined for prosecution by the Attorney General's Office. Mr. Osika advised members that in 2016 there had been 38 fires, seven (7) of which were incendiary with one (1) arrest, and arrest came under Mr. Osika with the use of the Dover Police Department. He indicated that the Fire Marshal would use COPT certification a very small percentage of the time.

Mr. Osika explained that losing one (1) individual in the FMO has a huge impact, noting that staff was now on call 24 hours and off 24 hours coming into the summer. Mr. Osika felt that if COPT were required, there would be a large chance of constant turnover due to the salary and benefits, expressing his belief that this was one (1) reason why Mr. Mullaney was no longer with the FMO. He indicated that the Fire Marshal position has Authority Having Jurisdiction (AHJ) powers. Mr. Osika informed members that the Fire Marshal signs off on everything relating to codes, such as NFPA codes, and this is one (1) of the main responsibilities of the position. He stated that he had provided staff information on other classes that could be required for this position. Mr. Osika advised that Mr. David Truax, former City of Dover Fire Marshal, had served as Fire Marshal for 18 years without COPT and Mr. Osika believed that the City had one of its largest arson periods under Mr. Truax in the late 1990's.

Mr. Osika requested that the Committee and Council not require COPT but indicate that it would be preferred, since COPT use is related to arrests and crimes and the remaining work involves investigations, NFPA, and plan review. Mr. Osika felt that the best candidate would be an individual with NFPA, COPT, Fire Inspector I, and Origin and Cause training from the National Fire Academy; however, he felt there was a very small chancing of finding such an individual and if COPT was required, there would be a good chance of losing out on the 90% of other things needed for day-to-day operations.

Mayor Christiansen stated that the office of Fire Marshal was established in 1959 and there had been only two (2) COPT certified Fire Marshals over the course of time, noting that some of the other Fire Marshals had also been past chiefs of Robbins Hose Company. Mayor Christiansen advised members that he sits on the Council on Police Training (COPT) and believed that the qualifications for COPT did not necessarily coincide with the City of Dover Fire Marshal. He felt it would be wonderful to have a COPT certified individual but that it exceeded the qualifications needed.

Mrs. Kimberly Hawkins, Human Resources Director, informed members that the City's Inspector III position description applied to two (2) positions within the City, the Fire Marshal and the Code Enforcement Supervisor.

In response to Mr. Sudler, Mrs. Hawkins expressed her belief, based on what Mr. Osika had explained about the position, that knowledge of the NFPA code would be a requirement for the Fire Marshal, noting that she had not studied this.

Mrs. Townshend explained that the Code Enforcement Supervisor Inspector III has certification through the International Property Maintenance Code and Mr. Timothy Taraila serves in this position.

Mrs. Hawkins noted that the Fire Marshal would have NFPA certification.

Mr. Anderson pointed out that the position description required national certification in one (1) of the major areas of responsibility, including basic building code, plumbing code, mechanical systems, fire protection systems, and property maintenance, and that the Fire Marshal could qualify with plumbing code certification and not be certified in fire protection systems. He asked if it would make sense to require a separate description for the Fire Marshal position that includes at least two (2) certifications, with one (1) being fire protection systems. Responding, Mrs. Hawkins stated that City job descriptions were created in the past by the Management Advisory Group, Inc. who reviewed Positional Analysis Factors (PAF) for City positions and they are very generic. She explained that they are reviewed and updated to meet the needs of the position by the Human Resources Department and department heads when recruiting and creating job postings. Mrs. Hawkins advised that once Council makes a decision regarding the Fire Marshal position, staff will review and adjust the job descriptions for the Code Enforcement Supervisor and the Fire Marshal accordingly or create a new job description if it is desired to change the title to Fire Marshal rather than Inspector III. She stated that if the Inspector III title is retained, the current job description would be used as a shell, noting that staff had been inserting language that specifies the requirements for the position in the FMO.

Mr. Neil reminded members that the Operational and Administrative Analysis - Dover Fire Department, Dover, Del. - Final Report - March 2016 (Operational and Administration Analysis) had referenced the Fire Marshal position, and he felt this report must be taken into consideration in deciding what to do. He questioned if the citizens of the City would be endangered in any way if this position were left open and, if so, his inclination was to approve recruiting but to review the position when the report was considered and make changes for the successor at that time.

Mr. Anderson stated that Council had appointed an Interim Fire Marshal during their meeting of May 9, 2016; therefore, the position was covered in the interim. Responding, Mr. Slavin stated that the position was covered but the FMO was still down a position. Mr. Hosfelt noted that the deputies were on call more often and there was a lot more stress on the Fire Marshal's Office.

Mr. Hutchison stated the importance of listening to the City Planner, who works with the fire marshals and the inspectors and knows the office, noting that she had given

clear direction on the type of person and guidelines that should be followed. He felt that members should do what was recommended by staff. Mr. Hutchison indicated that someone with both fire investigation and fire service background was needed.

Mr. David Truax, 35 Upland Avenue, advised that he served as City of Dover Fire Marshal from 1996 until May of 2014.

Mr. Sudler questioned if Mr. Truax believed that creating a new job description specific to the Fire Marshal would be more effective than continuing to use the Inspector III job description for this office. Responding, Mr. Truax indicated his preference for a new job description for the Fire Marshal, explaining that this had been discussed for a long time. Mr. Truax felt that the job description for the Fire Marshal differs from what the building inspector does, noting that it may be possible to modify the Inspector III position description.

In response to Mr. Hare, Mr. Truax expressed his opinion that some certifications should be required for the Fire Marshal.

Mr. Hare suggested that COPT could be a preferred certification, but he felt that there must be some knowledge and certifications required to be the Fire Marshal. Mr. Truax concurred with Mr. Hare, explaining that he felt that the City was past the point where they should require the Fire Marshal to be certified to carry a gun. Mr. Truax expressed his opinion that if the FMO were to go back to doing things with the Police Department, the individual who oversees criminal investigations must make sure that the police detectives work with the Fire Marshal and take the Fire Marshal's input seriously. Mr. Truax suggested making COPT training preferred and stressed the importance of getting someone at the helm of the FMO within a reasonable amount of time.

Mrs. Townshend stated that she did not believe there should be a delay in posting this position. She acknowledged that this position was part of the public safety study; however, she felt recruitment could be done in such a way that implementation of the study would not be precluded. Mrs. Townshend reiterated that there were two (2) employees on an on-call rotation of 24 hours on and 24 hours off, and this was affecting the workload in the office and their personal lives. In regard to the job description, Mrs. Townshend stated that she, Mrs. Hawkins, and Mr. Scott Koenig, City Manager, were prepared to create a Fire Marshal position separate from the Inspector III position. She emphasized that certifications had always been required when this position had been posted in the past. When Mr. Mullaney took the position, it was posted as NFPA Inspector I required, COPT certification preferred, and staff was prepared to post it in this way for the current vacancy. Although the position description had some flexibility to include information relevant to both the code enforcement and fire marshal positions, staff had always ensured that the postings included the specific skill sets needed for each position.

In response to Mr. Hosfelt, Mrs. Townshend stated that staff's recommendation was to use the same posting they used when Mr. Mullaney was hired as Fire Marshal, with COPT preferred but not required.

Mr. Koenig requested that the issue be referred to administrative staff to refine the job description and post accordingly. He stated that the Fire Marshal's position was envisioned in the public safety study and he felt that staff could recruit knowing that those things were under consideration. Mr. Koenig felt it important to get the posting out and begin the process of recruitment to reduce the impact on the current staff.

Referencing Mr. Hare's concerns regarding certifications related to this position, Mr. Sudler questioned what additions Mr. Truax would recommend for the job description. Responding, Mr. Truax stated that he had not seen the job description and felt that Human Resources staff, Mrs. Townshend, and the current FMO staff should be able to determine the requirements. He noted that code enforcement and fire investigation should be included, or that time be allowed for this training.

The Committee recommended referring this matter to staff to develop an appropriate job description and post the position accordingly.

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

Transfer of Real Property from Delaware Civic Center Corporation to Delaware State University

During their meeting of May 9, 2016, City Council approved the Council Committee of the Whole/Legislative, Finance, and Administration Committee's recommendation that Delaware State University (DSU) present the Committee with a proposal for City Council to transfer the property to DSU.

Mr. Slavin moved to recommend referring this item directly to City Council without a recommendation and continuing the deliberation on the Council floor 13 days hence. The motion was seconded by Mr. Sudler.

Mr. Anderson questioned if members would hear from the people present at the meeting in regard to this matter. Responding, Mr. Slavin stated that there would be a full vetting of the issue at the City Council meeting.

Mr. Sudler called for the question. The motion was seconded by Mr. Hutchison and carried with Mr. Anderson voting no.

The Committee recommended referring this item directly to City Council without a recommendation and continuing the deliberation on the Council floor 13 days hence.

During the Council meeting, Mr. Slavin reminded members that this issue had been before Council a couple of times and was recently discussed by the Council Committee of the Whole. He stated that the City Clerk had researched this issue thoroughly, members had debated it for hours, and it was thoroughly vetted at the Committee level. Mr. Slavin stated that this land is not owned by the City of Dover, explaining that a vote of a previous Council ceded the land to the Civic Center Corporation. He informed members that the request now before Council was to simply waive the City's right of first refusal back to the land and allow DSU to use the land, for what he thinks is a very good purpose.

Mr. Slavin explained that this Council is not bound by a previous Council's decision; however, he believed that the previous decision was sound at the time. He felt that DSU could now do something with the land far better than the City could ever have imagined. Mr. Slavin expressed his opinion that Council should support this request, given the contributions that DSU and their alumni have made and continue to make in the community.

Mr. Sudler moved that the City of Dover hereby waives, terminates, and renounces any rights it may have in the property conveyed to the Dover Civic Center Corporation, a Delaware Corporation by deed, dated December 11, 2001, pending the signing of a memorandum of understanding between the City of Dover and Delaware State University pertaining to utility easements. The motion was seconded by Mr. Hare.

Mr. Hosfelt questioned why the City is in this position if the City has no right to the land. Responding, Mr. Slavin stated his understanding that the land is still owned by the Civic Center Corporation, which is still a legal corporate entity in the State of Delaware.

Mr. David Sheppard, General Counsel for DSU, stated that in response to some of the questions raised during the Council Committee of the Whole/Legislative, Finance, and Administration Committee Meeting of April 26, 2016, he prepared a letter dated May 20, 2016, regarding the prospective relinquishment of the City of Dover's transfer right in the Delaware Civic Center Corporation land, which was submitted to Council President Slavin ***(Exhibit #2)***.

Mr. Hosfelt, referring to the Delaware State University Convocation Center Final Report that was presented during the August 24, 2015 Legislative, Finance, and Administration Committee meeting, requested confirmation that DSU planned to hold approximately 170 events per year. Responding, Mr. Sheppard stated that the range provided was between 144 and 173.

Mr. Hosfelt asked if DSU felt that it should not pay any taxes, noting his assumption that this would be a money making venture. In response, Mr. Sheppard explained that the intent of developing a convocation center had various purposes, including a place for DSU to hold sporting events and graduations. He stated that there certainly should be revenue generated as a consequence of holding University affiliated events or other events at the facility. Mr. Sheppard expressed his opinion that the City, as well as DSU, would benefit from these events, whether in terms of jobs, the taxes paid

by people who are employed full-time, or businesses located in the City that get traffic as a consequence of the events.

Mr. Hosfelt noted that there was no guarantee that the people who would be employed would live within the City. Responding, Mr. Sheppard stated that there was no guarantee of anything, as was the case with the civic center when it was proposed and approved by City Council in 2001.

Mr. Hosfelt stated that his concern was that DSU was going to enter into a venture and hold up to 170 events per year with the hopes of making money and they will have to offset the costs somehow. He explained that, across the street from DSU, there is a business that pays in excess of $250,000 per year in taxes to hold events and do things that are similar to what DSU wants to do. Mr. Hosfelt did not believe that it would be fair to do for one (1) entity but not the other. He stated that if DSU was strictly going to hold DSU events like basketball games and graduations, he might be able to understand; however, DSU is planning to hold many other events and will make a profit at some point. Mr. Hosfelt asked how, from DSU's point of view, this would be fair to the other businesses in the City who are in the same line of work.

In response to Mr. Hosfelt, Mr. Sheppard stated that he did not think it was fair or reasonable to compare a non-profit higher education institution, whose fundamental focus is on educating the students that come to the University and does not provide shares of stock to shareholders, to a for-profit entity who regularly has people come through its doors to gamble. Referring to Dover Downs Hotel and Casino, Mr. Sheppard noted that they are a for-profit venture, which has events inside their facility as well as races, concerts, etc. It was his opinion that Dover Downs has a greater material impact on resources, community members, etc. than DSU. Mr. Sheppard stated that DSU has the benefit of having educated many people over many years, including some of the people present, and he did not see DSU in the same vein as a for-profit enterprise.

Mr. Hosfelt noted that the Delaware State University Convocation Center Final Report estimates that 40% of the events will be for the college. He asked if the other 60% of the events would be for profit. Mr. Sheppard confirmed that they would be. Mr. Hosfelt asked if it would be fair for DSU to pay taxes on that 60%. Responding, Mr. Sheppard thought that the business that would be drawn in from the events would be a benefit to the City, noting that the businesses who generate revenue from those activities will pay taxes.

Mr. Hosfelt explained that the City was still utilizing its resources to support DSU and he was unsure what the benefit would be for the City. He stated that there may be a benefit to the hotel or restaurant industry, but to the Fire and Police Departments and the other public safety services within the City, it would not be a benefit and would continue to tax the City's resources. Mr. Hosfelt indicated that DSU had $250M in property that they were not paying taxes on and Council would be giving away even more property that would be untaxed.

Mr. Cole questioned if underground and above ground easements had been obtained. Responding, Mr. Koenig explained that he had not read the letter that was referenced but had a conversation in this regard with Mr. Sheppard.

Mr. Slavin stated that there would likely be a second motion to authorize the City Manager to negotiate this matter.

Mr. Cole questioned who would assume the environmental liabilities on the land moving forward. Responding, Mr. Koenig stated his understanding that when the land was originally transferred to the Delaware Civic Center Corporation, they assumed all of the liability related to environmental conditions on the property. This is why there was concern at the administrative level that any reversionary clause that would transfer a deed back into the City's name would potentially transfer that liability back to the City. Mr. Koenig understood that the City did not have liability associated with the environmental conditions from the original transfer. He assumed that all of the closure documents would be maintained and the City would not have liability going forward.

In response to Mr. Cole regarding a plan for the future of solar fields on seven (7) acres of the property, Mr. Koenig stated that Mr. Harry Maloney, Electric Director, had provided Mr. Sheppard a copy of the plan with a basic layout of a potential solar field. This would impact approximately five (5) to seven (7) acres above the area where potential parking was planned. Mr. Koenig indicated that it would be the City's intent to pursue an easement and potentially construct a solar field there to meet Renewable Portfolio Standards (RPS).

Mr. Cole questioned if there was any type of Payment in Lieu of Taxes (PILOT) program to help offset any public safety costs. Responding, Mr. Koenig indicated that there had been general discussion on this when he and Mr. Kirby Hudson, Assistant City Manager, had met with Mr. Sheppard in February; however, there had been no additional discussion since.

Mr. Sheppard advised that DSU was not prepared to entertain a PILOT program at this time. He indicated that it was inaccurate to state that there would be no benefit to the City if the transfer were approved. Mr. Sheppard stated his understanding, from speaking with Mr. Koenig and from Mr. Koenig's presentation at the Council Committee of the Whole/Legislative Finance, and Administration Committee meeting on April 26, 2016, that the City incurs about $5,000 a year, on average, in maintaining the grounds, doing environmental assessments, and the like, which would not be borne anymore if the land were transferred. In addition, Mr. Sheppard pointed out that the environmental liability associated with the land would transfer to DSU and not be the City's responsibility.

Mr. Cole suggested that obtaining the easements and realizing the benefits of getting out of the environmental liabilities might help the proposal move forward.

Mr. Koenig indicated that he had been on the record on several occasions stating, from an administrative standpoint, that the City was not interested in taking back the environmental liability associated with this property. For four (4) or five (5) years, staff had been authorizing the inspection of the landfill cap by Compliance Environmental, asking them to prepare a report that is submitted to the Department of Environmental Resources and Environmental Control (DNREC), and committing to doing grass cutting, mowing, rut filling, and disposal of any type of debris that had been dumped there to maintain a good standing in the closure documents. He estimated that the out-of-pocket expenses to pay the consultant and for staff time needed to inspect or assist with inspection were approximately $3,000 - $5,000 per year.

Mr. Hare stated that there had been discussion in the 1990's on transferring the property; however, he recalled that the property was not transferred to the Civic Center until 2000 or 2001. At that time, there was related discussion on charging a 25 cent ticket fee for non-DSU events which the City would receive. Mr. Hare felt that something like this could be revisited in the future, noting that he saw no benefit to the City keeping the property. He reminded members that the City had planned to give the property away back then, and he did not believe anything had changed. Mr. Hare stated that there was now a different party who was willing to take the property over, assume the liability, and give the City easements. He questioned why the City would want a property that it had not had for 15 years when it may be able to obtain something that would be a benefit. Mr. Hare felt the transfer should move forward.

Mr. Anderson felt the convocation center was a very positive idea which would benefit the City. He agreed with Mr. Hosfelt that there should not be a blanket assumption of a tax exemption. Mr. Anderson questioned if the existing tax exemption to DSU included property owned in the future or if members would have to vote separately in the future on whether to make the property tax exempt. Responding, Mayor Christiansen believed that a decision on tax exemption would be made once the property use is known.

Mr. Anderson asked if it would be appropriate to make an amendment in that regard at this time. Mr. Slavin stated his preference to vote the motion up or down and have an additional vote after that if necessary.

Mr. Anderson clarified that his question was whether an amendment ensuring that a tax exemption is brought before Council on the property would be in order. In response, Mayor Christiansen indicated that this would be in order; however, this would be a separate action that would have to be taken in the future, depending on the use of the property.

Mr. Sudler questioned if Mr. Koenig's estimate of $3,000 - $5,000 for staff and consultant time for the property included the costs of the environmental liability, property tax, and insurance. Responding, Mr. Koenig advised that, to his knowledge, the property was not listed in the City's property inventory, so it is not insured by the City and there was no insurance cost. He explained that the environmental cost is to engage the consultant to go out with DNREC to do the inspection and for the inspection report of the landfill, in accordance with the closure documents that the City agreed to years ago. Mr. Koenig advised that if this property ultimately reverts to DSU, the University will have to conduct the annual inspection with DNREC staff and make any adjustments required by the report.

Mr. Sudler asked how much it would cost to insure the property in case someone were to be hurt on it. In response, Mr. Koenig stated that he did not come prepared to answer that question. He noted that the property would become part of the City's overall property inventory.

Mr. Hare felt that Mr. Anderson had made a good point regarding tax exemption for the property; however, he still felt the property should be transferred to DSU. Once the convocation center is built, if there were many events held that were not related to the University, this matter could be considered again. Mr. Hare noted that DSU had a lot of work ahead of them and questioned if they

were ready to break ground. Responding, Mr. Sheppard indicated that there are a number of steps involved before the property is shovel ready.

For clarification, Mr. Sheppard reiterated that the City would be waiving its right to the reversionary interest in the land and could choose never to exercise it. Assuming the corporation is resuscitated, the City would pay $10 to the corporation, and the land then would be transferred back to the City. Mr. Sheppard explained that the corporation was operated by the Delaware Economic Development Office (DEDO), who would have to resuscitate the corporation, and that entity would then have to decide what to do with the land.

Mr. Hare stated that the land would go to DSU, not back to the City. If DSU decides not to build something there, they would retain the land, have to maintain it, and do everything the City had been doing with the property for many years. He indicated that he was not looking for the land to come back to the City and felt that the City should move forward.

Mr. Neil noted that the City does not technically own the land since it had been turned over to another corporation and questioned if the motion would bring the property back to the City and allow the City to give it to DSU. Responding, Mayor Christiansen stated that if the City gives up its right, this would be the end of the City's involvement. He indicated that if it became a profit situation, the City could decide in the future if it qualifies as a charitable purpose. Mayor Christiansen advised that the City could consider taxation based on the profit made. He felt that the decision did not have to be made tonight because the property use was not stated at the present time.

Mr. Neil indicated that he was a very vocal supporter of Dover Downs, which had been a great neighbor and had brought people to the area. He stated that this organization makes a profit but cannot keep it because it is taken away, noting that Dover Downs would now be competing with DSU. Mr. Neil indicated that Senators Bushweller and Colin Bonini had shown him the value of the convocation center project and he would be voting to turn the property over to DSU.

Mr. Lewis asked if there were any outstanding funds owed to the City. In response, Mr. Koenig indicated that the land was still in the name of the Delaware Civic Center Corporation, and he believed that there was a small amount on the delinquent tax list. He was unsure if it was related to this property or the two (2) other properties. Mr. Koenig advised that there were no maintenance fees. He stated that a tally of annualized costs had not been kept; however, they were estimated at $3,000 - $5,000, which he considered a sum cost. Mr. Koenig noted that maintaining the report was a proactive measure so that there was no failure in the closure actions that could be linked back to the City. He stated the desire not to have to reenact the closure of the landfill if at all possible.

Mr. Hutchison stated his strong support of moving forward with this partnership between the City and DSU.

Mr. Hutchison called for the question, seconded by Mr. Sudler. The motion to call for the question carried by a roll call vote of seven (7) yes (Sudler, Neil, Lewis, Cole, Hare, Hutchison, and Slavin) and two (2) no (Anderson and Hosfelt).

The motion that the City of Dover hereby waives, terminates, and renounces any rights it may have in the property conveyed to the Dover Civic Center Corporation, a Delaware Corporation by deed, dated December 11, 2001, pending the signing of a memorandum of understanding between the City of Dover and Delaware State University pertaining to utility easements carried by a roll call vote of eight (8) yes (Anderson, Sudler, Neil, Lewis, Cole, Hare, Hutchison, and Slavin) and one (1) no (Hosfelt).

Mr. Neil moved to authorize the City Manager to negotiate and execute a memorandum of understanding relating to the utility easements on the land previously conveyed to the Dover Civic Center Corporation with counsel from the Delaware State University. The motion was seconded by Mr. Sudler.

Mr. Hosfelt noted that when DSU first came to the City around the same time last year, Mr. Koenig was in favor of a PILOT for this property and asked where he stood on this now. Responding, Mr. Koenig stated that he favored a discussion of PILOT; however, he does not have a vote. He discussed this with Mr. Sheppard and advised him, from an administrative standpoint, that Council had conveyed to him that there was interest in a PILOT. Mr. Koenig advised that when initial discussions were held about the transfer in January 2015, the City, administratively, was in favor of it. Mr. Koenig advised that events had occurred since then that had given staff pause, including transfers from State government to local government, realty transfer taxes, municipal street aid, and PILOT and law enforcement payments from the State. He indicated that, from an administrative standpoint, the City is very concerned about revenue streams and being able to maintain them. Mr. Koenig advised that, over the last year, there had been a number of discussions related to PILOT, and this sentiment was conveyed to Mr. Sheppard when they last met around the first week of May. He indicated that he would like to see a PILOT agreement related to either this property or the DSU property; however, he stated that he did not have an administrative path to bring that forward.

The motion to authorize the City Manager to negotiate and execute a memorandum of understanding relating to the utility easements on the land previously conveyed to the Dover Civic Center Corporation with counsel from the Delaware State University was unanimously carried.

Update - Overgrowth of Bamboo - Rodney Road

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that code enforcement staff met with the Department of Agriculture's invasive species staff on Rodney Road and they provided very clear guidance on how to eradicate the bamboo, which is a very labor intensive process. Staff determined that it was important to address this correctly and it would be extremely costly to contract for this service. Mrs. Townshend stated that staff from the Public Works Department would be working both internally and with the City's contractor for vegetation management to develop a time line for cutting and painting the bamboo with a chemical that will eradicate it over the course of two (2) years, as estimated by the Department of Agriculture. She stated that this was expected to start within the next month or so.

In response to Mr. Hare regarding payment for the eradication, Mrs. Townshend stated that the City would initially pay; however, staff would track all charges and bill them to the property owner and place them as a lien against the property, as is done with demolition or grass cutting charges.

Ms. Maucher asked if the City would recoup any of the carrying cost of the expense. Responding, Mrs. Townshend stated that the carrying cost would not be recouped, only the out-of-pocket amount.

Downtown Dover Business Improvement District (BID) Budget and Assessment (Tax) Rates for Fiscal Year 2016-2017

Mr. Scott Koenig, City Manager, reviewed the Business District Improvement (BID) Assessment (Tax) Rates for Fiscal Year 2016-2017. He indicated that Appendix D - Downtown Dover Business Improvement District, Article III - Establishment of the Downtown Dover Business Improvement District, Section 9(f) of the Code requires that the BID budget be submitted to City Council for approval on or before the first Council meeting in May each year. Mr. Koenig advised members that the proposed revenue for the BID for FY 2017 is $48,800, with equal expenses for administration. Mr. Koenig reviewed the BID Tax Calculation Worksheet, noting that the proposed % Revenue Raised numbers were prescriptive and were developed based on discussions with Deputy City Solicitor William Pepper. Mr. Koenig indicated that the rate change for Zones 1 and 2 was -1%. He explained that, in order for all numbers to equalize correctly, the Zone 3 rate would increase by 7.8%; however, 41 parcels were associated with this zone. Mr. Koenig stated that this would put the City in compliance with the Code and allow Staff to develop the draft budget for presentation to Council.

Mr. Koenig reviewed the Business Improvement Boundary Zones map.

Mr. Hosfelt asked if businesses located in the BID are assessed an additional tax. Responding, Mr. Koenig confirmed that the businesses are taxed in excess of the normal property tax, noting that the business owners had attended public hearings in the past and endorsed the BID.

Mr. Slavin asked whether action taken on this matter would preclude members from bringing this item up for discussion and making amendments during the budget hearings. Responding, Mr. Koenig stated his belief that Council had complete authorization to amend going forward; however, it had been important to introduce this matter ahead of time so that there would be support to include these numbers in the budget.

Mr. Slavin noted his longstanding criticism of this concept and advised that he planned to bring this matter up for a thorough discussion during the budget hearings. He expressed his opinion that it had been a good start-up issue; however, 25 years later it was a disincentive.

The Committee recommended approval of the Business Improvement District (BID) Budget and Assessment (Tax) Rates for Fiscal Year 2016-2017, as recommended by Staff.

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

Proposed Ordinance #2016-10 Amending Chapter 2 - Administration, Article IV - Officers and Employees, Division 8 - Deferred Compensation Plan (Sponsors: Cole and Koenig)

During the Council Committee of the Whole/Legislative, Finance, and Administration Committee meeting of April 26, 2016, this item was deferred due to time constraints.

Mr. Koenig reminded members that changes were made to the deferred compensation plan under the Dover Organization of Employees (DOE) contract, noting that this contract is the governing document with respect to DOE employees. As previously discussed, he reiterated that there is language in the Employee Handbook that extends improvements to the deferred compensation plan to non-bargaining employees. Mr. Koenig stated that the generic changes to Proposed Ordinance #2016-10 address this discussion. He advised that the City Manager's Office was also requesting that the changes in the Proposed Ordinance and modifications to the deferred compensation plan be extended to non-bargaining employees. Mr. Koenig reminded members that there are approximately 41 positions that would be affected by the proposed changes and the implementation costs would be in the $20,000 to $60,000 range.

Mr. Koenig stated that the most recent consideration by the Committee included a discussion about capping the percentage of the City's contribution for employees who earn more than $100,000. He noted that the impact of a cap was illustrated in the salary spreadsheet provided. Mr. Koenig advised that, if the cap were set at $100,000, five (5) employees would be affected. He requested that there not be a cap for any employees, that the non-bargaining group be treated equally to the DOE group going forward, and that Council not cap the matching percentage, which would escalate from 6% to 9% over the next couple of years. Mr. Koenig stated that the reason for his recommendation was that, at some point, the City would be recruiting for the positions that were capped and competitiveness could become an issue. In addition, if these positions were capped, the percentage of payroll required from the City for employees in the General Employee Pension Plan, as well as police officers in the State pension plan, would well exceed the amount for the benefits extended to the capped employees in the deferred compensation plan.

Mr. Koenig reminded members that the General Employee Pension Plan is now closed; therefore, all new hires, excluding police officers, will be in the deferred compensation plan, which is a matching plan. The current match is a minimum contribution of 3% and a maximum of 6%, and this would increase over time to a 6%

minimum and 9% maximum. Mr. Koenig recommended adoption of Proposed Ordinance #2016-10 and that no changes be made to the Employee Handbook so that this benefit is extended to non-bargaining employees covered under the deferred compensation plan.

Mr. Sudler moved to recommend approval of staff's recommendation, seconded by Mr. Cole.

Mr. Anderson expressed his belief that there should be a dollar limit based not on how much an employee is earning but on how much the City is contributing. He stated that the amount discussed was reasonable and he could not support the recommendation without this amendment.

Mr. Sudler called for the question, seconded by Mr. Cole. The motion failed by a roll call vote of six (6) no (Lewis, Neil, Shevock, Cole, Anderson, and Hare) and five (5) yes (Sudler, Maucher, Hutchison, Slavin, and Hosfelt).

Mr. Hare expressed concern about young employees who start working for the City of Dover and are told that they must put 6% of their pay into a 401(k). He felt this could be a lot of money to those who have young families. Mr. Hare suggested that 6% not be mandatory and that this amount be left at perhaps 3% and increased to 6% possibly after 10 years of employment. He believed that this should be the employee's choice. Mr. Hare agreed with Mr. Anderson that there should be a cap, such as $10,000; however, he was more concerned about the mandatory contribution.

Having been formerly both a city and state employee, Mr. Neil expressed sympathy for the employees; however, he commented that current interest rates were only 1% or 1.5% and that many of his constituents were senior citizens. Mr. Neil felt that a 9% match would be a penalty on the City for years to come. He stated that the match could be changed if there was a sudden glut of money coming into the City; however, there was not a need to fight with the budget to make things work for the people of the City. It was Mr. Neil's opinion that if the City was going to get good people, they would be attracted by the work conditions. He believed that the additional money would not make a difference; it would be the character of the people hired. Mr. Neil felt that those who were wise would take the 9% maximum, and he thought this was too much because the financial environment was still terrible at this time.

Mr. Cole stated his understanding that the DOE contract had already been signed. Mr. Koenig confirmed that the contract had been signed and noted that the contract was prescriptive and the minimums would escalate from 4% to 5% on July 1, 2016 and to 6% one (1) year later.

Responding to Mr. Cole, Mr. Koenig clarified that the issues under discussion were Proposed Ordinance #2016-10 and whether to extend the same escalation table to non-bargaining employees.

Mr. Cole stated his understanding that only five (5) positions were being considered for a cap because the other positions with salaries of $100,000 were police positions. In response, Mr. Koenig explained that when this matter was last considered there was a proposed cap, which he opposed because it would be limited to only five (5) people, himself included. These employees would be able to earn up to a certain income, and the City would match up to 9% and then cap its contribution at that point.

Mr. Koenig stated that he had not heard previous discussions about employees who are lower in the pay scale being unable to meet the 6% minimum. He advised that the 6% minimum would go into effect on July 1, 2017, so there would be time to adjust. Mr. Koenig advised that when new employees are hired, staff advises them of their commitments in their offer letters so they can make informed decisions.

Mr. Koenig advised that there was also an issue of fairness. In his estimation, the percentage of payroll for police lieutenants and captains would likely exceed the 9% discussed because the City pays into a State fund. Mr. Koenig stated that, according to Mrs. Mitchell, the pension fund for police officers is fully funded and has just the normal cost associated with the benefit.

Mr. Koenig indicated that the deferred plan is the retirement vehicle that the City had selected going forward for all new hires in the City. He did not feel it fair to exclude the higher earners from the same percentage being extended to all others because it would create a different proportional benefit when moving up the scale, and he requested that it not go forward that way.

Mr. Hare reiterated his concern about younger employees, noting that this would be a large contribution for a young family. He stated the desire to start with a minimum contribution of 3% and escalate over time, perhaps by 0.5% per year to reach 6% within possibly six (6) years. Mr. Hare noted that contributing 6% might be offered to employees as an option.

In response to Mr. Hosfelt, Mr. Koenig stated that what Mr. Hare proposed would not apply to the DOE union agreement, which had been set, but would instead apply to the 42 non-bargaining positions that are unrepresented. Mr. Koenig reiterated that he had not heard discussion about Mr. Hare's concerns until this meeting.

The Committee recommended adoption of Proposed Ordinance #2016-10 and that no changes be made to the Employee Handbook so that this benefit is extended to non-bargaining employees covered under the deferred compensation plan.

During the Council meeting, Mr. Lewis stated that he disagreed with the Committee's recommendation.

Mr. Lewis moved to amend Proposed Ordinance #2016-10 to make the contributions optional up to 9%, seconded by Mr. Neil.

Mr. Lewis explained that the amendment would make the contributions optional not mandatory, so that people are not forced to contribute 9%.

Mr. Koenig stated that the current minimum contribution for non-bargaining employees is 3% and Staff has outlined a phase-in for the minimum to increase from 3% to 6%. He explained that the current maximum is 6%, which is proposed to phase in to 9%. Mr. Koenig reminded members that during the Council Committee of the Whole meeting, Mr. Hare had expressed concern for the lower income, non-bargaining employees, and Mr. Lewis' proposal would be to allow the minimum to remain at 3% and the maximum to escalate over time to 9%. Mr. Koenig explained that this proposal is slightly different than what was afforded for during the contract negotiations for the Dover Organization of Employees (DOE) bargaining unit. He stated that Staff had not asked for any deviation from the DOE Collective Bargaining Agreement; however, if Council wants to leave the minimum at 3% for non-bargaining and adjust the maximum to 9%, he believed that would be allowable under the plan document change, although that was not the proposal submitted by Staff.

For clarification, Mr. Slavin explained that Mr. Lewis would need to correct his motion to say that the minimum would be 3% and the maximum up to 9%.

Mr. Lewis withdrew his motion to amend Proposed Ordinance #2016-10 to make the contributions optional up to 9%.

Mr. Lewis moved to amend Proposed Ordinance #2016-10 where the contributions are made optional, from 3% to 9%, not mandatory.

Responding to Mr. Slavin, Mr. Lewis confirmed that this motion would make two (2) changes: 1) change it from a mandatory program to an optional program; and 2) move the floor from 6% to 3%.

The motion was seconded by Mr. Neil.

Mr. Slavin clarified that the motion was to move this deferred compensation program for non-bargaining employees from a mandatory program to an optional program, and to set the floor at 3% rather than 6%.

Mr. Hutchison asked if this motion caused concern for the City Manager, Mr. Koenig.

Mr. Koenig clarified that all new employees, except police officers, are being hired in the deferred compensation plan, so plan participation is required, not optional. He explained that Mr. Lewis' motion gives additional latitude for non-bargaining employees, so if they do not wish to adjust their contribution more than the current minimum of 3%, they do not have to, and, as the maximum increases over time, per the schedule, they have the ability to contribute as much as 9%. Mr. Koenig stated that the employee could contribute more than 9%, but the City would only match up to 9%.

Mr. Anderson moved for a division of the question between the mandatory minimum part and the optional part, noting that they are two (2) distinct issues.

Mr. Anderson explained that, as worded, Mr. Lewis' motion would make participation optional.

Responding to Mr. Anderson, Mr. Hare clarified that participation is not optional, contribution of 3% to 9% is optional.

Mr. Slavin stated that the request to divide the motion is not debatable.

The motion to divide the question failed by a roll call vote of eight (8) no (Sudler, Neil, Lewis, Cole, Hosfelt, Hare, Hutchison, and Slavin), and one (1) yes (Anderson).

Mr. Hare stated that his primary concern was that he does not like being told where he has to put his money, and a young employee coming to work for the City might have someone else in the family who makes three (3) times more than they do and may want to do something different with their money. He stated that he was okay with the 3% to 9%, with a 3% minimum and an option for the employee to increase the contribution when they want to.

Mr. Slavin advised that the motion before members means that one (1) portion of it could go anywhere from 3% to 9%, but also makes the entire program optional.

The motion to amend Proposed Ordinance #2016-10 where the contributions are made optional, from 3% to 9%, not mandatory, failed by a roll call vote of seven (7) no (Anderson, Sudler, Cole, Hosfelt, Hare, Hutchison Slavin), and two (2) yes (Neil, and Lewis).

Mr. Anderson moved to amend the proposal such that 3% is maintained as the minimum, with the maximum allowable being 9%, and that the increases are at the employee's option. The motion was seconded by Mr. Hare.

Mr. Koenig requested clarification that the motion only relates to non-bargaining employees and the collective bargaining agreements would govern the others. Responding, Mr. Anderson confirmed that the motion only relates to non-bargaining employees because Proposed Ordinance #2016-10 only refers to non-bargaining employees and does not affect collective bargaining.

The motion to amend Proposed Ordinance #2016-10, the proposal for non-bargaining employees, such that 3% is maintained as the minimum, with the maximum allowable being 9%, and that the increases are at the employee's option was carried by a unanimous roll call vote.

Evaluation of Trial Period for Council Committee of the Whole Meetings (Council Resolution No. 2015-16)

During the Regular City Council meeting of November 23, 2015, members approved the recommendation of the Legislative, Finance, and Administration Committee to commence the Committee of the Whole meeting format during the first meetings in January and try it for a few months, and if members decide to adopt the format as one (1) of the protocols for the next Council year, that this be done during the annual meeting.

Mr. Hutchison stated that having all nine (9) members of Council serve as members of the Committee of the Whole in an open meeting over the last several weeks had allowed for open discussion and dialogue shared by members of Council and civilian representatives. He noted that, under this format, Council members serve not only as members of the Committee but also have a vote, which was unlike the previous system where only three (3) members of Council were voting members of a committee. Mr. Hutchison felt that Council was finally moving in the right direction and urged all members to support this change.

Mr. Lewis stated that, although this change was good for some, it was not good for all, noting that not everyone is retired or has a nine-to-five job. He advised that he works for the State of Delaware as an essential employee and working different shifts prevents him from attending all of the committee meetings. Mr. Lewis advised members that when Mr. Hutchison brought this idea to his attention, he explained the position he was in. He stated that as this matter goes forth, he would have to hold a press conference or write a letter to the editor informing his constituents that he would be unable to attend all of these committee meetings. Mr. Lewis reminded members that this change was imposed after the election and was coming into play now. He stated his belief that it seemed that the majority of people were in support of it; however, he stated that Mr. Cole had also indicated that he had some job related conflicts.

Mr. Slavin informed members that when Mr. Hutchison first brought the idea forward, he did not think it was a good idea but agreed to try it. He now apologized to Mr. Hutchison, stating that he thought the trial format had resulted in a much deeper understanding of issues across Council, which had been lacking. Mr. Slavin thanked Mr. Hutchison for bringing this matter forward, stating that he would move to extend it when the time came to make a motion.

Mr. Hosfelt stated that there had been deep, thoughtful discussion at the Committee level, but expressed concern that this discussion does not occur at the Council meetings since items are placed on the consent agenda. He noted that television cameras are present at the Council meeting, which is often the only way the public can hear what Council is doing. Mr. Hosfelt indicated that he would rather have the cameras present during committee hearings so that the public can hear the thoughtful discussions rather than moving through the consent agenda and issues very quickly. He felt that people want to hear what their elected representatives have to say and their thoughts on the issues. Mr. Hosfelt was unsure if this could be worked out with Comcast, noting that it may be a matter of having Council Committee of the Whole meetings on Monday evenings and Council meetings on Tuesdays. Mr. Hosfelt noted that it might be better to hold the Committee meetings before the Council meets.

Mr. Anderson stated that he liked the trial format, which engages everyone, and that the idea should continue. He expressed concern about meeting on Tuesday nights and on two (2) evenings in a particular work week, which causes schedule conflicts with his job. Mr. Anderson stated that he sets his schedule for Mondays and would

like to discuss the particular evening in the future. He indicated that he was not opposed to continuing the concept, noting that it had been a net benefit that he was willing to keep regardless.

Mr. Sudler stated that he could relate to both sides of the discussion, acknowledging that the trial format does cut into the job time frames for those who are not retired, such as himself. He noted that the format gives a more in-depth understanding and dialogue, which he liked. Mr. Sudler stated that members were aware when they agreed to serve on Council that it would be a sacrifice, and he felt they were either willing to make the sacrifice or not. Mr. Sudler noted that there would be inconveniences, as when executive sessions are held, and he is unable to attend some meetings due to job responsibilities. He felt that it all boiled down to what was important to members, stating that perhaps those who cannot handle the time commitment should not be councilmen. Mr. Sudler stated that dedication, sacrifice, and determination are what it takes to run the City. He advised that he would support continuing this format, stating the need to be well informed and engaged to make the best decisions for his constituents.

Mr. Neil stated that he was sympathetic to Mr. Lewis and Mr. Cole with respect to their regular jobs; however, Mr. Neil felt the trial format gave him a better view of everything that is happening within the City. He indicated that he would bring up at the Council meeting any matter that he disagrees with at the committee level. Mr. Neil stated that he appreciated being able to get a total feel for what is happening within the City and to be a part of that process. Mr. Cole stated that he had discussed this matter with his supervisor, who was very understanding, and that this was something that he could be on board with going forward.

Mr. Anderson pointed out that when members signed on to serve they signed on to certain understandings and time commitments and not necessarily these changes. Council had decided to experiment with these changes, and he did not believe that was an issue of anyone's dedication. He believed that there must be discussion about whether the change is needed. Mr. Anderson noted that Council would be changing to the same format used by a body that receives four (4) times the pay that Council receives, and this change was costing some people on Council money without any changes in compensation. Mr. Anderson stated this was an issue of whether Council would change the rules after everybody had signed on. He indicated that this could be done; however, it was something that should be done carefully. Mr. Anderson stated that the timing should be discussed, whether or not it would be on a separate evening and, if so, which evening. He indicated that he was not asked if this day of the week would work when it was picked. Mr. Anderson questioned whether or not there should be discussion about the best way to execute it. He stated that he was for the new format but wanted to talk about how and when it would be done and expressed his hope that this would be done in the near future, although he was unsure if it needed to be settled at that meeting. Mr. Anderson felt each Council person should be consulted.

Mr. Sudler recalled that Mr. Hutchison had presented to the Legislative, Finance, and Administration Committee what may or may not take place, it was voted on, and the majority agreed. Mr. Sudler disagreed that there had not been discussion on that matter and felt Mr. Anderson's comment was unfair.

Mr. Neil expressed interest in hearing from the civilian members of the standing committees as to whether they had gained value from the change, noting that they are the unelected people who sacrifice their time to offer their wisdom.

Ms. Maucher stated that she found it very informative to understand how the City works. She noted that she had been serving a one (1) year term on a committee and did not have the experience of hearing perspectives from sitting through other committees, although she typically comes at 6:00 p.m. and observes the committee before hers. The only issue that Ms. Maucher had was the switch of the nights from Mondays to Tuesdays. She indicated that the mid-term shift was a little awkward; however, it worked out well and she was able to commit to Tuesdays for the rest of the term.

Mr. Shevock fully agreed with the change, noting that the full Council had not previously been present at committee meetings. He indicated that, previously, when the committee made a decision on something and it went forward, it seemed to be completely re-discussed at the next Council meeting. Mr. Shevock agreed with Mr. Sudler that when members sign on to help an organization, as the civilian members had done, they must put in their full time and interest.

In reference to Mr. Anderson's comment that no one had asked him about Tuesday nights, Mr. Slavin noted that the action form reviewed at the Council meeting of November 9, 2015 stated that meetings of the Council Committee of the Whole would be held on Tuesday evenings, which was approved unanimously by Council.

In regard to the attendance issue, Mr. Slavin stated his impression that attendance by Council, civilian committee members, and the public had been better than the attendance at separate committee meetings held at different times across the calendar. He commented that the public now did not need to know where various committee meetings were held. Referring to Mr. Hosfelt's concern about consent items on the Council agenda that were not receiving a full vetting, Mr. Slavin stated that items are placed on the consent agenda at the discretion of the committee chair during agenda meetings, and if chairs want to have particular items on the floor, they can simply ask not to have these items on consent. Mr. Slavin noted that every member of Council also has the right to pull items off the consent agenda at every meeting before the consent agenda is approved, which would allow for more complete vetting of issues while the television cameras are on, and that right had not been taken away from anyone by this format.

Mr. Lewis did not disagree that members knew what they were getting into when they signed on; however, he reiterated that the rules had changed, which affects some

people. When members filed for election, the meetings were on the calendar for the second and fourth Mondays of each month, and committee meetings were generally held on Mondays, generally before the Council meetings.

Mr. Hutchison reminded members that under the old system, only three (3) members of Council served on each of the committees. He attended all of those meetings and, for the most part, the only members of Council who attended were those who were members of the committee. Mr. Hutchison understood the issues related to Council members' jobs; however, he pointed out that every member of Council was present for the current committee meeting, allowing for open discussion with representation for the whole City, and he felt the benefit of this approach far outweighed the other system. When looking at the issues being faced every day with the City, he felt it was absolutely critical to receive input from everyone.

Mr. Hare agreed that the trial format was good; however, he indicated that there had been suggestions about when meetings would be held, noting that meetings could be held every Monday. He personally liked the current Monday-Tuesday night format, which allowed for the following week to be free.

Mr. Slavin moved to recommend extending the Council Committee of the Whole format on Tuesday evenings through May 31, 2017, seconded by Mr. Hutchison.

Mr. Anderson asked that Council and committee members be surveyed for the best night for Council Committee of the Whole meetings and indicated that he would concur with the motion if it did not specify a night. Mr. Slavin stated that the motion specified Tuesday night. Mr. Anderson expressed his hope that a survey regarding the night would be done in the future.

The Committee recommended extending the Council Committee of the Whole format on Tuesday evenings through May 31, 2017.

Mr. Anderson moved to extend the Council Committee of the Whole format through May 31, 2017, with the meetings to be held on Monday evenings preceding the Council meetings. The motion was seconded by Mr. Hosfelt.

Mr. Anderson explained that this would be the same time that committee meetings were previously held and the meeting times would be at the discretion of the Council President.

Mr. Hutchison questioned what time the meetings would be held on Mondays, noting that one (1) of the reasons why the change was necessary was because so many members of Council are currently employed, which created a serious problem for their participation in the Committee meetings. He stated that one (1) of the advantages of having the meetings on Tuesdays is that almost every member of Council has the opportunity to attend and participate in all of the meetings, which he believes is absolutely critical.

Responding to Mr. Hutchison, Mr. Anderson stated his belief, based on the discussions he has had, that holding the meetings between 5:00 p.m. and 7:00 p.m. on Monday evenings would be more advantageous to different members of Council who have expressed concerns.

Mr. Hare noted that since switching to the Council Committee of the Whole meeting format, he could not recall one (1) time when a meeting was less than two (2) hours.

Mr. Hosfelt felt that it made sense to have the Committee meeting before the Council meetings, noting that members could then communicate to those members of the public that cannot attend, since the television crew is present on Monday nights. He stated that the public would be able to witness the discussion that occurs during the Committee meetings, since members of Council do not always have a full discussion of items at the Council level.

Mr. Sudler asked if it would be a violation of the Freedom of Information Act (FOIA) for members to discuss a matter at the Council Committee of the Whole meeting and then consider the item at the Council meeting on the same evening. Responding, Mr. Slavin stated that items would not be considered by Council on the same evening that they are considered by the Council Committee of the Whole, explaining that there would still be a one (1) meeting delay.

Mr. Slavin advised that having the Council Committee of the Whole meeting on Tuesday nights has cleared Mondays prior to the Council meetings for any executive sessions, noting that it is far easier to schedule executive sessions on an evening when a meeting is already scheduled. He stated that he is not opposed to moving the Council Committee of the Whole meetings to Monday nights; however, it would require Council to start scheduling executive sessions on other evenings. Mr. Slavin noted that the Council Committee of the Whole meetings have been lasting longer, which has led to some very healthy discussions. He reminded members that Council always has the option of recessing a Council Committee of the Whole meeting and reconvening after the Regular Council meeting is complete; however, he expressed concern that members are not at their freshest in the second hour of a Council meeting, which would become the fourth hour if the Council Committee of the Whole meeting is held prior to the Council meeting.

The motion to extend the Council Committee of the Whole format through May 31, 2017, with the meetings to be held on Monday evenings preceding the Council meetings failed by a roll call vote of six (6) no (Sudler, Neil, Cole, Hare, Hutchison, and Slavin), and three (3) yes (Anderson, Lewis, and Hosfelt).

Mr. Anderson moved for approval of the Committee's recommendation to extend the Council Committee of the Whole format on Tuesday evenings through May 31, 2017. The motion was seconded by Mr. Neil and carried with Mr. Lewis voting no, and Resolution No. 2016-05 amending Resolution No. 2015-06 was adopted, as follows:

A RESOLUTION AMENDING RESOLUTION NO. 2015-16 WHICH TEMPORARILY SET ASIDE THE STANDING COMMITTEES AS PROVIDED FOR IN THE DOVER CODE AND ENACTED A COMMITTEE OF THE WHOLE ON A TRIAL BASIS

WHEREAS, Resolution No. 2015-16, adopted by City Council on December 14, 2015, temporarily set aside the Standing Committees as provided for in the Dover Code and enacted a Committee of the Whole on a temporary basis; and

WHEREAS, City Council wishes for members of City Council and the civilian members of the Parks, Recreation, and Community Enhancement; Safety Advisory and Transportation; Utility; and Legislative, Finance, and Administration committees to continue meeting as a Council Committee of the Whole on the second and fourth Tuesdays of the month through May 31, 2017.

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

THAT the last paragraph of Resolution No. 2015-16 be amended to read as follows:

> **NOW, THEREFORE, BE IT RESOLVED** that the City Council and civilian members of the Standing Committees will act as a Council Committee of the Whole, meeting on the second and fourth Tuesdays of the month through May 31, 2017. If Council chooses to adopt this meeting format, an Ordinance amendment regarding the Standing Committees will be presented for adoption prior to the Annual Meeting in May.

ADOPTED: MAY 23, 2016

Request of Fire Department - Engine #7 Replacement

Members were advised that, in accordance with the Capital Improvement Program (CIP) for Fiscal Year 2016/2016, the Robbins Hose Company was requesting the replacement of Engine #7, a 1997 Pierce Dash Engine. This engine will be 20 years old in 2017 and was originally on a 15-year replacement program; however, the City of Dover and previous Fire Chiefs agreed to push back the replacement to assist the City with funding other projects during the economic fall out. Engine #7 had served the Robbins Hose Company and the citizens of Dover well; however, due to its age, there had been extended down times for maintenance due to parts availability, which reduces fire protection for the Citizens of Dover. Specifications for a new engine were created based on the current apparatus with a few fire suppression and safety upgrades. The proposal for the specifications came in at $609,584, which is $7,084 over the City's projected budget (CIP) of $602,500. The financing of this apparatus over ten years (2017-2026) would translate into a loan payment of approximately $73,400. The difference of $7,084 would have to be added, increasing the total amount to $609,584. The replacement of Engine #7 is needed to provide uninterrupted and continual guarantee of five (5) engines in service to maintain and meet the Robbins Hose Company's Insurance Services Office (ISO) requirements, which sets the insurance ratings for property owners throughout the City of Dover and allows the Fire Department to respond to multiple emergencies throughout the City simultaneously. This will also allow the Department to maintain the highest level of readiness and safety for firefighters and residents of the City of Dover. The Fire Department has a working relationship with Pierce manufacturing and planned to deal with them on the purchase.

Fire Chief Carleton Carey, Jr., Dover Fire Department, offered to answer any questions regarding the request.

In response to Mr. Neil regarding how many miles were on the 18-year-old Pierce Dash Engine #7, Chief Carey indicated that it had 36,000 miles. Mr. Neil, referencing the Operational and Administration Analysis, noted that Table 5-5: Proposed Fire Apparatus Replacement Schedule on page 37 recommended that the unit remain in service for as long as 23 years if it has less than 120,000 miles on it. He stated this was one (1) of his principal concerns. Mr. Neil commented that the report was extremely favorable to the Fire Department and gave them a tremendous pat on the back. He noted that the report had additional recommendations in terms of the first response unit being three (3) engines, one (1) ladder truck, and two (2) command vehicles and in terms of two (2) station houses, and the Fire Department had enough equipment to cover that. Mr. Neil advised that the report had indicated that there should be a method of financing the trucks going forward and a formula on Page 37 describes what has to happen. He stated that members had not looked at this report as a Council, and budget hearings were coming up. Mr. Neil felt it would be necessary to look at whether the engine needs to be replaced at this time based on this report. Referring to a memorandum from Mr. Scott Koenig, City Manager, dated May 4, 2016, regarding the replacement of Engine # 7 - Robbins Hose Company, Mr. Neil stated that the City Manager had requested that this matter be delayed. Mr. Neil also wished to delay because Mr. Hare had been working on a proposal to attempt to obtain help from some of the many 501(c)(3) organizations in the City that the City supports with fire and police protection, which would be a consideration as far as financing. Mr. Neil felt that this matter should be delayed until Council looks at the report, which contains a lot of serious recommendations, including moving dispatchers to Kent County. He stated that his recommendation was not a slap on the department that does a marvelous job. Mr. Neil felt that the City would not be at risk if no action was taken on this matter tonight.

Mr. Sudler questioned if Chief Carey had reviewed the section of the report referenced by Mr. Neil. Responding, Chief Carey stated that he had read the report twice. Mr. Sudler questioned what he could tell his constituents regarding why Council should approve the truck replacement three (3) years ahead of the schedule in the report. Responding, Chief Carey stated that the Fire Department would receive less money for the truck if it was sold three (3) years later and all of the money received from the sale of the truck will go toward equipment for the new truck. He explained that the City buys only the truck and equipping an engine can easily cost from $75,000 to $100,000. Chief Carey indicated that Robbins Hose Company would have to put approximately $75,000 toward the new engine, noting that this purchase would be a little cheaper than the purchase in two (2) years because air bottles had recently been purchased, which would save $25,000.

In response to Mr. Sudler regarding whether Chief Carey still strongly urged Council to support the Department's recommendation after hearing Mr. Neil's concerns, Chief Carey stated that he did. He indicated that only the Mayor and one (1) member

of Council had talked to him about the report. Chief Carey stated that Robbins Hose Company did not recommend this report but would do whatever needed to be done and would have their recommendations when the time comes.

Based on research that he had done, Mayor Christiansen advised that NFPA standards state that the life expectancy of Class A fire apparatus is 15 years. He noted that it is not based only on mileage but on the engine hours.

Responding to Mayor Christiansen, Chief Carey stated that he did not know the number of engine hours on Engine #7, noting that there was no monitor on this engine.

Mayor Christiansen stated that the standards of a 15-year life span for an engine and 17 years for a ladder truck were the norm across the country. He stated that he served on the committee that put together Engine #7 and Rescue #1 when they were purchased in 1997, and he was a member of Council and a junior officer in the Dover Fire Department. Mayor Christiansen advised that the exterior of the truck looks good; however, after a certain amount of time they become worn and less reliable. He advised that the report stated that the Fire Department could operate with a certain number of pieces of equipment, which Mayor Christiansen took to task because he knew the operation and the responsibility that the Department has for its own fire district and for others.

Mayor Christiansen questioned if this engine could be put in service for any great length of time if one (1) of the front line engines were to go down. Responding, Chief Carey stated that he must do what must be done to run the Department when help is needed. He explained, for example, that a month ago there was a truck that would not start at Station No. 2. There was an engine with a flat tire on its rim and the two (2) pumpers were out of service. Chief Carey advised that, fortunately, there were no fire calls at that time and an engine from Station No. 1 was taken to Station No. 2 to support that side of town.

Mayor Christiansen questioned if it was reasonable to say that the need had been identified above and beyond what the report stated. Chief Carey stated that there had not been much maintenance on the truck during the last three (3) years. When they replace this truck, Engine #3 would be sitting in Engine #7's spot. He indicated that this was almost like a spare, so that when an engine goes down, which happens frequently, another engine is moved over. For example, they had spent nearly $38,000 in maintenance on Engine #3 alone in almost two (2) years. Chief Carey noted that Engine #7 had not been that expensive because it had been sidelined and they had been fortunate with it. When they do have to run it, it is the first piece.

Responding to Mayor Christiansen regarding six (6) month or annual maintenance of apparatus, Chief Carey stated that regular maintenance is performed on all apparatus and is up to date for this year.

Mayor Christiansen questioned if this was in addition to preventive maintenance performed by the dispatchers and if they document all service on the trucks. In response, Chief Carey explained that the certified maintenance is not done in-house; however, the dispatchers check the air bottles, lights, and tire pressure on a daily basis and make sure that the trucks start and the air pressure is holding so they are ready to roll out the door. He stated that the dispatchers are the backbone, helping out so that members of the Department can go home and live their lives.

Mr. Hutchison questioned if the Department had a replacement plan in place for fire apparatus and a corresponding financial plan. Responding, Chief Carey stated that there is a plan in place and there was also a plan 20 years ago when he was serving as Fire Chief. He indicated that he had met with Mr. Koenig and Mrs. Donna Mitchell, Controller/Treasurer, so that a future plan could be developed.

Mr. Hutchison questioned when the next apparatus would need to be replaced. Responding, Chief Carey indicated that they should start another replacement next year after this truck was purchased. He advised that two (2) engines were purchased in 2003. Chief Carey explained that there had been a set five (5) year plan for engine replacement so that when one (1) was paid off, the other was ordered and the payment plan rolled over to the next truck. He stated that this was how it used to work with the City and the Fire Department. Chief Carey stated that this plan was no longer in place and he was unsure why, noting that this had changed during the 20 year span since he was last Chief. He had explained to Mr. Koenig and Mrs. Mitchell that the specialized pieces, the two (2) ladder trucks and rescue truck, would cost more than $1M.

In response to Mr. Hutchison as to whether the City had a finance plan for the Robbins Hose Company, Mrs. Mitchell stated that the Fire Department supplied her with a schedule for when they want to replace trucks and the estimated cost of each apparatus. Because the City uses loans, Mrs. Mitchell set up an amortization schedule for each apparatus and laid it out in a spreadsheet. She indicated that there is a plan in the Capital Improvement Plan (CIP) for five (5) years; however, the truck payment actually goes out 10 years. Mrs. Mitchell stated that all the trucks that were coming up were included, noting that there was one (1) next year and another two (2) years after that. Mrs. Mitchell indicated that she would provide Mr. Hutchison with a copy of the payment plan.

Mr. Sudler expressed his appreciation for the Fire Department, stating his belief that if they say they need apparatus, regardless of the report, the City should give it to them. He commented that the Fire Department's time frame of one (1) year was very close to the three (3) years indicated in the report and noted that members of the Department were waking up in the early morning hours to put out fires for loved ones and businesses in the City.

Mr. Sudler moved to support the Dover Fire Department's request. The motion failed for lack of a second.

Mr. Neil stated that the comprehensive Operational and Administration Analysis was to act as a guideline, and the Proposed Apparatus Replacement Schedule indicated first line service for 18 years or 100,000 miles and five (5) years or 120,000 miles for reserve status. He stated that Engine #7 was in reserve status and was being looked at for trade-in value. With the budget coming up and the request from the City Manager for delay, Mr. Neil felt this matter should be delayed until members consider what this report is, what they would do, and how it fits in with the fiscal year coming up. He reiterated that the City was also looking at possibly getting help from another source.

Mr. Hosfelt recalled that there had been discussion relating to Chief Carey returning to give a briefing on the public safety study and questioned if this had been arranged. Responding, Mr. Koenig stated that it had not yet been arranged; however, it could be discussed at the agenda meeting.

Mr. Slavin stated that the City was still waiting for the draft of the report pertaining to the police. Mr. Koenig explained that the text of the draft companion police report had been received, was being reviewed, and comments must be sent back to the consultant before it can be finalized by the consultant.

In response to Mr. Hosfelt, Mr. Koenig stated that the draft police side of the report had been received by himself and Chief Bernat, who were reviewing it for text issues or factual mistakes. Their comments will soon be sent back to the consultant to finalize this portion of the report and submit the final report to Council. Mr. Koenig advised that the same process was implemented with the fire and EMS study. The consultant had submitted the final report, which had been posted to the website; however, no discussion had convened with Council at this point.

Responding to Mr. Hosfelt regarding the timetable for receiving the final report, Mr. Koenig projected that the police side would be finalized within the next 30 days; however, members would not be able to hear from the consultant before the budget discussion. He indicated that, at one point, the discussion had been to potentially review the reports in early to late June.

Mr. Anderson stated that if the discussion was to replace the engine in year 15 or 16 years of 23 years, he would be in favor of stretching the engine out longer; however, with the time frame being so close, he tended to agree with Mr. Sudler. He stated that, traditionally, discussions of this type of capital project are rolled into the budget discussion and he questioned the proper format to refer this matter to the budget discussion. In response, Mr. Koenig indicated that this would be part of the FY 17 budget discussion because the purchase of this vehicle was not budgeted in FY 16. He explained that this equipment takes approximately a year to be fabricated; however, the FY 17 budget originally had more than $74,000 in debt service associated with this vehicle. In March or April, staff advised Council that there was a $1M gap in the General Fund. That proposed purchase had been cut from the draft budget to close that $1M gap. Mr. Koenig stated his understanding of the Fire

Department's request; however, he disagreed from the managerial side because the Fire Department's 15-year schedule is not supported by manufacturer documentation or in the Operational and Administration Analysis that will be discussed in the future. He indicated that he was not ready to approve a $600,000 purchase since there was a gap in the budget that needs to be closed.

Mr. Anderson questioned if Mr. Koenig was looking at a delay of another year or so. Responding, Mr. Koenig felt that this was part of what Council needed to deliberate as they get into the budget discussions.

In response to Mayor Christiansen regarding the payment and amortization schedule arrangement with the fire apparatus dealer, Mrs. Mitchell indicated that she had laid out an amortization schedule for approximately $603,000 with a 10-year payback, which would be approximately $74,000 per year.

The Committee tabled the discussion of replacing Engine #7 until the budget discussions.

Mr. Hutchison commented that the Mayor and Council had always been there to support the volunteer fire service, which is a first-class operation. In fairness, due to the timing, Mr. Hutchison felt it was critical on the part of the Mayor, Council, City Manager, and staff to take the time to look at the budget and go through the process. He thanked Chief Carey for what they do and asked that they bear with the City.

Progress Report on the Youth Advisory Committee's Reporting of Their Minutes

Mr. Anderson stated that the Youth Advisory Committee's (YAC's) progress was positive and that it had been a priority of the new chair to make sure that the records are well kept. The secretary left the Committee and they now have a rotating secretary. Referring to the memorandum from Chairwoman Rebecca Anderson dated April 6, 2016, RE: Minutes Action Plan, Mr. Anderson stated that there is a recommendation for a contract person and a budget request of approximately $1,000 in the next fiscal year's budget so that there would not be a burden on the City Clerk's Office. He felt that the Committee should be treated as every other City committee, noting that no City committees takes their own minutes. Mr. Anderson stated that this was a very important legal responsibility and thought it would be a good idea to have this done by someone who is experienced in that regard.

Mr. Hare questioned if the City Clerk had been receiving the minutes. Responding, Mrs. Traci McDowell, City Clerk, stated that the Clerk's Office had received minutes for the last two (2) meetings but not the outstanding minutes for the previous meetings.

Noting that Mr. Anderson had requested staffing funds for the YAC, Mayor Christiansen questioned if the City Clerk's Office would be capable of handling this responsibility. Responding, Mrs. McDowell stated that the Clerk's

Office currently had a backlog of minutes and a new person had just come on staff. She advised members that the Clerk's Office had never done minutes for the YAC, noting that when former Councilwoman Sophia Russell restarted the YAC in 2008, the Clerk's Office had done two (2) sets of minutes until officers were installed. Mrs. McDowell explained that the YAC selected a member who attended the meetings, kept records, did the minutes, and submitted them to the adult advisor at that time. It was Mrs. McDowell's belief that minutes were supposed to be a learning experience, noting that there are high school students who are pursuing this kind of field, and she felt that was the intention to have the youth do their own minutes, since they function as a youth advisory group for the government.

In response to Mr. Lewis, Mr. Hare stated that the YAC minutes were subject to Freedom of Information Act (FOIA) laws.

Mr. Lewis stated his recollection that when he served on the Dover Human Relations Commission (DHRC), an outside contractor was hired to complete minutes and he asked if this still applied. Responding, Mrs. McDowell stated that when the DHRC was recently reconstituted she and then Council President Bonar discussed the Clerk's Office staffing the commission. She stated that the Clerk's Office would complete the minutes, attend the meetings, and provide guidance so that they would stay on track. At that time, a proposed ordinance stated that the DHRC would meet quarterly. Mrs. McDowell advised that before the ordinance was adopted, it was amended to allow the DHRC to meet whenever they wished. She advised that the DHRC had met monthly since being reconstituted and had met more often than monthly. Mrs. McDowell stated that DHRC minutes are extremely long, as are the minutes for the Council Committee of the Whole. She explained that one (1) hour of meeting time takes four (4) hours to transcribe; therefore, a three (3) hour meeting is more than one (1) day's work.

Mr. Anderson advised that part of the YAC's proposal would take care of some of the minutes backlog and explained that the tapes do exist. He stated that the YAC had also requested training, which would be an essential element if they were to take their minutes. Mr. Anderson felt that this would be a positive, one (1) time investment. Mr. Lewis concurred that the youth members should be trained, specifically if they are bound by FOIA regulations.

Mr. Slavin stated that the YAC is bound by FOIA and right now the City is knowingly in violation of FOIA repeatedly for this issue. He expressed his opinion that government grows slowly and $1,000 dollars here and there adds up to real money. Mr. Slavin advised that youth had been asked to come forward and give their ideas about how to make the City better and the structure used was one based on how adults do business, not how youth comes up with ideas. His experience dealing with youth is that they are a lot brighter and more nimble, and coming to a place like City Hall on a weeknight evening and having to meet in this format had proven to be a barrier in getting those ideas. Mr. Slavin felt that the City was tripping over issues like composition, noting that YAC members cannot meet out their terms or get to the

meetings, and there are not quorums or minutes, and, in the interim, the City is not getting the ideas that are wanted. Mr. Slavin stated that he planned during budget considerations to propose that the City look at a different initiative that would involve going to key departments where the public interacts with City government, such as Police, Fire, Parks and Recreation, and the Dover Public Library and require those departments to have focus groups with youth through the year and report back to Council with the ideas they have gathered. Mr. Slavin did not see it as the role of City government to train youth on how to be in government, stating that this is what the YMCA Youth in Government program, Boys and Girls State, and civics classes are for. He felt that the City was duplicating these efforts. In regard to the minutes training, Mr. Slavin stated his concern that this would not be a one (1) time cost because there would be new members on the Committee and continuous training would be involved. He expressed his belief that these are the things that add cost to government, although this was not a great cost. Mr. Slavin suggested widening the lens and thinking about the outcome wanted from involving youth with the government. He felt there was a better way to get to that outcome than to ask them to behave like adult members.

Mr. Hare advised that he had been to one (1) of the YAC meetings and they had no one to take notes and no quorum and they still held their meeting. Responding, Mr. Anderson indicated that this was not true. Mr. Hare stated that members may not have held the meeting, but they remained in the room for a while.

Mr. Anderson stated that, compared to most City committees, he was quite pleased with the youth and their commitment. He advised that, of all the regular meetings they held, there was only one (1) where there was not a quorum. Mr. Anderson noted that one (1) member kept saying that they were coming and they did not. They eventually left the YAC.

Mr. Slavin stated that this was not known because there were no minutes of any meetings. In response, Mr. Anderson advised that there were several sets of minutes from older meetings, although there was a period where they were missing. Mr. Anderson indicated that the Chair's memorandum requested help in transcribing one (1) particular meeting and the recommendation in the memo was very positive and should be adopted. He indicated that there had been enormous community engagement with Restoring Central Dover, Bayhealth Medical Center, the Downtown Dover Partnership, the Parks and Recreation Department, and Kent County Tourism during the last several months under the current leadership. Mr. Anderson felt that going backwards all of a sudden would be a complete waste of time and totally ridiculous.

Mr. Hare questioned if the YAC had taken on these initiatives and gone to these entities. Responding, Mr. Anderson indicated that there was partnership with each of those entities. With Bayhealth there would be a summer program for cardio-pulmonary resuscitation (CPR), babysitting, and the like for the youth. In response

to Mr. Hare regarding funding, Mr. Anderson stated that Bayhealth and Restoring Central Dover's committee would be picking up the cost.

Mr. Hare stated that this was the first he had heard of this, noting that the YAC was supposed to make recommendations to Council before they do it. Responding, Mr. Anderson stated that the YAC were enabled to plan and execute events, noting that there would be no cost for the taxpayer. Mr. Anderson stated that broader things that engage the City are brought forward and the YAC was supposed to recommend advocacy items for the youth.

Mr. Hare stated that he did not want to have 14-to-16-year-old children planning and making executions on behalf of the City without advising Council.

Mr. Neil stated that he would like to see the minutes, stating his presumption that they existed and could be produced. Responding, Mr. Anderson stated they were on the City website.

Mr. Neil stated the desire for minutes so that members could study what the YAC had done, noting that this would have been helpful for this particular discussion. Responding, Mr. Anderson stated that these items were mentioned in the annual report, which passed on consent agenda unanimously.

Mr. Cole questioned why members were trying to put a square peg in a round hole. He stated that there were youth who wanted to be involved and suggested looking at how to make this work moving forward. Based on his 18 years of education, Mr. Cole stated that kids want to do things and it was a matter of how to guide this.

Mr. Lewis concurred with Mr. Cole and stated that the City was being proactive for the kids and this was a positive thing for today's society. He stated that he would hate to see the YAC dissolve; however, he believed that it needed some structure and guidance.

Mayor Christiansen asked that Mr. Anderson and the YAC memorialize the partnerships that were mentioned in writing, as well as their meetings and conversations, so that Council could review them and help the YAC move forward in the direction needed. Mayor Christiansen stated that he did not want to see another situation such as the New Year's Eve celebration issue. He noted that there is great advantage for the YAC and its potential energy, but stated the need to provide Council some sense of direction on where they are going so that things would be in hand if Council needs to approve their decisions.

Mr. Slavin expressed concerns regarding another round of obligations made by the YAC for the City to be involved in activities with very little knowledge of what the activities are and their scope. He indicated that he was more concerned that it appeared that the youth were being taught that the Freedom of Information Act is optional, noting that it is not and never had been.

> The Committee recommended that the Youth Advisory Committee be suspended until all minutes of the missing meetings are approved by Council and until Council can discuss the matter thoroughly.

During the Council meeting, Mr. Anderson expressed his opinion that the recommendation of the Youth Advisory Committee should be accepted, noting that it was a reasonable and amenable recommendation. He stated that he would like to request that members of the community, many of whom have been in contact to support the Youth Advisory Committee, volunteer to help with the back minutes. Mr. Anderson stated that he was very pleased with the current leadership of the Committee, which has met, basically, every demand that Council has put forward. He requested that Council support the Youth Advisory Committee in the coming year, to be able to do the things that it has laid out. Mr. Anderson stated that there has been cooperation set with City staff, which is very positive, and with the community interests. It was his belief that the Committee had exceeded the expectations that had been laid out for it. He stated that the Committee is doing a great job and should be supported.

Mr. Hare, referring to Mr. Anderson's request that Council support the Youth Advisory Committee in the coming year, to be able to do the things that it has laid out, stated that nothing had been presented to Council regarding the Committee's recommendations and no minutes had been provided in this regard, so he did not know what the Committee was planning to do or commit the City to. Mr. Hare stated that he was not ready to let a group of fifteen and sixteen year-old kids make commitments on the City's behalf, noting that Resolution No. 2010-03 states that the Committee shall present their recommendations to City Council. He stated that he could not support this. Mr. Hare indicated that if there were people willing to help with the minutes, the Committee could get all of the minutes caught up, submit them to Council for consideration, and Council could then discuss the matter.

Mr. Anderson stated that the Youth Advisory Committee's recommendations were provided in the Committee's 2016 Annual Plan of Work, which was approved by City Council on April 25, 2016.

Mr. Lewis stated that he did not have a problem assisting this group; however, he thought that Council needs to give them some direction going forward on where to go and how to take the minutes. He suggested that maybe the members need to be trained on how to take their minutes and asked if the City Clerk's Office was willing to train them. Responding, Mrs. McDowell stated that the City Clerk's Office would be able to help them and explained that the Clerk's Office had sent them several emails with information regarding the requirements of the Freedom of Information Act (FOIA) and Robert's Rules of Order. She stated that she did not object to helping them; however, she reminded members that as turnover happens, the training would be required again, noting that, currently, the turnover for this group is very high.

Mr. Slavin reminded members that the Council Committee of the Whole/Legislative, Finance, and Administration Committee had recommended that the Youth Advisory Committee be suspended until all minutes of the missing meetings are approved by Council and until Council can discuss the matter thoroughly. He advised that two (2) weeks had passed and no further meeting minutes had been provided; therefore, he did not think that Council should vacate the recommendation, since that condition had not been met. Mr. Slavin stated that the Special Council

Meeting - Budget Review was scheduled to begin the next evening and he believed that this would be a matter of discussion then.

Mr. Sudler moved for approval of the Committee's recommendation that the Youth Advisory Committee be suspended until all minutes of the missing meetings are approved by Council and until Council can discuss the matter thoroughly. The motion was seconded by Mr. Cole and carried with Mr. Anderson voting no.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee met with Councilman Anderson presiding.

Presentation - Tiny Home Village Concept (Sue Harris)

Ms. Sue Harris, 241 Pine Street, reviewed a presentation entitled "Promoting Independence, Cooperation, and Respect for Each Other and the Environment - Port Hope Delaware Inc." Ms. Harris thanked members for welcoming herself and her co-coordinator, Ms. Cathi Kopera, to present their plans for their vision of a new affordable housing concept, a tiny house village for the homeless. Ms. Harris advised members that their desire was to make members aware of the tiny village concept, noting that the biggest piece of the project would be related to the land. She advised that there was nothing written that would allow for this type of project; therefore, it would have to be made to work wherever possible. Ms. Harris advised members that if such developments are well managed, maintained, and self-governed by a board of directors, they are an asset rather than a detriment to neighborhoods and she expressed her hope that this would happen somewhere around Delaware soon.

Mr. Neil questioned if there would be lavatories and food facilities. Responding, Ms. Harris stated that the plans for their village would include bathrooms and kitchens in the units. She stated that a lot of villages have a community house instead.

Mr. Neil stated that, from his experience in vocational rehabilitation, there is a mental aspect and some of the people can be very resistant to doing anything that they do not want to do; therefore, there should be a screening process. He stated that there should also be a neighborhood process since there would be those who would not want such a project in their neighborhood. Mr. Neil felt that this concept would be difficult to sell.

Ms. Harris agreed; however, she stated her opinion that it made more sense to do something rather than nothing, noting the need and the ability to save the towns money.

Mr. Neil advised that the State had passed a common interest community law which applies to communities such as condos and co-ops, and that there is an ombudsman.

He indicated that the tiny village would also be a common interest community and suggested they consider an ombudsman because there are problems that groups cannot agree upon.

Ms. Harris stated that they would start by talking with all those who would be involved to learn what they need to do and work through each difficulty one (1) step at a time. She felt that if this could be done elsewhere, it could be done here.

Mr. Lewis advised that he personally supported this initiative 100%, stating this issue was close to his heart and he had been volunteering to help the homeless since the age of 15. He expressed his admiration for Ms. Harris and Ms. Kopera in trying to help clean up homelessness in the City, noting that the City has a homeless problem.

Ms. Harris commented that some had suggested buying tickets for the homeless and sending them back to where they came from; however, most of the homeless were born, grew up, and went to school here, noting that one (1) specific homeless individual had been a chemist for Dupont.

Mrs. Harris advised members that she serves on a committee that is working on legislation relating to land banking. She stated that New Castle County benefitted from land bank legislation recently passed in Delaware and it was her hope that Kent County and the City of Dover would take a look at this concept. Ms. Harris provided members with a press release dated April 27, 2015 related to Land Bank legislation, Senate Bill No. 66, and House Bill 287 and Kent County property information.

Mr. Caldwell stated that he had the opportunity to see a tiny home village in Madison, Wisconsin, and was highly impressed with that community. He explained that area residents were somewhat reluctant about the concept, not knowing what was going to take place. Mr. Caldwell indicated that there was no police presence and they did not have a single problem. He stated that there was no drinking or loud music, the area was kept clean, and some of the homeless were able to find jobs, remarking that the Dover community probably needs a lot of help in that area. Mr. Caldwell indicated that, based on his observations, a tiny community of homes can be very impressive. He noted that there would be resistance to the homeless but expressed a desire to help them, stating that when he sees people with bags walking the streets of Dover, he knows they have a problem. Mr. Caldwell felt that it would be very valuable to have an example of a tiny community in Delaware, like the village in Wisconsin.

In response to Mr. Caldwell, Ms. Harris advised members that they had already been asked by Sussex County to build a village there.

Mr. Anderson stated that affordable housing is one (1) of the goals of the City's Comprehensive Plan as well as Housing and Urban Development (HUD) grants. He expressed his hope that Ms. Harris would work with staff and in the future the City would be able to adapt a Planned Neighborhood Design to accommodate a tiny home

village. It was Mr. Anderson's opinion that this needed to happen because people had been regulated into homelessness in an effort to manipulate the market. He stated that the current average wage required for the average rent, using income guidelines, is approximately $16 per hour; however, the average renter is earning less than $12 per hour; therefore, the average wage does not meet the average rent. Mr. Anderson indicated that a serious problem is being created, market-based solutions must be allowed for, and this concept was one (1) possibility. He expressed his hope that there would be further discussion of this issue.

Community Development Block Grant (CDBG) Program Quarterly Update (January, February, and March)
The Committee recommended acceptance of the report.

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

Mr. Anderson suggested that members refer any questions to Mrs. Ann Marie Townshend, Director of Planning and Community Development, or Mrs. Tracey Harvey, Planner I.

Mr. Sudler moved for acceptance of the Council Committee of the Whole Report, seconded by Mr. Neil and carried by a roll call vote of seven (7) yes (Sudler, Neil, Cole, Hosfelt, Hare, Hutchison, and Slavin) and two (2) no (Anderson and Lewis).

SETTING OF PUBLIC HEARING - ELECTRIC FUND BUDGET
A public hearing on the Electric Revenue Fund Budget is required for compliance with the City of Dover Electric Revenue Bonds Resolution prior to adoption of the budget. Staff recommended that the public hearing be set for June 13, 2016 at 7:30 p.m.

Mr. Hare moved to set a public hearing for June 13, 2016 at 7:30 p.m. for the 2016/2017 City of Dover Electric Fund Budget, seconded by Mr. Neil and unanimously carried.

2016/17 STAFF APPOINTMENTS - CITY COUNCIL (Deferred During the Annual Meeting of May 9, 2016)
By consent agenda, Mr. Lewis moved for approval of the Staff Appointments for 2016/2017, seconded by Mr. Neil and, by a unanimous roll call vote, the following appointments were made:

City Assessor	-	Cheryl A. Bundek
Building Inspector	-	Ann Marie Townshend
City Clerk	-	Traci A. McDowell
Assistant City Clerk	-	Denise L. Devine
Controller/Treasurer	-	Donna S. Mitchell
Assistant Controller/Treasurer	-	Lori Peddicord
Assistant Treasurers	-	Traci A. McDowell
	-	Denise L. Devine
Fire Marshal	-	Deferred
City Solicitor	-	Nicholas H. Rodriguez
Deputy City Solicitor	-	William W. Pepper, Sr.

2016/17 COMMITTEE APPOINTMENTS - COUNCIL PRESIDENT (Deferred During the Annual Meeting of May 9, 2016)

Council President Slavin requested that the 2016/2017 Council President Committee Appointments be deferred.

By consent agenda, Mr. Lewis moved to defer the 2016/17 Council President Committee Appointments, seconded by Mr. Neil and carried by a unanimous roll call vote.

2016/17 MISCELLANEOUS APPOINTMENTS - COUNCIL PRESIDENT (Deferred During the Annual Meeting of May 9, 2016)

Council President Slavin requested that the 2016/2017 Council President Miscellaneous Appointments be deferred.

By consent agenda, Mr. Lewis moved to defer the 2016/2017 Council President Miscellaneous Appointments, seconded by Mr. Neil and carried by a unanimous roll call vote.

2016/17 COMMITTEE APPOINTMENTS - MAYOR (Deferred During the Annual Meeting of May 9, 2016)

Mayor Christiansen submitted the following appointments for approval:

Compensation Commission

Mayor Christiansen requested that this appointment be deferred.

Dover Fourth of July Celebration Committee

Robin R. Christiansen, Chairman (ex-officio)
Greg Patterson, President/Vice Chairman
Andrea Maucher, Vice President
Jennifer Helms, Treasurer/Secretary
Ann Marie Townshend (Staff Liaison)
Susan Betts
Gail Nemcic
Karen Nickerson
Sarah Zimmerman

Dover Public Library Advisory Commission

Scott W. Cole (Council Liaison Member)

Downtown Dover Partnership Board of Directors

City of Dover Government - Appointed by the Mayor and Confirmed by Council

Robin R. Christiansen, Mayor (Ex-Officio Member)
David L. Anderson - Council Representative
William F. Hare - Council Representative
Council Representative - Mayor Christiansen requests that this appointment be deferred.
Scott D. Koenig - City of Dover Representative
Ann Marie Townshend - City of Dover Representative

Downtown Dover Partnership Board of Directors (Continued)

State Government - Appointed by the Mayor and Confirmed by Council

State of Delaware Representative - Mayor Christiansen requests that this appointment be deferred.

Private Sector - Appointed by the Mayor and Confirmed by Council

Maxine Lewis - Downtown Retailer/Commercial Property Owner Designee

Todd Stonesifer - Resident of Downtown Area

Real Estate Professional Whose Practice Includes Downtown Area/Commercial Property Owner - Mayor Christiansen requests that this appointment be deferred.

Election Board

Curtis E. Raymond - Third District

Fourth District - Mayor Christiansen requests that this appointment be deferred.

Property Maintenance Code Board of Appeals

Charles Martin, Representative Local Real Estate

Adam M. Perza, Representative of Homeowners

Scott D. Koenig, City Manager

Silver Lake Commission

Nicholas Adams

Tricia Arndt

James Burcham

Zachary Carter

Dean Holden

Lyle Allen Jones

Ann Marie Townshend

By consent agenda, Mr. Lewis moved for approval of the Committee Appointments for 2016/2017, as recommended by Mayor Christiansen. The motion was seconded by Mr. Neil and carried by a unanimous roll call vote.

REAPPOINTMENTS/APPOINTMENTS - RECOMMENDED BY MAYOR CHRISTIANSEN

Mayor Christiansen requested the following reappointments/appointments to the Planning Commission for a three (3) year term to expire June 1, 2019:

John H. Baldwin, Sr. - Fourth District (Reappointment)

Kenneth Roach - Fourth District

Mayor Christiansen requested the appointment Ms. Andrea Maucher to serve on the Planning Commission, representing the Second District, for a term to expire June 1, 2018 (to fill the unexpired term of Michael J. Ambruso, Sr.).

By consent agenda, Mr. Lewis moved for approval of the reappointments/appointments to the Planning Commission, as recommended by Mayor Christiansen. The motion was seconded by Mr. Neil and carried by a unanimous roll call vote.

RESOLUTION NO. 2016-06 AUTHORIZING SIGNATURES FOR BANKING SERVICES ON BEHALF OF THE CITY OF DOVER, DELAWARE - CONTROLLER/TREASURER, ASSISTANT CONTROLLER/TREASURER, AND ASSISTANT TREASURERS

By consent agenda, Mr. Lewis moved for adoption of the proposed resolution, seconded by Mr. Neil and, by a unanimous roll call vote, Council adopted Resolution No. 2016-06, as follows:

A RESOLUTION AUTHORIZING SIGNATURES FOR BANKING SERVICES ON BEHALF OF THE CITY OF DOVER, DELAWARE

WHEREAS, the City of Dover's investment policy includes the investment of funds up to $100,000 per banking institution, investments in the State of Delaware Investment Pool, and the purchase and sale of investment grade corporate bonds, and U.S. Treasury and agency securities; and

WHEREAS, the banking institutions, brokerage firms, trust companies, and other various financial institutions require an Authorizing Resolution for the opening of accounts, and for purchasing, selling, transferring, assigning, and handling securities;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Dover, that the Controller/Treasurer, Assistant Controller/Treasurer, and Assistant Treasurers are hereby authorized to open accounts with banking institutions and purchase, sell, transfer, assign, and handle securities and that they are authorized to sign all related forms;

BE IT FURTHER RESOLVED that the transactions in these accounts be carried out with any one signature; and

That the following are the office holders authorized for these purposes, until further notice:

Donna S. Mitchell	-	Controller/Treasurer
Lori Peddicord	-	Assistant Controller/Treasurer
Traci A. McDowell	-	Assistant Treasurer
Denise L. Devine	-	Assistant Treasurer

ADOPTED: MAY 23, 2016

FIRST READING - PROPOSED ORDINANCE #2016-10

Council President Slavin reminded the public that copies of the proposed ordinance are available at the entrance of the Council Chambers, on the City's website at www.cityofdover.com under "Government," or by contacting the City Clerk's Office. Final action by Council on the proposed ordinance will take place during the Council Meeting of June 13, 2016.

Mr. Scott Koenig, City Manager, advised members that Proposed Ordinance #2016-10 was prepared by several members of City Staff from the City Clerk's Office, Finance Department, Human Resources Department, and City Manager's Office. He explained that the Proposed Ordinance would create the generic template for the deferred compensation plan, so that the City can have various plan documents for the deferred compensation plan. Mr. Koenig noted that all new

employees, except police officers, hired after September 28, 2009 are required to join the deferred compensation plan as defined in subsection 2-324 of the Dover Code.

Mr. Koenig thanked Councilmen Lewis and Hare for granting the additional latitude during the discussion of the Proposed Ordinance earlier in the meeting. He explained that, as amended earlier in the evening, the proposal would allow the non-bargaining component of the workforce to contribute a minimum of 3% and a maximum of 9% on the expansion schedule that was previously discussed. Mr. Koenig stated that the remaining employees under this plan would be defined under the various collective bargaining agreements and/or their plan document. He expressed his appreciation for the time and effort that Staff and Council had put into this revision, noting that, going forward, this is the retirement plan for new employees, except police officers.

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:

- PROPOSED ORDINANCE #2016-10 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE IV - OFFICERS AND EMPLOYEES, DIVISION 8 - DEFERRED COMPENSATION PLAN

CITY MANAGER'S ANNOUNCEMENTS

Mr. Scott Koenig, City Manager, thanked the staff who had worked over the past few months to help draft the FY17 budget that is scheduled for presentation at the Special Council Meeting - Budget Review beginning tomorrow evening at 6:00 p.m. He stated that there were a number of people that provided input, calculations, and advice in preparing the fiscal spending plan for FY17 and he would like to thank them personally for their efforts, prior to beginning the presentation tomorrow.

COUNCIL MEMBERS' ANNOUNCEMENTS

Council President Slavin reiterated that the Special Council Meeting - Budget Review would begin tomorrow evening, Tuesday, May 24, 2016 at 6:00 p.m. in the City Hall Council Chambers, noting that the draft budget for FY 2016/2017 was available on the City's website.

Mr. Hutchison thanked Staff for the new television screens in the Council Chambers, as well as the new Council nameplates. He stated that the new television screens were a nice addition.

Mr. Slavin wished Ms. Denise Devine, Assistant City Clerk, a happy birthday.

Mr. Hare announced that a Second Council District community meeting was scheduled for Tuesday, June 21, 2016, at 7:00 p.m. at Capital Baptist Church. He asked Deputy Police Chief Marvin Mailey to see if someone would be available to attend from the Police Department, and expressed his hope that someone would also attend from the Planning Department, noting that there would be discussion regarding property in that area.

Mr. Anderson announced that Nicholas Dadgostar, a Wounded Warrior from Kent County Delaware, was a Silver Medalist in the recent Invictus Games. He stated that Mr. Dadgostar represented the Air Force and was one (1) of the United States service members who participated, noting that it is

good to see a local individual who overcame adversity doing well. Mr. Anderson extended best wishes to Mr. Dadgostar and his family.

Mr. Anderson announced that First State Community Action Agency has an office in Dover and is currently looking for participants who need lead removal, home renovation, or assistance with their electric bills. He urged people to contact First State Community Action Agency, indicating that there is more than a million dollars that needs to be spent by November.

Mr. Sudler thanked the entire City of Dover, including members of Council, for attending his meeting regarding shootings and illegal gang activity in the City of Dover, on Wednesday, May 18, 2016. He also thanked Ms. Ashton Brown from the Delaware State News, and Mr. Jeff Brown from the Dover Post for covering the meeting. Mr. Sudler indicated that resources were being put together on the State and local level to combat criminal activity, especially illegal gang formation, in the City of Dover.

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

Meeting adjourned at 9:00 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of May 23, 2016, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - "Metropolitan Wilmington Urban League (MWUL) Dover Committee" Presentation, provided by Dr. Shekelia Hines
Exhibit #2 - Correspondence dated May 20, 2016 from Mr. David Sheppard, General Counsel for DSU, regarding the prospective relinquishment of City of Dover's transfer right in the Delaware Civic Center Corporation land

Metropolitan Wilmington Urban League (MWUL)

Dover Committee

Introduction

Shekelia Hines, PT , DPT

Physical Therapist

Chair of MWUL Dover Committee

ShekeliaHines@gmail.com

(302) 300 - 0856

Our Movement

Founded in 1910 in New York City, NY

Nonprofit, nonpartisan, community based movement

Professional Staffed

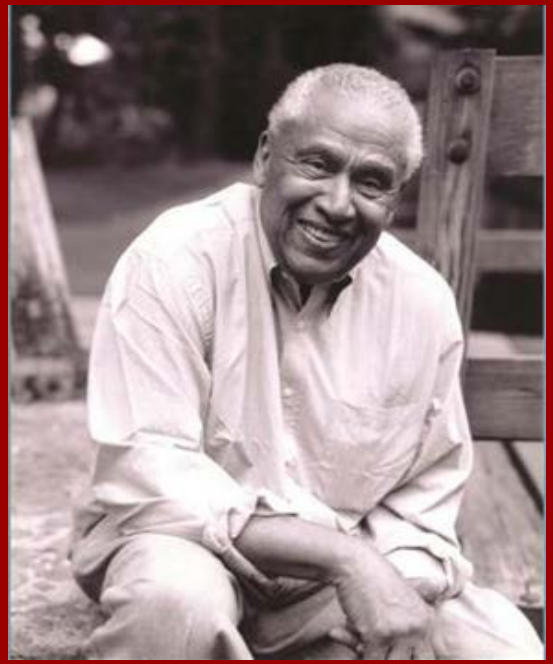
MWUL 115th Affiliate

Pursues the National Urban League 5 point Agenda

Five point Empowerment Agenda

1. Education and Youth Empowerment
2. Economic Empowerment
3. Health and Quality of Life Empowerment
4. Civic Engagement and Leadership Empowerment
5. Civil Rights and Racial Justice Empowerment

Founder of MWUL



James H. Gilliam, Sr.

Mr. James H. Gilliam, Sr.

- In 1998, Civil Rights Veteran James H. Gilliam, Sr., a former member of the National Urban League's (NUL) Board of Trustees, was prompted by Mayor James H. Sills to start an Urban League affiliate in Wilmington Delaware.

- In six months, Mr. Gilliam worked with a small group of colleagues and a minority-owned consulting firm, [ARISE International], to marshal funding and partnership commitments that totaled $1 million. He also assembled a diverse sponsoring committee that included more than 70 community leaders from public, private, and nonprofit sectors.

- In June 1999, Mr. Gilliam made a formal presentation for affiliation to the NUL. One month later, MWUL became the 115th affiliate in the history of the national organization.

- It remains the fastest start of any Urban League affiliate in the later half of the 20th century.



Mission statement:

To empower people of color to achieve economic self-reliance, parity, and civil rights.

Young Professionals

(www.mwulyp.org)

Auxiliary Organization

Fastest growing segment

Made up of members who support the mission

Defined as “Anyone proficient in what they do.”

Various occupations are welcomed

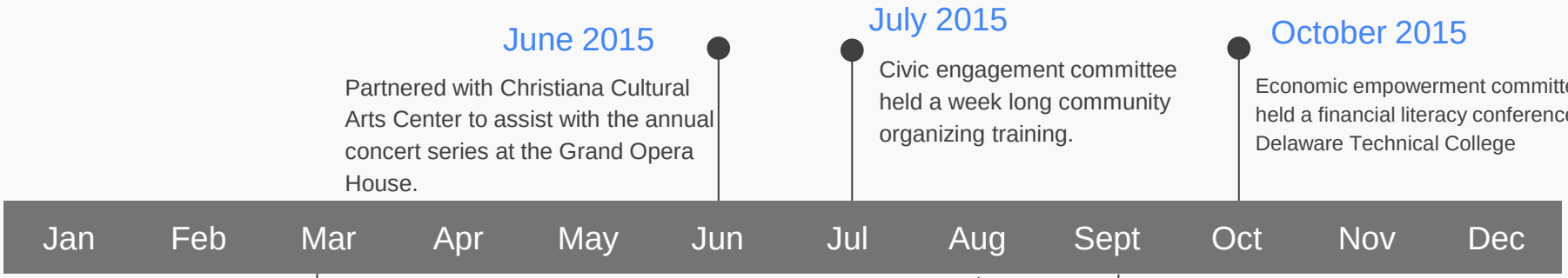
Ages 21 - 45



MWUL Young Professional Video Introduction

Mini Recapture of 2015

(See Annual Report for 2015)



June 2015

Partnered with Christiana Cultural Arts Center to assist with the annual concert series at the Grand Opera House.

July 2015

Civic engagement committee held a week long community organizing training.

October 2015

Economic empowerment committee held a financial literacy conference at Delaware Technical College

March 2015

MWUL YP's Held a Launch week to celebrate the revitalization of the young professionals.

Worked with Habitat for Humanity in Claymont, DE.

August 2015

Organized the Sunday Breakfast Mission to distribute 3,000 book bags filled with school and worked with complexities of color to distribute an additional 1,500 book bags.

September 2015

Hosted a weekend with Nascar at Delaware State University for potential career and internship opportunities with Bubba Wallace.

This is a small sample of all events by the YP's.

Dover Committee YP’s

April

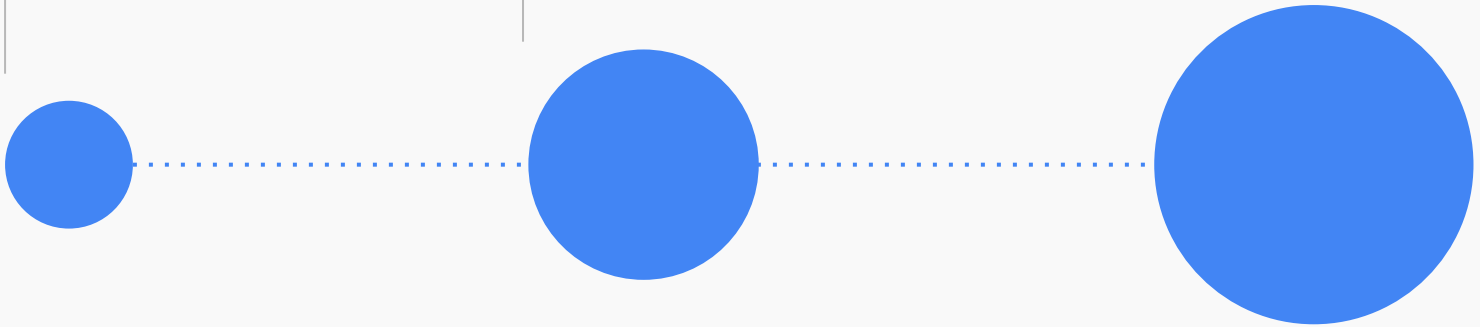
Held Campaign
Bootcamp Training.

May

“What’s In Your Future”
Education workshop

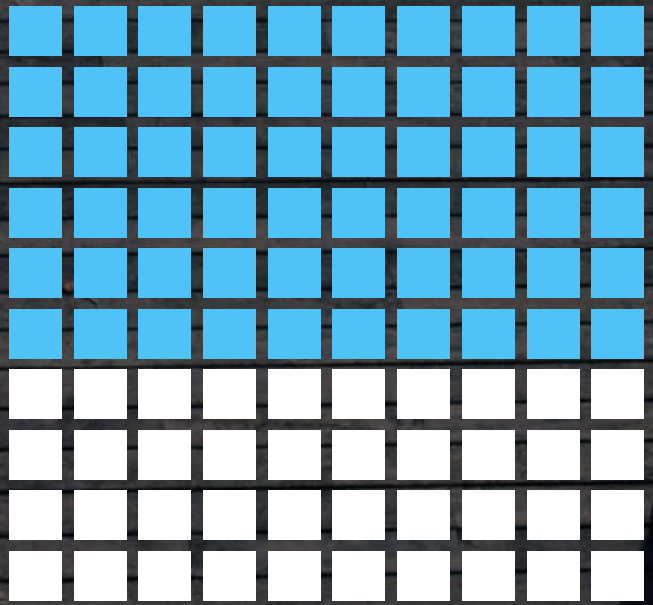
June

Business and
Entrepreneur Training



Why now in the Dover area?

- Young professionals in the Dover area expressed interest and a need to serve their community.



DELAWARE STATE UNIVERSITY
OFFICE OF THE GENERAL COUNSEL

May 20, 2016

VIA HAND DELIVERY
Tim Slavin
Council President
Dover City Council
P.O. Box 475
Dover, DE 19903-0475

RE: Prospective Relinquishment of City of Dover's Transfer Right in the Delaware Civic Center Corporation Land

Dear Council President Slavin:

I write in response to the feedback received by Delaware State University ("DSU") from the members of the Legislative, Finance and Administration Committee ("Committee") at the Committee's meeting on April 26, 2016 (as part of the meeting of the Council Committee of the Whole).

In light of the issues raised during the Committee hearing, I thought it advisable to give the Council Members some factual background regarding the Delaware Civic Center Corporation ("DCCC")[1] and the land under its control, as well as specifics on the potential economic benefit to DSU and the City of Dover ("City"), if DSU is successful in its efforts to acquire and build a Convocation Center on the land in question.

Background

Pursuant to a deed entered into between the City and the DCCC on December 11, 2001, the City transferred 41.5 acres of land ("Land") to the DCCC for consideration in the amount of one dollar ($1) ("Deed"). The Land had formerly operated as a landfill, more commonly known as the "Frazier Pit" Landfill. Contemporaneously, the DCCC also obtained, from third parties, ownership of two other parcels adjacent to the Land consisting of 6.34 acres and 1.86 acres, respectively. Collectively, these approximately 50 acres were intended to be used to facilitate the construction and operation of a civic center in Dover and, by so doing, achieve the express purpose for which the DCCC was created.

Language within the Deed provided, in pertinent part, that "[i]n the event construction of a civic center project is not commenced...within ten (10) years of the recording of this deed" the City could compel the DCCC to transfer the Land back to the City by the payment of ten dollars ($10) ("Transfer Right"). However, in 2009, the DCCC was voided by the Secretary of State for failing to file annual

[1] The Delaware Civic Center Corporation was created through legislative action by the General Assembly in the FY 1991 Bond Bill.

Delaware State University is an equal opportunity employer and does not discriminate because of race, creed, national or ethnic origin, sex or disability.

reports. Because the DCCC was voided before the ten (10) year period had elapsed and the City could exercise its Transfer Right, ownership of the Land has remained with the DCCC.

Consequently, in order for the City to regain ownership of the Land, the DCCC would first have to be resuscitated and the City, thereafter, would have to exercise its Transfer Right through the mechanism provided for in the Deed. However, were the City to waive its Transfer Right, the DCCC, upon resuscitation, would be free to transfer the Land to another entity, such as DSU.

Potential Economic Benefits

The following is a high-level assessment of the potential economic benefits to DSU and, ostensibly, to the City, if DSU is successful in its efforts to build a Convocation Center on the Land:

- The Delaware Convocation Center ("DCC") is estimated to temporarily generate a total of 760 full-time equivalent ("FTE") jobs during its construction. Total permanent jobs would range between 130 -180 FTE's depending on the level of operations at the venue.
- The DCC is estimated to host between 144 - 176 events annually (60% of which would be non-DSU events catering to the community-at-large and out-of-town visitors).
- Estimates reflect that the DCC would generate local spending between $5.4 - $7.2MM annually.
- The initial direct spending and subsequent rounds of re-spending would impact the local economy through a multiplier effect, prospectively bringing the total economic activity (output) generated by DCC operations to range from $7.0 to $9.4MM annually.
- Over a 30-year period, the net present value of total output generated by the DCC is estimated to range from $135 to $183MM.

Proposal

Ultimately, DSU seeks to have the City relinquish its Transfer Right to the Land so as to permit the DCCC, once resuscitated, to transfer the Land to DSU, so that DSU can attempt to accomplish the very laudable goal that motivated the City to transfer the Land 15 years ago. In an effort to facilitate this request, DSU is willing to agree to any necessary utility easements on the Land sought by the City.

As always, DSU appreciates your, the Council's and the City's attention to and consideration of this request, and is happy to discuss this matter further at the Council's convenience.

Sincerely,

David K. Sheppard
General Counsel

SPECIAL COUNCIL MEETING
BUDGET REVIEW

A Special Council Meeting was held on May 24, 2016 at 6:00 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler (arrived at 6:06 p.m.), Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison.

Council staff members present were Mrs. Mitchell, Mr. Koenig, and Mrs. McDowell. Mayor Christiansen was also present (arrived at 6:43 p.m.).

AGENDA ADDITIONS/DELETIONS

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

INTRODUCTION AND PRESENTATION

Council President Slavin stated that completing the budget would involve a lot of work over the next two (2) weeks. He advised that the format used during budget hearings in the past was to allow staff the opportunity to present the budget, while remaining open to questions addressing what was said during their presentations. After the presentations, there would be deeper discussion about the issues. Mr. Slavin asked that the rules be suspended at the end of each section to allow members of the public to speak. He indicated that a system was employed last year where a list of potential motions was kept, and these motions were held until the budget mark-up period so that members could go through them after having heard the whole budget process. Mr. Slavin reminded members that they would adhere to Robert's Rules of Order.

Mr. Slavin stated that, after reviewing the draft budget, he was impressed by the work and heavy lift that was done by members in passing last year's budget, which helped to make structural changes that were needed in regard to revenues and expenses. He noted that this would not dismiss members from the work in front of them; however, some of the key issues that had been plaguing Council had been ameliorated along the way. Mr. Slavin commended some of the changes that members had offered during the year, such as reviewing the preliminary budget earlier than in the past. Noting that the proposed budget had no property tax or utility rate increases, he expressed his opinion that this was a great place to start discussions.

Mrs. Donna Mitchell, Controller/Treasurer, provided members with handouts related to the 2016-2017 Draft Annual Operating Budget with 2017-2021 Capital Investment Plans, as follows:

- Outlays and Receipts (Property Taxes in as Public Safety) for Governmental Activities, replacing page 16 of the Draft Budget, and Outlays and Receipts (Incl. Property Taxes) for Governmental Activities, replacing page 17 of the Draft Budget ***(Exhibit #1)***;

- Projected Cost Per Capita by Function - Fiscal Year 2015-2016 ***(Exhibit #2)***, which Mrs. Mitchell provided to allow members to compare the projected costs from FY 16 with those on page 30 for FY 17; and

- Kent County Treatment Fees - Trend of Fees Billed and Charges Paid ***(Exhibit #3***), which was provided in response to a Council member's question regarding whether the Inflow and Infiltration (I&I) problem was decreasing and if treatment fees were covering the issue.

