ANNUAL COUNCIL MEETING AGENDA

MAY 9, 2016 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA, DOVER, DELAWARE

REVISED BY RE-ORDERING ITEM #11, STATE OF THE CITY MESSAGE - MAYOR ROBIN R. CHRISTIANSEN, AS NEW ITEM #7 AND RE-ORDERING THE REMAINING ITEMS ACCORDINGLY

PRESENTATION OF THE COLORS BY DOVER HIGH SCHOOL AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS (AFJROTC)

INVOCATION BY REVEREND ELMER N. DAVIS, JR. - WHATCOAT UNITED METHODIST CHURCH

PLEDGE OF ALLEGIANCE LED BY DOVER HIGH SCHOOL AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS (AFJROTC)

NATIONAL ANTHEM BY ALLYSA PEREZ, DOVER HIGH SCHOOL CHORUS

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 - REGULAR COUNCIL MEETING OF APRIL 25, 2016**

2. **REAFFIRMATION OF MAYOR AND COUNCIL OATHS OF OFFICE ADMINISTERED BY THE HONORABLE WILLIAM L. WITHAM JR., RESIDENT JUDGE - SUPERIOR COURT**

3. **CERTIFICATES OF CONGRATULATIONS**
   - A. **CAESAR RODNEY SCHOOL DISTRICT 100TH ANNIVERSARY**
   - B. **DOVER HIGH SCHOOL MUSIC DEPARTMENT**

4. **ELECTION OF COUNCIL PRESIDENT/VICE-MAYOR**

5. **RECESS FOR PHOTOGRAPHS (MAYOR AND COUNCIL)**

6. **PROCLAMATIONS**
   - A. **COMMUNITY ACTION MONTH**
   - B. **MENTAL HEALTH AWARENESS MONTH**
   - C. **PUBLIC WORKS WEEK**

7. **STATE OF THE CITY MESSAGE - MAYOR ROBIN R. CHRISTIANSEN**

8. ANNEXATION OF PROPERTIES LOCATED AT 1411 AND 1417 SOUTH GOVERNORS AVENUE, OWNED BY HEARTLAND DELAWARE, INC.

A. PUBLIC HEARING - ZONING CLASSIFICATION

PROPERTIES LOCATED AT 1411 SOUTH GOVERNORS AVENUE, CONSISTING OF 0.2158$^{+/-}$ ACRES (PARCEL C) AND 1417 SOUTH GOVERNORS AVENUE, CONSISTING OF 0.4497$^{+/-}$ ACRES (PARCEL D), OWNED BY HEARTLAND DELAWARE, INC. THESE PROPERTIES ARE CURRENTLY ZONED BG - GENERAL BUSINESS DISTRICT (KENT COUNTY ZONING CLASSIFICATION) AND THE PROPOSED ZONING IS C-4 - HIGHWAY COMMERCIAL (CITY OF DOVER ZONING CLASSIFICATION). (TAX PARCEL: ED-00-086.09-01-21.00-000 (PARCEL C) AND ED-00-086.09-01-22.00-000 (PARCEL D); PLANNING REFERENCE: AX-16-02; COUNCIL DISTRICT: 2)

B. ADOPTION OF ANNEXATION RESOLUTION NO. 2016-02

C. FINAL READING/ADOPTION OF REZONING ORDINANCE #2016-12

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF MARCH 14, 2016. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

(1) AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTIES LOCATED AT 1411 AND 1417 SOUTH GOVERNORS AVENUE

9. ANNEXATION OF PROPERTY LOCATED ADJACENT TO STATE ROUTE 1 AND SURROUNDING THE INTERSECTION OF LEIPSIC ROAD AND PERSIMMON TREE LANE INCLUDING THREE (3) UNADDRESSED LOTS OF A SINGLE PARCEL (LOTS 8, 9, AND 10A) AND PROPERTY LOCATED AT 1229 PERSIMMON TREE LANE (LOT 18), OWNED BY DOVER INTERNATIONAL SPEEDWAY, INC.

A. PUBLIC HEARING - ZONING CLASSIFICATION

PROPERTY LOCATED ADJACENT TO STATE ROUTE 1 AND SURROUNDING THE INTERSECTION OF LEIPSIC ROAD AND PERSIMMON TREE LANE (THREE (3) UNADDRESSED LOTS OF A SINGLE PARCEL), CONSISTING OF 5.67$^{+/-}$ ACRES (LOT 8), 10.21$^{+/-}$ ACRES (LOT 9), AND 13.69$^{+/-}$ ACRES (LOT 10A) AND PROPERTY LOCATED AT 1229 PERSIMMON TREE LANE, CONSISTING OF 228.86$^{+/-}$ ACRES (LOT 18), OWNED BY DOVER INTERNATIONAL SPEEDWAY, INC. THESE PROPERTIES ARE CURRENTLY ZONED AR - AGRICULTURAL RESIDENTIAL (KENT COUNTY ZONING CLASSIFICATION) AND THE PROPOSED ZONING IS RC - RECREATIONAL AND COMMERCIAL (CITY OF DOVER ZONING CLASSIFICATION). (TAX PARCELS: LC-00-058.00-01-29.00-000 (LOTS 8, 9, AND 10A) AND LC-00-058.00-01-02.00-000 (LOT 18); PLANNING REFERENCE: AX-16-03; COUNCIL DISTRICT: 3)

B. ADOPTION OF ANNEXATION RESOLUTION NO. 2016-03

C. FINAL READING/ADOPTION OF REZONING ORDINANCE #2016-13

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF MARCH 14, 2016. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

(1) AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF THREE (3) UNADDRESSED LOTS OF A SINGLE PARCEL OF PROPERTY LOCATED ADJACENT TO STATE ROUTE 1 AND SURROUNDING THE INTERSECTION OF LEIPSIC ROAD AND PERSIMMON TREE LANE, AND PROPERTY LOCATED AT 1229 PERSIMMON TREE LANE

10. PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2016-15 - REZONING REQUEST FOR PROPERTIES LOCATED IN THREE (3) AREAS (A, B, AND C) CONSISTING OF FOURTEEN (14) PARCELS TOTALING 291.07+/- ACRES, OWNED BY DOVER INTERNATIONAL SPEEDWAY, INC.

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF MARCH 28, 2016. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

» **AREA A: TWELVE (12) PARCELS LOCATED EAST OF LEIPSIC ROAD AND WEST OF STATE ROUTE 1, TOTALING 195.13$^{+/-}$ ACRES. THE CURRENT ZONING IS CPO (COMMERCIAL AND PROFESSIONAL OFFICE) AND R-8 (ONE-FAMILY RESIDENCE), PARTIALLY SUBJECT TO THE SWPOZ (SOURCE WATER PROTECTION OVERLAY ZONE), AND THE PROPOSED ZONING IS RC (RECREATIONAL AND COMMERCIAL), PARTIALLY SUBJECT TO THE SWPOZ (SOURCE WATER PROTECTION OVERLAY ZONE).**
(TAX PARCELS: LC-05-058.17-02-01.00-000, LC-05-058.17-01-07.00-000, ED-05-058.17-01-11.00-000, LC-05-058.17-01-08.00-000, ED-05-058.17-01-18.00-000, LC-05-058.17-01-09.00-000, ED-05-058.17-01-19.00-000, ED-05-068.05-01-02.01-000, LC-05-058.00-02-08.00-000, ED-05-068.05-01-16.00-000, LC-05-068.00-01-01.00-000, AND LC-05-068.10-01-01.00-000; PLANNING REFERENCE Z-16-04; COUNCIL DISTRICT: 3)

» **AREA B: LOCATED EAST OF STATE ROUTE 1 AND SOUTH OF PIT STOP LANE, TOTALING 10.43$^{+/-}$ ACRES. THE CURRENT ZONING IS MHP (MOBILE HOME PARK) AND THE PROPOSED ZONING IS RC (RECREATIONAL AND COMMERCIAL).**
(TAX PARCEL: LC-05-058.17-02-01.00-000; PLANNING REFERENCE Z-16-04; COUNCIL DISTRICT: 3)

» **AREA C: LOCATED NORTH OF PERSIMMON TREE LANE ADJACENT TO THE CITY LIMITS, TOTALING 85.51$^{+/-}$ ACRES. THE CURRENT ZONING IS A (AGRICULTURAL) AND THE PROPOSED ZONING IS RC (RECREATIONAL AND COMMERCIAL).**
(TAX PARCEL: LC-05-058.00-02-15.00-000; PLANNING REFERENCE Z-16-04; COUNCIL DISTRICT: 3)

11. PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2016-14

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF MARCH 28, 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. PROPOSED ORDINANCE #2016-14 AMENDING APPENDIX B - ZONING, ARTICLE 6 - OFF-STREET PARKING, DRIVEWAYS AND LOADING FACILITIES, SECTION 5 - SUPPLEMENTARY REGULATIONS FOR PARKING AND LOADING FACILITIES, SUBSECTION 5.3 - SUPPLEMENTARY PARKING REGULATIONS FOR MULTIPLE DWELLINGS, INCLUDING DUPLEXES, MULTIPLEXES, AND APARTMENTS

* **12. DOVER HUMAN RELATIONS COMMISSION REPORT - APRIL 20, 2016**

A. PRESENTATION BY THE METROPOLITAN WILMINGTON URBAN LEAGUE YOUNG PROFESSIONALS - DR. SHEKELIA HINES

B. RECESS FOR PHOTOGRAPHS

* **12. DOVER HUMAN RELATIONS COMMISSION REPORT - APRIL 20, 2016 (CONTINUED)**

C. DHRC COMMITTEE UPDATES

(1) GOVERNMENT POLICY, PROGRAMS, AND PRACTICES COMMITTEE (MCGIFFIN)

(A) CITY OF DOVER DIVERSITY QUESTIONNAIRE - QUESTIONS FOR ONLINE SURVEY

(COMMISSION RECOMMENDED AUTHORIZING THE GOVERNMENT POLICY, PROGRAMS, AND PRACTICES COMMITTEE TO TAKE THE NEXT STEP AND PUT THE SURVEY QUESTIONS ONLINE AS DRAFTED)

(2) COMMUNITY ENGAGEMENT COMMITTEE (ROACH)

(A) DHRC LOGO

(B) REACH ONE, TEACH ONE CHALLENGE

(C) NEW IDEAS FOR COMMUNITY ENGAGEMENT

D. EDUCATION COMMITTEE (BOGLE)

E. COMMUNICATIONS COMMITTEE (GRIFFITH)

(1) AFRICAN AMERICAN FESTIVAL

(2) COMMUNITY INVOLVEMENT - PUBLIC RELATIONS INITIATIVE

F. OLD BUSINESS

(1) DHRC VACANCIES (FIRST AND FOURTH DISTRICTS)

* **13. COUNCIL COMMITTEE OF THE WHOLE REPORT - APRIL 26, 2016**

A. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

(1) SPEED CONTROL MEASURES - INDEPENDENCE BOULEVARD

(COMMITTEE RECOMMENDED ACCEPTANCE OF THE RECOMMENDATION OF DELDOT AND THE WORKING GROUP FOR THE ROUNDABOUT)

(2) TRAFFIC CONCERNS - PROPOSED INTERCONNECTION BETWEEN THE ARBORS SENIOR GARDEN APARTMENTS AND EMERALD POINTE

(COMMITTEE RECOMMENDED LOOKING INTO THE PROCESS OF ABANDONING THE STUB STREET THAT WAS RECOMMENDED BY THE PLANNING COMMISSION IN EMERALD POINTE)

(3) REVIEW OF POSITION DESCRIPTION/REQUIREMENTS - CITY FIRE MARSHAL (INSPECTOR III)

(DUE TO TIME CONSTRAINTS, THIS ITEM WAS DEFERRED)

B. UTILITY COMMITTEE

(1) DEDICATION OF RIGHTS-OF-WAY AND PUBLIC INFRASTRUCTURE - TRIBBITT STREET EXTENSION AND SOUTHERN PORTION OF DOVER HIGH DRIVE (LEANDER LAKES)

(COMMITTEE RECOMMENDED ACCEPTANCE OF THE DEDICATION OF RIGHTS-OF-WAY AND PUBLIC INFRASTRUCTURE, TO INCLUDE ALL OF THE REFERENCED PUBLIC IMPROVEMENTS, AS WELL AS THEIR CONSTRUCTION VALUES)

(2) ANNUAL ENGINEERING CONSULTANT'S REPORT ON THE OPERATION AND MAINTENANCE OF THE ELECTRIC SYSTEM - FISCAL YEAR 2015

(COMMITTEE RECOMMENDED ACCEPTANCE OF THE REPORT)

(3) TEA/NAES REPORTS (JANUARY AND FEBRUARY)

(COMMITTEE RECOMMENDED ACCEPTANCE OF THE REPORTS)

(4) GARRISON OAK TECHNICAL PARK PROJECT UPDATES

(COMMITTEE ACTION NOT REQUIRED)

* **13. COUNCIL COMMITTEE OF THE WHOLE REPORT - APRIL 26, 2016 (CONTINUED)**

C. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

(1) UPDATES

(A) TRANSFER OF REAL PROPERTY FROM DELAWARE CIVIC CENTER CORPORATION TO DELAWARE STATE UNIVERSITY

(COMMITTEE RECOMMENDED THAT DELAWARE STATE UNIVERSITY (DSU) PRESENT THE COMMITTEE WITH A PROPOSAL FOR CITY COUNCIL TO TRANSFER THE PROPERTY TO DSU)

(B) OVERGROWTH OF BAMBOO - RODNEY ROAD

(DUE TO TIME CONSTRAINTS, THIS ITEM WAS DEFERRED)

(2) DOWNTOWN DOVER BUSINESS IMPROVEMENT DISTRICT (BID) BUDGET AND ASSESSMENT (TAX) RATES FOR FISCAL YEAR 2016-2017

(DUE TO TIME CONSTRAINTS, THIS ITEM WAS DEFERRED)

(3) PROPOSED ORDINANCE #2016-10 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE IV - OFFICERS AND EMPLOYEES, DIVISION 8 - DEFERRED COMPENSATION PLAN (SPONSORS: COLE AND KOENIG)

(DUE TO TIME CONSTRAINTS, THIS ITEM WAS DEFERRED)

(4) EVALUATION OF TRIAL PERIOD FOR COUNCIL COMMITTEE OF THE WHOLE MEETINGS (COUNCIL RESOLUTION NO. 2015-16)

(DUE TO TIME CONSTRAINTS, THIS ITEM WAS DEFERRED)

* **14. MONTHLY REPORTS - MARCH 2016**

A. CITY ASSESSOR'S REPORT
B. CITY MANAGER'S REPORT
C. CITY PLANNER'S REPORT (FEBRUARY AND MARCH)
D. CONTROLLER/TREASURER'S BUDGET REPORT
E. ECONOMIC DEVELOPMENT OFFICE REPORT
F. FIRE CHIEF'S REPORT (FEBRUARY AND MARCH)
G. POLICE CHIEF'S REPORT

* **15. QUARTERLY REVIEW OF CAPITAL INVESTMENT PLAN (CIP) (JANUARY, FEBRUARY, AND MARCH)**

* **16. APPOINTMENT OF INTERIM FIRE MARSHAL - JASON A. OSIKA**

17. 2016/17 STAFF APPOINTMENTS - CITY COUNCIL

A. CITY ASSESSOR
B. BUILDING INSPECTOR
C. CITY CLERK
D. ASSISTANT CITY CLERK
E. CONTROLLER/TREASURER
F. ASSISTANT CONTROLLER/TREASURER
G. ASSISTANT TREASURERS
H. FIRE MARSHAL (DEFERRED)
I. CITY SOLICITOR
J. DEPUTY CITY SOLICITOR

18. 2016/17 COMMITTEE APPOINTMENTS - COUNCIL PRESIDENT

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

19. 2016/17 MISCELLANEOUS APPOINTMENTS - COUNCIL PRESIDENT

- **A. CENTRAL DELAWARE CHAMBER OF COMMERCE - LIAISON MEMBER**
- **B. CITY/COUNTY COMMITTEE (LIAISON TO KENT COUNTY)**
- **C. KENT COUNTY TOURISM BOARD OF DIRECTORS - VOTING LIAISON MEMBER**
- **D. KENT ECONOMIC PARTNERSHIP BOARD OF DIRECTORS - VOTING LIAISON MEMBER**

20. 2016/17 APPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT - PRESIDENT'S COUNSEL ON PUBLIC/PRIVATE PARTNERSHIPS AND THE FUTURE OF CITY HALL, WEYANDT HALL, FORMER DOVER LIBRARY, AND OTHER CITY PROPERTIES

21. 2016/17 COMMITTEE APPOINTMENTS - MAYOR

- **A. COMPENSATION COMMISSION**
- **B. DOVER 4TH OF JULY CELEBRATION COMMITTEE**
- **C. DOVER PUBLIC LIBRARY ADVISORY COMMISSION**
- **D. DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS**
- **E. ELECTION BOARD**
- **F. PROPERTY MAINTENANCE CODE BOARD OF APPEALS**
- **G. SILVER LAKE COMMISSION**

22. COUNCIL APPOINTMENTS

- **A. YOUTH ADVISORY COMMITTEE**
- **B. COMPENSATION COMMISSION**

* **23. RESOLUTION NO. 2016-04 - APPROVAL OF THE 2016 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN**

(STAFF RECOMMENDS ADOPTION OF THE RESOLUTION)

24. CITY MANAGER'S ANNOUNCEMENTS

25. COUNCIL MEMBERS' ANNOUNCEMENTS

26. 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;

EXECUTIVE SESSION PURSUANT TO (CONTINUED):

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 April 25, 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, Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen (departed at 8:01 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.

There was no one present wishing to speak during the Open Forum.

The invocation was given by Councilman Anderson, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

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

Mr. Lewis requested that item #7 - Semi-Annual Inspection by the City Manager - Robbins Hose Company, be removed from the Consent Agenda.

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

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF APRIL 11, 2016

The Minutes of the Regular Council Meeting of April 11, 2016 were unanimously approved by motion of Mr. Anderson, seconded by Mr. Neil and bore the written approval of Mayor Christiansen.

CERTIFICATE OF CONGRATULATIONS - 2016 EXCELLENCE IN DOWNTOWN REVITALIZATION - GREGORY V. MOORE, P.E. AND BECKER MORGAN GROUP - OUTSTANDING DOWNTOWN COMMUNITY PARTNER FOR THE CITY OF DOVER

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

WHEREAS, over the years, Becker Morgan Group has played an integral role in Downtown Dover redevelopment and has prepared architectural plans for several major projects in the downtown area, such as North Street improvements, Loockerman Way Plaza, 22-24 West Loockerman Street, and the former Acme site at 120 South Governors Avenue. Their staff has assisted with marketing downtown sites for development and provided extensive in-kind services in support of multiple projects in the City of Dover Downtown Development District; and

WHEREAS, Mr. Gregory V. Moore, P.E., Vice President of Becker Morgan Group, has served as President of the Downtown Dover Partnership since 2010, and members of Becker Morgan Group's staff have served on the Partnership's Design, Economic Development, and Parking Committees; and

WHEREAS, during the 2016 Downtown Delaware Revitalize! Conference, hosted by the Delaware Economic Development Office, Mr. Gregory V. Moore and Becker Morgan Group were presented with the Excellence in Downtown Revitalization Award for Outstanding Downtown Community Partner for the City of Dover. Awards were bestowed on those who best embody Downtown Delaware's mission of providing our state's historic downtowns, communities, and small businesses with tools to revitalize their commercial districts, increase entrepreneurism and innovation, and enhance the quality of place.

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DOVER, DELAWARE, do hereby present this Certificate of Congratulations to **GREGORY V. MOORE, P.E., AND BECKER MORGAN GROUP** upon receiving this significant award recognizing their dedication and commitment to transforming the vision of a vibrant downtown Dover into a reality.

On behalf of the Mayor and Council, Mayor Christiansen presented the Certificate to Mr. William Neaton, City of Dover Economic Development Director. Mayor Christiansen stated that Mr. Neaton was accepting the certificate on behalf of the Downtown Dover Partnership (DDP), of which Mr. Moore and Becker Morgan are integral parts. He asked Mr. Neaton to relay the City's great appreciation to Mr. Moore for his dedication in the revitalization of the downtown area.

Mr. Neaton advised members that Mr. Moore was unable to attend this evening because he was giving a presentation in Georgetown for his company; however, he asked that Mr. Neaton express his appreciation for this award. Mr. Neaton noted that he had worked with Mr. Moore for almost eight (8) years and he had been a pleasure to work with, noting that he has a vision and the thoughts and work ethic to make downtown Dover a better place.

CERTIFICATE OF CONGRATULATIONS - 2016 EXCELLENCE IN DOWNTOWN REVITALIZATION - CAMERON LLEWELLYN, CONTRACTOR - BEST HISTORIC PRESERVATION PROJECT - 6 SOUTH STATE STREET

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

WHEREAS, Mr. Cameron Llewellyn, President of Tidemark Construction, served as the contractor for Baird Mandalas Brockstedt, LLC's renovation of the historic property at 6 South State Street, in the City of Dover Historic District. By exercising his professional skills, ingenuity, and craftsmanship, he transformed the structure into a modern and functional office space, while retaining a deep respect for the rich character of the past; and

WHEREAS, during the 2016 Downtown Delaware Revitalize! Conference, hosted by the Delaware Economic Development Office, Mr. Cameron Llewellyn was chosen from a field of worthy competitors to receive the Excellence in Downtown Revitalization Award for Best Historic Preservation Project. Awards were bestowed on those who best embody Downtown Delaware's mission of providing our state's historic downtowns, communities, and small businesses with tools

to revitalize their commercial districts, increase entrepreneurism and innovation, and enhance the quality of place.

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DOVER, DELAWARE, do hereby present this Certificate of Congratulations to **CAMERON LLEWELLYN** upon receiving this prestigious award, recognizing his contribution to revitalizing downtown Dover and preserving the rich heritage of its past.

On behalf of the Mayor and Council, Mayor Christiansen presented the Certificate to Mr. Cameron Llewellyn.

Mr. Llewellyn stated that there were not many people that were as brave as Mr. Kevin Baird, who had a vision to save this beautiful structure from the wrecking ball. He noted that it was a pleasure to work with Mr. Baird on this project and, although there were some stressful days, they became very good friends. Mr. Llewellyn stated that the sad part about an old building like this, is that it is never done.

CERTIFICATE OF APPRECIATION - BAIRD MANDALAS BROCKSTEDT, LLC - 6 SOUTH STATE STREET

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

WHEREAS, construction of Dr. Henry Ridgely's personal residence, located at 6 South State Street, Dover, Delaware, was completed in 1869 and has since undergone many changes in ownership, occupancy, and use over the years; and

WHEREAS, Baird Mandalas Brockstedt, LLC purchased this property and arranged for remodeling and renovations to be done with sensitivity to the rich character of the building and in keeping with the property's memorable past and prominent location in the City's Historic District. For their efforts, Baird Mandalas Brockstedt, LLC received the 2015 James B. Jackson Award for Historic Preservation; and

WHEREAS, Baird Mandalas Brockstedt, LLC further honors 6 South State Street by occupying this cultural and architectural landmark that is prominently featured on postcards and marketing materials that showcase the attractions of downtown Dover.

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DOVER, DELAWARE, do hereby present this Certificate of Appreciation to **BAIRD MANDALAS BROCKSTEDT, LLC** in acknowledgment of their significant investment in the community and their commitment to improving the vitality of downtown Dover.

On behalf of the Mayor and Council, Mayor Christiansen presented the Certificate to Mr. Kevin Baird.

Mr. Baird thanked the Mayor and members of Council, and expressed a special thanks to Mrs. Ann Marie Townsend, Director of Planning and Community Development, Mr. Scott Koenig, City Manager, and the entire City staff. Mr. Baird noted that Mr. Llewellyn did a great job, but that

Baird Mandalas Brockstedt, LLC could not have done the job without the support and vision of the City and members of Council.

Mr. Baird informed members that a second project was now underway, explaining that Baird Mandalas Brockstedt, LLC had acquired the building located behind 6 South State Street and would try to continue to bring jobs to the City of Dover and revitalize the area, to make it something everyone could be proud of.

Mr. Slavin expressed appreciation to Mr. Llewellyn and Mr. Baird for opening their businesses in Dover and for keeping them in the downtown area.

PRESENTATION - MAYOR'S SELECTION FOR THE JEFFERSON AWARDS LEAD360 CHALLENGE

Mayor Christiansen reminded members that the LEAD360 Awards are a part of the Jefferson Awards Project which recognizes young people who have committed themselves to the community with service to others. He recognized that Councilman Lewis was a former National Jefferson Award winner, and invited him to assist in the presentation of the LEAD360 Awards.

Ms. Dianne Bogle, Delaware Program Manager, Jefferson Awards Foundation, introduced Ms. Michele Fidance, National Director for the Jefferson Awards, and Ms. Olivia Curzi, Intern, Jefferson Awards Foundation and University of Delaware student.

Ms. Curzi reviewed a presentation entitled "LEAD360 Awards Ceremony" ***(Exhibit #1)***. She explained that the LEAD360 Challenge, an initiative of the Jefferson Awards Foundation, is one (1) of the largest youth service contests in America. The Challenge taps into the energy and idealism of young people, encouraging and facilitating them to share their stories of service with millions.

Mayor Christiansen, Mr. Lewis, Ms. Bogle, Ms. Fidance, and Ms. Curzi presented awards, as follows:

Fairview Elementary School Voices of Unity Choir
The Voices of Unity Choir at Fairview Elementary is a group of talented young students who have performed at various locations across Delaware and promote a positive sense of community.

She's The First - Dover High School
Dover High School started a chapter of She's The First which is a club that donates scholarship money, textbooks, and uniforms so that girls in underprivileged nations can get an education.

Chase Christiansen - Safety Patrol - South Dover Elementary School
Chase Christiansen is a Lieutenant for the Safety Patrol at South Dover Elementary School. Chase always has a smile on his face and he comes into school early and stays late to ensure the safety of his peers.

Aysia Clay - Education and Literacy
Aysia Clay is a member of the Delaware Prevention Coalition, a Youth Prevention Frontliner, a member of the For Girls Only luncheon and the Boys and Girls Club, a Sunday School Teacher, Praise Dance Leader, Meals on Wheels Volunteer, and has attended several leadership conferences.

Senators in Action - Central Middle School
The Senators in Action club has held fundraisers and sold handmade goods to raise a total of $1,000 this year, of which they donated $750 to Walter Bagley Hall, a transitional housing facility for homeless men who have restarted their lives at the Dover Interfaith Shelter.

Holy Cross Knitting Club - Holy Cross Elementary School
The Holy Cross Knitting Club has already donated more than 250 knitted hats this year. They donate the hats attached with cards with words of encouragement to recipients.

Landon Bailey - Little League Baseball Coach - Men of Color Alliance
Landon Bailey has given back to his community by empowering youth through coaching little league baseball. He is also a member of the Men of Color Alliance which reaches out to young men to influence them positively at a critical time in their lives.

Grace Yeung - Elder Care
Grace Yeung took a mission trip to Virginia to volunteer at homeless shelters and the homes of elderly citizens. During her most recent trip she was able to work with a team and help restore the porch of an elderly woman.

JDG Middle School Food Drive - Positive Outcomes, Chipman Middle School, and Smyrna Middle School
The JDG Middle School students at Positive Outcomes, Chipman Middle School, and Smyrna Middle School volunteered at the Food Bank of Delaware and held food drives at their schools.

Weston Williams - Book Drive
4-H club member Weston Williams collected 4,500 books and distributed them to Mom House, Shephard Place, People Place, Bay Health Memorial Hospital and others to encourage people to read more.

Mariah and Kiersten Todd - A Wish For Water - Mispillion Elementary School
Sisters Mariah and Kiersten Todd organized a competition between grade levels to raise money during dress down days. Students paid to dress down and the girls also sold ice pops. In the past two years they have raised enough money for 91 clean water filters for the Global Aid Network.

Stars Program - William Henry Middle School - Mayor's Top Project
The Stars Program is a group of students who select service projects to undertake as a group. The group collected hats, gloves and blankets and raised $350 to donate to the Governor's Advisory Council for Exceptional Children. As the Mayor's top project, this project represented the City of Dover at the statewide ceremony in Wilmington on April 18, 2015.

DOVER HUMAN RELATIONS COMMISSION REPORT - MARCH 16, 2016
The Dover Human Relations Commission met on March 16, 2016 with Commissioner Griffith presiding until Chairman Henderson's arrival.

Introduction of New Member
Ms. Wanda Mullen, DHRC Commissioner, Third District, advised members that she resides on Townsend Boulevard. She serves as President of the White Oak/Towne Point Civic Association and deals heavily with City Council Representatives Cole and Neil, the Mayor, and the City of Dover. She currently works for Psychotherapeutic Services as a social worker/counselor and the program manager for their two (2) residential facilities, one (1) in New Castle County and one (1) in Felton. Ms. Mullen was previously a program manager for the Temporary Assistance for Needy Families (TANF) program and enjoys working with and helping people. She expressed her opinion that more information about the DHRC was needed in the community, noting that when her Council representative spoke to her about the Commission, she was unsure of what the DHRC does. Ms. Mullen stated the importance of getting out to learn what the community's needs are in order to serve the community. She indicated that she is the wife of Pastor Herbert Mullen, who ministers in Ellendale, Delaware, and has an 14-year-old who is active in sports and music. She stated that she is interested in getting youth involved and felt the DHRC should get moving on ideas for youth involvement.

Chair's Resignation from the Education Committee
The Commission accepted the resignation of Chairman Henderson from the Education Committee.

Election of Committee Chair - Education Committee
Ms. Dianne Bogle advised members that she was interested in serving as Chair of the Education Committee, although she indicated that it would be fine if someone else was interested. She stated that she had talked to Chairman Henderson about serving in this capacity.

The Commission elected Ms. Dianne Bogle to serve as Chair of the Education Committee.

DHRC Committee Updates

Government Policy, Programs, and Practices Committee *(McGiffin)*
No update was provided.

Community Engagement Committee *(Roach)*

Mr. Roach apologized for his absence at the previous meeting due to health concerns. He stated that a community clean-up event was held in Towne Point in February and the turnout was good. Mr. Roach shared that he attended and had been interviewed, which resulted in a newspaper article.

Mr. Roach informed members that he had been talking with the Boys and Girls Club regarding the opening of their new facility in the Camden area. He stated that he was trying to communicate with the Boys and Girls Club to ensure that no one is left behind in regard to transportation and issues of eligibility.

Mr. Roach stated that he had visited some Interdenominational Ministerial Alliance (IMA) services, noting that Chairman Henderson had expressed interest in reaching out to different entities in the community in regard to building a relationship with the DHRC. He advised members that there were a couple of IMA services coming up. Mr. Roach had also been working to engage kids at Booker T. Washington Elementary School.

Mr. Roach indicated that he tries to get out in the community, not always representing the DHRC; however, he makes sure to let people know about the DHRC when he is asked. Mr. Roach stated that a police officer had spoken to him about the re-implementation of the Police Athletic League (PAL) in the community and discussed working with Mr. Roach in regard to obtaining coaches, volunteers, and things of that nature. Mr. Roach felt that outlets for kids were needed and hoped that this program would move forward. He stated his belief that PAL would involve all types of sports. Mr. Roach advised members that, in his profession as a Family Crisis Therapist at Booker T. Washington Elementary School, he is always out and about in the community and asked members to let him or the City Clerk's Office know if there are events that they are unable to attend or that they would like him to attend with them to help to build relationships with the community and the City of Dover.

Ms. Griffith asked Mr. Roach to let members know if there were events that he would like them to attend, stating her desire for the DHRC to become more involved in the community, as they had in November 2015 when they participated in the Central Delaware National Association for the Advancement of Colored People (NAACP) 1st Annual Community, Family, and Fellowship Dinner.

Education Committee

Ms. Bogle advised members that, as a parent, she attended two (2) Capital School District strategic planning meetings. She stated that the District was getting ready to roll out their strategic plan, noting that she works in the District Office and has a relationship with the District. Ms. Bogle indicated that she had spoken to the chair of the District's strategic planning committee, who was supposed to connect her into related conversations that he had been having with the District Superintendent, and she hoped this would occur before the next DRHC meeting.

Mr. Henderson advised members that a film entitled, "Cracking the Code" had been presented at the Dover Public Library in December and would be shown again in the chapel at Wesley College on Saturday, March 19, 2016 from 11:00 a.m. to 2:00 p.m. He planned to attend, as did some members of the State Human Relations Commission. Mr. Henderson stated that this was an excellent and eye-opening film and recommended that those who had not seen it attend.

Responding to Mrs. Sadusky, Mr. Henderson explained that the film addresses racism and some of the subtleties of this issue, and he felt that it was something that everyone should be able to relate to.

During the DHRC meeting of July 28, 2015, members discussed the possibility of partnering with Dr. Dan Young, curator of TEDx Wilmington, to bring a TED talk event to Dover. During the City Council meeting of January 11, 2016, members approved the Commission's recommendation that the DHRC collaborate with the TEDx Dover organization.

During the DHRC meeting of March 16, 2016, Mr. Henderson advised members that the TEDx conference that they had been discussing would be more involved than he had thought. He reviewed email correspondence received from Mr. Young and noted that a sponsorship prospectus from TEDx Wilmington University indicated the need to raise a minimum of $10,000 for the event and that Dr. Young had asked participants to focus on getting four (4) sponsors at any level. Mr. Henderson felt that the event was more complicated and would require more involvement than he had thought. He asked that Ms. Bogle, Chair of the Education Committee, review the information and serve as contact person. Mr. Henderson stated that as former Chair of the Education Committee he was unsure if this was a project that the DHRC wanted to become involved in.

Mr. Roach questioned if Mr. Henderson had received a breakdown as to how $10,000 would be allocated. Responding, Mr. Henderson stated his belief that this would be TED's fee for coming to host the event.

Mr. Roach stated his understanding that TED was a global organization, but he felt it would be a lot for the DHRC to be solely responsible for finding sponsors. He noted that the Commission was still developing and there had been transitions in members, who were still trying to get to know each other. Mr. Roach shared his opinion that something of this magnitude should be tackled further down the line, since the DHRC was trying to develop their ideas and determine how to reach the community. He did not believe they should jump into the task of raising $10,000 before people know who the DHRC is, and Ms. Griffith agreed.

Mr. Roach noted that $10,000 had not been mentioned when Dr. Young spoke to the DHRC previously.

The Commission recommended deferring the idea of DHRC involvement in a TEDx talk until a later time when members were all comfortable with taking on the task of a $10,000 fundraiser.

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

Communications Committee *(Griffith)*
Ms. Griffith provided an update regarding the Community Involvement - Public Relations Initiative and the African American Festival.

Old Business

Community Involvement - Public Relations Initiative
During the DHRC meeting of July 28, 2015, the former DHRC Chair, S. Renee Smith, suggested that, once the vacant seats on the Commission are filled, a group picture be taken of the DHRC at City Hall. She suggested creating awareness and a connection by sending this picture and a congratulatory note to various members of the community, saying that the DHRC was proud of them, with each of the Commissioners' names and districts. She felt this could easily be done one (1) to three (3) times per week and would not be costly. Ms. Smith stated that she would defer this for the present until the other two (2) members are appointed and suggested that this system could be up and running by the end of September or October.

During the Commission meeting of March 16, 2016, Ms. Griffith stated her belief that Ms. Bogle had volunteered to take pictures; however, Ms. Griffith felt that the DHRC picture should be a professional, clean-looking product. Responding, Ms. Bogle indicated that she had volunteered to take pictures at events where the DHRC participated, rather than the picture for the cards.

Ms. Griffith questioned if the City has a photographer or if the DHRC should obtain one. Responding, Mrs. Stein explained that the Dover Police Department photographer had helped with City Council photos in the past and may be able to take pictures for the DHRC.

Mr. Roach stated that he has two (2) very close friends who are photographers and would do this for free, and he offered to reach out to them.

Ms. Griffith suggested that the photographer take individual pictures of Commissioners for the DHRC website, as well as a group picture, so that there would be uniform pictures on the website.

Ms. Griffith indicated that the only costs involved in sending out notes would be paper stock for the cards, printing, and postage. She stated that, as Communications Committee Chair, she would look into paper, getting cards made up, mailing, and

making sure that all Commissioners sign the cards. In addition to the picture, she stated the need to look at the budget to pay for the card stock and postage.

Mr. Roach stated that he would make sure to take the lead on having a photographer present at the next DHRC meeting. He suggested that Ms. Griffith come back with a specific figure for the cost of cards and postage, and members could decide how much money they wished to spend.

Ms. Griffith questioned if members wanted to proceed with the cards. Mr. Roach felt that this was a good idea, noting that this would provide exposure for the Commission, and Ms. Griffith and Mr. Henderson concurred.

Ms. Griffith felt that members should have at least 50 cards on hand, noting that the printer may have a minimum order requirement.

Ms. Bogle suggested reaching out to the prison print shop since they sometimes do such projects at a reasonable price.

The Commission recommended that members come to the next meeting in their uniform shirts prepared to take individual and group pictures.

In-House Retreat

Mr. Roach reminded members that the purpose of an in-house retreat would be to have a meeting specifically so that members could get to know each other to determine what different resources and ideas they may have and in which areas members have expertise. He reminded members that he had suggested waiting until two (2) new members were appointed so that it would not be necessary to do this again after their appointments. Mr. Roach reiterated his opinion that an in-house retreat should not be done until there was a full Commission, feeling that it would not serve a valid purpose if new people were added.

The Commission recommended that the DHRC wait to hold an in-house retreat until the two (2) additional DHRC members are appointed.

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

DHRC Vacancies (First and Fourth Districts)

Members were advised that there were currently two (2) vacancies on the Commission. Ms. Griffith indicated that an acquaintance of hers, Ms. Jenifer Vaughn, had applied for the vacancy in the First District.

Mr. Roach offered to submit the name of a candidate for the DHRC Representative for the Fourth District to Mr. Henderson or to the City Clerk by Friday, March 18, 2016 and suggested that Chairman Henderson reach out to City Council

to indicate the DHRC's desire to come as close as possible to having a full Commission by the next meeting.

Responding to Mr. Henderson, Ms. Bogle indicated that she could coordinate with the City to obtain polo shirts for new DHRC members and have them embroidered at Dover High School, noting that this was a simple process.

DHRC Logo

During the Regular City Council meeting of February 22, 2016, members approved the Commission's recommendation that Dover High School students be asked to create a logo for the DHRC in exchange for a $50 gift certificate.

During the DHRC meeting of March 16, 2016, Mr. Roach advised members that he has a good relationship with Dover High School. He noted that members had discussed soliciting a donation rather than using money from the budget for the gift certificate. Mr. Roach indicated that he did not mind donating $50 cash personally, and Mrs. Griffith suggested that all members could contribute money. Mr. Roach stated that he would reach out to the Dover High School art department or print shop to see if they could work on creating a logo and the winner could be given a cash prize.

Due to time constraints, this item was deferred until the next meeting.

African American Festival

During the Regular City Council meeting of February 22, 2016, members approved the Commission's recommendation that the DHRC Communications Committee work up a plan to recommend the DHRC's presence at the African American Festival this year.

During the DHRC meeting of March 16, 2016, Ms. Griffith stated her understanding that the Mayor and some of the members of City Council typically attend the annual African American Festival but do not have a table at the event. She felt that the DHRC should allocate $100 from the approximately $1,100 remaining in their budget to reserve a table at the Festival, noting the need to discuss what members want their mission to be at the event. Ms. Griffith indicated that the City may have some documents or other giveaways; however, she felt that the DHRC should come up with their own items to distribute and suggested that they could provide face painting or giveaways. She stated the importance of representing the districts and having a presence so that the community would know what the DHRC does and that they can count on the DHRC. Ms. Griffith suggested attending the Festival in shifts, since it would be a long, hot day, and allocating possibly $150 for the event. She felt that this may be an outreach effort that the DHRC would plan for each year.

Ms. Bogle suggested partnering with a youth organization, such as the City of Dover Youth Advisory Committee or the Dover High School Honor Society, for the event if face painting was to be done.

Mr. Roach concurred with the idea of reserving a table and suggested reaching out to separate entities that might not want to have a table and participating as a partnership; however, he also noted that the DHRC may want to establish themselves on their own.

Ms. Griffith expressed her opinion that the DHRC members should establish themselves. She felt there was nothing wrong with having kids coming to help as a community service, but she felt the DHRC should be the focal point. Ms. Griffith advised members that someone at her workplace had reached out to former Councilman Reuben Salters, who organizes the African American Festival, and he had offered to pay for a table if funding was unavailable, asking that someone let him know this by June 1, 2016. Ms. Griffith felt that it would be wrong for Mr. Salters to pay for the DHRC's participation and the Commission should pay for this out of their budget.

Responding to Mr. Henderson, Ms. Bogle explained that the African American Festival is held on the last Saturday in June.

Ms. Griffith stated the need to make the DHRC's participation fun so that people would not pass them by, noting that participants would not want to just be given papers.

Mr. Roach suggested that distributing free cold water might attract people and that wraps for the water bottles that identify the DHRC would help to get the Commission's name out.

Ms. Griffith suggested that perhaps water could be donated to the DHRC. She advised that legislators have water delivered weekly from Artisan and offered to ask some of the legislators for water.

Ms. Bogle stated that she recently participated in an event where Wawa donated 10 cases, or 240 bottles, of water. She said that water can be obtained as a mini-grant through the Wawa website, where the applicant enters information and indicates the store where water will be picked up. Ms. Bogle stated that there is also another company in Dover that typically has no problem donating water.

Ms. Griffith asked if Ms. Bogle could take care of this aspect of the event should members decide to proceed, and Ms. Bogle agreed.

Mr. Roach felt that if the Commissioners wore their shirts and gave out water, this would be enough and that members should have a blanket, unified statement in terms of who the DHRC is and what they do, noting that members would be attending the event in shifts and would need to give out consistent information.

Ms. Bogle suggested that perhaps a press release with pictures should come before this event.

Mrs. Sadusky suggested that DHRC helium balloons might be an option. Responding, Ms. Griffith stated that it is possible to buy small helium tanks such as those used for birthday parties, or that this could possibly be donated.

Ms. Sadusky suggested allocating more than $150 for the event, perhaps $175.

The Commission recommended allocating $200 for the African American Festival from the DHRC budget.

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

Mr. Henderson advised members that he had presented the 2015 Human Relations Commission Report to City Council on March 14, 2016. He indicated that Council seemed very pleased with what the Commission was doing. Mr. Henderson stated that he would ask Council President Slavin to come back to talk to the DHRC in the very near future since there were new members, noting that Mr. Slavin has great ideas.

Mr. Roach requested that a more detailed update on the 2015 Human Relations Commission Report to Council be provided by Mr. Henderson at the next DHRC meeting, and Mr. Henderson concurred.

Mrs. Sadusky noted that some of her teenaged children are very passionate about the racism that they sometimes see in the school, and she questioned if some kind of youth discussion group could be held to bring kids together and give them an opportunity to talk about their experiences.

Ms. Griffith suggested that some kind of workshop could be held in this regard.

Mr. Henderson stated that this could be looked into for a future event, expressing his opinion that the youth could benefit from watching the "Cracking the Code" movie mentioned previously.

Responding to Mr. Roach, Mrs. Sadusky stated that her thought was that the DHRC could host something similar to a forum.

Mr. Roach suggested including an item titled New Ideas for Community Engagement to the next DHRC meeting agenda. He felt that Mrs. Sadusky's idea was a good one, noting that adults and Council are asked for ideas, but the youth are the most valuable resource because this will be their City.

Mr. Henderson indicated that this could also fall under the Education Committee.

Ms. Bogle questioned if anyone had done a community needs assessment and if the DHRC had access to this.

Mr. Roach noted that everyone had their own ideas but expressed the desire not to stray away from what the DHRC is supposed to be, noting his belief that new ideas for reaching out would be the first step. He believed that before identifying the issues that pertain to human relations, it is necessary to have a relationship with those in the City. Mr. Roach felt that the Commission was moving in the right direction in being recognized and getting to know people, and could then move in a direction to reach something tangible.

The Commission recommended that, by the next DHRC meeting, all members come up with a new idea in regard to a forum, task, or challenge for the community that they would like to see the DHRC undertake.

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

By consent agenda, Mr. Anderson moved for acceptance of the Dover Human Relations Commission Report, seconded by Mr. Neil and carried by a unanimous roll call vote.

COUNCIL COMMITTEE OF THE WHOLE REPORT - APRIL 12, 2016

The Council Committee of the Whole met on April 12, 2016 with Council President Slavin presiding.

Review of FY 2017 Preliminary Budget and Capital Investment Plan (CIP)

Council President Slavin advised those present that this two (2) hour meeting would likely lead to up to 15 or more hours of budget hearings between now and the end of May. He indicated that consideration of the FY 2017 budget would take place a little earlier in the budget season and extend a little later in the year than usual because the City would wait to see what occurs with some of the State's issues before adopting the final budget. Mr. Slavin reminded members that last year's budget was very challenging and the FY 17 budget, although perhaps not as daunting, would be challenging nonetheless.

Mr. Scott Koenig, City Manager, concurred that last year had been a very difficult budget year and that Council had been asked to do some heavy lifting and approve a large property tax increase of approximately 19.9 %. Council had directed Staff not to come back for a tax increase for FY 17 and to look at mid-year fee adjustments for rental and other permits that had not been adjusted in recent years. Mr. Koenig stated that the Electric Fund budget was the least difficult of the City's three (3) funds to balance and was seeing a downward trend in power costs over the long term. With respect to the Electric Fund, the City was getting up to authorized staffing levels and delivering on capital and operational projects. Mr. Koenig explained that the five (5) year forecast for the Water/Wastewater Fund was a little more challenging. Staff proposed to keep rates the same in the budget for this fund. Mr. Koenig advised that there had been discussion regarding an inclining block, which was on the radar screen for water and sewer rates, but staff did not believe that this would have to be enacted in the FY 17 budget. Mr. Koenig indicated that the General Fund budget had the

most pressure and concerns, with a gap in policy compliance of a little more than $1M. He stated that ways to close this gap would be discussed in the coming months prior to the budget discussions.

Mr. Koenig reviewed a memorandum regarding FY 2016/2017 Preliminary Budget & Capital lnvestments Plans (5 Years), dated April 6, 2016. He advised that there had been a fair rebound of real estate property transfer taxes and that staff was keeping an eye on State revenues. Mr. Koenig reminded members that, when the budget year began, Staff had been asked to have an alternate plan to reflect the potential for no State revenue transfers; however, current indicators from the Delaware Department of Transportation (DelDOT) budget reflected that Municipal Street Aid and Community Transportation Funds (CTF) would be funded at the current level. Additionally, discussions related to Payment in Lieu of Taxes (PILOT) in draft bills indicated that PILOT may be more favorable to the City in FY 17, partly due to changes in the allocation formula with existing funds. He advised that proposed changes to State law regarding PILOT would add provisions for cities with a minimum population of 25,000, and add funding to the total pot available, which would indicate that the City may receive additional PILOT funds; however, this was yet to be seen. Mr. Koenig noted that the State had increased the City's health insurance premiums by 7.7% and that the workforce shares this cost, with some employees sharing at an 85/15 rate and newer employees at 80/20. He expressed his belief that health care costs had increased by approximately 21%, compared to 15% last year.

Mr. Koenig explained that there was an increase of 16.5% in payroll in the General Fund and 3.4% in the Water/Wastewater Fund related to the Civilian Pension Fund, but a 31.1% decrease in this expense in the Electric Fund based on biennial actuarial calculations. Percentages for Other Post-Employment Benefits (OPEB), which had been a concern, decreased across all funds, as follows: General Fund, 2.2%; Water/Wastewater, 4.6%; and Electric, 5.4%.

Mr. Koenig informed members that new debt service was proposed for a couple of projects in the General Fund, one (1) of which was the replacement of the City's Enterprise Resource Planning System in hopes of fully integrating finances across the City, including the Police Department and other satellite locations. This would allow for a true electronic dashboard reflecting all revenue and expense classifications across the City, including grant management and other types of revenue that are currently not easily accounted for. Mr. Koenig indicated that abandonment of the old PW2 Site/Tar Ditch was also proposed for debt service funding. This stormwater improvement would alleviate flooding at the Water Street/Governors Avenue intersection across from Bayhealth Medical Center down to old PW2, at an estimated cost of $7.6M for construction. He stated that Staff would seek to use City funds and also to partner with the State and other interested entities for construction. Mr. Koenig noted that there would also be debt service related to water/wastewater projects using the State revolving fund. Several water/wastewater projects would be bundled together to fund construction of new pump stations and similar projects over

approximately a three (3) year period, as well as expansion of the water treatment plant.

In reviewing Financial Policy Compliance, Mr. Koenig noted that there was a gap in the General Fund of approximately $1.2M. The Water/Wastewater and Electric Funds were both positive in terms of compliance; however, the five (5) year projection for the Water/Wastewater Fund indicated that additional funding through rates may be required.

Referring to the FY 2017 Preliminary Annual Operating Budget - Dover Delaware - General Fund Cash Receipt Summary, Mr. Koenig indicated that a beginning of the year adjustment would be made to the beginning balance after Mrs. Donna Mitchell, Controller/Treasurer, receives audit results. The projected beginning balance in the General Fund for FY 17 was approximately $4.45M, which was approximately 11.9% above the FY 16 numbers. Mr. Koenig informed members that some revenues were slightly increased. He expressed concern about Kent County book reimbursement, which reflected a decrease of approximately $50,000; however, he explained that those numbers were balancing out by other revenues coming from business licenses, permits, etc. Mr. Koenig stated that property tax revenues were estimated at $12.932M, noting that staff had added tax ratables to the profiles for this year. He advised that recreation revenue was projected to increase slightly and franchise fees were projected to be flat. No sanitation rate changes were projected at this point and sanitation fees were trending slightly lower, with a reduction of approximately $42,000. Mr. Koenig indicated that court fees and investment income were increasing slightly. He stated that there was not much change in interfund receipts and transfers. Mr. Koenig explained that although there was a slight change in police-related extra duty, this is a pass through number and when expenses are considered, there would be an overall cost reduction.

With respect to transfer tax, Mr. Koenig stated that this revenue was trending up. The initial FY 16 budget projected transfer taxes at $1.34M and the current revised projection was $1.986M; however, staff expected this amount would be exceeded. Transfer taxes were tagged at $1.54M for FY 17; however, Mr. Koenig stated that this revenue stream is approached with caution. He noted that during high development years from 2006-2008, transfer taxes were as high as $3.4M or $3.6M; however, when the bottom fell out of the real estate market, these revenues pulled back to approximately $1M. Mr. Koenig indicated that this reversal tracked very closely with what was experienced in the General Fund. He cautioned members to be very mindful of this in developing the FY 17 budget, and did not recommend increasing to estimates of $1.9M or $2M for this revenue stream. Mr. Koenig reiterated that municipal street aid was expected to remain flat for the current year, and it was hoped that this number would track at approximately $673,000. He indicated that transfers were proposed from the Water/Wastewater Fund and the Electric Fund, explaining that this was a return on the City's investment in the utilities and would help to keep property taxes down. Transfers amounted to $875,000 from the Water/Wastewater Fund and $10M from the Electric Fund, which

were the same as last year. Total revenues proposed for the General Fund for FY 17 were $42.37M.

Mr. Koenig reviewed some of the changes in departmental expenses in the General Fund Expense Summary. He noted that there was an increase of 6.1% in the City Clerk's Office, a fair change in Library expenses, and a large change in total dollars of approximately $1.2M, or 8%, in the Police Department. Mr. Koenig advised that the large increase in the Streets Division was predominantly related to Municipal Separate Storm Sewer System (MS4) permit compliance and grass mowing and ditch cleaning on land owned by the City at the Garrison Oak Technical Park. He stated that there was a slight reduction of approximately $91,000 in Sanitation due to an expected reduction in landfill rates. Facilities Management expenses were also reduced because the head count in that division was declining as a result of the privatization of custodial services following the retirement of several employees. Mr. Koenig noted that total departmental spending was increased by approximately $2.2M or 6.8%. Referring to Other Expenditures, he advised that debt service was being adjusted upwards; a contribution of $70,000 was proposed to the Downtown Dover Partnership (DDP), which would keep the City's transfer to the DDP flat for FY 17; and insurance expenses and retiree health care were increased. Mr. Koenig stated that a total balance in expenditures of approximately $46,820,000 was proposed. He indicated when expected revenues are offset with the proposed expenses, the City would be in the hole by approximately$117,000; however, to keep the budget in compliance with policy, approximately $1M would have to be added. If revenues are not adjusted, there would be a need to shave the General Fund by approximately $1.1M to balance the budget.

Mr. Hutchison noted that the State had been discussing real estate transfer tax and questioned if Mr. Koenig had heard whether the State would be taking some of these funds. Responding, Mr. Koenig stated that the City met with legislators early in the fiscal year, when it seemed there would be a lot of discussion regarding real estate property transfer tax; however, he had not heard much more about this since August 2015. He indicated that this was the State revenue stream that he was most concerned about. Mr. Koenig explained that transfer tax is now split 50/50, with 1.5% going to the State and 1.5% going to the City. Last year 2.0% was proposed to go to the State and 1% to the City, which would result in a revenue loss of 17% or 18%. Mr. Koenig had not heard that the proposed bill had been reintroduced, expressing his belief that legislators were waiting for final Delaware Economic and Financial Advisory Council (DEFAC) numbers to be released. He stated that this is one (1) of the largest revenue streams that the City receives from the State, and the proposal discussed last year was significant and would result in a reduction to the City of several hundred thousand dollars.

Mr. Sudler questioned the best way to shave the $1M needed to balance the budget. Responding, Mr. Koenig stated that he thought that there would be discussions at all levels. He indicated the possibility of going back to departments and asking for only what is necessary, or making an adjustment to the General Fund capital plan which

may involve deferring vehicles or reducing the street program. Mr. Koenig informed members that requests from citizens regarding services were continuing to escalate. He expressed the possibility of pulling back some of the MS4 funds for ditch maintenance; however, he stated the importance of coming into compliance with this permit, so this would not be first on the list. Mr. Koenig indicated that expectations in the Sanitation budget for tonnages going to the landfill would be reviewed, as would vehicles, open positions, debt service, and all types of issuances. He stated that everything that would maintain current levels of service would be reviewed; however, it may be necessary to discuss cutting levels of service.

Mr. Sudler asked if there was a process for prioritizing residents' requests for services and determining those that would be met in a given year. Responding, Mr. Koenig stated that, in his experience, residents typically express concern about the level of service at their house rather than elsewhere. He noted that staff takes into consideration feedback from those who come to speak at the budget discussions, Council, and social media; however, a majority of the requests received are for additional or enhanced services at the same or lower cost.

Mr. Slavin asked if a 2.5% adjustment of expenses and revenues was needed to come into policy compliance, and Mr. Koenig expressed his belief that this was correct.

Mayor Christiansen reminded members that one (1) of the functions of the Office of the Mayor was to work closely with legislators. He stated that the current formula for the PILOT program was being worked on and had been discussed with those in New Castle County who were tired of giving money to the City of Wilmington. Mayor Christiansen indicated that other municipalities with State of Delaware properties were being looked at. He was very comfortable that this matter would move forward in the legislature and that the current realty transfer tax formula would remain intact unless DEFAC reports drastic funding problems. Mayor Christiansen advised that he and the City's standing committee chairs were planning an update and lunch with members of the Kent County legislative delegation, along with key members of New Castle and Sussex Counties, to ensure that the well-being of the City of Dover and other municipalities in the State would be looked after. Mayor Christiansen felt that those in Legislative Hall would be amenable to suggestions and recommendations developed since this was the middle of an election year. He indicated that he would keep Council and staff apprised regarding anything that might affect funds from the State, including DelDOT funding, community transportation funds, and municipal street aid.

Mr. Hare noted that some City positions that were vacant last year were still vacant. He suggested that if a position remains vacant for six (6) months, it should be vetted through the Legislative, Finance, and Administration Committee and Council before it is filled so that the need for the position can be justified. Mr. Hare did not want it to become a habit for funds for such positions to be used elsewhere, noting that it might be possible to eliminate them.

Mr. Hare asked if an inventory of vehicles and equipment would be provided, stating that supervisors should be able to adjust schedules to keep vehicles to a minimum. Responding, Mrs. Mitchell stated that the concept of sharing vehicles was discussed last year in relation to cost-savings ideas; however, staff had not yet gotten into that process. Mr. Hare indicated that he would like to see an inventory of all City vehicles and equipment by department to see if there were ways to share before making purchases.

In regard to vacant positions, Mr. Koenig stated that the City had been actively recruiting for almost every vacant position. He expressed his preference not to have to come back to Council every time a position is open for six (6) months, noting that he had been hired to manage the budget. Mr. Koenig advised members that there are unique instances in every department. For example, he explained that, Mr. Harry Maloney, Electric Director, was in the process of changing the Electric Department, hiring staff, and reorganizing positions as new people come into the organization. Mr. Koenig felt that making sure the appropriate people are in the right place is a staff/manager level decision, and he noted that some positions would be vacant for more than six (6) months. He indicated that coming back to Council to simply ask if he can fill a position would add an additional layer and burden of paperwork. Mr. Koenig felt that the budget could be managed as presented. He noted that staff had been working on at least one (1) position in the Public Works Department that had not yet been posted, explaining that, in some cases, positions in this Department had been through two (2) or three (3) postings due to employees quitting after being hired. Mr. Koenig pointed out that each department is unique and expressed the desire for Council to authorize the positions and allow staff to execute the budget based on that.

Mr. Hare expressed his opinion that if someone was not hired within six (6) months of a vacancy, the position was not that important. He reiterated his view that positions that remain vacant for more than six (6) months should be vetted.

Mr. Hosfelt stated that this matter was previously discussed last fall and Ms. Kim Hawkins, Human Resources Director, had prepared a report for him in this regard. He questioned if this report could be updated and given to all members of Council to provide a better understanding of recruitment, and Mr. Koenig stated that this could be done.

Responding to Mr. Hosfelt as to whether employees were quitting due to the pay scale, benefits, or other reasons, Mr. Koenig explained that some employees find the job different from what they expected, others have left during the review period because they were not a good fit for the organization, and some have transferred to another department. He noted that openings can cause a cascade effect in the organization that affects four (4) or five (5) positions. Mr. Koenig advised that there have been increasing discussions and complaints about the closure of the defined benefit pension plan, and some employees feel that the defined contribution plan is a retirement savings plan that is not the same as a defined benefit plan. He noted that

this is a matter of perspective since the City's defined contribution plan is better than some private sector companies that do not offer anything. Mr. Koenig stated that some employees had left or retired because they were unhappy that the City was about to require health care cost sharing, and this was still rippling through the organization three (3) or four (4) years later. He explained that there had been recent instances when a selection was made for a position and the candidate asked for $3 or $4 per hour more than what was offered, and staff did not have the ability to do this. He noted that in some cases union negotiations had taken away a tool that private sector companies might be able to use since a union did not want the City to leapfrog over staff that had been working with the City for a while. The City had wanted to hire employees at levels ranging from A to E; however, the union wanted to use only levels A to C.

Mr. Koenig expressed additional concerns about changes in the private marketplace that were affecting employees, especially new, younger employees who may be covered by their parents for health insurance and for whom the benefit package may not register. He advised members that the hourly rate is what matters to these employees, but health insurance is a major part of the City's total cost for employment, and the City cannot convert the value of health care to an hourly rate addition under any of the City's union contracts because this is not an acceptable way to hire. Mr. Koenig noted that in some cases municipalities not far from Dover are hiring at $2 an hour higher, and the City has challenges in the workforce and in recruitment.

Mr. Sudler questioned if interim employees are selected to fill positions when employees resign and how soon staff solicits, considers, and interviews prospective employees. Responding, Mr. Koenig stated this would depend on the position and the part of the organization involved. In some cases a position's duties are absorbed by other employees in the office; however, there are interim appointments at the department head level because someone must be the overall authority in the department.

In regard to recruitment, Mr. Koenig explained that once an employee resigns it is up to the department to fill out a written request to recruit and indicate that this is a position that is needed and not a placeholder. This is submitted to the City Manager for review and forwarded to the Human Resources Department. The sooner the department head submits paperwork, the sooner they get into the queue for advertising. Some departments focus a lot of time and attention immediately when someone resigns; others take a more structured approach. Mr. Koenig indicated that there was not an across-the-board answer to Mr. Sudler's question, because department heads, in some cases, control a portion of the equation to get everything in, have interviews scheduled, and make selections.

Mr. Sudler asked if it would be beneficial for City Council to designate a time frame across the board for all departments to solicit for positions. Responding, Mr. Koenig expressed his belief that this was not necessary.

Mr. Hare concurred that a designated time frame was not necessary; however, he felt that if a department head loses an individual and goes half a year before considering hiring someone, they may not be the right person to be a department head in a key position. He believed they should come before the Legislative, Finance, and Administration Committee to explain why it took so long, noting that it does not take half a year to find a replacement in the business sector.

In response to Mayor Christiansen regarding venues where City employees are solicited, Mr. Koenig indicated that very few positions are posted in the newspaper anymore; however, they are posted on the City's website and other social media outlets, and many are shared by City employees. Positions are posted on all bulletin boards, and staff shares information with Delaware Technical and Community College and has participated in job fairs there. Mr. Koenig indicated that the City had held its own job fairs and, for some of the more technical positions, staff had advertised in national journals. It was Mr. Koenig's belief that related links are also sent to Delaware State University. The number of applications received can range from four (4) or five (5) to several hundred, depending on the time of year or the market. Mr. Koenig stated that a wide range of outlets is used for jobs, and it may be a matter of whether people want to select the City as an employer. He noted that it took quite a while to hire a number of technical jobs, such as engineering staff, and to fill the Electric Director position. Mr. Koenig informed members that the services of a recruiter were engaged for the Electric Director position and this did not work; however, staff received contacts from people in the industry that had experience in this type of work. Mr. Koenig noted that advertising for positions in trade journals, etc., can cost several thousand dollars. He assured members that staff was always hoping to expand when reaching out to job applicants because each department head wants to hire the best person available for their opening.

Mr. Anderson, noting that electric costs had decreased, questioned the reason for the slight increase in funding for street lights and if these funds would be used for retooling or replacing street lights. Responding, Mr. Koenig expressed his belief that the street light payment identified in the General Fund was for electricity and maintenance related to those lights, stating that there was no proposed change to the electric rate for FY 17. He indicated that lights were being added and the system was getting bigger.

In response to Mr. Anderson as to whether the City continued to use temporary help, Mr. Koenig stated that the City uses temporary help in the Grounds and Sanitation Divisions. He indicated that there were difficulties with temporary help, noting that these individuals are required to pass background checks, are not allowed to drive because of CDL issues, and are restricted to pure labor functions such as cutting grass, sanitation, and work in the Streets Division, such as collection and assisting the sign painter. To Mr. Koenig's knowledge, temporary help had not been used recently in administration.

Mr. Koenig reviewed the Water/Wastewater Fund Summary, noting that there had been adjustments to beginning balances. Under base reviews for FY 17, he indicated that staff was still assessing the impact of revenues from Calpine. The total revenue for Water/Wastewater in FY 16 was slightly over $15M and was projected at $15.8M for FY 17. Mr. Koenig pointed out slight growth in wastewater revenues due to new connections. The total increase in revenue would be approximately $89,500 for water/wastewater.

Mr. Koenig indicated that expenses in the Water/Wastewater Fund included transfers, the cost of engineering, the cost of running the plant, etc. Wholesale changes were not requested in the capital plan, and staff was trying to stick with the general authorizations that Council had expected over the five (5) year period. Mr. Koenig informed members that debt service would be issued in the Water/Wastewater Fund, noting that a treatment upgrade was planned for the Long Point Road Treatment Plant and design was almost complete. Construction was currently estimated at approximately $2.4M and the State revolving fund would be used for this. The State revolving fund would also be used for pump station replacement and upgrade projects. Mr. Koenig felt that staff was having success in working their way through capital project authorizations and starting to catch up with the expenditures that Council had authorized in years past. The backlog of projects had been decreasing over the last couple of years, although there had been times when it had been necessary to come before Council to modify project budgets due to estimates that had been incorrect and bids that had come in high. In some cases, projects had been finished under budget and project budgets were transferred. Mr. Koenig stated that staff had focused on modifying the capital plan to stay within the financial authorization of Council. He advised that all wastewater is sent to Kent County for treatment, and this is a direct pass-through cost.

Mr. Hutchison questioned how the financial numbers from Calpine compared to projections, based on the short period of time that Calpine had been in operation. Responding, Mr. Koenig stated there was discussion early on that revenues were projected in the $1.6M range; however, this year's revenues for water were only projected at approximately $700,000 to $800,000 for the Garrison Energy Center. He noted that it had been less than one (1) full year since construction finished and there was a major outage in the fall while things were being finalized. Mr. Koenig indicated that the City was seeing the ramp-up of this facility moving into the springtime, and he felt it would be another six (6) months before there would be a true gauge of the final numbers. He indicated that water revenues seemed to be slightly less than projected but the sewer revenues slightly more, noting that Calpine may have been referring to both water and sewer when they provided the $1.6M figure. Mr. Koenig informed members that Calpine is the top water user in the system and as their run profile starts to solidify, the true revenue profile will be seen.

In response to Mr. Hare's request for clarification regarding Intrafund Service Fees and Bank and Credit Card Service Fees, Mr. Koenig stated that the City's customers

use credit cards to pay bills at Customer Service, but the City absorbs the transaction fees, which are allocated to the different funds.

Mr. Hare questioned if the City should consider charging an additional 1.5% or 2% for those using credit cards to pay, as many other companies do. Responding, Mr. Koenig stated that staff had gone back and forth on that internally; however, he did not agree with charging customers an additional fee, noting that a transaction cost is not paid for using a debit card at stores like Walmart. He expressed the desire to encourage people to pay their bills and not avoid doing so because of the credit card fee. Mr. Koenig felt that, with a perfect rate design, the City would assume that everyone is using credit and this would be included in the rate; however, this was not the case currently. He advised that payment procedures are slightly different from department to department, noting that a customer cannot walk up and swipe a card to pay a bill in Customer Service but must go off to the side and make a phone transaction, and the system is not where he would like it to be. Those who pay for a building permit in the Planning Department can swipe a credit card.

In regard to Intrafund Service Fees, Mrs. Mitchell informed members that this is where administrative costs for the City Manager's Office, City Council, City Clerk, Finance, Human Resources, Information Technology, Facilities, Fleet, and Warehouse are allocated to all three (3) funds. This is calculated using formulas based on assets, personnel costs for Human Resources, and the head count. Mrs. Mitchell indicated that Water/Wastewater Fund assets had climbed since more projects had been completed, which drove their allocation percentage higher. The Electric Fund's percentage of those costs remained stable.

Mr. Slavin clarified that this was the business side cost of running the utility. He cautioned members that when budget hearings are held in May, cuts are sometimes offered as a way of saving money in the General Fund; however, 100% of that cost is not always saved in the General Fund because costs are sometimes allocated across the three (3) different funds.

Mr. Sudler asked how long the City had been allocating for Intrafund Services. Responding, Mrs. Mitchell stated that this had been done since the 1980s.

Mr. Neil stated his presumption that credit card costs had been negotiated at the lowest possible level. He noted that volume retailers can get a lower rate and questioned if the City does that as well. Responding, Mrs. Mitchell stated that credit card and merchant services are bid out when the City bids out bank services and staff looks for the lowest rates.

Mr. Koenig pointed out, in regard to potential future rate changes for the water and sewer utility, that when talking to the State water is a scarce resource. Staff spends a lot of time and energy trying to plan the City's water resources and make sure the City has the permits to pump out as much water as needed from the system. The City is monitored closely by Public Health regarding the quality of water and must pass

inspections and testing. Mr. Koenig informed members that as allocation permits have come up for renewal, modifying these permits has been discussed. In the past, there may have been eight (8) wells that were all at 1,000 gallons, but if a well can pump only 680 gallons, that permit is adjusted down to 680 gallons. Mr. Koenig indicated that staff had been doing a lot of permit management and discussion with the State about the incentive to value water as a resource. He explained that when water is cheap, it is not valued as much as when it is expensive. When discussing allocation expansion, the State looks at rate design, whether people are being encouraged to save water, and if there is an active promotion of low-flow faucets and fixtures. Mr. Koenig stated that when considering how to develop the City's next water resource, discussion about rates will become part of the equation. When the City applies for the State revolving fund, they look at the City's financial abilities and the bond market. Mr. Koenig pointed out that some private sector providers have a tiered system where more water being used results in a higher rate being paid. He felt that future rate design for the water and sewer utility would likely mirror that type of philosophy. Mr. Koenig stated that this discussion was a precursor to consideration of the next rate adjustment and advised members that they would see a proposal from his office regarding a block rate design.

Mr. Sudler asked if the City has incentive programs for residents to save water. Responding, Mr. Koenig stated that staff does not go in and tell people to use low-flush toilets; however, new plumbing codes for new construction and remodeling have requirements for things such as low-flush and low-flow faucets. Behavior changes are also occurring as part of the sales market. Mr. Koenig felt that the price of water in the City of Dover, at $3 per thousand gallons, was not driving people to be more efficient in water use; however, such changes were being driven by the desire to save resources or to change fixtures.

In response to Mr. Sudler regarding the plumbing code used by the City, Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the City had adopted the 2009 code but the State had adopted the 2015 code and requires the City to use what they adopt; therefore, the City had been using the 2015 code. Mrs. Townshend explained that the International Code Council (ICC) comes out with updated codes every three (3) years. Since adopting new codes every three (3) years would be a challenge administratively, in training code officials, and in working with the development community, the City had typically done this every six (6) years. Mrs. Townshend indicated that there had been discussion about adopting the 2012 code, which is used by Kent County; however, the 2015 code had now been issued. She stated that the City would either adopt the 2015 code, since they were required to use the plumbing and energy codes for 2015 by the State, or would wait until 2018.

Responding to Mr. Sudler, Mrs. Townshend advised that the 2009 codes were adopted by reference in Chapter 22 of the City of Dover Municipal Code.

In response to Ms. Maucher regarding when the last cost of service rate design was performed, Mr. Koenig stated his belief that the City had never had a true cost of service rate design done by a consultant for the water/wastewater utility. He advised that the utility's rate design was very rudimentary. Mr. Koenig stated that it took approximately four (4) or five (5) attempts to get a customer charge for the water rate on the water portion of the bill. In the future, when discussing the inclining block, Mr. Koenig felt that the City may want to do a cost of service rate design, noting that large customers have a substantial impact on the system that is probably not, from a rate design standpoint, being allocated and reported through those types of standards. Mr. Koenig stated that the electric cost of service is very detailed and involves a lot of accounting and discussion; however, in regard to water, staff looks at how much is pumped into the system, the losses, and the capital plan and then develops a rate. Everyone is treated equally; however, Mr. Koenig felt that there would be a need to look at the cost of service to get a fair allocation of costs as the City moves toward a more modern utility.

In regard to expanding City water and water rights in new wells and aquifers, Mr. Anderson asked if there were any potential cost increases in the future when drilling in deeper aquifers. Responding, Mr. Koenig stated that there would be cost increases without question. He explained that the City draws from three (3) aquifers: 1) the Columbia, which is the unconfined aquifer on the east side of the City; 2) the Cheswold, which is a middle-depth confined aquifer; and 3) the Piney Point, which is a deep, confined aquifer. Mr. Koenig advised that the State has not allowed very many, if any, new wells in Piney Point because they are concerned about mining the water out of this aquifer; therefore, Piney Point is the most difficult to get a new well in. He explained that the City was able to drill a new well at Piney Point because two (2) old permits were given up, the permit location and allocation were moved to obtain authorization to go into the aquifer, and there were no additional allocations of water for this.

Mr. Koenig informed members that there seemed to be some room for expansion in the Cheswold aquifer and a new well was being proposed in the capital plan for this. He indicated that staff originally planned to go into the very deep Frederica aquifer; however, after working with the State, it appeared that the City may be able to get into the Cheswold aquifer and get the appropriate allocation at a mid-range depth, which would significantly reduce the cost of the well. Otherwise, it would be necessary to go deeper than Piney Point to get water, which could lead to additional costs.

Mr. Koenig indicated that a permit was issued in the early 1990s at the Long Point treatment plant. He noted that this area was under heavy influence of agricultural wells now and the City's long-term allocation there was shrinking. Mr. Koenig informed members that as much as 5M gallons were expected to run through this plant when it was originally designed. The plant redesign 27 years later was in the 3M gallon range, with the potential to expand to up to 4M. Mr. Koenig stated that in the 20 plus years that the plant had been in operation, it had probably never pulled

even 3M gallons a day from the aquifer. There was room for growth from the City's system in the aquifer; however, in the overall umbrella of the City, the City would be pulling from the confined aquifers, and the costs would be significant when the City has to drill new wells. To Mr. Koenig's recollection, the cost was approximately $1.1M for the Piney Point well that produced approximately 600 to 700 gallons per minute.

Mr. Anderson questioned what would happen if there were expansions at the Garrison Oak Technology Park, such as for Calpine. Responding, Mr. Koenig stated that the engineering calculations for Calpine coming online indicated that the City would need a new tower immediately; however, Calpine had now been running for nine (9) months. The tower was nearly ready to go into service; however, the system went through the summer and the end of the last season without the need for the tower to be online. Mr. Koenig explained that when engineering calculations are run for margins of safety and safe allocations, it is assumed that a major facility is offline, as if there were a major fire going on, which creates a handicap. He advised that the system was currently designed so that Block 1 would not affect allocation.

Mr. Koenig stated that if Calpine moves forward with Block 2, the City would look at the run profile of Block 1, as well the expected demand from a second block. He noted that estimates for a second block had ranged from 50MW to 520MW, and staff had not been able to get a definite answer from Calpine on this. Mr. Koenig indicated there had been changes in the City's Code since Block 1 was authorized; therefore, if Calpine proceeds with Block 2, there would be no cap on their impact fees. Mr. Koenig stated his belief that the impact fee for water and sewer for Block 1 would be more than $15M; therefore, Calpine would have to make a significant capital transfer to the City for Block 2 under the current ordinance. This money would have to be used to offset an investment for more supply. Mr. Koenig stated that the question, from an engineering standpoint, was whether the City could accommodate Calpine if they wanted to proceed today. He indicated that he did not have this answer tonight; however, the City is ready for those types of things to be introduced.

Responding to Mr. Neil, Mr. Koenig stated that City encompasses approximately 24 square miles; however, the City's electric service territory granted by the State is approximately 74 square miles, which is almost three (3) times the size of the City. In regard to the water service territory, Mr. Koenig estimated that 80% to 90% of the customers outside City limits are residential. There are subdivisions outside the City that receive City water and in some cases, City sewer, such as Rodney Village, Kent Acres, St. Jones Commons, and Wolfe Creek. Service areas extend beyond the City perhaps five (5) to 15 square miles. Some customers outside the City have electric, water, and sewer; some electric or water only; some have other combinations.

In response to Mr. Hutchison regarding the volume of calls regarding brown water with increased water usage on the east side and the flushing of pipes, Mr. Koenig stated that there were approximately 10-20 complaints reflected on a flushing report

last week, and he expressed his impression that the number of calls was down. He noted that there is a lot of water running through the east side of the system when Calpine is running and the system is self-cleaning in some cases. Mr. Koenig indicated that complaints had decreased from years past.

Responding to Ms. Maucher regarding the rate differential for in-City versus out-of-City customers, Mr. Koenig stated his belief that this was spelled out in the Code and the differential was 50%. The in-City rate is $3.00 for 1,000 gallons, compared to $4.50 per 1,000 gallons outside the City.

Expressing his opinion that $3 per 1,000 gallons seemed like a very good rate, Mr. Hare questioned how often the City checks its water rates. Responding, Mr. Koenig stated that this is an excellent rate from the customer standpoint. He explained that the Finance Department had solicited rates from a number of municipalities, and a comparison of public and private providers would be provided during the upcoming budget hearings.

In response to Mr. Anderson, Mr. Koenig confirmed that the City's rates are so low that Tidewater Utilities buys water from the City and has three (3) active interconnections: 1) at Denney's and Kenton Roads; 2) at Denney's Road and Carlisle Village, and 3) running south on State Street, which feeds mobile home parks and other areas. Mr. Koenig explained that Tidewater has several of the top 10 meters that produce for the City of Dover. They buy at the in-City rate at $3 per 1,000 gallons and sell it in accordance with their tariff, which Mr. Koenig believed exceeds $8 per 1,000 gallons.

In regard to wastewater, Mr. Anderson noted that the City had put a lot of money into reducing infiltration over the last five (5) years and asked if a benefit had been received from this. Responding, Mr. Koenig stated that there had been a benefit. He noted that the Public Works Department had submitted applications for the return of impact fee credits related to Inflow and Infiltration (I & I) and he indicated that he would bring this report to the budget hearings. Mr. Koenig explained that I & I is outside rainwater and groundwater penetrating into the sanitary sewer system. He stated that this is a burden on the system that the City, as a utility, is paying extra to treat.

Mr. Slavin noted that the City sends rainwater to Kent County, who cleans it, and the City is charged for this.

Responding to Mr. Anderson as to whether the City had been able to reduce the amount that the City had been investing, Mr. Koenig indicated that he did not have those numbers with him but would bring the data to the budget hearings.

In regard to credit cards and their effect on all three (3) funds, Mrs. Mitchell advised members that in the past, all bank and credit card fees were netted against interest income; however, staff had made an accounting change. For example, referring to

the Water/Wastewater Fund Summary, Lines 12-13, regarding water and wastewater interest, she explained that the figures for 2014/15 Actual were negative because those fees were netted against the interest. Referring to Line 31, Bank and Credit Card Fees, she explained that there was a zero balance, because staff did not have this information segregated at that time. Mrs. Mitchell stated that staff had since segregated the bank fees, so the interest earned increased in each of the funds.

In regard to the Electric Revenue Fund Summary, Mr. Koenig informed members that the Electric Fund had slightly over $80M in revenue. He stated that the largest revenue was from Direct Sales to Customer, which was projected to increase slightly by $712,000 or 0.9% because a slight increase in the load profile was projected. Mr. Koenig reminded members that there had been a lot of conflict and uncertainty in the industry. There had been fairly large expansions of commercial customers, including the Edgewell/Energizer and Kraft Heinz facilities; however, the long-term load profile of the utility was expected to be relatively flat. He noted that the utility is under a lot of influence from people wanting to put in private solar and other measures that will affect the system. Mr. Koenig indicated that there was a very slight increase in direct sales to customers, which cascades down into utility tax revenue, and a slight increase in miscellaneous revenue. He noted that the transfer from the Rate Stabilization Fund would be decreased for FY 17. Total revenues associated with the proposed FY 17 budget would be roughly $81.3M; however, there was a very substantial beginning balance in revenues of approximately $93.9M, resulting in a total change of approximately $4.2M or an increase of approximately 4.7% from FY 16.

In regard to expenses, Mr. Koenig informed members that the cost of power supply had been decreasing, and this trend was expected to be realized in FY 17, although staff was still working on related issues for FY 16. Mr. Koenig pointed out that PJM charges regarding transmission were going up substantially, noting that it seemed that money was being moved from one (1) bucket to another to adjust to how the system is charging the City for power from the grid. He stated that there were additional capacity charges. Mr. Koenig indicated that power plant operations were proposed to decrease slightly by approximately $217,000, and the total cost of power supply and generation was approximately $49.1M.

Mr. Koenig pointed out that the transfer to Improvement & Extension (I & E) in the amount of $2.5M was to keep the City's infrastructure up to date. There was a $10M transfer to the General Fund and transfers to the depreciation, future capacity and rate stabilization reserves, with transfers totaling approximately $15.25M. The total budget balance and expenses resulted in a positive balance of approximately $4.2M.

Mr. Koenig, referring to Line 62, Exceeds (Remains) to Meet Requirement, indicated that the Electric Fund was over the policy requirements by approximately $5.15M. He advised that adjustments were needed to this and the other funds, noting that one (1) of the capital projects would influence the FY 17 budget and one (1) the FY 18 budget in the Electric Fund. Substation replacements were also being discussed in

the five (5) year plan, and whether cash would be paid or debt would be issued for these things. Mr. Koenig reiterated that the Electric Fund had a positive balance; however, this number would be refined moving forward as proposals related to the Electric Fund are made in the final budget discussions.

Mr. Blakeman, referring to Line 13, Power Supply, of the Electric Revenue Fund Summary, noted that the cost of power supply was projected to decrease by $6.8M or approximately 29%, and asked if this was a one (1) year anomaly or was anticipated to be an ongoing trend, and if this was a fixed cost that is projected out. Responding, Mr. Koenig advised members that Mrs. Mitchell had indicated that these figures reflected the open hedge position as well as the purchase position, so this was why there was a large decrease in power supply but an increase in PJM transmission and fees. He stated that there is some influence in the hedge purchasing moving forward.

Mr. Blakeman asked whether hedging was bringing the price down and if the City was still buying the same number of kilowatt hours. Responding, Mrs. Mitchell explained that this was not the case. She explained that there was unhedged energy since hedges were not 100% covered. The hedges are included in the power supply, but the PJM figures reflect buying off the market and are the offset to what the City has not hedged. Mrs. Mitchell stated that the City may be 100% hedged in the current year, but may be only 80% hedged in 2017, the out year. Mrs. Mitchell stated that the figures represented the hedges that are in place. The unhedged energy comes from the PJM; therefore, these two (2) figures must be netted together.

Mr. Blakeman asked if this discussion pertained to the PJM spot market energy, and Mrs. Mitchell confirmed this. Mr. Blakeman indicated that this was decreased by approximately 52.9% in FY 17. Mrs. Mitchell stated her belief that the unhedged energy was included in the PJM Charges - Transmission and Fees, on Line 19 of the Electric Revenue Fund Summary. Mr. Blakeman questioned if transmission and fees included energy rather than services for transmission. Responding, Mrs. Mitchell stated her belief that the unhedged energy is included in the PJM energy and transmission, and the projection was increased by approximately $4.3M for FY 17 because this was the unhedged portion. She confirmed that transmission fees include some energy; however, she indicated that she would have review this to make sure that amounts were in the correct place.

Mr. Blakeman noted that capacity charges were approximately the same for FY 17; however, the capacity credits were decreased by approximately 29%. He questioned if this decrease in the cost of capacity was an ongoing trend. Responding, Mr. Koenig stated that a temporary dip was projected for FY 17 and a temporary rebound was then projected for a couple of years, followed by what he felt could be termed as some question marks.

Mr. Blakeman asked if transmission and distribution under direct expenditures were decreased due to a reduction in manning or material costs. In response, Mr. Koenig

stated that this was being driven by the reductions in pension and OPEB funding since the City was on schedule in this regard. He noted that the City had to put extra money in for a while, but this had now leveled off and started to decline in the Electric Fund. He reiterated that this was the City's only fund in this position.

Mr. Anderson asked at what percentage the City was covered for price increases or hedging for FY 17. Responding, Mr. Koenig stated his recollection that the target when entering the budget year on July 1, 2017 would be approximately 80%. He indicated that the City was getting close for FY 18, and some of the other purchases made for some of the out years were close to 80%. Mr. Koenig advised members that the City would be right at or a little above 80%.

Noting the decline in capacity credits, Mr. Anderson questioned whether the City was getting less in capacity credits because the cost of power was down, and he inquired if these items track together. In response, Mr. Maloney stated that the drop in the City's capacity credits was due to an outage during the peak period in the last week of February 2015. He indicated that the City took a temporary hit that was showing up in this year's budget. Mr. Maloney stated that there was a need to go out and find replacement capacity, and this was the added cost. He projected that this should be a one (1) year rebound, noting that in this capacity planning year the City had been doing very well and there had not been any outages.

Mr. Neil noted that two (2) of the old plants would be going offline and questioned if this was reflected in the calculations. Responding, Mr. Maloney stated that buying replacement capacity for these plants would not be reflected until FY 18.

Mr. Koenig reviewed the Governmental Capital Projects Fund Summary, which identified the different revenue sources and predicted expenditures related to the capital plan for each department. The proposed revenue and expenditures were approximately $11.3M.

Mr. Anderson indicated that a developer had made a PILOT payment and questioned why this did not appear in the budget for the Parkland Reserve. Responding, Mrs. Mitchell advised members that none of the reserve funds were included at this point, but they would be included when the budget is brought forward in May. She indicated that staff had focused on the three (3) major funds for this presentation.

Mr. Koenig reviewed the Water/Wastewater Improvement & Extension Fund Summary, which had a total beginning balance and revenues of approximately $7.8M between the two (2) funds. There were expenditures of $1.33M in water, slightly over $2M in wastewater, and $1.2M in treatment expenses. He advised that total expenditures were roughly $4.5M, which would cover capital improvement and vehicle purchase expenditures.

Responding to Mr. Hare, Mr. Koenig stated that detailed information regarding the vehicles was provided in the Preliminary Capital Investment Plan - FY17 thru FY21,

and staff would come back with a presentation on vehicles as part of the overall budget. He indicated that this evening's meeting was for a general overview of the expected expenses by category.

Mr. Koenig reviewed the Electric Improvement & Extension Fund Summary, noted that it was related to capital projects. He stated that a portion was for generation, transmission and distribution, electrical engineering, and meter reading.

In summary, Mr. Koenig stated that the Electric Fund, while challenging, was going fairly well, noting that the electric system received a reliability award during the City Council meeting held the previous night. He stated that this was an important award from an economic development and customer service standpoint. Mr. Koenig indicated that this was a reflection of the dedication of staff in keeping the system running, the City's continuing investment in keeping the system running 24/7 with very few interruptions, and the City's return on this investment.

Mr. Koenig advised members that there were challenges on the water and sewer side. The City had not quite reached the revenue plateaus that were originally promised for Calpine, but staff was working through some of the actual run profiles to see what the final revenues would be. The City was investing in the expansion of the supply side of the system, water pumping stations, the water treatment plant, renewals and replacement of pipe to improve water quality, and increased diameters in pipe sizes. He indicated that, when taking on new developments, the electric and water/wastewater systems are getting bigger and there are more customers, so there is an opportunity to expand these systems and increase the revenues associated with them. Mr. Koenig stated that challenges associated with the water/wastewater system were the future rate design issue, the future structure of water, and the continued focus and effort on renewals and replacement of the system, noting that, in some cases, pipe had been in the ground for 100 years and was still performing.

Mr. Koenig reiterated that the biggest challenge would be in the General Fund, as it had been for a number of years. There were some positive things over the last few years, including an uptick in realty transfer taxes and increased construction activity. He noted that an increase in houses being built results in new commercial structures being built. Mr. Koenig felt that these were good signs for revenues coming into the local government, since the City derives a substantial amount of revenue from property transfers and construction-related activity. When the economy is moving in the City and there are real estate transfers, this usually equates to the City's budget improving from an overall revenue standpoint. Mr. Koenig stated that challenges associated with the General Fund include increased public safety spending for the police and potential fire purchases going forward, as well as increased spending related to the MS4 permit. He advised members that there was not a recommendation in the current proposal for non-bargaining salaries; however, all of the labor contracts that had been signed and were in place were reflected in the proposal. Mr. Koenig indicated that there was an uptick in health care costs, but these were being offset, in some cases, by decreases in funding to the Electric Fund.

He also noted that there was some pension cost escalation related to the General Fund. Mr. Koenig indicated that staff would be bringing forward some discussions regarding how to fund public safety in the budget hearings, but staff was very conscious of the heavy lift that Council did with regard to the property tax rate increase last year and was committed to maintaining that property tax rate. Staff felt that, with some minor adjustments, the current level of service could be delivered within the current tax structure.

Mr. Slavin stated that the proposed capital plan would be reviewed at a later date.

Mr. Anderson questioned what formula was being used to project transfer taxes. Responding, Mrs. Mitchell advised members that the last three (3) to five (5) years in the Municast forecast model provided the basis for the preliminary numbers in the draft budget. Changes in these trends are reviewed and, based on that, staff prepares an estimate looking at the year to date. Mrs. Mitchell stated that staff does not look at property sales, noting that considering just the number of sales distorts the estimate. She indicated that trends in residential housing are fairly stable, so staff uses these figures and ramps them up to account for what they think may be the large receipts, such as those for apartment complexes. Mrs. Mitchell noted that there had been several large receipts in the current fiscal year totaling more than $0.5M, which occurs in some years and not in others, so staff tries to be conservative in their estimates.

In response to Mr. Anderson regarding how confident staff was with revenue numbers, Mrs. Mitchell stated her personal level of confidence at 90% - 95%. Mr. Sudler asked what would be included in the missing 5%, and Mrs. Mitchell indicated that she did not know what might be missing but, as a precaution, she did not want to say that staff felt 100% confident.

Mr. Koenig stated that in general he was very confident in the overall numbers. He stated the desire to take one more look at both the expense and revenue sides coming into the final budget presentation. Mr. Koenig indicated that the transfer tax is somewhat challenging from the administrative side and he did not want to overestimate it. He did not want the transfer tax to be the budget balancer, because he felt this would be a slippery slope from the administrative side. In regard to property taxes, Mr. Koenig indicated that Mrs. Cheryl Bundek, Tax Assessor, would probably be asked once more if she was sure of the numbers or if there would be changes; however, he felt this would not fluctuate very much. He stated that staff now accounts for exemptions that are issued, and the number presented was the number that staff expected to receive during the budget year based on current calculations. Mr. Koenig indicated that staff may review permits, licenses, and Planning Commission authorizations to see what has happened during the past few months, but he did not expect large changes amounting to several hundred thousand dollars.

In response to Mr. Anderson as to when members would hear proposals resulting from the public safety study being conducted by the Center for Public Safety Management, Mr. Koenig stated that fire and Emergency Medical Services (EMS) recommendations were available on the City's website. He expressed his desire for the consultant who prepared the report to provide a presentation to Council or the Council Committee of the Whole; however, this had not been scheduled and it was uncertain if it would occur before, during, or after the end of the budget hearings. Mr. Koenig indicated that the consultant had done a site visit two (2) or three (3) weeks ago regarding the police portion of the study. He expressed his hope that this report would be finalized and made available in the next six (6) to eight (8) weeks.

In response to Mr. Shevock as to whether the decreasing landfill fees are offset by recycling fees, Mr. Koenig stated his recollection that the reduction in tipping fees was between $6.00 and $10.00 per ton. He explained that the City typically signs a differential disposal fee agreement with the Delaware Solid Waste Authority (DSWA) that sets the City's fee for a three (3) year period, and this agreement is approved by Council. Mr. Koenig noted that the DSWA is the City's only option for solid waste disposal. He advised members that there had been some difficulty with the performance of the City's recycling contractor and thought it likely that there would be internal discussion and proposals at the administrative level regarding how the City would handle recycling in the long run. He stated that the expense for the contractor exceeds the reduction in the landfill tipping fee; therefore, there was a net increase in expenses and staff was not happy with the service. Mr. Koenig indicated that he would like to implement weekly recycling since he believed this would increase the amount of recycling, noting that this would create some operational problems. He indicated that he would not be bringing this proposal for the FY 17 budget. Mr. Koenig explained that currently there was a need to separate waste and touch it more times, so costs were going up. Previously, customers put yard waste, household trash, and recycling in a 90-gallon, black trash containers, which were picked up and dumped by the City; however, staff was now under pressure to separate recycling, household garbage and yard waste, and bulk trash and yard waste are also picked up. Mr. Koenig stated that the service was being stretched. There were also challenges in areas with higher density or smaller properties, with limited space for setting out containers while allowing distance between containers and space for cars. Mr. Koenig indicated the need for the City to adjust and modify service delivery, and to discuss this with communities, noting that there may not be a one (1) size fits all for communities. He stated his belief that sanitation service would be modified over the next several budget cycles. Mr. Koenig stated that some customers have recycling every week but not trash, which is difficult for the City as a service provider to adjust to. He indicated that the City was having difficulty providing levels of service that customers are happy with, and the sanitation budget is challenging. He reiterated that at this point the tipping cost reduction would not cover the cost of recycling or enhanced recycling. Costs were close, but there was not a one (1) to one (1) ratio.

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

SEMI-ANNUAL INSPECTION BY THE CITY MANAGER - ROBBINS HOSE COMPANY

In accordance with Chapter 46 - Fire Prevention and Protection, Article II - Fire Department, Division 1 - Generally, Section 46-43 - Semiannual Inspections, of the City Code, the City Manager, Mr. Scott D. Koenig, met with the Fire Chief to discuss fire company issues. Mr. Koenig submitted a memorandum outlining the items discussed and noted that the Robbins Hose Company continued to provide an outstanding level of service to the City of Dover and the unincorporated areas of the fire district.

Referring to the memorandum from Mr. Koenig, Mr. Lewis requested a more precise explanation regarding item #7 - Potential Property Tax Credit - Update. Responding, Mr. Koenig explained that this was a follow-up to a discussion he had with former Fire Chief Mark Hall during the last semi-annual inspection. Mr. Koenig informed members that former Chief Hall had mentioned the idea of a potential City property tax credit for Robbins Hose Company volunteers who meet certain criteria. Mr. Koenig stated that it was currently up to Robbins Hose Company to decide if they would like to pursue this idea and make a proposal to the City, which would include the number of members that live within the City limits and the type of property tax credit or relief that they would be seeking as an incentive. Mr. Koenig advised that no action has been taken by the Robbins Hose Company regarding this matter.

In response to Mr. Lewis, Mr. Koenig informed members that, at this time, he did not have a position on this matter, explaining that membership is always discussed during the semi-annual inspection, and this was an idea that the former chief had brought up to help encourage potential membership in Robbins Hose Company.

Mr. Lewis moved for acceptance of the report of the Semi-Annual Robbins Hose Company Inspection, as submitted by the City Manager. The motion was seconded by Mr. Anderson and unanimously carried.

PROGRESS REPORT ON THE YOUTH ADVISORY COMMITTEE'S REPORTING OF THEIR MINUTES

Mr. Anderson, Youth Advisory Committee (YAC) Liaison, reviewed a memo dated April 6, 2016 submitted by Rebecca Anderson, YAC Chair, regarding the Committee's minutes action plan. Mr. Anderson noted that it was a priority for the YAC to resolve the problem with the minutes and they had formulated a request for additional help.

Mr. Anderson noted that the YAC was the only City committee that currently prepares their own meeting minutes; however, Council Resolution No. 2010-03 does not indicate that they have to take minutes, only maintain a copy of them. He informed members that the YAC was requesting a one-time training to teach members how to properly record minutes. This training would be held immediately preceding their meeting scheduled for May 2, 2016, and five (5) active members had volunteered to attend. Mr. Anderson explained that there had been a problem with the previous secretary; however, that member was no longer serving on the YAC and there was currently a

temporary secretary. He stated that the requested training would also allow members to ask questions regarding basic parliamentary procedure.

Mr. Anderson stated that the current minutes are up-to-date and the YAC was requesting assistance for the future. For next fiscal year, the YAC was requesting a $1,000 budget for record keeping, to contract an adult through the City as well as purchase digital equipment to prevent some of the confusion and errors that had been encountered. He noted that the February meeting recording was damaged by the tape recorder and they need to have the tape repaired, as well as prevent incidents like this from occurring in the future. Mr. Anderson reiterated that the YAC is the only committee that he knows of that keeps it's own minutes and, if that is to continue, the YAC requests minimal assistance in doing so. He stated that the requested budget would allow a small stipend per meeting for the contracted individual's preparation time and would cover the full year. Mr. Anderson noted that the YAC is in a unique situation, explaining that the City does not expect any of the paid committees to do what is expected of this volunteer committee.

Mr. Anderson expressed his belief that the YAC had done an adequate job during the last couple of months in keeping the records up-to-date and it is the YAC's plan to get the other recordings up to date, so that everything will be sufficiently done.

Mr. Sudler asked if there was ever a minutes-taker present or discussion about a budget for a minutes-taker for the YAC. Responding, Mr. Anderson indicated that in 2010-2011, there was a staffing issue with the Clerk's Office and taking on an additional committee would have been substantially burdensome. He stated that this was not the proposal of the current YAC members. Mr. Anderson noted that a member of the previous committee was very skilled at secretarial activity and that person did a fine job at taking the minutes. He explained that sometimes you get that in a volunteer group, but when you are recruiting for membership and not a position, it can be difficult. Mr. Anderson stated that the current YAC had a good person; however, due to a change of schools, that member resigned from the committee and a replacement has been extraordinarily difficult to maintain. He informed members that two (2) members had currently taken on the minutes as an additional duty.

Mr. Sudler stated that the YAC is a City committee and, referring to the Freedom of Information Act (FOIA), expressed concern with information being processed in a timely manner and not reflecting negatively on the City. He suggested the possibility of the City looking into providing the YAC with a minutes-taker.

Mr. Slavin suggested, since the request for funding is for the next fiscal year, that members discuss it as part of the budget process for Fiscal Year 2017. He stated that if discussions are needed prior to that, this matter could be referred to the Legislative, Finance, and Administration Committee.

Mr. Hare indicated that the YAC was originally formed as a volunteer committee and they were charged with taking their minutes. He stated that if they were unable to do that, the request would need to be discussed as part of the budget process, to determine if Council desires to afford money for it. Mr. Hare noted that in previous years the YAC prepared their minutes and he did not know when this became a problem.

Mr. Anderson restated that Council Resolution No. 2010-03 does not indicate that the YAC has to take minutes, only maintain a copy of them. He stated that there are different options, including ways to recruit adult volunteers, and that would be up to Council. Mr. Anderson expressed his opinion that the YAC recommendation was very sensible and should be accepted. He stated that the YAC discussed this request significantly and it was his belief that they had developed a very good compromise that would solve practically every objective, and would start with volunteer training.

Mr. Sudler moved to refer the Progress Report on the Youth Advisory Committee's Reporting of their Minutes to the Legislative, Finance, and Administration Committee for further discussion and a possible recommendation for the Fiscal Year 2017 budget. The motion was seconded by Mr. Hosfelt.

Mr. Sudler expressed his opinion that this matter needs to be discussed, noting his belief that if the YAC is going to have a title of a City entity or a direct relationship with the City, the City needs to cover all aspects.

Mr. Hare agreed with Mr. Sudler and reminded members that the YAC is an advisory committee that does not set their plan of action but makes recommendations to Council to approve or disapprove.

The motion to refer the Progress Report on the Youth Advisory Committee's Reporting of their Minutes to the Legislative, Finance, and Administration Committee for further discussion and a possible recommendation for the Fiscal Year 2017 budget was carried by a vote of eight (8) yes (Sudler, Neil, Lewis, Cole, Hosfelt, Hare, Hutchison, and Slavin), and one (1) no (Anderson).

YOUTH ADVISORY COMMITTEE 2015 ANNUAL REPORT AND 2016 ANNUAL PLAN OF WORK

By consent agenda, Mr. Anderson moved for acceptance of the Youth Advisory Committee 2015 Annual Report and 2016 Annual Plan of Work, seconded by Mr. Neil and carried by a unanimous roll call vote.

CITY MANAGER'S ANNOUNCEMENTS

Mr. Scott Koenig, City Manager, reminded members that spring is a very busy time of year for all City departments and the number of service calls tends to increase. He thanked the entire workforce for all the efforts that they are putting forward for the citizens. Mr. Koenig stated that many people will be coming to Dover for Old Dover Days, NASCAR, and Firefly, and this is an excellent time to showcase the City and the opportunities that are afforded within the City.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Sudler thanked Mr. Scott Koenig, City Manager; Mrs. Anne Marie Townsend, Director of Planning and Community Development; the Dover Police Department; 31st District Representative Sean Lynn; and all those who participated in the Fourth District Quarterly meeting at Union Missionary Baptist Church regarding Simon Circle and Lincoln Park issues. Mr. Sudler thanked the City for promptly getting involved and starting to repave some of the dilapidated streets. On behalf of the Fourth District, he also thanked Council President Slavin for initiating that movement.

Mr. Anderson agreed with Mr. Sudler and noted that over the past year, many venues had been provided, many of which were free of charge. Mr. Anderson thanked everyone who had provided a venue and the citizens for their participation.

Mr. Anderson announced that the Youth Advisory Committee was going to need more people, adults and three (3) to four (4) youth.

Mr. Hare announced that the Dover Miliary Support was a new organization created to support the needs of active duty military, the National Guard, and all branches that are stationed in Delaware, working with the Good Shepherd Fund from the First Sergeants Association. He stated that the organization would be having a kick-off night on Saturday, April 30, 2016, from 5:30 p.m. to 7:30 p.m. at the Air Mobility Command (AMC) Museum. Mr. Hare invited everyone to attend, noting that there would be nice auction items and food. He stated that donations are accepted but there is no charge to attend.

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

Meeting adjourned at 8:22 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of April 25, 2016 are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - Presentation - "LEAD360 Awards Ceremony"

EXHIBIT #1
Regular Council Meeting of 04/25/2016



LEAD360 Awards Ceremony

City of Dover

April 25, 2016

LEAD 360

The LEAD360 Challenge, an initiative of the Jefferson Awards Foundation, is one of the largest youth service contests in America. The Challenge taps into the energy and idealism of young people, encouraging and facilitating them to share their stories of service with millions.

★★★★★★★★★★

LEAD360 will become the platform that powers youth service ideas:

to realize their vision, act as the megaphone for their voices, and empower them and the country to **ACT** with **MAXIMUM IMPACT.**

LEAD 360

The winner of LEAD360 in 2014, 16-year-old Georgetown Delaware native Emma Rider, gathered 80,000 pairs of donated shoes, which in turn powered clean water to 37 African communities.



To date LEAD360 has seen:

- ✓ More than 6,000 projects and BIG IDEAS
- ✓ More than 100,000 votes on Social Media to determine the winners this year
- ✓ More than 1Million impressions on Twitter and Instagram this year
- ✓ In 2015 impacted more than 9Million lives at a financial value of $12Million

LEAD 360

This year we had 7 Mayors in Delaware commit to host and promote the LEAD360 Challenge in their city.

City of Dover: Mayor Robin Christiansen

Town of Georgetown: Mayor Bill West

City of Lewes: Mayor Ted Becker

City of Newark: Mayor Polly Sierer

City of Seaford: Mayor David Genshaw

City of Smyrna: Mayor Joanne Masten

City of Wilmington: Mayor Dennis Williams

LEAD 360

2015-2016 State of Delaware

Phase 1 Results

92 Projects

45,242 Volunteers

201,377 Volunteer Hours

307,141 Lives Impacted

$4,071,842 Financial Impact

LEAD 360

2015-2016 State of Delaware

Phase 2 Results

13 Activation Projects Completed

Delaware LEAD360 Impacted 58,252 Lives

=

A $350,960 Value

LEAD 360

Big Ideas

- **Brianna Abdallahi, Women's Worth Empowerment Conference**
- **Niyah Richardson, Civic Engagement and Community Building**







Mayor Christiansen challenges each of the idea submissions to be activated and submitted as projects next year!

LEAD 360

Fairview Elementary School
Voices of Unity Choir



LEAD 360

She's The First
Dover High School





LEAD 360

Chase Christansen
Safety Patrol
South Dover Elementary School





LEAD 360

Aysia Clay
Education and Literacy

MEALS on WHEELS



BOYS & GIRLS CLUB

LEAD 360

Senators in Action
Central Middle School















LEAD 360

Holy Cross Knitting Club
Holy Cross Elementary School









LEAD 360

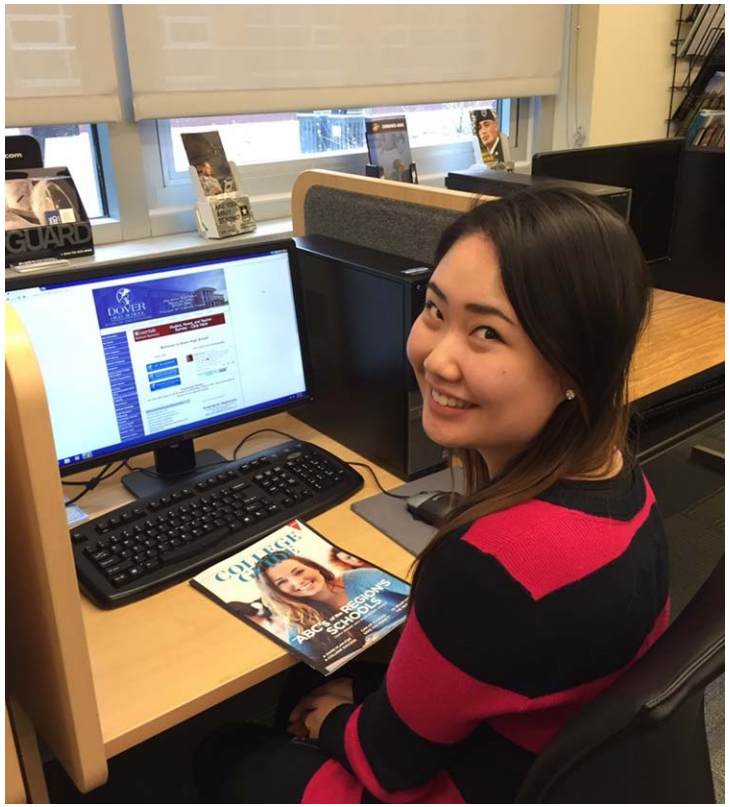
Landon Bailey
Little League Baseball Coach
Men of Color Alliance



MEN OF COLOR ALLIANCE
Multicultural Affairs

LEAD 360

Grace Yeung
Elder Care





LEAD 360

JDG Middle School Food Drive

Positive Outcomes

Chipman Middle School

Smyrna Middle School







LEAD 360

Weston Williams
Book Drive





LEAD 360

Mariah and Kiersten Todd
A Wish For Water
Mispillion Elementary School









LEAD 360

Mayor's Top Project

Stars Program
William Henry Middle School











LEAD 360

City of Dover

Phase 2 Results

Delaware State University

Office of Student Leadership

429 Bags of Food

Delaware State University

Making our mark on the world

LEAD 360

City of Dover

Phase 2 Results

Delaware State Police

584 Bags of Food





LEAD 360

City of Dover

Phase 1 Results

13 Projects

2,292 Volunteers

9,885 Volunteer Hours

12,634 Lives Impacted

$199,874 Financial Impact

LEAD 360

Delaware's Phase 1 National Finalists

Congratulations!











3B Ripples-
Braeden Mannering

The Inspiring Project-
Chase Marvil

Care For Our Vets-
The Jefferson School

Knights Pantry-
Sussex Central HS SIA Team

Got Milk Bottles?-
Gallaher Elementary

LEAD 360

2015 Phase 2 Activation Participants

Thank you for participating!









DreamBoxes:

City of Wilmington

Bank of America

Delaware State Police

Wilmington University

The Future Isn't Hungry:

University of Delaware Parking Services

University of Delaware Men's Basketball

Brae's Brown Bags

MOT Charter

St. George's High School

DSU Office of Student Leadership

Cape Henlopen HS JROTC

Gear Going Global:

St. George's High School

LEAD 360

2015 Phase 2 Delaware Winners!

Congratulations!

DreamBoxes: Delaware State Police-
584 boxes

The Future Isn't Hungry: St. George's High School-
1,700 bags of food

Gear Going Global: St. George's High School-
55 pieces of sporting equipment

LEAD 360

PHASE 2 – ACTIVATION & IMPACT

Kickin' Violence
Peace & Justice
Grace Wickerson





Teddy Grams for Troops
Health & Wellness
Cory La Roe

Score on Hunger
Hunger & Poverty
Will Lourcey



LEAD 360

Over the course of an entire year, we will track
the collective impact of these projects all over the country.

Health & Wellness
Teddy Grams for Troops

Peace & Justice
Kickin' Violence

Hunger & Poverty
Score on Hunger

We invite individuals, organizations, schools, companies, and communities to participate in LEAD360! Jefferson Awards will be given to those who make the biggest impact.



LEAD360

Thank you to all of our participants,
and to Mayor Robin Christiansen for supporting the Challenge.

Certificate of Congratulations

The first consolidated school district in Delaware came into existence on July 1, 1915, and shortly thereafter, residents of the Towns of Camden and Wyoming jointly passed a referendum to build a new school to serve the children of their communities. In naming the institution, community leaders chose to honor one of Delaware's greatest statesmen – Revolutionary War hero, patriot, and signer of the Declaration of Independence – Caesar Rodney. The school opened its doors in 1916, serving a total of ninety-nine students in grades one through twelve.

One hundred years later, Caesar Rodney School District has grown to become one of Delaware's exemplary public school districts, serving nearly eight thousand students in twelve schools. Today, students have the opportunity to attend school in state of the art facilities and take advantage of a wide array of educational offerings, including world language immersion for kindergartners and advanced placement, dual enrollment, and career pathway offerings for senior high students.

Caesar Rodney School District continues to fulfill the challenge set forth by its forefathers of being an educational leader, not only in Delaware, but throughout the country.

The City of Dover extends its sincere congratulations to

Caesar Rodney School District

on its 100th Anniversary
in recognition of its proud tradition of preparing students for successful, productive, and purposeful lives in a diverse, global community.

May 9, 2016

ROBIN R. CHRISTIANSEN
MAYOR

TIMOTHY A. SLAVIN
COUNCIL PRESIDENT

Certificate of Congratulations

presented to

Dover High School Music Department

which recently competed in the Festivals of Music in Myrtle Beach, South Carolina, and received awards in the following categories:

Chamber Choir
Superior - 2nd Place (Mixed Choir Category)
Concert Choir
Superior - 3rd Place (Mixed Choir Category)
Drumline
Superior - 1st Place (Drumline Division)
Jazz Band
Excellent - 1st Place (AA - Jazz Band Category)
Marching Band
Superior - 1st Place (III - Parade Division)
Best Overall Parade Band
POMS
Superior - 1st Place (Parade Auxiliary Division)
Select Ensemble
Superior - 1st Place (Mixed Choir Category)
Best Overall Mixed Choir
String Orchestra
Excellent - 1st Place (A - String Orchestra Category)
Symphonic Band
Excellent - 1st Place (A - Concert Band Category)
Tyree Dennis
Most Outstanding Jazz Soloist
Wind Ensemble
Excellent - 1st Place (AA - Concert Band Category)
Best Overall Concert Band

Mr. Garrett George, Band Director, Mr. Bradley Whitenight, Director of Choral Activities, and all of the members of Band, Chorus, and Strings demonstrated exemplary performances on behalf of the Capital School District and Dover High School.

The City of Dover extends its sincere congratulations.

May 9, 2016

ROBIN R. CHRISTIANSEN
MAYOR

TIMOTHY A. SLAVIN
COUNCIL PRESIDENT

PROCLAMATION

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

WHEREAS, *First State Community Action Agency has been committed to working with individuals and communities to overcome the challenges of unemployment, homelessness, substandard living conditions, and hunger in Delaware since 1965; and*

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

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

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, *do hereby proclaim May 2016 as*

COMMUNITY ACTION MONTH

in the City of Dover in recognition of the hard work and dedication of First State Community Action Agency.

Robin R. Christiansen
Mayor

PROCLAMATION

WHEREAS, *mental health is essential to the well-being of every individual, yet many people experience mental health conditions or periods of emotional and psychological distress, especially during times of difficulty, and, with effective treatment, individuals with mental health conditions can recover and lead full, productive lives; and*

WHEREAS, *we, as a community, must learn to recognize the signs of mental distress and ensure that those who are struggling are encouraged to seek the help they need and each business, school, government agency, healthcare provider, organization, and citizen has a responsibility to support prevention programs and promote mental wellness.*

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, *do hereby proclaim May 2016 as*

MENTAL HEALTH AWARENESS MONTH

in the City of Dover and encourage all citizens, government agencies, public and private institutions, businesses, and schools to recommit our community to increasing awareness and understanding of mental health, the different steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

_____

Robin R. Christiansen
Mayor

PROCLAMATION

WHEREAS, *public works services are an integral part of the daily lives of those in our community, and the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs, such as facilities management, fleet maintenance, grounds and parks maintenance, solid waste collection and recycling, street and stormwater management, water production, and water and wastewater operations and maintenance; and*

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

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

WHEREAS, *the American Public Works Association 2016 National Public Works Week theme, "Public Works Always There," speaks to the essential nature of public works services in support of everyday quality of life.*

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, *do hereby proclaim May 15 – 21, 2016 as*

Public Works Week

in the City of Dover, and urge all citizens and organizations to learn more about the issues involved in providing public works, and to recognize the contributions that dedicated Public Works Department employees make every day to our health, safety, comfort, and quality of life.

_____

Robin R. Christiansen
Mayor

PETITION TO ANNEX AND REZONE PROPERTY
Public Hearing Before the Dover City Council
May 9, 2016

File Number:	AX-16-02
Ordinance:	2016-12
Owner of Record:	Heartland Delaware, Inc.
Property Address:	1411 & 1417 South Governors Avenue
Tax Parcel ID #:	Parcel C: ED-00-086.09-01-21.00-000 Parcel D: ED-00-086.09-01-22.00-000
Lot Size:	Parcel C: 0.2158 Ac +/- (9,402 SF +/-) Parcel D: 0.4497 Ac +/- (19,588 SF +/-) Total: 0.6655 Ac +/- (28,990 SF +/-)
Present Use:	Commercial, Residential
Proposed Use:	No Proposed Change
Present Zoning:	BG (General Business)
Proposed Zoning:	C-4 (Highway Commercial Zone)
Comprehensive Plan Designation:	Category 2: 0-10 Years Priority Annexation Areas
Comprehensive Plan Land Use Designation:	Residential Medium Density
Utility Availability:	1411 South Governors Avenue is currently served by City of Dover Electric, Water and Sewer. 1417 South Governors Avenue is currently served with City of Dover Electric. Water and sanitary sewer service is available within South Governors Avenue. The property owner would be responsible for the costs associated with tapping the sanitary sewer mains extending services to the property, payment of impact fees, and obtaining permits associated with such improvements.
Planning Commission Recommendation:	Following a public hearing on April 18, 2016, where no members of the public spoke regarding the proposed annexation and rezoning, the Planning Commission voted in favor of the annexation with the proposed C-4 zoning with five (5) votes in favor and no votes in opposition (three members absent).

Summary

This application is for the annexation and rezoning of properties located at 1411 & 1417 South Governors Avenue. The properties are owned by Heartland Delaware, Inc. The Tax Parcel Identification Numbers are: Parcel C: ED-00-086.09-01-21.00-000, Parcel D: ED-00-086.09-01-22.00-000.

Existing Property

Both properties are located on the east side of South Governors Avenue just south of the intersection with Webbs Lane. Parcel C is addressed as 1411 South Governors Avenue and has two buildings. The building closest to the street is a 1 ½ story former residence used commercially, and the rear building is a 2-story building with garage space below. Parcel D is addressed as 1417 South Governors Avenue and has no buildings. Parcel D has frontage on both South Governors Avenue and South DuPont Highway as shown on the Zoning Exhibit Map.

Surrounding Land Uses

Immediately surrounding uses consist of fast-food restaurants (Wendy's and Burger King) that abut both properties proposed to be annexed. Other commercial uses are found farther north and south along the east side of South Governors Avenue. The west side of South Governors Avenue consists of residences.

Comprehensive Plan

In the *2008 Comprehensive Plan* (amended) the property is identified as Category 2: 0-10 Years Priority Annexation Areas with a land use classification of Residential Medium Density.

The Land Use Map 13-2 shows the land to be annexed as Residential Medium Density, however the adjacent land uses that are within in the City limits are Commercial. Map 12-1, the Land Development Plan Map, shows the adjacent property within the City as Commercial. The proposed commercial zoning in this location qualifies as a Minor Variation in accordance with the *2008 Comprehensive Plan*.

Request for C-4 (Highway Commercial Zone)

The types of permitted uses in the C-4 (Highway Commercial Zone) are given in Article 3 §16 of the *Zoning Ordinance*, and include the following: retail stores, business, professional or governmental offices, restaurants, personal service establishments, service establishments, hotels and motels, places of public assembly, bus terminal, wholesale, storage, warehousing, and distribution establishments, indoor or outdoor recreation and amusement establishments, hospitals and medical centers, drive-throughs. There are provisions with restrictions for uses such as motor vehicle sales or service, manufacturing, mini-storage, and adult entertainment establishments. Conditional Uses subject to approval by the Planning Commission include apartments and multi-family dwellings and crematories.

Recommendation of Planning Staff and Planning Commission

Staff recommends the annexation of the property and rezoning to C-4 (Highway Commercial Zone) be approved as submitted. The subject property is in the City's Category 2: 0-10 Years Priority Annexation Area. The C-4 zoning is consistent with the development in the area and is consistent with the Minor Variation criteria set forth in the *2008 Comprehensive Plan*.

Following a public hearing on April 18, 2016, where no members of the public spoke regarding the proposed annexation and rezoing, the Planning Commission voted in favor of the annexation

with the proposed C-4 zoning with five (5) votes in favor and no votes in opposition (three members absent).

Excerpt from DRAFT Planning Commission Minutes of April 18, 2016

AX-16-02 Lands of Heartland Delaware, Inc – Public Hearing and Review for Recommendation to City Council on an Annexation Request and Rezoning Request for two parcels of land located south of Webbs Lane between South Governors Avenue and South DuPont Highway abutting existing City limits. The annexation category according to Dover's *2008 Comprehensive Plan* is Category 2: 0-10 Years Priority Annexation Areas and the land use designation is Residential Medium Density. The owner of record is Heartland Delaware, Inc. Proposed Council District 2. Ordinance #2016.12.

A. Property located at 1411 South Governors Avenue consisting of 0.2158 acres ±. Property is currently zoned BG (General Business District) in Kent County. Proposed zoning is C-4 (Highway Commercial Zone). Located on the east side of South Governors Avenue. Address: 1411 South Governors Avenue. Tax Parcel: ED-00-086.09-01-21.00-000.
B. Property located at 1417 South Governors Avenue consisting of 0.4497 acres ±. Property is currently zoned BG (General Business District) in Kent County. Proposed zoning is C-4 (Highway Commercial Zone). Located south of Webbs Lane with frontages on South Governors Avenue and South DuPont Highway. Address: 1417 South Governors Avenue. Tax Parcel: ED-00-086.09-01-22.00-000.

Representatives: Mr. Troy Adams, Mountain Consulting, Inc

Mr. Cook stated that this annexation request and rezoning request is for two (2) parcels located south of Webbs Lane between South Governors Avenue and South DuPont Highway abutting the existing City limits. The annexation category according to the *2008 Comprehensive Plan* is Category 2: 0-10 Years Priority Annexation Areas and the land use designation is Residential Medium Density. The owner of record is Heartland Delaware, Inc. There are two (2) properties and the Zoning Map is located in the packet. They are addressed as 1411 South Governors Avenue Parcel C on the map and 1417 South Governors Avenue Parcel D on the map. Each property is currently zoned in Kent County as BG (General Business District). The proposed zoning in the City would be C-4 (Highway Commercial Zone). Property A is the property located closest to City limits with frontage only on South Governors Avenue. Also for reference, the property adjacent nearby in the City is the Wendy's. The two (2) properties are kind of in between the Wendy's and the Burger King. The second property fronts on both streets.

Mr. Adams stated that there were really no DAC comments and what Mr. Cook stated was accurate.

Mrs. Townshend stated that she wanted to re-emphasis the fact that while the *Comprehensive Plan* shows this area as Residential Medium Density in the Annexation Plan. When you look at the Land Use Plan for what's in the City, we would consider this a Minor Variation. When we

submit the Plan of Services later this week to the State Planning Office, we will demonstrate that it's a Minor Variation in terms of the land use in the *Comprehensive Plan.*

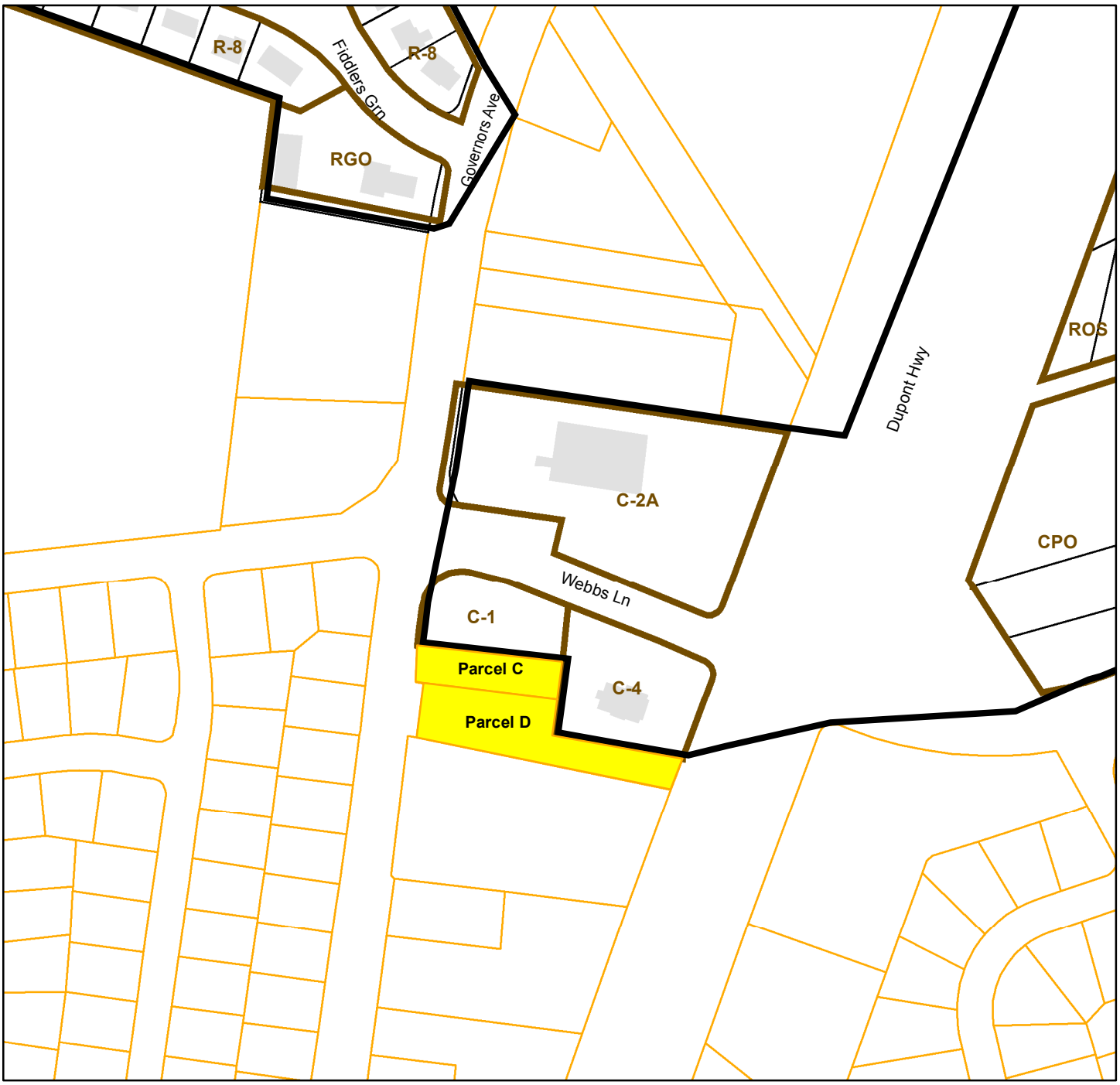
Mr. Tolbert opened a public hearing and after seeing no one wishing to speak, he closed the public hearing.

Mr. Cregar moved to recommend approval to City Council for AX-16-02 Lands of Heartland Delaware, Inc, with the appropriate zonings as indicated in the report from Staff (zoning of C-4), seconded by Mr. Holt and the motion was unanimously carried 5-0 by roll call vote with Colonel Welsh, Dr. Jones and Ms. Still absent. Mr. Holden voting yes; it's in the Priority Annexation Area and, it's a Minor Variation. It's keeping with the trend of growth in that area in commercial and it will be nice to bring that piece into the City. Mr. Cregar voting yes, for reasons previously stated. Mr. Holt voting yes; based on the reasons previously stated. Mr. Baldwin voting yes, based on the reasons previously stated. Mr. Tolbert voting yes; it's a minor change that is desirable at this point.

City of Dover

Department of Planning & Inspections

Application No.: AX-16-02



Title: Lands of Heartland Delaware, Inc.
Address: 1411 & 1417 South Governors Avenue
Parcel ID: (C) ED-00-086.09-01-21.00-000
(D) ED-00-086.09-01-22.00-000
Zoning: C-4 (proposed)
Owner: Heartland Delaware, Inc.
Date: 2/24/2016

Legend

- Subject Property
- Kent County Parcels
- Dover Parcels
- Zoning
- Dover Boundary
- 2012 Buildings

N W E S

0 125 250 500 Feet

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: MARCH 30, 2016

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **LANDS OF HEARTLAND DELAWARE, INC.**

FILE #: **AX-16-02**

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. Our office has no objections to the proposed annexation of tax parcel ED-00-086.09-01-21.00-000 and ED-00-086.09-01-22.00-000.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

1. None

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC / WATER / WASTEWATER

1. As per the Petition to Annex and Rezone Property, as heard by the City of Dover Utility Committee, March 29, 2016, please find the following:
   a. 1411 South Governors Avenue is currently served by City of Dover Electric, Water and Sewer. 1417 South Governors Avenue is currently served with City of Dover Electric. Water and sanitary sewer service is available within South Governors Avenue. The property owner would be responsible for the costs associated with tapping the sanitary sewer mains extending services to the property, payment of impact fees, and obtaining permits associated with such improvements.

SANITATION

1. The City of Dover will only provide sanitation service to residential properties. .

STORMWATER / 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.

AX-16-02

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 04/06/16

CITY OF DOVER FIRE MARSHAL

APPLICATION: Lands of Heartland Delaware, Inc.

FILE #: AX-16-02 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:

CITY AND STATE CODE REQUIREMENTS:

1. Address numbers of at least 12 inches in height for commercial and 6" in height for residential and must be placed on the street side of the building visible from the street.

2. Any natural or LP gas bottles, meters, values, regulators, etc., must have impact protection per City of Dover Code of Ordinances.

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. **The current properties are located in the Camden-Wyoming Fire Company's fire district as outlined by the Delaware State Fire Commission.**

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: March 30, 2016

D E L D O T

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APPLICATION: Lands of Heartland Delaware, Inc

FILE#: AX-16-02 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.

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
April 2016

APPLICATION: Lands of Heartland Delaware, Inc.

FILE #: AX-16-02

REVIEWING AGENCY: *Kent Conservation District*

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

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

Source: 2014 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. Kent Conservation District has no objection to the annexation and rezoning of the above referenced site.

ADVISORY COMMENTS TO THE APPLICANT:

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

PREPARED BY:
City of Dover
PO Box 475
Dover, DE 19903-0475

TAX MAP PARCEL NO.
ED-00-086.09-01-21.00/000
ED-00-086.09-01-22.00/000

MAYOR AND COUNCIL

COUNCIL RESOLUTION NO. 2016-02

APPROVING THE INCLUSION OF AN AREA WITHIN THE LIMITS OF THE CITY OF DOVER.

WHEREAS, the Charter of the City of Dover authorizes Council to extend the boundaries of the said City in accordance with Title 22, Chapter 1, Section 101 of the Delaware Code (22 Del.C.§ 101); and

WHEREAS, the Mayor and Council deem it to be in the best interest of the City of Dover to include an area contiguous to the present City limits, and hereinafter more particularly described, within the limits of the City of Dover; and

WHEREAS, the Charter of the City of Dover provides that if an annexation is petitioned by all owners of all property considered for annexation, no election shall be required. For an annexation petition not requiring an election, such petition shall be processed in accordance with procedures established for amendments to the zoning map, specified in Dover Code, Appendix B - Zoning. All annexation petitions shall be processed concurrently with the rezoning of the property considered for annexation and shall be subject to public hearing before City Council. Public notice shall be completed in accordance with the provisions of the Dover Code relating to amendment of the zoning map.

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

1. That the following described area, situated in the City of Dover, East Dover Hundred, Kent County, State of Delaware, along with all adjacent paths, sidewalks, roadways, and rights-of-way in their entirety, shall be annexed to and included within the limits of the City of Dover:

> All that lot, piece or parcels of land with the improvements thereon erected, as combined areas of current tax parcel #s 2-00-086.09-01-21.00-00001 (Parcel "C"), and 2-00-086.09-01-22.00-00001 (Parcel "D"), lying near the Southwest intersection of U.S. Route #13 and Webb's Lane, being bounded on the East by U.S. Route #13, on the South by lands of The Rent Shop, LLC (aka Burger King), to the West by S. Governors Avenue, and to the North by lands now or formerly of Heartland Delaware, LLC, and being more particularly bounded as described in accordance with a recent survey by Mountain Consulting, Inc., as follows to wit:
>
> COMMENCING from a point of intersection of the Easterly right of way line of S. Governors Avenue (76 feet wide) and the centerline construction base line of Webb's Lane (85 feet wide), as shown on DelDOT Contract #20-045-02, #72-02-003, and #93-008-01; THENCE, (by DE SPCS NAD '83-'93 Bearing System), South 08 degrees

Draft

08 minutes 25 seconds West, 283$^{+/-}$ feet to a concrete monument found at the POINT OF BEGINNING;

THENCE, from said POINT OF BEGINNING (existing concrete monument having grid coordinates of N: 412,434.0625', E: 624,002.6331), being a common corner for Parcel "D" and lands now or formerly The Rent Shop, LLC, along the Easterly right of way of S. Governors Avenue (76 feet wide), North 08 degrees 08 minutes 25 seconds East, 79.00 feet to a "PK" nail found, at a common corner for Parcels "D" and "C";

THENCE, along Parcel "C" and said right of way, North 08 degrees 08 minutes 25 seconds East, 50.00 feet to a capped rebar found, at a common corner for Parcels "C" and "B";

THENCE, leaving said right of way, and running along the Northerly line of Parcel "C", South 81 degrees 38 minutes 31 seconds East, 188.13 feet to a point, at a common corner for Parcels "C", "B", and in the line of Parcel "A";

THENCE, along Parcels "C" and "A", South 08 degrees 21 minutes 29 seconds West, 50.00 feet to a point, at a common corner for Parcels "C", "D", and "A";

THENCE, along Parcels "D" and "A", South 08 degrees 21 minutes 29 seconds West, 50.00 feet to an iron pipe found, at a common corner for Parcels "D" and "A";

THENCE along Parcels “D” and “A”, South 81 degrees 38 minutes 31 seconds East, 173.57 feet to an iron pipe found, on the Westerly right of way line of S. Dupont Hwy. (aka Rt. 13) (180 feet wide);

THENCE, along Parcel "D" and said right of way line of S. Dupont Hwy., South 20 degrees 11 minutes 29 seconds West, 28.52 feet to an iron pipe found, at a common corner for Parcel "D" and lands of said The Rent Shop, LLC;

THENCE, along the Southerly line of Parcel "D" and said lands of The Rent Shop, LLC, North 81 degrees 49 minutes 01 seconds West, 355.36 feet to the concrete monument found at the POINT OF BEGINNING;

CONTAINING 0.6655$^{+/-}$ acres (28,990 square feet) of land within said metes and bounds, being the same mo

2. That the above described property shall be annexed into the City of Dover with a zoning classification as set by City Council and in accordance with the zoning map and environs then in force, effective upon such lands being included within the limits of the City of Dover.

3. That the certified copy of this resolution of annexation, together with a plot of the area annexed, shall be filed for record with the Recorder of Deeds of Kent County.

Draft

4. That the effective date of this resolution shall be the 10th day of May, 2016 at 12:01 a.m.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2016\DRAFT\RESOLUTION NO 2016-02 ANNEXATION - 1411 AND 1417 SOUTH GOVERNORS AVENUE\Annexation-1411 and 1417 South Governors Avenue-Approval Resolution.wpd

ROBIN R. CHRISTIANSEN
MAYOR

TIMOTHY A. SLAVIN
COUNCIL PRESIDENT

Draft

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2016-12

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTIES LOCATED AT 1411 AND 1417 SOUTH GOVERNORS AVENUE

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of properties described below from BG (General Business District) (Kent County zoning classification) to C-4 (Highway Commercial Zone)(City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from BG (General Business District) (Kent County zoning classification) to C-4 (Highway Commercial Zone) (City of Dover zoning classification) on that property located at 1411 South Governors Avenue, consisting of $0.2158^{+/-}$ acres (Parcel C), and that property located at 1417 South Governors Avenue, consisting of $0.4497^{+/-}$ acres (Parcel D), owned by Heartland Delaware, Inc.
   (TAX PARCELS: ED-00-086.09-01-21.00-000 (PARCEL C) AND ED-00-086.09-01-22.00-000 (PARCEL D); PLANNING REFERENCE: AX-16-02; COUNCIL DISTRICT: 2)

ADOPTED: *

Actions History
May 9, 2016 - Scheduled for Public Hearing/Final Reading - City Council
April 18, 2016 - Review - Planning Commission
March 14, 2016 - First Reading - City Council

Draft

PETITION TO ANNEX AND REZONE PROPERTY
Public Hearing Before the Dover City Council
May 9, 2016

File Number:	AX-16-03
Ordinance:	2016-13
Owner of Record:	Dover International Speedway, Inc.
Property Address:	Persimmon Tree Lane
Tax Parcel ID #:	Lots 8, 9, 10A: LC-00-058.00-01-29.00-000 Lot 18: LC-00-058.00-01-02.00-000
Lot Size:	Lot 8: 5.67 Ac +/- Lot 9: 10.21 Ac +/- Lot 10A: 13.69 Ac +/- Lot 18: 228.86 Ac +/- Total: 258.43 Ac +/-
Present Use:	Parking, Camping, Outdoor Festival Space
Proposed Use:	No Proposed Change
Present Zoning:	AR (Agricultural Residential)
Proposed Zoning:	RC (Recreational and Commercial Zone)
Comprehensive Plan Designation:	Category 2: 0-10 Years Priority Annexation Areas
Comprehensive Plan Land Use Designation:	To be master planned at the time of annexation
Utility Availability:	Electric, water and sanitary sewer service is available to the following property, however, the water service must be accessed from Persimmon Tree Lane. The sanitary sewer service must be accessed from either Old Leipsic Road (gravity) or through Persimmon Tree Lane (force main). The proposed connection to utilities must be submitted to the City of Dover for review and approval at the expense of the property owner. The property owner would be responsible for the costs associated with tapping the sanitary sewer mains extending services to the property, payment of impact fees, and obtaining permits associated with such improvements.
Planning Commission	Following a public hearing on April 18, 2016, the Planning

Recommendation: Commission voted in favor of the annexation with the proposed RC zoning with four (4) votes in favor and no votes in opposition (three members absent, one recused). Members of the public gave comment as summarized in the minutes.

Summary
This application is for review of an Annexation and Rezoning request for multiple parcels of land located east of State Route 1 abutting existing city limits. The owner of record is Dover International Speedway, Inc. The Tax Parcel Identification Numbers are: Lots 8, 9, 10A: LC-00-058.00-01-29.00-000, and Lot 18: LC-00-058.00-01-02.00-000.

Existing Property
Lots 8, 9, and 10A are all located at the intersection of Leipsic Road and Persimmon Tree Lane as shown on the Zoning Exhibit Map. These lots are all used as parking, camping, and outdoor space associated with events at Dover International Speedway. Lots 8 and 9 are located on the left and right sides of the "T" intersection respectively. Lot 10A is located to the north of the intersection and contains a utility building on the northwest end of the property.

Lot 18 is located farther north and accessed from a driveway off Persimmon Tree Lane.

The subject property includes camping areas associated with Dover International Speedway events and the area now known as "The Woodlands" where the Firefly Music Festival is held.

Surrounding Land Uses
Immediately surrounding uses are primarily similar lots associated with Dover International Speedway. There are wooded areas adjacent to Lot 10A. There are commercial areas adjacent to the southeast portion of Lot 10A. The residential communities of Persimmon Park Place, Wild Meadows, and Persimmon Tree Apartments are located nearby. Lots 8 and 9 are surrounded by roads.

Residential lots are found near the entrance to Lot 18, and large-lot residential, wooded, and agricultural uses are abutting various portions of Lot 18.

Comprehensive Plan
In the *2008 Comprehensive Plan* (amended) on Map 13-1: Potential Annexation Areas and on Map 13-2: Potential Land Uses for Annexation Areas, the property is identified as Category 2: 0-10 Years Priority Annexation Areas with a land use designation to be master planned at the time of annexation. A plan was included with the annexation application that represents the Firefly Music Festival layout.

This Annexation Request for Lands of Dover International Speedway Inc. (PLUS #2016-03-09) was submitted to the Office of State Planning Coordination for PLUS review at the March 23, 2016 meeting. Copies of the PLUS Review Comments are attached.

Request for RC (Recreational and Commercial Zone)
The request for the RC (Recreational and Commercial) zoning classification is consistent with the efforts of the Planning Office and the Dover International Speedway to bring all of the property associated with the Firefly Music Festival under one common jurisdiction and one common zoning classification. The City recently amended the RC zone to add provisions that

allow the City to more effectively manage the Firefly Music Festival and other large events that may take place on the subject property.

The types of permitted uses in the RC (Recreational and Commercial Zone) are given in Article 3 §18 of the *Zoning Ordinance*, and include the following: Public and private parks and playgrounds, athletic fields, sports stadiums and arenas, casinos, auto, horse, and motorcycle racetracks, hotels, motels, and restaurants, and a variety of other recreational uses. Temporary outdoor activities, such as fairs, music festivals, and other outdoor events, including temporary camping areas associated with such events are permitted subject to requirements. Conditional Uses subject to approval by the Planning Commission include livery stables and riding academies, aviation and facilities incident to aviation, and outdoor theaters and drive-in theaters.

Recommendation of Planning Staff and Planning Commission
Staff recommends the annexation of the property and rezoning to RC (Recreational and Commercial Zone) be approved as submitted. The subject property is in the City's Category 2: 0-10 Years Priority Annexation Area. The annexation request and the RC zoning are consistent with the overall plan to bring all of the Dover International Speedway property into the City and under one consistent zoning classification. This allows for the City to better work with the Speedway to manage large events such as the Firefly Music Festival.

Following a public hearing on April 18, 2016, the Planning Commission voted in favor of the annexation with the proposed RC zoning with four (4) votes in favor and no votes in opposition (three members absent, one recused). Members of the public gave comment as summarized in the minutes.

Excerpt from DRAFT Planning Commission Minutes of April 18, 2016

AX-16-03 Lands of Dover International Speedway, Inc – Public Hearing and Review for Recommendation to City Council of an Annexation Request and Rezoning Request for multiple parcels of land located east of State Route 1 abutting existing City limits. The annexation category according to Dover's *2008 Comprehensive Plan* is Category 2: 0-10 Year Priority Annexation Areas and the land use designation is to be master planned at the time of annexation. The owner of record is Dover International Speedway, Inc. Proposed Council District 3. Ordinance #2016-13. *A Master Plan of the annexation area and certain adjacent properties was submitted with the application.*

A. Three (3) unaddressed lots of a single parcel totaling 29.57 acres ±. Property is currently zoned AR (Agricultural Residential District) in Kent County. Proposed zoning is RC (Recreational and Commercial Zone). Located adjacent to State Route 1 and surrounding the intersection of Leipsic Road and Persimmon Tree Lame. Tax Parcel: LC-00-058.00-01-29.00-000.
B. Property located at 1229 Persimmon Tree Lane consisting of 228.86 acres ±. Property is currently zoned AR (Agricultural Residential District) in Kent County. Proposed zoning is RC (Recreational and Commercial Zone). Located northwest of Persimmon Tree Lane. Tax Parcel: LC-00-058.00-01-02.00-000.

Representatives: Mr. Gregory Moore, Becker Morgan Group

Mr. Holden recused himself from discussion and voting due to his employer being the engineer of record.

Mrs. Townshend stated that this is a proposal to annex 258.43 acres of land known as Lot 9, 8, 10A and 18 of the Dover International Speedway property; all of the property is east of Route 1. This is shown in the *Comprehensive Plan* in the Category 2: 0-10 Years Priority Annexation Areas and it has a note that it would be Master Planned at the time of annexation. When they did the *Comprehensive Plan,* it was before they had the Firefly Music Festival. As Firefly has taken root and grown they have been working closely with Dover International Speedway to position things so that they could move toward the annexation of the property. That way everything is in one jurisdiction for the ease of things such as permitting, enforcement and public safety. This is the Annexation application that they have been working toward with the Speedway.

The current zoning in Kent County is AR (Agricultural Residential District) and the proposed zoning classification is RC (Recreational and Commercial Zone) and again as per the *Comprehensive Plan* it was stated that it would be Master Planned at the time of annexation. There is a plan sheet that shows the Master Plan which is really just the festival layout. At this point in time, there are no permanent improvements that are planned and any improvements that would be planned would be consistent with that overall layout. She shouldn't say "no" permanent improvements; there are a number of things that they will be working on whether they will be permitted under Kent County. She thinks a couple of things will be constructed under Kent County jurisdiction prior to the full annexation but really it's storage buildings and a VIP platform that would be associated with the festival. The types of improvements reflected in the Master Plan are all of the things that would be to support the festival. At this point, they have entered into a long term agreement with Red Frog. The purpose of the annexation is to avoid a lot of that confusion as it relates to who's responsible for what as it relates to the County and the City or the State Fire Marshal versus the City Fire Marshal and those types of things. This did go to PLUS with the Master Plan that was submitted. They do not yet have PLUS comments but they were very consistent with the types of things that they saw when they did the *Comprehensive Plan* amendment. They want to make sure that the City does things like protect the woodlands and those types of areas which the City obviously has ordinances that would address those issues.

Mr. Moore stated that all what Mrs. Townshend stated was the reason that they have been planning to bring all of these properties into the City for a number of years and also planning to have all of the zones under Dover International Speedway under one consistent zoning so that there's understanding as to what they are doing there for now and the future. They don't have a large amount of plans for construction but as Mrs. Townshend alluded to Red Frog did come to them this year and say that they needed to build two (2) structures. One is a small maintenance building and the other is a lofted area which is actually a platform for people to sit on. The loft area is something that they actually build already and they remove it from the property and take it apart. They are asking to just have it permanent so that they don't have to do that for every single event. Beyond that, they think that they may build a bathroom or a shower facility or something that is a part of the Red Frog facilities today and that's why they submitted the plan as their Master Plan. They are solely gearing for the Firefly over a twenty (20) year agreement between Dover Downs and Red Frog.

Mr. Holt stated that he thinks that it's a good deal for the City. It brings everything under the City's 'roof' and he thinks it's a win-win.

Mr. Cregar stated that some of the challenges that they have had are when they have had these jurisdictional issues. He knows that they have good cooperation but this will allow for good public safety. Responding to Mr. Cregar, Mrs. Townshend stated that they have their Special Event Permit process that the City administers and Kent County has a different process. For instance, the City makes sure that the all vendors have whatever licenses that they need. The Speedway is very good at controlling those things but they don't want anything to fall through the cracks between the two jurisdictions. One of the things from when they made the changes to the RC (Recreational and Commercial Zone) is that they added hours for use of outdoor PA systems or amplification systems. If the main stage or the camping areas are in Kent County that doesn't apply but the City is still getting the complaints. One of the things that they have heard from the Public Safety Staff at the Speedway is that the City has standards for how campers are parked. There have been times where people will say "well how come they don't have to do it?" as they are pointing across the road at some of the adjacent camp grounds that the State Fire Marshal regulates. A few years ago there was an issue where someone was burned and Staff had to look at the map to determine if the City Fire Marshal should respond or if it was the State Fire Marshal. It is really about a more seamless approach to the public safety. While there are Municipal Aid Agreements in place and there is some degree of jurisdiction. It makes it less confusing and overall safer.

Mr. Cregar stated that they have this Master Plan which is basically kind of a layout. If there is some building, depending on the size would it be done through administrative review? Responding to Mr. Cregar, Mrs. Townshend stated that if it meets the threshold for Planning Commission review then it would come to the Planning Commission.

Mr. Tolbert opened a public hearing.

Ms. Jennifer Cappola – 102 Gordon Place Dover DE 19904

Ms. Cappola stated that from what she understands the City is going to be rezoning them from Agriculture to City. She isn't sure if that's just a rumor but she wants to know how this is going to affect her actual community. She lives in Persimmon Park Place so she is close to the RV's. How is this going to affect her community and where she lives? Is the City going to be raising her taxes? Are they going to be digging up her community? Why did she get this notice and how does this change affect her? Responding to Ms. Cappola, Mrs. Townshend stated that the *Zoning Ordinance* requires that the applicant send notice to all property owners within two hundred (200) feet of the property that is subject to rezoning. This wouldn't directly affect your property; it doesn't rezone your property or change anything specific to your property. This brings property that is currently outside of the City under the City's jurisdiction and it applies the zoning classification of RC (Recreational and Commercial Zone) which is where they have the standards that they would apply to the music festival. From a practical standpoint, you shouldn't see anything different than what you are seeing now with the festivals. It adds a little more structure because of the zoning classification.

Ms. Cappola questioned if this will make her taxes go up? Responding to Ms. Cappola, Mrs. Townshend stated that this would not affect her taxes.

Ms. Debra Handel – 1160 Persimmon Tree Lane Dover DE 19904

Ms. Handel stated that she lives across from the driveway to 1299 Persimmon Tree Lane. It's the big green area with the little green strip that the City is calling a driveway. It is actually more like a three lane paved road and on some Internet sites it's referred to as Moor's Farm Lane because it has become such a road. Most of her issues concern the noise and the traffic from that area. When you mentioned the PLUS review, you didn't mention the line in there that "our suggestion is rather than rezoning the City should accommodate the festival uses as Conditional Use protecting both Dover Downs and the residents in the area from unforeseen changes." Her problem is that once this property is rezoned, they (City) doesn't have plans to do anything in the foreseeable future. Responding to Ms. Handel, Mrs. Townshend stated that they have not received a PLUS letter from the State as of yet.

Ms. Handel stated that the letter was addressed to Mrs. Townshend on February 23, 2016. Responding to Ms. Handel, Mrs. Townshend stated that's regarding the *Comprehensive Plan* amendments.

Ms. Handel stated that she just knows that the letter is referring to the rezoning of the property and Mrs. Townshend already stated that ten (10) years ago when the *Comprehensive Plan* was done no one expected Firefly. Once you rezone the property we are stuck with it. Who knows what's going to happen ten (10) years from now. They are saying in the letter that they could eventually build hotels, casinos and race tracks. Once it's rezoned, it's rezoned. There's no getting it back. The other issue is that there is no Site Plan required because it's not really a development; however, there are all these gravel roads and unpaved roads on the property. She and several neighbors have asked Dover Downs in the past why they can't reconfigure those gravel roads and make them paved roads so that you take the traffic off of Persimmon Tree Lane and onto their property but they said that they couldn't do that because it affects their back door operations. So basically they don't mind screwing over the neighbors as long as their operations are going well. They have put so much time and effort into what they are calling a driveway but she can't understand why. For example, the Dover Mall has the road that goes around it and all of the other roads to get into it. Why can't Dover Downs do something like that on their property back where Leipsic Road hits Persimmon Tree Lane where there are shoulders and there are no ditches and plenty of real estate to do this? Versus having all of that camping traffic come up their little two (2) lane road where there are no shoulders and has deep ditches. You are talking about people, golf carts, cars, and people using their driveways as turnaround areas. There has got to be a way to manipulate that property layout so that they can build their own access road on the property.

The second issue is the noise ordinance. You said by bringing this property into the City of Dover that it would also be subject to the City of Dover noise ordinance. That means no noise after certain hours. Her problem with that is how is the City going to enforce that when they are already advertising on the website that the Hub is going to be open until 4:00AM Wednesday through Saturday and open until 2:00AM on Sunday? There are stages that have performance that play until 3:00AM or 4:00AM. What is the City going to do to address the noise concerns of the residents who live in this agricultural residential quiet neighborhood that is now going to be

zoned RC (Recreational and Commercial Zone)? Responding to Ms. Handel, Mrs. Townshend stated that the RC (Recreational and Commercial Zone) addresses noise hours.

Ms. Handel stated that Article 3, Section 18.1 states that the "use of loud speakers and other amplification systems shall be prohibited between 12:00AM and 7:00AM Monday through Friday and between 2:00AM and 9:00AM on Saturday and Sunday." There is no way that Firefly is going to adhere to that; they never have in the past. Responding to Ms. Handel, Mrs. Townshend stated that's part of the reason that they added it to the Ordinance. She is unaware of anything scheduled beyond those hours. They worked with the Speedway on the construction of the Ordinance.

Ms. Handel questioned if Mrs. Townshend was saying that what's happened in the past three (3) years is not going to happen for this year coming? That's been their history before. Responding to Ms. Handel, Mrs. Townshend stated that's what they have discussed with the Speedway that the outdoor amplification needs to adhere to those hours.

Ms. Handel stated that in another part of that Ordinance there is a Section that talks about hearing noises and vibrations beyond the Speedway boundaries. Obviously it's a music festival and they are not going to be able to contain that but there has to be something so that she is not sitting in living room listening to her walls vibrate every time there is a bass bumping thing on one of those stages. There has got to be a way that they can turn those down. Everybody thinks this is great and that Firefly brings a lot of money to the community but nobody wants it in their back yard. Yet, they have it in their back yard and they didn't ask for it. There has got to be some concessions made to the people that live there. It's very hard on them. She has already taken off work on Thursday and Friday because she is going to have to stay home to make sure that there aren't people in her yard. In the past they have urinated in their trees and slept in the driveway. It is awful, there are people sitting in trees and on fences. They are zombies half of the time. There is a strip of Persimmon Tree Lane that is County and not City but yet they are dealing with City property. How are they going to coordinate that with the State Police? They have always put a post at the end of the driveway where a State Trooper sat around the clock but how is the City going to deal with it? Responding to Ms. Handel, Mrs. Townshend stated that will probably not change. There are meetings that occur throughout the year that include the Police jurisdictions, DelDOT, the Speedway and Red Frog to coordinate those issues. This does not mean that there won't be a State Police presence during Firefly. It's not just the City of Dover Police; it's the State Police and officers that come up from other municipalities.

Ms. Handel stated that she knows that but where they are, they only get State Police. Responding to Ms. Handel, Mrs. Townshend stated that she would not expect that to change.

Ms. Handel stated that her biggest issue is that there has got to be a way that they can build an access road on the property to keep pedestrians, golf carts, bicycles and cars off of their two lane road. You can't even move around them half of the time because they are taking up the whole road walking. There has to be a way to keep that on the property just like you would any other shopping mall or development and to do something about the noise.

Mr. Tolbert questioned if they have had contact with the police regarding the nuisances? Responding to Mr. Tolbert, Ms. Handel stated yes, every year.

Mr. Tolbert further questioned what kind of response she was getting from the Police? Responding to Mr. Tolbert, Ms. Handel stated that in the beginning it's all great. She gets a lot of lip service about the wonderful things that they are going to do and how they are going to take care of them. Then the festival happens and it gets thrown to the wayside to the point where they have actually had State Troopers at the end of that lane say to just go sit in their yard or their neighbor's yard. They use it as a turn-around lane so that they don't impede traffic. It's awful and her property value has sunk because of this. Anyone who knows where Firefly is and sees where she lives, they are not going to want to buy her house. Everybody says the festival brings in so much money but what is doing to the property owners in that area? She understands that they are not going to get rid of it but at least do something to alleviate some of the pain by doing something about the noise and considering requiring some sort of an access road. They have got that entrance to Lot 10 right on the other side of the bridge. There is another entrance that they are calling the south bridge. These are major access points already so why can't they be funneled along the perimeter road that already exists? There is a map that has all of the gravel roads shown on it. The gravel roads can be re-configured to make the campers go up through the property instead of using their road. Make pedestrian pathways so that they can walk from the north camping to the Hub down by the race track without walking on the road. There is enough land back there where they can take a little bit away from the festival to try to make the neighborhood better.

Mr. Tolbert questioned if she had talked to her neighbors? Responding to Mr. Tolbert, Ms. Handel stated yes, there was one neighbor who was supposed to be here tonight but she thinks it is best that he didn't come because he has a lot of anger about this situation. He lives right in that lot next to the driveway that is wide enough to handle three lanes of traffic plus pedestrians. Persimmon Tree Lane can't even handle that; it's wider than the actual road and they are calling it a driveway.

Ms. Jennifer Cappola – 102 Gordon Place Dover DE 19904

Ms. Cappola stated that there are some houses along the main road where people walk and use golf carts and it is really hard to get in and out. Are they allowed to come and party in the separate communities or can they kick them out? They are only supposed to be on that main strip and behind the barriers walking to their vehicles or whereever. Sometimes when she is home, she found an Acme shopping cart in her back yard and she lives all the way in the back in a community so how that got there is beyond her. Are they going to be allowed to go into these private communities as well and just drink, party and stay up all night? Responding to Ms. Cappola, Mr. Tolbert stated that his understanding is that Wild Meadows is one of the developments and they keep people out by having guards at the entrance. No one can come in without being allowed to come in by the guards. The Council at Persimmon Park Place can also keep people out; they have the authority to do that. They can also have guards at the entrance to stop people from coming in who don't belong there. They can do that with the cooperation of the State Police and City Police.

Mr. Tolbert closed the public hearing.

Mr. Cregar stated that in thinking about how this is developing in this area, has there been any consideration about interior movement, roadway, pathways, walkways or eliminating some of

the stuff that happens on the main roads? Responding to Mr. Cregar, Mr. Moore stated that Red Frog re-evaluates the festival every year. They reconvene with DelDOT on a yearly basis to help make the improvements to traffic flow.

Mr. Cregar further questioned if that was part of the on-going meetings that take place? Responding to Mr. Cregar, Mr. Moore stated yes and they happen every year so as they hear things like they have heard tonight, they will incorporate that into the meetings with Red Frog and DelDOT as it relates to the public ways. They are here listening and they want to make the festival successful and as least unintimidating to their neighbors as they possibly can and they will work to do that.

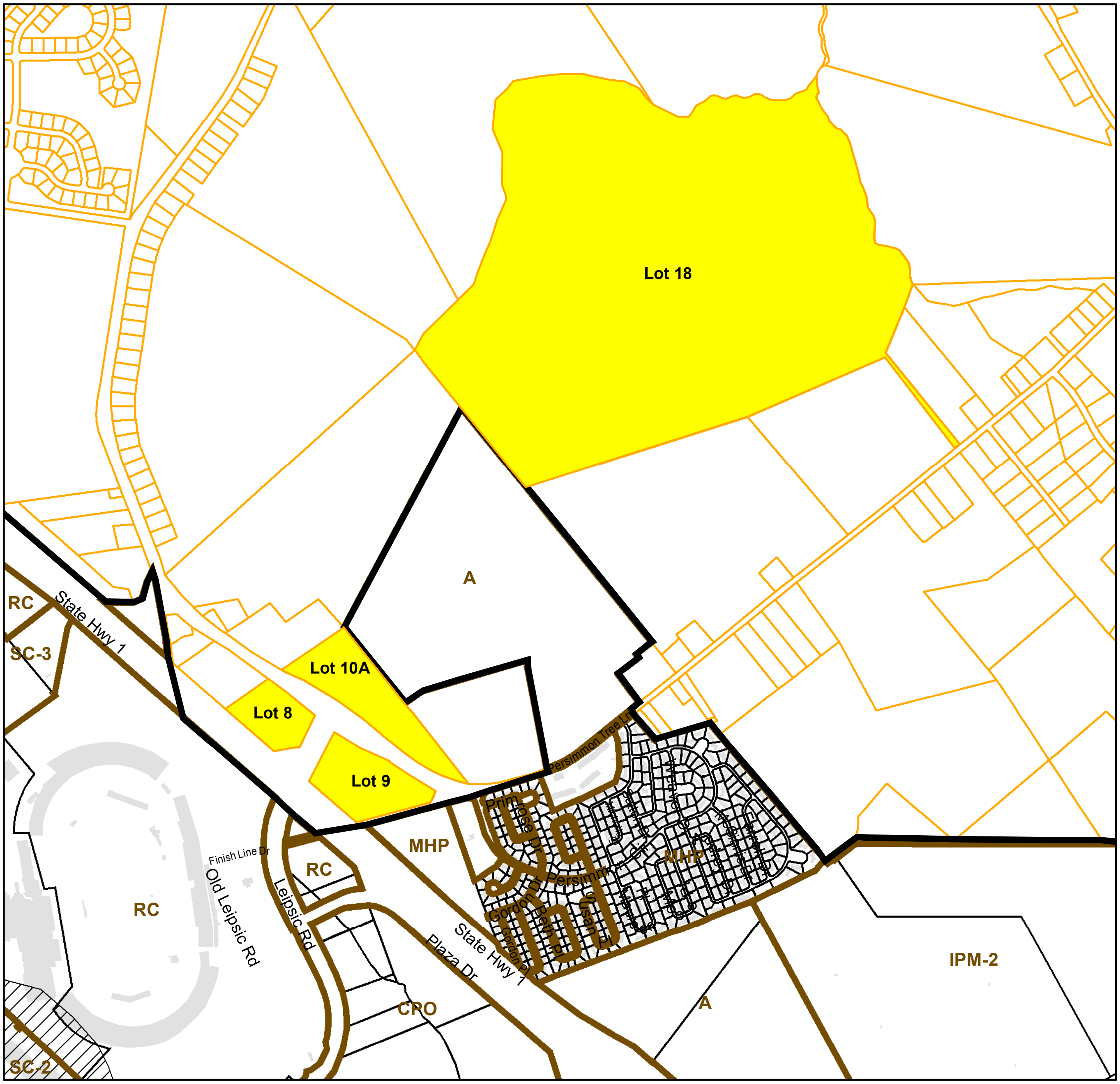
Mr. Cregar stated that at this point this is just about the annexation and they will deal with the rezoning next. Responding to Mr. Cregar, Mrs. Townshend stated that this is the annexation and rezoning for the stuff that is currently unincorporated Kent County. The next application is the rezoning of what is already in the City.

Mr. Cregar moved to recommend approval to City Council for AX-16-03 Lands of Dover International Speedway, Inc. to annex this property for the reasons discussed; safety, logistics, allowing this to be Master Planned, a better opportunity for more input from the City of how these plans are used and that they recommend that the zone be RC (Recreational and Commercial Zone), seconded by Mr. Holt and the motion was unanimously carried 4-0 by roll call vote with Mr. Holden recused and Colonel Welsh, Dr. Jones and Ms. Still absent. Mr. Baldwin voting yes, based on Staff Report and this would help the City better work with the Speedway to manage large events. Mr. Tolbert voting yes; it will facilitate some of the problems that are not new and facilitating the management and organization of the activities is essential. It's been a problem for some time. This will help alleviate some of those problems. Whenever you have two local governments dealing with the same issue you are going to have problems and this will help to resolve some of those problems. Other problems will occur and hopefully they can resolve those too as we go along. Mr. Cregar voting yes, for the reasons stated in the motion. Mr. Holt voting yes, for the reasons stated in the motion.

City of Dover

Department of Planning & Inspections

Application No.: AX-16-03



Title: Lands of Dover International Speedway, Inc.
Address: Near Persimmon Tree Lane
Parcel ID: LC-00-058.00-01-29.00-000 (Lots 8,9,10A)
LC-00-058.00-01-02.00-000 (Lot 18)
Zoning: RC (proposed)
Owner: Dover International Speedway, Inc.
Date: 3/8/2016

Legend

- Subject Property
- Kent County Parcels
- Dover Parcels
- Zoning
- Dover Boundary
- 2012 Buildings

0 700 1,400 2,800 Feet

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

April 20, 2016

Ms. Ann Marie Townshend
City of Dover
15 Loockerman Plaza
P.O. Box 475
Dover, DE 19903

RE: PLUS review 2016-03-09; City of Dover Master Plan for Dover Downs Woodlands

Dear Ann Marie,

Thank you for meeting with State agency planers on March 23, 2016 to discuss the proposed master plan for the Dover Downs lands known as the "Woodlands." According to the paperwork received with this application the master plan addresses the anticipated annexation of certain parcels around Dover International Speedway.

Please note that changes to the plan, other than those suggested in this letter, could result in additional comments from the State. Additionally, these comments reflect only issues that are the responsibility of the agencies represented at the meeting.

Recommendations: Our office strongly recommends that the Town consider these recommendations from the various State agencies as you review your plan for final approval.

This office has received the following comments from State agencies:

Office of State Planning Coordination – Contact David Edgell 739-3090

- The proposed master plan provides a site layout and improvement plan for the lands of Dover Downs, Inc. that are collectively known as "The Woodlands." These lands are the site of outdoor music festivals, including the Firefly Festival.
- Based on the discussions at the PLUS meeting, it is our understanding that this master plan will accompany the annexation application for these lands. This master plan will be used by the City of Dover for permitting and other regulations associated with the outdoor music festival activities.
- Also, based on the discussions at the PLUS meeting, our understanding is that these lands will be used for temporary music festivals and other outdoor uses for the foreseeable

future, and that there are currently no plans for permanent construction on these lands other than festival related structures shown on the master plan.

- The master plan indicates that most of the improvements on the parcels will be temporary in nature. There are two permanent storage buildings shown, along with potential future construction for grandstands and other structures directly related to the music festival activities. No further PLUS review will be required for the structures shown on this master plan.
- As per the PLUS Memorandum of Understanding with the City of Dover, any future development that is not shown on this masterplan on this site must be reviewed through PLUS.

Department of Transportation – Contact Bill Brockenbrough 760-2109

- DelDOT's regulations with regard to temporary entrances are found in Section 8.4 of the Development Coordination Manual. The regulations apply to this site and the festival organizer should apply for a temporary permit each time a festival is held.

- The following comments stem from a review of the Master Plan by our Traffic Section. They are characterized as suggestions here because they are based on our observations as to what is needed to support the operation of the festival. While our requirements will likely reflect these comments, we will determine our specific requirements in response to an application for a temporary entrance permit.

    - Moor Farm Lane, the access to Lot 18 from Persimmon Tree Lane, should be widened to accommodate a minimum of three lanes of traffic. The lane configuration would be two in, one out for load-in operations; two out, one in for load-out operations. Consideration should be given to increasing the radii at Persimmon Tree Lane to accommodate turns executed by larger recreational vehicles, campers, trailers, service vehicles, buses, etc. Consideration should be given to improving the durability of the existing road surface. Surveying may be needed to determine whether there is presently enough property and right-of-way available for the widening and the radius improvement

    - To enhance pedestrian safety, sidewalk should be installed on the north side of Persimmon Tree Lane from Moor Farm Lane to the Pit Stop Lane intersection, commonly referred to as Control Point 5. As a partial alternative, a shared-use path could be constructed outside of the venue, on the western edge of the festival grounds, to connect Lot 18 to the intersection of Leipsic Road and Persimmon Tree Lane, commonly referred to as Control Point 3. The path would not, of course, help pedestrians determined to walk along Persimmon Tree Lane but it would mitigate the need for them to do so and has the advantage of being something within the control of the festival organizers. Building the sidewalk could require additional easements or rights-of-way from lands not owned by Dover International Speedway (DIS).

- With the recent loss of the lot immediately east of the Comfort Inn as the primary ingress for registration, all ingress to the south side of Leipsic Road west of Route 1 will occur at Control Point 1, about 1,000 feet farther. Therefore Control Point 1 must accommodate, at a minimum, two lanes in and one lane out. Consideration needs to be given to increasing the radii to allow for double right turns into the lot by larger vehicles such as recreational vehicles, trailers, campers, etc. DelDOT has discussed this point with DIS and Red Frog and all parties believe this change is feasible.

- The parcel on the south side of Persimmon Tree Lane (Tax Parcel No. 4-00-05800-01-0208-00001) just west of Moor Farm Lane (Lot 18), is currently owned by DIS. DIS is proposing, likely in conjunction with Red Frog, to use this parcel as an area for parents to drop-off/pick-up festival revelers. To create such an area, a stabilized entrance would need to be constructed to allow for ingress and egress. We acknowledge that this parcel is under County jurisdiction and is not proposed for annexation now.

- On the north side of Lewis Drive, just west of Leipsic Road, there is a farm field where a residential subdivision, Alezach Lands, LLC, has been recorded but not built. This field has been used in the past for employee and/or vendor parking and camping. If the intent is to continue to use this parcel in the same manner, the existing entrance needs improvements/widening to accommodate inbound and outbound vehicles of varying sizes. We acknowledge that this parcel is under County jurisdiction and is not proposed for annexation now.

- Please be advised that DelDOT is about to advertise for adoption, in the April Register of Regulations, an update of the Development Coordination Manual. The effective date will be April 11, 2016. While in most respects, the changes are incremental, they are located throughout the Manual and could have some effect on entrance designs.

Department of Natural Resources and Environmental Control – Contact Michael Tholstrup 735-3352

Source Water Protection Areas.

- A portion of one of the parcels (LC-00-05800-01-0200-00001, also referred to as Lot 18) designated for annexation falls within an area of excellent ground-water recharge potential area. Based on 2013 aerial imagery, this area is presently a dirt road (see map).

  Excellent Ground-Water Recharge Areas are those areas mapped by the Delaware Geological Survey where the first 20 feet of subsurface soils and geologic materials are exceptionally sandy. These soils are able to transmit water very quickly from the land surface to the water table. This map category (excellent) is an indicator of how fast contaminants will move and how much water may become contaminated (Andres, 2004).

Land use activities or impervious cover on areas of excellent ground-water recharge potential may adversely affect ground water in these areas.

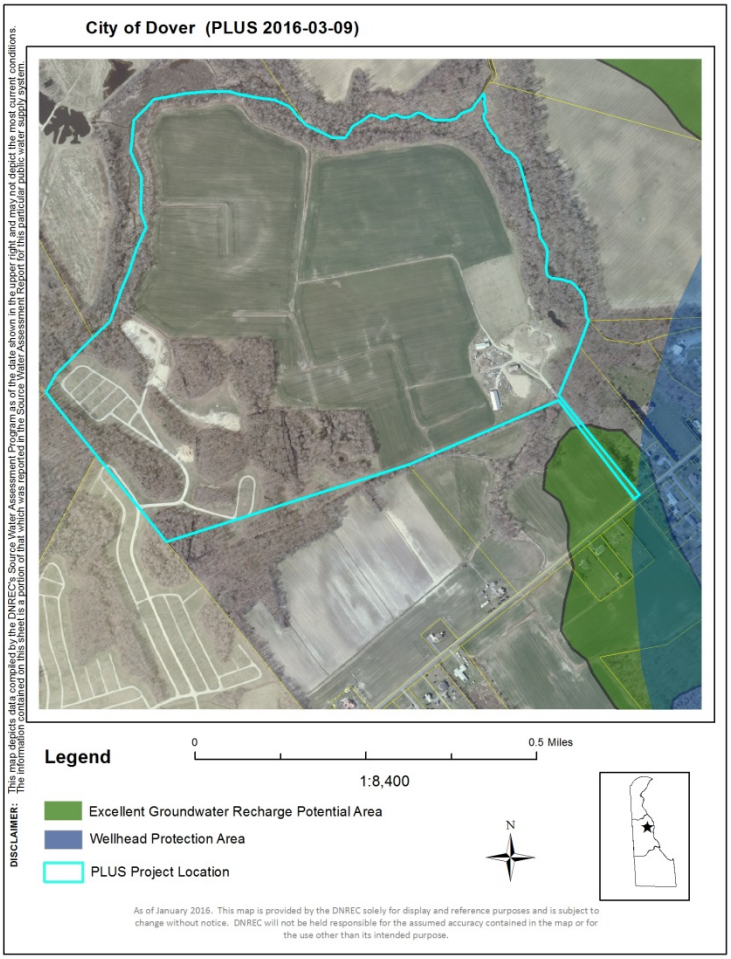
The City of Dover has a source water ordinance in place with conditions for development within areas of excellent groundwater recharge potential.

In addition, because the excellent ground water recharge area can readily affect the underlying aquifer if contaminants are spilled or discharged across the area, the storage of hazardous substances or wastes should not be allowed within the area unless specific approval is obtained from the relevant state, federal, or local program.

References

Andres, A. Scott, 2004, Ground-Water Recharge Potential Mapping in Kent and Sussex Counties, Delaware: Delaware Geological Survey Report of Investigations No. 66, p. 14.

http://www.udel.edu/dgs/Publications/pubform.html#nvestigations



Protection of Forests/Wetlands.

- Portions of the Woodlands of Dover International Speedway parcels are in the Bombay Hook Natural Area. DNREC Division of Fish and Wildlife scientists have not surveyed this parcel. As such, we are unable to provide information pertaining to the existence of state-rare or federally listed plants, animals or natural communities at this site. However, the forested wetlands on this site are mapped as Key Wildlife Habitat because it is part of a large wetlands complex that can support an array of plant and animal species. It is unclear what future work might be proposed in these forested wetlands if the parcels are rezoned to commercial. Protection for these forested wetlands is strongly encouraged.