Mr. Scott Koenig, City Manager, referred to a memorandum from him and Mrs. Mitchell dated May 17, 2016, regarding the Revised FY 16 Budget and FY 17 Proposed Budget ***(Exhibit #4)***. He stated that he would not discuss the revised FY 16 budget unless specific questions were asked because he wished to focus attention on the FY 17 budget.

Mr. Koenig began the review of the Annual Operating Budget for Fiscal Year July 1, 2016 - June 30, 2017. In reviewing his introduction letter dated May 16, 2016, regarding the Fiscal Year 2016-2017 Proposed Budget (page 3), he stated that staff had done a lot of work since the preliminary budget discussion in March 2016, noting that they had managed to close a gap of slightly more than $1M in the General Fund budget since that time. Mr. Koenig advised that the fee increases adopted by Council had been incorporated in the proposed budget. He believed that a reasonable spending plan was presented for the General Fund for FY 17 and the proposed budget would provide the level of services expected. Mr. Koenig noted that the current property tax rate of $0.405 cents was the result of the heavy lift by Council during the FY 16 budget deliberations, and it was proposed to keep this rate for FY 17. He explained that the total financial program for FY 17 was proposed at $138,472,000, including an operating budget of $125,566,900 and a capital investment budget of $12,905,100. Mr. Koenig indicated that this represented an increase of 0.9% over last year and included the Fraternal Order of Police (FOP) contract, the Dover Organization of Employees (DOE) contract, personnel adjustments, and adjustments to the capital plan. He stated that, from a spending standpoint, staff was happy to be able to come in very close to last year.

In regard to the Water and Sewer Fund budget, Mr. Koenig stated that there had been a debate for some time about rates. He indicated that staff was able to balance the budget this year leaving the rates as they are; however, he anticipated requesting a cost of service study in the future with the expectation of gravitating to inclining block rates. Mr. Koenig noted that Calpine had generated a substantial increase in revenue; however, was not quite meeting the expected revenue targets. He advised that Calpine was one (1) year into commercial operation and staff would monitor revenues and see how the system responds and operates over the next six (6) to 12 months to get a better operating history of Unit 1. Mr. Koenig stated that expansions of water and sewer systems were being proposed in the capital plan to meet the demands of both residential and commercial customers and position the City to attract potential commercial clients and customers to the City as part of overall economic development efforts.

Mr. Koenig stated that the electric utility was changing very rapidly. The City had benefitted over the last several years from a number of substantial cost reductions in the electric utility related to power purchase. Earlier this year, Council executed a long-term power purchase that would be reflected in revenue forecasting for the electric utility. Mr. Koenig stated that the reductions had been a benefit in the FY 16 budget and in the development of the FY 17 budget.

Mr. Koenig informed members that it was proposed to reduce the total number of full-time positions in the City from 359 to 357. A net increase of two (2) part-time positions was proposed, partially due to the need for a larger bank of part-time employees to fill in within the fire dispatch area. The total number of hours would remain the same, but the number of employees would increase. Mr. Koenig stated that the total personnel budget across all funds was estimated at $36.044M, which was slightly less than a 3% increase from last year's budget. He indicated that all four (4) labor agreements were signed and in place for FY 17; therefore, labor costs should be predictable. Mr. Koenig stated that the American Federation of State, County, and Municipal Employees (AFSCME) and the International Brotherhood of Electrical Workers (IBEW) unions would begin negotiations in FY 17 just after the calendar year begins and adjustments would be implemented for FY 18.

Mr. Koenig referred to his memorandum dated May 17, 2016 RE: Revised FY 16 Budget and FY 17 Proposed Budget (Exhibit #4). In reference to Attachment #2 to the memorandum, Adjustments to the Preliminary Budget, Mr. Koenig stated that staff had looked at revenues and expenses in order to close the $1M gap in the General Fund. He explained that wages and benefits were decreased by approximately $373,000, a large portion of which was related to the Police Department draft budget. Mr. Koenig indicated that, as a follow-up to contract negotiations, there was a change in language that allowed the Police Chief to insert an 84-hour straight time schedule rather than going to overtime at 80 hours, which would have cost the City an additional $232,000. Mr. Koenig stated that the value of this compensation had been included in this draft budget.

Mr. Koenig indicated that the total capital budget in the General Fund would be decreased by $356,000 due to deferring some vehicle purchases and decreasing the Street Program from $1M to $900,000. Operating expenses would be decreased by approximately $139,200.

Mr. Koenig stated that debt service would be another area of savings. He noted that the tar ditch project had been included in the preliminary budget as debt service. This General Fund stormwater project was approaching the end of the design phase and was estimated at $7.6M. In Mr. Koenig's opinion, the City of Dover should not be the sole contributor to this project. He indicated that the project was being readied for bid and legwork was beginning with legislators, interested property owners, and State agencies to obtain funding partners to reduce the City's exposure. Mr. Koenig believed that this debt service would affect the FY 18 budget rather than the FY 17 budget, and it had been removed from the proposed budget. In addition, debt service was included in the preliminary budget for the Enterprise Resource Program (ERP); however, staff was trying to fund this financial program without General Fund debt service.

Mr. Koenig stated that additional savings related to budgeting for retirements were included in the proposed budget. He explained that the City had been budgeting for retirements by pulling all requests together, analyzing them, and putting a number into the budget. To help close the gap in the budget, it had been stated that if there was a retirement involving 150 days of payout, that department may have to hold that position open to pay the salary from its budget rather than using the reserve fund. Mr. Koenig advised, for example, if an employee in the Public Works Department retired and all the positions in that division were filled, they may have to carry that open position until the retirement is paid out. If there are other openings and funds are available to pay the

position's salary, they will potentially be released to recruit earlier than the payout period. Mr. Koenig stated that the goal would be to have no net increase in the divisional budget. He noted that this may affect the Police Department since officers may have to defer attendance at the police academy due to retirement payouts. Mr. Koenig stated that this retirement payout was used as a premise in the draft budget.

Mr. Hare questioned whether a department would be unable to hire for seven (7) or eight (8) months if an employee retired with this amount of accumulated leave. Responding, Mr. Koenig stated that there was the potential for the department to be unable to hire.

Mr. Hare questioned if a position that remained vacant for seven (7) or eight (8) months was needed, noting that if a position was key, the department could not wait this long to fill it. Responding, Mr. Koenig stated that the City Manager has the authority to transfer money between budgets; however, it was being proposed that there would not be a simple right to recruit from the time the vacancy occurs.

Mr. Slavin advised that this was a very conservative method of making sure that double salary is not paid for a period of seven (7) to eight (8) months and this process had been used at the State level.

Mrs. Mitchell reviewed the presentation entitled "City of Dover Fiscal Year 2017 Proposed Budget" (page 7). In regard to Policy Compliance (pages 10-11), she stated that the budget was within the policy requirement percentages for budget balances and revenues exceed expenses. No rate increases were proposed. Mrs. Mitchell stated that there was an increase of $1,176,700 in personnel costs over the original FY 16 budget.

In reviewing General Fund Revenues, Fines and Police Revenue (page 14), Mrs. Mitchell stated that $60,000 of the $61,000 increase in revenue was for a School Resource Officer (SRO) for the Capital School District Intensive Learning Center (ILC), noting that the Capital School District had agreed to pay this amount. She stated that the police head count had not been adjusted for this position and the Police Chief would be bringing forth a presentation regarding this officer; however, the revenue had been built into the budget. Mrs. Mitchell explained that the students in the ILC are troubled teenagers. Mrs. Mitchell stated that the $55,000 increase in Investment Income was a result of moving bank fees and credit card charges to a fund expense rather than being netted against interest.

In reviewing General Fund Expenditures (page 15), Mrs. Mitchell noted that expenses increased $1,060,000 or 2.6%. She advised that the decrease in expenditures in the City Manager's budget was due to funds for a public safety study not being included in the proposed budget. Mrs. Mitchell explained that Retiree Health Care Premiums had increased by 7.6%, resulting in an increase of $144,100 and the decrease in Other Employment Expenses was due to the retirement payouts referenced previously by Mr. Koenig. She advised that the appropriation to the Police Pension Fund was increased based on actuarial valuations.

In reference to Computation of Legal Debt Margin - General Obligation Bonds (page 19), Mrs. Mitchell pointed out that "New Bonds without referendum cannot exceed 1/4 of 1% of taxable assessed value and shall not cost the total aggregate principal outstanding at any one time to exceed

1% of total taxable assessment for a general tax at the time of issue or $7,648,000 based on the 2017 Estimate." She stated that this provision would relate to the discussion of Capital Improvement Program (CIP) projects and cautioned members that if the City goes to the bond market, this amount cannot be exceeded in any one (1) year without a referendum.

Mrs. Mitchell reviewed Water/Wastewater Fund and Electric Fund (pages 20-21). In regard to the $712,000 increase in revenues in Customer Sales in the Electric Fund, she stated that the power supply budget is based on the load forecast from The Energy Authority (TEA). The load was projected to increase by 0.5% in last year's budget and by approximately 1% in the forecast for this year, resulting in a 0.5% increase in sales.

Mrs. Mitchell, referring to Major Rate and Fee Trends (page 22), stated that the only change listed was the transfer from the Water/Wastewater Fund to the General Fund, which increased by $25,000.

In response to Mr. Hutchison regarding the purpose and use of the Inflow and Infiltration (I & I) Fund, Mrs. Mitchell stated that the purpose of the I & I surcharge was twofold, to cover treatment fees that the City pays Kent County and to help pay for I & I capital improvements. She advised that charging the customer dollar for dollar the amount that Kent County charges would not cover treatment fees because of I & I. Mrs. Mitchell indicated that currently in the Water/Wastewater Fund, the City transfers $1M - $1.1M every year to the Improvement and Extension (I & E) Fund to cover I & I improvements.

Mr. Lewis questioned the number of School Resources Officers for which the City receives funding. Responding, Mr. Koenig stated that, according to Deputy Police Chief Marvin Mailey, the City receives funding for four (4) School Resource Officers, none of which are paid 100%.

Mrs. Mitchell stated that the Capital School District has a Drug Abuse Resistance Education (DARE) program officer, and there are School Resource Officers at Central Middle School, Dover High School, and a Resource Officer at the Academy of Dover. She explained that the total cost for the SROs, not including the ILC officer, would be $333,000 for three-quarters of the year, because these officers work out of the Police Department during the summertime. Mrs. Mitchell stated that the Capital School District pays the City $100,000 of the $250,000 cost; therefore, the City subsidizes $150,000. The proposal for the Academy of Dover would be for an officer for three-quarters of a year at a cost of approximately $68,000. She noted that these calculations were done before the FOP contract was complete. The Academy of Dover was offering to pay $60,000, so the net difference would be $8,000.

Mr. Hare questioned how the amount that the City is reimbursed for SROs compares to amounts reimbursed to other schools or entities. Responding, Deputy Chief Mailey stated that he did not have that information but offered to obtain it for the next budget session. Mr. Cole indicated that he would be in negotiations the following day with the Caesar Rodney School District and could also obtain this information.

Mr. Lewis asked if the Capital School District was the only school district in the State where City police officers work, noting that the majority have State troopers. Responding, Deputy Police Chief

Mailey stated that several school districts have City police officers, noting that the Georgetown Police Department has a School Resource officer and he believed that the City of Newark does as well.

Mr. Neil stated that Operational and Administrative Analysis - Dover Fire Department - Final Report - March 2016 conducted by the Center for Public Safety Management (page 5) recommended that the City of Dover transfer its fire dispatch duties to the Kent County 911 Communications Center. He advised that Table 3-1: Comparison of Personnel Costs in this study (page 19) stated a decrease in personnel costs from $409,800 to $322,904 if this were done. Mr. Neil felt that the report should be considered within the FY 17 budget and its recommendations should be discussed. He referenced discussions regarding the purchase of a fire engine during the Council meeting of May 23, 2016, which Mr. Neil also felt was related to this study. Mr. Neil stated his opinion that if the City was spending $100,000 for this report on the Police and Fire Departments, the report should be considered and that the budget would be affected by this report.

Mr. Slavin stated that, in an ideal world, the report would have been thoroughly vetted in time for the preparation of the budget and the budget review, but the calendar did not line up that way. He indicated that Council had heard a briefing on the draft report and the consultant had been invited to provide a presentation before the Safety Advisory and Transportation Committee in June. The Fire Department would have an opportunity in July to advise members regarding what they saw in the report as beneficial and the things that they may want to explore more, and the matter could be resolved in August. Mr. Slavin stated that these answers would not be available during the budget deliberations unless Council wanted to take pre-emptive action without discussion of the report.

Summaries of Fund Revenue and Expenses

Mr. Koenig reviewed the All Funds Summary (page 24), noting that this summary showed the starting point for all funds and the beginning balances were roughly $63,164,200. The Revenues/Transfers In for FY 17 were approximately $143M and expenses approximately $138M, for an expected ending balance of $67,848,400.

In reviewing General Fund - Cash Receipt Summary (page 25), Mr. Koenig stated that total revenues of approximately $42.261M were expected for the General Fund in FY 17, which was approximately $934,000 over the FY 16 budget. Mr. Koenig believed that staff had done a good job of predicting what is expected in taxes after taking out tax exempt property and other exemptions. Staff had also been doing a good job of conservatively estimating receipts for business licenses. Mr. Koenig advised that the City's budget is related in many ways to construction activity in the community. The transfer of properties, building of new houses, and renovation or construction of commercial properties are indicators that the City budget is reasonably healthy. Mr. Koenig stated that this translates into construction permits, mechanical permits, impact fees, transfer taxes, licenses, and, in the long run, utility revenue. He noted that there were slight increases in revenues over FY 16 in the General Fund that were not related to the tax increase or new fees.

Referring to Expense Summary (page 26), Mr. Koenig stated that expenditures based on the total budget balance would increase approximately 3.2% over FY 16; however, he pointed out that there were increases in expenses in the Dover Public Library, Police Department, and Streets Division.

The Streets Division increase of $489,000 was related to compliance with the City's Municipal Separate Storm Sewer System (MS4) permit. Mr. Koenig indicated that the Sanitation budget was proposed to decrease since staff would be bringing forward a new five (5) year differential disposal agreement that proposes to reduce the gate charge per ton at the landfill. Although the landfill costs per ton would decrease, Mr. Koenig noted that if the City grows or the economy improves, there would be an increase in the amount of trash going to the landfill. He explained that the decrease in the expense for Facilities Management was related to the retirement of direct employees of the City and conversion or expansion of private contracting for janitorial services at the Library, Police Department, Electric Administration, 5 East Reed Street, and the warehouse. Mr. Koenig indicated that one (1) janitor remains on staff who performs partial delivery of supplies to buildings and is primarily responsible for services at City Hall.

Mr. Sudler asked if independent contractors assist the City trash pick up and what they charge per ton. Responding, Mr. Koenig explained that all residential trash is picked up by the City of Dover. He believed that the landfill rate was approximately $85 per ton, stating that the City pays a per ton charge at the landfill for residential trash, commercial trash, bulk trash, and any debris that is taken to the landfill. In addition, Mr. Koenig noted that the City uses a yard waste facility just outside the City limits if they are open for business and, if not, yard waste is taken to the landfill at their specified charge. The City uses a recycling contractor who provides a truck and a driver who dumps the can. Mr. Koenig stated that this waste is transferred to Milford for transport to the market. He advised that there is no charge for the tonnage delivered to Milford and the City has only a cost for pick-up. Mr. Sudler questioned if independent contractors are used for any kind of waste. Responding, Mr. Koenig stated that an independent contractor is used only for recycling services.

Mr. Hare questioned the cost per pick-up for recycling. Responding, Mr. Koenig estimated the cost at approximately $1.25 per pick-up, stating that he would have to get the exact number. Mr. Koenig explained that if the City was picking up twice per month from 100 houses, the cost would be $2.50 times 100.

In response to Mayor Christiansen, Mr. Koenig stated that the current contract for recycling would end either July 31, 2017 or August 31, 2017. Mr. Koenig indicated that there had been some discussions with the contractor regarding displeasure with the service. He stated that staff would be bidding out this contract over the next 12 months and debating whether the City would put in its own bid for that service versus hiring another contractor. Mr. Koenig believed that the contract had been in place for approximately seven (7) years, noting that there were no issues during the first five (5) years; however, during the last year-and-a-half there had been two (2) significant difficulties. He stated that the company had gone through managerial changes and their service level had greatly diminished. Mr. Koenig advised that the contractor had been able to rebound the service level both in and outside the City, noting that this company is also under contract with Kent County.

Responding to Mayor Christiansen regarding whether this company would be considered as a bidder for recycling services if a Request for Proposals (RFP) were issued, Mr. Koenig stated that, considering some of the contractors he had dealt with over the years, staff would probably have to consider this company as a bidder. He reiterated that service delivery had improved over the last few weeks.

Mr. Sudler questioned if Coker Concrete and Recycling Services provided services to the City. Responding, Mr. Koenig stated that this company was named E Z Mulch and the City takes yard waste to their facility and is billed based on the number of trucks that deliver.

In regard to Fiscal Year 2016/2017 General Fund Revenue (page 27), Mr. Koenig noted that property taxes make up slightly under 31% of the General Fund and utility transfers-in make up almost 26%. He stated that the fact that the City owns and operates its own municipal utilities has been a windfall to the General Fund over many years.

Referring to Fiscal Year 2016-2017 General Fund Expenditures (page 28), Mayor Christiansen requested that a breakdown of the percentage of the budget represented by the Police and Fire Department expenses be provided in such charts in the future.

Referring to Projected Cost per Capita by Function (page 30), Mr. Koenig stated that police and fire represent a very large expenditure per capita.

In reference to Governmental Capital Projects Fund Summary (page 31), Mr. Koenig noted that this showed all expenditures proposed per category with significant spending for streets. Many of the purchases related to vehicles. The $145,700 under Fire related to debt service for existing purchases that were financed and was not new spending.

Mr. Koenig reviewed the Water/Wastewater Fund Summary (page 32), stating that the total budget balance and expenses were just under $17M, which is a 0.4% change from FY 16; however, proposed expenses were just under 6% less than last year. The spending plan was close to last year.

In regard to the Water/Wastewater Fund Expenses (page 34), Mr. Koenig stated that Kent County treatment fees were the largest expense and were influenced by I & I. He indicated that transfers to the General Fund help support the tax base and offset costs under General Fund services.

In reference to the Water/Wastewater Improvement and Extension Fund (page 36), Mr. Koenig stated that the City was expanding some utility components and was in the maintenance mode for other components. Pipes were being replaced and improved, and new wells were proposed for construction. He indicated that there would be a debt release for improvements to the Long Point Road water treatment plant. Mr. Koenig indicated that, over the last few years, staff had done a very good job of beginning to get the capital plan in a position to mirror the budget and was able to get projects underway in design in one (1) year and, with small adjustments in budget and scheduling, move to construction in the next year. He stated that staff was working through a significant amount of pump station upgrades, well rehabilitations, new well construction, and improvements in the water plant to ensure that the water and sewer utility can deliver service for years to come.

In regard to the Electric Fund Revenue Summary (page 37), Mr. Koenig stated that the Electric Fund is very complicated and difficult to anticipate; however, the City of Dover receives a significant positive impact from efforts dedicated to the electric utility. In Mr. Koenig's opinion, the City would be spending a lot more time talking about tax rates and service levels were it not for the electric utility. He indicated that there are challenges with searching for employees and keeping up with

current technology and trends in the PJM to understand the changing market. Mr. Koenig felt the City had done a good job of keeping current with the market to be able to maintain a modern electric utility. He stated that the balances and expenses were roughly $94.3M, which is approximately 5% more than last year.

Mr. Neil requested clarification regarding the increase of almost $7M in Line 1 - Beginning Balance and the large decrease in Line 13 - Power Supply. Responding, Mr. Koenig explained that the City had been fortunate in keeping expenses under control and revenues coming in, resulting in an increase in the beginning balance brought forward from FY 16 to FY 17. He stated that, in regard to power supply costs, there had been a significant decrease in the cost of purchasing energy, both in the hedging program and when buying power on the spot market. Mr. Koenig noted that things worked out perfectly for the City in the hedging program in the current fiscal year. He explained, for example, that if 10 MW of power are needed, 8 MW are purchased ahead of time and 2 MW are purchased a few hours ahead of the market. Depending on demand, this 80/20 split changes a bit, but the target is roughly an 80/20 split. Mr. Koenig advised that 20% was being purchased at very low cost because of low natural gas prices and management and transmission costs associated with PJM. Over the last year, there had been historically low gas prices. Mr. Koenig stated that some of the products being offered, such as a 10-year agreement that Council had executed, were not commonly discussed two (2) to four (4) years ago and had not been brought to the City as recommended products. He indicated that there was a substantial decrease in power supply costs in the FY 17 budget and the City had the good fortune of being able to transfer money from the Electric Fund to the General Fund. Mr. Koenig noted that something to consider would be whether to keep the rates as they are, which would generate money in excess of what had been laid out for the spending plan, or to exercise a power cost adjustment to transfer some of the savings in the cost of power supply back to the customers in all categories to offset the cost of their electric bills. He stated that, when modeling is addressed, a proposed power cost adjustment versus a rate change would be discussed. Mr. Koenig explained that it was unknown how long the present conditions will last, and because of uncertainty about the future, staff would propose a power cost adjustment.

In response to Mr. Neil regarding business customers, Mr. Koenig stated that the proposal in the budget would be to rebate a certain percentage of all energy for all customers. Residential, industrial, and commercial customers would all see a credit on their purchase of energy.

Mr. Slavin, noting that Utility Taxes were listed on Line 4 and also under Other Expenses on Line 37 of the Electric Revenue Fund Summary, stated his recollection that this is a 100% passthrough tax assessed by the City on behalf of the State, and the City does not retain these funds. Mr. Koenig indicated that he was unsure what the State uses those funds for, and Mr. Slavin felt it would be useful for staff to research this. Mr. Slavin also questioned if there was an opportunity for the City to charge off the indirect expenses associated with collecting and transmitting these funds.

Mr. Hare questioned the amount paid to North American Energy Services (NAES) and the revenues received because the City has its plants available to run. Responding, Mr. Koenig stated that this would be addressed during the discussions of the forecasting models in a subsequent budget session.

Mr. Hare questioned where the expenses and revenues associated with North American Energy Services (NAES) were reflected in the Electric Fund. Responding, Mrs. Mitchell stated that this was included in the capacity credits; however, these amounts would be easier to review in the schedule in the forecasting models. Mr. Koenig explained that these revenues and expenses were embedded in the numbers but not broken out as NAES.

Responding to Mr. Hare regarding the NAES expenses and revenues, Mrs. Mitchell, referring to Net Electric Generation Benefit (page 91), stated that the proposed net income for FY 17 would be $157,500. She noted that the proposed cost of Plant Operations for FY 17 was $6.2M, Capacity Credits were $7.3M, PJM Spot Market (Net of Fuel) was a credit of $500,000, and PJM Credits were $360,000, for a net credit of $2M. Mrs. Mitchell stated that Capital Cost being invested in the plant was approximately $1,842,000, and the net credit would be $157,500.

Responding to Mayor Christiansen regarding the bond covenant transfer limits for electric, Mrs. Mitchell stated that the City's credit limit is predicated on how rating agencies view this transfer, as well as the risk being taken with the electric utility and bondholders. She indicated that the City's last rating agency discussion occurred during the past year with Moody's. Mrs. Mitchell advised that it was difficult for her to get a $10M transfer, noting that the City does not include the debt service ratio as an expense and the rating agency argued that it should be included as an expense, which lowers the City's debt coverage. Mrs. Mitchell advised that she had to involve the City's bond counsel in this discussion to argue the point that the transfer was not necessarily an expense, and the City was successful in getting through this process.

Mayor Christiansen asked if the rating agency realized that this was an enterprise fund that was established to cover excess cost in the City's budget. Responding, Mrs. Mitchell explained that, although some think that this is the reason for this fund, municipalities go into public power to provide low-cost power to their citizens and not necessarily to fund a general fund. Mayor Christiansen stated that this was not the reason that enterprise funds were established. Mrs. Mitchell stated that rating agencies look at the reason for having public power. Mr. Slavin stated that the City got into the electric business to provide electricity to this area.

In response to Mayor Christiansen, Mrs. Mitchell stated that the City's current bond rating is AA+, which is the best it had been in a long time.

In regard to Electric Fund Revenue (page 38) and Electric Fund Expense by Function (page 39), Mr. Koenig stated that this graphic representation showed that almost all revenue is generated from direct sales to customers and the bulk of the expenses are related to power supply and generation. He indicated that the time and effort dedicated to the City's hedging program is important in this regard. Mr. Koenig explained that, in some cases, the City is subject to the market and must rely on the market and those advising the City to get the best deals, and the market can change quickly.

Referring to the Electric Improvement and Extension Fund Summary (page 41), Mr. Koenig stated that staff was working on improvements across the system, including potential substation, transmission and distribution, and metering improvements, as well as capital improvements

associated with production of power at McKee Run and the Van Sant generating station. This would be a comprehensive approach to maintaining the value of the City's $2M electric system.

Mayor Christiansen noted that there had been an issue with electric services being terminated and there had been discussion of "smart meters." He questioned the potential of going to a smart meter program in the future and the approximate cost. In response, Mr. Koenig advised that replacing the 26 large electric meters would provide the footprint of a smart metering system at a cost of approximately $150,000. It must be decided what size server should be purchased and whether it should be used to help expand the system. Mr. Koenig indicated that there would be a systematic change of meters in the electric system and, at some point, all new meters installed would be smart meters. He stated that when there are challenging customers who must be cut, staff will likely switch them to smart meters. Mr. Koenig noted that every meter need not be replaced to have a smart metering grid, and staff would try to do this frugally. Staff was trying to implement technology that would also read water meters so that there would not be separate systems running in the field. He felt that this would be a multi-million dollar project.

Responding to Mayor Christiansen regarding whether there would be administrative savings if the new system was built, Mr. Koenig stated that savings may not be realized for a long time. He noted, for example, that one (1) municipality in the State decided to replace all of their architecture at a cost of approximately $16M to $18M. He felt that savings must be categorized, noting that currently three (3) employees read and disconnect meters, and there would continue to be a need for staff to go and troubleshoot malfunctioning equipment. The savings would be related to turning meters on and off remotely very quickly, but the operational savings would be hard to quantify. Mr. Koenig felt it was possible an employee would no longer be needed in the same capacity but may be needed as a customer service representative because phone calls would be coming in all at once. He was hesitant to say that it would be a cost reduction over the long term, but it would improve efficiency and enhance services to customers over the long term with gradual implementation.

Mr. Anderson questioned where the Green Utility and Renewable Portfolio Standards (RPS) and the construction of a new solar park that had been discussed were reflected in the Electric Fund. In response, Mr. Koenig stated that the Electric Revenue Fund Summary (page 37), Line 14, indicated an expectation to spend approximately $2.3M for solar energy related to the current solar installation. He recalled that compliance with RPS was estimated at approximately $0.5M. Mr. Koenig indicated that the City must soon make a decision regarding whether to add solar energy or purchase it from another entity. He explained that the solar field that was built several years ago is not the current market or technology, and Mr. Koenig believed that the City could build a more efficient, lower-cost field; however, he noted that the City still has a commitment to the current field. If a field were built in 2016 or 2017, he felt that by 2020 this field may be overpriced in the market since solar technology is changing dramatically. Mr. Koenig stated that a benefit of being part of the Delaware Electric Municipal Corporation (DEMEC) is that they are buying and evaluating wind projects and evaluating in-line hydro projects. He noted that the Integrated Resource Plan (IRP) will also look at battery technology and LED lighting, which is becoming more commonplace, and all these factors are funneling into the City's discussions. Mr. Koenig stated that the City realized a load growth of approximately 1% and was forecasting growth at 0.5%; however, the counter argument to this was

that customers are buying efficiency to reduce their costs. He felt the City would be challenged by all these things, and the RPS will provide more restrictions and challenges to controlling those costs.

Noting that he favored a power adjustment credit, Mr. Anderson asked if the City had thought about using some of the extra money to look at using LEDs in the City streetlights, noting that they would be brighter, increase safety, and provide long-term lower costs in power outlays. He asked if staff had looked at encouraging users to conserve and use alternative power in FY 17 to lower the long-term footprint. In response, Mr. Koenig stated that the City is doing some LED lighting upgrades, although this would not be in whole sectors and the numbers would be relatively small. He stated that if Council wished to accelerate conversion to LED lighting, it could be added to the budget. Mr. Koenig felt that understanding the costs of energy efficiency and promoting it, while budgeting and planning for it, would be the next iteration of the energy program, noting that things can change very rapidly. He explained that, in the past, the City could calculate the amount of power needed and buy a unit that fit that perspective, which was very simple. Now there are many dynamics that must be added in, including customers who put green energy sources in their homes, the challenges of net metering and what that does to the system, and how these costs are recovered. Mr. Koenig advised that the challenges for staff are becoming significant because what used to be more of a one (1) way street is a two (2) way street with a lot of negotiation in between. He indicated that the risk would be on the City as the utility because efficiency and a good rate are wanted for customers, but the City must ensure this is done prudently.

In regard to RPS standards, Mr. Anderson questioned if the City would get credit or be penalized for encouraging and achieving energy conservation. Responding, Mr. Koenig stated that a provider in the State had expressed frustration because they had made efficiency improvements and were concerned that they would not be able to take credit for these improvements. He noted that the timing of change on the City's part is important from a regulatory standpoint. Mr. Koenig stated that the City knows it must change on a certain schedule, but if certain things are changed too soon, the City may not get credit for those things. He indicated that change must be managed in accordance with the regulations.

In response to Mr. Hare regarding the length of the City's contract with the Dover Sun Park, Mr. Koenig stated that this was a 20-year contract that went into effect in 2011 or 2012.

Mr. Hare stated his understanding that the solar park was costing the City approximately $2M per year. In response, Mr. Koenig stated that the expense to date this year was approximately $750,000 above what would have been spent for normal power for the energy coming from the solar field. He indicated that this amounted to at least $750,000 per year.

Mr. Hare questioned why the City would want to obtain more of this type of energy. Responding, Mr. Koenig indicated that the City was required to do so and all municipalities must do this. He stated that some municipalities work directly through DEMEC and some are developing their own projects within their municipal boundaries. Mr. Koenig indicated that everyone providing power in the State of Delaware is subject to the RPS standards that the City had signed off on.

In response to Mr. Hare regarding the cost if the City did not do this, Mr. Koenig stated his belief that the City would be penalized.

Mr. Harry Maloney, Electric Director, advised that Delmarva Power and the Delaware Municipal Energy Corporation (DEMEC) receive SRECs and the City receives energy at a total cost of approximately $0.175. The City signed an energy agreement in 2010 at a price that was far above the market. If this agreement had not been signed, the City would be purchasing energy from someone else at the market rate of approximately $0.04 and $0.05, after removing the price of SRECs at $0.13. Mr. Maloney indicated that he was unsure of the cost of SRECs in the current market. He noted that everyone had wanted to have the first solar field in the State of Delaware, and the City would be paying the price of its agreement for the next 15 years.

Mr. Hare questioned what would happen if the City wished to obtain a buyout of the agreement. Responding, Mr. Maloney stated that the City would have to pay, noting that power developers have bonds against this. It had been Mr. Maloney's past experience that power developers steal revenue streams and take them to the bond market to see how much they can obtain in bonds. If it costs $10M to build a facility, they may be able bond $15M and pocket $5M. They base their income on the maximum they can bond, develop the project, and receive pure profit on Day 1.

Mr. Hare commented that, based on what Mr. Maloney was saying, there was really no benefit to putting more solar fields in. In response, Mr. Maloney stated that this was the case five (5) years ago; however, the cost of solar fields in 2010 and earlier was approximately $8 per watt, compared to less than $4 per watt today. Additionally, he advised that the City would do its own bonding, which was now down to $3.5%. The City would keep the SRECs and the cheap energy, and the capital costs would be reduced. Mr. Maloney indicated that a generation plant today is around $0.01 to $0.02 per watt and it is on peak, so the cost was beginning to come down to where it is actually market based. He noted that the City would also receive capacity credit behind the PJM meter. Mr. Maloney stated that the City is obligated to have SRECs and must look at the total package that it would cost to have them, but this would be nowhere near the cost of the City's 2010-2011 agreement. He felt that if it would be cheaper for the City to put in solar, the City should do so and would receive side benefits. Mr. Maloney stated that this is part of the Integrated Resource Plan (IRP) and felt the City should run the numbers. Mr. Maloney indicated that the State had adopted the IRP process and the City's requirement for solar RECs slowly creeps up each year. This is not something that the City wants to do but is told it must do.

Mr. Hutchison questioned what process the City must go through to get additional water towers or wells as the water demand increases on the system. Responding, Mr. Koenig stated that there is a State permitting process for water towers, and towers are built based upon what the City needs to run the system from an engineering standpoint. In regard to the actual number, type, or location of wells, it is also necessary to obtain permits from the State. Mr. Koenig stated that staff is evaluating drilling a new well in the Cheswold aquifer, which is from the mid-level down, and is working through the permitting process. He indicated that the Piney Point replacement well was built a couple of years ago at a cost of approximately $1.1M. In regard to permits, Mr. Koenig explained that the City has an allocation permit that will expire in 2018 and staff is working on renewals. He advised that permits used to be issued in 20-year increments, but the timeline may be different now.

Mr. Koenig stated that allocation permits by the Delaware Department of Natural Resources and Environmental Control (DNREC) and by the Delaware River Basin Commission are driven by need. The City must prepare detailed reports to show that the resource is being managed, that it is not being used carelessly, how much water is being pumped and billed, expected loss, and how much is going through fire protection, etc. Mr. Koenig stated that staff had been having discussions with the permitting agencies about the fact that Dover is in the growth zone, noting that growth strategies have indicated that they want growth to occur within the State's municipalities on public water, sewer, and electric systems. Mr. Koenig indicated that the City argues that Dover should be given deference when applying for a permit allocation if it can be shown that the City is in need and if this is done ahead of time and on a planned schedule, rather than if a permit is suddenly needed because a customer comes in and needs 500,000 gallons of water. Mr. Koenig expressed the desire to be on a schedule so that staff could say that the City had been tracking demand and use, doing system improvements and maintenance, and wants to get ahead of the permitting curve to have a safe reserve, not just from a technical standpoint, but so that the City can be promoted as being able to provide utilities to businesses. Mr. Koenig advised, for example, that there had been debate at the State level about the permitting of Calpine relating to whether they should be allowed to drill their own well and provide their own water. He indicated that the problem was that Calpine would be a significant user influencing just the aquifers in the City limits and the City would not receive revenue from that. Mr. Koenig stated that the City' argument was that Dover was granted a franchise to serve, there was a detailed franchise map area on file with the Public Service Commission, and the City should have the right to say whether or not it wants to serve a customer or tell them to drill a private well. Mr. Koenig expressed the need to look at the comprehensive impact, stating that the City was providing potable water, but this is a major driver in the City's system. The City could guarantee the quality of the water, the customer was within the City's franchise, and the City has afforded for that customer to be part of its growth. He indicated this was not a simple matter of turning in the paperwork and saying that another 1M gallons is wanted from the aquifer, there is work to be done to get the permit in place. Mr. Koenig felt that staff had done a commendable job of doing the homework to get to the point of maintaining and renewing permits.

Mr. Neil moved to recess, seconded by Mr. Cole and unanimously carried.

The meeting recessed at 7:46 p.m.

Mr. Sudler moved to reconvene, seconded by Mr. Anderson and unanimously carried.

The meeting reconvened at 8:00 p.m.

Mr. Anderson questioned if appraisals of the City's major facilities, particularly Weyandt Hall and the former Dover library, as well as a property on Ridgely Street, were taken into account, noting that appraisals were desired by the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library, and Other City Properties. In response, Mr. Koenig stated that, in the current budget year, the City was working on appraisals for the former Dover Public Library and 5 East Reed Street. He noted that several pieces of property were identified administratively for appraisal and this may happen shortly; however, staff had not engaged in appraisal of the City warehouse or property associated with it. Mr. Koenig advised that facility

construction was not identified in the capital plan because he thought it was necessary to go through a few more steps before indicating that replacing City Hall or some of these major facilities was favored. From an administrative standpoint, Mr. Koenig encouraged and supported a very detailed discussion of the potential for a new or renovated City Hall and the potential replacement of the City warehouse, noting that the City's land is now tight and there may be some interested purchasers of City land. Stating that the budget picture seemed to be improving, Mr. Koenig felt that this was a good opportunity to pivot toward the discussion of replacement with a multi-generational facility. He stated that when discussing a new City Hall, he envisions a 50-to-100-year building. Mr. Koenig advised that some of the appraisals had started coming back and a few more were due by the end of May so that there could be a reasonable discussion of the building values at a meeting of the President's Counsel. Costs of replacing City Hall could start to be crystallized and there could be discussion about how to project a path forward. Mr. Koenig stated that Mrs. Mitchell had indicated that replacing the City warehouse and garage area or City Hall may require bonding to the level of a referendum. He advised members that, rather than bogging the budget discussion down with this debate, staff had set those projects off to the side but was beginning to crystallize their thoughts. Mr. Koenig felt that this discussion would progress in FY 17 without a lot of associated cost. He indicated that costs would be identified, at the earliest, in the revisions to the FY 17 budget; however, he felt it was more realistic to expect this in FY 18.

Mr. Sudler questioned if the Ridgely property appraisal had come back and, if not, when it was expected. In response, Mr. Koenig stated that he had discussed the Ridgely property with a specific property owner and a request regarding this property had not been made before the President's Counsel. He explained that a property owner/developer had approached him and asked if the City may be interested in evaluating a vacant property for a new City facility, such as a warehouse. The property is located on Ridgely Street along the railroad tracks and is potentially for sale. Mr. Koenig stated that this appraisal had not yet been authorized, but as the other appraisals come back, it may be authorized shortly.

Personnel Information

Referring to the Personnel Summary (page 57), Mr. Koenig stated that it was proposed to reduce employees in Customer Services from 14 to 13 by moving one (1) position to the Key Accounts in the Electric Department. He indicated that this employee will help manage large electric customers initially and will gravitate toward helping to interact with large electric and water/sewer utility customers. Mr. Koenig believed this was important because of the desire to understand the needs of larger customers as they relate to utilities and potential expansion or jobs. For example, he indicated that it is important to understand the advantages of having Kraft as a customer and this facility's demands when looking at their energy profile. In this way, the City can find out how Kraft can be helped in managing their cost from a supply standpoint, and Kraft can help staff know their needs from the City as a provider. Mr. Koenig stated that the City had been encouraged through the Chamber of Commerce to meet with its large customers. When talking to the five (5) largest customers individually, it was seen that they are very different entities with different needs and desires related to electric supply and power cost. One (1) of the roles of the Key Accounts person would be to identify specific needs from a utility demand standpoint and determine how to encourage these customers. Mr. Koenig advised that this relates to energy efficiency, noting that the City desires efficiency to improve and receive credit for it in the regulatory and permitting process, but

also wants to be prepared for the potential impact of that efficiency on revenues, load, time of day, etc. The Key Accounts employee will help to interface with these customers and, in the long run, this will also happen with water, sewer, etc.

Mr. Koenig stated that Facilities Management employees would decrease from seven (7) to five (5) due to the retirement of two (2) long-term employees and the privatization of those jobs. A contractor was now performing this function, this service would remain a private contract for the immediate future, and the City could realize the benefits of reduced cost and equal or better service.

Mr. Koenig advised that the total number of personnel in the General Fund would decrease from 277 to 274, the Electric Fund would increase from 47 to 48, and the Water/Wastewater Fund was proposed to remain flat for full-time equivalents.

In regard to part-time employees, Mr. Koenig pointed out that four (4) part-time employees were listed under the City Manager's Office, explaining that they were Comcast employees who are brought in to videotape meetings. The number of part-time, on-call dispatchers was being increased due to the need for a larger selection of employees. Mr. Koenig advised that the budget, as prepared, assumed no changes to the five (5) full-time and three (3) part-time employees in the Fire Department, noting that there had not been public discussion about potential changes at the Fire Department. Mr. Koenig reminded members that the Operational and Administrative Analysis - Dover Fire Department - Final Report - March 2016 recommended a timeline and step-through process to implement changes. For example, Mr. Koenig indicated that if Council decided to have discussions related to this report in June or July 2016, some actions could be implemented in FY 17 that may or may not be related to personnel. He indicated that Council could lay out an action plan to implement suggestions over several budgets. Mr. Koenig believed that the report referenced changes between six (6) months and three (3) years. He stated that some of the discussion relates to contractual obligations, such as ambulance service, noting that the City has a current contract for these services, and when it expires a more detailed national RFP was recommended that would be beneficial to the City. Mr. Koenig advised that the draft budget also assumes a status quo in the Police Department, and none of the suggestions or discussions related to the operational evaluation of the Police Department were included. Mr. Koenig stated that he would meet with the Police Chief next week to discuss the working draft of the Police Department operational evaluation and would forward comments to the consultant, who would submit the operational document for future debate.

In the Finance Department, Mr. Koenig noted that there was a reduction of one (1) part-time person. He explained that in the initial FY 17 budget discussion, it was proposed to hire a part-time person to help prepare the budget. This position was removed to help close the gap in the budget; however, from a strategic and succession planning standpoint, Mr. Koenig recommended a full-time staff budget person be added to the FY 18 budget, noting that the budget was taking a lot of time and resources from the Finance Department.

Referring to Electric Engineering, Mr. Koenig stated that Mr. Maloney had requested to obtain a co-op student from a regional college who wants to be a power supply engineer and anticipates having a career in municipal power supply. He stated that Mr. Maloney's experience using co-op students and training them to be power supply engineers on municipal systems had been positive. It was

hoped that these individuals would return as full-time engineers for less money than they would make in the private sector because they have an interest in public power or serving their community. Mr. Koenig indicated that if a co-op student was found that suits the City's need, they would be hired; if not, there would be no expense.

In response to Mr. Lewis's request for clarification regarding the Substance Abuse Grant and the Police Cadet Grant, Mr. Koenig explained that the Substance Abuse Grant is part of the Parks and Recreation Budget. In regard to the Police Cadet Grant, he advised that six (6) cadets are associated with the police cadet program, and three (3) additional cadets are associated with and are funded by the Dover Public Library budget and provide security there. Mr. Koenig believed that the Police Department rotates everyone through those positions; however, six (6) positions are covered by a grant.

Mr. Lewis questioned if the increase in the library budget was because of the three (3) cadets. In response, Mr. Koenig stated that it was not. Mayor Christiansen advised that there was a cost savings of approximately $6.00 or $9.00 per hour when the cadets replaced the private security firm that operated in the library previously.

Mr. Lewis questioned if more than six (6) cadets would be hired through the grant or if this was all that was presently allowed. Responding, Mr. Koenig stated that a total of nine (9) cadets were funded. As those positions come open, the Police Department actively recruits to try to keep a full complement. He indicated that six (6) cadets are funded under the grant and the other three (3) are funded from the library budget.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the Substance Abuse Grant has two (2) programs, an after school program at Towne Point Elementary School and Camp Small Wonder at Delaware State University. There are 10 employees that perform after school care at Towne Point and they are grant funded.

Referring to Personnel Budget - Total Budget by Fund (page 58), Mr. Koenig indicated that the anticipated personnel budget to provide service to the City's customers would be $36,044,200 based on input across all departments, grants, and funds.

Mr. Lewis questioned the reason for the amount of overtime listed for Civilian Police. In response, Mr. Koenig stated that the majority of the overtime was related to 24/7 dispatch and Information Technology (IT) for system upgrades, etc.

Referring to Overtime Comparison - Fiscal Year 2014 - 2017 (page 59), Mr. Koenig stated that this document provided details on overtime over the past few years.

Mr. Slavin questioned what kind of variances are allowed in a department's budgets for overtime, what kind of warnings are extended in regard to potential overages in overtime, and how the numbers in the budget are managed. Responding, Mr. Koenig stated that this is left to the manager of the department. The departments typically look at the monthly budget reports and an overtime report is sent out through the Finance Department. Mr. Koenig indicated that there are flags in the

monthly reports when looking at some of the department roll-ups. When there are storms, staff looks at Public Works to see how they are tracking, and he noted that some of the overtime this year was driven by storms. Mr. Koenig advised that, even with the cost associated with overtime this year as well as contract implementations, staff had been able to contain total personnel cost close to the original budget across the board.

Mrs. Mitchell stated that the City's current HTE system allows for being locked down to keep from going over a budget, but once this is done, it locks everything down without a threshold, so this feature had not been put in place. She indicated that any line item could go over budget and there are no controls. It is up to each department to manage to their budget.

Revenue Review

Mr. Slavin suggested the Revenue Review be deferred until the budget review scheduled for May 25, 2016.

Mr. Hosfelt questioned if the 2.5% pay raise built into the budget for non-bargaining employees was an average of what Dover Organization of Employees (DOE) and the Fraternal Order of Police (FOP) received. Responding, Mr. Koenig stated that he could prepare a written explanation of how staff developed this recommendation the following day. He indicated that it was a combination of looking at the union contracts and reviewing data regarding what other municipalities were offering.

Responding to Mr. Hosfelt regarding whether this 2.5% increase would pertain to the office of the Mayor, Mr. Koenig stated that it would not because the Mayor's salary is prescribed in Code.

Mr. Hosfelt stated his belief that the Mayor's salary was $50,000 at one point and was then cut to $45,000. In response, Mr. Koenig stated that the Mayor's salary is $45,000 and there is also a $5,000 expense account. He was unsure if the salary had ever been $50,000. Mr. Hare stated his belief that the Mayor’s salary had been $45,000 since 1997. In response to Mr. Hosfelt, Mr. Koenig advised that, to his knowledge, the Mayor’s salary had not been increased since 1997.

Mr. Hosfelt questioned if the Fire Department was authorized at five (5) full-time employees or if this was the number of current employees. Responding, Mr. Koenig stated that the budget included five (5) full-time dispatchers and one (1) part-time Fire Chief’s Assistant, noting that additional people can be called for dispatch.

Mr. Hosfelt asked if there was a long-range plan in regard to City buildings and property. Responding, Mr. Koenig stated there was a plan dated 2006 - 2016, and no update to that plan had been authorized by Council. Some of the recommendations and ideas in this plan were being used as a framework by the President’s Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library, and Other City Properties. Mr. Koenig indicated that there was currently no long-range facilities plan developed by staff.

Mr. Hosfelt questioned if such a plan would be a staff or Council responsibility. Responding, Mr. Koenig advised that it would be a combination of both and would be a major undertaking that would provide foundation documents to make decisions. Mr. Koenig indicated that Council could

request staff to initiate that process. Mr. Sudler encouraged Council to work with staff to come up with a comprehensive long-term plan for City facilities.

Mr. Anderson questioned if a new collections firm was being considered in regard to Customer Service and the electric utility. Responding, Mr. Koenig stated that there would be a recommendation from the Assistant City Manager for a new collection agency at the next Council Committee of the Whole meeting. He expressed his hope that this would be authorized by Council so that the new agent could begin after the start of the next fiscal year. Mr. Koenig understood, according to the RFP, that there would not be a direct charge to the City and the customer would receive an added fee if collection is successful. He did not believe that the City would have to pay a retainer fee.

Mr. Anderson asked if there were any changes related to the long-term Silver Lake/Mirror Lake/St. Jones River reclamation project. Mr. Koenig stated that, in recent years, Mr. Rick Greene, Engineer, Department of Natural Resources and Environmental Control (DNREC), had been working with staff on water quality issues associated with Mirror Lake. All the improvements related to this project were performed under a grant and the City did not have to contribute financially. Mr. Koenig advised that Mr. Greene had also worked with staff on the tar ditch project and the abandonment of old PW2 to help with documentation of potential contaminants in the storm drain system and the river. He noted that Mr. Greene is one of the advocates at the State level for the City removing existing piping, making improvements in the area, and creating a wetland that will help improve the water quality of the St. Jones River south of the dam. In regard to Silver Lake improvements, Mr. Koenig stated that there were discussions years ago related to alum treatment, nitrogen loading, etc. for the lake, but those discussions had fallen off and he was not aware of current discussions. He noted that work was either in progress or being proposed related to the valve at the Silver Lake dam, and there would also be enhancements to the earth dam there. Mr. Koenig advised there are a number of projects loosely tied to improvement of the water quality in both the St. Jones River and Silver Lake. He indicated that at one time there was discussion of having a limnologist associated with either DNREC or the City, but this discussion had been low key over recent years and he did not have an update.

Mr. Anderson questioned when people would be able to swim in Silver Lake consistently again. Mr. Koenig stated that he did not have that answer.

Referring to General Fund - Cash Receipt Summary (page 25), Mr. Lewis noted that some items were pending approval of the State budget, for example, Municipal Street Aid Transfer Tax. He questioned what staff's plan was if this revenue was not received as anticipated. In response, Mr. Koenig stated that this question had been looming since the last budget. To staff's knowledge, in regard to municipal street aid and community transportation, the Delaware Department of Transportation (DelDOT) was proposing the same level of spending for FY 17 as in FY 16. Mr. Koenig advised that Mrs. Cheryl Bundek, Tax Assessor, met with Mr. Thomas Cook, Secretary of Finance, to try to gauge what may happen in regard to Payment in Lieu of Taxes (PILOT). The number from the State to the City was approximately $283,000 and the recommendation was to keep this figure flat. Mr. Koenig noted that it should not be expected to increase and that there was a very low chance of it being decreased; therefore, that figure was included in the budget. Mr. Koenig

explained that staff was most concerned about the realty transfer tax, noting that the tax is currently split 50/50 with the City receiving 1.5% and the State receiving 1.5%. Mr. Koenig recalled that 3% was proposed last year, with the State receiving 2% and the City receiving 1%, which would have been a potential loss of $600,000 for the City. Mr. Koenig stated that, after speaking with legislators, it did not seem likely that this proposal would be reconsidered.

Mr. Koenig advised that, on May 23, 2016, the Delaware Economic and Financial Advisory Council (DEFAC) projected an approximate $71M or $72M shortfall for the State in FY 17. He advised that there were some changes in revenue transfer from the State to local law enforcement, resulting in $25,000 in radio fees in the police budget, which was included as a City cost. Mr. Koenig stated that the Police Chief had also indicated that federal forfeiture funds were being consumed by the federal government. Following discussion in January 2016 regarding this issue, there had been a ruling from the Attorney General's Office that these federal forfeiture funds would be reinstated to local law enforcement based on the previous schedule, after applying and showing need. Mr. Koenig indicated that, although some of the discussion anticipated that this funding would not be available, it appears as though it may.

In regard to developing an alternate plan, Mr. Koenig stated that if no Community Transportation Fund (CTF) money comes to the City, the City would have $900,000 to do street paving. If the $673,100 for municipal street aid is adjusted, this could potentially reduce the street program or to street related maintenance. If the realty transfer tax is adjusted by $600,000, Mr. Koenig indicated that he would have to recommend reducing the street program by $600,000. He advised that every indication is that the State revenue streams appear to be on track.

Mr. Slavin stated that members were very cognizant of the possibility of last minute changes, noting that adoption of the FY 17 budget was scheduled for June 27, 2016, which is a few days short of the end of the legislative session.

Mr. Lewis stated that he would like to know that the City has an alternative plan. Responding, Mr. Slavin indicated that less money would mean doing less.

Mayor Christiansen advised members that he would be in attendance Legislative Hall and asked available Council members, as well as the Delaware League of Local Governments, to be attend to lobby the legislators, particularly those from upstate. He indicated that he had total confidence that local legislators would fight for every dollar that they could get.

Mr. Slavin invited members of the public to come forward to speak. There was no one wishing to speak.

Mr. Lewis moved to recess and reconvene at 6:00 p.m. on May 25, 2016. The motion was seconded by Mr. Neil and unanimously carried.

The meeting recessed at 8:44 p.m.

WEDNESDAY, MAY 25, 2016 - 6:00 - 9:00 p.m.

The Special Council Meeting - Budget Review reconvened on May 25, 2016 at 6:01 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler (arrived at 6:21 p.m.), Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison.

Council staff members present were Mrs. Mitchell, Mr. Koenig, and Mrs. McDowell. Mayor Christiansen was also present (arrived at 6:05 p.m.).

Mr. Neil moved to reconvene, seconded by Mr. Anderson and unanimously carried.

AGENDA ADDITIONS/DELETIONS

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

Mr. Scott Koenig, City Manager, reviewed his memorandum dated May 25, 2016, regarding Non-Bargaining Pay Increase Recommendation - FY 2017 Budget ***(Exhibit #5)***. He noted that Mr. Hosfelt had requested more detailed information on the recommendation for a 2.5% increase in base pay for non-bargaining employees and explained the internal and external comparisons that were made.

In response to questions during the previous budget review session regarding costs associated with recycling and landfill fees, Mr. Koenig advised that the cost of the City's current contract with Inland Service Corporation for recycling is $1.21 per can, per pick-up. Assuming two (2) pick-ups per month at a house with one (1) can, the cost would be $2.42 per month. Mr. Koenig indicated that the Delaware Solid Waste Authority (DSWA) gate fee at the Sandtown Landfill is currently $80.50 per ton. He stated that the City uses a company called E Z Mulch for yard waste. Mr. Koenig noted that E Z Mulch uses a scale; however, because it is not currently operational, the City pays $50 per load regardless of weight. He noted that it is to the City's advantage to maximize the trucks within their operating parameters. Mr. Koenig noted that this number would increase from $50 to $150 at the City's next billing because that company re-evaluated their pricing. He stated that even at $150 per load, this would be less expensive than driving the waste to Sandtown due to fuel and operating costs.

In response to Mr. Hare, Mr. Koenig stated that there was not a fee for recycling with DSWA.

Mr. Neil asked if recycling was based on the number of homes or the actual number of containers collected, noting that some residents in his community recycle less frequently than twice a month. Responding, Mr. Koenig stated that the contract is based on the number of containers so if a subdivision has 280 houses with 280 cans, the City pays $280 x $1.21 x 2 in a regular month regardless of the frequency or amount collected at each home.

In response to Mr. Anderson regarding raises granted to retirees over the last 10 years, Mr. Koenig stated that, to his knowledge, employees in the General Employee Pension Plan had not received any Cost of Living Adjustment (COLA) or other adjustment to their retirement payout from the City. He indicated that the City owns the liability for a closed Police Pension Plan that has a built-in 2%

annual escalator and members of this plan receive an annual 2% increase, stating his belief that this occurs on January 1st each year.

Mr. Hare noted that, although there is no COLA built into the General Employee Pension Plan, members have not been charged for increases in retirement health care or Medicare Part B, so he felt that members were receiving an increase. Mr. Hare believed that if these individuals wanted to receive a COLA, their cost for health care should be increased as the City's costs increase.

Mrs. Mitchell reminded members that a question had been raised during the previous session about what utility taxes were used for and whether an administrative fee could be charged. Mr. Slavin clarified that this utility tax, which is assessed by the State, is collected by the City from every customer and the aggregate amount collected is passed back to the State. He noted that he had questioned if there could be a mark up or if the City could retain some of this tax for its own use. Mrs. Mitchell advised that she spoke with the State of Delaware Public Advocate, Mr. David Bonar, who explained that this tax is used to pay for Public Service Commission administrative offices and the Public Advocate's office, and the bulk of it goes to support the general fund. He was unable to advise Mrs. Mitchell if the City could charge an administration fee but provided her a contact in the Department of Finance. Mrs. Mitchell indicated that she left a message but not heard back yet. She also advised that the utility cost pertains only to certain commercial customers.

Members were provided the General Fund Expenses by Department/Division - General Fund Expenses by Major Function (page 1), General Fund Expenses by Major Function (page 2), and Projected Cost Per Capita by Function (page 3) ***(Exhibit #6)***. Mrs. Mitchell reminded members that Mayor Christiansen had requested a breakdown of the percentage of the budget represented by the Police Department and Fire Department on Pages 28 and 30 of the draft budget. She explained that pages 2 and 3 provided this information. Mrs. Mitchell noted that the major functions (pages 28 and 30) had been grouped in accordance with the recommendations of the Government Financial Officers Association (GFOA) for award submissions. She advised that the GFOA wants categories grouped by function without the details.

Members were provided Outlays and Receipts for Governmental Activities ***(Exhibit #7)*** that listed City Functions/Programs. Mrs. Mitchell advised that this list was grouped differently from the GFOA recommendations and correlated with the charts on Pages 16 and 17 of the draft budget, which are used in the City's Comprehensive Annual Financial Report (CAFR).

Mayor Christiansen stated that he did not intend to question the way this information had been presented; however, for purposes of showing the value and effect of each department, the revised graphs provided a better and clearer breakdown for himself and for Council.

Members were provided the City of Dover Electric Revenue Fund - FY 16 - White Oak Solar Park Incremental Cost report ***(Exhibit #8)***. Mrs. Mitchell advised that this was provided in response to Mr. Hare's questions regarding the expense of the Dover Sun Park. She noted that budget numbers from the current year were included in the last column of the report.

Revenue Review

Members were provided the Fiscal Year July 1, 2015 to June 30, 2016 Quarterly Revenue Report as of March 31, 2016 ***(Exhibit #9)***. Mr. Scott Koenig, City Manager, stated that this quarterly report is provided to Council and noted that a new Proposed FY 17 column had been included. He indicated that the largest revenue stream for the General Fund is property taxes. Mr. Koenig reiterated that staff does a good job of calculating taxes and expectations and removing exemptions granted to project the primary driver for the General Fund. He explained that Payment in Lieu of Taxes (PILOT) relates to a group of properties, with the State's payment being approximately $283,000 of the $413,000. Mr. Koenig stated that staff had some concerns with this revenue stream at the State level but had met with the Secretary of Finance and believed it would maintained at the $283,000 level for FY 17. He indicated that PILOT also includes payments from the Housing Authority, Luther Towers, and Milford Housing Development Corporation.

In regard to Transfer from Electric Fund (line 3), Mr. Koenig stated that the $10M transfer from the Electric Fund to the General Fund represents the second largest source of funding received in the General Fund. He advised that staff is cautious when projecting Transfer from the Transfer Tax Fund (line 5), noting that just under $2.1M in revenue was expected in FY 16 and $1.67M was being earmarked for FY 17. Mr. Koenig noted that staff had reviewed and analyzed large receipts for the last three (3) years and was being very conservative with this number. Mr. Koenig indicated that this number had been as high as mid-$3M in past budget discussions and had also been as low as approximately $1M, which contributed to the City's budget gap.

Referring to Business Licenses (line 6), Mr. Koenig stated that this number reflected changes made in this fiscal year in anticipation of licensing revenue of $4.67M for FY 17. He noted that Sanitation fees (line 8) were projected at $2.5M. In regard to Transfer from Municipal Street Aid (line 10), Mr. Koenig advised that staff expected the formula for this State transfer to remain the same and the City would receive approximately $673,000. He explained that the funding formula takes approximately $5M and distributes it among all municipalities in the State based on population and road mileage. Mr. Koenig stated that the City's population had been increasing, noting that street dedications periodically approved by Council are included in the City's submissions for funding. He indicated that Police Extra Duty Fees (line 12) and Transfer from Police Grant Funds (line 13) were covered in other parts of the budget. With reference to Court of Chancery Fees (line 14), Mr. Koenig stated that staff had traditionally been conservative with these budget estimates and the departments are encouraged to stay within the estimated revenues.

In regard to Transfer from Water/Wastewater Fund (line 15), Mr. Koenig stated that there was an $875,000 transfer from this fund, noting that the internal rate of return from the water and sewer utility to the General Fund was slowly increasing. He advised that a total of approximately $42.26M in General Fund Revenues was expected.

In reviewing the Revenues for the Water/Wastewater Fund, Mr. Koenig stated that staff was monitoring final revenue calculations from Calpine and approximately $15.467M in total revenue was expected from all revenue streams in the utility. He commented that quite a bit of funding is received from water tower leases, and staff diligently reviews leases and requests for changes.

Mr. Koenig hoped that additional cell carriers would express interest in the newly constructed Garrison water tower over time.

With the regard to the Electric Fund, Mr. Koenig advised that the largest source of revenue was sales to customers at $78.99M, and the total revenue estimate was $81.259M.

Responding to Mr. Hutchison, Mr. Koenig advised that the $283,000 PILOT payment from the State had remained at that level for some time, with small fluctuations related to the value of construction submitted to the State for review. He noted that funds are divided between the three (3) county seats: the City of Wilmington, City of Dover, and City of Georgetown. Mr. Koenig stated that the amount has fluctuated but remains in the $300,000 range.

Mr. Anderson questioned the reason that interest income had increased in the General Fund and decreased in the enterprise funds. Responding, Mrs. Mitchell advised that bank fees are no longer netted against this income. She also explained that the General Fund had benefitted from a higher investment balance, the Water/Wastewater Fund had the lowest investment balance, and the Electric Fund balance was increasing. Mrs. Mitchell indicated that the current interest rate is approximately 0.76%. She pointed out that Interest Income for the Water/Wastewater Fund (line 8) reflected a negative $1,800, which was an accounting error that was corrected in April; however, the report was dated as of March 31, 2016. In response to Mr. Anderson regarding the true figure for interest income, Mrs. Mitchell estimated it at $10,000.

Mayor Christiansen advised members that, at the end of the legislative session last year, Senator Bushweller requested a modification of the PILOT monies that the City was to receive. He stated that there was an issue with the request because the City of Newark also wanted to be included in the formula for these funds. Mayor Christiansen indicated that he would keep Council apprised if the formula changed or if Senator Bushweller's proposal is passed in the legislature.

Referring to Budget Review - Fiscal Year 2016-2017 (page 202), Mr. Koenig began a review of the individual department budgets. In regard to What You Need to Know (page 203), Mr. Koenig stated that percentage changes were calculated based on the original FY 16 budgets and would not match up with FY 16 revised budgets. He indicated that health insurance rates would increase by approximately 7.67%. Mr. Koenig stated that Other Post-Employment Benefit (OPEB) rates decreased due to paying toward OPEB in past budgets and also reviewing pension funds. Pension rates decreased in the Electric Fund because this pension fund was closer to being fully funded.

Mr. Hare stated that the City had not obtained a cost comparison to see if the City's health insurance rates were the best available, noting that he mentioned this during the budget review last year. Responding, Mr. Koenig advised that a Request for Proposals (RFP) had not been done; however, staff had obtained additional information from Kent County regarding their most recent health insurance. He expected to have a handout in this regard at the next budget review session on May 27, 2016. Mr. Koenig noted that the City was on the State contract for insurance.

In response to Mr. Hare regarding the amount of the education assistance expense, Mr. Koenig stated that he would have to obtain that number. Mr. Hare questioned if the education must be associated

with the employee's job. Mr. Koenig indicated that there must be a logical connection to what the employee does for the City. He noted that a number of police officers were receiving criminal justice or managerial education and some employees were pursuing a Master's Degree in management. Mr. Koenig advised that a handful of employees in the total organization receive educational assistance. Once reimbursed for a course, employees who leave within a two (2) year period must reimburse the City the funds received for course work, so there is an ongoing commitment to continue employment with the City. He noted that a relatively low number of employees take advantage of this benefit because going back to school is a large time commitment.

Responding to Mr. Lewis regarding the maximum the City will pay for education assistance, Mr. Koenig stated that he believed the policy states that the University of Delaware rate is the maximum amount paid. He indicated that there is also a maximum number of courses that can be taken over the course of a year and very few can achieve this maximum while maintaining a full-time job. He estimated that the maximum reimbursement request had been approximately $10,0000 - $12,000. Mr. Koenig believed that the maximum payment made in a year was less than that.

Mr. Koenig began the review of the General Fund departmental budgets. Referring to City Council (page 206), he explained that the increase in administrative expenditures related to a request to budget $25,000 in discretionary funds for Council members, including $5,000 per district and $5,000 for the at-large Council member. There was also a request from the Dover Human Relations Commission (DHRC) to increase their authorization by $1,000. Mr. Koenig noted that rules had not yet been written about how members would go about requesting funds.

Council President Slavin advised that he requested that discretionary funds be placed in the budget in order for Council members to respond more quickly to the needs in their districts. While this was nominal amount, Mr. Slavin indicated that it could be used for minor capital improvements, neighborhood associations, speed enforcement signs, or other things that are needed. He had asked the City Manager to prepare an allocation by district on street repaving and Public Works projects where Council could have a little more discretion to direct projects into their districts based on what they know to be critical needs. Mr. Slavin indicated that this would not take away from the needs determined by Public Works, but Council would be additional eyes and would perhaps know the districts a little more acutely than others, especially issues needing quick attention.

Mr. Anderson concurred with the idea, noting that a number of local governments have discretionary items. He stated that issues frequently arise, such as the problem on Buttner Place where the road was damaging cars and there was flooding. This was a small, inexpensive repair that made a real difference in people's lives. Mr. Anderson also referenced a pothole in Lincoln Park off Slaughter Street and noted that having funds to replace missing speed limit signs or for radar enforcement made a lot of sense, rather than having to ask State legislators and others for funding.

In response to Mr. Sudler regarding the criteria for these funds, Mr. Slavin stated that Council would have to decide; however, he hoped that members would prohibit its use for food, travel, and other expenses so that the funds would go directly to expenses for district improvements.

Mayor Christiansen asked if Council's budget included funds to participate in the Delaware League of Local Governments (DLLG) and National League of Cities (NLC) for training purposes. Responding, Mr. Koenig stated his belief that this was included in the training and travel area and there may be funds in subscriptions and dues. Mr. Anderson indicated that funds had been budgeted but not broken out by name. Mayor Christiansen believed it was important for the Mayor and Council to participate in DLLG as well as NLC.

Mr. Sudler asked City Council last received a raise and in what amount. Responding, Mr. Koenig stated that the Dover Code states that each member of Council shall receive an annual salary of $7,416 to be paid monthly. For the period beginning July 27, 2009 and ending July 26, 2010, each Council member shall receive an annual salary of $6,674.40 to be paid monthly. Mr. Koenig noted that Council decreased their pay in 2009 when an employee furlough was instituted. He advised that the Code specified that the Council President shall receive an annual salary of $8,652 to be paid monthly, and this was adjusted during the furlough time period to $7,786.80. Mr. Koenig stated that the Code states that Council members shall also receive reimbursement of actual and necessary expenses incurred when on official business as prescribed by ordinance or policy.

Mr. Slavin recalled that prior to 2003 there was a clause that allowed for Council's salary to increase automatically and this escalator was removed. He noted that the Compensation Commission was later created, and he believed that the procedure is that the Compensation Commission meets, reviews the market, and makes recommendations on any adjustments necessary; however, there must be an intervening election between approving and implementing the raise. Mr. Slavin advised that Council could not vote themselves an increase but must have an election in between so that a new Council would be seated and receive the benefit.

Mr. Sudler questioned how members could raise their salaries, due to the extensive time and work they put in as Councilmen. In response, Mr. Slavin indicated that Council would have to ask the Compensation Commission to look at this issue and make a recommendation to Council. If the recommendation was to raise the pay, Council would have to take action on that. If accepted, this would not go into effect until after an election.

In regard to the provision of an intervening election, Mr. Slavin stated that, technically, after each election a new Council is seated, whether or not all the members remain the same.

Mr. Sudler expressed his understanding that the next regular election would be in 2017 and questioned if members would have to put a raise into effect prior to this. Responding, Mr. Slavin indicated that a raise would not got into effect until after this election.

Mrs. McDowell stated that the last time the Compensation Commission made a recommendation was September 20, 2011, and they recommended no increase for City Council nor the Mayor. Mr. Sudler questioned whether an explanation was provided. Responding, Mrs. McDowell advised that the commission's explanation was that "in reviewing this matter, the Commission found that current Council salaries are very similar to compensation at the current federal minimum wage level for a half-time 20 hour per week position and there was no empirical data or overwhelming public

sentiment that demonstrated that change was indicated. Current levels for City Council remain unchanged."

Mr. Sudler questioned how part time was defined. He acknowledged that Council meets part time, but felt that the amount of time spent addressing concerns varies with each district and asked if there was a specific time frame for the individual Council districts. Mrs. McDowell stated that a survey was created for outgoing Council members to evaluate the amount time they spend on activities and meetings. In response to when the last time the survey was implemented, Ms. McDowell stated that it was sent to the most recent outgoing Council members.

Ms. Denise Devine, Assistant City Clerk, advised that the survey is included in the orientation packet provided to new members when they begin serving. New members are advised to be aware of how much time they are spending because they will be expected to complete the survey after the term. She indicated that those surveys would be given to the Compensation Commission if they are called.

Responding to Mr. Sudler, Ms. Devine confirmed that members would submit this survey at the end of their four (4) year term. Mrs. McDowell stated that staff could send this form to members as frequently as they would like, noting that the response rate is not very high. Mr. Sudler indicated that he spends a tremendous amount of time. Mr. Anderson felt that an annual survey would make sense.

Mr. Slavin stated that if Mr. Anderson would like the Compensation Commission to consider this issue, members may want to place it on the Legislative, Finance, and Administration Committee agenda in July. In response, Mr. Sudler requested that compensation be reviewed.

Mr. Anderson suggested that members take appointments to the Compensation Commission seriously if this was to be done, noting that he had not made a recommendation for appointment but should do so. In response, Mr. Slavin indicated that he would ask the City Clerk to send a reminder to members that recommendations were needed for the Compensation Commission from each Council member, noting the Councilman Lewis had made a recommendation. Mr. Lewis and Mr. Neil each stated that the individual they recommended had been appointed to the Commission, and Mr. Neil indicated that he had spent time studying this issue. Responding to Mr. Sudler regarding the process for appointing individuals recommended by members, Mr. Slavin stated that members can make recommendations for individuals that they would like to see appointed from their districts.

In regard to the Mayor's salary, Mr. Koenig stated that Code identified the Mayor's salary at $45,000 annually, noting that it was also decreased to $44,100 during the time frame of the employee furlough. He advised that the Code states that the Mayor shall receive an expense allotment of up to $5,000 to be included in the City's annual budget. Mr. Koenig noted that the salary was set at $45,000 when the City went to a full-time Mayor in 1994 and has remained at that amount.

Mr. Hosfelt stated his understanding that a change to the Mayor's salary would be made through a change to the City's charter. Responding, Mr. Slavin stated that the Mayor's salary must be reviewed by the Compensation Commission as well.

Mr. Hosfelt questioned if the City could change the charter. Responding, Mr. Slavin stated that the charter changes must go through the General Assembly. Mr. Anderson stated his belief that Mayor's salary was a Code issue, which would be in Council's purview.

Mr. Lewis questioned if more clarification would be provided regarding the $5,000 discretionary funds. In response, Mr. Slavin asked members to send their ideas about what these funds should and should not be used for, which would help to shape the rules, indicating this would be the decision of Council. He believed that this would become part of the Code or a policy.

Referring to City Manager (page 207), Mr. Koenig stated that the large percentage of increase in materials and supplies was attributed to the replacement of two (2) computers in the office. He stated the increase in administrative expenditures was related to an increase of approximately $19,000 in legal expenses, which was offset by a reduction in contractual services. Mr. Koenig reminded members that $100,000 had been included in the current year's budget for a study and next year approximately $5,000 was anticipated to be spent for LEAN related consulting. There was an overall reduction of approximately 12% in the City Manager's budget, which he stated was slightly distorted because of the study in the current year.

In reference to Procurement and Inventory (page 211), Mr. Koenig indicated personnel costs were going up slightly and this division was influenced more by union contracts than some other areas.

In regard to Materials and Supplies, Mr. Koenig noted that a number of department heads had deferred computer purchases in previous budget years to help balance their budgets. He stated that this involves risk because a number of computers may fail or need to be fixed at the same time. Mr. Koenig stated that departments had been requested to return to a replacement schedule or develop a path forward to do so; therefore, additional computer replacements were in the proposed budget.

Mr. Slavin asked if the number of internal service calls made for older computers correlated with those that have not been maintained. Responding, Mr. Koenig advised that he was unsure. He explained that there is a life cycle replacement schedule and some offices have a more critical need than others, noting that he could wait a day if his computer went down but some offices would not want to do so. Mr. Koenig stated that replacement of computers is not triggered by the schedule, explaining that system upgrades and problems caused to the department are considered. Mr. Koenig stated that there was an overall increase of 4% in operating expenses for this department.

In reviewing Fire (page 212), Mr. Koenig noted that the transfer appropriation to Robbins Hose Company was increased last year by $50,000 per the request of the Fire Chief. Mr. Koenig advised that he administratively rolled that back this year to the FY 15 budget level. It was recommended that the capital expense for Engine 7 replacement not be included in the budget. Mr. Koenig explained that the capital outlay will remain the same because there would be $145,700 for payments on existing equipment. The total expenditure for the Fire Department would be decreased by approximately 3%; however, this would include maintaining the dispatch and administrative functions at the Fire Department.

In regard to the personnel costs of $437,700, Mr. Hare questioned if this related to five (5) employees. In response, Mr. Koenig referred to Fire Department (page 248) - 110-1400-514, pointing out that all associated employment costs are included in the 10 series line items, resulting in a total expense of $437,700.

Mr. Anderson questioned the reason for the decrease in contractual services for the Fire Department compared to the previous year. Responding, Mr. Koenig stated that discussion of additional money had occurred during the previous year between the Fire Chief and the Controller/Treasurer regarding increased maintenance costs associated with equipment. At that time, Mrs. Mitchell requested the Fire Chief to submit a request and support documentation. The Fire Department submitted a one (1) page letter with no documentation, which went through the Council authorization process. Mr. Koenig explained that no support documentation was submitted this year to warrant continuing the level of funding from last year. The budget recommendation for FY 17 was the result of an administrative decision at Mr. Koenig's level.

Fire Chief Carleton Carey, Jr. stated that he did not have an option, and when they sat down to do the budget for FY 17, $50,000 was removed. He stated that there was arguing about the engine, which Chief Carey stated he had asked about in January and went through the process of getting it done. He indicated that he did not fight this battle because he was losing the battle on other issues. Chief Carey advised that he did not want to get into this.

Responding to Mr. Sudler as to why he felt he did not have an option, Chief Carey stated that he was told that he was not able to keep the $50,000 because it was misused the previous year. He advised that when he investigated further, he found that it was not misused because Council approved the use of the extra $50,000. Chief Carey indicated that he wanted to keep the $50,000 and would not ask for any more. He stated that he was going to have a line item for everything that they wanted to keep the $50,000 for.

Mr. Anderson questioned whether Chief Carey would be able to get this information in 24 hours. Responding, Chief Carey stated that he could provide the information by Friday, May 27, 2016 or the beginning of the following week; however, he indicated that he would not ask for anything now, stating that the Fire Department could survive and operate.

Mr. Anderson asked if Chief Carey believed the current budget would adequately protect the citizens, and Chief Carey responded that it absolutely would. Chief Carey stated that the City is a big part of keeping the Department in business and keeping the cost down for everyone in the City. He noted that the Fire Department is considered a career department and receives the exact same training as a career department, but they are volunteers. He stated that the Department had an $8M - $10M membership for zero (0) dollars.

Responding to Mr. Anderson, Chief Carey stated that they would prefer to replace an engine rather than upgrade the ladder, which would be approximately $500,000 cheaper. He advised that they would not be looking for another ladder truck for at least another five (5) to eight (8) years.

Chief Carey stated that the Department had a Capital Improvement Program (CIP) plan that they were trying to get back in place. He noted that he met with Mrs. Mitchell around the first of the year to discuss the CIP and he was advised that it would require approval by Mr. Koenig and City Council. Chief Carey noted that, as a returning Chief, he was starting fresh and moving forward.

Mr. Anderson expressed his understanding that Chief Carey would prefer to have an engine over the long term. In response, Chief Carey advised that he had to have the $50,000 appropriation for special equipment.

Mr. Neil stated that members would be discussing the Operational and Administrative Analysis - Dover Fire Department - Final Report - March 2016 at another time and these questions will be coming up.

Mayor Christiansen requested an overview of the administrative expenditures. Responding, Chief Carey believed that the City contributes approximately $1,500 to the pension plan. Mrs. Mitchell stated her recollection that the amount was $1,560, noting that the amount was $60 per volunteer and the Fire Department provides staff with a list of active volunteers. Mayor Christiansen asked if workers' compensation and insurance were included in these costs. Responding, Mr. Slavin indicated that they were included in personnel costs. Chief Carey stated that Robbins Hose Company contributes more than $40,000. Responding, Mrs. Mitchell stated that these funds were for pension. She indicated that the Fire Department's insurance cost, maintenance, electricity, and everything needed to run the station were included in administrative expense.

Mr. Sudler questioned what the morale for the Fire Department was and what they do for the City. Mr. Slavin asked that this question be deferred. He indicated that budget issues were being discussed and felt that this may lead to possible personnel issues.

Mr. Lewis asked how many employees were included in the Fire Department and if this included only dispatchers. Chief Carey advised that employees included strictly dispatchers. He indicated that there are five (5) positions; however, the Department currently had only three (3) dispatchers. Chief Carey indicated that they would go through the testing part of the application process on May 28, 2016. He advised that these are the only employees in the department and they answer emergency and non-emergency calls, take care of the building, and make sure the trucks are running at all times. He stated that they function almost like a career department.

Mr. Hare noted that there is also one (1) part-time administrative assistant. Chief Carey confirmed that this employee works 29 hours per week. Chief Carey advised that, as Chief, he worked 42 hours during the first week of May in administrative meetings, 29 hours during the second week, and 33 hours during the past week, not including responding to fires. He advised that he would calculate the total calls and hours at the end of the month to show the hours for Fire Chief.

Mr. Koenig reviewed Human Resources (page 213) noting a total net budget increase of 2%. Referring to Human Resources (page 250), Mr. Hare noted that approximately $187,000 was being budgeted for three (3) people and questioned if approximately $84,000 was being contributed to the pension plan. In response, Mr. Koenig advised that the percent of payroll for General Fund

employees in the defined benefit pension plan was 57% of payroll and two (2) of the three (3) employees in the Human Resources were in this plan. Mr. Hare questioned the percentage of employees in the defined benefit plan versus the deferred plan. Mr. Koenig thought that the number was roughly 50/50 and that it was quickly shifting to more defined contribution than defined benefit employees. He advised that this expense is driven by the plan selected by the employee and would vary by department. Mr. Hare stated that he would like to have a breakdown of this information.

In reviewing Library (page 215), Mr. Koenig stated that personnel costs in the Dover Public Library were influenced by two (2) labor agreements. He explained that administrative expenditures would increase due to converting from personnel to a cleaning contract and expanding service for cleaning at the library due to the amount of usage. Mr. Koenig stated that over the last few years, the City converted to privatized cleaning at the library and gravitated away from privatized security to the cadet program.

Mr. Hosfelt questioned why one (1) full-time position was not budgeted for all year in FY 16 in the library. Mr. Koenig stated that, although some positions had been modified through downgrading and upgrading, the total head count should not have gone up in the library. Mrs. Mitchel indicated that she would research this issue.

In reference to Parks and Recreation (page 216), Mr. Koenig explained that capital outlay was driving this budget, noting that improvements were planned for Schutte Park and Dover Park. These projects were outlined in the capital plan and were driving a budget increase of approximately 25%.

In regard to the $52,000 increase in administrative expenses for the library due to the new custodial contract, Mr. Hutchison asked if this would be $52,000 per year. Mr. Koenig stated that it would be yearly and noted that part of the increase was attributed to the custodial expense being moved from Facilities Management's budget to the Library's budget. Because the cleaning hours are defined at the library, the cost of that contractual service is charged directly to the library, so some of the increase was due to an accounting change over time. Mr. Koenig advised that all janitorial services related to a specific building are being charged to a specific budget. For example, the Electric Administration building is being charged to the Electric Department budget, the Dover Public Library to the Library budget, and the Police Department to the Police budget.

In response to Mr. Hutchison, Mr. Koenig stated that the three (3) cadets at the Dover Public Library are a security feature that comes out of a line item in the library budget. Referring to Library Account 10-13 Temporary Help (page 256), he explained that some temporary help is related to library staff and some to security, which is all being charged to the Temporary Help line item.

Mr. Hare questioned if the Police Department had been authorized to replace their janitor. Responding, Mr. Koenig explained that a building craftsperson was assigned janitorial responsibilities at the police station several years ago. There was a request in FY 15 or early FY 16 to convert janitorial service of the public area in front, including the lobby, bathroom, and possibly the public assembly room, to a private contractor because it was too much for the building craftsperson to maintain. Mr. Koenig stated that this was a small contract of approximately $3,000 - $5,000 per year. That craftsperson had since resigned from the City and the janitorial function of

that position was replaced with a contractor. Mr. Koenig noted that the entire facility was now being cleaned by a contractor, and the Police Chief and staff indicated that they were happy with the contractor. The budget still had the building craftsperson position, which had been rolled back to the initial starting numbers. Mr. Koenig explained that he had not signed off on a permission to recruit because the question of whether the Police Department needed a 40 hour per week building craftsperson in addition to a cleaning service for six (6) or seven (7) days per week remained. He was considering placing the craftsperson position in Facilities and providing service to the Police Department on a work order basis. Mr. Koenig advised that the Police Department and the Police Chief favor the position being in the Police Department because the Chief could then control all the work that this person does related to the facility. Mr. Koenig stated that a decision must be made in this regard within the next week.

Mr. Hare questioned if this position could return to being a craftsperson and also perform cleaning. In response, Mr. Koenig stated that there had been a significant enhancement in service at the Police Department and expressed the need to be realistic when debating the budget. He indicated that many things had been done over the past three (3) or four (4) years to expand service at the Police Department, many of which were low key; however, they were driving the General Fund budget. Mr. Koenig noted that the Police Chief had provided him a detailed list of what the building craftsperson does there; however, Mr. Koenig stated that there are just as many needs in other parts of the organization. The actual cleaning portion of the contract was substantially expanded at a cost. Mr. Koenig indicated that if he was trying to contain the Police Department budget in the FY 16 costs, they would not have enough money for this service to expand the janitorial contract and hire the building craftsperson.

Mr. Sudler, referring to Parks & Recreation (page 216), questioned why the contribution to the African American Festival was decreased by $3,000. In response, Mr. Koenig stated that decreasing the City's contribution to the African American Festival was his recommendation, noting that he had made the recommendation that Council consider eliminating this contribution in previous budgets from 2012 to 2015. He advised that the African American Festival was not singled out, explaining that the City had previously contributed to both the Fourth of July Celebration and the African American Festival. Mr. Koenig stated that the $5,000 formerly contributed to the Fourth of July Celebration Committee had been decreased to $0 in previous budgets.

Mr. Slavin advised that the Fourth of July Celebration Committee was originally set up as a City committee, funded by the City, and given the responsibility to create private funding to support it, and he believed they reached the point of returning funds a few years ago that the City appropriated. Mrs. Mitchell stated that this had been budgeted and they asked for the City not to pay them because they did not need it.

Mr. Slavin stated that the Fourth of July Celebration had successfully become a stand-alone event, which was the exit strategy.

Mr. Sudler questioned how much of the $165,000 increase in capital outlay in the Parks & Recreation budget was allocated for Dover Park. Responding, Mr. Koenig stated that he would explain this during the review of the Capital Investment Plan.

Mr. Sudler asked what the justification or merit was for exiting from the African American Festival. In response, Mr. Koenig stated that this was the City Manager's recommendation because he did not consider this a City-sponsored event. He indicated that it is a private event that the City had recognized and supported, and would continue to support by picking up trash, etc. However, if another festival came in with similar goals and objectives, Mr. Koenig did not have a way to say whether or not they should be funded at this level.

In response to Mr. Sudler's previous question regarding the amount of capital outlay for Dover Park, Mr. Koenig referred to FY 2017 Capital Investment Plan - FY 2017 thru FY 2021 - Projects by Department (page 105). Mr. Koenig advised that $165,000 was allocated for Parks and Recreation capital outlay, with $50,000 labeled for a Dover Park master plan, $100,000 related to land improvements at Schutte Park, and $15,000 for small park improvements. He explained that the details of those improvements were identified on pages 106, 107, and 108.

Mr. Sudler noted that there are many City parks in Dover that do not have amenities, only grass and a sign that says City park, and asked if the small park improvements mentioned in the Capital Investment Plan consisted of things like edging. He questioned why the City has these parks, such as in Bicentennial Village, with no amenities, such as swings or seesaws, and if the City was paying money for nothing.

Mr. Slavin suggested that this question be deferred until Mrs. Ann Marie Townshend, Director of Planning and Community Development, was present. He felt that this may relate to the difference between active recreation, passive recreation, and pocket parks.

Mrs. Dawn Melson-Williams, Principal Planner, stated that when some subdivisions in the City were developed, the City took dedication of open space or active recreation areas that were created for some of those subdivisions and, in some instances, this included grass areas. She advised that this is typically not how the City deals with active recreation in new subdivisions. Mrs. Melson-Williams indicated that in some cases there are small areas of grass, and recreation activities can happen in these areas, but there are no amenities in the form of benches or swings. She noted that the areas are probably big enough to allow movement and provide a game-type function for the neighborhood. Mr. Sudler asked how much this was costing the City; however, Mrs. Melson-Williams did not have that information.

Mr. Anderson asked if the building craftsperson at the Police Department would be a 100% General Fund expense or if part of the cost would be shared by the other funds. Responding, Mr. Koenig stated that if it was in the Police Department it would be 100% General Fund; however, if the position was filled in the manner that he was proposing, it would be in the Facilities Division, which is an allocated fund.

Mr. Anderson indicated that if the building craftsperson position was in the Facilities Division, it would serve the City and be shared by all of the funds that generate revenue. Mr. Koenig confirmed that if the position was located in the Facilities Division, it would be a shared resource dedicated to all facilities. While the position may primarily be dedicated to the Police Department, it would be a shared position.

Mr. Sudler moved to recess, seconded by Mr. Neil and unanimously carried.

The meeting recessed at 7:28 p.m.

Mr. Anderson moved to reconvene the meeting, seconded by Mr. Lewis and unanimously carried.

The meeting reconvened at 7:40 p.m.

In regard to the African American Festival, Mr. Sudler asked if Mr. Koenig had discussed the $3,000 decrease in funding for the Festival with former Councilman Reuben Salters, the organizer of the event. Responding, Mr. Koenig stated that he had not personally talked to Mr. Salters and was unsure if that was communicated to him through the department. Mr. Sudler strongly urged that Mr. Koenig advise Mr. Salters to allow him time to prepare for this. Mr. Sudler indicated that he was not against the decrease but felt that, as a courtesy, Mr. Salters should be informed.

Mr. Slavin did not believe that Mr. Salters knew about the potential decrease, since he had not heard from him.

Mr. Anderson clarified that the funding for the 2016 African American Festival would not be affected, so Mr. Salters would have a year to prepare. Mr. Koenig confirmed this, noting that Mr. Salters had been working on the current Festival which would be held at the end of June and was included in the City's FY 2015/2016 budget. He stated that the current discussion pertained to the 2017 Festival.

Mr. Koenig stated that Mrs. Kim Hawkins, Human Resources Director, had advised him that the current roster of employees includes 106 employees in the defined benefit plan, 123 in the defined contribution plan, and 101 uniformed officers in the State of Delaware County and Municipal (Police/Firefighter) pension plan.

In response to Mr. Hare regarding the other 29 employees, Mr. Koenig believed that there were probably 29 openings across the City. Mr. Hare requested a list of the open positions and how long each had been open, which Mr. Koenig indicated he would provide.

Referring to Police (page 217), Mr. Koenig stated that personnel costs would increase in this Department by 7%. He indicated that this would fund 101 police officers, and incorporates the Fraternal Order of Police (FOP) contract and proposed raises for non-bargaining employees. Mr. Koenig explained that one (1) officer resigned in FY 16; however, this officer's salary would be carried until the end of FY 16 at the rate of pay at the time of resignation. Mr. Koenig advised that the City is required to make a payment of $40,000 to the exiting employee, which he believed would occur in January, and this money had not been set aside. He stated that approximately $75,000 was budgeted for this position in FY 17, including a salary of approximately $50,000 plus associated benefits, at the starting wage of an entry-level patrol officer. Of this amount, $40,000 would be used to pay the obligation. Mr. Koenig noted that the potential for another School Resource Officer (SRO) was mentioned and would increase the revenue from the Capital School

District from $100,000 to $160,000. If the City goes forward with the SRO and receives this revenue, there would be $35,000 left over from the $75,000 budgeted salary and benefits, less the $40,000 payment. Mr. Koenig advised that if $60,000 is added to the $35,000, this would allow $95,000 for the replacement of an officer, assuming the City moves forward with the SRO contract, which is how the budget was prepared. He stated that the last SRO contract was with Parkway Academy. Mr. Koenig indicated that the intent was for the Police Chief to bring back the SRO contract, stating his assumption that it had not yet been signed so that Council could consider this matter within the context of the overall budget discussion.

For clarification, Mr. Lewis questioned if the school district would be paying $60,000 toward the SRO. In response, Mr. Koenig confirmed that if the City executes the contract and designates an officer, there would be $60,000 of revenue associated with that contract. Mr. Koenig stated that the City would treat that officer as other SROs are treated, explaining that an officer would be dedicated to the school during the school year and be eligible for other overtime and extra duty. Mr. Koenig indicated that this officer would be eligible to be pulled into the other units for duties at the Dover Police Department at the discretion of the Chief.

In response to Mr. Hare regarding whether the City loses money on extra duty, Mrs. Mitchell stated that the rates are calculated so that the City does not lose money.

Mr. Hutchison questioned if the contracts for SROs are year to year. Responding, Mr. Koenig believed that the SRO contract are for multiple years, noting that the Mayor and Police Chief had described a three (3) year contract to him. Mr. Koenig was unsure if all resource officers have three (3) year contracts but stated that he would provide this information. It was his belief that the contract for Parkway Academy was a multi-year contract.

Mr. Hare questioned if the Capital School District pays $60,000 toward each SRO. Responding, Captain Tim Stump, Dover Police Department, advised that the Capital School District pays $100,000 toward two (2) SROs, and the agreement signed with Parkway Academy in July 2014 states that the school had agreed to pay $60,000 per year for 900 hours of police service based on a three (3) year contract.

Mr. Lewis stated his understanding that civilians who were previously police officers were receiving retirement benefits, such as medical, but were being charged for benefits again as civilian employees. He questioned if this was true and, if so, what the reasoning was for it. Responding, Mr. Koenig stated that there are three (3) retired Dover police officers serving in this capacity, two (2) Sex Offender Registry officers and one (1) crime analyst. He indicated that when these positions were initially created, they were non-bargaining positions. Mr. Koenig explained that these employees are receiving pensions from the State fund, retired from their service as police officers, and were rehired by the City as civilian employees. The offer letters advised these candidates that they could work for the City with the condition that there was a specified salary and they would purchase health care as active employees. After these positions were filled, each of these employees was incorporated in the AFSCME labor union. Mr. Koenig indicated that the City's position is that these employees are being paid at their active rate and they will pay for health care in accordance with the AFSCME contract, which has a different cost-sharing allocation. He stated that this issue is being

debated while moving through the administrative applications associated with the transfer from non-bargaining to AFSCME.

Mr. Lewis questioned if these employees were required to pay for health insurance because they fall under the union. In response, Mr. Koenig stated that this was not the reason; however, when they were hired as non-bargaining employees, their offer letters included their salary and stated that they must pay for health insurance as active employees. The conditions at the time were an 85/15 split for all non-bargaining employees.

Mr. Lewis noted that the City also contributes to the health insurance cost. He questioned whether the City would save money if these employees continued to receive benefits under their retirement packages and work without contributing to medical benefits, since the City would not have to contribute.

Responding to Mr. Lewis, Mrs. Mitchell advised that the unfunded liability for OPEB was the driving force for this approach when the proposal to rehire retired officers was original submitted. She explained that the City pays retiree health care whether employees are active or retired. Mrs. Mitchell stated that when employees retire, the City has to fund the liability of their life span from their age of retirement, noting that the mortality table may indicate a life span of 80 years. If they are hired back as active employees, take health care as active employees, and work another 10 years, it would cut 10 years off the City's unfunded liability. Mrs. Mitchell advised that the State also uses this approach. She stated that these individuals still see the OPEB benefit on their pay statements and have difficulty understanding why this occurs when they are active employees. Mrs. Mitchell explained that this relates to accounting rules for OPEB that require the percentage of payroll funding the unfunded liability to be reflected across payroll. She explained that this is socialized, similar to Social Security.

Mr. Koenig reviewed Life Safety (page 223), explaining that it includes the Fire Marshal's Office and the City's ambulance contract.

Responding to Mr. Slavin, Mr. Koenig estimated the cost of the ambulance contract at approximately $20,000 per month or $240,000 per year. He noted that, during the last two (2) years, approximately $15,000 had been given to the Cheswold and Camden-Wyoming volunteer companies, with approximately 50% going to each company. Mr. Koenig indicated that he could obtain exact numbers if desired.

In response to Mr. Slavin, Mr. Koenig confirmed that the ambulance contractor receives payment from the City and also from those that they transport. He stated that the City pays a standby fee of approximately $10,000 per shift and has 24 hour coverage, with two (2) units for 16 of those 24 hours.

Mr. Slavin advised that the service was set up this way to contain the City's cost and so the City would not be in the bill collecting business. Mr. Koenig confirmed that the City is not in the bill collecting business. He noted that when the current ambulance contract ends, there is the potential

to adjust this cost by performing a national Request for Proposals (RFP) and obtaining a vendor who will not charge a standby fee and will provide service purely based on billing.

In response to Mr. Slavin regarding whether the City had the ability to know if the vendor is profiting off the contract in addition to the fee they receive from the City, Mr. Koenig did not believe that a financial statement was part of the terms of the agreement. He was unsure if the City could obtain this information but indicated that staff could try.

Mr. Slavin commented that there was only a brief mention of Emergency Medical Services in the Operational and Administrative Analysis of the Fire Department, noting that he thought the City would receive more information from this study. He felt this may be an area to explore.

Mr. Sudler asked the date when a competitive analysis of the ambulance service was last done and when another vendor was considered. Responding, Mr. Koenig advised that an RFP was done approximately 13-14 months ago. To his recollection, FY 16 was the first year of a three (3) year contract. Three local (3) vendors responded and the vendor being used by the City at the time was selected. Mr. Koenig explained that there was a vendor with a no-cost proposal, but this was a new start-up company that had worked in transport but not Advanced Life Support (ALS)/Basic Life Support (BLS). The third vendor was a proposed spin-off, start-up service from a local volunteer ambulance company. Mr. Koenig indicated that the City had elected to use PrimeCare and would be entering the second year of the contract this year. He stated that it takes approximately one (1) year to adequately vet an RFP for this type of service. Mr. Koenig noted that the Operational and Administrative Analysis of the Fire Department indicated that the City was at the size and had the volume of calls where a national provider may be interested in Dover as the capital City. He felt that by bringing in a national provider, the City could potentially eliminate the $240,000 standby charge.

Mr. Sudler asked if the award was made based on cost or service. In response, Mr. Koenig indicated that the lowest cost was not selected. Selection was made based on who staff felt was providing reasonable service. Mr. Koenig indicated that there had been complaints regarding service, which were evaluated and staff felt that the current provider had adequately addressed the concerns.

Mr. Hosfelt questioned if the fees for volunteer company providers are paid because PrimeCare cannot make runs. Responding, Mr. Koenig explained that if the City's vendor is not available and the volunteer companies make a transport or dedicate resources to come into the City for transport, compensation has been offered to them at $25 per run. He stated that in August 2016, staff will review the last 12 months and the City will donate $25 per run.

In response to Mr. Hosfelt, Mr. Koenig stated that PrimeCare is sometimes unable to make runs because they have not been released from the hospital, noting that if they bring in someone who may have ingested something, they are not released quickly. In some cases they are responding to multiple incidents and are not available. Mr. Koenig indicated that in some cases the closest unit may have been another volunteer unit that had made a run to the hospital and were immediately available; however, the first call is made to PrimeCare and it does not transfer over to other vendors unless they decline the call or cannot take it. Mr. Koenig stated that PrimeCare and the other vendors provide BLS, and ALS is provided by Kent County paramedics.

Mr. Hare suggested informing PrimeCare that the City intends to look at national providers when this contract is up to see if PrimeCare wants to negotiate.

Mr. Hutchison advised that when he served as Chair of the Safety Advisory and Transportation Committee, the Committee reviewed ambulance services with the City Manager and staff. He stated that a complete analysis was done of the vendors to make sure the City was getting a first-class response. Mr. Hutchison reiterated that there was a back-up system in place with Cheswold and Camden-Wyoming, and the City utilizes the paramedics as well. He noted that it had always been the policy that if there is a complaint pertaining to a 911 ambulance call, staff reviews the details to find out what happened. Overall, Mr. Hutchison felt that PrimeCare provides good service, noting that other options could be considered when the contract is finished.

Mr. Koenig explained that there had been a period when there was friction with the volunteer fire associations who were providing additional service, and this resulted in the donation discussion. To Mr. Koenig's knowledge, the donations made by the City to the Camden-Wyoming and Cheswold fire companies represent their largest single donations from a contributor.

Mayor Christiansen questioned how PrimeCare bills for each individual transported. In response, Mr. Koenig stated that he did not know and staff would have to get those records.

Mayor Christiansen noted that an ambulance from Hartly recently responded to an incident on Reed Street and questioned if they would be eligible for the $25 fee. Mr. Koenig stated that Hartly had not appeared on the manifest. When the records are reviewed, if Hartly appears enough times, he felt that the City would make an offer to them; however, donations had been made only to Cheswold and Camden-Wyoming.

Mayor Christiansen asked if there was a record of the number of times the Fire Department had been called to assist PrimeCare because their personnel on location were not qualified to do the job. Responding, Mr. Koenig stated that Ms. Kay Sass, Public Affairs and Emergency Management Coordinator, may have this information; however, he did not. Mayor Christiansen requested that these figures be provided to Council.

Mr. Hosfelt stated his concern that PrimeCare knows they can make insurance money if they are in a position to make a run. He felt that they were taking runs when they should be on standby in the City to handle its issues. Mr. Hosfelt stated that when PrimeCare takes a run to make insurance money and the City calls in Camden-Wyoming or Cheswold, the City has to pay them as well. He had been informed by people in the business and people in the hospital that this was occurring. Responding, Mr. Koenig stated that staff could check out this complaint. He noted that there had been complaints over the years that were unfounded but had to be evaluated; however, if this was happening, this was not the level of service that the City agreed to.

Mr. Koenig reviewed the Economic Development budget (page 224), noting that the proposed budget was $237,700.

In response to Mr. Hutchison, Mr. Koenig stated that three (3) employees are assigned to the Economic Development Office.

Responding to Mr. Hutchison, Mayor Christiansen advised that he was unsure how much time he devotes to economic development but that it is quite a few hours. He stated that he and Mr. William Neaton, Economic Development Manager, are continuously trying to bring new businesses to the City and protect jobs that are already in Dover.

In response to Mr. Hutchison regarding how many hours he and Mr. Kirby Hudson, Assistant City Manager, devote to economic development, Mr. Koenig noted that he, Mr. Hudson, and Mrs. Ann Marie Townshend attend a number of related meetings. Mr. Koenig estimated that 20% of his time relates to economic development, including phone calls and meetings. He noted that he is not there specifically to promote economic development but to promote the City in general. Mr. Koenig stated that time is not broken down by utilities versus economic development. He estimated that 20% of his office time is spent talking about things such as how to expand the business and residential base, and utilities.

Mr. Hutchison stated his understanding that when a proposal is getting ready to be presented, Mr. Koenig's office and staff would be involved. Responding, Mr. Koenig advised that his office is involved for large projects and to a lesser extent for average projects. The Planning Office is involved in every application to a certain level if it involves a building. Mr. Koenig stated that, at his level, staff had been involved in the Downtown Development District and the applications for funding for projects; however, they do not account for the hours.

Responding to Mr. Sudler, Mr. Koenig stated that 100% of his time is dedicated to the development of the City.

Mayor Christiansen stated that because of the types of projects the City looks at, as soon as there is interest in the City, Mr. Koenig, Mrs. Townshend, and Mr. Hudson all consult, noting that Mr. Hudson had brought some people to Dover under the City's Downtown Development District program. He noted that staff works as a team so they do not have to go back and consult with each another. Mayor Christiansen stated that when a major project comes in, such as the development of the new shopping center in North Dover or the remodeling of the former K-Mart, the team meets with the developer from the start to consult as a unified group. He pointed out that, due to working with the Downtown Dover Partnership (DDP), some of the personnel are split and they focus their emphasis on downtown projects. Mayor Christiansen stated that he was not excited with the current configuration of the Economic Development Office and it may need to be reconfigured in the future.

Mr. Hare recalled that the Economic Development Office employees previously came before Council and mentioned that they spent over 50% of their time with the DDP. The DDP hired an individual and these employees came back to work for the City; however, the gentleman that the DDP hired left and now the City was back with the DDP. Mr. Hare questioned what was not being done for the City, if 50% of employees' time was being spent with the DDP. He suggested the possibility of turning economic development of the City over to the DDP.

Mr. Lewis asked Mr. Koenig if an Economic Development Office was needed for the City. Responding, Mr. Koenig stated that this decision was made by Council a number of years ago and economic development is part of the Mayor's charge. He noted that he was on record as saying that there are many options available for economic development and the current option is not the option that he recommended several years ago. Mr. Koenig stated that he stood by his original recommendation.

Mr. Anderson stated that there had been many reports on this. He indicated that many projects, such as parking, are handled within economic development under the DDP, but City staff basically does the work. He cited the farmer's market, various inventory of buildings that was being compiled, marketing, filling in real estate agents, etc., and noted that the Economic Development Office deals not just with downtown but the whole City. He stated that there was a lot of focus on small businesses, which are very important, noting that job growth in the City is more on the side of businesses with 50 and under employees. Mr. Anderson stated that the City's unemployment rate has fallen much faster than the State unemployment rate, and the State Economic Development Office had advised that half of the new jobs in the State were created in the Dover area. Mr. Anderson felt that a case could be made that what is being done is working and when the DDP tried something different, it lasted only months, and even then they kept asking City staff to help. He felt that the City was getting more than status quo results with a status quo budget.

Mayor Christiansen indicated that this may not be the most workable formula, but this is what was in place. He stated that he was open to all suggestions due to the desire for the City to progress. Mayor Christiansen noted that while the City works closely with the State of Delaware Economic Development Office and Kent County on a regular basis, the major responsibility of the Mayor and the Economic Development Office is to find jobs and businesses to come to the City to increase the tax base.

Mr. Sudler questioned how much time Mayor Christiansen focuses on economic development and working with the DDP on a daily basis. Responding, Mayor Christiansen stated that he has a very close relationship with their supervisor and they work together continuously; however, he could not delineate the number of hours, noting that there are many walk-ins that bring complaints to the City Manager and the Mayor fields those that the City Manager does not. He indicated that economic development is his primary job, next to public safety and in addition to handling constituent complaints, because this would increase the tax base and assist those on the street who need jobs.

Mr. Hosfelt questioned Mr. Koenig's comment that he had been on the record in regard to the Economic Development Office. Responding, Mr. Koenig indicated that during a time of budget contraction, there had been discussion about what services the City needed to provide. At that time, he favored an agreement to potentially transfer funds to Kent County to hire a municipal economic development person who would be a subset of the County. Mr. Koenig indicated that he was being encouraged by Council to improve relationships with Kent County, and he and Mr. Michael Petit de Mange, Kent County Administrator, had talked about this concept, which was a major deviation from what the City was doing. Mr. Koenig noted that the concern about this approach was how to guarantee that a prospect would be directed to Dover if the economic development person was not vested in the City. He stated that he liked this concept as a cooperative measure with Kent County

because he has trouble gauging the opinion of Council regarding whether members think the City is getting value for the dollars being spent on economic development. Mr. Koenig stated that all of the department heads in the City are contributors to economic development at different points in the process. He indicated that he is not the point of contact when taking someone through the steps of constructing a building, but employees in various departments perform that role, and Mr. Neaton was doing this on a couple of projects. Mr. Koenig advised that ultimately City Council must give must give him direction as to whether they are happy with the direction of economic development in the City. Mr. Koenig reiterated that the City had been in a time of contraction when collaboration was being encouraged, and Council had been open to a number of different ideas; however, the stumbling blocks were control and the fact that there were people who were already performing economic development.