State Historic Preservation Office – Contact Terrence Burns 736-7404

- On Lot-8, there are no known archaeological sites or National Register listed property on the parcel. On Lot-9, there is a known archaeological site (K-6358, 7K-C-459) on the parcel. On Lot-10A, there are no known archaeological sites or National Register listed property on the parcel. Furthermore, on Lot-18 there was a historic house on the parcel towards the end of Moor Farm Lane. According to the Pomeroy and Beers Atlas of 1868 (a 19-century historic map), the house was associated with a William Cowgill (K-2072), however, it is no longer there. Furthermore, there may archaeological resources associated with that house as well.

  In addition, there are also some known archaeological sites (K-815, 7K-C-088; K-4333, 7K-C-099) on the parcel south of Muddy Branch. With this in mind, the developer should be aware of the Unmarked Human Burials and Human Skeletal Remains Law, which is in Chapter 54, of Title 7, of the Delaware Code.

- Abandoned or unmarked family cemeteries are very common in the State of Delaware. They are usually in rural or open space areas, and sometimes near or within the boundary of an historic farm site. Even a marked cemetery can frequently have unmarked graves or burials outside of the known boundary line or limit. Disturbing unmarked graves or burials triggers the Delaware's Unmarked Human Burials and Human Skeletal Remains Law (7 Del. C. Ch. 54), and such remains or discoveries can result in substantial delays while the procedures required under this law are carried out. If there is a discovery of any unmarked graves, burials or a cemetery, it is very costly to have them archaeologically excavated and the burials moved. The Division of Historical & Cultural Affairs recommends that owners and/or developers have a qualified archaeological consultant investigate their project area, to the full extent, to see if there is any unmarked cemetery, graves, or burial sites. In the event of such a discovery, the Division of Historical & Cultural Affairs also recommends that the plans be re-drawn to leave the full extent of the cemeteries or any burials on its own parcel or in the open space area of the development, with the responsibility for its maintenance lying with the landowner association or development. If you would like to know more information pertaining to unmarked human remains or cemeteries, please go to the following websites for additional information:

www.history.delaware.gov/preservation/umhr.shtml and
www.history.delaware.gov/preservation/cemeteries.shtml.

Therefore, prior to any demolition or ground-disturbing activities, the developer should hire an archaeological consultant, to examine the parcel for archaeological resources, especially a cemetery or unmarked human remains. Furthermore, if there is any federal involvement with the project, in the form of licenses, permits, or funds, the federal agency, often through its client, is responsible for complying with Section 106 of the National Historic Preservation Act (36 CFR 800) and must consider their project's effects on any known or potential cultural or historic resources. Owners and developers who may plan to apply for an Army Corps of Engineers permit or for federal funding, such as HUD or USDA grants, should be aware of the National Historic Preservation Act of 1966 (as amended). Regulations promulgated for Section 106 of this Act stipulate that no ground-disturbing or demolition activities should take place before the Corps or other involved federal agency determines the area of potential effect of the project undertaking. These stipulations are in place to allow for comment from the public, the Delaware State Historic Preservation Office, and the Advisory Council for Historic Preservation about the project's effects on historic properties. Furthermore, any preconstruction activities without adherence to these stipulations may jeopardize the issuance of any permit or funds. If you need further information or additional details pertaining to the Section 106 process and the Advisory Council's role, please review the Advisory Council's website at www.achp.gov.

Department of Agriculture – Contact Scott Blaier 698-4532

- The Department of Agriculture would only note that the northern boundary of this parcel consists of a number of properties enrolled in the State's Agricultural Lands Preservation Program. The Department asks that Dover International Speedway and the City of Dover be considerate and accommodate these landowners while hosting large events for patrons who may not understand the business of farming and its potential inconveniences (i.e. the smell of manure, dust, noise, trespassing, etc.) .

Once a decision has been reached on this proposed master plan, please forward a copy of the master plan to the Office of State Planning Coordination for our records.

Thank you for the opportunity to review this Comprehensive Plan amendment. If you have any questions, please contact me at 302-739-3090.

Sincerely,

Constance C. Holland, AICP
Director, Office of State Planning Coordination
CC: Kent County

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: MARCH 30, 2016

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **LANDS OF DOVER INTERNATIONAL SPEEDWAY, INC.**

FILE #: **AX-16-03**

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. Our office has no objections to the proposed annexation of tax parcel LC-00-058.00-01-29.00-000 and LC-00-058.00-01-02.00-000

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

1. None

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC / WATER / WASTEWATER

1. As per the Petition to Annex and Rezone Property, as heard by the City of Dover Utility Committee, March 29, 2016, please find the following:
   a. Electric, water and sanitary sewer service is available to the following property, however, the water service must be accessed from Persimmon Tree Lane. The sanitary sewer service must be accessed from either Old Leipsic Road (gravity) or through Persimmon Tree Lane (force main). The proposed connection to utilities must be submitted to the City of Dover for review and approval at the expense of the property owner. The property owner would be responsible for the costs associated with tapping the sanitary sewer mains extending services to the property, payment of impact fees, and obtaining permits associated with such improvements.

SANITATION

1. The City of Dover will only provide sanitation service to residential properties. .

STORMWATER / 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.

AX-16-03

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 04/06/16

CITY OF DOVER FIRE MARSHAL

APPLICATION: Lands of Dover International Speedway Inc

FILE #: AX-16-03 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:

CITY AND STATE CODE REQUIREMENTS:

1. Address numbers of at least 12 inches in height must be placed on the street side of the building visible from the street.

2. Gates are to be operational with Fire Department Opti-Con Systems approved by Delaware Department of Transportation. All gates are required to have one manual and one automated means for opening. To be considered accessible for fire department apparatus the actual clear openings shall be not less than 14ft, the paved surface through the gate shall be not less than 12ft and the gate shall be setback from the perpendicular street by at least 50ft.

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. **A. three unaddressed lots need addresses**
2. **Kent County/City of Dover labeling in Lot 10 possibly incorrect on plan**

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: March 30, 2016

DELDOT

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APPLICATION: Lands of Dover International Speedway, Inc.

FILE#: AX-16-03 REVIEWING AGENCY: DelDOT

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

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

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

CITY & STATE CODE REQUIREMENTS:

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

DelDOT has no recommendations at this time.

ADVISORY COMMENTS TO THE APPLICANT:

DelDOT has no advisory comments at this time.

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.

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
April 2016

APPLICATION: Lands of Dover International Speedway

FILE #: AX-16-03

REVIEWING AGENCY: *Kent Conservation District*

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

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

Source: 2014 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. Kent Conservation District has no objection to the annexation and rezoning of the above referenced site.

ADVISORY COMMENTS TO THE APPLICANT:

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

PREPARED BY:
City of Dover
PO Box 475
Dover, DE 19903-0475

TAX MAP PARCEL NO.
LC-00-058.00-01-29.00/000
LC-00-058.00-01-02.00/000

MAYOR AND COUNCIL

COUNCIL RESOLUTION NO. 2016-03

APPROVING THE INCLUSION OF AN AREA WITHIN THE LIMITS OF THE CITY OF DOVER.

WHEREAS, the Charter of the City of Dover authorizes Council to extend the boundaries of the said City in accordance with Title 22, Chapter 1, Section 101 of the Delaware Code (22 Del.C.§ 101); and

WHEREAS, the Mayor and Council deem it to be in the best interest of the City of Dover to include an area contiguous to the present City limits, and hereinafter more particularly described, within the limits of the City of Dover; and

WHEREAS, the Charter of the City of Dover provides that if an annexation is petitioned by all owners of all property considered for annexation, no election shall be required. For an annexation petition not requiring an election, such petition shall be processed in accordance with procedures established for amendments to the zoning map, specified in Dover Code, Appendix B - Zoning. All annexation petitions shall be processed concurrently with the rezoning of the property considered for annexation and shall be subject to public hearing before City Council. Public notice shall be completed in accordance with the provisions of the Dover Code relating to amendment of the zoning map.

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

1. That the following described area, situated in Little Creek Hundred, Kent County, State of Delaware, along with all adjacent paths, sidewalks, roadways, and rights-of-way, shall be annexed to and included within the limits of the City of Dover:

Lot 8 (Portion of Tax Map Parcel No.: LC-00-058.00-01-29.00/000)

Beginning at a point at the southeasterly end of a daylight corner at the intersection of the easterly right of way line of State Route 1 and the northerly right of way line of Leipsic Road and at a corner for this parcel, thence from the place of beginning and running with said easterly right of way line of State Route 1 the following two courses and distances 1) South 83°52'17" West 220.11 feet to a point; thence 2) North 49°04'01" West 520.76 feet to a point at a corner for this parcel and lands now or formerly of Virginia D. Bason; thence turning and running with said lands of Bason 3) North 55°33'22" East 447.44 feet to a point in the westerly right of way line of Leipsic Road; thence turning and running with said westerly right of way line of Leipsic Road the following two courses and distances 4) South 50°33'11" East 481.99 feet to a point; thence 5) South 25°58'59" West 294.27 feet to the point and place of beginning and containing 5.67 acres of land, be the same more or less.

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Lot 9 (Portion of Tax Map Parcel No.: LC-00-058.00-01-29.00/000)

Beginning at a point at the intersection of the easterly right of way line of State Route 1 and the southerly right of way line of Leipsic Road and at a corner for this parcel, thence from the place of beginning and running with said southerly right of way line of Leipsic Road the following six courses and distances: 1) North 25°58'59" East 464.88 feet to a point; thence 2) South 55°4l'45" East 196.1l feet to a point; thence 3) South 66°05'05" East 305.00 feet to a point; thence 4) South 55°41'45" East 304.09 feet to a point; thence 5) curving to the left along the arc of a circle having a radius of 946.47 feet and an arc length of 194.26 feet, chord bearing of said arc being South 61°34'33" East 193.92 feet to a point; thence 6) South 22°32'4l" East 148.48 feet to a point in the northerly right of way line of Pit Stop Lane; thence turning and running with said northerly right of way line of Pit Stop Lane the following two courses and distances 7) South 74°47'52" West 98.40 feet to a point; thence 8) South 76°14'13" West 509.20 feet to a point in the easterly right of way line of State Route 1; thence turning and running with said easterly right of way of State Route 1, 9) North 49°04'01" West 555.63 feet to the point and place of beginning and containing 10.21 acres of land, be the same more or less.

Lot 10A (Portion of Tax Map Parcel No.: LC-00-058.00-01-29.00/000)

Beginning at a point along the easterly right of way line of Leipsic Road at a corner for this parcel and lands now or formerly of Virginia D. Bason; thence from the place of beginning and running with said lands of Virginia D. Bason 1) North 55°33'22" East 648.20 feet to a point at a corner for this parcel and other lands of Dover International Speedway, Inc.; thence turning and running in part with said lands of Dover International Speedway and lands now or formerly of Thomas W. Murray, Inc. 2) South 38°32'24" East 1,685.22 feet to a point in line of the easterly right of way line of Leipsic Road; thence turning and running with said easterly right of way line of Leipsic Road the following five courses and distances 3) curving to the right along the arc of a circle having a radius of 816.47 feet and an arc length of 427.33 feet, chord bearing of said arc being North 70°41'23" West 422.47 feet to a point; thence 4) North 51°41'45" West 304.09 feet to a point; thence 5) North 49°16'38" West 402.52 feet to a point; thence 6) North 55°41'45" West 500.00 feet to a point; thence 7) North 66°05'05" West 236.90 feet to a point and place of beginning and containing 13.69 acres of land, be the same more or less.

Lot 18 (Tax Map Parcel No.: LC-00-058.00-01-02.00/000)

Beginning at a point along the northerly right of way line of Persimmon Tree Road at a corner for this parcel and lands now or formerly of Shirley A. Leitzinger; thence from the place of beginning and running with said northerly right of way line of Persimmon Tree Road 1) South 51°05'02" West 49.08 feet to a point at a corner for this parcel and lands now or formerly of Grace A. Outten; thence turning and running in part with said lands of Outten and lands now or formerly of Kathleen T. Moran Trustee the following two courses and distances 2) North 39°05'57" West 949.31 feet to a point; thence 3) South 66°25'24" West

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3,109.16 feet to a point in line with other lands of Dover International Speedway, Inc.; thence turning and running in part with said other lands of Dover International Speedway, lands now or formerly of Virginia D. Bason and lands now or formerly of the State of Delaware the following two courses and distances 4) North 37°53'24" West 1,785.20 feet to a point; thence 5) North 01°39'38" West 13.74 feet to a point at a corner for this parcel and lands now or formerly of Michael L. Foxwell; thence turning and running in part with said lands of Foxwell and lands now or formerly of Craig A. Stonesifer the following 19 courses and distances 6) North 08°02'53" East 86.99 feet to a point; thence 7) South 86°20'05" East 56.81 feet to a point; thence 8) North 48°56'16" East 361.04 feet to a point; thence 9) North 42°22'08" East 238.44 feet to a point; thence 10) North 06°16'35" West 100.72 feet to a point; thence 11) North 36°40'17" East 184.00 feet to a point; thence 12) North 14°33'19" East 145.26 feet to a point; thence 13) North 22°03'44" East 198.01 feet to a point; thence 14) North 28°42'27" East 196.34 feet to a point; thence 15) North 28°14'04" West 116.14 feet to a point; thence 16) North 00°34'36" East 274.17 feet to a point; thence 17) North 19°55'33" West 208.74 feet to a point; thence 18) North 05°19'58" East 218.67 feet to a point; thence 19) North 41°43'46" East 232.28 feet to a point; thence 20) South 85°27'14" East 247.52 feet to a point; thence 21) North 72°59'47" East 217.18 feet to a point; thence 22) North 77°52'58" East 129.16 feet to a point; thence 23) South 76°59'16" East 322.58 feet to a point; thence 24) South 67°34'35" East 174.83 feet to a point at a corner for this parcel and lands now or formerly of Jean Gruwell; thence turning and running with said lands of Gruwell the following 37 courses and distances 25) South 11°34'48" East 110.59 feet to a point; thence 26) South 26°52'33" East 33.71 feet to a point; thence 27) South 43°52'05" East 195.56 feet to a point; thence 28) South 12°34'41" East 20.70 feet to a point; thence 29) North 50°14'17" East 95.17 feet to a point; thence 30) North 82°54'46" East 83.21 feet to a point; thence 31) South 75°05'35" East 91.24 feet to a point; 32) North 46°54'08" East 237.32 feet to a point; 33) South 74°48'27" East 108.35 feet to a point; 34) North 72°48'11" East 436.78 feet to a point; thence 35) South 21°03'07" East 173.14 feet to a point; thence 36) North 61°34'5l" East 246.59 feet to a point; thence 37) North 24°25'40" East 70.66 feet to a point; thence 38) South 27°36'11" East 460.21 feet to a point; thence 39) South 69°21'27" East 44.60 feet to a point; thence 40) South 42°16'23" East 138.56 feet to a point; thence 41) South 01°37'18" East 139.95 feet to a point; thence 42) North 72°51'36" East 49.21 feet to a point; thence 43) South 24°05'31" East 57.44 feet to a point; thence 44) South 40°08'31" West 38.10 feet to a point; thence 45) South 19°44'53" East 73.55 feet to a point; thence 46) South 24°59'31" West 30.37 feet to a point; thence 47) South 35°41'22" West 35.95 feet to a point; thence 48) South 28°09'44" East 87.13 feet to a point; thence 49) South 52°44'35" East 33.88 feet to a point; thence 50) South 07°07'05" East 94.43 feet to a point; thence 51) North 56°27'28" East 10.21 feet to a point; thence 52) South 28°45'50" East 156.39 feet to a point; thence 53) South 55°35'37" West 39.13 feet to a point; thence 54) South 03°55'53" East 29.19 feet to a point; thence 55) South 11°36'33" East 141.88 feet to a point; thence 56) North 77°26'53" East 31.69 feet to a point; thence 57) South 24°52'38" East 49.23 feet to a point; thence 58) North 80°31'50" East 37.44 feet to a point; thence 59) South 22°13'52" East 137.19 feet to a point; thence 60) South 39°54'50" East 122.71feet to a point; thence 61) South 44°38'05" East 109.70 feet to a point at a corner for this parcel and lands now or formerly of Joseph T. Larkin; thence running with said lands of Larkin; thence 62) South 39°21'21" East 34.34 feet to a point at a corner

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for this parcel and lands now or formerly of Thomas D. Cullen; thence turning and running in part with said lands of Cullen and lands now or formerly of Shirley A. Leitzinger the following two courses and distances 63) South 23°59'15" West 587.26 feet to a point; thence 64) South 38°00'54" East 997.30 feet to the point and place of beginning and containing 228.86 acres of land, be the same more or less.

2. That the above described property shall be annexed into the City of Dover with a zoning classification as set by City Council and in accordance with the zoning map and environs then in force, effective upon such lands being included within the limits of the City of Dover.

3. That the certified copy of the resolution of annexation, together with a plot of the area annexed, shall be filed for record with the Recorder of Deeds of Kent County.

4. That the effective date of this resolution shall be the 10th day of May, 2016 at 12:01 a.m.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2016\DRAFT\RESOLUTION NO. 2016-03 ANNEXATION - ADJACENT TO STATE ROUTE 1-INTERSECTION OF LEIPSIC ROAD AND PERSIMMON TREE LANE\Approval Resolution-Adjacent to State Route 1 and 1229 Persimmon Tree Lane.wpd

ROBIN R. CHRISTIANSEN
MAYOR

TIMOTHY A. SLAVIN
COUNCIL PRESIDENT

Draft

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2016-13

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF THREE (3) UNADDRESSED LOTS OF A SINGLE PARCEL OF PROPERTY LOCATED ADJACENT TO STATE ROUTE 1 AND SURROUNDING THE INTERSECTION OF LEIPSIC ROAD AND PERSIMMON TREE LANE, AND PROPERTY LOCATED AT 1229 PERSIMMON TREE LANE

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of properties described below from AR - Agricultural Residential Zone (Kent County zoning classification) to RC - Recreational and Commercial Zone (City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from AR - Agricultural Residential (Kent County zoning classification) to RC - Recreational and Commercial (City of Dover zoning classification) for three (3) unaddressed lots of a single parcel located adjacent to State Route 1 and surrounding the intersection of Leipsic Road and Persimmon Tree Lane, consisting of $5.67^{+/-}$ acres (Lot 8), $10.21^{+/-}$ acres (Lot 9), and $13.69^{+/-}$ acres (Lot 10A) and for property located at 1229 Persimmon Tree Lane, consisting of $228.86^{+/-}$ acres (Lot 18), owned by Dover International Speedway, Inc.
   (TAX PARCELS: LC-00-058.00-01-29.00-000 (LOTS 8, 9, AND 10A) AND LC-00-058.00-01-02.00-000 (LOT 18); PLANNING REFERENCE: AX-16-03; COUNCIL DISTRICT: 3)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-13 REZONING-ANNEXATION - ADJACENT TO STATE ROUTE 1 AND INCLUDING 1229 PERSIMMON TREE LANE\Ordinance #2016-13 Rezoning Property Adjacent to State Route 1 and Including 1229 Persimmon Tree Lane-Final Reading.wpd

Actions History
May 9, 2016 - Scheduled for Public Hearing/Final Reading - City Council
April 18, 2016 - Review - Planning Commission
March 14, 2016 - First Reading - City Council

Draft

PETITION TO AMEND A ZONING DISTRICT
Public Hearing Before the Dover City Council
May 9, 2016

File Number:	Z-16-04
Ordinance:	2016-15
Owner of Record:	Dover International Speedway, Inc.
Property Address:	Multiple Addresses, Refer to Ordinance #2016-15 Exhibit A and Exhibit B
Tax Parcel ID #:	14 parcels, refer to Ordinance #2016-15 Exhibit A and Exhibit B
Lot Size:	14 parcels, total 291.07 Ac +/-, refer to Ordinance #2016-15 Exhibit A and Exhibit B
Present Use:	Parking, Camping, Outdoor Festival Space
Proposed Use:	No Proposed Change
Present Zoning:	Refer to Ordinance #2016-15 Exhibit A and Exhibit B: C-PO (Commercial and Professional Office Zone) R-8 (One-Family Residence Zone) MHP (Mobile Home Park Zone) A (Agricultural Zone) SWPOZ (1 parcel) (Source Water Protection Overlay Zone)
Proposed Zoning:	RC (Recreational and Commercial Zone) SWPOZ (1 parcel) (Source Water Protection Overlay Zone)
Comprehensive Plan Land Use Designation:	Area A: Mixed Use Area B & C: Active Agriculture
Reason for Request:	To bring all of the Dover International Speedway property into the City and under one consistent zoning classification and consistent with the *2008 Comprehensive Plan* as most recently amended in March 2016.
Planning Commission Recommendation:	Following a public hearing on April 18, 2016, where no members of the public spoke regarding the proposed rezoning, the Planning Commission voted in favor of the proposed RC zoning with four (4) votes in favor and no votes in opposition (three members absent, one recused).

Summary

This application is for review of a Rezoning request for fourteen parcels of land owned by Dover International Speedway. The subject properties include properties east of State Route 1 and properties west of State Route 1 south of Leipsic Road. The owner of record is Dover International Speedway, Inc. The Tax Parcel Identification Numbers are listed on Exhibit B.

Existing Property

The subject properties are depicted on Exhibit A. The area on the map identified as Area A includes twelve parcels totaling 195.13 acres of land west of State Route 1 and south of Leipsic Road. The property is used as camping area for large events such as the NASCAR races and the Firefly Music Festival. A portion of this area is subject to the SWPOZ (Source Water Protection Overlay Zone) as an excellent recharge area.

The area depicted as Area B includes a 10.43-acre wedge-shaped parcel of land located between State Route 1 and Persimmon Park Place.

The area depicted as Area C includes 85.51 acres of land that is known as Lot 10. This area is used for camping for NASCAR events and is part of what is known as The Woodlands, where the Firefly Music Festival is held.

All of the subject properties are undeveloped and used only in association with temporary events.

Surrounding Land Uses

For Area A, the surrounding land uses include the residential neighborhoods of Towne Point which is zoned R-8 (One Family Residence zone) and Baytree which is zoned RM-2 (Medium Density Residence zone). Williams Park, a City-owned park, is located between Towne Point and the southernmost portion of the subject property. Other areas surrounding Area A are commercial uses, vacant commercial, land, and State Route 1.

For Area B, surrounding uses include the Persimmon Park Place neighborhood, zoned MHP (Mobile Home Park Zone), State Route 1, and other lands owned by Dover International Speedway.

For Area C, the surrounding land uses include other Dover International Speedway properties currently being considered for annexation and agricultural lands.

Comprehensive Plan

In the *2008 Comprehensive Plan* (as amended in March 2016) the property has a land use designation of Commercial.

Request for RC (Recreational and Commercial Zone)

The request for the RC (Recreational and Commercial) zoning classification is consistent with the efforts of the Planning Office and the Dover International Speedway to bring all of the property associated with the Firefly Music Festival under one common jurisdiction and one common zoning classification. The City recently amended the RC zone to add provisions that allow the City to more effectively manage the Firefly Music Festival and other large events that may take place on the subject property.

The types of permitted uses in the RC (Recreational and Commercial Zone) are given in Article 3 §18 of the *Zoning Ordinance,* and include the following: Public and private parks and

playgrounds, athletic fields, sports stadiums and arenas, casinos, auto, horse, and motorcycle racetracks, hotels, motels, and restaurants, and a variety of other recreational uses. Temporary outdoor activities, such as fairs, music festivals, and other outdoor events, including temporary camping areas associated with such events are permitted subject to requirements. Conditional Uses subject to approval by the Planning Commission include livery stables and riding academies, aviation and facilities incident to aviation, and outdoor theaters and drive-in theaters.

Recommendation of Planning Staff and Planning Commission
Staff recommends that the rezoning of the subject property to RC (Recreational and Commercial Zone) be approved as submitted. The RC zoning is consistent with the overall plan to bring all of the Dover International Speedway property into the City and under one consistent zoning classification and consistent with the *2008 Comprehensive Plan* as most recently amended in March 2016. This allows for the City to better work with the Dover International Speedway to manage large events such as the Firefly Music Festival.

Following a public hearing on April 18, 2016, where no members of the public spoke regarding the proposed rezoning, the Planning Commission voted in favor of the proposed RC zoning with four (4) votes in favor and no votes in opposition (three members absent, one recused).

Excerpt from DRAFT Planning Commission Minutes of April 18, 2016

Z-16-04 Lands of Dover International Speedway, Inc. – Public Hearing and Review for Recommendation to City Council on a rezoning application for fourteen (14) parcels totaling 291.07 acres ±. The parcels are located in three different areas (A, B and C) outlined in the application. The proposed zoning of all parcels is RC (Recreational and Commercial Zone) with some areas also subject to the SWPOZ (Source Water Protection Office Zone). The owner of record is Dover International Speedway, Inc. Not all parcels have addresses. Council District 3. Ordinance #2016-15.

A. Area No. A: twelve (12) parcels located east of Leipsic Road and west of State Route 1, totaling 195.13 acres ± and zoned CPO (Commercial and Professional Office Zone) and R-8 (One-Family Residence Zone), partially subject to the SWPOZ (Source Water Protection Overlay Zone). Tax Parcels: LC-05-058.17-02-01.00-000, LC-05-058.17-01-07.00-000, ED 05-058.17-01-11.00-000, LC-05-058.17-01-08.00-000, ED-05-058.17-01-18.00-000, LC-05-058.17-01-09.00-000, ED-05-058.17-01-19.00-000, ED-05-068.05-01-02.01-000, LC-05-058.00-02-08.00-000, ED-05.068.05-01-16.00-000, LC-05-068.00-01-01.00-000 and LC-05-068.10-01-01.00-000.
B. Area No. B: located east of State Route 1 and south of Pitstop Lane, totaling 10.43 acres ± and zoned MHP (Mobile Home Park Zone). Tax Parcel: LC-05-058.17-02-01.00-000.
C. Area No. C: located north of Persimmon Tree Lane adjacent to the city limits, totaling 85.51 acres ± and zoned A (Agriculture Zone). Tax Parcel: LC-05-058.00-02-15.00-000.

Representatives: Mr. Gregory Moore, Becker Morgan Group

Mr. Holden recused himself from discussion and voting due to his employer being the engineer of record.

Mrs. Townshend stated that this is a rezoning application for 14 parcels totaling 291 acres of land that is currently in the City. It is currently under a variety of zoning classifications: CPO (Commercial and Professional Office Zone), R-8 (One-Family Residence Zone), MHP (Mobile Home Park Zone), A (Agricultural Zone) and there is a small portion that is subject to SWPOZ (Source Water Protection Overlay Zone). The rezoning application would take all of these properties to RC (Recreational and Commercial Zone) and that small portion would still be subject to the SWPOZ (Source Water Protection Overlay Zone). This is in accordance with the plans that they have been working on with Dover International Speedway to manage the large events such as the Firefly Music Festival and put everything under one jurisdiction and one zoning classification. This is related to the annexation that was just considered but it is separate properties. It is also directly related to the *Comprehensive Plan* Amendment that City Council approved in March 2016 (MI-16-01).

Mr. Moore stated that similar to the Annexation they were trying to bring all of the Speedway grounds under one zoning and under one jurisdiction for the same reasons stated before.

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

Mr. Holt moved to recommend approval to City Council for Z-16-04 Lands of Dover International Speedway, Inc. (Rezoning to RC with SWPOZ) as he feels this is the right thing to do and it's going to make maintenance of this property a lot easier for the City, seconded by Mr. Baldwin.

Mr. Cregar stated that in the DAC Report there is Exhibit B which specifies each one of these. Do they need to add that as part of the motion? Responding to Mr. Cregar, Mrs. Townshend stated no, they can refer to the Report or Exhibits A and B that show the extents of the rezoning. They are also attachments to the Ordinance that City Council will act on.

Mr. Holt moved to recommend approval to City Council for Z-16-04 Lands of Dover International Speedway, Inc. (Rezoning to RC with SWPOZ as presented in Exhibits A and B) as he feels this is the right thing to do and it's going to make maintenance of this property a lot easier for the City, seconded by Mr. Baldwin and the motion was unanimously carried 4-0 by roll call vote with Mr. Holden recused and Colonel Welsh, Dr. Jones and Ms. Still absent. Mr. Cregar voting yes, this is consistent with what they have been trying to do with Dover International Speedway and its uses. It allows the City for a more comprehensive idea of how to deal with this and to handle logistics around all of this. Mr. Holt voting yes; it is in line with the Comprehensive Plan and brings everything under one roof. Mr. Baldwin voting yes, this zoning is consistent with the overall 2008 Comprehensive Plan. Mr. Tolbert voting yes, for the same reasons as previously stated. It does facilitate management of the area and it's something that has been a problem for some time. He's glad that something is being done about that problem.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: MARCH 30, 2016

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **LANDS OF DOVER INTERNATIONAL SPEEDWAY, INC.**

FILE #: **Z-16-04**

REVIEWING AGENCY: **City of Dover**

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 / STREETS / SANITATION / GROUNDS

Our office has no objection to the rezoning of the fourteen (14) parcels proposed with this project.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

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

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC / WATER / WASTEWATER / STORMWATER / STREETS / GROUNDS

1. None.

SANITATION

1. The City of Dover will only provide sanitation service to residential properties. .

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

Z-16-04

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 04/06/16

CITY OF DOVER FIRE MARSHAL

APPLICATION: Lands of Dover International Speedway Inc

FILE #: Z-16-04 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:

CITY AND STATE CODE REQUIREMENTS:

1. This office has no objections

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: March 30, 2016

D E L D O T

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APPLICATION: Lands of Dover International Speedway, Inc.

FILE#: Z-16-04 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.

FINAL READING

CITY OF DOVER
PROPOSED ORDINANCE #2016-15

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF 14 PARCELS OF PROPERTY LOCATED IN THREE (3) AREAS: EAST OF LEIPSIC ROAD AND WEST OF STATE ROUTE 1 (AREA A), EAST OF STATE ROUTE 1 AND SOUTH OF PIT STOP LANE (AREA B), AND NORTH OF PERSIMMON TREE LANE ADJACENT TO THE CITY LIMITS (AREA C)

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of properties described further in Exhibit A to this ordinance from the existing zoning classifications to the proposed zoning classifications listed in Exhibit B to this ordinance.

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from the existing to the proposed designations as specified in Exhibit B to this ordinance on 14 parcels of property, including: 12 parcels located east of Leipsic Road and west of State Route 1 (Area A) consisting of $195.13^{+/-}$ acres; that property located east of State Route 1 and south of Pit Stop Lane (Area B) consisting of $10.43^{+/-}$ acres; and that property located north of Persimmon Tree Lane adjacent to the City limits (Area C) consisting of $85.51^{+/-}$ acres, with parcels totaling $291.07^{+/-}$ acres in their entirety, owned by Dover International Speedway, Inc.
(Planning Reference Z-16-04; Council District: 3)

Tax Parcels:

LC-05-058.17-02-01.00-000	LC-05-058.17-01-09.00-000	LC-05-068.00-01-01.00-000
LC-05-058.17-01-07.00-000	ED-05-058.17-01-19.00-000	LC-05-068.10-01-01.00-000
ED-05-058.17-01-11.00-000	ED-05-068.05-01-02.01-000	LC-05-058.17-02-01.00-000
LC-05-058.17-01-08.00-000	LC-05-058.00-02-08.00-000	LC-05-058.00-02-15.00-000
ED-05-058.17-01-18.00-000	ED-05-068.05-01-16.00-000	

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-15 REZONING - 14 PARCELS OF PROPERTY - DOVER INTERNATIONAL SPEEDWAY\Ordinance #2016-15 Rezoning - Dover International Speedway - 14 Parcels of Property- Final Reading.wpd

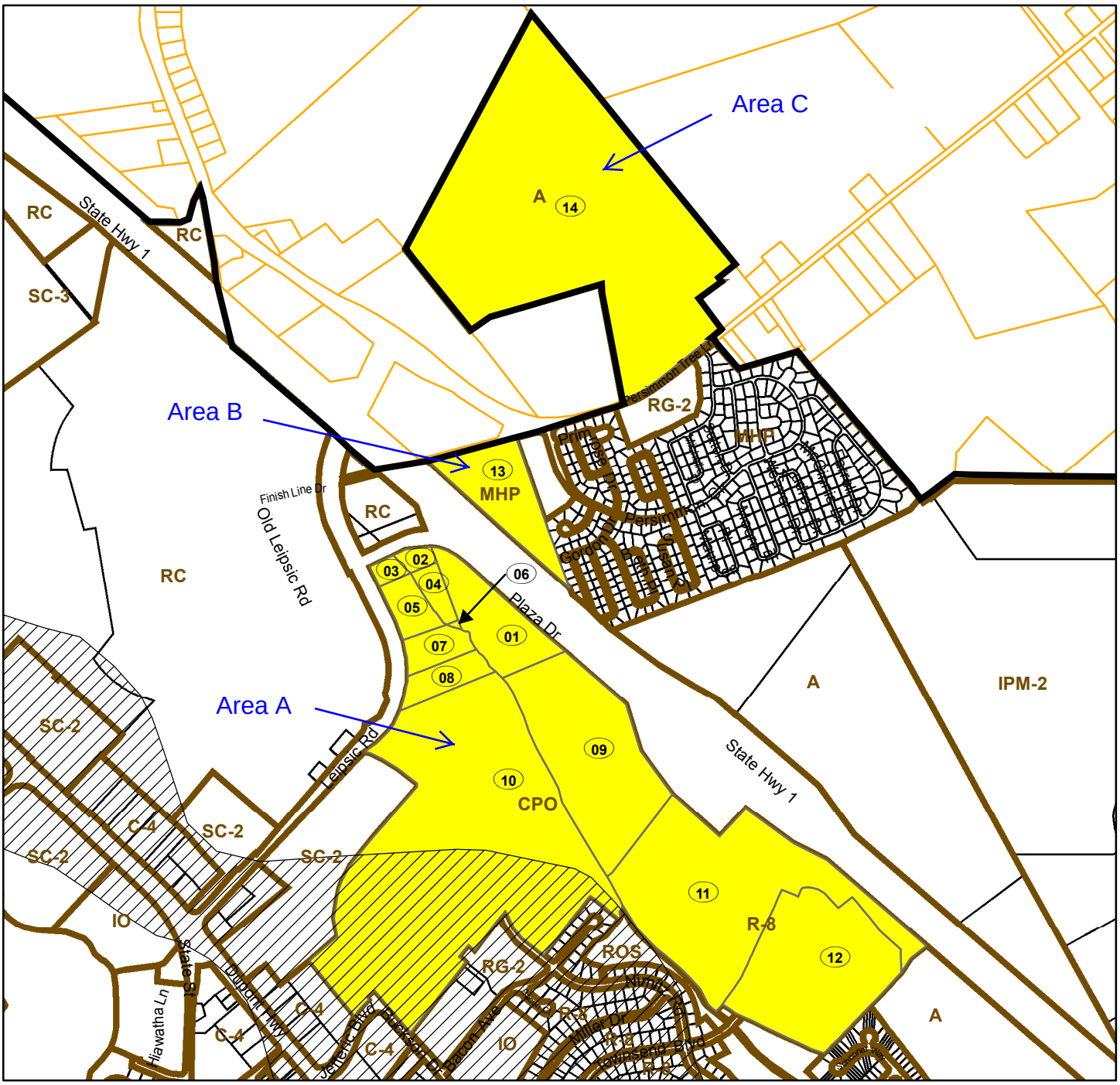
Actions History
May 9, 2016 - Scheduled for Public Hearing/Final Reading - City Council
April 18, 2016 - Review - Planning Commission
March 28, 2016 - First Reading - City Council

Draft

City of Dover

Department of Planning & Inspections

Zoning Map: Exhibit A



Ordinance: #2016-15
File: Z-16-04
Title: Lands of Dover International Speedway
Proposed Zoning: RC (Recreational and Commercial Zone)
Owner: Dover International Speedway, Inc.
Date: 3/22/2016

Refer to Exhibit B table for Parcel ID, Address, and Existing Zoning

Legend

- Subject Parcels
- Dover Parcels
- Zoning
- Dover Boundary
- Kent County Parcels

N W E S

0 700 1,400 2,800 Feet

EXHIBIT B
Lands of Dover International Speedway, Inc.
Ordinance #2016-15, File Z-16-04

Map References		Parcel	Parcel Size (Ac.)	Address	Current Zoning	Proposed Zoning
No.	Area					
1	A	LC-05-058.17-02-01.00-000	9.21 +/-	75 Pit Stop Ln	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
2	A	LC-05-058.17-01-07-00-000	1.22 +/-	Persimmon Tree Ln	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
3	A	ED-05-058.17-01-11-00-000	1.25 +/-	979 Dover Leipsic Rd	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
4	A	LC-05-058.17-01-08-00-000	1.83 +/-	Leipsic Rd	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
5	A	ED-05-058.17-01-18.00-000	3.48 +/-	98 Old Leipsic Rd	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
6	A	LC-05-058.17-01-09.00-000	0.34 +/-	Persimmon Tree Ln	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
7	A	ED-05-058.17-01-19.00-000	2.87 +/-	Old Leipsic Rd	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
8	A	ED-05-068.05-01-02.01-000	3.61 +/-	Leipsic Rd	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
9	A	LC-05-058.00-02-08-00-000	27.65 +/-	Persimmon Tree Ln	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
10	A	ED-05-068.05-01-16.00-000	78.15 +/-	Gruwell Farm	C-PO (Commercial and Professional Office Zone) SWPOZ (Source Water Protection Overlay Zone) Tier 3: Excellent Recharge Areas	RC (Recreational and Commercial Zone) SWPOZ (Source Water Protection Overlay Zone) Tier 3: Excellent Recharge Areas
11	A	LC-05-068.00-01-01.00-000	36.4 +/-	White Oak Rd	R-8 (One-Family Residence Zone)	RC (Recreational and Commercial Zone)
12	A	LC-05-068.10-01-01.00-000	29.12 +/-	Long Point Rd	R-8 (One-Family Residence Zone)	RC (Recreational and Commercial Zone)
13	B	LC-05-058.17-02-01.00-000	10.43 +/-	75 Pit Stop Ln	MHP (Mobile Home Park Zone)	RC (Recreational and Commercial Zone)
14	C	LC-05-058.00-02-15.00-000	85.51 +/-	599 Persimmon Tree Ln	A (Agricultural Zone)	RC (Recreational and Commercial Zone)
		Total Acreage:	291.07 +/-			

Map References are to Zoning Map Exhibit A and map submitted by applicant.

PETITION TO AMEND ZONING ORDINANCE TEXT

Report to the
Dover City Council
May 9, 2016

Proposed Change:	Text Amendment to the *Zoning Ordinance,* Article 6 – Off-Street Parking, Driveways and Loading Facilities, Section 5.3.
Summary of Amendment:	The proposed Ordinance revision would clarify the supplementary parking regulations for multiple dwellings by removing the references to the housing types and rely on the definition of "multiple dwelling."
Recommendation of the Planning Commission:	Following a public hearing on April 18, 2016 before the Planning Commission where no members of the public spoke, the Planning Commission voted 5-0 (four members absent) to recommend adoption of the proposed ordinance as presented.
Ordinance Number:	Proposed Ordinance #2016-14
File Number:	MI-16-04

CITY OF DOVER PLANNING COMMISSION
April 18, 2016
Excerpt from Meeting Minutes - Draft

MI-16-04 Text Amendment: Revise Parking Provisions of Article 6 Section 5.3 – Public Hearing and Review for Recommendation to City Council on a Text Amendment to the *Zoning Ordinance*, Article 6 – Off-Street Parking, Driveways and Loading Facilities, Section 5.3. The proposed Ordinance revision would clarify the supplementary parking regulations for multiple dwellings by removing the references to the housing types and rely on the definition of "multiple dwellings." Ordinance #2016-14. *Public Hearing and Final Reading before City Council on May 9, 2016.*

Representatives: None

Mrs. Townshend stated that at last month's meeting they saw the duplex units that were proposed by Mautiste Development. One of the things that they found in the Code which in all honesty they have not consistently enforced in the past if you look at the way places have developed is that the *Zoning Ordinance* specifically states that "supplementary parking regulations for multiple dwellings including duplexes, multiplexes and apartments. No parking space shall be located in any front yard or within three (3) feet of any lot line." What that effectively does is it says that when you have duplexes which nowhere else in the Code does it say that a duplex is multi-family, when you have a duplex you can't have parking in the front and you can't have a co-located side-by-side driveway. If you look at a number of the housing developments within the City, her guess is that they didn't read this section of the Code in reviewing those applications but none the less it is in the Code. The term "multiple dwellings" is defined in the definition section so in reviewing this section of the Code, Staff's recommendation is to simply strike the language "including duplexes, multiplexes and apartments" and therefore just rely on the definition that they have in Article 12 for multiple dwellings.

Mr. Tolbert stated that everybody parks all over the place during NASCAR and if he is understanding this correctly people that park at residences and places like that will have to get permits now. Responding to Mr. Tolbert, Mrs. Townshend stated not for temporary parking. If they are parking many cars the City would look to see that. The parking requirements as it relates to large events (she thinks it specifically says motorsports) but needs to probably be expanded. It does kind of relax the parking around those events.

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

Mr. Holden moved to recommend approval to City Council for MI-16-04 Text Amendment: Revise Parking Provisions of Article 6 Section 5.3, seconded by Mr. Holt and the motion was unanimously carried 5-0 by roll call vote with Colonel Welsh, Dr. Jones and Ms. Still absent. Mr. Cregar voting yes, based on Mrs. Townshend explanation of why this needs to happen; they need to do this as part of their clean-up. Mr. Holt voting yes, for all of the reasons previously stated. Mr. Baldwin voting yes, based on Staff recommendations. Mr. Tolbert voting yes, because this petition will facilitate the Ordinance and it's understanding making it a little easier and less complicated. Mr. Holden voting yes, due to Staff comments and their experience here last session with the potential confusion with the existing language.

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2016-14

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

That Appendix B - Zoning, Article 6 - Off-street Parking, Driveways and Loading Facilities, Section 5 - Supplementary Regulations for Parking and Loading Facilities, Subsection 5.3 - Supplementary Parking Regulations for Multiple Dwellings, Including Duplexes, Multiplexes, and Apartments of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Section 5. - Supplementary regulations for parking and loading facilities.

5.1 *Access near street corners*. No entrance or exit for any accessory off-street parking area with over ten parking spaces, nor any loading berth shall be located within 50 feet of the intersection of any two street lines.

5.2 *On lots divided by zone boundaries*. When a lot is located partly in one district and partly in another district, the regulations for the district requiring the greater number of parking spaces or loading berths shall apply to all of the lot. Parking spaces or loading berths on such a lot may be located without regard to district lines, provided that no such parking spaces or loading berths shall be located in a residence zone, unless the use to which they are accessory is permitted in such zone, or by special permission of the board of adjustment.

5.3 *Supplementary parking regulations for multiple dwellings~~, including duplexes, multiplexes, and apartments~~*. No parking space shall be located in any front yard or within three feet of any lot line in side or rear yards. The parking of motor vehicles within 15 feet of any wall or portion thereof, which wall contains legal windows (other than legal bathroom or kitchen windows) with a sill height of less than eight feet above the level of the said parking space is prohibited. No service of any kind shall be permitted to be extended to users of the lot, including automobile service, repair or fueling, and no gasoline, oil, grease, or other supplies shall be stored or sold in any such lot or in any garage on such lot.

5.4 *Supplementary regulations for any parking lots adjacent to residential lots*.

5.41 Whenever space is provided for the parking of ten or more vehicles in the open, such spaces shall be individually identified by means of pavement markings.

5.42 Reserved.

5.43 Wherever a parking lot is located across the street from other land in any residence zone, it shall be screened from the view of such land by a thick hedge located along a line drawn parallel to the street and a distance of 20 feet therefrom, [and] such hedge [is] to be interrupted only at points of ingress and egress. The open area between such hedge and the street shall be landscaped in harmony with the landscaping prevailing on neighboring properties fronting on the same street. A fence five feet high may be required while such hedge is growing to a suitable thickness.

Draft

5.44 Identification and directional signs shall not exceed an area of three square feet each and shall be limited to such as are essential for the particular use.

5.5 Parking for motorsports racing. During any ten-day period prior to or two-day period following an auto racing event the following provisions shall apply:

5.51 *Automobile parking*.

a. Property located within a residential zone may be used for fee-based parking of motor vehicles. Fee-based parking shall not include parking of commercial vehicles for use by commercial vendors and sales representatives.

b. Unimproved surfaces may be used for automobile parking. Such areas shall be reviewed by the fire marshal to ensure adequate emergency access. No stormwater management areas or other preserved open space shall be used for automobile parking.

c. Automobile parking shall in no case obstruct fire lanes, parking lot drive aisles, emergency access, fire protection equipment, or cross access easements between properties.

5.52 *Recreational vehicle parking*. Recreational vehicle parking shall be permitted within all zones subject to the following requirements:

a. No more than three recreational vehicles shall be parked on a residential lot.

b. Property owners wishing to provide parking for more than five recreational vehicles shall apply for a permit from the licensing and permitting division a minimum of 60 days prior to the race event. Fees for the permit will be charged in accordance with appendix F. Prior to issuance of a permit, the property owner or his agent must submit a legible diagram of the camping area to the licensing and permitting division. The diagram shall show recreational vehicle parking location, emergency access, drive aisles, entrance and exit, number of proposed recreational vehicles to be parked, location of power lines, and location of restroom facilities.

c. Recreational vehicles shall not be parked within 25 feet of power lines as measured from the center of the utility pole. Vertical extensions from recreational vehicles shall not be closer than 25 feet to power lines as measured from any point on the vertical extension.

d. Recreational vehicles shall not be parked closer than ten feet to other recreational vehicles, buildings or other structures, as measured from the long side of the vehicle; nor closer than two feet from other recreational vehicles, buildings or other structures, as measured from the front or rear of the vehicle. The required ten feet shall exclude any bump-outs or other protrusions from the side of the vehicle.

e. Recreational vehicle parking areas shall have drivable surfaces engineered to hold the weight of recreational vehicles, fire equipment, and other emergency response equipment in all types of weather.

Draft

f. Any changes to the layout of recreational vehicle parking areas shall be required to be submitted to the licensing and permitting division at least 30 days prior to the race event.

g. The Fire Marshal's Office may grant an exception to any provision of section 5.52 if it can be demonstrated that equivalent means of public safety and fire protection is being provided.

h. The fire marshal's office shall develop policy guidance on the implementation of this section.

(Ord. of 4-25-1994; Ord. of 9-13-1999; Ord. of 10-12-1998; Ord. No. 2009-28, 3-8-2010)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-14 APP B-ZONING, ART 6-OFF-ST PKING, SEC 5-SUPP REGULATIONS\ORDINANCE #2016-14 APP B-ZONING, ART 6-OFF-ST PKING, SEC 5-SUPP REGULATIONS-FINAL READING.wpd

SYNOPSIS

The proposed amendment removes references to housing types which could cause confusion and inconsistencies in the Code. With the proposed amendment, reference to multiple dwellings would rely on the definition of the term in Article 12.

(SPONSORS: HARE, COLE, AND TOWNSHEND)

Actions History

05/09/2016 - Scheduled for Public Hearing/Final Reading - City Council
04/18/2016 - Public Hearing - Planning Commission
03/28/2016 - First Reading - City Council
03/15/2016 - Introduction - Council Committee of the Whole/Legislative, Finance, and Administration Committee

Draft

DOVER HUMAN RELATIONS COMMISSION

The Dover Human Relations Commission (DHRC) meeting was held on April 20, 2016 at 6:03 p.m. with Commissioner Henderson presiding. Members present were Ms. Bogle (arrived at 6:10 p.m.), Ms. Griffith, Mr. McGiffin, Ms. Mullen, Mr. Roach, and Mrs. Sadusky.

AGENDA ADDITIONS/DELETIONS

Mr. Roach moved to amend the agenda to allow item #2, Recess for Photographs, to be accomplished at the end of the meeting, seconded by Mr. McGiffin and unanimously carried.

By unanimous consent, the agenda was approved as amended.

Presentation by the Metropolitan Wilmington Urban League Young Professionals - Dr. Shekelia Hines

Dr. Shekelia Hines, Chair of the Metropolitan Wilmington Urban League (MWUL) Dover Committee, reviewed a presentation entitled "Metropolitan Wilmington Urban League (MWUL) Dover Committee" ***(Attachment #1)***. She informed members that she is a physical therapist in Dover. Dr. Hines advised that the MWUL is new to the Dover area and its mission is to empower people of color to achieve economic self-reliance, parity, and civil rights. She stated that the Urban League has three (3) branches: 1) the Urban League itself, 2) the Young Professionals organization, and 3) the Guild. She explained that the Young Professionals branch includes individuals aged 21 to 45 and focuses on bringing together those who are currently engaged in their community with the idea that there would be an organized focus to foster relationships and grow together in order to accomplish goals. Dr. Hines reviewed a timeline reflecting the MWUL's accomplishments in 2015.

Dr. Hines indicated that the reason she was present was to raise awareness that the MWUL Dover Committee is here, who they are, and what they do, and she expressed her hope that they could work together with the City on programs. She explained that the organization had just come to Dover in March 2016; however, they had begun programming. Dr. Hines stated that, over the past weekend, the MWUL held Campaign Boot Camp Training, which offered education to participants about strategy, finance, compliance, branding, communications, and messaging. In May 2016, a "What's in Your Future" education workshop would be held in different schools to help juniors and seniors transition into the college phase. Dr. Hines noted that she, like other first generation students, had not known where to go for things such as financial aid, and the purpose of the workshop would be to pass on the wisdom that had been learned. In June, the organization planned to present business and entrepreneurial training to bring business owners and those looking to become owners together and allow them to tap into resources. Dr. Hines advised members that community organizing training would also be held in July or September. She stated that the overall desire for MWUL in Dover was to foster new relationships and bring together young professionals in the area.

Mr. McGiffin questioned which entities were becoming involved with the MWUL in Dover. Responding, Dr. Hines advised members that she had been reaching out to different businesses and organizations and contacted Mayor Robin Christiansen, who referred her to the DHRC. She indicated that she was looking at universities, Legislative Hall, city governments, schools, organizations such as Dover Downs, as well as the beach areas. Dr. Hines stated that the MWUL could support the Commission's programming or movements, noting if the DHRC had gray areas or problems, her organization could fill these gaps rather than having to invent something new.

Mr. McGiffin stated that the Dover area hosts the Kent County Bar Association, which is a professional association of local lawyers that includes a number of young professionals. He offered to provide Dr. Hines with contact information for the current president of this organization.

Mr. Roach suggested that Dr. Hines contact former City Councilman Reuben Salters, founder of the Sankofa Cultural Arts Center. Responding, Dr. Hines stated that she had spoken to Mr. Salters and planned to meet with him.

Ms. Mullen indicated that she works for an organization that serves some individuals who are juvenile delinquents. She stated that this population includes professionals and expressed the desire that they not be overlooked. Ms. Mullen questioned if there were any criteria that would exclude this population from the MWUL. Responding, Dr. Hines stated that everyone was welcome, and the only criterion would be a willingness to work toward the Urban League's mission.

Responding to Mr. Henderson regarding the history of the MWUL, Dr. Hines clarified that the Urban League was founded in 1910 in New York, and the affiliated Wilmington Urban League organization started in 1999; however, the work for it began in 1990. She explained that the Urban League is a national organization and the MWUL is a branch of this organization.

Mr. Roach suggested that Dr. Hines contact Dr. Dan Shelton, Superintendent, Capital School District, and offered to provide his contact information.

In response to Mr. Henderson as to whether she is in the Dover or Wilmington area, Dr. Hines explained that she lives in Bear but works in Dover.

Mr. Roach requested that Dr. Hines' contact information be emailed to members. Dr. Hines pointed out that contact information and the MWUL website was included in the presentation; however, she offered to email this information as well.

DHRC Committee Updates

Government Policy, Programs, and Practices Committee *(McGiffin)*

City of Dover Diversity Questionnaire - Questions for Online Survey

Mr. McGiffin advised members that, in December 2015, he and Mr. Henderson interviewed key staff in the City of Dover organization using the Dover Human Relations Commission Diversity Questionnaire approved by the DHRC as a basis for the interviews. Mr. McGiffin explained that the GPPP's next step was to make a diversity survey available in printed and online form to as many City of Dover employees as possible; however, he reminded members that the Commission had not approved using the DHRC Diversity Questionnaire for an online survey. Mr. McGiffin explained that the GPPP Committee had reviewed the questionnaire and marked those questions that they felt appropriate for the online survey with asterisks. He advised that once the questions were approved, Mr. Andy Siegel, IT Director, would use the questions to develop a diversity survey instrument using Survey Monkey. Mr. McGiffin suggested that Chairman Henderson could then email City employees, provide a link to the survey, and request that they take a few minutes to complete it. Mr. McGiffin planned to write up the results of the interviews and the survey within a couple of

weeks of receiving the data. Although this would not provide a scientific study, he felt it would provide information regarding how aware primary decision makers and rank and file employees are of diversity issues and how they respond. He expressed his hope that this would result in a useful document that would show where the City is with respect to diversity, so that members could plan where to go from there and how to get there. Mr. McGiffin requested that the Commission approve the online survey questions or come up with an alternative so that the GPPP Committee could move forward.

Mr. Henderson advised members that the employees who were interviewed had been responsive overall, and responses were varied.

In response to Mr. Henderson's request to provide further details regarding the interviews, Mr. McGiffin explained that 45 minutes were marked out for each interview and approximately 10 to 12 interviews were conducted. Some interviewees were very forthcoming, and others more guarded. He felt that the GPPP Committee was generally very well received, and they received useful information.

Mr. McGiffin moved to recommend authorizing the Government Policy, Programs, and Practices Committee to take the next step and put the survey questions online as drafted *(Attachment #2)*, seconded by Mr. Roach and unanimously carried.

Community Engagement Committee *(Roach)*

DHRC Logo

During the Regular City Council meeting of February 22, 2016, members approved the Commission's recommendation that Dover High School students be asked to create a logo for the DHRC in exchange for a $50 gift certificate. During the DHRC meeting of March 16, 2016, members discussed soliciting a donation rather than using money from the budget for the gift certificate. Mr. Roach indicated that he did not mind personally donating $50 cash, and Ms. Griffith suggested that all members could contribute money. Mr. Roach stated that he would reach out to the Dover High School art department or print shop to see if they could work on creating a logo and the winner could be given a cash prize.

During the DHRC meeting of April 20, 2016, Mr. Roach stated that he had received donations for the DHRC logo contest and expressed the desire to adjust the $50 restriction because some people had promised to give more than that amount. He questioned if members wished to provide a grand prize of all donations received for the winner of the logo contest or if they would like to grant first, second, and third place prizes based on the logos that are received. Mr. Roach indicated that he could provide a report by the next meeting regarding who would be donating for the DHRC logo competition and members could move forward from that point.

Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, noted that City Council had approved an allocation of $50 from the DHRC budget for the gift certificate.

Ms. Griffith questioned if there was a need to go back through City Council to increase this amount for donations and Mr. McGiffin stated his belief that this was probably the case.

Ms. Bogle suggested that the approved $50 DHRC allocation go to the winner and additional donated funds could be put into the DHRC budget.

Mr. Roach asked if the DHRC would have to go to City Council if there were additional funds from outside sources. Responding, Mr. McGiffin stated his belief that any funds expended should be approved by City Council, and if members were doing something in the name of the DHRC, Council's approval would be needed.

Mr. Roach stated his desire to move forward with the logo and save the topic of donations for another discussion. He advised members that when he speaks to the art department at Dover High School, only a $50 gift certificate in exchange for a logo would be discussed. Mr. Roach requested a printout with easy to read information so that participants would understand what they are doing and what the logo should look like as a starting point for their inspiration.

Mr. Henderson suggested leaving this up to the creativity of those at Dover High School. Responding, Mr. Roach indicated that he could provide them a brief description.

Mr. McGiffin suggested that they visit the City's website. Responding, Mr. Roach indicated that he could provide a link to the website and would provide an update on this item at the next DHRC meeting.

In response to Ms. Griffith in regard to reviewing logo submissions, Mr. Roach stated that if he received submissions in a timely manner, he would request that review of the logos be added to the next meeting agenda.

Reach One, Teach One Challenge

During their meeting of January 11, 2016, City Council approved the Commission's recommendation that Council consider having a "Reach One, Teach One Challenge" for the City of Dover.

During the April 20, 2016 DHRC meeting, Mr. Roach indicated that he was unsure how to the administer this program throughout the City workforce. He reminded members that the intent of the Reach One, Teach One Challenge was to encourage employees to become a mentor to a child, noting the need for mentors at all grade levels. Mr. Roach stated that Booker T. Washington Elementary School was struggling to find mentors to spend 40 minutes per week with kids and thought the DHRC could challenge City employees to do this. He asked if members would like him to develop something for their approval that could be dispersed to City employees.

Dr. Shekelia Hines, Chair of the Metropolitan Wilmington Urban League (MWUL) Dover Committee, stated that the Urban League had an event scheduled for May 14, 2016. She advised that the high school juniors and seniors who would be attending would need mentors to remain with these students as they transition to college; therefore, this would be another opportunity for mentoring.

Ms. Bogle questioned if there would be a vetting and monitoring process for City employees who mentor and how recently employees had undergone background checks. She commented that she had overseen a mentoring program for the Capital School District and some problems came up.

Ms. Bogle felt this should be thought through before doing something in the name of the DHRC. Responding, Mr. Roach stated that the school has a mentoring coordinator.

Ms. Bogle asked if mentoring would be done through the Connecting Generations program. Responding, Mr. Dionta Cox, former mentor coordinator in the Capital School District, stated that Connecting Generations has mentors doing part-time work in some Capital School District schools.

Ms. Bogle questioned if the Reach One, Teach One Challenge would involve mentors going into the schools, and Mr. Roach confirmed this, stating that mentors would typically go in and have lunch with kids and would not take them out of school. Ms. Bogle indicated that she had not been aware that Reach One, Teach One was through the Capital School District.

Mr. McGiffin questioned if the point of the Reach One, Teach One Challenge was to encourage DHRC members and those employed by the City of Dover to participate in mentoring, and this was confirmed by Mr. Roach. Mr. Roach explained that the DHRC would not oversee mentoring but would encourage employees to participate and perhaps provide incentives, such as a button, cup, or an email with kudos. The intent was to raise awareness and encourage investing time in kids with the hope of curtailing future problems.

Responding to Ms. Mullen as to whether alternative schools were also being considered, Mr. Roach stated that the intent was to include schools such as Kent County Alternative Programs and Parkway Academy.

Mr. Roach indicated that, if desired, he could write up an email stating that the DHRC has issued a challenge to all City of Dover employees to volunteer at one (1) of the local schools and, if they do so, to notify the DHRC so that they could receive kudos. Responding, Mr. Henderson suggested that Mr. Roach and Ms. Bogle work together on this and forward this information to Ms. Griffith.

Ms. Bogle questioned if a flyer or email was desired, and Mr. Roach suggested whichever she felt was more appropriate.

Ms. Bogle noted that there were a couple of City employees who were already mentoring in the Capital School District and suggested that they may be able to help with recruiting.

New Ideas for Community Engagement

During the Commission meeting of March 16, 2016, it was recommended that all members come up with a new idea by the next meeting in regard to a forum, task, or challenge for the community that they would like to see the DHRC undertake.

During the DHRC meeting of April 20, 2016, Mr. Roach suggested holding a two (2) hour open meeting to allow people to meet their DHRC representatives, possibly at a church or local event. He felt this would make members more approachable to the community. Mr. Roach felt that people are not as likely to want to sit and talk with Commissioners and get to know them at a formal meeting. He suggested that members look at their calendars and pick a date during the summer.

Mr. Henderson suggested possibly having a barbecue. Responding, Mr. Roach indicated that he was in favor of this, stating that if the Commissioners gathered with their families so they could get to know each other and other people showed up, this would be a forum. He indicated that he was unsure if this would be allowed due to concerns related to the Freedom of Information Act (FOIA). Mr. Roach suggested it might be possible to have an event such as a barbecue meet and greet at Silver Lake if it were properly noticed and it was specified that no action would be taken.

Ms. Griffith stated that this was similar to people being invited to have breakfast or coffee with their legislators.

Mr. McGiffin pointed out that there could be issues if a quorum was present. Responding, Ms. Griffith stated that members would not be talking about business.

Ms. Mullen advised members that some communities in Dover have civic associations, noting that she belongs to one, and she stated that she would be happy to put the DHRC on the Towne Point Civic Association's agenda so they would know what the DHRC is and what they do.

Ms. Griffith indicated that members could find civic associations within their districts so these associations could get to know their own DHRC Commissioners.

Mr. Roach suggested that members check their local districts for civic associations and check a possible date for a meet and greet in the summer.

Noting that Ms. Mullen had brought forth the idea regarding civic associations, Mr. Henderson requested that she give members a little more guidance in this regard and that this be placed on the next meeting agenda.

Ms. Mullen stated that the next Towne Point Civic Association meeting was scheduled for May 20, 2016, and Mr. Henderson indicated that the DHRC would meet shortly thereafter.

Education Committee *(Bogle)*

Ms. Bogle stated that Capital School District was holding community meetings regarding their new strategic plan and she had attended. She indicated the need to connect with Mr. Henderson in regard to meeting with Dr. Dan Shelton, Superintendent, Capital School District, and stated that she would set up some meetings.

Communications Committee *(Griffith)*

African American Festival

Ms. Griffith stated that the DHRC's recommendation to allocate $200 to participate in the African American Festival on the last Saturday in June would be considered by City Council during their meeting of April 25, 2016. She indicated that funds would pay for a table and giveaways. She reminded members that they had discussed passing out water in order to start a conversation with those attending.

Community Involvement - Public Relations Initiative

Ms. Griffith stated that photos were being taken later in the evening and would be used for congratulatory cards that would be sent out to the community from the DHRC. She indicated that she would reach out to obtain an estimate for this.

Ms. Bogle stated that Delaware Correctional Industries offers printing at a reasonable price, and Mrs. Sadusky offered to contact them.

Ms. Griffith stated that she would see if the cards could be printed through Legislative Hall.

Mr. Roach stated that he is acquainted with the owner of Windswept and that he could approach them.

Responding to Ms. Griffith, Mr. Roach indicated that no dollar amount had been assigned because an estimate was still pending.

Ms. Griffith indicated her expectation that she would be writing out the cards. She stated her thought that each Commissioner's signature should be printed on the card and they would be sent on behalf of the Commission. Ms. Griffith expressed the need to talk about how decisions would be made regarding when cards would be sent.

Mr. McGiffin felt that members could establish criteria and Ms. Griffith could exercise authority consistent with the criteria, noting that there could be a list of events and accomplishments that would be recognized by the Commission.

Mr. Roach suggested that Ms. Griffith develop a list of the criteria to be used for discussion and approval during the next DHRC meeting.

Old Business

DHRC Vacancies (First and Fourth Districts)

Mr. Henderson stated that he would discuss the existing vacancies in the First and Fourth Districts with Council President Slavin.

Mr. McGiffin moved for adjournment, seconded by Mr. Roach and unanimously carried.

The meeting adjourned at 7:00 p.m., and photographs were taken following adjournment.

Theodore A. Henderson
Chair

TAH/JS/dd
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Attachments
Attachment #1 - Presentation - Metropolitan Wilmington Urban League (MWUL) - Dover Committee
Attachment #2 - Government Policy, Programs, and Practices Committee Online Survey Questions

Metropolitan Wilmington Urban League (MWUL)

Dover Committee

Introduction

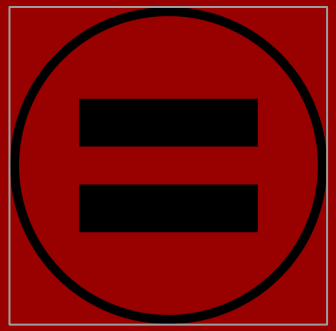
Shekelia Hines, PT , DPT

Physical Therapist

Chair of MWUL Dover Committee

ShekeliaHines@gmail.com

(302) 300 - 0856



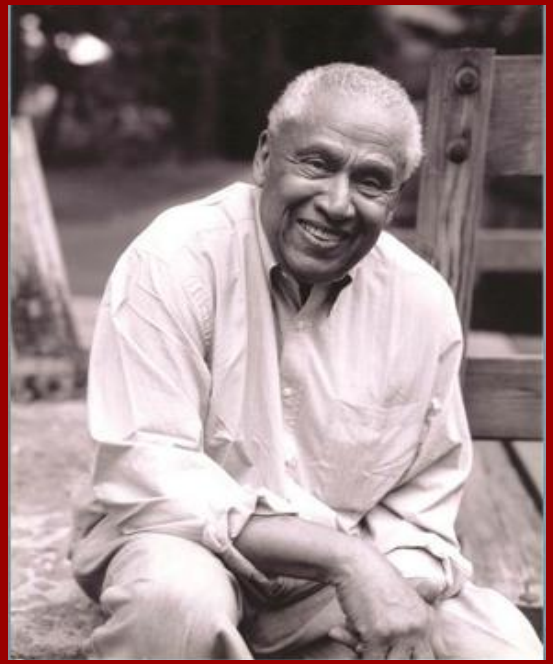
Our Movement

- 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**)

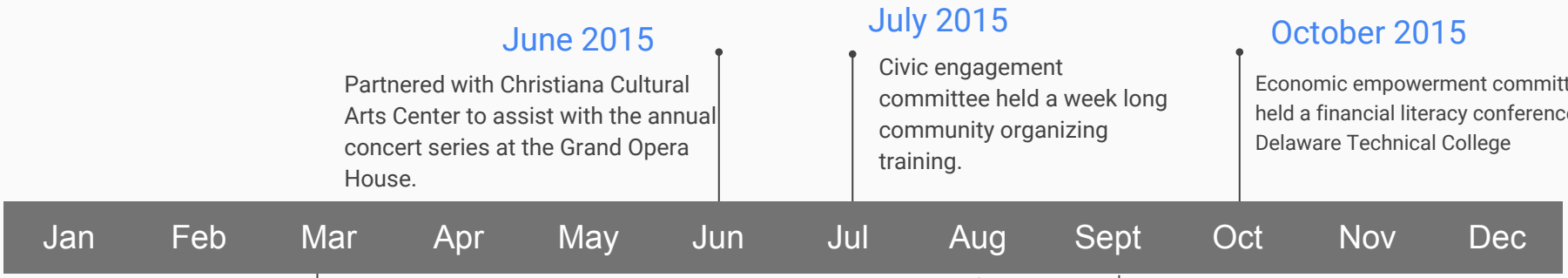
- Auxiliary Organization
- Fastest growing segment
- Made up of members who support the mission
- Defined as “Anyone proficient in what they do.”
- Various occupations are welcomed
- Ages 21 - 45



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

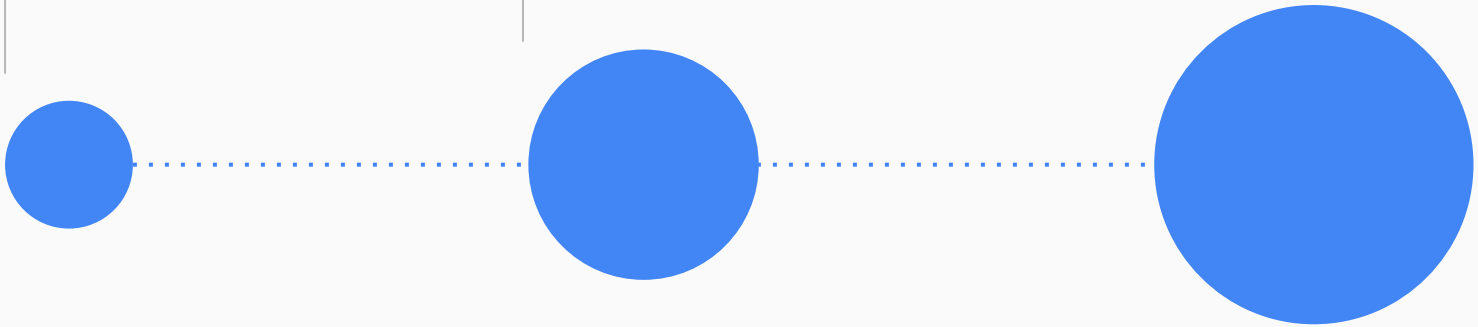
Held Campaign Bootcamp Training.

May

“What’s In Your Future” Education workshop

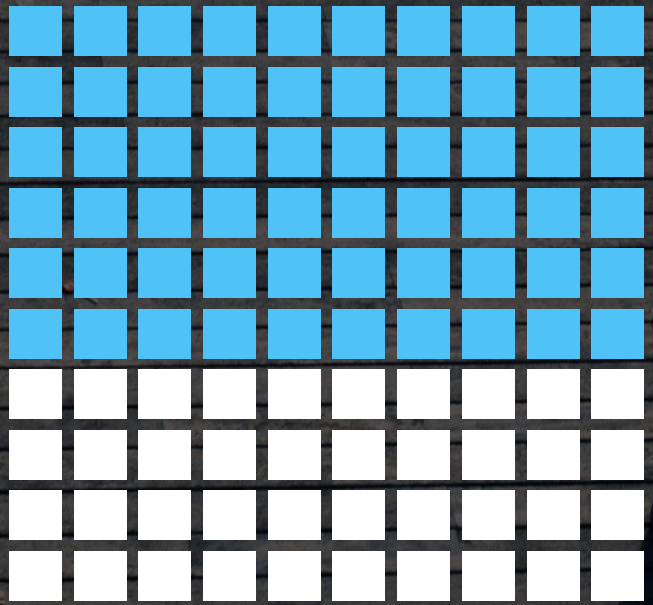
June

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.



Dover Human Relations Commission
Diversity Questionare

General Questions

1. Are diversity and cultural competency articulated as values in any mission/vision/value statement developed by the City?*

2. Is the City's value regarding diversity and cultural competency communicated to departments, staff, employees?*

3. Does the City promote diversity, cultural competency and inclusion in the community?* Why and how? Or why not?

4. Does the City promote diversity, cultural competency and inclusion in the workplace?* Why and how? Or why not?

5. Is there any history, event, symbol, figure that affects diversity and cultural competency in Dover?*

6. Does the City have a diversity recruiting plan, goals, record?

7. Does the City inquire about or measure employee satisfaction?

8. How does the City Communicate with diverse populations?

9. Is citizen/customer satisfaction measured? Is it tracked with diversity as a factor?

10. Is there any request/demand/need from diverse groups for particular services?*

11. Are any City services available in any language other than English?

12. Does the City have diversity policies applicable to dealings with vendors?

13. What does the City need to do more to promote diversity and cultural competency within the organization and in the community at large?*

For Kim Hawkins

14. Does the City track demographics of job applicants?

15. Does the City publish clear criteria for jobs prior to interviews?

16. Are interviewers trained about issues related to unconscious bias?

17. Is hiring done by hiring panels? Are the panels diverse?

18. Are hiring patterns tracked? Retention patterns? Attrition patterns?

19. Are employee behavior expectations communicated to staff? Enforced?

20. Does the City use Employee Resource Groups?

* question appropriate for survey of City staff

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole Meeting was held on April 26, 2016, at 6:00 p.m., with Mr. Hare presiding in the absence of Council President Slavin. Members of Council present were Mr. Sudler, Mr. Neil, Mr. Cole, Mr. Hosfelt (departed at 7:14 p.m. and returned at 7:31 p.m.), and Mr. Hutchison. Mr. Anderson and Mr. Lewis were absent. Mayor Christiansen was also present. Civilian members present for their Committee meetings were Mr. Keller (*Safety Advisory and Transportation*), Mr. Blakeman and Ms. Stewart (*Utility*), and Mr. Shevock and Ms. Maucher (*Legislative, Finance, and Administration*). Mr. Shelton (*Safety Advisory and Transportation*) was absent.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

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

AGENDA ADDITIONS/DELETIONS

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

Speed Control Measures - Independence Boulevard

Chairman Hosfelt stated that a working group including neighbors, residents, State Representative Sean Lynn, and staff from the Delaware Department of Transportation (DelDOT) had been working on speed control measures for Independence Boulevard in Bicentennial Village since the Summer of 2015.

Representative Sean Lynn, 31st District, stated that Bicentennial Village is situated in his district. Mr. Lynn advised members that residents had brought forward concerns about speeding through the main corridor of Bicentennial Village and the use of this thoroughfare as an alternative to Saulsbury Road as a north/south connector to avoid more highly trafficked or regulated routes. Based upon a request from the neighborhood, a working group was set up with DelDOT to look at traffic calming measures throughout the neighborhood. Mr. Lynn explained that a radar sign had been put in place and other traffic calming measures were proposed. He indicated that approval was being sought from Council to install these measures in Bicentennial Village, noting that he would pay for this project using his Community Transportation Funds (CTF). Mr. Lynn stated that this project was a portion of a two (2) part traffic calming measure proposal. The second portion, located on North State Street, would be brought forward once it is approved by the working group.

Mr. Tom Dix, 664 Independence Boulevard, member of the Bicentennial Village Civic Association and the working group, stated that he had a stake in this problem due to residing at this location. He stated that, last May, a six (6) day survey was done on his street, and 5,000 - 6,000 cars transited Independence Boulevard on any one (1) day. Mr. Dix advised members that when the Police Chief saw this report, he dispatched the motorcycle squad to address speeders, and neighbors were caught going 46 and 40 mph. It was Mr. Dix's opinion that drivers feel they can go as fast as they dare because the street is 37 feet wide, noting that this did not make for a peaceful community. He asked members to consider the proposals before them, noting that the working group had studied and

worked hard on this issue. Mr. Dix requested members' due consideration, noting the desire to return his street to a nice, peaceful street.

Mr. William Garfinkel, 9 Freedom Drive, member of the Bicentennial Village Civic Association and the working group, echoed Mr. Dix's remarks. He stated that Independence Boulevard is now a dangerous street with too many cars using it as a bypass to avoid Kenton Road, noting that there are two (2) blind curves. Mr. Garfinkel stated his understanding that yellow lines would be placed on the road; however, he felt that Independence Boulevard could not be another Kenton Road anymore, reiterating that 6,000 cars per day were using the road and this was dangerous in this residential development that should never have been a pass-through. He explained that he and Mr. Dix were asked to join the group by Mayor Christiansen and it was their job to keep the community involved. Mr. Garfinkel explained that they have a Facebook page used by hundreds of people and also joined Nextdoor, a private social network, to try to get out as much information as possible. He indicated that all these plans were discussed at the civic association meeting held in January, noting that they were not a secret and everybody knew about it. Mr. Garfinkel stated that he was very impressed with what DelDOT had done on the project and hoped that members would vote favorably on this issue.

Members were provided concept drawings of the proposed traffic calming measures in Bicentennial Village, including an Independence Boulevard Realigned Intersection and an Independence Boulevard at Colony Drive Proposed Roundabout ***(Attachment #1).*** Mr. Mike Somers, Traffic Calming Supervisor, DelDOT, indicated that these files would also be provided for the Facebook page referenced by Mr. Garfinkel. Referring to the realigned intersection depicting Lamplighter Lane and Green Blade Drive, Mr. Somers advised members that drivers often run stop signs that do not meet normal warrants, and the concept of a realigned intersection had come out on a national level to help eliminate or reduce the running of stop signs. He stated that DelDOT had installed three (3) way stops in various locations and had good luck with them. In regard to the roundabout depicted at Green Blade Drive and Colony Drive, Mr. Somers advised members that this mini-roundabout would encourage a slow-down at the intersections and would also create a safe intersection, noting that these kinds of circular measures had been applied worldwide and were very effective.

Mr. Glenn (Guy) Pusey III, Engineering Designer, RK&K, advised members that drivers had been observed going very fast around the curve at Green Blade Drive and Colony Drive and that the roundabout would deflect traffic. He noted that roundabouts used in the past in Delaware were not very good and DelDOT had learned from its mistakes.

Mr. Somers indicated that the current roundabout at Mifflin Road was done in a rush and with virtually no money since residents in the apartment complex wanted to try it but did not have money for the project. Although it was not particularly well built, Mr. Somers stated that those in the apartment complex had spoken highly of it and it does what they wanted it to do. He advised members that there are more recent examples at the DelDOT campus, noting that the roundabout closer to Bay Road is a better example than the roundabout in the back, which was not built to standards. Mr. Somers stated that the roundabout program had been in place since 2001; however, it was more widely received in northern Delaware.

Mr. Hosfelt opened the floor for public comment.

Ms. Rhonda Lewis, 27 Liberty Drive, questioned the accuracy of the traffic count of nearly 6,000 cars if the count was taken after Dover High School left the Walker Road area. She stated that Walker Road, from McKee Road to Kenton Road, has only 7,350 cars per day. In regard to the Mifflin Road roundabout, Ms. Lewis stated her belief that this roundabout was put there for speed control and was not about the apartments, noting that she had lived there at the time. She also expressed concern about realigning the Lamplighter Lane intersection since this would take away the parking for Continental Park, noting that kids play football and soccer there and need to be picked up.

Ms. Lewis questioned what would happen to the three (3) way stop sign at Freedom Drive. Responding, Mr. Somers stated that the original idea was to take it out; however, the working group felt strongly about leaving it.

Ms. Lewis expressed her opinion that taking the stop sign out would make a speedway worse than they have now, but keeping it would be a ridiculous amount of traffic control in a very small street, which was 30-some odd feet wide. She indicated that it was built in the 70's to collect the traffic from Route 8 to Walker Road, and there was only a block and a half of houses that face the road. Ms. Lewis felt that this indicated that this had not been the intent of a neighborhood street. She understood that there is speeding in the area; however, she felt the traffic was not as bad as it had been when Dover High was at its previous location. Ms. Lewis stated that, when coming out of the three (3) way stop signs or the stop sign at Liberty Drive, she does not have to wait as long anymore; however, she did not doubt that the gentleman who lives there sees the cars and speeding. Ms. Lewis advised members that she was unaware that there was a neighborhood association or a Facebook page. She indicated that the first notice that she received regarding this matter was a notice for a meeting at the City of Dover Police Department, and she did not think she was alone in this regard. Ms. Lewis stated that she had concerns but was unsure if the measures proposed were the best way to handle them.

Responding to Mr. Hosfelt, Ms. Lewis indicated that she was not in agreement with either of the proposed measures.

Mr. Les Blakeman, 209 Falmouth Way, Cranberry Run, informed members that he uses the road frequently because cars fill the lane at the Route 8/Dover-Kenton Road intersection and are backed up into the lane of traffic. He typically drives down to Bicentennial Village and across to Walker Road. Mr. Blakeman felt that a lot of similar overflow traffic was contributing to traffic in Bicentennial Village and, if some of this were fixed, he believed some of the traffic would dissipate.

Mr. Brad Ebaugh, 172 Continental Drive, agreed with Mr. Blakeman that extending the congested traffic lane would help. Noting that he comes up Mifflin Road every day, he stated that he observes people who cannot make the left-hand turn and instead turn by Redner's grocery store, using this as a cut-through. Mr. Ebaugh felt this cut-through would not be used if there was an adequate turn lane farther back on Route 8. In addition, he stated that he had been at his residence 25 years but had not

received any information about a Facebook page or anything else related to this matter until one of his neighbors made him aware. Mr. Ebaugh felt that the previous comment made that the neighborhood was in on this issue was not accurate. He stated that he would like more information before saying yes or no, but he did not like the idea of crowding the Continental Park field and not allowing parents to park in this area, believing that they would then park all through the streets.

Mr. Tom Monahan, 151 Continental Drive, stated that he was not happy with having four (4) yields at the intersection, noting that there were already speeders on the street who were going through yield signs. He advised members that he would like to see stop signs on Colony Drive and Green Blade Drive so drivers would know to stop and then go on the roundabout. He felt that four (4) yield signs would be asking for a lot of accidents.

Captain Dave Spicer, Dover Police Department, stated that he had been privileged to sit in on a lot of the meetings leading up to this point and thought it would be appropriate to compile data on how many traffic accidents occurred in this area over a three (3) year period. Dating back to 2013, there were approximately three (3) traffic accidents on Independence Boulevard alone. In 2014, there were two (2) traffic accidents on Independence Boulevard, and there were ten (10) in 2015. Captain Spicer did not know why this increase occurred; however, he felt there was definitely a problem occurring on Independence Boulevard. He indicated that there were no traffic accidents so far in 2016.

Mr. Sudler questioned how many community meetings were held in regard to this topic. Responding, Mr. Hosfelt indicated that there had been at least three (3) meetings.

Mr. Dix informed members that he had personally placed flyers on all the doorknobs in his community and everyone was notified. Mr. Garfinkel concurred; however, others in the audience expressed disagreement.

Mr. Neil thanked the homeowners who brought this issue to members' attention and also Representative Lynn. Mr. Neil stated that he had attended a number of related meetings at Legislative Hall. He felt if the proposed projects would slow people down, this would be an advantage. Mr. Neil noted that there would be a cost; however, if one (1) life were saved, it would be worth it. He indicated that the parking issue would be taken into consideration since it was important to a lot of people in the neighborhood. Mr. Neil felt that the road should not be a thoroughfare.

Mr. Hutchison expressed his opinion that the roundabout on Mifflin Road had been very effective from a public safety standpoint. He stated that the proposed roundabout was larger in design and should create an easier way for traffic to flow in and out.

Mr. Cole stated that the Continental Park issue mentioned previously had not come up during any of the previous related meetings and questioned if it is used a lot. Responding, Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that this is a City park, but the City does not hold programs there, and it is space for the public to use.

Mayor Christiansen echoed the concerns of the community and stated the desire to make sure that the entire community signs onto this plan or another plan. Having attended several of the meetings, he stated that there were quite a few people from the community who were on board with the proposal, however, he cautioned that this should be something that the entire community wants. He noted that police officers had arrested quite a few people that live in the neighborhood due to traffic violations. Once it is explained, and everyone is on board, Mayor Christiansen felt that Council should take the direction needed to provide safety.

Mr. Hare concurred with the Mayor, noting that tonight, two (2) individuals had spoken in favor of the proposal, one (1) not in favor, and one (1) wanted more information. Another gentlemen indicated he would like to see stop signs in a few different places. Mr. Hare felt that this matter had gone to two (2) or three (3) community meetings, but perhaps if another meeting was held, everyone present should sign a paper indicating whether they were for or against the plan. When the matter then came before Council, it would be a representation of more than just two (2) or three (3) people. Mr. Hare indicated that the community has to be the deciding factor, noting that he would like at least to see something reflecting the views of those who live on Independence Boulevard. He felt that someone should go up and down Independence Boulevard and get residents to sign off on the proposal.

In response to Mr. Cole regarding what the deadline would be for him to move forward, Representative Lynn explained that CTF funds had been set aside for this project and, if not expended, these funds would move into another project; therefore, funds would have to be expended relatively quickly.

In regard to community involvement, Representative Lynn stated that the Mayor had selected the individuals who sat on the working group from Bicentennial Village. Representative Lynn indicated that he personally attended multiple community meetings, noting that there are always people who state that they are unaware of such meetings. He advised that multiple meetings were held, they were well advertised on the Nextdoor app and on Facebook, and they were very well attended. Representative Lynn stated that the vast majority of the people at the meetings supported the project.

Mr. Hosfelt stated that he put notices out on Nextdoor and on the Bicentennial Facebook page to ask residents to attend and to speak either in favor or against the proposal so that it could be known where everybody stands. He advised members that some people agree and others do not, and he was unsure if all residents would ever agree to one (1) plan. As a past police chief and current councilman who lives near and travels that roadway, Mr. Hosfelt stated that something needed to be done on Independence Boulevard, noting the increase from two (2) to ten (10) accidents last year. He questioned what it would take to make the change, and whether it would be a child running across the road when leaving Continental Park. Mr. Hosfelt stated that meetings, which had been held since last summer, could continue and members could continue to argue and talk about this; however, he felt the matter was at the point where a decision must be made. He indicated that the funds which were present would go to something else if the City did not take advantage of them. Mr. Hosfelt stated that there were two (2) good speed control alternatives present and expressed his opinion that members needed to make a decision.

Ms. Susan Hessler, 120 Cobblestone Lane, stated that she had attended two (2) of the community meetings and there was not an overwhelming majority that wanted anything done, except for some sort of speed control, whether it was a lighted fixture such as that now on Bicentennial. She expressed concern, if a roundabout were installed, that instead of going through the circle, people would come out onto Colony Drive, go through the light at Meetinghouse Lane and Colony Drive, and then divert onto Bicentennial Boulevard to cut over to Walker Road, and traffic would just be redirected. Ms. Hessler felt that this would create more of an excessive traffic pattern through the neighborhood.

Mr. Hosfelt stated his view that, historically, people had not circumvented the current roundabout on Mifflin Road to go through Woodmill to Route 8.