Mr. Neil asked Mr. Koenig whether realtors play a major or minor role in economic development, and if major, what current economic development personnel were doing to bring them in. In response, Mr. Koenig stated his understanding that commercial realtors are being contacted with the business leads, and some of these realtors were better than others at bringing contacts in. He indicated that the City does not go out of the state or region to promote Dover and funds are not spent to send the Economic Development Director to national or regional conferences to recruit, for example, a biotech company.

Mr. Koenig advised that many of the contacts the City receives are funneled through the Delaware Economic Development Office (DEDO), including those who need a specific number of square feet or have a specific utility need. For example, he stated that a number of companies were searching all over Kent County in regard to facilities for medical marijuana and these facilities may pop up in a number of different locations, depending on who obtains a license. Mr. Koenig stated that many of those applicants came through one (1) real estate firm. In that case, the City was contacted and he had not previously known that there were people looking for that type of facility. Mr. Koenig indicated that the economic development market is just as difficult as retail business and noted that success does not occur every day. He advised that if the City gets one (1) project every year or two (2) at the Garrison Oak Technology Park, by some standards that is pretty good, although as City Manager, he would like to see two (2) or three (3) projects every year to achieve a quick return. Mr. Koenig stated that the City had a number of challenges with respect to geographic location in the State, employment, technology, and demographics. He noted that a lot of people were coming to the area to retire and some may want part-time jobs, while others may not want to work at all. Mr. Koenig indicated that this is a difficult environment to work in and that success must be defined, because there may be success in one (1) year that is followed by a dry oasis.

In response to Mr. Neil regarding who sold the old K-Mart building to Burlington Coat Factory, Mayor Christiansen stated that he was the initial contact for the project and he directed them to Mr. Neaton, who guided them. Mayor Christiansen advised that there would be another entity at this location and two (2) pad sites because of the salesmanship of the City's team, including Mr. Koenig and Mrs. Townshend. He stated that they all worked very diligently to bring Burlington to the City. Mayor Christiansen stated that realtors had brought projects to the Economic Development Office and to the City, noting that this was the luck of the draw. He advised that the City continued to work closely with DEDO and Kent County. Mayor Christiansen felt that DEDO's priority had always

been New Castle and Sussex County concerns. He noted that some items had been referred by the City to Kent County, and the County had done the same for the City. He stated that the first priority of the Mayor and the Economic Development Office was Dover and bringing jobs to Dover. He noted that some people were not happy with the current configuration of economic development in the City; however, he felt the emphasis should be on Dover growing, which was the case before there was an Economic Development Office and should be in the future.

Mr. Anderson questioned how many economic development directors Kent County had gone through in a five (5) year period. Responding, Mr. Koenig stated that Mr. James Waddington was the only person he knew who had held this position. Mr. Hare noted that Mr. Waddington had served in this position since the death of Mr. Dan Wolfensburger, former Director of the Kent Economic Partnership.

Mr. Anderson indicated there had been discussion with Kent County that diluting Dover with all the municipalities would be a mistake and would have resulted in the Garrison project still being a field. He believed that by the time the Garrison project is complete, the City would realize close to a billion dollars of private investment there. In terms of economic development, Mr. Anderson stated that the City had something that is moving forward and felt it would be a mistake to go back in a different direction that was not working in other places. He felt that economic development is a very competitive market because of the national environment. Mr. Anderson noted that the City's website could be marketed more and the City could have something for entrepreneurs and smart money in places that would be relatively inexpensive. He did not know why the City was not budgeting for this.

Mr. Hutchison stated that he had the opportunity to serve as Mayor and work with economic development for 10 years and the City averaged between $2M - $4M in real estate transfer tax per year during that period. He felt that economic development is one (1) of the most important jobs the Mayor has. Mr. Hutchison advised that, as Mayor, he had visited the Vice President of Wilmington University personally to tell him that the City needed Wilmington University, and a couple of years later he received a call from the Vice President telling him that they were ready to come to Dover. Mr. Hutchison indicated that he did not like the current economic development organizational structure and felt everyone should sit down together, reorganize the Economic Development Office, and make it better. In regard to the City remaining competitive, Mr. Hutchison cautioned that it cannot be assumed that every job in the City today will be here tomorrow, so the City must work every day to promote economic development.

Mr. Hare stated that, having worked for a business development company for many years, he had gone to many conferences and events to stay informed. Mr. Hare questioned why the City was not going to summits to promote Dover and the industrial park, and why there was no ad in USA today saying that Dover is open and has land for $1,000 per acre, noting that the State had done this. He reiterated his concern regarding the City's economic development staff spending half of their time with the DDP. He advocated talking to business owners downtown to get feedback about economic development in Dover.

Mr. Sudler asked Mr. Hutchison, as a former Mayor who dealt with economic development, if he suggested that economic development continue under the Mayor's leadership if restructured. Responding, Mr. Hutchison stated the importance of looking at the current structure, which he felt could be redefined and improved. He felt that the Mayor is the point person for the City of Dover when it comes to economic development, so the Mayor must be involved.

Mr. Slavin felt that a cross team needed to be identified and meet on a regular basis to determine what the City is doing with economic development in terms of daily activities and strategic goals. He expressed concern that he had heard repeatedly that the number one concern was bringing new jobs, which he felt was only half of the job of economic development. Mr. Slavin stated that the other half is keeping the jobs that the City has and taking care of employers who had been here for a long time. He stated that he shared Mr. Hare's concern about downtown businesses and advised members that he had received open criticism from them about the lack of effect from economic development on their businesses. Mr. Slavin indicated that he has his own ideas about economic development and a motion to propose; however, he stated he would wait until after the discussion.

Mayor Christiansen advised that in 1993 when Sunroc was planning to come to Dover, he, as Council President; Mr. Jim O'Connor, former City Manager; and the City Planner met with representatives from the company. After closing the deal for Sunroc to move to the Kent County Aeropark, Sunroc asked when they could talk to the Mayor. Mayor Christiansen agreed with Mr. Hutchison that the Mayor should be totally involved in economic development as much as possible as the leader of a team in a new and improved configuration. He felt that it was important for the Mayor to be involved with businesses that the City wants to keep or move here. Mayor Christiansen advised members that he touches base and attends meetings regularly with plant managers to make sure the City is fulfilling its responsibility to them to protect the jobs that are already here and bring new jobs.

Mr. Slavin noted that the time was 8:45 p.m. and the meeting was scheduled to recess at 9:00 p.m. He stated that the budgets for several departments had not yet been reviewed and the review of the Capital Investment Plan, Financial Forecast by Fund, and City Policies and Procedures had not yet been considered. Mr. Slavin reminded members that they were scheduled to begin discussion and mark-up of the budget tomorrow evening, recess by 8:00 p.m., and return on June 1, 2016 to continue discussion and mark-up. He felt that members had made great progress and identified some of the issues, noting that he had a list of possible motions that he believed would be worthy of members' attention. Mr. Slavin suggested that Mr. Koenig and Mrs. Mitchell provide a compressed review of the CIP, Financial Forecast by Fund, and City policies and procedures, not to exceed 90 minutes. Members could then take a brief break prior to beginning the process of marking up the budget with motions and questions, not to exceed 90 minutes. Mr. Slavin expressed his hope that this would allow members to get through this portion of the process tomorrow night. He reminded members that the budget ordinance would be introduced for First Reading during the Council meeting of June 13, 2016 and that the Final Reading would take place on June 27, 2016, noting that these meetings would provide an opportunity for amendments. Mr. Slavin felt that, from the City's side, members may by in a position to finish the budget review tomorrow night, and expressed his hope that by June 27, 2016, members would know what would be happening with the State.

Mr. Slavin indicated that the Special Council Meeting - Budget Review agenda would be amended to reflect his suggested changes.

Mr. Koenig advised that Mrs. Mitchell had indicated that Staff could forego the review of City Policies and Procedures tomorrow night. Responding, Mr. Slavin stated that this could be included as an item on a Council meeting agenda as an educational item.

Mr. Koenig continued his review of the General Fund division budgets, referring to Public Works Admin (page 226).

Mr. Koenig, referring to Streets (page 231), reminded members that the budget gap discussion resulted in a reduction in the street program from $1M to $900,000.

Mr. Koenig reviewed the Water/Wastewater Fund budget (page 277), advising that this was a balanced fund and no rate increase was proposed. Referring to Water Treatment (page 281), he explained that the capital expansion at the water treatment plant would be bonded in a bundle of projects for long-term financing. Mr. Koenig stated that expenses were up in some divisions and down in others, and the City was still able to deliver a robust capital plan and operating budget within the current rate structure.

Responding to Mr. Hutchison, Mr. Koenig stated that trash fees do not cover 100% of the cost of operation. He stated that Staff tried to set them at a level where they were covering the majority of the operating expenses of personnel and the 20-30 series. To his recollection, they did not recover all of the capital costs associated with vehicles. Mr. Koenig estimated the recovery at 70% to 80% of expenses.

Mr. Slavin suggested deferring Electric Fund budget until tomorrow evening.

Mr. Anderson asked how the Kent Avenue sinkhole problem affected street priorities. Responding, Mr. Koenig stated that Council had received notice regarding a failing storm sewer in Division Street at Kent Avenue. The cost of repair was being evaluated and staff would discuss the matter regarding who should make the repair with the Delaware Department of Transportation (DelDOT). Mr. Koenig stated, as a worst-case scenario, the City would have to do the repair and potentially adjust the street program to account for that expense unless staff came to Council for additional funding authorization. He advised that he and Mrs. Mitchell would discuss this to determine whether a budget revision would be needed, if they could possibly wait to see if there would be any funds leftover from this year, or if there would be a windfall before the end of the year. Mr. Koenig noted that, unless he asks for additional money, the funding would likely come from the street program.

Mr. Neil moved to recess, seconded by Mr. Cole and unanimously carried.

The meeting recessed at 8:57 p.m., to be reconvened at 6:00 p.m. on May 26, 2016.

THURSDAY, MAY 26, 2016 - 6:00 - 9:00 p.m.

The Special Council Meeting - Budget Review reconvened on May 26, 2016 at 6:01 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson (departed at 6:28 p.m., returned at 6:37 p.m.), Mr. Sudler (arrived at 6:40 p.m.), Mr. Lewis, Mr. Cole (arrived at 6:36 p.m.), Mr. Hosfelt, Mr. Hare, and Mr. Hutchison. Mr. Neil was absent.

Council staff members present were Mrs. Mitchell, Mr. Koenig, and Mrs. McDowell. Mayor Christiansen was also present (arrived at 6:13 p.m.).

AGENDA ADDITIONS/DELETIONS

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

Division Budget Reviews

Mr. Scott Koenig, City Manager, reviewed the Electric Fund budget (page 288), noting that this budget included janitorial services for the Electric Administration building. Referring to Electric T & D (page 290), he indicated that capital outlay was increasing due to the addition of the Tar Ditch interceptor project, noting that electric work must be moved so that the stormwater project could be done in the future. He advised that the Electric Fund had done well in putting additional funds toward the unfunded liabilities, resulting in decreased pension costs.

Mr. Koenig indicated that the Electric Department staff had done a good job of getting capital projects on schedule and progressing through them. Over the last year, the North American Energy Services (NAES) had been very aggressive in moving through the capital plan, getting projects underway and completing projects both at Unit 3 and McKee Run, as well as making improvements to the Van Sant generating station.

Mr. Koenig advised that training and acclimating new employees had been ongoing and the electric utility looked very good moving into FY 17.

In response to Mr. Hutchison regarding outstanding vacancies in the Electric Department, Mr. Koenig stated that the Key Accounts Representative position was currently being recruited and an Assistant Generation Superintendent would soon be recruited. This position would be located at the power plan to help bridge the operations side with the power supply side. He explained that Mr. Harry Maloney, Electric Director, was getting ready to recruit for a T & D Coordinator. Mr. Koenig noted that a staff person was recently promoted internally from the Public Works Department to a Substation Technician. He stated that at least one (1) Substation Technician position would be recruited for, and a Grounds Person position had been held open to determine if adjustments were needed to Mr. Maloney's staffing level to make sure the right type of person is hired. Mr. Koenig stated that some long-time employees planned to retire and employees were being moved around to afford for succession. When this plan is determined, the Grounds Person position will be advertised. Mr. Koenig stated that it was important to get these positions in place as quickly as possible. He noted that Mr. Maloney had been very active and thoughtful in considering what the utility should look like moving forward.

Review of Capital Investment Plan (CIP)

Mr. Koenig stated that the Capital Investment Plan (CIP) had changed a lot since it was presented during the Council Committee of the Whole meeting of April 12, 2016. Referring to the FY 2017 Capital Investment Plan, FY 17 thru FY 21, Projects by Department (page 105), he reviewed the proposed General Fund capital projects. Mr. Koenig stated that, in the Parks and Recreation Budget, $165,000 in capital investment was proposed, $50,000 of which related to a master plan proposed for Dover Park, $100,000 to land improvements for Schutte Park, and $15,000 was earmarked for small park improvements. Mr. Koenig stated that one (1) of the shortcomings of the park system was that there were many small parks with needs that do not rise to the level of being included in a separate CIP sheet. For example, he explained that a fence was replaced at the park at the corner of Division and Kirkwood Streets at a cost of approximately $8,000. Mr. Koenig indicated that this project was not budgeted for and there are similar small projects throughout the City.

Mr. Koenig advised that the Police Department plans to install a video storage array for in-car video recordings, which will allow the IT staff at the Police Department to download and manage video from their cars.

Mr. Lewis asked if the funding for the array could be provided through grants. Responding, Mr. Koenig stated that the Police Chief had requested this in the General Fund, noting that, when the budget was initially prepared, it was not thought that federal forfeiture funds could be acquired. Mr. Koenig indicated that Mrs. Mitchell had asked the Chief to seek grant funding if it is available, but the budget shows this as a General Fund expense since there was no commitment that grant funding was available.

Mayor Christiansen stated that the Council on Police Training, of which he is a member, is looking at putting protocols in place for body cameras, and he asked members to be aware that this may be an expenditure down the road.

Mr. Lewis felt it would behoove the City to inquire if there was funding for the purchase of body cameras. Responding, Mayor Christiansen stated that this had been discussed with the Attorney General's Office to find out about funding. He noted that body cameras are very expensive, but expressed the desire to keep up with the latest technology.

Mr. Koenig stated that, between the initial draft budget introduction and the current draft budget presentation, the street and alley program had been reduced from $1M to $900,000 to help with the gap in the General Fund. Funds had also been added to the Silver Lake Dam improvement project to address insurance issues and improvements to the dam. Combined spending for Public Works under capital projects in the General Fund would be slightly more than $1,026,00 and the total General Fund CIP for projects would be approximately $1.2M. Mr. Koenig indicated that the potential for moving forward with the Tar Ditch project had been discussed in recent weeks and the funding for this project had been moved out one (1) year because the City would be seeking funding partners. He did not believe that the City should carry the full burden of this public improvement. Mr. Koenig advised that staff was anticipating fundraising for this project over the next three (3) to six (6) months and hopefully bidding it out in FY 17. He stated that it would go to construction either in late FY 17 or could potentially become an FY 18 construction project. Mr. Koenig noted

that in FY 17 the Electric Department would have to move some things out of the way to get the pipe in the ground.

Mr. Koenig indicated that Mr. Slavin had suggested rebranding the name of the Tar Ditch project because people do not understand what it is in a positive manner. He explained that this project is the abandonment of PW2 and the restoration of the Meetinghouse Branch tributary to the St. Jones River. He advised that historical mapping reflects Meetinghouse Branch as an open channel stream that fed the St. Jones River at this location. Mr. Koenig felt that rebranding the title of the project would help in getting additional interest moving forward.

In response to Mr. Hare regarding the $1M capital improvement in Finance, Mrs. Mitchell explained that this is for the Enterprise Resource Planning (ERP) Solution reflected in the Electric Fund.

Mr. Koenig, referring to the FY 2017 Capital Investment Plan, FY 17 thru FY 21, Projects by Department (page 121), reviewed the proposed Water/Wastewater Fund FY 17 capital projects, noting that this project summary was almost identical to the information presented on April 12, 2016. Mr. Koenig advised that a number of design contracts were being rolled together because money would be borrowed from the State Revolving Fund (SRF). He stated that the Public Works and Finance Departments had packaged projects to get an interest rate of 2% and a debt schedule that meets the City's needs.

In regard to the Water Treatment Plant, Mr. Koenig stated that the current treatment system within the plant would be scrapped and the City would go to a new system. He indicated that the design was 95% complete and was being reviewed by the State for finality. Mr. Koenig advised that staff was trying to arrange to visit a plant with technology similar to that being proposed. He stated that the new system was expected to go to construction in FY 17 with a total cost of approximately $2.4M.

Mayor Christiansen asked how many of the Water/Wastewater Fund projects could be done in-house. Responding, Mr. Koenig stated that a third-party contractor is hired to do all pump station design because this is multi-disciplinary and requires civil, sometimes structural, and mechanical engineering. The surveying is hired out for some water quality improvement projects because the City does not have the technology. He advised that City engineers are doing design for some of the pipe replacement for water quality improvements. Mr. Koenig indicated that some in-house work had been done for sewer design; however, all surveying work is contracted out to approved contractors. He stated that he did not have a breakdown on dollars.

Mayor Christiansen asked if competitive bids or Requests for Proposals (RFPs) are solicited. In response, Mr. Koenig believed that there was a three (3) year schedule for RFPs. He indicated that there is more than one (1) contractor, noting that Pennoni Associates and AECOM were under contract right now, so that work can be divided up to different contractors for different things.

Mr. Hutchison questioned, with the completion of the water tower and increased flow on the east side of the City, whether the City was receiving complaints about brown water. In response,

Mr. Koenig stated that a few complaints were received; however, the number coming to his department had significantly reduced and there had not been many claims in quite a while.

In regard to the street program, Mr. Anderson commented that the budget typically included a list of street projects and questioned what they were. In response, Mr. Koenig advised that the $900,000 is typically dedicated to a series of streets. He explained that staff was currently assessing the entire road network and was approximately 35% through the system. Mr. Koenig indicated that the survey includes curb deficiencies, Americans with Disabilities Act (ADA) issues, the amount of yellow curb, and an inventory of signs. Staff fills out a condition analysis of a section of pavement which goes into a computer program and projects how projects will be prioritized based on needs from the inventory. He noted that if a 200-foot section of street is going to cost $300,000 to repair, in some cases these funds have been used to repair five (5) other streets. Mr. Koenig explained that there is a ranking at the staff level which in the past had been sent to legislators who were asked which projects they may be interested in. Sometimes legislators ask staff where they would like to see the money spent. In some cases they have asked the City to split the cost or it has been split between two (2) legislators. Mr. Koenig indicated that the list for FY 17 had not yet been published because the current street program was being finished. He advised that once the funding level is set, staff will start to insert streets into that funding level.

Mr. Anderson requested that Mr. Koenig keep members informed when the list of street program projects is done.

Mr. Koenig, referring to the FY 2017 Capital Investment Plan, FY 17 thru FY 21, Projects by Department (page 142), reviewed the proposed Electric Fund capital projects. He noted that the proposed total for FY 17 Electric Engineering projects was $877,500, and these projects would be assigned to in-house crews. Mr. Koenig indicated that contractors would be used if necessary, noting that in some cases outside design may be needed.

Referring to the Electric T & D - Public Works Wetlands Project (Tar Ditch), Mr. Koenig stated that a wire line that feeds Kent General Hospital must be moved out of the way so that the old streambed can be restored. He advised that Mr. Maloney must do this work approximately six (6) to eight (8) months ahead of the Public Works project so that any adjustments to his work can be complete prior to the storm sewer project.

Mr. Koenig, referring to Electric T & D - New Developments, indicated that new developments were budgeted at approximately $2.5M last year. He indicated that most of the $1.5M included for FY 17 would be passthrough funds. He explained, for example, that if a new service must be installed at a cost of $100,000, the City may recover $90,000 from the developer and spend $10,000 for a system improvement. Mr. Koenig stated, for example, if only $600,000 of new development work is required, the $1.5M listed will not be spent.

Mr. Koenig indicated that the Enterprise Resource Planning (ERP) Solution is for the replacement of technology for financial management and control across the City. It would include components such as the Finance Department, Code Enforcement, work orders, billing, Customer Service, and all of the software programs that are running to manage the City's finances and budgets. He indicated

that he wished the City did not have to do this, but the current system will be 20 years old in 2017 and the City needs to move to the next generation. Mr. Koenig advised that this project would affect every department across the City, and the hope is that it is robust enough to address all departments' needs and provide a dashboard of information that can be used to make enhanced managerial decisions. He stated that the cost would be approximately $2.3M and this would be a major system upgrade. Mr. Koenig informed members that a number of different packages were running now, including HTE, ADP, systems at the Dover Public Library and the Police Department, and work order systems. He felt that, next to a facility replacement, this would be as in-depth and detailed as one (1) could get for a system replacement. Mr. Koenig advised that there would be a multi-year implementation schedule.

In regard to the power plant, Mr. Koenig explained that the Unit #3 Fast Start Upgrade was listed at $200,000 in FY 18, and NAES would be doing legwork to see how quickly that project could get underway. He stated that the budget may be amended in the future to make sure this project is on a very short timeline. Mr. Koenig noted that these were system and building improvements to ensure that the life of Unit #3 can be extended to the maximum investment possible for return. He stated that plant staff had been working diligently over the last year to get capital projects done and have the units ready for dispatch when called.

Mr. Koenig reviewed the CIP for scheduled vehicle replacements in the General Fund (page 185). In regard to Fire/Robbins Hose, he stated that the $145,700 payment was for an existing piece of equipment that was purchased in 2011. In regard to the Police Department, he stated that the initial request from the Police Chief was for 13 vehicles and during the internal review of the budget, two (2) police cruisers and a motorcycle were cut from his request. He stated that the total summary of vehicles and equipment for the General Fund was estimated at $840,900 for FY 17.

Mr. Lewis asked if the City had investigated whether it would be more cost effective to lease vehicles rather than purchasing them. Responding, Mr. Koenig stated that staff had discussed this with Enterprise Fleet Management and looked at lease programs. The discussion with Enterprise was attractive; however, the purpose of this program was to keep the City with vehicles less than two (2) years old, and the City would pay a premium for that. Mr. Koenig indicated, from a finance standpoint, staff felt this was not the best deal because vehicles in almost every department last longer than two (2) years. A number of years ago, a leasing program was considered, and the City would have made payments for an extra year and owned the vehicles at the end. Mr. Koenig stated that staff proposed purchase rather than lease. He stated that he could not imagine the amount to lease a police vehicle with the expected wear and tear. He stated that staff could look at programs if desired, but he had not seen any articles that focus on police vehicles.

Mr. Lewis asked why the City's Fleet Maintenance shop is not supervising vehicle repair and this is being contracted to a private vendor. In response, Mr. Koenig stated that Fleet Maintenance does maintenance on general government vehicles, including trash trucks. Most electric line trucks are sent out for private maintenance because anything that has to do with the bucket needs review by a certified technician, although the shop may tend to small problems. Mr. Koenig stated that if there is time and room in the shop, staff maintains sedans, although some of them are sent out. He indicated that there are four (4) or five (5) maintenance positions in the shop. For many years, the

Police Department had maintained a relationship with Hertrich, who performs maintenance and keeps records and provides them to the Department, and they are happy with this service. Mr. Koenig stated that the City's shop is not large enough to handle all those vehicles and work schedules would have to be changed to maintain police vehicles. He stated that the police vendor is a State contract vendor, as are vendors for other services not done in-house.

Mr. Hare questioned what the 1998 Ford F150 in Fleet Maintenance was used for. Responding, Mr. Koenig stated that Fleet Maintenance uses a vehicle for road service and a vehicle to get parts. Although some places deliver parts, Mr. Koenig stated that some parts are needed more quickly than they can be delivered. He stated that staff had requested to replace the 1998 Ford F150 due to age, mileage, and worn our parts, noting that the mileage was 149,450, as of October 2015.

Mr. Hutchison commented that the Dover Police Department leased vehicles a number of years ago and, after a couple years, found it to be more costly than purchasing them.

Noting that a 2005 Ford F150 was listed, Mr. Sudler commented that he had a 2004 Ford F150 with more than 150,000 miles and the worst repair was replacement of the transmission, which cost approximately $3,000. He also had to replace the engine due to running it while working, so total repairs were $7,000 and the vehicle was functioning effectively. Mr. Sudler felt it would be cheaper to repair the vehicle than to purchase a new vehicle.

Mr. Lewis asked how much revenue the City makes from auctioning old vehicles and questioned why the old vehicles would not be used by other departments that are in dire need of vehicles rather than purchasing new vehicles. Mr. Koenig stated that he did not know of any department that was in dire need of a vehicle. He stated that vehicles do not last forever, so the question was at what point the City would be wasting money by putting it into a vehicle. He stated that a 1998 vehicle was scheduled for replacement, and other vehicles from 2005 and 2006 were not very good and wore out faster than expected, noting that in some cases they may not have a lot of miles. Mr. Koenig advised that the value received from the vehicle is considered. He explained that when vehicles are replaced, they are cleaned up, radio equipment is stripped off, and the purchasing agent puts them on GovDeals.com. If the minimum bid is $500 and the City wants to get rid of a vehicle, the City takes the $500. Mr. Koenig noted that vehicles that are not running are still being insured by the City. He noted that in some cases the City had spent $2,000 or $3,000 on a vehicle that was supposed to be taken out of service, only for the vehicle to work for a few months and then develop a larger problem. Mr. Koenig stated that there must be a reasonable systemic approach to vehicles coming into and exiting the City. He indicted that the equipment had been evaluated and staff was requesting that it be replaced.

Mr. Hare asked if there was a reason that the vehicle must be a Ford F150. Responding, Mr. Koenig stated that this is what the City now had and whatever was on the State contract for that type of pickup would be bought.

Mr. Hare questioned if a four (4) door pickup was needed by Fleet Maintenance to pick up parts, noting that $31,000 was a lot of money. Mr. Koenig stated that the vehicle would be set up according to the needs, such as a toolbox, and explained that the $31,000 was based on the

specifications that were requested by staff when looking at the State contract. Mr. Hare requested to see the specifications, stating that he had seen a lot of parts pick-up trucks that were small Ford F100s.

Mr. Slavin stated that a decision must be made regarding the level of granularity Council would get into. He indicated that replacement of vehicles could be discussed at this level; however, members would be there for a longer time than originally scheduled. Mr. Slavin stated that when it comes to many issues that Council deals with, members trust things that are outside of their immediate scope of practice, such as electrical issues, etc., and rely on the experts and people that have been hired. He indicated that vehicles are something that members are all familiar with; however, he cautioned that if members begin the process of comparing their personal vehicle use to how a vehicle is used for a 365-day per year operation, they will lose in that comparison. Mr. Slavin noted that there is a much different demand on cars when they have different drivers and uses, and are used constantly throughout the year.

Mr. Sudler suggested, based on his personal experience and in trying to save taxpayers dollars, that the City get an official report from a licensed mechanic to assess the condition, durability, and performance of the F150. Mr. Sudler stated that there may be surveys that indicate it is time for a replacement, but felt that a mechanic should assess whether or not the vehicle could perform the expected duties.

Mr. Koenig reviewed the CIP for scheduled vehicle replacements in the Water/Wastewater Fund, noting that the request for FY 17 totaled $222,600.

Responding to Mr. Anderson, Mr. Koenig stated that vehicles are not prioritized on a one (1) to five (5) scale as capital project purchases are ranked. He explained that a one (1) is the highest priority when looking at capital projects.

Mr. Koenig reviewed the CIP for scheduled vehicle replacements in the Electric Fund. He indicated that the total request was for $165,800.

Mr. Sudler questioned the range of the vehicles used for electric meter reading, noting that he had witnessed staff reading meters and they did not seem to perform any heavy-duty job tasks that would put a strain on the vehicle. He asked why a replacement was needed for a vehicle that was going only from point to point to turn meters on and off. In response, Mr. Koenig stated that the meter reading vehicles were way past the replacement life. He indicated that they were 2017 vehicles because the vehicles being used now were loaners in some cases. Mr. Koenig indicated that the meter reading division had not purchased new vehicles for probably a decade, until this year when one (1) was ordered. He stated that two (2) vehicles were proposed for replacement in FY 17. Mr. Koenig advised that the majority of a meter reader's time is spent driving from location to location doing cuts and reconnects.

Mr. Sudler indicated that his main concern was to save taxpayer dollars and felt that even if a vehicle had been in use for 10 years, it could still be functional and fulfill its job task. In response,

Mr. Koenig stated that staff had spent many months reviewing the budget request, and Electric Fund expenses are recovered through the electric rate to the customers. Servicing the meters and getting meter readers out to read the meters are some of the top critical functions of the utility. He explained that without meter readings, staff cannot bill accurately; therefore, people would not be paying their bills and these funds are needed to do other things.

Mr. Koenig indicated that he had not been expecting a plethora of questions about the replacement of basic, non-specialized vehicles. He stated that staff is using these pick-up trucks to go from point to point to restore service. Mr. Koenig noted that if these vehicles break down in the afternoon or night on the way to restore service, service will not be restored until someone else is called to do it. He did not feel that these requests were extraordinary, noting that this information had been provided during the preliminary budget discussions six (6) weeks ago.

Mr. Sudler asked if any vehicles had broken down associated with cutting and turning on electric service, and if a pick-up was needed or if a basic compact car could be used. Responding, Mr. Koenig explained that different vehicles had been tried; however, the employees who turn on electric service are the same employees who use a water key to turn on water and sewer. He informed members that the water key is seven (7) feet long and would not fit in a small car. Mr. Koenig advised that staff had requested the appropriate type of vehicle based on the analysis of what is done. He indicated that sometimes when these employees are out, they may have to pick up and carry cones and that a pick-up truck can be used for many different things, and a vehicle such as a Ford Focus cannot be.

Mr. Sudler stated that the back seat of a car could be collapsed to allow additional footage. In response, Mr. Koenig asked that Council trust that staff were asking for something reasonable, noting that none of these pieces of equipment were Cadillacs, especially the basic components. He noted that members would not redesign a police car on the Council floor and expected the same courtesy when discussing vehicles for service that staff must deliver 24/7 in all weather conditions.

Mayor Christiansen stated that he worked for a company that carried water keys and dealt with water-related issues and they provided Ford Escort station wagons to save money. In the long run, money was not saved because they had to call someone with a pick-up truck when other pieces of equipment were needed. He advised that the Ford Escorts lasted one (1) year, then they went to pick-up trucks, which were very versatile.

Mayor Christiansen asked if the vehicles being discussed had been used to the maximum of their ability and wherewithal to do the job that needed to be done. Responding, Mr. Koenig advised that all of the general government vehicles coming before members are evaluated by the Fleet Maintenance shop, which has certified mechanics. He stated that they determine if a vehicle is salvageable and if improvements are to be made to the engine or brakes, etc., because staff does not want to waste money. Mr. Koenig indicated that the only vehicles that are not evaluated by Fleet Maintenance are the bucket trucks, which have special requirements, and the police vehicles. He explained that the Police Department controls their vehicles, since the decision of whether a police car should come off the road is not up to the Fleet Maintenance mechanic. Mr. Koenig noted that

police vehicles are used under very different circumstances, and this evaluation is best kept at the Police Department.

Members were provided an email from Mr. Koenig, dated May 26, 2016, regarding Budget Questions ***(Exhibit #10)***. Referring to the Police section of this email, he pointed out that a couple of police vehicles were cut from the budget on the Council floor last year, and those vehicles were simply moved to the next year. Mr. Koenig noted that the Police Department had gotten larger over time.

Mayor Christiansen questioned if a thorough investigation had been done of all the vehicles that were requested and if they needed to be replaced, and Mr. Koenig stated this had been done.

Mr. Hare noted that the pick-up truck for the electric meter readers had a cost of $20,900. Responding, Mr. Koenig advised that Mrs. Donna Mitchell, Controller/Treasurer, believed there was a labeling error on the vehicles for the Electric Meter Reading. She indicated that the cost of the vehicle was correct but she believed the vehicles were Ford F150 pick-up trucks rather than Ford F250 trucks.

Mr. Hare questioned why Fleet Maintenance and Power Plant staff could not use a $20,900 pick-up truck. In response, Mr. Koenig stated that each department selected the components for their trucks when the requests were brought forward.

Responding to Mr. Sudler, Mr. Koenig stated that the evaluations from the Fleet Maintenance shop could be provided to members of Council. Mr. Sudler indicated that he would like this information because members would be voting on this matter and would be held accountable to constituents.

Mr. Anderson stated that approximately five (5) years ago the City had a vehicle replacement cycle which was abandoned, and this is now done based on evaluation of condition by a certified mechanic. He questioned if this process had resulted in better use of taxpayer money and savings over the past five (5) years. Responding, Mr. Koenig stated that he thought it had; however, it had not reduced the number of questions when coming before Council for replacements. He indicated that not many vehicles were brought forward on a seven (7) or five (5) year schedule, especially in general government. Mr. Koenig believed the evaluations stood for themselves.

Mr. Lewis stated his opinion that this could be looked at as time moves on. He felt that staff was trying to be cost effective but suggested being more cost effective because vehicles are not cheap, noting that a basic Ford Escort costs approximately $14,000.

Mr. Anderson moved to recess, seconded by Mr. Slavin and unanimously carried.

The meeting recessed at 7:11 p.m.

Mr. Anderson moved to reconvene the meeting, seconded by Mr. Lewis and unanimously carried.

The meeting reconvened at 7:21 p.m.

Mr. Hutchison noted that, in looking at the budget and what had been discussed during the last seven (7) hours, the biggest discussion had been about a pick-up truck. He expressed faith in the City Manager. Mr. Hutchison advised that when the budget is brought forth, he looks at things like personnel, overtime, health care costs, and the Electric and Water Departments. He stated that the budget is tremendous and he would not waste time worrying about a pick-up truck. Mr. Hutchison felt that members have a responsibility to pay attention to what the City Manager is saying in discussing the budget. He stated that the City has a first-class operation and the service department does its job well.

Mr. Sudler questioned the purpose of having a budget hearing if every component is not scrutinized and reviewed. Mr. Slavin stated that members would agree to disagree politely and with statesmanship and move on.

Financial Forecast by Fund

Mrs. Donna Mitchell, Controller/Treasurer, reviewed a presentation entitled, "City of Dover General Fund Financial Projections 2017 - 2021" (page 62). Referring to Key Assumptions, Projected Operating Expenses (page 63), she indicated that the retirements listed under other charges had been pulled out and not included. Mrs. Mitchell advised members that the references to slide #4 and slide #5 referred to pages 65 and 66, respectively. She explained that, unlike the utility models, project descriptions were not included in the General Fund forecast model, and there were only numbers by department.

Mrs. Mitchell, referring to Revenues, Expenditures & Fund Balance (page 64), stated that the 2017 column showed that revenues equaled expenditures, and the fund balance ending was 9.6%, which was over the 8% minimum by $692,900, which is the minimum fund balance requirement. Mrs. Mitchell noted that the City would start falling short again in 2018, based on the forecast and assumptions built into the model.

Mr. Lewis expressed concerns regarding the gap in the out-years, asking how it was intended to pay the bills. In response, Mrs. Mitchell stated that she had not built in increases to say how this would be paid for in revenues or where expenses could be reduced at this point. In the past, this had been done when approaching each year. She indicated that a long-term plan to address things structurally had not been done at this time.

Mr. Slavin advised that the forecast for the out-years reflected what would happen if members did not do anything as a Council on the expenditure or revenue side and all revenues continued to grow at the same, relatively static rate that they are now. He advised that this is a type of wake up call to members that things need to be adjusted.

In reference Revenue Assumptions (page 65), Mrs. Mitchell stated that property taxes had a growth assumption of 1.3%. She indicated that assumptions were based on historic trends over the last three (3) years. Referring to Expenditure Assumptions (page 66), she stated that the assumed 2.5%

increase in salaries and wages was based on a combination of contracts and the City's history for the last three (3) years, noting that attrition and those types of things are built in.

Referring to Capital Projects - Funding Sources (page 67), Mrs. Mitchell explained that the appropriation from the General Fund was driving the deficit in the operating fund. She stated that this money comes from the operating fund to pay for capital projects, noting that this transfer increased from $1.8M to $2.9M. Mrs. Mitchell advised that the bond proceeds were placeholders for the stormwater and Schutte Park projects, reminding members that Mr. Koenig planned try to obtain partnerships to fund these projects and the true amount was unknown. She stated that the City's tax limit without referendum is $7.6M, and just the stormwater portion of this project would be $7.6M.

Mrs. Mitchell reviewed the General Fund Projected Debt Service (page 68), explaining that it reflected current debt service; however, new debt service for the projects previously discussed would not be included until staff knows in what direction the projects will go. She explained that the Debt Financing - Old PW2/Schutte Park Redevelopment (page 70), included information regarding the what the debt service would be if $11.3M were bonded.

Mr. Anderson asked if there were any areas of potential growth in the forecast for the General Fund. Responding, Mrs. Mitchell indicated that she had not seen any but had used the current growth rate for the out-years and kept it static. She had not heard of any major developments. Mrs. Mitchell indicated that she discusses this with Mrs. Ann Marie Townshend, Director of Planning and Community Development, to try to get an idea about land development plans and to get information about business licenses and permits. Mrs. Mitchell stated that did not see it growing at a faster rate than today in any out-year.

Referring to the bond issue for Schutte Park buildings, equipment, and grounds, Mr. Anderson asked if this included park improvements. In response, Mrs. Mitchell stated that the bond issue included the Public Works Schutte Park improvements as well as the stormwater project, but did not include fields and the like.

Mr. Anderson asked if this was because of the fund that the bonds come from, and Mrs. Mitchell stated that it was not. She explained that a need for a bond issue for fields or other such projects had been programmed.

Mr. Anderson commented that there were 14 acres of empty land but not enough fields for the two (2) soccer leagues, and there was a demand for running paths, etc. He stated that these things were planned and questioned why they were not included as part of the bond issue for the park. In response, Mr. Koenig stated that the Tar Ditch project and the naming of the improvements at Schutte Park were causing confusion. The improvements to the land relate to the Public Works and Electric land located at the back of the park that is isolated to the left of the road going in. Mr. Koenig indicated that staff was going through a design process to move all storage from old PW2 to Schutte Park, with a rough estimate of approximately $3M to do this. The City had not signed off on this project because the first thing would be to get the funding commitment for the stormwater project and begin construction. Mr. Koenig advised that two (2) other discussions would

affect what is constructed at the back of Schutte Park: 1) the future of City Hall and if another City Hall would be built and; 2) whether the City was considering a new City warehouse. He indicated that a new warehouse facility would likely reduce the cost of construction at the back of Schutte Park but would not eliminate it. He stated that salt storage would be moved into a salt barn at the back of the park, and other items, like crusher run, coal patch, street sweeping debris, etc. must be accounted for and stored correctly. Mr. Koenig stated that the City was under pressure from the State to have stormwater permits and plans for each City-owned facility. He felt that the total project cost of $11.1M was a subjective cost that distorts the long-range projection because he was trying to reduce this amount, and the City had not committed to this cost. Mr. Koenig advised that, from outside engineering and analysis, the City knows the approximate cost and if a bid is obtained at that level, that component could come out of play. The design for improvements at the back of Schutte land was approximately 75% on the consultant side. Mr. Koenig stated that staff was not ready to commit to the cost of the project or what it would look like, noting that it could potentially be done in stages. The discussion of other facilities would influence what happens with that.

Mrs. Mitchell reviewed a presentation entitled, "City of Dover Water and Wastewater Fund Financial Projections - 2017-2021" (page 72). Referring to FY17 - FY21 Key Assumptions (page 74), she advised that the Wastewater Utility experiences a negative cash position starting in FY18 and the Water Utility in FY19. Unless greater growth occurs or realized costs reductions are sustained, the rates would need to be increased to maintain positive net income and cash, assuming all the above assumptions are met. Staff recommended a cost of service study for the Water/Wastewater Utility to determine appropriate rates and if the current rate structure is equitable among all users.

Mrs. Mitchell reminded members that Mr. Koenig had spoken of an inclining block during the Special Council meeting - Budget Review of May 24, 2016. She advised that the wastewater utility does not have classes of customers, PJM charges, and complexity with demand like the Electric Fund does. Mrs. Mitchell noted that rates could almost be done from the forecast model. She stated that when talking about the wear and tear on the system from larger customers, she felt it would behoove the City, if it was planned to look at this for electric in the future, to do this with a consultant for the Water/Wastewater at the same time.

Referring to Net Income - Combined Water & Wastewater (page 75), Mrs. Mitchell indicated that this was prepared on a Generally Accepted Accounting Principles (GAAP) basis to meet bond covenants rather than the budgetary basis usually seen in the budget book. She noted that depreciation and some other items were included that are not normally seen in the budget. Mrs. Mitchell stated that expenses and revenues are the same, but additional information is provided. She explained that transfer to the capital project fund should equal depreciation to make sure the replacement cost of the assets is covered. Mrs. Mitchell stated that this had not quite been achieved in this fund, although it was closer than it used to be. In FY 16 the Net Positive/(Negative Cash) reflected a negative $224,900, which was mostly the result of not receiving the sales from Calpine that were projected. This net amount was projected to be positive in 2017 and 2018 but return to negative in 2019.

In reference to Net Income - Water (page 76), Mrs. Mitchell stated that the projected Net Positive/(Negative Cash) reflected a negative $593,700. This item was projected to be positive in 2017 and 2018, but would return to negative in 2019. She indicated that the debt service calculation was included in these schedules. Mrs. Mitchell indicated that the Net Income - Wastewater (page 77) had a similar scenario with the Net Positive/(Negative Cash) being positive in 2016 and 2017, then becoming negative in 2018.

Responding to Mr. Anderson regarding whether Mrs. Mitchell had any recommendations on this, she indicated that the cost of service study that she mentioned earlier would help to determine how the City should structure rates and whether an inclining block should be considered for the Water/Wastewater Fund. She indicated that they had discussed putting an RFP together this fiscal year to move forward next year.

Mrs. Mitchell advised members that the Capital Improvement Plan - Funding Sources (page 78) showed the funding sources for the projects previously reviewed by Mr. Koenig.

Referring to Debt Issues (page 80), Mrs. Mitchell stated that when using the State Revolving Fund loans, they are issued as revenue bonds. She advised that most communities use general obligation bonds. If revenue bonds are used, the rates must be set to cover bond service payments, and they also require one (1) year of annual debt service to be put aside as a reserve and this had not played in yet.

Mrs. Mitchell reviewed a presentation entitled, "City of Dover Electric Revenue Fund Financial Projections, 2017-2021"(page 85). Referring to FY17 - FY21 Key Assumptions (page 87), she stated that the kWh demand for F17 - FY21 was for approximately 1% annual growth, noting that 0.5% annual growth was projected last year. Mrs. Mitchell stated that the transfer to the capital project fund in the Electric Fund would mirror the depreciation cost annually and would be adjusted downward once staff knows more about the decommissioning of Units 1 and 2.

In response to Mr. Hosfelt regarding the annual growth rate, Mrs. Mitchell stated that the City obtains the growth and load forecast from The Energy Authority (TEA). They project the demand on the system, what will be used and purchased, and sales are mirrored to grow at the same rate.

Referring Net Income (page 88), Mr. Anderson questioned why there was a large increase in electric income projected in 2019 which then decreased. Mrs. Mitchell attributed this to the power supply, which decreased from approximately $50M to $44.8M. She stated that the City had entered into two (2) long-term contracts at favorable rates this year and these numbers were part of the result of these contracts.

Referring to Debt Service Coverage (page 88), Mrs. Mitchell stated that the City was meeting its debt covenants. In regard to Cash Flow Position, Net Positive/(Negative Cash), she indicated that this amount was $3.5M in Revised 2016, $2M in 2017, and $1.9M for 2018. The amount would increase to $3.7M in 2019, $2.7M in 2020, and $5.7M in 2021. She stated that a transfer of $773,000 in 2016 from the Rate Stabilization Reserve was used to help cover part of the costs. In proposed 2017, two (2) transfers were proposed to reserves, one (1) for land acquisition for the

Dover Air Force Base Substation and one (1) to the Rate Stabilization Reserve that was being shored up based on new policy because of potential penalties if there are forced outages. In 2019 and 2020, money would be transferred to reserves for the potential for a new substation at the Garrison Oak Technology Park.

Mrs. Mitchell reviewed Purchased Power Expense, (page 90), explaining that the City was 88% hedged in 2019 and 80% in 2020 and that this was the result of the two (2) long-term contracts approved earlier this year. She indicated that the power supply drops off from 2018 to 2019. In regard to Net Electric Generation Benefit (page 91), Mrs. Mitchell stated that this information reflected the net generation cash flow from having the power plants and the amount that would be netted over a five (5) year period.

Referring to Capital Improvement Plan Funding 2017 - 2021 (page 94), Mrs. Mitchell stated that $862,500 was projected in FY 2018 related to the ERP system. She indicated that during the preliminary budget review, the ERP system was included in the General Fund; however, she had taken it out of the Finance Department because it was distorting interfund allocations when making projections. Mrs. Mitchell advised that this $1M extrapolates into every year on the inflation rate. She was having to develop an annual amortization table for bond financing and allocate the debt based on the use of the Electric Fund, Water/Wastewater Fund, and the General Fund, which was a complex annual exercise. She felt it would be easier to pay for it through the Electric Fund and have the Water/Wastewater and the General Funds pay their part to the Electric Fund. Mrs. Mitchell advised that $400,000 of the $862,500 is related to the General Fund and $462,000 to the Water/Wastewater Fund. She indicated that she had not yet included payment of this money in the forecast for the General Fund; however, the transfers in the budget related to the Water/Wastewater Fund were included in the forecast over the next two (2) years, with a quarter of these monies included each year for each of the utilities in the Water/Wastewater Fund.

Mrs. Mitchell reviewed the Projected Debt Service for the Electric Revenue Fund (page 95), noting that there was currently only one (1) outstanding bond issue and the last payment was made on 2010 bonds in July 2015. Referring to FY17 - FY21 Reserve Account Projections (page 96), she stated that $7M would be transferred to the Future Capacity Reserve in 2019 and 2020 to prepare for a potential substation at the Garrison Oak Technology Park. Mrs. Mitchell explained that $750,000 being transferred to the Depreciation Reserve and the Future Capacity Reserve in 2017 would be for land acquisition for the Dover Air Force Base Substation.

Mrs. Mitchell reviewed the Alternative Budget & Forecast (page 97), stating that she and the City Manager would welcome a discussion of the City's current rate model design to determine if a reset is necessary before any future rate changes are presented. She explained that this would include the potential for winter/summer rates and customer charge increases to cover fixed cost, which in turn would affect energy and demand charges.

Referring to Net Income with PCA Credit (page 98), Mrs. Mitchell stated that Revenue from Power Cost Adjustments (PCA) would be $1,798,000 in 2017. There would continue to be positive cash from operations and positive net income. Referring to Debt Service Coverage and Cash Flow Position (page 99), Mrs. Mitchell indicated that the City would meet its debt covenants. Net

Positive/(Negative Cash) would be cut close in 2017 and 2018, but would increase in 2019, based on all the assumptions made.

In regard to the PCA credit, Mr. Hosfelt questioned if this credit would include large commercial or residential customers. Responding, Mrs. Mitchell advised that it would apply to every class of customers.

Responding to Mr. Anderson, Mrs. Mitchell advised that she recommended a reset each year based on how the budget comes out, indicating that she had included the information for five (5) years in the forecast; however, if the assumptions used do not play through for all five (5) years, it would have to be adjusted. She stated that rates would not be adjusted and that this would be a power cost adjustment (PCA) on the bill, separate from the rates.

Mr. Anderson questioned if PCA credits are generally intended to be a temporary, one (1) or two (2) year item, noting that otherwise there would be a rate change. In response, Mrs. Mitchell stated that she had recommended resetting the adjustment every year because there had been discussion about having a rate study and possibly resetting the rate. She felt there should be a philosophical discussion about how to structure rates, for example, if a winter/summer rate was desired. Mrs. Mitchell recommending having this discussion and then coming back with a new rate study.

Mr. Anderson questioned if the City would spend another six (6) figures on a rate study. Responding, Mrs. Mitchell indicated that this was not known and this matter was being discussed.

Referring to Cash Flow Position (page 99), Mr. Anderson questioned why this number was projected down to a level of $147,500 in Projected 2018. Responding, Mrs. Mitchell explained that she used the $0.00252 PCA in the analysis because she was trying to ensure that the City came out with a positive cash amount. Acknowledging that there was still potential for a penalty, etc., Mrs. Mitchell advised that the reserves had been shored up enough that she felt comfortable with the PCA credit. She indicated that this could be changed if Council was not comfortable with it. Mr. Anderson expressed concern, stating that the City sometimes experiences deep winters and is suddenly looking for cash.

Mrs. Mitchell advised members that, when going through the model, she was troubled by the question of why rates were increased in FY 16, only to be followed by a PCA credit in FY 17. She stated that she had looked at the model to see if there was a problem with the modeling or if there were circumstances that happened throughout the year that were unknown when putting together last year's budget. Mrs. Mitchell reviewed the City of Dover Capital Asset Reserve Trend Five Year Analysis Thru April 2016 ***(Exhibit #11)***, explaining that she had completed this analysis by fund to determine if something was off with the modeling, and she was comfortable that the variation was due to changes this year. For example, Mrs. Mitchell stated that the OPEB and pension costs decreased substantially in the Electric Fund, and the related actuary study was not received until after the beginning of the fiscal year. She advised that when the economic development rate was discussed, there was a savings in this area. In addition, she noted that in last year's modeling, debt service for the 2010 bond was not fully considered. Mrs. Mitchell indicated that the final payment for the debt service was made on July 1, 2015, and it was included as an expense for the current year.

She indicated that she had not thought far enough ahead to consider that this expense would be taken care of by July 1. This expense was no longer in the forecast model for FY 17. Mrs. Mitchell stated that she had reviewed the modeling for every fund to see if there was a problem with the way that staff was doing the modeling, stating the desire to send the message to the City's customers that costs were understandable.

Responding to Mr. Anderson regarding the extent of the PCA, Mrs. Mitchell stated that it would be approximately 2%. Mr. Anderson stated his understanding that this would temporarily reverse most of the rate increase from last year. In response, Mr. Koenig indicated that approximately two-thirds of the rate increase would be reversed through the PCA.

Members were provided City of Dover Projected Budget Trends ***(Exhibit #12)***. Mrs. Mitchell advised that this included projections for budget trends for revenues and expenses by fund based on the forecast. She reviewed the percentages of change in the annual receipts and expenditures for the General Fund over the five (5) year period, indicating that expenditures were trending at a greater rate of growth than revenues, and advised that this was also true in the Water/Wastewater Fund and the Electric Fund.

Mr. Slavin stated that this was the conclusion of the formal presentation of the budget. On Council's behalf, he extended appreciation to Mr. Koenig, Mrs. Mitchell, staff who helped prepare the budget, staff who attended the budget review sessions, and the City Clerk's Office for staffing the budget meetings. Mr. Slavin advised that it was time for mark-up of the budget, stating that in prior years there had typically been a gap between revenue and expenses which had to be closed by the end of the night; however, there was no gap this year. He suggested, if members wished to add items to the budget, that they suggest an area in which to cut a similar amount so that a gap would not be created. Mr. Slavin stated that, during the mark-up period, items that have a monetary effect on the budget could be brought forward for consideration, as well as programmatic recommendations for Staff to incorporate in the next year's work plans.

Mr. Lewis referred to Parks & Recreation (page 216), reminding members that Mr. Koenig had recommended that the City's contribution to the African American Festival be decreased by $3,000. Mr. Lewis asked if funds from the proposed $25,000 in discretionary funds for Council members could be made available to assist with the Festival. He referred to correspondence dated May 25, 2016 that members and the Mayor had received from Mr. Reuben Salters, Founder/Chairman, of the Inner City Cultural League, Inc. regarding the African American Festival ***(Exhibit #13)***. Mr. Lewis stated that he supported the African American Festival. Responding, Mr. Slavin indicated that if Mr. Lewis wanted to reduce the overall amount of discretionary funds by $3,000, the specific amount of $3,000 could be taken from the funds allotted to the At-Large Council Representative. This would leave the districts' funds intact. Mr. Slavin stated that, as the At-Large Representative, he would have less funds to divide up among the four (4) districts and that this would be fine.

Mr. Lewis moved to contribute $3,000 from the At-Large City Council budget discretionary funds to the African American Festival. The motion was seconded by Mr. Sudler and unanimously carried.

Mr. Anderson moved to adopt the Power Cost Adjustment (PCA) credit alternative, as presented. The motion was seconded by Mr. Hosfelt and unanimously carried.

Mr. Slavin indicated that he had a list of approximately nine (9) items from the last three (3) three evenings of budget discussions, that took the form of motions. He expressed his desire to work through some of the issues that had confronted members and needed to be addressed.

Mr. Hosfelt moved that the Safety Advisory and Transportation Committee assess the possibility of a comprehensive review of emergency medical services within the City of Dover. The motion was seconded by Mr. Anderson.

Mr. Anderson stated that Mr. David Truax, former City of Dover Fire Marshal, had made some interesting points during a previous meeting of the Safety Advisory and Transportation Committee that had also come up in the Operational and Administrative Analysis of the Fire Department. He expressed his hope that Mr. Truax would be invited to participate in this discussion. Mr. Anderson also asked that the minutes of the Safety Advisory and Transportation Committee meeting when this was previously discussed be brought back into this discussion.

The motion that the Safety Advisory and Transportation Committee assess the possibility of a comprehensive review of emergency medical services within the City of Dover was unanimously carried.

Mr. Sudler moved that the Legislative, Finance, and Administration Committee initiate the process whereby the review of the Mayor and Council salaries shall be conducted by the Compensation Commission. The motion was seconded by Mr. Hosfelt and unanimously carried.

Mr. Hare 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. The motion was seconded by Mr. Anderson.

Mr. Anderson indicated that this matter was about cost savings but also maintaining quality. He expressed the desire not to spend too much for what might be equal or better in quality and to know what is in the marketplace. Mr. Anderson assured City employees that this was not an effort to undermine or lower the quality of health care.

Mr. Hare felt that the RFP should mirror the exact coverage that the City has, stating the desire to keep the existing level of coverage or improve it.

The motion 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 was unanimously carried.

Mr. Slavin suggested the possibility of offering a cash incentive to employees who choose not to take health insurance, since some employees may be in a position where using a cash incentive toward a spouse's plan would be better or easier. Responding, Mr. Koenig indicated that if members chose to make such a motion, it could be evaluated without a major cost, but noted that there could be legal implications.

Mr. Sudler moved that the Legislative, Finance, and Administration Committee discuss the possible inclusion of an incentive program for City employees opting not to be covered by the City's health care plan. The motion was seconded by Mr. Hare and unanimously carried.

Mr. Slavin stated that he had been concerned about the safety of Council Chambers for conducting public meetings and other events.

Mr. Sudler moved that the City Manager conduct an initial assessment of public safety issues related to holding public meetings in the City Council Chambers and report of his findings to the Safety Advisory and Transportation Committee by no later than November 1, 2016. The motion was seconded by Mr. Hare.

Mr. Hare suggested that something be considered to prevent those coming into City Hall from walking down the hallway, noting that there had been some issues.

Mr. Sudler requested that his motion include that when a meeting is held by City Council or when a Councilperson holds a meeting in the Chambers that at least one (1) Dover police officer be present for the safety of Council and the community. Mr. Slavin stated that this would be part of the considerations in the assessment.

Mayor Christiansen stated that when he and Mr. Kirby Hudson, Assistant City Manager, joined the City, they noticed that there was easy access to the entirety of 5 East Reed Street, where some modifications had been made, and also to the front entrance of City Hall. They had suggested placing doors at the hallway near the front entrance of City Hall, as well as providing shielding for employees in the Inspections Division. Mayor Christiansen hoped that Council would take this into consideration.

The motion that the City Manager conduct an initial assessment of public safety issues related to holding public meetings in the City Council Chambers and report of his findings to the Safety Advisory and Transportation Committee by no later than November 1, 2016 was unanimously carried.

Mr. Slavin stated that he had heard from the discussion that there were a lot of activities and people involved in economic development. He indicated that most of that activity was coordinated, but there was a lack of cohesiveness between what the City was doing and what was being done with the Downtown Dover Partnership (DDP). Mr. Slavin stated he did not want to get into performance-related issues, noting that if members wished to discuss this, it would have to be done in executive session. Mr. Slavin proposed wiping the slate clean in terms of how economic development was being done and building a different model in hopes of getting better results. He felt that the primary

factor was the desire to continuously improve what the City is doing with economic development. Mr. Slavin proposed a series of five (5) motions, as follows:

1) Create an economic development team within the City co-chaired by the Mayor and the City Manager. Other members would be the Chair of the Legislative, Finance, and Administration Committee; a designee of the Downtown Dover Partnership; and the City Planner, with other staff members being pulled in as needed. Mr. Slavin advised that this team would provide monthly reports to Council, noting that there had been gaps in communication.

2) Dissolve the Economic Development Office in its entirety, as well its associated positions, and give the City Manager authorization to incur the necessary expenses to do so. This would include expenses to pay out those positions as a reduction in force for the three (3) full-time employees.

3) Set the Business Improvement District (BID) tax rate, which is a second tax assessed to all the downtown property owners, at zero (0) for FY 17.

4) Increase the appropriation for the DDP from $70,000 to $150,000, with clear direction and instructions to hire their staff from these funds. Mr. Slavin stated that there would no longer be the hybrid approach of City staff performing functions in multiple places, noting that cleaner lines of delineation were needed.

5) The balance of funds that would be available after these actions would be approximately $65,000 - $70,000, which would remain an appropriation to the Mayor's Office for economic development purposes to be used at his discretion.

Mr. Sudler moved that the Mayor and City Manager, or the City Manager's designee, shall serve as co-chairs of the economic development team for the City of Dover. Members of the team shall include the Chair of the Legislative, Finance, and Administration Committee, a designee of the Downtown Dover Partnership (DDP) and the City Planner, and the team will provide a monthly report to Council. The motion was seconded by Mr. Cole.

Mayor Christiansen stated that he was not happy with the dissolution of the Economic Development Office; however, since economic development is the major responsibility of the Mayor of the City of Dover, he felt it would be appropriate for the Mayor to chair the economic development committee and for the City Manager to serve as a member of the committee if this direction was adopted. Mayor Christiansen felt it important that the buck stop with the Mayor on economic development issues. He indicated that it was Council's prerogative to come up with a different model that they believe would be more successful, but asked that the motion be amended to make the Mayor the chair of the committee.

Mr. Slavin stated that having a co-chair that reports to Council was not designed to be a slight to the Mayor but to avoid potential charter issues where the Mayor may ask for work service from an employee who does not report to the Mayor.

Mr. Sudler indicated his understanding of the Mayor's position; however, because the City has a Council-City Manager form of government, he felt the motion should remain as it stood.

Mr. Hare advised that in 1997, when the City went to a full-time Mayor, economic development was a duty of the Mayor. He stated he had no issue with the dissolution of the Economic Development Office but agreed with Mayor Christiansen that the Mayor should be in charge of economic development.

Mr. Anderson did not think the approach offered would improve the situation and felt it had the potential to take the City backwards. He believed that a positive discussion of a 21st century economic development strategy and the ramifications should be held over the long term with all stakeholders. Mr. Anderson stated that the proposed series of actions would leave out several ongoing things, such as entrepreneurial training and arrangements the City has with workforce development coordination. He also noted that staff was doing a lot with Restoring Central Dover. Mr. Anderson indicated that the Economic Development Office had planned for the farmer's market, maintained ongoing relationships with the largest employers, and aided many small businesses. He stated that a couple of dozen moving parts would be affected by this type of move and believed that if something was done, it should be done over time, knowing exactly what would be affected. Mr. Anderson felt that quite a few people would be hurt by this type of move and he could not support most of the recommendations, although he indicated that the first motion would be a positive step.

Mr. Anderson moved to amend the motion to state that the Mayor would serve as chair of the economic development committee with the members as currently suggested. The motion was seconded by Mr. Hare.

Responding to Mr. Sudler, Mr. Slavin indicated that he had proposed the Mayor and City Manager to be co-chairs. Mr. Slavin did not feel this was an insurmountable problem and he had no issues with the Mayor serving as chair, reiterating that his proposal was not meant to be a slight.

Mr. Sudler felt there should be a co-chairmanship. He felt that if the City had a strong mayor form of government, the Mayor should be the focal point; however, since the City has a Council-City Manager form of government, it should be a co-chairmanship.

Mr. Hare agreed with Mr. Slavin that chairmanship was not a major concern. He advised that in 1997 there was not an official committee, but there was a similar situation with economic development. The Mayor was in charge, along with the City Manager, and Council members were also involved. He stated that the Mayor was the economic development person; however, if he needed something, the City Manager was there to help, and it was a collaborative effort.

Mr. Hutchison stated that he liked the idea of the Mayor and City Manager co-chairing economic development because the City Manager works for Council and is responsible for the budget.

Mayor Christiansen stated that Mr. Koenig, Mr. Hudson, and members of City staff work together well as a team and would continue to do so. He felt that the Mayor should be the point person and assume the responsibilities that Council gave to the Mayor over the years. Mayor Christiansen suggested the possibility of making the City Manager vice chair.

Mr. Sudler called for the question. Mr. Koenig advised that Mr. Lewis wished to comment and Mr. Sudler withdrew the call for the question.

Mr. Lewis felt that whether or not the Mayor chaired the committee was not a major issue, noting that Council President Slavin chairs City Council meetings but all members are equal and have a vote. Mr. Lewis had no objection to the Mayor serving as chair since economic development falls under his auspices.

Mr. Sudler agreed with Mr. Hutchison that the City Manager prepares the budget and has a more in-depth view of economic development. He reiterated that, based on his research regarding the current form of government, the City Manager should take lead because he deals more with the budget and with economic development than the Mayor. Mr. Sudler believed the City Manager and Mayor should have a joint chairmanship.

Mayor Christiansen stated that he understood Mr. Sudler's position; however, he explained that he spends time hunting for people to bring jobs for all citizens to Dover and had been involved in bringing many entities to the City. Mayor Christiansen believed that the City's current form of government was not the best form of government but that everyone works as a team. He saw no reason why the Mayor should not be the chair of the economic development committee and, referring to a quote from Harry Truman, indicated that the buck would stop here.

Mr. Anderson felt that the form of government was not really an issue. He noted that the Economic Development Office reports to the Mayor rather than the City Manager and is the only department besides the Police Department that does so. Mr. Anderson stated that there were three (3) reasons why the office of Mayor was made full-time, as follows: 1) so there would be an elected official on a full-time basis to address the concerns of constituents; 2) to lobby the public relations aspects of the City and address public safety; and 3) for economic development, which is vital to the future of the City. Mr. Anderson desired to have someone responsible to address the issues of jobs and that this function not be divided between the City Planner, City Manager, and Economic Development Director since a focal point of policy responsibility was needed. Noting that economic development was part of the reasoning and logic behind the full-time Mayor, Mr. Anderson did not feel the City should go backwards on this and needed to move more in that direction.

Mr. Slavin requested that members not begin with an assumption that people do not work well together. He stated that they do work well together, would continue to do so, and if they did not this would be fixed.

Mr. Cole called for the question, seconded by Mr. Sudler and unanimously carried.

On a call for the question, the amendment to the motion stating that the Mayor would serve as chair of the economic development committee and the other members remain as suggested carried by a roll call vote of six (6) yes (Anderson, Lewis, Cole, Hosfelt, Hare, Slavin), and two (2) no (Sudler and Hutchison).

The motion that the Mayor serve as Chair of the economic development committee for the City of Dover and that members of the committee shall include the City Manager, or the City Manager's designee, the chair of the Legislative, Finance, and Administration Committee, a designee of the Downtown Dover Partnership (DDP), and the City Planner, and the committee will provide a monthly report to Council carried by a roll call vote of six (6) yes (Anderson, Lewis, Cole, Hosfelt, Hare, Slavin), and two (2) no (Sudler and Hutchison).

Mr. Cole moved to dissolve the Economic Development Office, authorize the City Manager to incur the necessary expenses to dissolve the Office, and authorize a reduction-in-force of three (3) full-time employees. The motion was seconded by Mr. Lewis.

Mr. Anderson believed that this was not an issue that should be handled in this format without an extensive look at where the City was going and what it was doing.

Mr. Anderson moved to refer this matter to Committee. The motion failed for lack of a second.

The motion to dissolve the Economic Development Office, authorize the City Manager to incur the necessary expenses to dissolve the Office, and authorize a reduction-in-force of three (3) full-time employees carried with Mr. Anderson voting no.

Mr. Hosfelt moved to set the tax rate for the Business Improvement District (BID) for FY 2017 at zero (0). The motion was seconded by Mr. Hare.

Mr. Slavin indicated that this would not remove the structure of the tax but simply roll the rate down to zero (0). The structure would be left in place in case it is needed in future years for special projects.

Mr. Anderson questioned what would be cut in the budget to achieve this. Responding, Mr. Slavin stated that setting the BID tax rate to zero (0) would be balanced from the funds that were previously appropriated for the Economic Development Office. He explained that additional funds that were previously appropriated for the Economic Development Office would be transferred to DDP and the balance would remain in the Mayor's Office to use at his discretion. There would a net impact of $0 to the budget.

Mr. Anderson felt that Council should be very careful about this, noting that the City spends a good amount money for items specific to downtown for promoting events and marketing. He stated that instead of having a user fee for the people who are benefitting, this would be a general tax. Mr. Anderson stated that certain items are associated with the BID tax that provide funding assurance for the DDP, because once it becomes a general appropriation, there is no longer funding

certainty. He advised that the DDP has over $2M in loans and it helps to have funding assurance. Mr. Anderson indicated that he was unsure that this was the right way to go.

Mr. Slavin stated that he would no longer support double taxation on property owners in a specific area of the City.

The motion to set the tax rate for the Business Improvement District (BID) for FY 2017 at zero (0) carried with Mr. Anderson voting no.

Mr. Hare moved to increase the appropriation to the Downtown Dover Partnership (DDP) from the proposed $70,000 to $150,000 with specific instructions to the DDP that they are responsible for staffing costs from that appropriation. The motion was seconded by Mr. Cole and carried with Mr. Anderson voting no.

Mr. Hosfelt moved that the balance of funds available after the dissolution of the Economic Development Office, the reduction of the Business Improvement District (BID) tax, and the increased appropriation to the Downtown Dover Partnership (DDP) will be appropriated to the Mayor's Office for economic development purposes. The motion was seconded by Mr. Cole and carried with Mr. Anderson voting no.

In response to Mayor Christiansen regarding the effective date of the Economic Development Office dissolution, Mr. Slavin indicated that this matter would be left to the City Manager due to personnel issues.

Mr. Slavin advised that some economic development activities had been focused on new jobs and the City had also successfully focused on job retention.

Mr. Cole moved that the newly formed economic development team make recommendations regarding a job retention initiative for existing large commercial users of utilities in order to proactively protect the existing job base. The motion was seconded by Mr. Hosfelt and unanimously carried.

Mr. Slavin noted that there had been previous discussion about a youth focus group initiative.

Mr. Sudler moved to establish a youth focus group initiative across City government. The purpose of the program would be to solicit input on ideas, solutions, and issues from the youth of the City. The following departments will be required to hold a focus group with the youth who are residents of the City of Dover: Planning, Parks and Recreation, Dover Public Library, and Police. The focus group will be held before December 1 of each year and reports of the various departments will be made to Council no later than February 1 of the following year. The motion was seconded by Mr. Cole and unanimously carried.

Mr. Slavin expressed his intention to introduce a motion at a future Council meeting that would rescind Resolution No. 2010-03 which established the Youth Advisory Committee and discharge the members from their current duties. In the spirit of fairness, he preferred to have the formal notice placed on an agenda rather than considered during the budget meeting.

Mr. Sudler moved to authorize the City Manager to obtain an appraisal for the Ridgely property. The motion was seconded by Mr. Anderson.

Mr. Anderson questioned whether Mr. Koenig would be obtaining the value of the warehouse in the Pear Street area. In response, Mr. Koenig stated that he was seeking appraisals on several properties and these properties could be incorporated. Mr. Anderson indicated that, with this understanding, he would not ask that this property be included in the motion.

Mr. Sudler moved to amend the motion to indicate that the appraisal would be completed within four (4) months from this evening, and Mr. Anderson concurred with this change.

The motion to authorize the City Manager to obtain an appraisal for the Ridgely property on or before September 26, 2016 was unanimously carried.

Mr. Hare moved to bring any position that remains open for over six (6) months without being recruited to the Legislative, Finance, and Administration Committee for approval. The motion was seconded by Mr. Sudler.

Mr. Slavin asked that this discussion take place during a future Legislative, Finance, and Administration Committee meeting. He indicated that one (1) of the discipline measures just included in the budget was that positions would be not be filled until all buyout time is completed. Mr. Slavin felt that this was a good disciplinary practice fiscally and he did not want departments to be told it took too long to fill a position if it was Council's precept that caused the delay.

Mr. Hare felt this should be reviewed by the Legislative, Finance, and Administration Committee because if a long-term employee retires from a department and they are unable to fill the position for eight (8) or nine (9) months, it may not be a key position. In response, Mr. Slavin pointed out that the reason the position would be kept open that long would be because the City was trying to practice fiscal discipline, noting that giving up on fiscal discipline would cause higher personnel costs.

Mr. Slavin advised members that the motion before them was to send this matter forward to the Legislative, Finance, and Administration Committee for discussion.

Mr. Anderson asked if this would include temporary positions. For example, he stated that a critical employee in the Finance Department was deployed for over a year and temporary help was hired to cover the position. Responding, Mr. Slavin indicated that the motion would encourage this type of discussion by the Legislative, Finance, and Administration Committee.

The motion to have the Legislative, Finance, and Administration Committee consider whether any position that remains open for over six (6) months without being recruited should be brought to the Legislative, Finance, and Administration Committee for approval carried with Mr. Anderson voting no.

Mr. Sudler moved for adjournment.

Mr. Anderson noted that adjourning would end the budget review.

Mr. Lewis questioned if members would meet on June 1, 2016.

Mr. Sudler withdrew the motion to adjourn.

Mr. Slavin stated that if members were finished, there would be no need for an additional budget meeting.

Mr. Anderson questioned the amount of $50,000 that was allocated to develop a master plan for Dover Park, noting that this was a lot of money for a master plan. He stated that this would be ignoring everything that the Parks, Recreation, and Community Enhancement Committee; Mt. Zion A.M.E. Social Action Committee, and the City of Dover Recreation Needs Assessment had said, noting that these funds would not be spent on amenities. Responding, Mr. Slavin asked if this matter could be brought up during the First Reading of the budget ordinance, when Mrs. Ann Marie Townshend, Director of Planning and Community Development, would be present. He encouraged Mr. Anderson to have a conversation with Mrs. Townshend, who may be able to answer his questions.

Mr. Slavin reminded members that adjournment of this meeting would end Council's hearings on the budget. He stated that the First Reading of the budget ordinance would take place during the Regular Council Meeting of June 13, 2016 and the Final Reading and adoption of the ordinance would occur during the Regular Council Meeting of June 27, 2016, noting that additional measures and clarification could take place during those meetings.

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

Meeting adjourned at 8:58 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Special Meeting of May 24, 25, and 26, 2016, are hereby approved.

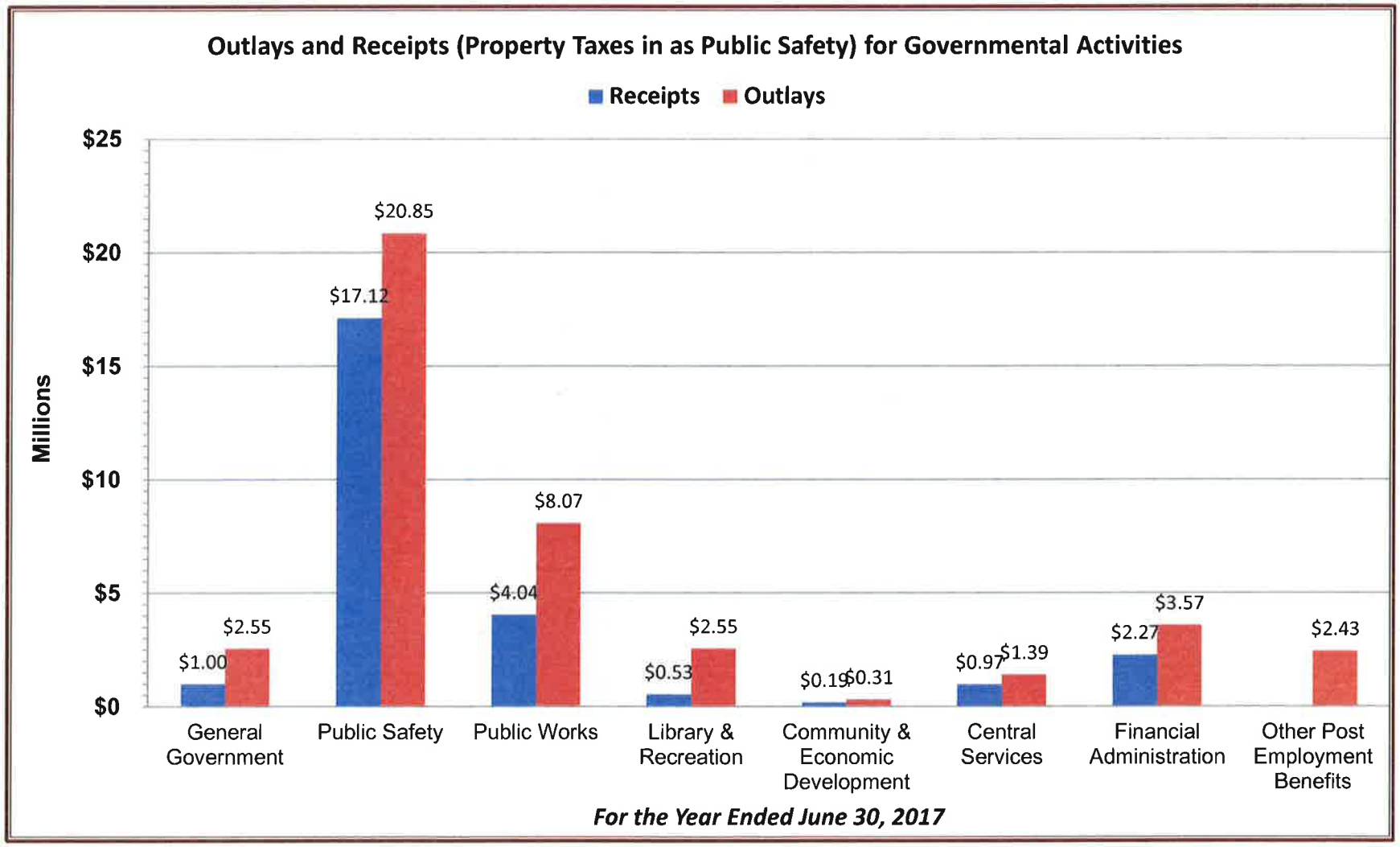
ROBIN R. CHRISTIANSEN
MAYOR

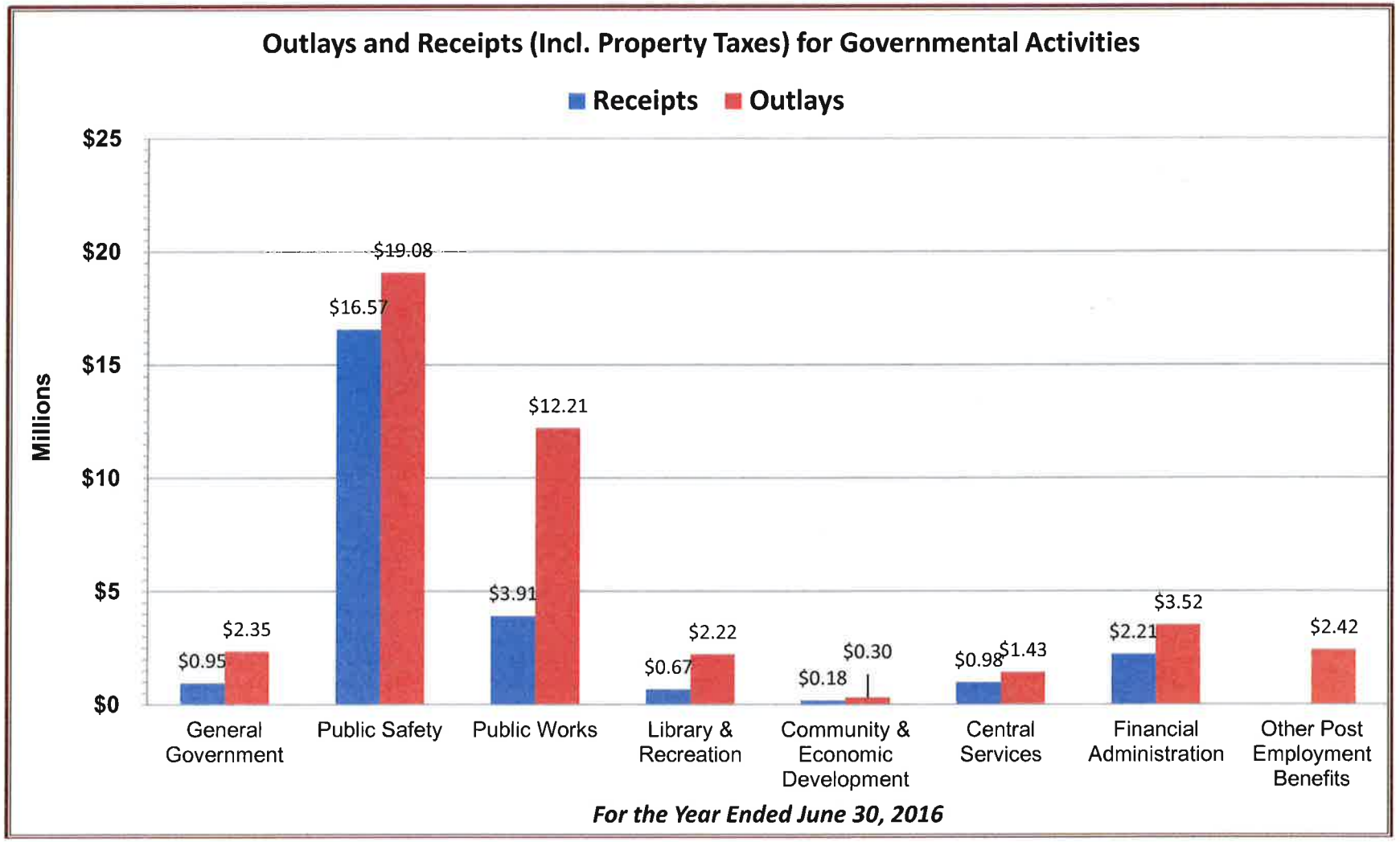
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Exhibits

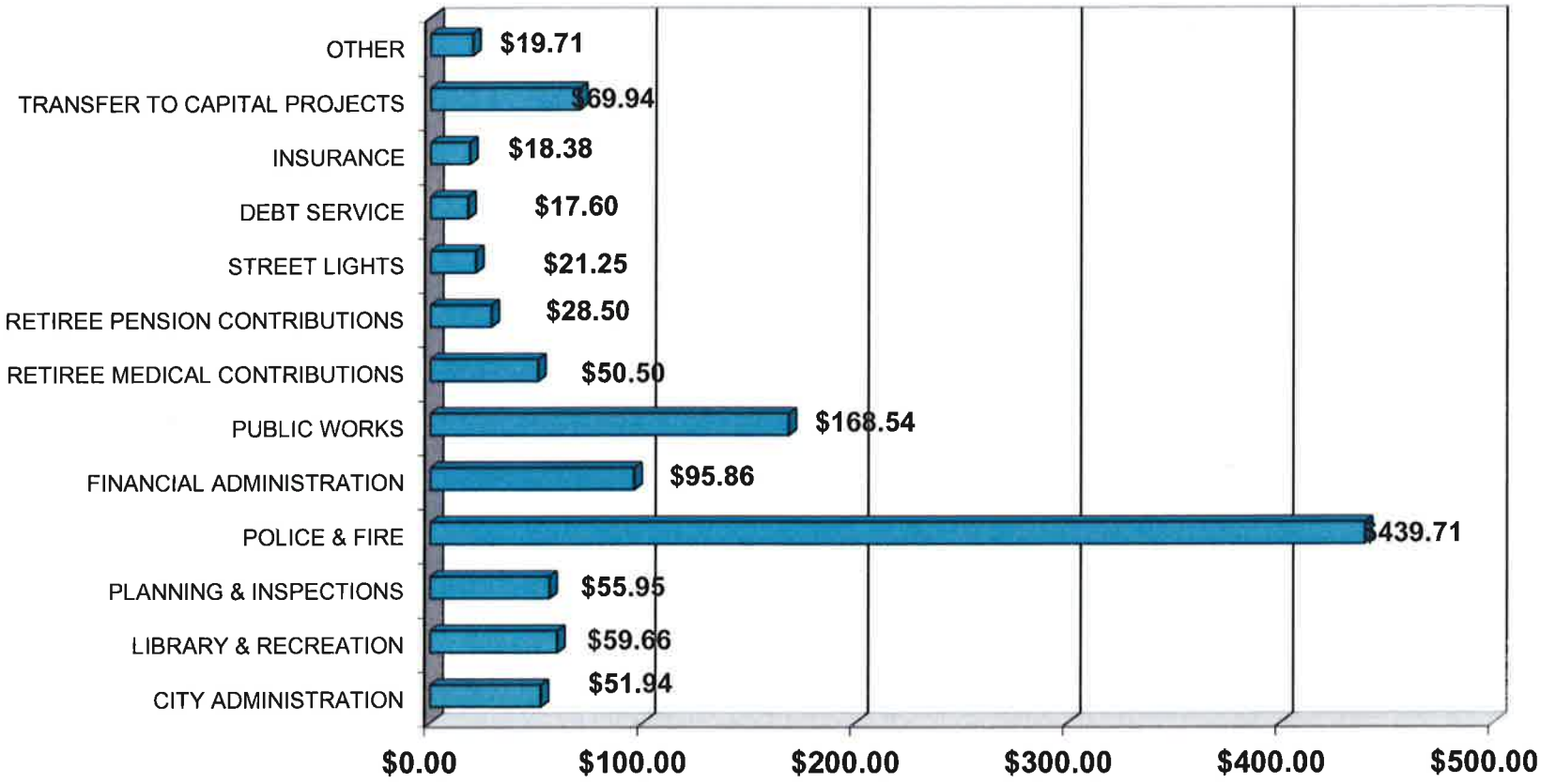
Exhibit #1 - Outlays and Receipts (Property Taxes in as Public Safety) for Governmental Activities and Outlays and Receipts (Incl. Property Taxes) for Governmental Activities
Exhibit #2 - Projected Cost Per Capita by Function - Fiscal Year 2015-2016
Exhibit #3 - Kent County Treatment Fees - Trend of Fees Billed and Charges Paid
Exhibit #4 - Memorandum from Mrs. Mitchell and Mr. Koenig, dated May 17, 2016, regarding the Revised FY 16 Budget & FY 17 Proposed Budget
Exhibit #5 - Memorandum from Mr. Koenig, dated May 25, 2016, regarding Non-Bargaining Pay Increase Recommendation - FY 2017 Budget
Exhibit #6 - General Fund Expenses by Department/Division - General Fund Expenses by Major Function (list), General Fund Expenses by Major Function (graph), and Projected Cost Per Capita by Function
Exhibit #7 - Outlays and Receipts for Governmental Activities
Exhibit #8 - City of Dover Electric Revenue Fund - FY 16 - White Oak Solar Park Incremental Cost Report
Exhibit #9 - Fiscal Year July 1, 2015 to June 30, 2016 Quarterly Revenue Report as of March 31, 2016
Exhibit #10- Email from Mr. Koenig, dated May 26, 2016, regarding Budget Questions
Exhibit #11- City of Dover Capital Asset Reserve Trend Five Year Analysis Thru April 2016
Exhibit #12- City of Dover Projected Budget Trends
Exhibit #13- Correspondence from Mr. Reuben Salters, dated May 25, 2016, regarding the African American Festival

EXHIBIT #1
2016 Budget Review
Special Council Meeting of 05/24/2016




Outlays and Receipts (Incl. Property Taxes) for Governmental Activities
Receipts
Outlays
Millions
$25
$20
$15
$10
$5
$0
$0.95
$2.35
$16.57
$19.08
$3.91
$12.21
$0.67
$2.22
$0.18
$0.30
$0.98
$1.43
$2.21
$3.52
$2.42
General Government
Public Safety
Public Works
Library & Recreation
Community & Economic Development
Central Services
Financial Administration
Other Post Employment Benefits
For the Year Ended June 30, 2016

PROJECTED COST PER CAPITA BY FUNCTION
Fiscal Year 2015-2016



Total per capita based on population estimate of 37,540 = $1,114.15

City of Dover
Kent County Treatment Fees
Trend of Fees Billed and Charges Paid

Fiscal Year Ended June 30	Beginning Budget Balance	Annual Revenues	Annual Charges	Ending Budget Balance
1997	$ -	$ 2,399,975	$ 3,664,852	$ (1,264,877)
1998	$ (1,264,877)	$ 2,436,182	$ 2,653,835	$ (1,482,530)
1999 *	$ (1,482,530)	$ 2,452,087	$ 2,284,788	$ (1,315,232)
2000	$ (1,315,232)	$ 2,512,562	$ 2,516,910	$ (1,319,580)
2001	$ (1,319,580)	$ 2,686,790	$ 2,603,943	$ (1,236,733)
Rolled into Total Budget Balance	$ (1,236,733)	$ 1,236,733	$ -	$ 0
2002	$ -	$ 2,814,587	$ 2,811,939	$ 2,648
2003	$ 2,648	$ 2,778,521	$ 3,442,420	$ (661,251)
2004	$ (661,251)	$ 2,743,359	$ 3,829,289	$ (1,747,181)
Rolled into Total Budget Balance	$ (1,747,181)	$ 1,019,090	$ -	$ (728,091)
2005	$ (728,091)	$ 2,611,290	$ 3,470,312	$ (1,587,113)
2006	$ (1,587,113)	$ 3,865,684	$ 3,628,057	$ (1,349,486)
2007	$ (1,349,486)	$ 4,031,540	$ 3,702,815	$ (1,020,761)
2008	$ (1,020,761)	$ 4,109,166	$ 3,633,731	$ (545,326)
2009	$ (545,326)	$ 3,733,644	$ 3,585,791	$ (397,473)
2010	$ (397,473)	$ 3,100,547	$ 4,575,155	$ (1,872,081)
2011	$ (1,872,081)	$ 4,230,032	$ 3,601,194	$ (1,243,243)
2012	$ (1,243,243)	$ 4,341,095	$ 3,724,238	$ (626,386)
2013	$ (626,386)	$ 4,240,649	$ 3,631,516	$ (17,253)
2014	$ (17,253)	$ 4,246,542	$ 4,129,646	$ 99,643
2015	$ -	$ 4,784,641	$ 4,127,919	$ 656,722
2016 Revised	$ -	$ 4,963,200	$ 4,130,000	$ 833,200
2017 Proposed	$ -	$ 5,088,000	$ 4,225,000	$ 863,000

Historical Comments:

In 1999 our credit rating was downgraded due to missing our debt covenant in 1997 and 1998. The downgrading was largely attributed to two factors (1) Kent County changed their billing from quarterly to monthly which increased the cost for 1997 and (2) inflow and infiltration associated with both years due to higher water tables.

Prior to 2005 City billed the rate paid to Kent County for treatment with no markup for Inflow/Infiltration

2005 - County rate = $1.85 per thousand gallons
2005 - City implemented a $.25 sewer rate increase to pay down budget deficit
2006 - County rate = $2.13 per thousand gallons; $.28 increase
2006 - City implemented a $.20 sewer rate increase to pay down budget deficit
2008 - County increased treatment fee rate $.21; New rate $2.34
2011 - City implemented Groundwater Adjustment Charge $1.05 per thousand gallons included above
2015 - City increased Groundwater Adjustment Charge to $1.50 per thousand gallons included above

EXHIBIT #4
2016 Budget Review
Special Council Meeting of 05/24/2016

City of Dover
Finance Department
PO Box 475
Dover DE 19903-0475
Phone: (302-736-7018
FAX: (302) 760-4930
E-Mail: dmitchell @dover.de.us

MEMORANDUM

To: Council President Slavin
Members of City Council

From: Donna Mitchell, Controller/Treasurer & Scott Koenig, City Manager

Copy: Mayor Robin Christiansen, Kirby Hudson, Assistant City Manager, Finance & City Clerk's Office

Date: May 17, 2016

Subject: Revised FY16 Budget & FY17 Proposed Budget

Attached you will find (1) a listing of budget amendments by revenue source or department/division expense item for Fiscal Year 2016. Along with the FY17 Proposed Budget we will be recommending revisions for these items to the current year budget. These revisions are being recommended to cover the budget variances in several divisions attributed to the following –

- Program revenues were revised to reflect updated estimates provided by the Departments
- Settlement of FOP and DOE contracts, which were not included in the original budget
- Wage, overtime and temp help variances attributed to vacant positions and attrition
- Adjustments for change in benefits, i.e. employee's transferred between divisions with higher or lower benefits
- Grounds, Streets, & Sanitation contract services (outsourcing janitors) and temp agency help was increased by the offset in personnel savings
- All other personnel accounts were trued up and the difference was netted against the Other Employment Expenses (Fund Expense) that we use for vacation sell back, retirement payouts, and education assistance. The General Fund balance of this account prior to these changes was $167,100 and afterwards it is $52,000. In essence, the personnel savings offset most of the contract negotiations and the unfavorable personnel variances.
- There were also some significant adjustments needed for demolitions, legal expenses, and the snow storms this past winter; as well as some unplanned expenses in a few divisions. We combed through all the budgets for savings to cover as much of these adjustments as possible. The remainder is covered through additional transfer tax revenues that were included in the Budget Revision approved by City Council in February.
- There was considerable savings in electricity and gasoline accounts across all funds. Therefore, all budgets were adjusted down to reflect these savings.

The second attachment (2) is a listing of the items adjusted to close the gap between the FY2017 Preliminary Budget presented in early April and the FY2017 Draft Budget that is being presented on Tuesday evening.

We hope you will find these schedules helpful in your review and understanding of the Budget submission.

Please feel free to contact either Mr. Koenig or myself if you have any questions. Thank you.

City of Dover
Fiscal Year 2015-2016
Personnel Adjustments - 3rd Budget Amendment

Department/ Division	Original Budget	Revised Budget	Variance
City Clerk	$ 354,700	$ 354,100	$ 600
City Council	91,000	86,000	5,000
Assessor	207,200	212,200	(5,000)
Fire	409,800	399,800	10,000
Grounds	923,500	812,700	110,800
Library	1,283,500	1,229,500	54,000
Recreation	466,700	476,400	(9,700)
Life Safety	220,100	219,500	600
Code Enforcement	385,500	384,300	1,200
Planning	503,400	502,200	1,200
Building Inspections	462,500	466,500	(4,000)
Economic Development	210,800	212,800	(2,000)
Civilian Police	2,404,700	2,496,500	(91,800)
Law Enforcement	11,620,300	12,265,000	(644,700)
Police Extra Duty	602,400	634,200	(31,800)
Streets	509,300	466,700	42,600
Sanitation	683,700	673,900	9,800
City Manager	496,500	510,500	(14,000)
Information Technology	439,800	356,700	83,100
Finance	798,000	801,200	(3,200)
Public Works Admin	594,000	553,500	40,500
Facilities	531,200	472,800	58,400
Public Works Engineering	175,400	167,400	8,000
Procurement & Inventory	283,900	285,800	(1,900)
Fleet Maintenance	454,800	446,300	8,500
Customer Service	1,052,400	1,007,400	45,000
Human Resources	318,200	325,000	(6,800)
Mayor	56,700	56,700	-
Grounds - Contractual Services for Mowing	-	43,500	(43,500)
Streets - Agency Billing for Temp Help	-	10,000	(10,000)
Sanitation - Agency Billing for Temp Help	-	27,000	(27,000)
Other Employment Expense	468,100	52,000	416,100
Total General Fund	$ 27,008,100	$ 27,008,100	$ -

City of Dover
Fiscal Year 2015-2016
Personnel Adjustments - 3rd Budget Amendment

Department/ Division	Original Budget	Revised Budget	Variance
Engineering	$ 453,700	$ 456,700	$ (3,000)
Water	531,500	535,100	(3,600)
Wastewater	643,400	512,400	131,000
Water Treatment	1,014,600	1,016,700	(2,100)
Other Employment Expense	20,000	142,300	(122,300)
Total Water/Wastewater Fund	$ 2,663,200	$ 2,663,200	$ -
T & D	$ 3,073,200	$ 2,461,900	$ 611,300
Engineering	1,058,500	849,100	209,400
Administration	370,900	299,700	71,200
Meter Reading	325,400	333,100	(7,700)
System Operators	679,800	601,500	78,300
Budget Balance - 2nd Budget Adj Pension/OPEB	-	681,100	(681,100)
Other Employment Expense	72,000	353,400	(281,400)
Total Electric Fund	$ 5,579,800	$ 5,579,800	$ -

City of Dover
Fiscal Year 2015-2016
Other Line Item Adjustments - 3rd Budget Amendment

Revenues	Budget Adjustment	Comments
Property Taxes	$ (60,700)	YTD Trend
Business Licenses	13,000	YTD Trend
Court of Chancery Fees	25,300	YTD Trend
Sanitation Fees	(50,000)	YTD Trend
Library Fines	(5,000)	YTD Trend
Kent County Reciprocal Borrowing Receipts	(137,400)	Reduction carries into future years
Police Fines	(74,200)	JP Court, Court of Common Pleas & Dover Code fines
Police Extra Duty	(71,500)	Based on Extra Duty Expenses
Boat Licenses	1,300	YTD Trend
Interest Earnings (net of Mgment Fees)	34,800	Removed bank & cc fees from net interest earnings
Civil Traffic Penalties	30,000	YTD Trend
Miscellaneous Revenues	34,100	YTD Trend
Franchise Fees	10,000	YTD Trend
Transfer Taxes	104,100	2nd Budget Amendment was +$646,100; Total $750K
Police Grants (Extra Duty related)	98,300	Based on Extra Duty Expenses
Subtotal Program Revenues	(47,900)	
Interfund Allocations - Water/Wastewater	(84,400)	Related to interfund Division budget changes
Interfund Allocations - Electric	(190,000)	Related to interfund Division budget changes
General Fund Revenue Adjustments	$ (322,300)	

Department/ Division Expenses	Budget Adjustment	Comments
City Council	$ 500	Dover Cups
Grounds	(10,000)	Gasoline
Recreation	(16,000)	Electricity
Life Safety	(1,500)	Gasoline
Code Enforcement	(2,500)	Gasoline
Building Inspections	23,500	Demolitions & Gasoline (net)
Economic Development	5,000	DSU Economic Study & Telephone exp. (net)
Police Administration	-	Adjustments netted to zero
Streets	(36,000)	Gasoline & Program Expenses
Sanitation	(24,000)	Gasoline & Program Expenses (net)
City Manager	145,000	Legal Expenses & Contract Services (net)
Information Technology	3,800	EVOGov Vendor - Web Page development
Finance	8,500	Actuary fees related to new GASB Pensions
Public Works Admin	(6,000)	Subscriptions & Dues
Facilities Management	(8,000)	Electricity & Building Maintenance
Procurement & Inventory	7,200	Sprinkler System, HVAC Repairs & Electricty (net)
Customer Service	(5,000)	Office Equip Repairs & Maint
Human Resources	(14,000)	Personnel Related & Unemployment Expenses
Streets	52,600	Snow Storm Expenses
General Fund Expenditure Adjustments	$ 123,100	

City of Dover
Fiscal Year 2015-2016
Other Line Item Adjustments - 3rd Budget Amendment

Revenues	Budget Adjustment	Comments
Water Service Fees	(309,400)	YTD Trends & Calpine sales
Wastewater Service Fees	(120,200)	YTD Trends & Calpine sales
Kent County Treatment Fees	(110,400)	YTD Trends & Calpine sales
Groundwater I & I Surcharge	(23,000)	YTD Trends & Calpine sales
Sewer Impact Fees	(27,600)	YTD Trends
Water Impact Fees	3,400	YTD Trends
Miscellaneous Revenues	(7,800)	YTD Trends
Interest Earnings (net of Mgment Fees)	7,000	YTD Trends
Water/Wastewater Fund Revenue Adjustments	(588,000)	
Engineering	$ -	
Water	(12,000)	Gasoline
Wastewater	(19,000)	Gasoline & Electricity
Water Treatment	(169,000)	Chemicals & Additives, Electricity & Gasoline
Water/Wastewater Fund Expense Adjustments	$ (200,000)	

Revenues	Budget Adjustment	Comments
Customer Sales	214,600	YTD Trends
Utiilty Taxes	28,500	YTD Trends
Transfer from Rate Stabilization Reserve	(2,250,000)	Reduced as a result of higher sales & lower expenses
Miscellaneous Revenues	314,200	Electric Department service work
Interest Earnings (net of Mgment Fees)	(12,900)	YTD Trends
Electric Fund Revenue Adjustments	(1,705,600)	
T & D	$ (20,000)	Gasoline
Engineering	(6,000)	Gasoline
Administration	15,000	HVAC Repairs - Weyandt Hall
Meter Reading	(5,000)	Gasoline
Total Electric Fund	$ (16,000)	

Fiscal Year 2017 Budget
Adjustments to the Preliminary Budget

Department/Division or Item	Line Item #	Description of Adjustment	Amount	110	412	480	Total
Preliminary Revenues			**$42,370,300**	**$42,370,300**			
Inspections	321-23	Public Occupancy	1,000	1,000			1,000
Court of Chancery Fees	341-01	Current trend adjustment	(74,600)	(74,600)			(74,600)
Recreation	345-01	No growth expected with new County center	(9,000)	(9,000)			(9,000)
Library	347-xx	Current trend & reduction in County receipts	(87,400)	(87,400)			(87,400)
Police	351-xx	Current trend adjustments less $31,000	-	-			-
Police	351-17	Police Extra Duty - current estimate adjustment	(100)	(100)			(100)
Police	362-71	Police Extra Duty - Grant Receipts	(16,400)	(16,400)			(16,400)
General - Transfer Taxes	362-19	Revised estimate, based on last 3 years	132,500	132,500			132,500
Franchise Fees	369-12	Current trend adjustment	7,700	7,700			7,700
General - Miscellaneous	369-24	Revised estimate, collection of sheriff sale cost	16,300	16,300			16,300
General - Rent Revenue	369-46	Adjustment for escalator - solar park	800	800			800
Interfund Service Receipts - W/WW	391-01	Adjustments to administrative divisions	(19,400)	(19,400)			(19,400)
Interfund Service Receipts - Electric	391-02	Adjustments to administrative divisions	(60,400)	(60,400)			(60,400)
Net Revenue Adjustments			**(109,000)**	**(109,000)**	**-**	**-**	**(109,000)**
Proposed Revenues			**$42,261,300**	**$42,261,300**			
Preliminary Expenditures			**$43,548,100**				
City Clerk	10-xx	Personnel adjustments	5,700	1,300	1,100	3,300	5,700
City Council	30-35	Community Relations	(900)	(200)	(200)	(500)	(900)
	30-37	Other Expenses - New Item	25,000	5,800	4,800	14,400	25,000
	30-92	Human Relations	(2,000)	(500)	(400)	(1,100)	(2,000)
Tax Assessor	10-xx	Personnel adjustments	2,200	2,200			2,200
	20-21	Office Supplies	(400)	(400)			(400)
Fire	10-xx	Personnel adjustments	(7,400)	(7,400)			(7,400)
	40-25	Engine 7 Truck Payment	(73,400)	(73,400)			(73,400)
Grounds Maintenance	10-xx	Personnel adjustments	(26,700)	(26,400)	(100)	(200)	(26,700)
	30-24	Heating Oil & Gas	(700)	(700)	-	-	(700)
	30-62	Gasoline	(7,000)	(6,900)	-	(100)	(7,000)
Library	10-xx	Personnel adjustments	3,900	3,900			3,900
	40-31	Construction of glass wall for TV room	(15,000)	(15,000)			(15,000)
Recreation	10-xx	Personnel adjustments	(3,800)	(3,800)			(3,800)
Life Safety	10-xx	Personnel adjustments	1,900	1,900			1,900
Code Enforcement	10-xx	Personnel adjustments	(20,500)	(20,500)			(20,500)
Planning	10-xx	Personnel adjustments	5,700	5,700			5,700
	40-23	Vehicle # 3 - 2003 Ford Station Wagon	(16,000)	(16,000)			(16,000)
Inspections	10-xx	Personnel adjustments	(8,100)	(8,100)			(8,100)
	30-31	Contractual Services	(1,000)	(1,000)			(1,000)
	40-23	Vehicle # 13 - 2005 Ford F150 Pick Up	(16,000)	(16,000)			(16,000)
Economic Development	10-xx	Personnel adjustments	2,000	2,000			2,000
Police - Civilian	10-xx	Personnel adjustments	(27,500)	(27,500)			(27,500)
Police - Law Enforcement	10-xx	Personnel adjustments	(232,400)	(232,400)			(232,400)
	30-28	Training	(10,000)	(10,000)			(10,000)
	30-62	Gasoline	(15,000)	(15,000)			(15,000)
	40-22	Motorcycle #256	(24,400)	(24,400)			(24,400)
Police - Extra Duty	10-xx	Personnel adjustments	(16,500)	(16,500)			(16,500)
Streets	10-xx	Personnel adjustments	28,800	28,800			28,800
	20-32	Security & Safety - current trend adj	(500)	(500)			(500)
	30-31	Contract Services - Ditch & Garrison mowing	(20,000)	(20,000)			(20,000)
	30-62	Gasoline	(8,000)	(8,000)			(8,000)
	40-23	2001 Intl Dump Truck	(132,200)	(132,200)			(132,200)
	40-31	ST1703 Silver Lake Dam Improvements	76,000	76,000			76,000
	40-31	Street Program	(100,000)	(100,000)			(100,000)
Sanitation	10-xx	Personnel adjustments	(9,000)	(9,000)			(9,000)

Fiscal Year 2017 Budget
Adjustments to the Preliminary Budget

Department/Division or Item	Line Item #	Description of Adjustment	Amount	110	412	480	Total
	30-62	Gasoline	(25,000)	(25,000)			(25,000)
City Manager	10-xx	Personnel adjustments	(56,300)	(22,100)	(9,300)	(24,900)	(56,300)
	20-38	Computer Hardware	2,600	1,000	400	1,200	2,600
	30-31	Lean Consulting	(35,000)	(13,800)	(5,800)	(15,400)	(35,000)
Information Technology	10-xx	Personnel adjustments	(19,800)	(4,700)	(5,200)	(9,900)	(19,800)
	20-38	Computer Hardware - 10 phones & 2 PC's	(10,800)	(2,600)	(2,800)	(5,400)	(10,800)
Finance	10-xx	Personnel adjustments	12,000	5,100	1,800	5,100	12,000
Public Works - Administration	10-xx	Personnel adjustments	6,800	2,500	4,300	-	6,800
Facilities Management	20-46	City Building Maint Supplies	(1,000)	(600)	(100)	(300)	(1,000)
	30-23	Electricity	(3,000)	(1,900)	(200)	(900)	(3,000)
	30.62	Gasoline	(1,000)	(600)	(100)	(300)	(1,000)
Public Works - Engineering	10-xx	Personnel adjustments	4,300	1,600	2,700	-	4,300
Procurement & Inventory	10-xx	Personnel adjustments	3,000	200	200	2,600	3,000
	30-23	Electricity	(5,000)	(400)	(300)	(4,300)	(5,000)
Fleet Maintenance	10-xx	Personnel adjustments	1,900	1,000	300	600	1,900
	20-46	City Building Maint Supplies	(1,000)	(500)	(200)	(300)	(1,000)
Customer Service	10-xx	Personnel adjustments	(32,400)	(5,600)	(6,500)	(20,300)	(32,400)
Human Resources	10-xx	Personnel adjustments	8,300	6,000	900	1,500	8,400
	20-21	Furniture & Fixtures	(1,000)	(700)	(100)	(200)	(1,000)
	20-28	Medical Supplies & Physicals	(1,000)	(700)	(100)	(200)	(1,000)
	20-48	Personnel Related Expense	(1,000)	(700)	(100)	(200)	(1,000)
	30-28	Training & Conference	(1,500)	(1,100)	(200)	(200)	(1,500)
Mayor	30-37	Reduction of Mayor's 300th Yr Expenses	(15,000)	(7,300)	(1,900)	(5,800)	(15,000)
Debt Service	90-24	Reduction for ERP system & Tar Ditch/PWII	(295,100)	(295,100)			(295,100)
Other Employment Expenses	91-01	Removal of all Retirement Payouts	(122,600)	(122,600)			(122,600)
Transfer to Capital Fund	90-82	Bond Issuance Cost & Interest Earned	(55,000)	(55,000)			(55,000)
Net Expenditure Adjustments			**(1,286,800)**	**(1,207,800)**	**(17,100)**	**(61,800)**	**(1,286,700)**
Proposed Expenditures			**$42,261,300**				
Excess Revenue (Expenditures)			**$0**				

RECAP

Wages & Benefits	10-xx	Total personnel adjustments from above	$ (373,900)
Transfer to Capital Fund - Projects	90-82	Total capital adjustments from above	(356,000)
Operating Expenses	20's & 30's	Materials, Supplies, & Administrative expenses	(139,200)
Debt Service		ERP & Tar Ditch/PWII	(295,100)
Other Employment Expenses		Vacation Sell Back, retirements, and education	(122,600)
			$ (1,286,800)

EXHIBIT #5
2016 Budget Review
Special Council Meeting of 05/24/2016

Memorandum

Office of the City Manager
PO Box 475
Dover, DE 19903
Phone: (302) 736-7005
FAX: (302) 736-7002
E-mail: skoenig@dover.de.us

To: **Members of City Council**

From: **Scott D. Koenig, P.E.**
City Manager

Date: **May 25, 2016**

Subject: **Non-Bargaining Pay Increase Recommendation – FY-2017 Budget**

As a follow up to last night's budget discussion, the City Manager's recommendation for all non-bargaining employees is a 2.5% increase to base pay. The February 2016 Consumer Price Index (CPI), excluding energy, was 2.1%. For December 2015, the increase to Social Security was 0%. The proposed 2.5% increase represents a COLA that follows the referenced CPI plus a small merit increase.

Employees represented by AFSCME will receive a 3% salary increase. Employees represented by DOE will advance one (1) step on the salary progression chart. The percentage change to base wages can range from 2.0% to 3.5%. Each grade and step of DOE's salary chart will also be increased by 25 cents on July 1, 2016. For the IBEW employees, increases will range from 3% to 4%. A new step is added to their salary chart in FY-2017 and the step is valued at a 3% base wage increase. The majority of the IBEW membership will receive a 3% increase. The FOP implemented a new salary in FY-2016. The new salary chart for FY-2016 will remain in effect in FY-2017 and FY-2018. Police officers progress through the salary chart based on years of service and rank. Their wage increases vary depending upon rank and years of service.

Several local communities have indicated that general wage increases are estimated at 2%. Some communities have step increases as part of their pay system and these are not considered general wage increases.

sdk/SDK

cc: Donna Mitchell, Controller/Treasurer
Traci McDowell, City Clerk

General Fund - By Department/Division

General Fund Expenses By Major Function

CITY ADMINISTRATION
City Clerk
Council
Economic Development
City Manager
Human Resources
Mayor

LIBRARY & RECREATION
Library
Recreation

PLANNING & INSPECTIONS
Life Safety
Code Enforcement
Planning
Inspections

POLICE & FIRE
Fire
Police
Police Extra Duty

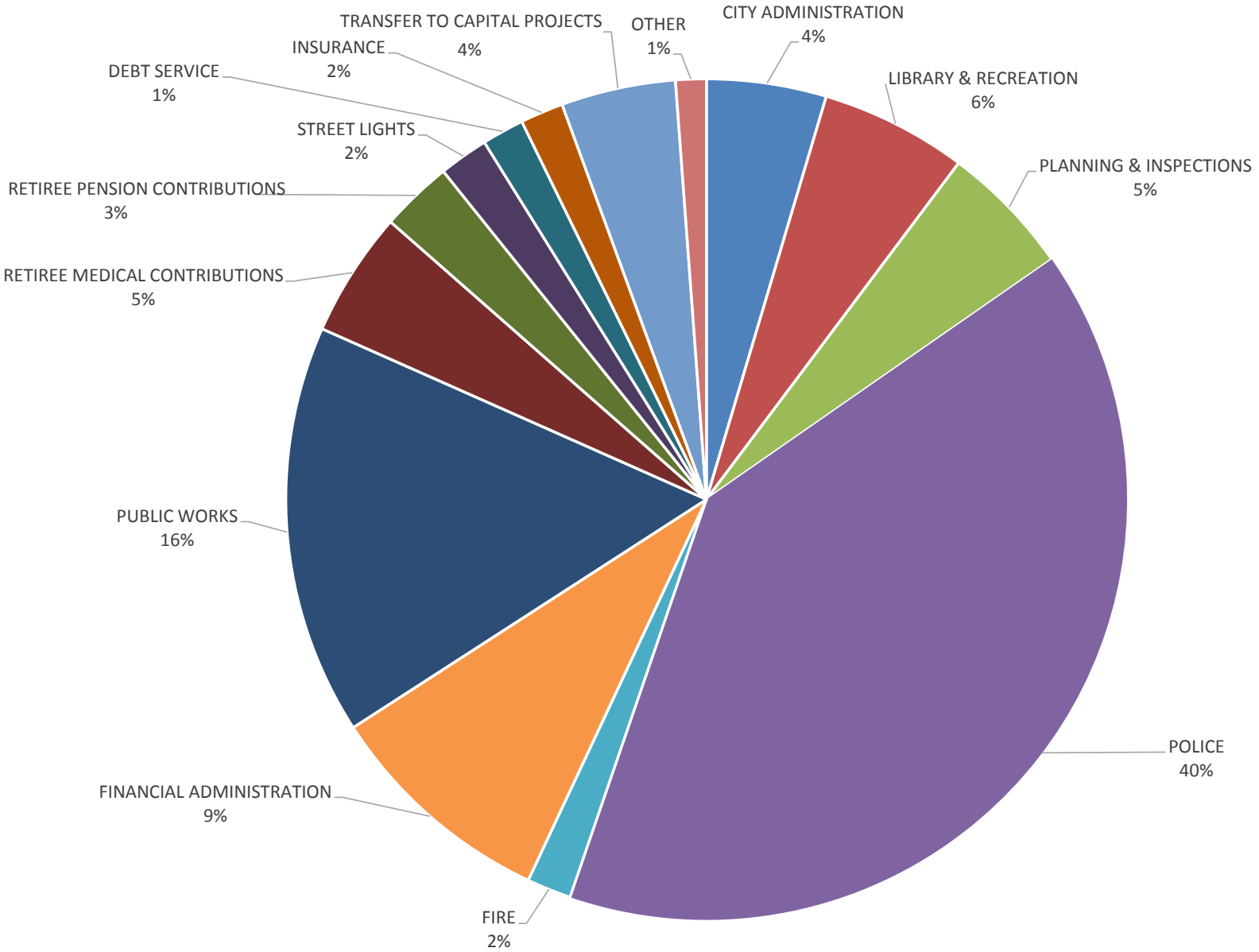
FINANCIAL ADMINISTRATION
Tax Assesor
Information Technology
Finance
Procurement & Inventory
Customer Service
Bank & Credit Card Fees
Uncollectibles - Trash and Other

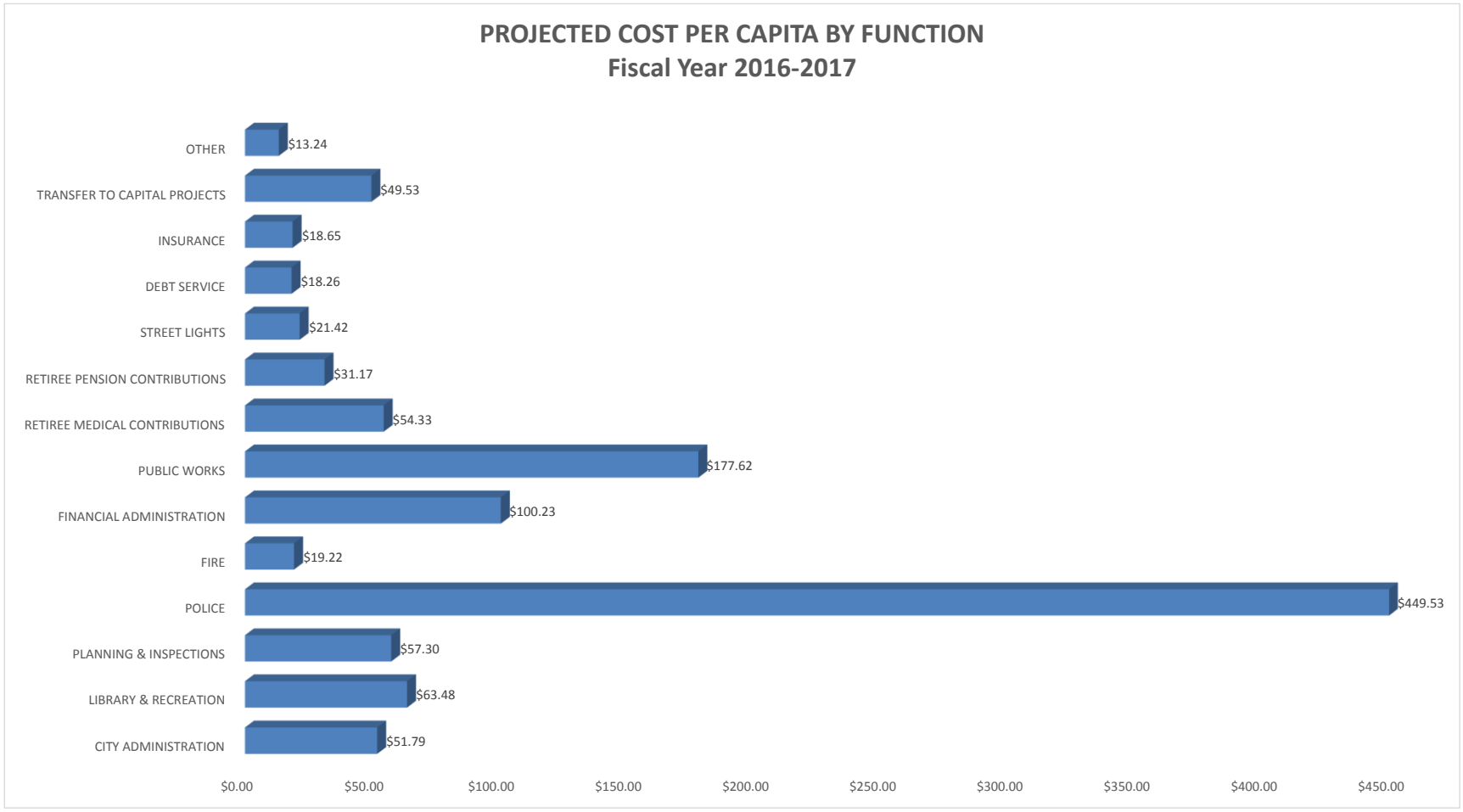
PUBLIC WORKS
Ground Maintenance
Streets
Sanitation
Administration
Facilities Management
Engineering
Fleet Maintenance

RETIREE PENSION CONTRIBUTIONS
Approp. Police Pension Fund
Approp. Police Pension - State Grant

OTHER
Contribution to DDP
Miscellaneous Grant Related Exp
OTher Employment Expenses
Transfer to Inventory Write-Offs

General Fund Expenses By Major Function





Total per capita based on population estimate of 37,540 = $1,125.77

City of Dover
Fiscal Year 2016/2017 Proposed Budget
Outlays and Receipts for Governmental Activities
(Pages 16 & 17)

Functions/Programs

General Government	
	City Clerk
	Council
	Mayor
	City Manager
	Human Resources
	Planning
	Tax Assessor
Public Safety	
	Fire
	Life Safety
	Code Enforcement
	Inspections
	Police - Administration
	Police - Civilian
	Police - Law Enforcement
	Police - Extra Duty
	Police - Pension Grant
	Police - City Pension Appropriation
Public Works	
	Administration
	Engineering
	Facility Maintenance
	Grounds
	Streets
	Sanitation
	Street Lights
	WWW Engineering
Library and Recreation	
	Library Services
	Recreation Services
Community and Economic Development	
	Economic Development
	Contribution to DDP
Central Services	
	Fleet Maintenance
	Warehouse & Purchasing
	Inventory Writeoffs
Financial Administration	
	Information Technology
	Finance
	Customer Service
	Insurance
	Uncollectible Write Offs

EXHIBIT #8
2016 Budget Review
Special Council Meeting of 05/24/2016

City of Dover
Electric Revenue Fund
FY16 - White Oak Solar Park Incremental Cost

	July	August	September	October	November	December	January	February	March	April	YTD	Original Budget
Power Supply & Generation												
Dover Sun Park - Energy	$ 241,720	$ 264,734	$ 204,656	$ 175,542	$ 107,183	$ 74,637	$ 121,058	$ 123,391	$ 203,552	$ 257,359	$ 1,773,833	$ 2,313,861
Dover Sun Park - REC's	43,325	42,602	30,249	26,003	15,920	11,012	17,910	18,308	30,249	-	235,579	363,381
Total Power Supply Cost	285,046	307,336	234,905	201,546	123,103	85,648	138,969	141,699	233,801	257,359	2,009,412	2,677,242
Non-Solar Power Supply Cost	(119,924)	(123,989)	(97,565)	(81,616)	(48,168)	(34,958)	(64,920)	(56,337)	(85,309)	(105,218)	(818,003)	(1,172,049)
Incremental Energy Cost	$ 165,122	$ 183,347	$ 137,340	$ 119,929	$ 74,935	$ 50,690	$ 74,049	$ 85,363	$ 148,493	$ 152,141	$ 1,191,408	$ 1,505,193
Revenues												
Customer Sales - Electricity	(8,419)	(8,580)	(7,472)	(7,473)	(7,799)	(7,621)	(7,766)	(7,927)	(7,507)	(8,447)	(79,011)	(93,900)
Rent Receipts	(15,177)	-	-	(15,177)	-	-	(15,557)	-	-	(15,557)	(61,468)	(93,700)
Total Revenues	(23,596)	(8,580)	(7,472)	(22,650)	(7,799)	(7,621)	(23,323)	(7,927)	(7,507)	(24,004)	(140,479)	(187,600)
Incremental Sun Park Cost	$ 141,526	$ 174,766	$ 129,868	$ 97,279	$ 67,137	$ 43,069	$ 50,725	$ 77,436	$ 140,986	$ 128,137	$ 1,050,929	$ 1,317,593
MWh Purchased/Generated - Solar	2,084.336	2,100.192	1,525.008	1,308.064	798.680	556.160	902.072	919.456	1,516.784	1,917.728	13,628.480	18,159.000
MWh $ Solar Energy	$ 115.97	$ 126.05	$ 134.20	$ 134.20	$ 134.20	$ 134.20	$ 134.20	$ 134.20	$ 134.20	$ 134.20	$ 130.16	$ 127.42
Solar REC's MWh	313.000	315.000	228.000	196.000	120.000	83.000	135.000	138.000	228.000	-	1,756.000	
MWh $ Solar REC (one month lag)*	138.42	135.24	132.67	132.67	132.67	132.67	132.67	132.670	132.670	-	134.16	
MWh $ Non-Solar Energy	$ 57.54	$ 59.04	$ 63.98	$ 62.39	$ 60.31	$ 62.86	$ 71.97	$ 61.27	$ 56.24	$ 54.87		

Note: Solar REC's are one month behind due to the time the invoice is received.

CITY OF DOVER
FISCAL YEAR JULY 1, 2015 TO JUNE 30, 2016
QUARTERLY REVENUE REPORT
As of March 31, 2016

				75.0%					
	GENERAL FUND	**FY16 BUDGET**	**YTD REVENUES**	**% BUDGET RECEIVED**	**FY16 PROJ'D**	**FY17 Proposed**	**COMMENTS**	**FY15 REVENUES**	**FY14 REVENUES**
1	Property Taxes	$ 12,495,500	$ 12,408,600	99.3%	$12,428,500	$ 12,519,700		$ 10,841,200	$ 10,777,800
2	Payment In Lieu of Taxes	398,700	389,700	97.7%	405,000	413,200		335,500	316,700
3	Transfer from Electric Fund	10,000,000	10,000,000	100.0%	10,000,000	10,000,000		10,000,000	8,000,000
4	Intrafund Service Receipts Electric	3,738,500	2,621,200	70.1%	3,586,200	3,564,900		3,478,800	3,427,300
5	Transfer from Transfer Tax Fund	1,340,000	1,820,900	135.9%	2,090,200	1,672,700		1,713,800	1,544,100
6	Business Licenses	1,425,000	1,466,000	102.9%	1,472,000	1,467,000		1,403,100	1,494,300
7	Intrafund Service Receipts Water/Wastewater	1,492,700	1,010,700	67.7%	1,420,000	1,653,800		1,341,600	1,218,900
8	Sanitation Fees	2,580,000	1,900,300	73.7%	2,530,000	2,538,300		2,578,900	2,595,600
9	Permits & Other Licenses	1,436,300	1,332,300	92.8%	1,436,300	1,662,100		1,490,200	1,597,300
10	Transfer from Municipal Street Aid Fund	564,200	504,900	89.5%	673,100	673,100		664,300	664,900
11	Fines & Police Revenue	702,300	491,800	70.0%	651,400	763,300		666,700	653,600
12	Police Extra Duty Fees	533,000	252,600	47.4%	461,500	525,000		503,000	562,900
13	Transfer from Police Grant Funds	74,400	72,100	96.9%	172,700	258,600		127,100	80,200
14	Court of Chancery Fees	1,065,100	811,000	76.1%	1,090,400	1,100,000		1,118,700	1,034,500
15	Transfer from Water/Wastewater Fund	850,000	637,500	75.0%	850,000	875,000		500,000	500,000
16	Transfer from Contingency	-	-	0.0%	-	-		50,000	250,000
17	Transfer from Civil Traffic Penalties Fund	450,000	331,300	73.6%	480,000	496,900		495,200	357,500
18	Library Revenues & County Reciprocal Pymt	522,000	290,500	55.7%	379,600	382,900		480,800	498,600
19	Franchise Fees	672,300	338,900	50.4%	682,300	680,000		683,400	648,300
20	General Fund Grant Receipts	673,500	262,300	38.9%	673,500	623,500		733,900	571,000
21	Recreation Revenue	149,000	120,400	80.8%	149,000	150,000		149,300	151,900
22	Other Miscellaneous Receipts	129,600	146,400	113.0%	163,700	151,300		257,500	175,500
23	Interest Income	35,000	139,100	397.4%	140,000	90,000		35,100	34,500
24	2014 Bond Proceeds (Refinance 2003 Bonds)	-	-	0.0%	-	-		475,000	-
	TOTALS	$ 41,327,100	$ 37,348,500	90.4%	$41,935,400	$ 42,261,300		$ 40,123,100	$ 37,155,400
	Final Budget							**$ 39,795,600**	**$ 37,127,200**

CITY OF DOVER
FISCAL YEAR JULY 1, 2015 TO JUNE 30, 2016
QUARTERLY REVENUE REPORT
As of March 31, 2016

				75.0%					
	WATER/WASTEWATER FUND	**FY16 BUDGET**	**YTD REVENUES**	**% BUDGET RECEIVED**	**FY16 PROJ'D**	**FY17 Proposed**	**COMMENTS**	**FY15 REVENUES**	**FY14 REVENUES**
1	Water Fees	$ 6,200,000	$ 4,088,200	65.9%	$ 5,366,600	$ 5,800,000		$ 4,889,000	$ 4,459,800
2	Wastewater Fees	3,728,000	2,854,900	76.6%	3,823,800	3,800,000		3,735,900	3,562,400
3	Wastewater Adjustment Fees - County Trtmt	3,026,500	2,242,000	74.1%	2,997,600	3,000,000		2,952,900	2,930,300
4	Groundwater Inflow Adjustment	1,864,300	1,434,400	76.9%	1,965,600	1,938,000		1,831,800	1,316,200
5	Water Impact Fees	250,000	164,500	65.8%	253,400	252,000		536,900	252,200
6	Wastewater Impact Fees	250,000	144,800	57.9%	222,400	228,000		482,200	230,200
7	Water Tank Space Leasing	341,900	225,600	66.0%	341,900	366,200		344,800	360,300
8	Interest Income	3,000	(1,800)	-60.0%	10,000	20,000		2,300	3,616
9	Other Miscellaneous Revenues	64,000	63,700	99.5%	56,200	63,000		75,000	61,300
	TOTALS	$ 15,727,700	$ 11,216,300	71.3%	$15,037,500	$ 15,467,200		$ 14,850,800	$ 13,176,316
	Final Budget							**$ 14,386,300**	**$ 13,023,500**

				75.0%					
	ELECTRIC REVENUE FUND	**FY16 BUDGET**	**YTD REVENUES**	**% BUDGET RECEIVED**	**FY16 PROJ'D**	**FY17 Proposed**	**COMMENTS**	**FY15 REVENUES**	**FY14 REVENUES**
1	Sales to Customers	$ 78,279,200	$ 60,438,100	77.2%	$ 78,493,800	$ 78,991,200		$ 77,011,700	$ 76,928,300
3	Utility Tax	1,281,100	1,005,500	78.5%	1,309,600	1,320,900		1,266,900	1,259,000
4	Transfer from Rate Stabilization Reserve	3,000,000	750,000	25.0%	750,000	-		3,000,000	7,000,000
5	Miscellaneous Revenue	927,800	929,800	100.2%	1,242,000	899,600		1,389,400	906,400
6	Interest Income	47,900	31,300	65.3%	35,000	47,900		21,200	10,500
7	Intrafund Service Fees - Water/Wastewater	-	-	0.0%	-	-		-	130,800
	TOTALS	$ 83,536,000	$ 63,154,700	75.6%	$81,830,400	$ 81,259,600		$ 82,689,200	$ 86,235,000
	Final Budget							**$ 81,766,000**	**$ 88,283,600**

From: Koenig, Scott
To: Lewis, Brian E.; City Clerks Office
Cc: McDowell, Traci
Subject: RE: Budget Questions
Date: Thursday, May 26, 2016 5:34:50 PM
Importance: High

Good Afternoon:

Below are the answers (in red) to your questions. Please call if you have further questions.

THIS EMAIL HAS BEEN BCC'D TO MEMBERS OF CITY COUNCIL AND MAYOR CHRISTIANSEN.

Best Regards,

Scott D. Koenig, P.E.
skoenig@dover.de.us
City Manager
City of Dover
P.O. Box 475
Dover, DE 19903
302-736-7005 (Voice)
302-736-7002 (Fax)

"Engineering isn't about perfect solutions; it's about doing the best you can with limited resources" *- Randy Pausch*
p. X - Introduction to ***The Last Lecture****.*

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From: Brian Lewis [mailto:belewis1966@hotmail.com]
Sent: Thursday, May 26, 2016 5:29 AM
To: Koenig, Scott; Mitchell, Donna
Subject: RE: Budget Questions

Scott,

To assist in keeping to time constraints during our Budget Hearings, I have listed some questions I would appreciate you answering beforehand that are related to individual departmental budgets.

Thank you,

Councilman Lewis

CITY CLERK

1. Specifically, can you explain in detail why there is an increase from $6,100.00 To $9,000.00 in the election related expenses?

Answer: Election Related Expenses (30-31) is proposed to increase from $200 in FY-2016 to $9,200 in FY-2017 for the City Wide Election Expenses. Five (5) council seats including the At-Large seat are up for election.

2. What computer hardware had to be replaced in the City Clerk's office that had a net increase of $4,700.00?

Answer: The proposed computer replacements include two (2) basic recording laptops (one in Council Chambers and one in the City Hall Large Conference Room), one (1) basic desktop computers, and two (2) 23" flat panel monitors. Total estimated costs for this hardware is $4,600.00.

INFORMATION TECHNOLOGY

1. There was a $8,400.00 increase in telephone contractual services, office equipment, repairs/maintenance. Can you explain this further?

Answer: Telephone expenses (30-21) are increasing by $200 for the Cradle Point Wifi, the device that provides Wifi in the Council Chambers. Under Contractual Services (30-31) there is an increase of $3,750 for the last payment for the City website refresh. The increase under Office/Equipment Repairs and Maintenance (30-61) is related to the upgrade of Fortis to Docuware (Fortis was purchased by Docuware and now an upgrade is required) for approximately $9,000. These increases were offset by some savings in other components of the line items for a net increase in the referenced line items of $4,600 over the FY-2016 budget. I cannot respond to the $8,400.00 reference as the numbers do not add up to $8,400 as I understand your question.

POLICE

1. The budget request (11) new police vehicles. To be fair how many vehicles can be utilized for another year within the department? Is it more cost effective to lease or purchase the vehicles and has anyone ever conducted a cost analysis on how much it would cost if the city were to ever partner with State Fleet Services?

Answer: I believe the Chiefs original request was thirteen (13), which has now been cut to eleven (11). If you propose to cut these vehicles, they will simply show up again next year for replacement. The expected life of a patrol car is typically two (2) to three (3) years if I recall past discussions correctly. I believe leasing these vehicles would be more costly than purchasing them; however, this questions has not been specifically answered by seeking lease proposals. We have also not partnered with Fleet Services. The Police Department makes all arrangements for the maintenance of these vehicles and they are serviced by a private vendor rather than the City's Fleet Maintenance Shop. In all fairness, your questions should be posed to the Chief of Police to get his opinion on this question.

2. It is my understanding that the Mayor is assigned a complete equipment packaged police vehicle for his use. If the Mayor was to return the vehicle back to the Polce department to be utilized on the road by an officer would that save us from obtaining (11) Vehicles and bring it to (10)?

Answer: I received an email from and also spoke with the Mayor earlier today. He indicated that since he became Mayor, the Police Department has only provided him a vehicle on an as-needed basis from their reserve rolling stock. This was only for out of town city business. Until his recent surgery, he used his own personal vehicle with no reimbursement expected. The department has recently provided (post-surgery) a high mileage reserve vehicle for him to use until he has recovered to the point where he can once again use his personal vehicle. The reserve vehicle is only used for city business. The gas and repair allotment of $100 under the Mayor's budget has usually been transferred to pay for veterans advertisement or for an ad for the firemen's convention on behalf of the Mayor and Council rather reimbursement under Mayor Christiansen.

TAX ASSESSOR

1. How much was the increase for Training/Travel & Telephone? What kind of training? And what is the Subscription too under this budget and others???

Answer: The increase in the Telephone expense from $1,100 in FY-2016 to $1,300 in FY-2017 is related to the reimbursement of cell phone expenses for the Residential Assessment Technician. The Training/Travel budget increase from $5,000 in FY-2016 to $7,500 in FY-2017 relates to $2,500 for the Assessor to maintain the AAS designation and $5,000 for the Residential Assessment Technician to get the required Delaware State certification. The subscription and dues are for IAAO memberships, DAAO memberships and Notary renewals.

STREETS

1. You stated that Materials & Supplies have increased to $155,800 in program expenses related to MS4 Program of $151,900. What is the MS4 Program?

Answer: MS4 is the abbreviation of Municipal Separated Storm Sewer System. Most of the referenced increase is related to Program Expenses which are proposed to increase from $35,000 in FY-2016 to $186,900 in FY-2017 (a net proposed increase of $151,900). This line item includes costs for the following activities: Street sweeping debris disposal at the landfill, NPDES MS4 Stormwater Protection Plan and Monitoring Plan Development, NPDES MS4 Public Education/Public Interaction, NPDES MS4 Illicit Discharge Detection & Elimination Program, NPDES MS4 Post-Construction Stormwater Controls, NPDES MS4 Pollution Prevention and Good Housekeeping, and the NPDES MS4 Water Quality Implementation Plan & Performance Monitoring Plan. All of the proposed costs are considered essential to comply with the MS4 permit conditions.

MAYORS BUDGET

1. There is listed Community Relations Exp. $5,500.00. Can you explain what that is for? Also, what is $100.00 for Auto Repairs/Maintenance?

Answer: The $5,500 under Community Relations Expenses includes $5,000 for the Mayor's Annual Reception and $500 for Promotional Items such as Coins, Pins and Shirts. The $100 under Auto Repairs/Maintenance is a placeholder as this line item has had previous expenses (FY-2013 - $170; FY-2014 - $120)

CITY COUNCIL BUDGET

1. What is the $11,500.00 Subscription/Dues for?

Answer: The $11,500 includes the League of Local Governments membership ($6,000), National League of Cities membership ($3,300), DE State Chamber of Commerce membership ($1,200) and the Central DE Chamber of Commerce membership ($1,000).

2. Community Relations Exp. $3,500.00 ???

Answer: The Community Relations Expense of $3,500 is for Flowers/Donations for Deaths or Illness, Dover Cups, Misc. Engravings, Plaques, etc.

CITY MANAGER'S BUDGET

1. Where is your $2,000.00 overtime coming from?

Answer: The $2,000 is for overtime expenses related to the Emergency Management Coordinator/Public Affairs Coordinator duties. If additional hours are required for this position, the hours are eligible for overtime payment. Actual expenses were $1,737 in FY-2013, $2,513 in FY-2014 and $517 in FY-2015.

2. What is the $11,500.00 "Temporary" listed for?

Answer: The $11,500 under Temporary Help is to pay the contractual labor for the Comcast broadcast of the City Council meetings.

EXHIBIT #11
2016 Budget Review
Special Council Meeting of 05/24/2016

CITY OF DOVER
CAPITAL ASSET RESERVE TREND
FIVE YEAR ANALYSIS
THRU APRIL 2016

	6/30/2011	6/30/2012	6/30/2013	6/30/2014	6/30/2015	4/30/2016
Beginning Balance	$ 249,145	$ 253,420	$ 498,467	$ 507,308	$ 520,986	$ 915,129
Increases						
Net Interest (less bank fees)	4,275	5,947	8,841	3,055	3,643	14,167
Sale of land proceeds (Garrison Oak)	-	-	-	10,623	-	92,700
Transfer of Gain on Sale of Assets	-	39,100	-	-	-	-
Appropriation to Reserve	-	200,000	-	-	-	-
Transfer excess prior year excess budget balance	-	-	-	-	60,000	229,600
Trf Library Project Balance to Cap Proj Reserve	-	-	-	-	330,500	-
	253,420	498,467	507,308	520,986	915,129	1,251,596
Decreases						
Ending Balance	$ 253,420	$ 498,467	$ 507,308	$ 520,986	$ 915,129	$ 1,251,596

City of Dover
Projected Budget Trends

	Fiscal 15/16 Budget	Fiscal 16/17 Proposed	Fiscal 17/18 Projected	Fiscal 18/19 Projected	Fiscal 19/20 Projected	Fiscal 20/21 Projected
General Fund						
Receipts	$41,327,100	$42,261,300	$42,739,600	$43,292,200	$43,855,300	$44,384,900
% Change - Annual		2.3%	1.1%	1.3%	1.3%	1.2%
% Change - Cumulative		2.3%	3.4%	4.8%	6.1%	7.4%
Expenditures *	$38,575,900	$40,401,900	$41,108,500	$42,116,900	$43,158,000	$44,233,200
% Change - Annual		4.7%	1.7%	2.5%	2.5%	2.5%
% Change - Cumulative		4.7%	6.6%	9.2%	11.9%	14.7%
* Expenditures exclude transfers to the Capital Project Fund						
Water/Wastewater Fund						
Receipts	$15,727,700	$15,447,200	$15,529,100	$15,611,500	$15,694,600	$15,778,200
% Change - Annual		-1.8%	0.5%	0.5%	0.5%	0.5%
% Change - Cumulative		-1.8%	-1.3%	-0.7%	-0.2%	0.3%
Expenses *	$11,919,000	$12,240,100	$12,521,400	$12,795,000	$13,041,600	$13,251,500
% Change - Annual		2.7%	2.3%	2.2%	1.9%	1.6%
% Change - Cumulative		2.7%	5.1%	7.3%	9.4%	11.2%
* Expenses exclude transfers to the Capital Project Fund						
Electric Fund						
Receipts without PCA credit	$ 83,488,100	$ 81,211,700	$ 82,087,200	$ 83,116,500	$ 83,996,900	$ 84,889,300
% Change - Annual		-2.7%	1.1%	1.3%	1.1%	1.1%
% Change - Cumulative		-2.7%	-1.7%	-0.4%	0.6%	1.7%
Receipts with PCA credit	$ 83,488,100	$ 79,380,700	$ 80,236,400	$ 81,242,000	$ 82,102,200	$ 82,974,100
% Change - Annual		-4.9%	1.1%	1.3%	1.1%	1.1%
% Change - Cumulative		-4.9%	-3.9%	-2.7%	-1.7%	-0.6%
Expenditures *	$74,754,700	$73,990,200	$72,533,600	$70,437,200	$73,278,500	$74,135,600
% Change - Annual		-1.0%	-2.0%	-2.9%	4.0%	1.2%
% Change - Cumulative		-1.0%	-3.0%	-5.8%	-2.0%	-0.8%
without Power Supply	$24,520,800	$21,050,300	$20,912,100	$21,423,400	$21,945,800	$22,488,100
% Change - Annual		-14.2%	-0.7%	2.4%	2.4%	2.5%
% Change - Cumulative		-14.2%	-14.7%	-12.6%	-10.5%	-8.3%
* Expenses exclude transfers to the Capital Project Fund						

City of Dover
Comparison of FY16 Financial Forecast to FY17 Financial Forecast

General Fund	Fiscal 15/16 Revised	Fiscal 16/17 Proposed	Fiscal 17/18 Projected	Fiscal 18/19 Projected	Fiscal 19/20 Projected	Fiscal 20/21 Projected
Receipts - FY17 Forecast	$41,935,400	$42,261,300	$42,739,600	$43,292,200	$43,855,300	$44,384,900
Receipts - FY16 Forecast	$41,327,100	$41,800,500	$42,275,800	$42,759,800	$43,252,900	N/A
Variance	$608,300	$460,800	$463,800	$532,400	$602,400	

Mainly a result of increase transfer taxes for FY16 & FY17 carrying into the forecast years.

Expenditures - FY17 Forecast *	$41,331,500	$42,261,300	$44,094,000	$45,061,000	$45,810,100	$47,565,400
Expenditures - FY16 Forecast	$41,201,300	$42,156,900	$42,871,100	$43,972,400	$44,804,100	N/A
Variance	$130,200	$104,400	$1,222,900	$1,088,600	$1,006,000	

Mainly a result of employment cost and MS4 permit programmed cost carrying into the forecast years. The personnel cost did not adversely impact the Revised FY16 Budget since covered mostly through vacant positions and attrition. The Forecast Years have an automatic inflation rate built in.

* The FY16 Revised Expenditures have been reduced by those items rebudgeted from the prior year carry forward balance, since they were not in the original budget. Excess balance transfers to Capital reserves and unfunded liabilities.

Water/Wastewater Fund	Fiscal 15/16 Revised	Fiscal 16/17 Proposed	Fiscal 17/18 Projected	Fiscal 18/19 Projected	Fiscal 19/20 Projected	Fiscal 20/21 Projected
Receipts - FY17 Forecast	$15,027,500	$15,447,200	$15,529,100	$15,611,500	$15,694,600	$15,778,200
Receipts - FY16 Forecast	$15,724,700	$16,289,700	$16,373,700	$16,458,200	$16,543,400	N/A
Variance	($697,200)	($842,500)	($844,600)	($846,700)	($848,800)	

Mainly a result of projected Calpine Revenues which carried into the forecast years.

Expenses - FY17 Forecast	$11,919,000	$12,240,100	$12,521,400	$12,795,000	$13,041,600	$13,251,500
Expenses - FY16 Forecast	$12,094,000	$12,326,100	$12,553,800	$12,791,600	$13,025,400	N/A
Variance	($175,000)	($86,000)	($32,400)	$3,400	$16,200	

Mainly a result of projected Calpine Revenues which carried into the forecast years. Personnel cost increases are offset with lower operating cost as a result of Calpine volumes.

Electric Revenue Fund	Fiscal 15/16 Revised	Fiscal 16/17 Proposed	Fiscal 17/18 Projected	Fiscal 18/19 Projected	Fiscal 19/20 Projected	Fiscal 20/21 Projected
Receipts - FY17 Forecast	$81,045,400	$81,211,700	$82,087,200	$83,116,500	$83,996,900	$84,889,300
Receipts - FY16 Forecast	$80,488,100	$81,042,200	$84,611,000	$86,152,300	$86,052,300	N/A
Variance	$557,300	$169,500	($2,523,800)	($3,035,800)	($2,055,400)	

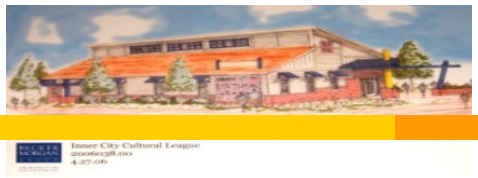
FY16 Attributed to higher Commercial Customer sales and Miscellaneous Revenues; Sales growth rates changed from approximately .5% to 1.0% in FY17 - FY21 based on the load forecast. Above without PCA Credit

Power Supply - FY17 Forecast	$42,674,900	$42,938,500	$44,783,200	$39,012,200	$41,331,000	$41,645,700
Power Supply - FY16 Forecast	$42,674,900	$43,617,600	$46,691,800	$47,934,100	$47,830,800	N/A
Variance	$0	($679,100)	($1,908,600)	($8,921,900)	($6,499,800)	

Attributed to a combination of factors, long-term capacity and power supply agreements completed in FY16, coupled with results of PJM Capacity auction for 47.2 mgw related to forced outages in FY15.

Expenses - FY17 Forecast	$74,754,700	$73,990,200	$72,533,600	$70,437,200	$73,278,500	$74,135,600
Expenses - FY16 Forecast	$77,245,700	$77,065,200	$80,795,700	$82,678,100	$83,212,100	N/A
Variance	($2,491,000)	($3,075,000)	($8,262,100)	($12,240,900)	($9,933,600)	

Attributed to a combination of power supply cost changes and reduced cost for Pension & OPEB Liabilities
Reduction in Debt Service was planned for FY17, although last payment was made in FY16 (July 1);



Inner City Cultural League, Inc.

"Educational Advancement through the Arts"

May 25, 2016

The Honorable Robin R. Christensen and Council
City of Dover
PO Box 475
Dover, DE 19903-0475

Dear Mayor Christensen and Dover City Council:

I am writing this letter with great concern about the possible cut in the City Budget of funding that has been issued for the past 15 years to help finance the African American Festival "Positively Dover." I am deeply distressed by this possibility and request that any anticipated cut be delayed indefinitely and certainly until the Inner City Cultural League, Inc. secures adequate capital through an investment account to make the difference in what the City donates to the League each year.

The African American Festival has been an institution in Dover for more than 25 years. It is with the help of the City that this event has had a tremendous moral, economic and cultural effect on all of Dover, especially the children. This is not a private-local event. The Festival belongs to the City, the State and the County. The African American Festival belongs especially to the people of Dover. The name "Positively Dover" was carved into the construction of the festival from the beginning. The support given by the City of Dover permits the Festival to be the highlight of the Summer experience for many citizens. It is certainly a "Star studded event" for the minority population of our fine city. Tradition, culture, the arts are all on display during this sultry Saturday in June of each year. Families plan their reunions around the African American Festival. It is a time for revitalization, artistic expression, and entertainment for families. It is a time to meet old friends and make new acquaintances. It is recreation for the youth of the community. It permits for artistic expression for old and young alike. It is estimated that upwards of 20,000 persons attend this festival each year. There is no entry fee, and artistic presentations are excellent. The economic impact is measurable as many overnight visitors and business persons visit Dover to participate in "Positively Dover."

Without cost, the Inner City Cultural League, Inc. provides many artistic programs to all segments of the City each year. These venues include the library, various parades, street festivals, community parties and League sponsored events at the studio. The loss of any funding would hurt our small budget.

The African American Festival is a quality of life event in Dover. The League appreciates the support received from Dover. Without this support the Festival would find it more difficult to sustain a quality event. I am afraid that to begin cutting the festival allocation would be the beginning of a downward spiral to cut all of the funding for the Festival.

Once again, I request that you use your positions as Mayor and Council to keep the allocation to the African American Festival, "Positively Dover," at the current level. Do this for the growth of arts and culture in Dover.

I remain your humble servant in the service of Dover.

Reuben Salters
Reuben Salters
Founder/Chairman

CERTIFICATE OF CONGRATULATIONS

presented to

Townsend Brothers Chevrolet

in recognition of

86 Years of Business

Proudly serving the Dover community since 1930.

The City of Dover extends its sincere congratulations on this special milestone. Thank you for your service and commitment to our community.

June 13, 2016

Robin R. Christiansen
Mayor

Timothy A. Slavin
Council President

Dover Fire Department

Volunteers Since 1882

2015 Annual Report



Mark Hall served as the 2015 Fire Chief. He was instrumental in the department obtaining two new Command vehicles, they were both placed into service during his tenure. He completed five years of dedicated service to the City of Dover as a line officer and continues to serve in the capacity of a Past Fire Chief. He has been an active member for 15 years. He led the department, along with his Officers, in responding to over 1,300 calls for service. During his term, he placed new MSA air packs into service on every piece of apparatus, as well as replacing outdated 800 MHz radios within the department. Both were obtained with the help of the City and 2014 Fire Chief, Matthew Carey. Chief Hall wants to thank the members of the Dover Fire Department , residents of the City of Dover and the personnel in the City that helped him achieve a great year as the Fire Chief.



2015 Fire Chief
Mark Hall



2015 Deputy Fire Chief
Carleton Carey Jr.



2015 Asst. Chief's and Captains



1st Asst. Chief
David Carey



2nd Asst. Chief
Glenn Whitt



3rd Asst. Chief
Duane Reeder



4th Asst. Chief
Ben Smetana



1st Fire Line Captain
Michael O'Connor III

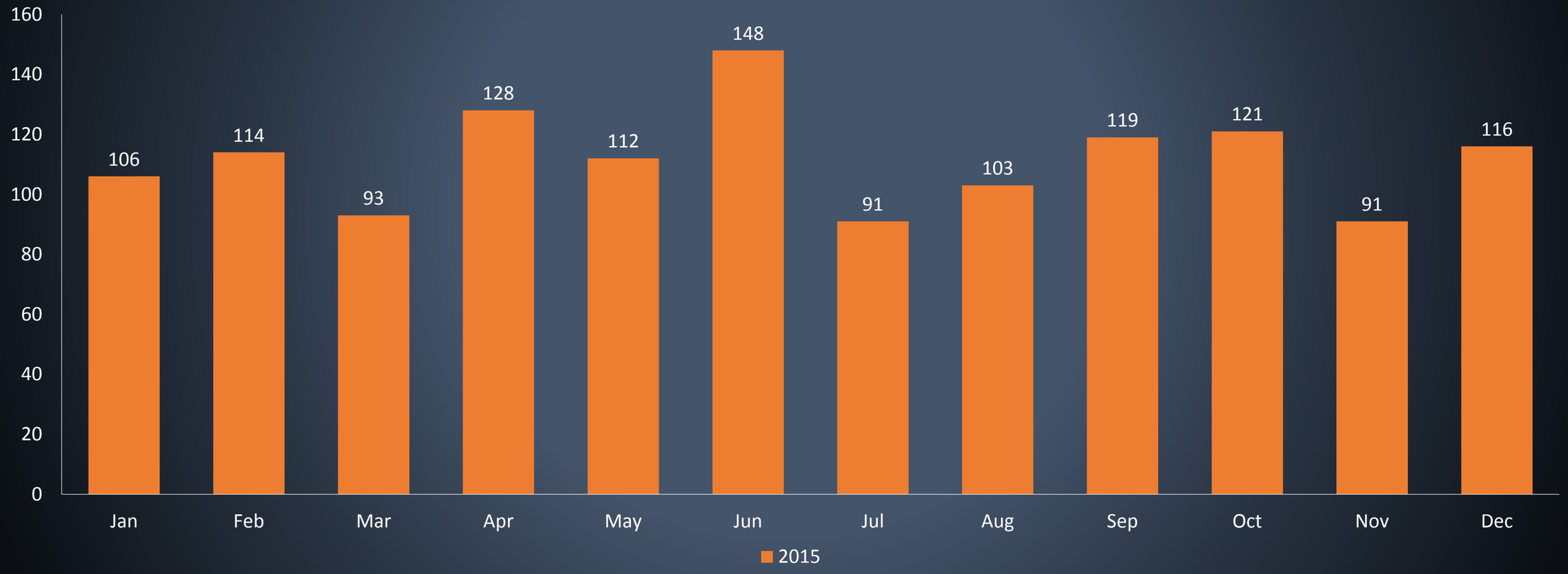


2nd Fire Line Captain
William Kelly II

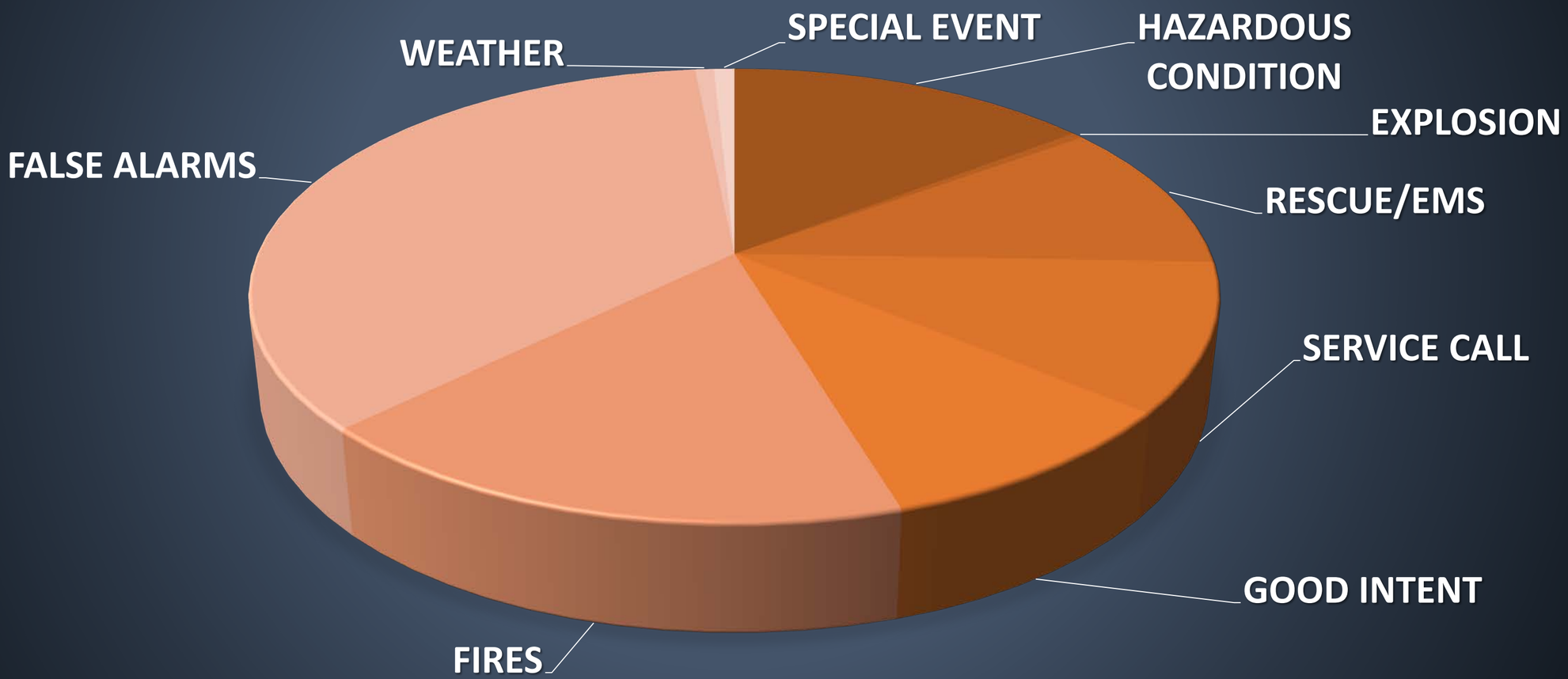
2015 Statistical Run Data

Alarm Total for 2015: 1,343
General Alarms: 670
Silent Alarms: 407
Crew Calls: 29
Officer Calls: 234
Multiple Alarms: 3
Average Attendance on Calls: 14.65

Call Volume by Month



Alarms Broken Down by Type



2015 was an active, record setting year in call volume for the Dover Fire Department.

Volunteers responded to over 1,340 calls for service during the year

Members and Officers handled approximately 27 working fires , in which a hand-line was placed into service and crews either made an interior or exterior attack of the fire building.

In this report you will see some improvements that the membership was able to obtain to better the service to the citizens of Dover. You will also see some of the major working fire incidents in which the volunteers of the Dover Fire Department responded to.

There were zero fire fatalities in the City of Dover for the year 2015 and only a few firefighter injuries, in which a firefighter was transported to Kent General for evaluation. We at the Dover Fire Department are very proud of this and hope this trend continues.

Recruitment and Retention

The D**epartments membership stood at 205 for 2015**

29 new members were taken in, increasing the membership by 14.14%
7 members left the department due to relocations and moves
2 members resigned their membership

Training To Hone the Skills







68 in-house training sessions
574 training hours
2,266 man-hours







Noteworthy Incidents









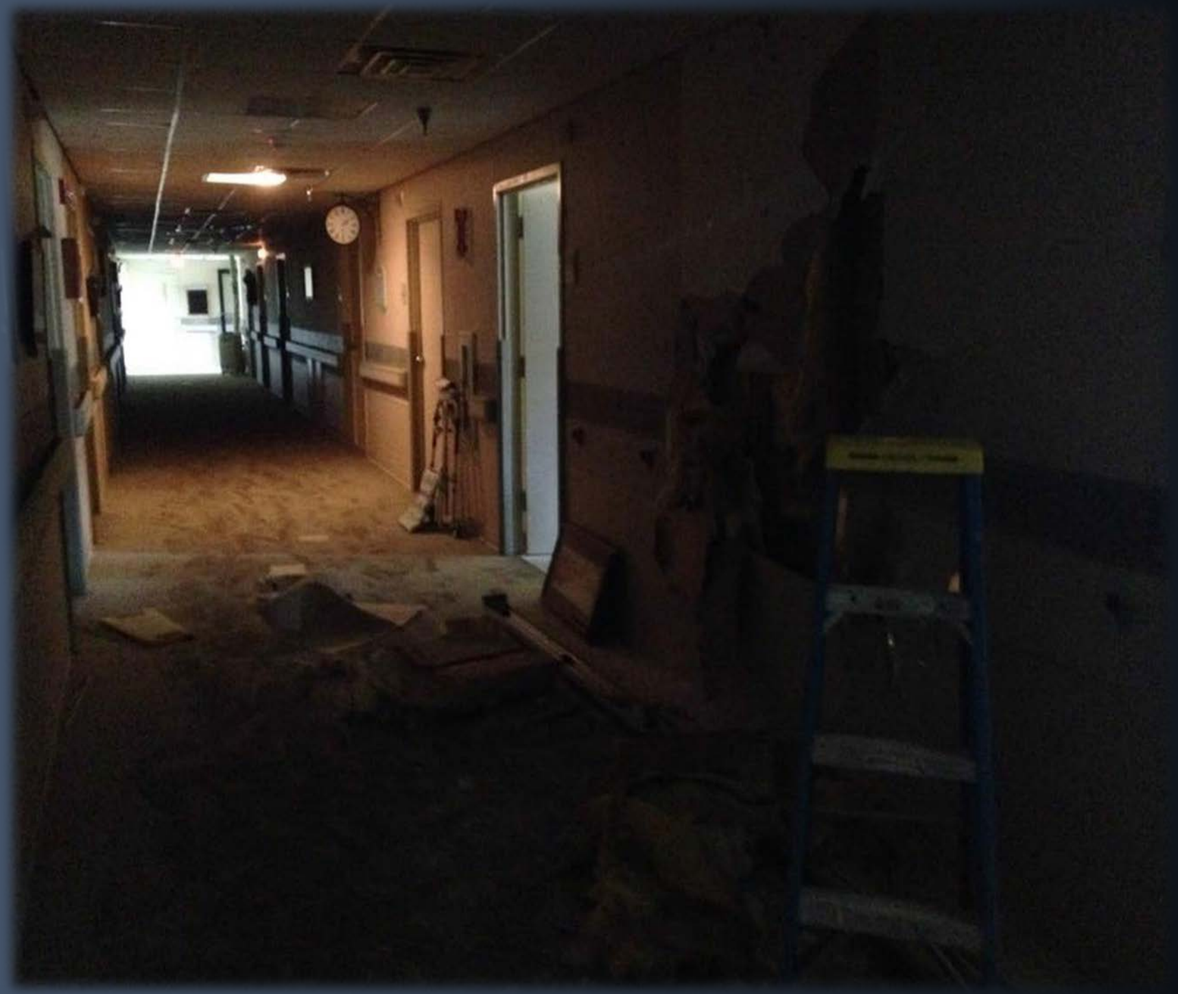
On March 31st, Streamlight Inc. chose the DFD to take part in a marketing campaign for Streamlight and MSA. The department was chosen because we purchased new equipment the previous year and that we were the only State capital with a 100% volunteer fire service in the Nation. This campaign went well and Streamlight not only donated tee shirts, they also gave a monetary donation, as well as 20 new Streamlight flashlights. The campaign was seen Nationally.



April 19th, the DFD responded to Grand View Mobile Home Park for a report of a trailer on fire. Upon arrival of the Command Unit and Chief, it was reported that three trailers were fully engulfed in flames. Units worked for approximately three hours to contain and extinguish the flames.



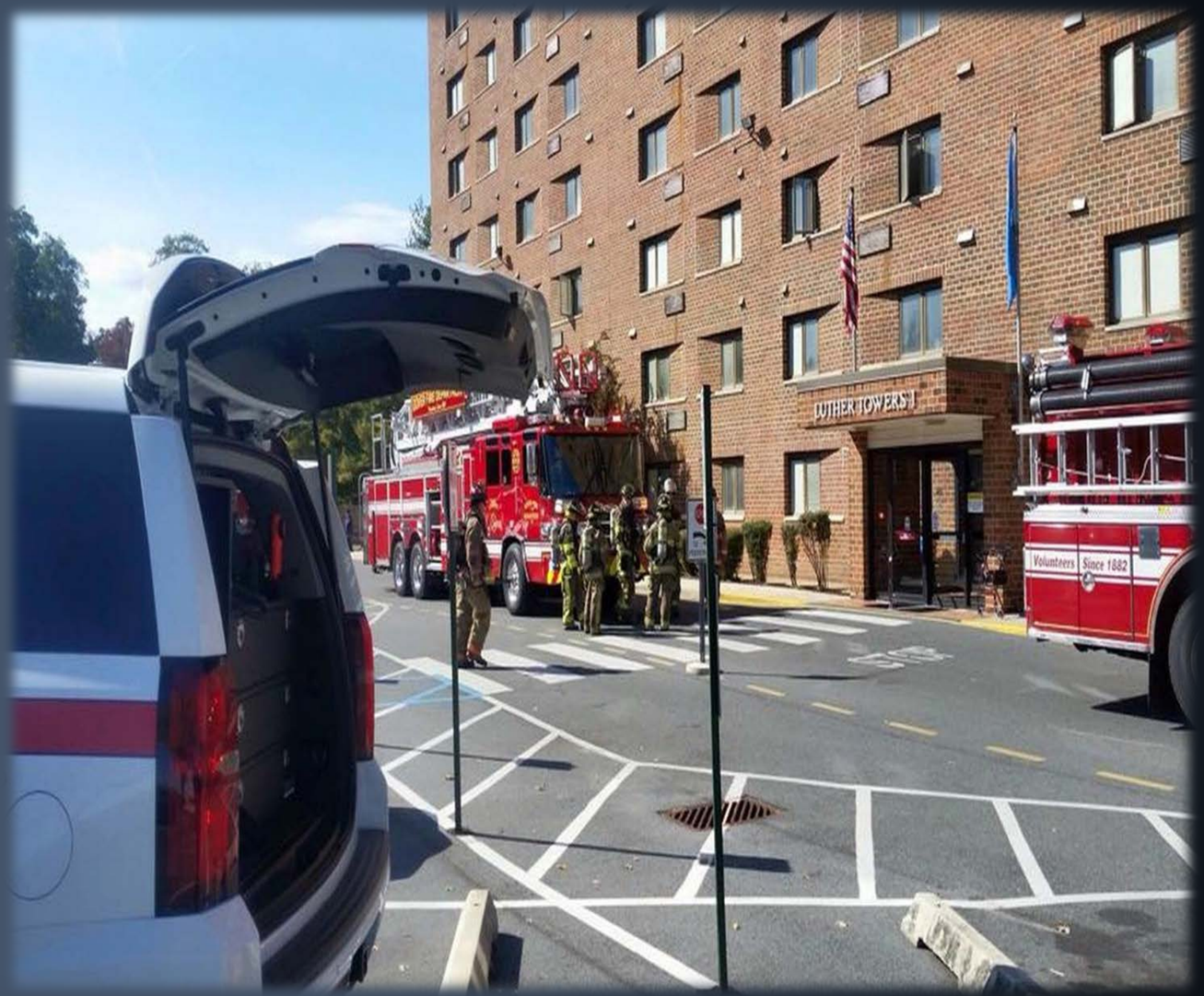
DFD responded on July 7th Silver Lake Nursing Home , where an unknown electrical fire caused significant damage to the main hallway of the building. Residents were evacuated and firefighters worked well with staff in making sure the residents and staff were safe. Minor injuries were reported, however no residents were transported.



October 7th, the DFD was alerted for a report of a working fire at Legislative Hall. Multiple units responded and found fires from the basement to the roof area. Capitol Police did an outstanding job evacuating the entire building. One Police Officer was transported to KGH for evaluation for smoke inhalation. Units were assisted by Camden VFC, Little Creek VFC, Magnolia VFC and Bowers VFC. Volunteers remained on scene for approximately two hours completing overhaul, helping salvage historical State property inside the building.



October 24th, the DFD responded to Luther Towers for an apartment fire on the 5th floor. Units entered the building and found most of the fire had already been extinguished. However, a heavy smoke condition was found on the 5th and 6th floors. Due to the layout of the structure and the residents that reside there, evacuation was troublesome. A box alarm was transmitted which brought, Cheswold VFC for a rescue truck, Smyrna VFC for a ladder and Little Creek VFC (full response). All crews worked for about one hour to bring the situation under control . No residents were injured at this fire.



The DFD obtained a new 2015 Chevy Tahoe Command vehicle to be used by the Fire Chief in order to better serve the residents of the City of Dover. It is equipped with a full light package. Three 800 MHz radios, EMS equipment, a lockout kit, Command boards for large incident management, iPad, Command console for ease of use during emergencies, and various hand tools.



The DFD placed a second 2015 Chevy Tahoe Command unit into service with the help of the City of Dover. The vehicle is equipped with three 800 MHz radios, various hand tools, full light equipment with siren, Command console for ease of use during emergencies, Command board for incident management, and EMS equipment.

The Department fully funded one unit and the City funded the second, utilizing appropriation money. The total cost of both units fully equipped was approximately $90,000.



Appreciation Night Banquet Awards



2015 Dispatcher of the Year
Alex Carrow



2015 Fireman of the Year
Alan Farling

Appreciation Night Banquet Awards



25 Year Service Ring:
Paul Eichler (left)



2015 Probationary Member:
Jaquan Dickson

Appreciation Night Banquet Awards



2015 Firefighter of the Year
and Top Responder
Daniel Godwin



2015 Chief's Award
Sean Byron

Appreciation Night Banquet Awards



2015 Top Ten Responders

Past Chief Charles Boyer represents 57 years of active service to the Dover Fire Department. He was presented with a plaque commemorating his year as 2015 President



Appreciation Night Banquet Awards



2016 Fire Chief Carleton Carey Jr. presents 2015 Fire Chief Mark Hall a memento for his service to the department

Department Social Media

Facebook

Over 4,500 followers



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9-1-1 Fire Dispatchers



Department Dispatchers are certified in *Emergency Fire Dispatch* through the *International Academies of Emergency Dispatch* which is the national standard

Priority Dispatch

IAED
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Dover Police & Fire
Pipes and Drums



DOVER

BRAITHRE THAR GACH NI

DOVER, DELAWARE POLICE

DOVER ORGANIZED DFD 1882 DELAWARE

POLICE FIRE

PIPES & DRUMS

The Officers, men and women of the Dover Fire Department remain the only State capital in the Nation to be protected by a 100% volunteer fire department. We stand true and steadfast in providing this City with the finest fire protection in the State. We look forward to a safe and prosperous year working harmoniously with City officials the Mayor and Council.



PETITION TO AMEND TEXT of
Dover Code of Ordinances, *Land Subdivision Regulations* and *Zoning Ordinance*
Report to the
Dover City Council for June 13, 2016 Meeting
Recommendation from Planning Commission with Development Advisory Committee Review

Proposed Changes:	Text Amendments to the following: • *Dover Code of Ordinances,* Chapter 98 – Street, Sidewalks, Storm Sewers and Other Public Places, Article I. – In General, Section 98-10 Speed Reduction Devices • *Land Subdivision Regulations*: Appendix A – Subdivisions, Article VI – Subdivision – General Requirements and Design Standards, Section A – Streets, Paragraph 1 • *Zoning Ordinance*: Appendix B: Zoning, Article 10 – Planning Commission, Section 2 – Site Development Plan Approval, 2.54 – Proposed Development
Summary of Amendment:	The proposed amendment would permit speed cushions on privately owned commercial property. It also defines speed bumps, speed cushions, and speed humps.
Ordinance Number:	Proposed Ordinance #2016-09 with Council Committee of the Whole/Safety Advisory and Transportation Committee Amendment #1 (CCW/SA&T#1)
File Number:	MI-16-05

The proposed text amendments were developed by the City Council Committee of the Whole/Safety Advisory and Transportation Committee following several meeting discussions and research by the Committee on the topic. This discussion was in response to inquiries from property and business owners regarding the prohibition of speed reduction devices. At its March 29, 2015 Meeting, the Committee recommended approval of the Proposed Ordinance with one amendment (Ordinance #2016-09 with CCW/SA&T#1).

As text amendments are proposed to the *Zoning Ordinance*, a Public Hearing and Recommendation by the Planning Commission is required. City Council will conduct a Public Hearing and take Final Action on the proposal at their meeting of June 13, 2016.

Recommendation of the Planning Commission:

Following a public hearing before the Planning Commission where no members of the public spoke with regard to the proposed ordinance, the Planning Commission voted unanimously to recommend denial to City Council for the proposed Ordinance MI-16-05 Text Amendments: Speed Bumps, Speed Cushions and Speed Humps as written but to re-visit the need and the language if there is a thought that these are a necessary item to allow.

An Excerpt of the Draft Minutes of the May 16, 2016 Planning Commission Meeting is attached which reflects their discussion of the proposed amendments and the action taken.

In making this recommendation the Planning Commission considered the following reviews and recommendations from the Development Advisory Committee including: the Planning Office, the Public Works Department, the Office of the Fire Marshal, and DelDOT. See information below and as attached.

Planning Review and Recommendations for MI-16-05:

The Planning Staff has reviewed the proposed Ordinance regarding speed reduction devices and offers the following revisions to the Ordinance. The recommended revisions aid in clarifying the requirements and/or limitations proposed regarding speed reduction devices and the concept to allow speed cushions on privately owned commercial property.

Staff Recommendation	Ordinance Lines	Proposed Revision	Reason/Notes
A	19	Revise "roadway" to "travel way"	Ordinance would allow speed cushions on private property. In the *Land Subdivision Regulations*, roadway is defined as a paved street or alley.
B	24-25	Remove reference to residential streets. Reword to note use is typically in locations where speed limits do not exceed 25 miles per hour.	Remove to avoid confusion on where speed humps are permitted.
C	26	Do not delete "private" street from listing.	Need to make the distinction between private street right-of-ways and private property.
D	29, 57, 100	Clarify the term "privately owned commercial property"	The terms 'private' and 'commercial' should be clarified.
E	29-32	A procedure for the review of a request for speed cushions must be developed.	A procedure for Permit or plan submission would also depend on if its existing development or a new development.

F	54-59	Statement should refer only to the limitations of speed reduction devices within the right-of-ways of City streets/alleys and the right-of-ways of private streets. Remove references to other locations on properties and the installation of speed cushions.	This Code section focuses on the design standards for "streets" as defined in the *Land Subdivision Regulations*.
G	97-102	Revise to list topic only: (P) Location of any speed reduction devices.	This section of Code focuses on the items to be depicted on a Site Plan. It does not include the requirements or limitations of the items as they are located elsewhere in the Code.
H	97-102	Add the details requirements and/or limitations to *Zoning Ordinance*, Article 6 – Off Street Parking, Driveways and Loading Facilities	Article 6 is the section of Code where details of the design requirements for parking lots, drive aisles, etc. located on properties are presented.
I	7-25	Add definitions to *Zoning Ordinance*, Article 12 – Definitions.	These are specialized terms not currently defined in the *Zoning Ordinance*.

Attachments:

- DAC Comments: Department of Public Works, Office of the Fire Marshal and DelDOT
- Excerpt of Draft Minutes from May 16, 2016 Planning Commission Meeting

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: APRIL 27, 2016

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **TEXT AMENDMENT: SPEED BUMPS, SPEED CUSHIONS AND SPEED HUMPS**

FILE #: **MI-16-05**

REVIEWING AGENCY: **City of Dover Electric and Public Works Departments**

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

CONTACT PHONE #: **ELECTRIC - 302-736-7070 PUBLIC WORKS – 302-736-7025**

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

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

CITY AND STATE CODE REQUIREMENTS

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

1. None.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. None

WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

1. The City of Dover Department of Public Works opposes the proposed Ordinance 2016-09 for the following reasons:
    - Speed bumps, humps and cushions present an operational hazard for our Department, both with respect to maintenance as well as during emergency snow removal operations.
    - Allowing speed reduction devices on private property would also be an issue for our Department, our sanitation division must access private property to collect trash. These devices would put unneeded stress on the vehicles and operators.

ADVISORY COMMENTS TO THE APPLICANT

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

1. None.

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

MI-16-05

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 05/04/16

CITY OF DOVER FIRE MARSHAL

APPLICATION: Text Amendment: Speed Bumps, Speed Cushions, and Speed Humps

FILE #: MI-16-05 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

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

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

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

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. **This office recommends keeping Fire Lanes clear and unobstructed in any way. This office would like the code to stay as is in regards to Fire Lanes and not allow any speed reduction devices.**

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2012 NFPA Life Safety Code (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2012 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: April 27, 2016

D E L D O T

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APPLICATION: Text Amendment: Speed Bumps, Speed Cushions, and Speed Humps

FILE#: MI-16-05 REVIEWING AGENCY: DelDOT

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

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

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

CITY & STATE CODE REQUIREMENTS:

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

DelDOT has no recommendations at this time.

ADVISORY COMMENTS TO THE APPLICANT:

DelDOT has no advisory comments at this time.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the planning department as soon as possible.

CITY OF DOVER PLANNING COMMISSION
May 16, 2016
Excerpt from Meeting Minutes - Draft

MI-16-05 Text Amendments: Speed Bumps, Speed Cushions, and Speed Humps – Public Hearing and Review for Recommendation to City Council of Text Amendments to the *Dover Code of Ordinances*, Section 98-10 – Speed Reduction Devices; Appendix A: Subdivisions, Article VI, Section A – Street; and Appendix B – Zoning Ordinance, Article 10, Section 2.54 – Proposed Development. The proposed Ordinance revisions would create definitions for speed bumps, speed cushions and speed humps and allow speed cushions to be installed of private commercial property following review by the Safety Advisory and Transportation Committee and approval by City Council. Speed bumps and speed humps would remain prohibited. Ordinance #2016-09. *Public Hearing and Final Reading before City Council is scheduled on June 13, 2016.*

Representatives: None

Mrs. Melson-Williams stated that this is a series of text amendments related to speed bumps, speed cushions and speed humps. It comes to the Planning Commission via discussions that transpired at the City Council Committee of the Whole Safety Advisory and Transportation Committee. That Committee, in response to several inquiries from property owners and business owners regarding what is currently the prohibition of speed reduction devices in the City Codes took up the topic over a number of months. Ultimately, they ended up proposing a series of text amendments. The text amendments themselves touch Chapter 98 of the *Dover Code of Ordinances* where street, sidewalks, storm sewers and other public places are discussed. In the *Land Subdivision Regulations*, in Article VI of that document, there is a discussion in the streets description related to this and then the ultimately in the *Zoning Ordinance* in Article 10 Section 2 they are proposing something and that is the reason why it is here before Planning Commission because any text amendment to the *Zoning Ordinance* requires a hearing and recommendation of the Planning Commission. The document itself was presented to the Commission. It's about three pages long and has a variety of amendments to various aspects of the Code. Some of the key components are actually really defining what a speed bump, speed cushion and speed hump are. The intent of the remaining amendments to the text are to basically allow for the use of speed cushions on privately owned commercial property. That would be subject to a review process with the Safety Advisory and Transportation Committee.

This proposed text amendment did go through our Development Advisory Committee process. Planning Staff did review the Ordinance and they have a series of revisions that they believe aid in what they call clarifying the requirements and/or limitations of this proposal regarding speed reduction devices and specifically about speed cushions on privately owned commercial property. Those are outlined as Staff Recommendations lettered A-I that is part of the DAC Report. The other members of the Development Advisory Committee had some notes as well. The Department of Public Works is opposed to the Ordinance. They indicate in their comments that they present an operation hazard specifically to snow removal operations and also related to private property trash collection in certain instances. The Fire Marshal's Office recommends that fire lanes should be kept clear and unobstructed in any way meaning that they would look to not

have any of these types of speed reduction devices occur in fire lanes. DelDOT also provided comments but they had no comments or recommendations regarding the proposed text amendment.

Mr. Holden stated that he understands that there were some local commercial entities that requested the opportunity but he is wondering what problem they are looking to resolve and do we have any sense for the effectiveness of these devices. Responding to Mr. Holden, Mrs. Melson-Williams stated that she believes that the specific inquiries came from a shopping center. She believes that their bigger concern was a travelway that was located at the rear of the shopping center related to traffic speeds in that area. The Committee actually looked at some research documents about this whole concept of speed humps, bumps and cushions about ways to actually implement them design wise but the details of that she does not have at this time. There wasn't anything forwarded specifically from the Committee in the form of written letters that they received or anything of that nature in regards to these types of speed reduction devices. Currently, they are specifically prohibited for use in the City of Dover; any type of speed reduction device is specifically prohibited.

Mr. Holt stated that there are certain areas and streets where they have problems with cars driving too fast and they are looking for ways to try to slow the speed down. Are there any other alternatives to speed bumps, humps or cushions? He can see where there are some areas that could be dangerous and people could get run over so they are looking for ways to slow traffic down. Responding to Mr. Holt, Mr. Lyon stated that some of the speed reduction devices that you will see proposed nowdays include these types of speed cushions or speed humps. The speed humps are typically installed so that a typical vehicle can't avoid it but an emergency vehicle that has a bigger wheelspan can go around it. Odessa, Delaware has them in their roads. Other ideas are to bring curb lines out so that it makes the travelway seem narrower so as a motorist you wouldn't drive as fast. There are also feedback signs that you have seen around the City with radars that show how fast someone is driving. There is also the potential for putting up more stop signs. The problem with that is that it could cause a queuing issue with vehicles traveling and backing up. There are always pros and cons to these situations. Some are cheaper than others and some are more effective than others. The Department of Public Works sees the speed radar signs frequently and to be honest he is not sure if they are that effective. It depends on if there is police presence.

Mrs. Melson-Williams stated that the text amendments that are proposed this evening are not to allow these items on public streets. It is specifically intended as it's written to allow for speed cushions, which is one of the types, to only allow them on private commercial properties.

Dr. Jones questioned if there were a significant number of owners who voiced concern? Responding to Dr. Jones, Mrs. Melson-Williams stated that she did not know the exact number but she could think of at least two locations. One who she believes made the request wanted to be able to pursue that opportunity and in the other case a private property owner installed a speed reduction device and the City let them know that it was not permitted by Code and it was removed. She would say the number is at least two. With the shopping center, it may have been

more than just the shopping center owner. It may have been multiple businesses within the shopping center that made the request. That was done at the Committee level.

Ms. Still questioned if the allowance of the speed cushion on privately owned property was after review by the Safety Advisory and Transportation Committee and approval from City Council? Responding to Ms. Still, Mrs. Melson-Williams stated that is how the text amendment is proposed. There aren't details beyond that on if it's a permit or what kind of submission it takes to get such a request before those two bodies.

Ms. Still further questioned if there was any feedback from the Public Works Department on the comment that speed reduction devices on private property would be an issue for their Department? Are they talking about just the speed bumps? Responding to Ms. Still, Mr. Lyon stated that the issue with those types of devices is when Public Works has sanitation pickup at private locations it becomes an issue with their trucks maintenancewise. It makes the trucks really bouncy and it's very difficult to operate the vehicle that way even if you go very slowly over it. That is a concern with private property. They don't plow any private roads so during the snow season if there's a speed bump there it's not demarcated. They aren't going to flip their truck over.

Ms. Still questioned if they had any input about the cushion? To her, it seems like it's a small device. Responding to Ms. Still, Mr. Lyon stated that at this time they have the same comment for all three of the proposals.

Colonel Welsh questioned if a better description could be provided for what a speed cushion was? He asked if there was a photograph available. Responding to Colonel Welsh, Mrs. Melson-Williams stated that a speed cushion, while it extends across the travelway it's not a quick bump in the road. It has an up, a place in the middle and then a down; that is a speed hump. What makes it a speed cushion is that there are breaks in it meaning that it is not a continuous mountain extension across the road. There are gaps and those gaps would match the wheel base of an emergency vehicle. An emergency vehicle would move so that it it's wheels travel through the two gaps in the speed cushion.

Colonel Welsh questioned if speed cushions were horizontal or vertical? Do they follow the path of the road or are they perpendicular to the road? Responding to Colonel Welsh, Mrs. Melson-Williams stated that the element itself runs perpendicular across the road. The gaps for the wheels would be parallel with the travelway.

Colonel Welsh stated that they were also lower. Responding to Colonel Welsh, Mrs. Melson-Williams stated that most of the time the gaps are pavement level. Think of a speed cushion as three pieces of a hump that goes across the road.

Colonel Welsh stated that it was almost like a rumble strip. Responding to Colonel Welsh, Mr. Cook stated that having lived somewhere where these were very common. His understanding is that the design of them is such that you can travel at a constant speed over them unlike a speed

hump that requires you to slow down. These do require you to slow down but if you maintain the posted speed you can go over them without having to brake for them.

Mr. Tolbert stated that it would just be a smaller hump. Responding to Mr. Tolbert, Mr. Cook stated that it's a smoother and longer hump.

Mr. Holt stated that they are somewhat effective though with trying to control your speed even though it's not drastic.

Mr. Tolbert questioned if there is anything else that can be done to help deal with the problem other than cushions and bumps?

Mr. Holt suggested cameras maybe.

Colonel Welsh stated that what they are talking about is private property and private funding. It's not no adverse effect between the access of emergency vehicles. Responding to Colonel Welsh, Mrs. Melson-Williams stated that it depends on where they have to travel on a private property. They may have to cross over and through a speed cushion.

Mr. Tolbert stated that they still have snow removal and emergency vehicles going through.

Colonel Welsh stated that to me he sees snow removal as one of the biggest obstacles. He doesn't know how private property owners are going to get snow cleared with even the speed cushion.

Mr. Holden questioned if the City of Dover Police can police a speed limit or a stop sign adherence on private property? Responding to Mr. Holden, Mrs. Melson-Williams stated that she did not know.

Mr. Holden stated that he would note that personally he has read that speed bumps, humps or cushions aren't necessarily as effective as people would like. People often times drive faster or at the same speed and potentially cause damage to the vehicles or others. As noted by Public Works and the Fire Marshal's comments, there are concerns over heavier vehicles having to travel over them. He understands that the intent is to cut a swath through the speed bump so those larger vehicles have a travelway so their wheels don't go over the rise in elevation. We aren't always so lucky that we can travel right where we want to travel. He would also point out that it seems like lines 26 and 54 remove the prohibition in fire lanes which the Fire Marshal did not want them in fire lanes. He is struck by the fact that we have two of the City's agencies saying we don't want them and we might have two private entities requesting them. In his view, he thinks there is some time that needs to be spent on either a further look and maybe cleaning up the Ordinance if we really think this is a good idea to prohibit them in the fire lanes. Fire lanes are a certain percentage of the building that has to have access by the Fire Company but doesn't mean that the Fire Company is not going to utilize the other travelways. This is the same for an ambulance, a trash truck or for snow removal. He doesn't think it's so easy or so clean. It also seems like this

allows them by removing the prohibition in fire lanes. It seems to him that there are a lot of questions left to be addressed for an issue that doesn't seem like it's an emergency issue.

Mr. Baldwin stated with the speed bumps and humps, he has seen incidents where people have damaged their automobiles because the car bottomed out. Sometimes it crushes the muffler or even cause the muffler to become detached because it caught on the hump when the vehicle bottomed out. Are the private property owners going to be responsible for those damages? Responding to Mr. Baldwin, Mrs. Melson-Williams stated that she isn't sure where the liability lies between the private property owner and the visitor to the site. It's not something that the City would be in the mix for.

Mr. Tolbert stated that usually the under carriage of the vehicle is not so low as to come in contact with the bump or cushion unless something is wrong with the vehicle and it has something hanging. Responding to Mr. Tolbert, Mr. Baldwin stated that is depends on what they are driving.

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

Mr. Holden moved to recommend denial to City Council for MI-16-05 Text Amendments: Speed Bumps, Speed Cushions and Speed Humps as written but to re-visit the need and the language if there is a thought that these are a necessary item to allow, seconded by Ms. Still and the motion was unanimously carried 7-0 by roll call vote with Mr. Cregar absent. Mr. Holden voting yes, for the reasons previously stated. Colonel Welsh voting yes, for reasons previously stated. Mr. Holt voting yes, for the reasons previously stated. Mr. Baldwin voting yes; there are too many unanswered questions. Dr. Jones voting yes, for reasons previously stated and a need has not really been established by significant numbers. Ms. Still voting yes, for the reasons previously stated and she too has unanswered safety issues that don't seem to have been addressed by the current language Mr. Tolbert voting yes, even though he does have concerns. It's one of those issues that can be difficult to address.

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2016-09
WITH COUNCIL COMMITTEE OF THE WHOLE/SAFETY ADVISORY AND TRANSPORTATION COMMITTEE AMENDMENT #1 (CCW/SA&T#1)
(CCW/SA&T Committee Amendment Indicated in Yellow Highlight)

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

That Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 98-10. - Speed reduction devices.

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

> ***Speed bump* shall mean a transverse hump, generally designed as a rounded, raised pavement structure usually from two to six inches high and one to three feet from front to back, set into the surface of a street, parking lot, or driveway to slow the traffic. Their design generally dictates comfortable crossing speeds of five miles per hour or less so they are usually appropriate only for use where vehicle speeds are typically the lowest to begin with such as parking lots, private roads, and on some residential streets.**
>
> ***Speed cushion* shall mean a speed hump with an unraised path for fire trucks and ambulances through the hump. Speed cushions are devices designed as several small speed humps installed across the width of the road with spaces between them. They are generally installed in a series across a roadway resembling a split speed hump.**
>
> ***Speed hump* shall mean a raised area in the pavement surface, usually from three to four inches high and 10 to 12 feet from front to back, extending transversely across the travel way. The purpose of the length of a speed hump is to allow the entire vehicle to be on the hump at once before it descends the far side onto the pavement to reduce the likelihood that a vehicle will "bottom out" when going over the speed hump. Speed humps are typically applied to residential streets where speed limits do not exceed 25 miles per hour.**

(b) ***Prohibited*.** Any device used as a means of speed reduction on any city ~~**or private**~~ street, drive, parking lot, **fire lane** or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited.

(c) ***Permitted*. Speed cushions may be installed on privately owned commercial property, at the owner's expense, following review by the Safety Advisory and Transportation Committee and approval by City Council. Any other type of speed reduction device on private commercial property within the City is prohibited.**

Draft

(d) *Installation and Design standards*. Installation and design standards for speed cushions shall be in accordance with the *Delaware Traffic Calming Design Manual*.

(Code 1981, § 7-4; Ord. of 5-26-1998)

BE IT FURTHER ORDAINED:

That Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section A - Streets, Paragraph 1 of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

A. - Streets.

1. The layout, character, extent, width, grade and location of proposed streets shall be established with due regard to:
   (a) Public convenience and safety.
   (b) Proposed uses of the land to be served by said streets.
   (c) Proper relation and connection with, continuation and projection of streets to adjacent areas; whether these streets are existing, or proposed in another subdivision, in a neighborhood plan, in the development plan, or in the official map, as approved or adopted by the commission. Where existing or proposed streets are located on adjacent land, then the planning commission shall require street extensions at points in which the commission determines are suitable for future connections to adjacent developable lands on each side of the development.
   (d) Topography and other land features.
   ~~(e) Speed bumps or dips for the purpose of slowing down traffic shall not be permitted on any streets.~~
   (e) Speed reduction devices on any city or private street, drive, parking lot, fire lane or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited. Speed cushions may be installed on privately owned commercial property, in accordance with Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices.

BE IT FURTHER ORDAINED:

That Appendix B - Zoning, Article 10 - Planning Commission, Section 2 - Site Development Plan Approval, 2.54 - Proposed Development of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

2.54 Proposed development.
   (A) Existing buildings and other structures.
   (B) Location and width of all proposed streets and rights-of-way. **~~Speed bumps or speed dips for the purpose of slowing down traffic on any street shall not be permitted.~~**
   (C) Location of all proposed structures, except one-family detached dwellings, and an indication of the total number of dwelling units.
   (D) Location and dimensions of all lot lines.
   (E) Building setback lines on all lots.
   (F) Location of all uses not requiring structures, including parks, playgrounds and other open space areas.

Draft

(G) Location and plans for any outdoor signs.

(H) Location, direction, power and time of use for any proposed outdoor lighting.

(I) The location, size and arrangement of proposed sidewalks, driveways, loading areas, off-street parking areas and other paved areas.

(J) Indication of the total amount of impervious surfaces and the development coverage.

(K) Any proposed changes in elevation of the site and elevations of all streets, parking areas, and building foundations. The datum to which all elevations, including existing contour elevations, refer shall be clearly indicated on the plan.

(L) Plans for surface drainage of the site. Such plans shall include stormwater run-off calculations and shall show the proposed method of accommodating the anticipated run-off.

(M) Any proposed below-ground or above-ground utilities and any contemplated public improvements, including road improvements, on or adjoining the property. Plans for such utilities and improvements shall indicate whether the developer, the city, or other agency will bear the financial responsibility for the construction, and which improvements are intended to be dedicated to the city.

(N) Proposed grading, screening and other landscaping, including types and locations of proposed street trees.

(O) Architectural elevation drawings or other graphic representations illustrating exterior building characteristics of proposed buildings and/or building additions that would be visible from the public right-of-way. Elevation drawings shall be drawn to scale and shall reflect major architectural elements such as exterior surface materials, windows, doors, columns, and wall-mounted signage. Elevation plans are intended to provide a general depiction of the physical appearance, massing and scale of the proposed construction.

(P) **Speed reduction devices on any city or private street, drive, parking lot, fire lane or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited. Speed cushions may be installed on privately owned commercial property, in accordance with Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices**.

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-09 CH 98 SPEED REDUCTION DEVICES\Proposed Ordinance #2016-09 w CCW-SA&T#1 - Ch 98, App A, and App B-Final Reading.wpd

SYNOPSIS

The proposed amendments would permit speed cushions on privately owned commercial property.

(SPONSORS: HOSFELT AND COLE)

Actions History

06/13/2016 - Scheduled for Public Hearing/Final Reading - City Council

05/16/2016 - Public Hearing - Planning Commission

04/11/2016 - First Reading/Referral - City Council

03/29/2016 - Introduction - Council Committee of the Whole/Safety Advisory and Transportation Committee meeting

DRAFT

ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: May 27, 2016

PREPARED BY: Dawn Melson-Williams, Principal Planner and Ann Marie Townshend, Director

SUBJECT: 90 Saulsbury Road Clubhouse & Pool for The Grande: Planned Neighborhood Design – Senior Citizen Housing Option (PND-SCHO) Concept Plan (General Sketch Plan) MI-16-09

REFERENCE:

RELATED PROJECTS:

- MI-03-02 City Council Review of Fountain View PND – SCHO; C-03-08 Planning Commission Review of Fountain View PND – SCHO; C-06-02 Planning Commission Review of Revised DoveView (formerly Fountain View) PND – SCHO;
- Z-11-03 Rezoning of Lands at 101-405 DoveView Drive from IO to RG-5;
- S-11-12 Planning Commission Review of Site Development Plan for The Grande (formerly DoveView);
- MI-14-06 City Council Review of The Grande: Planned Neighborhood Design – Senior Citizen Housing Option (PND-SCHO); C-15-04 The Grande, Building 4: Planned Neighborhood Design – Senior Citizen Housing Option (PND-SCHO)

APPROVALS: N/A

EXHIBITS:

- Statement of Compliance with Comprehensive Plan dated May 24, 2016 from Northpoint Engineering
- Sketch Plan for 90 Saulsbury Road Clubhouse & Pool for the Grande: Planned Neighborhood Design – Senior Citizen Housing Option (dated May 24, 2016)
- Reference Document: Exhibit Plan of Conditional Use Site Plan C-15-04 The Grande, Building 4: PND-SCHO

EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A

TIMETABLE: The Planned Neighborhood Design option review process consists of at least two review steps which involve City Council and then the Planning Commission. This is the first of the steps.

RECOMMENDED ACTION:

The City Council shall determine whether or not the proposed project known as **90 Saulsbury Road Clubhouse & Pool for The Grande: Planned Neighborhood Design – Senior Citizen Housing Option** is of such a design and type that warrants further review by the Planning Commission. If Council determines that further review is warranted, the project should be referred to the Planning Commission. Staff recommends that City Council forward the plan to the Planning Commission for review.

BACKGROUND AND ANALYSIS

Existing Conditions and Recent Application C-15-04:

The site of The Grande is located northwest of the intersection of Saulsbury Road and Forrest Avenue. The property consists of 6.7326± acres of land. Currently, there are three 4-story buildings existing on the site, each with 48 apartment units. These 144 apartment units are managed as a 55+ community. In December 2015, a Conditional Use Site Plan Application C-15-04 was approved by the Planning Commission to add The Grande Building 4 at the site and to establish the apartment complex as a Planned

Neighborhood Design development of Senior Citizen Housing. With the proposed addition of a four story 62,240 SF apartment building of 48 units (Building 4), the complex will consist of a total of 192 apartment units of Senior Housing. The project for Building 4 is in the Check Print Review process working to finalize the Site Plan and achieve agency approvals as required prior to the commencement of construction activities.

Previous Applications:

This site has been reviewed under a number of development applications during the last decade. Initially, the senior citizen apartments were planned as part of a Planned Neighborhood Design – Senior Citizen Housing Option (PND-SCHO) known as Fountain View. City Council reviewed the sketch plan for that project in February 2003 and forwarded it to the Planning Commission for further review. A Conditional Use Site Plan (C-03-08) was submitted to the Planning Commission to allow for five (5) buildings with a total of 240 units of senior citizen apartments. As the plan evolved, it was reduced to 192 units within four (4) buildings and resubmitted to the Planning Commission for review, still as a PND-SCHO project with Application C-06-02. This Conditional Use Site Plan C-06-02 was finalized, and Building Permits were issued for the first two buildings. These buildings were abandoned for several years in a state of partial completion, and ultimately were acquired by Sun Bank. Sun Bank applied for a rezoning of the property from IO (Institutional and Office) to RG-5 (General Residence Zone for Mid-Rise Apartments). City Council approved this rezoning request (Z-11-03) in April 2011. The property was subsequently transferred to Doveview Investors, LLC and they submitted a Site Development Plan S-11-12 which allowed for completion of the two partially-complete buildings and construction of a third building utilizing the RG-5 (General Residence for Mid-Rise Apartments Zone) zoning. Application S-11-12 was not reviewed as a PND-SCHO and therefore was not required to be age-restricted as part of the City process.

The three buildings on the site were completed and are occupied on the site. In 2014-2015, the property owner filed new Applications to continue development of a fourth apartment building utilizing the Planned Neighborhood Development – Senior Citizen Housing Option. City Council reviewed the sketch plan for the project in April 2014 and forwarded it to the Planning Commission for further review (MI-14-06). Continuing the review process, the Conditional Use Site Plan (C-15-04) for the project called The Grande, Building 4: PND-SCHO was granted conditional approval by the Planning Commission in December 2015.

CURRENT PROPOSAL:

The applicant is proposing to development the adjacent property at 90 Saulsbury Road to construct a Clubhouse & Pool to serve The Grande: Planned Neighborhood Design – Senior Citizen Housing Option. The subject property with frontage on Saulsbury Road is zoned C-2A (Limited Central Commercial Zone) and is subject to the COZ-1 (Corridor Overlay Zone).

The use of the property for a clubhouse and pool is not an allowable use in the C-2A; however, the uses may be considered through a Conditional Use process as specifically associated with a Planned Neighborhood Design – Senior Citizen Housing Option. As the proposal was not part of the original proposal for The Grande PND-SCHO, it is required to restart the application process for the PND-SCHO. The first step in this process is submission of a General Sketch Plan to City Council. If referred to the Planning Commission, the applicant will submit a Conditional Use Site Plan for the PND-SCHO project to be reviewed by the Planning Commission. See attached Sketch Plan for 90 Saulsbury Road and an Exhibit Plan of The Grande project.

Planned Neighborhood Design: Senior Citizen Housing Option:

The applicant is seeking approval under the Planned Neighborhood Design Ordinance for the Senior Citizen Housing Option (see Zoning Ordinance, Article 3, Section 24.1 (b)). The Ordinance sets forth a two or three-step review and approval process. In the first step, the developer shall meet with the City Council and present a general sketch plan. ***The City Council shall determine whether or not the proposed project is of such a design and type that warrants further review by the Planning Commission.***

If City Council determines that further review is warranted, then the project shall proceed to the second step which is a more detailed Conditional Use Site Plan review and public hearing process before the Planning Commission. A third review step with the Planning Commission may be required depending on the type, physical size, and complexity of the project application. For this proposed plan, there are only two steps required. This submission to City Council represents the first step in the review process for the 90 Saulsbury Road Clubhouse & Pool for The Grande PND-SCHO.

The PND: Senior Citizen Housing Option is permitted all zoning classifications (with the exception of the M, IPM and C-4 zoning classifications) as a conditional use. Article 3 §24.1b notes that "preference shall be given to those projects which are within close proximity to public transit services and which are situated within one-quarter (1/4) mile of a grocery store, pharmacy, restaurant, physician offices, senior center or similar convenience service establishment." The PND: Senior Citizen Housing Option is intended to "…encourage the development of high quality housing opportunities design to accommodate the particular needs of senior citizens" by allowing the Planned Neighborhood Design Option through the Conditional Use process. The PND must present a community design that is in accordance with the goals and policies of the Comprehensive Plan. The Sketch Plan shall reflect general layout of streets, open space, and housing areas and types.

***Comprehensive Plan* Recommendations**

The City of Dover *2008 Comprehensive Plan* as amended designates this property at 90 Saulsbury Road with the land use classification of Commercial as per Map 12-1: Land Development Plan (as amended thru 3/14/2016). The adjacent property where The Grande apartment complex exists is identified in the *Comprehensive Plan* to be utilized for Residential High Density development. As described in the *Comprehensive Plan*, High Density involves a development pattern of eight or more dwelling units (page 147-148). The Grande, under Application C-15-04 plan was conditionally approved at a site density of 28.5 dwelling units per acre.

The *2008 Comprehensive Plan* also establishes stated goals for various types of land uses within the City limits. The goals, policies, and recommendation for Commercial Land Uses is described on pages 150-152 of the *Comprehensive Plan*. This site is near the Route 8 corridor which is a commercial corridor. The stated goal for Commercial Land Uses is "to maintain and improve the City's position as a regional commercial center, while providing its citizens convenient access to needed goods and services through well designed and spaces community and neighborhood commercial centers." The *Comprehensive Plan* notes the increasing commercial development pressure along the Route 8 corridor. It also notes the roles the Corridor Overlay Zone (COZ-1 zoning district) and the *Delaware 8 Concept Plan and Operations Study* by the Dover/Kent County MPO play in the design of development along the corridor.

The stated goal from the *Comprehensive Plan* for Residential Land Uses is "to develop and maintain an adequate supply of housing of varying type, size, and densities that are aesthetically pleasing and located within neighborhoods designed or redesigned to promote convenience, conservation, and access to the greater community, but which are properly buffered through distance and landscaping from incompatible land uses."

The *2008 Comprehensive Plan* also acknowledges the fact that the residents aged 65+ is a rapidly growing segment of the population that will require more specialized services (page 23). This trend was also identified in previous Comprehensive Plans and in response, a previous Comprehensive Plan implementation strategy recommended the development of a Zoning Code amendment permitting Senior Citizen housing developments near the community services and transit routes that senior citizens depend upon. As a result, the Planned Neighborhood Design: Senior Citizen Housing Option Ordinance was developed and adopted by City Council on July 14, 1997.

SUMMARY COMMENTS

It is important to keep in mind that this proposal does not involve a rezoning of the land. The Planned Neighborhood Design – Senior Citizen Housing Option is plan specific. The land at 90 Saulsbury Road would remain zoned C-2A (Limited Central Commercial Zone) and subject to the COZ-1 (Corridor Overlay Zone).

The Planning Staff recommends this **Sketch Plan for 90 Saulsbury Road Clubhouse & Pool for The Grande: PND-SCHO** be forwarded to the Planning Commission for further review and consideration through the Conditional Use process. It is important to note that this report provides a summary of the project and does not represent Site Plan review commentary. A detailed Site Plan review for code compliance and design considerations is performed through the Conditional Use Site Plan Review process for a Planned Neighborhood Design – Senior Citizen Housing Options.

Advisory Comments to Applicant:

Should City Council choose to forward this proposal on to the Planning Commission for Conditional Use review, the applicant shall prepare the Conditional Use Site Plan submission in accordance with the requirements set forth in Article 3, Section 24 and Article 10, Section 1 of the City of Dover *Zoning Ordinance*. The act of forwarding a proposal to the Planning Commission for further review is not intended to represent, nor shall it be construed to mean that the project is approved. The approval authority over Conditional Use applications rests with the Planning Commission.

Northpoint Engineering
Civil Engineering ~ Land Planning ~ Landscape Architecture

May 24, 2016

90 Saulsbury Road
Compliance with Goals of the Comprehensive Plan

The proposed development of this parcel, construction of a clubhouse and outdoor pool, is intended to provide the residents of the adjacent The Grande apartment complex with additional amenities solely for their use, as they have expressed a desire to have their own pool and clubhouse facility. This site will be annexed to The Grande apartment property.

The proposed facility will not be open to the public, only to the residents of The Grande. A connecting walkway will provide handicap accessible walking and golf cart access to the site.

The zoning of this parcel is C-2A – Limited central commercial zone. The site will be developed under the Planned Neighborhood Design – Senior Citizen Housing Option requirements and the Corridor Overlay requirements.

The development of this site is in accordance with the goals of the current comprehensive plan as it will provide additional amenities and open space for the residents of The Grande without increasing traffic to the site by providing an interconnection between the properties without creating additional traffic on the adjacent roadways.

Site landscaping will provide screening for the clubhouse building and the pool and the proposed vegetation will help to improve air quality. The green space adjacent to the proposed impervious areas will also provide filtration of the runoff from the impervious areas prior to entering the existing biofiltration swale and then the existing storm drain system.

102 Larch Circle, Suite 203 Newport, Delaware 19804 phone: 302-992-9881 fax: 302-658-0618

PUBLIC UTILITIES NOTES:

ALL UTILITIES DEDICATED TO THE CITY OF DOVER MUST BE AS-BUILT PRIOR TO DEDICATION.

WATER

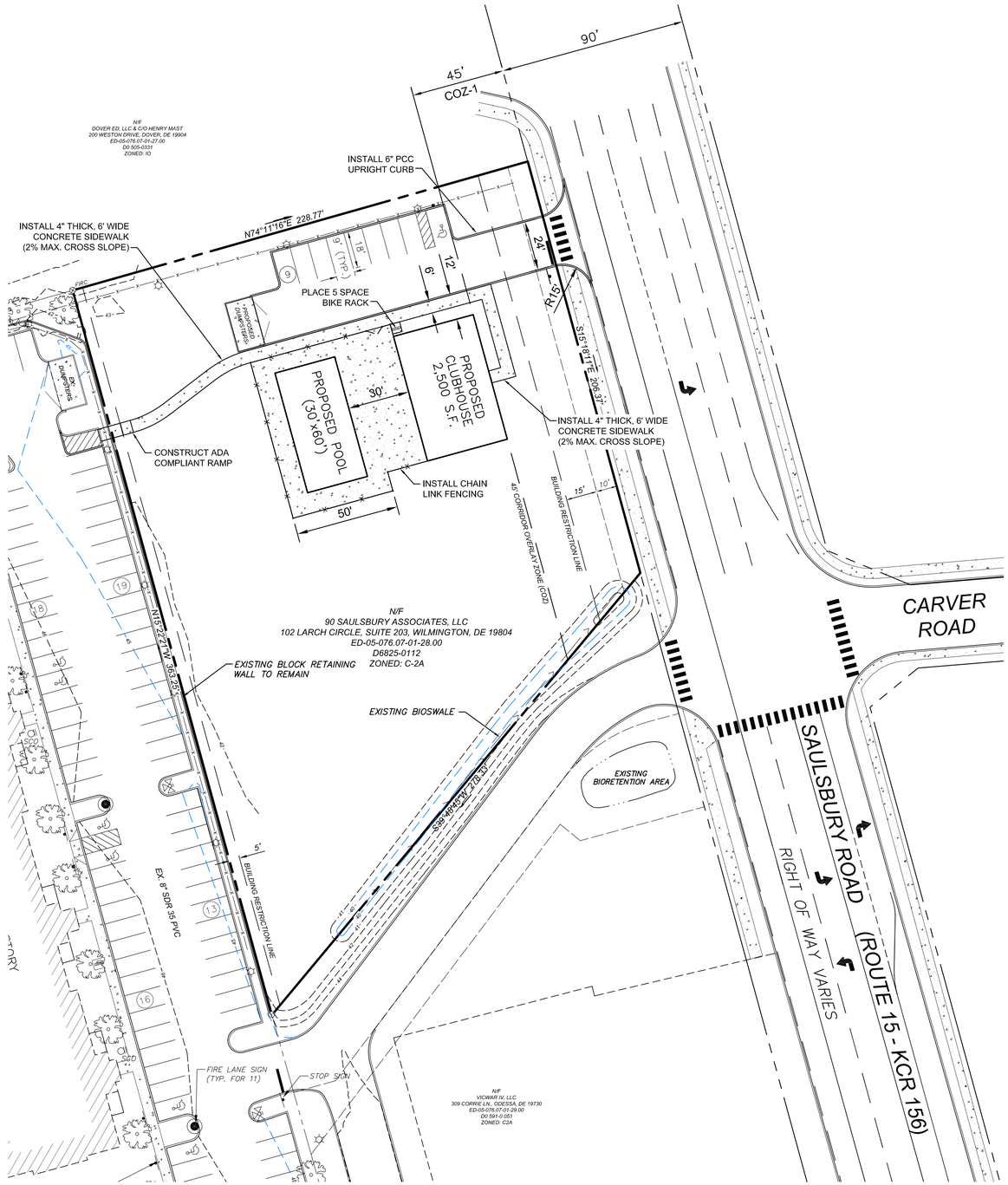
1. ALL WATER UTILITY COMPONENTS MUST MEET THE REQUIREMENTS OF THE PUBLIC WORKS WATER/WASTEWATER HANDBOOK, EFFECTIVE DATE MARCH 22, 2010.
2. HYDRANT CONNECTIONS BY THE CONTRACTOR ARE PROHIBITED. THIS METHOD MAY NOT BE UTILIZED DURING ANY PHASE OF THE PROJECT.
3. ANY EXISTING WATER LINES NOT TO BE UTILIZED BY THE PROPOSED FACILITY MUST BE PROPERLY ABANDONED AT THE MAINS IN ACCORDANCE WITH THE CITY OF DOVER DEPARTMENT OF PUBLIC WORKS SPECIFICATIONS AND REQUIREMENTS.
4. THE SITE CONTRACTOR SHALL CONTACT THE CITY OF DOVER PUBLIC WORKS CONSTRUCTION MANAGER AT (302) 736-7025 PRIOR TO THE START OF CONSTRUCTION. A REPRESENTATIVE FROM THE CITY OF DOVER DEPARTMENT OF PUBLIC WORKS MUST OBSERVE AND APPROVE ALL CITY OWNED WATER AND SANITARY SEWER INTERCONNECTIONS AND TESTING. ALL WATER TAPS MUST BE PERFORMED BY A CITY OF DOVER APPROVED CONTRACTOR. THE PROPOSED LOCATION OF THE WATER CONNECTION MAY NEED TO BE ADJUSTED IN THE FIELD DUE TO CONDITIONS OF THE EXISTING MAIN. POSSIBLE CONDITIONS THAT WOULD REQUIRE TAPPING RELOCATION INCLUDE PROXIMITY TO PIPE JOINTS, OTHER TAPS, CONCRETE ENCASEMENTS, CONFLICT WITH OTHER UTILITIES, AND THE LIKE. TEST HOLES MUST BE PERFORMED BY THE CONTRACTOR TO DETERMINE THE BEST TAPPING LOCATION. THE CITY OF DOVER WILL NOT BE HELD RESPONSIBLE FOR FIELD CONDITIONS REQUIRING ADJUSTMENT OF THE TAPPING LOCATION OR FOR ANY WORK REQUIRED BY THE CONTRACTOR TO MAKE AN APPROPRIATE AND LAWFUL CONNECTION.