Based on the size and dimensions of the roundabouts, Ms. Hessler did not think they could be compared. She indicated that people cut through Colony Drive now, and she felt the mindset would be that if people want to get to Walker Road, they would go down to Bicentennial Boulevard and go right or left on Walker Road.

Mr. Sudler questioned how concerns regarding parking at Continental Park would be addressed if the park was used for recreation. He questioned if there would be parking allowed for a time frame or if those who park there would be ticketed.

Mr. Hosfelt stated his belief that there were no signs on the roadway that restrict parking at this time and parking would remain open.

Mr. Sudler moved to recommend acceptance of the recommendation of DelDOT and the working group for the roundabout, seconded by Mr. Neil and unanimously carried.

Traffic Concerns - Proposed Interconnection Between The Arbors Senior Garden Apartments and Emerald Pointe

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed a presentation entitled "The Arbors - Review of Interconnection with Emerald Pointe*"* ***(Attachment #2)***. She explained that, in 2002, the Planning Commission approved the subdivision now known as Emerald Pointe with 107 single-family detached homes. That plan included two (2) stub streets; one (1) extending west to a vacant property between Emerald Pointe and Hidden Oaks, and another extending from Topaz Circle to the south, to the subject property of The Arbors.

Mrs. Townshend advised that, in 2004, there was a minor subdivision of the McKee Property, which resulted in the parcel that was again the subject of The Arbors. At that time, the Delaware Department of Transportation (DelDOT) and the Public Works Department requested a 60-foot cross access easement from the McKee property to Emerald Pointe to line up with the stub street. This easement was approved by the Planning Commission and was on the final recorded plan for that minor subdivision.

Mrs. Townshend indicated that a project called "College Road Garden Apartments" came forward in 2005 and was reviewed as a Planned Neighborhood Design - Senior Citizen Housing option. The site plan was approved by the Planning Commission, but it expired in 2007, before it went to final plan, or construction was begun. She stated that in 2007, The Arbors came forward again as a Planned Neighborhood Design - Senior Citizen Housing, which was essentially the same plan that had expired previously with a few small changes. Mrs. Townshend explained that this project was approved by the Planning Commission and received final site plan approvals from all agencies; however, construction never commenced and the plan expired in 2009. Prior to the expiration of the site plan, the right of way that establishes Senior Way was recorded. She noted that, in 2009 and early 2010, the property was rezoned from R-8 (One-Family Residence Zone), to RG-2 (General Residence Zone), and the previous plans were brought forward as senior apartments, since apartments became a permitted use.

Mrs. Townshend informed members that, in 2010, there was another conditional use site plan application for the Arbors, with essentially the same building layout, which had minor tweaks to the parking and other layout on the site. She noted that this was for a 48-unit apartment building, and that every iteration for the property had been for 48 units. Mrs. Townshend stated that the original proposal would have had all traffic coming through Emerald Pointe, and there would be no access to College Road; however, Planning Department and DelDOT staff expressed concern about this. She noted that the Planning Commission ultimately required the construction of Senior Way, which would include access to College Road, and the connection to the Topaz Circle stub street. Mrs. Townshend indicated that this plan expired again, prior to getting all of the approvals and being finalized.

Mrs. Townshend advised members that the current land plan submission for The Arbors was consistent with the prior submission, but had some changes to the parking layout. It was approved by the Planning Commission on March 21, 2016, and included the interconnection with the Topaz Circle stub street. Mrs. Townshend reviewed the 2007 site plan for The Arbors Planned Neighborhood Design - Senior Citizen Option on Page 5 of the presentation, and reminded members that this project went to final plan approval, but was not constructed. She explained that the active recreation area on the west side of Senior Way showed a multi-use path for the residents of the development, and the connection to Topaz Circle was part of the plan. Mrs. Townshend then reviewed the land plan for the Arbors that was approved by the Planning Commission on Page 6. She indicated that, for the most part, this plan remained unchanged from the 2007 plan, noting that parking would be tweaked and the connections to Topaz Circle and College Road would be retained. Mrs. Townshend advised members that there were concerns regarding how the connections would affect traffic through Emerald Pointe, in particular at the location where Emerald Pointe connects with McKee Road. Mrs. Townshend stated that, in terms of the history and prior approvals of Emerald Pointe, and the prior iterations of The Arbors property interconnection had always been part of the plan approval.

Mr. Hosfelt commented that he travels this road back and forth to work each day, and it was not uncommon to sit through the light at College and McKee Roads for three (3) or four (4) cycles before getting through. He questioned if DelDOT could help with this.

Mr. Marc Cote, Assistant Director, Planning Development Coordination, DelDOT stated that the intersection of McKee and College Roads was eventually planned to be part of the Dover Transportation Improvement District that DelDOT was working with the City on; however, this was in the infancy stages and there were no planned improvements at the intersection at this time. Mr. Cote advised that the interconnection was there to provide the residents of the community another access point to College Road so they do not have to travel through the intersection. He stated that the senior housing generates only a little over 160 trips per day, so not much traffic would be using it, and the interconnection is there mainly for the community to use.

Mr. Hosfelt invited those present who wished to speak to come forward.

Mr. Thomas Disabatino, 346 Topaz Circle, Emerald Pointe, informed members that when he found out about the plan he was immediately concerned, due to the traffic at McKee and College Road. He stated that traffic stacks up from College Road all the way to the entrance and beyond of Emerald Pointe when heading in the direction of Kraft Foods. Mr. DiSabatino feared that Emerald Pointe will just become a pass-through to College Road at those times when the traffic is heavy. In addition, he indicated that when trying to make a left turn from College Road to McKee Road headed toward Delaware Technical and Community College, the left turn cycle allows only five (5) to six (6) cars through; therefore, he felt that people would use Senior Way, go through Emerald Pointe, and take their chances on trying to make a left turn at the Emerald Pointe entrance, which he indicated was already a dangerous proposition. Mr. Disabatino reiterated the major concern that this would become a pass-through for those trying to avoid the intersection, noting that he did not know the date when the improvements would be made.

Mr. Hosfelt indicated that the improvements would take years.

Mr. Dan Maher, 16 Inverness Court, Woodlands of Fox Hall, expressed his desire to raise the same issues that he raised before the Planning Commission. He stated that the distance from the entrance of Fox Hall on College Road to the intersection is roughly 0.3 miles and this area contains two (2) churches, a private residence, and a building development that empty onto College Road. Mr. Maher advised that the Arbors development would be the fourth development between the Woodlands of Fox Hall, Hidden Acres, the Arbors, and a little shopping center. He stated that those who are four (4) or five (5) cars back in the intersection during the day are stuck and cannot get to the left or right turn lane. Mr. Maher felt that having additional cars there would make that matter considerably worse. He did not understand where the projection of 160 trips came from, noting that there would be 48 units, each one with a car going in and out, and he felt the intersection would be a disaster. Mr. Maher expressed concern that the Arbors would be built before improvements are made and that it would make a bad situation worse. Referring to the discussion earlier in the meeting regarding Independence Boulevard, he questioned how many cars were traversing College Road if there were 6,000 per day on Independence Boulevard.

Mr. David Pokrajac, 6 Tanzanite Court, agreed with other members of the public. He stated that two (2) years ago in March he was living at the Courtyards when there was an accident at night. The police were chasing someone in an all-terrain vehicle who entered the neighborhood, causing havoc

and waking up Mr. Pokrajac and his neighbor. He noted this happened before this became a through traffic road and questioned what would happen if the interconnection came to fruition. Mr. Pokrajac noted that earlier in the meeting members discussed measures to improve the traffic situation on Independence Boulevard, which had become a through-traffic road, and now they were proposing to open a through-traffic road. He questioned if they would propose to build a roundabout in one (1) to ten (10) years to prevent traffic accidents, noting that there was no space in the neighborhood for a roundabout. Mr. Pokrajac stated that kids play basketball and baseball on the streets in the neighborhood and run and ride bicycles there. He questioned if there was a desire for kids to be healthy and able to defend our country if needed or to be on Facebook all the time and have spinal injuries.

Ms. LaKeesha Christian, 207 Topaz Circle, advised members that her family had been living in the neighborhood for approximately seven (7) to eight (8) years. She referenced the concerns stated earlier in the meeting of residents living in and around Bicentennial Village, who felt they had lost the peacefulness of their neighborhood with all the traffic constantly going through. Ms. Christian noted that 6,000 cars was a lot of traffic going through and she did not want her neighborhood to experience this. She stated that they have a small community, know each other, and know the cars that travel in and out of the neighborhood. Ms. Christian feels very safe and secure there, her children play there, and she feels comfortable letting them go outside, run around the house, and go down to the park, knowing that they will be safe, and her neighbors will be looking out for them. She stated that she would lose all of that comfort if members agree to let a street cut through from one end to another. She stated her understanding that the purpose of the proposal was to help people to get in and out of the new residential area better, but expressed concern for those who are already living there and dealing with traffic when coming out. Ms. Christian noted that there is no light in front of Emerald Pointe and no approval for a light, so it would take longer to get out of the neighborhood. In addition to the safety concerns, she noted that there would be 48 additional units, which would mean 100 extra cars if people have two (2) cars. Ms. Christian reiterated that she would like her children to be safe and did not think it fair to lose that just to add a new development to the community.

Mr. Mark Reaves, 10 Tanzanite Court, President, Emerald Pointe Homeowners Association, stated his concern that this development had come up numerous times under multiple names, and each time it had expired. He stated that they had no idea of ownership of this project, the owner had not come forward to the residents of the community, and there had been no discussion with the community regarding what was going on with the project. Mr. Reaves noted that Mr. Cote had casually stated that this was a through put to McKee Road on the other side. Mr. Reaves reiterated others' comments that this was a neighborhood, and the road comes directly through a residential area. He indicated that, currently, one (1) vehicle can pass through the street, and drivers must pull over to the side to pass. Mr. Reaves felt it infeasible for cars to pass each other coming through.

Mr. Reaves stated that if the Arbors development moves forward, there should be a "Do Not Enter" indication so others would not be entering his neighborhood, if there is some type of pass-through street. This would facilitate emergency vehicles reaching Emerald Pointe as they would not have to go all the way around and come down McKee Road to get into his community, which would be

a benefit. However, Mr. Reaves felt that normal traffic should come in and out on College Road. He expressed his opinion that there should be discussion with DelDOT, noting that they had sent letters to DelDOT since late 2013 and early 2014 about getting some type of traffic light, such as a flashing yellow or flashing red light, but had been ignored for two (2) years. Mr. Reaves explained that residents must sometimes wait 15 minutes to get out of their neighborhood to go to work. He stated that there had been two (2) or three (3) fatalities. They had lost their neighborhood entrance signs which had not been replaced, although they had asked DelDOT for them numerous times for over two-and-a-half years, but had gotten the run-around. Mr. Reaves felt that if anything were to come before the City in regard to the interconnection, there had to be discussion with the neighborhood. He also commented that there were safety concerns due to numerous young children, expressing the desire to avoid an Amber Alert situation.

Mayor Christiansen stated that Mr. Reaves was correct, noting that he and Council President Slavin had made two (2) requests for traffic studies to be initiated at the entrance to Emerald Pointe, at the request of the residents, and also at the request of the residents of The Meadows. He informed members that he had observed in the morning that it was "Death Wish 2000" coming out of Emerald Pointe and The Meadows. Mayor Christiansen said he did not know if this had any bearing on whether or not there would be a through street. He questioned if staff had received information from DelDOT in regard to traffic counts. Mayor Christiansen stated his belief that, with the completion of the West Dover Connector that runs through the south of the City, the traffic situation on McKee Road and Scarborough Road, and at the entrance and exit to Emerald Pointe, would be exacerbated. Mayor Christiansen indicated that he would like to see those traffic studies in hand for the City to make an intelligent decision on which direction the City would go.

Mrs. Townshend advised that she was not aware of any studies. She indicated that she could follow up with the DelDOT traffic section, especially if there had been fatalities. If a study had not been done, Mrs. Townshend indicated that staff could work with DelDOT on this. [Sent to AMT]

Mr. Cote stated that he would follow up with DelDOT's traffic study section to see what the results were of the requests; however, based on his experience, there was not enough traffic out of Emerald Pointe to warrant a signal.

Mr. Reaves suggested a signal at the intersection of McKee and Scarborough Roads, noting that this would break up the traffic pattern. Responding, Mr. Cote advised that warrants must be satisfied in order to place traffic signals, and even if a warrant is met, this does not necessarily mean that DelDOT would install a signal, just that the location is eligible for one. He reiterated his doubt that a warrant would be met. Mr. Cote noted that the residents were concerned about getting out onto McKee Road; however, he stated that an interconnection would allow them the opportunity to exit onto College Road. He explained that McKee Road has about 15,800 vehicles per day, whereas College Road has almost half that volume with 8,300 vehicles. Mr. Cote indicated that it would be much easier to get out onto College Road, which would provide the opportunity to bypass the intersection completely, when traveling westbound on College Road.

As a resident who lives and works off State College Road, and who grew up on State College Road, Mr. Sudler concurred with the majority of the residents who had voiced their opinion tonight. He stated that he would not vote in favor of the interconnection.

Mr. Scott Koenig, City Manager, stated that he recalled receiving an email from Mr. Mark Luszcz, Assistant Chief Traffic Engineer, regarding the intersection of McKee Road modified to Scarborough Road. It was Mr. Koenig's belief that DelDOT had done a traffic study and recommended that a signal be constructed at that location when the budget allows.

In regard to community planning, Mr. Koenig stated that interconnectivity is a component of the City's Subdivision Code and staff had been working on this with design engineers, developers, and existing developments for more than 25 years. He explained that communities such as Bicentennial Village, Presidential Courts, The Green, Deerfield, Woodmill, and Woodmill Apartments are interconnected by roads. Mr. Koenig explained that roads were constructed all the way to the boundaries of these subdivisions. He noted that Emerald Pointe, Hidden Oaks, the Village of Cannon Mill, and the Village of Westover all have stub roads constructed to the boundaries to attain interconnectivity for school buses, emergency vehicles, vehicular traffic, and general day-to-day activities of a community. Mr. Koenig indicated that staff had fought for many years for cross-access agreements and cross-access construction to facilitate interconnections between various types of developments to alleviate additional traffic on main roads and main intersections. He advised that State growth patterns are pushing development to the communities. Mr. Koenig noted that traffic volumes in the City would continue to go up as Dover grows and becomes more urbanized and this was a reality for which staff had been planning for more than two (2) decades. He stated that transportation systems, transportation planning, utilities, etc., are part of the community fabric. Acknowledging that he understood that there are negatives to interconnectivity, Mr. Koenig noted that there are also positives that the City assumed would happen when developments and construction were planned and authorized. He explained that if Council decides not to approve the interconnection, there would be a subdivision with 150 units that has one (1) connection to the road for emergency vehicles to get in or out.

Mr. Koenig advised that votes by Council and the Planning Commission regarding interconnectivity had not always been unanimous because it is difficult when portions of the community say they do not want it. Some residents who bought lots in a subdivision become upset because roads may actually be connected to other developments. Mr. Koenig expressed his opinion that staff had done a good job of laying the foundation for interconnections because they are important to the community.

Mr. Reaves stated that the community was planned in 2005 or 2006, and he felt the interconnectivity should have happened when they started building the neighborhood. He indicated that a road could have been put through to College Road at that time, noting that it was now coming as a surprise to residents. He expressed his belief that residents did not disagree with interconnectivity; however, they had a problem with traffic flow coming through the neighborhood. Mr. Reaves felt that this should be considered strongly, noting that emergency vehicles coming in from College Road would be welcome; however, studies were incomplete regarding traffic coming in through the other

neighborhood. He indicated that currently there were 107 houses, and children in the neighborhood had grown, and were now driving. Mr. Reaves stated that households that used to have one (1) or two (2) vehicles now had four (4), and all of this traffic was trying to exit at the same time. He stated that DelDOT had denied their request for any type of alleviation for traffic exiting out onto Scarborough/McKee Road. Mr. Reaves indicated that they had asked for the center lane to be extended to allow drivers to pass and get to the center lane and then merge in to the traffic, noting that this lane ends before their development. Mr. Reaves informed members that they had asked for a flashing red or yellow light. All of these things were requested over the past two (2) years and were denied. He stated, if the project goes forward and more cars are added to the flow, nothing had been suggested to alleviate problems getting out of the development, and he reiterated that there have been three (3) fatalities.

Mrs. Townshend pointed out that the subdivision site plan had been approved with the interconnection. The Planning Commission had acted, and this matter was not being brought to the Committee or Council for approval. She indicated that if Council determines that they want to look at how this could be eliminated, there would be ways to consider this; however, approval was not on the current agenda.

Mr. Hosfelt questioned the process if there was a desire to take action. Responding, Mrs. Townshend explained that she provided information to Mr. William Pepper, Deputy City Solicitor, who evaluated the various codes and stated that Council would have the purview to abandon the right of way of the stub street in Emerald Pointe. Mrs. Townshend advised that if this was something that Council wants to do, it would be initiated. This matter would have to go through the Development Advisory Committee process and through the Planning Commission, with a recommendation, so this would not be a simple motion, but a process that would have to go forward to effect a change.

Mr. Sudler moved to look into the process of abandoning the stub street that was recommended by the Planning Commission in Emerald Pointe, seconded by Mr. Hare.

Mr. Hare stated his belief that there was plenty of time on this issue, noting that the project had not yet been developed or built. He suggested reviewing it for access for emergency vehicles or school buses. Mr. Hare pointed out that there are other developments, such as Hidden Acres, that have only one (1) way in and out. He felt that if the development is built and there are issues and problems, they could be addressed in two (2) or three (3) years, as problems were being addressed in Bicentennial Village.

Ms. Rose Shields, 339 Topaz Circle, stated that when she purchased her property, she asked about this section and was told not to worry about it. She expressed concern about the two (2) houses on either side with traffic going through.

Mr. Sudler stated that he did not oppose interconnection; however, he opposed it at the location discussed at the present moment. He felt that with further input from the community and further

planning, a happy medium would be found. He noted that the Village of Westover had one (1) way in and out and they had been fine.

Mr. Hutchison felt, based on the comments made by neighbors this evening, that members had an opportunity and responsibility to review this matter further to make sure that everyone is on the same page, and understands the issue. He also felt that there was a responsibility to address the concerns, due to public safety.

Mr. Hosfelt advised that he lives in Fox Hall West, where residents suffer every day with interconnection from Westfield cutting through the neighborhood to get to Kenton Road more quickly. He stated that he receives complaints from his neighbors, understood the concerns it causes, and could only imagine what this would cause for the development of Emerald Pointe. Mr. Hosfelt noted that representatives from DelDOT had indicated there would be 8,500 vehicles going back and forth each day. He believed that growth and speeds would become greater. Based on Captain Mark Spicer's comments earlier in the evening, Mr. Hosfelt felt that accidents would increase and expressed the desire to learn from the discussions earlier in the evening in regard to Bicentennial Village.

Mr. Keller stated that he lives in Fox Hall and that any more traffic on College Road would be a mess. He stated that he travels two (2) to three (3) times per day from Oakmont Road to College Road.

The motion to recommend looking into the process of abandoning the stub street that was recommended by the Planning Commission in Emerald Pointe unanimously carried.

Mr. Marion Wright, 118 Topaz Circle, expressed concern about the traffic problems they had experienced, noting that there had been two (2) or three (3) fatalities at the intersection where residents exit. He indicated that when he is exiting to the left or right and he sees a car turning the corner, he thinks he has adequate time to exit; however, the next thing he knows, the car is on top of him, going about 60 or 65 miles per hour. Mr. Wright advised that he and his wife see people flying on their way to work and home at night. He felt this was a dangerous problem that might be reduced if there were stop or speed limit signs. Mr. Wright stated that when making a left-hand turn, he must pull up because he is afraid that someone will hit him from behind instead of going around. Mr. Wright advised members that cars in back cannot see the curve in the road. He felt that bringing a policeman to this location from time to time to warn people about high speeds would probably help, and hopefully there would be no more fatalities.

Review of Position Description/Requirements - City Fire Marshal (Inspector III)
Due to time constraints, this item was deferred.

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

Meeting adjourned at 7:14 p.m.

UTILITY COMMITTEE

The Utility Committee met with Chairman Hutchison presiding.

AGENDA ADDITIONS/DELETIONS

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

Dedication of Rights-of-Way and Public Infrastructure - Tribbitt Street Extension and Southern Portion of Dover High Drive (Leander Lakes)

Mr. Scott Koenig, City Manager, informed members that as part of the approved plans of the new Dover High School and Leander Lakes Apartments, a road connection was required to the Village of Cannon Mill. He stated that this infrastructure dedication includes a portion of Tribbitt Street and a portion of Dover High Drive, and this improvement would guarantee both vehicular and pedestrian interconnection from the development to the new Dover High School. Mr. Koenig stated that the total amount of road dedication is approximately 940 linear feet, and the total construction value of the associated public improvements is approximately $335,368. He explained that these improvements were required as part of the development project, and Dixie Construction has completed construction of the improvements in accordance with City standards and specifications. After construction was completed, City staff inspected the public improvements and developed a list of repairs to be made to meet the City of Dover Standards and Specifications for Public Works Construction. As of this date, all work required by the Public Works Director has been completed. A one (1) year Maintenance Agreement and a Release of Liabilities will be submitted as part of the dedication process.

Staff recommended acceptance of the dedication of rights-of-way and public infrastructure of the Tribbitt Street Extension and southern portion of Dover High Drive, to include all of the referenced public improvements, as well as their construction values.

Mr. Blakeman moved to recommend approval of staff's recommendation, seconded by Mr. Neil and unanimously carried.

Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System - Fiscal Year 2015

Mrs. Donna Mitchell, Controller/Treasurer, reviewed the conclusions of the Engineering Consultant's Report on the Operation and Maintenance of the Electric System, Fiscal Year 2015, prepared by Burns & McDonnell Engineering Company, Inc. She reminded members that the Annual Engineering Consultant's Report was required by Section 705 and Section 504 of the City's Resolution, Authorizing and Securing Electric Revenue Bonds, adopted December 23, 1985.

Mrs. Mitchell noted that pages 3-17 through 3-19 describe the projects completed during the past year, as well as upcoming projects.

Mrs. Mitchell, referring to Page 4-3 of Table 4-1: Annual Sales and Customer Accounts, advised members that there was a typographical error, and the Total Energy Sales for FY 2015 should reflect 723M kilowatt hours (kWh), not 715M kWh, and a revised Report would be provided ***(Attachment #3)***.

Mrs. Mitchell informed members that one (1) difference in this year's report was that the consultant included an Appendix A with pictures of each the City's substations, identified by location, noting that St. Jones was spelled incorrectly.

Staff recommended acceptance of the Report.

Mr. Blakeman, referring to Page 3-5 of Table 3-2: FY 2015 Generating Plant Operating Statistics, noted that the statistics regarding Forced Outage were listed as hours, and the Availability Factor did not seem to coincide with the hours. He asked if the planned outages that reduce availability were not listed. Responding, Mr. Harry Maloney, Electric Director, explained that the table only listed the forced outage rates. He stated that he would examine the numbers and provide clarification.

Mr. Blakeman, referring to Table 4-3 Revenue Margins and Unaccounted for Energy on Page 4-5, questioned if outdoor lighting was moved from the losses area into a separate line item account, noting that the Report indicated that "In previous Annual Engineering Consultant's Reports, Outdoor Lighting energy was recorded as losses. In this report, Outdoor Lighting customer accounts, energy sales, and revenues were recorded as a separate rate class." In response, Mrs. Mitchell confirmed that the outdoor lighting was moved out of the loss area because that was inappropriate. Mr. Blakeman commended staff for moving it, noting that it was a good thing to do.

Mr. Blakeman moved to recommend acceptance of the report, as recommended by Staff, seconded by Mr. Neil and unanimously carried.

TEA/NAES Reports (January and February)

The TEA/NAES Monthly Reports for January and February 2016 were provided to members to enable them to monitor electric sales and revenues received, which will provide a better understanding of any fluctuations that occur and allow the opportunity to make improvements if deemed necessary.

Mr. Scott Koenig, City Manager, reviewed Page 12 of the TEA Report for February 2016, noting that the Gross Load Actual YTD was tracking slightly above what was budgeted for the year. Referring to the Total - Utilities Cost, he stated that $33,855,500 was budgeted as projected expense through February, and the actual expenses through February were $29,251,658, which was favorable by approximately $4.6M. Mr. Koenig indicated that this trend seems to be continuing through the FY 2017 budget.

Staff recommended acceptance of the reports.

Mr. Neil moved to recommend acceptance of the reports, as recommended by Staff, seconded by Mr. Blakeman and unanimously carried.

Garrison Oak Technical Park Project Updates

Mr. Scott Koenig, City Manager, informed members that this would be the final update regarding Garrison Oak construction projects, since the projects are coming to a close. He provided the following updates:

City Infrastructure

Mr. Koenig reminded members that Council awarded three (3) different construction contracts for the Garrison Oak Technical Park (GOTP). He stated that one (1) contract was awarded to A-Del Construction Co., Inc. in the original amount of $6,214,700 to build internal gravity sewer, water distribution system and General Fund infrastructure for streets, drainage ditches and pipes, as well as landscaping associated with the technical park. Mr. Koenig stated that the second contract was to CB & I, Inc. for the elevated 1.5MG water tower and the value of the original contract was $3,487,660. Mr. Koenig advised that the last infrastructure contract was awarded to George & Lynch, Inc. for the construction of the sanitary sewer pump stations and force mains inside the GOTP, as well as the upgrade of the pumping station in White Oak Farms, and the abandonment of the small pump station on White Oak Road, noting that the value of that contract was $2,572,065. Mr. Koenig stated that the total infrastructure contracts related to these three (3) projects are valued at $12,274,425, and the final contracts are currently tracking at $12,246,788.10, which is a slight reduction of the amount that was initially authorized.

Mr. Koenig informed members that the George & Lynch contract is complete, they have submitted all their paperwork, and the infrastructure is operational, including all the pump stations and abandonments. Referring to the CB & I contract, he stated that the elevated storage tower is in operation; however, there are some final closeout items that need to be done on that project. He advised that staff is holding approximately $174,000 for project closeout and documentation that needs to be submitted prior to releasing the final payment. Mr. Koenig stated that staff is holding approximately $611,000 for the A-Del contract until they finalize all of the work. He explained that A-Del has some sediment and erosion control that needs to be finished; however, the City is nearing the very end stages of that contract, and staff expects to release the retainage back to the contractor by the end of the fiscal year in order to wrap up the construction contracts.

Mr. Koenig advised that there were some miscellaneous contracts associated with the development that include final design. He stated that surveying in the flood plain must be completed to confirm the final as-builts of the improvements in the flood plain. Mr. Koenig reminded members that there was also work authorized through the Electric Department to relocate the 69 kV line, noting that all that work was completed and all the billing should be finalized by the end of the current fiscal year, if it was not already finalized.

Mr. Koenig stated that construction would wrap up in FY 2016. He informed members that the only thing that currently looks incomplete is the left entrance to the Garrison Energy Center (GEC), explaining that the contractor for the GEC needs to finish the ramping apron into the parking lot as

one (1) of their final construction items. Mr. Koenig stated that the park is operational and the City is still working to market and sell additional lots.

Calpine Energy Center
Mr. Hutchison asked if the Calpine water demand was meeting Staff's expectations. Responding, Mr. Koenig advised that the numbers were running low for the first nine (9) months, explaining that part of reason was related to some outages last fall for construction completion. Mr. Koenig stated that staff would be fully reviewing these numbers during the summer months to make sure that Calpine is hitting the budget numbers or that there is an explanation as to why they are not.

Dover Sun Park
Members reviewed details regarding the White Oak Solar Park incremental cost for Fiscal Year 2016.

Mr. Koenig stated that the incremental costs for the Sun Park through February 2016 indicated an additional $763,204 over what the City would expect to pay for normal electric power coming off of the grid.

Mr. Koenig informed members that, in the future, this report would be included in either the City Manager's Monthly Report or the TEA/NAES Report. He stated that Council will still be provided the information; however, it would no longer be a separate item for discussion at the Utility Committee meeting.

Mr. Sudler moved for adjournment of the Utility Committee meeting. The motion was seconded by Mr. Blakeman and unanimously carried.

Meeting adjourned at 7:31 p.m.

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

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

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

Update - Transfer of Real Property from Delaware Civic Center Corporation to Delaware State University
During their meeting of August 24, 2015, the Committee recommended continued conversation and information gathering from Delaware State University (DSU), as well as the City Manager, and for DSU to come back at the first meeting in October and give another presentation in regard to how they could economically benefit both the City and DSU. On October 12, 2015 the City Manager provided a status report on the request.

During the Legislative, Finance, and Administration Committee meeting of April 26, 2016, Mr. David Sheppard, General Counsel for DSU, advised that when the University last had an opportunity to present before Council, Mr. Tom Preston was there in the role of General Counsel and he has since retired. Mr. Sheppard advised that he was present at the meeting as the Assistant General Counsel and stated that he did not have anything additional to add in terms of the economic benefit that the development of a convocation center on the civic center property site would bring to the City. He referred members to the Delaware State University Convocation Center Final Report ***(Attachment #4)*** that was presented during the August 24, 2015 meeting. In regard to the economic benefit to the City of a convocation center on the civic center property site, Mr. Sheppard pointed out that Page 24 - Economic Impact reflected the estimate of expert consultants that, if built and fully utilized, the convocation center would generate $7M - $9.5M per year in revenue for the Dover area.

Mr. Sheppard stated that developing such a center would also be to the material benefit of the University. He informed members that for athletic events DSU currently uses Memorial Hall, which is more than 40 years old and not up to what one would expect for a Division 1 NCAA program. There are also events such as convocations and graduations, and DSU was fortunate to have Vice President Joe Biden speaking at graduation this year. Mr. Sheppard expressed his hope that the weather would cooperate on May 7, 2016 for graduation; however, he noted the benefit of having a facility that can house both students and parents during graduation. He stated that DSU is currently relegated to Memorial Hall in the wintertime, which is not ideal, and to the outdoor football stadium in the summertime, which is uncomfortable in the rain.

Mr. Sheppard indicated that the benefit to the City as a whole would be for events that could come to the City. He stated that indoor facilities in Delaware are limited for trade shows, conventions, and athletic events, noting that existing indoor facilities include the Bob Carpenter Center in Newark, the Chase Center in Wilmington, and some limited facilities at Dover Downs.

Mr. Sheppard indicated that they propose to build the facility in two (2) phases. The convocation center in phase 1 would have 3,600 arena-style seats and up to approximately 1,200 floor seats. Phase 2 would allow for total seating of approximately 6,000. Mr. Sheppard stated that the 76ers have an NBA developmental league team that plays their entire schedule at the Bob Carpenter Center. He used this an example of an activity that could be brought to the Dover area, which would allow those on the Delmarva Peninsula an opportunity to see games. In terms of economic benefit, Mr. Sheppard indicated that there would be revenue from the University's use of City utility service and tax dollars from the various businesses who generate revenue from events such as conventions or trade shows.

Mr. Sheppard reminded members that the land was formerly the Frazier's Pit landfill and was not currently being utilized. It was his understanding, from talking to DSU's expert consultants and from information that DSU has on the property, that the vast majority of the property could not be developed because it is landfill. Mr. Sheppard had recently been informed that the sole use of the land at this point in terms of development would be as a parking lot to facilitate the facility that was being discussed because of the desire not to disturb the land and create run-off from a disruption of the land.

Mr. Sheppard reminded members that, during the prior discussion of this topic, the City Manager had expressed his beliefs regarding the value of the land and there was some discussion about obtaining information to support that valuation. Mr. Sheppard had not seen that information to date; therefore, he had no basis to compare and contrast in terms of valuation. He advised members that he serves on the planning board for New Castle County and, based on the information he had received from experts and his own experience, he felt there was very little that could be done with grounds that were formerly landfill. In addition, Mr. Sheppard noted that the property is located on Crawford Carroll Avenue, which sits off Route 13, noting that land with frontage on Route 13 has a value greater than land that is set back.

Mr. Sudler questioned whether DSU would be making a donation in regard to property tax if the City were to give the land to the University. Responding, Mr. Sheppard stated that no decisions had been made in this regard at this point. He stated that Mr. Hare had met with the President and Chief Operating Officer of DSU, as well as the General Counsel serving at that time. They had discussed some ideas for DSU to make a contribution or give something back to the City. Mr. Sheppard advised members that he had not been present at that meeting; however, he had the impression that the President was open to these ideas, which might be subject to future discussion.

Ms. Maucher questioned if the University would participate in off-setting the infrastructure improvement costs that would come from 6,000 extra vehicles coming in for events. Mr. Sheppard stated that they would; however, he indicated that the level of this contribution would depend on the attendant cost. He advised members that DSU met with the Delaware Department of Transportation (DelDOT) last summer regarding the prospect of redeveloping the area to redistribute traffic, utilizing a different entrance of the Dover Mall and having traffic run down that road, and, through eminent domain, capturing some of the existing DSU property in the baseball field to do that. Mr. Sheppard felt that some trade-offs could probably happen to facilitate that, stating that the University would be an active part of that discussion as part of its traditional pedestrian plan for students to access the property.

Mr. Cole stated that he understood the benefits of the proposal and questioned if there were any concrete figures regarding the direct benefit to the City. Noting that Mr. Hare indicated that there had been a meeting and that some other things were in the works, Mr. Cole asked if they would be presenting information that was new since the last meeting. Responding, Mr. Sheppard stated that he had no information to add to what was captured in the Final Report. He indicated that there was a lot of speculation involved, noting that when building a facility like this it is necessary to anticipate the draw of the facility and the attendant benefit. Mr. Sheppard felt this was largely captured in the report and did not want to misrepresent that there would be some greater benefit to the City since the experts had spoken to the issue. In terms of sheer dollars and cents, he felt that nothing had changed. Mr. Sheppard indicated that the previous discussion was complicated by a representation that was made about the valuation of the land and what the City would be entitled to as a consequence of transferring the land to DSU. He felt that this valuation information would be helpful and he did not have it, reiterating his understanding that the property was landfill and its valuation was nominal or nothing at all. Mr. Sheppard advised members that DSU had reached out to the Department of Natural Resources and Environmental Control to figure out what liability

would be inherited for any necessary remediation for the land into the future. If the land were transferred to the University, DSU would have some responsibility to make sure there is no environmental impact, noting that this responsibility now lies with the City. He was unsure how this would translate into true dollars. Mr. Sheppard felt that he was operating at a disadvantage, noting that he was not in a position to answer that question, although the City Manager may be.

Mr. Sudler recalled that, during the previous discussion, DSU had raised $10,000 or $16,000 toward the total estimated cost for this project and questioned the current status. He noted that there had been discussion about how long it would take to get the project up and running so that the City would start receiving some of the economic benefit. In response, Mr. Sheppard stated that DSU was in the process of developing a Request for Information (RFI) for a number of projects, including residence halls, other facilities, and the convocation center. This was the result of someone who came to DSU as part of a public/private partnership to develop the convention center and had a proposal that was shovel-ready. In using the State's and the University's dollars, Mr. Sheppard explained that the project would have to be bid out; however, he stated that there are entities who could turn the project around within 18 months to two (2) years.

Mr. Shevock stated that during the previous presentation there had been discussion about the City possibly using a portion of the property and questioned if this was no longer being considered. Responding, Mr. Scott Koenig, City Manager, stated that he was still interested in using the portion of land for potential solar field development over the next three (3) to twenty (20) years. He explained that this area was shadowed and labeled as future parking on Page 16 of the Delaware State University Convocation Center Final Report. Mr. Koenig indicated that this had not been shared with DSU at this point because survey data had not yet been reviewed.

Mr. Hare stated that State Senators Bonini and Bushweller were offering DSU support for the project and that the land, with the exception of the use for the solar park, is really no immediate benefit to the City. He suggested including a clause that if in two (2) years there is no contract in place to build something, then the land will revert back to the City. Mr. Hare stated that if something positive can come from the land and the State is willing to help, they should move ahead.

Mr. Sudler asked what the value of the land was. Responding, Mr. Scott Koenig, City Manager, stated that he did not have that information with him, noting that the City has not had the land appraised and he did not know what it would be valued at from a tax assessment standpoint. He advised that the City spends approximately $1,000 a year to have an environmental report done related to the closing of the former landfill. Mr. Koenig stated that if there is any mowing or maintenance associated with the cap, it is done by the City at a cost of approximately $3,000 to $5,000 a year so that the reporting mechanism with DNREC does not expire and reopen the City's liability for the landfill closure. He noted that the deed is still in the Civic Center Corporation's name. Mr. Koenig advised that the land would be good for something like a parking lot; however, it is not going to be prime land to actually build the facility on because of the differential settling issues. He noted that they do not have a private, third-party appraisal of the land. Mr. Sudler recalled that, during the last discussion, they were given a value of between $1.7M and $2M for the property.

Mr. Koenig advised that there are three (3) parcels of land associated with this area. One (1) is the old Frazier Landfill area, and there are two (2) other pieces of land that come up to the Crawford Carroll Avenue extended area. He indicated that the value in general is not heavily weighed to the landfill area. Mr. Sudler reminded members that, during the last discussion of this item, Council members voiced concerns that they did not know the value of the land they would be gifting away.

Mr. Hosfelt stated that he was one (1) of the councilmen that expressed concern with the price tag and noted that his other concern was that, historically, colleges and universities do not pay taxes on significant amounts of land and building value. He also noted that Dover Fire Department responds to hundreds of calls to the DSU campus and receives nothing in return, which is upsetting. Mr. Hosfelt stated that he did not foresee the situation getting any better if DSU builds a convocation center, noting that it would continue to tax the City's public safety resources. He noted that DSU has a fine police department; however, the use of the Fire Department alone taxes the equipment, staff, and volunteers.

Responding, Mr. Hare advised that there was something in the works, which will be discussed during the budget review. He indicated that there has been discussion with DSU and they are receptive to this idea.

Mr. Shevock asked if the City was going to dedicate the whole piece of ground or if there was going to be a set aside for the solar farm that Mr. Koenig mentioned. Responding, Mr. Koenig advised that there are three (3) pieces of land associated with the total area of this proposal. He noted that the City donated the land known as Frazier's Pit to the Civic Center Corporation years ago with a clause that if the Civic Center Corporation did not move forward, those land donations would revert back to the donors. Mr. Koenig stated that the land that would revert back to the City is the Frazier Pit and the boundary of Frazier Pit. He noted that there are two (2) other pieces of land owned by the Davey Lumber Company and KW Lands LLC. Mr. Koenig advised that both of those pieces of land run up and touch what is now called Crawford Carroll Avenue.

Mr. Koenig advised members that, if you were standing on Crawford Carroll Avenue and looking towards the woods along the edge of Sam's Club, the land from the road all the way back to the power lines is the KW Lands LLC and the Davey Lumber land. He noted that the land behind the power lines that are traversing the land is where the Frazier Pit land holding starts and runs roughly from that overhead power line all the way to the edge of, and including the slope down to, the lake.

Mr. Koenig advised that a number of the acres of the former landfill are not developable because some of this area is essentially the cap of the landfill. He noted that, under the closure documents for development, the land could be used for parking lots and certain types of infrastructure, affording for differential settlement of the land; however, it is not prime development land.

Mr. Sudler stated that both the City and DSU need to economically coexist and help each other; however, the City will soon be reviewing its budget, which will include the needs of the Police and Fire Departments. Echoing Mr. Hosfelt's concerns, Mr. Sudler stated that when there is a situation that exceeds DSU's capability, whether it is a fire or a criminal matter, the City is hit with the cost.

Mr. Hare advised that he and Mr. Koenig met with DSU President Williams and discussed the amount of tax-exempt property owned by DSU. He noted that one of the proposals was that if the Dover Fire Department needed a new fire truck, DSU could contribute $150,000 a year for the next five (5) to seven (7) years to the City as their Payment-In-Lieu of Taxes (PILOT) and they would be recognized for purchasing the fire truck. Mr. Hare indicated that President Williams was not adverse to the idea and liked that DSU would be recognized.

Mr. Hare advised members that he is pursuing this approach with all non-profits, which account for 40% of the tax-free properties in the City of Dover, noting that all non-profits should pay something toward public safety. He reminded members that property taxes do not cover the Fire and Police Departments.

Mr. Hare reiterated his feeling that donating the property to DSU, with a claw-back clause, would be a win-win situation. He noted that the City wanted a civic center there initially, and if DSU was willing to build it and it is built, then the City will also be able to use it.

Mr. Sudler reiterated that his major concern was that he did not want his constituents to bear the cost. Responding, Mr. Hare stated that it would be saving the constituents money because the City is spending money to maintain the property.

Mr. Hutchison stated that he liked the concept and would like to see the City of Dover sit down with the leadership of DSU to discuss the property. He stated that he thought this was a great opportunity for DSU and the City of Dover to work in partnership.

Referring to Mr. Hare's suggestion of a claw-back clause, Mr. Shepherd recalled that the Civic Center Corporation had 10 years to try to build the Civic Center and could not accomplish it. Responding, Mr. Hare stated that two (2) or three (3) years was just an example and it could be a 10-year clause.

Mr. Shepherd advised that DSU was in discussions and going through a process to build the convocation center.

Responding to Ms. Maucher, Mr. Hare stated that the Civic Center Corporation was also non-profit and the situation would be similar.

Mayor Christiansen stated that he participated in a number of meetings with DSU President Williams, the Provost, and General Counsel, and they made it quite clear that they were interested in this property. He also noted that the Kent County Metropolitan Planning Organization (MPO), of which he is vice-chairman, has proposed the extension of Crawford Carroll Avenue and reconfiguring the intersection from Produce Junction onto the highway in anticipation of the convocation center.

Mayor Christiansen contended that if a happy medium or common ground could be reached for managing the property between DSU and the City of Dover, with no impact on the City's

constituents, then they need to move forward. He noted that, otherwise, they would end up 10 years down the road with a vacant lot that had had the potential of moving Dover into the 21st Century. Mayor Christiansen suggested that it was imperative to handle this request with due diligence, but rather quickly.

State Senator Brian Bushweller recalled that 10 or 15 years ago, when Mr. Hutchison was Mayor, he gave a stump speech around the City talking about the wonderful contributions that the higher education institutions in the City of Dover were providing to the City and to the whole State, but especially to the City of Dover. He noted that Mayor Hutchison would talk about Delaware State University, Wilmington University, Delaware Technical & Community College, and Wesley College, and even the University of Delaware Paradee Center near the Danner Farm. Senator Bushweller stated that Mayor Hutchison was right, and Senator Bushweller saw this project fitting right into that notion. He suggested that the City look to the higher education institutions for economic development and job creation, noting that they are already making major financial and economic contributions.

Senator Bushweller advised that they should be doing anything they can to enhance the ability of those institutions to themselves further develop and add more economic vitality and more jobs to our City. He stated that in economic development they say there are two (2) things you have to do, one (1) is to recruit new businesses and the other is to nurture the businesses you have. Senator Bushweller felt that granting this request would nurture the businesses that the City has.

Senator Bushweller stated that the land for a civic center was donated in the 1990s and the State contributed $7M, which was put into special accounts for the civic center. He thought t was not built because the concept of the civic center never caught on with the people, City Council, or with developers. He advised that, three (3) to five (5) years ago, he was in a meeting at DSU and someone mentioned the civic center land as the potential site for a university facility, and it occurred to him that DSU could be the "anchor tenant" for the site. Senator Bushweller stated that he felt one (1) of the reasons the civic center never worked was because it lacked an anchor to make it all work.

Senator Bushweller advised that the Bond Bill Committee, which he and Senator Bonini are members of, offered language last year or the year before that recognizes the interest of Delaware State in obtaining land from the Civic Center Corporation for a convocation center and directs the Civic Center Corporation, which is now defunct, to reconstitute itself for the purpose of disposing of its assets in a manner consistent with the charter of the Civic Center Corporation, which is to dispose of its land in an appropriate way. He recognized the reversion clause in the deed, which was the current topic of discussion.

Senator Bushweller stated that the State also has language that directs the relevant parties, including the State, to look for appropriate funding mechanisms to build the convocation center. He suggested that the clawback should not be too restrictive because, unless there is a developer that is willing to invest the money, the State will probably end up being the biggest funder of the convocation center, and they are not financially prepared to begin the project.

Senator Bushweller recognized that the property tax was a legitimate issue for the City; however, he suggested that most state capitals have the same problem because so many state buildings are located in the capital. He commended the members of Council and DSU for considering options and hoped that they would continue to work on the tax issue while they move forward on the land transfer. Senator Bushweller noted that it was his understanding that KW Lands LLC had the same reversion clause in the deed, and they have authorized the transfer of their land to DSU.

Senator Bushweller commended Council members for discussing this complicated issue and stated that he would appreciate it if Council could move forward on it, recognizing that there would be outstanding issues to discuss. He offered his assistance moving forward.

State Senator Colin Bonini advised members that he is the most conservative member of the General Assembly and that he hates to spend money; however, as a member of the working group for the convocation center, he realized that the proposal makes sense for two (2) reasons. The first reason is that it is going to bring money into the City and the value of the property is currently zero because the City does not have anybody interested in buying it. The second reason is that DSU, which is a State agency, provides direct accountability for a vitally important project.

Senator Bonini, as the senior Senator on the Bond Bill Committee, assured members that the State anticipates helping to absorb the cost of infrastructure if this becomes necessary, noting that it had been discussed by the working group.

Senator Bonini echoed Senator Bushweller's concern with the length of time for the clawback clause, noting that a compressed timeline for construction could result in a developer increasing their price. He stated that he hoped that Council would move forward as quickly as possible.

Senator Bonini advised that he made his whole career about value for taxpayers, and he felt that the convocation center would be a winner that would bring significant revenue into the City. He suggested that the center can be a significant tax driver, whether through a ticket tax for the events or by some other means.

Senator Bonini stated that he recognized the issue of Payment-In-Lieu of Taxes (PILOT) and indicated that at least two (2) senators were actively working on structurally fixing the issue. He stated that he had also spoken with Mr. Hare about specific projects that he could, and wanted to, help with. Senator Bonini stated that he did not want to see worthwhile projects get caught in the PILOT debate, feeling that the long-term answer is structural.

Senator Bonini reiterated his hope that Council will transfer this land because there is the potential for something fantastic in Dover. He reiterated that if it turns out not to be as fantastic as they hope, there is a direct line of accountability, which is tremendously important.

Mr. Sudler thanked Senators Bonini and Bushweller for supporting DSU. He stated that it is very important for members to discuss this matter and expressed his support for further discussions or staff recommendations.

Mr. Sudler moved to recommend that Delaware State University (DSU) present the Committee with a proposal for City Council to transfer the property to DSU. The motion was seconded by Ms. Maucher.

Mr. Neil indicated that he understands why it is extremely important for the City to do this type of thing and that it is something he would support; however, he stated that he would need to explain this to constituents in layman's terms. He informed members that he had received a letter from a constituent in his community who does not understand the value of this proposal or why he works to protect Dover Downs. Mr. Neil stated that the constituents in his community see the value of the equity in their homes dropping to 40% - 50% because it is a lease land community and complain that their taxes have increased. He indicated that he has explained to these constituents that the value of their homes went down by 28% and they are not actually paying more taxes for the services that the City provides. Mr. Neil stated that the City provides a great value for the cost of water and electricity, noting that the City has the second lowest electric rate during the summer and approximately the fourth lowest during the winter. He explained that by expanding this economic value, the City can bring in more businesses to decrease taxes.

Mr. Neil requested that DSU provide an explanation of the total package of what they are offering. He stated that he is supportive of the educational institutions in the City, but he has to explain this proposal to his constituents. Mr. Neil indicated that information regarding the negotiations that DSU had been discussing with members of Council would also be valuable for him in explaining why the City would like to transfer this property to DSU.

Mr. Sudler called for the question, seconded by Mr. Hare.

Mr. Sudler indicated that the motion was to send this matter to Council for further discussion of the transfer of this City property to DSU. Responding, Mr. Hare stated his understanding that DSU was going to come back to the Committee with a proposal, which would include a clawback, so that members can take an official vote.

Mr. Hare reminded members that the City gave this land to the Civic Center Corporation in the 1990s, and this would just transfer it to another agency hoping to do what the Civic Center Corporation did not do.

Mr. Hosfelt and Mr. Cole requested clarification on the motion. Responding, Mr. Hare stated that DSU is going bring a proposal back to the Committee regarding the transfer of the land.

Mayor Christiansen stated that Mr. Sudler called the question to end the discussion and it was appropriately seconded, so that is the motion on the floor that needs to be acted on, according to Robert's Rules of Order.

Mr. Hosfelt stated that he cannot vote on a motion if he does not know what it is. Responding, Mr. Hare clarified that the motion was to end the discussion.

In response to Mr. Sudler, Mr. Hare stated that the original motion made by Mr. Sudler was to have DSU come back to the Committee with a proposal for the City to transfer the land to DSU.

Responding to Mr. Sudler, Mrs. Traci McDowell, City Clerk, indicated that the original motion was for DSU to bring a proposal back for consideration. Mr. Hare reminded members that the motion was seconded by Ms. Maucher.

The motion to recommend that Delaware State University (DSU) present the Committee with a proposal for City Council to transfer the property to DSU was unanimously carried.

Responding to Mr. Sheppard, Mr. Hare stated that DSU would simply bring the proposal to Council, including a clawback. He explained that the matter would not come back to the Committee.

Senator Bushweller asked if it was the intent of this Committee that Council vote on transferring the land to DSU, subject only to the revision of the proposal from DSU in that regard. Responding, Mr. Neil and Mr. Hare confirmed that this was their understanding.

Mr. Hare moved to recommend in favor of transferring the land to DSU. The motion was seconded by Mr. Sudler.

Mr. Hosfelt stated that there had been no discussion on the motion.

Mr. Neil stated that he wants to see what DSU is proposing, so he knows what he is voting for when it gets to Council. He indicated that he wants to know, in terms of time, when it will come back to Council, what DSU hopes to anticipate, what the fundraising is going to be that they are going to undertake, the building that they are talking about; he wants to see it all.

Mr. Sudler suggested a friendly amendment to the motion, that DSU provide the City with the information requested by Mr. Neil prior to the Council meeting, for inclusion in the Council packet. He stated that this would give members time to review the information and have their questions ready. Once members' questions are answered, they can vote yes or no.

Mayor Christiansen noted that the last motion that passed was to agree to move forward on the transfer of the property. He expressed his opinion that, in the interest of transparency and total understanding by each member of Council on behalf of the constituents, it is imperative that DSU bring the information requested by Mr. Neil back to the Committee for perusal and then move directly to Council. It was Mayor Christiansen's opinion that to do any less is derelict of duty. He asked how the constituents would understand the actions Council takes if the members of Council do not understand them. Mayor Christiansen stated that it is only fair to members of Council, the citizens, and DSU.

Mr. Neil noted that Mr. Hare had mentioned that DSU might want to include in their proposal that they will be making a donation towards fire protection, etc. Responding, Mr. Hare stated that the donation is something totally different and separate from this matter.

Mr. Shevock asked how long it would take for DSU to come back to Council with the proposal. Responding, Mr. Sheppard stated that part of the challenge is trying to figure out what to provide, in addition to what has already been provided in the Delaware State University Convocation Center Final Report, which was done by some very talented people. He indicated that maybe DSU could distill the Report down in a way that may be more easily communicated to the City's constituents, suggesting perhaps a page with bullet points. Mr. Sheppard asked, once DSU has had the opportunity to discuss it and make sure they provide the right product, what an appropriate time would be to bring this back.

Responding to Mr. Hare, Mr. Sheppard indicated that 30 days would probably be sufficient.

Mr. Neil stated that this time frame was fine with him, noting that he did not want to push them and would wait until they are ready. He noted that, in terms of the time, DSU needs to figure out if this will be done within a 5-year period or a 10-year period and inform Council what it is going to take. Responding, Mr. Hare stated that this information would be included in their proposal as the clawback.

In response to Mr. Neil, Mr. Sheppard stated that the challenge, as was demonstrated by the lack of success for the Civic Center Corporation, is that it is difficult for him to tell the City that DSU is going to get this done on a date certain. He explained that this is why a reversionary interest in the language would be for a future date that is far off, noting that it is not as simple as snapping your fingers and making it happen. Mr. Sheppard stated that DSU has to get partners in this and might have to engage the State on the effort.

Mr. Koenig reminded members that when this matter was previously discussed, one (1) of the things that Staff was asked to do was to go back and evaluate the whole issue of whether this land had value to the City. Referring to Page 16 of the DSU Convocation Center Final Report, Mr. Koenig stated that Staff has been on record several times saying that the value for the City is the area shadowed and labeled as future parking, which could be used for a potential solar field. He wanted to make sure that this is part of the discussion, explaining that if the City simply transfers this land, the City may be buying land for a potential solar field. Mr. Koenig stated that his only caveat regarding this matter is to ensure that discussions regarding a potential solar field and the confirming of any easements on this property occur prior to Council taking final action on a land transfer.

Ms. Maucher asked if the Committee can recommend that Council enter into negotiations with DSU for the transfer of the property, and whether that would end the discussion by the Committee. She stated that she did not understand why this would need to come back to the Committee. Responding, Mr. Hare advised that Council can enter into negotiations; however, the matter would have to come back to the Committee for review and recommendation to Council.

In response to Mr. Hare, Mr. Hosfelt stated that, at this point, members had not agreed to enter into negotiations. Based on the motion, it was his understanding that the Committee had agreed to allow time for DSU to bring back information for further discussion. Mr. Hosfelt stated that he did not see the motion as approval to sell the property or give the property or deed over.

Mr. Hare clarified that the motion was to have DSU bring their proposal back to the Committee.

Mr. Sheppard requested additional clarification, explaining that he had heard two (2) different requests. He stated his understanding that Mr. Neil wants a distillation of the Delaware State University Convocation Center Final Report to be able to more easily communicate it to his constituents, which Mr. Sheppard indicated that DSU can do. He stated that he also heard, at least as a suggestion, that the City is looking for language from DSU to set the parameters around how the transfer would operate, what opportunity for reversionary interest there might be to the City and how that would work. He wanted to make sure that he was clear on these requests, so that when he comes back, he has what Council needs to be able to move forward.

Responding to Mr. Sheppard, Mr. Hare indicated that if DSU came back with a proposal that KW Lands and the Frazier Pit be transferred to DSU, the City would still have the right to the other parcel that Mr. Koenig said the City might need for the solar field, there would be a 10-year clawback, and the Committee can discuss what to do.

Mr. Hosfelt stated that he was unsure where the City was at this point. It was his understanding that the City has something that DSU wants and, in his view, DSU would come to Council as a whole with their proposal to take this property off the City's hands. Mr. Hosfelt indicated that it was obvious there had been discussions or negotiations about other costs and factors that may affect the City that not everyone in the room was aware of, which was confusing. He noted that there had been talk about other information that would come to Council during the budget hearings.

Mr. Hare explained that his previous reference to information to be presented during the budget hearings did not pertain to the land transfer but negotiations for something else in the budget that was brought up last year.

Mr. Hosfelt expressed his opinion that the best thing to do at this point was for the motion to be withdrawn, table consideration of the transfer, and come back and review this matter with cooler heads.

Mr. Hutchison noted that many of the current members of Council had not been present when the civic center was previously considered. He assured members that study after study had been completed, a partnership between the City of Dover and State of Delaware was put forth, and the land was transferred to the Civic Center Corporation for economic development reasons. Mr. Hutchison noted that a lot of information showed that the transfer made good sense and, at that time, Council reviewed it and had the same questions that members were currently asking. He assured members that when all was said and done, Council had stepped up to the plate and agreed that it made good sense to move forward with the civic center opportunity; however, it failed. Nothing ever happened with the civic center, so the land came back to the City. Mr. Hutchison advised that members were now back at the table with a new opportunity and he felt that the facts and circumstances had not changed regarding why it made good sense to transfer the land. Mr. Hutchison expressed very strong support for hearing back from DSU regarding the proposal.

Mr. Sudler concurred with Mr. Hutchison, stating that he had reviewed this matter, understood what was happening, and was ready to move forward.

Mr. Hosfelt stated that some of those present did not understand what was being proposed or what DSU was being asked to do. Mr. Hosfelt stated that he thought he knew what he was voting for; however, if he had voted in favor of moving forward on giving the land to DSU, he had done so incorrectly and had to be accountable to this. He had intended to vote in favor of getting more information and discussing the matter.

Mr. Cole felt that the misunderstanding was that DSU thought that they had provided a proposal.

Mr. Sheppard stated that he appreciated the challenges and the needs to satisfy the interest of constituents and to be able to fairly represent to them what would be done with the City's property and how this would impact them as citizens. He stated that the proposal on the table was to facilitate a transfer of the property, at least out of the Committee to the full Council, so that a decision could be rendered. Mr. Sheppard reiterated that a lot had been captured in the Delaware State University Convocation Center Final Report and expressed his understanding that language needed to be worked out in terms of how the actual transfer would function. He stated that DSU would be happy to provide that language and did not believe it would take 30 days. Mr. Sheppard advised that he had the impression that Mr. Neil was looking for something different, so there was a lack of clarity. He indicated that if Council was simply looking for language to facilitate the transfer, he would be happy to put that language together.

Mr. Neil echoed Mr. Hutchison statement that this would allow for the development of the property with a new partner, DSU rather than the Civic Center Corporation. He advised that he was looking for the time parameters for how long it would take to develop and complete. Mr. Neil felt that he and Mr. Hare differed in their view, referring to Mr. Hare's previous remarks about a contribution to the City. Responding, Mr. Hare explained that the discussion he and Mr. Koenig had with DSU was in regard to a different matter that applied to the whole City and not DSU and not the land transfer.

Mr. Sudler moved to rescind his original motion.

Mrs. McDowell stated that the motion was for DSU to bring a proposal and was seconded by Ms. Maucher. She indicated that, immediately after that, Mr. Hare made a motion for the Committee to recommend in favor of transferring the property, which had not been voted on.

Mr. Sudler stated that his motion for DSU to bring back a proposal was now null and void.

Mr. Sudler moved that the current proposal from DSU for the transfer of land go forward from the Committee to Council for further discussion within 30-60 days, with information regarding the concerns brought forth to the Committee today, the breakdown requested by Mr. Neil, and a determination of whether a clawback clause would be included.

Mr. Koenig questioned if a motion was needed, stating his belief that DSU had advised that they were interested in the land; however, he did not recall there ever being a letter or written document requesting a specific number of acres or stating exactly what DSU wants from the City.

In response to Mr. Koenig, Mr. Sheppard stated that DSU sent a letter to Council President Slavin some time ago about this issue. He did not have it with him but offered to provide it and stated his belief that it would address the City Manager's concern.

Mr. Sudler stated that his motion was to move the matter from the Committee to Council for further discussion, with the understanding that the breakdown requested by Mr. Neil and information requested by Mr. Hosfelt would be provided.

Mr. Hare stated that his motion could be amended to add these provisions.

Senator Bonini expressed concern about delaying this matter more than a few weeks, noting that the General Assembly would recess on June 30, 2016. It was his belief that the State would need language from the City to move this matter forward, and he commended Senator Bushweller for including such language in the Bond Bill. Senator Bonini indicated that General Assembly would not go back into regular session until January 2017 and wanted to share this time constraint with members.

After further discussion between Mr. Hare and Mr. Sudler regarding the motion on the floor, Mr. Hosfelt expressed confusion regarding the status of this matter. He stated his belief that one (1) motion was unanimously carried, Mr. Hare had made a motion that had not been voted on, and Mr. Sudler had put another motion on the floor.

Mr. Sudler stated that his original motion was null and void. He stated his recollection that Mr. Hare had made a motion and his last motion was an amendment to Mr. Hare's motion which provides the allotted time and language.

Mrs. McDowell reiterated that the first motion, which indicated that DSU would bring a proposal back, had been acted upon and could not be withdrawn. She stated that the next motion was from Mr. Hare to recommend transfer of the property. It was seconded by Mr. Sudler but had not yet been voted on.

In response to Mr. Hare, Mrs. McDowell explained that the motion was for DSU to bring a proposal back to the Committee and it was unanimously carried.

Mr. Hare withdrew his motion to recommend in favor of transferring the land to DSU.

Mr. Sudler questioned if the matter would be brought back to the Committee if he agreed to withdraw his second, expressing his opinion that consideration of this matter should be forwarded to Council.

Mr. Hare stated that he withdrew his motion and asked Mr. Sudler if he agreed to withdraw his motion. Responding, Mr. Sudler agreed to withdraw his motion.

Mr. Hare stated that DSU would bring back a proposal regarding their recommendation for the transfer of the property.

Mr. Sudler requested clarification as to whether this matter would come back to the Committee, reiterating his opinion that it should be forwarded to Council.

Mr. Cole moved to table the matter, seconded by Mr. Hosfelt.

Mr. Cole suggested a roll call vote.

Mr. Sudler questioned whether there was a vote on the previous motion. Responding, Mr. Hare stated that the motion to table supercedes.

Mr. Sudler called a point of order and requested clarification on the motion previous to the current motion to table the matter when he was asked whether or not he was in agreement with rescinding his second to Mr. Hare's motion. Responding, Mrs. McDowell expressed her belief that the previous motion had been rescinded, and the motion that had been voted on was for DSU to bring a proposal.

Mr. Sudler indicated that he had called a point of order as he was unsure why the matter was being tabled if it had already been voted on. Responding, Mrs. McDowell stated that the motion to table was made because the motion to have DSU bring back a proposal did not end the discussion. She reiterated that the motion for DSU to bring a proposal was unanimously carried.

In response to Mr. Sudler, Mrs. McDowell stated her belief that the motion to table had failed, but suggested a roll call vote.

Mr. Neil stated that, according to the motion that passed, that DSU is supposed to bring the proposal back. He suggested that Mr. Sheppard get together with Mr. Koenig regarding Mr. Koenig's concerns related to the land needed for the solar field. Responding, Mr. Sheppard stated that he would be happy to get together with Mr. Koenig at his convenience.

Mr. Hutchison noted that the issue being discussed was not complicated and expressed the need for Mr. Koenig and the leadership at DSU to sit down together, discuss it, and come back in a short period of time so it can be acted upon. He stated that, to be fair to members, they must see what they are voting on. Mr. Hutchison indicated that it was a matter of DSU putting their request in writing so the City could deal with it in haste, noting the need to work with the General Assembly.

Mr. Cole withdrew the motion to table the matter, and Mr. Hosfelt withdrew his second.

For clarification, Mr. Sheppard questioned if DSU would return to the Committee or if this would be considered by Council. Responding, Mr. Hare stated that it would be brought before the Committee of the Whole, which includes members of Council.

Ms. Maucher expressed concerns regarding time constraints.

Mr. Hare stated that the next meeting of the Council Committee of the Whole was scheduled for May 10, 2016 and the next Council meeting was scheduled for May 23, 2016.

Mr. Sudler commented that the General Assembly would recess on June 30, 2016.

Update - Overgrowth of Bamboo - Rodney Road
Due to time constraints, Mr. Sudler moved to defer this item until the next meeting. The motion was seconded by Mr. Cole and unanimously carried.

Downtown Dover Business Improvement District (BID) Budget and Assessment (Tax) Rates for Fiscal Year 2016-2017
Due to time constraints, Mr. Sudler moved to defer this item until the next meeting. The motion was seconded by Mr. Cole and unanimously carried.

Proposed Ordinance #2016-10 Amending Chapter 2 - Administration, Article IV - Officers and Employees, Division 8 - Deferred Compensation Plan (Sponsors: Cole and Koenig)
Due to time constraints, Mr. Sudler moved to defer this item until the next meeting. The motion was seconded by Mr. Cole and unanimously carried.

Evaluation of Trial Period for Council Committee of the Whole Meetings (Council Resolution No. 2015-16)
Due to time constraints, Mr. Sudler moved to defer this item until the next meeting. The motion was seconded by Mr. Cole and unanimously carried.

By unanimous consent, the Legislative, Finance, and Administration meeting adjourned at 9:01 p.m.

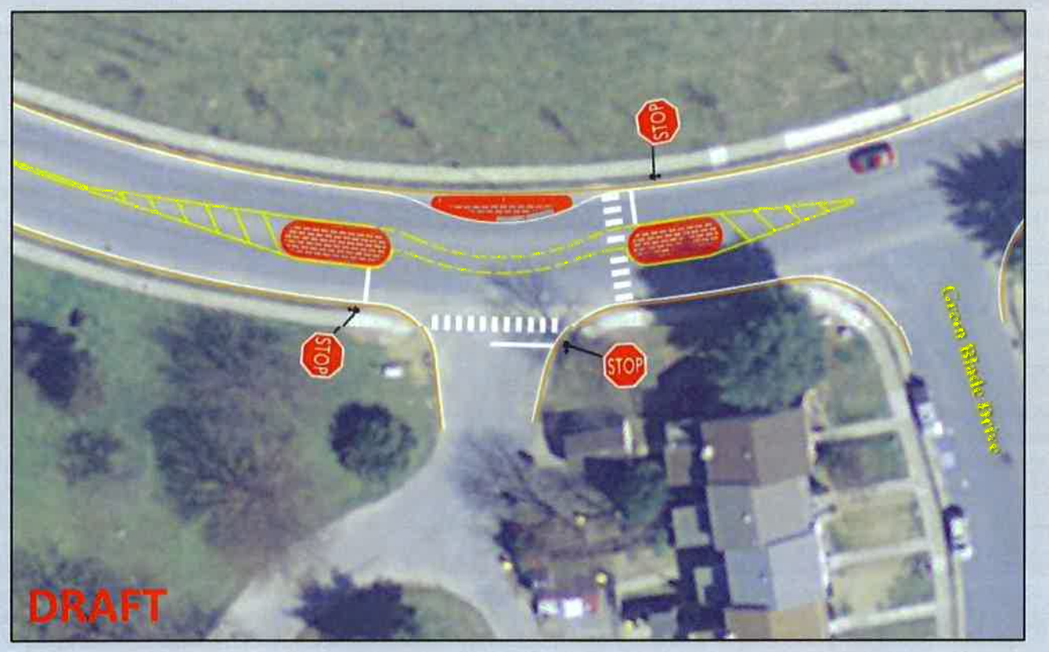
By unanimous consent, the Council Committee of the Whole meeting adjourned at 9:01 p.m.

William F. Hare
Acting Chair

TAS/TM/js/dd
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Minutes\2016\04-26-2016 CCW.wpd

Attachments
Attachment #1 - Concept Drawings of the Proposed Traffic Calming Measures in Bicentennial Village
Attachment #2 - Presentation - The Arbors - Review of Interconnection with Emerald Point
Attachment #3 - Revised Engineering Consultant's Report on the Operation and Maintenance of the Electric System Fiscal Year 2015
Attachment #4 - Delaware State University Convocation Center Final Report

INDEPENDENCE BOULEVARD REALIGNED INTERSECTION



NOTES:

- **THE ALTERNATIVE SHOWN IN THE MAP AND RENDERINGS IS FOR CONCEPTUAL PURPOSES ONLY AND IS NOT INTENDED FOR CONSTRUCTION.**
- **THE DIAGRAM WAS NOT DRAWN TO SCALE. THE EXACT DIMENSIONS WILL NOT BE DETERMINED UNTIL FINAL DESIGN.**





INDEPENDENCE BOULEVARD AT COLONY DRIVE
PROPOSED ROUNDABOUT

EXISTING CONDITIONS



PROPOSED – VIEW 1



NOTES:

- **THE ALTERNATIVE SHOWN IN THE MAP AND RENDERINGS IS FOR CONCEPTUAL PURPOSES ONLY AND IS NOT INTENDED FOR CONSTRUCTION.**
- **THE DIAGRAM WAS NOT DRAWN TO SCALE. THE EXACT DIMENSIONS WILL NOT BE DETERMINED UNTIL FINAL DESIGN.**

PROPOSED – VIEW 2



THE ARBORS

Review of Interconnection with Emerald Point

Chronology of The Arbors and Emerald Point

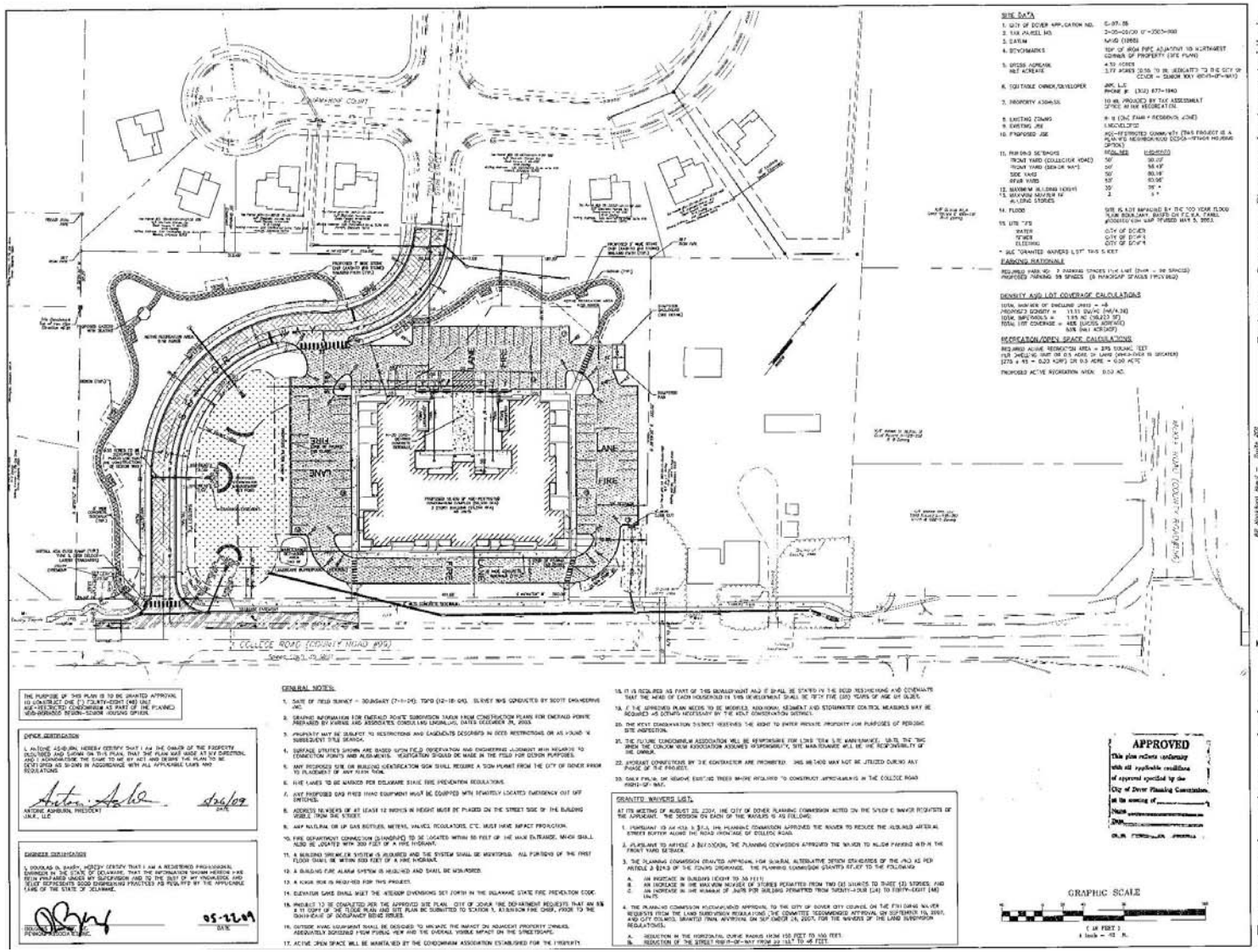
- 2002 Emerald Point Subdivision approved
  - *107 Single Family Detached Dwellings*
  - *Stub street from Topaz Circle to property to the south (The Arbors)*
- 2004 Minor Subdivision of McKee Property
  - *DelDOT requests 60 ft. cross access easement from subject property to Emerald Point*
  - *Public Works also requested a cross access easement*
  - *Cross access approved by Planning Commission and on the final recorded plan*
- 2005 College Road Garden Apartments
  - *Reviewed as Planned Neighborhood Design – Senior Citizen Housing Option*
  - *Site Plan approved by Planning Commission but expired in 2007*

Chronology of The Arbors and Emerald Point

- 2007 The Arbors – Planned Neighborhood Design Senior Citizen Housing Option
  - *Approved by Planning Commission*
  - *Received Final Site Plan Approval*
  - *Expired due to no commencement of construction (August 2009)*
- 2009 Record Plan Established Right-of-Way for Senior Way, which connects with Topaz Circle Stub Street
  - *This connection provides the second access to a public street as required by the* Land Subdivision Regulations
- 2009-10 Rezoning of Lands of JNK, LLC from R-8 to RG-2
- 2010 Conditional Use Site Plan for The Arbors Condominiums (48 units)
  - *Original proposal to have access only through Emerald Point*
  - *Staff recommendation and Planning Commission requirement to construct Senior Way, connecting Topaz Circle and College Road*
  - *Plan expired prior to finalization*

The Arbors – Current Plan

- The Arbors land plan consistent with prior submissions
- Approved by Planning Commission on March 21, 2016
- Includes interconnection with Topaz Circle stub street



Pennoni

Engineers • Surveyors • Planners • Landscape Architects

Pennoni Associates Inc.

THE ARBORS SENIOR CONDOMINIUMS
PLANNED NEIGHBORHOOD DESIGN – SENIOR CITIZEN HOUSING OPTION
EAST DOVER HUNDRED
CITY OF DOVER, KENT COUNTY, DELAWARE

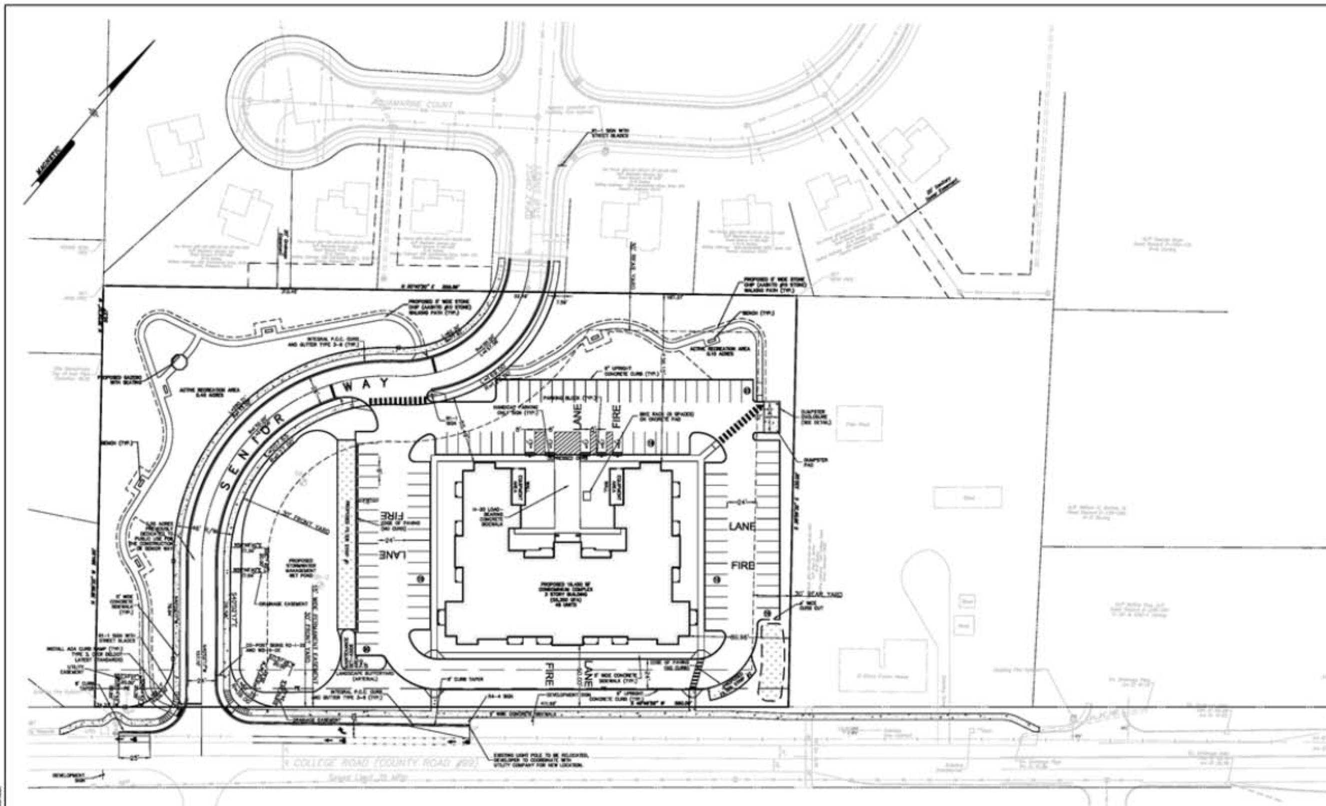
SITE PLAN

ASHBURN HOMES INCORPORATED

Final Plan

NO.	DATE	BY	REVISION
1	4-3-08	JLA	PER AGENCY COMMENTS
2	10-20-08	JLA	PER AGENCY COMMENTS

SCALE	1" = 10'
DRAWN BY	JLA
DATE	02-05-09
APPROVED	
JOB NO.	108.0402
SHEET	2 OF 24
DRAWING NO.	C1001



SITE DATA

CITY OF DOVER APPLICATION NUMBER	X-XX-XX
TAX PARCEL NUMBER	2-05-06700-01-3503-000
DATUM	NAVD 88
BENCHMARK	TOP OF IRON PIPE ADJACENT TO NORTHWEST CORNER OF PROPERTY (SEE PLAN)
ACREAGE	3.77
PROPERTY OWNER	SHREE GANESH, LLC
PROPERTY ADDRESS	1501 COLLEGE ROAD DOVER, DELAWARE 19904
ZONING	RG-2 (GENERAL RESIDENCE ZONE)
EXISTING USE	VACANT
PROPOSED USE	GARDEN APARTMENTS (48 UNITS)
UTILITIES	WATER – CITY OF DOVER SEWER – CITY OF DOVER ELECTRIC – CITY OF DOVER
FLOODPLAIN	OUTSIDE (PER FEMA FIRM PANEL #10001C0169H, EFFECTIVE DATE MAY 5, 2003)
WETLANDS	NONE

ZONING REQUIREMENTS

	REQUIRED	PROPOSED
MINIMUM LOT AREA/DWELLING UNIT	1,700 S.F.	3,421 S.F.
MINIMUM LOT WIDTH	100 FT.	580 FT.
MINIMUM LOT DEPTH	125 FT.	332.02 FT.
MINIMUM FRONT YARD	30 FT.	50 FT.
MINIMUM SIDE YARD	25 FT.	N/A
MINIMUM TOTAL BOTH SIDE YARDS	50 FT.	N/A
MINIMUM REAR YARD	30 FT.	136.15 FT.
MAXIMUM BUILDING HEIGHT	40 FT.	38 FT.
MAXIMUM NUMBER OF STORIES	3	3
MAXIMUM BUILDING LENGTH	220 FT.	147 FT.
MAXIMUM LOT COVERAGE	60%	54%

IMPERVIOUS CALCULATIONS

BUILDING FOOTPRINT	18,450 S.F.
OTHER IMPERVIOUS SURFACE	69,390 S.F.
TOTAL IMPERVIOUS SURFACE	2.02 AC. (54%)

PARKING RATIONALE

OFF-STREET SPACES REQUIRED:	2 SPACES PER DWELLING UNIT + 0.25 PER DWELLING UNIT FOR VISITOR SPACE 2.25 * 48 108
PROPOSED:	108
HANDICAP SPACES REQUIRED:	5
PROPOSED:	5
BICYCLE SPACES REQUIRED:	1 PER 20 PARKING SPACES 6
PROPOSED	6

THE PURPOSE OF THIS PLAN IS TO BE GRANTED APPROVAL TO CONSTRUCT ONE (1) FOURTY-EIGHT (48) UNIT GARDEN APARTMENT COMPLEX ON THE SUBJECT PROPERTY.

OWNER CERTIFICATION

I, MANISH PATEL, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT MY DIRECTION, AND I ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

MANISH PATEL
SHREE GANESH, LLC — DATE

ENGINEER CERTIFICATION

I, DOUGLAS D. BARRY, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND, TO THE BEST OF MY KNOWLEDGE AND BELIEF, REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

DOUGLAS D. BARRY, P.E.
T&M ASSOCIATES — DATE

GENERAL NOTES

1. DATE OF FIELD SURVEY – BOUNDARY (7-1-04); TOPO (12-18-04). SURVEY WAS CONDUCTED BY SCOTT ENGINEERING INC.
2. GRAPHIC INFORMATION FOR EMERALD POINTE SUBDIVISION TAKEN FROM CONSTRUCTION PLANS FOR EMERALD POINTE PREPARED BY KARINS AND ASSOCIATES CONSULTING ENGINEERS, DATED DECEMBER 31, 2003.
3. PROPERTY MAY BE SUBJECT TO RESTRICTIONS AND EASEMENTS DESCRIBED IN DEED RESTRICTIONS OR AS FOUND IN SUBSEQUENT TITLE SEARCH.
4. SURFACE UTILITIES SHOWN ARE BASED UPON FIELD OBSERVATION AND ENGINEERING JUDGMENT WITH REGARDS TO CONNECTION POINTS AND ALIGNMENTS. VERIFICATION SHOULD BE MADE IN THE FIELD.
5. ANY PROPOSED SITE OR BUILDING IDENTIFICATION SIGN SHALL REQUIRE A SIGN PERMIT FROM THE CITY OF DOVER PRIOR TO PLACEMENT OF ANY SUCH SIGN.
6. FIRE LANES TO BE MARKED PER DELAWARE STATE FIRE PREVENTION REGULATIONS.
7. ANY PROPOSED GAS FIRED HVAC EQUIPMENT MUST BE EQUIPPED WITH REMOTELY LOCATED EMERGENCY CUT-OFF SWITCHES.
8. ADDRESS NUMBERS OF AT LEAST 12 INCHES IN HEIGHT MUST BE PLACED ON THE STREET SIDE OF THE BUILDING VISIBLE FROM THE STREET.
9. ANY NATURAL OR LP GAS BOTTLES, METERS, VALVES, REGULATORS, ETC. MUST HAVE IMPACT PROTECTION.
10. FIRE DEPARTMENT CONNECTION (STANDPIPE) TO BE LOCATED WITHIN 50 FEET OF THE MAIN ENTRANCE, WHICH SHALL ALSO BE LOCATED WITH 300 FEET OF A FIRE HYDRANT.
11. A BUILDING SPRINKLER SYSTEM IS REQUIRED AND THE SYSTEM SHALL BE MONITORED. ALL PORTIONS OF THE FIRST FLOOR SHALL BE WITHIN 600 FEET OF A FIRE HYDRANT.
12. A BUILDING FIRE ALARM SYSTEM IS REQUIRED AND SHALL BE MONITORED.
13. A KNOX BOX IS REQUIRED FOR THIS PROJECT.

GENERAL NOTES (CONTINUED)

14. ELEVATOR CARS SHALL MEET THE INTERIOR DIMENSIONS SET FORTH IN THE DELAWARE STATE FIRE PREVENTION CODE.
15. PROJECT TO BE COMPLETED PER THE APPROVED SITE PLAN. CITY OF DOVER FIRE DEPARTMENT REQUESTS THAT AN 8½ X 11 COPY OF THE FLOOR PLAN AND SITE PLAN BE SUBMITTED TO STATION 1, ATTENTION FIRE CHIEF, PRIOR TO THE CERTIFICATE OF OCCUPANCY BEING ISSUED.
16. OUTSIDE HVAC EQUIPMENT SHALL BE DESIGNED TO MINIMIZE THE IMPACT ON ADJACENT PROPERTY OWNERS, ADEQUATELY SCREENED FROM PUBLIC VIEW AND THE OVERALL VISIBLE IMPACT ON THE STREETSCAPE.
17. ACTIVE OPEN SPACE WILL BE MAINTAINED BY THE CONDOMINIUM ASSOCIATION ESTABLISHED FOR THE PROPERTY.
18. IT IS REQUIRED AS PART OF THIS DEVELOPMENT AND IT SHALL BE STATED IN THE DEED RESTRICTIONS AND COVENANTS THAT THE HEAD OF EACH HOUSEHOLD IN THIS DEVELOPMENT SHALL BE FIFTY FIVE (55) YEARS OF AGE OR OLDER.
19. IF THE APPROVED PLAN NEEDS TO BE MODIFIED, ADDITIONAL SEDIMENT AND STORMWATER CONTROL MEASURES MAY BE REQUIRED AS DEEMED NECESSARY BY THE KENT CONSERVATION DISTRICT.
20. THE KENT CONSERVATION DISTRICT RESERVES THE RIGHT TO ENTER PRIVATE PROPERTY FOR PURPOSES OF PERIODIC SITE INSPECTION.
21. THE FUTURE CONDOMINIUM ASSOCIATION WILL BE RESPONSIBLE FOR LONG TERM SITE MAINTENANCE. UNTIL THE TIME WHEN THE CONDOMINIUM ASSOCIATION ASSUMES RESPONSIBILITY, SITE MAINTENANCE WILL BE THE RESPONSIBILITY OF THE OWNER.
22. HYDRANT CONNECTIONS BY THE CONTRACTOR ARE PROHIBITED. THIS METHOD MAY NOT BE UTILIZED DURING ANY PHASE OF THE PROJECT.
23. ONLY PRUNE OR REMOVE EXISTING TREES WHERE REQUIRED TO CONSTRUCT IMPROVEMENTS IN THE COLLEGE ROAD RIGHT-OF-WAY.