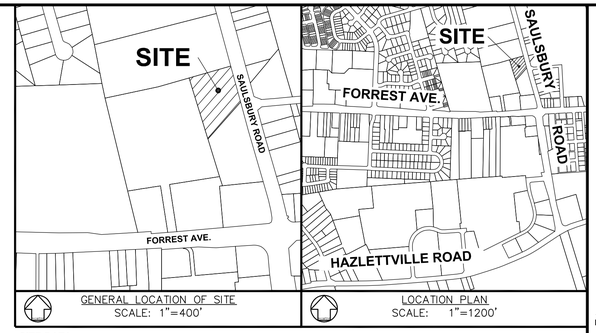
WASTEWATER

1. ALL WASTEWATER UTILITY COMPONENTS MUST MEET THE REQUIREMENTS OF THE PUBLIC WORKS WATER/WASTEWATER HANDBOOK, EFFECTIVE DATE MARCH 22, 2010.
2. ANY EXISTING SANITARY SEWER LINES NOT TO BE UTILIZED BY THE PROPOSED FACILITY MUST BE PROPERLY ABANDONED AT THE MAINS IN ACCORDANCE WITH THE CITY OF DOVER PUBLIC WORKS DEPARTMENT SPECIFICATIONS AND REQUIREMENTS.
3. PART II, CHAPTER 180, ARTICLE III, SECTION 180-10 OF THE CODE OF KENT COUNTY REQUIRES THAT "NO PERSON SHALL DISCHARGE OR CAUSE TO BE DISCHARGED ANY STORMWATER, SURFACE WATER, UNCONTAMINATED GROUNDWATER, ROOF RUNOFF, SUBSURFACE DRAINAGE, UNCONTAMINATED NON CONTACT COOLING WATER OR UNPOLLUTED INDUSTRIAL PROCESS WATERS TO ANY SANITARY SEWER", THIS SHALL INCLUDE CONDENSATE. SEC. 110-231 OF THE CITY OF DOVER CODE DEFINES STORM SEWER AS "...ANY SYSTEM USED FOR CONVEYING RAIN WATER, SURFACE WATER, CONDENSATE, COOLING WATER OR SIMILAR LIQUID WASTES, EXCLUSIVE OF SEWAGE." THE CONTRACTOR, DEVELOPER, OWNER AND DESIGNERS SHALL ENSURE DURING CONSTRUCTION THAT NO ILLEGAL DISCHARGES TO THE SANITARY SEWER SYSTEM ARE CREATED WITH THE SITE IMPROVEMENTS.

GENERAL NOTES:

1. BOUNDARY, TOPOGRAPHY AND PLANIMETRIC INFORMATION SHOWN ON THIS PLAN ARE BASED ON BEST AVAILABLE RECORDS AND DO NOT REPRESENT A FIELD SURVEY.
2. ALL FIRE HYDRANTS SHALL BE DEDICATED TO THE CITY OF DOVER. A 20'x20' EASEMENT MEASURED FROM THE CENTER OF THE FIRE HYDRANT IS HEREBY DEDICATED TO THE CITY OF DOVER TO PERFORM ALL NECESSARY OPERATIONS AND MAINTENANCE TO THE HYDRANTS AND THE WATER DISTRIBUTION SYSTEM.
3. THE BOUNDARY LINES PORTRAYED HEREON HAVE BEEN ESTABLISHED BASED SOLELY ON PHYSICAL EVIDENCE DISCOVERED IN THE FIELD IN CONJUNCTION WITH DETERMINATIONS DERIVED FROM SOURCE OF TITLE AND ADJACENT DEED RECORD INFORMATION.
4. NO TITLE EXAMINATION FURNISHED TO OR PERFORMED BY THE PREPARERS HEREOF. PROPERTY SHOWN HEREON IS SUBJECT TO ANY RIGHT-OF-WAY, EASEMENTS, RESTRICTIONS, ETC. AS MAY BE SHOWN OR NOTED IN ANY RECORD, PUBLIC OR OTHERWISE, OR ANY REQUIREMENT OR REGULATION OF ANY PUBLIC AGENCY.
5. THE EXISTING UTILITIES SHOWN WERE TAKEN FROM THE BEST AVAILABLE RECORDS. THE CONTRACTOR SHALL CONTACT MISS UTILITY OF DELMARVA (1-800-282-8555) TO VERIFY THEIR EXACT LOCATION PRIOR TO THE START OF ANY CONSTRUCTION. ANY DAMAGE INCURRED TO ANY UTILITIES SHALL BE REPAIRED IMMEDIATELY AT THE CONTRACTOR'S EXPENSE. IF THE CONTRACTOR RELIES ON THE UTILITY LOCATIONS SHOWN HEREON, HE DOES SO AT HIS OWN RISK AND WILL NOT BE ENTITLED TO ADDITIONAL COMPENSATION DUE TO TIME DELAYS FROM SAID RELIANCE.
6. THIS PARCEL IS NOT WITHIN THE ONE HUNDRED YEAR FLOOD PLAIN, BASED ON FIRM MAP #10001C0166H, PANEL 166 OF 435, DATED MAY 5, 2003.
7. BECKER MORGAN GROUP CERTIFIES THAT THERE ARE NO FRESH WATER WETLANDS LOCATED WITHIN THE IMPROVED AREA.
8. THE SOILS CLASSIFICATION FOR THE SITE IS HxB – HAMBROOK SERIES – HYDROLOGIC SOIL GROUP B.
9. ALL ROADS, PARKING AND OTHER PAVED AREAS WILL BE PRIVATELY OWNED AND MAINTAINED AND ARE NOT INTENDED FOR DEDICATION.
10. ALL HANDICAPPED PARKING DEMARCATIONS, STALLS, AND BUILDING ACCESSIBLE ROUTES SHALL COMPLY WITH THE AMERICANS WITH DISABILITIES ACT OF 1990 AND ADA STANDARDS FOR ACCESSIBLE DESIGN.
11. THE OWNER OF THIS SITE OR HIS SUCCESSORS OR ASSIGNS SHALL BE RESPONSIBLE FOR MAINTENANCE AND INSURANCE ON THE COMMON OPEN SPACE AND STORMWATER MANAGEMENT FACILITIES.
12. THE KENT CONSERVATION DISTRICT RESERVES THE RIGHT TO ENTER PRIVATE PROPERTY FOR PURPOSES OF PERIODIC SITE INSPECTION.
13. THE KENT CONSERVATION DISTRICT RESERVES THE RIGHT TO ADD, MODIFY, OR DELETE ANY EROSION AND SEDIMENT CONTROL MEASURE, AS IT DEEMS NECESSARY.





SITE DATA

1.	OWNER:	90 SAULSBURY ASSOCIATES, LLC ATTN: ACCOUNTING DEPARTMENT 102 LARCH CIRCLE, SUITE 203 WILMINGTON, DE 19804
2.	TAX MAP NO.:	ED-05-076.07-01-28.00-000
3.	SOURCE OF TITLE:	BOOK 6825 PAGE 0112
4.	TOTAL SITE AREA:	65,139 S.F. (1.4954± ACRES)
5.	ZONING:	C2A COZ-1 (CORRIDOR OVERLAY ZONE)
6.	EXISTING USE:	VACANT (FORMERLY VFW POST)
	PROPOSED USE:	COMMUNITY CENTER
7.	EXISTING BUILDING AREA:	3,028 S.F. (3,028 S.F. GFA) (TO BE REMOVED)
	PROPOSED BUILDING AREA:	2,500 S.F. (2,500 S.F. GFA)
	TOTAL BUILDING AREA =	2,500 S.F. (2,500 S.F. GFA)
8.	PARKING SPACES REQUIRED:	1 PER 300 S.F. FLOOR AREA = 9 SPACES
	PARKING SPACES PROVIDED:	9 (INCLUDES 1 H/C SPACE)
	BICYCLE PARKING REQUIRED:	1 PER 20 PARKING SPACES OR A FRACTION THEREOF= 0.45
	BICYCLE SPACES PROVIDED:	5
9.	ACTIVE RECREATION AREA:	REQUIRED: 275 S.F. PER DWELLING UNIT OR ONE-HALF ACRE OF LAND WHICHEVER IS GREATER PROVIDED: 21,780 S.F.
	PASSIVE OPEN SPACE:	REQUIRED: 25% TOTAL LOT AREA (65,139 x .25 = 16,285 S.F.) PROVIDED: 16,285 S.F.
10.	IMPERVIOUS COVER:	EXISTING: 12,202 S.F. (18.7%) PROPOSED: 14,852 S.F.(22.8%)
11.	SETBACKS:	C-2A ZONE LOT DEPTH = 100' FRONT YARD = 15' REAR YARD = 5' SIDE YARD = 25'
12.	SIGNAGE:	A SEPARATE CITY OF DOVER PERMIT IS REQUIRED FOR SIGNAGE AND SIGNAGE PLACEMENT IS NOT APPROVED AS PART OF THIS PLAN.
13.	BUILDING HEIGHT:	PERMITTED: 6 STORIES PROPOSED: 1 STORY
14.	UTILITIES:	SEWAGE DISPOSAL: CITY OF DOVER WATER SUPPLY: CITY OF DOVER NATURAL GAS: CHESAPEAKE UTILITIES ELECTRIC: CITY OF DOVER TRASH COLLECTION: PRIVATE HAULER
15.	MONUMENTATION:	EXISTING: 1 CAPPED IRON PIPE
16.	SURVEY BENCHMARK:	NGS MONUMENT – MARKER L 34 VERTICAL: NAVD88 HORIZONTAL: NAD83 STATE PLANE
17.	FLOOD ZONE:	THIS PROPERTY IS NOT LOCATED IN A 100-YEAR FLOODPLAIN, BASED ON FIRM MAP #10001C0166H, DATED MAY 5, 2003.
18.	PARCEL ADDRESS:	90 SAULSBURY ROAD, DOVER, DE 19904

LEGEND:

	EXISTING	PROPOSED
SANITARY SEWER LINE	S S	S S
WATER LINE	W W	W W
GAS LINE	G G	G G
OVERHEAD UTILITIES	OH OH	OH OH
OVERHEAD ELECTRIC	E E	OHE
UNDERGROUND ELECTRIC	UE UE	UE UE
OVERHEAD TELEPHONE	OHT	OHT
UNDERGROUND TELEPHONE	UT UT	UT UT
FENCE	X X X X X	X X X X X
INDEX CONTOUR	560	560
INTERMEDIATE CONTOUR	558	558
SPOT ELEVATION	X 391.25	X 391.25
STORM INLET & PIPING		
PROPERTY CORNER MARKER FOUND		
UTILITY POLE		
LIGHT POLE		
WATER METER	WM	WM
WATER VALVE (MAIN)	WV	WV
WATER DIVISION VALVE		DV
FIRE HYDRANT	FH	FH
GAS SHUT-OFF VALVE (SERVICE)	GSO	GSO
GAS VALVE (MAIN)	GV	GV
SEWER CLEAN OUT	SCO	SCO
ELECTRIC MANHOLE	E	E
STORM MANHOLE	D	D
SANITARY MANHOLE	S	S
TELEPHONE MANHOLE	T	T
SIGN		

NORTHPOINT ENGINEERING
102 LARCH CIRCLE, SUITE 203
NEWPORT, DE 19804
TEL: 302-992-9881
FAX: 302-658-0618
EMAIL: msloan@northpoint-eng.com

PLAN NORTH:

NORTH

KEY MAP:

SEAL:

PROJECT:

SKETCH PLAN

90 SAULSBURY ROAD

CITY OF DOVER
KENT COUNTY, DELAWARE

SHEET:

COVER SHEET

NO. DATE REVISION

SCALE: 1" = 30'

0 15 30 60

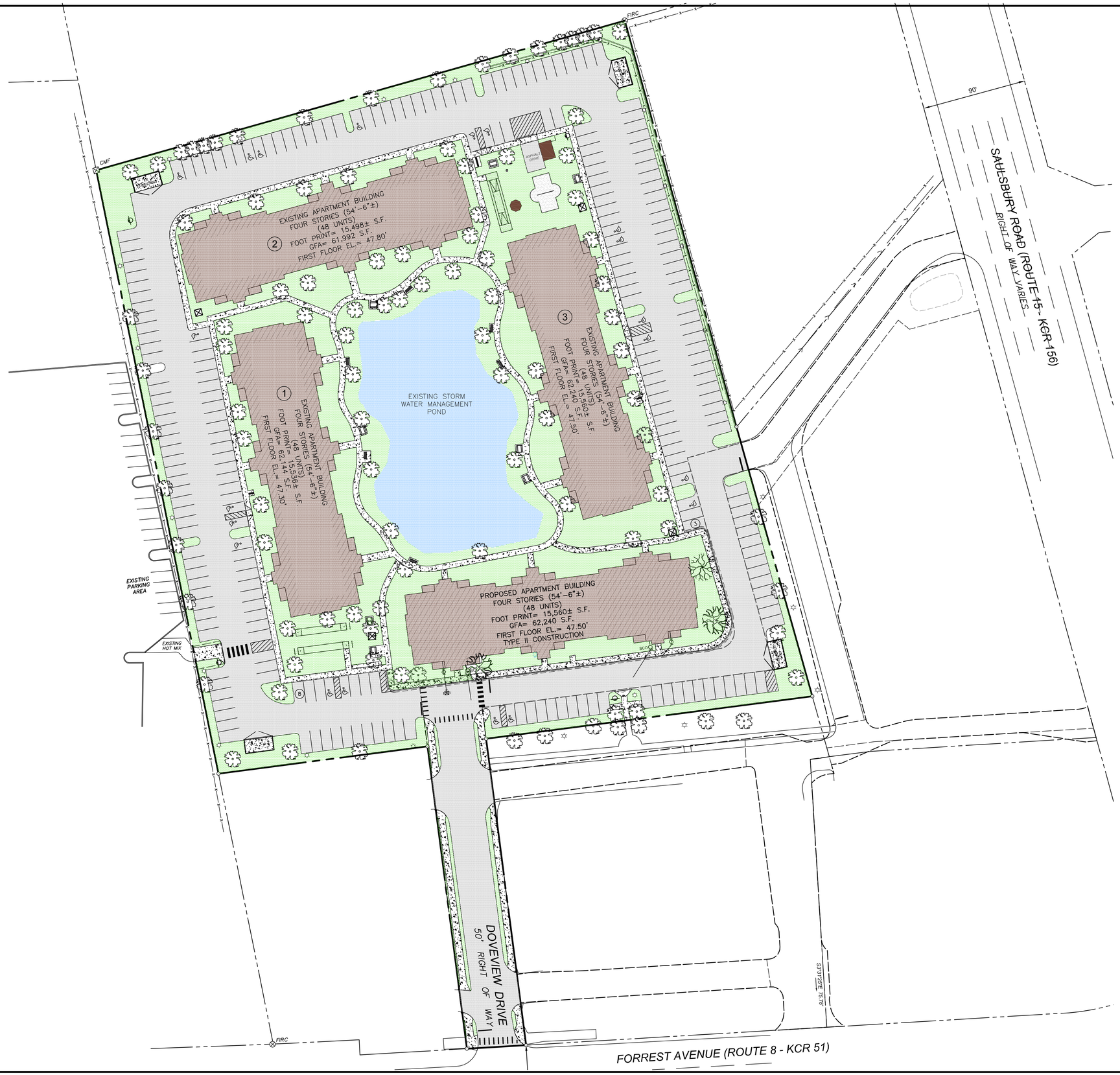
DATE:
MAY 24, 2016

PROJECT:
16-002

SHEET:
SK-1

SHEET 1 OF 1

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NORTHPOINT ENGINEERING
102 LARCH CIRCLE, SUITE 203
NEWPORT, DE 19804
TEL: 302-992-9881
FAX: 302-658-0618
EMAIL: msloan@northpoint-eng.com

PLAN NORTH:

NORTH

KEY MAP:

SEAL:

PROJECT:

APPLICATION NO:

CONDITIONAL USE SITE PLAN

THE GRANDE

DOVEVIEW DRIVE
CITY OF DOVER
KENT COUNTY, DELAWARE

SHEET:

EXHIBIT

NO.	DATE	REVISION
1	12/7/2015	REVISED PER DAC COMMENTS DATED DECEMBER 2, 2015

SCALE: 1" = 40'

0 20 40 80

DATE:

NOVEMBER 6, 2015

PROJECT:

11-001

SHEET:

E-1

W:\11\11-001\DWG\FOURTH BUILDING\11-001-EXHIBIT 12-8-2015.dwg Layout: E-1 Printed: Tue 08-Dec-2015 - 01:05PM

Office of City Assessor

June 13, 2016

Board of Assessment Appeals

May 23, 2016

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

Exemptions

2.A. Central Delaware Habitat for Humanity

Locations:	**Exempt Request:**
67 S. Queen St.	$13,800
18 S. Queen St.	$0 (already exempt)
47 S. Kirkwood St.	$11,900
27 N. New St.	$13,100
24 N. New St.	$0 (already exempt)
20 N. New St.	$47,600
101 S. Queen St.	$13,400
16 S. Queen St.	$0 (already exempt)
45 S. Queen St.	$11,900
19 N. New St.	$75,500
23 N. Kirkwood St.	$10,000
53 S. New St.	$47,500
223 W. Division St.	$0 (already exempt)
50 S. Governors Ave.	$102,500

BACKGROUND AND ANALYSIS

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

These properties are being renovated for low-income families to provide an affordable mortgage. Once these properties are complete and the ownership is transferred, they will be added back to the tax rolls. (As a supplemental billing)

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

Mr. Gallo, Executive Director, was present for the meeting.

He told the board that Central Delaware Habitat for Humanity is seeking tax exemption for some dilapidated properties the organization purchased, which will be rebuilt and sold to low income families. He also pointed out that with these projects the city streets will be revitalized, therefore bringing in more taxes. Mr. Burns asked how long this process usually takes, Mr. Gallo replied that the process from purchasing to selling usually takes no more than a year.

Mr. Burns asked how the organization is able to afford all of these projects. Mr. Gallo explained that they received funds from different organizations.

Mr. Burns asked the Assessor what her opinion was, Mrs. Bundek replied that the organization had been working with the city for a while now and that the city is aware that the properties will eventually go back onto the tax roll.

Mr. Galvin made the motion to approve the exempt request for items 1-12 and 14 on the agenda.
Mr. Burns seconded the motion. Motion carried 3-0.

Chairman Garfinkle brought everybody's attention to 223 W. Division Street, which had been approved for the exempt status by the board a year ago and was to be revisited by the Board of Assessment Appeal in 2016. He asked Mr. Gallo to tell the board what the current status of that property is.

Mr. Gallo informed the board members that this building is to be used as an affiliate office for the organization, which would bring them closer to downtown Dover. He mentioned that he is waiting to find out if enough funding for this office has been generated. As soon as the funding is available the building will be converted into office space for Central Habitat for Humanity, which would allow for a closer contact with the community.

Chairman Garfinkel mentioned an organization that appeared before the board the year prior, requesting the exempt status for properties that were to be rented and that the Board of Assessment Appeals denied the request as did City Council at the council meeting at a later council meeting, due to the fact that these properties were going to be used as income properties.

Mr. Gallo assured that the building would only be used by the Habitat and that none of the offices would be rented out.

Mr. Burns inquired about NCALL(National Council on Agriculture Live & Labor Research Fund Inc.), which is another agency similar to the Habitat organization. He asked the Assessor if properties held by this organization are also exempt from taxes.

After making a call to the office, the Assessor assured that the property held by NCALL is exempt.

Chairman Garfinkel informed Mr. Gallo that he does not see a problem granting the exemption, as long as the building is not going to be rented out.

Mr. Gallo assured the Board that the building will only use by his organization. He went on to explain that if he is not able to convert the building within the next couple of years, he will try to sell it, which will put the property back on the tax rolls.

Mr. Burns made the motion to accept the exempt request for 223 W. Division Street with the prevision, that the building will only be used for office space for the organization.
Mr. Galvin seconded the motion. Motion carried 3-0.

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

2.B. Whatcoat Community Development Inc.

Location:	**Exempt Request:**
992 Whatcoat Village Dr.	$4,186,800

BACKGROUND AND ANALYSIS

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

This property has been under this ownership since 1970. They are currently paying property tax to the City of Dover

RECOMMENDED ACTION:

Recommend that the request for exemption be reviewed.

Present for the meeting were:

Christopher Lamb Esq., attorney for the property owner
Vandana Sareen, VP of the Development for The Michaels Organization
Kara Velez, Community Manager for Whatcoat Village Apartments
Mr. Hill and Mr. Adams, Representing Whatcoat Community Development Inc.

Mr. Lamb started by informing the Board of Assessment Appeals where the property is located. He went on to let the board know that the current owner is Whatcoat Community Development Inc. which is a 501(c)(3) organization and had been incorporated in 1970.

Mr. Lamb went to read the purpose of the organization:

"The corporation is hereby organized, exclusively for a charitable and religious purpose, and the Business and object to be carried on and prompted by it is to provide, on a non-profit basis, Housing for low and moderate income families and families in need of housing where no adequate housing exists for groups, pursuant to Section 236 of the National Housing Act."

The attorney explained that the property consists of 78 rent restricted, family apartment units and that 57 units are subsidized by HUD (Housing and Urban Development). He also mentioned that DSHA (Delaware State Housing Authority) and HUD regulate the properties and that tenants are mostly minorities and very low income and that the property qualifies for the exemption under 9 Del. C. § 102-182.

Per Mr. Lamb, the property is in need of substantial renovations, costing a lot of money. Therefore, the property would not be able to carry the full tax load. He also explained that the owner realizes the burden the property is putting onto the city and is therefore offering to enter into a $9,000 PILOT (Payment in Lieu of Taxes) with the City of Dover. This offer has also been extended to Kent County for $10,000.

It was also explained that the property, because of its nature, is eligible for tax credits. These credits are sold to Investors; this money is then used to do this substantial renovation.

Ms. Sareen pointed out that under the low income tax credit all units would be subsidized units, meaning by law the income of the residence should be 60% below national average, however the property owner has committed to have the average income at 35% of the median income in Kent County Delaware, which would mean the yearly income per family would be approximately between $15,000 to $20,000.

Mr. Burns asked if the property is currently paying taxes and how much those are, since the city would be losing those taxes for a long time to come.

The Assessor told the board that the current taxes are approximately $16,000.

Mr. Lamb expressed that he is hoping the $9,000 PILOT will be accepted by the city as they do not want to be a burden.

Mr. Burns asked the Assessor what her recommendations are?

Mrs. Bundek replied that based on the City Solicitors recommendations, the property should be granted the exemption.

Mr. Burns made the motion to approve the exempt request with the recommendation that the city manager give the offered PILOT serious consideration.

Mr. Galvin seconded the motion. Motion carried 3-0.

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

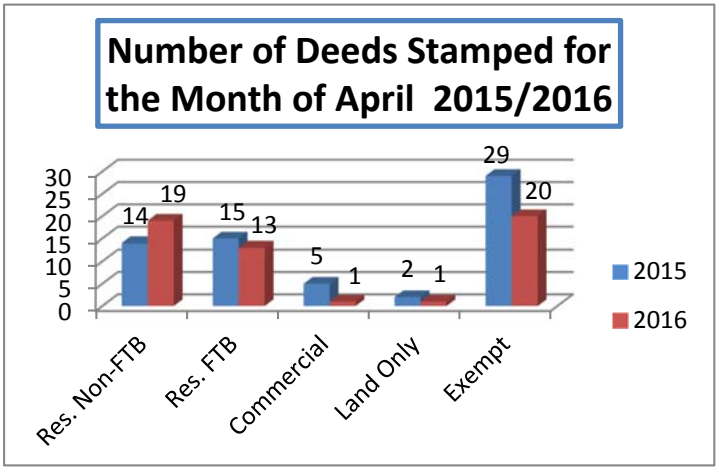
Meeting was adjourned at 9:47 A.M.

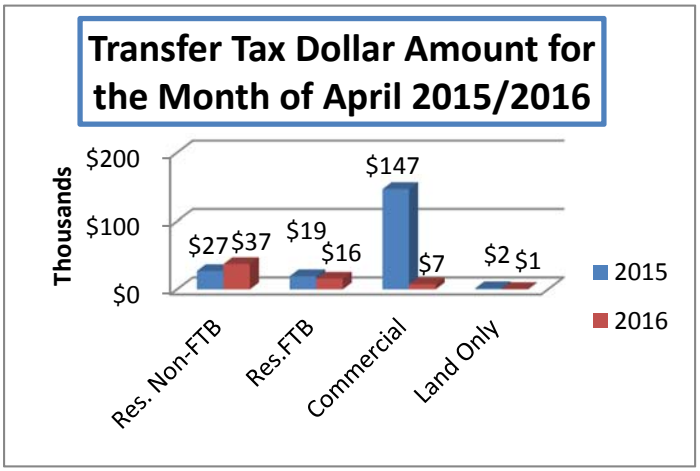
Monthly Report
April 2016

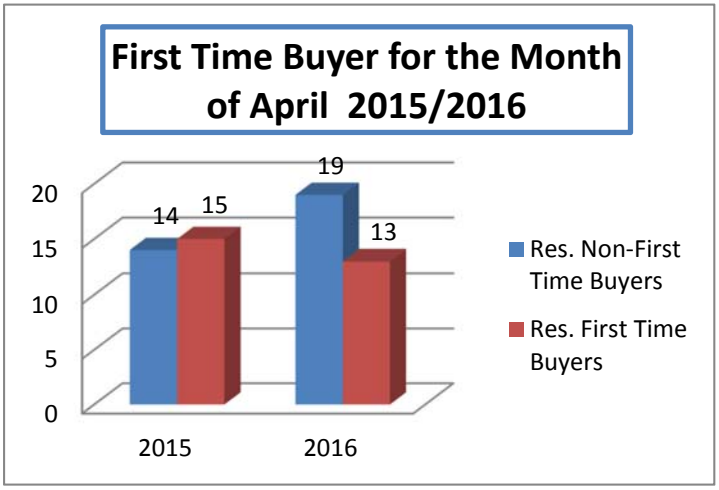


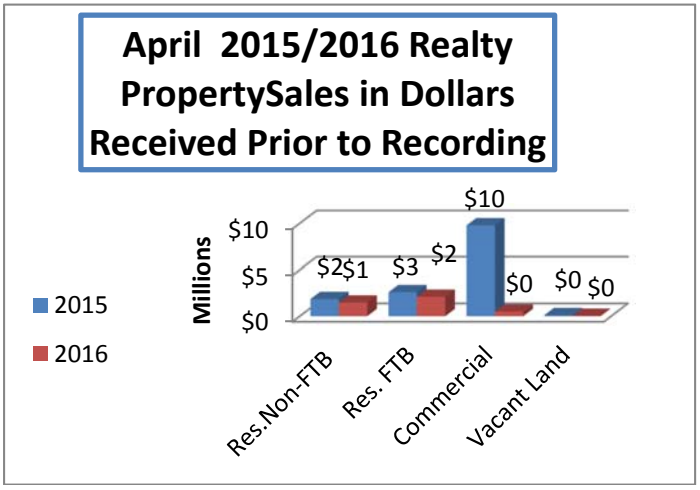
Office of City Assessor

ASSESSOR'S REPORT









Major Updates

	February -16	March - 16	April - 16
Assessment Change	$449,400	-$542,400	$1,815,900

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
23	$3,278,500	$3,452,925	0.94	1.09

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

Supplemental Billing

- April Supplemental bills went out totaling $5,984.49

Appeals

- Posted Assessment Register on the web, in City Hall, Dover Library and Assessor's Office.

- Appeals submitted by the April 29, 2016 deadline:

Commercial: 3
Residential: 4
Exemption Request: 14

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.14-01-38.00	3	R10	132 BALTUSROL RD	1	5	1973	2	2220	C+	AV	198,800	26-APR-16	220,000	.90
ED05-067.17-04-45.00	3	R10	16 ARBOR DR	1	6	1993	2	2166	B-	AV	188,100	11-APR-16	209,850	.90
ED05-067.19-03-18.00	17	R10	735 BICENTENNIAL BLVD	1	3	1987	1	2027	B-	AV	204,100	18-APR-16	215,000	.95
ED05-068.10-03-81.00	13	R10	936 MCDOWELL DR	1	16	1967	1	1680	C	GD	134,800	15-APR-16	139,900	.96
ED05-068.14-03-13.00	13	R10	1231 HARRISON DR	1	5	1964	2	1524	C+	AV	125,200	26-APR-16	138,600	.90
ED05-068.15-05-15.00	6	R10	209 TEA PARTY TRL	1	13	2011	2	1912	B-	AV	151,800	29-APR-16	162,000	.94
ED05-076.03-02-83.00	14	R10	328 TRIBBITT ST	1	13	2014	2	1396	C+	AV	118,200	29-APR-16	145,000	.82
ED05-076.05-07-34.00	3	R10	221 PEBBLE VALLEY DR	1	5	1995	2	2276	B+	AV	208,100	05-APR-16	269,000	.77
ED05-076.06-01-29.00	103	R50	10 CHASE HALL	1	20	1973	1	1730	B	GD	101,100	18-APR-16	110,000	.92
ED05-076.06-01-48.00	103	R50	5 ESSEX HALL	1	20	1973	1	794	B	GD	56,800	27-APR-16	54,000	1.05
ED05-076.06-03-21.00-	17	R10	254 GREEN BLADE DR	1	13	1983	2	1120	C	AV	84,500	22-APR-16	85,000	.99

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
001														
ED05-076.06-08-36.00	17	R10	137 PERIWINKLE DR	1	13	1994	2	1112	C+	AV	100,100	27-APR-16	121,000	.83
ED05-076.07-02-04.00	17	R10	751 BICENTENNIAL BLVD	1	3	1994	1	1970	B-	AV	199,200	19-APR-16	200,000	1
ED05-076.13-04-05.00	14	R10	226 NORTHDOWN DR	1	13	1999	2	1364	C+	AV	118,600	01-APR-16	109,000	1.09
ED05-076.20-02-30.00	12	R10	1128 YEARSLEY DR	1	16	1963	1	1704	C+	AV	143,000	18-APR-16	110,000	1.3
ED05-077.05-02-10.00	8	R10	160 PENNSYLVANIA AVE	1	5	1933	2	2612	B+	AV	219,600	21-APR-16	242,500	.91
ED05-077.07-01-16.00	6	R10	167 HOLMES ST	1	13	2003	2	1440	C	AV	118,700	22-APR-16	129,900	.91
ED05-077.09-04-65.00	8	R10	305 S GOVERNORS AVE	1	1	1849	2	3394	C+	AV	195,100	11-APR-16	200,000	.98
ED05-077.11-04-68.00	2	R10	449 BARRISTER PL	1	13	1972	2	1224	D+	FR	48,300	13-APR-16	58,000	.83
ED05-077.17-03-13.00	4	R10	1036 S BRADFORD ST	1	14	1961	1	1292	C	GD	124,100	29-APR-16	133,675	.93
ED05-077.17-04-41.00	4	R10	15 LOTUS ST	1	14	1961	1	1232	C	AV	129,300	14-APR-16	100,000	1.29
ED05-085.08-01-18.00	12	R10	715 OAK LN	1	14	1962	1	1692	C	GD	164,100	08-APR-16	142,500	1.15
ED05-085.08-01-34.00	12	R10	720 OAK LN	1	16	1961	1	1704	C+	AV	146,900	12-APR-16	158,000	.93

CITY MANAGER'S MONTHLY REPORT



APRIL 2016

Monthly Highlights

Customer Service

- In the month of April, we processed 5,896 credit card payments for the month totaling $1,145,256.75.

Human Resources

- ICMA Training for City Staff.

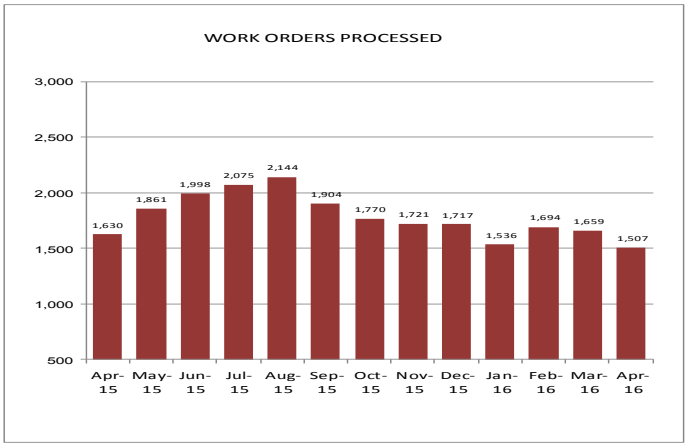
Library

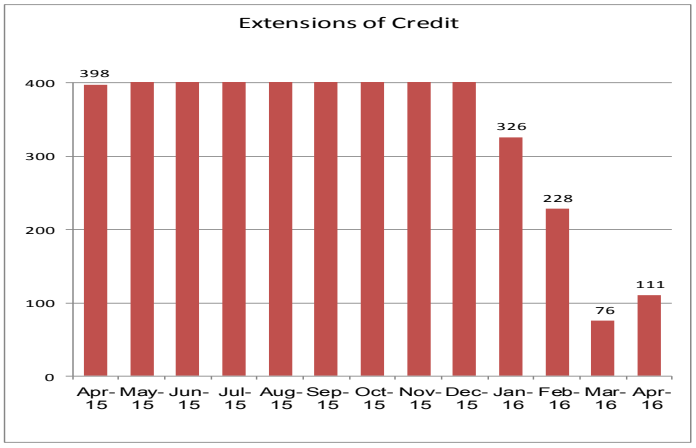
- 1,152 attended 65 programs for adults.
- 652 attended 30 programs for teens.
- 906 attended 45 programs for children.
- 18 volunteers completed 287 hours of service.
- 376 attended 30 programs/classes coordinated through the Job Center.

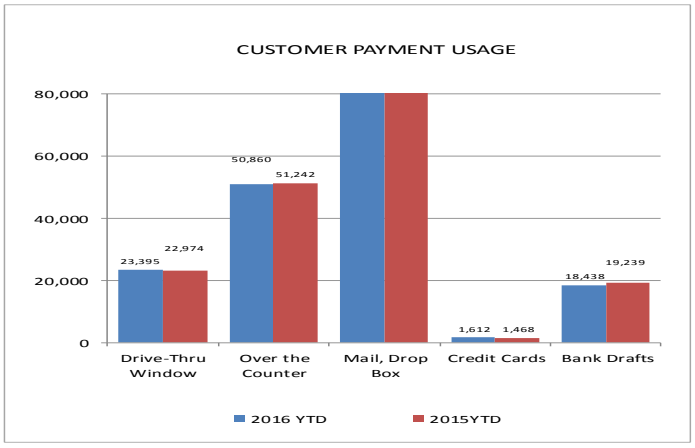
Public Works

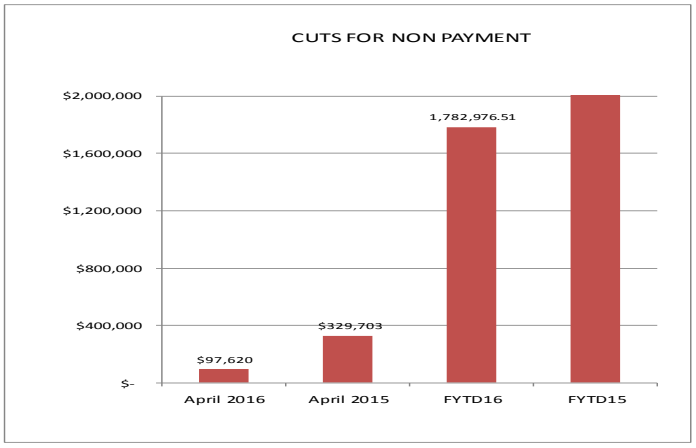
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Apr 2016	Apr 2015	Difference	FY 2016 Year-to-Date	FY 2015 Year-to-Date
Number of Customers Served	20,051	20,583	(532)	209,976	209,319
Final Bills	563	608	(45)	6,816	6,428
Estimated Bills	184	177	7	2,287	1,743
Penalties Posted	$ 7,061	$ 21,331	(14,270)	$ 138,922	$ 185,029
Extensions of Credit - Amount Extended	$ 27,830	$ 114,826	(86,996)	$ 871,807	$ 843,828
Balance Transfers	$ 51,871	$ 28,040	23,831	$ 226,955	$ 63,294
Utility Collections	$ 20,710	$ 426,498	(405,788)	$ 391,856	$ 605,044
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 124,669	$ 167,542	(42,873)	$ 1,240,622	$ 984,482
CNP through Disconnect Collars	$ -	$ -	-	$ -	$ -
Court Cases	$ -	$ -	-	$ -	$ -
Tamperings	$ -	$ -	-	$ -	$ -
Taxes Levied (includes carry forward)	$ -	$ 491,432	(491,432)	$ -	$ -
Billing Adjustments	$ -	$ (2,498)	2,498	$ -	$ -
Total Taxes Collected	$ -	$ 56,341	(56,341)	$ -	$ -
Taxes Outstanding	$ 196,935	$ 432,593	(235,658)	$ -	$ -
Payments in Lieu	$ -	$ -	-	$ -	$ -

HUMAN RESOURCES

Category	April 15	May 15	June 15	July 15	August 15	Sept 15	Oct 15	Dec 15	Jan 16	Feb 16	March 16	April 16	Total
Caucasian*	289	291	290	291	290	296	300	298	297	296	299	301	N/A
Minorities*	61	63	63	64	64	67	66	67	66	67	68	67	N/A
Hired	5	9	3	8	2	12	1	3	0	2	9	3	57
Terminated/Resigned/ Retired/Other	7	4	4	4	1	4	1	5	2	2	5	2	41
Transferred/Promoted	0	0	4	0	1	0	0	1	1	1	1	4	13
Jobs Posted	2	2	2	1	7	9	4	3	3	2	5	10	50
Workers Comp. Injuries	3	2	2	0	4	6	7	1	3	0	1	4	33
Workers Comp. Hours	97	231	115	260	42	24	211	10	0	166	144	73	1373
Insurance Claims	0	2	2	0	3	1	3	1	5	4	5	1	27

338 **Full-time Employees: Part-time Employees:** 30 (*4 Pitts Center, 1 Recreation, 14 Library, 3 Customer Service, 1 Central Services, 7 Police Department) -Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.
** August 2015 Pitts Center Number reduced to 4 to reflect error in July 2015
Positions Hired: Library Page (part-time); Utility Maintenance Mechanic I (Public Works); Gardener I (Public Works)
Position Resigned/Retired/Terminated: Parking Enforcement Officer; Motor Equipment Operator I (Streets)
Position Transferred: Librarian I to Librarian II; Fire Dispatcher to Inspector I (Code Enforcement); Office Assistant II to Administrative Assistant (City Clerk); Inspector III to Patrolman
Positions Posted: Gardener II; Motor Equipment Operator I (Water/wastewater); Motor Equipment Operator II (Water/wastewater); Motor Equipment Operator II (Grounds); Motor Equipment Operator I (Sanitation); Water Service Person (In-House); Utility Maintenance Mechanic II; Crew Leader (Grounds); Motor Equipment Operator I (Streets); Police Clerk I

Recruitment Information (Positions closed in April)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Parking Enforcement Agent	15	8	5	2	5	7	-	-	1	2	7	8
Police Clerk	41	35	3	3	4	28	5	-	1	3	15	26
Fire Dispatcher	16	10	3	3	3	9	-	-	1	3	4	12

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	April 15	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	March 16	April 16
Electric	2	3	2	1	2	2	2	3	3	3	4	5	5
Public Works	13	17	16	18	17	16	16	14	12	13	14	12	10
Police	4	2	3	5	5	1	2	2	2	2	2	4	4
All Other Departments	5	4	6	11	9.5	7.5	7	8.5	10	12	10.5	8	7
Totals	24	26	27	35	33.5	26.5	27	27.5	27	30	30.5	29	26

**Not used for Budgeting Purposes*

[2]**The following has been updated to reflected the Fiscal 2015-16 Budget**

Electric: Generation Manager, Transmission and Distribution Coordinator, (2) Substation Technician; Key Accounts Representative

Public Works: Utility Maintenance Mechanic II/Wastewater; Motor Equipment Operator I (Sanitation); Motor Equipment Operator I (Streets); Gardener II (Grounds); (2) Motor Equipment I Water/wastewater; Public Works Operations Manager; Motor Equipment Operator II (Grounds); Motor Equipment Operator II (Water/wastewater); Crew Leader (Grounds)

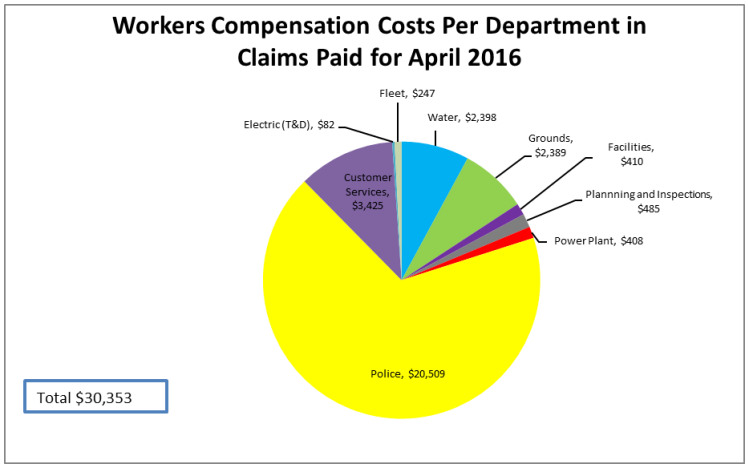
Police: (2) Cadet; Building Maintenance Craftsperson, Parking Enforcement Officer

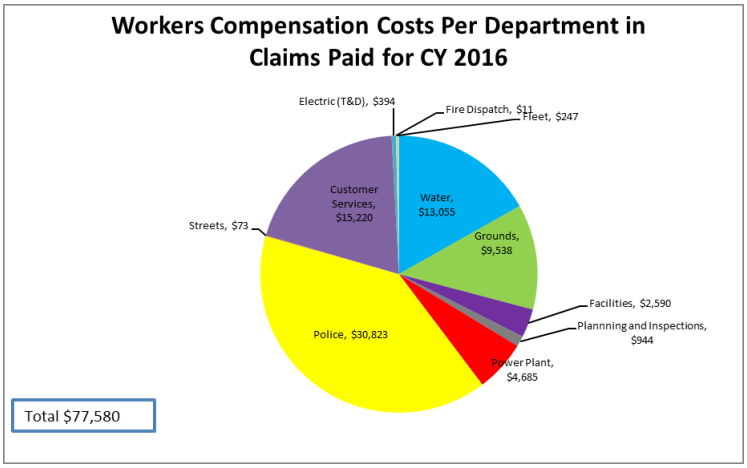
All Other Departments: Customer Service Clerk, Collections (Part-time), (1) Library Clerk I (part-time), Administrative Assistant (Information Technology-part-time); Accountant I, Finance (part-time), AS400/System Operator (Information Technology), Fire Dispatcher; Librarian I; Office Assistant II (Inspections); Inspector III (Fire Marshall)

HUMAN RESOURCES
continued

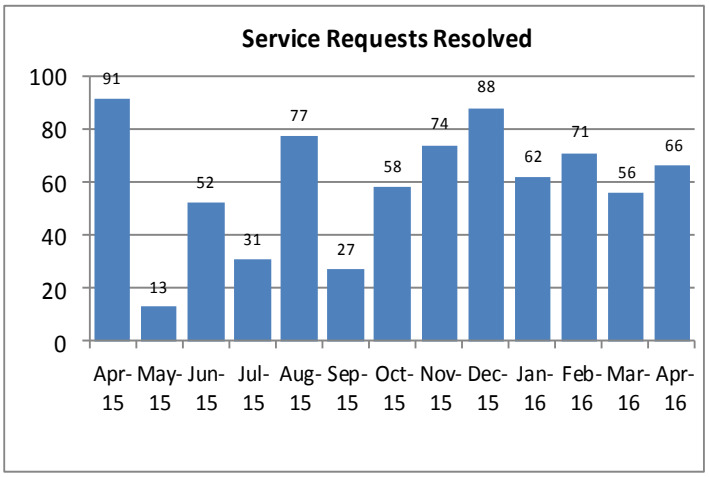
Turnover Statistics							
	2010	2011	2012*	2013 *	2014	2015	2016
Total Turnover %	5.57	6.75	11.00	10.91	6.02	11.77	3.01
Termination Turnover %	0.27	1.08	0.29	1.47	.57	.28	--
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	7.56	2.19
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	4.20	.82
*** Healthcare cost sharing implemented**							
**** Healthcare cost sharing implemented for DOE**							

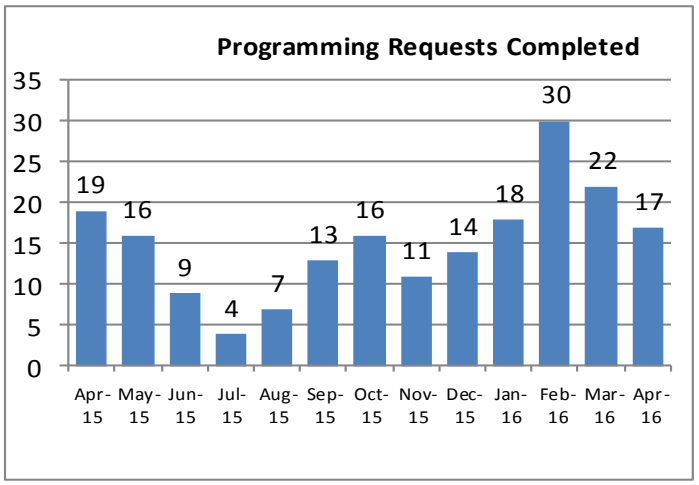
Average Employees							
	2010	2011	2012*	2013*	2014	2015	2016
Total Number of Employees Separating from Service	21	25	38	37	21	42	11
Average Number of Full-time Employees	362	356	333	325	331	333	337
Average Number of Part-time Employees	16	15	12	14	18	24	29
*** Healthcare cost sharing implemented**							

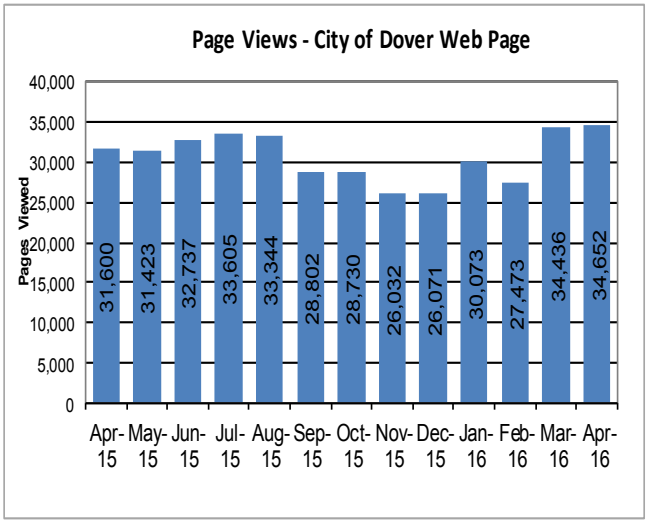




INFORMATION TECHNOLOGY



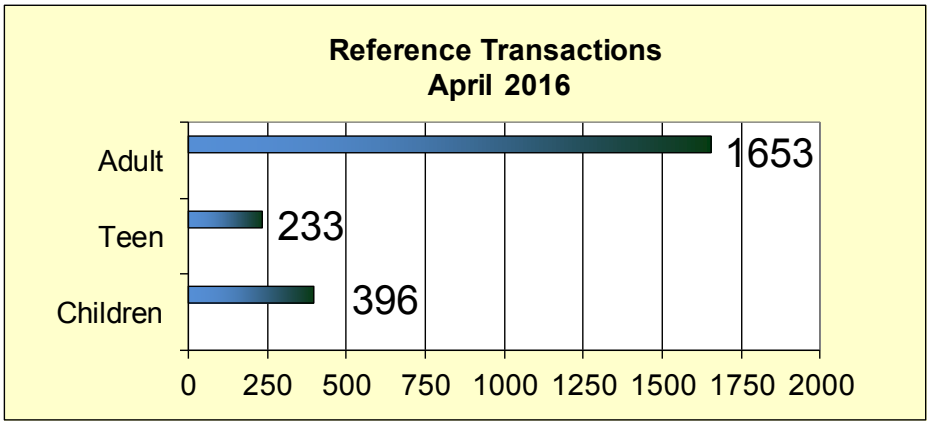




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	360	360	372
Scheduled PCs Replaced	-	-	-
Servers Supported	35	35	30
People Trained	4	15	8

Availability Statistics based on 7:00 AM until 5:00 PM Monday—Friday

LIBRARY



Circulation	April 16		FYTD 16		April 15		FYTD 15
Dover residents	17,868		185,681		18,562		202,054
Ebooks	2,555		25,732		2,163		20,379
Kent residents*	10,820		113,843		12,602		134,483
Non-county residents	1,510		18,912		1,601		19,660
Registrations							
Dover residents	233		3,619		337		3,519
Kent residents*	23		319		16		390
Non-county residents	5		59		3		62
Other							
Visiting Patrons	29,254		279,867		25,668		280,234
Meeting Room Usage	2,019		15,393		2,120		17,915
Photocopier Usage	1,335		12,206		1,332		11,094
Computer Printing Usage	3,997		33,713		3,418		31,907
Computer Users	3,931		44,863		4,913		47,288
Wireless Computer Users	1,180		16,957		1,939		17,506
Holds (Total)	6,914		68,764		6,077		65,568

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 211	Harrington: 0
Milford: 70	Milford: 1
Smyrna: 677	Smyrna: 2
Outside City Limits: 9,862	Outside City Limits: 20

Total Registered Users: (Card Holders)

City: 28,421 Kent County: 11,635 Outside Kent County: 1,039

Other Points of Interest:

Inter/Interlibrary: 74 items loaned out
60 items borrowed

Technical services: 2,147 items added
2,463 items deleted

Volunteers: 287 hours of service completed

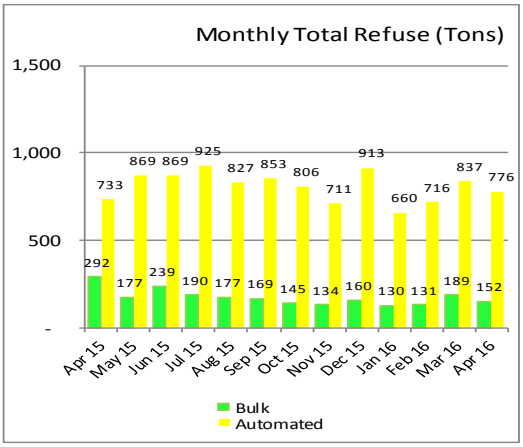
PUBLIC WORKS

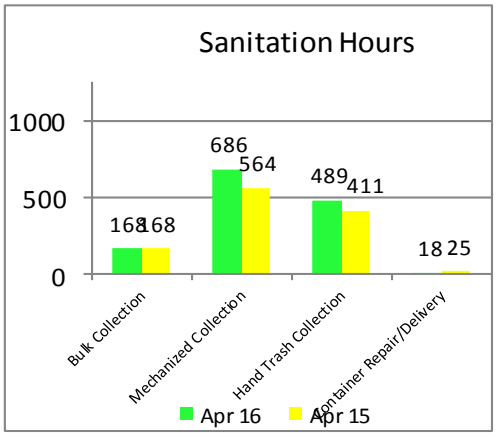
Administration

Administrative review and inspection services continued on all residential and commercial developments. The following residential subdivisions are in various phases of construction:

Oak Shadows	Emerald Pointe	Eden Hill (Residential)
Patriot Village	Clearview Meadows	

Sanitation





	APRIL 16	FYTD 16	APRIL 15	FYTD 15
Trips to DSWA Sandtown Landfill	165	1,718	164	1,802
Total Tonnage to DSWA	928.34	9,603.31	1,024.30	12,551.48
90-Gallon Containers Delivered	59	572	20	312
300-Gallon Containers Delivered	0	0	0	38
Total Man Hours-containers Delivered	18	162	25	343

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
April 2016	18,608	9,304	316,320	17.00

PUBLIC WORKS

Streets	APRIL 16	FYTD 16	APRIL 15	FYTD 15
Signed Installed	17	61	21	311
Signs Repaired	17	89	18	131
Curbs Painted Yellow (feet)	12,717	13,998	12,126	12,809
New Post Installed	14	75	4	40
Storm Catch Basins Repaired	0	11	3	14
Storm Catch Basin Repairing (Hrs.)	6	69	29	122
Storm Catch Basins Cleaned	2	422	10	212
Storm Catch Basins Cleaning (Hrs.)	3	80	24	118
Hot Mix Patching (Tons)	8	8	0	6.00
Hot Mix Patching (Hrs.)	8	8	0	73
Cold Mix Patching Hrs.)	9	80	41	258
Concrete Work (Hrs)	24	76	2	164
Concrete Patching (Cubic Yards)	7.75	8	0	0
Ditch Work (Hrs).	0	28	36	39
Street and Alley Maintenance (Hrs)	0	88	22	547
Street Sweeping (Miles)	1,434	10,026	1,447	7,791
Street Sweeping (Cubic Yards)	96	840	288	1,858
Leaves Collected (Cubic Yards)	138.5	11,378	1,075	8,676
Leaf Collection (Miles)	208	7,099	860	4,796

Grounds

Total Work Orders = 8	General = 5	Arborist = 3

Arborist Crew	April 2016	April 2015
Trees Trimmed	21	80
Trees Removed	2	3
Stumps Removed	0	24
Root Pruning	0	0

Beautification Crew

Transplanted plugs into pots
Cleaned up tree wells along State & Loockerman Streets
Removed loose bricks and stones in sidewalk along Loockerman Street
Mulched tree wells along State & Loockerman Streets

Mowing Crew

Mowing crews continued general clean-up operations.
Mowing crews began mowing on the 11th
Contractor began mowing on the 18th

Athletic Field Maintenance

Prepping athletic fields for upcoming spring season.

- Lining athletic fields
- Filling, dragging, and prepping infields

Litter Removal

Litter person has been doing an outstanding job with emptying trash cans and picking up litter

Miscellaneous

Removed weeds and woody plants from storm water management areas
Clean up and mowing of City owned properties on S New Street

Geographic Information Systems (GIS)

Citizen	A citizen requested a copy of the 42"x56" Dover Flower B+C3:C125 Had to reconnect all the pictures. Printed out a copy for pick up.
Parks & Recreation	Updated the existing Dover Park Run map and Little Creek Bike Route map for the Dover Duathalon event. Could not print at the time because of plotter maintenance.
Parks & Recreation	Met with requester to make further modifications to the Dover Duathalon maps. Created two new maps, one of the second loop of the run portion and one of the run/bike transition area in detail.
Parks & Recreation	Printed out 4 maps for the requester on the Electric Admin plotter.
Planning	Create Nonconforming Collector Application
Planning/Parks & Recreation	Participated in Youth Government Day by presenting an Aerial Golf Tournament. Explained the rules, watched the game, presented winners.
Public Works	Updated the Easements layer with new data from requester.
Public Works	Attended the 2016 Delmarva GIS Conference.
Public Works	Created water, sewer and storm water maps of the area around the Crawford Carroll Avenue Ext site. Provided requester with PDF copies.
Public Works	Attended the GIS Tech Subcomittee meeting at the State's DTI facilities as the municipal representative to the group.
Public Works	Completed the creation of a layer displaying County parcels that are in the City's CPCN area.
Public Works/Century Engineering	Created water, sewer and storm water utility maps of the area around the Division Street bridge over the St Jones River for Century Engineering to use to plan the Senators Bikeway Bridge.
Public Works/City Manager's Office	Created a Flushing Areas layer and put together a map template to create a map of where water main flushing was occurring each night. Created PDF maps of each zone and sent them to requester. Maps were posted on Social Media for Public consumption.

Fleet and Facilities Management

PM Work Orders Completed:	**15**	Number of Tire Repairs:	**7**	Number of Road Repairs:	**5**
Other Work Orders:	**66**	Repair Hours:	**161**	Road Repair Hours:	**5**
Total Work Orders:	**81**	Fabrication Hours:	**4**	Misc. Hours:	**N/A**
PM Hours: **142.5**					

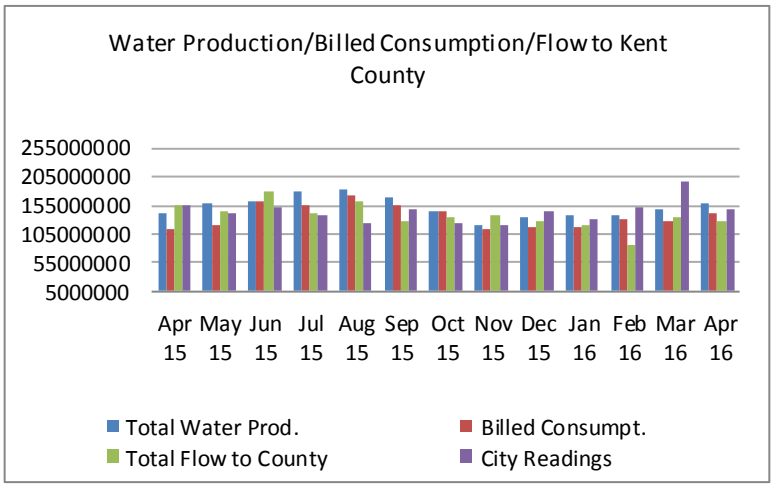
 # Of Scheduled PM's: 40
 # Of Scheduled PM's: Completed: 2

Major Program Updates

MEASURE	April 2016	April 2015	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	2 out of 40 5.0 %	6 out of 40 15.0%	**-- 10.0%**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	29 out of 29 100 %	24 out of 26 92.31 %	**+ 7.96 %**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	3 out of 3 100 %	0 out of 0 100 %	**0 %**

PUBLIC WORKS
continued

Water/Wastewater



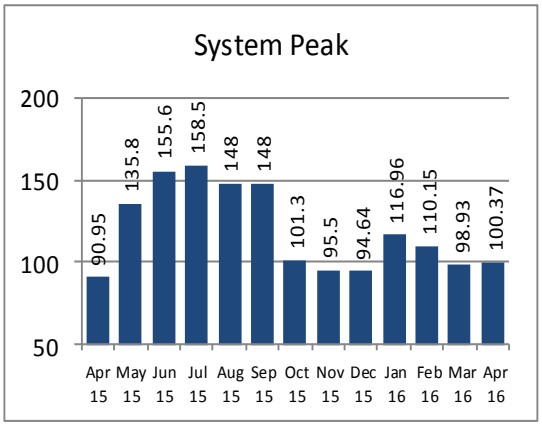
ENGINEERING SUMMARY

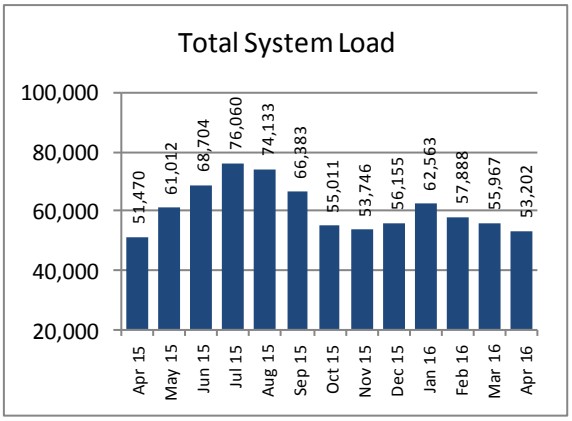
Major Program Updates	APRIL 16	APRIL 15	DIFF	FY16 YTD	FY15 YTD
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	25	18	+ 7	85	105
Plan Review Completed With-in 30 days of Submission	8 plans 100%	plans 100%	-7	78	94

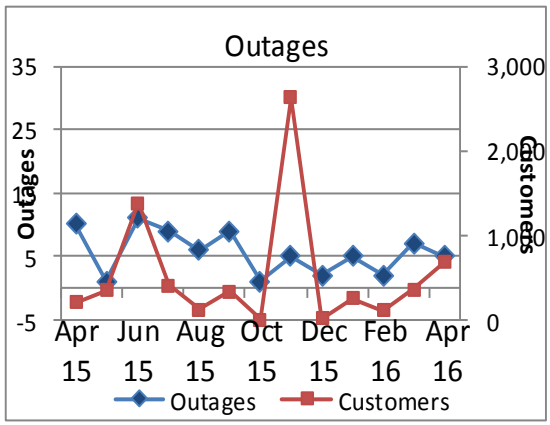
OPERATIONAL SUMMARY

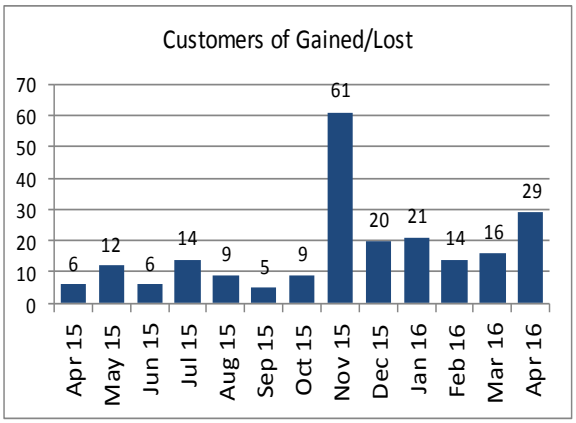
Task	APRIL 16	APRIL 15	CURRENT FY
Water Production - Daily Average	5,316,100	4,708,200	1,515,145,000
Average Field Response Time (goal is <30 minutes)	18.64	18.50	18.14
Water Mains Repaired	2	1	12
Water Service Lines Repaired	0	0	13
Wastewater Mains Repaired	0	1	5
Wastewater Service Lines Repaired	1	0	6
Sewer Lines Flushed - linear feet	19,388	10,037	500,795
Sewer Mains Videoed -linear feet	514	0	11,571
Total Fire Hydrants in Service	1,820	1,820	1,820
Total Water Meters in City Distribution System	14,423	14,192	14,423

ELECTRIC DEPARTMENT









Outages: 5 Customers: 672

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 16 YTD	FY 15	FY 14
25.64	45.94	67.76

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**
1	19	41 Minutes	33.99 Minutes

PROGRAM UPDATES	APR 16	APR 15	FY16 YTD
Tree Trimming	267	498	3206
Number of Oil Releases	0	0	2
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	29	6	198

April 2016 Electric (EE Capital Improvement Projects (CIP)		
S:\Shared Data\Electric Department Bi Weekly Meetings\Capital Improvement Projects Status\2016		
Project Number	**Description**	**Update**
EE1500	**69kV Rebuild (Horsepond to Long Point)**	**Progress: In discussion about possible relocation of some poles for irrigation | Received permit | Poles arrive in May**
		Schedule: FY15 is for Design |FY16 budget is for construction | Poles are expected in May 2016
EE1509	**West Dover Connector - State of DE**	**Progress: Poles are in| 1 phase is moved**
		Schedule: Waiting for UG
EE1513	**Town Pointe Distribution Feeders**	**Progress: 10% Complete on setting TXs and peds**
		Schedule: In progress
EE1516	**Chestnut Grove Subdivision**	**Progress: Phase I complete to include lights**
		Schedule: Phase I Complete, Phase II will be new project
EE1524	**Lenders Lake Apartments**	**Progress: Equipment set | 70 meters left to install and 1 TX to complete Phase 1 | Phase 2 designed, calculating primary fee | 3 more TX pads have been set, close to needing TX**
		Schedule: Waiting on phase II
EE1537	**Kirby & Holloway Restaurant**	**Progress: Primary Design complete | Waiting for primary fee payment**
		Schedule: Waiting on customer
EE1607	**Horsepond URD Distribution Feeder**	**Progress: Permit received | Environment concerns addressed | Directional Bores Complete | Need to rework budget due to additional boring needed | It is too hard for crew to dig | Need to add money to project for 6" boring | Poles are set**
		Schedule: Contracted work has begun
EE1618	**Lakeland Distribution Feeder**	**Progress: COMPLETE**
		Schedule: COMPLETE
EE1636	**Clearview Meadows Phase 4**	**Progress: Primary conductors and equipment installed | Pump station has been energized | All requested lights have been installed | Done until customer raises and levels equipment…we need to pull wires**
		Schedule: In progress waiting on customer
EE1640	**Round Barn Farm**	**Progress: Installing 480 volt service for new grain elevator | Waiting on customer**
		Schedule: Preliminary Stages of design waiting on customer

ELECTRIC DEPARMENT
continued

EE1643	**Winner Volkswagen**	**Progress: New service to new show room |Design complete | Waiting on payment and pipe install**
		Schedule: Waiting on customer
EE1644	**Retreat Pump Station Reno-vation**	**Progress: Station upgrade from 120/240 Volt to 208Y/120 volt | Design completed and waiting on public works | Contracts are awarded vault | 8-12 weeks lead time**
		Schedule: Waiting on customer
EE1646	**Loockerman Retail**	**Progress: Met with electrician | Preliminary design complete | Pad is allocated**
		Schedule: Waiting on customer
EE1647	**Ollies**	**Progress: COMPLETE**
		Schedule: COMPLETE
EE1648	**Blue Hen - UG**	**Progress: Met with customer and received updated drawings | Waiting on payment | Starting foundations**
		Schedule: In progress
EE1520	**69Kv Cable Replacement North St. Substation**	**Progress: Work to begin this fiscal year | In planning stages | May push out to FY18**
		Schedule: Planning stages
EE1650	**Live Front with Dual TX Replacement**	**Progress: Preliminary design | waiting on finance**
		Schedule: Waiting on finance
EE1651	**Papen Farms Irrigation**	**Progress: COMPLETE**
		Schedule: COMPLETE
EE1509	**West Dover Connector**	**Progress: Poles are in| 1 phase is moved**
		Schedule: Waiting for UG
EE1603	**Horsepond to DAFB, 69 Insulator Install**	**Progress: Received permit| Starting in April | 65% complete**
		Schedule: In process
EE1516	**Chestnut Grove**	**Progress: Phase I complete to include lights**
		Schedule: Phase I Complete, Phase II will be new project
EE1649	**Burlington - New Service**	**Progress: Ready to energize when secondary's are complete**
		Schedule: COMPLETE
EE1627	**Dover East**	**Progress: Work to begin this fiscal year. Will review existing design for possible tie point for Clearview**
		Schedule: FY2016

ELECTRIC DEPARMENT
continued

EE1500	**69kV Rebuild (Horsepond to Long Point) Cartanza**	**Progress: In discussion about possible relocation of some poles for irrigation | Received permit | Poles arrive in May**
		Schedule: FY15 is for Design |FY16 budget is for construction | Poles are expected in May 2016
EE1622	**Persimmon Tree Apts**	**Progress: Work to begin this fiscal year | Material has been allocated | Drawing/design is complete**
		Schedule: In progress
EE1619	**Route 8 - Mifflin Road**	**Progress: Work to begin this fiscal year | Might be night bore. Need to complete design**
		Schedule: FY2016
EE1621	**Townsend Bros.**	**Progress: COMPLETE**
		Schedule: COMPLETE
EE1617	**Oak Grove trailer park**	**Progress: Work to begin this fiscal year | Preliminary design completed**
		Schedule: FY2016
EE1652	**New Street Lights**	**Progress: | Preliminary design | Money was allocated last week**
		Schedule: In process
EE1610	**Frazier 900 Circuit Fault Indicators**	**Progress: Preliminary location design complete | waiting on bids to come back**
		Schedule: Waiting on bids

PrimeCare Medical Transport, LLC.

[redacted]

P.O. Box 839
Milford, DE 19963
302-422-0900
Fax: 302-422-1082

City of Dover
RECEIVED
MAY 10 2016
CITY MANAGER/MAYOR

PrimeCare Medical Transport, LLC.

APRIL

Total 911 ambulance runs	691
Gone on arrival/cancel	88
Transport refusals	22
Stand-by scene	06
Average response time	43 sec.
Average time to the scene	07 min. 25 sec.
Average time on scene	08 min. 50 sec.
Average time to the hospital	04 min. 35 sec.
Average daily responses	23
Average daily transports	19
Total patients transported	566

Monthly Management Committee Update

March 2016

Prepared By:
Arline Holloway
Client Services Manager
Phone: 904-360-1347
Email: aholloway@teainc.org

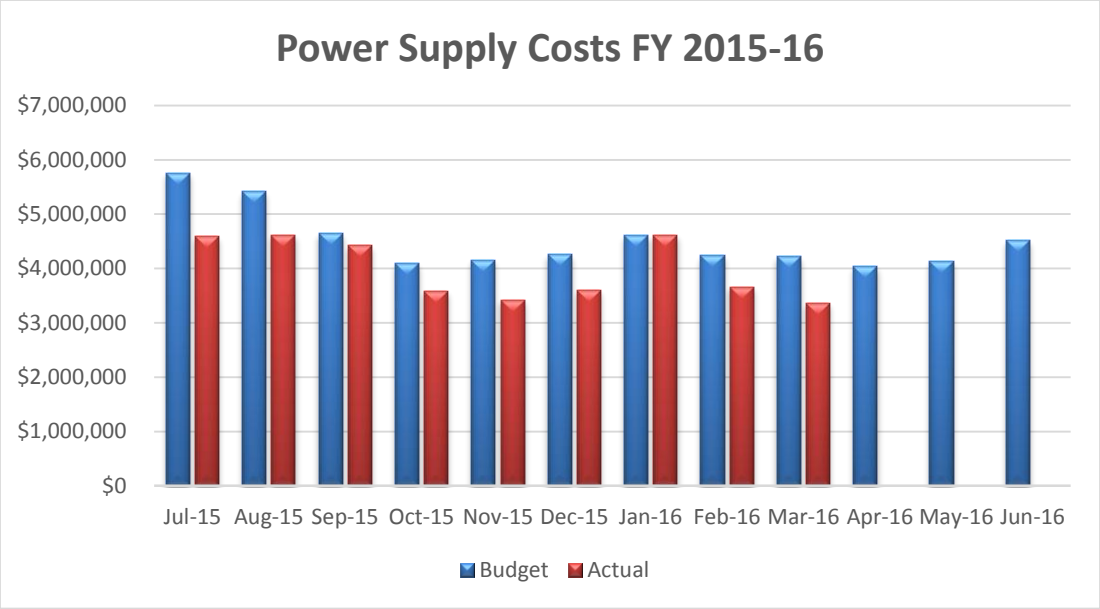
Date:
April 21, 2016

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I. EXECUTIVE SUMMARY

POWER SUPPLY SUMMARY



Overall Power Supply costs were $846,708 below budget, predominantly driven by bearish PJM-Energy, Congestion and Losses and lower PJM-ARR Transmission and Fees. PJM Energy, Congestion and Losses for the month totaled $(139,019.46).

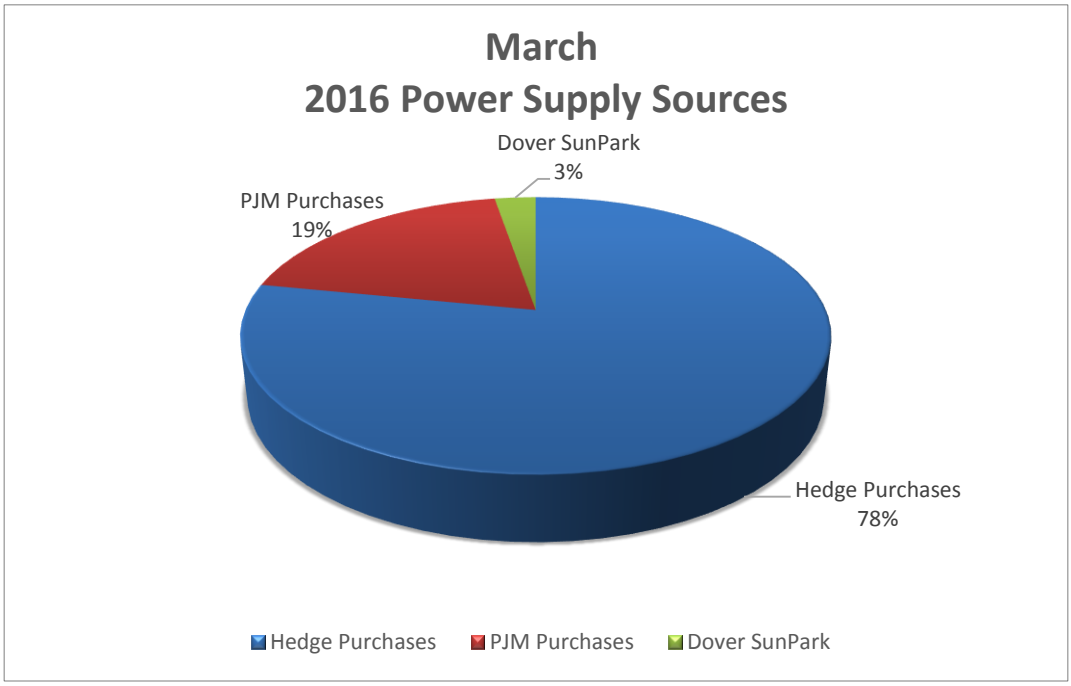
Dover's budgeted cost for all power supply (capacity AND energy) was $75.03/MWh. The actual cost of all power supply (capacity AND energy) was $59.61/MWh.

The actual cost of energy alone was $33.45/MWh as opposed to a budgeted energy cost of $44.88.

Dover's total load was 56,528 MWh versus a forecasted load of 56,200 MWh. Hedge purchases totaled 44,163 MWh, which was 78% of the actual load. The budgeted hedge purchase totaled 45,760 MWh, which was 81% of the budgeted load.

Dover's power purchases from hedge transactions totaled $1,826,269. Purchases from PJM (energy and fees) totaled $1,196,662. This number includes a Locational Reliability charge of $904,154 and a Day Ahead Spot Market Energy charge of $273,949. Dover's planned energy purchase from the SunPark solar installation was 1,605 MWhs. Dover's actual energy purchase from the SunPark installation was 1,517 MWh.

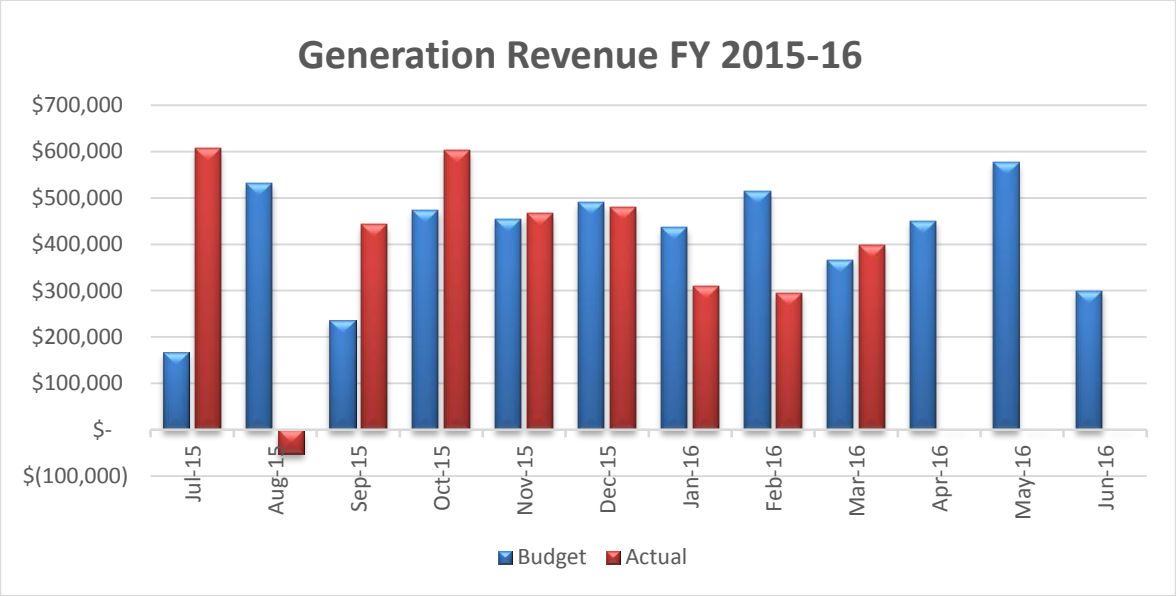
Supply Source Summary



Supply Variance

Purchased Power Variance Report:	March		
	Budget	**Actual**	**Variance**
Gross Load	56,200	56,528	(328)
Wholesale Load	54,595	55,011	(416)
Hedged Volume (MWh)	45,760	44,163	1,597
Unhedged Volume (MWh)	8,835	10,848	(2,013)
Dover SunPark Volume (MWh)	1,605	1,517	88
Renewable Energy Credits Volume	241	$ 138	103
Hedged Cost ($/MWh)	$ 41.04	$ 41.35	$ (0.31)
Unhedged Energy Cost ($/MWh)	$ 49.24	$ (12.81)	$ 62.05
Solar Energy Cost ($/MWh)	$ 130.16	$ 134.20	$ (4.04)
Energy Costs ($/MWh)	**$44.88**	**$33.45**	**$11.43**
All-in Costs - Energy, Capacity and RECs ($/MWh)	**$75.03**	**$59.61**	**$15.41**

GENERATION SUMMARY



Net Generation Revenue for the month of March was $398,173 versus a budget of $366,000.

Generation Breakdown:

City of Dover

Monthly Wholesale Generation

March 2016

Net Generation
0.00

				Formula
Production Margin				
PJM - Generation				
	Economic and Reliability Dispatch	$	-	A
Natural Gas & Oil Consumption				
	Purchases for Generation	$	-	
	Natural Gas Transport	$	-	
	Eastern Shore Cashout	$	-	
	Oil Consumption	$	-	
	Subtotal: Natural Gas & Oil Consumption	$	-	B
Gross Production Margin		$	-	C = (A + B)
$/MWh Generation Production Gross Margin		$	-	E = (C/D)
PJM - Capacity				
	Generation Capacity Credit	$	902,145.57	
	Reactive Supply and Transmission Losses	$	41,413.37	
	Subtotal: PJM - Capacity	$	943,558.94	F
All in Generation Margin				
	All in Generation Margin Total	$	943,558.94	(G = C + F)

EMISSIONS SUMMARY

Emissions Allowance and Solar Renewable Energy Summary through March 31, 2016

The reinstated Cross-State Air Pollution Rule (CSAPR) replaced the Clean Air Interstate Rule (CAIR) beginning January 1, 2015. The State of Delaware was included in the CAIR footprint but is not included in the CSAPR footprint.

The separate Clean Air Act Acid Rain Deposition Control Program (CAA Title IV), which governs SO_2 national allowance trading program, remains in effect for Dover. Beginning with the January 2015 report, TEA no longer includes a CAIR summary. It will continue to report on Dover's Clean Air Act Title IV SO_2 allowances.

Market liquidity for Title IV SO_2 allowances is very low, with few transactions occurring. The following table shows estimated values for Dover's banked allowances, based on a market price assessment published by SNL Energy.

Market Value for Clean Air Act Title IV Allowances			
Commodity	***$/Ton[1]***	***Tons***	***Market Value***
SO_2 Allowances – Title IV	$0.56	15,015	$8,408
Total			**$8,408**

Regional Greenhouse Gas Initiative

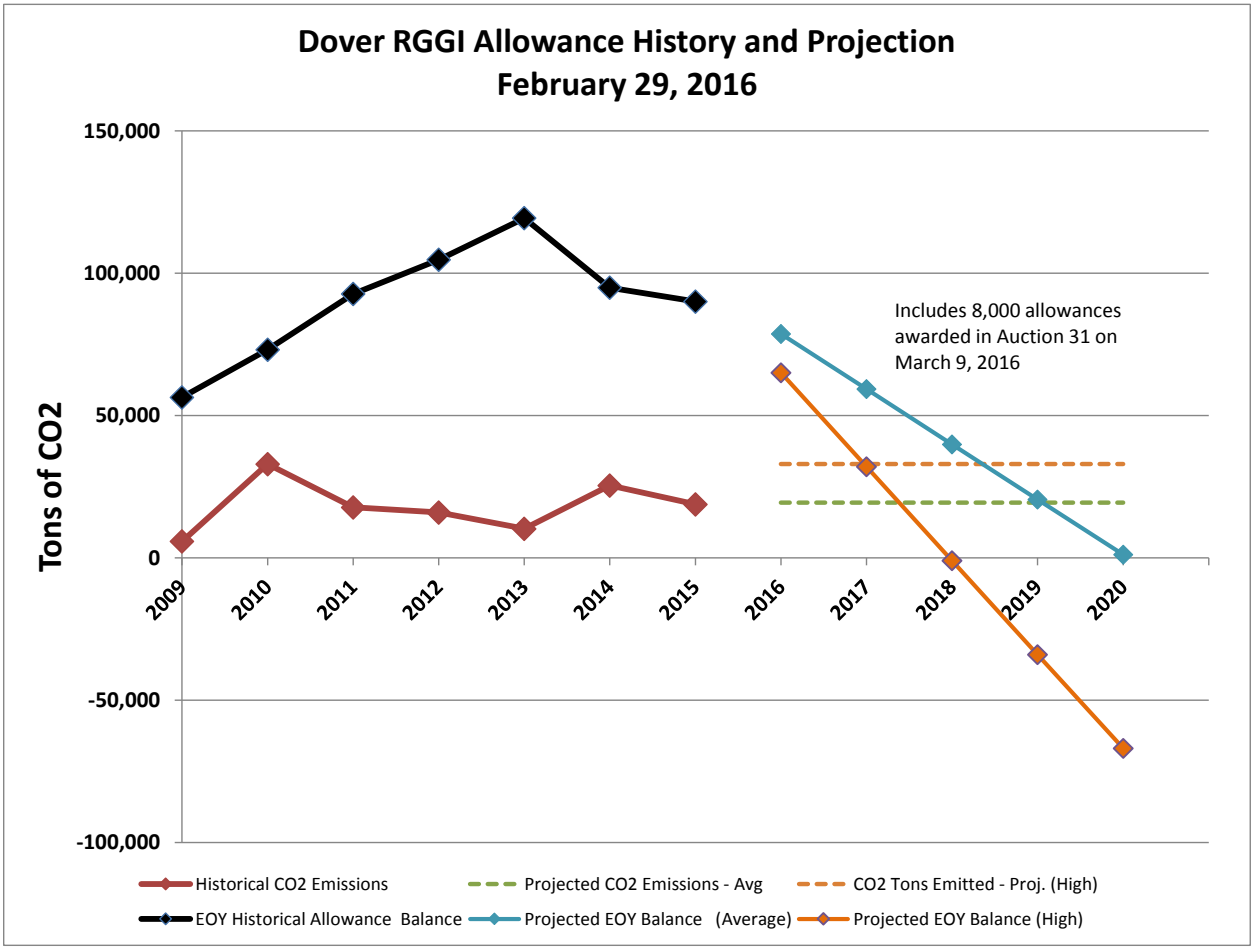
The State of Delaware is a participant in the Regional Greenhouse Gas Initiative (RGGI). The City of Dover must comply with RGGI by surrendering carbon dioxide (CO_2) allowances pursuant to the State of Delaware's laws (Title 7, Chapter 60, Sub-Title II-A).

Dover had more than a sufficient number of RGGI allowances allocated to cover its requirements through the first compliance period (calendar years 2009-2011) and second compliance period (2012 – 2014). Any unused allowances are carried over ("banked") for subsequent years. The table below includes Dover's historical activities, and includes projections through 2020. Two projections are presented: (1) future annual emissions based on the average for 2009 – 2015, and (2) future annual emissions based on 2010 actual CO2 emissions which was the highest emissions year between 2009 and 2015.

The table and chart indicate that Dover could run out of banked allowances as early as the end of 2018 under the high emissions scenario, and by the end of 2020 under the average scenario. Therefore, Dover has recently initiated a program to participate in RGGI's quarterly auctions to ensure it has adequate allowances in the future.

[1] April 18, 2016 Daily Power Report by SNL Energy

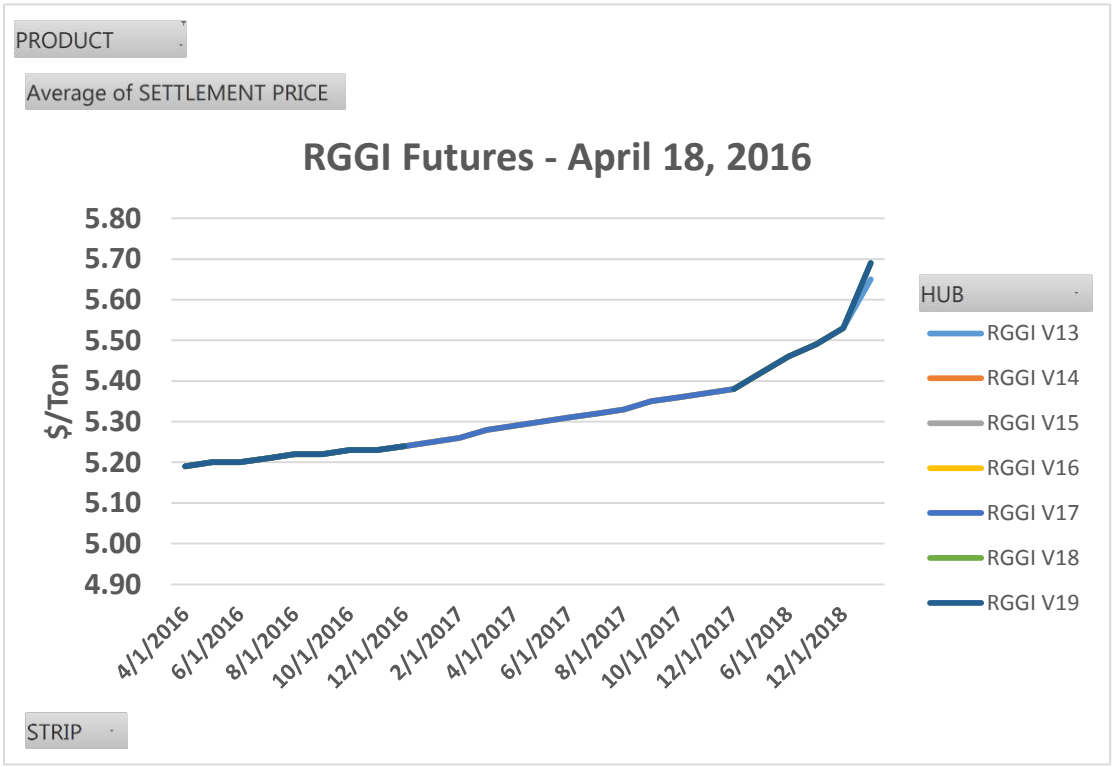
Dover, DE RGGI Allowance History and Forecast - February, 2016								
Compliance Year (CY)	CO2 Allowances Purchased	Allocated CO2 Allowances	CO2 Tons Emitted & Adjustments-Historical	EOY Historical Allowance Balance	CO2 Tons Emitted - Proj. (Avg)	CO2 Tons Emitted - Proj. (High)	Projected EOY Balance (Average)	Projected EOY Balance (High)
2009		62,184	5,796	56,388				
2010		49,747	32,971	73,164				
2011		37,311	17,746	92,729				
2012		27,983	15,957	104,755				
2013		24,818	10,230	119,343				
2014	**1,000**	N/A	25,427	94,916				
2015	**14,000**	N/A	18,828	90,075				
2016	**8,000**	N/A	14	98,061	19,384	33,000	78,678	65,061
2017		N/A			19,384	33,000	59,294	32,061
2018		N/A			19,384	33,000	39,911	-939
2019		N/A			19,384	33,000	20,527	-33,939
2020		N/A			19,384	33,000	1,144	-66,939



In anticipation of needing additional RGGI allowances in the future, Dover has participated in ~~the~~ five out of the last six auctions, and plans to continue to participate as required. The table below shows details for Dover's allowance purchases for each of these previous auctions.

Dover's RGGI Allowance Purchase History				
RGGI Auction Number	***Auction Date***	***Auction Clearing Price ($/Ton)***	***Quantity Of Allowances Awarded***	***Total Cost***
26	Dec 3, 2014	$5.21	1,000	$ 5,210
27	Mar 11, 2015	$5.41	6,000	32,460
28	June 3, 2015	$5.50	4,000	22,000
29	Sept 3, 2015	$6.02	4,000	24,080
30	Dec 2, 2015	$7.50	0	0
31	Mar 9, 2016	$5.25	8,000	42,000
Totals			**23,000**	**$125,750**

As mentioned in previous reports, RGGI Futures prices dropped dramatically after the U.S. Supreme Court issued a stay on EPA's Clean Power Plan (CPP). The CPP rule would require States to develop State Implementation Plans to reduce the amount of CO2 emissions nationwide. Since the legality of the CPP is now in question, the additional uncertainty of a national carbon market has had a bearish impact on RGGI prices. After the initial sell-off to the mid-$4.00's following the Supreme Court stay, prompt month RGGI prices have consolidated in the low to mid-$5.00's in response.



The next RGGI auction will be held on June 1, 2016. The Cost Containment Reserve will be 10 million tons with a CCR price of $8.00/ton. Dover has submitted its intent to bid in the upcoming auction and will be required to post financial security by May 25, 2016.

Based on the April 18, 2016 ICE price for the April 2016 futures price ($5.19/ton), the estimated market value of Dover's existing 98,061[2] ton RGGI allowance bank is $508,937.

Renewable Energy Certificates

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

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

Through the end of generation month January 2016, Dover had accumulated a net total of 7,026 SRECS from these renewable energy resources. This total includes SRECS reported in PJM's GATS account and bonus allowances for Sun Park labor. This total is reduced by 2,941 SREC transferred to DEMEC, surrendered on October 3, 2014 for the first compliance period, and 2,861 SRECs and 574 bonus SRECs for the second compliance period surrendered on November 9th, 2015.

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

[2] Subject to verification from RGGI COATS account.

The nearest viable market for Dover's SRECs is Pennsylvania. (Daily settlement prices from Flett Exchange Environmental Services.) The most recent settlement prices for Pennsylvania SRECS are used in the table below. Due to the pending transition for SREC administrative practices, the table below is unchanged from last month as volumes are being verified.

SREC Vintage (June 1 – May 31)	Market Clearing Price	PJM-GATS Balance Before 2014/15 Compliance	10% Bonus SRECs for Sun Park Labor[3]	Transferred to DEMEC for 2014/15 Compliance		Net SREC Balance After Transfer and Surrender	Market Value
				GATs	Bonus		
2011/2012	$ 0.00	0	290.2		290.2	0	$0
2012/2013	$ 0.00	2,173	215.7	2,173	215.7	0	$0
2013/2014	$ 8.00	2,701	268.0	688	68.1	2,212.8	17,703
2014/2015	$14.00	2,685	266.3	0	0	2,951.3	41,318
2015/2016	$15.00	1,694	168.0	0	0	1,862.0	27,930
	Totals	**9,120**	**1,280.2**	**2,861**	**574**	**7,026.1**	**$86,951**

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

RISK MANAGEMENT SUMMARY

Forward power prices in PJM have increased across all planning years.

PY	Hedge Ratio	Blended Cost ($/MWh)	Monthly Change ($/MWh)
2015-16	76%	$ 41.44	$0.12
2016-17	63%	$ 40.52	$0.22
2017-18	56%	$ 40.27	$0.13
2018-19	88%	$ 39.58	$0.45
2019-20	80%	$ 37.22	$0.58

[3] Note: Retroactive Bonus Allowances were not transferred within PJM's GATS system but were used to off-set 2014/15 compliance obligation.

II. BUDGET REPORT

	Budget Mar-16	Actual Mar-16	Variance
Gross Load	**56,200**	**56,528**	**(328)**
Power Supply			
Hedged Energy	$1,878,200	$1,826,269	$51,931
PJM - Energy, Congestion & Losses	$435,000	(139,019)	$574,019
PJM - ARR, Transmission and Fees	$650,000	435,207	$214,794
Dover SUN Park Energy	$208,900	$203,552	$5,348
Dover SUN Park RECs	$22,900	$18,308	$4,592
RECS (Solar and Non-Solar)	$56,100	$0	$56,100
RGGI Credit Costs	$0	$42,000	($42,000)
Management Fees	$83,000	$83,000	$0
PJM - Capacity UCAP Obligated Purchased	$882,400	$900,476	($18,076)
Subtotal - Power Supply	**$4,216,500**	**$3,369,792**	**$846,708**
Power Generation O&M			
Plant O&M	$ 662,600	$ 545,386	$ 117,214
Subtotal Generation O&M	**$662,600**	**$ 545,386**	**$117,214**
Power Generation Production Margin			
PJM - Economic and reliability dispatch	($284,700)	$0	($284,700)
Fuel Costs - Natural Gas	$194,600	$0	$194,600
Fuel Costs - Oil	$0	$0	$0
Testing Costs	$0	$0	$0
Subtotal Generation Production Margin	**($90,100)**	**$0**	**$ (90,100)**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	($908,500)	($902,146)	($6,354)
Emissions Allowance Sales	$0	$0	$0
Reactive Supply - Gas	($30,000)	($41,413)	$11,413
Subtotal - Non-Production Revenue	**($938,500)**	**($943,559)**	**$5,059**
SubTotal - All Generation	**($366,000)**	**($398,173)**	**$32,173**
Total - Utilities Cost	**$3,850,500**	**$2,971,619**	**$878,881**
Unit Costs			
Total - Power Supply	$75.03	$59.61	$15.41
Total - Power Generation	($6.51)	($7.04)	$0.53
Final Cost of Service to City of Dover Ratepayers	$68.51	$52.57	$15.95

Variance Analysis

- **Power Supply**
  - Dover consumed 328 MWh more than forecasted for the month.
  - Dover saw a favorable variance for budgeted Hedged Energy of $51,931.
  - Dover experienced a favorable variance for budgeted PJM - Energy, Congestion & Losses of $574,019 and a favorable variance for PJM ARR, Transmission and Fees of $214,794.
  - The City of Dover realized a favorable variance of $846,708 for power supply vs. the monthly budget.
  - Dover Sun Park generated 88 MWhs less than forecasted.
  - This resulted in a net power supply cost of $59.61/MWh and a positive budget variance of $15.41/MWh below budget.
- **Generation**
  - Non Production Revenue had a favorable variance of $5,059 due to higher Reactive Supply Revenue.
  - Net All Generation Revenue had a favorable variance of $32,173 due to an unfavorable production margin and generation O&M variance.

	Budget YTD	Actual YTD	Variance
Gross Load	**559,600**	**563,173**	**(3,573)**
Power Supply			
Hedged Energy	$18,541,800	$18,136,815	$404,985
PJM - Energy, Congestion & Losses	$5,941,800	3,058,630	$2,883,170
PJM - ARR, Transmission and Fees	$5,982,500	4,162,714	$1,819,786
Dover SUN Park Energy	$1,486,500	$1,516,473	($29,973)
Dover SUN Park RECs	$251,300	$245,334	$5,966
RECS (Solar and Non-Solar)	$504,900	$0	$504,900
RGGI Credit Costs	$87,500	$66,080	$21,420
Management Fees	$747,000	$747,000	$0
PJM - Capacity UCAP Obligated Purchased	$7,827,700	$7,942,066	($114,366)
Subtotal - Power Supply	**$41,371,000**	**$35,875,112**	**$5,495,888**
Power Generation O&M			
Plant O&M	$ 5,024,700	$ 4,315,564	$ 709,136
Subtotal Generation O&M	**$5,024,700**	**$ 4,315,564**	**$709,136**
Power Generation Production Margin			
PJM - Economic and reliability dispatch	($1,138,800)	($977,692)	($161,108)
Fuel Costs - Natural Gas	$778,400	$196,985	$581,415
Fuel Costs - Oil	$0	$742,471	($742,471)
Testing Costs	$0	$0	$0
Subtotal Generation Production Margin	**($360,400)**	**($38,236)**	**$ (322,164)**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	($8,059,300)	($7,439,910)	($619,390)
Emissions Allowance Sales	$0	$0	$0
Reactive Supply - Gas	($270,000)	($489,253)	$219,253
Subtotal - Non-Production Revenue	**($8,329,300)**	**($7,929,163)**	**($400,137)**
SubTotal - All Generation	**($3,665,000)**	**($3,651,835)**	**($13,165)**
Total - Utilities Cost	**$37,706,000**	**$32,223,277**	**$5,482,723**
Unit Costs			
Total - Power Supply	$73.93	$63.70	$10.23
Total - Power Generation	($6.55)	($6.48)	($0.06)
Final Cost of Service to City of Dover Ratepayers	$67.38	$57.22	$10.16

III. Operations Management

Operations Summary

Executive Summary:

During the month of March, there were no recordable accidents or lost time accidents. The facility has gone 350 days through March 31st, 2016 without an OSHA Recordable Accident and has not had a Lost Time Accident since the January 12th, 2015 incident.

Unit 11 started the planned outage on March 1 at 0700 to replace the exhaust plenum for the combustion turbine and replace instruments, wiring or other component parts that may have been damaged from operations with the deteriorated plenum. Units 1, 2, and 3 were not dispatched during the month of March by PJM or the City of Dover.

Monthly Budget Variance – The actual expenses attributable to O&M of the two sites for the month of March are $545,386 against a budgeted amount of $662,625 for a favorable variance of $117,239 or 17.69%. The variance was due to: Personnel Expenses had a favorable variance of $119,308 which was due to not having a full complement of employees for this time period Materials and Supplies variance was unfavorable by $6,625, this was due to timing of expenditures such as safety boots, replacement computers, and the CMMS annual maintenance fee. The Administrative Expense variance was favorable by $4,556, this was due primarily to the timing of the invoice receipt for PJM Operator Training with a portion offset by higher electricity and gas costs than originally budgeted for.

The table for Unit 3 at MRGS, page 8, represents the #2 fuel oil burned in BTU's and the natural gas burned in BTU's for Unit 3 by month. The stipulation of the Title V permit only allows #2 fuel oil combustion during testing, emergencies, and gas curtailments. We have combusted Unit 3 on approximately 181,000 gallons of oil to date with approximately 61,000 of those gallons used for unit "testing." That leaves about 120,000 gallons of oil MMBTU which needs to be burned as gas at nine times the MMBTU content to meet the Title V requirements.

NAES Corporation
Dover, Delaware

March 2016
Monthly Report



Transition Piece and Expansion Joint Set in Place
Exhaust Plenum Replacement at Van Sant[4]

[4] Cover picture: The replacement transition piece and expansion joint for the Van Sant Exhaust Plenum Replacement project are set into place in preparations for final fit up.

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1.0 Environmental, Health and Safety

During the month of March, there were no recordable accidents, lost time accidents, or environmental incidents. The facility has gone 444 days through March 31, 2016 without a Lost Time Accident (LTI) and 350 days since the April 16, 2015 recordable accident. There was one Near Misses reported in March 2016 at VanSant Generating Station.

The Near Miss occurred on March 3, 2016. An ICE Technician was assigned to connect or make connection to a rental TIG welding unit. Knowing the VanSant DI Building had an existing 480v receptacle; the technician opened and closed the spring-loaded cover plate for a quick inspection. After the spring-loaded plate closed, the receptacle caused an electrical short which disabled the main station breaker to tripping immediately. After power was restored to the station, lock outs were applied to safely remove the device and check wiring for any evidence of a short. A work order was subsequently written and a manual disconnect was installed prior to the new receptacle to control power.

During the month of March, there were no industrial wastewater discharges to the Kent County Public Works sewer system. McKee Run submitted the monthly SIU Report to Kent County Public Works indicating no discharge or sampling occurred.

During the month of March, there were no required sampling events at Outfall 001, 004, 005 or 006. The March DMR was submitted to DNREC indicating no discharge from Outfall 001, 004, 005 or 006 for this month. McKee Run did perform the Quarterly Visual Inspection of all outfalls, except Outfall 006 because there was insufficient storm water inside the tank berm. Submittal to DNREC is not required but is necessary as part of the NPDES permit. As of June 1, 2016, DNREC is requiring that the City of Dover submit all future monthly DMR through the new electronic reporting system called e-DMR. All non-contact cooling tower blowdown water is being discharged directly to the Kent County Department of Public Works under the facility's Industrial Wastewater Discharge Permit #18.

During the month of March, McKee Run and VanSant submitted the Greenhouse Gas report to DNREC. Additionally, McKee Run and VanSant completed the required air permit Part 60 Quarterly Opacity Inspections.

McKee Run shipped one 30-cubic yard roll-off container of non-hazardous debris/waste from the site for off-site disposal at a properly licensed landfill. The disposal facility will return their copy of the non-hazardous waste in early April 2016 acknowledging receipt of the waste.

Environmental, Health and Safety Statistics			
	March	Fiscal Year to Date 7/1/2015-6/30/2016	
NOVs	0	0	
Opacity Deviations	0	1	
Environmental Deviations	0	2	
OSHA Recordable	0	0	
OSHA LTA's	0	0	
First Aid cases	0	0	
Restricted Workday Accident	0	0	
Near Miss	1	10	
Man Hours Worked	4469.50	38441.25	
Date of OSHA Recordable:	4/16/2015	Days since last Recordable:	350
Date of Lost Time Accident:	1/12/2015	Days since last LTA:	444

SO_2 Allowance Summary							
SO_2 Allowance Vintage	SO_2 Allowances Sold - YTD	SO_2 Allowances Available (Per Unit, Prior to Sale & Reconciliation)		SO_2 Tons Emitted	SO_2 Tons Emitted	Total SO_2 Tons Emitted	SO_2 Allowance Balance
		Unit #3	Unit #11	Unit #3	Unit #11		
2014 and earlier	0	12,214	826				13,040
2015	0	1,850	138	12.1	1.2	13.3	1,974.7
2016	0		0.4				
			Total SO2 Allowance Balance:				15,014.7

CO2 Allowance Summary											
CO2 Allowances	Quarterly Unit CO2 Emitted				Current Period CO2 Purchases	Reporting Period Total CO2 Emitted		Total CO2 Emitted		RGGI-COATS Account Balances	
	U1	U2	U3	U11	New Purch	MR	VS	MR	VS	MR	VS
2015 and before						194,244	7,799			4,779	1,212
2016-1	0	0	0	0	8,000			12.3	1.2	82,061	8000
2016-2											
2016-3											
2016-4											
ACT 2016 TOTALS	0	0	0	0	8,000	0	0			85,282	6,788

2.0 Financials

Monthly and year-to-date financial results, as compared with the approved power plant budget for the Generation Units, are provided below:

March 2016			
	Actual	Budget	Variance
Personnel	$377,592	$496,900	$119,308
Materials & Supplies	$17,575	$10,950	($6,625)
Administrative Expenses	$150,219	$154,775	$4,556
Total	**$545,386**	**$662,625**	**$117,239**

July 2015 thru March 2016			
	Actual	Budget	Variance
Personnel	$2,345,275	$2,988,700	$643,425
Materials & Supplies	$157,768	$205,600	$47,832
Administrative Expenses	$1,812,527	$1,830,525	$17,998
Total	**$4,315,570**	**$5,024,825**	**$709,255**

2.1 Variance analysis:
The actual expenses for the month of March are $545,386 against a budgeted amount of $662,625 for a favorable variance of $117,239 or 17.69%. The variance was due to the following:

PERSONNEL EXPENSES – A favorable monthly variance of $119,308 was due to not having a full complement of employees for this time period. As a result, this impacted three (3) labor accounts – Straight Time, Overtime, and Labor Burdens.

MATERIALS AND SUPPLIES EXPENSES – An unfavorable monthly variance of $6,625 was due to the timing of expenditures that were budgeted for earlier in the fiscal year such as safety shoes, replacement computers, and CMMS maintenance fees.

ADMINISTRATIVE EXPENSES – A favorable monthly variance of $4,556 was due primarily to the timing of the invoice receipt for PJM Operator Training. A portion of this was offset by higher electricity and gas costs than budgeted.

3.0 Operations

Unit Operations / Outages / Trips: Unit 11 started the planned outage on March 1 at 0700 to replace the exhaust plenum for the combustion turbine and replace instruments, wiring, or other component parts that may have been damaged from operations with the deteriorated plenum. Additionally the lube oil sump was cleaned out; the oil was removed with a vacuum system and purified through an oil purification system to remove any contaminants from the lube oil. The oil sump was opened, wiped down, and inspected for foreign materials before being closed out and refilled. The lube oil system filters were also changed out. A number of bird remains were removed as some black birds had found their way into the lube oil system and died.

Units 1, 2, and 3 were not dispatched during the month of March by PJM or the City of Dover.

Month of March 2016							
		McKee Unit 1	McKee Unit 2	McKee Unit 3	MRGS TOTAL	VanSant Unit 11	Total ALL Units
Capacity:	(MW)	17	17	102	136	39	175.00
On Line Hours:	(HRS)	0	0	0	0	0	0
Starts:	(#)	0	0	0	0	0	0
Gross Generation:	(MWh)	0	0	0	0	0	0
Net Generation:	(MWh)	0	0	0	0	0	0
Total Auxiliaries:	(MWh)	0	0	0	0	0	0
Auxiliaries purchased:	(MWh)	31.404	31.404	118.418	181.225	6.513	187.738
Fuel Gas Used:	(MMBTU)	0	0	0	0	0	0
Fuel Oil Used:	(MMBTU)	0	0	0	0	0	0
Fuel Oil Used:	(Gallons)	0	0	0	0	0	0
Total Fuel:	(MMBTU)	0	0	0	0	0	0
Net Heat Rate:	(BTU/KWh)	0	0	0	0	0	0
Unit Trips:	(#)	0	0	0	0	0	0
Capacity Factor:	(%)	0.00%	0.00%	0.00%	0.00%	0.0%	0.00%
Availability Factor:	(%)	100%	100%	100%	100%	0.94%	75.24%
Commercial Unavailability :	(%)	0.0	0.0	0.0	0.0	99.00%	99.00%
Planned Outage Hours	(HRS)	0	0	0	0	736.00	736.00
Maintenance Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Forced Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Equivalent Derate Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Reserve Shutdown Hours:	(HRS)	743	743	743	2,229	7.00	2,236
HW Boiler Gas Usage:	(MMBTU)				1,079		1,079

2015-2016 Fiscal Year - July 2015 thru March 2016							
		McKee Unit 1	McKee Unit 2	McKee Unit 3	MRGS TOTAL	VanSant Unit 11	Total ALL Units
Capacity:	(MW)	17	17	102	136	39	175.00
On Line Hours:	(HRS)	7.233	10.166	283.414	300.813	33.865	334.678
Starts:	(#)	1	3	25	29	11	40
Gross Generation:	(MWh)	81.874	96.694	11,762.68	11,941.25	1,328.83	13,270.08
Net Generation:	(MWh)	79.759	92.259	10,585.22	10,757.24	1,327.72	12,084.96
Total Auxiliaries:	(MWh)	280.435	282.755	2,966.148	3,529.338	35.123	3,564.461
Auxiliaries purchased:	(MWh)	278.317	278.317	1,792.848	2,349.482	34.113	2,383.595
Fuel Gas Used:	(MMBTU)	958.55	2059.93	98,714.19	101732.67	8,291	110,024
Fuel Oil Used:	(MMBTU)	0.00	0.00	38,282	38,282	9,696	47,978
Fuel Oil Used:	(Gallons)	0.00	0.00	277,099	277,099	70,368	347,467
Total Fuel:	(MMBTU)	958.55	2059.93	136,996.19	140,014.67	17,987	158,001.67
Net Heat Rate:	(BTU/KWh)	12.02	22.33	12.601	16.333	12.158	14.25
Unit Trips:	(#)	0	0	0	0	3	3
Capacity Factor:	(%)	0.07	0.08	1.57	1.20	0.52	1.05
Availability Factor:	(%)	94.57	94.57	93.94	94.36	88.85	92.75
Commercial Unavailability :	(%)	0.0	0.0	0.0	0.0	0.0	0.0
Planned Outage Hours	(HRS)	358.000	358.000	344.000	1,060.000	736.00	1,796.000
Maintenance Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Forced Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Equivalent Derate Hours:	(HRS)	0.00	0.00	55.15	32.14	0	32.14
Reserve Shutdown Hours:	(HRS)	6,232.77	6,229.83	5,905.58	18,368.18	5,828.14	24,196.32
HW Boiler Gas Usage:	(MMBTU)				5,529		5,529

Fuel Oil Inventory (#2 Fuel Oil)

	Monthly Starting Inventory	Monthly Ending Inventory	Fuel Monthly Purchase	Monthly Inventory Change	FY15-16 Starting Inventory	Fuel Purchase FYTD	FY15-16 Inventory Change
McKee Run	854,813	856,575	0	1,762	739,369	397,426	117,206
Van Sant	221,896	223,413	0	1,517	180,770	116,182	107,231

Van Sant Lifetime through March 2016

	Actual Starts	Factored Starts	Fired Hours
Van Sant	1,419	2422.90	4,413.50
Since HGP–2004	284	734.95	1,029.92

3.1 Team Report:

The operators also use the GPi Learning courses to improve their knowledge and skills. The GPI online training, which supports plant safety, OSHA, and environmental training requirements, are being used by the teams to complete their training for the year. Along with the GPI OSHA training, the operators review the plant's safety procedures.

Operations personnel continue to support maintenance by working on Preventative Maintenance (PM) work orders, and other work orders that they have the skills for to successfully complete the task. The Operations Department continues to utilize the Day Shift Workers in both the operations and maintenance areas to assist with maintenance of the plant and performance of preventative maintenance tasks.

3.2 Oil Operation vs. Gas Equivalent for Title V Permit Compliance

McKee Run Generating Station: The Title V Permit dictates that natural gas is the primary fuel source for the unit operations, and stipulates that by April 16, 2015, the boiler shall not combust oil for more than 10.0% of the average annual heat rate input during any three calendar years, or for more than 15% of the annual heat rate during any one calendar year. These tables track oil operations and compliance with the respective site Title V permits as written.

McKee Run Unit 3				
Month	MMBTU Gas Ops	MMBTU Oil Ops ea Month	Net Gen (MW)	Total MMBTU Gas Ops Needed, Title V Permit
Jan	355	24,983	2,095,430	
Feb	0	6,137	506,201	
Mar	0	0	0	
Apr				
May				
Jun	Total Oil MMBTU Ops to Date =>	**31,121**	Gas MMBTU Ops Needed =>	**201,022**

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

Van Sant Unit 11			
Year	Months Included	Total MW Gen on#2 Fuel Oil	MW Gen Remaining on #2 Fuel Oil
2014	January-December	1,316.11	69,483.89
2015	January-December	2,237.05	68,562.95
2016	January-March	397.61	70,402.39

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[5] Rolling average was not calculated because the unit generation is not close to the limit to consider this limit for the Van Sant unit with regards to the previous 3 calendar years of operations.

4.0 Maintenance

During the month of March, the Plant Maintenance staff continued addressing the backlog of work orders, preventative maintenance (PM's) and new work orders received during the month. Back logged Work Orders are work orders that have been open for greater than thirty days. There were 73 new work orders issued with 88 work orders being completed, and 39 of the back logged work orders completed during the month. There were no new Safety Work Orders entered into the plant's Computerized Maintenance Management System (MP2) for either site during the month and three were completed. The table below summarizes the monthly work order activities based on MP2 records and will continue to improve with time. This table gives a representation of identified outstanding work, including Preventative Maintenance tasks completion, remaining corrective work orders, and backlogged work orders that require attention.

City of Dover – McKee Run Work Order Statistics									
	WO Type	Starting Backlog	Recv'd WO	Total WO	Comp WO	Comp Rcvd	Total Comp	Ending Backlog	OPEN WO's
McKee Run	ADM	9	6	15	4	1	5	5	10
	CM	40	21	61	15	13	28	25	33
	EW	1	1	2	0	0	0	1	2
	PM	30	41	71	19	32	51	11	20
	SW	1	1	2	1	1	2	0	0
Site Totals		**89**	**81**	**73**	**154**	**39**	**49**	**88**	**42**

City of Dover – Van Sant Work Order Statistics									
	WO Type	Starting Backlog	Recv'd WO	Total WO	Comp WO	Comp Rcvd	Total Comp	Ending Backlog	OPEN WO's
Van Sant	CM	5	7	12	3	6	9	2	3
	PM	11	8	19	4	2	6	7	13
	SW	0	1	1	0	0	0	0	1
Site Totals		**10**	**16**	**16**	**32**	**7**	**8**	**15**	**9**

Notable activities during the month include:

During the annual cooling tower fire protection safety inspections, it was discovered that a pipe coupling was split and needed to be replaced. Sobieski Fire Protection Services were utilized to remove and replace the coupling.

During the morning equipment (checks) walk down, Operations discovered the VanSant fuel oil meter had developed a small leak. The area was cleaned and spill pads were laid down with a bucket to catch any residual oil drips. A LOTO was issued and the fuel oil meter was valved out. The maintenance team removed and replaced the meter housing cover gasket. The Maintenance and Operation Teams completed a post inspection after the LOTO was removed and no leaks were found.

The Maintenance staff supported Seward Hoist with the annual crane inspections. Each crane was safety inspected and tested for proper operation. No major (priority one) issues were found. A full report from Seward Hoist is forthcoming.

The maintenance staff completed 8000 hour PM inspections, checks, and required maintenance on 2A & 2B plant air compressors. Each was found to be in good working order.

The Maintenance and IC&E Teams removed and replaced the VanSant DI caustic pumps. The pumps had reached their useful life and needed replacing. This will extend the DI reliability at VanSant.

Bremco the VanSant mechanical contractor with support from the NAES IC&E Team removed and replaced the natural gas skid pressure regulators. The regulators were under sized for the natural gas system pressures to ANSI600 standard for the upgrades in the Eastern Shore gas line for gas being delivered to VanSant from Eastern Shore/Chesapeake Utilities. The natural gas skid was valved-in, leak checks performed, and no leaks were found. Each regulator was preset before the post-outage testing of the unit to ensure ease of startup. Both regulators worked as required with no issues during the tests.

The IC&E staff investigated for damaged equipment that is suspected to have been caused by the high compartment heat and temperatures in the turbine compartment due to the deterioration of the exhaust plenum at VanSant. Replacement wire and conduit were installed and the components replaced if required.

- The compartment high temperature alarm, sensor conduit, and wiring were replaced.
- The turbine compartment temperature sensor and switch, which activates a space heater during the winter to keep the instruments from freezing and the unit available was not working and will be replaced once the ordered part is received.
- The oil system heating elements – one of the heater wells had leaked and allowed oil to leak from a weld crack into the heater housing. This caused the oil to burn and crystalize on the heating element as well as deposit ash inside the housing. The sump was drained, the heater well/housing was weld repaired, and a replacement heater installed. This was completed while the contractor did the oil purification and cleaning. Both of the oil heaters are functioning.
- One of two ignitors were damaged/broken from the excessive heat they were exposed to; the ignitor was replaced with a new ignitor.
- The wiring for the compressor bleed valves on the unit were damaged and required replacement.

During the operational testing of the VanSant post outage work there were no issues detected and all of the components replaced by the IC&E crew and the maintenance department functioned as designed.

5.0 Capital Improvement Projects (CIP)

This month's report for the CIP project, planned and budgeted for the current budget year 2015/2016, with the status to date for the project:

Project Number	Description	2015-2016 CIP Status Update
EG1407	Metering System Upgrades	Progress: Project scope complete – emailed to prospective contractors. Schedule: Receive bids and award work by End of May provided funds transfer are confirmed by City Manager and Finance Manager.
EG1416	VanSant Capacity Increase	Progress: Contract / PO Issued for water skid protective shelter. Building permit approved, work to begin in April. Schedule: Erect protective shelter for water skid when permit approved
EG1504	Unit#3 Boiler System Repairs	Progress: Identified system repairs and testing completed, other work as identified. Schedule:
EG1506	McKee Run / Van Sant Safety Improvements	Progress: Updated Drawings received and final work to be completed with a balance of $18K. Schedule: Project was requested to be carried over into new FY.
EG1601	McKee Run Building Equipment Replacement	Progress: Summit Mechanical completed work for heater installation. Heaters installed and tested, operating as needed. Schedule: Heater installation work completed.
EG1604	McKee Run Unit #3 Boiler Systems	Progress: These funds have been moved to EG1504 as this is a multi-year on-going project. Schedule: Work will occur as identified.
EG1607	McKee Run Unit #3 Auxiliary Equipment Replacement	Progress: Awaiting quotes for nitrogen generator. Schedule: Order nitrogen generator in time for this FY payment.
EG1608	McKee Run / Van Sant CEMS Upgrades	Progress: New CEMS Computers installed and functioning. Schedule: Complete.
EG1609	Van Sant Station Component Replacement	Progress: Gas skid pressure regulators are installed. Schedule: We are evaluating which instruments we will need to replace; scanners and associated leads, other instruments or other relays damaged by the deteriorated exhaust plenum.
EG1610	McKee Run / Van Sant Safety Improvements	Progress: New radios received. Schedule: Other work as identified.
EG1611	McKee Run / Van Sant Structural Preservation	Progress: Some funds were used to support transformer repair cost to preserve station integrity and reliability. (T&D Department-$80K+) Schedule: Likely that any coating application will need to be performed during a period of milder temperatures for proper adhesion.
EG1612	Van Sant Exhaust Plenum Replacement	Progress: New Exhaust Plenum is installed. Schedule: Performed initial operational check on April 5, 2016. We will schedule final acceptance testing with Universal Acoustics and Emission Technologies for final approval and payment.
EG1613	McKee Run Unit #3 Boiler Stack Repairs	Progress: Inspection completed in 2012, work scope in development, expect to bid work in April receive bids by mid-May, award work for June start. Schedule: Develop bid package to be sent for fall 2016 work/relining.
EG1706	U3 Accelerated Unit Start	Progress: Engineering evaluation and review of unit scheduled for week of May 2nd. Schedule: May visit and data gathering efforts.
	Remote Start for Van Sant	Progress: Waiting on quote from OEM on installation cost(s). Schedule: Goal is to have estimated cost for remote feature by June 1.

6.0 General Plant Information

McKee Run observed anniversary dates of two of its long-standing employees. Dewey "Ray" Lavender, Operations Supervisor, had his 35 year anniversary on March 17; and Boyd Lord, Material Coordinator, had his 25 year anniversary on March 18. Tyler Brown also had his one year anniversary on March 2. Staff celebrated their achievements with a cake and congratulations to these three outstanding employees.

Plant Manager, Don Mordus, observed his one year anniversary with the Plant on March 30. Staff put together a pizza party with ice cream sundaes to observe this milestone. All staff attended in appreciation of the hard work and significant changes Don has implemented for the betterment of the Plant and staff.

Operations Supervisor, William "Lance" Berryhill, was offered and has accepted the position of Senior Operator Step II to fill the posted position of Operator that was vacant. Lance possess outstanding technical knowledge of the plant systems and plant operations. He is an asset as a Supervisor and will be equally as valuable to the plant and the new employees engaged in qualifying as operators at the City of Dover generation sites. A replacement Operations Supervisor will not be posted at this time as the staff evaluates organizational changes in the coming year.

7.0 Training

Staff initiated the annual training requirements for OSHA, Environmental, and Safety Topics performed in GPi Learn. The Compliance Coordinator has setup and scheduled the annual RCRA required refresher training for the site for April 8th, 2016. There are three qualified employees that receive this training annually for waste shipment to meet~~ing~~ the required criteria.

OES-NA will be on site April 7th and 8th for PJM simulation training. The simulation training is a requirement of being PJM-certified. The operators are required to have at least 30 simulation credits for renewal of the three year certification. There will be seven to eight operators in attendance.

On March 23 and March 24, Christine Dean, Administrative Manager, and Sarah Best, Administrative Assistant, attended an Excel refresher training course held at Dover Downs. Lessons learned from this course were brought back and distributed to share the knowledge gained with all of the staff and supervisors.

Topics discussed during the monthly safety committee meeting were reviewed by the entire staff. The monthly safety topic was on "Keep the Floor Area Clean and Dry;" is perhaps one of the biggest problems we face in completing our day-to-day tasks.

8.0 Calendar of Upcoming Events

A forecast of general event dates for the power plant projects, outages, and various agency reporting dates are listed below:

Calendar of Upcoming Events	Date
Unit 11 Spring Outage Schedule - **Done**	March 1, 2016
Unit 11 Spring Outage Completion Date	April 5, 2016
RCRA Refresher Training (2 attendees)	April 8th, 2016
OES Transmission Simulation Training	April 7th & 8th, 2016
NOx Ozone Season Started	May 1, 2016
NOx Ozone Season Ends	October 30, 2016

9.0 "Value Added" Accomplishments during March

During the month, the power plant staff accomplished the normal preventative and corrective maintenance for the generation units. We are tasked with maintaining and protecting the City of Dover power generation assets and keeping them "available" for dispatch when called. Listed below are some of the work accomplishments that have been completed this month that NAES feels added value to the generation unit assets, protected the assets from deterioration or inoperability, and overall increased the life expectancy through maintenance practices including preventative and predictive maintenance tasks (see Section 4) for the City of Dover assets.

- Contractors completed the replacement of the Exhaust Plenum at the Van Sant facility. Once completed the NAES staff started replacing failed equipment or suspect instruments that were damaged over the years from excessive heat exposure due to the deteriorated condition of the plenum.
- The system lube oil was reported to have a high particle count which required correcting. The lube oil was removed and processed in a portable lube oil process system, truck mounted oil cleaning unit and the high particulate count was reduced significantly below the recommended ISO standard. This was a two day process and final sample results are still not received initial lab results from Total Lubrication showed them to be well very good.
- The NAES maintenance department work on the unit included:
    - The compartment high temperature alarm, sensor conduit and wiring replacement.
    - The oil system heating elements, one of the heater wells had leaked and allowed oil to leak from a weld crack into the heater housing. This caused the oil to burn and crystalize on the heating element as well as deposit ash inside the housing. The sump was drained, the heater well/housing was weld repaired and a replacement heater installed. This was completed while the contractor did the oil purification and cleaning. Both of the oil heaters are functioning.
    - One of two ignitors was damaged/broken from the excessive heat they were exposed to from the deteriorated condition of the exhaust plenum; the ignitor was replaced with a new component.
    - The wiring for the control signals and operation of the compressor bleed valves on the unit were damaged and were replacement.
- McKee Run institutional employees continue to maintain, or exceed, the NERC training requirements for continuing education for the NERC Standards regarding communications training. This is to fulfill the City's obligation for NERC Compliance with NERC Standard COM-002-4 and the requirement(s) necessary as a Power Distribution provider.
- McKee Run provided administrative provided documentation of training records and procedure(s) for NERC compliance in support of the City of Dover, Distribution Provider entity.
- Maintenance mechanics installed stainless steel mesh on the lube oil system exhaust/vent piping at the top of the combustion turbine stack. They install the screen mesh to prevent future entry of blackbirds into the exhaust vent pipes and eventual lube oil system. This should ensure the lube oil system remains clean of birds entering the system through the lube oil system vent lines.

IV. APPENDIX: PJM INVOICE

REPORT NAME: Monthly Billing Statement - CSV and XML
CUSTOMER ACCOUNT: City of Dover, Delaware
CUSTOMER CODE: DOVDE
CUSTOMER ID: 76.000000

FINAL BILLING STATEMENT ISSUED: 4/7/2016 9:24

BILLING PERIOD START DATE: 3/1/2016

BILLING PERIOD END DATE: 3/31/2016
INVOICE NUMBER: 2016033100076.000000
INVOICE DUE DATE: 4/15/2016 12:00

CHARGES	ADJ	BILLING LINE ITEM NAME	SOURCE BILLING PERIOD START	AMOUNT ($)
1100.000000		Network Integration Transmission Service		342573.250000
1108.000000		Transmission Enhancement		52098.150000
1130.000000		Firm Point-to-Point Transmission Service		0.000000
1140.000000		Non-Firm Point-to-Point Transmission Service		0.000000
1200.000000		Day-ahead Spot Market Energy		273949.080000
1205.000000		Balancing Spot Market Energy		-3060.120000
1210.000000		Day-ahead Transmission Congestion		-379123.990000
1215.000000		Balancing Transmission Congestion		153.920000
1220.000000		Day-ahead Transmission Losses		-31760.300000
1225.000000		Balancing Transmission Losses		857.770000
1230.000000		Inadvertent Interchange		-62.230000
1242.000000		Day-Ahead Load Response Charge Allocation		6.260000
1243.000000		Real-Time Load Response Charge Allocation		70.690000
1250.000000		Meter Error Correction		411.990000
1301.000000		PJM Scheduling, System Control and Dispatch Service - Control Area Administration		9476.940000
1302.000000		PJM Scheduling, System Control and Dispatch Service - FTR Administration		39.630000
1303.000000		PJM Scheduling, System Control and Dispatch Service - Market Support		2175.670000
1304.000000		PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration		84.410000
1305.000000		PJM Scheduling, System Control and Dispatch Service - Capacity Resource/Obligation Mgmt.		936.820000
1306.000000		PJM Scheduling, System Control and Dispatch Service - Advanced Second Control Center		1565.940000
1307.000000		PJM Scheduling, System Control and Dispatch Service - Market Support Offset		-179.230000
1313.000000		PJM Settlement, Inc.		179.230000
1314.000000		Market Monitoring Unit (MMU) Funding		326.030000
1315.000000		FERC Annual Recovery		3646.240000

1316.000000	Organization of PJM States, Inc. (OPSI) Funding	39.220000
1317.000000	North American Electric Reliability Corporation (NERC)	688.940000
1318.000000	Reliability First Corporation (RFC)	1125.810000
1320.000000	Transmission Owner Scheduling, System Control and Dispatch Service	4161.560000
1330.000000	Reactive Supply and Voltage Control from Generation and Other Sources Service	30670.550000
1340.000000	Regulation and Frequency Response Service	5682.010000
1360.000000	Synchronized Reserve	4090.760000
1362.000000	Non-Synchronized Reserve	435.980000
1365.000000	Day-ahead Scheduling Reserve	59.270000
1370.000000	Day-ahead Operating Reserve	5583.130000
1375.000000	Balancing Operating Reserve	1856.880000
1376.000000	Balancing Operating Reserve for Load Response	0.260000
1378.000000	Reactive Services	8552.170000
1380.000000	Black Start Service	2494.490000
1400.000000	Load Reconciliation for Spot Market Energy	134.580000
1410.000000	Load Reconciliation for Transmission Congestion	-543.020000
1420.000000	Load Reconciliation for Transmission Losses	11.900000
1430.000000	Load Reconciliation for Inadvertent Interchange	-1.490000
1440.000000	Load Reconciliation for PJM Scheduling, System Control and Dispatch Service	0.670000
1442.000000	Load Reconciliation for Schedule 9-6 - Advanced Second Control Center	0.070000
1444.000000	Load Reconciliation for Market Monitoring Unit (MMU) Funding	0.020000
1445.000000	Load Reconciliation for FERC Annual Recovery	0.210000
1447.000000	Load Reconciliation for North American Electric Reliability Corporation (NERC)	0.040000
1448.000000	Load Reconciliation for Reliability First Corporation (RFC)	0.070000
1450.000000	Load Reconciliation for Transmission Owner Scheduling, System Control and Dispatch Service	0.240000
1460.000000	Load Reconciliation for Regulation and Frequency Response Service	-0.640000
1470.000000	Load Reconciliation for Synchronized Reserve	1.920000
1472.000000	Load Reconciliation for Non-Synchronized Reserve	0.170000
1475.000000	Load Reconciliation for Day-ahead Scheduling Reserve	-0.220000
1478.000000	Load Reconciliation for Balancing Operating Reserve	0.720000
1500.000000	Financial Transmission Rights Auction	-31627.440000
1600.000000	RPM Auction	6324.930000

1610.000000		Locational Reliability		904154.060000
1932.000000		Generation Deactivation Refund		-356.070000
1230.000000	A	Inadvertent Interchange	11/1/2015	0.130000
1230.000000	A	Inadvertent Interchange	1/1/2016	10.740000
1250.000000	A	Meter Error Correction	2/1/2016	-1.690000
1314.000000	A	Market Monitoring Unit (MMU) Funding	1/1/2016	2.080000
1314.000000	A	Market Monitoring Unit (MMU) Funding	2/1/2016	1.830000
1370.000000	A	Day-ahead Operating Reserve	2/1/2016	5.240000
1375.000000	A	Balancing Operating Reserve	11/1/2013	51.800000
1375.000000	A	Balancing Operating Reserve	12/1/2013	69.180000
1375.000000	A	Balancing Operating Reserve	1/1/2014	49.500000
1375.000000	A	Balancing Operating Reserve	4/1/2015	-0.480000
1375.000000	A	Balancing Operating Reserve	5/1/2015	-15.510000
1375.000000	A	Balancing Operating Reserve	6/1/2015	-178.090000
1375.000000	A	Balancing Operating Reserve	9/1/2015	-55.260000
1375.000000	A	Balancing Operating Reserve	11/1/2015	-39.160000
1375.000000	A	Balancing Operating Reserve	12/1/2015	-0.670000
1375.000000	A	Balancing Operating Reserve	1/1/2016	27.180000
1375.000000	A	Balancing Operating Reserve	2/1/2016	-27.020000
1378.000000	A	Reactive Services	2/1/2016	1011.070000
1911.000000	A	Michigan - Ontario Interface Phase Angle Regulators	2/1/2016	164.920000
		Total Charges		1218983.690000

CREDITS	ADJ	BILLING LINE ITEM NAME	SOURCE BILLING PERIOD START	AMOUNT ($)
2100.000000		Network Integration Transmission Service		0.000000
2108.000000		Transmission Enhancement		39659.000000
2130.000000		Firm Point-to-Point Transmission Service		0.000000
2140.000000		Non-Firm Point-to-Point Transmission Service		454.610000
2210.000000		Transmission Congestion		-105016.430000
2220.000000		Transmission Losses		12072.840000
2320.000000		Transmission Owner Scheduling, System Control and Dispatch Service		0.000000
2330.000000		Reactive Supply and Voltage Control from Generation and Other Sources Service		29388.000000
2340.000000		Regulation and Frequency Response Service		0.000000
2360.000000		Synchronized Reserve		0.000000
2365.000000		Day-ahead Scheduling Reserve		0.000000
2370.000000		Day-ahead Operating Reserve		0.000000
2375.000000		Balancing Operating Reserve		0.000000
2380.000000		Black Start Service		0.000000
2420.000000		Load Reconciliation for Transmission Losses		0.410000
2510.000000		Auction Revenue Rights		76153.980000
2600.000000		RPM Auction		908470.500000
2630.000000		Capacity Transfer Rights		2192.010000
2640.000000		Incremental Capacity Transfer Rights		264.430000

2661.000000		Capacity Resource Deficiency		1628.230000
2666.000000		Load Management Test Failure		539.430000
2140.000000	A	Non-Firm Point-to-Point Transmission Service	2/1/2016	22.030000
2220.000000	A	Transmission Losses	11/1/2015	-47.670000
2220.000000	A	Transmission Losses	1/1/2016	0.860000
2220.000000	A	Transmission Losses	2/1/2016	-0.660000
2661.000000	A	Capacity Resource Deficiency	6/1/2014	504.000000
2661.000000	A	Capacity Resource Deficiency	7/1/2014	50.400000
2661.000000	A	Capacity Resource Deficiency	9/1/2015	-30.950000
2661.000000	A	Capacity Resource Deficiency	10/1/2015	-180.380000
2661.000000	A	Capacity Resource Deficiency	11/1/2015	-185.940000
2661.000000	A	Capacity Resource Deficiency	12/1/2015	-191.930000
2661.000000	A	Capacity Resource Deficiency	1/1/2016	-191.890000
2661.000000	A	Capacity Resource Deficiency	2/1/2016	-179.520000
2666.000000	A	Load Management Test Failure	2/1/2016	504.630000
		Total Credits		965879.990000
		Monthly Billing Net Total		253103.700000
		Previous Weekly Billing Net Total		184923.340000
End of Report		**Total Due / Receivable**		68180.360000

Monthly Management Committee Update

April 2016

Prepared By:
Arline Holloway
Client Services Manager
Phone: 904-360-1347
Email: aholloway@teainc.org

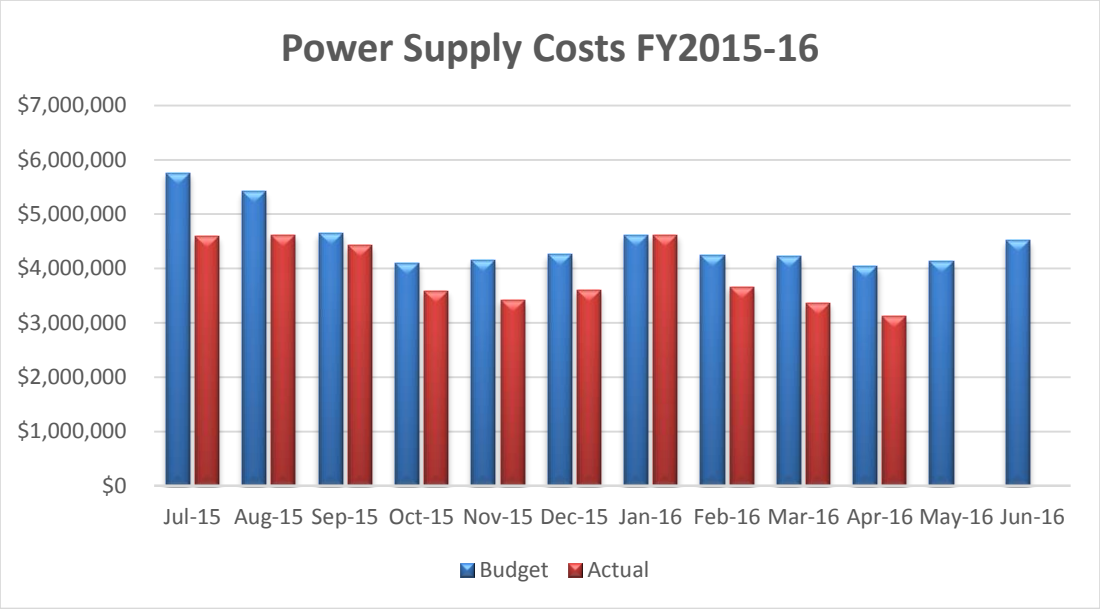
Date:
May 26, 2016

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I. EXECUTIVE SUMMARY

POWER SUPPLY SUMMARY



Overall Power Supply costs were $917,001 below budget, predominantly driven by bearish PJM-Energy, Congestion and Losses and lower PJM-ARR Transmission and Fees. PJM Energy, Congestion and Losses for the month totaled $(223,078).

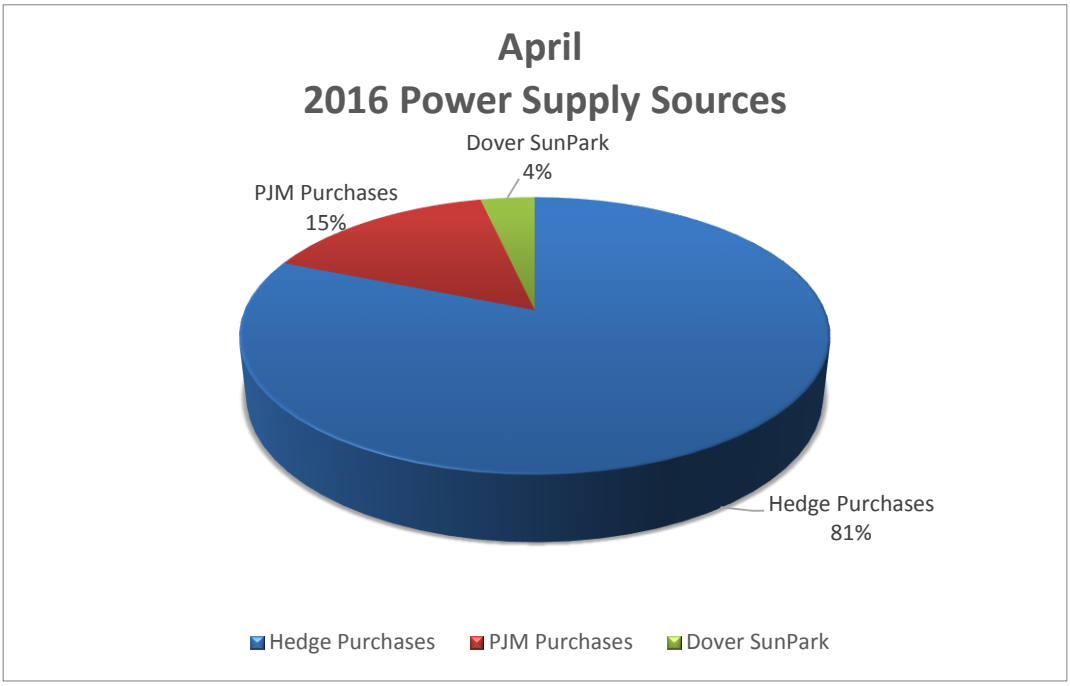
Dover's budgeted cost for all power supply (capacity AND energy) was $75.81/MWh. The actual cost of all power supply (capacity AND energy) was $57.68/MWh.

The actual cost of energy alone was $31.90/MWh as opposed to a budgeted energy cost of $43.51.

Dover's total load was 54,023 MWh versus a forecasted load of 53,200 MWh. Hedge purchases totaled 43,824 MWh, which was 81% of the actual load. The budgeted hedge purchase totaled 40,944 MWh, which was 77% of the budgeted load.

Dover's power purchases from hedge transactions totaled $1,689,226. Purchases from PJM (energy and fees) totaled $1,056,365. PJM Revenue (Generation Credits) totaled $(911,368). The Grand Total owed to PJM for the month of March $144,996. Dover's planned energy purchase from the SunPark solar installation was 2,100 MWhs. Dover's actual energy purchase from the SunPark installation was 1,918 MWh.

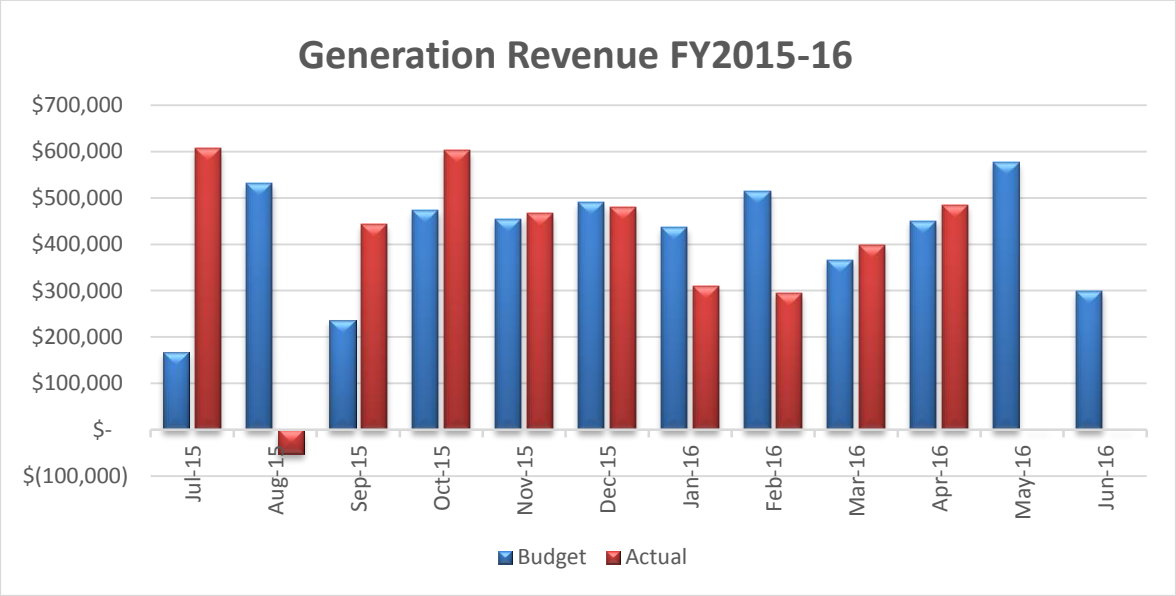
Supply Source Summary



Supply Variance

Purchased Power Variance Report:	April		
	Budget	**Actual**	**Variance**
Gross Load	53,200	54,023	(823)
Wholesale Load	51,100	52,106	(1,006)
Hedged Volume (MWh)	40,944	43,824	(2,880)
Unhedged Volume (MWh)	10,156	8,282	1,874
Dover SunPark Volume (MWh)	2,100	1,918	182
Renewable Energy Credits Volume	315	$ 228	87
Hedged Cost ($/MWh)	$ 39.13	$ 38.55	$ 0.58
Unhedged Energy Cost ($/MWh)	$ 43.24	$ (26.94)	$ 70.17
Solar Energy Cost ($/MWh)	$ 130.14	$ 134.20	$ (4.06)
Energy Costs ($/MWh)	**$43.51**	**$31.90**	**$11.60**
All-in Costs - Energy, Capacity and RECs ($/MWh)	**$75.81**	**$57.68**	**$18.13**

GENERATION SUMMARY



Net Generation Revenue for the month of April was $484,617 versus a budget of $449,900.

Generation Breakdown:

City of Dover

Monthly Wholesale Generation

April 2016

Net Generation
85.44

Production Margin

				Formula
PJM - Generation				
	Economic and Reliability Dispatch	$	(3,682.39)	A
Natural Gas & Oil Consumption				
	Purchases for Generation	$	-	
	Natural Gas Transport	$	-	
	Eastern Shore Cashout	$	-	
	Oil Consumption	$	-	
	Subtotal: Natural Gas & Oil Consumption	$	-	B
Gross Production Margin		$	(3,682.39)	C = (A + B)
$/MWh Generation Production Gross Margin		$	(43.10)	E = (C/D)
PJM - Capacity				
	Generation Capacity Credit	$	873,044.10	
	Reactive Supply and Transmission Losses	$	42,006.70	
	Subtotal: PJM - Capacity	$	915,050.80	F
All in Generation Margin				
	All in Generation Margin Total	$	911,368.41	(G = C + F)

EMISSIONS SUMMARY

Emissions Allowance and Solar Renewable Energy Summary through April 30, 2016

The reinstated Cross-State Air Pollution Rule (CSAPR) replaced the Clean Air Interstate Rule (CAIR) beginning January 1, 2015. The State of Delaware was included in the CAIR footprint but is not included in the CSAPR footprint.

The separate Clean Air Act acid rain deposition control program (CAA Title IV) which governs SO_2 national allowance trading program remains in effect for Dover. Beginning with the January 2015 report, TEA no longer includes a CAIR summary. It will continue to report on Dover's Clean Air Act Title IV SO_2 allowances.

Market liquidity for Title IV SO_2 allowances are very low, with few transactions occurring. The following table shows estimated values for Dover's banked allowances, based on a market price assessment published by SNL Energy.

Market Value for Clean Air Act Title IV Allowances			
Commodity	***$/Ton[1]***	***Tons***	***Market Value***
SO_2 Allowances – Title IV	$0.56	15,015	$8,408
Total			**$8,408**

Regional Greenhouse Gas Initiative

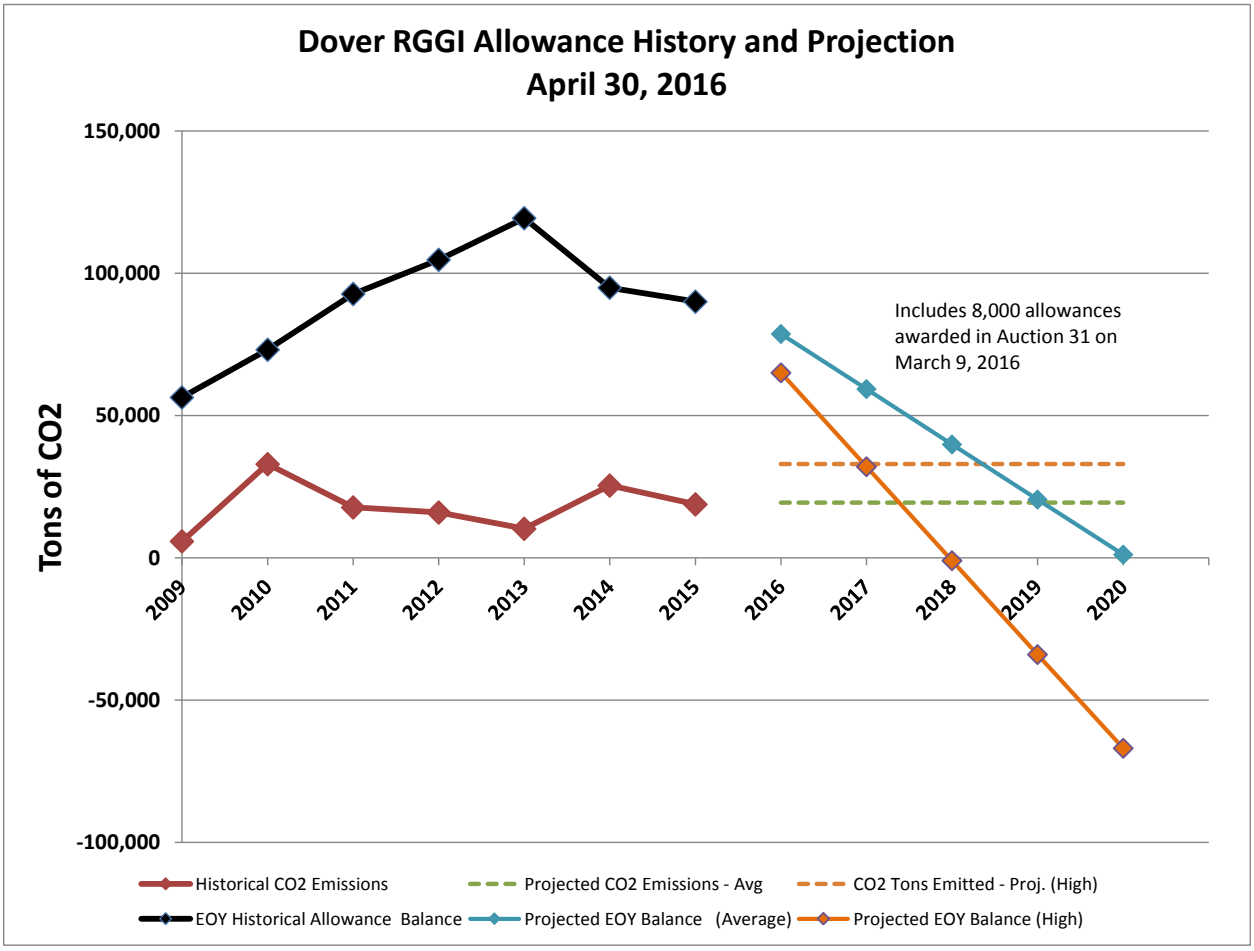
The State of Delaware is a participant in the Regional Greenhouse Gas Initiative (RGGI). The City of Dover must comply with RGGI by surrendering carbon dioxide (CO_2) allowances pursuant to the State of Delaware's laws (Title 7, Chapter 60, Sub-Title II-A).

Dover had more than a sufficient number of RGGI allowances allocated to it to cover its requirements through the first compliance period (calendar years 2009-2011) and second compliance period (2012 – 2014). Any unused allowances are carried over ("banked") for subsequent years. The table below includes Dover's historical activities, and includes projections through 2020. Two projections are presented: (1) future annual emissions based on the average for 2009 – 2015, and (2) future annual emissions based on 2010 actual CO2 emissions which was the highest emissions year between 2009 and 2015.

The table and chart indicate that Dover could run out of banked allowances as early as the end of 2018 under the high emissions scenario and by the end of 2020 under the average scenario. Therefore, Dover has initiated a program to participate in RGGI's quarterly auctions to ensure it has adequate allowances in the future.

[1] May 20, 2016 Daily Power Report by SNL Energy

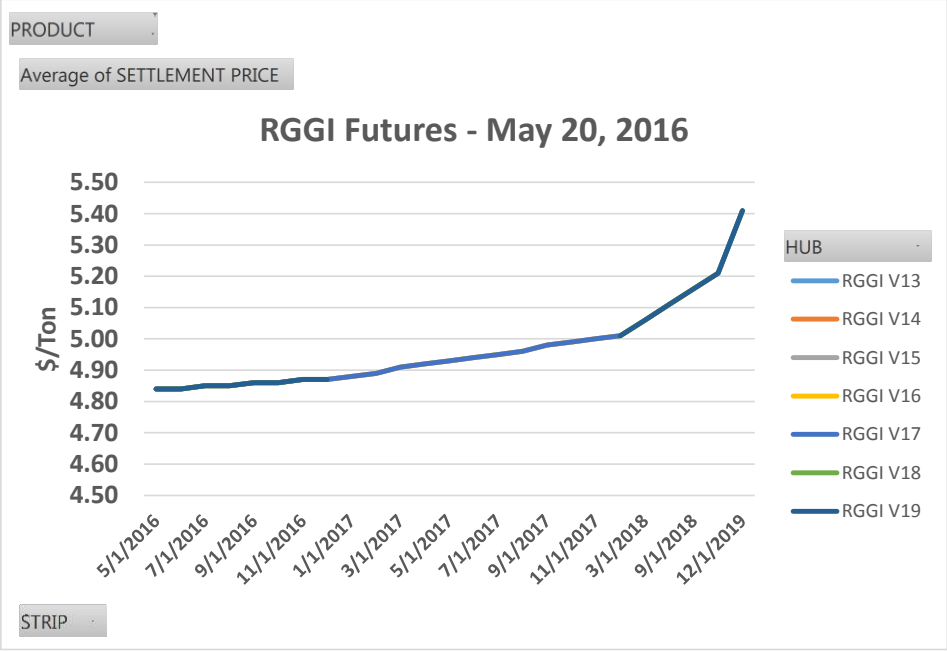
Dover, DE RGGI Allowance History and Forecast - February, 2016								
Compliance Year (CY)	CO2 Allowances Purchased	Allocated CO2 Allowances	CO2 Tons Emitted & Adjustments-Historical	EOY Historical Allowance Balance	CO2 Tons Emitted - Proj. (Avg)	CO2 Tons Emitted - Proj. (High)	Projected EOY Balance (Average)	Projected EOY Balance (High)
2009		62,184	5,796	56,388				
2010		49,747	32,971	73,164				
2011		37,311	17,746	92,729				
2012		27,983	15,957	104,755				
2013		24,818	10,230	119,343				
2014	**1,000**	N/A	25,427	94,916				
2015	**14,000**	N/A	18,828	90,075				
2016	**8,000**	N/A	14	98,061	19,384	33,000	78,678	65,061
2017		N/A			19,384	33,000	59,294	32,061
2018		N/A			19,384	33,000	39,911	-939
2019		N/A			19,384	33,000	20,527	-33,939
2020		N/A			19,384	33,000	1,144	-66,939



In anticipation of needing additional RGGI allowances in the future, Dover has participated the five out of the last six auctions and plans to continue to participate as required. The table below shows details for Dover's allowance purchases for each of these previous Auctions.

Dover's RGGI Allowance Purchase History				
RGGI Auction Number	***Auction Date***	***Auction Clearing Price ($/Ton)***	***Quantity Of Allowances Awarded***	***Total Cost***
26	Dec 3, 2014	$5.21	1,000	$ 5,210
27	Mar 11, 2015	$5.41	6,000	32,460
28	June 3, 2015	$5.50	4,000	22,000
29	Sept 3, 2015	$6.02	4,000	24,080
30	Dec 2, 2015	$7.50	0	0
31	Mar 9, 2016	$5.25	8,000	42,000
Totals			**23,000**	**$125,750**

As mentioned in previous reports, RGGI Futures prices dropped dramatically after the U.S. Supreme Court issued a stay on EPA's Clean Power Plan (CPP). The CPP rule would require States to develop State Implementation Plans to reduce the amount of CO2 emissions nationwide. Since the legality of the CPP is now in question, the additional uncertainty of a national carbon market has had a bearish impact on RGGI prices. The prompt month RGGI price consolidated in the low $5.00's for the better part of the past month before it broke below $5.00 last week after the US DC Court of Appeals rescheduled oral arguments which were set to begin on June 2nd to September 27th.



The next RGGI auction will be held on June 1, 2016. The Cost Containment Reserve will be 10 Million tons with a CCR price of $8.00/ton. Dover has submitted its intent to bid and posted the financial security for the upcoming auction.

Based on the May 20, 2016 ICE price for the May 2016 futures price ($4.84/ton), the estimated market value of Dover's existing 98,061[2] ton RGGI allowance bank is $474,615.

Renewable Energy Certificates

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

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

Through the end of generation month March 2016, Dover had accumulated a net total of 7,395 SRECs from these renewable energy resources. This total includes SRECs reported in PJM's GATS account and Bonus allowances for Sun Park labor. This total is reduced by 2,941 SREC transferred to DEMEC for surrender on October 3, 2014 for the first compliance period and 2,861 SRECs and 574 bonus SRECs for the second compliance period on November 9, 2015.

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

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

[2] Subject to verification from RGGI COATS account.

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

SREC Vintage (June 1 – May 31)	Market Clearing Price	PJM-GATS Balance Before 2014/15 Compliance	10% Bonus SRECs for Sun Park Labor(3)	Transferred to DEMEC for 2014/15 Compliance		Net SREC Balance After Transfer and Surrender	Market Value
				GATs	Bonus		
2011/2012	$0.00	0	290.2		290.2	0	$0
2012/2013	$0.00	2,173	215.7	2,173	215.7	0	$0
2013/2014	$8.00	2,701	268	688	68.1	2,212.8	17,702
2014/2015	$13.00	2,685	266.3	0	0	2,951.3	38,367
2015/2016	$14.00	2,063	168	0	0	2,231.0	31,234
Totals		**9,622**	**1,208.20**	**2,861**	**574**	**7,395.1**	**$87,303**

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

Risk Management Summary

Forward power prices in PJM have increased for the latter planning years.

PY	Hedge Ratio	Blended Cost ($/MWh)	Monthly Change ($/MWh)
2015-16	76%	$ 41.32	($0.12)
2016-17	64%	$ 40.49	($0.03)
2017-18	56%	$ 40.46	$0.19
2018-19	88%	$ 39.66	$0.08
2019-20	80%	$ 37.33	$0.11

II. BUDGET REPORT

	Budget Apr-16	Actual Apr-16	Variance
Gross Load	**53,200**	**54,023**	**(823)**
Power Supply			
Hedged Energy	$1,602,100	$1,689,226	($87,126)
PJM - Energy, Congestion & Losses	$439,100	(223,078)	$662,178
PJM - ARR, Transmission and Fees	$650,000	409,099	$240,901
Dover SUN Park Energy	$273,300	$257,359	$15,941
Dover SUN Park RECs	$31,900	$30,249	$1,651
RECS (Solar and Non-Solar)	$56,100	$0	$56,100
RGGI Credit Costs	$43,800	$0	$43,800
Management Fees	$83,000	$83,000	$0
PJM - Capacity UCAP Obligated Purchased	$853,900	$870,345	($16,445)
Subtotal - Power Supply	**$4,033,200**	**$3,116,199**	**$917,001**
Power Generation O&M			
Plant O&M	$ 459,300	$ 426,751	$ 32,549
Subtotal Generation O&M	**$459,300**	**$ 426,751**	**$32,549**
Power Generation Production Margin			
PJM - Economic and reliability dispatch	$0	$3,682	($3,682)
Fuel Costs - Natural Gas	$0	$0	$0
Fuel Costs - Oil	$0	$0	$0
Testing Costs	$0	$0	$0
Subtotal Generation Production Margin	**$0**	**$3,682**	**$ (3,682)**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	($879,200)	($873,044)	($6,156)
Emissions Allowance Sales	$0	$0	$0
Reactive Supply - Gas	($30,000)	($42,007)	$12,007
Subtotal - Non-Production Revenue	**($909,200)**	**($915,051)**	**$5,851**
SubTotal - All Generation	**($449,900)**	**($484,617)**	**$34,717**
Total - Utilities Cost	**$3,583,300**	**$2,631,581**	**$951,719**
Unit Costs			
Total - Power Supply	$75.81	$57.68	$18.13
Total - Power Generation	($8.46)	($8.97)	$0.51
Final Cost of Service to City of Dover Ratepayers	$67.36	$48.71	$18.64

Variance Analysis

- **Power Supply**
  - Dover consumed 823 MWh more than forecasted for the month.
  - Dover saw an unfavorable variance for budgeted Hedged Energy of $87,126.
  - Dover experienced a favorable variance for budgeted PJM - Energy, Congestion & Losses of $662,178 and a favorable variance for PJM ARR, Transmission and Fees of $240,901.
  - The City of Dover realized a favorable variance of $917,001 for power supply vs. the monthly budget.
  - Dover Sun Park generated 87 MWhs less than forecasted.
  - This resulted in a net power supply cost positive budget variance of $18.13/MWh below budget.
- **Generation**
  - Non Production Revenue had a favorable variance of $5,851.
  - Net All Generation Revenue had a favorable variance of $34,717.

	Budget YTD	Actual YTD	Variance
Gross Load	**612,800**	**617,197**	**(4,397)**
Power Supply			
Hedged Energy	$20,143,900	$19,826,040	$317,860
PJM - Energy, Congestion & Losses	$6,380,900	2,835,552	$3,545,348
PJM - ARR, Transmission and Fees	$6,632,500	4,571,813	$2,060,687
Dover SUN Park Energy	$1,759,800	$1,773,833	($14,033)
Dover SUN Park RECs	$283,200	$275,582	$7,618
RECS (Solar and Non-Solar)	$561,000	$0	$561,000
RGGI Credit Costs	$131,300	$66,080	$65,220
Management Fees	$830,000	$830,000	$0
PJM - Capacity UCAP Obligated Purchased	$8,681,600	$8,812,411	($130,811)
Subtotal - Power Supply	**$45,404,200**	**$38,991,310**	**$6,412,890**
Power Generation O&M			
Plant O&M	$ 5,484,000	$ 4,742,315	$ 741,685
Subtotal Generation O&M	**$5,484,000**	**$ 4,742,315**	**$741,685**
Power Generation Production Margin			
PJM - Economic and reliability dispatch	($1,138,800)	($974,010)	($164,790)
Fuel Costs - Natural Gas	$778,400	$196,985	$581,415
Fuel Costs - Oil	$0	$742,471	($742,471)
Testing Costs	$0	$0	$0
Subtotal Generation Production Margin	**($360,400)**	**($34,554)**	**$ (325,846)**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	($8,938,500)	($8,312,954)	($625,546)
Emissions Allowance Sales	$0	$0	$0
Reactive Supply - Gas	($300,000)	($531,260)	$231,260
Subtotal - Non-Production Revenue	**($9,238,500)**	**($8,844,214)**	**($394,286)**
SubTotal - All Generation	**($4,114,900)**	**($4,136,453)**	**$21,553**
Total - Utilities Cost	**$41,289,300**	**$34,854,858**	**$6,434,442**
Unit Costs			
Total - Power Supply	$74.09	$63.17	$10.92
Total - Power Generation	($6.71)	($6.70)	($0.01)
Final Cost of Service to City of Dover Ratepayers	$67.38	$56.47	$10.91

III. Operations Management

Operations Summary

Executive Summary:

During the month of April, there were no recordable accidents or lost time accidents. The facility has gone 380 days through April 30th, 2016 without an OSHA Recordable Accident and has not had a Lost Time Accident since the January 12th, 2015 incident.

Unit 11 completed a planned outage on April 5th at 1700 for the exhaust plenum replacement on the combustion turbine. This included replacement of instruments, electrical wiring and other component parts that were damaged or suspected of having been damaged from operating the unit while the plenum was in a deteriorated state. Minor repairs and insulation replacements on the unit for damages caused by the excessive heat continue on items like compartment doors and insulation, additional electrical component replacements as they arise, and painting and cleaning of the unit.

Units 1, 2, and 3 were not dispatched during the month of March by PJM or for self-dispatched by the City of Dover.

Monthly Budget Variance – The actual expenses attributable to O&M of the two sites for the month of April are $426,751 against a budgeted amount of $459,325 for a favorable variance of $32,574 or 7.09%. The variance was due to: Personnel Expenses which had a favorable variance of $47,294, this was due to not having a full complement of employees for this time period. The Materials and Supplies variance was unfavorable for $1,026 and was due to replacement of computer equipment that was budgeted for earlier in the year. The Administrative Expense variance was unfavorable for $13,694 which was due primarily to the lube oil purification work and unit restoration efforts at the Van Sant site.

NAES Corporation
Dover, Delaware

April 2016
Monthly Report



Celebration - One Year Anniversary Accident Free[3]

[3] Cover picture: Plant employees for the City of Dover generation plants celebrated one year accident free with a bar-b-cue lunch to commemorate our success. The staff continues to practice strong safe work practices and the beginning of another "safe" year.

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1.0 Environmental, Health and Safety

During the month of April, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 474 days through April 30, 2016 without a Lost Time Accident (LTI) and 380 days since the April 16, 2015 recordable accident. There were no Near Misses reported in April 2016 at McKee Run or VanSant Generating Station.

During the month of April, there were no industrial wastewater discharges to the Kent County Public Works sewer system. McKee Run submitted the monthly SIU Report to Kent County Public Works indicating no discharge or sampling occurred.

During the month of April, there were no required sampling events at McKee Run's Outfall 001, 004, 005 and 006. The April DMR was submitted to DNREC indicating no discharge from Outfall 001, 004, 005 and 006 for this month. As of June 1, 2016, DNREC is requiring that the City of Dover submit all future monthly DMRs through the new electronic reporting system called e-DMR. No accumulated storm water inside Tank 1 containment berm was released from the normally-closed valve at Outfall 006. No NPDES exceedances were identified. Storm water infiltration is the only discharge from each outfall except Outfall 006. There are no processes that discharge to the outfalls. All non-contact cooling tower blow down water is being discharged directly to the Kent County Department of Public Works under the facilities Industrial Wastewater Discharge Permit #18.

The City of Dover sent a letter to DNREC as required by the permit when notifying them that McKee Run completed restoration work at the Unit 3 cooling tower and the grounds surrounding the cooling tower and near Outfall 005. City of Dover completed grading and seeding activities and used straw as a soil erosion method until the grass seed germinates.

The City of Dover took the initiative to perform several improvements at the storm water drain along the southern portion of the property. Recent high winds gusting up to 50 mph uprooted the silt fencing from around the storm drain potentially causing an avenue for soil erosion pollution to the Puncheon Creek. The first improvement was to replace the existing silt fencing and bury it deeper in the ground in an anticipation of spring rain. The second improvement was to manually install a filter fabric or silt sack cover over the drain grate to prevent potential fugitive storm water solids from entering the grate. Finally, a third improvement was to place a two (2") inch sausage boom around the perimeter of the silt fencing to slow the velocity of water entering into the drain and prevent potential fugitive sediment from clogging the silt sack over the drain.

During the month of April, City of Dover submitted McKee Run and Vansant's State and Local Emission Inventory Submittal (SLEIS) to DNREC. Additionally, McKee Run and VanSant completed the required air permit Part 60 Quarterly Opacity Inspections. The 1st quarter Electronic Data Report (EDR) was submitted to USEPA.

McKee Run shipped one 30-cubic yard roll-off container of non-hazardous debris/waste from the site for off-site disposal at a properly licensed landfill. The disposal facility sent the return copy of the non-hazardous waste manifest in early April 2016 acknowledging receipt of the waste.

1.1 Environmental, Health and Safety Tables

Environmental, Health and Safety Statistics			
	April	Fiscal Year to Date 7/1/2015-6/30/2016	
NOVs	0	0	
Opacity Deviations	0	1	
Environmental Deviations	0	2	
OSHA Recordable	0	0	
OSHA LTA's	0	0	
First Aid cases	0	0	
Restricted Workday Accident	0	0	
Near Miss	0	10	
Man Hours Worked	4243.0	42684.25	
Date of OSHA Recordable:	4/16/2015	Days since last Recordable:	380
Date of Lost Time Accident:	1/12/2015	Days since last LTA:	474

SO_2 Allowance Summary							
SO_2 Allowance Vintage	SO_2 Allowances Sold - YTD	SO_2 Allowances Available (Per Unit, Prior to Sale & Reconciliation)		SO_2 Tons Emitted	SO_2 Tons Emitted	Total SO_2 Tons Emitted	SO_2 Allowance Balance
		Unit #3	Unit #11	Unit #3	Unit #11		
2014 and earlier	0	12,214	826				13,040
2015	0	1,850	138	12.1	1.2	13.3	1,974.7
2016	0		0.4				
			Total SO2 Allowance Balance:			15,014.7	

CO2 Allowance Summary											
CO2 Allowances	Quarterly Unit CO2 Emitted				Current Period CO2 Purchases	Reporting Period Total CO2 Emitted		Total CO2 Emitted		RGGI-COATS Account Balances	
	U1	U2	U3	U11	New Purch	MR	VS	MR	VS	MR	VS
2015 and before						194,244	7,799			4,779	1,212
2016-1	0	0	0	0	8,000			12.3	1.2	82,061	8000
2016-2											
2016-3											
2016-4											
ACT 2016 TOTALS	0	0	0	0	8,000	0	0			85,282	6,788

1.2 Air Permit Fuel Operation Title V Permit Compliance

McKee Run Generating Station: The Title V Permit dictates that natural gas is the primary fuel source for the unit operations and stipulates that by April 16, 2015, the boiler shall not combust oil for more than 10.0% of the average annual heat value MMBTU input during any 3 calendar years or no for more than 15% of the annual heat rate during any single calendar year. The tables below track fuel combustion operations to ensure compliance with the respective site Title V permits are maintained. Up to 48 hours can be used for "testing" purposes and gas curtailments are an allowable exception to the rule. The plant is communicating with Eastern Shore to obtain the required written confirmation of NG outages for compliance purposes. We are also and determining how many operating hours were done for "testing" which will also reduce the required natural gas to combust to be incompliance for Unit 3.

McKee Run Unit 3				
Month	mmBtu Gas Ops	mmBtu Oil combustion Monthly	Net MW Generated	Total mmBtu Gas Combustion Needed, (Title V Compliance)
Jan	355	24,983	2,095,430	
Feb	0	6,137	506,201	
Mar	0	0	0	
Apr	0	0	0	
May				
Jun				
	Total Oil MMBTU's combusted Date =>	31,121	Gas (cubic feet) Ops needed to equate MMBtu's oil combusted => for Title V compliance	267,513,365 cu-ft

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

Van Sant Unit 11			
Year	Months Included	Total MW Gen on#2 Fuel Oil	MW Gen Remaining on #2 Fuel Oil
2014	January-December	1,316.11	69,483.89
2015	January-December	2,237.05	68,562.95
2016	January-April	397.61	70,402.39

[4]

[4] *Rolling average was not calculated because the unit generation is not close to the limit to consider this limit for the Van Sant unit with regards to the previous 3 calendar years of operations.

2.0 Financials

Monthly and year to date financial results as compared with the approved power plant budget for the Generation Units are provided below.

April 2016			
	Actual	Budget	Variance
Personnel	$236,106	$283,400	$47,294
Materials & Supplies	$11,976	$10,950	($1,026)
Administrative Expenses	$178,669	$164,975	($13,694)
Total	**$426,751**	**$459,325**	**$32,574**

July 2015 thru April 2016			
	Actual	Budget	Variance
Personnel	$2,581,381	$3,272,100	$690,719
Materials & Supplies	$169,744	$216,550	$46,806
Administrative Expenses	$1,991,196	$1,995,500	$4,304
Total	**$4,742,321**	**$5,484,150**	**$741,829**

2.1 Variance analysis:

The actual expenses for the month of April are $426,751 against a budgeted amount of $459,325 for a favorable variance of $32,574 or 7.09%. The variance was due to the following:

PERSONNEL EXPENSES – A favorable monthly variance of $47,294 was due to not having a full complement of employees for this time period. As a result, this impacted three (3) labor accounts – Straight Time, Overtime, and Labor Burdens.

MATERIALS AND SUPPLIES EXPENSES- An unfavorable monthly variance of $1,026 was due to replacement of computer equipment that was budgeted for earlier in the year. A portion of this was offset by lower than anticipated water – sewer costs.

ADMINISTRATIVE EXPENSES – An unfavorable monthly variance of $13,694 was due primarily to the timing of invoice receipt for PJM operator training and maintenance on Van Sant lubricating oil system that was unanticipated.

3.0 Operations

Unit Operations / Outages / Trips: After the outage work was completed a full speed no load test on Unit 11 was run on April 4th for thirty minutes with no issues. On April 5th Unit 11 ran for 2.083 hours on line with no issues the outage was cleared on at 1700 on the same day.

Units 1, 2, and 3 were not dispatched during the month of April by PJM or by the City of Dover.

Month of April 2016							
		McKee Unit 1	McKee Unit 2	McKee Unit 3	MRGS TOTAL	VanSant Unit 11	Total ALL Units
Capacity:	(MW)	17	17	102	136	42	178.00
On Line Hours:	(HRS)	0	0	0	0	2.083	2.083
Starts:	(#)	0	0	0	0	1	1
Gross Generation:	(MWh)	0	0	0	0	85.507	85.507
Net Generation:	(MWh)	0	0	0	0	85.451	85.451
Total Auxiliaries:	(MWh)	0	0	0	0	4.961	4.961
Auxiliaries purchased:	(MWh)	28.244	28.244	121.492	177.980	4.401	360.361
Fuel Gas Used:	(MMBTU)	0	0	0	0	1,088.338	1,088.338
Fuel Oil Used:	(MMBTU)	0	0	0	0	8.004	8.004
Fuel Oil Used:	(Gallons)	0	0	0	0	58	58
Total Fuel:	(MMBTU)	0	0	0	0	1,096.342	1,096.342
Net Heat Rate:	(BTU/KWh)	0	0	0	0	12.830	12.830
Unit Trips:	(#)	0	0	0	0	0	0
Capacity Factor:	(%)	0.00%	0.00%	0.00%	0.00%	0.30%	0.07%
Availability Factor:	(%)	100%	100%	100%	100%	84.59%	96.15%
Commercial Unavailability :	(%)	0.0	0.0	0.0	0.0	0.0	0.0
Planned Outage Hours	(HRS)	0	0	0	0	110.917	110.917
Maintenance Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Forced Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Equivalent Derate Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Reserve Shutdown Hours:	(HRS)	720	720	720	2,160	607	2,767
HW Boiler Gas Usage:	(MMBTU)				0		0

2015-2016 Fiscal Year - July 2015 thru April 2016							
		McKee Unit 1	McKee Unit 2	McKee Unit 3	MRGS TOTAL	VanSant Unit 11	Total ALL Units
Capacity:	(MW)	17	17	102	136	42	178.00
On Line Hours:	(HRS)	7.233	10.166	283.414	300.813	35.480	336.761
Starts:	(#)	1	3	25	29	12	41
Gross Generation:	(MWh)	81.874	96.694	11,762.68	11,941.25	1,414.34	13,355.590
Net Generation:	(MWh)	79.759	92.259	10,585.22	10,757.24	1,413.710	12,170.950
Total Auxiliaries:	(MWh)	308.679	310.999	3,087.640	3,707.318	40.084	3,747.402
Auxiliaries purchased:	(MWh)	306.561	306.561	1,914.340	2,527.462	38.514	2,565.976
Fuel Gas Used:	(MMBTU)	958.55	2059.93	98,714.19	101732.67	9,299.34	111,032.01
Fuel Oil Used:	(MMBTU)	0.00	0.00	38,282	38,282	9,704.004	47,986
Fuel Oil Used:	(Gallons)	0.00	0.00	277,099	277,099	70,426	347,525
Total Fuel:	(MMBTU)	958.55	2059.93	136,996.19	140,014.67	19,003.34	159,018.01
Net Heat Rate:	(BTU/KWh)	12.02	22.33	12.601	16.333	12.830	14.581
Unit Trips:	(#)	0	0	0	0	3	3
Capacity Factor:	(%)	0.06	0.07	1.42	1.08	0.50	0.95
Availability Factor:	(%)	95.11	95.11	94.53	94.92	88.43	93.09
Commercial Unavailability :	(%)	0.0	0.0	0.0	0.0	0.0	0.0
Planned Outage Hours	(HRS)	358.000	358.000	344.000	1,060.000	846.917	1,906.917
Maintenance Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Forced Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Equivalent Derate Hours:	(HRS)	0.00	0.00	55.15	32.14	0	32.14
Reserve Shutdown Hours:	(HRS)	6,952.77	6,949.83	6,625.58	20,528.18	6,435.14	26,962.320
HW Boiler Gas Usage:	(MMBTU)				5,529		5,529

Fuel Oil Inventory (#2 Fuel Oil)							
	Monthly Starting Inventory	Monthly Ending Inventory	Fuel Monthly Purchase	Monthly Inventory Change	FY15-16 Starting Inventory	Fuel Purchase FYTD	FY15-16 Inventory Change
McKee Run	856,575	857,900	0	1,325	739,369	397,426	118,531
Van Sant	223,497	221,390	0	2,107	180,770	116,182	105,208

Van Sant Lifetime through April 2016			
	Actual Starts	Factored Starts	Fired Hours
Van Sant	1,423	2420.25	4,427.00
Since HGP–2004	284	752.55	1,043.42

3.1 Team Report:

The Plant Operations PJM certified staff members participated in simulation training provided by OES-NA. This training helps operators acquire required continuing education hours (CEHs) necessary to maintain their PJM Certified System Operator qualifications.

Operations personnel continue to support maintenance by working on Preventative Maintenance (PM) work orders and other work orders that they have the skills to successfully complete the task. The Operations Department continues to utilize the Day Shift Workers in both the Operations and Maintenance areas to assist with maintenance of the plant.

The operators also use the GPI Learning courses to improve their knowledge and skills. The GPI online training which supports plant safety, OSHA, and environmental training requirements are being used by the teams to complete their training for the year. Along with the GPI OSHA training, the operators review the plant's safety procedures.

4.0 Maintenance

During the month of April, the Plant Maintenance staff continued addressing the backlog of work orders, preventative maintenance (PM's) and new work orders received during the month. Back logged Work Orders are work orders that have been open for greater than thirty days. There were 69 new work orders issued with 78 work orders being completed, and 27 of the back logged work orders completed during the month. There were 2 new Safety Work Orders entered into the plant's Computerized Maintenance Management System (MP2) for the McKee Run site during the month and 2 were completed. The table below summarizes the monthly work order activities based on MP2 records and will continue to improve with time. This table gives a representation of identified outstanding work; Preventative Maintenance tasks completion and remaining corrective work orders and back logged work orders that require attention.

City of Dover – McKee Run Work Order Statistics									
	WO Type	Starting Backlog	Recv'd WO	Total WO	Comp WO	Comp Rcvd	Total Comp	Ending Backlog	OPEN WO's
McKee Run	ADM	10	2	12	1	1	2	9	10
	CM	34	7	41	11	5	16	23	25
	EW	2	0	2	1	0	1	1	1
	PM	14	42	56	9	30	39	5	17
	SW	0	2	2	0	2	2	0	0
Site Totals		**60**	**55**	**115**	**22**	**40**	**62**	**38**	**53**
City of Dover – Van Sant Work Order Statistics									
	WO Type	Starting Backlog	Recv'd WO	Total WO	Comp WO	Comp Rcvd	Total Comp	Ending Backlog	OPEN WO's
Van Sant	CM	2	5	7	0	3	3	2	4
	PM	10	9	19	4	8	12	6	7
	EW	1	0	1	1	0	1	0	0
Site Totals		**13**	**14**	**27**	**5**	**11**	**16**	**8**	**11**

Notable activities during the month include:

Maintenance Staff removed air dryer piping and fabricated one new dryer bypass piping for the CA-DRYER-25. This will allow the isolation of Dryer-25 without shutting down the entire control air system.

Maintenance Staff removed several manhole covers utilizing the plant crane. Each inside surface area was cleaned and lids/grates were replaced.

Mechanics installed new gasket material on downstream end of the exhaust plenum, it was deteriorated on the horizontal surfaces from heat exposure due to the old degraded plenum.

Maintenance Staff supported Colfax/TLM by fabricating gaskets and installing manway covers, filter housings and secondary tank covers. The tanks were inspected for rags and pads. Both tanks were very clean and no rags/pads were seen. The lube oil heater well was welded and checked. The main lube oil sight glass was removed, cleaned and reinstalled.

IC&E Staff inspected and verified the McKee Run oil tank level indicator. McKee Run oil tank Varec reading is correct and no changes were needed.

IC&E Staff inspected and verified the VanSant oil tank level indicator. The VanSant oil tank Varec reading is 3 1/2" off (high). Staff received approval to change the level indicator reading. The before reading was 27' 8 ¼" and reset to 27' 4 ¾".

IC&E Staff removed and replaced the CA-Dryer-55 inlet solenoid valve. The valve was sticking shut and needed to be replaced. The Lockout was removed and the dryer was checked for proper operation. No issues were observed with the dryer completing a full drying cycle.

IC&E Staff removed the hot-well make-up valve regulator. Staff inspected the valve cage, stem and plug. The stem and cage showed some wear that indicated leak by which would cause a problem. A replacement cage was obtained and he staff installed the new cage and reassembled the make-up water regulator. After removing the LOTO, the condensate pump was run and the regulator checked for proper operation. No issues were observed with the regulation of the valve.

IC&E Staff investigated a ground alarm at the Van Sant site. They inspected and found the VanSant fire protection system battery was dead. A new battery was purchased and installed, and the system was reset and verified to be OK. The ground was eliminated when the batteries were replaced and the fire protection system was restored to functional availability.

5.0 Capital Improvement Projects (CIP)

This month's report for CIP project planned and budgeted for the current budget year 2015/2016 with the status to date for the project.

Project Number	Description	2015-2016 CIP Status Update
EG1407	Metering System Upgrades	Progress: Project scope complete – reviewing bids received from contractors. Schedule: After bid reviewed plan to award contract by the end of May.
EG1416	VanSant Capacity Increase	Progress: Contract / PO Issued for water skid protective shelter. Building permit approved, work to begin in early May. Schedule: Erect protective shelter for inlet fogging skid equipment in progress.
EG1504	Unit#3 Boiler System Repairs	Progress: Identified system repairs and testing completed, other work as identified. Schedule: Other work as identified.
EG1506	McKee Run / Van Sant Safety Improvements	Progress: Updated Drawings received and final work to be completed with a balance of $18K. Schedule: Project was requested to be carried over into new FY.
EG1601	McKee Run Building Equipment Replacement	Progress: Project completed. Schedule: Project completed.
EG1604	McKee Run Unit #3 Boiler Systems	Progress: These funds have been moved to EG1504 as this is a multi-year on-going project. Schedule: Work will occur as identified or as required.
EG1607	McKee Run Unit #3 Auxiliary Equipment Replacement	Progress: Placed order for nitrogen generator. Schedule: Delivery expected by end of May.
EG1608	McKee Run / Van Sant CEMS Upgrades	Progress: New CEMS Computers installed and functioning. Schedule: Complete. Transferred 80K of these funds to EG1407.
EG1609	Van Sant Station Component Replacement	Progress: Work completed to date – replacement of batteries and natural gas skid pressure regulators (ANSI 600) complete. Schedule: Other work as identified.
EG1610	McKee Run / Van Sant Safety Improvements	Progress: New radios received. Schedule: Other work as identified.
EG1611	McKee Run / Van Sant Structural Preservation	Progress: Some funds were used to support transformer repair cost to preserve station integrity and reliability. (T&D Department-$80K+). Schedule: Purchase surface preparation materials and protective coatings in May.
EG1612	Van Sant Exhaust Plenum Replacement	Progress: New Exhaust Plenum is installed. Schedule: Performed initial operational check on April 5, 2016. Final acceptance testing with Universal Acoustics and Emission Technologies awaiting rain guard fabrication and installation.
EG1613	McKee Run Unit #3 Boiler Stack Repairs	Progress: Bid packages sent and project advertised. Schedule: Pre-bid meeting in early June.
EG1706	U3 Accelerated Unit Start	Progress: Engineering evaluation complete, report due by May 26, 2016. Schedule: When plant reviews report and completes needed items Synterprise will return and train staff on new accelerated start-up.
	Remote Start for Van Sant	Progress: Waiting on quote from OEM on installation cost(s). Schedule: Goal is to have estimated cost for remote feature by June 1.

6.0 General Plant Information

McKee Run employees celebrated their 1 year without an accident on April 19 with a Bar-B-Que for all staff to enjoy. Employees enjoyed an outdoor cookout of hamburgers, hot dogs and all the side dishes.

Bay Health Occupational Services was on site on April 14 and April 15 to perform our Annual Audiogram and Respiratory Fit testing of all plant employees. All employees were screened and results will be received in May.

John Neff resigned his position of IC&E Technician on April 11, 2016. The position was immediately posted, and we are searching for a suitable replacement.

7.0 Training

OES-NA and Pat Everly was on site April 7th and 8th for PJM simulation training. The simulation training covered Voltage Control, Congestion Management, and Emergency Operation. Operators are given scenarios on a laptop computer from low voltage situations to a complete blackout to restoration. The operators are received 15 simulation credits for this class they need to have at least thirty simulation credits for renewal of the three year certification. There were six operators in the class and one supervisor.

Topics discussed during the monthly safety committee meeting were reviewed by the entire staff. The monthly safety topic was on “Don’t Press Your Luck”; Safety does not come naturally; it requires you to constantly ask questions and educate yourself.

On April 8, 2016, two (2) McKee Run employees completed the annual HAZWOPER refresher training and DOT training. The DOT training is good for 3 years and supports Hazardous Waste shipments for proper compliance with material disposal.

8.0 Calendar of Upcoming Events

A forecast of general event dates for the power plant projects, outages and various agency reporting dates are listed below.

Calendar of Upcoming Events	Date
Unit 11 Spring Outage Completion Date	April 5th, 2016
RCRA Refresher Training (2 attendees)	April 8th, 2016
OES Transmission Simulation Training	April 7th & 8th, 2016
NOx Ozone Season Started	May 1st, 2016
Award of Metering Bid	May 30th, 2016
NOx Ozone Season Ends	October 30, 2016

9.0 "Value Added" Accomplishments during April

During the month the power plant staff accomplished the normal preventative and corrective maintenance for the generation units. We are tasked with maintaining and protecting the City of Dover power generation assets and keeping them "available" for dispatch when called.
Listed below are some of the work accomplishments that have been completed this month that NAES feels added value to the generation unit assets, protected the assets from deterioration or inoperability, and overall increased the life expectancy through maintenance practices including preventative and predictive maintenance tasks (see Section 4) for the City of Dover assets.

- The City of Dover sent a letter to DNREC as required by the permit when notifying them that McKee Run work was completed for the restoration work around the Unit 3 Cooling Water Tower and the grounds and near Outfall 005. City of Dover and NAES employees completed the grading and seeding activities and used straw as a soil erosion control method until the grass seed can germinate.

- The City of Dover took the initiative to perform several improvements at the storm water drain along the southern portion of the property. Recent high winds gusting up to 50 mph uprooted the silt fencing from around the storm drain potentially causing an avenue for soil erosion pollution to the Puncheon Creek. The first improvement was to replace the existing silt fencing and bury it deeper in the ground in anticipation of spring rains. The second improvement was to manually install a filter fabric or silt sack cover over the drain grate to prevent potential fugitive storm water solids and ground erosion from entering the grate. The third improvement was to place a two (2") inch sausage boom around the perimeter of the silt fencing to slow the velocity of water entering into the drain and prevent potential fugitive sediment from clogging the silt sack over the drain.

- Use of NAES ESS for evaluation of Title V oil / gas combustion measures to allow for operation using oil as an alternate fuel not only as a secondary emergency source. It is believed significant savings will be realized using the NAES ESS staff because of their historical project knowledge for the site which reduces the time needed for consultants to gain background knowledge and review project historical practices, operating capacities and operating profiles. This will reduce the overall time needed for an evaluation of the feasibility to use #2 FO for operation as alternate fuel vice the current Title V restriction to use #2 fuel oil for emergency's and curtailments only.

- Seven McKee Run Operations staff members completed OES-NA PJM required Transmission System Simulation Training to meet the OJM continuing certification requirements for the City of Dover generation facilities.

IV. APPENDIX: PJM INVOICE

REPORT NAME:	Monthly Billing Statement - CSV and XML
CUSTOMER ACCOUNT:	City of Dover, Delaware
CUSTOMER CODE:	DOVDE
CUSTOMER ID:	76.000000
FINAL BILLING STATEMENT ISSUED:	5/6/2016 9:31
BILLING PERIOD START DATE:	4/1/2016
BILLING PERIOD END DATE:	4/30/2016
INVOICE NUMBER:	2016043000076.000000
INVOICE DUE DATE:	5/13/2016 12:00

CHARGES	ADJ	BILLING LINE ITEM NAME	SOURCE BILLING PERIOD START	AMOUNT ($)
1100.000000		Network Integration Transmission Service		331522.500000
1108.000000		Transmission Enhancement		52220.150000
1130.000000		Firm Point-to-Point Transmission Service		0.000000
1140.000000		Non-Firm Point-to-Point Transmission Service		0.000000
1200.000000		Day-ahead Spot Market Energy		214185.330000
1205.000000		Balancing Spot Market Energy		20258.460000
1210.000000		Day-ahead Transmission Congestion		-416210.330000
1215.000000		Balancing Transmission Congestion		-6892.380000
1220.000000		Day-ahead Transmission Losses		-34356.650000
1225.000000		Balancing Transmission Losses		-17.230000
1230.000000		Inadvertent Interchange		287.650000
1242.000000		Day-Ahead Load Response Charge Allocation		15.680000
1243.000000		Real-Time Load Response Charge Allocation		137.420000
1250.000000		Meter Error Correction		-1438.600000
1301.000000		PJM Scheduling, System Control and Dispatch Service - Control Area Administration		8978.190000

1302.000000	PJM Scheduling, System Control and Dispatch Service - FTR Administration	27.930000
1303.000000	PJM Scheduling, System Control and Dispatch Service - Market Support	2066.710000
1304.000000	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	82.950000
1305.000000	PJM Scheduling, System Control and Dispatch Service - Capacity Resource/Obligation Mgmt.	906.600000
1306.000000	PJM Scheduling, System Control and Dispatch Service - Advanced Second Control Center	1160.050000
1307.000000	PJM Scheduling, System Control and Dispatch Service - Market Support Offset	-180.720000
1313.000000	PJM Settlement, Inc.	180.720000
1314.000000	Market Monitoring Unit (MMU) Funding	309.610000
1315.000000	FERC Annual Recovery	3454.370000
1316.000000	Organization of PJM States, Inc. (OPSI) Funding	37.130000
1317.000000	North American Electric Reliability Corporation (NERC)	652.670000
1318.000000	Reliability First Corporation (RFC)	1066.580000
1320.000000	Transmission Owner Scheduling, System Control and Dispatch Service	3942.540000
1330.000000	Reactive Supply and Voltage Control from Generation and Other Sources Service	30578.420000
1340.000000	Regulation and Frequency Response Service	7937.880000
1360.000000	Synchronized Reserve	5971.530000
1362.000000	Non-Synchronized Reserve	825.420000
1365.000000	Day-ahead Scheduling Reserve	401.580000
1370.000000	Day-ahead Operating Reserve	2631.580000
1371.000000	Day-ahead Operating Reserve for Load Response	0.060000
1375.000000	Balancing Operating Reserve	1513.740000
1376.000000	Balancing Operating Reserve for Load Response	3.920000
1378.000000	Reactive Services	8221.890000
1380.000000	Black Start Service	2565.120000

1400.000000		Load Reconciliation for Spot Market Energy		173.430000
1410.000000		Load Reconciliation for Transmission Congestion		18.020000
1420.000000		Load Reconciliation for Transmission Losses		17.600000
1430.000000		Load Reconciliation for Inadvertent Interchange		0.500000
1440.000000		Load Reconciliation for PJM Scheduling, System Control and Dispatch Service		1.180000
1442.000000		Load Reconciliation for Schedule 9-6 - Advanced Second Control Center		0.110000
1444.000000		Load Reconciliation for Market Monitoring Unit (MMU) Funding		0.010000
1445.000000		Load Reconciliation for FERC Annual Recovery		0.370000
1447.000000		Load Reconciliation for North American Electric Reliability Corporation (NERC)		0.070000
1448.000000		Load Reconciliation for Reliability First Corporation (RFC)		0.110000
1450.000000		Load Reconciliation for Transmission Owner Scheduling, System Control and Dispatch Service		0.420000
1460.000000		Load Reconciliation for Regulation and Frequency Response Service		-1.060000
1470.000000		Load Reconciliation for Synchronized Reserve		0.890000
1472.000000		Load Reconciliation for Non-Synchronized Reserve		-0.020000
1475.000000		Load Reconciliation for Day-ahead Scheduling Reserve		0.710000
1478.000000		Load Reconciliation for Balancing Operating Reserve		0.390000
1490.000000		Load Reconciliation for Reactive Services		0.070000
1500.000000		Financial Transmission Rights Auction		-31809.900000
1600.000000		RPM Auction		6120.900000
1610.000000		Locational Reliability		874987.800000
1932.000000		Generation Deactivation Refund		-353.360000
1250.000000	A	Meter Error Correction	3/1/2016	-786.480000

1304.000000	A	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	10/1/2013	0.050000
1304.000000	A	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	11/1/2013	0.090000
1304.000000	A	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	12/1/2013	0.050000
1304.000000	A	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	1/1/2014	0.060000
1304.000000	A	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	2/1/2014	0.050000
1304.000000	A	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	3/1/2014	0.050000
1311.000000	A	PJM Scheduling, System Control and Dispatch Service Refund - Regulation Market Administration	10/1/2013	-0.020000
1311.000000	A	PJM Scheduling, System Control and Dispatch Service Refund - Regulation Market Administration	12/1/2013	-0.020000
1311.000000	A	PJM Scheduling, System Control and Dispatch Service Refund - Regulation Market Administration	1/1/2014	-0.020000
1311.000000	A	PJM Scheduling, System Control and Dispatch Service Refund - Regulation Market Administration	2/1/2014	-0.010000
1311.000000	A	PJM Scheduling, System Control and Dispatch Service Refund - Regulation Market Administration	3/1/2014	-0.030000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	4/1/2014	-2.930000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	5/1/2014	-2.960000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	6/1/2014	-2.940000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	7/1/2014	-2.940000

1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	8/1/2014	-2.970000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	9/1/2014	-2.950000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	10/1/2014	-2.960000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	11/1/2014	-2.950000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	12/1/2014	-2.940000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	1/1/2015	-2.890000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	2/1/2015	-2.870000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	3/1/2015	-2.920000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	4/1/2015	-2.960000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	5/1/2015	-2.930000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	6/1/2015	-2.930000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	7/1/2015	-2.930000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	8/1/2015	-2.940000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	9/1/2015	-2.920000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	10/1/2015	-2.940000

1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	11/1/2015	-2.950000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	12/1/2015	-2.960000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	1/1/2016	-2.120000
1330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	2/1/2016	-2.130000
1340.000000	A	Regulation and Frequency Response Service	10/1/2013	8.730000
1340.000000	A	Regulation and Frequency Response Service	11/1/2013	12.620000
1340.000000	A	Regulation and Frequency Response Service	12/1/2013	10.140000
1340.000000	A	Regulation and Frequency Response Service	1/1/2014	53.700000
1340.000000	A	Regulation and Frequency Response Service	2/1/2014	20.610000
1340.000000	A	Regulation and Frequency Response Service	3/1/2014	22.060000
1360.000000	A	Synchronized Reserve	3/1/2016	-0.320000
1365.000000	A	Day-ahead Scheduling Reserve	2/1/2016	-7.310000
1375.000000	A	Balancing Operating Reserve	10/1/2013	1.320000
1375.000000	A	Balancing Operating Reserve	1/1/2014	1511.220000
1375.000000	A	Balancing Operating Reserve	7/1/2015	-257.210000
1375.000000	A	Balancing Operating Reserve	8/1/2015	-29.410000
1375.000000	A	Balancing Operating Reserve	9/1/2015	-721.820000
1375.000000	A	Balancing Operating Reserve	2/1/2016	36.080000
1375.000000	A	Balancing Operating Reserve	3/1/2016	0.370000
1911.000000	A	Michigan - Ontario Interface Phase Angle Regulators	3/1/2016	171.530000
		Total Charges		1092186.860000

CREDITS	ADJ	BILLING LINE ITEM NAME	SOURCE BILLING PERIOD START	AMOUNT ($)
2100.000000		Network Integration Transmission Service		0.000000
2108.000000		Transmission Enhancement		39659.000000
2130.000000		Firm Point-to-Point Transmission Service		0.000000

2140.000000		Non-Firm Point-to-Point Transmission Service		519.600000
2210.000000		Transmission Congestion		-87711.870000
2220.000000		Transmission Losses		14459.530000
2320.000000		Transmission Owner Scheduling, System Control and Dispatch Service		0.000000
2330.000000		Reactive Supply and Voltage Control from Generation and Other Sources Service		29388.000000
2340.000000		Regulation and Frequency Response Service		0.000000
2360.000000		Synchronized Reserve		0.000000
2365.000000		Day-ahead Scheduling Reserve		0.000000
2370.000000		Day-ahead Operating Reserve		0.000000
2375.000000		Balancing Operating Reserve		0.000000
2380.000000		Black Start Service		0.000000
2420.000000		Load Reconciliation for Transmission Losses		6.620000
2510.000000		Auction Revenue Rights		73697.400000
2600.000000		RPM Auction		879165.000000
2630.000000		Capacity Transfer Rights		2121.300000
2640.000000		Incremental Capacity Transfer Rights		255.900000
2661.000000		Capacity Resource Deficiency		1720.230000
2666.000000		Load Management Test Failure		522.030000
2140.000000	A	Non-Firm Point-to-Point Transmission Service	3/1/2016	44.190000
2220.000000	A	Transmission Losses	12/1/2015	-10.510000
2220.000000	A	Transmission Losses	3/1/2016	0.020000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	4/1/2014	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	5/1/2014	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	6/1/2014	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	7/1/2014	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	8/1/2014	-79.580000

2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	9/1/2014	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	10/1/2014	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	11/1/2014	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	12/1/2014	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	1/1/2015	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	2/1/2015	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	3/1/2015	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	4/1/2015	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	5/1/2015	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	6/1/2015	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	7/1/2015	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	8/1/2015	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	9/1/2015	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	10/1/2015	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	11/1/2015	-79.580000

2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	12/1/2015	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	1/1/2016	-79.580000
2330.000000	A	Reactive Supply and Voltage Control from Generation and Other Sources Service	2/1/2016	-79.580000
2375.000000	A	Balancing Operating Reserve	9/1/2015	-5361.470000
2661.000000	A	Capacity Resource Deficiency	7/1/2014	470.560000
2661.000000	A	Capacity Resource Deficiency	8/1/2014	84.000000
2661.000000	A	Capacity Resource Deficiency	2/1/2016	-3.190000
2661.000000	A	Capacity Resource Deficiency	3/1/2016	-5.790000
		Total Credits		947190.210000
		Monthly Billing Net Total		**144996.650000**
		Previous Weekly Billing Net Total		48427.890000
		Total Due / Receivable		96568.760000

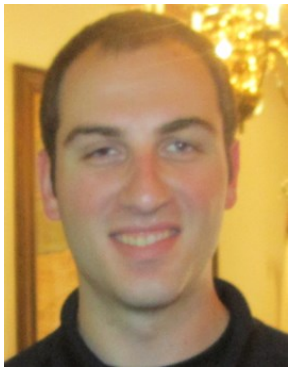
End of Report

City Planner's Monthly Report

Planning, Inspections & Recreation

APRIL 2016

Planning, Inspections & Recreation Highlights



- **Jake Shepherd** joined the Code Enforcement Staff as an Inspector I on April 11, 2016.

- **Downtown Development District** - A series of informational workshops were held on April 6, 2016 regarding the Downtown Development District.

- **Dover Duathlon -** Hosting the inaugural Dover Duathlon on April 23rd, the staff and event committee are pleased to report a incredibly successful event. Participant count was noted at 71 with the ages ranging from 21 - 71 years. We had athletes from New York, New Jersey, Maryland, Virginia, and Delaware. Special Thank You's go out the event sponsors: Advantech, Century Engineering, Dave's Road Bikes, Mercer Dental, Perpetual Endurance, and Premier Physical Therapy. The City of Dover Police, Delaware State Police and the Delaware State Fire Police kept bike the course safe while volunteers from Dover High School's JR ROTC and First State Military Academy ensured runners knew exactly where to go. This was a true team effort and staff looks forward to hosting again April 15, 2017.



- **Leadership Day—**Towne Point Elementary School hosted "The Leader in Me Day" on April 8th. They celebrated their accomplishments as participants in "The Leader in Me" program of empowering students with the skills they need to thrive in the 21st century. Leadership is taught directly to students and they set goals and share their data & progress with other students. Acknowledging their accomplishment, we supported an ice cream and pizza party for the students. They in turn, made a very special thank you card for our staff.

- **Youth Co-Ed Soccer and Schutte Park Multipurpose Fields -** Our new spring youth soccer league started practices with more than 40 teams and a waiting list. Again, this season we are partnering with the YMCA of Dover and Holy Cross to enhance this program for the whole community. We have found the diversity of youth playing in the league continues to strengthen and grow. Returning this spring, the Central Delaware Girls Lacrosse league began their practice and games on the back multipurpose field area at Schutte Park and the Calvary Christian Academy girls soccer team began their season play on the front field area.

- **Youth in Government Day—**was held on April 11th with students from Dover High, Polytech and St. Thomas More High Schools. Students heard from the various department heads and members of council. Aerial golf was a big hit this year for the students who also enjoyed the mock council session.

PROGRESS IN PICTURES



Ulta at Suite 600 in Dover Town Center



Burk's Products, 24 Maggies Way



122 Mourning Dove

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '16 Budget		FY '16 Actual (YTD)	
Business License	$1,425,000	$	1,468,095	103%
Trailer License	$21,000	$	20,111	96%
Building Permits	$600,000	$	416,874	69%
Cert. of Occupancy	$6,500	$	9,760	150%
Public Occupancy	$9,700	$	20,906	216%
Lodging House	$14,100	$	13,666	97%
Plumbing/Heating/Air	$75,000	$	72,277	96%
Rental Inspection Fee	$350,000	$	385,118	110%
Miscellaneous	$15,000	$	39,148	261%
Fire Protection Fees	$62,000	$	58,800	95%
Code Enf. Fines	$25,000	$	35,700	
Vacant Building Reg.	$100,000	$	162,692	163%
Total P&I Revenue	**$2,703,300**	$	2,703,146	100%
Recreation	$149,800	$	137,721	92%

Looking Forward

⇒ Dover Days Events

⇒ NASCAR Weekend

⇒ Summer Recreation Activities

PERSONNEL AND TRAINING

⇒ On April 1, 2016 Timothy Mullaney transferred to the Police Department.

⇒ On April 22, 2016 Debbie Krueger transferred to the City Clerk's Office as an Administrative Assistant.

⇒ On April 27, 2016 Greg Akers, Mike McGregor, Chris Scott, Jake Shepherd, Jared Bosenberg, Velvet Bowen, Kristen Mullaney, and Ron Coburn attended an Advanced Legal Aspects Seminar at the Kent County Building in Dover.

PLANNING OFFICE

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. For April 2016, Planning Staff was involved with review of 83 Permits and 23 Certificates of Occupancy permits. (2016 calendar year total of 331 Permits and CO's compared to 266 for 2015). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

COMPREHENSIVE PLAN IMPLEMENTATION

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

- The Planning Office is also involved in the following studies and projects: Manufactured Housing, Restoring Central Dover Community Plan implementation, Transportation Improvement Districts, and the Division Street/Forest Street Design Week Charrette.

- The Planning Office continues to develop the methods for the study "Non-conforming Uses" including use of a mobile GIS application for data collection to identify non-compliant uses.

- As a Certified Local Government, the City of Dover filed its first grant application for CLG Grant Funding for FFY2016 from the Historic Preservation Fund. The proposed project is to seek consultant assistance to "Evaluate and Update the *Design Standards and Guidelines for the City of Dover Historic District Zone*." This is a matching grant program to start July 1, 2016.

Construction Activity

- Construction activities continue at several multi-family residential projects. These include the Leander Lakes Apartments project south of Forrest Avenue/Route 8 (S-12-18), the redevelopment of Walker Woods as the Village of McKee Branch (S-13-18), and the re-start of construction at the Tall Pines project at 1655 and 1665 Kenton Road (S-14-18). There are also residential construction activity in Clearview Meadows, Nottingham Meadows, Senators Lake, Village of Westover Phase VI, and Village of Cannon Mill.
- Construction continues at the Dover Town Center project (S-15-14: Redevelopment of old Walmart site at 1574 North DuPont Highway) with renovations of the main building for tenant fit-outs and construction of the new multi-tenant commercial pad site building. In April, the Building Permit was issued for the Outback Restaurant (new building) and a Certificate of Occupancy issued for Ulta.
- Construction activities also began for renovations at 365 North DuPont Highway (previous Lonestar Restaurant) for the Mission BBQ Restaurant.

	APR 16	TOTAL FOR 2016
New Home Permits Issued	1	13
Value of Commercial Projects	$5,213,265	$7,594,065
Downtown Incentives (Fees Waived)	$120	$1,965

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on April 18, 2016. The next Planning Commission meeting is scheduled for May 16, 2016. The following applications were considered:

- **C-14-02 YMCA of Delaware Kent Swim Club at 825 Kenton Road -** Commission moved to grant a one-year extension of the Conditional Use Site Plan to allow them to continue to seek the necessary approvals regarding public sewer services.
- **AX-16-02 Lands of Heartland Delaware, Inc** — Commission recommended approval of the Annexation request and Rezoning to C-4 for two parcels of land at 1411 and 1417 South Governors Avenue.
- **AX-16-03 Lands of Dover International Speedway, Inc. –** Commission recommended approval of the Annexation request and Rezoning to RC for multiple parcels of land surrounding the intersection of Leipsic Road and Persimmon Tree Lane and the property at 1229 Persimmon Tree Lane recognizing the need to annex the property for safety & logistics reasons. The submission included a Master Plan of the area.
- **Z-16-04 Lands of Dover International Speedway, Inc. -** Commission recommended approval of the Rezoning of 291.07 acres (14 parcels) to the RC zone with some areas subject to SWPOZ.
- **S-16-10 Dover Behavioral Health, Phase II Building Addition at 725 Horsepond Road –** Commission granted conditional approval of a Site Plan for a 10,629 SF building addition and approval of waiver requests for a reduction in parking and reduction in bicycle parking.
- **S-16-11 Chesapeake Utilities Dover Campus at Northgate Center, Lot 6 —** Commission granted conditional approval of a Site Plan for development of an office building, warehouse, vehicle storage, material storage, compressed natural gas dispensers and site improvements. Approval is based on the DAC recommendations and also includes approval of waiver requests for the partial elimination of curbing and a parking reduction. Approval affirms that the Performance Standards Review Application as meeting compliance.
- **MI-16-04 Text Amendment: Revise Parking Provisions of Article 6 Section 5.3 -** Commission recommended approval of a Text Amendment to Revise Parking Provisions of Article 6 Section 5.3 related to multiple dwellings.

Board of Adjustment

The Board of Adjustment met on April 20, 2016. The next regular scheduled meeting of the Board of Adjustment is scheduled for May 18, 2016. The following application was considered:

- **V-16-01 MauTiste Investment Group-- 420 W. Reed Street, 105 S. Kirkwood Street, 107 S. Kirkwood Street**

The Board moved to approve variance V-16-01 from the requirements of *Zoning Ordinance* Article 4 §4.2 as revised. It was previously approved by the Board of Adjustment at its meeting of February 17, 2016 pertaining to the minimum lot dimensions, minimum setbacks, and maximum lot coverage for duplex/one-family semi-detached dwellings in the RG-1 zone.

Historic District Commission

The Historic District Commission met on April 21, 2016. The next Historic District Commission meeting is scheduled for May 19, 2016. The following application was considered:

- **HI-16-02 Carriage House at 2 Kings Highway NE -** The Commission granted conditional approval for an Architectural Review Certification for demolition of an existing garage building and for construction of a carriage house (accessory structure) adjacent to the rear alley of the property at 2 Kings Highway NE.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG FY15 Projects

Homeownership Assistance Program

CDBG funds will be used to provide homeownership assistance to first-time homebuyers who purchase affordable housing in the Downtown Development District (DDD) Target Area. One (1) family purchased a property in the DDD Target Area and one family is pending approval to purchase a newly constructed home on the corner of Mary and West Streets.

Dover Interfaith Mission for Housing

CDBG funds will be used for operations cost for the shelter. This project is currently underway with 60% of program funds spent year to date.

Connections Community Support Program

CDBG funds will be used to provide rapid re-housing/rental assistance services for homeless households within the City. Rental assistance was provided for two (2) low income persons.

Milford Housing Homeowner Rehabilitation Program

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. Emergency home repairs were completed for five (5) low income households and homeowner rehabs for three (3) low income families.

Habitat for Humanity

CDBG funds will be used to rehabilitate an existing home to provide affordable housing to a family in the Downtown Development District Target Area. Habitat for Humanity purchased 111 S. Queen Street on November 2, 2015, renovated the property, and sold the property on December 18, 2015 to a first time homebuyer. Remainder of funding was utilized for asbestos removal for properties in the DDD Target Area that will be renovated and sold to low income families.

Peoples Place Whatcoat Homeless Shelter

CDBG funds will be utilized for minor renovations to a facility that shelters the homeless.
This Project is completed.

Neighborhood Stabilization Program

Settlement assistance was provided for two (2) families who purchased affordable housing in the City of Dover and was able to assist in stabilizing our neighborhoods by purchasing properties that have been vacant for at least 90 days or foreclosed. The following properties were purchased providing NSP settlement assistance.

⇒ 40 Spruance Road

⇒ 310 Crickle Creek Lane

Code Enforcement Activity—APRIL

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	1	7	100%	100%
No valid Building Permit	16	23	95%	98%
Tall grass and weeds	166	167	98%	98%
Unregistered vehicle	7	11	45%	29%
Abandoned vehicle	6	20	100%	70%
Annual Housing Inspection	21	71	67%	77%
Property Maintenance – Exterior	57	157	82%	81%
Electric Termination	12	47	100%	96%
Dover Code of Ordinances	44	193	77%	82%
Zoning	10	21	80%	76%
Total Cases	**340**	**717**		
Total # of Inspections For Month	**415**			



McKee Road—
Dangerous Equipment

Dangerous Buildings, Vacant Buildings & Demolitions

- *325 N. New Street*—Property has been demolished.
- *1124 Forrest Avenue*—Property has been demolished.
- *1128 Forrest Avenue*—Property has been demolished.
- *35 N. Queen Street*—Property is condemned and a lien search is complete; home has been placed on the market for sale. An adjacent land owner has inquired about purchasing the property and demolishing the structure; they currently are in contact with City Staff.
- *2 S. Queen Street*—Property was brought forward to City Council on December 9th as a dangerous building. Council declared that the owner would have 15 days to submit a contractor's plan for renovations to City Staff and to place the issue back on the City Council agenda for January 11, 216, for further review. Council has ordered that the home be demolished by February 11, 2016. The demolition of the structure has been delayed.
- *53 S. New Street*—A fire occurred within this residence on January 14, 2016. City Staff scheduled an emergency hearing for Dover Council on January 25, 2016, where City Council declared the structure dangerous and ordered it demolished or repaired by February 10, 2016. The property has been sold and the new owners have advised that they are going to demolish the structure and build a new home on the site.
- *113 Davis Circle*—Property is condemned and a lien search has been requested.

- *Vacant Buildings*—During the month of April, twenty nine (29) additional buildings were registered as vacant, and $7,750.00 in vacant building registration fees were collected.



5 Gordon Place—Dangerous Building

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Current	July15-June16	April 2015	July14-June15
Inspections	**APR 16**	**FYTD 16**	**APR 15**	**FYTD 15**
Annual Fire/Life Safety Inspections	47	290	45	358
Fire/Code/DCO Complaints	42	308	36	442
Inspection Deficiencies from AFI	272	1113	82	901
C/O & Acceptance Tests	20	141	7	110
Administrative Walk Thru	27	112	14	92
Plan Review	2	96	9	-
Accidental	$77,050	$314,500	$31,300	$389,700
Incendiary	$10,151	$17,466	$ 0.00	$73,600
Undetermined	N/A	$226,950	$5,000	$17,900
PERMITTING AND LICENSING				
Permits Issued	**APR 16**	**FYTD 16**	**APR 15**	**FYTD 15**
Administrative Permit	5	42	4	18
Building Addition/Renovation Permits	37	283	36	348
Building Permits	16	105	24	153
Demolition Permits	5	50	10	43
Fence Permits	15	76	8	70
Fire Prevention Permits	8	100	7	77
Mechanical Permits	21	344	25	244
Plumbing Permits	33	341	22	227
Sign Permits	30	205	25	201
Swimming Pool Permits	0	3	3	9
Business Licenses	24	1224	16	982
Merchant Licenses	5	282	2	206
Contractor Licenses	35	877	37	624
Lodging House Licenses	1	42	2	55
Mobile Homes	2	270	7	298
Public Occupancy	27	346	18	393
Rental Dwelling	33	260	91	3452
BUILDING INSPECTIONS				
Inspections	**APR 16**	**FYTD 16**	**APR 15**	**FYTD 15**
Building	391	3090	297	3155
Plumbing/Mechanical	292	3166	488	2757
Certificate of Occupancy	23	142	10	135

Fire Marshal's Office—At a Glance

The Fire Marshal's Office investigated a total of nine (9) incidents in the month of April, to include a fire at 45 Greentree Drive in which a sprinkler activation prevented a large fire loss.