GRAPHIC SCALE

(IN FEET)
1 inch = 40 ft.

ACTIVE RECREATION AREA CALCULATIONS

REQUIRED:	275 S.F. PER DWELLING UNIT OR 0.5 ACRE OF LAND, WHICHEVER IS GREATER 0.50 ACRE
PROPOSED:	0.50 ACRE

NO.	DATE	REVISIONS	BY	CHECKED

SHREE GANESH, LLC

THE ARBORS SENIOR GARDEN APARTMENTS
CITY OF DOVER APPLICATION #X-XX-XX
CITY OF DOVER, DELAWARE

SITE PLAN

T&M ASSOCIATES
1000 N. WEST STREET, SUITE 1200
WILMINGTON, DE 19801
TEL. 302-295-4935
www.tandmassociates.com

DOUGLAS D. BARRY, P.E.
PROFESSIONAL ENGINEER
DE LIC. No. 13160
02/05/18 DATE

DESIGNED BY: DDB | DRAWN BY: DDB | CHECKED BY: DDB
PROJECT NO.: YGMB00010 | CADD FILE: G:/YGMB/00010 | SCALE: 1"=40'

DATE: 02/05/18

SHEET SP-1

2 OF 9

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ATTACHMENT #3
Council Committee of the Whole
Meeting of 04/26/2016

Engineering Consultant's Report

on the
Operation and Maintenance
of the Electric System
Fiscal Year 2015

City of Dover, Delaware

Project No. 89923

4/15/2016

Engineering Consultant's Report

prepared for

City of Dover, Delaware
Dover, Delaware

Project No. 89923

4/15/2016

prepared by

Burns & McDonnell Engineering Company, Inc.
Kansas City, Missouri

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April 15, 2016

Ms. Donna S. Mitchell, CPA
Controller/Treasurer
City of Dover
5 East Reed Street
Weyandt Hall, Suite 300
Dover, Delaware 19901

Re: Engineering Consultant's Report
Project No. 89923

Dear Ms. Mitchell:

In compliance with the requirements of Section 705 and Section 504 of the City of Dover, Delaware Resolution Authorizing and Securing Electric Revenue Bonds, adopted December 23, 1985 (Resolution), Burns & McDonnell presents this Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System for the fiscal year ended 2015. This report summarizes our review and assessment of the City of Dover's (City) Electric System, its existing retail electric rates, its insurance coverage in effect, and its reserve funds. Financial, statistical, and operating data used in preparing the report were initially reported in the City's annual financial statements and accounting records. Additional information was furnished by City and Electric Division staff.

In the preparation of this Engineering Consultant's Report, Burns & McDonnell completed assessments of the electric generating stations and the transmission and distribution system of the City's Electric Division. Assessments involved interviews, observations, and review of fiscal year 2015 expenditures and fiscal year 2016 budgets. In addition, an analysis of the balances of the Improvement and Extension Fund as well as other funds supporting the Electric Division was performed. Burns & McDonnell also reviewed the adequacy of revenues provided by current retail rates in relation to the requirements of the Resolution. Finally, a high-level assessment of the City's insurance coverage related to the Electric Division was completed.

Based on these reviews and assessments, it is the opinion of Burns & McDonnell that the Electric System is being operated and maintained, including replacements and upgrades as appropriate, in a manner that is consistent with current electric utility practices. In addition, the current retail rates have provided sufficient revenues to satisfy the debt service coverage requirement in the Resolution. Further, it is the opinion of Burns & McDonnell that the balances in the various reserve funds maintained by the City for the Electric Division are sufficient for their intended purposes.

We appreciate the cooperation and assistance provided by the City and the Electric Division staff in the preparation of this report. We will be happy to discuss the report with you at your convenience.

Sincerely,

Burns & McDonnell



Ted J. Kelly
Principal & Senior Project Manager
Business & Technology Services

TJK/sg

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LIST OF ABBREVIATIONS

Abbreviation	Term/Phrase/Name
Burns & McDonnell	Burns & McDonnell Engineering Company, Inc.
City	City of Dover, Delaware
DCS	distributed control system
EDQP	Employee Development and Qualification Program
EIA	U.S. Energy Information Administration
FY	Fiscal Year
GWh	gigawatt-hour
I&E Fund	Electric Improvement & Extension Fund
kV	kilovolt
kW	kilowatt
kWh	kilowatt-hour
LAN	local area network
McKee Run	McKee Run Generating Station
MW	megawatt
MWh	megawatt-hour
NAES	North American Energy Services Corporation
NERC	North American Electric Reliability Corporation
NRG	NRG Energy Center
Ohm	standard unit of electrical resistance
PJM	Pennsylvania New Jersey Maryland Interconnection
Report	2014 Engineering Consultant's Report on the Operation and Maintenance of the Electric System
Resolution	Resolution Authorizing and Securing Electric Revenue Bonds, adopted December 23, 1985

VanSant	VanSant Generating Station
TEA	The Energy Authority, Inc.

STATEMENT OF LIMITATIONS

In preparation of the Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System for the fiscal year ended 2015 (the Report), Burns & McDonnell relied upon information provided by the City of Dover, Delaware (the City). The information included various analyses, computer-generated information and reports, audited financial reports, and other financial and statistical information, as well as other documents such as operating budgets and current retail electric rate schedules. While Burns & McDonnell has no reason to believe that the information provided, and upon which Burns & McDonnell has relied, is inaccurate or incomplete in any material respect, Burns & McDonnell has not independently verified such information and cannot guarantee its accuracy or completeness. In addition, Burns & McDonnell has used the information provided to make certain assumptions with respect to conditions that may exist in the future. While Burns & McDonnell believes the assumptions made are reasonable for the purposes of the Report, it makes no representation that the conditions assumed will occur.

1.0 – EXECUTIVE SUMMARY

1.0 EXECUTIVE SUMMARY

1.1 Introduction

The Fiscal Year 2015 Engineering Consultant's Report on the Operation and Maintenance of the Electric System (Report) has been prepared in compliance with the requirements of the City of Dover, Delaware Resolution Authorizing and Securing Electric Revenue Bonds, adopted December 23, 1985 (Resolution). Burns & McDonnell was retained as the Engineering Consultant by the City of Dover, Delaware (City) to complete an inspection of the Electric System and prepare a report on findings. The Resolution requires that the Engineering Consultant complete the following:

"The City covenants that it will cause the Engineering Consultants employed under the provisions of Section 705 of this Resolution . . . to make an inspection of the Electric System at least once each fiscal year and . . . to submit to the City Manager a report setting forth (a) their findings whether the properties of the Electric System have been maintained in good repair, working order and condition and whether they have been operated efficiently and economically and (b) their recommendation as to

(i) the proper maintenance, repair and condition of the Electric System during the ensuing fiscal year and an estimate of the appropriations which should be made for such purposes,

(ii) the insurance to be carried under the provisions of Article VII of this Resolution,

(iii) the amount that should be deposited during the ensuing fiscal year to the credit of the Improvement and Extension Fund for the purposes set forth in Section 510 of this Article,

(iv) the extensions, improvements, renewals and replacements which should be made during the ensuing fiscal year, and

(v) any necessary or advisable revisions of the electric rates."

This is the twelfth annual Engineering Consultant's Report prepared for the City by Burns & McDonnell.

1.2 Electric System Overview and Assessment

The Electric Division served a monthly average of 24,161 accounts in fiscal year (FY) 2015, approximately 20,070 of which were residential customers. Five of the Electric Division customers take service from the 69-kV transmission system. These customers include the Dover Air Force Base, Kraft, Proctor & Gamble, White Oak Solar and NRG Energy Center (NRG). NRG is an exempt wholesale

generator that sells power that must be transmitted through the City's transmission system to third party purchasers. When the NRG plant is not operational, the Electric Division provides power for the plant site.

1.2.1 General Plant

General plant facilities consist primarily of Electric Division administrative and operations facilities and pollution control related equipment on McKee Run Generating Station (McKee Run) and VanSant Generating Station (VanSant). Other types of general plant include office furniture and equipment, transportation and power-operated equipment, and communication equipment.

Effective July 1, 2011, the City entered into an Energy Management Agreement with The Energy Authority, Inc. (TEA) to assist the City with its energy procurement, energy sale, purchase of fuels, establishment and management of risk policies, and the development and management of hedging protocols and related energy procurement challenges. Headquartered in Jacksonville, Florida, TEA is a non-profit energy manager owned by seven public utility systems operating across the nation.

1.2.2 Production Plant

The City owns two generating plants, the McKee Run and VanSant generating stations. McKee Run consists of three steam turbine generating units with a total combined capacity of 136 megawatts (MW). VanSant is a 39 MW simple-cycle combustion turbine unit. NAES Corporation operates the generating plants. The agreement between the City and NAES Corporation has been in effect since July 1, 2006. The various systems and components of the generating plants reviewed by the Engineering Consultant are listed below:

Major Equipment

- Steam turbines/generators
- Boilers and auxiliaries
- Station cooling water systems
- Fuel handling systems
- Water treatment systems
- Station electrical systems
- Station control systems
- General facilities

Management and Organization

- Safety
- Training
- Staffing

Based on statements and information provided by the City, as well as the observations and reviews performed, it is the Engineering Consultant's opinion that the City's power generation facilities are being operated and maintained consistent with generally accepted electric utility practice in the United States. In general, the performance, operation, maintenance, staff, planning, and training aspects for the McKee Run and VanSant were found to be above average. Specifically, the generation facilities have demonstrated a high level of availability despite the dispatching of the units primarily for peak demand.

1.2.3 Transmission and Distribution Plant

The transmission and distribution network includes 44 miles of overhead transmission lines, 0.12 miles of underground transmission lines, 190 miles of overhead distribution lines and 271 miles of underground distribution lines. Five Electric Division customers take service off of the 69-kV transmission system. The following list includes areas of the transmission and distribution system that were considered and reviewed.

- System reliability
- Power quality
- Operations and maintenance
- Design standards and specifications
- Transmission and distribution improvements

It is the Engineering Consultant's opinion that the design, construction, operation, and maintenance of the City's electric transmission and distribution system and the associated facilities are consistent with current generally accepted electric utility standards. In recent years, the City has made appropriate upgrades and improvements which the Engineering Consultant has observed while conducting the reviews and assessments to complete the annual reports.

1.3 Financial Overview and Assessment

The level of revenues required from the retail electric rates for the Electric Division were determined through the analysis of the financial results and net income or net margins for FY 2015. The Resolution requires that the Electric Division maintain a debt service coverage ratio of 1.25.

Customers of the Electric Division of the City were charged for the electric service they received based on the City's rate schedules and contracts that were in place in FY 2015. A comprehensive cost-of-service and rate design study was completed in 2006 and subsequent rate analyses were completed in 2007, 2008, 2012, 2013, and 2015 to examine revenue requirements and revenue generation. Specifically, the 2006 rate study was conducted to address increased costs associated with a new power supply contract that became effective on July 1, 2006. The rate study recommended combining a number of rate classes and implementing rate increases on July 1, 2006. The 2006 rate study also recommended an additional increase be implemented on January 1, 2007 to cover increased costs associated with operating the generating station. The 2007 and 2008 rate analyses re-examined Electric Division revenues and expenses and recognized additional revisions to power supply costs. As a result of these analyses, additional rate increases were implemented on July 1, 2007, July 1, 2008, and July 2012. The July 2013 rate adjustments established the rate schedules utilized by the Electric Division today.

Total energy sales decreased from 720.8 GWh in FY 2014 to 715 GWh in FY 2015, a decrease of 0.82 percent. Total revenue from sales to electric customers in FY 2015 was $78.34 million, representing an increase of $0.15 million from FY 2014. In FY 2015, the average revenue per kWh for residential customers was 12.62 cents and the system-wide average price was 10.96 cents per kWh.

The Electric Division's largest cost in providing electric service to its customers is the wholesale cost of power purchased from the Pennsylvania New Jersey Maryland Interconnection (PJM) marketplace through its energy manager, TEA. From FY 2014 to FY 2015, the cost of power decreased from $57.2 million to $50 million. Net income loss of $2.3 million in FY 2014 turned to a positive net income of $2.6 million in FY 2015. The net income increase in FY 2015 was due to a decrease in power supply costs while all other expenses stayed relatively constant.

Following is an excerpt from Section 502(c) of the Resolution.

> *"(c) The total amount of the Revenues of the Electric System during the preceding fiscal year shall have been not less than the total of the following:*
>
> *The Current Expenses of the Electric System during the current fiscal years shown by the Annual Budget . . . for such fiscal year, and*
>
> *One hundred twenty-five percent (125%) of the maximum amount of the Principal and Interest Requirements for any fiscal year thereafter on account of all bonds then Outstanding under the provisions of this Resolution."*

The Resolution requires that annual revenues of the Electric Division be no less than the total current expenses plus 125 percent of the greatest remaining annual debt service. The Electric Division achieved debt service coverage ratios for FY 2013, FY 2014, and FY 2015 of 6.56, 3.25, and 5.42, respectively. Therefore, the revenues generated by the current electric rates have been sufficient to meet the applicable covenant of the Resolution.

The City maintains a comprehensive insurance program to cover varying types of liabilities, as well as significant losses related to various Electric Division properties. It is the opinion of Burns & McDonnell as Engineering Consultant, and not as insurance counselor, the insurance in full force and affect appears to satisfy the requirements of Section 706 of the Resolution.

The City established the Electric Revenue Fund and the Electric Improvement & Extension (I&E) Fund to make money available for specific purposes when they are needed. The following is a list of these funds' respective cash accounts:

Electric Revenue Fund

- Insurance Reserve Account
- Contingency Reserve Account
- Electric Rate Stabilization Reserve Account
- Interest and Sinking Account

Electric Improvement and Extension Fund

- Depreciation Reserve Account
- Future Capacity Reserve Account

The Engineering Consultant reviewed activity information on the accounts listed above and found that the balances in those accounts as of June 30, 2015, were consistent with the required or target balances.

1.4 Conclusions

Based on the reviews and assessments completed, it is the opinion of Burns & McDonnell that:

1. The City's power generation facilities are being operated and maintained consistent with generally accepted electric utility practice in the United States.
2. The design, construction, operation, and maintenance of the City's electric transmission and distribution system and the associated facilities are consistent with current generally accepted

electric utility standards and over the past few years, the system has been upgraded in order to improve operation and service to customers.

3. The Electric Division capital projects included in the City's Capital Investment Plan and the FY 2016 Operating Budget are necessary and should provide improved reliability and power quality for the Electric System.
4. The cash balances as of June 30, 2015 for the various accounts maintained by the City for the Electric Division appear to be sufficient for their defined purposes.
5. The insurance coverage for the assets of the Electric Divison is maintained by the City, is in full effect, and appears to satisfy the requirements of Section 706 of the Resolution.
6. The electric revenues generated by the City's current retail rates are more than sufficient to fulfill the debt service coverage requirement (125 percent of current expenses) defined in Section 502(c) of the Resolution.

2.0 – INTRODUCTION

2.0 INTRODUCTION

The City of Dover, Delaware (City) operates a municipally-owned electric utility system that served 23,350 customers, excluding lighting, within the City and surrounding areas at the end of fiscal year (FY) 2015. The 68 square-mile service area of the electric utility is located in central Delaware; with the City itself located approximately 70 miles south of Philadelphia, Pennsylvania.

2.1 Purpose of Report

This FY 2015 Annual Engineering Consultant's Report (Report) has been prepared in compliance with the requirements adopted December 23, 1985 of the City of Dover Electric Bond Resolution (Resolution). Burns & McDonnell was retained by the City as the Engineering Consultant defined in Section 705 of the Resolution, as follows.

> *"The City covenants that it will, for the purpose of performing and carrying out the duties imposed on the Engineering Consultants under the provisions of this Resolution, employ an independent engineer or engineering firm or corporation having a nationwide and favorable repute for skill and experience in such work."*

The required scope of the Report is described in Section 504 of the Resolution, as follows.

> *"The City covenants that it will cause the Engineering Consultants employed under the provisions of Section 705 of this Resolution . . . to make an inspection of the Electric System at least once each fiscal year and . . . to submit to the City Manager a report setting forth (a) their findings whether the properties of the Electric System have been maintained in good repair, working order and condition and whether they have been operated efficiently and economically and (b) their recommendation as to*
>
> *(vi) the proper maintenance, repair and condition of the Electric System during the ensuing fiscal year and a estimate of the appropriations which should be made for such purposes,*
>
> *(vii) the insurance to be carried under the provisions of Article VII of this Resolution,*
>
> *(viii) the amount that should be deposited during the ensuing fiscal year to the credit of the Improvement and Extension Fund for the purposes set forth in Section 510 of this Article,*
>
> *(ix) the extensions, improvements, renewals and replacements which should be made during the ensuing fiscal year, and*

(x) any necessary or advisable revisions of the electric rates."

2.2 Organization

The Electric Utility Director is responsible for the overall management of the Electric Utility Division. Mr. Harry Maloney is the current Electric Utility Director for the Electric Division. The Electric Director oversees the day-to-day operations of the Electric Division and manages the Division's staff. The Director also provides oversight of the production plant budget, monitors the contracts of the energy coordinator and the power generation operator/manager, and is responsible for North American Energy Services Corporation (NAES Corporation) contracts and oversight. The Electric Division is organized into four separate operating sections. Descriptions of the current Electric Division sections are provided below.

Administration Section – Administration provides the overall management of the Electric Division's Engineering and Transmission & Distribution Sections. This section performs all planning and budgeting, monitors all construction projects, administers all power supply and generating station operations agreements, and coordinates with customer service and public relations for the Electric Division.

Electric Engineering Section – Electric Engineering provides design, specifications, construction management, and project inspection for all capital investment projects of the Electric Division. This section also develops and maintains maps, plans, and specifications, as well as engineering standards for construction and maintenance of the Electric System.

The group formerly known as the System Operations Section has been reorganized as part of the Electric Engineering Section. This group is responsible for the operation of a 24/7 system operations control center and is comprised of the System Operators Crew Leader and the Operators.

Transmission & Distribution Section – Transmission & Distribution constructs, operates, and maintains the overhead and underground electric systems and fiber optic communication facilities. This section installs and maintains all electric metering, as well as street and security lighting. This section also investigates and resolves customers' power supply problems and oversees the work of tree trimming contractors.

Figures 2-1 through 2-3 provide organizational charts illustrating the staffing hierarchies of the various sections in the Electric Division. The number of individuals in each position is indicated as appropriate. Electric Division staff totaled 37 at the time this report was issued.

Figure 2-1: Organization

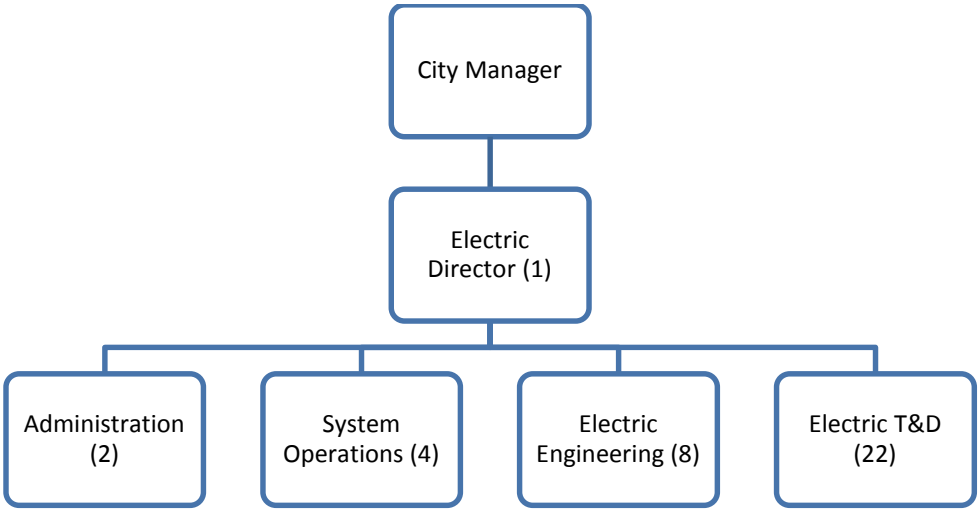


Figure 2-2: Administration Section



Figure 2-3: Electric Engineering Section

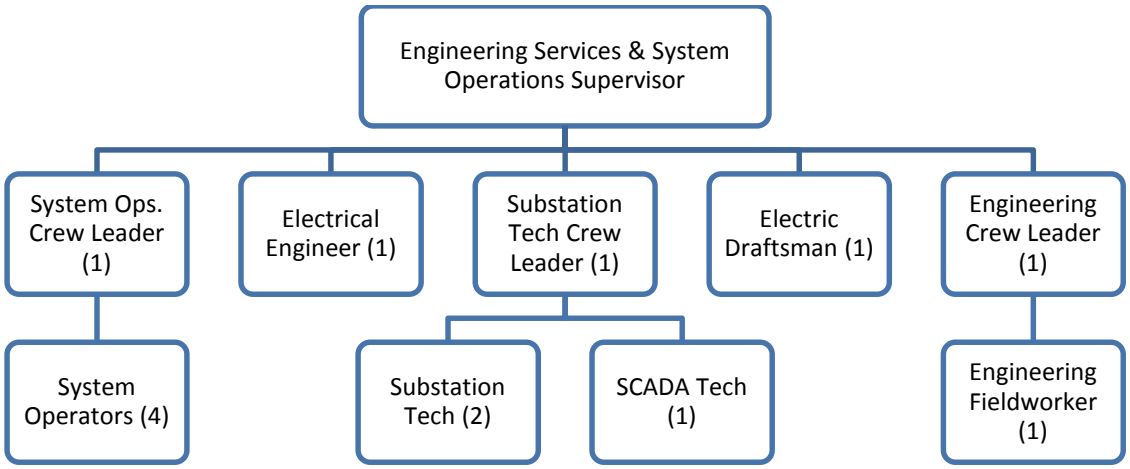
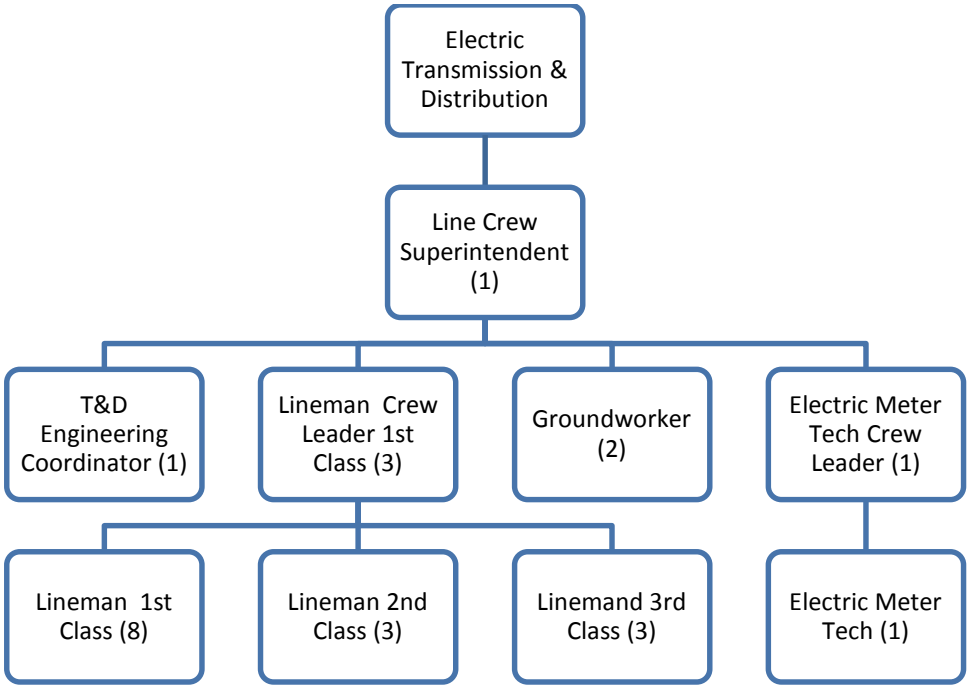


Figure 2-4: Electric Transmission & Distribution Section



The subsequent sections of the Report provide a discussion of the required reviews and inspections conducted pursuant to Section 504 of the Resolution. Section 3.0 describes the assessment of the Electric System and its condition. Section 4.0 presents the financial results for the Electric Division, including an analysis of the adequacy of revenues provided by the electric rates. Section 5.0 summarizes the conclusions of Burns & McDonnell regarding the operation and maintenance of the Dover Electric System.

3.0 – ELECTRIC SYSTEM OVERVIEW AND ASSESSMENT

3.0 ELECTRIC SYSTEM OVERVIEW AND ASSESSMENT

3.1 Electric System Overview

The Electric System owned by the City primarily consists of a production plant, transmission plant, distribution plant, general plant facilities, and construction work in progress. Table 3-1 displays the year-end balances of the various plant components for FY 2013 through FY 2015. Table 3-3itemizes the specific capital investment plan projects and anticipated expenditures included in the FY 2016 budget.

Table 3-1: Year-End Plant in Service

	FY 2013	FY 2014	FY 2015
Capital assets, not being depreciated			
Land	$ 1,458,066	$ 1,458,066	$ 1,458,066
Construction in progress	1,338,909	1,690,462	2,364,099
Total capital assets, non-depreciable	$ 2,796,975	$ 3,148,528	$ 3,822,165
Capital assets, being depreciated			
Buildings	$ 17,619,349	$ 17,666,269	$ 17,675,949
Production	65,040,049	65,913,284	66,561,061
Transmission	34,010,686	35,084,087	35,899,287
Distribution	61,752,469	62,388,947	63,392,975
Administration	1,743,754	1,743,754	1,743,754
Vehicles	625,876	645,747	607,949
Total capital assets, being depreciated	$ 180,792,183	$ 183,442,088	$ 185,880,975
Less accumulated depreciation for:			
Buildings	$ (11,795,879)	$ (12,172,080)	$ (12,576,076)
Production	(42,682,428)	(44,002,794)	(45,423,777)
Transmission	(11,537,017)	(12,776,190)	(14,045,341)
Distribution	(26,832,246)	(28,382,673)	(29,742,291)
Administration	(1,316,532)	(1,427,205)	(1,536,190)
Vehicles	(481,527)	(517,428)	(482,121)
Total accumulated depreciation	$ (94,645,629)	$ (99,278,370)	$(103,805,796)
Total capital assets, being depreciated, net	86,146,554	84,163,718	82,075,179
Total capital assets, net	$ 88,943,529	$ 87,312,246	$ 85,897,344

In FY 2015, the Electric System experienced an increase in the annual system peak demand and a decrease in annual energy sales from the previous year. The Electric System experienced its peak at 4 p.m. on July 2, 2014 of 158.2 MW; a decrease of 6 MW from the previous year. For the year, 715 GWh of energy were sold; a decrease of 0.82 percent from the preceding year. The Electric Division projects energy sales in FY 2016 to total 715 GWh, showing constant energy sales from 2015. The Electric Division expects annual energy sales to grow moderately from FY 2016 through FY 2020.

3.1.1 Production Plant

The City owns two plants, the McKee Run and VanSant generating stations. McKee Run consists of three steam turbine generating units with a total combined capacity of 136 megawatts (MW). VanSant is a 39-MW simple-cycle combustion turbine unit. Generating units 1 and 2 from McKee Run station are currently scheduled to be retired in June 2017.

NAES Corporation operates the generating plants. The organizational structure of NAES has changed based on the city's request and general operating requirements. The agreement between the City and NAES Corporation has been in effect since July 1, 2006. The Engineering Consultant's observations regarding the generating stations and units are described later in this section of the Report.

Effective July 1, 2011, the City entered into an Energy Management Agreement with The Energy Authority, Inc. (TEA) to manage the sales associated with the production plants; the Electric Division's first contract with TEA. TEA also assists the City with its energy procurement, energy sales, purchase of fuels, establishment and management of risk policies, the development and management of hedging protocols and related energy procurement challenges.

3.1.2 Transmission and Distribution Plant

The service area includes 234 miles of overhead lines, 271 miles of underground lines. Five Electric Division customers take service off of the 69-kV transmission system. These customers include the Dover Air Force Base, Kraft, Proctor & Gamble, and NRG Energy Center (NRG). NRG is an exempt wholesale generator that sells power that must be transmitted through the City's transmission system to third party purchasers. When the NRG plant is not operating the Electric Division provides power for the plant site.

The Electric Division has two contracts for providing transmission service through the Electric System. The Electric Division provides transmission service to NRG for the output of its 16 MW electric generator. The Electric Division also has a point-to-point contract for the output of an NRG Combustion Turbine which ties directly to the Kent Substation and is not part of the Dover transmission system.

3.1.3 General Plant

The general plant category consists primarily of Electric Division administrative and operations facilities, and pollution control-related equipment at McKee Run and VanSant. The agreement with NAES Corporation stipulates NAES Corporation manage the operation and maintenance of the facilities while the City funds all replacements and upgrades required for maintaining the capability of the two generating

stations. The City is also responsible for the costs of compliance with new regulations promulgated. Other types of items included in the general plant category include office furniture and equipment, computer-related equipment, transportation and power-operated equipment, and communication equipment. Burns & McDonnell did not specifically assess the items in the general plant category for this Report.

3.2 Production Plant Assessment

Burns & McDonnell made observations and conducted assessments of the Electric System assets in support of the development of this annual Engineering Consultant's Report. On March 4, 2016, Mr. Ted Kelly of Burns & McDonnell met with representatives of NAES Corporation to discuss the condition of the McKee Run and VanSant generating stations. Mr. Don Mordus, the Plant Manager, coordinated the visit. Mr. Kelly also met with Jacob Aucoin, the Plant Engineer during the visit. The findings of Burns & McDonnell from the assessment of the City's production plant assets are documented herein.

3.2.1 Production Plant Operations

McKee Run consists of three units. Units 1 and 2 were originally coal-fired units, which began operations in 1961 and 1962, respectively. In 1972, these units were converted to burn No. 6 fuel oil. Units 1 and 2 each have rated capacities of 17 MW. Unit 3 began operations in 1975 and was designed to fire No. 6 fuel oil and natural gas. Unit 3 has a rated capacity of 102 MW. In FY 2008, the City began work to convert all three units at McKee Run to burn No. 2 fuel oil in order to reduce pollution from the plant. The necessary upgrades and new equipment were installed allowing each of the units to burn both natural gas and No. 2 fuel oil.

VanSant consists of a simple cycle combustion turbine with a rated capacity of 39 MW. This unit commenced operation in 1991. An inlet fogging system was installed in the spring of 2015 and capacity testing performed in June 2015 proved a 6 MW increase in unit capacity. VanSant remains unmanned, except when it is dispatched into service. On the occasions when the unit is dispatched, personnel from McKee Run travel to VanSant to startup and operate the unit until the unit dispatch is released by PJM. There is an action item to restore remote start capability to allow the unit start time to be reduced to 15 minutes, currently the transmission operator is asked to allow 1 hour for starting time because the VanSant site is not manned. A remote start capability for this unit would improve the dispatch starting time and increase unit run hours for quicker response to area transmission needs.

3.2.1.1 Management and Organization

Station management is well organized and knowledgeable. Personnel take a logical approach to the operation and maintenance of the generation facilities. Mr. Don Mordus serves as the Plant Manager. The

management/leadership team consists of eight positions including Mr. Mordus' position. The Administrative Manager, Plant Engineer, Compliance Coordinator, and Materials Coordinator, all report directly to Mr. Mordus. (Note: there will be retirements in the leadership team in the next couple of years.) One Operations Supervisor position is currently open at the plant. The open Operations Supervisor position is part of the management/leadership team but will not be filled. (Note: Three new operators have been hired in calendar year 2015.)

The Plant Engineer oversees and assists with plant operations and engineering compliance. He works closely with the Maintenance Supervisor and three Operations Supervisors to ensure all plant parameters are observed and equipment can be operated per the OEM operating procedures. He provides engineering review for plant modifications and the management of change program. When fully staffed, each operations team consists of a supervisor and three operators working 12-hour rotating shifts. The maintenance team consists of a supervisor and five employees working eight-hour shifts. The operations and maintenance hourly personnel are all union employees. The relationship between the union and management was reported to be excellent. McKee Run is currently at a staff level of 28 employees, with 32 approved positions.

3.2.1.2 Major Equipment Operations and Maintenance

In general, the generation facilities appear to have been properly operated and maintained, and in good condition as evidenced by the high availability of the units. The generation facilities are dispatched sparingly and operate primarily as peaking units. As such, the individual units incur a low annual capacity factor. Table 3-2 summarizes the major FY 2015 operating statistics.

Table 3-2: FY 2015 Generating Plant Operating Statistics

FISCAL YEAR 2015 OPERATING STATISTICS
City of Dover Electric Division

Unit	Rated Capacity - MW	Net Production - kWh	Net Capacity Factor	Net Heat Rate Btu/kWh	Number of Starts
VanSant	39	2,249	0.66%	13.079	15
McKee Run					
Unit 1	17	248	0.17%	15.253	3
Unit 2	17	234	0.16%	13.916	5
Unit 3	102	23,938	2.68%	13.855	40
Total	175	26,669	1.72%	13.592	63

Unit	Forced Outage Hours	Operating Hours	Service Factor	Availability Factor
VanSant	-	68.8	0.79%	58.64%
McKee Run				
Unit 1	203.4	31.0	0.35%	56.31%
Unit 2	282.0	35.1	0.40%	55.42%
Unit 3	273.7	532.2	6.07%	53.44%
Total	759.1	667.1	7.62%	55.95%

The large amount of time that units are not operating allows for maintenance and repair of the units. As a result, the FY 2015 overall equivalent availability factor for the generation facilities averaged 55.95 percent. Low net capacity factors are offset by PJM capacity credits. In FY 2015, $15.1 million of PJM capacity credits helped cover the entirety of purchased capacity costs. PJM capacity credits are expected to continue to offset significant portions of system capacity costs in FY 2016 and beyond.

3.2.1.3 O&M Management System

Maintenance activities are organized, planned, and managed using MP2[tm] by CMMS Data Group, a computer-based management system. All three major categories of maintenance activities (corrective, preventative, and predictive) are electronically managed by MP2[tm]. The city is getting better use of the system and is improving on their outstanding work orders, reducing from approximately 400 to close to 100.

For corrective maintenance activities, any station operator or mechanic can enter a work order into the system at any terminal on the Station local area network (LAN). A supervisor reviews the request, turns it into a work order, and assigns a priority according to a predetermined categorization. The work order is

planned, parts are ordered, and then the work order is assigned to an operator or maintenance technician for completion once the material has been received.

This system is also used to manage and track preventative maintenance activities that follow a schedule. Changing filters, and turning on and off heat tracing are examples of preventative maintenance. Predictive maintenance activities practiced include oil analyses, vibration testing, and infrared surveys. Portable vibration testing equipment is used at the Stations to improve the frequency of and capabilities to trouble-shoot rotating equipment. This technology allows personnel to identify problems and take corrective actions before equipment failure can occur.

In FY 2015, the City started or planned several general upkeep items to the plants as well as initiating several larger items. Starting in FY2016, the plant will be winterized to keep the temperature above 40 degrees Fahrenheit to shorten the time to reach full capacity. The power plant is also working to reinstate the remote start capability of the VanSant unit in order to allow quicker dispatch time, improve PJM's dispatch of the combustion turbine and earn better revenue ultimately to comply with market requirements and the PJM Capacity Performance program.

3.2.1.4 Safety

"Safety First" is an overall theme and attitude of the Electric Division. Near-miss incidents are documented, reviewed, and corrective follow-up actions are taken as required with an employee-run safety committee actively in place. This committee conducts monthly safety meetings, completes safety equipment inspections, and defines and implements tasks to improve safety in all areas. Members of the safety committee complete periodic visual inspections of employee work activities utilizing an observation checklist to detail their findings. Recorded observations are discussed and infractions corrected. Safety is the first topic discussed at all meetings at the generating plant, prior to the start of each meeting a "safety moment" is discussed, before the morning management meeting and at the beginning of each shift turnover. An indoctrination video emphasizing safety is shown to all visitors when entering the Station.

Mr. Mike Benkert, Senior Project Manager – Safety, reported an accident in January 2015 when an employee slipped on ice at the VanSant facility. The incident resulted in a broken ankle and 6 months off work for rehabilitation. The ice buildup was on a walkway sloped towards the building allowing a pooling of water and ice formation in cold weather. The walkway was replaced in the summer of 2015 and sloped for proper rain and water run off to preclude a repeat of this incident at the VanSant site. The updated lost time accident rate for the City of Dover generation plant is 3.67. The Plant Manager has made a strong

commitment to improving the safety culture to reduce or eliminate recordable accidents at the sites through a NAES Safe approach and focus of all employees.

3.2.1.5 Training

The required annual OSHA compliance training is completed and documented for each employee. A formal two-day employee orientation program is required for all new employees. This orientation covers a multitude of subjects from employee benefits to a review of the various Station operating manuals.

For operator training, the Employee Development and Qualification Program (EDQP) was established prior to 2002. EDQP is a formal program for training operators to progressively advance to positions with additional responsibilities. The training program is a combination of a self-paced and instructor-led learning. In addition to the above programs, cross training of various disciplines also occurs. An example of cross training would be plant operators training with maintenance staff. NAES has replaced the EDQP program with the standard NAES Training Manual, it is made up of qualification levels more applicable to the specific technology operated at the City of Dover utility. NAES has implemented the new training manual qualifications procedure in 2015 an all new employees are being trained according to this training program. As current employees complete their existing EDQP qualification level they are shifted in to the NAES TMP Manual program.

Plant staff receive environmental and safety training online via the GPi Learning website. The training includes tutorials and exams to ensure comprehension of the subject matter. Plant manuals, meetings, and lessons learned offer additional safety training topics. The plant staff also performs safety stand downs based on industry events, lessons learned and best practices that occur in other NAES operated facilities and the industry at large.

Plant staff continues to receive appropriate operator certification training for the Pennsylvania New Jersey Maryland Interconnection (PJM) market. This training will continue in the future and is funded by the City to ensure their operators are knowledgeable and conform to the PJM required operator directions when required. The plant also performs, plans, and schedules continuing education training on a regular basis for certified PJM plant operators. Non-certified operators are also encouraged to attend this training to help them prepare for operator certification which is an expectation of all operators by their 18 months anniversary at the generation plants. In FY2015, all plant operators without the operating certification from NAES were required to attend training courses to prepare them for completing the PJM certification.

3.2.1.6 Capital Improvements

The following table describes 2016 fiscal year on-going and planned Capital Expenditures for the system. The table is organized into three categories, completed, on-going, and planned improvements to the City's assets:

Table 3-3: Fiscal Year 2016 On-going/Planned Capital Expenditures

Production		
McKee Run & VanSant Preservation of Structures	$	215,000
McKee Run Building Equipment Replacements		42,000
Unit 3 Software & Computer Upgrades - CEMS		44,500
Unit 3 Stack Repairs		485,000
Unit 3 Boiler Systems		42,000
Unit 3 Auxillary System Components		135,000
Unit 3 Cooling Water Line Replacement/Repairs		469,000
VanSant Software & Computer Upgrades - CEMS		44,500
VanSant Component Replacements		21,000
Safety & Compliance Improvements		157,000
Subtotal Electric Generation Division	$	1,655,000
Transmission & Distribution		
New Developments - UG Transformers	$	1,872,000
New Developments - UG Conductors/Devices		450,000
DNREC R&R Metering		41,000
Public Works Wetland Project		78,000
Washington Street Lights		40,000
NBR Properties, LLC		19,000
Vehicles, Trucks & Equipment		387,600
Subtotal Electric Transmission Division	$	2,887,600
Electric Engineering		
Townpoint Distribution Upgrades	$	350,000
Oak Grove Trailer Park Distribution Upgrade		78,500
Lakeland Laurel Point - Distribution Upgrade		63,000
Rt 8/ Mifflin Road Crossing - Distribution upgrade		51,500
Rt 8/ Taps - Distribution upgrade		38,500
Townsend Brothers - Distribution upgrade		14,500
Persimmon Tree Apartments - Distribution upgrade		62,000
North Street OH to UG (Governots to Queen)		100,000
Dover East Estates - Distribution Upgrade		130,000
Lighting Project and Rehabilitation		67,000
Satellite Syncrhonized Substation Clocks		30,000
Horsepond Road URD - Distribution Feeders		67,000
Transmission Line Maintenance Program		75,000
Distribution Capacitors - Overhead		25,000
Distribution Capacitors - Underground		25,000
Frazier Substation Reliability Upgrade (900 Circuits)		10,000
Horsepond SS to Cartanza 69kV Rebuild		255,500
69kv Substation Cable Replacement North Street		50,000
Weyant Hall Roof Refurbishment		201,800
Dover Air Force Base Substation Relocation		30,000
Subtotal Electric Engineering Division	$	1,724,300
Total Planned Capital Investment Projects	**$**	**6,266,900**

3.2.2 McKee Run Condition Assessment

The following is a summary of the condition assessment of major equipment at McKee Run as presented by the NAES corporation staff. Units 1 and 2 will be decommissioned in 2017; therefore, major maintenance and capital projects have been and will be limited for these units in the near future. Burns & McDonnell made no internal assessments of equipment during the facility tour.

XL Insurance completes inspections of the Electric Division production facilities on an annual basis. After each inspection the insurance provider issues a report detailing its risk reduction recommendations. Burns & McDonnell received the insurance inspection report from XL Insurance conducted on February 24, 2016. The report indicates that there were no major incidents in all units during 2015. However, 2015 oil sample analysis of unit 3B forced draft fan outboard bearing was rated critical due to incorrect oil viscosity and elevated particle counts. The oil sample analyses of unit 1 forced draft fan motor inboard bearing, unit 1 induced draft outboard bearing, unit 2 forced draft fan motor inboard bearing, unit 3A induced draft fan motor inboard bearing, and unit 3 main turbine were rated marginal due to high particle count.

3.2.2.1 Steam Turbines/Generators

The steam turbines and generators for VanSant and McKee Run Units 1 and 2 were reported to be in satisfactory condition with no major problems.

No inspections, planned maintenance or upgrades were completed on Units 1 and 2 during the 2015 outages. During the spring 2014 outage, Unit 3 was dismantled and inspected. Erosion was detected in some places and steps were taken to mitigate. The unit experienced the same vibration issues that were historical on the unit during the startup process after the spring outage. The contractor was dissatisfied with the unit operation and the unit had a rub. The decision was made to go back into the unit and found that the turbine end packing housing was misaligned .050" in the turbine casing and corrected the problem by having the gland box machined for proper alignment and proper gland packing operation without the "rub". The rotor growth was causing the packing to "rub" and wear. Post work testing of the unit after the gland packing box machining revealed that the vibration issue was resolved. The rotor would grow without rubbing and the vibration issue was resolved.

3.2.2.2 Boilers and Auxiliaries

Boiler inspections are conducted every year on each of the boilers. The annual inspections typically include the inspection and cleaning of the major boiler components, including the mud and steam drums, the forced draft and induced draft fans, the wind box, condenser water box, condenser tubes, hot well, air preheater components, and safety valves.

During the spring 2014 outage, piping maintenance and replacements earned the most attention at Unit 1 in addition to typical planned inspections and maintenance on all units. Unit 2 repairs were primarily piping focused as well. Ash and debris was cleared from Unit 3 and a leak was found and repaired.

No adverse conditions, controls, or operational concerns were reported during the 2014 fall outage at Units 1 and 2. During that outage the neutralization pit liner was replaced, new insulation and lagging was installed on the high energy piping, and leaking tubes were replaced all on Unit 3. Additionally, a grating and cover will be added.

During February 2015, there was a severe cold weather event which caused problems for the plant equipment, those problems were all corrected, as stated previously, through winterizing the plant and keeping it above 40 degrees during the winter months. In addition, the chemistry issues have been addresses and corrected. There is a higher focus on maintaining boiler water chemistry to mitigate boiler tube failures and improve oiler water chemistry overall.

3.2.2.3 Station Cooling Water Systems

The Station has split cooling water systems with one system serving Unit 1 and Unit 2 and a separate system serving Unit 3. Projectile tube cleaning was completed on the Unit 1 and Unit 2 condensers during the spring FY 2011 outage. All the tubes in each unit were cleaned utilizing the scraper blade plug method. Samples were taken from the tube cleanings and retained for inspection. No leaks were detected in the expansion joint or condenser tubes. Each condenser box was cleaned. A significant Unit 3 cooling tower project was completed in CY 2014. This project included the change out of a number of columns in the tower, work on the hot deck, and balancing of water flow. The cooling water systems are reported to be sufficiently sized and in satisfactory condition, with no major issues reported at the time of this Report.

3.2.2.4 Fuel Handling Systems

Natural gas is delivered to the Station via a 4-inch pipeline for Unit 1 and Unit 2 and in a 10-inch diameter pipeline for Unit 3. No. 2 fuel oil is delivered to the Station by truck and unloaded into tanks. Forwarding pumps deliver the fuel oil to each of the units. No major fuel projects were reported to be completed in FY 2015 but they will be inspecting and replacing fuel hoses as needed.

3.2.2.5 Water Treatment/Steam Purity

Quality control parameters for boiler feed-water, internal boiler water, cooling tower water, and steam purity are checked at a minimum of twice per day when systems are operating. Results are recorded and graphically compared to control limits. Adjustments are then made as required. Boiler feed water is treated city water (well water from the City) using a regenerative ion resin demineralizer system, along with deaeration for oxygen control. Boilers 1 and 2 use a coordinated phosphate control for boiler internal purity control and Boiler 3 uses a balanced trisodium phosphate and disodium phosphate within a narrow pH range. A deep-bored water well was installed to provide water in addition to the City supplied water. City water has a high chlorine level which may exceed the Station permitted limits. By combining City water with the well water, the chlorine levels can be maintained at the permitted limits. Water for cooling tower makeup is also obtained from City water. The primary control parameter is silica concentration. Blow down is adjusted as required to maintain control. The City received an industrial waste water permit from Kent County to be able to discharge cooling water to the sewer system. No major water treatment issues were reported at the time of this Report.

Steam purity is not continuously monitored. Samples are taken at least twice daily and tested for pH, conductivity, and silica. There have not been any problems with steam purity. Annual inspections of the boiler drums and separation internals have verified that these systems are intact and operating properly.

In FY 2015, the station did not experience any internal corrosion related failures, steam path deposits, or excessive condenser fouling. Condor Technologies provides water treatment consulting services and chemicals. A representative visits the Station periodically to review test data and check chemical usage rates. No major issues were reported at the time of this Report.

3.2.2.6 Station Electrical Systems

Overall, Station electrical systems and transformers are considered to be in satisfactory condition. A condition assessment of the generation facilities' transformers was conducted in 2014 by TJ/H2b Analytical Services. Oil inspections and analyses were conducted. The inspector recommended that normal operation continue for all the transformers at the plant; however, heating was indicated at two of the transformers. The City has a contract with an environmental consultant to check each substation for oil leaks and to provide instruction on cleaning up in the event of an oil spill.

Oil sampling is now completed twice per year on the generator step-up transformers (GSUs). Based on the 2012 XL Insurance annual inspection, there are still no sprinkler protection or blast walls for GSU's 1-3. In 2012, the city had blast walls installed between Units 1 and 2 auxiliary transformers as

recommended in the insurance report. This item has since been closed per the insurance company. All plant transformers are examined annually. In 2015, all breaker relays, CTs, and PTs were tested by Cameo.

3.2.2.7 Station Control Systems

Unit 1 and Unit 2 controls are electro-pneumatic. Unit 3 controls are a distributed control system (DCS). In general, the station control systems are considered to be in satisfactory condition. The Unit 1 and Unit 2 control systems are outdated but perform satisfactorily. All relays have recently been inspected at both McKee Run and VanSant for North American Electric Reliability Corporation, PJM Interconnection and Mid-Atlantic Area Council compliance. The electro hydraulic control system was modified to become a primary/primary system in 2013. In 2013 additional control wiring was installed to upgrade the Unit 1 and Unit 2 gas control system. No additional controls upgrades or issues to report for FY 2014.

3.2.2.8 General Facilities

No major projects or improvements were completed to the General Facilities in FY 2015 other than installing building heaters and routine maintenance and repairs. In general, the station facilities appeared clean and well maintained during the site visit.

3.2.3 VanSant Condition Assessment

The following is a summary of the condition assessment of major equipment at VanSant as presented by the NAES corporation staff. Burns & McDonnell made no internal assessments of equipment during the facility tour.

In general, the unit is operated infrequently, but is well maintained. The VanSant unit has the capability of black starts. The unit does not currently have remote start capability. The Title V permit requires that the station be manned within 15 minutes of stating the unit and when the unit is operating. An operator travels to the site and performs a twice daily walk down of the unit with a checklist of items to review and the walk down results are logged.

XL Insurance completes inspections of the Electric Division production facilities on an annual basis. After each inspection the insurance provider issues a report detailing its risk reduction recommendations. The lone recommendation for VanSant following the FY 2012 inspection addressed safety. XL Insurance recommended the installation of gas detection equipment at the plant. A gas detection system has been installed. The gas detectors will activate the fire suppression system and alarm to the central control system. No other major repairs or upgrades were made at VanSant in FY 2013. No new recommendations were made in 2015. However, 2015 oil sample analysis of VanSant turbine was rated marginal due to

high particle count. During the spring outage in 2016 the unit is scheduled to have the lube oil sump cleaned and inspected by Total Lubrication and inspected which will resolve the high particulate count.

A capital project was completed on the exhaust stack and the D1 water tank was cleaned in FY 2014. NAES Instrument, Control and Electrical (IC&E) Technicians completed four recommended General Electric Technical Information Letters (TIL) projects for VanSant Unit 11 in the spring 2014 outage as shown below:

1. Annual TIL 1004-2R1 (IGV's and first stage corrosion/pitting inspection)
2. Annual TIL 1068-2R1 (IGV's bushing inspection)
3. Annual TIL 1132-2 (IGV thrust washer corrosion inspection)

Spring 2014 inspections indicated normal wear on the unit and minor maintenance was completed. During the fall 2014 outage, several minor projects were identified and will be completed at the time of the next major project on the unit. No issues were reported.

Every five years, the fuel tanks are inspected for rust and corrosion for leak prevention. The scheduled inspection was completed in June 2015. PM Tasks were developed in the CMMS to perform 5 year inspection next due in 2020 and a 15 year API 653 Ultrasonic shell inspection in 2030.

Remote start of the VanSant unit is currently being discussed with the OEM for restoration. The exhaust plenum work will be completed in FY 2016. A weekly diesel start is performed at the site to improve starting reliability of the diesel starting engine. A unit full speed 30-minute no-load test is performed once a month for starting reliability improvements and training purposes, and 26 hours per year has been allocated for the testing of the unit which have little impact on the allowable operating hours (432) under the VanSant Title V diesel engine annual operation

3.2.4 Production Plant Conclusion

Based on statements and information provided, as well as the observations and reviews performed, it is the opinion of Burns & McDonnell that the City's power generation facilities are being operated and maintained consistent with accepted electric utility practice in the United States. In general, the performance, operation, maintenance, staff, planning, and training aspects for the McKee Run and VanSant stations were found to be above average. Specifically, the generation facilities have demonstrated a high level of availability despite the dispatching of the units primarily for peak demand.

3.3 Transmission and Distribution Plant Assessment

On March 3 and 4, 2016, Mr. Ted Kelly visited the City to collect information and to observe the City transmission and distribution system, as operated and maintained by the Electric Division. Mr. Harry Maloney provided information related to the transmission and distribution system. Mr. Maloney also led a tour of the electric transmission and distribution system. Pictures taken of the substations during the inspections are provided in Appendix

3.3.1 Transmission and Distribution Plant Operations

The Electric Division distributes power to its customers by a network of transmission lines, distribution substations, and distribution lines. The transmission lines are rated at 69 kV and are connected to fifteen distribution substations located throughout the service area. The distribution substations reduce the power from transmission voltages to the primary distribution voltages of 12 kV to facilitate distribution of electric power to customers.

3.3.1.1 Operations and Maintenance

The Electric Division has a SCADA system that is monitored continuously for any problems that may arise in the Electric System. The main control room has two system operator desks and a large screen where system operating information is displayed. System operators can monitor the Electric System operation, such as voltage levels, current flows, etc. and make necessary adjustments as problems arise. The systems operators have received some PJM training, but are not required to be certified as Delmarva Power is the controlling agency.

Loading on substation transformers used for an emergency, a switching operation, or maintenance is limited to 120 percent of the rated capacity, followed by a twelve-hour cool-down period. The Electric Division has eight line crews and two ground workers to work on the system. Four crews are responsible for overhead lines, four crews are responsible for underground lines, and one crew is responsible for maintenance. The primary responsibilities of the eight line crews are installation of new service connections and construction of new lines. The trouble crew maintains the street lights, repairs underground services and is the first responder to outages. Tree trimming is contracted out and is no longer performed by the Electrical Division; however, performance of the contractor is monitored by the Line Crew Superintendent.

The Substation/Relay Maintenance Division is responsible for operation and maintenance of the substations and associated equipment. Visual inspections of substations, associated equipment, trip counter checks and battery systems checks are performed regularly. The Substation/Relay Maintenance

Division is also responsible for contractor oversight during annual transformer condition assessments including annual oil testing.

TJ/H2b Analytical Services completed the annual transformer condition assessments in February 2011. No abnormal gas was indicated and since the oil condition was within acceptable parameters, TJ/H2b recommended the continuation of normal operation. The City has a contract with an environmental consultant to check each substation for oil leaks and to provide instruction on cleaning up in the event of an oil spill.

The City contracts with an outside firm to inspect and chemically treat each wood pole in the Electric System every ten years. This is accomplished by awarding a five-year contract to spread out the expenses. Pole treatments were completed in May of 2013. Dover treated and inspected over 760 poles during 2013, of which, only one pole was rejected resulting in a 99.9 percent pass rate.

3.3.1.2 Design Standards and Specifications

The Electric Division designs the transmission and distribution circuits and some substation upgrades in conformance with national safety standards. Other substation and transmission design is contracted to Pike Electric, Inc.

The underground distribution design utilizes road or alley front access construction. This design means the electrical equipment, such as transformers and underground cable, are installed beside the road instead of behind houses or buildings. The advantage of front access construction is the accessibility for maintenance and repairs to cable and electric equipment. The underground cables are installed in polymerized vinyl chloride pipe for added protection and for easy cable replacement. The Electric Division installs jacketed, concentric cable that is rated at 15 kV, with 133 percent ethylene propylene rubber insulation.

The standard overhead distribution design utilizes a flat construction with a single cross-arm and insulators on 45-foot class 2 poles. Typically all electrical equipment locations have ground rods installed with measured readings of 25 ohms or less.

The substation design is generally a low-profile rigid bus design. The circuit breakers are SF6 gas-filled and the relays are microprocessor based with SCADA control and monitoring.

3.3.1.3 System Reliability

The Electric Division provides for reliability of its distribution system by configuring a majority of its distribution circuits in primary open loop arrangements, improving existing circuits, and installing adequate substation transformer capacity. Normal transformer and line loading are limited to provide sufficient margin to convey firm power requirements during an emergency or a switching operation, or for maintenance.

3.3.1.4 Power Quality

The Electric Division does not have any significant power quality problems. The overall power factor for the Electric System is 99.9 percent. Power transformers are equipped with load tap changers that regulate bus voltages at the distribution substations. Distribution transformers are equipped with no-load taps to make voltage adjustments. There are capacitors and voltage regulators on the Electric System that control voltage and vars on the portion of the system furthest away from the current source and generation. The system operators monitor the power factor closely and turn on capacitors or adjust the generation to compensate for low power factors.

3.3.1.5 Safety

Mr. Maloney reported to Burns & McDonnell the Electric Division had no lost time in FY 2015 but they did have one small incident of a bruised hand. No other incidents or details were provided for this report.

3.3.1.6 Capital Improvements

The following describes completed, on-going, and planned improvements to the City's transmission and distribution assets:

Recently Completed (FY 2012-FY 2015):

- Wyoming Avenue - Underground
- Pleasonton Acres - Underground
- Morris Estates - Underground
- Royal Grant - New Underground Service
- Dover Downs Switchgear
- Lebanon 400 Feeder
- Bayside Drive (Persimmon to White Oak Rd)
- Distribution System Upgrades - Unidentified
- Substation Equipment & Fencing (Division St)
- SCADA Master Hardware Replacement

- Transmission Line Maintenance Program
- Distribution Feeder Replacement Program
- Distribution Capacitors - Overhead
- 69-kV Switch Replacement
- McKee Run Transformer/Substation Repairs
- Frazier Substation Reliability Upgrade (900 circuits)
- Substation PT & CT Replacement Program
- Updated Platex Feeder, from 4-5MW to 10MW
- Substation Battery Replacement
- Richardson Circle
- Chandelle Airport URD
- General Scott Switchgear Garrison Oak Technical Park
- Uzin Utz Manufacturing
- Playtex/Energizer System Upgrades
- Dover Downs Tower
- Eden Hill Lights
- Family Dollar Store
- Route 8/Taps - Distribution Upgrade
- Townsend Brothers - Distribution Upgrade
- NBR Properties, LLC

On-Going:

- Capitol Park - Underground
- Townpoint Distribution Upgrades
- Lighting Project and Rehabilitation
- Horsepond Road Substation Reliability Upgrade
- McKee Run & State College Road Feeder replacements
- GOTP Transmission Line Relocation
- Horsepond SS to Cartanza 69-kV Rebuild
- 69kv Substation Cable Replacement North Street
- New Developments - UG Transformers
- New Developments - UG Conductors/Devices
- West Dover Connector

- Meadows at Jefferson Terrace
- Chestnut Grove Development
- Clearview Meadows
- Leander Lakes
- Meter Replacements & System upgrades

Planned (through FY 2020):

- Distribution System Upgrades - Unidentified
- Oak Grove Trailer Park Distribution Upgrade
- Lakeland Laurel Point - Distribution Upgrade
- Rt. 8/ Mifflin Road Crossing - Distribution Upgrade
- Persimmon Tree Apartments - Distribution Upgrade
- North Street OH to UG (Governors to Queen)
- Dover East Estates - Distribution Upgrade
- Satellite Synchronized Substation Clocks
- Horsepond Road URD - Distribution Feeders
- Transmission Line Maintenance Program
- Distribution Capacitors - Overhead
- Distribution Capacitors - Underground
- Frazier Substation Reliability Upgrade (900 circuits)
- Dover Air Force Base Substation Relocation
- System Automation
- DNREC R & R Metering
- Public Works Wetland Project
- Washington Street Lights
- Blue Hen Apartments
- New K-Mart Building
- Ollies Transformer
- Winner Volkswagen
- Del Homes Warehouse
- Clearview Meadow phase 4
- Reed Street Roof
- Dover Town Center

- Outback Steakhouse

3.3.2 Transmission and Distribution Plant Condition Assessment

The transmission and distribution system assessment included drive-by observations of a sample of the transmission circuits and distribution circuits. Each of the fifteen substations was physically observed during the tour.

- McKee Substation
- College Road Substation – Plan to replace oil-filled PTs
- Dover Downs Substation
- Frazier Substation
- VanSant Substation
- General Scott Substation (North Street)
- Division Street Substation – Plan to expand in the future
- Mid-City Substation – Three new breakers
- Mayfair Substation
- St. Joan's Substation – Fence damaged by a car accident, still needing repair
- Cartanza Substation
- Horsepond Substation
- Danner Farm Substation
- Lebanon Substation – New battery set installed

In general, the substations appeared to be in acceptable operating conditions. All battery sets in the system substations are less than ten years of age. Mr. Harry Maloney, the Electric Department Director, provided a tour of the substations with Ted Kelly on March 3, 2016. The General Scott Substation has relatively new breakers, and the 12-kV switchgear and controls are scheduled to be upgraded in FY 2016. Horsepond Substation was recently rebuilt which included a three breaker 69-kV system for the 69-kV bus and the substation logic was reprogrammed. Work started in late February 2013 and was completed in November 2014. At the Cartanza Substation, Delmarva has expanded their side of the substation. In the Lebanon Substation work on the capacitor bank has been completed. Maintenance requirement for battery testing has been completed for NERC requirements.

The City has recently completed the process of replacing conductor throughout the entire 69-kV system. In addition, the City has invested heavily in its undergrounding program to increase system reliability.

Moving forward, the system will continue to be converted from overhead to underground distribution, but this process has slowed to allow for further evaluation.

3.3.3 Transmission and Distribution Plant Conclusion

It is the opinion of Burns & McDonnell that the design, construction, operation and maintenance of the City's electric transmission and distribution system and the associated facilities are consistent with current generally accepted electric utility standards. In completing Annual Engineering Consultant's Reports over the past several years, Burns & McDonnell has observed that the City has made appropriate system upgrades and improvements. The City and the Electric Division are proactive in preventative maintenance and expansion of the Electric System before problems arise.

4.0 – FINANCIAL OVERVIEW AND ASSESSMENT

4.0 FINANCIAL OVERVIEW AND ASSESSMENT

A review of the financial results of the Electric System for the fiscal year ended June 30, 2015, is provided herein.

4.1 Required Revenue

The level of revenues required from the retail electric rates for the Electric Division was determined through the analysis of the financial results and net income or net margins for the most recent fiscal year. The City of Dover, Delaware Resolution Authorizing and Securing Electric Revenue Bonds, adopted December 23, 1985 requires that the Electric Division maintain a debt service coverage ratio of 1.25. The following is an excerpt from Section 502(c) of the resolution.

> *"(c) The total amount of the Revenues of the Electric System during the preceding fiscal year shall have been not less than the total of the following:*
>
> *(3) The Current Expenses of the Electric System during the current fiscal years shown by the Annual Budget . . . for such fiscal year, and*
>
> *(4) One hundred twenty-five percent (125%) of the maximum amount of the Principal and Interest Requirements for any fiscal year thereafter on account of all bonds then Outstanding under the provisions of this Resolution.*
>
> *The City further covenants that, from time to time and as often as it shall appear necessary, it will adjust the electric rates as may be necessary or proper so that the revenues of the Electric System in each fiscal year will not be less than the total of the amounts set forth in subdivision (c) of this section."*

4.2 Electric Rates

Customers of the Electric Division are charged for the electric service based on rate schedules, tariffs, or contracts that reflect the costs to the Electric Division of providing that service. For purposes of setting electric rates, customers with similar load and service characteristics should be placed in the same rate classification.

A comprehensive cost-of-service and rate design study was completed in 2006 and subsequent rate analyses were completed in 2007 and 2008 to examine revenue requirements and revenue generation. Specifically, the 2006 rate study was conducted to address increased costs associated with a new power supply contract that became effective on July 1, 2006. The rate study recommended combining a number

of rate classes and implementing rate increases on July 1, 2006. The 2006 rate study also recommended an additional increase be implemented on January 1, 2007 to cover increased costs associated with operating the generating station. The 2007 and 2008 rate analyses re-examined Electric Division revenues and expenses and recognized additional revisions to power supply costs. As a result of these analyses, additional rate increases were implemented on July 1, 2007 and July 1, 2008.

The City retained Burns & McDonnell to conduct cost-of-service and rate design study in 2012 followed by an update in 2013. The 2012 study examined revenue adequacy, revenue responsibility, and revenue recovery for the Electric Division. It scrutinized customer classes and proposed adjustments for demand rate components and corresponding changes to energy charges. In May 2013, the City retained Burns & McDonnell to incorporate updated power supply cost projections, and other updates, into the model it developed as part of the 2012 Study. An update to the model and rates analysis was completed in early 2015 to reallocate costs and redesign rates in order to remain regionally competitive. Electric rates are approved by Council on an annual basis. The current rate classes are listed below.

- Residential
- Small Commercial (1 Phase, 3 Phase, 1 Phase Heating, Church, and Municipal)
- Medium Commercial (1 Phase & 3 Phase)
- Large Commercial (3 Phase with Reactive Metering)
- Primary
- Transmission
- Outdoor Development Lighting
- Private Outdoor Lighting

4.3 Operating Results

Table 4-1 presents a summary of the annual energy sales, the average monthly number of customer accounts, and the annual average kilowatt-hour (kWh) energy per customer of the Electric Division for FY 2013 through FY 2015. Annual energy sales were 723.1 GWh in FY 2015, an increase of 0.3 percent from FY 2014. Energy sales amounted to 720.9 GWh in FY 2014, a 1.2 percent decline from FY 2013.

Table 4-1: Annual Sales and Customer Accounts

	FY 2013	FY 2014	FY 2015
Energy Sales (kWh)			
Residential	204,759,680	205,302,701	204,121,492
Commercial	232,220,877	230,178,899	233,016,412
Primary	167,144,717	164,218,197	162,698,678
Transmission	119,003,804	114,470,558	115,164,435
Outdoor Lighting	6,704,350	6,724,400	8,109,618
Total Energy Sales	729,833,428	720,894,755	723,110,635
Average Number of Monthly Customers (accounts)			
Residential	19,990	19,900	20,070
Commercial	3,412	3,412	3,239
Primary	37	37	37
Transmission	4	5	4
Outdoor Lighting	811	811	811
Total Customers Accounts	24,254	24,165	24,161
Energy Usage Per Customer (kWh/cust./yr.)			
Residential	10,243	10,317	10,170
Commercial	68,060	67,462	71,941
Primary	4,517,425	4,438,330	4,397,262
Transmission	29,750,951	22,894,112	28,791,109
Outdoor Lighting	8,267	8,291	10,000
Average Usage Per Customer	30,091	29,832	29,929

Table 4-2 presents revenues from sales, revenue per kWh ratios, and average revenue per customer ratios for each revenue classification. Total revenue from sales to electric customers in FY 2015 was $78.3 million, representing an increase of $0.15 million, or 0.19 percent from FY 2014. Total revenue from sales to electric customers includes utility tax revenue and power cost adjustment revenue.

In FY 2015, the average rate revenue per kWh for residential customers was 12.59 cents and the total average rate revenue was 10.83 cents per kWh. The 2015 national average retail prices of electricity to ultimate customers, as published by the US Energy Information Administration (EIA), were 12.67 and 10.42 cents per kWh for residential customers and across all sectors, respectively.[1] For a state-wide comparison, the EIA summarized the Delaware 2015 average monthly utility-level retail sales of electricity and associated revenue per kWh to be 13.46 cents per kWh for residential customers and 11.21 cents per kWh across all sectors.[2]

[1] US Energy Information Administration, Table 5.3. Average Price of Electricity to Ultimate Customers Total by End-Use Sector, 2005-December 2015 Data for December 2015, Release Date: February 26, 2015. http://www.eia.gov/electricity/monthly/pdf/epm.pdf

[2] US Energy Information Administration, Table 5.6.B. Average Price of Electricity to Ultimate Customers by End-Use Sector by State, Year-to-Date through December 2015 and 2014, Data for December 2015, Release Date: February 26, 2016. http://www.eia.gov/electricity/monthly/pdf/epm.pdf

Table 4-2: Annual Revenues and Sales Ratios

	FY 2013	FY 2014	FY 2015
Revenue			
Residential	$ 28,200,423	$ 25,882,393	$ 25,708,276
Commercial	29,642,803	25,852,554	26,360,222
Primary	17,809,562	15,619,663	15,380,906
Transmission	11,376,866	9,674,084	9,468,043
Outdoor Lighting	1,301,542	1,158,558	1,361,018
Total Revenue	$ 88,331,196	$ 78,187,252	$ 78,278,464
Revenue/kWh			
Residential	$ 0.1377	$ 0.1261	$ 0.1259
Commercial	0.1276	0.1123	0.1131
Primary	0.1066	0.0951	0.0945
Transmission	0.0956	0.0845	0.0822
Outdoor Lighting	0.1941	0.1723	0.1678
Total Revenue/kWh	$ 0.1210	$ 0.1085	$ 0.1083
Revenue Per Customer			
Residential	$ 1,411	$ 1,301	$ 1,281
Commercial	8,688	7,577	8,138
Primary	481,340	422,153	415,700
Transmission	2,844,216	1,934,817	2,367,011
Outdoor Lighting	1,605	1,429	1,678
Average Revenue Per Customer	$ 3,642	$ 3,236	$ 3,240

The Electric Division's largest cost in providing electric service to its customers in FY 2015 was the wholesale cost of power. The Electric Division purchased power from the PJM Interconnection marketplace through its Energy Manager, TEA. The cost of non-generated power includes energy and demand costs, power supply management expense, PJM charges and credits, generation fuels cost, and capacity charges and credits.

The significance of power supply cost to the Electric Division is illustrated in Table 4-3. The top portion of the Table shows net operating revenue as the difference between total revenues generated by the rates and the cost of power supply.[3] The ratios of power supply cost to sales revenues were calculated for FY 2013 through FY 2015. As illustrated, the Electric Division's power supply cost as a percentage of rate revenue decreased from 73.2 percent in FY 2014 to 63.4 percent in FY 2015.

[3] For the purposes of this Report, the phrase "Power Supply" refers to the sum of the costs of power purchased and power generated. This includes plant costs and the cost of fuel. Power Supply also includes any expenses in the CIP Fund that are not capital expenses. The phrase "Purchased Power" refers only to the cost of power purchased from the market and other directly associated costs.

Table 4-3: Revenue Margins and Unaccounted for Energy

	FY 2013	FY 2014	FY 2015
Net Revenue Margins ($)			
Sales Revenues	$ 88,331,196	$ 78,187,252	$ 78,278,464
Power Supply	55,681,251	57,233,726	49,645,951
Net Revenue Margin	$ 32,649,945	$ 20,953,526	$ 28,632,513
Net Revenue Ratio	63.0%	73.2%	63.4%
Unaccounted for Energy (kWh)			
Power Supply	752,869,000	762,254,000	756,897,000
Energy Sales	729,833,428	720,894,755	723,110,635
Unaccounted for Energy (Losses)	23,035,572	41,359,245	33,786,365
Percentage	3.1%	5.4%	4.5%

Table 4-3 also illustrates the ratio of the amount of energy purchased and delivered to the electric system to total energy sales. This relationship identifies the level of unaccounted for energy in the Electric System. This unaccounted for energy may include energy that was unmetered, metered inaccurately, stolen, lost, PJM transmission line losses, local system line/transformer losses, etc. The bottom portion of Table 4-3 presents these comparisons for the Electric Division for FY 2013 through FY 2015. As shown, the percentage ratio of the unaccounted for energy to the total energy purchased for FY 2015 was 4.5 percent. This is down from 5.4 percent in FY 2014. In previous Annual Engineering Consultant's Reports, Outdoor Lighting energy was recorded as losses. In this report, Outdoor Lighting customer accounts, energy sales, and revenues were recorded as a separate rate class. The impact this modification has on this Financial Overview and Assessment is most pronounced on the Table 4-3 Unaccounted for Energy analysis, as losses are shown to have increased from corresponding years in previous reports.

Table 4-4 presents a re-creation of the Electric Division's Statement of Revenues, Expenses, and Changes in Unreserved Retained Earnings for the Electric Revenue Fund for FY 2013 through FY 2015. Net income increased in FY 2015 to $2.7 million from -$2.3 million in FY 2014. Steady revenues, a decrease in power supply costs of 13.3 percent and all other expenses staying relatively constant were the main reason for the large swing in net income between 2014 and 2015.

Table 4-4: Comparative Statement of Revenues, Expense, and Changes in Unreserved Retained Earnings

	FY 2013	FY 2014	FY 2015
Operating Revenues:			
Charges for Electric Service	$ 88,331,196	$ 78,187,252	$ 78,278,464
Miscellaneous Services/Incomes	2,354,497	1,287,501	1,484,573
Total Operating Revenues	$ 90,685,693	$ 79,474,753	$ 79,763,037
Operating Expenses:			
General Administration	$ 4,470,795	$ 2,450,884	$ 2,937,003
Power Supply	55,681,251	57,233,726	49,645,951
Transmission/Distribution	3,267,698	3,806,078	3,508,209
Engineering	1,107,231	1,331,909	1,364,077
Metering	219,010	284,229	346,943
System Operations	544,405	739,406	671,048
Utility Tax	1,443,853	1,258,957	1,266,872
Depreciation	4,621,501	4,748,120	4,863,653
Retirees Pension	1,115,765	975,700	-
Retiree Health Care	696,500	513,300	1,523,100
Total Operating Expenses	$ 73,168,009	$ 73,342,309	$ 66,126,856
Net Operating Income	$ 17,517,684	$ 6,132,444	$ 13,636,181
Non-operating Revenues (Expenses)			
Interest Earned			
Operating Fund	$ 190,469	$ 2,112	$ 6,957
Reserved Funds	506,771	216,010	165,827
Net Increase in Fair Value of Investments	(614,989)	426,399	236,779
Interest and Fiscal Charges	(1,432,779)	(1,138,739)	(1,040,204)
Gain/(Loss) on Sale of Assets	5,203	14,439	39,637
Total Non-operating Revenues(Expenses)	$ (1,345,325)	$ (479,779)	$ (591,004)
Net Income Before Operating Transfers	$ 16,172,359	$ 5,652,665	$ 13,045,177
Operating Transfers - In	8,282		
Operating Transfers - Out	(10,000,000)	(8,000,000)	(10,000,000)
Total Net Operating Transfers	$ (9,991,718)	$ (8,000,000)	$ (10,000,000)
Net Income	$ 6,180,641	$ (2,347,335)	$ 3,045,177

4.3.1 Adequacy of Electric Rates

The City's Bond Resolution requires annual revenues of the Electric Division be no less than the total current expenses plus 125 percent of the greatest remaining annual debt service. "Current expenses", as defined in the Resolution, includes all expenses necessary to maintain and repair the Electric System, all administrative expenses, and engineering, legal or other consultant fees. Transfers to reserve accounts and special purpose funds, and allowances for depreciation are specifically excluded from "current expenses."

In order to determine if the City and the Electric Division have met this requirement, the net income shown in Table 4-4 was adjusted to include the interest on bonds, depreciation expense, and other non-cash income and expenses. Table 4-5 summarizes net income adjustments and the calculation of the revenues available for debt service for FY 2013 though FY 2015.

Table 4-5: Debt Service Coverage

	FY 2013	FY 2014	FY 2015
Net Income	$ 6,180,641	$ (2,347,335)	$ 2,650,160
Plus Excluded Expenses:			
Operating Transfers - Out	$ 10,000,000	$ 8,000,000	$ 10,000,000
Depreciation	4,621,501	4,748,120	4,863,653
Interest and Fiscal Charges	1,432,779	1,138,739	1,040,204
Gain/(Loss) on Sale of Assets	(5,203)	(14,439)	(39,637)
Less Excluded Income:			
Net Increase in Fair Value of Investments	614,989	(426,399)	(236,779)
Interest Earned - Reserve Funds	(506,771)	(216,010)	(165,827)
Revenues Available for Debt Service	$ 22,329,654	$ 10,882,676	$ 18,111,774
Maximum Principal and Interest in Any Year	$ 3,401,954	$ 3,344,404	$ 3,344,404
Debt Service Coverage	6.56	3.25	5.42
Minimum Required Debt Service Ratio	1.25	1.25	1.25

As Table 4-5 illustrates, the City and the Electric Division maintained a debt service coverage ratio each year that exceeded the required 125 percent plus current expenses. Therefore, the revenues generated by the current electric rates have been sufficient to meet the applicable covenants of the Resolution.

Section 502 of the Resolution requires that the annual debt service used in evaluating the revenues is to be the maximum amount for any fiscal year thereafter. Table 4-6 presents the annual totals of principal and interest amounts due on bonds currently outstanding. The calculation of the debt service coverage ratio in Table 4-5 is based on the total maximum debt service expense in any fiscal year. The FY 2015 calculation was based on the total FY 2015 debt service expense of $3,344,404.

4.4 Status of Revenue Bonds

At the end of FY 2014, the City had two series of outstanding electric revenue bonds that were issued pursuant to the Resolution. On July 1, 2008, the City issued $22,200,000 in Electric Revenue Bonds (2008 Bonds). The proceeds from the sale of the 2008 Bonds were used (i) to finance or reimburse the City for improvements to the City's electric system; (ii) to fund a Debt Service Reserve Fund; and (iii) to pay the costs of issuance of the 2008 Bonds.

On November 17, 2010, the City issued $8,810,000 of Electric Revenue Refunding Bonds (Series 2010). The proceeds from the sale of the Series 2010 Bonds were used (i) to refund the Series 2004 Bonds, and (ii) to pay the costs of issuance of the Series 2010 Bonds. The non-taxable Series 2010 Bonds received an underlying rating of Aa2 by Moody's Investors Services and an underlying rating of A+ by Fitch Ratings.

Table 4-6 illustrates the debt service schedule for the Series 2008 and 2010 Bonds. The principal and interest and the annual total are shown for each series of bonds. At the time of issuance of the Series 2010 Bonds, the combined outstanding principal balance for both series of bonds was $23,940,000.

Table 4-6: Debt Service Schedule of Electric Revenue Bonds

	2008 Electric Revenue Bonds			2010 Electric Revenue Refunding Bonds			Total Annual
Period	Principal	Interest	Debt Service	Principal	Interest	Debt Service	Debt Service
FY 2016	475,000	930,579	1,405,579	1,890,000	47,250	1,937,250	3,342,829
FY 2017	695,000	901,329	1,596,329	-	-	-	1,596,329
FY 2018	730,000	865,704	1,595,704	-	-	-	1,595,704
FY 2019	765,000	831,580	1,596,580	-	-	-	1,596,580
FY 2020	800,000	798,706	1,598,706	-	-	-	1,598,706
FY 2021	840,000	763,856	1,603,856	-	-	-	1,603,856
FY 2022	880,000	726,756	1,606,756	-	-	-	1,606,756
FY 2023	925,000	686,694	1,611,694	-	-	-	1,611,694
FY 2024	970,000	644,056	1,614,056	-	-	-	1,614,056
FY25-34	12,710,000	3,405,972	16,115,972	-	-	-	16,115,972
Total	$19,790,000	$10,555,232	$30,345,232	$1,890,000	$ 47,250	$ 1,937,250	$32,282,482

4.5 Insurance

The City maintains a comprehensive insurance program to insure against varying types of liabilities and significant losses related to various Electric Division properties. Section 706 of the Resolution reads:

> *"The City covenants that it will maintain a practical insurance program, with reasonable terms, conditions, provisions and costs, which the City Manager determines, with the approval of the Engineering Consultants, will afford adequate protection against loss, including loss of Revenues, caused by damage to or destruction of the Electric System or any part thereof and also comprehensive public liability insurance on the Electric System for bodily injury and property damage in such amounts as may be approved by the Engineering Consultants."*

Table 4-7 summarizes itemized insurance coverage procured by the City for the period July 1, 2014, through June 30, 2015. Burns & McDonnell has reviewed this list of insurance, and in the opinion of Burns & McDonnell, as Engineering Consultant and not as insurance counselor, the insurance in full force and affect appears to satisfy the requirements of Section 706 of the Resolution.

Table 4-7: Schedule of Insurance Coverage in Effect

Starr Technical Risks Agency	July 1, 2014 - June 30, 2015 Coverage
Property	
Earth Movement -Per Occurrence and in the Annual Aggregate, except	$20,000,000
Earth Movement in High Hazard Earth Movement Zones;	EXCLUDED
Earth Movement in California;	EXCLUDED
Flood -Per Occurrence and in the Annual Aggregate;	10,000,000
Accounts Receivable;	100,000
Business Interruption;	EXCLUDED
Contingent Time Element Coverage;	EXCLUDED
Debris Removal (or 25% of Direct Property Loss, whichever the greater);	2,500,000
Demolition and Increased Cost of Construction;	10,000,000
EDP Media;	1,000,000
Errors and Omissions;	2,000,000
Expediting Expense;	1,000,000
Extra Expense, excluding replacement power or increased cost of generation, transmission and/or distribution of electricity, water or natural gas;	2,000,000
Fire Department Service Charges and Extinguishing Expenses;	500,000
Hazardous Substances -Per Occurrence and in the Annual Aggregate;	500,000
Inland Transit;	2,500,000
Newly Acquired Locations -90 Days reporting;	1,000,000
Personal Property Temporarily Off Premises;	100,000
Course of Construction;	EXCLUDED
Miscellaneous Unnamed Locations (except perils of Flood, Earth Movement and	500,000
Valuable Papers and Records;	100,000

Deductibles

All deductibles listed below are per occurrence except with respect to coverage provided under the Boiler & Machinery which shall be any One Accident.

In respect of Damage to Insured Property:

$750,000 per Occurrence, except;

$100,000 per Occurrence as respects Transit.

In respect of Time Element loss (Extra Expense):

45 days per Occurrence, except;

72 hours per Occurrence in respect of Service Interruption.

XL Insurance	July 1, 2014 - June 30, 2015 Coverage
Property	
per Occurrence and in the Annual Aggregate in respect of Flood;	$ 10,000,000
per Occurrence and in the Annual Aggregate in respect of Earth Movement, Excluded. per Occurrence and in the Annual Aggregate applicable in High Hazard Movement zones;	20,000,000
per Occurrence and in the Aggregate in respect Hazardous Substance;	500,000
per Occurrence in respect of Business Interruption;	EXCLUDED
per Occurrence in respect of Accounts Receivable;	100,000
per Occurrence in respect of scheduled, direct Contingent Time Element;	EXCLUDED
per Occurrence in respect of Incidental Course of Construction;	5,000,000
(or 25.00% of the direct physical loss, whichever greater) per Occurrence in respect of Debris Removal;	2,500,000
per Occurrence in respect of Demolition and Increased Cost of Construction;	10,000,000
per Occurrence in respect of Electronic Data Processing Media;	1,000,000
per Occurrence in respect of Errors and Omissions;	2,000,000
per Occurrence in respect of Expediting Expense;	1,000,000
per Occurrence in respect of Extra Expense excluding replacement power of increased cost of generation, transmission and/or distribution of electricity, water or natural gas;	2,000,000
per Occurrence in respect of Fire Department Service Charges and Extinguishing Expenses;	500,000
per Occurrence in respect of Newly Acquired Locations (ninety (90) days reporting);	1,000,000
per Occurrence in respect of property in Course of Inland Transit;	2,500,000
per Occurrence in respect of Miscellaneous Unnamed Locations, except:	500,000
Excluded. per Occurrence in respect of Flood;	
Excluded. per Occurrence in respect of Earth Movement;	
Excluded. per Occurrence in respect of Named Storm;	
per Occurrence in respect of Valuable Papers and Records;	100,000
per Occurrence in respect of Personal Property Temporarily Off Premise.	100,000

Deductibles / Retentions

Application of Deductibles as described in Policy form unless otherwise indicated in Policy Form Revisions Section, if applicable.

In respect of Damage to Insured Property:

$750,000, Per Occurrence, except;

$100,000, per Occurrence as respect Transit;

In respect of Time Element loss (Extra Expense):

45 days per Occurrence except;

72 hours Per Occurrence in respect of Service Interruption

4.6 Operating and Reserve Accounts

The Electric Revenue Fund and the Electric Improvement & Extension (I&E) Fund are the City's two funds devoted to the Electric Division. The funds are used to manage cash and transactions related to utility operations and capital expenditures, respectively. Each fund includes certain cash accounts established to make money available for specific purposes when they are needed. The accounts maintained within the Revenue and I&E Funds are listed herein.

Electric Revenue Fund

- Insurance Reserve Account
- Contingency Reserve Account
- Electric Rate Stabilization Reserve Account
- Interest and Sinking Account

Electric Improvement & Extension Fund

- Depreciation Reserve Account
- Future Capacity Reserve Account

The following are descriptions of each Fund, their respective accounts and their purposes.