During the month of April, the Fire Marshal's Office began new annual inspections at restaurants which are required to have public occupancy permits.

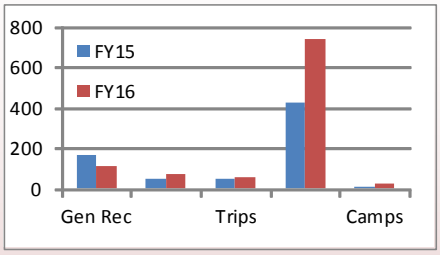


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

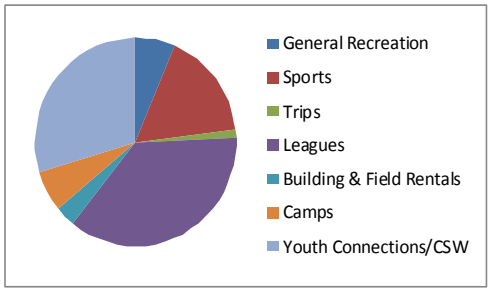
APRIL FY 16 verses APRIL FY 15

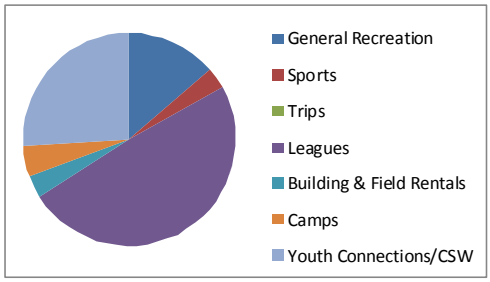




Category	FY15	FY16
General Recreation	165	113
Sports	50	70
Trips	45	57
Leagues	423	741
Camps	9	25

Revenue Breakdown: April 2016 verses April 2015





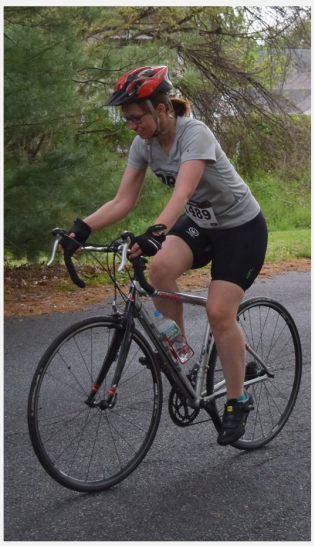
General Recreation	**$2,718.50**
Sports	**$4,630.00**
Trips	**$333.00**
Leagues	**$10,095.00**
Building & Field Rentals	**$850.00**
Camps	**$1,745.00**
Youth Connections/CSW	**$8,183.20**

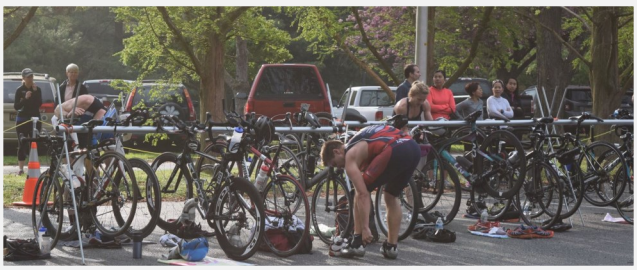
General Recreation	**$1,999.00**
Sports	**$500.00**
Trips	**0.00**
Leagues	**$7,230.00**
Building & Field Rentals	**$500.00**
Camps	**$690.00**
Youth Connections/CSW	**$3,840.00**







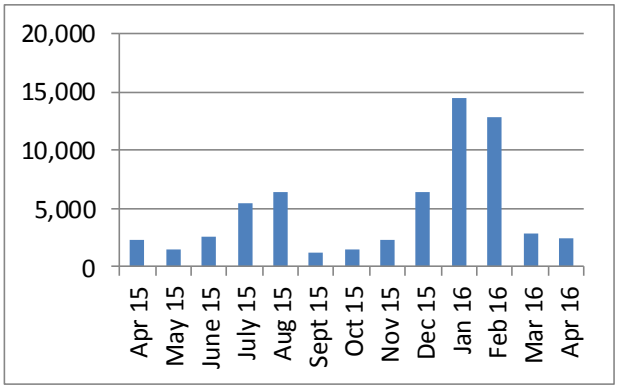




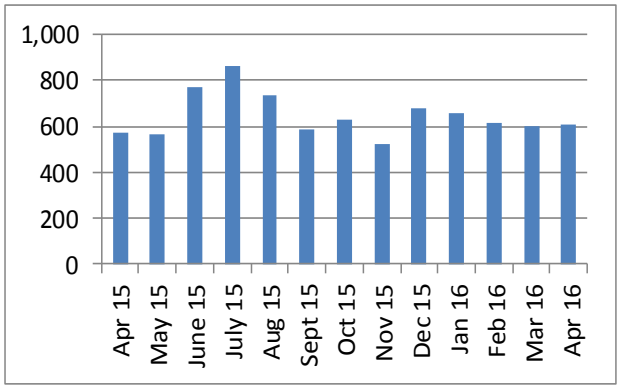


John W. Pitts Recreation Center – APRIL 2016

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	APR 16		FYTD 16		APR 15		FYTD 15
Open Gym	439		3,628.25		418.5		3,909.5
Fitness Classes	36		344.5		35.5		396
Leagues	62		1,132.5		34		830.5
Camps	24		998		32.5		764
Sports Classes	13.5		148.5		13.5		236
Meetings & Rentals	34		232		36.5		348.5
Enrichment Classes	2		25		0		12
Total Facility Usage Hours	610.5		6,508.75		570.5		6,496.5

Daily Program Attendance**	APR 16		FYTD 16		APR 15		FYTD 15
Total	2,372		55,308		2,312		51,900
Open Gym	406		3,692		675		5,309
Fitness Classes	168		1,973		299		2,696
Leagues	1,320		43,932		480		31,908
Camps	25		1,231		44		1,185
Sports Classes	128		2,031		129		2,252
Meetings & Rentals	315		2,324		685		8,505
Enrichment Classes	10		125		0		45

Since our opening in late April 2008, we have had 441,835 guests at the John W. Pitts Recreation Center.

April Open Gym Registrations and Packages Sold

Packages Sold:	APR	MTD	YTD	FYTD
Daily:	12	$36	124	$376
Individual Quarterly:	1	$15	9	$135
Individual Annual:	0	$0	0	$0
Family Quarterly:	0	$0	0	$0
Family Annual:	0	$0	0	$0
Revenue:	**13**	**$51**	**133**	**$511**

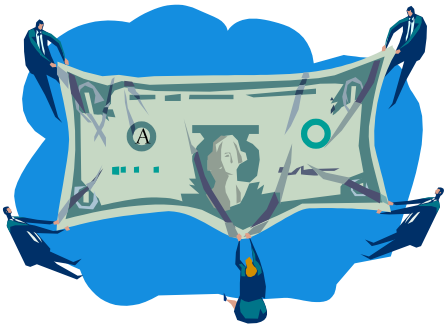


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
APRIL 2016 - MONTHLY BUDGET REPORTS















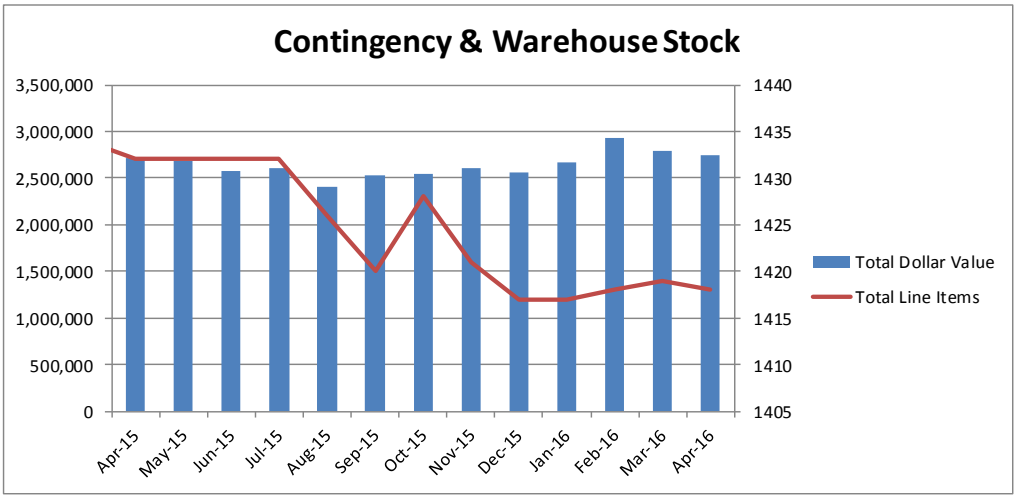
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER
ACTIVITY REPORTS
APRIL 2016

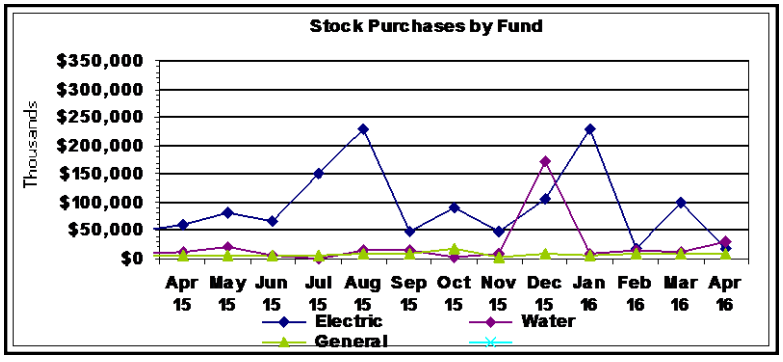
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY15 YTD			FY16 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	5,869			5,927		
Total Amount of All Deposits	$ 116,243,121			$107,939,928		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**696,649**	**100.0%**	**$ 16,556,947**	**757,300**	**100.0%**	**$ 18,368,593**
Wages and Hours Worked						
Regular	570,420	81.9%	$ 12,672,017	623,659	82.4%	$ 13,996,305
All over time	27,721	4.0%	$ 1,123,348	29,401	3.9%	$ 1,264,650
Other Paid or Unpaid Wages and Hours						
Vacation	36,817	5.3%	$ 982,508	36,020	4.8%	$ 998,242
Sick	15,718	2.3%	$ 399,238	13,575	1.8%	$ 343,577
Terminal Leave - Retiree Vacation/Sick Payout	17,002	2.4%	$ 530,398	16,976	2.2%	$ 554,213
Comp Time	7,105	1.0%	$ 205,271	6,419	0.8%	$ 193,718
Personal	1,521	0.2%	$ 45,723	2,483	0.3%	$ 81,226
Leave Without Pay	3,028	0.4%	$ -	2,441	0.3%	$ -
Other (description below)	17,329	2.5%	$ 598,443	26,325	3.5%	$ 941,591
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.						
Other Activity						
Number of Pay Periods	21			22		
Number of Payroll Checks & Direct Deposits Issued	7,736			8,546		
Number of Pension Checks Issued	2,534			2,537		
Total Pension Benefits Paid - Defined Benefit Plan	$ 4,344,449			$ 4,352,982		
ACCOUNTS PAYABLE						
Number of Check Vouchers	4,870			4,634		
Number of EFT Vouchers	1,986			1,903		
Vouchers Dollar Amount Disbursed	$ 68,971,658			$ 56,907,030		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,743,470.98 Line Items: 1,418



Fuel Use		
Unleaded:	10,199.2	gallons
Diesel:	6,557.2	gallons
Total Cost:	$ 23,622.93	

City of Dover
Finance Department
Monthly Report - April 2016
General Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 3,977,500	$ 4,820,400	$ 4,820,414	$ (14)	100.0%
Revenues					
Court of Chancery Fees	1,065,100	1,090,400	908,700	181,700	83.3%
Police Extra Duty, Fines & Revenue	1,235,300	1,112,900	823,926	288,974	74.0%
Franchise Fees	672,300	682,300	424,186	258,114	62.2%
Grants	623,500	623,500	212,333	411,167	34.1%
Intrafund Services	5,231,200	5,006,200	4,120,439	885,761	82.3%
Library & Recreation Revenues	671,000	528,600	507,292	21,308	96.0%
Licenses & Permits	2,861,300	2,908,300	2,913,956	(5,656)	100.2%
Property Taxes (Includes BID Revenue) (1)	12,894,200	12,833,500	12,834,164	(664)	100.0%
Miscellaneous Revenues	57,700	196,600	195,506	1,094	99.4%
Sanitation Revenues	2,580,000	2,530,000	2,109,275	420,725	83.4%
Garrison Farm Rent Revenue	93,700	93,900	93,858	42	100.0%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	564,200	673,100	504,934	168,166	75.0%
Civil Traffic Penalties	450,000	480,000	374,877	105,123	78.1%
Transfer Taxes	1,340,000	2,090,200	1,960,843	129,357	93.8%
Verizon & Other Reserves	63,200	63,200	50,000	13,200	79.1%
Police Grants/Extra Duty	74,400	172,700	110,249	62,451	63.8%
Water/Wastewater Fund	850,000	850,000	708,335	141,665	83.3%
Electric Fund	10,000,000	10,000,000	10,000,000	-	100.0%
Total Revenues	41,327,100	41,935,400	38,852,873	3,082,527	92.6%
Total Beginning Balance & Revenues	**$ 45,304,600**	**$ 46,755,800**	**$ 43,673,287**	**$ 3,082,513**	93.4%
Expenditures					
City Clerk & Council	$ 501,500	$ 496,400	$ 377,226	$ 119,174	76.0%
Mayor, City Manager & Human Resources	1,210,300	1,362,100	1,131,230	230,870	83.1%
Police & Police Extra Duty	15,761,400	16,555,600	13,370,789	3,184,811	80.8%
Public Services	4,669,500	4,522,900	3,513,362	1,009,538	77.7%
Engineering	181,400	173,400	124,423	48,977	71.8%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	2,036,200	2,021,500	1,646,958	374,542	81.5%
Planning, Inspections, Life Safety, Code Enf., & Economic Dev.	2,338,300	2,419,300	1,924,387	494,913	79.5%
Finance, Info Tech & Customer Services	2,803,400	2,697,700	2,178,567	519,133	80.8%
Library & Recreation	2,239,500	2,179,200	1,725,196	454,004	79.2%
Fire Department	745,400	735,400	629,355	106,045	85.6%
Assessor	234,800	239,800	195,810	43,990	81.7%
Contribution to DDP	70,000	70,000	52,500	17,500	75.0%
Miscellaneous Grant Expense	25,000	25,000	-	25,000	0.0%
Other Employment Expenses	520,100	52,000	-	52,000	0.0%
Bank & CC Fees	15,000	10,600	6,590	4,010	62.2%
Insurance	690,000	690,000	513,708	176,292	74.5%
New Street Property Acquisitions	-	240,400	240,362	38	100.0%
OPEB - Retiree's Health Care Contribution	1,895,600	1,567,700	1,150,987	416,713	73.4%
Police Pension Trust Contribution - State Grant	500,000	500,000	203,400	296,600	40.7%
Appropriation to Employee Pension Fund	-	594,300	-	594,300	0.0%
Appropriation to Police Pension Fund	570,000	676,500	431,813	244,687	63.8%
Street Lights	797,700	797,700	667,782	129,918	83.7%
Debt Service	660,800	669,400	598,810	70,590	89.5%
Transfers Out					
Capital Asset Reserve	-	229,600	229,600	-	100.0%
Inventory Write-offs	10,000	10,000	10,000	-	100.0%
Capital Projects Fund	2,625,400	2,625,400	1,969,050	656,350	75.0%
Verizon Reserve	50,000	50,000	50,000	-	100.0%
Electric I & E	-	-	-	-	0.0%
Uncollectibles: Trash & Other	50,000	50,000	50,000	-	100.0%
Total Expenditures	41,201,300	42,261,900	32,991,905	9,269,995	78.1%
Budget Balance -Working Capital	4,103,300	4,493,900	-	4,493,900	0.0%
Total Budget Balance & Expenditures	**$ 45,304,600**	**$ 46,755,800**	**$ 32,991,905**	**$ 13,763,895**	70.6%
Reserve Balances					
Contingency	$ 720,300	$ 731,000	$ 731,268		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 4/30/16 is $140,151 as compared to $230,909 in April 2015.

City of Dover
Finance Department
Monthly Report - April 2016
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance - Water	$ 861,600	$ 1,072,900	$ 1,072,915	$ (15)	100.0%
Beginning Balance - Wastewater	293,400	206,900	206,894	6	100.0%
	1,155,000	1,279,800	1,279,809	(9)	100.0%
Revenues					
Water Fees	6,200,000	5,366,600	4,552,223	814,377	84.8%
Wastewater Fees	3,728,000	3,823,800	3,143,985	679,815	82.2%
Wastewater Treatment Services	3,026,500	2,997,600	2,467,561	530,039	82.3%
Groundwater Inflow Adjustment	1,864,300	1,965,600	1,577,708	387,892	80.3%
Water Tank Space Leases	341,900	341,900	267,398	74,502	78.2%
Miscellaneous Service Fee	67,000	66,200	64,363	1,837	97.2%
Impact Fees - Water	250,000	222,400	177,130	45,270	79.6%
Impact Fees - Wastewater	250,000	253,400	154,316	99,084	60.9%
Total Revenues	15,727,700	15,037,500	12,404,684	2,632,816	82.5%
Total Beginning Balance & Revenues	**$ 16,882,700**	**$ 16,317,300**	**$ 13,684,493**	**$ 2,632,807**	83.9%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 517,500	$ 520,500	$ 399,606	$ 120,894	76.8%
Water Department	673,300	664,900	518,005	146,895	77.9%
Water Treatment Plant	1,910,000	1,743,100	1,331,279	411,821	76.4%
Wastewater Department	968,600	818,600	639,138	179,462	78.1%
Kent County Treatment Charge	4,130,000	4,130,000	3,273,568	856,432	79.3%
Intrafund Service Fees	1,492,700	1,417,400	1,149,801	267,599	81.1%
Retiree's Health Care	178,600	60,200	60,200	-	100.0%
Debt Service	1,132,100	1,132,400	844,403	287,997	74.6%
Other Employment Expenses	20,000	142,300	-	142,300	0.0%
Bank & CC Fees	46,200	25,000	19,392	5,608	77.6%
Transfers Out					
General Fund	850,000	850,000	708,335	141,665	83.3%
Contingency Reserve	32,000	32,000	-	32,000	0.0%
Appropriation to Pension Fund	-	248,400	248,400	-	100.0%
Water I & E Fund	1,800,000	1,800,000	1,350,000	450,000	75.0%
Wastewater I & E Fund	1,500,000	1,500,000	1,125,000	375,000	75.0%
Total Expenses	15,251,000	15,084,800	11,667,127	3,417,673	77.3%
Budget Balances					
Budget Balance - Work. Cap Water	1,048,600	550,000	-	550,000	0.0%
Budget Balance - Work. Cap WW	583,100	682,500	-	682,500	0.0%
Total Budget Balances	1,631,700	1,232,500	-	1,232,500	0.0%
Total Budget Balances & Expenses	**$ 16,882,700**	**$ 16,317,300**	**$ 11,667,127**	**$ 4,650,173**	71.5%
Reserve Balances					
Contingency-Water	$ 137,700	$ 138,000	$ 106,785		
Contingency-Wastewater	$ 191,100	$ 191,600	$ 193,096		
Impact Fee Reserve - Water	$ 202,000	$ 430,700	$ 433,229		
Impact Fee Reserve - Sewer	$ 1,309,500	$ 1,590,900	$ 1,745,109		
Bond Coverage Ratio (Covenant 1.20)	4.30	4.30	4.41		

City of Dover
Finance Department
Monthly Report - April 2016
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 6,177,600	$ 8,337,500	$ 8,337,466	$ 34	100.0%
Revenues					
Direct Sales to Customers	78,279,200	78,493,800	65,821,996	12,671,804	83.9%
Utility Tax	1,281,100	1,309,600	1,097,843	211,757	83.8%
Weyandt Hall Rents	202,600	202,600	169,662	32,938	83.7%
Miscellaneous Revenues	725,200	1,039,400	844,491	194,909	81.2%
Interest Earnings	47,900	35,000	31,600	3,400	90.3%
Transfer from Rate Stabilization	3,000,000	750,000	750,000	-	100.0%
Total Revenues	83,536,000	81,830,400	68,715,592	13,114,808	84.0%
Total Beginning Balance & Revenues	**$ 89,713,600**	**$ 90,167,900**	**$ 77,053,058**	**$ 13,114,842**	85.5%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 23,402,600	$ 23,402,600	$ 19,826,041	$ 3,576,559	84.7%
Power Supply Management	996,000	996,000	830,000	166,000	83.3%
Capacity Charges	10,225,100	10,225,100	8,812,411	1,412,689	86.2%
Dover Sun Park Energy	2,313,900	2,313,900	1,773,833	540,067	76.7%
Renewal Energy Credits (Incl. Solar)	1,036,800	1,036,800	275,721	761,079	26.6%
RGGI	175,000	175,000	66,080	108,920	37.8%
PJM Charges - Energy	7,966,100	7,966,100	2,835,552	5,130,548	35.6%
PJM Charges - Transmission & Fees	7,932,500	7,932,500	4,571,813	3,360,687	57.6%
Total Power Supply	54,048,000	54,048,000	38,991,451	15,056,549	72.1%
Plant Operations	6,434,600	6,382,900	4,742,321	1,640,579	74.3%
Generation Fuels	1,167,300	1,167,300	1,187,329	(20,029)	101.7%
Capacity Credits	(10,472,100)	(10,472,100)	(8,312,954)	(2,159,146)	79.4%
PJM Spot Market Energy	(1,708,300)	(1,708,300)	(974,010)	(734,290)	57.0%
PJM Credits	(360,000)	(360,000)	(531,260)	171,260	147.6%
Total Generation	(4,938,500)	(4,990,200)	(3,888,574)	(1,101,626)	77.9%
Total Power Supply & Generation	49,109,500	49,057,800	35,102,877	13,954,923	71.6%
Electric Operating Divisions:					
Transmission/Distribution	4,068,600	3,437,300	2,703,118	734,182	78.6%
Electrical Engineering	1,335,800	1,120,900	873,292	247,608	77.9%
Administration	839,300	834,300	562,555	271,745	67.4%
Meter Reading	360,500	363,200	288,081	75,119	79.3%
Systems Operations	679,800	601,500	486,516	114,984	80.9%
Intrafund Services	3,738,500	3,586,200	2,970,638	615,562	82.8%
Utility Tax	1,281,100	1,309,600	1,097,843	211,757	83.8%
OPEB Trust Contribution - Unfunded Liability	1,030,000	-	-	-	0.0%
Retirees Health Care	537,800	57,700	57,700	-	100.0%
Interest on Deposits	20,500	20,500	15,771	4,729	76.9%
Green Energy Payment to DEMEC	128,000	128,000	106,952	21,048	83.6%
Accounts Receivable Write-Offs	200,000	200,000	200,000	-	100.0%
Other Employee Expenses	72,000	353,400	-	353,400	0.0%
Bank & CC Fees	242,300	259,300	216,200	43,100	83.4%
Debt Service	3,402,000	1,617,700	1,350,594	267,106	83.5%
Transfers Out:					
General Fund	10,000,000	10,000,000	10,000,000	-	100.0%
Electric Improvement & Extension Fund	3,500,000	3,500,000	2,625,000	875,000	75.0%
Rate Stabilization Reserve	-	394,800	394,800	-	100.0%
Transfer to Insurance Reserve	10,000	10,000	10,000	-	100.0%
Transfer to Contingency Reserve	13,000	13,000	13,000	-	100.0%
Total Expenses	80,568,700	76,865,200	59,074,937	17,790,263	76.9%
Budget Balance - Work. Capital	9,144,900	13,302,700	-	13,302,700	0.0%
Total Budget Balance & Expenses	**$ 89,713,600**	**$ 90,167,900**	**$ 59,074,937**	**$ 31,092,963**	65.5%
Reserve Balances					
Contingency Reserve	$ 844,600	$ 841,900	$ 848,165		
Insurance Reserve	$ 758,700	$ 756,300	$ 761,885		
Rate Stabilization Reserve	$ 4,602,600	$ 7,207,100	$ 7,253,653		
Bond Coverage Ratio (Covenant 1.25)	2.62	7.29	4.82		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,390	712,390	595,868		83.6%
Sales per MWh	$ 109.88	$ 109.88	$ 110.46		100.5%
Purchased/Generated MWh	741,522	741,522	617,196		83.2%
All In MWh Supply & Generation	$ 66.23	$ 66.23	$ 56.87		85.9%

City of Dover
Finance Department
Monthly Report - April 2016
General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance - Projects	$ 154,800	$ 2,926,700	$ 2,926,738	$ (38)	100.0%
Revenues					
State Grant - Other	-	80,500	61,765	18,735	76.7%
Interest Earnings	5,000	5,000	3,675	1,325	73.5%
Income from Sale of Assets	20,300	120,800	111,193	9,607	92.0%
Transfer from General Fund for Projects	2,625,400	2,625,400	1,969,050	656,350	75.0%
Miscellaneous Receipts - Reimb for Village of Cannon Mills	-	74,700	74,680	20	100.0%
Total Revenues	2,650,700	2,906,400	2,220,363	686,037	76.4%
Total Beginning Balance & Revenue	**$ 2,805,500**	**$ 5,833,100**	**$ 5,147,101**	**$ 685,999**	88.2%
Expenditures					
Fire	$ 145,600	$ 445,800	$ 445,594	$ 206	100.0%
Grounds Maintenance	201,100	185,200	29,196	156,004	15.8%
Recreation	-	73,900	7,850	66,050	10.6%
Life Safety	55,700	55,700	56,411	(711)	101.3%
Police	262,100	302,700	246,696	56,004	81.5%
Streets	1,428,500	3,735,000	1,901,347	1,833,653	50.9%
Sanitation	449,000	449,000	-	449,000	0.0%
City Manager	24,700	24,700	-	24,700	0.0%
Fleet Maintenance	84,000	84,500	-	84,500	0.0%
Transfer to Capital Asset Reserve	-	92,700	-	92,700	0.0%
Total Expenditures	2,650,700	5,449,200	2,687,094	2,762,106	49.3%
Budget Balance - Projects	154,800	383,900	-	383,900	0.0%
Total Budget Balance & Expenditures	**$ 2,805,500**	**$ 5,833,100**	**$ 2,687,094**	**$ 3,146,006**	46.1%
Reserve Balances					
Capital Asset Replacement Reserve	$ 916,500	$ 1,022,700	$ 1,158,596		
Parkland/Recreation	$ 296,700	$ 324,900	$ 325,666		

City of Dover
Finance Department
Monthly Report - April 2016
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance - Water	$ 833,500	$ 4,990,300	$ 4,990,310	$ (10)	100.0%
Beginning Balance - Wastewater	$ 1,027,600	$ 4,551,700	$ 4,551,722	$ (22)	100.0%
Revenues					
Grants Receipts	-	20,300	17,631	2,669	86.9%
Miscellaneous Receipts	-	61,400	70,247	(8,847)	114.4%
Interest Earnings	25,000	69,900	95,340	(25,440)	136.4%
Transfer from Operating Fund for Water	1,800,000	1,800,000	1,350,000	450,000	75.0%
Transfer from Operating Fund for Wastewater	1,500,000	1,500,000	1,125,000	375,000	75.0%
Transfer from Impact Fee Reserve - Wastewater	165,000	165,000	-	165,000	0.0%
Total Revenues	3,490,000	3,616,600	2,674,064	942,536	73.9%
Total Beginning Balance & Revenues	**$ 5,351,100**	**$ 13,158,600**	**$ 12,216,096**	**$ 942,504**	92.8%
Expenses					
Water	$ 2,028,600	$ 5,442,600	$ 1,385,019	$ 4,057,581	25.4%
Wastewater	1,822,100	5,299,100	1,809,348	3,489,752	34.1%
Water Treatment Plant	-	284,400	171,038	113,362	60.1%
Total Expenses	3,850,700	11,026,100	3,365,405	7,660,695	30.5%
Budget Balance Water - Working Capital	617,400	1,179,900	-	1,179,900	0.0%
Budget Balance Wastewater - Working Capital	883,000	952,600	-	952,600	0.0%
Total Budget Balances	1,500,400	2,132,500	-	2,132,500	0.0%
Total Budget Balances & Expenses	**$ 5,351,100**	**$ 13,158,600**	**$ 3,365,405**	**$ 9,793,195**	25.6%
Reserve Balances					
Capital Asset Replacement - Water	$ 518,500	$ 514,600	$ 518,433		
Capital Asset Replacement - Wastewater	$ 515,200	$ 513,400	$ 517,247		

City of Dover
Finance Department
Monthly Report - April 2016
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 3,623,600	$ 7,095,300	$ 7,095,270	$ 30	100.0%
Revenues					
Interest Earnings	26,700	57,900	70,691	(12,791)	122.1%
Transfer from 2010 Bond Reserve	-	2,108,000	2,108,003	(3)	100.0%
Miscellaneous Receipts	-	15,000	-	15,000	0.0%
Transfer from Electric Revenue Fund	3,500,000	3,500,000	2,625,000	875,000	75.0%
Income from Sale of Assets	-	-	4,415	(4,415)	0.0%
General Service Billing	1,900,000	1,900,000	305,807	1,594,193	16.1%
Total Revenues	5,426,700	7,580,900	5,113,916	2,466,984	67.5%
Total Beginning Balance & Revenues	**$ 9,050,300**	**$ 14,676,200**	**$ 12,209,186**	**$ 2,467,014**	83.2%
Expenses					
Electric Generation	$ 1,655,000	$ 2,299,800	$ 854,894	$ 1,444,906	37.2%
Transmission/Distribution	2,887,600	3,524,900	758,159	2,766,741	21.5%
Electrical Engineering	1,724,300	3,288,000	1,477,456	1,810,544	44.9%
Meter Reading	-	23,000	-	23,000	0.0%
Total Expenses	6,266,900	9,135,700	3,090,509	6,045,191	33.8%
Budget Balance Bond - Work. Capital	2,783,400	5,540,500	-	5,540,500	0.0%
Total Budget Balance & Expenses	**$ 9,050,300**	**$ 14,676,200**	**$ 3,090,509**	**$ 11,585,691**	21.1%
Reserve Balances					
Depreciation Reserve	$ 10,066,400	$ 10,083,600	$ 10,109,030		
Future Capacity Reserve	$ 10,218,000	$ 10,134,700	$ 10,261,333		

City of Dover
Electric Revenue Fund
FY16 - White Oak Solar Park Incremental Cost

	Original Budget	YTD	Balance
Power Supply & Generation			
Dover Sun Park - Energy	$ 2,313,861	$ 1,773,833	$ 540,028
Dover Sun Park - REC's	363,381	235,579	127,802
Total Power Supply Cost	2,677,242	2,009,412	667,830
Non-Solar Power Supply Cost	(1,172,049)	(818,003)	(354,046)
Incremental Energy Cost	$ 1,505,193	$ 1,191,408	$ 313,784
Revenues			
Customer Sales - Electricity	(93,900)	(79,011)	(14,889)
Rent Receipts	(93,700)	(61,468)	(32,232)
Total Revenues	(187,600)	(140,479)	(47,121)
Incremental Sun Park Cost	$ 1,317,593	$ 1,050,929	$ 266,664
MWh Purchased/Generated - Solar	18,159.000	13,628.480	
MWh $ Solar Energy	$ 127.42	$ 130.16	
Solar REC's MWh		1,756.000	
MWh $ Solar REC (one month lag)*		$ 134.16	

City of Dover
Finance Department
Monthly Report - April 2016
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 144,000	$ 57,800	$ 57,798	$ 2	100.0%
Revenues					
Grants Revenue	500,000	839,300	237,573	601,727	28.3%
Interest Earned	500	500	129	371	25.8%
Total Revenues	500,500	839,800	237,702	602,098	28.3%
Total Beginning Balance & Revenues	**$ 644,500**	**$ 897,600**	**$ 295,500**	**$ 602,100**	32.9%
Expenses					
Program Expenses - Del Dot	$ 644,000	$ 805,500	$ 410,041	$ 395,459	50.9%
Total Expenses	644,000	805,500	410,041	395,459	50.9%
Budget Balance - Working Capital	500	92,100	-	92,100	0.0%
Total Budget Balances & Expenses	**$ 644,500**	**$ 897,600**	**$ 410,041**	**$ 487,559**	45.7%

City of Dover
Finance Department
Monthly Report - April 2016
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 125,000	$ 154,900	$ 154,944	$ (44)	100.0%
Revenues					
State & Federal Grants Received	527,300	527,300	886,629	(359,329)	168.1%
Interest Earnings	-	-	1,503	(1,503)	0.0%
Total Revenues	527,300	527,300	888,132	(360,832)	168.4%
Total Beginning Balance & Revenues	**$ 652,300**	**$ 682,200**	**$ 1,043,076**	**$ (360,876)**	152.9%
Expenses					
Cadet Program	$ 80,300	$ 80,300	$ 61,814	$ 18,486	77.0%
Equipment & Program Supplies	410,600	379,600	146,429	233,171	38.6%
Technology Equipment	20,000	20,000	2,825	17,175	14.1%
Telephone/Fax	15,000	15,000	15,650	(650)	104.3%
Training/Conference/Food/Travel	17,000	45,000	61,320	(16,320)	136.3%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Contractual services	-	3,000	1,314	1,686	43.8%
Operating Transfers - Out	74,400	74,400	110,249	(35,849)	148.2%
Total Expenses	618,300	618,300	399,601	218,699	64.6%
Budget Balance - Working Capital (Unaudited)	34,000	63,900	-	63,900	0.0%
Total Budget Balances & Expenses	**$ 652,300**	**$ 682,200**	**$ 399,601**	**$ 282,599**	58.6%

City of Dover
Finance Department
Monthly Report - April 2016
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 17,300	$ 30,600	$ 30,571	$ 29	99.9%
Revenues					
Grants Received	278,900	305,500	293,835	11,665	96.2%
Federal Grants	2,500	2,500	2,500	-	100.0%
Total Revenues	281,400	308,000	296,335	11,665	96.2%
Total Beginning Balance & Revenues	**$ 298,700**	**$ 338,600**	**$ 326,906**	**$ 11,694**	96.5%
Expenses					
Program Expenses/Supplies-State Grants	$ 24,100	$ 27,500	$ 16,456	$ 11,044	59.8%
Program Expenses/Supplies-Federal Grants	2,500	2,500	1,437	1,063	57.5%
Office Supplies	24,000	30,800	19,694	11,106	63.9%
Printing/Duplicating	13,200	12,500	8,203	4,297	65.6%
Postage	100	100	27	73	27.0%
Books	129,200	133,300	68,695	64,605	51.5%
Furniture	3,100	7,000	6,432	568	91.9%
Audio Visual Supplies	75,100	77,200	51,450	25,750	66.6%
Training/Conference/Food/Travel	2,000	8,800	1,851	6,949	21.0%
Contractual Services	900	-	-	-	0.0%
Office Equipment/Repairs & Maintenance	6,000	6,300	5,072	1,228	80.5%
Other Equipment - Lease	1,200	2,000	1,545	455	77.3%
Total Expenses	281,400	308,000	180,862	127,138	58.7%
Budget Balance - Working Capital	17,300	30,600	-	30,600	0.0%
Total Budget Balances & Expenses	**$ 298,700**	**$ 338,600**	**$ 180,862**	**$ 157,738**	53.4%

City of Dover
Finance Department
Monthly Report - April 2016
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 41,000	$ 98,200	$ 98,181	$ 19	100.0%
Revenues					
Grants Received	55,700	28,000	28,030	(30)	100.1%
Recreation Revenue	33,000	33,000	29,070	3,930	88.1%
Total Revenues	88,700	61,000	57,100	3,900	93.6%
Total Beginning Balance & Revenues	**$ 129,700**	**$ 159,200**	**$ 155,281**	**$ 3,919**	97.5%
Expenses					
Temporary Help/Benefits	$ 60,200	$ 60,200	$ 44,640	$ 15,560	74.2%
Program Expenses/Supplies	55,700	55,700	24,426	31,274	43.9%
Total Expenses	115,900	115,900	69,066	46,834	59.6%
Budget Balance - Working Capital	13,800	43,300	-	43,300	0.0%
Total Budget Balances & Expenses	**$ 129,700**	**$ 159,200**	**$ 69,066**	**$ 90,134**	43.4%

City of Dover
Finance Department
Monthly Report - April 2016
CDBG Fund

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 2,100	$ 2,100	$ 87,290	$ (85,190)	4156.7%
Revenues					
Grants Received	265,400	272,800	212,724	60,076	78.0%
Interest Earnings	-	-	146	(146)	0.0%
Total Revenues	265,400	272,800	212,870	59,930	78.0%
Total Beginning Balance & Revenues	**$ 267,500**	**$ 274,900**	**$ 300,160**	**$ (25,260)**	109.2%
Expenses					
Closing Cost/Down Payment Program	$ 60,000	$ 60,900	$ 60,000	$ 900	98.5%
Connection Community Supply Program	7,400	7,400	4,952	2,448	66.9%
Dover Interfaith Ministry	27,000	27,000	21,357	5,643	79.1%
MHDC Emergency Home Repair	35,300	35,300	12,989	22,311	36.8%
MHDC Homeowner Rehab	52,900	52,900	39,506	13,394	74.7%
Elizabeth W Murphy School	-	-	-	-	0.0%
Habitat For Humanity	40,000	40,000	30,944	9,056	77.4%
NCALL Research Inc.	-	6,500	5,500	1,000	84.6%
Peoples Place	6,800	6,800	6,722	78	98.9%
Salaries	36,000	36,000	31,259	4,741	86.8%
NSP Expense	-	-	74,250	(74,250)	0.0%
Total Expenses	265,400	272,800	287,479	(14,679)	105.4%
Budget Balance - Working Capital	2,100	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 267,500**	**$ 274,900**	**$ 287,479**	**$ (12,579)**	104.6%

Monthly Report

April 2016

Economic Development Office

2016_04 Economic Development

- Revised Downtown Development District flyer for next public workshop
- Follow-up with developer Adam Goodman re Playtex Plant 1
- Attended Chamber of Commerce Board meeting
- Attended DDP Parking Committee meeting
- Attended Department Head LEAN discussion
- Completed Kent County Tourism survey for workshop
- Attended Downtown Development District Workshop at the Bayard Plaza
- Attended Greater Kent Committee meeting
- Attended ICMA Training
- Discussed talking points for DEED meeting with Bernice Whaley
- Forwarded information to developer regarding 142 W Loockerman Street
- Met with the President of Solar Unlimited North America
- Attended Parking Plan Scoping meeting with Kent MPO
- Attended Restoring Central Dover Community Meeting at Solid Rock Community Center
- Provided contact information to Troy Mix from Fordham Brewery for his next seminar
- Attended DEED meeting
- Met with potential Data Center investor
- Visited managers of Five Below, Petco and Ulta to discuss ribbon-cutting events
- Attended meeting with Farm Bureau Director and Capital City Farmer's Market Manager
- Attended Dover LEAD Group meeting
- Attended Economic Summit meeting at DELTECH
- Provided updated DDP Bylaws to Mr. Street for his review
- Attended Promotions Committee meeting
- Attended Kent Economic Partnership Dinner and had dinner with Buff Bruno from Edgewell
- Attended ribbon-cuttings for Petco and Ulta
- Meeting with City Planner and Capital City Farmer's Market Manager regarding Food Trucks
- Met with Delaware Computer Mechanics to discuss expansion to downtown Dover
- Attended Food Innovation District meeting at Levy Court
- Chaired Economic Development Working Group meeting
- Conference call with Mayor and Ron Oehl regarding Kmart Building
- Meeting with Mayor Christiansen and assorted downtown merchants
- Discussed Data Center electric demand figures with Data Center electric consultant
- Attended DDP Economic Development Committee meeting

- Attended Restoring Central Dover Steering Committee meeting
- Provided Madison Rogers, of the Capano Group, incentive information regarding Value City building
- Attended Kent County Tourism Board Development Workshop
- Attended ribbon-cutting at Sports Clips
- Discussed housing development project with Sarah Cooper from Senior Housing Analytics
- Agreed to present Garrison Oak Technology Park overview to Leadership Central Delaware class
- Conference call with Tolano Anderson regarding his New Street property and Nemours expansion
- Discussed Kmart expansion with Steve Hutchison from DDR and requested contact information for Mike Oestreich from TLM, Inc. to provide an update on permit status
- Arranged to have Scott Kammerer from SODEL as keynote speaker at Kent Economic Summit in September
- Discussed with Steve Solecki from Produce Junction, concerns about road closures during VP Biden's visit. Discussed the problem with Dover PD and in follow-up phone call assured him road closures would not block their entrance
- Follow-up with Marsha Straub from Convergys Company regarding call center information
- Hosted Senator Carper at CenDel Building and a tour of downtown businesses for SBA week

Measures:

1 Maintain an unemployment rate for the City of Dover that is lower than national and state averages

	2013-2014 Actual	**2014-2015 Actual**	**2015 - 2016 Actual**
Results	<10% unemployment rate in June 2014 6.1 % - US Rate 6.9 % - DE Rate 8.3% - City of Dover Rate June 2014 Actual	< 10% unemployment rate in June 2015 5.3 % - US Rate 4.7 % - DE Rate 7.4% - City of Dover Rate June 2015 Actual	<10% unemployment rate in June 2016 5.0% - US Rate 4.2 % - DE Rate 5.3% - City of Dover Rate April 2016 Actual

2 Monitor number of contacts with small businesses and with out-of-town companies interested in locating in Dover

	2013-2014 Actual	2014-2015 Actual	2015 - 2016 Actual
Results	≥20 contacts with potential small businesses; **23 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **13 Contacts YTD**	≥20 contacts with potential small businesses; **20 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **16 Contacts YTD**	≥20 contacts with potential small businesses; **22 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **19 Contacts YTD**

2016_4 Downtown Dover Partnership

- Provided technical assistance to two (2) prospective small business individuals on overall business development within the Downtown Dover Business District
- Continued providing technical assistance to two (2) prospective small business individuals on locating available space within the downtown district to lease
- Provided twelve (12) hours of Technical Assistance to merchants located in the Downtown Business Corridor
- Telephone conference with Lisa Fitzgerald, UDSA, regarding the SF 425 Report
- Telephone conference with Maggie Pleasant, NCALL, to discuss logistics for the Community Fair scheduled for June 6
- Attended DDP Marketing & Promotions Committee Meeting
- Telephone conference with Lynsey Augustus to discuss revision of Downtown Development District Public Meeting Flyer
- Referred Edward McNamara (inquiry) to Bill Neaton regarding parking issues
- Submitted work order for the 3rd Art Exhibit Event at the Library
- Disseminated "Downtown Development District" information to downtown merchant and network list
- Met with Theresa Owens, Business Owner, to discuss Façade Application
- Telephone conference with Gail Garner, Imagine Music, to discuss Farmer's Market Program
- Telephone conference with Mary Stewart, IT PRO, to discuss updates of the Eat, Drink, Buy Art Website
- Met with Zonnie Adamolekun, Adazio Realty, to discuss/review DDD Incentive Program
- Disseminated "Restoring Central Dover Community Meeting" information to downtown merchants, community members and network list
- Attended the Restoring Central Dover Community Meeting
- Submitted work order for repairs of parking meters
- Telephone conference with Joe Petrosky regarding Downtown Property Vacancy List

- Disseminated “Run-Walk- Roll 2016 ” event information to downtown merchant and network list
- Disseminated information on the “Stem Makerfest” event occurring at the library to downtown merchant and network lists
- Met with Tonda Parks, Marketing Committee Chair, to discuss and review website updates
- Telephone conference with Jim Provo, SBA, regarding new loan programs
- Met with Catherine Wimberly, Dover Library, regarding sponsorship funding for the Comic Con event
- Telephone conference with Lori Christiansen to discuss Veteran’s Day Parade logistics
- Telephone conference with Tamika Graham, Restoring Central Dover, to discuss interim report to Wells Fargo
- Telephone conference with Theresa Heart, Design Decorators, regarding Comic Con banners
- Removed Christmas Tree from Plaza
- Attended DDP Economic Development Committee meeting
- Attended Restoring Central Dover Steering committee to discuss project development
- Telephone conference with Shannon Reed, USDA, regarding “A Region of Possibilities” Project
- Attended Design Committee Meeting
- Coordinated the Blindfolded Walkathon Event
- Updated DDP Website
- Telephone conference with Lynsey Augustus, to discuss the “I Believe in Dover” Social Media Page
- Telephone conference with Autumn Grill, the Cloud Geeks, to discuss social media marketing materials
- Posted Parke Green Gallery’s workshops on DDP Website
- Telephone conference Jim Provo, SBA, regarding Minority Business Forum
- Telephone conference with Keven Staley, the Cloud Geeks, to discuss social media workshops outline
- Met with Chuck Spiegelman, McGinnis, to discuss Downtown Vacant Property list
- Telephone conference with Shirley Rohrbaugh, Holiday Inn, to discuss downtown activities and tourism
- Met with Rachel Workman, ShopBism, to discuss Blindfolded Walkathon event
- Telephone conference with Rebecca Martin, Code Purple Kent County, to discuss Farmer’s Market Program.
- Participated in the Downtown Dover Minority Business Forum sponsored by Senator Carper
- Telephone conference with Givvel Marrero, Governor’s Hispanic Economic Development Commission, to discuss program goals
- Telephone conference with Margery Cyr, Library, to discuss Social Media Workshop Series
- Processed inquiry regarding vacancy of 108 W. Loockerman Street property
- Updated Downtown Business Corridor Vacancy Property List

- Submitted request to have proclamation created for Mental Health Awareness Month requested by Lauren Tinsley
- Telephone conference with Tamika Graham, RCD, to discuss Community Garden project
- Telephone conference with Tes del Tufo, Independent Resources, regarding Blindfolded Event post Evaluation
- Attended the Kent Open for Business
- Monthly maintenance assessment of parking meters
- Revised the Monthly Downtown Development District Corridor Vacancy Database
- Assisted Farmer's Market Manager with logistics of program development

MONTHLY REPORT



APRIL 2016

Incident Run Log

Dover Fire Department

Date Range: From 04/01/2016 to 04/30/2016
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
04/01/2016	30046	2016-000295	02:19	15	NEW ST		Cover assignment, standby, moveup	3.2
04/01/2016	30046	2016-000296	06:17	65	CARVER RD		Smoke detector activation due to malfunction	0.4
04/01/2016	30046	2016-000297	14:13	870	TOWNSEND BLVD		Service Call, other	0.4
04/01/2016	30046	2016-000298	19:34	1200	N DUPONT HWY		Dispatched & canceled en route	0.0
04/01/2016	30046	2016-000299	20:31	120	N STATE ST		Dispatched & canceled en route	0.0
04/02/2016	30046	2016-000300	13:26	2800	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.2
04/02/2016	30046	2016-000301	13:38	1350	N DUPONT HWY		False alarm or false call, other	0.3
04/02/2016	30046	2016-000302	18:22	1420	MCKEE RD	FRON	Smoke detector activation due to malfunction	0.4
04/02/2016	30046	2016-000303	21:35	3132	DENNEYS ROAD		Extrication of victim(s) from vehicle	0.7
04/03/2016	30046	2016-000304	14:05	116	TEAK COURT		Detector activation, no fire - unintentional	0.3
04/03/2016	30046	2016-000305	16:49	411	LEGISLATIVE AVE		Overheated motor	0.9
04/04/2016	30046	2016-000306	10:20	758	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.2
04/04/2016	30046	2016-000307	14:14	631	RIDGELY ST		Dispatched & canceled en route	0.1
04/04/2016	30046	2016-000308	16:32	120	N STATE ST		System malfunction, other	0.1
04/04/2016	30046	2016-000309	16:34	644	S QUEEN ST	106	System malfunction, other	0.4
04/04/2016	30046	2016-000310	16:39	3098	N DUPONT HWY		Unintentional transmission of alarm, other	0.2
04/05/2016	30046	2016-000311	14:15	17	KONSCHAK AVE		Chimney or flue fire, confined to chimney or flue	1.1
04/05/2016	30046	2016-000312	15:13	1114	S DUPONT HWY		Building fire	0.9
04/05/2016	30046	2016-000313	19:45	13	N. BRADFORD		Smoke detector activation, no fire - unintentional	0.2
04/05/2016	30046	2016-000314	20:03	820	CARVEL DR	E	Smoke detector activation, no fire - unintentional	0.3
04/06/2016	30046	2016-000315	10:27	1300	S FARMVIEW DR	M	Detector activation, no fire - unintentional	0.2
04/06/2016	30046	2016-000316	12:50	311	MAIN ST		Cover assignment, standby, moveup	1.1
04/06/2016	30046	2016-000317	15:21	119	S DUPONT HWY		Building or structure weakened or collapsed	0.4
04/07/2016	30046	2016-000318	06:05	1365	N DUPONT HWY	2000	Dispatched & canceled en route	0.0
04/07/2016	30046	2016-000319	19:51	835	BAY RD		Smoke detector activation, no fire - unintentional	0.1
04/07/2016	30046	2016-000320	22:49	304	COLD SPRING PL		Outside rubbish fire, other	0.3
04/08/2016	30046	2016-000321	09:13	655	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.1
04/08/2016	30046	2016-000322	19:11		LOTUS ST		Outside rubbish, trash or waste fire	0.4
04/08/2016	30046	2016-000323	21:04	1	IVY HALL		Alarm system activation, no fire - unintentional	0.3
04/09/2016	30046	2016-000324	02:28	1393	PERSIMMON TREE LN		Medical assist, assist EMS crew	0.6
04/09/2016	30046	2016-000325	14:32	117	WILLIS RD		Carbon monoxide incident	1.2
04/09/2016	30046	2016-000326	17:44	1171	BAY RD		Alarm system activation, no fire - unintentional	0.3
04/09/2016	30046	2016-000327	20:46	55	S NEW ST		Outside rubbish, trash or waste fire	0.2
04/10/2016	30046	2016-000328	04:43	162	WILLIS RD		Carbon monoxide incident	0.5
04/10/2016	30046	2016-000329	11:02	1241	COLLEGE PARK DR		Alarm system sounded due to malfunction	0.2
04/10/2016	30046	2016-000330	18:32	247	SIMON CIRCLE		Outside rubbish, trash or waste fire	0.9
04/11/2016	30046	2016-000331	15:55		MARTIN LUTHER KING BLVD.		Extrication of victim(s) from vehicle	0.5
04/12/2016	30046	2016-000332	12:44	631	RIDGELY ST		Malicious, mischievous false call, other	0.4
04/13/2016	30046	2016-000333	03:30	506	S STATE ST		Sprinkler activation, no fire - unintentional	0.0
04/13/2016	30046	2016-000334	16:00	1200	N DUPONT HWY		System malfunction, other	0.0
04/13/2016	30046	2016-000335	17:10	125	OVERLOOK PL		Gas leak (natural gas or LPG)	0.5
04/13/2016	30046	2016-000336	20:39	480	INDEPENDENCE BLVD		Cooking fire, confined to container	0.3
04/14/2016	30046	2016-000337	20:21	1032	ARTIS DR		Outside rubbish fire, other	0.6
04/15/2016	30046	2016-000338	14:54	319	BILLY MITCHELL LN		Smoke detector activation, no fire - unintentional	0.5
04/16/2016	30046	2016-000339	01:01		NIXON LA		Smoke scare, odor of smoke	0.6
04/16/2016	30046	2016-000340	09:27	1200	N DUPONT HWY		System malfunction, other	0.0
04/16/2016	30046	2016-000341	13:53	3	MICHAEL CT		Smoke detector activation due to malfunction	0.0
04/16/2016	30046	2016-000342	15:02	293	S SAULSBURY RD		Outside rubbish fire, other	0.2
04/16/2016	30046	2016-000343	15:48	820	CARVEL DR	B	Fire, other	0.2
04/17/2016	30046	2016-000344	08:42	1200	N DUPONT HWY		System malfunction, other	0.3
04/17/2016	30046	2016-000345	13:51	1060	ARTIS DR		Building fire	1.4
04/17/2016	30046	2016-000346	16:03	3062	FORREST AVE		Passenger vehicle fire	0.5
04/17/2016	30046	2016-000347	21:57	120	N STATE ST		Smoke detector activation due to malfunction	0.1
04/18/2016	30046	2016-000348	07:59	102	BALTUSROL RD		Smoke detector activation due to malfunction	0.4
04/18/2016	30046	2016-000349	18:06	1200	N DUPONT HWY		Smoke detector activation due to malfunction	0.0
04/18/2016	30046	2016-000350	21:23	179	S GOVERNORS BLVD		System malfunction, other	0.3
04/19/2016	30046	2016-000352	01:37	34	QUEEN ST		Fire, other	0.9
04/19/2016	30046	2016-000353	07:37	1151	S GOVERNORS AVE		Toxic condition, other	0.5
04/19/2016	30046	2016-000354	11:04	1141	N DUPONT HWY	101	Outside rubbish fire, other	0.3

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
04/19/2016	30046	2016-000355	19:25	292	PORCHER ST		Smoke detector activation, no fire - unintentional	0.2
04/19/2016	30046	2016-000356	21:36	12	WESTOVER DR		Extrication of victim(s) from vehicle	0.8
04/19/2016	30046	2016-000357	22:52	106	THAMES DR		Good intent call, other	0.4
04/20/2016	30046	2016-000358	10:24	1300	S FARMVIEW DR	J	Dispatched & canceled en route	0.1
04/20/2016	30046	2016-000359	10:55	200	GARRISON OAK DR		System malfunction, other	0.6
04/20/2016	30046	2016-000360	11:38	884	WALKER RD	A	Good intent call, other	0.3
04/20/2016	30046	2016-000361	12:37	5	E REED ST		Smoke detector activation, no fire - unintentional	0.2
04/20/2016	30046	2016-000362	13:12	45	THE GREEN		Good intent call, other	0.2
04/20/2016	30046	2016-000363	17:51	SR1	SR1 @ MAIN TOLL PLAZA	MM 63	Passenger vehicle fire	0.8
04/20/2016	30046	2016-000364	18:58	102	N GOVERNORS AVE		Removal of victim(s) from stalled elevator	0.3
04/21/2016	30046	2016-000365	01:18	25	GREENTREE DR		System malfunction, other	0.4
04/21/2016	30046	2016-000366	02:25	25	GREENTREE DR		Trash or rubbish fire, contained	1.8
04/21/2016	30046	2016-000367	15:00	132	S NEW ST		Animal problem, other	0.1
04/22/2016	30046	2016-000368	04:00	215	W REED ST		Alarm system sounded due to malfunction	0.3
04/22/2016	30046	2016-000369	10:09	5	E REED ST		Smoke detector activation, no fire - unintentional	0.1
04/22/2016	30046	2016-000370	12:33	1200	N DUPONT HWY		Smoke detector activation due to malfunction	0.1
04/22/2016	30046	2016-000371	13:12		DUPONT HWY		Extrication, rescue, other	0.3
04/22/2016	30046	2016-000372	16:28		BAY ROAD		Dispatched & canceled en route	0.2
04/23/2016	30046	2016-000373	02:05	120	N STATE ST		Smoke detector activation, no fire - unintentional	0.1
04/23/2016	30046	2016-000374	08:04	147	WILLIS RD		Gas leak (natural gas or LPG)	0.5
04/24/2016	30046	2016-000375	02:36	120	N STATE ST		Malicious, mischievous false call, other	0.1
04/24/2016	30046	2016-000376	14:17	128	CHERRY ST		Person in distress, other	0.5
04/25/2016	30046	2016-000377	11:02	591	S DUPONT HWY		Smoke detector activation, no fire - unintentional	0.2
04/25/2016	30046	2016-000378	11:42	610	AUDREY DR		CO detector activation due to malfunction	0.2
04/25/2016	30046	2016-000379	12:41	189	TIDBURY XING		Dispatched & canceled en route	0.3
04/25/2016	30046	2016-000380	19:52	21	N STATE ST		Smoke detector activation due to malfunction	0.3
04/26/2016	30046	2016-000381	02:14	111	MCKEE RD		Smoke detector activation due to malfunction	0.5
04/26/2016	30046	2016-000382	10:35	150	LAKEVIEW DR		Smoke detector activation due to malfunction	0.4
04/26/2016	30046	2016-000383	13:18	1141	N DUPONT HWY	101	Outside rubbish fire, other	0.3
04/26/2016	30046	2016-000384	13:44	884	SAW MILL RD		Brush or brush-and-grass mixture fire	3.8
04/26/2016	30046	2016-000385	14:18	1243	COLLEGE PARK DR		Heat detector activation due to malfunction	0.4
04/26/2016	30046	2016-000386	14:19	500	W LOOCKERMAN ST		Brush or brush-and-grass mixture fire	0.2
04/26/2016	30046	2016-000387	19:03	430	COLLEGE RD	600	False alarm or false call, other	0.1
04/26/2016	30046	2016-000388	17:50	290	S DUPONT HWY		Brush or brush-and-grass mixture fire	0.2
04/28/2016	30046	2016-000389	00:14	263	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.3
04/28/2016	30046	2016-000390	16:26	631	RIDGLEY ST		Sprinkler activation due to malfunction	0.5
04/29/2016	30046	2016-000391	03:36	163	HAMPTON DR		Gas leak (natural gas or LPG)	0.4
04/29/2016	30046	2016-000392	11:06	426	S NEW ST		Gas leak (natural gas or LPG)	0.5
04/29/2016	30046	2016-000393	15:59	150	SAULSBURY RD		Good intent call, other	0.3
04/29/2016	30046	2016-000394	20:54	121	S STATE ST		Smoke detector activation due to malfunction	0.2
04/30/2016	30046	2016-000395	09:53	1365	N DUPONT HWY		Gasoline or other flammable liquid spill	0.4
04/30/2016	30046	2016-000396	16:31	120	N STATE ST		Municipal alarm system, malicious false alarm	0.1
04/30/2016	30046	2016-000397	20:25	226	S STATE ST		Smoke detector activation, no fire - unintentional	0.3

Total Number of Incidents: 102

Total Length of Incidents: 43.8 Hours

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 2016

	Type	Date	Num
Ordinary Income/Expense			
Income			
City Quarterly Deposit			
	Deposit	04/22/2016	0245891
Total City Quarterly Deposit			
Total Income			
Expense			
Apparatus Repairs & Maintenance			
	Check	04/02/2016	1542
	Check	04/02/2016	1543
	Check	04/02/2016	1544
	Check	04/10/2016	1548
	Check	04/10/2016	1548
	Check	04/16/2016	1554
	Check	04/24/2016	1557
	Check	04/24/2016	1558
Total Apparatus Repairs & Maintenance			
Electricity			
	Check	04/10/2016	1551
	Check	04/16/2016	1555
Total Electricity			
Gasoline			
	Check	04/16/2016	1556
	Check	04/16/2016	1556
Total Gasoline			
Heating Expenses- Gas			
	Check	04/02/2016	1541
	Check	04/10/2016	1549
Total Heating Expenses- Gas			
Office Supplies			
	Check	04/16/2016	1556
Total Office Supplies			
Program Expenses			
	Check	04/02/2016	1545
	Check	04/10/2016	1547
	Check	04/10/2016	1553
Total Program Expenses			
Radio Repairs			
	Check	04/24/2016	1561

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 2016

	Type	Date	Num
Total Radio Repairs			
Telephone			
	Check	04/02/2016	1546
	Check	04/10/2016	1550
	Check	04/16/2016	1556
	Check	04/16/2016	1556
Total Telephone			
Training & Travel Expenses			
	Check	04/10/2016	1552
	Check	04/24/2016	1559
	Check	04/24/2016	1559
Total Training & Travel Expenses			
Uniforms			
	Check	04/10/2016	1553
	Check	04/24/2016	1560
Total Uniforms			
Water/Sewer			
	Check	04/10/2016	1551
	Check	04/10/2016	1551
	Check	04/16/2016	1555
Total Water/Sewer			
Total Expense			
Net Ordinary Income			
Net Income			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 2016

	Name
Ordinary Income/Expense	
Income	
City Quarterly Deposit	
Total City Quarterly Deposit	
Total Income	
Expense	
Apparatus Repairs & Maintenance	
	RJS Repair
	Atlantic Emergency Solutions
	Duo-Safety Ladder Corporation
	Atlantic Emergency Solutions
	Atlantic Emergency Solutions
	Atlantic Emergency Solutions
	RJS Repair
	Atlantic Emergency Solutions
Total Apparatus Repairs & Maintenance	
Electricity	
	City of Dover Utility
	City of Dover Utility
Total Electricity	
Gasoline	
	City of Dover
	City of Dover
Total Gasoline	
Heating Expenses- Gas	
	Chesapeake Utilities
	Chesapeake Utilities
Total Heating Expenses- Gas	
Office Supplies	
	City of Dover
Total Office Supplies	
Program Expenses	
	Witmer Public Safety
	American Test Center
	Municipal Emergency Services
Total Program Expenses	
Radio Repairs	
	Delaware Division of Communications

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 2016

		Name
Total Radio Repairs		
Telephone		
	Verizon Wireless	
	Chief Technologies, LLC	
	City of Dover	
	City of Dover	
Total Telephone		
Training & Travel Expenses		
	Delaware State Fire School	
	Delaware State Fire School	
	Delaware State Fire School	
Total Training & Travel Expenses		
Uniforms		
	Municipal Emergency Services	
	Municipal Emergency Services	
Total Uniforms		
Water/Sewer		
	City of Dover Utility	
	City of Dover Utility	
	City of Dover Utility	
Total Water/Sewer		
Total Expense		
Net Ordinary Income		
Net Income		

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 2016

	Memo	Clr	Split
Ordinary Income/Expense			
Income			
City Quarterly Deposit			
	4th quarter deposit		City Fund Account
Total City Quarterly Deposit			
Total Income			
Expense			
Apparatus Repairs & Maintenance			
	Brakes on Command Tahoe		City Fund Account
	Invoice # 11251DEL- Eng 2 Annual service		City Fund Account
	Heat Sensor labels for ladders		City Fund Account
	Invoice # 11281DEL- Eng 6 air leak		City Fund Account
	Invoice # 11282DEL- Ladder 1 lug nut		City Fund Account
	Invoice-11295DEL- Eng 2 check eng light		City Fund Account
	Barakes- car 15		City Fund Account
	Invoice-11326DEL- Inspect L-1 from accident		City Fund Account
Total Apparatus Repairs & Maintenance			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
Total Electricity			
Gasoline			
	Unleaded fuel		City Fund Account
	Bio-Diesel		City Fund Account
Total Gasoline			
Heating Expenses- Gas			
	Station 2- from 02/24 to 03/28		City Fund Account
	Station 1 from 03/02 to 04/04		City Fund Account
Total Heating Expenses- Gas			
Office Supplies			
	March Postage charges		City Fund Account
Total Office Supplies			
Program Expenses			
	Invoice # 1683157- MSA regulator repair		City Fund Account
	Ladder Testing		City Fund Account
	IN1016192- QRAE II Detector		City Fund Account
Total Program Expenses			
Radio Repairs			
	Invoice # IV-000000392		City Fund Account

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 2016

	Memo	Clr	Split
Total Radio Repairs			
Telephone			
	IPad charges from 02/21 to 03/20		City Fund Account
	Service from May 1st until August 1st.		City Fund Account
	Verizon March phone charges		City Fund Account
	Cavalier March phone charges		City Fund Account
Total Telephone			
Training & Travel Expenses			
	Pump Operator		City Fund Account
	Invoice #16-2498- 2 students Crew Leader		City Fund Account
	Invoice # 16-2417- 3 EMT Recert		City Fund Account
Total Training & Travel Expenses			
Uniforms			
	IN1017012- Coat Repair		City Fund Account
	IN1021398- 20 Nomex Hoods		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
Total Water/Sewer			
Total Expense			
Net Ordinary Income			
Net Income			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 2016

	Amount	Balance
Ordinary Income/Expense		
Income		
City Quarterly Deposit		
	70,325.00	70,325.00
Total City Quarterly Deposit	70,325.00	70,325.00
Total Income	70,325.00	70,325.00
Expense		
Apparatus Repairs & Maintenance		
	618.20	618.20
	6,319.20	6,937.40
	156.20	7,093.60
	633.01	7,726.61
	151.80	7,878.41
	535.50	8,413.91
	618.20	9,032.11
	280.81	9,312.92
Total Apparatus Repairs & Maintenance	9,312.92	9,312.92
Electricity		
	2,528.91	2,528.91
	481.29	3,010.20
Total Electricity	3,010.20	3,010.20
Gasoline		
	164.97	164.97
	351.58	516.55
Total Gasoline	516.55	516.55
Heating Expenses- Gas		
	275.72	275.72
	957.03	1,232.75
Total Heating Expenses- Gas	1,232.75	1,232.75
Office Supplies		
	26.49	26.49
Total Office Supplies	26.49	26.49
Program Expenses		
	28.50	28.50
	2,828.00	2,856.50
	742.33	3,598.83
Total Program Expenses	3,598.83	3,598.83
Radio Repairs		
	175.00	175.00

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 2016

	Amount	Balance
Total Radio Repairs	175.00	175.00
Telephone		
	300.20	300.20
	372.00	672.20
	279.88	952.08
	26.99	979.07
Total Telephone	979.07	979.07
Training & Travel Expenses		
	200.00	200.00
	200.00	400.00
	15.00	415.00
Total Training & Travel Expenses	415.00	415.00
Uniforms		
	22.87	22.87
	714.59	737.46
Total Uniforms	737.46	737.46
Water/Sewer		
	44.50	44.50
	14.49	58.99
	23.98	82.97
Total Water/Sewer	82.97	82.97
Total Expense	20,087.24	20,087.24
Net Ordinary Income	50,237.76	50,237.76
Net Income	**50,237.76**	**50,237.76**

FY 15-16 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 116,126.69	**$ (30,826.69)**
Building Maintenace Supplies	$ 1,500.00	$ 185.32	$ 1,314.68
Command Vehicle	$ 50,000.00	$ 46,973.93	$ 3,026.07
Contractual Services	$ 10,500.00		$ 10,500.00
Electricity	$ 45,000.00	$ 34,631.62	$ 10,368.38
Gasoline	$ 20,000.00	$ 9,896.47	$ 10,103.53
Heating Expenses- Gas	$ 16,000.00	$ 9,295.27	$ 6,704.73
Medical Supplies	$ 1,000.00	$ 615.22	$ 384.78
Office Supplies	$ 2,000.00	$ 997.96	$ 1,002.04
Other Equipment Repairs	$ 2,000.00	$ 737.39	$ 1,262.61
Program Expenses	$ 37,000.00	$ 29,566.92	$ 7,433.08
Radio Repairs	$ 2,000.00	$ 967.40	$ 1,032.60
Safety & Security	$ 1,500.00	$ 26.30	$ 1,473.70
Small Tools	$ 4,500.00	$ 561.44	$ 3,938.56
Telephone	$ 10,000.00	$ 7,324.81	$ 2,675.19
Training & Travel	$ 10,000.00	$ 2,215.00	$ 7,785.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 5,523.15	$ 24,476.85
Water/ Sewer	$ 3,000.00	$ 1,146.15	$ 1,853.85

Balance as of 04/30/16

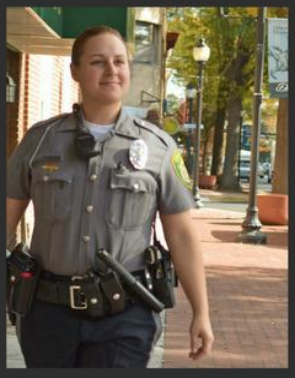






Dover Police
Monthly Report

April 2016
Chief Paul M. Bernat




DEPARTMENT OF POLICE

Paul M. Bernat
Chief of Police
F.B.I.N.A.

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

June 13, 2016

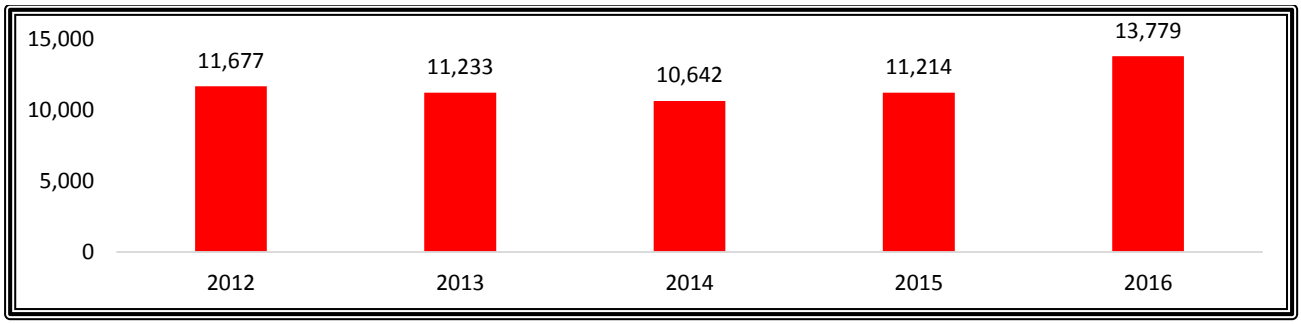
Honorable Robin Christiansen, Mayor
Member of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

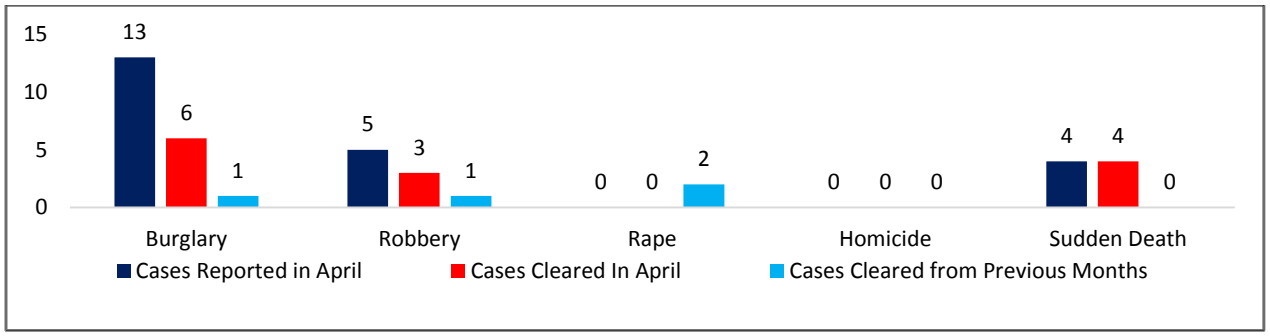
The following is the monthly report for Dover Police Department activities for the month of April 2016:

COMPLAINTS

Total complaints received through April 30th, numbered 13,779, this is an increase of 2,565 complaints over the same period last year.

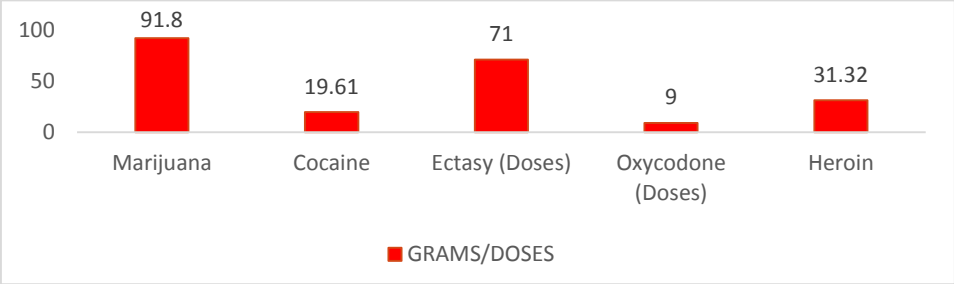


CRIMINAL INVESTIGATIONS

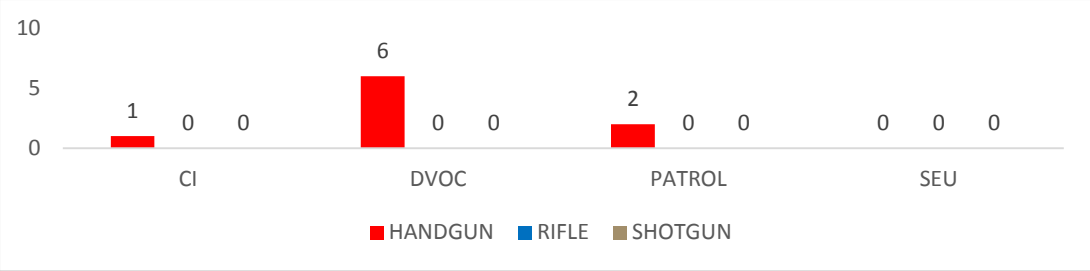


DRUGS, VICE, & ORGANIZED CRIME SECTION (DVOC) SEIZURES

Along with the drug seizures below, the DVOC also recovered $4,067.00 USD during the month of April.



FIREARM SEIZURES



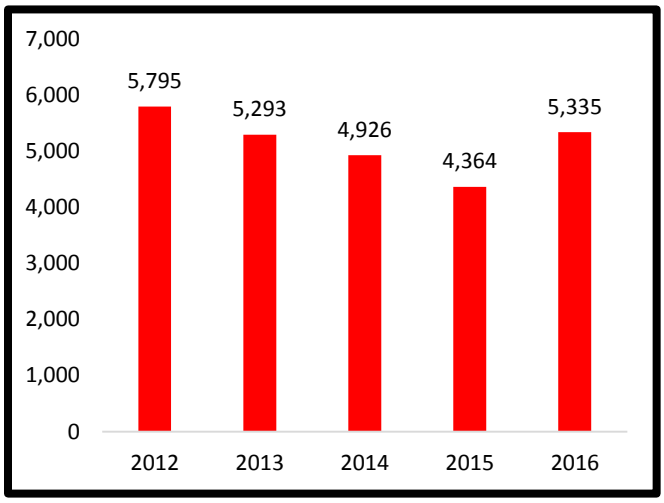
COMMUNITY POLICING – SAFE STREETS ENFORCEMENT & CADETS

SAFE STREETS ENFORCEMENT	***CONTACTS***
ABANDONED VEHICLES	*5*
ALCOHOL VIOLATIONS/DUI'S	*0*
ASSIST OTHER	*30*
WARRANTS ON FILE	*0*
CITY PARK VIOLATIONS	*1*
CRIMINAL ARRESTS	*31*
DRUG RELATED ARRESTS	*28*
LOUD MUSIC	*0*
MISCELLANEOUS VIOLATIONS	*0*
PARKING VIOLATIONS	*0*
PEDDLER	*1*
MEETINGS	*137*
CURFEW CHECKS	*120*
CRIME PREVENTION CHECK	*0*
TRAFFIC ARRESTS	*51*
WARNINGS	*1*
FUGITIVE	*6*
DCO	*1*
PROSTITUTION	*0*
TOTAL CONTACTS	***412***

CADETS	***CONTACTS***
PARKING	*37*
DCO'S	*45*
OPEN CONTAINER	*6*
LOUD NOISE	*0*
LEWDNESS	*0*
OTHER	*2*
BUSINESS CONTACTS	*192*
LIBRARY CHECKS	*17*
COMPLAINTS ASSIGNED	*55*
SPECIAL EVENT	*3*
TOTAL CONTACTS	***357***

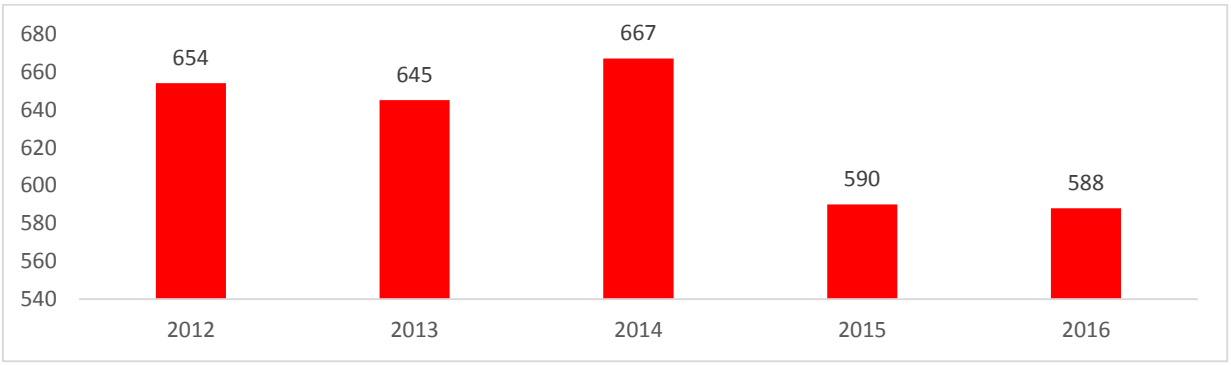
TRAFFIC ARRESTS

The department issued 5,335 traffic citations through this reporting period. This is an increase of 971 citations over the number issued during the same period last year.



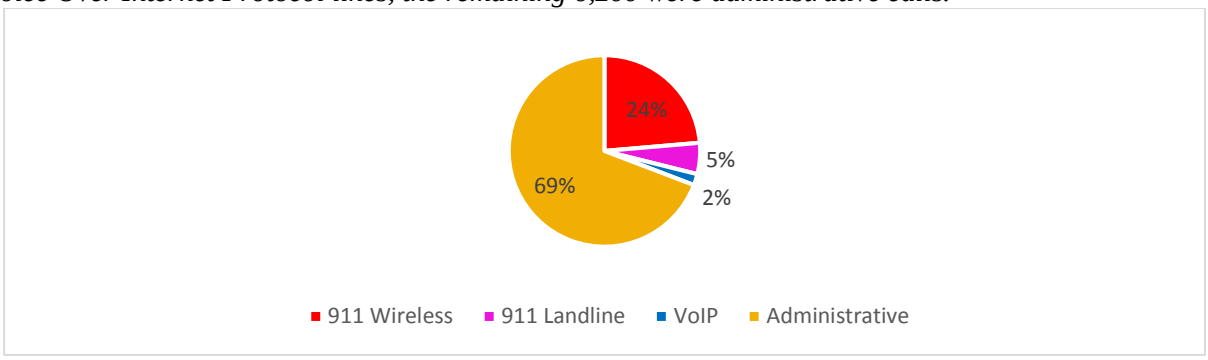
TRAFFIC CRASHES

Through April 30th, Dover Police investigated 588 traffic crashes, this is a decrease of 2 crashes investigated during the same period last year.



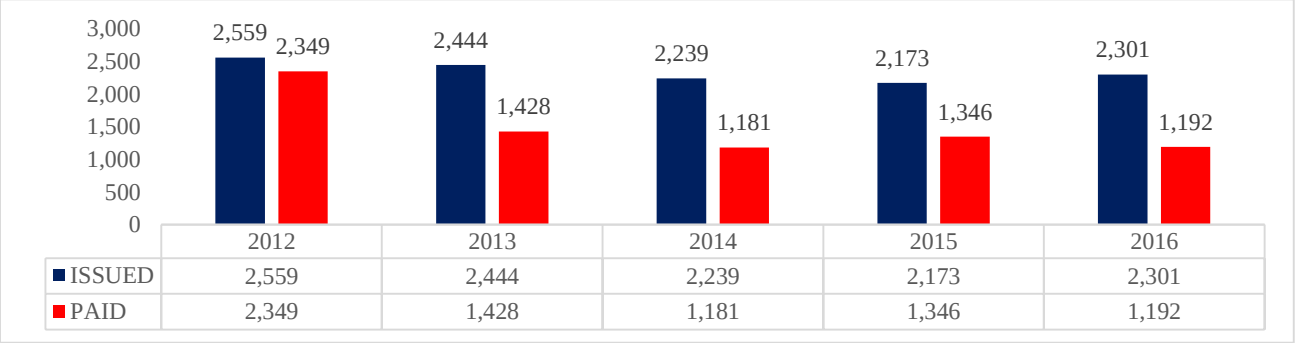
911 Center

During the month of April, the Dover Police Department handled a total of 8,960 calls averaging 299 calls per day. Dispatchers handled 2,118 on the 911 wireless lines, 471 on the 911 landlines, and 171 on the Voice Over Internet Protocol lines, the remaining 6,200 were administrative calls.



CITY ORDINANCE SUMMONS

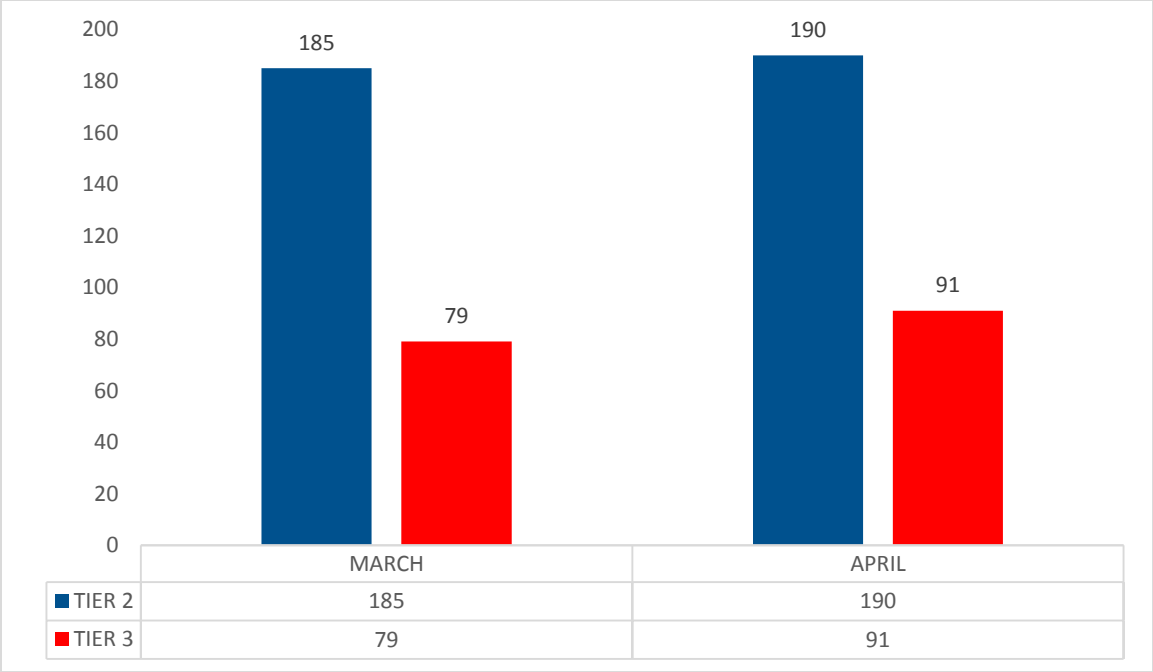
Through April 30th, we issued 2,301 city ordinance summons, an increase of 128 summonses on the same period last year. Note: Of those summonses issued in April, 9 DCO's were issued for handicapped parking violations and 23 for fire lane parking violations, 132 for false alarms (106, for 1-2 alarms, 22, for 3-5 alarms, 3, for 6-9 alarms, 1, for 10-15 alarms, and 0, for 16 or more alarms) and 15 for noise violations 6, for vehicle violations and 9, for residence violations).



SEX OFFENDER STATISTICS/APRIL

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	0
TIER 2	18	1,674	26	3
TIER 3	22	2,046	39	0

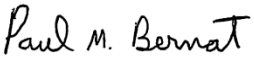
ACTIVE SEX OFFENDERS THAT RESIDE IN THE CITY OF DOVER *(please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).*



(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,



Paul M. Bernat
Chief of Police

ACTION FORM

PROCEEDING: Council
DEPARTMENT OF ORIGIN: Electric **DATE SUBMITTED**: 5/31/2016
PREPARED BY: Scott Koenig, Donna Mitchell and Harry Maloney
SUBJECT: Evaluation of Bids – The Energy Authority (TEA) Contract Renewal
REFERENCE:
RELATED PROJECT:
REVIEWED BY: Scott Koenig, Donna Mitchell
EXHIBITS: Exhibit A - Kirk Betts Recommendation Memo dated June 2, 2016; Exhibit B - TEA Contract; Exhibit C - Task Order #1
EXPENDITURE REQUIRED: **$834,996** **AMOUNT BUDGETED**: $996,000 **FUNDING SOURCE (Dept./Page in CIP & Budget)**:
TIMETABLE: Council meeting June 13, 2016 for 3-year contract extension effective July 1, 2016
RECOMMENDED ACTION: Authorize the City Manager to execute all contract documents for the 3-year contract extension and task order #1.

BACKGROUND AND ANALYSIS

The Utility Committee tasked Kirk Betts to negotiate a 3-year contract extension for The Energy Authority (TEA). The final contract includes a Task Order #1 to perform an Integrated Resource Plan (IRP). Attached are copies of the Energy Management Agreement and Task Order #1 for the IRP.

The EMA was revised to account for the role Dover has assumed with respect to its generation and coordination with NAES. The recommended agreement also removes services that have not been used by Dover but were included in the original cost and contract, clarifies terms, and better reflects how Dover uses TEA. TEA will continue to provide monthly on-site meetings, advisory services, monthly and annual load and budget projections, portfolio planning, power supply, and risk management.

The EMA's monthly and annual fee have been reduced by 16.17% (-$13,417/month and $161,004/yr.) by eliminating the plant oversight function, a role assumed by the Electric Director over a year ago; TEA also more fully understands Dover's needs, the resources needed to serve it, and its own costs of serving Dover, making it possible to strip out potential costs that were embedded in the original contract. The fee is fixed for three years.

The table below compares the current and proposed TEA fee structures. Also included is the fee for the last year of PACE's contract with Dover to show the progress Dover has made to manage its costs. PACE had more plant oversight responsibilities, although risk and energy management responsibilities were similar.

TEA	2011 Contract	2016-19 Proposal	Change $	Change %
Monthly Fee	$ 83,000	$ 69,583	$ 13,417	-16.17%
Annual Fee	$ 996,000	$ 834,996	$ 161,004	

Compare PACE	2010 Contract Yr.
Monthly Fee	$ 203,998.47
Annual Fee	$2,447,981.64

In addition to the on-going energy and risk management services, TEA will prepare an Integrated Resource Plan (Task Order #1), as provided in Appendix A, at no cost to the City. TEA is crediting Dover for the plant oversight that the Electric Director assumed. The IRP will analyze Dover's load (projected for 20 years) and develop alternative supply plans and costs for supplying energy and capacity during that period. At least 8 supply scenarios will be provided and each will take into account current regulations and laws, such as requirements for a renewable portfolio and the proposed Clean Power Plan, market conditions and new technology. This is a valuable planning and evaluation tool, made more essential by the extraordinary changes that are occurring in the utility industry. The estimated value of the study is $175,000, but as stated earlier, TEA is not charging Dover for this study. If this value is included in the price analysis above, Dover would see an annual savings of $219,337, or 22%. (This was calculated by amortizing the study cost over 3 years and added that value to the change in the annual fee.)

Dover expressed an interest in continuing with TEA at a modified cost, taking into account its experience, the services provided, and the plant oversight services that have been assumed by Dover. The EMA does that. TEA also will perform an IRP to compensate Dover for the portion of the scope of services that the Electric Director assumed last year with respect to the plant.

Exhibit A

BETTS & HOLT LLP

COUNSELLORS AT LAW

1100 17th STREET ● SUITE 901 ● WASHINGTON, DC 20036
TELEPHONE 202.530.3380 ● FAX 202.530.3389

June 2, 2016

Memorandum

To: Harry A. Maloney, III

From: Kirk Howard Betts, Betts & Holt, LLP

RE: Energy Management Agreement Extension with The Energy Authority

Background

Dover entered into a five year Energy Management Agreement (EMA) with The Energy Authority in 2011 that expires June 30, 2016. The scope of services covered by the agreement included advisory and performance services including negotiating energy EEI's and capacity contracts, scheduling Dover's load in PJM daily, dispatching Dover's generation, overseeing the plant operator's performance and the NAES contract, providing budget support, maintaining records of open and hedged positions and available credit, advising on PJM and renewable portfolio obligations, providing guidance on operational risks, advising Dover's risk management committee, and preparing load forecasts and one and five year load and operating plans. It also has provided analyses of potential opportunities, for example, the negotiated purchase of capacity from Calpine's Dover plant. TEA meets with City staff (Mr. Koenig, Ms. Mitchell, and Mr. Maloney) monthly in Dover to review the operational plan, hedging, and other matters.

At the recommendation of Mr. Koenig, the Council authorized Mr. Betts to negotiate a three year extension of the EMA that would recognize the changes in personnel and risks associated with the current EMA.

Proposed Extension

The negotiations had five objectives: 1) clarify the current scope of services required; 2) reduce the fees commensurate with the current scope of services; 3) recapture the value of the change in scope during the prior year with respect to oversight of the generating plants; 4) maximum three year term; and 5) reduce the fee. All five objectives were achieved.

Scope is more consistent with needs:

During 2015 in connection with the new NAES contract for operation and maintenance of Dover's generation, the Electric Director assumed responsibility for coordination and oversight of the general operation, maintenance, and budget oversight of the generation. The EMA was amended to eliminate this aspect of the current TEA's scope of services. The

negotiations also revealed several services that were not needed and opportunities to reduce travel and administrative costs that were included in the original contract. The recommended agreement better reflects how Dover uses TEA. TEA will continue to provide monthly on-site meetings, advisory services, monthly and annual load and budget projections, portfolio planning, power supply, risk management, and other services described in the Background section of this memorandum.

Fees are reduced

The negotiations reduced the monthly fee by 16.17%. The table below compares the current 2011 contract with the 2016-19 proposed TEA contract. The fee is fixed for three years and is not subject to escalation.

TEA EMA	2011 EMA	2016-19 EMA	Change $	Change %	Term change
Monthly Fee	$ 83,000	$ 69,583	$ (13,417)	-16.17%	
Annual Fee	$ 996,000	$ 834,996	$ (161,004)		$ (483,012)

To put the proposed extension into context, during the last year of the PACE contract, 2010, its annual fee was $2,447,981.66. PACE had more plant oversight responsibilities, although risk and energy management responsibilities were similar.

Integrated Resource Plan Study.

TEA has agreed to prepare an Integrated Resource Plan (Task Order 1), as provided in EMA Appendix A, at no cost to the City. The IRP will analyze Dover's load (projected for 20 years) and develop alternative supply plans and costs for energy and capacity during that period. The IRP will provide at least 8 load and supply scenarios and each will take into account current and planned regulations and laws, such as requirements for a renewable portfolio and the proposed Clean Power Plan, market conditions, PJM rules, and new technology. With the extraordinary new technology, such as LED lighting, customer interest in solar, and other changes, this study will be a valuable planning tool for Dover to address how to supply its customers in the future. The value of the study is estimated to be $175,000. TEA will provide this at no additional cost to Dover in recognition of the reduced costs it experienced when plant oversight was assumed by the Electric Director.

Including the value of the IRP to the reduction presented in the table above results in a total benefit of $658,012 over the term of the proposed EMA (an effective annual savings of $219,337, or 22% reduction). (This was calculated by amortizing the study cost over 3 years and adding that value to the change in the annual fee.)

ENERGY MANAGEMENT AGREEMENT

Between
THE CITY OF DOVER, DELAWARE
And
THE ENERGY AUTHORITY, INC.

This ENERGY MANAGEMENT AGREEMENT (this "**Agreement**") is made as of June ___, 2016, by and between The Energy Authority, Inc., a Georgia non-profit corporation (the "**Energy Manager**" or "**TEA**"), and Dover, Delaware, a municipal corporation of the State of Delaware ("**Dover**"). The Energy Manager and Dover are sometimes individually referred to as a "**Party**" and jointly referred to as the "**Parties**".

WHEREAS, Dover is a municipality which owns electric energy generating units located in Dover, Delaware, maintains hedged positions for electricity, and has bi-lateral long-term contracts with Third Party developers and suppliers of electric energy with generating units located in Dover, Delaware; and

WHEREAS, the Energy Manager has expertise in asset management, Fuel and Power procurement and risk management; and

WHEREAS, Dover wishes to engage the Energy Manager's services to assist Dover with its procurement, sale, and management of Fuel and Power, and its risk management policies, support services, and hedging protocols with respect to the electric generating units,

NOW, THEREFORE, in consideration of the mutual agreements, covenants and conditions contained in this Agreement, as well as for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

ARTICLE 1
DEFINITIONS

"Administered Contract" means any Authorized Purchase Contract, Authorized Sales Contract, Authorized Storage Contract, Authorized Transportation Contract, Authorized Transmission Contract, or other contract entered into by or on behalf of Dover that is administered by Energy Manager under the terms of this Agreement.

"Asset and Strategic Planning Services" has the meaning assigned to such term in Section 4.1 hereof.

"Auction Revenue Right" is the right to receive revenues from the FTR Auctions administered by PJM.

"Authorized Purchase Contract" means an agreement entered into by or on behalf of Dover with a Third Party for the purpose of purchasing Power, Fuel, Emissions Allowances, FTRs, and Renewable Energy Credits under the Agreement.

"Authorized Sales Contract" means an agreement entered into by or on behalf of Dover with a Third Party for the purpose of selling Power, Fuel, Emissions Allowances, FTRs, and Renewable Energy Credits owned by Dover.

"Authorized Storage Contract" means an agreement entered into by or on behalf of Dover for the purpose of storing Fuel owned by Dover.

"Authorized Transmission Contract" means an agreement entered into by or on behalf of Dover with a Third Party for the transmission of Power.

"Authorized Transportation Contract" means an agreement entered into by or on behalf of Dover with a Third Party for the purpose of transporting or delivering Fuel that is owned by Dover.

"Claim" has the meaning assigned to such term in Section 9.1 hereof.

"Dover Indemnitee" has the meaning assigned to such term in Section 9.2 hereof.

"Early Termination Date" has the meaning assigned to such term in Section 2.2 hereof.

"Effective Date" has the meaning assigned to such term in Section 2.1 hereof.

"Emissions Allowances" means sulfur dioxide emissions allowances, carbon dioxide emissions, or nitrous oxide emissions allowances granted to, purchased by, or otherwise held by, Dover at any point during the Term under the U.S. Environmental Protection Agency Acid Rain Program or the U.S. Environmental Protection Agency State Implementation Plan for the state of Delaware, or through the Regional Greenhouse Gas Initiative, as the same may be modified from time to time.

"Energy" means Power and Fuel.

"Energy Management Services" has the meaning assigned to such term in Section 6.1 hereof.

"Energy Manager Indemnitee" has the meaning assigned to such term in Section 9.1 hereof.

"Expiration Date" has the meaning assigned to such term in Section 2.1 hereof.

"FTR" means Financial Transmission Right which is a financial instrument that entitles the holder to receive compensation for congestion costs that arise when the transmission grid is congested in the day-ahead Energy market, and differences in day-ahead Locational Marginal Prices result from the dispatch of generators to relieve the congestion.

"Fuel" means #2 Fuel Oil, or natural gas or such other fuels as may be mutually agreed to in writing by Dover and the Energy Manager.

"Term" has the meaning assigned to such term in Section 2.1 hereof.

"Law" means any constitution, charter, statute, ordinance, code, rule, regulation, tariff or other legislative or administrative action of any governmental entity having jurisdiction, including, without limitation, any rules, policies and procedures lawfully ordered by a transmission provider, Regional Transmission Organization or Independent System Operator governing the area in which the Project is located.

"Management Committee" has the meaning assigned to such term in Section 4.1(a) hereof.

"Monthly Management Committee Report" has the meaning assigned to such term in Section 4.1(c) hereof.

"Operator" means North American Energy Services Company, or its successor.

"Person" or "Persons" means any individual, partnership, corporation, association, business, trust, limited liability company, governmental authority or other legal entity.

"PJM" means the Pennsylvania-Jersey-Maryland Power Pool.

"Power" means electric capacity, electric energy and/or any other electric related products or services available for purchase or sale by Dover, including ancillary services.

"Project" means Dover's electric power production units.

"Renewable Energy Credits" means credits established by the State of Delaware's Renewable Portfolio Standard, as the same may be modified from time to time.

"Risk Management Policies and Procedures" has the meaning assigned to such term in Section 5.1(e) hereof.

"Risk Management Services" has the meaning assigned to such term in Section 5.1 hereof.

"Services" has the meaning assigned to such term in the Section 3.1(a) hereof.

"Strategic Operating Plan" has the meaning assigned to such term in Section 4.1(b) hereof.

"Third Party" or "Third Parties" means any Person or Persons other than Dover or the Energy Manager.

ARTICLE 2
TERM

Section 2.1 Term. This Agreement is effective beginning July 1, 2016 (the "**Effective Date**") and continues through June 30, 2019 (the "**Expiration Date**"). The period beginning on the Effective Date and ending on the Expiration Date is the "**Term**."

Section 2.2 Early Termination. This Agreement may be terminated (a) for cause at any time during the Term for non-performance upon ninety (90) days written notice; (b) upon written notice at any time during the Term if the notified Party's activities are deemed by the notifying Party to be unlawful and the notified Party declines to commence correcting the illegality immediately and fails to correct the illegality within twenty (20) days, provided that such cure period may be extended if the Notified Party is continuing in good faith to cure the illegality; and (c) after reasonable notice and opportunity to cure, which cure period shall be twenty (20) days, for non-payment when the Party that has declined to make payment fails to state the reason for withholding payment to the other Party. The effective date of the termination under this provision shall be known as the **"Early Termination Date."**

ARTICLE 3
ENERGY MANAGER FUNCTION

Section 3.1 Agency.

(a) Dover hereby appoints and authorizes the Energy Manager to act as its agent for the purposes set forth in this Article 3, and the Energy Manager hereby accepts such appointment and authorization. Energy Manager's agency may be revoked by Dover only as a result of the expiration of this Agreement or a termination of this Agreement by Dover pursuant to Article 2 hereof. The Energy Manager shall provide the following services (collectively, the "**Services**"): (i) the Asset Management and Strategic Planning Services described in Article 4 hereof, (ii) the Risk Management Services described in Article 5 hereof, (iii) the Energy Management Services described in Article 6 hereof, and (iv) such additional services as mutually agreed in writing by the Parties, examples of which are listed on Appendix A hereto.

(b) The agency created hereby shall be irrevocable until the termination or expiration of this Agreement. Persons dealing with the Energy Manager are entitled to rely conclusively on the power and authority of the Energy Manager as set forth in this Agreement. Dover shall, upon reasonable request of the Energy Manager, execute such additional documents as may be necessary to give effect to the foregoing, including an authorization letter, the form of which is set forth in Appendix B hereto.

Section 3.2. Standards of Performance. The Energy Manager shall perform the Services in compliance with this Agreement and all applicable governmental requirements and shall use its commercially reasonable efforts to enhance the value of the Project to Dover consistent with the Strategic Operating Plan. Energy Manager shall perform the Services with the standard of care, skill, and diligence normally provided by consultants in the performance of services similar to the Services. The Energy Manager shall ensure that it utilizes only professional and technically

competent personnel for the proper and timely execution of the Services. All personnel utilized by the Energy Manager shall be qualified and trained for their respective positions and shall hold any licenses required by applicable Law or other governmental requirements for the discharge of their duties. The Energy Manager shall comply with all applicable federal and state labor and employment Laws in the hiring of personnel who will be utilized in the performance of the Services. The Energy Manager shall be solely responsible for all work to be performed under this Agreement.

Section 3.3 Restrictions on Energy Manager. The Energy Manager shall not bind Dover with respect to any transactions related to this Agreement without the prior written consent of Dover. The Energy Manager shall assist Dover in the continuing development of the Strategic Operating Plan, Monthly Management Committee Report and Risk Management Policies and Procedures, but shall have no approval rights with respect thereto. The Energy Manager shall adhere to the policies and guidelines set forth in the Strategic Operating Plan, the Monthly Management Committee Report and the Risk Management Policies and Procedures in its performance of the Services set forth in this Agreement. Notwithstanding any contrary provision in this Agreement, the Strategic Operating Plan, the Monthly Management Committee Report and the Risk Management Policies and Procedures, the Energy Manager shall not (unless Dover otherwise directs the Energy Manager in writing): (a) Execute any contracts related to the Project, (b) Execute any financial Energy contract under this Agreement; or, (c) Take title to any Energy that is purchased or sold by Dover. Energy Manager shall not have any control over any decision to run or not run or the extent to which to run the Project except to the extent consistent with the Strategic Operating Plan, Monthly Management Committee Report and the Risk Management Policies and Procedures. Dover shall have the sole discretion to execute Energy or other contracts whether or not the Energy Manager recommends that Dover execute such contract.

Section 3.4 Written Consent. Written consent required pursuant to this Agreement shall include writings delivered on paper, facsimile, email, or instant message and may include other written forms agreed to by the Parties. Instructions, directions, and the like, contained in plans approved by Dover pursuant to this Agreement, shall constitute written consent for purposes hereof.

Section 3.5 Recording. With respect to telephone calls to the TEA trading floor, unless a Party expressly objects to a Recording (defined below) at the beginning of a telephone conversation, each Party (i) consents to the monitoring of, and creation of a tape or electronic recording ("Recording") of, all telephone conversations between the Parties to this Agreement, (ii) agrees that any such Recordings will be retained in confidence, secured from improper access, and (iii) acknowledges that such Recordings may be submitted in evidence in any proceeding or action relating to this Agreement. Each Party waives any further notice of such monitoring or recording, and agrees to notify its officers, employees, agents, contractors, and other similar persons that may be subject to Recording, of such monitoring or recording and to obtain any necessary consent of such officers, employees, agents, contractors, and such other similar persons. The Recording, and the terms and conditions of a transaction, action to be taken or not taken, instruction, or the like discussed by the Parties and any authorizations given thereto in such Recording, shall be the controlling evidence of the Parties' agreement with respect thereto in the event a written consent is not provided prior to the subject action being taken, or

not taken as the case may be; provided that the timing of such is not inconsistent with the terms and conditions contained in the Recording.

ARTICLE 4
ASSET AND STRATEGIC PLANNING SERVICES

Section 4.1 Asset Management and Strategic Planning-Related Duties. The Energy Manager shall perform the following asset management and strategic planning services (the "**Asset Management and Strategic Planning Services**"):

(a) In conjunction with Dover, establish a management committee (the "**Management Committee**") the purpose of which is to provide a platform for the Energy Manager and Dover to communicate regarding the management, operation and maintenance of the Project, and administration of the Agreement. The Management Committee shall consist of three representatives of Dover, one representative of the Energy Manager and one representative of the Operator;

(b) Annually, develop and present to the Management Committee a long-term (five year) strategic and operational business plan for Dover (the "**Strategic Operating Plan**") which plan shall include a near and long-term view of the Energy markets and Project conditions, retirements, and additions for Dover incorporating load forecasts developed by the Energy Manager and dispatch projections for the Project, fuel contracts, environmental restrictions, and reserve margin requirements. Energy Manager shall update the Strategic Operating Plan monthly and provide comparisons of the plan and budget to actual expenses and revenues. Upon approval of the Strategic Operating Plan by Dover's representatives on the Management Committee, or other representative(s) designated in writing by Dover from time to time, the Energy Manager shall conduct the Services for such operating year in accordance with such Strategic Operating Plan to the extent reasonably practicable;

(c) Develop and present to the Management Committee Monthly Management Committee Reports that are derived from the Strategic Operating Plan taking into account the current market outlook, hedged positions for Energy, congestion, and value at risk and the availability of the generating assets (the "**Monthly Management Committee Report**"), which report shall include data provided by the Operator. Upon approval of the Monthly Management Committee Report by Dover's representatives on the Management Committee, or other representative(s) designated by Dover from time to time, the Energy Manager shall conduct the Services for such operating month in accordance with such Monthly Management Committee Report to the extent reasonably practicable;

(d) Manage Dover's Sulfur Dioxide, and Nitrogen Oxide emission allowance inventory and compliance strategies and Dover's Carbon Dioxide emission allowance inventory and compliance strategies related to the Regional Greenhouse Gas Initiative, and from time-to-time make recommendations to Dover for the purchase and or sale of Emissions Allowances as required to meet its regulatory compliance obligations;

(e) Manage Dover's performance as it relates to the State of Delaware's Renewable Portfolio Standards and Renewable Energy Credits and from time-to-time make recommendations to Dover for the purchase and or sale of Renewable Energy Credits as required to meet its regulatory compliance obligations and policy decisions approved by Dover;

(f) Provide technical and market support to Dover as may be reasonably necessary to ensure the above scope of work can be accomplished in the manner described above;

(g) Provide oversight and guidance to Dover with respect to the overall coordinated operation and dispatch of the Project in order to optimize the performance and integration of the Project with other activities of the Energy Manager with respect to delivering energy and related services to Dover; and

(h) In conjunction with the Operator, advise Dover on environmental matters involving the Project and cause to be submitted by Dover required environmental compliance reports to state and federal regulatory agencies as mutually agreed to in writing by the Parties.