4.6.1 Electric Revenue Fund

The Electric Revenue Fund was established in Section 503 of the Resolution. All revenues are to be deposited into the Electric Revenue Fund when received. Current expenses are to be paid and other accounts are to be maintained from the Electric Revenue Fund. Moneys are transferred from the Electric Revenue Fund to the Electric Rate Stabilization Reserve Account, the Interest and Sinking Account, the I&E Fund, the Depreciation Reserve Account, and the Future Capacity Reserve Account.

4.6.1.1 Insurance Reserve Account

The Insurance Reserve Account was established by the City to fund insurance deductibles in the event of loss(es) covered by the City's insurance policies then in effect. The target minimum balance in the Insurance Reserve is $350,000. The reserve balance at the end of FY 2015 was $740,642. In an effort to reduce insurance premiums, the City approved raising the minimum reserve balance to $750,000 in 2014. The new minimum balance will be in force in FY 2016; achieved by the accumulation of interest earnings and a $10,000 appropriation.

4.6.1.2 Contingency Reserve Account

The Contingency Reserve Account was established by the City in FY 2003 to provide for unplanned expenditures that may not be avoidable. The City's Financial Policies require that a minimum balance be maintained in the Contingency Reserve Account equal to 1.0 percent of the current year revenues for the Electric Revenue Fund. The FY 2015 year-end balance was $822,677, which is equal to 1.03 percent of the FY 2015 revenues for the Electric Revenue Fund.

4.6.1.3 Electric Rate Stabilization Account

The Electric Rate Stabilization Reserve Account was established in FY 2005 to offset the costs of the power cost adjustment to the customers of Dover. The account's target balance is a minimum of 3.0 percent, not to exceed 10.0 percent, of purchased power cost in any given year. Any excess of this amount will be refunded to customers in future years by reducing the rate of the power cost adjustment. The account's FY 2015 end-of-year balance was $7,505,354, which was 14.9 percent of the FY 2015 purchased power cost.

4.6.1.4 Interest and Sinking Account

The Interest and Sinking Account was established in Section 507 of the Resolution. This account consists of two restricted accounts: the Bond Service account and the Reserve Account. The Bond Service Account is funded with equal monthly transfers from the Electric Revenue Fund such that the balance, as of each payment date for interest or for principal and interest, will be equal to the amount of the payment due. The payments of principal and interest due on bonds are made from the Bond Service Account. The Reserve Account is funded by transfers from the Electric Revenue Fund, as necessary, to maintain a balance equal to the maximum combined principal and interest for any future fiscal year through the life of all bonds then outstanding. Moneys in the Reserve Account are used for paying interest on and principal of bonds when the balance in the Bond Service Account is insufficient for making those payments. Excess moneys in the Reserve Account are also used towards paying current interest payments. The total amount in the Restricted Accounts for the 2008 and 2010 bonds as of June 30, 2015, was $3,562,746.

4.6.2 Electric Improvement and Extension Fund

The I&E Fund was established in Section 507 of the Resolution. Funds are transferred to the I&E Fund from the Electric Revenue Fund to the extent that the amount of funds available from the Electric Revenue Fund exceeds the total of the amounts required to be added to the Interest and Sinking Account. The I&E Fund also receives additional funding from the Depreciation Reserve Account, the Future Capacity Reserve Account, and from development receipts. Section 510 of the Resolution indicates that,

except for certain situations, moneys held in the I&E Fund are to be used only for payment of costs of unusual maintenance or repairs, renewals or replacements, obtaining or replacing equipment, constructing extensions, additions, or improvements, and engineering expenses related to the foregoing activities.

4.6.2.1 Depreciation Reserve Account

The Depreciation Reserve Account represents moneys that have been set aside for the sole purpose of funding renewals and replacements of the Electric System as components or equipment wear out, deteriorate, or otherwise become unsuitable for the intended purpose. Transfers from the Electric Revenue Fund and investment earnings are the only sources of additional moneys for the Depreciation Reserve Account. Transfers to the I&E Fund are made as necessary to fund capital projects. The target appropriation for the Depreciation Reserve Account each year is the excess of depreciation expense for the year over the amount of principal included in debt service payments made during the year. The reserve balance at the end of FY 2015 was $9,957,873.

4.6.2.2 Future Capacity Reserve Account

The Future Capacity Reserve Account was established to set aside and accumulate funds from the Electric Revenue Fund for use in evaluating and pursuing activities related to the Electric Division's alternatives for power supply resources for future demand for electricity. The target balance for this reserve is $10,000,000. The reserve balance at the end of FY 2015 was $10,107,899.

Table 4-8 presents FY 2013 through FY 2015 year-end summaries of the activity within the cash accounts described above. The Insurance Reserve Account, the Contingency Reserve Account, the Electric Rate Stabilization Reserve Account, and the Interest and Sinking Account are accounts within the Electric Revenue Fund. The Depreciation Reserve Account and the Future Capacity Reserve Account are accounts within the I&E Fund.

Table 4-8: Reserve Account Activity and Balances

	Insurance Reserve Account	Contingency Reserve Account	Electric Rate Stabilization Account	Bond Reserve Account	Depreciation Reserve Account	Future Capacity Account
Year Ended June 30, 2012						
Balance in Account on July 1	$ 403,334	$ 1,056,788	$ 6,160,167	$ 3,519,376	$ 10,412,221	$ 9,178,771
Receipts						
Interest Earned	4,661	14,026	69,966	3,443	129,837	126,711
Appropriations	-	-	5,000,000	3,370,068	-	-
Total Funds Available	$ 407,995	$ 1,070,814	$ 11,230,133	$ 6,892,887	$ 10,542,058	$ 9,305,482
Disbursements						
Debt Service Payments	-	-	-	(3,370,054)	(500,000)	-
Transfer to Capital Projects/Ops.	(70,730)	-	(1,000,000)	-	(300,000)	500,000
Balance in Account on June 30	$ 337,265	$ 1,070,814	$ 10,230,133	$ 3,522,833	$ 9,742,058	$ 9,805,482
Year Ended June 30, 2013						
Balance in Account on July 1	$ 337,265	$ 1,070,814	$ 10,230,133	$ 3,522,833	$ 9,742,058	$ 9,805,482
Receipts						
Interest Earned	10,178	16,022	151,991	3,224	172,146	153,208
Appropriations	385,600	-	12,400,000	3,375,534	-	2,100,000
Total Funds Available	$ 733,043	$ 1,086,836	$ 22,782,124	$ 6,901,591	$ 9,914,204	$ 12,058,690
Disbursements						
Debt Service Payments	-	(272,600)	-	(3,375,534)	(58,500)	(54,500)
Transfer to Capital Projects/Ops.	-	-	(5,400,000)	-	-	(2,000,000)
Balance in Account on June 30	$ 733,043	$ 814,236	$ 17,382,124	$ 3,526,057	$ 9,855,704	$ 10,004,190
Year Ended June 30, 2014						
Balance in Account on July 1	$ 733,043	$ 814,236	$ 17,382,124	$ 3,526,057	$ 9,855,704	$ 10,004,190
Receipts						
Interest Earned	4,415	4,904	83,692	3,388	59,358	60,252
Appropriations	-	-	-	3,391,860	-	-
Total Funds Available	$ 737,458	$ 819,140	$ 17,465,816	$ 6,921,305	$ 9,915,062	$ 10,064,442
Disbursements						
Debt Service Payments	-	-	-	(3,391,860)	-	-
Transfer to Capital Projects/Ops.	-	-	(7,000,000)	-	-	-
Balance in Account on June 30	$ 737,458	$ 819,140	$ 10,465,816	$ 3,529,445	$ 9,915,062	$ 10,064,442
Year Ended June 30, 2015						
Balance in Account on July 1	$ 737,458	$ 819,140	$ 10,465,816	$ 3,529,445	$ 9,915,062	$ 10,064,442
Receipts						
Interest Earned	3,184	3,537	39,538	33,300	42,811	43,457
Appropriations				3,401,952		
Total Funds Available	$ 740,642	$ 822,677	$ 10,505,354	$ 6,964,697	$ 9,957,873	$ 10,107,899
Disbursements						
Debt Service Payments				(3,401,952)		
Transfer to Capital Projects/Ops.			(3,000,000)			
Balance in Account on June 30	$ 740,642	$ 822,677	$ 7,505,354	$ 3,562,746	$ 9,957,873	$ 10,107,899

5.0 – CONCLUSIONS

5.0 CONCLUSIONS

In the preparation of this Engineering Consultant's Report, Burns & McDonnell completed assessments of the electric generating stations and the transmission and distribution system of the City Electric Division. The investigations included interviews, observations, and reviews of FY 2015 expenditures and FY 2016 budgets. In addition, an analysis of the balances of the Improvement and Extension Fund and other funds benefiting the Electric Division was performed. Burns & McDonnell also reviewed the adequacy of the revenues provided by the current retail rates in relation to the requirements of the City of Dover, Delaware Resolution Authorizing and Securing Electric Revenue Bonds, adopted December 23, 1985. A high level assessment of the City's insurance coverage related to the Electric Division was also completed. Based on these reviews and assessments, it is Burns & McDonnell's opinion that:

1. The City's power generation facilities are being operated and maintained consistent with accepted electric utility practice in the United States.
2. The design, construction, operation, and maintenance of the City's electric transmission and distribution system and the associated facilities are consistent with current generally accepted electric utility standards and over the past few years. The system has been upgraded in order to improve operation and service to customers.
3. The Electric Division capital projects included in the City's Capital Investment Plan and the FY 2016 Operating Budget are necessary and should provide improved reliability and power quality for the Electric System.
4. The balances as of June 30, 2015 for the various reserve funds maintained by the City for the Electric Division appear to be sufficient for their defined purposes.
5. The insurance coverage in full force and affect as maintained by the City related to the various assets of the Electric Division appears to satisfy the requirements of Section 706 of the Resolution.
6. The electric revenues generated by the City's current retail rates are more than sufficient to fulfill the debt service coverage requirement defined in Section 502(c) of the Resolution.

APPENDIX A



Photo 1 - Cartanza Substation


Photo 2 - Cartanza Substation



Photo 3 – Danner Farm Substation



Photo 4 – Division Street Substation



Photo 5 – Division Street Substation



Photo 6 – Division Street Substation



Photo 7 – Division Street Substation



Photo 8 – Dover Downs Substation



Photo 9 – General Scott Substation



Photo 10 – General Scott Substation



Photo 11 – General Scott Substation



Photo 12 – Horsepond Substation



Photo 13 – Horsepond Substation



Photo 14 – Horsepond Substation



Photo 15 – Lebanon Substation



Photo 16 – Lebanon Substation



Photo 17 – Mayfair Substation


Photo 18 – Mayfair Substation



Photo 19 – Mayfair Substation



Photo 20 – Mid-City Substation



Photo 21 – Mid-City Substation



Photo 22 – Mid-City Substation



Photo 23 – Mid-City Substation



Photo 24 – St. Joan's Substation

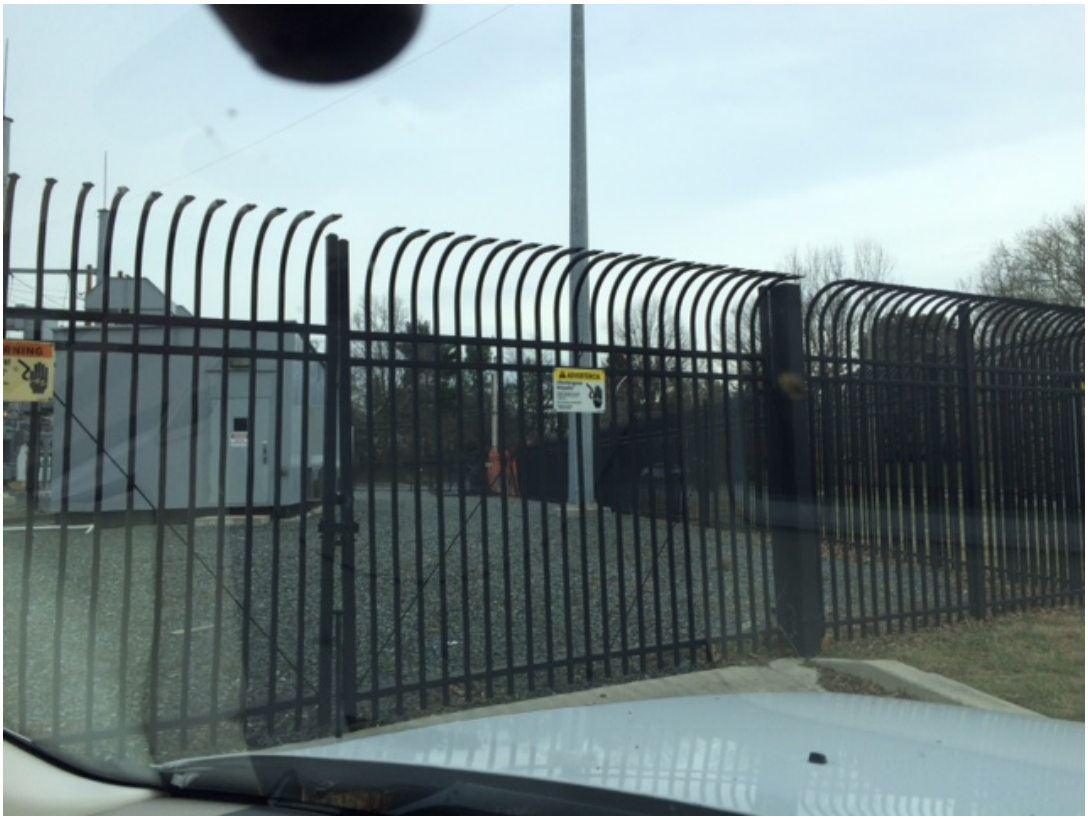


Photo 25 – St. Joan's Substation



Photo 26 – VanSant Substation



Photo 27 – VanSant Substation



Photo 28 – VanSant Substation



Photo 29 – VanSant Plant



Photo 30 – VanSant Plant



Photo 31 – VanSant Plant

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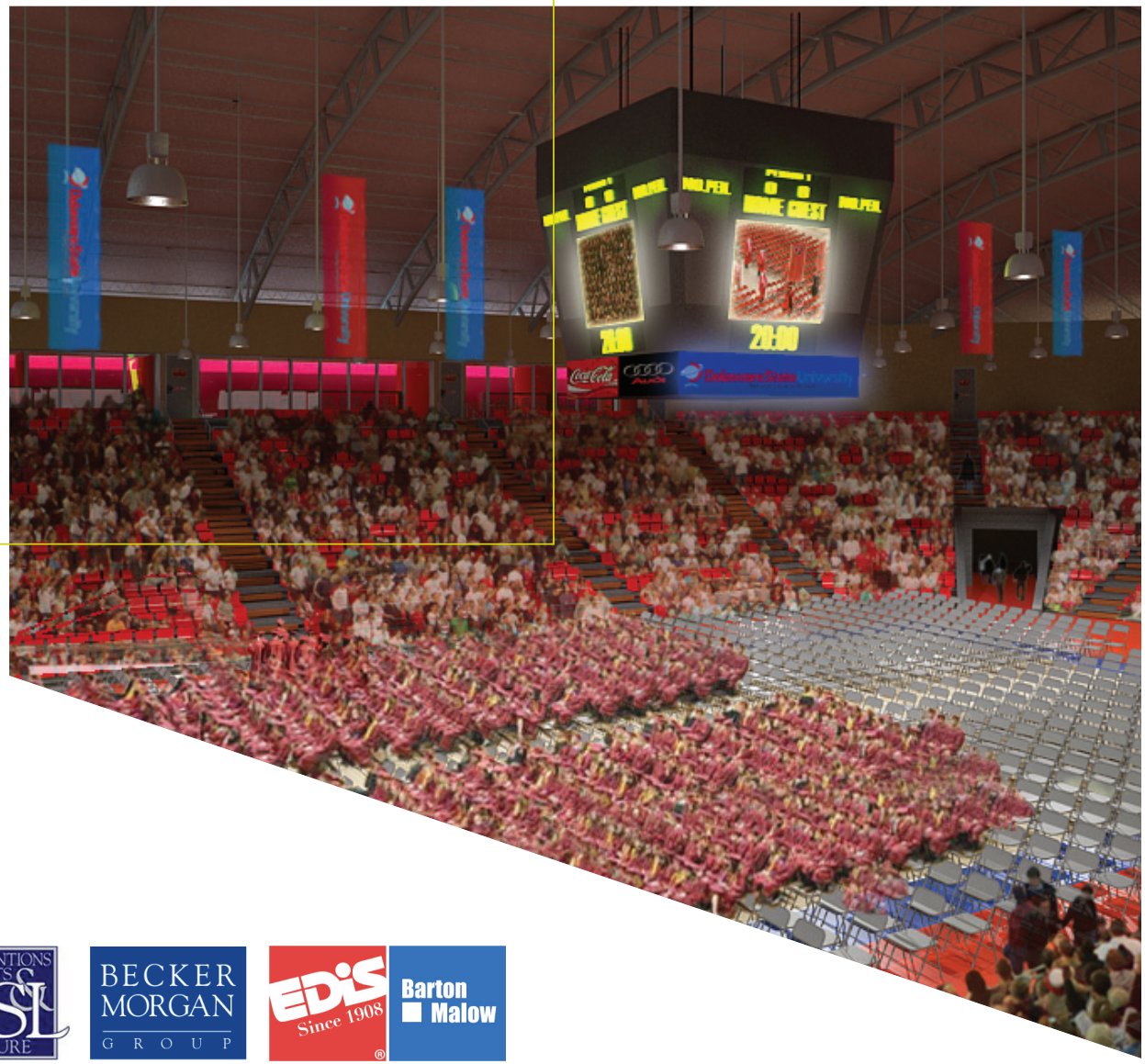
ATTACHMENT #4
Council Committee of the Whole
Meeting of 04/26/2016

Delaware State University Convocation Center

Final Report

Delaware State University
Dover, Delaware

May 2014



HOLZMAN MOSS BOTTINO ARCHITECTURE
ForeSite
CONVENTIONS SPORTS & LEISURE
BECKER MORGAN GROUP
EDIS Since 1908
Barton Malow

Participants

Representatives from Delaware State University (DSU), the State of Delaware, Kent County, the City of Dover and the Greater Kent Committee, came together to participate in a series of workshops and conference calls to brainstorm and provide feedback on the Delaware Convocation Center project. We thank all participants for their assistance with furthering the project.

Steering Committee

Senator Colin Bonini, State Senator, 16th District
Senator Brian Bushweller, State Senator, 17th District
Rep. Darryl Scott, State Representative, 31st District
Mayor Carleton Carey, Mayor, City of Dover
Mr. Bill Neaton, Economic Development Manager, City of Dover
Mr. James Waddington, Director – Economic Partnership, Kent County Levy Court
Ms. Judy Diogo, President, Central Delaware Chamber of Commerce
Ms. Shelly Cecchett, Executive Director, Greater Kent Committee
Mr. Bill Strickland, Past President, Greater Kent Committee
Mr. Stuart Outten, Former Chair, Delaware Civic Center Corporation
Ms. Carolyn Curry*, Chief of Staff and VP for Institutional Advancement, DSU
Dr. Amir Mohammadi*, University Treasurer, DSU
Dr. Alton Thompson, Provost & VP for Academic Affairs, DSU
Dr. Teresa Hardee, VP for Finance, DSU
Mr. Victor Santos, Government Relations, DSU

Project Team:

Holzman Moss Bottino Architecture

Douglas Moss, AIA, LEED BD+C
Patty Chen, AIA, LEED AP

ForeSite Facility Planners

Peggy Chong, Assoc. AIA, LEED Green Assoc.

Conventions, Sports & Leisure International

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EDIS

Gerald Doherty, LEED AP
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*Committee Co-Chair

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Project Objectives

Through visioning sessions with the Steering Committee, the following list of priorities for the project was established:

- *Create an academic building that supports DSU's pedagogical mission*
- *Envision DSU facility for shared use by the entire state of Delaware*
- *Establish indoor venue for DSU convocation and graduation*
- *Develop premier facility for men's and women's NCAA basketball*
- *Create multi-use facility for large assemblies, conferences, trade shows, entertainment and athletic events*
- *Assess market to estimate users, uses and financial viability*
- *Establish strategies to achieve annual financial break-even*
- *Create engine to enhance economic development (job creation and tourism)*
- *Promote active partnerships with DSU, State of Delaware, Kent County, City of Dover, and school districts*
- *Provide a premier facility through design excellence*

Introduction



Project Overview

The desire to embark on a feasibility study for the Delaware Convocation Center arises from the myriad needs of Delaware State University, the City of Dover, Kent County and the state of Delaware for an assembly and event space. The convocation center, a place to hold graduation ceremonies on a twice yearly basis, is a much-needed gathering space for the university and the residents of the surrounding region.

Capitalizing upon the potential synergies of a joint project between town and gown, the study investigates the viability of a convocation center and its impact upon the region. Reviewing current market conditions and trends, existing facilities, surveys and interviews with prospective stakeholders and users, the study presents a holistic and conservative assessment of the project's feasibility.

In conjunction with the data and information compiled, the study also takes a preliminary look into the size and usage of a facility that would be suitable for the Dover area market. The hypothetical facility allows the team to get further feedback about its appropriateness to the community, usability, cost and economic impact on the region, in addition to exploring ways of accommodating both the university's and community's programming and space needs.

Existing Conditions and Needs

It is vital for DSU to have a convocation center. The lack of an appropriate large-scale indoor location for commencement activities has resulted in the implementation of last-minute alternative arrangements due to inclement weather. In 2009, attendees sat in the rain throughout the graduation ceremony with many having to leave due to the downpour. In 2010 and 2011, the graduating class was split into three smaller groups and separate ceremonies were carried out indoors. Neither option is an ideal way to celebrate the graduates and their families on the day that caps the students' college career, a day which should be the source of many proud, happy memories.



In 2009, rain impeded the commencement ceremony, dampening the spirits of the graduates and their families. The lack of an indoor venue that could accommodate all the participants was sorely felt.

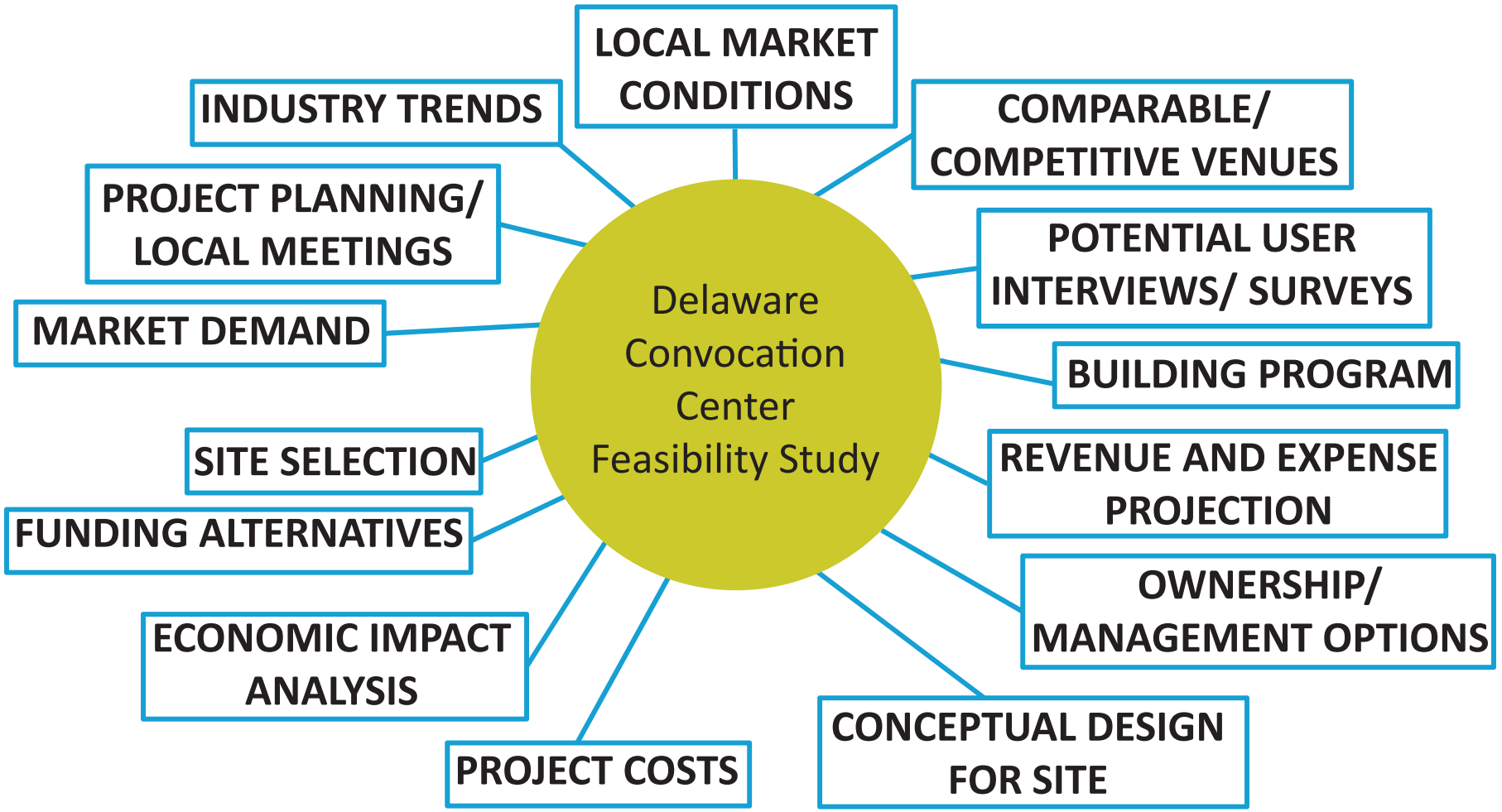


Process

Bringing together a multi-disciplinary team, Holzman Moss Bottino Architecture was commissioned to undertake this study in April 2013. The scope of work included assessment of the market conditions, investigating potential sites, establishing a preliminary program and construction cost, analysis of financial and economic operations, examination of funding options and assessment of ownership and management options.

To address the range of issues, the team includes experts from fields such as market and financial planning (CSL International), space planning (ForeSite Facility Planners), civil/ traffic/ site analysis (Becker Morgan Group) and cost estimating/ scheduling (EDIS-Barton Malow joint venture).

Over a period of nine months, the team undertook numerous surveys and interviews with members of the community, key potential stakeholders and users, in addition to market research. The team made periodic presentations to the Steering Committee to keep them apprised of our findings, while providing various options for the proposed facility in order to fine-tune our recommendations. Members of the committee included state senators, state representatives, representatives from the City of Dover, representatives from Delaware State University, members of the Greater Kent Committee, Central Delaware Chamber of Commerce and many others.



To achieve an in-depth understanding of the multiple factors affecting the viability of the proposed convocation center, the team embarked on a scope of work, as represented in the diagram above, to look at the project in a holistic and comprehensive manner. The methodology allowed the team and the Steering Committee to analyze the social, financial and economic impacts related to the project throughout its life.

Understanding the Market

"This area needs a large arena to attract big name, revenue-generating events and entertainment. Currently residents have to travel 1½ hours in any direction to get access to cultural and entertainment events of significant caliber. This is long overdue." - comment by survey respondent

Methodology

In planning the development of the proposed Delaware Convocation Center, it is important to solicit feedback from potential facility patrons and stakeholders. Interviews were conducted with more than160 organizations and stakeholders including Delaware State University; City, County and State officials; local/regional business community; spectator event promoters; state/regional convention planners; other higher education campuses; regional K-12 schools; and regional hospitality industry leaders.

A comprehensive survey was also distributed via email to the Dover/Kent County-area business community as well as university students, faculty/staff, alumni and donors and other area residents. More than 300 surveys were completed, providing important insight into the following:

- History of attendance at other event and assembly facilities in Dover and the surrounding region;
- Interest level in attending various types of events/programming at the proposed Delaware Convocation Center;
- Current relationship with Delaware State University and the local/regional community;
- Opinions on the convocation center's potential impact on the community and its residents;
- Level of support for and overall attitude toward the convocation center project;
- Level of support for various potential project funding sources;
- Local meeting and event/meeting space needs;
- Interest in using event/meeting space at the proposed Delaware Convocation Center; and,
- Interest in priority/premium seating options and potential naming and sponsorship opportunities that could be offered at the proposed Delaware Convocation Center.

The interviews and surveys identified a variety of needs not met by existing event venues, ascertained moderate demand for concerts, family and sporting events, determined a strong level of interest from state organizations, and brought to light robust support for a public-private partnership. Of vital importance, more than 90% of the survey respondents exhibited a positive attitude towards the project.

Market Characteristics

Market attributes such as local and regional market demographic characteristics, transportation access and competitive entertainment establishments in the local and regional market provide key indicators of the potential demand for the proposed Delaware Convocation Center.

The following is a summary of the key findings of the analysis of market characteristics.

- The Dover metropolitan area is home to approximately 168,000 residents. (Fig. 1) The proposed Delaware Convocation Center will have the potential to draw attendees from throughout the Delmarva region, which has a population of approximately 1.4 million, and on a more limited basis from the western shore of Maryland, southern New Jersey and southeastern Pennsylvania.

- Dover's lack of commercial air service or proximity to the I-95 corridor may impact the proposed Delaware Convocation Center's ability to attract regional conventions and certain touring entertainment events. However, the Dover market's strong highway linkages to points throughout the Delmarva Peninsula, along with its relatively central location within that region, make Dover well positioned to capture event delegates and attendees from throughout the immediate region. (Fig. 2)

- The availability of abundant, moderately priced hotel rooms in Dover could be a significant advantage in drawing conferences, sports tournaments and other such events to the proposed Delaware Convocation Center. The ability to attract these events could help increase demand for hotels, providing a needed boost to the local hotel industry.

MARKET DEMOGRAPHICS

	Dover CBSA/ Kent County [1]	State of Delaware	Delmarva Peninsula	U.S. Totals
Population				
1990	110,993	666,168	1,054,701	281,421,900
2000	126,698	783,598	1,230,899	308,745,500
2013	167,786	917,761	1,416,519	314,861,800
2018	176,439	951,813	1,459,893	325,322,300
CAGR 1990-2013	1.8%	1.4%	1.3%	0.5%
CAGR 2013-2018	1.0%	0.7%	0.6%	0.7%
Age				
Median age	36.7	39.0	39.8	37.5
Under 18	25%	23%	22%	24%
18 to 34	23%	22%	22%	23%
35 to 54	26%	27%	26%	27%
55 & Over	26%	28%	29%	26%
Household Income				
Average HH Income	$64,987	$74,471	$73,306	$49,300
Less than $25,000	21%	20%	21%	25%
$25,000 to $50,000	25%	24%	24%	25%
$50,000 to $75,000	22%	20%	20%	18%
$75,000 to $100,000	16%	13%	13%	12%
$100,000+	17%	23%	22%	19%
Corporate Inventory				
Total Corporate Base	6,276	39,064	62,961	17,186,500
By Number of Employees:				
20+ Employees	708	4,345	6,735	16,108,600
50+ Employees	318	2,003	2,988	571,100
100+ Employees	138	1,004	1,432	221,800

(1) The Dover CBSA (metro area) is defined as Kent County.
Note: CAGR = Compound Annual Growth Rate
Source: Claritas; Hoovers.

Fig. 1 This table provides some statistics about the population in the Delmarva region with regard to size, age and income.

DRIVING DISTANCE FROM REGIONAL MARKETS

CBSA	Distance (miles)	Drive Time	Market Population
Delmarva Markets [1]			
Dover, DE	N/A	N/A	167,786
Philadelphia et al, PA-NJ-DE-MD [2]	35	40 min	6,022,170
Sussex County, DE	37	49 min	204,064
Easton, MD	47	1.2 hrs	38,299
Salisbury, MD	57	1.3 hrs	125,862
Cambridge, MD	63	1.4 hrs	32,655
Ocean Pines, MD	63	1.3 hrs	51,560
Markets Beyond Delmarva within 4-Hour Drive [3]			
Vineland-Millville-Bridgeton, NJ	88	1.7 hrs	157,262
Pottsville, PA	90	2.0 hrs	146,513
Washington et al, DC-VA-MD-WV	96	2.0 hrs	5,828,935
Lancaster, PA	100	2.0 hrs	528,329
Baltimore-Towson, MD	106	1.8 hrs	2,750,201
Reading, PA	106	2.0 hrs	414,193
Trenton-Ewing, NJ	112	2.0 hrs	367,555
York-Hanover, PA	119	2.5 hrs	438,713
Lexington Park, MD	127	2.8 hrs	110,231
Harrisburg-Carlisle, PA	128	2.7 hrs	556,770
Allentown-Bethlehem et al, PA-NJ	129	1.2 hrs	829,018
Atlantic City-Hammonton, NJ	131	2.2 hrs	273,951
Lebanon, PA	131	2.5 hrs	135,132
Ocean City, NJ	133	2.3 hrs	95,762
Hagerstown-Martinsburg, MD-WV	157	2.8 hrs	274,182
Gettysburg, PA	157	2.8 hrs	101,422
New York et al, NY-NJ-PA	165	2.8 hrs	19,149,591
East Stroudsburg, PA	170	3.0 hrs	169,846
Winchester, VA-WV	171	3.3 hrs	130,915
Scranton--Wilkes-Barre, PA	176	3.0 hrs	562,468
Chambersburg, PA	185	3.3 hrs	152,179
Virginia Beach et al, VA-NC	192	4.0 hrs	1,695,181
Bridgeport-Stamford-Norwalk, CT	204	3.3 hrs	936,341
Richmond, VA	204	3.5 hrs	1,284,147
Cumberland, MD-WV	221	3.8 hrs	102,346
Harrisonburg, VA	228	4.0 hrs	128,939

(1) Includes all CBSA's located on the Delmarva Peninsula
(2) The Philadelphia CBSA includes New Castle County, which is located on the Delmarva Peninsula.
(3) Includes CBSA's with a population of at least 100,000 within a 4-hour drive of Dover.
Source: Google Maps, Claritas.

Fig. 2 This table shows the distance and length of time it would take to drive to Dover from surrounding cities.

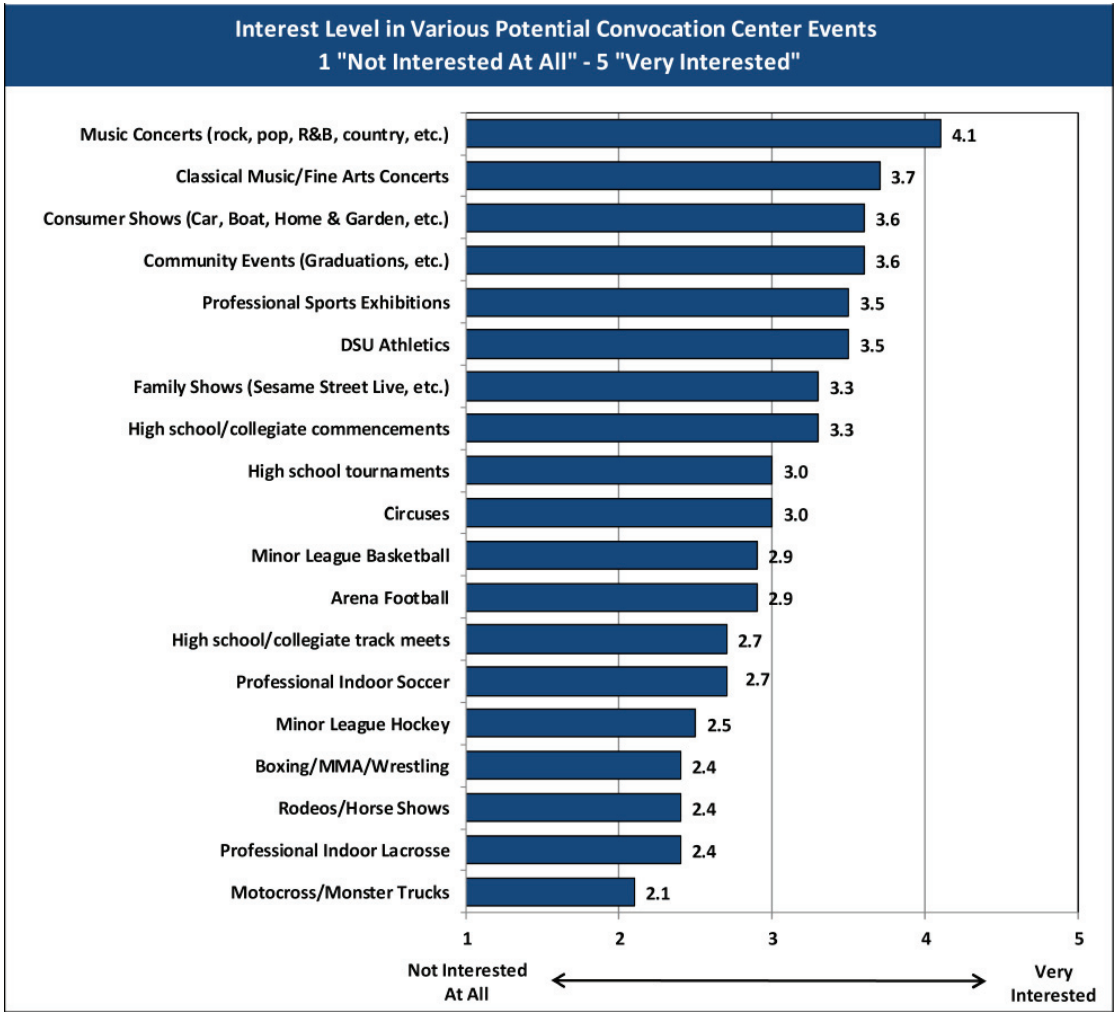


Fig. 3. This chart summarizes the levels of interest from survey respondents for various events that could occur in the proposed convocation center

- The City of Dover is not home to an indoor entertainment venue with a seating capacity greater than 2,500 seats and offers limited exhibition space, providing the proposed Delaware Convocation Center with potential untapped event opportunities. However, the facility could face competition from regional facilities such as the Chase Center in Wilmington, the Bob Carpenter Center at the University of Delaware in Newark for certain regional events.



Conceptual Rendering of Graduation Ceremony

The architect's conceptual rendering for the convocation center (a specific design has not been created) shows the arena accommodating a graduation ceremony with 1,200 graduates on the event floor and an audience of 3,600 people in the seating bowl. The arena's seating configuration is flexible, allowing it to be used for a variety of events such as concerts, trade shows, sporting events, and many others.

Recommendations

"This project would be great for Delaware State University. We will have revenues for the University and the city of Dover." - comment by survey respondent

Public-Private Partnership

Many facilities around the country that are similar to the Delaware Convocation Center are based on public-private partnerships. Not surprisingly, survey results show that approximately 88% of the respondents support a public-private partnership for the Delaware Convocation Center. This strategy ensures that the convocation center can become an asset to the university, central and southern Delaware, and the city, providing much-needed event space for various constituents, maximizing the building's utilization rate and enhancing the relationship between the academic and civic communities.

As a DSU facility with an interest in varied community and regional uses, the building program reflects the needs of diverse constituents in its listing of spaces. Anticipated activities include a mix of academic, spectator, athletic convention, conference and meeting events. The program provides the opportunity for multiple uses of the same space.

Consideration has been given to zoning the building to ensure ease of access by both the public and university students, faculty and staff. Much thought has also been given to the successful sharing of multipurpose spaces between the various entities. Conscientious scheduling of spaces will be critical to maintaining the smooth operations of the building.

Building Program

The key components of the program consist of the academic spaces of the Health and Wellness Institute, the event floor of the arena, fixed and flexible bowl seating, visitor support spaces, support spaces for the athletic teams, administration spaces and building support spaces.

The arena's event floor accommodates a variety of fields-of-play and retractable seats allow for greater flexibility. In convocation or commencement settings, an additional 1,200 loose seats can be placed on the event floor.

Academic Program

The Academic Health and Wellness Institute is a fast-growing academic program at DSU, which is sorely in need of additional space. Classroom spaces can double as meeting and ballroom spaces, and can cater to the convention and conferencing events that the facility hopes to attract.

Phasing

"Right-sizing" the facility is critical to ensuring its success. Currently, there are no facilities in Dover that seat more than 2,500 patrons for events. Based on industry trends, analysis of market characteristics and responses from stakeholder interviews, a facility with a capacity ranging from 4,300 to 6,000 would be ideal to meet the concert, family show, sport event and convocation needs of the city and university.

Keeping in mind the twin considerations of what the market can support and budget constraints, which influence the size of the proposed project, the proposal puts forth the idea of a phased project. The first phase would allow for the development of a 3,600 seat facility (4,800 seats at graduation) with the possibility of expansion to meet increased market demand, if funding permits it. All the academic, meeting and breakout spaces will be built in Phase 1 to allow the Health and Wellness Institute to be fully functional from the first day. It is also vital to note that some of these spaces provide opportunities for rental income.

Phase 2 represents an increase in the number of seats in the bowl, resulting in a total of 4,800 seats (6,000 seats at graduation), a proportional increase in visitor support spaces, and some building support and storage spaces. The enlarged seating bowl presents the ability to attract larger roadshows, better publicized concerts and more tradeshows.

Retractable Seating

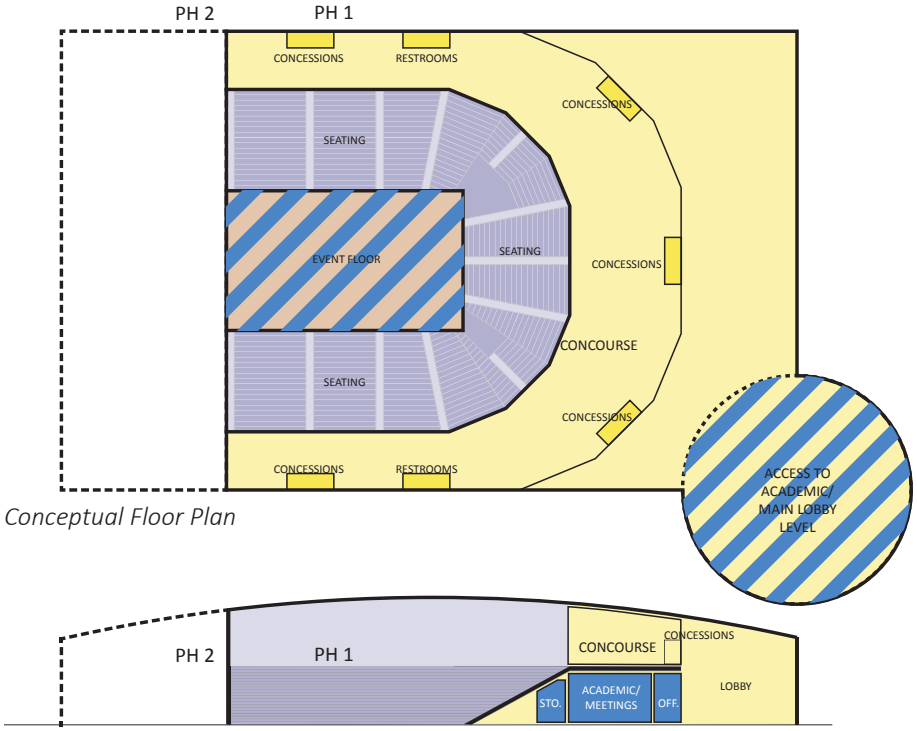
Planning for a portion of the seating bowl to be retractable allows for greater flexibility. When all the seats are pulled out, the event floor is at its smallest, accommodating activities that fit within a basketball court. When rows of seats are retracted, the event floor expands, permitting activities that require more space, such as trade shows, concerts, the circus etc, to occur, an invaluable feature given the lack of indoor exhibition space in Dover.

SUMMARY OF RECOMMENDED BUILDING PROGRAM

	Phase I	Full Build-Out
Gross Square Feet	144,408	169,135
Seating Capacity	3,682 seating bowl 1,200 temporary floor 4,882 total	4,800 seating bowl 1,200 temporary floor 6,000 total
Event Floor Square Footage	10,300 s.f. (minimum) 17,150 s.f. (maximum)	10,300 s.f. (minimum) 17,150 s.f. (maximum)
Dedicated Ballroom Space	5,400 s.f.	5,400 s.f.
Breakout Meeting Space	3,300 s.f.	3,300 s.f.
Academic Space	20,000 s.f.	20,000 s.f.

Fig. 4. The facility will meet all the needs expressed by DSU and the City of Dover from Day 1, providing all the required gathering, meeting and academic spaces. Planning for a second phase, provides the opportunity for the facility to respond to increased demand for seating in the arena.

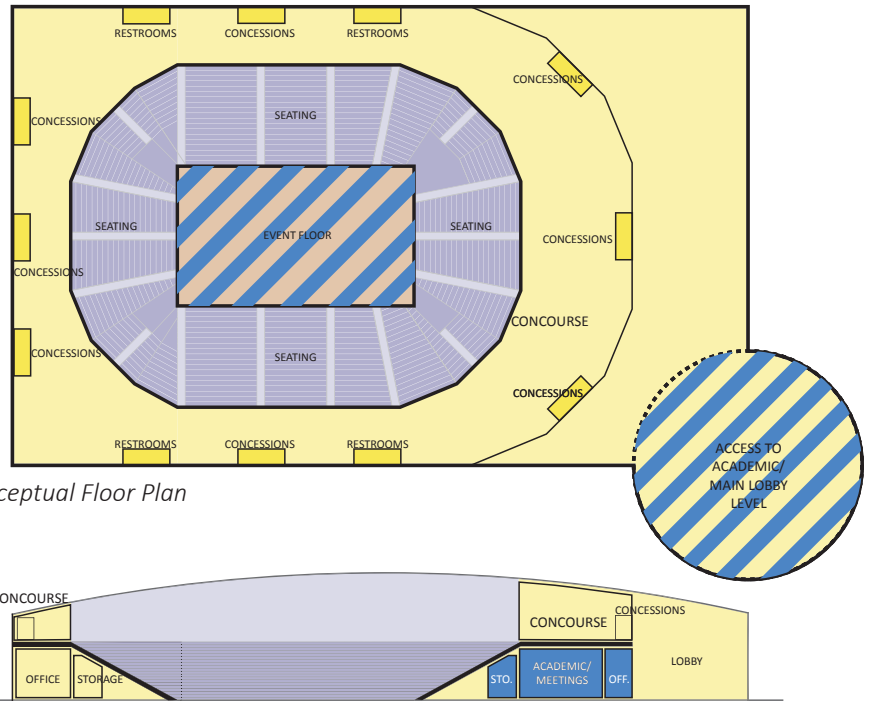
Phase 1



Conceptual Floor Plan

Conceptual Building Section

Phase 1 and 2

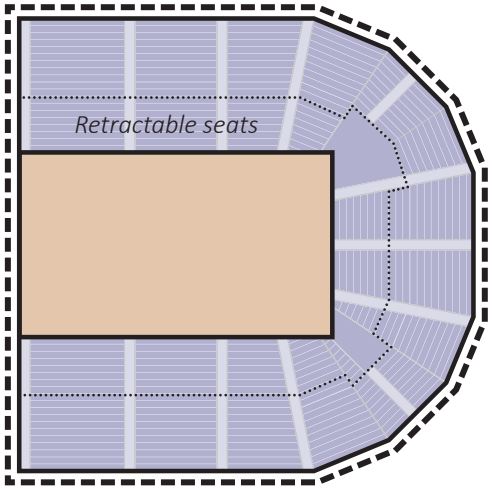


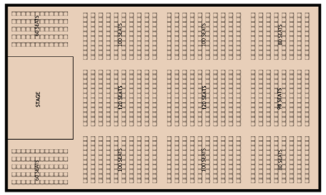
Conceptual Floor Plan

Conceptual Building Section

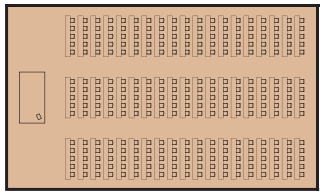
Academic *Public* *Seating* *Event Floor*

In Phase 1, the seating will form a horse-shoe shape surrounding the event floor, accommodating approximately 3,600 people in the bowl seating. Phase 2 allows for an increase of about 1,200 seats. With a total of 4,800 seats, the Delaware Convocation Center will become an ever more attractive event arena for concert organizers and roadshows.





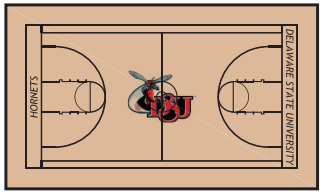
COMMENCEMENT
(additional 1,200 seats)



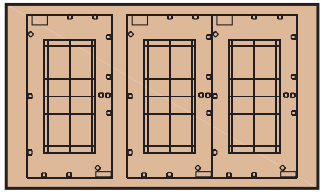
CLASSROOM/
LECTURE



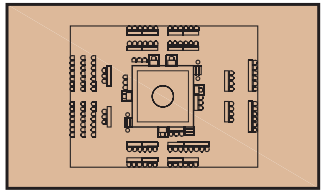
EXERCISE
PHYSIOLOGY LAB



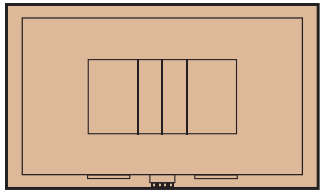
BASKETBALL



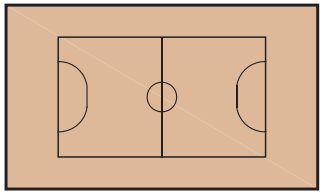
BADMINTON



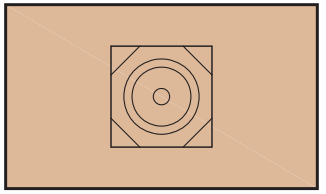
BOXING



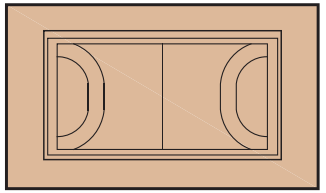
VOLLEYBALL



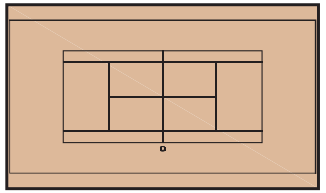
INDOOR SOCCER



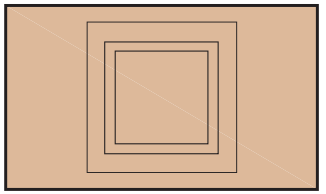
WRESTLING



HANDBALL



TENNIS



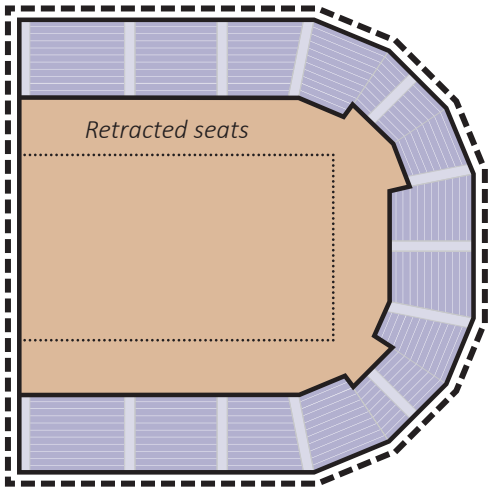
TAEKWONDO

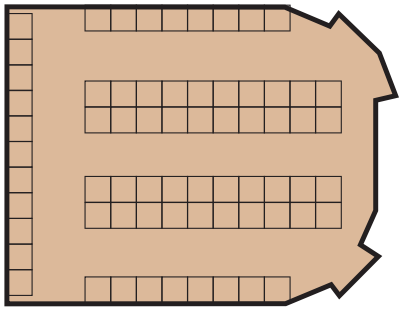
Maximum Seating Configuration

This is a plan diagram of the seating bowl and event floor. Events such as convocations and basketball games will be accommodated in the maximum seating configuration. The diagrams show additional activities that could occur on the event floor.

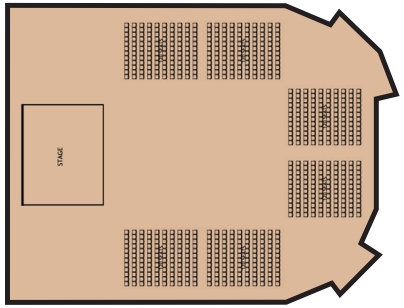
Full Seating Bowl: 3,680 seats

Event Floor: 10,300 s.f.

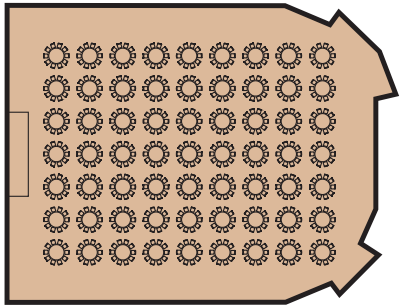




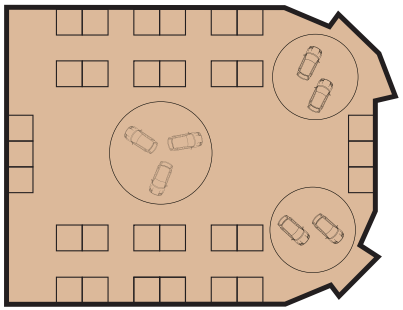
JOB FAIR



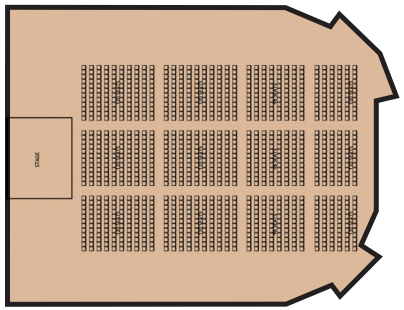
MUSIC FESTIVAL



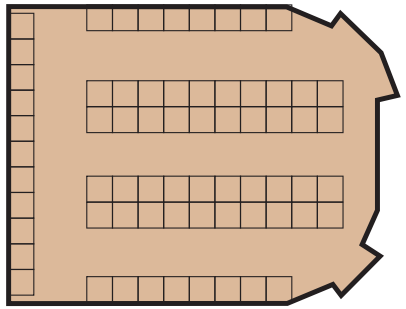
BANQUET
(630 seats)



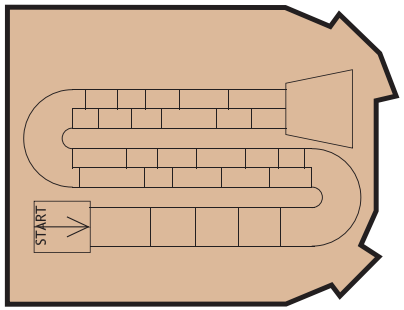
CAR SHOW



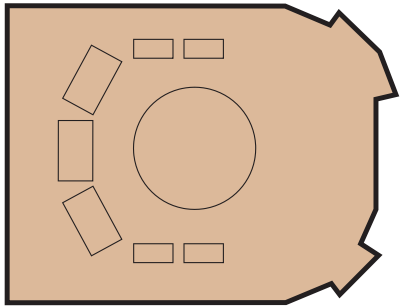
CONCERT



TRADE SHOW



BMX



CIRCUS

Retracted Bowl Configuration

This plan diagram provides maximum event floor space by retracting rows of seating. In the retracted bowl scenario, the event floor will be able to accommodate larger-scale events such as consumer shows, concerts, and many others.
Retracted Seating Bowl: 2,730 seats
Event Floor: 15,050 s.f.

Site Options

The team started by investigating 12 potential sites in and around the DSU campus, before focusing on three preferred sites. In exploring site options for the facility, we took into account issues such as:

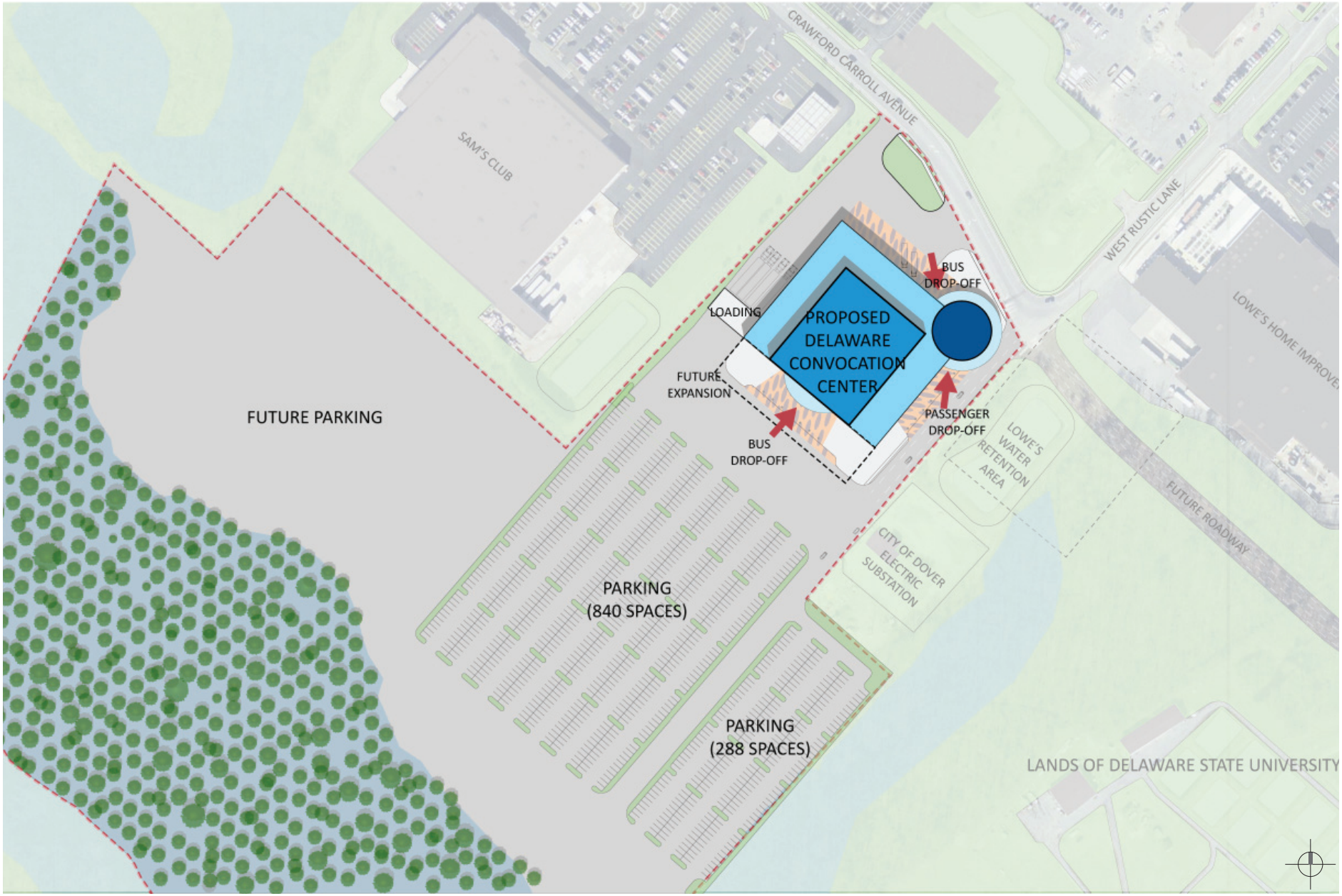
- Visibility from vehicular traffic on Route 13
- Proximity to DSU campus
- Pedestrian and bike access to DSU campus
- Traffic accessibility from Route 1 and Route 13
- Adequate space for new facility, parking, etc.
- Potential for shared parking with neighbors
- Land ownership
- Environmental conditions
- Utility infrastructure
- Relocation of existing site infrastructure

In evaluating the sites against the criteria listed above, the site highlighted in blue emerged as the favored option (refer to adjacent diagram). As the former Delaware Civic Center Site, it is currently owned by the Delaware Civic Center Association. A transfer of ownership would need to be discussed. Some of the advantages of the recommended site include:

- Adjacency to DSU campus
- Ease of access
- Adequate parking
- Reduced cost of land acquisition



The proximity of Site 2 to the DSU main campus, as well as the Commons, is a critical asset. It only takes a short walk for students to get to the Health and Wellness Institute.



Conceptual Site Plan

The proposed convocation center will be served by a primary public entrance that faces the parking lot, a secondary public entrance off Crawford Carroll Avenue, which is mainly for bus drop-offs, and an entrance for the Academic Health and Wellness Institute. Service and loading access to the building will be separate from the public entrances. Based on the City of Dover's requirements, a 4,800 seat facility requires approximately 1,600 spaces.



Conceptual Rendering of NCAA Basketball Game

As a basketball arena, the convocation center will provide the facilities needed by the DSU Hornets to hone their skills, display their talent and further their game. While the arena has not yet been designed, this architect's conceptual rendering of the space shows a long span open room without columns, which is ideal for athletic events. This illustration shows the seating bowl at the maximum seating configuration with all the seats pulled out. The estimated number of sporting events such as men's and women's basketball and women's volleyball is approximately 35 per year.



Conceptual Rendering of Academic Space

The architect's depiction of a classroom shows a space that can be used for a variety of functions, serving academic, as well as community activities. Partitions in the room allow it to be sub-divided into three smaller classrooms, accommodating DSU's academic programs and providing much needed academic space.



Conceptual Rendering of Academic Space/ Multi-use Ballroom

In addition to serving as a classroom, the room is designed to be flexible in use and accommodates a variety of activities such as community meetings, banquets and more. Equipped with audiovisual equipment, Wi-Fi capabilities, and furniture storage, this multipurpose room will be actively used throughout the day and night.

Phase I Cost

In order to accurately assess the convocation center's viability, it is vital to establish an estimate for the cost of designing and building the facility. The cost estimate below put together by EDIS and Barton Malow reflects EDIS' knowledge of local construction conditions and standards in Dover, as well as Barton Malow's experience with convocation centers. These figures are based upon the team's recommendations in terms of facility size and preliminary concept designs.

Construction Costs (includes contingency, general conditions, insurance and bonds etc.)	$46.0 M
Other Project Costs (professional fees, furniture, equipment, contingency etc.)	$8.4 M
Anticipated Cost Escalation (2017)	$3.1 M
Grand Total Project Cost	$57.5 M

"The cost model used for this study allows for a building design that provides extraordinary low cost pricing value while maintaining a high quality, functional building that meets the program needs of the university " - EDiS Company, Wilmington, DE



Conceptual Rendering of Entry Lobby

With multiple entry points, the lobby serves the patrons attending events at the arena, as well as students and faculty heading to the Health and Wellness Institute. The concourse on the upper level provides a variety of patron amenities such as the ticket office, concessions, restrooms and more.

Projected Impact

Job Creation

The construction and on-going operations of the Delaware Convocation Center will create much-needed jobs in the local economy. These jobs will include not only direct full and part-time jobs created temporarily during construction of the facility spanning jobs such as construction workers, tradesmen and manufacturers of raw materials and building supplies, but also more permanent full- and part-time jobs during the on-going annual operations of the facility including jobs such as facility operations personnel (i.e. management, marketing, finance, human resources, maintenance, event services, administration, etc.), event-day staff (i.e. box office attendances, ticket takers, ushers, security, concession workers, parking attendants, traffic control personnel, etc.) and community support personnel in areas such as hotel, restaurant, entertainment, retail, transportation and other such industries. The full-effect of employment impacts in the local economy will be further realized as initial construction and operations spending are re-spent within the community, supporting the creation of additional indirect and induced job impacts.

Overall, the Delaware Convocation Center is estimated to temporarily generate a total of 760 full and part-time jobs (stated in full-time equivalents) during construction. Of this amount, 510 construction-period FTEs are estimated to be new jobs in the State of Delaware and 230 are estimated to be new jobs in the City of Dover.

The total long-term, permanent jobs created from the on-going operations of the Delaware Convocation Center are estimated to range from 130 to 180 full and part-time jobs (stated in FTEs), depending on the level of operations achieved by the venue. Approximately three-quarters of the jobs created during the venue's operations are anticipated new jobs created in the City of Dover and about one-third would be considered new jobs in the State of Delaware.

Events and Attendance

Based on extensive market research, annual event and attendance levels were estimated for the proposed Delaware Convocation Center. Two sets of estimates were developed: a "base case" scenario representing the event and attendance levels that are estimated to be reasonably achievable on an annual basis, and "best case" scenario representing an operating level that reflects successful, aggressive facility management that results in above-peer venue operations.

"Great way to build revenue and bring people here to the middle of the state." - comment by survey respondent

The table (Fig. 5) summarizes the event and attendance estimates for the proposed Delaware Convocation Center under the Phase I building program scenario. It should be noted that these event and attendance totals do not include use of classrooms or athletic and academic offices, athletic practices, student recreational activities or other such day-to-day use of the facility that would take place in addition to the specific event types included in the estimates.

The proposed Delaware Convocation Center is estimated to host 144 to 176 annual events with annual attendance of approximately 116,250 to 153,350. Approximately 60 percent of convocation center events and attendance are estimated to be derived from non-DSU community events. In the event that Phase II of the project is completed in the future, annual attendance levels are estimated to increase by approximately 15 percent, due primarily to the facility's ability to attract additional concert, family show and sporting event activity assuming a larger seating capacity.

Financial Operations

The table (Fig. 6) presents the estimated operating revenues and expenses estimated to result from convocation center operations during a normalized year of operations. As shown, it is anticipated that Delaware State University would likely need to make

ANNUAL EVENT AND ATTENDANCE ESTIMATES
(Assumes Phase I Building Program)

	Base Case			Best Case		
Event	Annual Events	Average Attendance	Total Attendance	Annual Events	Average Attendance	Total Attendance
University Events:						
Men's Basketball	5	700	3,500	5	700	3,500
Women's Basketball	5	250	1,250	5	250	1,250
Basketball Doubleheaders	10	1,100	11,000	10	1,100	11,000
Women's Volleyball	15	250	3,750	15	250	3,750
Athletic Camps	10	50	500	10	50	500
Other University Events	19	1,500	28,500	25	1,500	37,500
Subtotal	64		48,500	70		57,500
Community Events:						
Concerts	2	3,500	7,000	3	3,500	10,500
Family Shows	3	2,000	6,000	6	2,000	12,000
Other Sporting Events	7	2,500	17,500	10	2,500	25,000
Graduations	3	4,500	13,500	4	4,500	18,000
Consumer/Trade Shows	8	1,500	12,000	10	1,500	15,000
Conventions/Conferences	12	500	6,000	16	500	8,000
Banquets	35	150	5,250	45	150	6,750
Meetings/Miscellaneous	10	50	500	12	50	600
Subtotal	80		67,750	106		95,850
Total	144		116,250	176		153,350

Fig. 5 forecasts the number of events and potential attendance.

ESTIMATED OPERATING REVENUES AND EXPENSES
Stabilized Year of Operations

	Base Case	Best Case
OPERATING REVENUES		
Rent	$206,000	$279,000
Premium Seating	66,000	83,000
Food and Beverage	148,000	198,000
Advertising and Sponsorships	135,000	158,000
Naming Rights	270,000	338,000
Merchandise, net	10,000	16,000
Parking, net	137,000	183,000
Ticket rebates/facility fees	50,000	134,000
Other	50,000	75,000
TOTAL REVENUES	$1,072,000	$1,464,000
OPERATING EXPENSES		
Salaries, wages & benefits	$453,000	$505,000
Utilities	217,000	249,000
General & administrative	150,500	176,000
Operations	315,000	362,000
Insurance	72,000	83,000
Professional Fees/Services	14,000	16,000
Management Fee	75,000	100,000
TOTAL EXPENSES	$1,296,500	$1,491,000
UNIVERSITY CONTRIBUTION	$224,500	$27,000

Fig. 6 illustrates the best and worst case scenarios with regard to operating revenues and expenses.

an annual operating contribution of $27,000 under the best case to $224,500 under the base case.

Reflective of a true town-and-gown partnership, a multi-purpose, community-oriented convocation center will benefit the central and southern Delaware region through the creation of spending, jobs, tax revenues and hotel rooms and enhancement in the quality of life for local residents, while Delaware State University benefits from facility revenues generated from non-university events which will serve to significantly reduce the required annual university contributions which could approach upwards of $700,000 as a DSU-only venue.

If Phase II of the building program is constructed, operating revenues are estimated to increase by approximately 10 percent due to increased attendance and event activity. However, operating expenses are estimated to increase by approximately eight percent due to the increased size and volume of the facility, additional staffing needs, increased maintenance costs and other such considerations. Therefore, the net financial operations following the completion of Phase II are estimated to be largely similar to those presented for Phase I in the table to the right.

These financial operating estimates do not include capital reserve funding or potential debt service payments associated with facility funding.

Economic Impacts

The operations of the proposed Delaware Convocation Center would generate economic impacts to the City, County and State on an annual basis as a result of visitation and expenditures associated with Delaware Convocation Center operations and events. The table (Fig. 7) presents a summary of the gross economic impact and fiscal revenues estimated to be generated by the proposed Delaware Convocation Center during a normalized year of operations.

Facility operations are estimated to generate approximately $5.4 to $7.2 million per year in direct spending. Counting this initial direct spending and the subsequent rounds of re-spending that would impact the local economy through a multiplier effect, the total economic activity (output) generated by Delaware Convocation Center operations is estimated to range from $7.0 to $9.4 million per year, supporting 130 to 180 jobs with $2.5 to $3.4 million in annual earnings. Over a 30-year period, the net present value ("NPV") of total output generated by the Delaware Convocation Center is estimated to range from $135 million to $183 million.

Should full build-out of Phase II of the building program be completed, the economic impacts associated with the proposed Delaware Convocation Center are estimated to increase by approximately 15 to 20 percent, due primarily to an assumed increase in

the number of events such as concerts, family shows and sporting events that could draw additional non-local attendees to the Dover area.

Hotel Room Demand

By drawing out-of-town visitors to the area, the Delaware Convocation Center will generate room nights to benefit local hotel operations. Overall, it is estimated that demand for approximately 11,000 to 14,500 new hotel room nights will be created annually in the Dover area from visiting event personnel, out-of-town patrons, business suppliers and others in connection with the on-going operations of the Delaware Convocation Center.

Funding Analysis

It is estimated that Phase I of the proposed Delaware Convocation Center could cost approximately $57.5 million to develop. Assuming an interest rate of 5.0 percent and 30-year bonds, annual debt service payments could approximate $3.7 million annually if the entire amount is financed.

Historically, the development of convocation centers, arenas, conference centers and other similar venues often involve varying degrees of partnerships between the public and private sectors. For facilities that are utilized for colleges and universities for their assembly and athletic events, the college or university typically also participates in the funding of those facilities.

Based on discussions with project stakeholders, a review of past efforts regarding potential public assembly funding in Dover, an assessment of potential taxes and other public revenue streams, and other such considerations, it is likely that the majority of funding for the proposed Delaware Convocation Center will be derived from state funding and potentially be supplemented by a number of other community funding sources.

It appears the most reasonable funding approach would include State of Delaware general fund contributions, DSU general fund contributions, private and other possible community funding sources.

Management Options

The Delaware Convocation Center will be owned by DSU. However, given the likelihood that multiple parties will likely be required to fund the construction of the facility, it is recommended that an entity such as an authority, board or commission be established to provide overall governance of the proposed Delaware Convocation Center.

This governance entity should include representation from various stakeholders to ensure that all relevant parties are included in key decisions pertaining to the respective facilities they oversee. The appropriate composition of the governing entity will ultimately depend largely on the funding partners involved with

Summary of Annually-Recurring Economic Impacts from Delaware Convocation Center Operations

Annual Impacts			
Gross Direct Spending	$5,412,000	-	$7,245,000
Total Output	$6,965,000	-	$9,442,000
Jobs Supported	130	-	180
Annual Earnings	$2,477,000	-	$3,375,000

30-Year NPV [1]			
Gross Direct Spending	$104,800,000	-	$140,300,000
Total Output	$134,900,000	-	$182,800,000
Jobs Supported	n/a	-	n/a
Annual Earnings	$48,000,000	-	$65,400,000

(1) NPV calculations assume 2.0 percent annual inflation and a 5.0 percent discount rate.

Fig. 7 shows the economic impact resulting from the Delaware Convocation Center



facility development. The governing entity should have representation from each project stakeholder, which may include, but are not necessarily limited to DSU, the State of Delaware, Kent County, the City of Dover and potentially representatives of the local and regional corporate community, hospitality industry, the Delaware Sports Commission and other relevant entities. This will ensure that the needs and expectations of each stakeholder are considered when setting policies and making decisions.

While there may be several entities that participate in funding the construction of the venue, DSU should be responsible for the venue's daily operations and provide any necessary contributions to support its daily operations. To effectively operate the venue, DSU will need to directly hire a staff with significant previous convocation center operating experience or consider outsourcing the management of the venue to a private management company with the requisite expertise. Third party management would likely represent the most efficient and effective means of operating the facility. The event estimates and financial projections presented herein assume that the proposed Delaware Convocation Center is managed by a competent and experienced arena management company.



Conceptual Rendering of Trade Show Event

By retracting the first eight rows of seats, the event floor is enlarged and accommodates events such as concerts, trade shows and consumer shows. The estimated number of non-athletic community events per year range from 86-113, attracting between 135,000-178,000 visitors.

Conclusion

"Is it feasible for DSU and the City of Dover to have a convocation center?"

Having completed:

- More than 10 months of research, analysis, workshops, presentations and feedback
- Surveys of more than 300 people including University students, faculty, staff, alumni, donors, members of the Dover/Kent County-area business community, and residents of the surrounding area
- Extensive interviews with more than 150 groups such as DSU, surrounding school districts, business and professional associations, state agencies and many more

The study finds that a convocation center is:

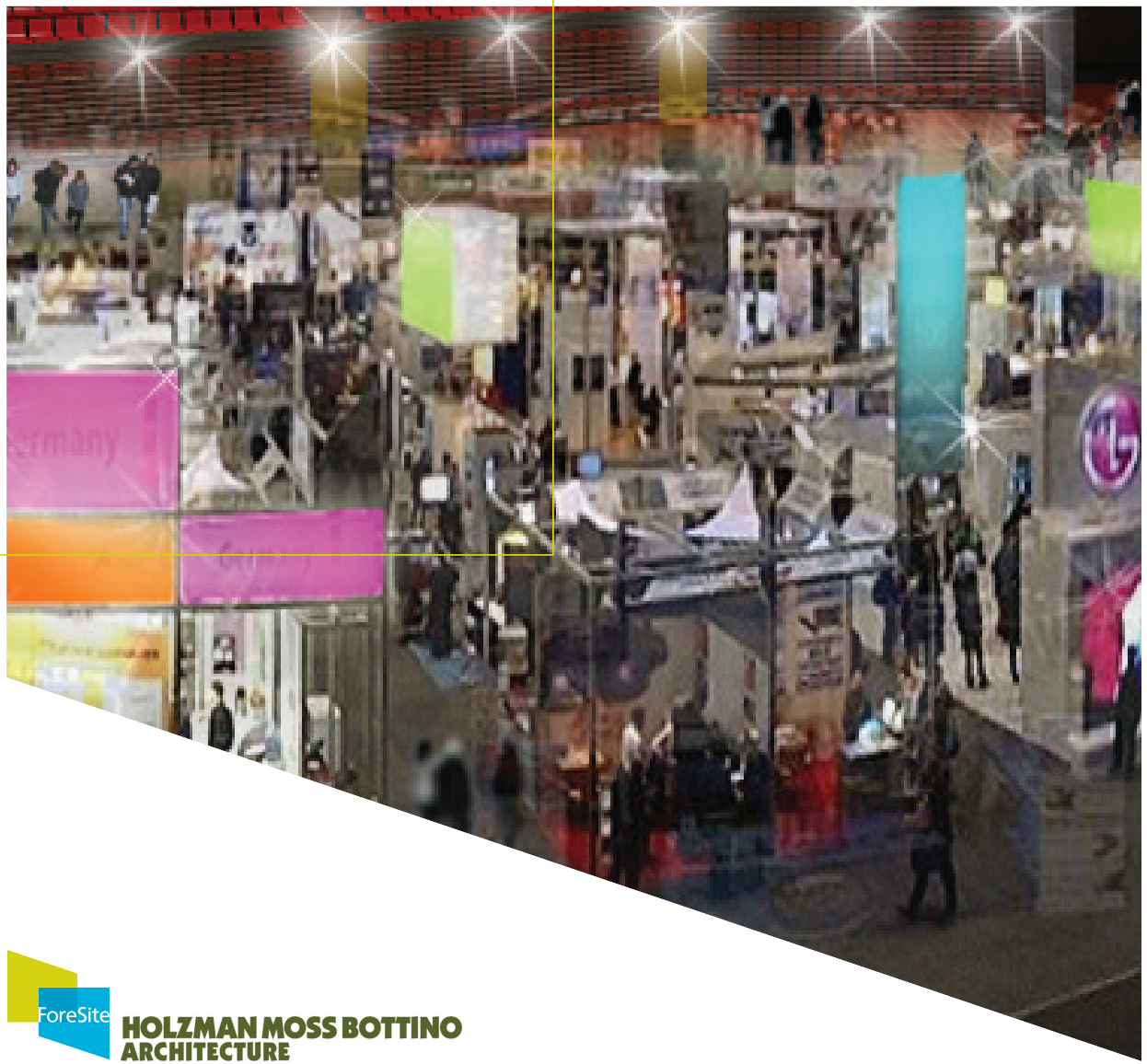
- Feasible and should be pursued
- DSU has a significant need for the educational facilities provided in the convocation center
- Growth in the number of students and educational programs demand facilities like the convocation center to allow DSU to be a world-class state educational facility
- Benefits the central and southern Delaware community from joint-use of the convocation center due to the size and design of the facility for public gatherings
- Has the potential to boost the economic development of central and southern Delaware and the City of Dover
- Funding for capital costs of the project will be augmented by income-generating community events such as concerts, trade shows, conventions, sporting events etc
- Operating costs to DSU and the State can be significantly reduced by bringing in revenues from public, community-use events

"Let's get moving on this great idea for Dover!" - comment by survey respondent

Architecture
Interior Design
Facility Programming
Master Planning
Environmental Stewardship

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New York, New York 10001
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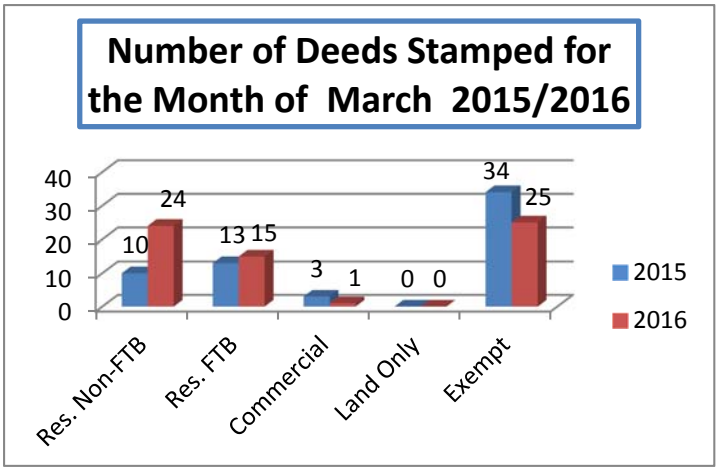


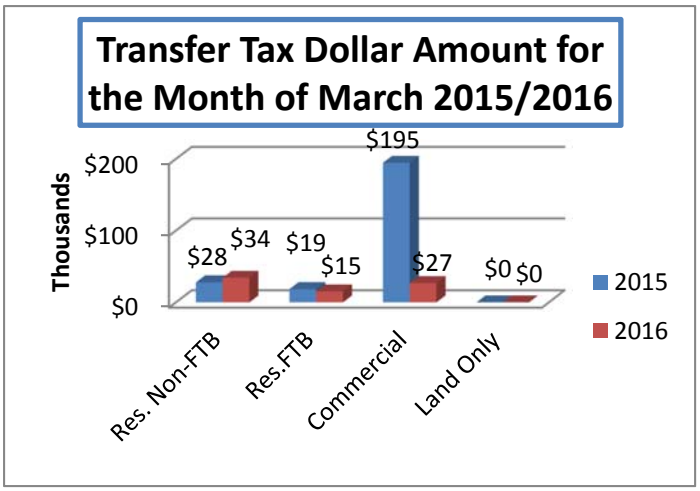
ForeSite
HOLZMAN MOSS BOTTINO
ARCHITECTURE

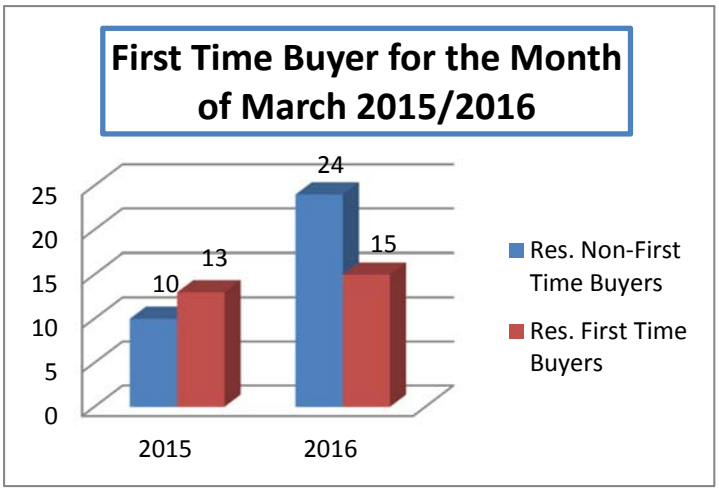
Monthly Report
March 2016

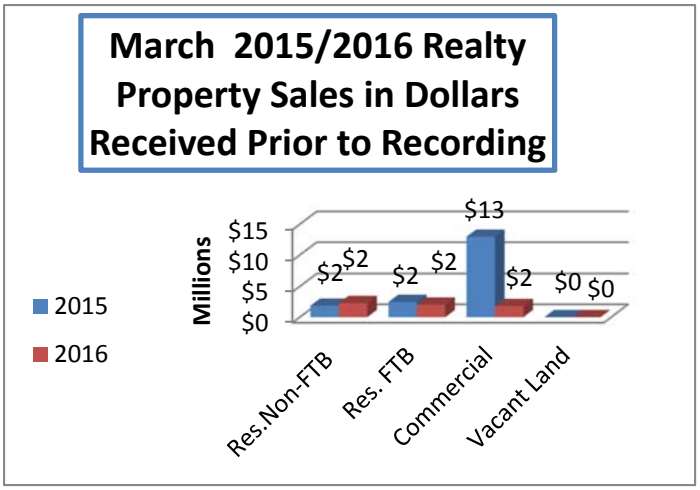
Office of City Assessor

ASSESSOR'S REPORT









Major Updates

	January -16	February - 16	March - 16
Assessment Change	$693,500	$449,400	- $542,400

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
18	$2,138,500	$2,308,700	0.92	1.09

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

- Finalized and printed Assessment Registers for the April 01, 2016 deadline.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.00-03-04.00	18	R10	4452 W DENNYS RD	1	14	1955	1	1025	C	AV	110,100	17-MAR-16	125,000	
ED05-067.09-03-17.00	3	R10	345 PINE VALLEY RD	1	13	1984	2	1841	B-	AV	136,500	11-MAR-16	156,000	
ED05-067.14-02-08.00	2	R10	53 OLD FORGE DR	1	5	1976	2	1650	C	AV	160,500	28-MAR-16	165,000	
ED05-067.20-02-15.00	10	R10	508 FAIRVIEW AVE	1	14	1950	1	1008	C	AV	110,400	09-MAR-16	89,000	
ED05-067.20-02-56.00	8	R10	544 N BRADFORD ST	1	3	1948	1.5	1746	C+	AV	173,600	18-MAR-16	188,000	
ED05-068.10-04-08.00	13	R10	402 EAST WIND DR	1	5	1991	2	1829	C+	AV	142,000	14-MAR-16	147,500	
ED05-068.14-02-32.00	13	R10	225 MACARTHUR DR	1	14	1965	1	1130	C	AV	125,600	31-MAR-16	130,000	
ED05-068.18-01-50.00	7	R10	132 GREENHILL RD	1	14	1950	1	784	C	AV	90,700	29-MAR-16	63,500	
ED05-076.03-01-74.00	14	R0	132 W SHELDRAKE CIR								31,300	16-MAR-16	65,000	
ED05-076.05-02-41.00	14	R10	81 STONEY DR	1	8	1989	2	1763	C+	AV	138,400	23-MAR-16	159,900	
ED05-076.06-01-18.00	103	R50	10 BERWYN HALL	1	20	1973	1	794	B	GD	56,800	18-MAR-16	48,500	
ED05-076.06-01-65.00	103	R50	12 FOX HALL	1	20	1973	1	939	B	GD	65,000	03-MAR-16	79,900	
ED05-076.10-02-29.00	16	R10	1522 FAWN ST	1	14	1990	1	1212	C+	AV	133,400	15-MAR-16	110,100	
ED05-076.20-02-47.00	12	R10	1131 OAK LN	1	14	1962	1	1716	C	AV	147,400	24-MAR-16	169,900	
ED05-076.20-02-53.00	12	R10	624 WYOMING AVE	1	5	1961	2	2859	B	VG	221,100	15-MAR-16	242,500	
ED05-077.05-04-01.00	8	R40	1 S BRADFORD ST	4	1	1900	2	2757	C	FR	124,500	31-MAR-16	255,000	
ED05-077.10-02-53.00	2	R10	715 RIVER RD	1	14	1956	1	925	C-	FR	80,200	23-MAR-16	49,900	
ED05-077.14-01-01.00	2	R10	800 RIVER RD	1	14	1956	1	1430	C-	FR	91,000	23-MAR-16	64,000	

CITY MANAGER'S MONTHLY REPORT



MARCH 2016

Monthly Highlights

Customer Service

- In the month of March, we processed 6,555 credit card payments for the month totaling $1,384,815.84.

Human Resources

- ICMA Training for City Staff.

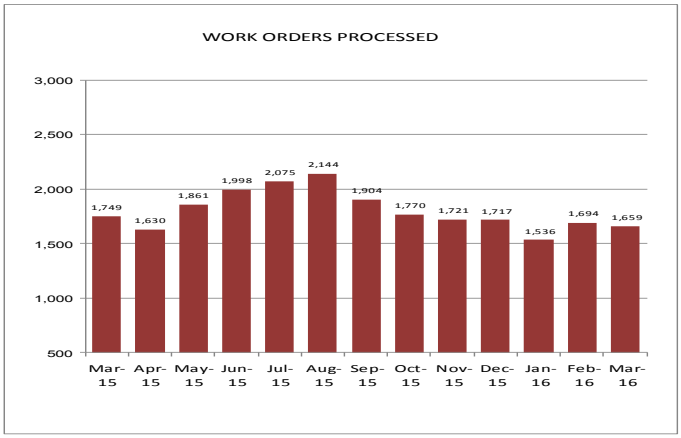
Library

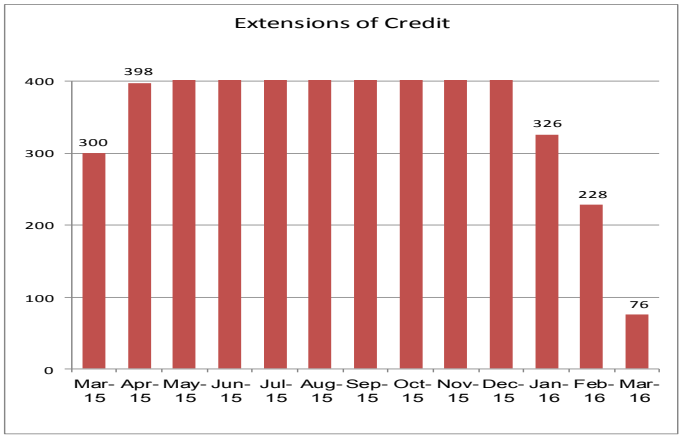
- 1,030 attended 72 programs for adults.
- 620 attended 32 programs for teens.
- 974 attended 48 programs for children.
- 16 volunteers completed 358 hours of service.
- 432 attended 40 programs/classes coordinated through the Job Center.

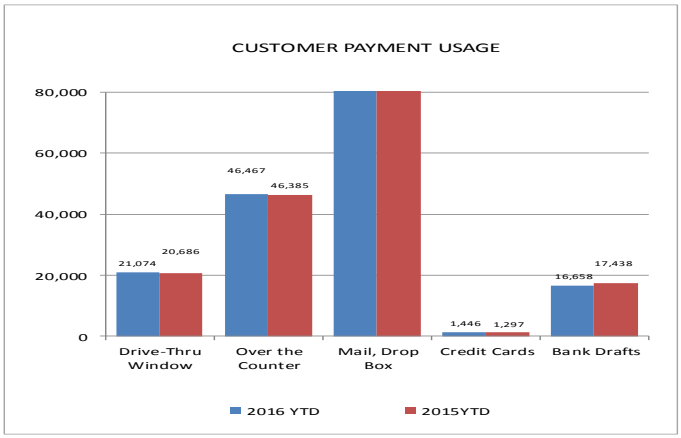
Public Works

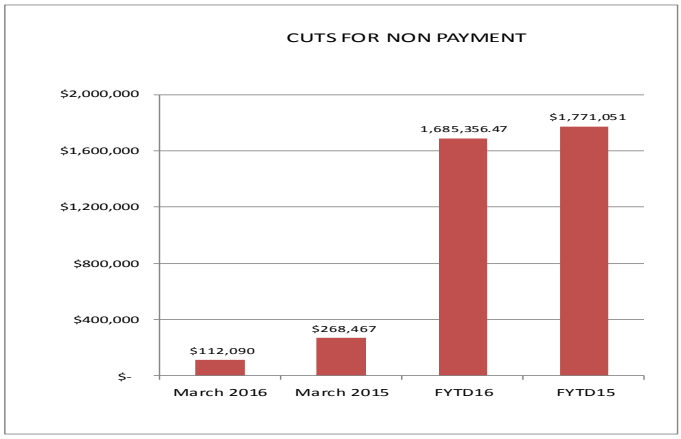
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Mar 2016	Mar 2015	Difference	FY 2016 Year-to-Date	FY 2015 Year-to-Date
Number of Customers Served	19,452	19,543	(91)	189,925	188,736
Final Bills	625	611	14	6,253	5,820
Estimated Bills	238	201	37	2,103	1,566
Penalties Posted	$ 8,193	$ 20,726	(12,533)	$ 131,861	$ 163,698
Extensions of Credit - Amount Extended	$ 23,013	$ 82,496	(59,483)	$ 843,977	$ 729,002
Balance Transfers	$ 51,871	$ 11,104	40,766	$ 175,084	$ 35,255
Utility Collections	$ 26,753	$ 21,651	5,103	$ 371,146	$ 178,546
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 86,381	$ 71,205	15,175	$ 1,115,953	$ 816,940
CNP through Disconnect Collars	$ -	$ -	-	$ -	$ -
Court Cases	$ -	$ -	-	$ -	$ -
Tampering's	$ -	$ -	-	$ -	$ -
Taxes Levied (includes carry forward)	$ -	$ 494,309	(494,309)	$ -	$ -
Billing Adjustments	$ -	$ 13,520	(13,520)	$ -	$ -
Total Taxes Collected	$ -	$ 18,353	(18,353)	$ -	$ -
Taxes Outstanding	$ 392,573	$ 489,477	(96,904)	$ -	$ -
Payments in Lieu	$ -	$ -	-	$ -	$ -

HUMAN RESOURCES

Category	Mar 15	April 15	May 15	June 15	July 15	August 15	Sept 15	Oct 15	Dec 15	Jan 16	Feb 16	March 16	Total
Caucasian*	289	289	291	290	291	290	296	300	298	297	296	299	N/A
Minorities*	63	61	63	63	64	64	67	66	67	66	67	68	N/A
Hired	9	5	9	3	8	2	12	1	3	0	2	9	63
Terminated/Resigned/ Retired/Other	5	7	4	4	4	1	4	1	5	2	2	5	44
Transferred/Promoted	0	0	0	4	0	1	0	0	1	1	1	1	9
Jobs Posted	7	2	2	2	1	7	9	4	3	3	2	5	47
Workers Comp. Injuries	3	3	2	2	0	4	6	7	1	3	0	1	32
Workers Comp. Hours	312	97	231	115	260	42	24	211	10	0	166	144	1612
Insurance Claims	3	0	2	2	0	3	1	3	1	5	4	5	29

338 **Full-time Employees: Part-time Employees:** 29 (*4 Pitts Center, 1 Recreation, 13 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: (3) Police Officers; Storekeeper/Buyer I (part-time); (1) part-time Customer Service Clerks; Motor Equipment Operator I Streets; Motor Equipment Operator I (Sanitation); (2) Librarian II part-time
Position Resigned/Retired/Terminated: Building Maintenance Craftsperson (Police Department); (2) Police Cadet; Library Clerk (part-time)
Position Transferred: Transmission and Distributor Coordinator to Substation Technician I
Positions Posted: Electric Lineman 2nd Class; Substation Technician I (2) positions; Key Accounts Representative; Playground Leaders I & II; Administrative Assistant (City Clerk)

Recruitment Information (Positions closed in March)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Lineman 2nd class	3	-	3	-	-	3	-	-	-	-	-	3
Administrative Assistant	106	96	2	8	21	71	5	1	-	8	30	76
Playground Leaders	9	2	7	-	7	2	-	-	-	-	3	6
Key Accounts Representative	9	2	7	-	3	5	-	-	-	1	3	6
Substation Technician I	9	-	9	-	2	5	1	-	1	-	3	6

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Mar 15	April 15	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	March 16
Electric	3	2	3	2	1	2	2	2	3	3	3	4	5
Public Works	15	13	17	16	18	17	16	16	14	12	13	14	12
Police	4	4	2	3	5	5	1	2	2	2	2	2	4
All Other Departments	4.5	5	4	6	11	9.5	7.5	7	8.5	10	12	10.5	8
Totals	26.5	24	26	27	35	33.5	26.5	27	27.5	27	30	30.5	29

**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 I/Wastewater; Utility Maintenance Mechanic II/Wastewater; (1) Motor Equipment Operator I (Sanitation); Gardener II (Grounds); Gardener I (Grounds); (4) Motor Equipment I Water/wastewater; Public Works Operations Manager; Motor Equipment Operator II (Grounds); Crew Leader Grounds;

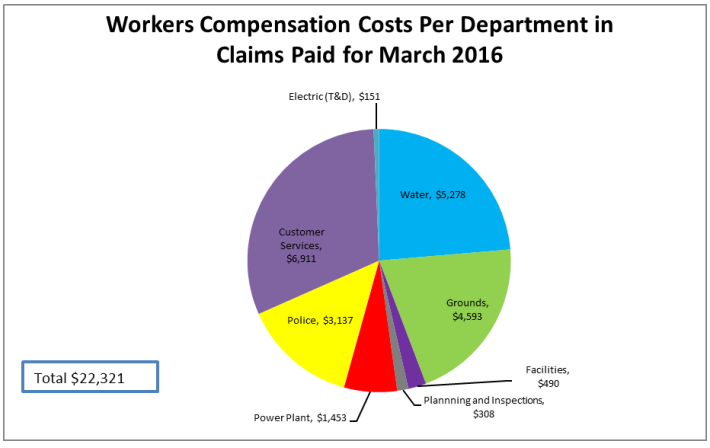
Police: (2) Cadet; Building Maintenance Craftsperson, Police Officer

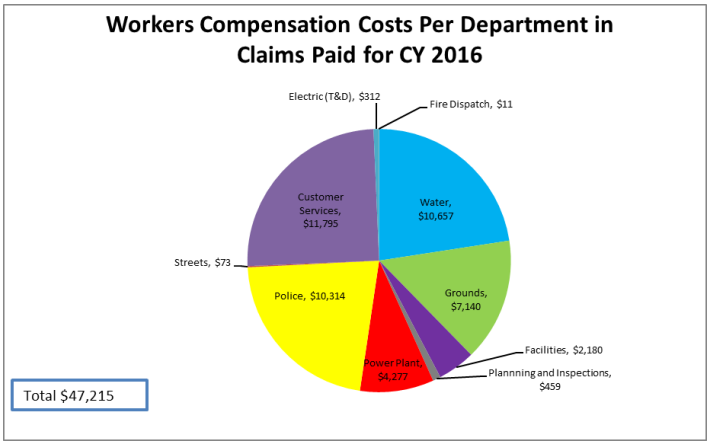
All Other Departments: Customer Service Clerk, Collections (Part-time), (2) Library Clerk I (part-time), Administrative Assistant (Information Technology-part-time); Library Page (part-time); Accountant I, Finance (part-time), AS400/System Operator (Information Technology), Fire Dispatcher; Inspector I, Administrative Assistant (City Clerk), Librarian II

HUMAN RESOURCES
continued

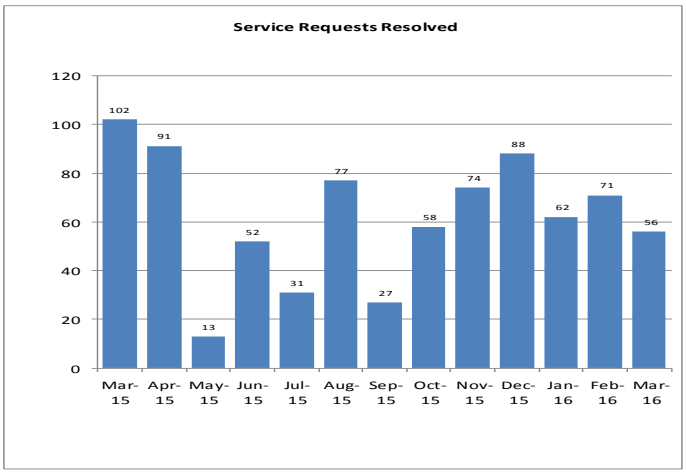
Turnover Statistics							
	2010	2011	2012*	2013 *	2014	2015	2016
Total Turnover %	5.57	6.75	11.00	10.91	6.02	11.77	2.47
Termination Turnover %	0.27	1.08	0.29	1.47	.57	.28	--
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	7.56	1.92
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	4.20	.55
*** Healthcare cost sharing implemented**							
**** Healthcare cost sharing implemented for DOE**							

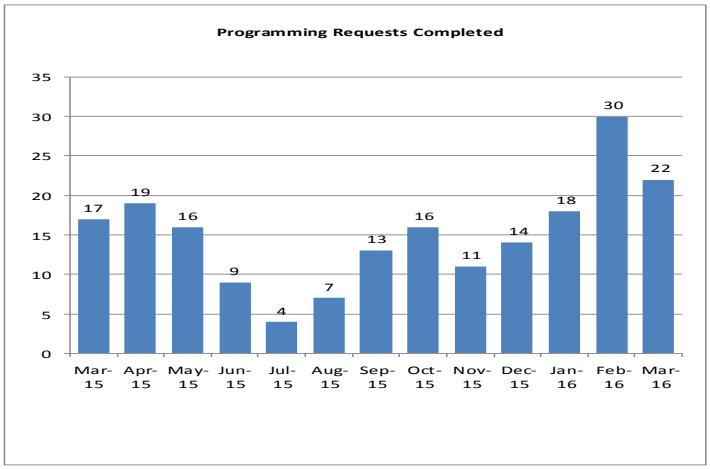
Average Employees							
	2010	2011	2012*	2013*	2014	2015	2016
Total Number of Employees Separating from Service	21	25	38	37	21	42	9
Average Number of Full-time Employees	362	356	333	325	331	333	336
Average Number of Part-time Employees	16	15	12	14	18	24	28
*** Healthcare cost sharing implemented**							

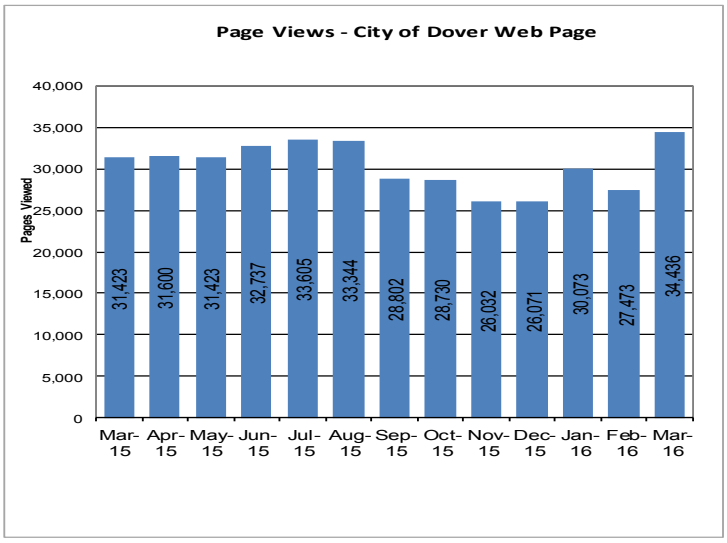




INFORMATION TECHNOLOGY



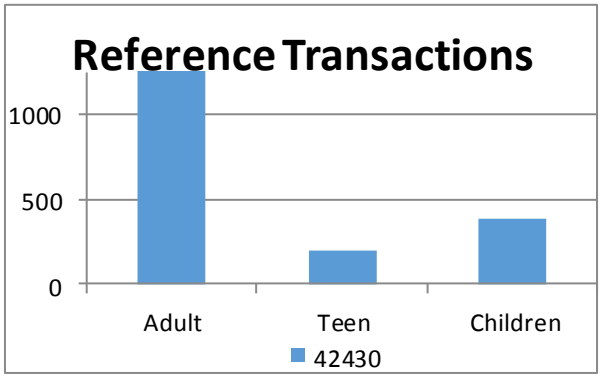




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	360	360	378
Scheduled PCs Replaced	-	-	-
Servers Supported	35	35	30
People Trained	15	17	19

Availability Statistics based on 7:00 AM until 5:00 PM Monday—Friday

LIBRARY



Adults – 1,431 Teens – 200 Children – 390

Circulation	March 16		FYTD 16		March 15		FYTD 15
Dover residents	18,228		167,813		19,421		183,492
Ebooks	2,867		23,177		2,260		18,216
Kent residents*	11,254		103,023		13,004		121,881
Non-county residents	1,826		17,402		1,777		18,059
Registrations							
Dover residents	284		3,386		308		3,182
Kent residents*	30		296		34		374
Non-county residents	3		54		7		59
Other							
Visiting Patrons	28,357		250,613		31,155		254,566
Meeting Room Usage	2,319		13,374		2,163		15,795
Photocopier Usage	1,176		10,871		945		9.762
Computer Printing Usage	3,914		29,716		3,740		28,489
Computer Users	4,396		39,924		4,871		42,375
Wireless Computer Users	1,175		15,777		1,730		15,567
Holds (Total)	7,181		61,850		6,815		59,491

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 217	Harrington: 0
Milford: 128	Milford: 1
Smyrna: 755	Smyrna: 5
Outside City Limits: 10,152	Outside City Limits: 24

Total Registered Users: (Card Holders)

City: 28,191 Kent County: 11,616 Outside Kent County: 1,030

Other Points of Interest:

Inter/Interlibrary: 92 items loaned out
51 items borrowed

Technical services: 1,643 items added
1,105 items deleted

Volunteers: 358 hours of service completed

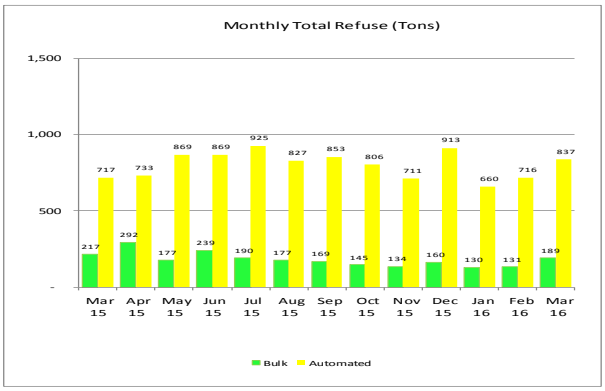
PUBLIC WORKS

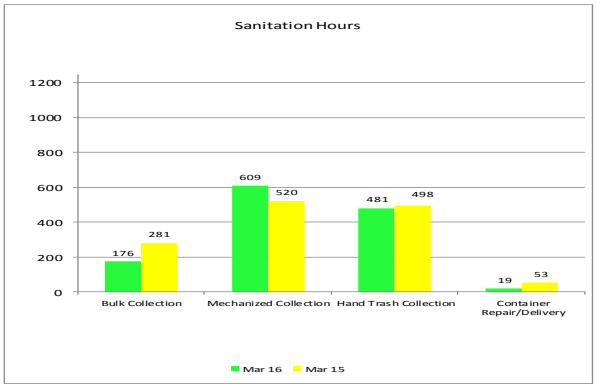
Administration

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	Village of Cannon Mill

Sanitation





	MARCH 16	FYTD 16	MARCH 15	FYTD 15
Trips to DSWA Sandtown Landfill	195	1,553	178	1,628
Total Tonnage to DSWA	1,026.30	8,674.97	933.78	11,527.18
90-Gallon Containers Delivered	67	513	26	292
300-Gallon Containers Delivered	0	0	6	38
Total Man Hours-containers Delivered	19	144	53	318

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
March 2016	21,401	9,268	282,380	13.19

PUBLIC WORKS
continued

Streets	MARCH 16	FYTD 16	MARCH 15	FYTD 15
Signed Installed	9	44	21	290
Signs Repaired	17	72	25	113
Curbs Painted Yellow (feet)	0	1,281	0	683
New Post Installed	2	61	5	36
Storm Catch Basins Repaired	1	11	2	11
Storm Catch Basin Repairing (Hrs.)	19	63	28	93
Storm Catch Basins Cleaned	5	420	1	202
Storm Catch Basins Cleaning (Hrs.)	12	77	6	94
Hot Mix Patching (Tons)	16	16	0	6.00
Hot Mix Patching (Hrs.)	16	16	0	73
Cold Mix Patching Hrs.)	30	71	0	217
Concrete Work (Hrs)	12	52	0	162
Concrete Patching (Cubic Yards)	0.30	0	0	0
Ditch Work (Hrs).	0	28	0	3
Street and Alley Maintenance (Hrs)	8	88	142	525
Street Sweeping (Miles)	1,576	8,592	810	6,344
Street Sweeping (Cubic Yards)	104	744	216	1,570

Grounds

Total Work Orders = 2	General = 1	Arborist = 1

Arborist Crew	March 2016	March 2015
Trees Trimmed	66	5
Trees Removed	4	1
Stumps Removed	0	4
Root Pruning	0	0

Beautification Crew

No beautification crew.

We began receiving plant material from vendors. Transplanting plugs into pots.

Mowing Crew

Mowing crews continued general clean-up operations.

- Pruning trees
- Removing debris
- Filling sink holes

Athletic Field Maintenance

Began 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

Pruning trees at Reed Street and Kirkwood Play lot, at the request of the Electric Department.

Weed Library planting beds.

Prune trees, bushes, and grasses on the Library roof and around library.

Geographic Information Systems (GIS)

Department	Comments
Electric Department	Staff requested a map showing the location of Kent County Pump Station #6 and its location relative to the 100 Year Flood Zone. Created an 8.5"x11" map of the location and provided a PDF copy.
Planning	Made changes to the Planning Map Application.
Planning	Modified Flood plain feature class to display in Planning Map Application.
Planning	Created an Apartment House Feature Class.
Planning	Created a Parcels Zoned Residential Feature Class.
Planning & Inspections	Created an updated Zoning Map Book using the Data Driven Pages toolbox. Exported it out as a PDF for Planning to use.
Planning & Inspections	Modified the Comprehensive Plan Adjustments map from 2015 to show the requested changes for 2016. Sent a PDF copy to staff..
Public Works	Update sanitary sewer system in various parts of the City
Public Works	Consolidated Services
Public Works	Made database edits along with streamlining the application
Public Works	Attended the third of five ICMA trainings.
Public Works	Completed the Night Street Sweeping map book using the Data Driven Pages toolbox. Sent a PDF copy to staff.
Public Works	Staff requested maps of the water mains along N Dupont Highway from Rustic Ln to Townsend Blvd. Provided Utility Plans for the area as PDFs.
Public Works	Staff requested updated documentation for the use of the plotter over the past year and a half. Compiled the statistics and created a spreadsheet for use in budget meetings.
Public Works GIS	Updated the parcels, rentals and active AHIs layers.

PUBLIC WORKS
continued

Fleet and Facilities Management

PM Work Orders Completed:	**34**	Number of Tire Repairs:	**19**	Number of Road Repairs:	**10**
Other Work Orders:	**89**	Repair Hours:	**260.5**	Road Repair Hours:	**10**
Total Work Orders:	**123**	Fabrication Hours:	**N/A**	Misc. Hours:	**N/A**
PM Hours: **142.5**					

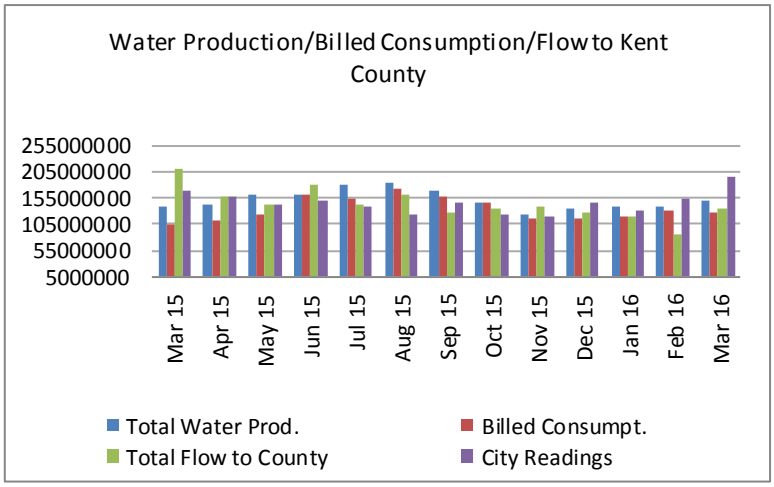
 # Of Scheduled PM's: 39
 # Of Scheduled PM's: Completed: 19

Major Program Updates

MEASURE	March 2016	March 2015	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	19 out of 39 48.72 %	5 out of 39 12.82 %	**+ 35.90 %**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	51 out of 51 %	19 out of 21 %	**+ 9.52 %**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	2 out of 2 100 %	2 out of 2 100 %	**0 %**

PUBLIC WORKS
continued

Water/Wastewater



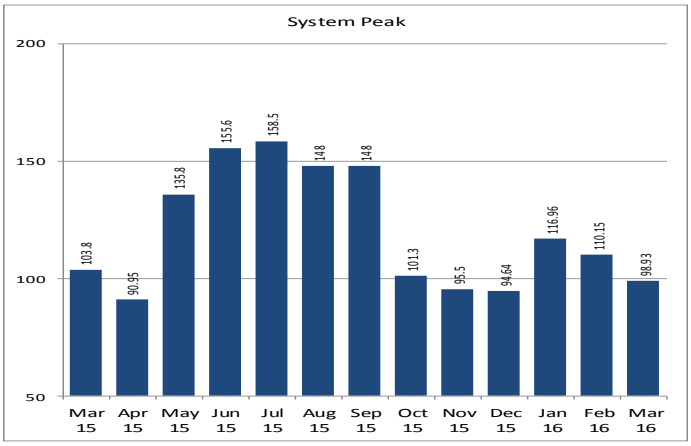
ENGINEERING SUMMARY

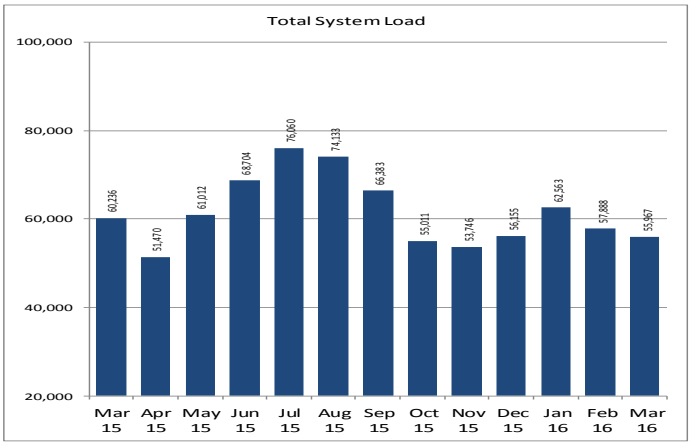
Major Program Updates	MARCH 16	MARCH 15	DIFF	FY16 YTD	FY15 YTD
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	6	29	- 23	60	87
Plan Review Completed With-in 30 days of Submission	20 plans 100%	5 plans 100%	+ 15	70	79

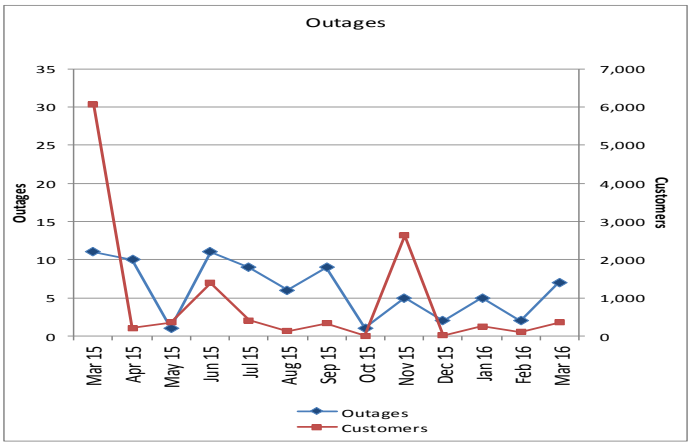
OPERATIONAL SUMMARY

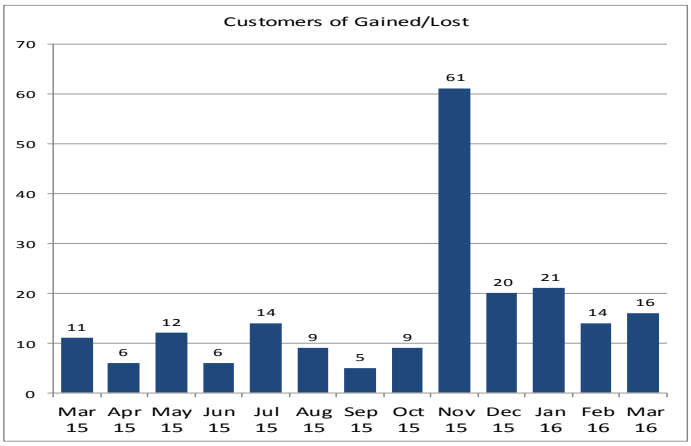
Task	MARCH 16	MARCH 15	CURRENT FY
Water Production - Daily Average	4,797,484	4,518,935	1,355,662,000
Average Field Response Time (goal is <30 minutes)	17.17	18.37	16.73
Water Mains Repaired	1	1	11
Water Service Lines Repaired	2	2	13
Wastewater Mains Repaired	1	0	5
Wastewater Service Lines Repaired	1	1	5
Sewer Lines Flushed - linear feet	55,636	92,559	481,407
Sewer Mains Videoed -linear feet	2	0	11,057
Total Fire Hydrants in Service	1,818	1,820	1,818
Total Water Meters in City Distribution System	14,414	14,185	14,414

ELECTRIC DEPARTMENT









Outages: 7 Customers: 353

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**
25.84	46.1	67.72

Controllable Outages *Annual goal is less than 40*		**Average Response Time** *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
4	18	44.28 Minutes	33.22 Minutes

PROGRAM UPDATES	MAR 16	MAR 15	FY16 YTD
Tree Trimming	361	307	2939
Number of Oil Releases	2	0	2
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	16	11	169

March 2016 Electric (EE Capitol 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: New owner of farm south of Morgan Branch | In discussion about possible relocation of some poles for irrigation | Received permit | ordered poles | Need to work on in off-season (planting) | Possibly do one section soon and the rest in Oct/Nov | Moving some dirt|
		Schedule: FY15 is for Design |FY16 budget is for construction
EE1509	West Dover Connector - State of DE	Progress: Poles are in| 1 phase is moved
		Schedule: In progress
EE1513	Town Pointe Distribution Feeders	Progress: Boring and dig-ins are done | Wires need to be pulled and equipment set
		Schedule: Project boring continues
EE1516	Chestnut Grove Subdivision	Progress: Phase I 75% complete | Pipe in, TX pads set, SEC pads set and PE10 | Working primary today 3-24-16
		Schedule: In progress
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: In progress
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 may need an additional permit |
		Schedule: Contracted work has begun
EE1618	Lakeland Distribution Feeder	Progress: Easement in process | Conduit is complete| Need to pull wire
		Schedule: In process
EE1635	McKee Road Warehouse (Edge well)	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 |
		Schedule: In progress

ELECTRIC DEPARMENT
continued

EE1637	**DOVER TOWN CTR FLEX SITE - Transformer**	**Progress: COMPLETE**
		Schedule: COMPLETE
EE1639	**Outback Steakhouse**	**Progress: COMPLETE**
		Schedule: COMPLETE
EE1640	**Round Barn Farm**	**Progress: Installing 480 volt service for new grain elevator | Waiting on customer |**
		Schedule: Preliminary Stages of design
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 Renovation**	**Progress: Station upgrade from 120/240 Volt to 208Y/120 volt | Design completed and waiting on public works |**
		Schedule: Waiting on customer
EE1645	**Dover Family Cosmetics**	**Progress: COMPLETE**
		Schedule: COMPLETE
EE1646	**Loockerman Retail**	**Progress: Met with electrician | Preliminary design complete | Pad is allocated |**
		Schedule: Waiting on customer
EE1647	**Ollies**	**Progress: Preliminary design complete | Permit received. Bored in pipe need to set TX and pull wire after hours |**
		Schedule: In progress
EE1648	**Blue Hen - UG**	**Progress: Met with customer and received updated drawings | Redesigning due to shifting building back ~10 feet | Waiting on payment |**
		Schedule: Starting within the next few weeks
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	**Eden Hill Build 5 - New Service**	**Progress: Preliminary design | In DAC**
		Schedule: Waiting on customer
EE1509	**West Dover Connector**	**Progress: Poles are in| 1 phase is moved**
		Schedule: In progress
EE1603	**Horsepond to DAFB, 69 Insulator Install**	**Progress: Received permit| Starting in April | 25% complete**
		Schedule: FY2016
EE1516	**Chestnut Grove**	**Progress: Phase I 75% complete | Pipe in, TX pads set, SEC pads set and PE10 | Working primary today 3-24-16**
		Schedule: In progress

ELECTRIC DEPARMENT
continued

EE1649	**K-Mart - New Service Burlington**	**Progress: Design complete | Primary fee mailed | Easement in process**
		Schedule: Waiting on customer
EE1627	**Dover East**	**Progress: Work to begin this fiscal year. Will review existing design for possible tie point for Clearview |**
		Schedule: FY2016
EE1500	**69kV Rebuild (Horsepond to Long Point) Cartanza**	**Progress: New owner of farm south of Morgan Branch | In discussion about possible relocation of some poles for irrigation | Received permit | ordered poles | Need to work on in off-season (planting) | Possibly do one section soon and the rest in Oct/Nov | Moving some dirt|**
		Schedule: FY15 is for Design |FY16 budget is for construction
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
EE1620	**Route 8 Taps**	**Progress: COMPLETE**
		Schedule: COMPLETE
EE1621	**Townsend Bros.**	**Progress: Boring is done | equipment is set | Need to pull primary wires after hours | Secondary's complete**
		Schedule: In progress
EE1617	**Oak Grove T.P.**	**Progress: Work to begin this fiscal year | Preliminary design completed |**
		Schedule: FY2016

PrimeCare Medical Transport, LLC.

P.O. Box 839
Milford, DE 19963
302-422-0900
Fax: 302-422-1082

City of Dover
RECEIVED
APR - 7 2016
CITY MANAGER/MAYOR

PrimeCare Medical Transport, LLC.

MARCH

Total 911 ambulance runs	683
Gone on arrival/cancel	89
Transport refusals	22
Stand-by scene	05
Average response time	51 sec.
Average time to the scene	06 min. 32 sec.
Average time on scene	09 min. 31 sec.
Average time to the hospital	06 min. 31 sec.
Average daily responses	22
Average daily transports	18
Total patients transported	552

City Planner's Monthly Report

Planning, Inspections & Recreation

FEBRUARY 2016

Planning, Inspections & Recreation Highlights



- **Angela Greenlee** joined the Inspections Staff as a new Office Assistant II on February 29, 2016.
- **President's Day Basketball Camp -** Looking to offer our young basketball fans an alternative for nothing to do on President's Day, we offered a President's Day Basketball Camp. Due to a last minute schedule change, we were able to find local basketball coaches to instruct the day long camp. The 20 youth that participated really enjoyed the camp. Staff will be looking into resources to offer similar offerings on future holidays, while keeping the price affordable.
- **John W Pitts Recreation Center -** Our February schedule was packed full of indoor activities for young and old alike. Our Monday's & Wednesday's were the place for youth and 50+ basketball, Tuesdays & Thursdays girls lacrosse took to the courts after mornings of Senior Softball. Our new Friday night Youth Indoor Soccer League was hit for the 3 - 7 year old crowd and their families. Saturday mornings basketballs were flying and then with a change over, indoor field hockey took center court Saturday evenings and Sundays. Stayed tuned, as more good things are yet to come!
- **Delaware Tech and Community College Men's Lacrosse -** Bad weather played havoc with the DTCC men's lacrosse practice, so in an effort to help out our local college athletes , the recreation center staff was able to adjust our indoor schedule to bring these young men in for an afternoon practice.
- **Indoor Field Hockey Leagues, *by the numbers*** - We hosted **578 league participants** making up **65 teams** for in total for the Middle School, High School, Adult Women, and Adult Co-Ed Indoor Leagues.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '16 Budget		FY '16 Actual	
Business License	$1,425,000	$	1,463,684	103%
Trailer License	$21,000	$	20,066	96%
Building Permits	$600,000	$	339,690	57%
Cert. of Occupancy	$6,500	$	5,865	90%
Public Occupancy	$9,700	$	17,561	181%
Lodging House	$14,100	$	13,141	93%
Plumbing/Heating/Air	$75,000	$	61,342	82%
Rental Inspection Fee	$350,000	$	360,079	103%
Miscellaneous	$15,000	$	13,334	89%
Fire Protection Fees	$62,000	$	52,287	84%
Code Enf. Fines	$25,000	$	33,700	
Vacant Building Reg.	$100,000	$	116,117	116%
Total P&I Revenue	**$2,703,300**	$	2,496,863	92%
Recreation	$149,800	$	96,008	64%

Looking Forward……

- Spring Cycling Events
- Dover Duathlon

PERSONNEL AND TRAINING

⇒ On February 10, 2016 Carolyn Courtney took a webinar "Look Good in the Inbox" to strengthen email advertising.

⇒ On February 17-18, 2016 Sherwanda Speaks and Wayne Voshell attended the 2016 DRPS Conference in Dewey Beach. A highlight program was the "Active Shooter and Work-place Violence" session, along with many other great sessions such as What's Really Needed in the Workplace, Sports Tourism, Recreation Event Emergency Preparedness and similar industry topics.

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 February 2016, Planning Staff was involved with review of 39 Permits and 17 Certificates of Occupancy permits. (2016 calendar year total of 116 Permits and CO's compared to 116 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 of "Non-conforming Uses" and prepare recommendations for an appeal process and to identify non-compliant uses.

Comprehensive Plan Amendments 2016

In accordance with the approved procedure for annual amendments to the Comprehensive Plan, the Planning Office received in December 2015 several requests to amend Map 12-1: Land Development Plan Map to revise the Land Use Classifications of specific properties. These requests include the following properties: Lands of Kesselring Company, LLC at 37.2 acres near New Burton Road (1436 New Burton Road); Lands of Braun at 834 South State Street; and the staff initiated request for the Lands of Dover International Speedway (Woodlands area) at 75 Pit Stop Lane and 599 Persimmon Tree Lane. The PLUS review of these Amendments was completed on January 27, 2016. At their February Meeting, the Planning Commission recommended approval of the three requests for revisions of the Land Use Classification. The Final Public Hearing and action by City Council is set for March 14, 2016. (MI-16-01A,B,C)

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). Several Temporary Certificates of Occupancy were issued in February for apartment units in the Village of McKee Branch.
- Construction is progressing 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 a number of tenant fit-outs and construction of the new multi-tenant commercial pad site building.

	FEB 16	TOTAL FOR 2016
New Home Permits Issued	1	5
Value of Commercial Projects	$529,250.00	$1,474,250.00
Downtown Incentives (Fees Waived)	$150.00	$1,845.00

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on February 16, 2016. The next Planning Commission meeting is scheduled for March 21, 2016. The following applications were considered:

- **MI-16-01 Comprehensive Plan Amendments 2016** - Recommended approval to City Council for MI-16-01 Comprehensive Plan Amendments 2016 Items A, B, C: Consideration of Amendment to Map 12-1: Land Development Plan Map.
- **Z-16-02 Lands of Kesselring Company, LLC near New Burton Road: Rezoning from R-20 to IPM–** Recommended approval to City Council for Z-16-02 Lands of Kesselring Company, LLC near New Burton Road: Rezoning from R-20 to IPM.
- **Z-16-03 Lands of Michael W. & Winifred M. Braun at 834 South State Street: Rezoning from R-8 to CPO -** Recommended approval to City Council for Z-16-03 Lands of Michael W. & Winifred M. Braun at 834 South State Street: Rezoning from R-8 to CPO.
- **C-16-01 The Gathering Place Large Family Day Care at Solid Rock Baptist Church at 113 North West Street -** Recommended approval for a Large Family Day Care at 113 North West Street within the existing church building.
- **C-16-02 Residential Treatment Facility on property of Healings Wings Christian Center, 1420 McKee Road -** Recommended conditional approval of application C-16-02 Residential Treatment Facility on property of Healing Wings Christian Center located at 1420 McKee Road. The location is within the westernmost building on the property and is subject to specific conditions.
- **S-16-01 Lighthouse Construction Inc. Enterprise Office Building at 285 Beiser Boulevard –** Recommended approval of S-16-01 Lighthouse Construction Inc. Enterprise Office Building at 285 Beiser Boulevard for construction of a new office building and to affirm that the proposed use as a medical office conforms to the Performance Standards Review of the *Zoning Ordinance*.
- **S-16-02 Capital Commons at 505 & 515 North DuPont Highway** - Recommended approval of S-16-02 Capital Commons at 505 & 515 North DuPont Highway for site improvements associated with the redevelopment of the existing retail building on the property and to include approval of the waivers for reduction in arterial street buffer, partial elimination of curbing, and opaque barrier alternative format.

Board of Adjustment

The Board of Adjustment met on February 17, 2016. The next regular scheduled meeting of the Board of Adjustment is scheduled for March 16, 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 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 February 18, 2016. The next Historic District Commission meeting is scheduled for March 17, 2016. At the meeting, there was a Presentation on Capitol Complex Lighting Upgrades (HI-16-01).

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 Street.

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 person.

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 homeowners rehab 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.

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 to one family who purchased affordable housing in the City of Dover and was able to assist in stabilizing our neighborhoods by purchasing a property that has been vacant for at least 90 days.

Code Enforcement Activity—FEBRUARY

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	2	6	100%	100%
No valid Building Permit	1	2	100%	100%
Tall grass and weeds	1	1	100%	100%
Unregistered vehicle	1	4	100%	25%
Abandoned vehicle	7	11	57%	64%
Annual Housing Inspection	14	10	71%	100%
Property Maintenance – Exterior	34	67	71%	73%
Electric Termination	14	23	100%	91%
Dover Code of Ordinances	20	125	60%	90%
Zoning	6	7	67%	71%
Total Cases	**100**	**273**		
Total # of Inspections For Month	**198**			

Dangerous Buildings, Vacant Buildings & Demolitions

- *45 S. New Street*—The owners completed all repairs.
- *59 S . Turnberry Drive*—The mortgage company made all required repairs.
- *325 N. New Street*—Property has been declared dangerous and was brought forward to City Council on December 9th to request the City have it demolished. Council declared the property dangerous and approved demolition by January 9, 2016. The asbestos survey has been completed and the asbestos removal and demolition of the home is scheduled for February.
- *1124 Forrest Avenue*—Property was brought forward to City Council on December 9th as a dangerous building. Council declared the property dangerous and ordered it demolished by January 9, 2016. The asbestos survey has been completed and the asbestos removal and demolition of the residential home is scheduled for February.
- *1128 Forrest Avenue*—Property was brought forward to City Council on December 9th as a dangerous building. Council declared the property dangerous and ordered it demolished by January 9, 2016. The asbestos survey has been completed and asbestos removal and demolition of the residential home is scheduled for February.
- *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 contractors 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.
- *53 S. New St*—A fired 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.
- *113 Davis Circle*—Property is condemned and a lien search has been requested.

- *Vacant Buildings*—During the month of February, fifteen (15) additional buildings were registered as vacant, and $625.00 in vacant building registration fees were collected.

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Current	July15-June16	FEB 2015	July14-June15
Inspections	**FEB 16**	**FYTD 16**	**FEB 15**	**FYTD 15**
Annual Fire/Life Safety Inspections	51	243	28	281
Fire/Code/DCO Complaints	24	266	26	379
Inspection Deficiencies from AFI	172	841	93	590
C/O & Acceptance Tests	11	121	5	91
Administrative Walk Thru	1	85	12	65
Plan Review	3	94	-	-
Accidental	$26,000	$237,000	$90,500	$115,200
Incendiary	$2,600	$7315	$ 0.00	$70,600
Undetermined	$0.00	$225950	$0.00	$15,900
PERMITTING AND LICENSING				
Permits Issued	**FEB 16**	**FYTD 16**	**FEB 15**	**FYTD 15**
Administrative Permit	2	24	0	14
Building Addition/Renovation Permits	15	233	16	275
Building Permits	5	68	6	119
Demolition Permits	6	45	3	32
Fence Permits	2	50	2	59
Fire Prevention Permits	9	98	7	60
Mechanical Permits	54	359	19	197
Plumbing Permits	62	354	13	181
Sign Permits	24	175	20	146
Swimming Pool Permits	0	2	0	6
Business Licenses	32	1204	39	927
Merchant Licenses	2	273	0	202
Contractor Licenses	27	841	19	563
Lodging House Licenses	19	56	4	50
Mobile Homes	3	270	5	290
Public Occupancy	96	385	63	351
Rental Dwelling	1085	3061	967	3138
BUILDING INSPECTIONS				
Inspections	**FEB 16**	**FYTD 16**	**FEB 15**	**FYTD 15**
Building	368	2676	157	2564
Plumbing/Mechanical	558	3090	202	2010
Certificate of Occupancy	15	114	13	111

Fire Marshal's Office—At a Glance

The Fire Marshal's Office investigated a total of ten (10) incidents in the month of February.

In addition to the incidents investigated, the Fire Marshal's Office had an extremely busy month with plan review related to both fire protection and Development Advisory Committee (DAC).

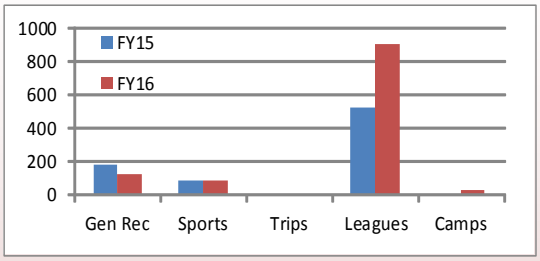


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

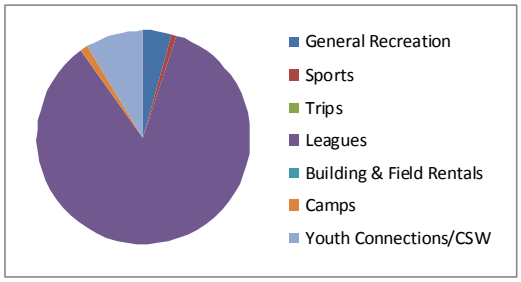
FEBRUARY FY 16 verses FEBRUARY FY 15

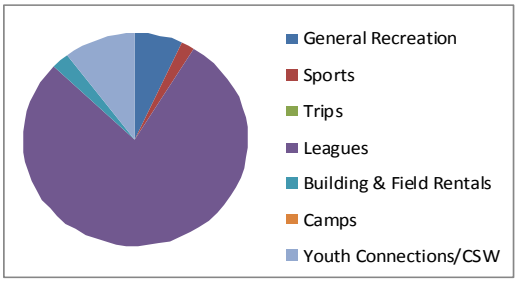




Category	FY15	FY16
General Recreation	177	117
Sports	85	85
Trips	0	0
Leagues	525	904
Camps	0	20

Revenue Breakdown: February 2016 verses February 2015

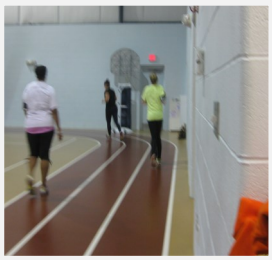




General Recreation	**$589.50**
Sports	**$105.00**
Trips	**0**
Leagues	**$12,032.25**
Building & Field Rentals	**0**
Camps	**$175.00**
Youth Connections/CSW	**$1,235.00**

General Recreation	**$986.00**
Sports	**$280.00**
Trips	**0**
Leagues	**$11,275.00**
Building & Field Rentals	**$350.00**
Camps	**0**
Youth Connections/CSW	**$1,495.00**













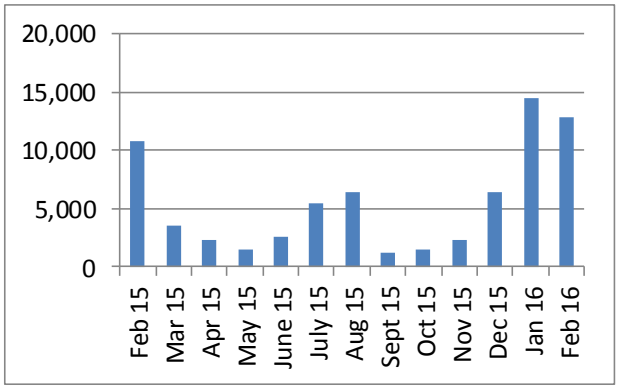




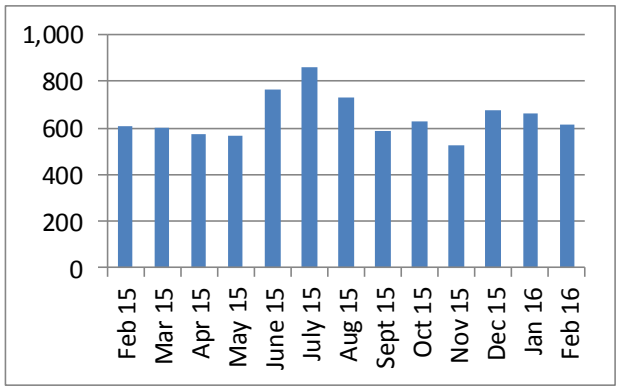


John W. Pitts Recreation Center – FEBRUARY 2016

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	FEB 16		FYTD 16		FEB 15		FYTD 15
Open Gym	239		2,846.25		290		3,215.5
Fitness Classes	35		274.5		72.5		433
Leagues	267.5		993.5		226		739
Camps	18		878		0		555
Sports Classes	28		111		29		145.5
Meetings & Rentals	29		172		50		224
Enrichment Classes	0		21		5.5		59
Total Facility Usage Hours	616.5		5,296.25		673		5,371

Daily Program Attendance**	FEB 16		FYTD 16		FEB 15		FYTD 15
Total	12,825		50,077		10,840		46,083
Open Gym	375		2,803		710		3,732
Fitness Classes	214		1,601		292		2,159
Leagues	11,360		41,107		9,055		29,885
Camps	20		1,106		0		1,141
Sports Classes	606		1,516		268		1,690
Meetings & Rentals	250		1,839		507		7,443
Enrichment Classes	0		105		8		33

Since our opening in late April 2008, we have had 436,604 guests at the John W. Pitts Recreation Center.

December Open Gym Registrations and Packages Sold

Packages Sold:	FEB	MTD	YTD	FYTD
Daily:	2	$6	80	$240
Individual Quarterly:	1	15	8	$120
Individual Annual:	0	$0	0	$0
Family Quarterly:	0	$0	0	$0
Family Annual:	0	$0	0	$0
Revenue:	**3**	**$21**	**88**	**$360**



City Planner's Monthly Report

Planning, Inspections & Recreation

MARCH 2016

Planning, Inspections & Recreation Highlights

- **Chili Cook Off at the John W Pitts Recreation Center -** Public Works Staff put their cooking skills to the test with a Chili Cook Off event. This fun and tummy filling event assisted in raising money for the Employee's Fund. Councilmen Hare and Hutchison and Mayor Christiansen were seen in the crowd.

- **Adult Co-Ed Volleyball -** The indoor spring season kicked off with ten teams.

- **Youth Co-Ed Soccer** - 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.

- **Schutte Park Multi-purpose Fields -** 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.

PROGRESS IN PICTURES



Five Below at Dover Town Center Suite 700

Petco at Dover Town Center Suite 300





Harmony Lane in the Village of McKee Branch

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '16 Budget		FY '16 Actual	
Business License	$1,425,000	$	1,466,030	103%
Trailer License	$21,000	$	20,088	96%
Building Permits	$600,000	$	363,019	61%
Cert. of Occupancy	$6,500	$	8,625	133%
Public Occupancy	$9,700	$	19,431	200%
Lodging House	$14,100	$	13,586	96%
Plumbing/Heating/Air	$75,000	$	67,631	90%
Rental Inspection Fee	$350,000	$	382,284	109%
Miscellaneous	$15,000	$	37,468	250%
Fire Protection Fees	$62,000	$	54,416	88%
Code Enf. Fines	$25,000	$	34,950	140%
Vacant Building Reg.	$100,000	$	141,567	142%
Total P&I Revenue	**$2,703,300**	$	2,609,094	97%
Recreation	$149,800	$	120,414	81%

Looking Forward

⇒ Bike to Work Day

⇒ Walk Friendly Community

⇒ Ride of Silence

⇒ DelDOT Fun Bike Ride

⇒ Spring Summer Concert

⇒ Route 13 Bikeway

PERSONNEL AND TRAINING

⇒ On March 9, 2016 Kristen Mullaney attended "The People Part: Hiring and Onboarding Fostering Accounting Training" in the multi-purpose room at the Dover Public Library.

⇒ On March11, 2016 Bill Cook and Eddie Diaz attended IPA Land-Use and Development Administration Training at the University of Delaware Paradee Center in Dover, Delaware.

⇒ On March 22, 2016 Maretta Savage-Purnell attended a Microsoft Publisher refresher course at the Dover Public Library.

⇒ During March 7-9, 2016 Jason Osika and Timothy Mullaney attended NFPA Installation of Sprinkler Systems Seminar in Baltimore, Maryland.

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 March 2016, Planning Staff was involved with review of 89 Permits and 20 Certificates of Occupancy permits. (2016 calendar year total of 225 Permits and CO's compared to 175 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" and prepare recommendations for an appeal process and to identify non-compliant uses.

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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 is also residential construction activity in Clearview Meadows, Nottingham Meadows, Village of Westover Phase VI, and Village of Cannon Mill.
- Construction is progressing 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 a number of tenant fit-outs and construction of the new multi-tenant commercial pad site building and restaurant site. In March, Certificates of Occupancy were issued for the tenant spaces of Five Below and Petco.

	MAR 16	TOTAL FOR 2016
New Home Permits Issued	7	12
Value of Commercial Projects	$906,550	$2,380,800
Downtown Incentives (Fees Waived)	$1,280	$1,845

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on March 21, 2016. The next Planning Commission meeting is scheduled for April 18, 2016. The following applications were considered:

- **S-14-08 Woodland Tree Clearing Plan of 560 Bay Road -** Commission moved to grant a one-year extension for the Site Plan Application. As a result of this extension, the plan approval for this project will expire on April 30, 2017.
- **C-13-11 Dover Christian Church at 1738 Forrest Avenue** — Commission recommended approval of the Revised Site Plan for a reduction in the size of the church and related parking areas with site improvement revisions.
- **S-16-04 Dover Behavioral Health Systems: Phase I, 4-Bedroom Addition at 725 Horsepond Road: Waiver Request –** Commission recommended approval of the Waiver Request to reduce the number of required parking spaces due to adequate parking on-site.
- **AX-16-01 Lands of Capitol Cleaners & Launderers, Inc. at 1102 South State Street -**Commission recommended in favor of the annexation with the proposed C-2A zoning.
- **C-16-03 Duplexes at W. Reed Street and South Kirkwood Street—**Commission granted conditional approval of the Conditional Use Site Development Plan and Minor Subdivision Plan for the proposed construction of six (6) duplexes at West Reed Street and South Kirkwood Street.
- **US-16-01 Delaware Technical Community College Comprehensive Sign Plan—**Commission granted conditional approval of the Unified Comprehensive Signage Plan for Delaware Technical Community College at 100 Campus Drive to establish placement locations for banners on the campus.
- **US-16-02 Winner Ford Comprehensive Sign Plan -** Commission granted conditional approval of the Unified Comprehensive Signage Plan for Winner Ford at 591 South DuPont Highway.
- **S-16-06 Grace Presbyterian Church Site Development Master Plan at 350 McKee Road** – Commission granted conditional approval of the Site Development Master Plan for Grace Presbyterian Church for six construction phases of building additions and a parking lot expansion
- **S-16-07 The Arbors Senior Garden Apartments at 1051 College Road—**Commission granted conditional approval of the Site Development Plan for The Arbors Senior Garden Apartments project for a 48-units apartment complex.
- **MI-16-02 Text Amendment: Keeping of Domestic Animals and Keeping of Chickens–** Commission voted 4-0 (four members absent, one member abstaining) to recommend in favor of the proposed Staff Substitute #1 for Ordinance #2016-01 and including the recommended Staff Amendment #1 pertaining to the prohibition of keeping roosters.

Board of Adjustment

The Board of Adjustment did not meet on March 16, 2016. The next regular scheduled meeting of the Board of Adjustment is scheduled for April 20, 2016.

Historic District Commission

The Historic District Commission did not meet on March 17, 2016. The next Historic District Commission meeting is scheduled for April 21, 2016.

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.

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.

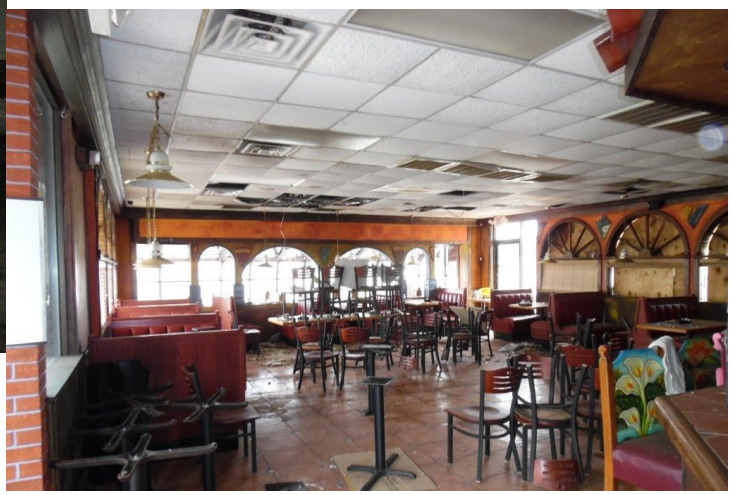
Code Enforcement Activity—MARCH

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	1	6	100%	100%
No valid Building Permit	5	7	75%	90%
Tall grass and weeds	1	1	100%	100%
Unregistered vehicle	1	4	100%	25%
Abandoned vehicle	3	14	33%	45%
Annual Housing Inspection	24	50	88%	82%
Property Maintenance – Exterior	33	100	67%	73%
Electric Termination	12	35	100%	94%
Dover Code of Ordinances	24	149	54%	84%
Zoning	5	13	60%	62%
Total Cases	**109**	**379**		
Total # of Inspections For Month	**275**			



235 S. New Street-Damaged by a vehicle

528 Bay Road—Interior damage



Dangerous Buildings, Vacant Buildings & Demolitions

- *325 N. New Street*—Property has been declared dangerous and was brought forward to City Council on December 9th to request the City have it demolished. Council declared the property dangerous and approved demolition by January 9, 2016. The asbestos survey has been completed and the asbestos removal and demolition of the home is scheduled. The demolition of the structure was completed in March.
- *1124 Forrest Avenue*—Property was brought forward to City Council on December 9th as a dangerous building. Council declared the property dangerous and ordered it demolished by January 9, 2016. The asbestos survey has been completed and the asbestos removal and demolition of the residential home was scheduled for February. The demolition has been postponed and is scheduled for mid-April of 2016.
- *1128 Forrest Avenue*—Property was brought forward to City Council on December 9th as a dangerous building. Council declared the property dangerous and ordered it demolished by January 9, 2016. The asbestos survey has been completed and the asbestos removal and demolition of the residential home was scheduled for February. The demolition has been postponed and is scheduled for mid-April of 2016.
- *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 March, thirteen (13) additional buildings were registered as vacant, and $16,000.00 in vacant building registration fees were collected.

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Current	July15-June16	March 2015	July14-June15
Inspections	**MAR 16**	**FYTD 16**	**MAR 15**	**FYTD 15**
Annual Fire/Life Safety Inspections	19	262	49	309
Fire/Code/DCO Complaints	25	291	37	405
Inspection Deficiencies from AFI	141	982	218	683
C/O & Acceptance Tests	14	135	14	96
Administrative Walk Thru	13	98	15	77
Plan Review		94	22	-
Accidental	$70,000	$307,000	$15,100	$100,100
Incendiary	$7,650	$14,965	$ 0.00	$70,600
Undetermined	$1,000	$226,950	$5450	$10,450
PERMITTING AND LICENSING				
Permits Issued	**MAR 16**	**FYTD 16**	**MAR 15**	**FYTD 15**
Administrative Permit	15	37	0	14
Building Addition/Renovation Permits	28	246	37	312
Building Permits	26	89	10	129
Demolition Permits	6	45	1	33
Fence Permits	13	61	3	62
Fire Prevention Permits	18	92	22	70
Mechanical Permits	18	323	22	219
Plumbing Permits	16	308	24	205
Sign Permits	24	175	30	176
Swimming Pool Permits	1	3	0	6
Business Licenses	28	1200	39	966
Merchant Licenses	6	277	2	204
Contractor Licenses	28	842	24	587
Lodging House Licenses	4	41	3	53
Mobile Homes	1	268	1	291
Public Occupancy	30	319	24	375
Rental Dwelling	151	2127	223	3361
BUILDING INSPECTIONS				
Inspections	**MAR 16**	**FYTD 16**	**MAR 15**	**FYTD 15**
Building	391	2699	294	2858
Plumbing/Mechanical	342	2874	259	2269
Certificate of Occupancy	20	119	14	125

Fire Marshal's Office—At a Glance

The Fire Marshal's Office investigated a total of ten (10) incidents in the month of March, to include a fire at 426 S. New Street in which a sprinkler activation prevented a large fire loss. The Office also had one (1) arrest in coordination with Dover Police Department.

In addition to the incidents investigated, the Fire Marshal's Office was busy with plan review, annual inspections, fire complaints, and acceptance tests.

Two employees also attended NFPA 13 training.

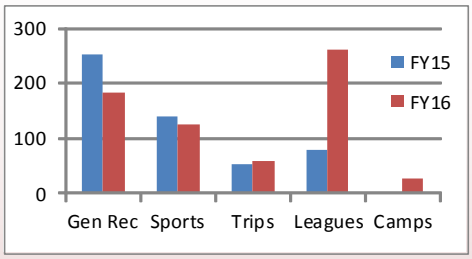


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

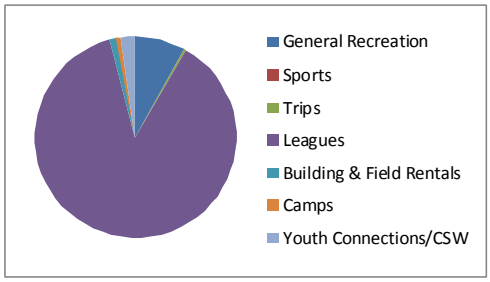
MARCH FY 16 verses MARCH FY 15

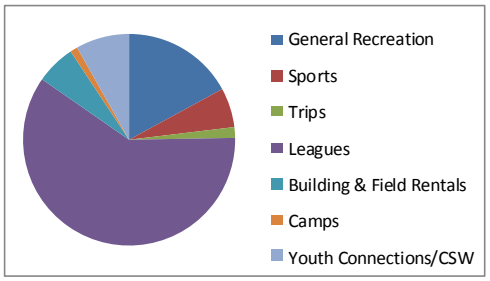




Category	FY15	FY16
General Recreation	253	181
Sports	139	123
Trips	51	57
Leagues	79	262
Camps	0	25

Revenue Breakdown: March 2016 verses March 2015





General Recreation	**$2,872.00**
Sports	**$75.00**
Trips	**$60.00**
Leagues	**$31,728.00**
Building & Field Rentals	**$400.00**
Camps	**$255.00**
Youth Connections/CSW	**$835.50**

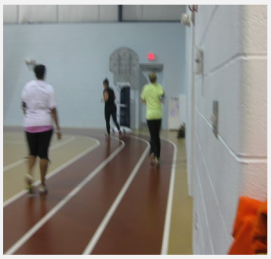
General Recreation	**$2,404.00**
Sports	**$850.00**
Trips	**$230.00**
Leagues	**$8,450.00**
Building & Field Rentals	**$850.00**
Camps	**$160.00**
Youth Connections/CSW	**$1,150.00**













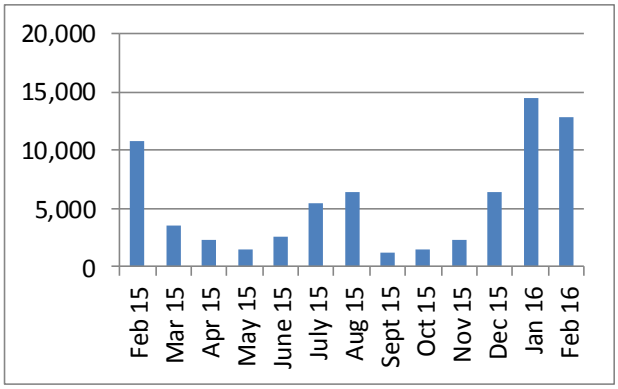




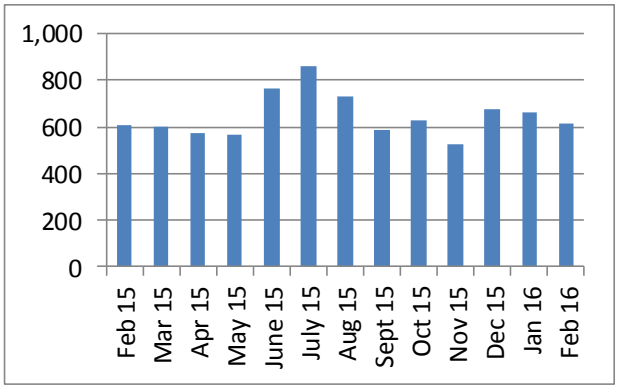


John W. Pitts Recreation Center – MARCH 2016

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	MAR 16		FYTD 16		MAR 15		FYTD 15
Open Gym	343		3,189.25		457		3,491
Fitness Classes	34		308.5		41.5		360.5
Leagues	77		1070.5		52.5		796.5
Camps	96		974		0		796.5
Sports Classes	24		135		53.5		222.5
Meetings & Rentals	26		198		20		312
Enrichment Classes	2		23		2		12
Total Facility Usage Hours	660		5,898.25		626.5		5,926

Daily Program Attendance**	MAR 16		FYTD 16		MAR 15		FYTD 15
Total	2,859		52,936		3,505		49,588
Open Gym	483		3,286		902		4,634
Fitness Classes	204		1,805		238		2,397
Leagues	1,505		42,612		1,543		31,428
Camps	100		1,206		0		1,141
Sports Classes	387		1,903		433		2,123
Meetings & Rentals	170		2,009		477		7,820
Enrichment Classes	10		115		12		45

Since our opening in late April 2008, we have had 439,463 guests at the John W. Pitts Recreation Center.

March Open Gym Registrations and Packages Sold

Packages Sold:	MAR	MTD	YTD	FYTD
Daily:	12	$36	102	$276
Individual Quarterly:	0	0	8	$120
Individual Annual:	0	$0	0	$0
Family Quarterly:	0	$0	0	$0
Family Annual:	0	$0	0	$0
Revenue:	**12**	**$36**	**110**	**$396**

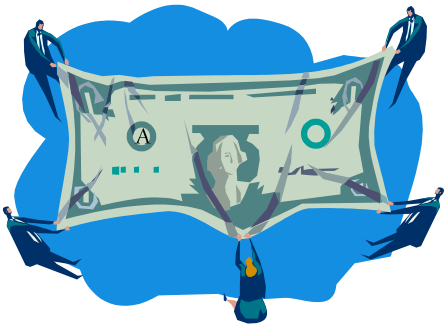


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
MARCH 2016 - MONTHLY BUDGET REPORTS















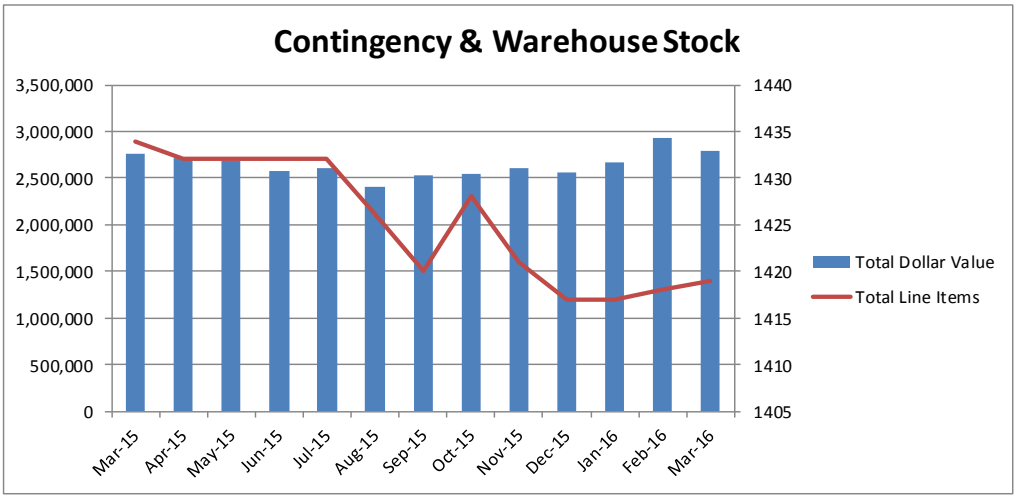
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER
ACTIVITY REPORTS
MARCH 2016

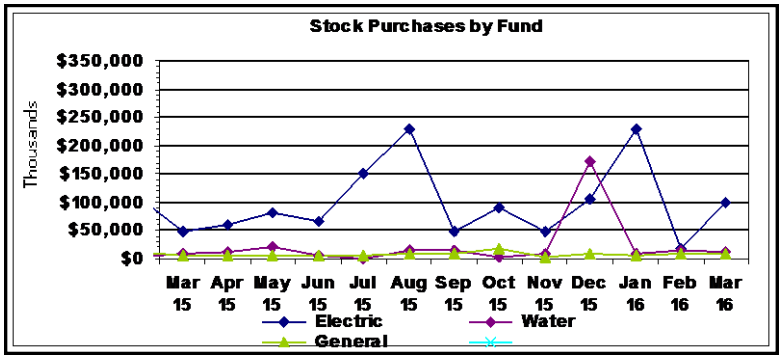
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY15 YTD			FY16 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	5,272			5,328		
Total Amount of All Deposits	$ 103,686,745			$100,047,756		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**632,581**	**100.0%**	**$ 15,052,755**	**654,772**	**100.0%**	**$ 15,898,488**
Wages and Hours Worked						
Regular	516,737	81.7%	$ 11,472,110	535,809	81.8%	$ 12,063,255
All over time	25,621	4.1%	$ 1,038,984	26,563	4.1%	$ 1,146,483
Other Paid or Unpaid Wages and Hours						
Vacation	33,959	5.4%	$ 902,903	32,623	5.0%	$ 907,567
Sick	14,654	2.3%	$ 374,701	11,743	1.8%	$ 294,265
Terminal Leave - Retiree Vacation/Sick Payout	16,523	2.6%	$ 517,695	16,740	2.6%	$ 549,321
Comp Time	6,351	1.0%	$ 181,739	5,601	0.9%	$ 168,799
Personal	1,367	0.2%	$ 41,209	1,543	0.2%	$ 48,060
Leave Without Pay	2,757	0.4%	$ -	2,307	0.4%	$ -
Other (description below)	14,623	2.3%	$ 523,414	21,845	3.3%	$ 725,668
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.						
Other Activity						
Number of Pay Periods	19			19		
Number of Payroll Checks & Direct Deposits Issued	6,998			7,360		
Number of Pension Checks Issued	2,281			2,284		
Total Pension Benefits Paid - Defined Benefit Plan	$ 3,906,900			$ 3,918,677		
ACCOUNTS PAYABLE						
Number of Check Vouchers	4,291			4,634		
Number of EFT Vouchers	1,782			1,903		
Vouchers Dollar Amount Disbursed	$ 61,572,689			$ 56,907,030		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,795,023.47 Line Items: 1,419



Fuel Use		
Unleaded:	10,565.2	gallons
Diesel:	5,972.3	gallons
Total Cost:	$ 20,689.15	

City of Dover
Finance Department
Monthly Report - March 2016
General Fund Summary

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ 3,977,500	$ 4,820,400	$ 4,820,414	$ (14)	100.0%
Revenues					
Court of Chancery Fees	1,065,100	1,065,100	811,020	254,080	76.1%
Police Extra Duty, Fines & Revenue	1,235,300	1,257,300	744,375	512,925	59.2%
Franchise Fees	672,300	672,300	338,850	333,450	50.4%
Grants	623,500	623,500	212,333	411,167	34.1%
Intrafund Services	5,231,200	5,265,300	3,631,895	1,633,405	69.0%
Library & Recreation Revenues	671,000	671,000	410,960	260,040	61.2%
Licenses & Permits	2,861,300	2,895,300	2,798,255	97,045	96.6%
Property Taxes (Includes BID Revenue) (1)	12,894,200	12,894,200	12,798,268	95,932	99.3%
Miscellaneous Revenues	57,700	127,900	194,979	(67,079)	152.4%
Sanitation Revenues	2,580,000	2,580,000	1,900,277	679,723	73.7%
Garrison Farm Rent Revenue	93,700	93,700	78,301	15,399	83.6%
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	450,000	331,252	118,748	73.6%
Transfer Taxes	1,340,000	1,986,100	1,899,870	86,230	95.7%
Verizon & Other Reserves	63,200	63,200	50,000	13,200	79.1%
Police Grants/Extra Duty	74,400	74,400	72,071	2,329	96.9%
Water/Wastewater Fund	850,000	850,000	637,501	212,499	75.0%
Electric Fund	10,000,000	10,000,000	10,000,000	-	100.0%
Total Revenues	41,327,100	42,242,400	37,415,141	4,827,259	88.6%
Total Beginning Balance & Revenues	**$ 45,304,600**	**$ 47,062,800**	**$ 42,235,555**	**$ 4,827,245**	89.7%
Expenditures					
City Clerk & Council	$ 501,500	$ 505,900	$ 334,570	$ 171,330	66.1%
Mayor, City Manager & Human Resources	1,210,300	1,223,600	961,118	262,482	78.5%
Police & Police Extra Duty	15,761,400	16,489,200	11,576,047	4,913,153	70.2%
Public Services	4,669,500	4,706,500	3,117,668	1,588,832	66.2%
Engineering	181,400	181,400	98,404	82,996	54.2%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	2,036,200	2,053,200	1,431,648	621,552	69.7%
Planning, Inspections, Life Safety, Code Enf., & Economic Dev.	2,338,300	2,411,800	1,632,505	779,295	67.7%
Finance, Info Tech & Customer Services	2,803,400	2,839,000	1,927,647	911,353	67.9%
Library & Recreation	2,239,500	2,251,700	1,507,282	744,418	66.9%
Fire Department	745,400	745,400	516,191	229,209	69.3%
Assessor	234,800	239,000	171,160	67,840	71.6%
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	172,900	-	172,900	0.0%
Bank & CC Fees	15,000	10,600	6,271	4,329	59.2%
Insurance	690,000	690,000	513,463	176,537	74.4%
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	600,636	197,064	75.3%
Debt Service	660,800	669,400	561,978	107,422	84.0%
Transfers Out					
Capital Asset Reserve	-	229,600	-	229,600	0.0%
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%
Uncollectibles: Trash & Other	50,000	50,000	50,000	-	100.0%
Total Expenditures	41,201,300	42,626,200	29,114,700	13,511,500	68.3%
Budget Balance -Working Capital	4,103,300	4,436,600	-	4,436,600	0.0%
Total Budget Balance & Expenditures	**$ 45,304,600**	**$ 47,062,800**	**$ 29,114,700**	**$ 17,948,100**	61.9%
Reserve Balances					
Contingency	$ 720,300	$ 721,400	$ 730,219		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 3/31/16 is $260,881 as compared to $286,254 in March 2015.