ARTICLE 5
RISK MANAGEMENT SERVICES

Section 5.1 Risk Management-Related Duties. The Energy Manager shall perform the following risk management services (the "**Risk Management Services**") on a continuing basis:

(a) Develop the Fuel and Power commodity risk profile of Dover, taking into account both hedged and unhedged positions, that specifies the financial risk exposure of Dover to changing Energy prices resulting from market volatility;

(b) Recommend to and ratify with Dover the explicit Fuel and Power price boundaries that align with the explicit financial expectations of Dover;

(c) Maintain structured hedging rules to manage the Fuel and Power price volatility that aligns with Dover's financial expectations and risk tolerances, and calibrate such rules as changes in market conditions dictate;

(d) Define the permissible instruments to manage Dover's desired Energy risk;

(e) Review the current Risk Management Policies and Procedures (the "**Risk Management Policies and Procedures**") governing the risk management program and authorizations by which Energy Manager will implement the Risk Management Services on behalf of Dover, including risk controls and limits, and prepare recommendations for improving the Risk Management Policies and Procedures, and present for review and approval by Dover's representatives on the Management Committee, or other representative(s) designated by Dover from time to time, revised Risk Management Policies and Procedures;

(f) Provide to Dover ongoing Fuel and Power hedging advisory and risk management support, employing best practices and consistent with the Strategic Operating Plan, which shall include tracking all of Dover's Energy and fuel contracts and transactions in the Energy Manager's Energy Trading and Risk Management System to create and deliver position and risk reports including:

(i) Market risk analysis comparing stochastic cash-flow distributions before and after any hedge transactions;
(ii) Cash Flow at Risk reports monthly;
(iii) Position and market-to-model reports to track Dover's hedged positions on a weekly basis;
(iv) Evaluate Dover's market position and make defensive and discretionary hedge recommendations as described more fully in Article 6; and
(v) Track Dover's and counter-party credit exposure and provide weekly reports to Dover.

(g) Measure and monitor Dover's load following risk using long and short-term load forecasts, hedging Dover's long-term risk bilaterally, and bidding Dover's forecasted load into the PJM Day Ahead Energy Market; and

(h) Provide a program of education and training to Dover's staff on Energy risk management principles, as necessary.

Section 5.2 Contract Assistance. Dover acknowledges and agrees that any assistance from the Energy Manager regarding the negotiation of hedging or financial contracts or transactions is only for commercial purposes and is not intended to be a substitute for Dover's own analysis and review of such agreements or transactions. Dover shall seek such review of any offered contract by its own attorneys, accountants, and other comparable professional advisors as it deems necessary in its sole discretion and Dover shall be responsible for all costs associated therewith. Dover agrees that it shall not rely solely on the Energy Manager for any such advice.

Section 5.3 Confidential Information. All summaries, data compilations, reports, and documentation prepared by Energy Manager pursuant to Article 5 shall be deemed to be confidential and not subject to disclosure without the express written consent of Dover.

Section 5.4 DISCLAIMER: DOVER ACKNOWLEDGES AND AGREES THAT: (I) SUCH WORK PRODUCT OF ENERGY MANAGER FOR THE SERVICES RENDERED IN ACCORDANCE WITH THIS ARTICLE 5 IS INTENDED SOLELY FOR USE IN RELATION TO THE PURCHASE, SALE, AND USE OF FUEL, POWER, EMISSIONS ALLOWANCES, AND FTRS; (II) SUCH WORK PRODUCT OF ENERGY MANAGER IS INTENDED FOR USE SOLELY FOR NON-SPECULATIVE PURPOSES AND FOCUSES ON A LONG-TERM HORIZON; (III) SUCH WORK PRODUCT OF ENERGY MANAGER IS INTENDED TO IDENTIFY ADVANTAGEOUS TIMES TO LOCK-IN (OR RETAIN OR RETURN TO A NYMEX-BASED SETTLEMENT) COMMODITY PRICES FOR FUEL OR POWER AND IS NOT A MECHANISM TO IDENTIFY THE HIGHS AND LOWS OF FUEL OR POWER; (IV)

ENERGY MANAGER'S WORK PRODUCT MAY CONTAIN SOME FORWARD LOOKING STATEMENTS AND OPINIONS WHICH ARE BASED ON HISTORICAL AND/OR CURRENT INFORMATION THAT RELATE TO FUTURE OPERATIONS, STRATEGIES, FINANCIAL RESULTS OR OTHER DEVELOPMENTS; (V) CERTAIN UNANTICIPATED FACTORS, INCLUDING WITHOUT LIMITATION, REGULATORY DEVELOPMENTS, TECHNOLOGICAL CHANGES, AND GENERAL ECONOMIC CONDITIONS COULD CAUSE ACTUAL RESULTS TO DIFFER FROM THE OPINIONS CONTAINED IN ENERGY MANAGER'S WORK PRODUCT; (VI) ENERGY MANAGER MAKES NO GUARANTEES, ENDORSEMENTS OR WARRANTIES, EXPRESS OR IMPLIED, AS TO THE ACTUAL RESULTS THAT DOVER MAY GENERATE BY USING THE INFORMATION CONTAINED IN ENERGY MANAGER'S WORK PRODUCT; AND (VII) PAST PERFORMANCE IS NOT INDICATIVE OF FUTURE RESULTS.

ARTICLE 6
ENERGY MANAGEMENT SERVICES

Section 6.1 Energy Management-Related Duties. The Energy Manager shall perform the following energy management services (the "**Energy Management Services**"):

(a) Coordinate and administer the Administered Contracts, and interact with Dover's counterparties thereto;

(b) Prepare (i) monthly reports showing actual and estimated Fuel and Power costs, loads, and transmission and generation credits; (ii) monthly financial reports showing the volume and average cost of all hedges, (iii) monthly statements showing the projected and actual average monthly cost per megawatt-hour of purchased Energy, including hedged positions, the net cost of Energy after incorporating the costs of the Project (including Dover's electric generating facilities' costs of Fuel, operations, maintenance, compliance, Capacity credits, Energy payments, and other generation and purchased Power costs generally included in the overall cost of Energy, provided costs of the Project are delivered timely by the Operator to the Energy Manager), (iv) on a monthly basis, provide annual projected net cost of Energy for all hedged delivery years;, (v) present a quarterly market update presentation including fundamental market outlook, regulatory updates, participation and communication of Regional Transmission Organization subcommittees, working groups, and task force meetings associated with both existing market rules and developing rule changes, products and charge types;

(c) On a monthly basis, prepare long-term (up to 60 months) load forecasts and on an hourly basis, prepare short-term (next hour up to the 10 days out) load forecasts;

(d) Monitor and confirm adequacy of Dover's physical and financial hedge positions based upon long-term and short-term load forecasts in accordance with the Risk Management Policies and Procedures and bid Dover's load into the PJM Day Ahead Energy Market based on load forecasts developed by the Energy Manager;

(e) Negotiate on behalf of Dover physical Fuel and Power purchase, sale, transmission and transportation contracts with Third Parties for consideration by Dover whether to execute or not;

(f) Subject to the conditions provided in Section 6.1 (w), on a monthly and daily basis, determine physical Power purchase requirements and structures;

(g) Subject to the conditions provided in Section 6.1 (w), on a monthly and daily basis, seek transactions from local supply sources that will minimize congestion charges to Dover;

(h) Subject to the conditions provided in Section 6.1 (w), on a monthly and daily basis, arrange for the resale of Energy, transportation or transmission purchased under an Administered Contract which is not utilized to capture value for Dover;

(i) In accordance with the Risk Management Policies and Procedures, arrange for the purchase and delivery of Fuel under the applicable Administered Purchase Contract or Administered Transportation Contract in order to meet the projected generation requirements of the Project;

(j) Conduct competitive solicitations on behalf of Dover for Power, Fuel, transmission and transportation to reduce Dover's existing costs therefore;

(k) Schedule Dover's Power load requirements and capacity commitments as required by PJM;

(l) Develop pricing, dispatch and schedule Dover's Power generation from the Project;

(m) Participate on behalf of Dover as reasonably necessary in annual and monthly PJM capacity and FTR auctions and recommend to Dover certain other bilateral transactions with Third Parties to meet capacity obligations, to ensure Dover's competitively priced access to firm delivery rights into Dover aggregate load bus, and to mitigate congestion charges;

(n) Analyze transmission paths on the PJM system, identify paths that would maximize revenue from Auction Revenue Rights, and propose a strategy for bidding and securing such ARRs that will financially benefit Dover;

(o) Arrange for the execution of financial hedges by Dover and physical hedges by either Dover or the Energy Manager on behalf of Dover, for Fuel, Power and congestion under an Administered Contract and pursuant to the Risk Management Policies and Procedures;

(p) Participate in daily and weekly communications with the Operator to confirm the Project's availability and heat rates and with Contract Suppliers to confirm availability;

(q) On a daily basis, based upon the Project's availability, heat rates and Fuel costs, determine bidding strategy for the Project and submit bids to PJM accordingly;

(r) On a daily basis, schedule on behalf of Dover capacity credits so as to optimize the value of such credits to Dover;

(s) On a daily basis, schedule Dover's load into PJM;

(t) Coordinate with Third Party suppliers and transporters to ensure that Fuel is delivered in accordance with any applicable Administered Contract, including applicable pipeline balancing tolerances;

(u) Verify the accuracy of Dover's invoices under any Administered Contract, advise Dover of the accuracy of such invoices, including the PJM invoice, provide full details of any variances and where appropriate, recommend to Dover what payments should be made and otherwise monitor banking and charges; and

(v) Prior to the Expiration Date or Early Termination Date, Energy Manager shall cooperate with Dover in providing transition support, information, and services to a successor supplier, contractor, or Dover.

(w) Communicate and supply informal training when Regional Transmission Organization's make changes to the market construct.

(x) Unless significant fundamental changes occur, Energy Manager does not expect to market Dover's energy or transmission positions bilaterally on a monthly or daily basis. However, Energy Manager will provide daily and weekly energy commentary to Dover as well as a weekly report that details Dover's counterparty credit positions and risk metrics.

(y) Coordinate submission of all required forms and Attachments along with all supporting documents needed by Regional Transmission Organization for Resource Adequacy requirements.

(z) Provide on-going credit management to make sure all market credit requirements are being met and actively monitor the credit of all the counterparties transacted with on client's behalf to assure they continually remain credit worthy

Section 6.2 Contract Assistance. Dover acknowledges and agrees that any review or negotiation by Energy Manager of specific contract terms offered to Dover by a Third Party is only for commercial purposes and is not intended to be a substitute for Dover's own analysis and review of such terms. Dover shall seek such review of any offered contract by its own attorneys, accountants, and other comparable professional advisors as it deems necessary in its sole discretion and Dover shall be responsible for all costs associated therewith. Dover agrees that it shall not rely solely on the Energy Manager for any such advice.

ARTICLE 7
DOVER COVENANTS

Section 7.1 Dover's Duties. Dover shall perform the following duties to facilitate the Energy Manager's ability to effectively and efficiently perform the Services hereunder:

(a) Dover shall timely provide the Energy Manager with, or arrange for the Energy Manager to receive, all pertinent and available information requested by Energy Manager to enable Energy Manager to perform the Services set forth herein, including without limitation, information necessary to comply with the nominating, scheduling, balancing and other requirements of any supplier, transporter, purchaser or transmission provider and to minimize scheduling, balancing, overrun and similar penalties and charges, and information related to load additions or deletions;

(b) Dover diligently shall take all action that may be necessary to designate the Energy Manager as its agent to the extent necessary for the Energy Manager to perform the Services set forth herein;

(c) Dover shall have at least one representative in attendance at all meetings of the Management Committee;

(d) Dover shall diligently cooperate with the Energy Manager and with each supplier, transporter, purchaser and transmission provider in the preparation and filing of all applications, notices or other documents required by any federal, state or local government or agency whose certification, authorization, permit, consent or approval may be necessary or appropriate to permit said Persons to carry out their obligations under any Administered Contract; and

(e) Dover shall cooperate with the Energy Manager to have all original invoices promptly sent to the Energy Manager. The Energy Manager shall, on a monthly basis, provide a timely review of, and approve copies of all invoices provided by suppliers, transporters, transmission providers, buyers or any other Third Party under any Administered Contract for payment by Dover. Dover shall pay, on a timely basis, all charges due under any Administered Contract, and all amounts due under this Agreement.

ARTICLE 8
FEES AND PAYMENT

Section 8.1 Monthly Payment. For work performed as set forth in Articles 4, 5 and 6 hereof, Dover shall pay the Energy Manager $69,583 per month during the Term.

Section 8.2 Travel Related Expenses. Except for travel between Dover and the Energy Manager's primary place of business for twelve monthly meetings, the Energy Manager shall be reimbursed for all reasonable travel-related expenses it incurred that are related to the Services.

All such travel-related expenses shall be billed at cost and subject to audit and documentation according to the standards applicable to the reimbursement of travel-related expenses incurred by Dover employees.

Section 8.3 Hourly Rates for Other Services. For work performed as set forth in Section 3.1(a)(iv) hereof where Energy Manager will be compensated based upon hours worked, Energy Manager shall charge Dover the following hourly rates:

TEA 2016 Billing Rates[(1)]	
Job Group	**Billing Rate $/hour**
Principal Consultant	$280
Senior Consultant/Project Manager	$225
Consultant	$140
Analyst	$125
Clerical	$85
[(1)]Billing rates subject to change after December 31, 2016.	

Section 8.4 Payment. The Energy Manager shall provide Dover with an invoice on or before the fifth (5th) day of each month setting forth the amounts due the Energy Manager for Services rendered and travel-related and general and administrative expenses incurred during the previous month under this Agreement. The invoiced amounts are due within thirty (30) days following Dover's receipt of the invoice. In the event that payment of invoiced amounts is not received within thirty (30) days following receipt of the invoice by Dover, interest on the overdue payment shall accrue at the rate of 1.5% per month until the date payment is received by the Energy Manager. In the event any invoice is not paid within thirty-five (35) days after receipt by Dover of a demand for payment by the Energy Manager, the Energy Manager may invoke the Dispute Resolution rights in Section 12.13.

Section 8.5 Disputed Charges. Should Dover contest the validity, reasonableness or accuracy of any Energy Manager invoice, Dover shall notify Energy Manager in writing within ten (10) days after receipt of such invoice, explaining in detail the reasons for its contest. If Dover disputes only part of an invoice submitted to it for payment, then it shall pay Energy Manager the undisputed portion of such statement in accordance with Section 8.4 hereof and shall notify Energy Manager in writing of the amount disputed. All such disputes shall be resolved pursuant to Section 12.13 hereof.

ARTICLE 9
INDEMNITY AND LIMITATION OF LIABILITY

Section 9.1 Indemnification by Dover. Dover shall indemnify, defend and hold harmless the Energy Manager, the Energy Manager's affiliates and the officers, directors, employees, representatives and agents of the Energy Manager and the Energy Manager's affiliates

(herein collectively called the "**Energy Manager Indemnitees**" and individually called an "**Energy Manager Indemnitee**") from and against any and all Third Party claims, demands, suits, actions, liabilities, losses, damages, judgments, fines, penalties, and legal or other expenses (collectively, "**Claim(s)**") that may arise directly from or in connection with this Agreement except to the extent such Claim(s) arises from the gross negligence or willful misconduct of the Energy Manager Indemnitee. If a Claim(s) is asserted or action brought against an Energy Manager Indemnitee as to which the Energy Manager Indemnitee believes it is entitled to indemnification under this Article 9, the Energy Manager Indemnitee shall promptly notify Dover in writing of such Claim. Dover may assume the defense of any such Claim(s) and the Energy Manager Indemnitee shall cooperate in all reasonable respects in such defense. If Dover does not assume such defense, then the Energy Manager Indemnitee shall have the right to defend such Claim(s) at Dover's expense, subject to the right of Dover to assume such defense at any time prior to settlement or final determination thereof. In such event, the Energy Manager Indemnitee shall send a written notice to Dover of any proposed settlement of any Claim(s) at least five (5) days in advance of such proposed settlement and obtain Dover's consent thereto, which consent shall not be unreasonably withheld or delayed.

Section 9.2 Indemnification by Energy Manager. Energy Manager shall indemnify, defend and hold harmless Dover and Dover's officials, employees, and representatives (herein collectively called the "**Dover Indemnitees**" and individually called a "**Dover Indemnitee**") from and against any and all Claims that may arise directly from, or in connection with this Agreement but only to the extent such Claim(s) arises from the gross negligence, or willful misconduct of the Energy Manager. If a Claim(s) is asserted or action brought against a Dover Indemnitee as to which the Dover Indemnitee believes it is entitled to indemnification under this Article 9, the Dover Indemnitee shall promptly notify Energy Manager in writing of such Claim. Energy Manager may assume the defense of any such Claim(s) and the Dover Indemnitee shall cooperate in all reasonable respects in such defense. If Energy Manager does not assume such defense, then the Dover Indemnitee shall have the right to defend such Claim(s) at Energy Manager's expense, subject to the right of Energy Manager to assume such defense at any time prior to settlement or final determination thereof. In such event, the Dover Indemnitee shall send a written notice to Energy Manager of any proposed settlement of any Third Party Claim(s) at least five (5) days in advance of such proposed settlement and obtain the Energy Manager's consent thereto, which consent shall not be unreasonably withheld or delayed.

Section 9.3 Limitation of Liability. The Energy Manager shall not be liable to Dover under this Agreement except to the extent any losses, claims, damages or liabilities are caused by the gross negligence or willful misconduct of the Energy Manager. Neither Party nor any of its respective shareholders, partners, principals, affiliates, subsidiaries, officers, directors, agents or employees shall be liable to the other Party for any consequential, special, incidental, multiple, exemplary or punitive damages for performance or non-performance under this Agreement. Neither Party nor any of their respective members, partners, principals, affiliates, subsidiaries, officers, directors, agents or employees shall be liable to the other Party for any claim of lost profits, whether such claim of lost profits is categorized under this Agreement as indirect, direct or consequential damages or whatever theory of recovery.

Section 9.4 Insurance. Energy Manager shall maintain in full force and effect during the term of this Agreement a professional liability insurance policy with a limit of not less than Five Million Dollars ($5,000,000.00) Each Wrongful Act/ Five Million Dollars ($5,000,000.00) Aggregate on a Claims-Made Basis if, and to the extent, such insurance is available on commercially reasonable terms. Such policy shall be placed with an insurer that has a Best's rating of at least A-VII. The policy must also provide that the insurer notify Dover at least thirty (30) days prior to cancellation of the policy unless the cancellation is for non-payment of premiums, in which case the insurer must notify Dover at least ten (10) days prior to cancellation. Upon Dover's request, Energy Manager shall furnish Dover with a certificate evidencing that the policy is in effect.

ARTICLE 10
FORCE MAJEURE

Section 10.1 Force Majeure. If any Party is rendered unable, wholly or in part, by Force Majeure to perform its obligations under this Agreement, other than that obligation to make payments then or subsequently due, it is mutually agreed that performance of the respective obligations of the Parties, so far as they are affected by such Force Majeure, shall be suspended without liability from the inception of any such inability until it is corrected, but for no longer period. The term "**Force Majeure**" means an event that was not within the control of the Party claiming its occurrence, including without limitation, acts of God and public enemies, changes in applicable Laws, war, terrorism, civil disobedience, floods, fires, strikes, explosions or other catastrophes, and could not have been prevented, avoided or minimized by such Party through the exercise of due diligence. No Party shall be required to settle any labor disputes against its will. A Party claiming the existence of an event of Force Majeure shall give the other Party oral notice, followed by written notice via facsimile, as soon as reasonable that states the nature, estimated duration and cause of the Force Majeure. Any delay in furnishing such notice shall not delay the effective time of a suspension under this Article 10. The Party asserting the occurrence of a Force Majeure shall diligently use its reasonable best efforts to restore full performance by removing the Force Majeure or providing alternative performance, provided that such Party shall not be obligated to restore performance or provide an alternative performance where doing so would be commercially impracticable.

ARTICLE 11
CHANGE IN LAW

Section 11.1 Change in Law. Energy Manager will not be obligated to perform any Services under this Agreement except to the extent Energy Manager is authorized to perform such Services under applicable Law. In the event that a change in Law should prevent Energy Manager from performing any of the Services or render the provision of a Service illegal in any jurisdiction where the Services are performed, Energy Manager shall be entitled to immediately cease providing such Service. Energy Manager shall not be responsible to Dover for any losses suffered or increased costs incurred by Dover as a result of any change in Law. If a change in applicable Law so impedes Energy Manager from providing the Services that the intent of the Parties in

entering into this Agreement is frustrated, then either Party may thereupon terminate this Agreement by providing written notice of such intent to the other Party.

ARTICLE 12
MISCELLANEOUS

Section 12.1 Assignment. This Agreement cannot be assigned.

Section 12.2 Entire Agreement. The entire agreement between the Parties with respect to the subject matter hereunder is contained in this Agreement. This Agreement supersedes all prior negotiations, representations, contracts or agreements, whether written or oral, between the Parties with respect to the subject matter of this Agreement. No alteration, amendment, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by the Parties.

Section 12.3 Waiver. The terms, covenants, representations, warranties and conditions of this Agreement may be waived only by written instrument executed by the Party waiving compliance. The failure of any Party at any time or times to require performance of any provision of this Agreement shall not affect the right at a later date to enforce the same. No waiver by any Party of any condition or of the breach of any provision, term, covenant, representation or warranty contained in this Agreement, whether by conduct or otherwise, in any one or more instances, shall be deemed to be or construed as a further or continuing waiver of any such condition or of the breach of any other provision, term, covenant, representation or warranty contained in this Agreement.

Section 12.4 Severability. If any portion of this Agreement is for any reason held or adjudged to be invalid or illegal or unenforceable by any court of competent jurisdiction, such portion so adjudged will be deemed separate, distinct and independent and the remainder of this Agreement will be and remain in full force and effect and will not be invalidated or rendered illegal or unenforceable or otherwise affected by such holding or adjudication.

Section 12.5 Governing Law, Jurisdiction and Venue. This Agreement shall be governed by and construed in accordance with the Laws of the State of Delaware (except those Laws which would require the application of the Laws of any other state). The Parties specifically consent to the personal jurisdiction of the federal or state courts sitting in the State of Delaware with regard to any such action and they specifically agree that the sole appropriate venue for any such lawsuit is in the federal or state courts sitting in the State of Delaware.

Section 12.6 Notices. All communications regarding this Agreement should be in writing and sent to the Parties at their respective addresses set forth below, unless notified in writing to the contrary.

The Energy Authority
ATTN: Director of Contracts
301 W. Bay Street, Suite 2600

Jacksonville, FL 32202
Phone: 904-360-1317
Facsimile: 904-665-0228
Email: danderson@teainc.org

Copy to:
ATTN: Jamie Mahne
301 W. Bay Street, Suite 2600
Jacksonville, FL 32202
Phone: 904-360-1374
Facsimile: 904-665-0259
Email: jmahne@teainc.org

CITY OF DOVER
Attn: Scott Koenig, City Manager
15 Loockerman St.
Dover, DE 19901
Facsimile : 302-736-7002

Copy to Harry A. Maloney III, Electric Director
Phone: 302-736-7088
Facsimile: 302-736-7081
Email: hmaloney@Dover.De.US

Notice shall be given when received on a business day by the addressee. In the absence of proof of the actual receipt date, the following presumptions will apply. Notices sent by facsimile shall be deemed to have been received upon the sending party's receipt of its facsimile machine's confirmation of successful transmission. If the day on which such facsimile is received is not a business day or is after five p.m. Eastern Prevailing Time on a business day, then such facsimile shall be deemed to have been received on the next following business day. Notice by overnight mail or courier shall be deemed to have been received on the next business day after it was sent or such earlier time as is confirmed by the receiving party. Notice via first class mail shall be considered delivered five business days after mailing.

Section 12.7 Attorneys' Fees. Should either Party prevail by a final unappealable judgment in any judicial or arbitral action to enforce any right under this Agreement, the non-prevailing Party shall be liable to the prevailing Party for the prevailing Party's commercially reasonable attorneys' fees.

Section 12.8 Multiple Counterparts. This Agreement may be executed in multiple counterparts, each of which shall constitute an original, but all of which when taken together shall constitute one and the same agreement.

Section 12.9 Confidentiality. The Parties agree that this Agreement and work product that is not specifically identified as an exemption thereunder shall be governed by the Delaware Freedom of Information Act. Energy Manager, except as provided for in the preceding sentence,

shall maintain as confidential this Agreement and any information that the providing Party deems to be confidential; provided, however, that either Party may disclose information that is deemed confidential hereunder in the event and to the extent such disclosure: (i) is consented to by the other Party, (ii) is made to the receiving Party's affiliates, subsidiaries, employees, consultants, attorneys, agents, or contractors and such subsidiaries, employees, consultants, attorneys, agents, or contractors agree to keep such information confidential, (iii) regards information in the receiving Party's possession before receipt from the disclosing Party, (iv) regards information that is or becomes a matter of public knowledge through no fault of the receiving Party, (v) regards information that is independently developed by the receiving Party, or (vi) is required by a governmental or regulatory authority having jurisdiction.

Section 12.10 Drafting. This Agreement shall be considered for all purposes as prepared through the joint efforts of the Parties and shall not be construed against one Party or the other as a result of the manner in which this Agreement was negotiated, prepared, drafted or executed.

Section 12.11 No Third Party Beneficiary. This Agreement is for the sole and exclusive benefit of the Parties hereto and shall not create a contractual relationship with, or cause of action in favor of, any Third Party.

Section 12.12 Survival of Provisions. The provisions of Sections 5.3, 5.4, 9.1, 9.2, 9.3, 12.7, 12.9, 12.11, 12.12, and 12.13 shall survive the termination or cancellation of this Agreement for any reason whatsoever.

Section 12.13 Dispute Resolution.

(a) All disputes concerning interpretation or clarification of this Agreement, or the acceptable performance thereof by Energy Manager, shall be immediately submitted in writing to Dover for resolution. All determinations, instructions, and clarifications of Dover shall be final and conclusive, unless the Energy Manager files with Dover within fourteen (14) days after Dover notifies Energy Manager of any such determination, instruction, or clarification, a written protest, stating clearly and in detail the basis thereof. Dover shall respond to such protest within thirty (30) days of its receipt.

(b) In the event that use of the procedures set forth in this Section 12.13 does not lead to satisfactory resolution of the dispute, either Party may send a Notice of Dispute to the other Party and request a conference for resolution of such dispute. Within three (3) days after delivery of such notice, each Party shall nominate a senior officer of its management to meet at Dover's offices, or at any other mutually agreed location, to resolve the dispute, which conference shall be convened within ten (10) days after exchange of such nominations unless the Parties mutually agree to another date. In the event the Parties are unable to resolve the dispute through the procedures set forth in this Section 12.13, either Party shall have the right to pursue the remedies in accordance with the procedures set forth in Section 12.13(c).

(c) Any controversy or claim arising out of or relating to this Agreement or the breach thereof which cannot be resolved amicably under Sections 12.13(a) or (b) shall be referred to a single arbitrator in accordance with the Commercial Arbitration Rules of the American

Arbitration Association and settled by binding arbitration. The arbitrator shall have experience with electricity markets and utility operations. The arbitrator may be selected by mutual agreement of the parties, but if the parties are unable to agree on an arbitrator within 45 days of the Notice of Dispute under this, the arbitrator shall be appointed by the American Arbitration Association. The venue for such arbitration shall be Dover, Delaware. The Parties agree to submit to the jurisdiction of state and federal courts located in the State of Delaware for the purposes of any proceedings ancillary to the conduct of any such arbitration. The award of the arbitrator shall be final, and a judgment may be entered upon it by any court having jurisdiction. Discovery shall be made available in accordance with the procedures set forth in the Federal Rules of Civil Procedure, but to a degree limited by the arbitrator as the arbitrator deems appropriate to render the proceedings economical, efficient, expeditious and fair. Interest at the rate specified herein shall be added to any monetary award for sums found to have been due under this Agreement. Except as otherwise specified by the arbitrator, each Party shall bear its own costs of the arbitration.

(d) During the pendency of any Dispute, the Parties will continue to perform the obligations imposed upon them under this Agreement to the fullest extent possible, consistent with their positions in dispute.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first written above.

THE ENERGY AUTHORITY, INC.
By:_____
Name: Joanie C. Teofilo
Title: President and CEO

CITY OF DOVER, DELAWARE
By:_____
Name: Scott Koenig
Title: City Manager

APPENDIX A

The following services may be available from TEA as agreed to by the Parties under separate task agreements:

- Integrated Resource Planning
- Technical Consulting
- Generation/Transmission project planning
- Advisory Services
- Cost estimating for new projects
- Contracting and procurement strategies
- Contract negotiations, not related to Power and Fuel supply contracts
- For new facilities or significant modifications to existing facilities:
    - Project and environmental permitting
    - Technical review and input
    - Project scheduling
    - Project management
    - Engineering management
    - Construction management
    - Start-up services
    - Performance testing
    - Development and delivery of additional market or risk management training programs

APPENDIX B

AUTHORIZATION LETTER APPOINTING ENERGY MANAGER
AS DOVER'S AGENT FOR THE PURPOSE OF
MANAGING THE PROJECT

[Date]

Dear:

The City of Dover, Delaware ("**Client**") has appointed The Energy Authority, Inc. as Client's agent for energy management, including the coordination of Client's generating assets located in Dover, Delaware. This authority as Client's agent includes: the authority to discuss with Client's electricity, fuel oil and natural gas suppliers, purchasers and transporters, on behalf of Client, its energy supply requirements, energy sales opportunities and the services that the suppliers and transporters can offer Client, as well as to request, on behalf of Client, supply, purchase and transportation offers.

The purpose of this letter is to allow The Energy Authority, Inc. to give notice to energy suppliers, purchasers and transporters that Client has appointed The Energy Authority, Inc. as Client's agent as set forth above. Client consents to The Energy Authority, Inc. providing a copy of this letter to its utilities and energy providers, and any energy supplier, purchaser or transporter or other party with whom The Energy Authority, Inc. must deal in furtherance of its activities as agent for Client. By this letter, Client further authorizes and directs Client's energy suppliers, purchasers and transporters to provide The Energy Authority, Inc. with any and all information or documents relating in any manner to Client's energy supply, sales and transport requirements, including, but not limited to, information and documents concerning: (i) past, present and future usage data on an hourly, daily, monthly, annual and/or other basis; (ii) any and all information relating to fuel or electricity nominations; (iii) all billing history data; and (iv) any other available usage information.

Sincerely,

The City of Dover, Delaware

By: _____
Title: _____

Energy Management Agreement - Task Order 1
2016 Integrated Resource Planning Services

This Task Order 1 for 2016 Integrated Resource Planning Services (the "Task Order") is made and entered into effective as of May 1, 2016 (the "Effective Date"), under and pursuant to the Energy Management Agreement ("EMA") dated May 6, 2011, between the City of Dover, Delaware ("Dover" or the "City") and The Energy Authority, Inc. ("TEA"). Dover and TEA shall be referred to herein, where appropriate, individually as a "Party," or collectively, as the "Parties." This Task Order expires on December 1, 2016, unless otherwise extended by the Parties in writing.

WHEREAS, Dover desires to obtain the professional services of TEA for the purpose of evaluating the City's existing generating resources and power supply contracts, demographics, consumption patterns, and significant regulations impacting electric utilities in order to prepare a comprehensive economic assessment in the form of an Integrated Resource Plan ("IRP");

WHEREAS, Dover desires for TEA to prepare and present the IRP to assist the City in providing reliable, competitively priced supply of electricity to its customers, as well as provide economic benefits to the City; and

WHEREAS, TEA has the experience, knowledge, skill, and capability to provide such professional services to Dover, as more particularly described in this Task Order.

NOW, THEREFORE, in consideration of the mutual promises contained, herein, the Parties agree as follows:

A. Overview

The objective of this Task Order is to provide the City with a 20-year Integrated Resource Plan ("IRP") that has the best prospect of meeting Dover's load and reserve requirements, based on known and reasonably anticipated state and federal requirements, while minimizing Dover's future net present value of incremental revenue requirements.

B. Scope of Services

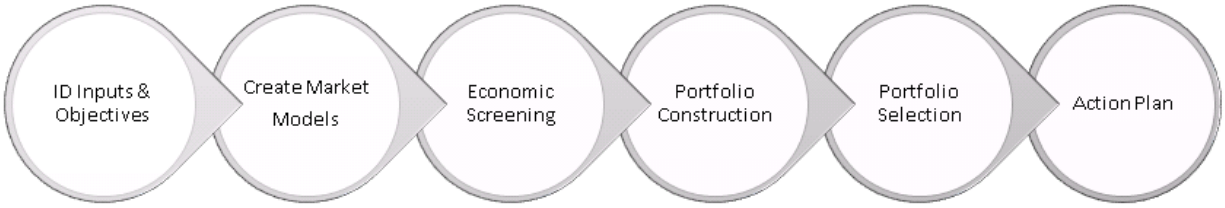
As requested by Dover, TEA shall prepare and deliver an Integrated Resource Plan ("IRP"), in connection with the Deliverables (as described in the attached Exhibit "A"), that provides a comprehensive, integrated analysis of Dover's generating assets, demographics, load, consumption patterns, city and regional load growth, laws and regulations, and evolving patterns likely to affect supply-side decisions such as introduction of renewables and infiltration of technology (i.e., lighting and ioT). Based on the analysis, TEA will project portfolio options that include cost and a discussion of the relative risk of each respective option and work with Dover to recommend portfolios that strive to achieve minimal levels of risk relative to cost. Pursuant

to the terms of the EMA, TEA shall provide the "Services," associated with Dover's Integrated Resource Plan ("IRP"), as more particularly described in Sections B.1 through B.8 below.

1. IRP Process

TEA will implement the following process to develop Dover's IRP:

Figure 1: IRP Process



Step 1: Identify Inputs and Objectives. TEA will work with Dover to identify the required inputs for the study and discuss and finalize Dover's objectives. Objectives may include least cost wholesale supply, stable, predictable supply costs, revenue for municipal operations, debt sevice coverage, attracting new and retaining existing load, especially commericial, industrial, and government loads, evaluating life cycle costs of options, including existing generating assets, and optimizing the existing resource base. Examples of needed inputs include econometric load forecasts, market factors (i.e., emission costs, natural gas price forecast, and Clean Power Plan impacts, other generation on the Peninsula, market penetration and supportive policies for renewables and self-generation, especially for large customers such as DAFB) and resource costs. These inputs and other assumptions will be reviewed with the IRP team through on-going discussions with Dover. TEA will also work with Dover to develop the selection criteria for the recommended resource plan. Typical criteria include the Net Present Value of Revenue Requirements ("NPVRR"). The NPVRR is expected to be based on a plan that will meet state and federal requirements such as the recently issued EPA Clean Power Plan ("CPP"). TEA will provide Dover a spreadsheet containing the preferred resource plan for each scenario and the plan's associated NPVRR. TEA will then collaborate with Dover staff to define the utility's goals for renewable resources, resource adequacy requirements, reliability, conservation, or other objectives. For purposes of this study, resources shall include both supply and demand or load side resources.

Step 2: Create market Models TEA will develop at least two market models. The first is the wholesale market model, which represents the wholesale power and natural gas markets from a price perspective. The other is a Dover-specific financial model (i.e., pro forma model) which represents Dover's revenue requirements over the time period of the study.

Step 3: Economic Screening. Once all of the assumptions are set, TEA will assist Dover staff in collecting economic data for supply resources from a variety of sources. Utilizing a NPVRR model, TEA will aggregate resource, regulatory, and market assumptions to identify the resources that are the most competitive in terms of minimizing life cycle costs of an alternative.

Step 4: Portfolio Construction. TEA and Dover staff will identify up to eight (8) candidate portfolios that are consistent with Dover's strategic objectives. Constraining factors such as resource availability and resource construction time will also be included.

Step 5: Portfolio Selection. TEA will simulate the wholesale electricity markets relevant to Dover, factoring in uncertainties such as carbon penalties, state renewable portfolio standards, and market penetration of small generation and new technologies. Once this is complete, Dover and TEA will identify the best performing portfolios and create an action plan.

2. Timeline

TEA will prepare and provide preliminary results within three to four months of the Parties executing this Task Order for TEA to perform the 20-year IRP. TEA will use up to 72 different scenarios (i.e., three (3) load scenarios time three (3) fuel options multiplied by eight (8) resource options), which will be included in the study. This study also includes a review of known and currently discussed state and federal regulations and policies that could have an impact on the resource plan for Dover. Preparation of the final IRP analysis will include resource cost assumptions, as well as power and natural gas market price assumptions.

TEA will schedule an initial kick-off meeting on-site at the City of Dover to discuss utility's criteria, TEA's approach, and initial assumptions. TEA will also conduct monthly IRP team meetings with visual status reports and additional briefing reports via telephone. TEA will present a final report on-site at the City of Dover upon conclusion of the project. All meetings will be planned and held in conjuction with the Monthly Risk Management Committee Meetings. Additional in-person visits may be requested by the Utility Department, as needed. Travel costs or expenses for in-person meetings will be billed to Dover as defined under Section E. ("Expenses and Reimbursement").

3. Software

TEA utilizes third-party software programs to perform many of the applicable analyses. Third-party software that TEA may use for Dover's IRP study includes a combination of the following:

- ABB's Planning & Risk (ongoing license)
- ABB's PROMOD IV (ongoing license)
- ABB's System Optimizer (to be licensed for this study)
- EPIS' Aurora$_{XMP}$ (ongoing license)
- Cambridge Energy Solutions' DAYZER (ongoing license)

TEA will work with the Dover staff to develop an outcome that will provide the utility with a recommended resource plan that will closely mirror meet Dover's overall objectives.

4. Key Assumptions

Upon TEA's selection by Dover to perform this IRP study, TEA will travel to Dover to meet with the Dover staff to review the study scope and the key assumptions used in the study. Key assumptions expected to drive the study results will include:

- Dover load forecast – TEA will use the 20-year load forecast prepared for Dover as the mid-band load forecast for the study. We will adjust this forecast higher and lower based on potential economic assumptions that could impact the Dover system.
- Fuel forecast – TEA's trade floor is continuously operating within the fuels markets and understands the expected fuel price forecast for the future. For this study, TEA analysts will work with the TEA traders to develop a 20-year fuel forecast relevant to the Dover region. We will prepare a high and low forecast band around that expected forecast.
- Market price forecast – TEA will prepare an expected, high, and low market price forecast for the PJM market.
- New resource costs – TEA will work with Dover staff, publically available information, third party proposals, and internal documentation to develop the capital and operating costs for the various supply options to be included in the study.
- Existing asset analysis – TEA, in conjunction with Dover, will incorporate retirement of McKee Run 3 in the analyses, date to be agreed upon.
- Other economic factors available to TEA, such as the cost of capital.
- Current information regarding state and federal regulations, such as EPA's Clean Power Plan, new technologies affecting consumption, and policies encouraging small generation.

To keep the anticipated timeline in providing the Services, TEA anticipates that all inputs are delivered no later than two weeks after a data request has been delivered to Dover. This includes indicative pricing proposals received by Dover, if any, from power suppliers used in the IRP.

5. Presentation of Study Results

TEA will utilize a combination of third-party licensed software products to perform the IRP analysis, which will result in a recommended plan for the various future conditions (i.e., load and fuel scenarios). Because TEA licenses but does not own the third-party software, TEA will be limited in what we provide Dover in the way of spreadsheets that will allow for changes in critical assumptions. As a result, TEA will provide Dover with a spreadsheet-based set of results that will illustrate the major assumptions for each scenario evaluated, along with the resulting resource plan for each scenario. Changes in assumptions will require re-runs by TEA of the third-party software to show how the changes will affect the given plan. However, where possible, TEA will

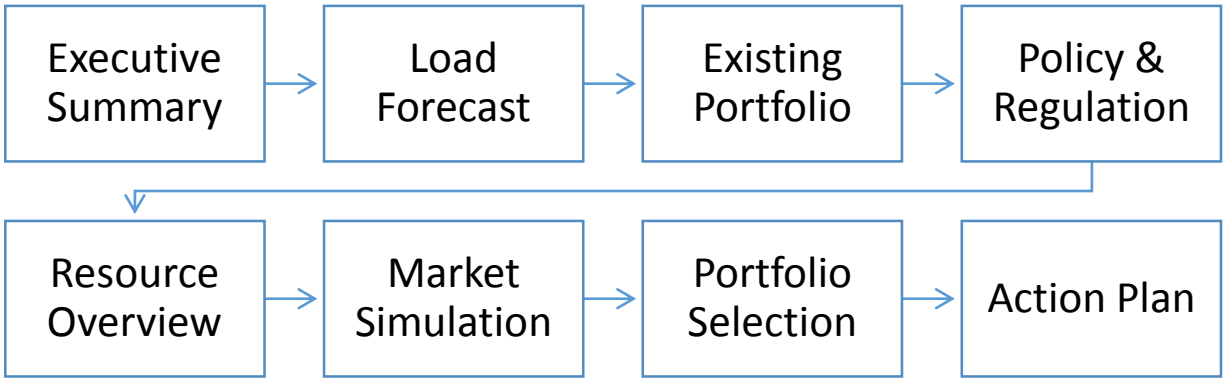
deliver study results in a spreadsheet that allows for changes in certain inputs to update the NPVRR.

6. Document Structure

The structure of the IRP Process is outlined in Figure 2 below, and contains the following:

- Chapter 1 will focus on the econometric load forecast for the study period. The load forecast is the primary driver of the customer's need to acquire new resources.
- Chapter 2 will contain the City's portfolio utilizing the forecast discussed in Chapter 1.
- Chapter 3 will provide an overview of the current policy and regulatory environment – which is highly influential to the overall resource plan.
- Chapter 4 contains the available resources and provides rationale for selection of the "candidate" resource strategies.
- Chapter 5 provides detail behind the models and analytics driving the market simulation.
- Chapter 6 highlights the results of the risk simulation and provides rationale for selection of the preferred resource portfolio.
- Chapter 7 outlines resulting actions Dover may elect to undertake over the next two years.

Figure 2: Document outline



7. Draft and Final Report

TEA will present the draft report on-site to Dover staff. The following is an example of the elements of the draft and final report, which TEA will provide to Dover upon completion of the IRP:

- Executive Summary - outlining the critical findings and recommendations.
- Study Overview - discussing Dover's current resources, and the objectives of the study.
- Assumptions – TEA will list and discuss the key assumptions used in the study, such as:
    - Study period

- Disruption events (load loss, renewable penetration, loss of generator)
- Load forecast
- Fuel forecast
- Market price forecast
- PJM Market rules
- Generation expansion options including construction costs and operating costs
- Key transmission issues in the Dover area and Delmarva Peninsula
- State and federal rules and regulations, including the most recent EPA Clean Power Plan
- Other information, as appropriate

- Study approach – What models were used, time period studied, ranking criteria, and scenarios studied.
- Study results – Tables reflecting the various scenarios studied and the model outputs for each scenario; including capital expansion, operating costs, and NPVRR.
- Recommendations – Ranking of each resource plan based on [Dover's expressed objectives?], and a discussion around the recommended plan and its relative ranking under the various scenarios studied; including a statement of why the selected was the preferred resource plan.

8. Public Presentation of Final Recommendations

TEA understands that there may be a need for a presentation of the study findings and recommendations to the Utility Committee of Dover's City Council. If Dover requests such a presentation, TEA will summarize the report in a presentation format containing the key components of the IRP, including study objectives, key assumptions, study approach, findings, and final recommendations.

C. *Term*

This Task Order will commence on (i) the Effective Date as provided for herein, or (ii) the last execution date by either Party in the event the Effective Date is not designated; and will continue for the period of performance not to exceed the last day provided for in the Timeline of Major Milestones (attached hereto as Exhibit "B"), as amended from time to time, which end date is currently projected to be before December 1, 2016 (the "Initial Term"). If the project is not completed by December 1, 2016, this Task Order may be extended; however, any extension or modification of this Task Order must be in writing signed by both Parties. If the Parties do not extend or modify this Task Order, it will automatically terminate at the conclusion of the Initial Term.

D. Compensation, Hours, and Costs

In recognition of the recent changes in scope under our existing Energy Management Agreement, TEA will perform the Services, as described herein, for no additional charge to Dover. TEA will absorb the estimated cost in providing the Services rendered under this Task Order, up

to amount of One Hundred Seventy-Five Thousand Dollars ($175,000) (the "Task Order Amount") for the (i) fixed costs, and (2) hourly estimate for the Services. TEA's fixed costs and hourly estimate for the Task Order Amount is detailed as follows:

- Fixed Costs = $25,000 in configuration, setup and software fees; and
- Hourly Estimate = 1,000 total estimated project hours (the "Estimated Hours") at a rate of $150.00 per hour for Service provided under this Task Order.

Dover will be responsible for payment of (i) any project-specific costs ("Costs") resulting from changes in scope of Services for this Task Order, as mutually agreed to by both Parties; or (ii) for work requested by Dover which exceeds the Task Order Amount; or (iii) Expenses, as more particularly described in Section E. below. TEA will seek approval from Dover for any hours in excess of the Estimated Hours. The Parties mutually agree that Dover is responsible for any authorized project-specific efforts above the budgeted project Estimated Hours (see exhibit "B") at a rate of $150.00 per hour.

E. Expenses and Reimbursements

Dover is responsible for reimbursement to TEA for any reasonable out-of-pocket expenses ("Expenses"), without mark-up, related to the delivery of Services, or Expense related to other Dover projects, which are not specifically addressed in this Task Order.

Expenses include expenses associated with travel or participation in on-site meetings, including airfare, hotel, ground transportation, and meals, as requested by and approved by Dover in advance. Expenses will be billed monthly as incurred.

F. Use of Information

Dover, at its sole option and discretion, may elect to implement or cause to be implemented strategies to manage its risks based on the Services provided by TEA under this Task Order. Dover acknowledges that TEA does not warrant the selection or implementation of such strategies based on the Services. Accordingly, TEA does not warrant that (i) all potential risks will be identified by the Services, (ii) the strategies implemented will protect against the risks that are identified, or (iii) loss will be avoided or risk will be reduced by implementing strategies based on the Services, and Dover hereby acknowledges the same.

G. Amendment

This Task Order may be amended by an instrument in writing signed by each Party's authorized representative.

IN WITNESS WHEREOF, the Parties hereto have executed this Task Order effective as of the date first written above.

THE ENERGY AUTHORITY, INC.

By:_____
Name: Joanie C. Teofilo
Title: President and CEO

CITY OF DOVER, DELAWARE

By:_____
Name: Scott Koenig
Title: City Manager

Exhibit A to Task Order 1
2016 Integrated Resource Planning Services

Deliverables

I. Visual Monthly Project Status Reports to the Risk Management Committee;

II. Outlined Assumptions;

III. Modeling Results: TEA will deliver a spreadsheet containing the results of the resource plan for each scenario considered. This spreadsheet will allow for some limited assumption changes and a recalculation of the NPVRR;

IV. Draft Report (as described in the Task Order); and

V. Final Report (as described Task Order).

Exhibit B to Task Order 1
2016 Integrated Resource Planning Services

Timeline of Major Milestones

Included as Figure 1~~Figure 1~~ below is an estimate of the duration of major tasks required to complete the IRP. TEA anticipates the project will last approximately six (6) months.

Figure 1: Project Timeline

Activities	Project Manager (Hours)	Primary Analyst (Hours)	Support Analyst (Hours)	Total	Month	
Project Meetings						
Kick-Off Meeting (In Person)	12	12	4	28	**May - December 2016**	
Project Updates - 1 (Call)	2	2	2	6	Included in the Monthly MC/RMC Meetings	
Project Updates - 2 (Call)	2	2	2	6		
Project Updates - 3 (Call)	2	2	2	6		
Project Updates - 4 (Call)	2	2	2	6		
Project Updates - 5 (Call)	2	2	2	6		
Draft Report - 6 (In Person)	12	12	8	32		
Public Meeting (In Person)	12	12	8	32		
Subtotal	**36**	**36**	**20**	**92**	**0.5**	**Man-Month**
Base Case Model Development					**May - July 2016**	
Develop Optimizer Base Case				0		
Integrate current Dover model	4	40	20	64		
Develop long term assumptions	4	40	20	64		
Develop stochastive variables	4	40	20	64		
Test the Optimizer Model	4	40	20	64		
Review Optimizer model with Dover	4	12	12	28		
Develop Planning & Risk Base Case						
Transfer Optimizer model data to PaR		12	4	16		
Incorporate stochastic variables		12	4	16		
Complete base case	6	12	12	30		
Subtotal	**26**	**208**	**112**	**346**	**2.0**	**Man-Month**
Develop Scenarios					**June - August 2016**	
Identify Scenarios	8	40	8	56		
Develop the scenario data	4	80	20	104		
Run the scenario optimizer cases	4	120	8	132		
Run the scenario PaR cases	4	40	8	52		
Subtotal	**20**	**280**	**44**	**344**	**2.0**	**Man-Month**
Develop Final Report & Presentations					**August - November 2016**	
Prepare draft report for internal review	40	40	20	100		
Prepare draft report for Dover review	20	40	20	80		
Prepare final report	10	20	10	40		
Subtotal	**70**	**100**	**50**	**220**	**1.3**	**Man-Month**
Total	**152**	**624**	**226**	**1002**	**5.8**	**Man-Month**

CITY OF DOVER
COUNCIL RESOLUTION NO. 2008-11

WHEREAS, the City Council has determined that there is a need to create a Youth Advisory Committee for the City of Dover, Delaware; and

WHEREAS, this Youth Advisory Committee will be created to operate as a liaison between the youth of the community, City Council, and the Parks, Recreation, and Community Enhancement Committee on issues affecting youth by involving them in social, cultural, recreational, and other drug-free and alcohol free activities and, when requested by the City Council, the committee shall give advice and assistance on matters concerning the needs of youth; and

WHEREAS, the City Council wishes the Youth Advisory Committee to consist of nine (9) members, ages 14 to 18 years, two adults, and one liaison member who shall be chosen by the City Council to serve one-year terms, without compensation, and the City Council shall have the power at any time to alter the size of the committee by expanding or reducing its membership. The liaison member shall receive and record all exhibits, petitions, documents, or other material presented to the Council in support of, or in opposition to, any question before the Committee, prepare and distribute agendas and packets; and

WHEREAS, members of the Youth Advisory Committee shall be selected through an application process and shall be appointed by the City Council and take office upon being sworn on their oath to uphold the duties of the office and the Constitution of Delaware and the United States of America; and

WHEREAS, the term of the office for each member shall be one (1) year, or until his/her successor is duly appointed and qualified, unless a vacancy occurs prior to the expiration of a term, in which case an appointment shall be made by the City Council for the remainder of the unexpired terms; and

WHEREAS, the committee shall elect from its membership a chairperson, vice-chairperson, and secretary for one-year terms of office commencing the first day of June of each year and a member shall be eligible for reelection to any of these offices as long as he or she remains on the committee. The chairperson shall preside at all regular and special meetings, rule on all points of order and procedure during meetings, and provide recommendations to the liaison regarding agenda items. The vice chairperson shall assume all duties of the chairperson in his or her absence or disability. In the absence of both the chairperson and vice chairperson from any meeting, an acting chairperson shall be elected from among the members present; and

WHEREAS, the committee shall hold meetings located in the City at times it may designate. All meetings of the committee shall be held in accordance with the Freedom of Information Act and a notice of said meeting shall be posted at City Hall, Junior High, and High School. The presence of a majority of the committee members then in office shall be necessary and sufficient to constitute a quorum, and an affirmative vote of the majority of those present shall be necessary to pass upon pending questions, except that on tie votes, the vote of the chairman shall be determinative, the chairman in addition being entitled to vote on all questions. Minutes of meetings shall be kept and the record filed with the person performing the duty of secretary; and

WHEREAS, in the performance of its function, the committee is an advisory body authorized to make recommendations to the City Council on the following:

1. Policy matters affecting the youth of the community;
2. Planning, organizing, coordinating, and carrying out drug-free and alcohol-free social, cultural, recreational, educational, and other activities for the youth in the community
3. Establishing guidelines, rules, and procedures for participation in such activities; and
4. Entering into agreements with entertainers, concessionaires, and other third parties as may be deemed desirable by the committee within available funds and in accordance with applicable state and city laws and procedures; and

WHEREAS, by May 1st of each year, the committee shall submit to the City Council a written report of its activities for the previous year and an annual plan of work for the ensuing year of which these documents shall be retained as apart of the official city records. Subject to the approval of the City Council, the facilities and personnel of the City shall be made available to assist the committee in carrying out its functions; and

WHEREAS, the committee is authorized to amend its rules and procedures for the conduct of its authorized activities, subject to the approval of the City Council; and

WHEREAS, Committee members are subject to the attendance policy and procedure adopted by the City Council and any member who misses (3) three consecutive regular meetings, or whose overall attendance at regular meetings falls below seventy-five (75) percent, has automatically vacated his seat. The committee shall at once notify the City Council that a vacancy exists. Vacancies shall be filled within thirty (30) days by appointment for the remainder of the term.

NOW, THEREFORE, BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF DOVER HEREBY ESTABLISHES A YOUTH ADVISORY COMMITTEE

ADOPTED: JUNE 23, 2008

S:\ClerksOffice\Resolutions&Proclamations\2008\Youth Advisory Council - Enabling Legislation - Adopted.wpd

Actions History:
June 23, 2008 - Adopted by Council
July 23, 2007 - Introduced in Council
July 10, 2007 - Introduced in Parks, Recreation, and Community Enhancement Committee

MAYOR AND COUNCIL

COUNCIL RESOLUTION NO. 2010-03
YOUTH ADVISORY COMMITTEE (YAC)
COUNCIL RESOLUTION NO. 2008-11, WITH AMENDMENT NO. 1

WHEREAS, the City Council has determined that there is a need to create a Youth Advisory Committee for the City of Dover, Delaware; and

WHEREAS, this Youth Advisory Committee will be created to operate as a liaison between the youth of the community, City Council, and the Parks, Recreation, and Community Enhancement Committee on issues affecting youth by involving them in social, cultural, recreational, and other drug-free and alcohol free activities and, when requested by the City Council, the committee shall give advice and assistance on matters concerning the needs of youth; and

WHEREAS, the City Council wishes the Youth Advisory Committee to consist of nine (9) members, or more if City Council chooses, between the ages of 14 and 18 years, two (2) adults, and one (1) liaison member who shall be chosen by the City Council to serve one (1) year terms, without compensation, and the City Council shall have the power at any time to alter the size of the committee by expanding or reducing its membership. The liaison member shall receive and record all exhibits, petitions, documents, or other material presented to the Council in support of, or in opposition to, any question before the Committee, prepare and distribute agendas and packets; and

WHEREAS, members of the Youth Advisory Committee shall be selected through an application process and shall be appointed by the City Council and take office upon being sworn on their oath to uphold the duties of the office and the Constitution of Delaware and the United States of America; and

WHEREAS, the term of the office for each member shall be one (1) year, or until his/her successor is duly appointed and qualified, unless a vacancy occurs prior to the expiration of a term, in which case an appointment shall be made by the City Council for the remainder of the unexpired terms; and

WHEREAS, the committee shall elect from its membership a chairperson, vice-chairperson, and secretary for one-year terms of office commencing the first day of June of each year and a member shall be eligible for reelection to any of these offices as long as he or she remains on the committee. The chairperson shall preside at all regular and special meetings, rule on all points of order and procedure during meetings, and provide recommendations to the liaison regarding agenda items. The vice chairperson shall assume all duties of the chairperson in his or her absence or disability. In the absence of both the chairperson and vice chairperson from any meeting, an acting chairperson shall be elected from among the members present; and

WHEREAS, the committee shall hold meetings located in the City at times it may designate. All meetings of the committee shall be held in accordance with the Freedom of Information Act and a notice of said meeting shall be posted at City Hall and on the website at www.cityofdover.com. The presence of a majority of the committee members then in office shall be necessary and sufficient to constitute a quorum, and an affirmative vote of the majority of those present shall be necessary to pass upon pending questions, except that on tie votes, the vote of the chairman shall be determinative, the chairman in addition being entitled to vote on all questions. Minutes of meetings shall be kept and the record filed with the person performing the duty of secretary; and

WHEREAS, in the performance of its function, the committee is an advisory body authorized to make recommendations to the City Council on the following:

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2. Planning, organizing, coordinating, and carrying out drug-free and alcohol-free social, cultural, recreational, educational, and other activities for the youth in the community
3. Establishing guidelines, rules, and procedures for participation in such activities; and
4. Entering into agreements with entertainers, concessionaires, and other third parties as may be deemed desirable by the committee within available funds and in accordance with applicable state and city laws and procedures; and

WHEREAS, by May 1st of each year, the committee shall submit to the City Council a written report of its activities for the previous year and an annual plan of work for the ensuing year of which these documents shall be retained as a part of the official city records. Subject to the approval of the City Council, the facilities and personnel of the City shall be made available to assist the committee in carrying out its functions; and

WHEREAS, the committee is authorized to amend its rules and procedures for the conduct of its authorized activities, subject to the approval of the City Council; and

WHEREAS, Committee members are subject to the attendance policy and procedure adopted by the City Council and any member who misses two (2) meetings that are considered unexcused, where no phone call was made or e-mail was sent letting someone know, or whose overall attendance at regular meetings falls below seventy-five (75) percent, has automatically vacated his seat. The committee shall at once notify the City Council that a vacancy exists. Vacancies shall be filled within thirty (30) days by appointment for the remainder of the term or at the discretion of City Council.

NOW, THEREFORE, BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF DOVER HEREBY ESTABLISHES A YOUTH ADVISORY COMMITTEE

ADOPTED: APRIL 26, 2010

S:\RESOLUTIONS & PROCLAMATIONS\2010\ADOPTED\Res. No. 2010-03 - YAC Amendment #1(2).wpd

Actions History

April 12, 2010 - Introduced at Parks, Recreation, and Community Enhancement Committee

City of Dover

COUNCIL PRESIDENT'S COMMITTEE APPOINTMENTS - 2016/17

1. **CITY CHAPLAINS - There shall be a city chaplain who shall be appointed annually in June of each year by the council president and confirmed by the council. The city chaplain shall serve without compensation, but the council may consider an annual donation to the congregation each year for which the chaplain is associated. The city chaplain shall perform the following functions: (1) Invocation. He shall be in charge of giving the invocation before each council meeting, which he may give either personally or delegate to another person; and (2) Other functions. He may be called upon to represent the city as the city chaplain in other city functions as requested by the mayor and council.**

   A. Bishop Thomas L. Holsey of Bibleway Temple Church of God in Christ
   B. Chaplain Wallace Dixon of Bibleway Temple Church of God in Christ

2. **CIVILIAN PENSION PLAN - BOARD OF TRUSTEES - The duties of this board are to manage the city employees' pension plan.** Consists of seven (7) members - two (2) elected City officials, the City Manager, the City Controller/Treasurer and three (3) elected by eligible employees, with three (3) year staggered terms with elections held in June.

   A. David L. Anderson
   B. Brian E. Lewis
   C. Scott D. Koenig, City Manager (ex-officio member)
   D. Donna S. Mitchell, Controller/Treasurer (ex-officio member)

3. **CONSTRUCTION CODE APPEALS COMMITTEE - This committee shall hear appeals by any person aggrieved by a decision of the building inspector in respect to the provisions of Chapter 22 - Buildings and Building Regulations (Plumbing, Mechanical, and Fire Prevention)**. Consists of three (3) members - two (2) elected City officials and the City Manager.

   A. David L. Anderson
   B. Brian Lewis
   C. Scott D. Koenig - City Manager (ex officio member)

4. **LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE - This committee advises the city council on proposed Charter amendments, ordinances to be adopted or amended, and other legislative matters; financial matters, including the city's budget, assessments, and taxation and administrative issues, policy, procedures, and operations of the city. The committee advises the city council regarding matters relating to the mayor, council, city manager's office, finance department, administrative services, city clerk's office, tax assessor's office, human resources department, central services department, information technology department, election board, pension boards, and any other departments, committees, and other areas as deemed appropriate.** Consists of five (5) members - three (3) elected City officials and two (2) City residents. Four (4) members shall be appointed by the Council President and one (1) member shall be appointed by the Committee Chair.

   A. William F. Hare - Chair
   B. Scott W. Cole
   C. Roy Sudler, Jr.
   D. Courtney Stewart (by Council President)
   E. Daniel T. Shevock (by Committee Chair)

5. **OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND BOARD - This board shall adopt a trust agreement for the OPEB fund (and may amend the trust agreement from time to time), shall take all actions necessary and appropriate to establish and maintain the OPEB fund as a trust that is exempt from taxation under Internal Revenue Code § 115 [26 U.S.C. § 115]. The trust shall be maintained and administered by the board solely for the benefit of participants, retirees, and beneficiaries by providing payments for retiree health insurance for medical care in compliance with Internal Revenue Code § 105 [26 U.S.C. § 105] and with the Dover Code as presented and verified by representatives and/or retiree health insurance service providers of the city.** Consists of five (5) members - the controller/treasurer, human resources director, city manager, and two (2) elected city officials.

   A. Scott W. Cole
   B. James E. Hosfelt, Jr.

6. **PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE - This committee advises the city council on parks, playgrounds, open space, and other recreational facilities and programs; matters relating to the community enhancements by reviewing and commenting on community plans, and recommends appropriate funding for each community improvement project; advises the city council on landscaping and beautification programs and tree preservation requirements, and assists in developing an understanding of the objectives and methods of tree conservation. The Committee advises city council regarding matters relating to the parks and recreation department, planning department, grounds department, community development, Silver Lake Commission, Greater Dover Arts Council, library commission, and other areas as deemed appropriate, including funding.** Consists of five (5) members - three (3) elected City officials and two (2) City residents. Four (4) members shall be appointed by the Council President and one (1) member shall be appointed by the Committee Chair.

   A. Roy Sudler, Jr. - Chair
   B. David L. Anderson
   C. James E. Hosfelt, Jr.
   D. M. Milford Caldwell, Jr. (by Council President)
   E. Ann Baker Horsey (by Committee Chair)

7. **POLICE PENSION PLAN - RETIREMENT COMMITTEE - This committee shall administer the [retirement] plan and shall have the power and the duty to take all action and to make all decisions necessary or proper to carry out the plan.** Consists of seven (7) members - two (2) elected City officials, the City Manager (Ex-Officio), Chief of Police (Ex-Officio), and three (3) elected by members of the plan to three (3) year staggered terms, with elections held in January and presented to Council for confirmation.

   A. David L. Anderson
   B. Brian E. Lewis

8. **SAFETY ADVISORY AND TRANSPORTATION COMMITTEE - This committee advises the city council on public safety issues, policies, procedures, and operations relative to emergency operations, and fire and police services. The Committee shall act as an advisory committee to the city council regarding matters relating to the police department, fire department, department of inspections, and other areas as deemed appropriate.** Consists of five (5) members - three (3) shall be elected City officials and two (2) shall be City residents. Four (4) members shall be appointed by the Council President and one (1) member shall be appointed by the Committee Chair.

   A. James E. Hosfelt, Jr. - Chair
   B. James L. Hutchison, Sr.
   C. Brian E. Lewis
   D. Dana Shelton (by Council President)
   E. Thomas J. Keller, Jr. (by Committee Chair)

9. **UTILITY COMMITTEE - This committee advises the city council on the installation, maintenance, repair, improvement, and relocation of electric, water, sewer, streets, communication utilities and other infrastructures within the city and lawfully extending beyond the city corporate limits; shall advise the city council on the issue of utility consumption rates, suggested code amendments, and condemnation of public rights-of-way; and shall act as an advisory committee to determine and establish utility issues, policies, procedures, and operations relative to electric, water, sewer, communications, etc., including, but not limited to, nonconsumption utility fees, utility extensions, impact fees, and service connection fees. The Committee shall act as an advisory committee to the city council regarding matters relating to the electric department, and public works department, including water, sewer, and sanitation divisions, and other areas as deemed appropriate.** Consists of five (5) members - three (3) shall be elected City officials and two (2) shall be City residents. Four (4) members shall be appointed by the Council President and one (1) member shall be appointed by the Committee Chair.

   A. Scott W. Cole - Chair
   B. James L. Hutchison, Sr.
   C. Fred A. Neil
   D. Lester L. Blakeman, Sr. (by Council President)
   E. Tricia Arndt (by Committee Chair)

10. MISCELLANEOUS APPOINTMENTS

A. Central Delaware Chamber of Commerce Liaison Members

Meets the 2nd Tuesday of each month at 7:30 a.m. at 160 Greentree Dr., Suite 203

Mayor Robin R. Christiansen, Ex-Officio (Non-Voting member)
David L. Anderson (Non-Voting Guest)
William F. Hare (Non-Voting Guest)

B. City/County Committee (Liaison to Kent County)

Mayor Robin R. Christiansen
Council President Timothy A. Slavin
Fred A. Neil
William F. Hare
James L. Hutchison

C. Kent County Tourism Board of Directors

Meets the 3rd Thursday of each month (except August) at 7:30 a.m. at the Kent County Tourism Office, 435 North duPont Highway (unless moved to another location).

Fred A. Neil

D. Kent Economic Partnership Board of Directors

Meets the 3rd Tuesday of each month at 8:00 a.m. at 555 Bay Road

David L. Anderson (Council President's nominee)

CITY OF DOVER ORDINANCE # 2016-17
2016-2017 BUDGET ORDINANCES

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Forty Six Million Seven Hundred Seventeen Thousand Four Hundred dollars ($46,717,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

GENERAL FUND
CASH RECEIPT SUMMARY FOR 2016-2017

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE	**$ 4,820,400**	**$ 4,493,900**
RECEIPTS		
FINES AND POLICE REVENUE	651,400	763,300
INVESTMENT INCOME	140,000	90,000
LIBRARY REVENUES	67,000	70,300
KENT COUNTY BOOK REIMBURSEMENT	312,600	312,600
BUSINESS LICENSES	1,472,000	1,467,000
PERMITS AND OTHER FEES	1,436,300	1,662,100
MISCELLANEOUS CHARGES	56,600	56,800
POLICE EXTRA DUTY	461,500	525,000
PROPERTY TAXES	12,783,800	12,895,100
BID REVENUE	49,700	-
RECREATION REVENUE	149,000	150,000
FRANCHISE FEE	682,300	680,000
SANITATION FEES	2,530,000	2,538,300
RENT REVENUE - GARRISON FARM	93,900	94,500
COURT OF CHANCERY FEES	1,090,400	1,100,000
RECEIPTS SUBTOTAL	**21,976,500**	**22,405,000**
INTERFUND SERVICE RECEIPTS		
INTERFUND SERVICE RECEIPTS W/WW	1,420,200	1,653,800
INTERFUND SERVICE RECEIPTS ELECTRIC	3,586,700	3,564,900
INTERFUND SERVICE RECEIPTS SUBTOTAL	**5,006,900**	**5,218,700**
GRANTS:		
POLICE RELATED/EXTRA DUTY	172,700	258,600
POLICE PENSION GRANT	500,000	500,000
GREEN ENERGY GRANT	98,500	98,500
MISC GRANT REVENUE	25,000	25,000
VERIZON RESERVE	50,000	-
GRANTS SUBTOTAL	**846,200**	**882,100**
TRANSFERS FROM:		
TRANSFER TAX	2,090,200	1,672,700
MUNICIPAL STREET AID	673,100	673,100
CIVIL TRAFFIC PENALTIES	480,000	496,900
WATER/WASTEWATER	850,000	875,000
ELECTRIC	10,000,000	10,000,000
OTHER RESERVES	13,200	-
TRANSFERS FROM SUBTOTAL	**14,106,500**	**13,717,700**
TOTAL REVENUES	**41,936,100**	**42,223,500**
TOTAL BEGINNING BALANCE & REVENUE	**$ 46,756,500**	**$ 46,717,400**

2016-2017 BUDGET ORDINANCES

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE FOR 2016-2017

DEPARTMENT EXPENSES	2015/16 REVISED	2016/17 BUDGET
CITY CLERK	$ 382,800	$ 412,300
COUNCIL	113,600	141,100
TAX ASSESSOR	239,800	244,000
FIRE	735,400	721,700
GROUNDS MAINTENANCE	1,133,000	1,201,300
LIBRARY	1,456,000	1,635,000
RECREATION	723,200	750,900
LIFE SAFETY	479,800	485,200
CODE ENFORCEMENT	412,700	421,100
PLANNING	532,800	546,800
INSPECTIONS	749,000	697,900
ECONOMIC DEVELOPMENT	245,000	-
POLICE	15,921,400	16,091,600
POLICE EXTRA DUTY	634,200	783,600
STREETS	658,500	1,163,500
SANITATION	2,151,100	2,032,800
CITY MANAGER	909,300	792,400
INFORMATION TECHNOLOGY	625,500	716,300
FINANCE	991,400	1,011,100
PUBLIC WORKS - ADMINISTRATION	580,300	680,000
FACILITIES MANAGEMENT	692,200	607,100
PUBLIC WORKS - ENGINEERING	173,400	207,000
PROCUREMENT & INVENTORY	569,300	585,100
FLEET MAINTENANCE	760,000	776,300
CUSTOMER SERVICE	1,082,000	1,143,800
HUMAN RESOURCES	376,700	392,500
MAYOR	76,100	74,000
DEPARTMENT SUBTOTALS	**33,404,500**	**34,314,400**
OTHER EXPENSES		
DEBT SERVICE	669,400	685,300
CONTRIBUTION TO DDP	70,000	150,000
MISCELLANEOUS GRANT RELATED EXP	25,000	25,000
INSURANCE	690,000	700,000
RETIREES HEALTH CARE	1,567,700	2,039,700
OTHER EMPLOYMENT EXPENSES	51,500	400,700
BANK & CREDIT CARD FEES	10,600	15,000
UNCOLLECTIBLES - TRASH AND OTHER	50,000	50,000
STREET LIGHTS	797,700	804,000
NEW STREET PROPERTIES ACQUISITIONS	240,400	-
OTHER EXPENSE SUBTOTAL	**4,172,300**	**4,869,700**
TRANSFERS		
TRANSFER TO CAPITAL FUND - PROJECTS	2,625,400	1,859,400
TRANSFER TO CAPITAL ASSET RESERVE	229,600	-
APPROP. TO THE GENERAL EMPLOYEE PENSION FUND	594,300	-
APPROP. TO THE POLICE PENSION FUND	676,500	670,000
APPROP. POLICE PENSION - STATE GRANT	500,000	500,000
TRANSFER TO VERIZON RESERVE	50,000	-
TRANSFER TO INVENTORY WRITE-OFFS	10,000	10,000
TRANSFERS SUBTOTAL	**4,685,800**	**3,039,400**
TOTAL EXPENDITURES	**42,262,600**	**42,223,500**
CURRENT YEAR BALANCE	**4,493,900**	**4,493,900**
TOTALS	**$ 46,756,500**	**$ 46,717,400**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Two Million Four Hundred Thirty Three Thousand Three Hundred dollars ($2,433,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

REVENUES

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE - PROJECTS	**$ 2,926,700**	**$ 383,900**
REVENUES		
INCOME FROM SALE OF ASSETS	120,800	-
GRANT RECEIPTS	80,500	105,000
INTEREST EARNINGS	5,000	5,000
TRANSFER FROM GENERAL FUND	2,625,400	1,859,400
MISCELLANOUS RECEIPTS	74,700	-
TRANSFER FROM PARKLAND RESERVE	-	80,000
SUBTOTAL PROJECT RECEIPTS	**2,906,400**	**2,049,400**
TOTAL FUNDING SOURCES	**2,906,400**	**2,049,400**
TOTAL BEGINNING BALANCE AND REVENUES	**$ 5,833,100**	**$ 2,433,300**

EXPENSE SUMMARY

EXPENDITURES	2015/16 REVISED	2016/17 BUDGET
FIRE	$ 445,800	$ 145,700
GROUNDS MAINTENANCE	185,200	58,200
LIFE SAFETY	55,700	29,500
POLICE	302,700	299,800
RECREATION	73,900	165,000
STREETS	3,735,000	1,026,000
SANITATION	449,000	261,500
CITY MANAGER	24,700	-
FACILITIES MANAGEMENT	-	27,700
FLEET MAINTENANCE	84,500	31,000
DEPARTMENT SUBTOTAL	**5,356,500**	**2,044,400**
TRANSFERS		
TRANSFER TO CAPITAL ASSET RESERVE	92,700	**-**
TRANSFERS SUBTOTAL	**92,700**	**-**
TOTAL EXPENDITURES	**5,449,200**	**2,044,400**
BUDGET BALANCE	383,900	388,900
TOTAL BUDGET BALANCE & EXPENDITURES	**$ 5,833,100**	**$ 2,433,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

GENERAL FUND CONTINGENCY
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Seven Hundred Forty One Thousand dollars ($741,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE	**$ 720,300**	**$ 731,000**
INTEREST EARNED	10,700	10,000
TOTALS	**$ 731,000**	**$ 741,000**

EXPENSE SUMMARY

	2015/16 REVISED	2016/17 BUDGET
CARRY FORWARD TO NEXT YEAR	731,000	741,000
TOTALS	**$ 731,000**	**$ 741,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

GENERAL CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating One Million Two Hundred Sixty Six Thousand Three Hundred dollars ($1,266,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE	**$ 915,100**	**$ 1,251,300**
RECEIPTS		
INTEREST EARNINGS	13,900	15,000
TRANSFER FROM GENERAL CAPITAL ASSET FUND	92,700	-
TRANSFER FROM GENERAL FUND	229,600	-
TOTAL RECEIPTS	**336,200**	**15,000**
TOTALS	**$ 1,251,300**	**$ 1,266,300**

EXPENSE SUMMARY

	2015/16 REVISED	2016/17 BUDGET
CARRY FORWARD TO NEXT YEAR	$ 1,251,300	$ 1,266,300
TOTALS	**$ 1,251,300**	**$ 1,266,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

PARKLAND/RECREATION RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Three Hundred Twenty Seven Thousand Nine Hundred dollars ($327,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

	2015/16 REVISED	2016/17 BUDGET
PRIOR YEAR BALANCE	$ 320,800	$ 324,900
INTEREST INCOME	4,100	3,000
TOTALS	**$ 324,900**	**$ 327,900**

OPERATING EXPENSES

	2015/16 REVISED	2016/17 BUDGET
TRANSFER TO GENERAL CAPITAL PROJECT FUND	-	80,000
CURRENT YEAR BALANCE	324,900	247,900
TOTALS	**$ 324,900**	**$ 327,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

WATER/WASTEWATER FUND
REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Sixteen Million Six Hundred Ninety Six Thousand Nine Hundred dollars ($16,696,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE - WATER	$ 1,072,900	$ 566,500
BEGINNING BALANCE - WASTEWATER	206,900	663,200
TOTAL BEGINNING BALANCES	**1,279,800**	**1,229,700**
BASE REVENUE		
WATER SERVICES	5,366,600	5,800,000
WASTEWATER SERVICES	3,823,800	3,800,000
WASTEWATER TREATMENT SERVICES	2,997,600	3,000,000
GROUNDWATER INFLOW ADJUSTMENT	1,965,600	1,938,000
WATER TANK SPACE LEASING	341,900	366,200
SEWER IMPACT FEES	222,400	228,000
WATER IMPACT FEES	253,400	252,000
INTEREST - WATER	5,000	10,000
INTEREST - WASTEWATER	5,000	10,000
MISCELLANEOUS SERVICE FEE	56,200	63,000
TOTAL REVENUES	**15,037,500**	**15,467,200**
TOTAL BEGINNING BALANCES AND REVENUES	**$ 16,317,300**	**$ 16,696,900**

2016-2017 BUDGET ORDINANCES

WATER/WASTEWATER FUND - EXPENSES AND BUDGET BALANCE FOR 2016-2017

	2015/16 REVISED	2016/17 BUDGET
DIRECT EXPENSES		
ENGINEERING & INSPECTION	$ 512,500	$ 516,500
WATER DEPARTMENT	650,900	655,400
WASTEWATER DEPARTMENT	840,600	962,400
WATER TREATMENT PLANT	1,743,100	1,727,400
DIRECT EXPENDITURE SUBTOTAL	**3,747,100**	**3,861,700**
OTHER EXPENSES		
DEBT SERVICE - WATER	521,100	590,300
DEBT SERVICE - WASTEWATER	611,300	636,900
RETIREES HEALTH CARE	60,200	192,400
OTHER EMPLOYMENT EXPENSES	142,300	**21,200**
KENT COUNTY TREATMENT CHARGE	4,130,000	4,130,000
INTERFUND SERVICE FEES	1,420,200	1,653,800
BANK & CREDIT CARD FEES	25,000	25,000
BOND ISSUE COSTS	-	40,000
OTHER EXPENSES SUBTOTAL	**6,910,100**	**7,289,600**
TRANSFER TO:		
GENERAL FUND FROM WATER	550,000	500,000
GENERAL FUND FROM WASTEWATER	300,000	375,000
WATER IMP AND EXT	1,800,000	1,000,000
WASTEWATER IMP AND EXT	1,500,000	1,000,000
CONTINGENCY RESERVE WATER	32,000	110,000
CONTINGENCY RESERVE WASTEWATER	-	60,000
GENERAL EMPLOYEES PENSION FUND	248,400	-
ELECTRIC IMP AND EXT	-	231,200
TRANSFER TO SUBTOTAL	**4,430,400**	**3,276,200**
TOTAL EXPENSES	**15,087,600**	**14,427,500**
BUDGET BALANCES		
BUDGET BALANCE WATER	566,500	**1,103,100**
BUDGET BALANCE WASTEWATER	663,200	**1,166,300**
BUDGET BALANCE SUBTOTALS	**1,229,700**	**2,269,400**
TOTAL CURRENT YEAR BALANCES AND EXPENSES	**$ 16,317,300**	**$ 16,696,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Seven Million Eight Hundred Thirty Eight Thousand Five Hundred dollars ($7,838,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year begining July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE - WATER	$ 4,990,300	$ 1,179,900
BEGINNING BALANCE - WASTEWATER	4,551,700	952,600
TOTAL BEGINNING BALANCES	**9,542,000**	**2,132,500**
REVENUES		
STATE LOAN FUND - WATER	-	2,400,000
STATE LOAN FUND - WASTEWATER	-	884,000
TRANS FR OPERATING FUND - WATER	1,800,000	1,000,000
TRANS FR OPERATING FUND - WASTEWATER	1,500,000	1,000,000
TRANSFER FROM WATER IMPACT FEE	-	190,800
TRANSFER FROM WASTEWATER IMPACT FEE	165,000	211,200
INTEREST INCOME	69,900	20,000
GRANT RECEIPTS	20,300	-
MISCELLANEOUS RECEIPTS	61,400	-
TOTAL REVENUES	**3,616,600**	**5,706,000**
TOTAL BEGINNING BALANCES & REVENUES	**$ 13,158,600**	**$ 7,838,500**

EXPENSE SUMMARY

EXPENSES	2015/16 REVISED	2016/17 BUDGET
W/WW ENGINEERING	$ -	$ 30,400
WATER	5,442,600	1,338,800
WASTEWATER	5,299,100	2,021,200
WATER TREATMENT PLANT	284,400	1,200,000
TOTAL EXPENSES	**11,026,100**	**4,590,400**
BUDGET BALANCE - WATER	1,179,900	2,226,700
BUDGET BALANCE - WASTEWATER	952,600	1,021,400
CURRENT YEAR BALANCE SUBTOTALS	**2,132,500**	**3,248,100**
TOTAL BUDGET BALANCES & EXPENSES	**$ 13,158,600**	**$ 7,838,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

WATER/WASTEWATER CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating One Million Thirty Five Thousand Eight hundred dollars ($1,035,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE - WATER	$ 510,700	$ 514,600
BEGINNING BALANCE - WASTEWATER	509,500	513,400
TOTAL BEGINNING BALANCES	**1,020,200**	**1,028,000**
RECEIPTS		
INTEREST EARNINGS - WATER	3,900	3,900
INTEREST EARNINGS - WASTEWATER	3,900	3,900
TOTAL RECEIPTS	7,800	7,800
TOTALS	**$ 1,028,000**	**$ 1,035,800**

EXPENSE SUMMARY

	2015/16 REVISED	2016/17 BUDGET
CURRENT YEAR BALANCE - WATER	$ 514,600	$ 518,500
CURRENT YEAR BALANCE - WASTEWATER	513,400	517,300
CURRENT YEAR BALANCE SUBTOTALS	**1,028,000**	**1,035,800**
TOTALS	**$ 1,028,000**	**$ 1,035,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

WATER/WASTEWATER IMPACT FEE RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Two Million Thirty Seven Thousand dollars ($2,037,000) or so much thereof as may be necessary are hereby appropriated fromcurrent revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE - WATER	$ 427,500	$ 430,700
BEGINNING BALANCE - WASTEWATER	1,742,700	1,590,900
TOTAL BEGINNING BALANCES	**2,170,200**	**2,021,600**
RECEIPTS		
INTEREST EARNINGS - WATER	3,200	3,300
INTEREST EARNINGS - WASTEWATER	13,200	12,100
TOTAL RECEIPTS	**16,400**	**15,400**
TOTALS	**$ 2,186,600**	**$ 2,037,000**

EXPENSE SUMMARY

	2015/16 REVISED	2016/17 BUDGET
TRANSFER TO I & E FUND FROM WATER IMPACT FEES	$ -	$ 190,800
TRANSFER TO I & E FUND FROM WASTEWATER IMPACT FEES	165,000	211,200
CURRENT YEAR BALANCE - WATER	430,700	243,200
CURRENT YEAR BALANCE - WASTEWATER	1,590,900	1,391,800
CURRENT YEAR BALANCE SUBTOTALS	**2,021,600**	**1,635,000**
TOTALS	**$ 2,186,600**	**$ 2,037,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

WATER/WASTEWATER CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Five Hundred One Thousand Eight Hundred dollars ($501,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE - WATER	$ 105,200	$ 138,000
BEGINNING BALANCE - WASTEWATER	190,200	191,600
TOTAL BEGINNING BALANCES	**295,400**	**329,600**
RECEIPTS		
INTEREST EARNINGS	2,200	2,500
TRANSFER FROM OPERATING ACCOUNT TO WATER	32,000	110,000
TRANSFER FROM OPERATING ACCOUNT TO WASTEWATER	-	60,000
TOTAL RECEIPTS	**34,200**	**172,500**
TOTALS	**$ 329,600**	**$ 502,100**

BUDGET SUMMARY

	2015/16 REVISED	2016/17 BUDGET
CURRENT YEAR BALANCE - WATER	138,000	249,000
CURRENT YEAR BALANCE - WASTEWATER	191,600	253,100
CURRENT YEAR BALANCE SUBTOTALS	**329,600**	**502,100**
TOTAL EXPENSES AND CURRENT YEAR BALANCES	**$ 329,600**	**$ 502,100**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

ELECTRIC REVENUE FUND
REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Ninety Two Million Seven Hundred Thirty Thousand Eight hundred dollars ($92,730,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE	**$ 8,337,500**	**$ 13,302,200**
BASE REVENUE		
DIRECT SALES TO CUSTOMER	78,493,800	77,193,200
UTILITY TAX	1,309,600	1,287,900
MISCELLANEOUS REVENUE	911,400	548,600
RENT REVENUE	202,600	223,000
GREEN ENERGY	128,000	128,000
INTEREST EARNINGS	35,000	47,900
TRANSFER FROM RATE STABILIZATION	750,000	-
TOTAL REVENUES	**81,830,400**	**79,428,600**
TOTAL BEGINNING BALANCE & REVENUES	**90,167,900**	**92,730,800**

2016-2017 BUDGET ORDINANCES

ELECTRIC REVENUE FUND EXPENSES AND BUDGET BALANCE FOR 2016-2017

EXPENSES	2015/16 REVISED	2016/17 BUDGET
POWER SUPPLY	$ 23,402,600	$ 16,557,600
SOLAR ENERGY	2,313,900	2,313,900
SOLAR RENEWAL ENERGY CREDITS	363,400	363,400
POWER SUPPLY MANAGEMENT	996,000	996,000
REC'S (Renewable Energy Credits)	673,400	673,400
RGGI (Regional Greenhouse Gas Init.)	175,000	175,000
PJM CHARGES - ENERGY	7,966,100	12,357,900
PJM CHARGES - TRANSMISSION & FEES	7,932,500	7,603,800
CAPACITY CHARGES	10,225,100	10,160,600
SUB-TOTAL POWER SUPPLY	**54,048,000**	**51,201,600**
PLANT OPERATIONS	6,382,900	6,215,700
GENERATIONS FUELS	1,167,300	256,900
PJM SPOT MARKET ENERGY	(1,708,300)	(804,900)
PJM CREDITS	(360,000)	(360,000)
CAPACITY CREDITS	(10,472,100)	(7,355,100)
GENERATION SUBTOTAL	**(4,990,200)**	**(2,047,400)**
POWER SUPPLY & GENERATION SUBTOTAL	**49,057,800**	**49,154,200**
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION	3,437,300	3,605,700
ELECTRICAL ENGINEERING	1,120,900	1,247,900
ADMINISTRATION	834,300	929,700
METER READING	363,200	378,600
SYSTEMS OPERATIONS	601,500	651,700
DIRECT EXPENDITURE SUBTOTALS	**6,357,200**	**6,813,600**
OTHER EXPENSES:		
UTILITY TAX	1,309,600	1,287,900
ALLOW FOR UNCOLLECTIBLES	200,000	250,000
RETIREES HEALTH CARE	57,700	600,000
OTHER EMPLOYMENT EXPENSES	353,400	**58,900**
GREEN ENERGY PAYMENT TO DEMEC	128,000	128,000
INTERFUND SERVICE FEES	3,586,700	3,564,900
INTEREST ON DEPOSITS	20,500	21,000
BANK & CREDIT CARD FEES	259,300	275,000
DEBT SERVICE	1,617,700	1,618,000
OTHER EXPENSES SUBTOTAL	**7,532,900**	**7,803,700**
TRANSFER TO:		
IMPROVEMENT & EXTENSION	3,500,000	2,500,000
GENERAL FUND	10,000,000	10,000,000
TRANSFER TO FUTURE CAPACITY RESERVE	-	750,000
TRANSFER TO DEPRECIATION RESERVE	-	750,000
TRANSFER INSURANCE RESERVE	10,000	-
TRANSFER CONTINGENCY RESERVE	13,000	-
TRANSFER RATE STABILIZATION RESERVE	394,800	1,250,000
TRANSFER TO SUBTOTAL	**13,917,800**	**15,250,000**
TOTAL EXPENSES	**76,865,700**	**79,021,500**
BUDGET BALANCE - WORKING CAPITAL	**13,302,200**	**13,709,300**
TOTALS	**$ 90,167,900**	**$ 92,730,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Nine Million Two Hundred Sixteen Thousand Seven Hundred dollars ($9,216,700) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

REVENUES

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE	**$ 7,095,300**	**$ 5,540,500**
REVENUES		
TRANSFER FROM ELECTRIC	3,500,000	2,500,000
TRANSFER FROM WATER/WASTEWATER	-	231,200
TRANSFER FROM 2010 BOND RESERVE	2,108,000	-
GENERAL SERVICE BILLING	1,900,000	900,000
DEVELOPMENT GRANTS	15,000	5,000
INTEREST EARNINGS	57,900	40,000
TOTAL REVENUES	**7,580,900**	**3,676,200**
TOTALS	**$ 14,676,200**	**$ 9,216,700**

EXPENSE SUMMARY

EXPENSES	2015/16 REVISED	2016/17 BUDGET
ELECTRIC GENERATION	$ 2,299,800	$ 1,842,800
TRANSMISSION AND DISTRIBUTION	3,524,900	1,975,000
ELECTRICAL ENGINEERING	3,288,000	910,700
METER READING	23,000	41,800
ERP SYSTEM	-	1,000,000
TOTAL EXPENSES	**9,135,700**	**5,770,300**
BUDGET BALANCE	**5,540,500**	**3,446,400**
TOTAL BUDGET BALANCE & EXPENSES	**$ 14,676,200**	**$ 9,216,700**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

ELECTRIC UTILITY CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Eight Hundred Forty Eight Thousand Three Hundred dollars ($848,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE	**$ 822,700**	**$ 841,900**
RECEIPTS		
INTEREST EARNINGS	6,200	6,400
TRANSFER FROM ELECTRIC FUND	13,000	-
TOTAL RECEIPTS	**19,200**	**6,400**
TOTALS	**$ 841,900**	**$ 848,300**

EXPENSE SUMMARY

	2015/16 REVISED	2016/17 BUDGET
CURRENT YEAR BALANCE	841,900	848,300
TOTALS	**$ 841,900**	**$ 848,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

ELECTRIC UTILITY DEPRECIATION RESERVE
SOURCES AND USE OF FUNDS FOR 2016-2017

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

The amount hereinafter named aggregating Ten Million Nine Hundred Ten Thousand Two Hundred dollars ($10,910,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE	**$ 9,957,900**	**$ 10,083,600**
INTEREST EARNINGS	125,700	76,600
TRANSFER FROM ELECTRIC OPERATING FUND	-	750,000
TOTALS	**$ 10,083,600**	**$ 10,910,200**

BUDGET SUMMARY

	2015/16 REVISED	2016/17 BUDGET
CURRENT YEAR BALANCE	10,083,600	10,910,200
TOTALS	**$ 10,083,600**	**$ 10,910,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

ELECTRIC UTILITY FUTURE CAPACITY RESERVE
SOURCES AND USE OF FUNDS FOR 2016-2017

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

The amount hereinafter named aggregating Ten Million Nine Hundred Sixty One Thousand Seven Hundred dollars ($10,961,700) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE	**$ 10,107,900**	**$ 10,134,700**
INTEREST EARNINGS	76,800	77,000
TRANSFER FROM ELECTRIC OPERATING FUND	-	750,000
TOTALS	**$ 10,184,700**	**$ 10,961,700**

BUDGET SUMMARY

	2015/16 REVISED	2016/17 BUDGET
TRANSFER TO FUTURE CAPACITY RESERVE	50,000	-
CURRENT YEAR BALANCE	10,134,700	10,961,700
TOTALS	**$ 10,184,700**	**$ 10,961,700**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

ELECTRIC UTILITY INSURANCE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2016-2017

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

The amount hereinafter named aggregating Seven Hundred Sixty Two Thousand dollars ($762,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE	**$ 740,600**	**$ 756,300**
INTEREST EARNINGS	5,700	5,700
TRANSFER FROM ELECTRIC FUND	10,000	-
TOTALS	**$ 756,300**	**$ 762,000**

BUDGET SUMMARY

	2015/16 REVISED	2016/17 BUDGET
CURRENT YEAR BALANCE	756,300	762,000
TOTALS	**$ 756,300**	**$ 762,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

ELECTRIC UTILITY RATE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2016-2017

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

The amount hereinafter named aggregating Eight Million Five Hundred Eleven Thousand Nine Hundred dollars ($8,511,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE	**$ 7,505,400**	**$ 7,207,100**
INTEREST EARNINGS	56,900	54,800
TRANSFER FROM ELECTRIC OPERATING FUND	394,800	1,250,000
TOTALS	**$ 7,957,100**	**$ 8,511,900**

BUDGET SUMMARY

	2015/16 REVISED	2016/17 BUDGET
TRANSFER TO ELECTRIC FUND	$ 750,000	$ -
CURRENT YEAR BALANCE	7,207,100	8,511,900
TOTALS	**$ 7,957,100**	**$ 8,511,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

MUNICIPAL STREET AID FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Six Hundred Seventy Three Thousand Two Hundred dollars ($673,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

CASH RECEIPTS

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE	**$ 100**	**$ 100**
STATE GRANT	673,100	673,100
TOTALS	**673,200**	**673,200**

BUDGET SUMMARY

	2015/16 REVISED	2016/17 BUDGET
TRANSFER TO GENERAL FUND	673,100	673,100
CURRENT YEAR BALANCE	100	100
TOTALS	**$ 673,200**	**$ 673,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

WORKERS COMPENSATION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Two Million One Hundred Thirty Six Thousand Seven Hundred dollars ($2,136,700) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

	2015/16 REVISED	2016/17 BUDGET
BEGINNING BALANCE	**$ 1,248,200**	**$ 1,256,300**
INTEREST INCOME	20,700	25,000
PREMIUM FROM CITY	620,000	855,400
MISCELLANEOUS REVENUE	9,400	-
TOTALS	**$ 1,898,300**	**$ 2,136,700**

OPERATING EXPENSES

	2015/16 REVISED	2016/17 BUDGET
PROGRAM EXPENSES/SUPPLIES - CLAIMS	$ 475,000	$ 475,000
INSURANCE	103,900	105,500
BANK FEES	-	-
STATE OF DEL - SELF INSURANCE TAX	38,100	39,000
CONTRACTUAL SERVICES	25,000	25,000
TOTAL EXPENSES	**642,000**	**644,500**
CURRENT YEAR BALANCE	1,256,300	1,492,200
TOTALS	**$ 1,898,300**	**$ 2,136,700**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

COMMUNITY TRANSPORTATION IMPROVEMENT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Five Hundred Ninety Two Thousand One Hundred dollars ($592,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

	2015/16 REVISED	2016/17 BUDGET
PRIOR YEAR BALANCE	**$ 57,800**	**$ 92,100**
GRANTS REVENUE	839,300	500,000
INTEREST INCOME	500	-
TOTALS	**$ 897,600**	**$ 592,100**

OPERATING EXPENSES

	2015/16 REVISED	2016/17 BUDGET
PROGRAM EXP. GRANT RELATED	$ 805,500	$ 500,000
CURRENT YEAR BALANCE	92,100	92,100
TOTALS	**$ 897,600**	**$ 592,100**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

LIBRARY GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Three Hundred Twenty Five Thousand Three Hundred dollars ($325,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

	2015/16 REVISED	2016/17 BUDGET
PRIOR YEAR BALANCE	**$ 30,600**	**$ 17,300**
STATE GRANT	305,500	305,500
FEDERAL GRANT	2,500	2,500
TOTALS	**$ 338,600**	**$ 325,300**

OPERATING EXPENSES

	2015/16 REVISED	2016/17 BUDGET
STATE GRANTS		
FURNITURE/FIXTURES	$ 7,000	$ 10,500
OFFICE SUPPLIES	30,800	30,800
PRINTING AND DUPLICATING	12,500	12,500
PROGRAM EXPENSES/SUPPLIES	27,500	27,500
BOOKS	146,600	150,600
AUDIO VISUAL SUPPLIES	77,200	77,200
POSTAGE	100	100
TRAINING/CONF/FOOD/TRAV	8,800	5,300
OFF EQP/REPAIRS & MAINT	6,300	6,300
OTHER EQUIP - LEASE	2,000	2,000
SUBTOTAL EXPENSES STATE GRANTS	**318,800**	**322,800**
FEDERAL GRANTS		
PROGRAM EXPENSES/SUPPLIES	2,500	2,500
SUBTOTAL EXPENSES FEDERAL GRANTS	**2,500**	**2,500**
GRAND TOTAL EXPENSES	**321,300**	**325,300**
CURRENT YEAR BALANCE	17,300	-
TOTALS	**$ 338,600**	**$ 325,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

POLICE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Six Hundred Fourteen Thousand Three Hundred dollars ($614,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

	2015/16 REVISED	2016/17 BUDGET
PRIOR YEAR BALANCE	**$ 154,900**	**$ 295,300**
STATE AND FEDERAL GRANTS RECEIVED	1,111,900	319,000
TOTALS	**1,266,800**	**614,300**

OPERATING EXPENSES

	2015/16 REVISED	2016/17 BUDGET
EXPENDITURES		
PERSONNEL EXPENDITURES		
CADET PROGRAM SALARIES	71,400	71,400
CADET PROGRAM FICA	5,400	5,500
CADET PROGRAM W/COMP	3,500	4,200
MATERIALS AND SUPPLIES		
POLICE EQUIPT & PROG SUPP	384,600	284,000
TECHNOLOGY EQUIPMENT	20,000	-
ADMINISTRATIVE EXPENDITURES		
CELL PHONE CHARGES	15,000	16,000
TRAINING	72,600	17,000
AUDIT FEES	1,000	1,000
CONTRACTUAL SERVICES	299,400	5,000
TOTAL EXPENDITURES	**872,900**	**404,100**
OTHER FINANCING USES		
OPERATING TRANSFERS-OUT	172,700	82,000
TOTAL FINANCING USES	**172,700**	**82,000**
CURRENT YEAR BALANCE	221,200	128,200
TOTALS	**$ 1,266,800**	**$ 614,300**

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

CDBG GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating Two Hundred Thirty Eight Thousand Six Hundred dollars ($238,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

	2015/16 REVISED	2016/17 BUDGET
PRIOR YEAR BALANCE	**$ 2,100**	**$ 2,100**
CDBG GRANTS RECEIVED	272,800	236,500
TOTALS	**274,900**	**238,600**

OPERATING EXPENSES

	2015/16 REVISED	2016/17 BUDGET
EXPENDITURES		
PRIOR YEAR CLOSING COST/DOWN PAYMENT PROGRAM	900	-
PRIOR YEAR NCALL RESEARCH INC.	6,500	-
CURRENT YEAR CLOSING COST/DOWN PAYMENT PROGRAM	60,000	50,000
CURRENT YEAR CONNECTION SUPP PROGRAM	7,400	7,200
CURRENT YEAR DOVER INTERFAITH MINISTRY	27,000	22,000
CURRENT YEAR MHDC EMERGENCY HOME REPAIR	35,300	25,000
CURRENT YEAR HABITAT FOR HUMANITY	40,000	30,000
CURRENT YEAR MHDC HOMEOWNER REHAB.	52,900	55,000
CURRENT YEAR PEOPLES PLACE	6,800	-
CURRENT YEAR SALARIES	36,000	47,300
TOTAL EXPENDITURES	**272,800**	**236,500**
CURRENT YEAR BALANCE	2,100	2,100
TOTALS	**$ 274,900**	**$ 238,600**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2016-2017 BUDGET ORDINANCES

SUBSTANCE ABUSE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2016-2017

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

The amount hereinafter named aggregating One Hundred Twenty One Thousand Three Hundred dollars ($121,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

OPERATING REVENUES

	2015/16 REVISED	2016/17 BUDGET
PRIOR YEAR BALANCE	**$ 98,200**	**$ 60,300**
STATE GRANTS RECEIVED	28,000	28,000
RECREATION REVENUE	50,000	33,000
TOTALS	**176,200**	**121,300**

OPERATING EXPENSES

	2015/16 REVISED	2016/17 BUDGET
EXPENDITURES		
TEMPORARY HELP/BENEFITS	60,200	60,200
PROGRAM EXPENSES/SUPPLIES	55,700	55,000
TOTAL EXPENDITURES	**115,900**	**115,200**
CURRENT YEAR BALANCE	60,300	6,100
TOTALS	**$ 176,200**	**$ 121,300**

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

CITY OF DOVER PROPOSED ORDINANCE #2016-10

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 8 - Deferred Compensation Plan of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

DIVISION 8. - **DEFERRED COMPENSATION PLAN**

Sec. 2-391. - Definitions; interpretation.

(a) *Terms defined*. As indicated in this division, unless the context otherwise clearly indicates or the deferred compensation plans contradict, the following terms shall mean as indicated below:

Eligible employee means any person regularly employed in rendering service to the city on a full-time ~~permanent~~ basis who is not participating in any retirement plan to which the city contributes for them and whose compensation is paid directly by the city. An employee will be considered a full-time employee if he**/she** regularly works ~~37½~~ **40** ~~or more~~ hours each week.

Participant means any eligible employee of the city who has met all of the requirements for participation in the deferred compensation plan and has, upon employment, made an irrevocable election to participate in the deferred compensation plan as defined in this subsection (a) and who has satisfied all the conditions and requirements set forth in this division and in the provisions of the plans.

(Code 1981, § 2-211; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 6-12-2000; Ord. of 7-10-2000; Ord. of 9-11-2000)

Sec. 2-392. - Established; purpose.

There is hereby established the city employee deferred compensation plan. The purpose of the plan is to establish the basic terms and conditions under which employees shall participate in this plan. Further details, terms and conditions under which retirement, termination, and survivor benefits shall be provided to eligible employees are defined in the deferred compensation plan.

(Code 1981, § 2-212; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 6-12-2000; Ord. of 7-10-2000; Ord. of 9-11-2000)

Sec. 2-393. - Eligibility of participants.

Each eligible employee not drawing any retirement benefits from the city as of May 1, 1994, who makes an irrevocable decision to join the deferred compensation plan, shall, upon compliance with the provisions of this division, become a deferred compensation plan participant on May 1, 1994. Thereafter, each eligible employee who selects the deferred compensation plan upon employment shall become a participant in accordance with the plan. **All new employees, except police officers, hired after September 28, 2009 are required to join the defined contribution pension plan as defined in subsection 2-324.**

(Code 1981, § 2-213; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 7-10-2000)

Draft

Sec. 2-394. - Contributions.

(a) *Employee contributions*. For each year while a participant of the deferred compensation plan, a participant shall contribute, by payroll deductions, ~~an amount equal to at least three percent~~ **a percentage** of his/**her** compensation **as defined in the deferred compensation plan**, which shall be a participant's base pay, plus scheduled overtime, payment for being on-call, except those hours reported for being called out, and any retroactive pay corrections which involve any one of the mentioned payments, up to the legal limits as defined in the deferred compensation plan.

(b) *Employer contributions*. The city shall contribute an amount equal to each individual's employee contributions, to a maximum ~~of six percent~~ **percentage** of an employee's compensation **as defined in the deferred compensation plan**, which shall be a participant's base pay, plus scheduled overtime, payment for being on-call, except those hours reported for being called out, and any retroactive pay corrections which involve any one of the mentioned payments for each participant.

(c) *Treatment*. Treatment of contributions shall be handled in accordance with federal and state laws and the applicable provisions of section 2-341 pertaining to the general employee pension plan.

(Code 1981, § 2-214; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 6-12-2000; Ord. of 7-10-2000; Ord. of 9-11-2000)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-10 CH 2 ADMINISTRATION, ART IV OFFICERS & EMPLOYEES, DIV 8 DEFERRED COMP\Ordinance #2016-10 Ch 2, Art IV, Div 8-Deferred Compensation-Rev. 1-Final Reading.wpd

Ssynopsis

The proposed amendments will change the 401A Money Purchase Plan ~~required~~ contributions ~~in accordance with the DOE Collective Bargaining Agreement and the City of Dover Personnel Policy (Employee Handbook),~~ and align definitions and eligibility requirements with existing policies.

(SPONSORS: COLE AND KOENIG)

Actions History

06/13/2016 - Scheduled for Final Reading - City Council
05/23/2016 - First Reading - City Council
05/10/2016 - Further Discussion - Legislative, Finance, and Administration Committee
04/26/2016 - Deferred by Legislative, Finance, and Administration Committee, due to time constraints
03/29/2016 - Deferred by Legislative, Finance, and Administration Committee for Further Discussion

Draft