City of Dover
Finance Department
Monthly Report - March 2016
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	75% 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	5,676,000	4,088,160	1,587,840	72.0%
Wastewater Fees	3,728,000	3,944,000	2,854,919	1,089,081	72.4%
Wastewater Treatment Services	3,026,500	3,108,000	2,242,002	865,998	72.1%
Groundwater Inflow Adjustment	1,864,300	1,988,600	1,434,436	554,164	72.1%
Water Tank Space Leases	341,900	341,900	225,591	116,309	66.0%
Miscellaneous Service Fee	67,000	67,000	61,826	5,174	92.3%
Impact Fees - Water	250,000	250,000	164,530	85,470	65.8%
Impact Fees - Wastewater	250,000	250,000	144,816	105,184	57.9%
Total Revenues	15,727,700	15,625,500	11,216,280	4,409,220	71.8%
Total Beginning Balance & Revenues	**$ 16,882,700**	**$ 16,905,300**	**$ 12,496,089**	**$ 4,409,211**	73.9%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 517,500	$ 521,500	$ 345,433	$ 176,067	66.2%
Water Department	673,300	678,100	455,280	222,820	67.1%
Water Treatment Plant	1,910,000	1,918,100	1,161,416	756,684	60.6%
Wastewater Department	968,600	968,600	562,185	406,415	58.0%
Kent County Treatment Charge	4,130,000	4,130,000	2,967,961	1,162,039	71.9%
Intrafund Service Fees	1,492,700	1,501,800	1,010,710	491,090	67.3%
Retiree's Health Care	178,600	60,200	60,200	-	100.0%
Debt Service	1,132,100	1,132,400	801,693	330,707	70.8%
Other Employment Expenses	20,000	3,100	-	3,100	0.0%
Bank & CC Fees	46,200	46,200	17,314	28,886	37.5%
Transfers Out					
General Fund	850,000	850,000	637,501	212,499	75.0%
Contingency Reserve	32,000	32,000	-	32,000	0.0%
Appropriation to Pension Fund	-	248,400	-	248,400	0.0%
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	15,390,400	10,494,693	4,895,707	68.2%
Budget Balances					
Budget Balance - Work. Cap Water	1,048,600	684,000	-	684,000	0.0%
Budget Balance - Work. Cap WW	583,100	830,900	-	830,900	0.0%
Total Budget Balances	1,631,700	1,514,900	-	1,514,900	0.0%
Total Budget Balances & Expenses	**$ 16,882,700**	**$ 16,905,300**	**$ 10,494,693**	**$ 6,410,607**	62.1%
Reserve Balances					
Contingency-Water	$ 137,700	$ 138,300	$ 106,632		
Contingency-Wastewater	$ 191,100	$ 191,300	$ 192,819		
Impact Fee Reserve - Water	$ 202,000	$ 429,000	$ 433,391		
Impact Fee Reserve - Sewer	$ 1,309,500	$ 1,588,800	$ 1,766,567		
Bond Coverage Ratio (Covenant 1.20)	4.30	4.30	4.83		

City of Dover
Finance Department
Monthly Report - March 2016
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ 6,177,600	$ 8,337,500	$ 8,337,466	$ 34	100.0%
Revenues					
Direct Sales to Customers	78,279,200	78,279,200	60,438,025	17,841,175	77.2%
Utility Tax	1,281,100	1,281,100	1,005,453	275,647	78.5%
Weyandt Hall Rents	202,600	202,600	140,948	61,652	69.6%
Miscellaneous Revenues	725,200	725,200	788,990	(63,790)	108.8%
Interest Earnings	47,900	47,900	31,323	16,577	65.4%
Transfer from Rate Stabilization	3,000,000	3,000,000	750,000	2,250,000	25.0%
Total Revenues	83,536,000	83,536,000	63,154,739	20,381,261	75.6%
Total Beginning Balance & Revenues	**$ 89,713,600**	**$ 91,873,500**	**$ 71,492,205**	**$ 20,381,295**	77.8%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 23,402,600	$ 23,402,600	$ 18,136,815	$ 5,265,785	77.5%
Power Supply Management	996,000	996,000	747,000	249,000	75.0%
Capacity Charges	10,225,100	10,225,100	7,942,066	2,283,034	77.7%
Dover Sun Park Energy	2,313,900	2,313,900	1,312,921	1,000,979	56.7%
Renewal Energy Credits (Incl. Solar)	1,036,800	1,036,800	227,164	809,636	21.9%
RGGI	175,000	175,000	66,080	108,920	37.8%
PJM Charges - Energy	7,966,100	7,966,100	3,058,630	4,907,470	38.4%
PJM Charges - Transmission & Fees	7,932,500	7,932,500	4,162,714	3,769,786	52.5%
Total Power Supply	54,048,000	54,048,000	35,653,390	18,394,610	66.0%
Plant Operations	6,434,600	6,382,900	4,315,570	2,067,330	67.6%
Generation Fuels	1,167,300	1,167,300	1,187,208	(19,908)	101.7%
Capacity Credits	(10,472,100)	(10,472,100)	(7,439,910)	(3,032,190)	71.0%
PJM Spot Market Energy	(1,708,300)	(1,708,300)	(977,692)	(730,608)	57.2%
PJM Credits	(360,000)	(360,000)	(489,253)	129,253	135.9%
Total Generation	(4,938,500)	(4,990,200)	(3,404,077)	(1,586,123)	68.2%
Total Power Supply & Generation	49,109,500	49,057,800	32,249,313	16,808,487	65.7%
Electric Operating Divisions:					
Transmission/Distribution	4,068,600	3,630,300	2,383,234	1,247,066	65.6%
Electrical Engineering	1,335,800	1,249,300	771,531	477,769	61.8%
Administration	839,300	866,800	491,985	374,815	56.8%
Meter Reading	360,500	327,200	249,092	78,108	76.1%
Systems Operations	679,800	612,700	424,758	187,942	69.3%
Intrafund Services	3,738,500	3,763,500	2,621,185	1,142,315	69.6%
Utility Tax	1,281,100	1,281,100	1,005,453	275,647	78.5%
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	13,860	6,640	67.6%
Green Energy Payment to DEMEC	128,000	128,000	97,521	30,479	76.2%
Accounts Receivable Write-Offs	200,000	200,000	200,000	-	100.0%
Other Employee Expenses	72,000	40,300	-	40,300	0.0%
Bank & CC Fees	242,300	259,300	192,700	66,600	74.3%
Debt Service	3,402,000	1,617,700	1,232,472	385,228	76.2%
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	0.0%
Transfer to Insurance Reserve	10,000	10,000	-	10,000	0.0%
Transfer to Contingency Reserve	13,000	13,000	-	13,000	0.0%
Total Expenses	80,568,700	77,030,000	54,615,804	22,414,196	70.9%
Budget Balance - Work. Capital	9,144,900	14,843,500	-	14,843,500	0.0%
Total Budget Balance & Expenses	**$ 89,713,600**	**$ 91,873,500**	**$ 54,615,804**	**$ 37,257,696**	59.4%
Reserve Balances					
Contingency Reserve	$ 844,600	$ 842,000	$ 833,967		
Insurance Reserve	$ 758,700	$ 756,200	$ 750,806		
Rate Stabilization Reserve	$ 4,602,600	$ 4,957,500	$ 6,849,016		
Bond Coverage Ratio (Covenant 1.25)	2.62	6.85	4.71		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,390	712,390	543,433		76.3%
Sales per MWh	$ 109.88	$ 109.88	$ 111.22		101.2%
Purchased/Generated MWh	741,522	741,522	563,173		75.9%
All In MWh Supply & Generation	$ 66.23	$ 66.23	$ 57.26		86.5%

City of Dover
Finance Department
Monthly Report - March 2016
General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance - Projects	$ 154,800	$ 2,926,700	$ 2,926,738	$ (38)	100.0%
Revenues					
State Grant - Other	-	80,500	57,515	22,985	71.4%
Interest Earnings	5,000	5,000	3,492	1,508	69.8%
Income from Sale of Assets	20,300	51,900	105,708	(53,808)	203.7%
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	2,837,500	2,210,445	627,055	77.9%
Total Beginning Balance & Revenue	**$ 2,805,500**	**$ 5,764,200**	**$ 5,137,183**	**$ 627,017**	89.1%
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	56,363	(663)	101.2%
Police	262,100	302,700	237,364	65,336	78.4%
Streets	1,428,500	3,735,000	1,791,703	1,943,297	48.0%
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%
Total Expenditures	2,650,700	5,356,500	2,568,070	2,788,430	47.9%
Budget Balance - Projects	154,800	407,700	-	407,700	0.0%
Total Budget Balance & Expenditures	**$ 2,805,500**	**$ 5,764,200**	**$ 2,568,070**	**$ 3,196,130**	44.6%
Reserve Balances					
Capital Asset Replacement Reserve	$ 916,500	$ 1,147,200	$ 927,664		
Parkland/Recreation	$ 296,700	$ 321,800	$ 325,199		

City of Dover
Finance Department
Monthly Report - March 2016
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	75% 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	14,532	5,768	71.6%
Miscellaneous Receipts	-	61,400	70,247	(8,847)	114.4%
Interest Earnings	25,000	69,900	95,272	(25,372)	136.3%
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	2,665,897	950,703	73.7%
Total Beginning Balance & Revenues	**$ 5,351,100**	**$ 13,158,600**	**$ 12,207,929**	**$ 950,671**	92.8%
Expenses					
Water	$ 2,028,600	$ 5,442,600	$ 1,363,602	$ 4,078,998	25.1%
Wastewater	1,822,100	5,299,100	1,710,169	3,588,931	32.3%
Water Treatment Plant	-	284,400	132,523	151,877	46.6%
Total Expenses	3,850,700	11,026,100	3,206,294	7,819,806	29.1%
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**	**$ 3,206,294**	**$ 9,952,306**	24.4%
Reserve Balances					
Capital Asset Replacement - Water	$ 518,500	$ 514,600	$ 517,690		
Capital Asset Replacement - Wastewater	$ 515,200	$ 513,400	$ 516,505		

City of Dover
Finance Department
Monthly Report - March 2016
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ 3,623,600	$ 7,095,300	$ 7,095,270	$ 30	100.0%
Revenues					
Interest Earnings	26,700	57,900	71,843	(13,943)	124.1%
Transfer from 2010 Bond Reserve	-	2,108,000	2,108,003	(3)	100.0%
Transfer from Electric Revenue Fund	3,500,000	3,500,000	2,625,000	875,000	75.0%
Income from Sale of Assets	-	-	4,379	(4,379)	0.0%
General Service Billing	1,900,000	1,900,000	281,205	1,618,795	14.8%
Total Revenues	5,426,700	7,565,900	5,090,430	2,475,470	67.3%
Total Beginning Balance & Revenues	**$ 9,050,300**	**$ 14,661,200**	**$ 12,185,700**	**$ 2,475,500**	83.1%
Expenses					
Electric Generation	$ 1,655,000	$ 2,299,800	$ 645,303	$ 1,654,497	28.1%
Transmission/Distribution	2,887,600	3,602,900	707,316	2,895,584	19.6%
Electrical Engineering	1,724,300	3,401,700	1,388,554	2,013,146	40.8%
Meter Reading	-	23,000	-	23,000	0.0%
Total Expenses	6,266,900	9,327,400	2,741,173	6,586,227	29.4%
Budget Balance Bond - Work. Capital	2,783,400	5,333,800	-	5,333,800	0.0%
Total Budget Balance & Expenses	**$ 9,050,300**	**$ 14,661,200**	**$ 2,741,173**	**$ 11,920,027**	18.7%
Reserve Balances					
Depreciation Reserve	$ 10,066,400	$ 10,033,800	$ 10,094,531		
Future Capacity Reserve	$ 10,218,000	$ 10,185,000	$ 10,246,616		

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	$ 1,516,473	$ 797,388
Dover Sun Park - REC's	363,381	205,330	158,051
Total Power Supply Cost	2,677,242	1,721,804	955,438
Non-Solar Power Supply Cost	(1,007,125)	(713,619)	(293,505)
Incremental Energy Cost	$ 1,670,117	$ 1,008,184	$ 661,933
Revenues			
Customer Sales - Electricity	(93,900)	(70,564)	(23,336)
Rent Receipts	(93,700)	(45,911)	(47,789)
Total Revenues	(187,600)	(116,475)	(71,125)
Incremental Sun Park Cost	$ 1,482,517	$ 891,709	$ 590,808
MWh Purchased/Generated - Solar	18,159.000	11,710.752	
MWh $ Solar Energy	$ 127.42	$ 129.49	
Solar REC's MWh		1,528.000	
MWh $ Solar REC (one month lag)*		134.38	

City of Dover
Finance Department
Monthly Report - March 2016
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ 144,000	$ 57,800	$ 57,798	$ 2	100.0%
Revenues					
Grants Revenue	500,000	716,200	237,573	478,627	33.2%
Interest Earned	500	500	128	372	25.6%
Total Revenues	500,500	716,700	237,701	478,999	33.2%
Total Beginning Balance & Revenues	**$ 644,500**	**$ 774,500**	**$ 295,499**	**$ 479,001**	38.2%
Expenses					
Program Expenses - Del Dot	$ 644,000	$ 682,400	$ 359,411	$ 322,989	52.7%
Total Expenses	644,000	682,400	359,411	322,989	52.7%
Budget Balance - Working Capital	500	92,100	-	92,100	0.0%
Total Budget Balances & Expenses	**$ 644,500**	**$ 774,500**	**$ 359,411**	**$ 415,089**	46.4%

City of Dover
Finance Department
Monthly Report - March 2016
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ 125,000	$ 154,900	$ 154,944	$ (44)	100.0%
Revenues					
State & Federal Grants Received	527,300	527,300	800,561	(273,261)	151.8%
Interest Earnings	-	-	1,217	(1,217)	0.0%
Total Revenues	527,300	527,300	801,778	(274,478)	152.1%
Total Beginning Balance & Revenues	**$ 652,300**	**$ 682,200**	**$ 956,722**	**$ (274,522)**	140.2%
Expenses					
Cadet Program	$ 80,300	$ 80,300	$ 54,977	$ 25,323	68.5%
Equipment & Program Supplies	410,600	379,600	126,149	253,451	33.2%
Technology Equipment	20,000	20,000	2,825	17,175	14.1%
Telephone/Fax	15,000	15,000	14,348	652	95.7%
Training/Conference/Food/Travel	17,000	45,000	55,894	(10,894)	124.2%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Contractual services	-	3,000	1,114	1,886	37.1%
Operating Transfers - Out	74,400	74,400	72,071	2,329	96.9%
Total Expenses	618,300	618,300	327,378	290,922	52.9%
Budget Balance - Working Capital (Unaudited)	34,000	63,900	-	63,900	0.0%
Total Budget Balances & Expenses	**$ 652,300**	**$ 682,200**	**$ 327,378**	**$ 354,822**	48.0%

City of Dover
Finance Department
Monthly Report - March 2016
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	75% 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	$ 14,928	$ 12,572	54.3%
Program Expenses/Supplies-Federal Grants	2,500	2,500	905	1,595	36.2%
Office Supplies	24,000	30,800	17,967	12,833	58.3%
Printing/Duplicating	13,200	12,500	7,723	4,777	61.8%
Postage	100	100	27	73	27.0%
Books	129,200	133,300	58,168	75,132	43.6%
Furniture	3,100	7,000	6,432	568	91.9%
Audio Visual Supplies	75,100	77,200	44,622	32,578	57.8%
Training/Conference/Food/Travel	2,000	8,800	1,240	7,560	14.1%
Contractual Services	900	-	-	-	0.0%
Office Equipment/Repairs & Maintenance	6,000	6,300	4,719	1,581	74.9%
Other Equipment - Lease	1,200	2,000	1,393	607	69.7%
Total Expenses	281,400	308,000	158,124	149,876	51.3%
Budget Balance - Working Capital	17,300	30,600	-	30,600	0.0%
Total Budget Balances & Expenses	**$ 298,700**	**$ 338,600**	**$ 158,124**	**$ 180,476**	46.7%

City of Dover
Finance Department
Monthly Report - March 2016
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ 41,000	$ 98,200	$ 98,181	$ 19	100.0%
Revenues					
Grants Received	55,700	28,000	21,023	6,977	75.1%
Recreation Revenue	33,000	33,000	21,362	11,638	64.7%
Total Revenues	88,700	61,000	42,385	18,615	69.5%
Total Beginning Balance & Revenues	**$ 129,700**	**$ 159,200**	**$ 140,566**	**$ 18,634**	88.3%
Expenses					
Temporary Help/Benefits	$ 60,200	$ 60,200	$ 40,587	$ 19,613	67.4%
Program Expenses/Supplies	55,700	55,700	22,295	33,405	40.0%
Total Expenses	115,900	115,900	62,882	53,018	54.3%
Budget Balance - Working Capital	13,800	43,300	-	43,300	0.0%
Total Budget Balances & Expenses	**$ 129,700**	**$ 159,200**	**$ 62,882**	**$ 96,318**	39.5%

City of Dover
Finance Department
Monthly Report - March 2016
CDBG Fund

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ 2,100	$ 2,100	$ 87,290	$ (85,190)	4156.7%
Revenues					
Grants Received	265,400	272,800	139,567	133,233	51.2%
Interest Earnings	-	-	129	(129)	0.0%
Total Revenues	265,400	272,800	139,696	133,104	51.2%
Total Beginning Balance & Revenues	**$ 267,500**	**$ 274,900**	**$ 226,986**	**$ 47,914**	82.6%
Expenses					
Closing Cost/Down Payment Program	$ 60,000	$ 60,900	$ 40,000	$ 20,900	65.7%
Connection Community Supply Program	7,400	7,400	4,585	2,815	62.0%
Dover Interfaith Ministry	27,000	27,000	16,346	10,654	60.5%
MHDC Emergency Home Repair	35,300	35,300	12,989	22,311	36.8%
MHDC Homeowner Rehab	52,900	52,900	17,281	35,619	32.7%
Elizabeth W Murphy School	-	-	-	-	0.0%
Habitat For Humanity	40,000	40,000	24,819	15,181	62.0%
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	26,115	9,885	72.5%
NSP Expense	-	-	60,000	(60,000)	0.0%
Total Expenses	265,400	272,800	214,357	58,443	78.6%
Budget Balance - Working Capital	2,100	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 267,500**	**$ 274,900**	**$ 214,357**	**$ 60,543**	78.0%

Monthly Report

March 2016

Economic Development Office

2016_03 Economic Development

- Met with Tina Bradbury regarding Capital City Farmer's Market
- Discussed incentive package with DDR (Kmart owners) and forwarded application to Steve Hutchinson
- Attended DDP Parking Committee meeting
- Attended meeting with Lighthouse Construction to discuss Loockerman Way Plaza plans
- Provided Alan Perry with Buff Bruno's contact information at Edgewell
- Attended Greater Kent Committee Luncheon
- Met with Mayor Christiansen regarding prospect for land purchase at Garrison Oak Technology Park
- Discussed expansion plans with Scott McNery from Proctor & Gamble
- Provided Dave Sweeney from Advantech contact information regarding Aqus
- Attended Kent County is Open for Business
- Conference call with Kevin Barrett to discuss potential businesses for the downtown
- Conference call with Greg Tsarsi from Realto Mortgage Company regarding Pet Smart location
- Follow up with Whiting-Turner re E-Z Pass Building walkway problems
- Conference call with potential data center investors
- Reviewed and approved incentive package for Kmart
- Met with Mayor Christiansen to discuss vacant buildings in the downtown
- Met with Charlie Rodriguez regarding brewery in the Acme site
- Attended Community Garden meeting
- Attended Chamber of Commerce Board meeting
- Met with La Mar Gunn to discuss incentives for new building
- Conference call with Adam Goodman to discuss purchase of Playtex Plant 1
- Gave an interview with WBOC
- Attended Merchants Committee meeting
- Met with Mayor Christiansen and representatives from First State Heritage Park to discuss Jazz Celebration
- Teleconference with Jason Vandenberg from Dover Air Force Base to discuss "Complex Community Partnership Initiatives"
- Attended P4 meeting at Dover Air Force Base
- Attended Promotions Committee meeting
- Met with Cloud Geeks to discuss their contract
- Met with City Manager, Mayor and Senator Coons to discuss highlights of what is going on in Dover

- Provided telephone interview to Dover Post
- Reviewed DDP 990 and provided to PNC Bank
- Met with George Chambers to discuss Solar Unlimited
- Master of Ceremonies for the St Patrick's Day Parade
- Conference call with Kirk Betts to discuss data center usage of electricity
- Met with Mike Berardi, Senior VP, Wohlsen Construction
- Hosted Plant Managers meeting at Schwartz Center and provided overview of Downtown Development District incentives
- Met with representatives from Dover Air Force Base and Assistant City Manager to discuss renewable energy alternatives for DAFB
- Reviewed Economic Development budget with City Manager and Finance Director
- Attended Food Innovation District meeting
- Attended Restoring Central Dover work group chairs meeting
- Reviewed EA invoices for Chesapeake Supply site
- Provided Joe Petrosky loan payoff information for G&J Holdings
- Provided incentive package information for Call Center
- Provided Call Center contact information at Delaware Economic Development Office
- Discussed incentive package information with Joe Zilcosky and Rose Urban regarding former Air Base Carpet location
- Reviewed Brewery proposal for Acme site
- Attended Dover Air Force Base Honorary Commander meeting
- Attended Department Head LEAN discussion meeting at City Hall
- Provided press release information to Onix Group for Dover Town Center
- Visited Dover Town Center with Downtown Coordinator
- Provided University of Delaware contact information for CEO at Fordham Brewery
- Discussed potential tax problem with owners of Greene Turtle Restaurant
- Confirmed Secretary Whaley's presentation for DEED Meeting
- Attended DAC meeting
- Presented DDP Annual Report at City Council Meeting
- Presented St Patrick's Day Parade Award Certificates
- Attended Economic Development Committee
- Attended DDP Board meeting

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 4.4 % - DE Rate 5.6% - City of Dover Rate March 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 **17 Contacts YTD**

2016_3 Downtown Dover Partnership

- Provided technical assistance to three (3) 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 thirteen (13) hours of Technical Assistance to merchants located in the Downtown Business Corridor
- Coordinated media (newspaper announcements), website and social media press releases of the scheduled March First Friday in downtown Dover
- Coordinated media (newspaper announcements), website and social media press releases for St. Patrick's Day Parade
- Coordinated and facilitated logistics for the St. Patrick's Day Parade scheduled for March 12.

- Met with Karen Horton, Delaware Housing, to discuss the development of the DDP Annual Report.
- Met with Tina Bradbury to discuss the program development of the Farmer's Market' 16 Program
- Met with Lakisha Wingard, Communities in Schools, to discuss planning strategies for the PAL Outreach Event
- Met with Jacqueline Reyes, Independent Resources, to discuss planning arrangements for the 2nd Annual Ceremony for the Small Business Program
- Telephone conference with Dave Smith, Delaware Agricultural Department, to discuss the Dover Farmer's Market Program' 16
- Submitted an Inter-Agency referral to the Small Business Development Center for Technical Assistance for business plan development for client Bill McCafferty
- Attend the Kent Open for Business
- Met with Sydney Arzt, Schwartz Center, to discuss Weekend Theater Program focusing on the Hispanic Week
- Assisted Jacqueline Reyes, Independent Resources, with completing a Financial Statement for client Bill McCafferty
- Developed a Small Business Development Action Plan for client Bill McCafferty
- Telephone conference with Tamika Graham, Restoring Center Dover, to discuss the results of Grant Awards
- Completed the Downtown Dover Partnership Annual Report' 16
- Disseminated the "Supplier Diversity" Summit information to the downtown merchant list.
- Telephone conference with Sydney Arzt, Schwartz Center, to discuss Parking Map Adjustments
- Monthly maintenance assessment of parking meters
- Submitted Farmer's Market application to Delaware Department of Agriculture
- Attended Comic Con planning meeting
- Met with Rachel Baldini, First State Loan Fund, to discuss loan update for referral
- Met with Maxine Lewis, Maxine's Fashions, to discuss News Journal's Style File Column
- Met with Sydney Arzt, Schwartz Center, to update nighttime parking map
- Updated DDP website to reflect Farmer's Market Banner
- Met with John Doerfler, Kent County Tourism, to discuss Vendor application for Dover Days
- Attended planning meeting with Kerri Hollyday, Dover Library, to discuss Comic Con Parade logistics
- Telephone conversation with Clay Hammond, DELMARVA Black Chamber, to discuss Ice House Project
- Telephone conversation with John Pierson, American Heart Association, to discuss post event recommendations
- Telephone conversation with Bonnie Mankin, Delaware State news, regarding St. Patrick's Parade Newspaper AD
- Assisted Dover Public Library with selection of company to manufacture Comic Con Banners

- Disseminated “Cybersecurity Readiness Workshop” information to downtown merchant list
- Coordinated the 2016 St. Patrick’s Day Parade
- Disseminated 2016 Delaware Resiliency Summit information to the merchant distribution list
- Met with Karen Harman, Communities in Schools, to complete the Special Event Permit Application for the PAL Outreach event
- Met with Chiffon Rogers, Shep’s Barber Shop, to review the Business Projected Cash Flow Statement
- Telephone conversation with Jim Provo, SBA, regarding scheduling of Senator Carper downtown business tour April
- Met with Tina Bradbury, Volunteer FM Manager, to discuss approval of Summer Feeding Program at the Farmer’s Market
- Met with Autumn Grill & Keven Staley, Cloud Geeks, to discuss and schedule Social Media Workshop Series
- Met with Chuck Spiegelman, McGinnis Realty, to discuss listed available property updates
- Met with Tiffanee Lee-Scott , Tiffanee & Company, to discuss Façade Project update
- Attended the ICMA Supervisory Training
- Submitted work order for parking lot meter maintenance
- Met with Tiffanee Lee-Scott , to discuss the 201 W. Loockerman Street available property
- Met with Tracy Robinson, Cheveux Salon, to discuss safety issues within her block
- Revised the Monthly Downtown Development District Corridor Vacancy Database

BENCHMARKS ESTABLISHED FOR ECONOMIC DEVELOPMENT OFFICE

DIVISIONAL VISION

Within the Department of Public Services, the Economic Development division has been charged to improve the quality of life in Dover by attracting and retaining quality jobs, supporting a vibrant town center, and creating an atmosphere that encourages and fosters business growth.

MAJOR PROGRAMS

DOWNTOWN DOVER PARTNERSHIP (DDP)

Objective: Provide administrative and other staff support to the Downtown Dover Partnership so that the organization can foster grass roots driven downtown redevelopment.

Measures:

1. Number of events where DDP is either the lead organizer or partner in event.

	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected
Results	≥Fifteen events held in Downtown where DDP is either the lead organizer or partner. **19 events YTD**	≥Thirty events held in Downtown where DDP is either the lead organizer or partner. **33 events**	≥Thirty-five events held in Downtown where DDP is either the lead organizer or partner. **35 events YTD**

2. Set and reach an annual fundraising goal for the DDP.

	2013-2014 Actual	2014-2015 Annual	2015-2016
Results	DDP received notification from IRS that Main Street Dover, Inc. is an active 501c3 organization	Organization Committee is being restructured and will set fundraising goal for FY15 – *Committee focusing on grant writing*	**Organization Committee is being restructured**

3. Monitor downtown merchant and business owner satisfaction.

	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected
Results	Survey was not conducted. Merchants Committee established as standing committee of DDP	Increase survey response rate and maintain above average rating ***Survey delayed***	Increase survey response rate and maintain above average rating

DOWNTOWN DOVER BUSINESS GROWTH

Objective: Promote Downtown Dover as a location for new businesses, and provide support to existing businesses to ensure they survive.

Measures:

1. Monitor number of businesses opened in the Downtown Target Area.

	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected
Results	≥Six new businesses open in Downtown Target Area – **15** ≥Four net new businesses open in Downtown Target Area –5 **Net**	≥Six new businesses open in Downtown Target Area -5 ≥Four net new businesses open in Downtown Target Area –5	≥Six new businesses open in Downtown Target Area - ≥Four net new businesses open in Downtown Target Area

2. Work with property owners and entrepreneurs to fill vacant commercial spaces on Loockerman Street with viable businesses.

	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected
Results	≥Four vacant commercial spaces filled - **Four**	≥Four vacant commercial tenant spaces filled - **Four**	≥Four vacant commercial tenant spaces filled -

CITY-WIDE ECONOMIC DEVELOPMENT

Objective: Promote Dover as a location for business growth.

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 Projected
Results	8.3% unemployment rate in June 2014	7.4% unemployment rate in June 2015	5.6% actual unemployment rate in March 2016

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 Projected
Results	≥20 contacts with potential small businesses; **23 Actual** Ten contacts with out-of-town companies interested in locating in Dover **13 Actual**	≥20 contacts with potential small businesses; **20 Actual** ≥Ten contacts with out-of-town companies interested in locating in Dover **16 Actual**	≥20 contacts with potential small businesses – **22 YTD** ≥Ten contacts with out-of-town companies interested in locating in Dover 17 **YTD**

STRATEGIC OBJECTIVES FOR FISCAL YEAR 2015-2016

1. 1. **Complete the infrastructure construction for the Garrison tract.** This objective is a part of the Citywide Economic Development program and advances the critical success factors of Economic Development and Job Growth. **Infrastructure construction 95% complete**

Measures:

a. Secure DEDO's assistance in marketing the Garrison Tract to site selection companies that contact DEDO regarding locations in Delaware. **Working with Patty Cannon from DEDO and DEDO's IT person to list all Garrison Oak Technology properties on DEDO's website.**

b. Continue to assist Calpine and Matrix during construction phase.
Calpine project completed. Ribbon cutting held on Thursday, October 1, 2015

c. Assist Uzin Utz in meeting construction timelines. **Uzin Utz project completed, manufacturing product, official ribbon cutting held on Friday, September 25, 2015**

2. **Promote citywide economic development initiatives**. This objective is a part of the Citywide Economic Development program and advances the critical success factors of Economic Development and Job Growth.

Measures:

a. Attract two additional prospects to the Garrison Tract by June 30, 2015. **Ongoing. Contract signed with Advantech for Lot 13. In discussion with prospective buyer for Lot 11.**

b. Continue to improve working relationship with Kent Economic Partnership by providing quarterly updates to the Partnership and working with the Partnership's Economic Development Committee. This measure is ongoing with no set completion date.

c. Attract prospect to the Aero Park. **Ongoing - Provided rental information to prospect at SunRoc Building**

d. Update the Job Growth Report of the City's twelve largest employers including Dover Air Force Base and State Government and provide to Council. **Report presented to Council in March 2016.**

e. Meet semi-annually with plant managers/owners of the largest employers in the City of Dover to include the Base Commander of Dover Air Force Base. **Attended Plant Managers Association Meetings in November and January, hosted the March meeting at the Schwartz Center and presented overview of the Downtown Development District**

f. Partner with Kent Economic Partnership to develop a strategy for Food Innovation District in Dover.
Ongoing monthly meeting with Steering Committee

g. Develop City of Dover Comprehensive Economic Development Strategy that will be included in the State of Delaware overall comprehensive economic development strategy. - **Ongoing**

3. **Advance initiatives of the Downtown Dover Partnership**. This objective is a part of the Downtown Dover Partnership program and advances the critical success factors of Economic Development and Job Growth.

Measures:

a. Develop a recruitment strategy to attract new business to downtown with the assistance of the Recruitment Subcommittee of the Economic Development Committee. - **Ongoing**

b. Update the marketing brochure which includes a current vacant property list and a map of the downtown district as part of a business recruitment package. Brochure will be provided to commercial realtors and be accessible on the Downtown Dover Partnership website. **This is an ongoing project.**
The Downtown Coordinator with the assistance of volunteers surveyed the Downtown Development District and created a comprehensive available property listing. This listing is updated monthly.

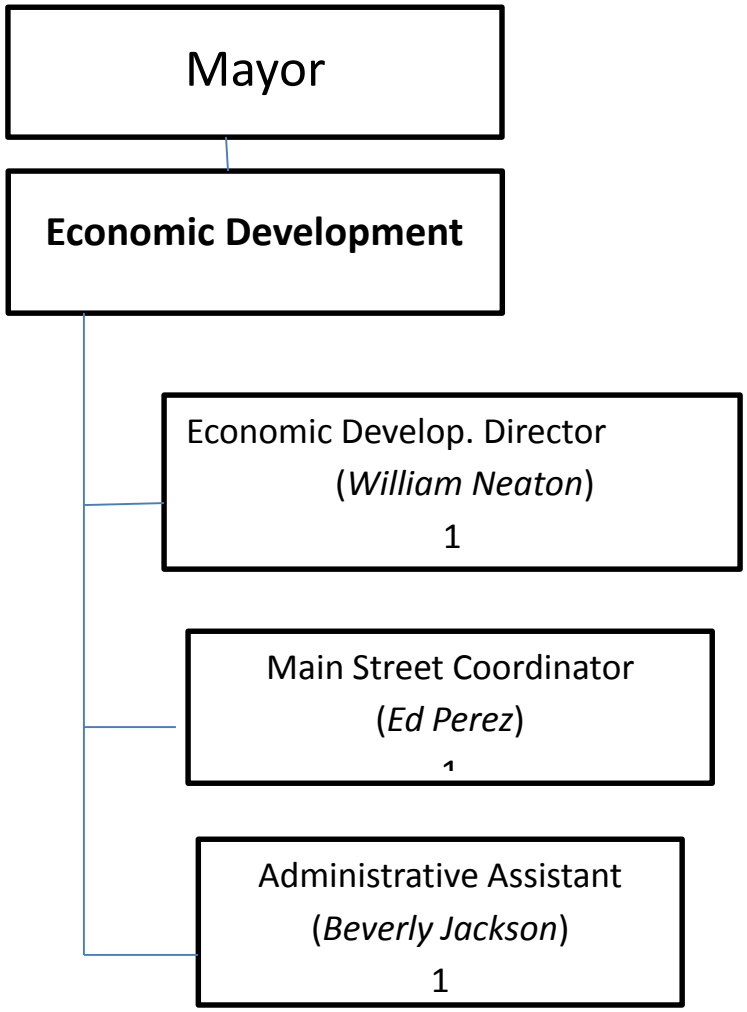
c. Assist DDP and local realtors to attract a buyer for the Acme site. **Ongoing**

d. Continue providing information and support to NCALL for the "**Restoring Central Dover"** initiative. **Economic Development Manager is serving as chairperson of the Economic Development Working Group.**

ECONOMIC DEVELOPMENT

ORGANIZATION CHART

FISCAL YEAR 2016



MONTHLY REPORT



February 2016

Incident Run Log

Dover Fire Department

Date Range: From 02/01/2016 to 02/29/2016
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
02/01/2016	30046	2016-000113	02:20	216	BAY TREE RD	H	Unintentional transmission of alarm, other	0.4
02/01/2016	30046	2016-000114	08:18	45	S STATE ST		Smoke detector activation, no fire - unintentional	0.4
02/02/2016	30046	2016-000115	05:28	222	S DUPONT HWY		Smoke detector activation due to malfunction	0.5
02/02/2016	30046	2016-000116	13:54	1200	N DUPONT HWY		Dispatched & canceled en route	0.0
02/02/2016	30046	2016-000117	13:54	617	FAIRVIEW AVE		HazMat release investigation w/no HazMat	0.3
02/02/2016	30046	2016-000118	20:41	1306	AFTON CT		Smoke or odor removal	0.3
02/02/2016	30046	2016-000119	23:59	304	N GOVERNORS AVE		Trash or rubbish fire, contained	1.0
02/03/2016	30046	2016-000120	17:28	100	WASHINGTON ST		Unintentional transmission of alarm, other	0.2
02/03/2016	30046	2016-000121	22:28	447	COUNTRY DR		Fire, other	0.7
02/04/2016	30046	2016-000122	00:48	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
02/05/2016	30046	2016-000123	23:36	20	GLENEAGLES CT		Good intent call, other	0.7
02/06/2016	30046	2016-000124	03:12	1200	N DUPONT HWY		Dispatched & canceled en route	0.0
02/06/2016	30046	2016-000125	08:01	1075	SILVER LAKE BLVD		HazMat release investigation w/no HazMat	0.7
02/06/2016	30046	2016-000126	10:53	642	S QUEEN ST	101	Smoke detector activation, no fire - unintentional	0.1
02/06/2016	30046	2016-000127	13:35	319	BILLY MITCHELL LN		Local alarm system, malicious false alarm	0.2
02/07/2016	30046	2016-000128	00:45	210	BAY TREE RD	E	Smoke detector activation, no fire - unintentional	0.3
02/07/2016	30046	2016-000129	03:07	1570	N DUPONT HWY		Alarm system sounded due to malfunction	0.0
02/07/2016	30046	2016-000130	03:45		E DIVISION ST		Extrication of victim(s) from vehicle	1.0
02/07/2016	30046	2016-000131	09:30	1167	MCKEE RD		Smoke detector activation, no fire - unintentional	0.3
02/07/2016	30046	2016-000132	09:57	1121	FORREST AVE		Smoke detector activation, no fire - unintentional	0.3
02/07/2016	30046	2016-000133	20:26		FORREST AVE		Motor vehicle accident with injuries	0.3
02/07/2016	30046	2016-000134	23:03	120	N STATE ST		Alarm system activation, no fire - unintentional	0.0
02/08/2016	30046	2016-000135	08:14		BAY RD		Passenger vehicle fire	0.9
02/08/2016	30046	2016-000136	09:34	108	GORDON PL		Public service assistance, other	0.5
02/08/2016	30046	2016-000137	11:12	68	S QUEEN ST		Unintentional transmission of alarm, other	0.2
02/08/2016	30046	2016-000138	19:32	1650	N DUPONT HWY		Motor vehicle accident with injuries	0.4
02/08/2016	30046	2016-000139	19:40	1171	BAY RD		Smoke detector activation, no fire - unintentional	0.3
02/08/2016	30046	2016-000140	22:11	133	SWEETGUM DR		Gas leak (natural gas or LPG)	0.7
02/09/2016	30046	2016-000141	15:59	1217	HARRISON DR		Smoke detector activation, no fire - unintentional	0.1
02/10/2016	30046	2016-000142	12:39	400	S QUEEN ST		Smoke or odor removal	0.3
02/10/2016	30046	2016-000143	15:45	1298	MCKEE RD		Lock-out	0.3
02/10/2016	30046	2016-000144	20:50	405	COUNTRY DR		Good intent call, other	0.4
02/11/2016	30046	2016-000145	09:42	1365	N DUPONT HWY	1000	False alarm or false call, other	0.5
02/11/2016	30046	2016-000146	10:10	523	S STATE ST		System malfunction, other	0.1
02/11/2016	30046	2016-000147	11:45	10	FAIRWAY LAKES DR	I	Cooking fire, confined to container	0.3
02/11/2016	30046	2016-000148	12:35	414	FEDERAL ST		Unintentional transmission of alarm, other	0.3
02/11/2016	30046	2016-000149	14:46		BANK LA		Extrication of victim(s) from vehicle	0.5
02/11/2016	30046	2016-000150	18:42	2800	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.3
02/12/2016	30046	2016-000151	09:30	1211	N DUPONT HWY	D	System malfunction, other	0.4
02/12/2016	30046	2016-000152	13:10	101	CHATHAM CT		Good intent call, other	0.3
02/12/2016	30046	2016-000153	17:27	843	TOWNSEND BLVD		Gasoline or other flammable liquid spill	0.9
02/12/2016	30046	2016-000154	20:29	10	FAIRWAY LAKES DR	Q	Malicious, mischievous false call, other	0.2
02/13/2016	30046	2016-000155	09:24	1570	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.0
02/13/2016	30046	2016-000156	11:47	902	FOREST ST		Unintentional transmission of alarm, other	0.3
02/13/2016	30046	2016-000157	18:44	1061	S LITTLE CREEK RD		EMS call, party transported by non-fire agency	0.9
02/14/2016	30046	2016-000158	08:46	303	TRANSPORTATION CIRCLE		Water or steam leak	1.1
02/14/2016	30046	2016-000159	10:46	1522	WAYNE AVE		Building fire	1.8
02/14/2016	30046	2016-000160	14:31	1570	N DUPONT HWY		Water or steam leak	1.4
02/14/2016	30046	2016-000161	19:14	130	HAMAN DR		Smoke detector activation due to malfunction	0.4
02/15/2016	30046	2016-000162	01:36	223	SHADYBROOK DR		Smoke detector activation due to malfunction	0.4
02/15/2016	30046	2016-000163	10:49	1570	N DUPONT HWY		Lock-in (if lock out , use 511)	0.1
02/16/2016	30046	2016-000164	13:36	41	Ediman Ct		Assist invalid	0.5
02/16/2016	30046	2016-000165	14:07	1121	FORREST AVE		Good intent call, other	0.5
02/16/2016	30046	2016-000166	20:06	172	WILLIS RD		Animal rescue	0.5
02/17/2016	30046	2016-000167	00:53	1200	N DUPONT HWY		False alarm or false call, other	0.1
02/17/2016	30046	2016-000168	09:40	10	FAIRWAY LAKES DR	J	Gas leak (natural gas or LPG)	1.3
02/17/2016	30046	2016-000169	11:23	1196	S LITTLE CREEK RD		System malfunction, other	0.4
02/17/2016	30046	2016-000170	16:03	835	BAY RD		Smoke detector activation, no fire - unintentional	0.4
02/17/2016	30046	2016-000171	18:02	544	LAKEWOOD PL		Good intent call, other	0.5

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
02/17/2016	30046	2016-000172	18:34		GOVERNORS AVE		Gas leak (natural gas or LPG)	0.3
02/17/2016	30046	2016-000173	23:09	16	N GOVERNORS AVE		Good intent call, other	0.6
02/18/2016	30046	2016-000174	08:43	120	N STATE ST		Dispatched & canceled en route	0.0
02/18/2016	30046	2016-000175	14:16	108	KATRINA WAY		Alarm system sounded due to malfunction	0.4
02/18/2016	30046	2016-000176	20:35	257	N DUPONT HWY		System malfunction, other	0.5
02/18/2016	30046	2016-000177	21:10	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
02/19/2016	30046	2016-000178	12:11	1125	FORREST AVE	101	Unintentional transmission of alarm, other	0.5
02/19/2016	30046	2016-000179	16:27	1570	N DUPONT HWY		Dispatched & canceled en route	0.0
02/19/2016	30046	2016-000180	22:26	105	KATRINA WAY		System malfunction, other	0.4
02/19/2016	30046	2016-000181	23:43	1570	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.2
02/20/2016	30046	2016-000182	13:13	120	PENNINGTON PL		Smoke detector activation, no fire - unintentional	0.7
02/20/2016	30046	2016-000183	17:08	505	GARDEN LANE		Smoke or odor removal	1.3
02/20/2016	30046	2016-000184	19:47	835	BAY RD		Smoke detector activation, no fire - unintentional	0.2
02/20/2016	30046	2016-000185	19:57	227	N GOVERNORS AVE		Carbon monoxide incident	1.1
02/20/2016	30046	2016-000186	20:18	402	GEORGE WASHINGTON DR		Outside rubbish fire, other	0.3
02/20/2016	30046	2016-000187	23:41	820	CARVEL DR	H	False alarm or false call, other	0.4
02/21/2016	30046	2016-000188	00:27	5	STATE ST	102	Service Call, other	0.1
02/21/2016	30046	2016-000189	12:19	684	FOREST ST		System malfunction, other	0.2
02/22/2016	30046	2016-000190	15:48	1171	BAY RD		Smoke detector activation, no fire - unintentional	0.3
02/22/2016	30046	2016-000191	20:57	347	COLD SPRING PL		Gasoline or other flammable liquid spill	0.3
02/23/2016	30046	2016-000192	12:11	1180	MADISON CT		Building fire	0.9
02/23/2016	30046	2016-000193	15:39	446	S NEW ST		System malfunction, other	0.2
02/24/2016	30046	2016-000194	09:04	166	LEXINGTON PL		Passenger vehicle fire	1.3
02/24/2016	30046	2016-000195	13:12	8	TALLOWICK DR		Cooking fire, confined to container	0.6
02/24/2016	30046	2016-000196	19:48	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
02/25/2016	30046	2016-000197	05:43	201	N GOVERNORS BLVD		Unintentional transmission of alarm, other	0.4
02/25/2016	30046	2016-000198	08:54	500	W LOOCKERMAN ST		Smoke scare, odor of smoke	1.6
02/25/2016	30046	2016-000199	09:30	1151	N DUPONT HWY		Overheated motor	0.5
02/25/2016	30046	2016-000200	11:32	970	WHATCOAT DR		Cooking fire, confined to container	0.7
02/25/2016	30046	2016-000201	16:51	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
02/26/2016	30046	2016-000202	01:56	1300	S FARMVIEW DR	H	Smoke detector activation due to malfunction	0.4
02/27/2016	30046	2016-000203	08:10	101	BABB DR		Smoke detector activation, no fire - unintentional	0.4
02/27/2016	30046	2016-000204	17:11	105	KATRINA WAY		System malfunction, other	0.4
02/27/2016	30046	2016-000205	18:48	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
02/27/2016	30046	2016-000206	23:52	1180	WALKER RD		Unintentional transmission of alarm, other	0.3
02/29/2016	30046	2016-000207	07:12	213	N BRADFORD ST		Alarm system sounded due to malfunction	0.0
02/29/2016	30046	2016-000208	08:04	213	N BRADFORD ST		Detector activation, no fire - unintentional	0.0
02/29/2016	30046	2016-000209	08:37	213	N BRADFORD ST		Detector activation, no fire - unintentional	0.0
02/29/2016	30046	2016-000210	14:27	148	JOHN HUNN BROWN RD		Extrication, rescue, other	0.4

Total Number of Incidents: 98

Total Length of Incidents: 42.2 Hours

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2016

	Type	Date	Num	Name
Ordinary Income/Expense				
Expense				
Apparatus Repairs & Maintenance				
	Check	02/26/2016	1519	Dover Automotive
	Check	02/26/2016	1520	Kunkel Auto Supply
	Check	02/26/2016	1521	McKinney's Towing
	Check	02/26/2016	1523	Townsend Bros. Chevrolet
	Check	02/26/2016	1523	Townsend Bros. Chevrolet
Total Apparatus Repairs & Maintenance				
Electricity				
	Check	02/06/2016	1512	City of Dover Utility
	Check	02/14/2016	1515	City of Dover Utility
Total Electricity				
Heating Expenses- Gas				
	Check	02/06/2016	1511	Chesapeake Utilities
	Check	02/14/2016	1514	Chesapeake Utilities
Total Heating Expenses- Gas				
Program Expenses				
	Check	02/14/2016	1517	Witmer Public Safety
	Check	02/14/2016	1517	Witmer Public Safety
	Check	02/26/2016	1518	M&T Bank
Total Program Expenses				
Small Tools				
	Check	02/26/2016	1522	T & T Small Engines
Total Small Tools				
Telephone				
	Check	02/06/2016	1513	Verizon Wireless
Total Telephone				
Training & Travel Expenses				
	Check	02/14/2016	1516	Delaware State Fire School
Total Training & Travel Expenses				
Uniforms				
	Check	02/06/2016	1510	Charles Boyer
Total Uniforms				
Water/Sewer				
	Check	02/06/2016	1512	City of Dover Utility
	Check	02/06/2016	1512	City of Dover Utility
	Check	02/14/2016	1515	City of Dover Utility

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2016

	Type	Date	Num	Name
Total Water/Sewer				
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2016

	Memo	Clr	Split
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	Invoice # 774869		City Fund Account
	Invoice # 56483987		City Fund Account
	Winch out Eng 4- Kentwoods- snow storm		City Fund Account
	Oil change- Car 1		City Fund Account
	Oil change- Car 2		City Fund Account
Total Apparatus Repairs & Maintenance			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
Total Electricity			
Heating Expenses- Gas			
	Station 2 from 12/28 to 01/26		City Fund Account
	Statiion 1 from 01/05 to 02/03		City Fund Account
Total Heating Expenses- Gas			
Program Expenses			
	Invoice # 1675408		City Fund Account
	Invoice # 1676556		City Fund Account
	Active 911		City Fund Account
Total Program Expenses			
Small Tools			
	Cutters Edge saw repaired		City Fund Account
Total Small Tools			
Telephone			
	IPAD charges from 12/21 to 01/20		City Fund Account
Total Telephone			
Training & Travel Expenses			
	EVO- Kimberly Whitt		City Fund Account
Total Training & Travel Expenses			
Uniforms			
	Officers hat badges		City Fund Account
Total Uniforms			
Water/Sewer			
	Acct # 44345-32054		City Fund Account
	Acct # 44341-32050		City Fund Account
	Acct # 44253-31964		City Fund Account

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2016

	Memo	Clr	Split
Total Water/Sewer			
Total Expense			
Net Ordinary Income			
Net Income			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2016

	Amount	Balance
Ordinary Income/Expense		
Expense		
Apparatus Repairs & Maintenance		
	16.85	16.85
	6.45	23.30
	250.00	273.30
	52.58	325.88
	52.58	378.46
Total Apparatus Repairs & Maintenance	378.46	378.46
Electricity		
	2,460.65	2,460.65
	565.37	3,026.02
Total Electricity	3,026.02	3,026.02
Heating Expenses- Gas		
	514.62	514.62
	1,396.61	1,911.23
Total Heating Expenses- Gas	1,911.23	1,911.23
Program Expenses		
	201.90	201.90
	186.00	387.90
	562.50	950.40
Total Program Expenses	950.40	950.40
Small Tools		
	126.54	126.54
Total Small Tools	126.54	126.54
Telephone		
	300.20	300.20
Total Telephone	300.20	300.20
Training & Travel Expenses		
	25.00	25.00
Total Training & Travel Expenses	25.00	25.00
Uniforms		
	368.40	368.40
Total Uniforms	368.40	368.40
Water/Sewer		
	53.50	53.50
	14.49	67.99
	23.98	91.97

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
February 2016

	Amount	Balance
Total Water/Sewer	91.97	91.97
Total Expense	7,178.22	7,178.22
Net Ordinary Income	-7,178.22	-7,178.22
Net Income	**-7,178.22**	**-7,178.22**

FY 15-16 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 98,088.58	**$ (12,788.58)**
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	$ 28,534.33	$ 16,465.67
Gasoline	$ 20,000.00	$ 8,050.91	$ 11,949.09
Heating Expenses- Gas	$ 16,000.00	$ 6,075.07	$ 9,924.93
Medical Supplies	$ 1,000.00	$ 588.97	$ 411.03
Office Supplies	$ 2,000.00	$ 688.72	$ 1,311.28
Other Equipment Repairs	$ 2,000.00	$ 737.39	$ 1,262.61
Program Expenses	$ 37,000.00	$ 23,663.09	$ 13,336.91
Radio Repairs	$ 2,000.00	$ 792.40	$ 1,207.60
Safety & Security	$ 1,500.00	$ 26.30	$ 1,473.70
Small Tools	$ 4,500.00	$ 561.44	$ 3,938.56
Telephone	$ 10,000.00	$ 5,441.50	$ 4,558.50
Training & Travel	$ 10,000.00	$ 1,770.00	$ 8,230.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 4,785.69	$ 25,214.31
Water/ Sewer	$ 3,000.00	$ 843.21	$ 2,156.79

Balance as of 02/29/16

MONTHLY REPORT



MARCH 2016

Incident Run Log

Dover Fire Department

Date Range: From 03/01/2016 to 03/31/2016
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
03/01/2016	30046	2016-000211	12:09	1565	MCKEE RD		Unintentional transmission of alarm, other	0.5
03/01/2016	30046	2016-000212	13:21	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.2
03/02/2016	30046	2016-000213	13:30	426	S NEW ST		Building fire	1.2
03/03/2016	30046	2016-000214	13:58	526	WALKER RD		Smoke detector activation, no fire - unintentional	0.3
03/03/2016	30046	2016-000215	18:08	753	BICENTENNIAL BLVD		Public service assistance, other	0.5
03/04/2016	30046	2016-000216	14:26	30	S NEW ST		Smoke detector activation, no fire - unintentional	0.3
03/04/2016	30046	2016-000217	23:07	130	HAMAN DR		Detector activation, no fire - unintentional	0.4
03/05/2016	30046	2016-000218	02:01	1361	WALKER RD		Extrication of victim(s) from vehicle	2.2
03/05/2016	30046	2016-000219	02:22	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.2
03/05/2016	30046	2016-000220	12:41		W DIVISION ST & S STATE ST		Passenger vehicle fire	0.3
03/05/2016	30046	2016-000221	13:44	426	S NEW ST		Good intent call, other	0.3
03/05/2016	30046	2016-000222	15:54	150	SAULSBURY RD		False alarm or false call, other	0.4
03/05/2016	30046	2016-000223	15:55	1200	N DUPONT HWY		Dispatched & canceled en route	0.1
03/06/2016	30046	2016-000224	14:18	218	LOTUS ST		Smoke detector activation, no fire - unintentional	1.9
03/07/2016	30046	2016-000225	17:48	2030	GENERALS WAY	B	Cooking fire, confined to container	0.3
03/07/2016	30046	2016-000226	19:20	415	W LOOCKERMAN ST		Gas leak (natural gas or LPG)	1.0
03/08/2016	30046	2016-000227	12:46	1570	N DUPONT HWY		Alarm system sounded due to malfunction	0.0
03/09/2016	30046	2016-000228	09:20	120	N STATE ST		Alarm system activation, no fire - unintentional	0.1
03/09/2016	30046	2016-000229	12:49	68	S QUEEN ST		Alarm system activation, no fire - unintentional	0.2
03/09/2016	30046	2016-000230	15:34	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.1
03/10/2016	30046	2016-000231	16:35	880	BUTTNER PLACE		Outside rubbish fire, other	0.5
03/10/2016	30046	2016-000232	21:17	58	N HALSEY RD		Outside rubbish fire, other	0.2
03/11/2016	30046	2016-000233	18:53	725	HORSEPOND RD			0.3
03/11/2016	30046	2016-000234	18:56	631	RIDGELY ST	7	False alarm or false call, other	0.2
03/11/2016	30046	2016-000235	19:52	1	N AMERICAN AVE	204	False alarm or false call, other	0.4
03/12/2016	30046	2016-000236	17:41	327	Charring cross drive		Assist police or other governmental agency	0.8
03/13/2016	30046	2016-000237	14:38	153	SPRUANCE RD		Good intent call, other	0.4
03/14/2016	30046	2016-000238	06:33	430	COLLEGE RD	100	System malfunction, other	0.3
03/14/2016	30046	2016-000239	15:02	515	N DUPONT HWY		Gasoline or other flammable liquid spill	0.3
03/14/2016	30046	2016-000240	15:17	426	S NEW ST		Alarm system activation, no fire - unintentional	0.4
03/15/2016	30046	2016-000241	21:35	340	UNITED WAY		Arcing, shorted electrical equipment	0.4
03/16/2016	30046	2016-000242	02:53	1061	S LITTLE CREEK RD		Mobile property (vehicle) fire, other	2.4
03/16/2016	30046	2016-000243	07:14	6	S STATE ST,		System malfunction, other	0.3
03/16/2016	30046	2016-000244	07:55	35	COMMERNCE WAY	SUITE	Detector activation, no fire - unintentional	0.3
03/16/2016	30046	2016-000245	12:36	1350	N DUPONT HWY		Detector activation, no fire - unintentional	0.4
03/17/2016	30046	2016-000246	00:04		CHESTNUT GROVE RD		Motor vehicle accident with injuries	0.6
03/17/2016	30046	2016-000247	17:18	759	S HALSEY RD		Hazardous condition, other	0.5
03/18/2016	30046	2016-000248	05:30	213	N NEW ST		Hazardous condition, other	0.5
03/18/2016	30046	2016-000249	16:05	33	N. west street			0.8
03/19/2016	30046	2016-000250	09:51	422	FREAR DR		Smoke detector activation, no fire - unintentional	0.4
03/19/2016	30046	2016-000251	10:17	223	S DUPONT HWY		Heat from short circuit (wiring), defective/worn	0.9
03/19/2016	30046	2016-000252	14:09	3	BRITTINGHAM DR		CO detector activation due to malfunction	0.2
03/19/2016	30046	2016-000253	18:38	1061	S LITTLE CREEK RD		Smoke scare, odor of smoke	1.3
03/20/2016	30046	2016-000254	11:38	910	WHATCOAT DR		Malicious, mischievous false call, other	0.1
03/20/2016	30046	2016-000255	13:15	1300	S. FARMVIEW DR.		Smoke detector activation, no fire - unintentional	0.3
03/20/2016	30046	2016-000256	20:47	1200	N DUPONT HWY		False alarm or false call, other	0.3
03/20/2016	30046	2016-000257	23:04	1200	N DUPONT HWY		False alarm or false call, other	0.1
03/21/2016	30046	2016-000258	01:10	276	TRAFALGAR DR		Carbon monoxide detector activation, no CO	0.3
03/21/2016	30046	2016-000259	11:48	1171	BAY RD		Smoke detector activation, no fire - unintentional	0.4
03/22/2016	30046	2016-000260	16:47	255	WEBBS LN	D	Smoke scare, odor of smoke	0.3
03/23/2016	30046	2016-000261	16:15	1156	W WALKER ROAD		Smoke scare, odor of smoke	0.4
03/23/2016	30046	2016-000262	20:40		FORREST AVE		Passenger vehicle fire	0.4
03/23/2016	30046	2016-000263	21:40	210	KENTWOOD DR		Gasoline or other flammable liquid spill	0.4
03/24/2016	30046	2016-000264	04:08	1180	WALKER RD		System malfunction, other	0.4
03/24/2016	30046	2016-000265	12:32	902	FOREST ST			0.2
03/24/2016	30046	2016-000266	12:36	1995	SHARON HILL RD			0.3
03/24/2016	30046	2016-000267	15:45	655	BAY RD		Extrication of victim(s) from vehicle	0.3
03/24/2016	30046	2016-000268	18:25	1165	N DUPONT HWY	1	Natural vegetation fire, other	0.5
03/24/2016	30046	2016-000269	20:55		CARNOUSTIE RD		Authorized controlled burning	0.5

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
03/25/2016	30046	2016-000270	09:43	17	LEE CIR			0.5
03/25/2016	30046	2016-000271	16:28	622	FAIRVIEW AVE		Smoke detector activation, no fire - unintentional	0.2
03/26/2016	30046	2016-000272	14:55	500	PERSIMMON TREE LA	8	Malicious, mischievous false call, other	0.4
03/26/2016	30046	2016-000273	16:04	1570	N DUPONT HWY		System malfunction, other	0.2
03/26/2016	30046	2016-000274	20:20	401	COLD SPRING PL		Fire, other	0.3
03/26/2016	30046	2016-000275	22:00	1420	MCKEE RD	FRON	System malfunction, other	0.6
03/26/2016	30046	2016-000276	23:32	213	N BRADFORD ST		Detector activation, no fire - unintentional	0.0
03/27/2016	30046	2016-000277	00:56	1200	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.8
03/27/2016	30046	2016-000278	04:16	201	WINTERBERRY DR		Passenger vehicle fire	0.9
03/27/2016	30046	2016-000279	05:09	488	FIDDLERS GREEN		Passenger vehicle fire	0.5
03/27/2016	30046	2016-000280	07:48	1202	WHITEOAK RD		Smoke detector activation, no fire - unintentional	0.5
03/27/2016	30046	2016-000281	11:46	820	CARVEL DR	B4	Cooking fire, confined to container	0.5
03/28/2016	30046	2016-000282	16:43	9	E LOOCKERMAN ST		Grass fire	0.1
03/28/2016	30046	2016-000283	23:14	725	Horsepond road		Medical assist, assist EMS crew	0.5
03/29/2016	30046	2016-000284	15:05	625	BAY RD		Brush or brush-and-grass mixture fire	0.4
03/30/2016	30046	2016-000285	10:52	68	HERITAGE DR		Steam, other gas mistaken for smoke, other	0.3
03/30/2016	30046	2016-000286	19:19	64	REPRESENTATIVE LN		Smoke detector activation, no fire - unintentional	0.3
03/31/2016	30046	2016-000287	00:35	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
03/31/2016	30046	2016-000288	02:44	145	KINGS HWY		Smoke detector activation, no fire - unintentional	0.3
03/31/2016	30046	2016-000289	13:18	293	S SAULSBURY RD		Brush or brush-and-grass mixture fire	0.1
03/31/2016	30046	2016-000290	13:26	28	GRISTMILL DR		Forest, woods or wildland fire	0.4
03/31/2016	30046	2016-000291	14:30	272	N DUPONT HWY		Building fire	0.4
03/31/2016	30046	2016-000292	14:44	1200	FORREST AVE		Natural vegetation fire, other	0.1
03/31/2016	30046	2016-000293	19:59	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.0
03/31/2016	30046	2016-000294	22:45	835	BAY RD		Smoke detector activation due to malfunction	0.4

Total Number of Incidents: 84

Total Length of Incidents: 37.4 Hours

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
March 2016

	Type	Date	Num
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	Check	03/11/2016	1529
	Check	03/11/2016	1533
	Check	03/19/2016	1538
	Check	03/26/2016	1540
	Check	03/26/2016	1540
Total Apparatus Repairs & Maintenance			
Electricity			
	Check	03/04/2016	1526
	Check	03/11/2016	1531
Total Electricity			
Gasoline			
	Check	03/04/2016	1525
	Check	03/04/2016	1525
	Check	03/11/2016	1532
	Check	03/11/2016	1532
Total Gasoline			
Heating Expenses- Gas			
	Check	03/04/2016	1524
	Check	03/11/2016	1530
Total Heating Expenses- Gas			
Medical Supplies & Physicals			
	Check	03/11/2016	1535
Total Medical Supplies & Physicals			
Office Supplies			
	Check	03/04/2016	1525
	Check	03/11/2016	1532
	Check	03/11/2016	1532
	Check	03/19/2016	1539
Total Office Supplies			
Program Expenses			
	Check	03/13/2016	1536
Total Program Expenses			
Telephone			
	Check	03/04/2016	1525
	Check	03/04/2016	1525
	Check	03/06/2016	1527

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
March 2016

	Type	Date	Num
	Check	03/11/2016	1532
	Check	03/11/2016	1532
Total Telephone			
Training & Travel Expenses			
	Check	03/11/2016	1534
	Check	03/19/2016	1537
Total Training & Travel Expenses			
Water/Sewer			
	Check	03/04/2016	1526
	Check	03/04/2016	1526
	Check	03/06/2016	1528
	Check	03/11/2016	1531
Total Water/Sewer			
Total Expense			
Net Ordinary Income			
Net Income			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
March 2016

	Name
Ordinary Income/Expense	
Expense	
Apparatus Repairs & Maintenance	
	Atlantic Emergency Solutions
	Dover Automotive
	Atlantic Emergency Solutions
	Atlantic Emergency Solutions
	Atlantic Emergency Solutions
Total Apparatus Repairs & Maintenance	
Electricity	
	City of Dover Utility
	City of Dover Utility
Total Electricity	
Gasoline	
	City of Dover Utility
	City of Dover Utility
	City of Dover
	City of Dover
Total Gasoline	
Heating Expenses- Gas	
	Chesapeake Utilities
	Chesapeake Utilities
Total Heating Expenses- Gas	
Medical Supplies & Physicals	
	Keen Compressed Gas
Total Medical Supplies & Physicals	
Office Supplies	
	City of Dover Utility
	City of Dover
	City of Dover
	Staples
Total Office Supplies	
Program Expenses	
	Airpower International
Total Program Expenses	
Telephone	
	City of Dover Utility
	City of Dover Utility
	Verizon Wireless

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
March 2016

		Name
		City of Dover
		City of Dover
	Total Telephone	
	Training & Travel Expenses	
		Delaware State Fire School
		International Academies of Emergecy Dispa
	Total Training & Travel Expenses	
	Water/Sewer	
		City of Dover Utility
		City of Dover Utility
		Sharp Water Culligan
		City of Dover Utility
	Total Water/Sewer	
Total Expense		
Net Ordinary Income		
Net Income		

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
March 2016

	Memo	Clr	Split
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	Invoice # 11217DEL- Ladder 1 Hi-Temp Connector hose da		City Fund Account
	Invoice # 779160- Pwr Steering Fluid		City Fund Account
	Invoice- 10952DEL- E4 a/c Compressor clutch		City Fund Account
	Invoice # 11236DEL- Eng 7 annual service		City Fund Account
	Invoice # 11243DEL- Eng 6 air leak		City Fund Account
Total Apparatus Repairs & Maintenance			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
Total Electricity			
Gasoline			
	January Unleaded Fuel charges		City Fund Account
	January Bio-Diesel charges		City Fund Account
	February Unleaded fuel		City Fund Account
	February Bio-Diesel fuel		City Fund Account
Total Gasoline			
Heating Expenses- Gas			
	Station 2 from 01/26 to 02/24		City Fund Account
	Station 1 from 02/03 to 03/02		City Fund Account
Total Heating Expenses- Gas			
Medical Supplies & Physicals			
	Invoice # 30211789- O2 recharge		City Fund Account
Total Medical Supplies & Physicals			
Office Supplies			
	January Postage charges		City Fund Account
	February Posatge charges		City Fund Account
	Certified letter charges		City Fund Account
	Binders & Toner for Alarm Room		City Fund Account
Total Office Supplies			
Program Expenses			
	Invoice # 32574- Yearly Service Contract & Maintenance		City Fund Account
Total Program Expenses			
Telephone			
	January Verizon charges		City Fund Account
	January Cavalier charges		City Fund Account
	IPAD service from 01-21 to 02-20		City Fund Account

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
March 2016

		Memo	Clr	Split
		Verizon February charges		City Fund Account
		Cavalier February charges		City Fund Account
	Total Telephone			
	Training & Travel Expenses			
		Ariel Boyle- AHA Healthcare Provider		City Fund Account
		Fire CDE Quiz		City Fund Account
	Total Training & Travel Expenses			
	Water/Sewer			
		Acct # 44345-32054		City Fund Account
		Acct # 44341-32050		City Fund Account
		Invoice # 1818246		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
March 2016

	Amount	Balance
Ordinary Income/Expense		
Expense		
Apparatus Repairs & Maintenance		
	821.52	821.52
	10.32	831.84
	3,453.22	4,285.06
	3,175.19	7,460.25
	1,264.94	8,725.19
Total Apparatus Repairs & Maintenance	8,725.19	8,725.19
Electricity		
	2,576.74	2,576.74
	510.35	3,087.09
Total Electricity	3,087.09	3,087.09
Gasoline		
	201.69	201.69
	644.59	846.28
	144.23	990.51
	338.50	1,329.01
Total Gasoline	1,329.01	1,329.01
Heating Expenses- Gas		
	551.68	551.68
	1,435.77	1,987.45
Total Heating Expenses- Gas	1,987.45	1,987.45
Medical Supplies & Physicals		
	26.25	26.25
Total Medical Supplies & Physicals	26.25	26.25
Office Supplies		
	33.12	33.12
	28.49	61.61
	39.15	100.76
	181.99	282.75
Total Office Supplies	282.75	282.75
Program Expenses		
	2,305.00	2,305.00
Total Program Expenses	2,305.00	2,305.00
Telephone		
	279.85	279.85
	21.62	301.47
	300.20	601.67

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
March 2016

	Amount	Balance
	279.88	881.55
	22.69	904.24
Total Telephone	904.24	904.24
Training & Travel Expenses		
	25.00	25.00
	5.00	30.00
Total Training & Travel Expenses	30.00	30.00
Water/Sewer		
	56.50	56.50
	14.49	70.99
	125.00	195.99
	23.98	219.97
Total Water/Sewer	219.97	219.97
Total Expense	18,896.95	18,896.95
Net Ordinary Income	-18,896.95	-18,896.95
Net Income	**-18,896.95**	**-18,896.95**

FY 15-16 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 106,813.77	**$ (21,513.77)**
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	$ 31,621.42	$ 13,378.58
Gasoline	$ 20,000.00	$ 9,379.92	$ 10,620.08
Heating Expenses- Gas	$ 16,000.00	$ 8,062.52	$ 7,937.48
Medical Supplies	$ 1,000.00	$ 615.22	$ 384.78
Office Supplies	$ 2,000.00	$ 971.47	$ 1,028.53
Other Equipment Repairs	$ 2,000.00	$ 737.39	$ 1,262.61
Program Expenses	$ 37,000.00	$ 25,968.09	$ 11,031.91
Radio Repairs	$ 2,000.00	$ 792.40	$ 1,207.60
Safety & Security	$ 1,500.00	$ 26.30	$ 1,473.70
Small Tools	$ 4,500.00	$ 561.44	$ 3,938.56
Telephone	$ 10,000.00	$ 6,345.74	$ 3,654.26
Training & Travel	$ 10,000.00	$ 1,800.00	$ 8,200.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 4,785.69	$ 25,214.31
Water/ Sewer	$ 3,000.00	$ 1,063.18	$ 1,936.82

Balance as of 03/31/16





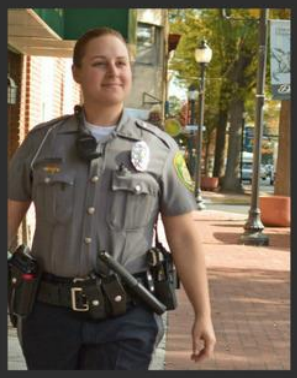



Dover Police
Monthly Report

March 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

May 9, 2016

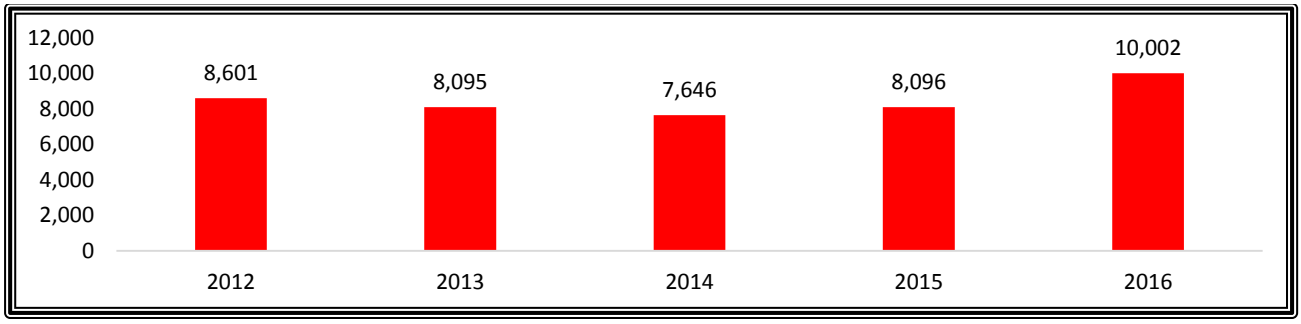
Honorable Robin Christiansen, Mayor
Member of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

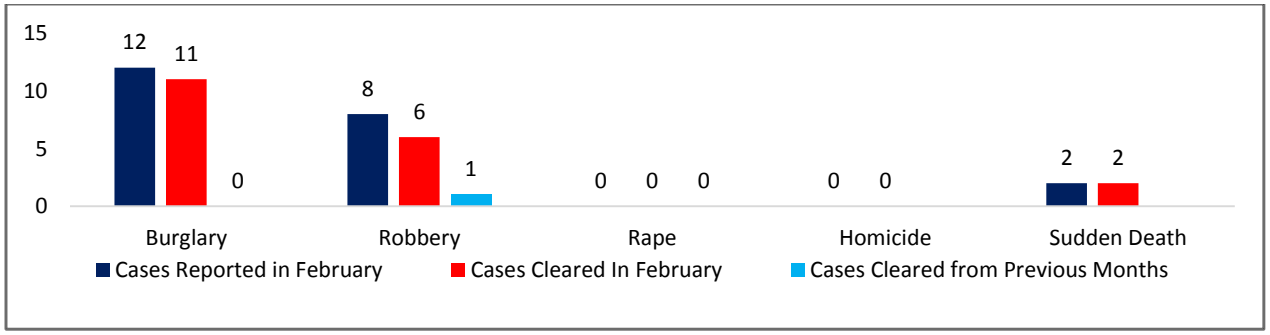
The following is the monthly report for Dover Police Department activities for the month of March 2016: Please be advised starting with this report, we will be including stats from the Drug Unit as well as information on the type and amount of firearms seized.

COMPLAINTS

Total complaints received through March 31st, numbered 10,002, this is an increase of 1,906 complaints over the same period last year.

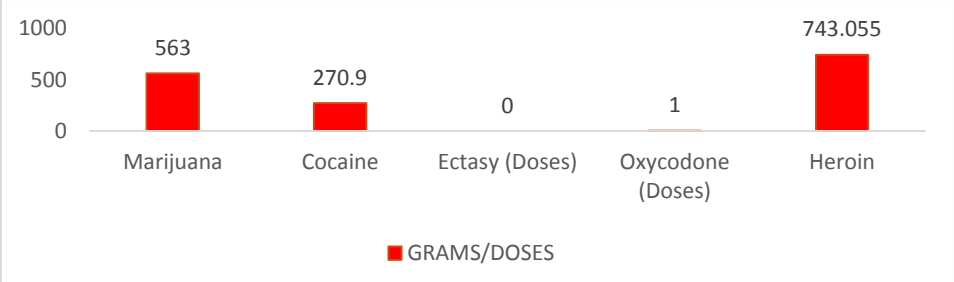


CRIMINAL INVESTIGATIONS

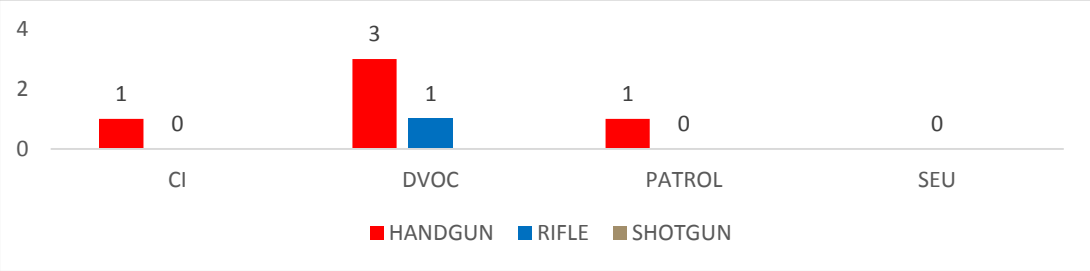


DRUGS, VICE, & ORGANIZED CRIME SECTION (DVOC) SEIZURES

Along with the drug seizures below, the DVOC also recovered $23,412.00 USD during the month of March.



FIREARM SEIZURES



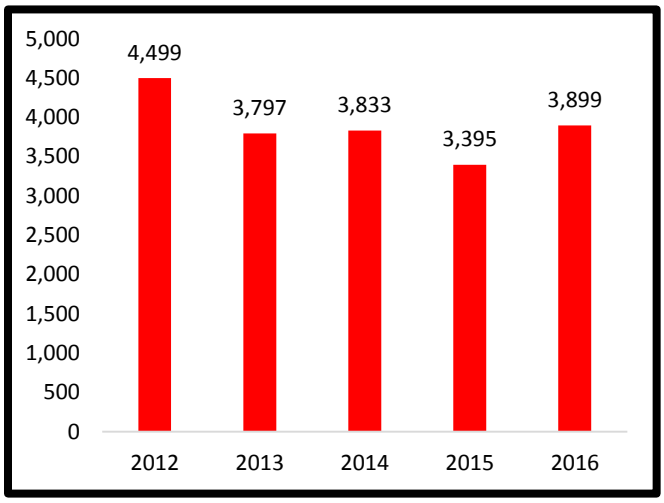
COMMUNITY POLICING – SAFE STREETS ENFORCEMENT & CADETS

SAFE STREETS ENFORCEMENT	***CONTACTS***
ABANDONED VEHICLES	*8*
ALCOHOL VIOLATIONS/DUI'S	*0*
ASSIST OTHER	*45*
WARRANTS ON FILE	*0*
CITY PARK VIOLATIONS	*0*
CRIMINAL ARRESTS	*25*
DRUG RELATED ARRESTS	*40*
LOUD MUSIC	*0*
MISCELLANEOUS VIOLATIONS	*3*
PARKING VIOLATIONS	*13*
PEDDLER	*0*
MEETINGS	*142*
CURFEW CHECKS	*120*
CRIME PREVENTION CHECK	*0*
TRAFFIC ARRESTS	*20*
WARNINGS	*6*
FUGITIVE	*11*
DCO	*0*
PROSTITUTION	*0*
TOTAL CONTACTS	***433***

CADETS	***CONTACTS***
PARKING	*12*
DCO'S	*17*
OPEN CONTAINER	*3*
LOUD NOISE	*0*
LEWDNESS	*0*
OTHER	*2*
BUSINESS CONTACTS	*112*
LIBRARY CHECKS	*4*
COMPLAINTS ASSIGNED	*76*
SPECIAL EVENT	*5*
TOTAL CONTACTS	***231***

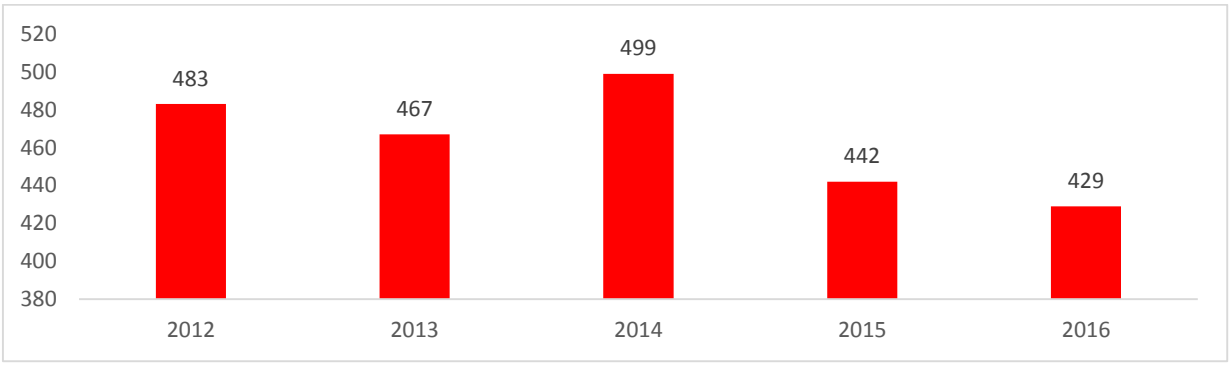
TRAFFIC ARRESTS

The department issued 3,899 traffic citations through this reporting period. This is an increase of 504 citations over the number issued during the same period last year.



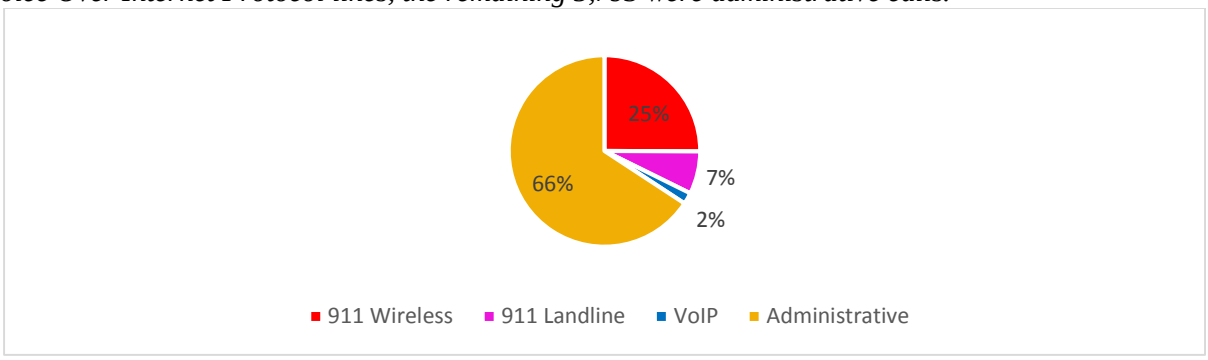
TRAFFIC CRASHES

Through March 31st, Dover Police investigated 429 traffic crashes. This is a decrease of 13 crashes investigated during the same period last year.



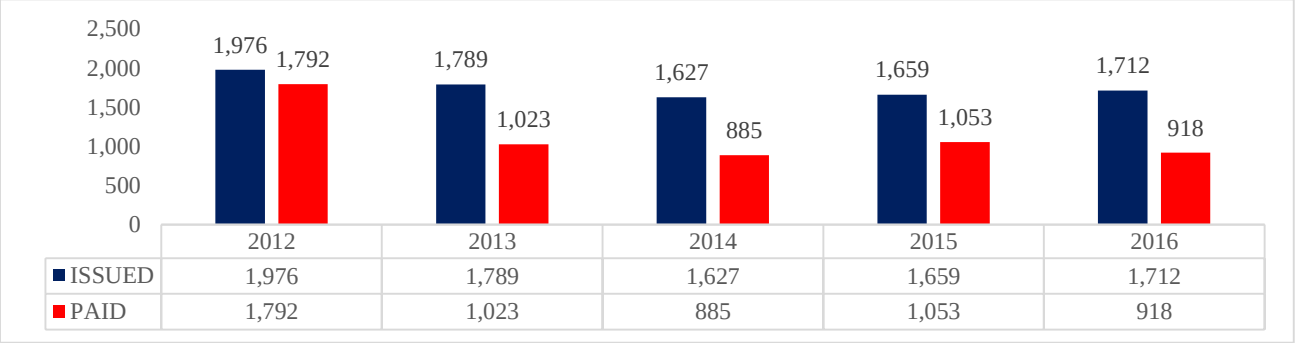
911 Center

During the month of March, the Dover Police Department handled a total of 8,809 calls averaging 285calls per day. Dispatchers handled 2,209 on the 911 wireless lines, 636 on the 911 landlines, and 171 on the Voice Over Internet Protocol lines, the remaining 5,793 were administrative calls.



CITY ORDINANCE SUMMONS

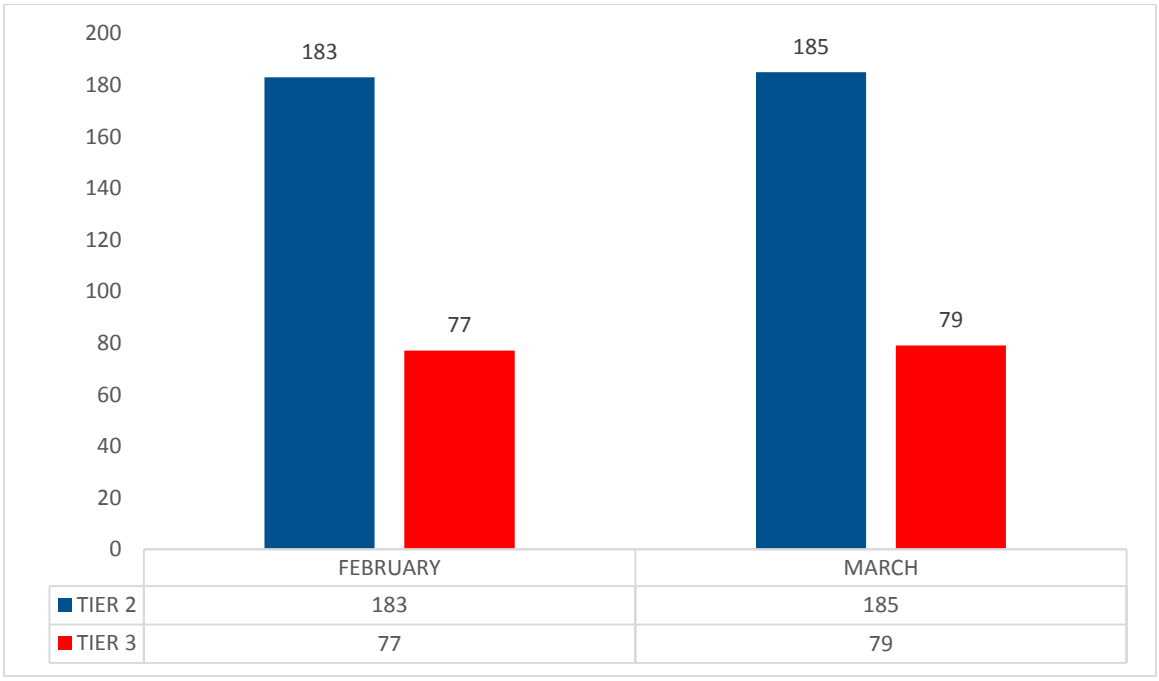
Through March 31st, we issued 1,712 city ordinance summons, an increase of 53 summonses on the same period last year. Note: Of those summonses issued in February, 9 DCO's were issued for handicapped parking violations and 3 for fire lane parking violations, 140 for false alarms (112, for 1-2 alarms, 21, for 3-5 alarms, 7, for 6-9 alarms, 0, for 10-15 alarms, and 0, for 16 or more alarms) and 10 for noise violations 6, for vehicle violations and 4, for residence violations).



SEX OFFENDER STATISTICS/FEBRUARY

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	0
TIER 2	21	1953	42	5
TIER 3	12	1626	35	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

Paul M. Bernat
Chief of Police

City of Dover
Capital Investment Plan
Project Tracking Report
Quarterly Report as of Mar 31, 2016

Points to Remember -

* Original Project Budget = Original Total Project Budget initially included in approved annual budget.
* Latest Project Budget = Revised Total Project Budget included in most recent approved annual budget or one of the following: bond resolution, revolving fund loan agreement, Council approved budget amendment, or City Manager approved amendment as per the Budget Amendment Procedure.
* Current Fiscal Year - Revised Fiscal Year Budget = Current Year approved project budgets plus carry forward balances of unspent budgets in the prior fiscal year. Project Carry Forward balances will be submitted to City Council for amendment in January 2010. Can also be amended with City Manager approval per the Budget Amendment Procedure.
* Water Quality, Inflow/Infiltration, Distribution Upgrades and New Development projects are budgeted as a blanket project and once individual projects are identified and estimated they are created using an allocation of the overall budgeted amount.
* Status and Comments provided by City Manager.

Current Year Budget Funding Sources	General	Community Transportation	Water & Wastewater	Electric	Total CIP
Budget Balance	$ 2,593,700	$ (33,800)	$ 7,470,900	$ 3,859,500	$ 13,890,300
General Billings for Reimbursement of Expense	80,500	-	20,300	1,900,000	2,000,800
Income from Sale of Assets	51,900	-	-	-	51,900
State Community Transportation Funds	-	716,200	-	-	716,200
Transfer from WW Impact Fee Reserve	-	-	165,000	-	165,000
Transfer from General Fund	2,625,400	-	-	-	2,625,400
Transfer from Operating Funds	-	-	3,300,000	3,500,000	6,800,000
Transfer from Parkland Reserve	-	-	-	-	-
Interest Income	5,000	-	69,900	57,900	132,800
Total Funding Sources (Unaudited)	$ 5,356,500	$ 682,400	$ 11,026,100	$ 9,317,400	$ 26,382,400

City of Dover
General Fund - Major CIP Projects
Quarterly Report as of Mar 31, 2016

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2013**												
2	ST1304	M B/L	Garrison Farm Improvements	$ 2,000,000	$ 4,641,000	$ 4,214,152	$ 426,848	90.8%	$ 1,496,500	$ 1,537,500	$ 1,110,571	$ 426,929	72.2%	In Process	Proj approx 98% complete. Final punchlist.
3			**Totals - FY 2013**	$ 2,000,000	$ 4,641,000	$ 4,214,152	$ 426,848	90.8%	$ 1,496,500	$ 1,537,500	$ 1,110,571	$ 426,929	72.2%		
4															
5			**FY 2015**												
6	FR1501		SCBA Equipment/Radios	$ 588,800	$ 588,800	$ 588,632	$ 168	100.0%	$ 300,200	$ 300,200	$ 299,981	$ 219	99.9%	Complete	
7	PR1501		Park & Playground Impr Equipment	66,000	66,000	-	66,000	0.0%	66,000	66,000	-	66,000	0.0%		
8	ST1502		Streets, Alleys and Concrete Prog.	900,000	505,100	504,731	369	99.9%	441,500	322,200	321,744	456	99.9%	Complete	
9	ST1503		Misc Emergency Street/Storm Repairs	-	71,800	71,881	(81)	100.1%	35,000	31,800	31,791	9	100.0%	Complete	
10	ST1504		Old PW2 Site Improvements	535,000	561,500	309,267	252,233	55.1%	330,000	455,400	203,072	252,328	44.6%	In Process	Design work ongoing 90% level
11	ST1506		Stormwater Ditch Maintenance	15,000	15,000	13,284	1,716	88.6%	15,000	15,000	13,284	1,716	88.6%	Complete	
12	ST1508	G	Stormwater Utility Planning	90,000	90,000	59,500	30,500	66.1%	82,400	82,400	51,850	30,550	62.9%	In Process	Project continuing, approximately 99% complete with study.
13			**Totals - FY 2015**	$ 2,194,800	$ 1,898,200	$ 1,547,295	$ 350,905	81.5%	$ 1,270,100	$ 1,273,000	$ 921,721	$ 351,279	72.4%		
14															
15			**FY 2016**												
16	---		Vehicles & Equipment	$ 1,095,200	$ 1,113,800	$ 321,499	$ 792,301	28.9%	$ 1,095,200	$ 1,135,800	$ 321,499	$ 814,301	28.3%	In Process	
17	FR1500		Annual Contribution to Robbins Hose	145,600	145,600	145,614	(14)	100.0%	145,600	145,600	145,614	(14)	100.0%	Complete	
18	GO1501		GOTP Farmhouse Demo/Project	35,000	35,000	28,104	6,896	0.0%	35,000	35,000	28,104	6,896	80.3%	In Process	
19	PD1601		Camera Monitoring Station	19,900	19,900	9,273	10,627	46.6%	19,900	19,900	9,273	10,627	46.6%	In Process	
20	ST1601		FY16 Street and Alley Program	1,000,000	999,700	7,863	991,837	0.8%	1,000,000	999,700	7,863	991,837	0.8%	In Process	Work underway, awaiting invoices.
21	ST1603		Valve Replacement - Silver Lake Dam	60,000	60,000	3,651	56,349	0.0%	60,000	60,000	3,651	56,349	6.1%	In Process	Proj awarded, awaiting materials.
22	ST1604		Salt Storage Barn (originally proj ST1303)	50,000	75,000	2,435	72,565	3.2%	75,000	75,000	2,435	72,565	3.2%	In Process	Received zero bids on last request, staff to rebid
23	ST1605		Misc Emergency Street/Storm Repairs	-	75,000	17,339	57,661	23.1%	-	75,000	17,339	57,661	23.1%	In Process	Project ongoing, work provided as emergencies arise.
24			**Totals - FY 2016**	$ 2,405,700	$ 2,524,000	$ 535,777	$ 1,988,223	21.2%	$ 2,430,700	$ 2,546,000	$ 535,777	$ 2,010,223	21.0%		
25															
26			**Grand Totals**	$ 6,600,500	$ 9,063,200	$ 6,297,224	$ 2,765,976	69.5%	$ 5,197,300	$ 5,356,500	$ 2,568,070	$ 2,788,430	47.9%		

Legend

M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
G = Grant funded project
B/L = To be financed through bonds or commercial loan.

City of Dover
Community Transportation - Major CIP Projects
Quarterly Report as of Mar 31, 2016

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2014**												
2	CT1405		Lakeview Drainage Study	$ 24,400	$ 24,400	$ 24,371	$ 29	99.9%	$ 6,300	$ 6,300	$ 6,184	$ 116	98.2%	In Process	Design work approximately 98% complete
3			**Totals - FY 2014**	$ 24,400	$ 24,400	$ 24,371	$ 29	99.9%	$ 6,300	$ 6,300	$ 6,184	$ 116	98.2%		
4															
5			**FY 2015**												
6	CT1562		Village of Cannon Mill Repavement	$ 315,000	$ 386,900	$ 375,680	$ 11,220	97.1%	$ 361,000	$ 361,000	$ 349,683	$ 11,317	96.9%	Complete	Work complete, awaiting final invoices
7	CT1599		Signage Agreement	2,700	2,700	2,520	180	93.3%	1,600	1,600	1,350	250	84.4%	Complete	
8			**Totals - FY 2015**	$ 317,700	$ 389,600	$ 378,200	$ 11,400	97.1%	$ 362,600	$ 362,600	$ 351,033	$ 11,567	96.8%		
9															
10			**FY 2016**												
11	CT1616		The Meadows	$ 22,200	$ 22,200	$ -	$ 22,200	0.0%	$ 22,200	$ 22,200	$ -	$ 22,200	0.0%	In Process	Work complete, awaiting invoices.
12	CT1627		FY16 Paving Projects	247,400	247,400	-	247,400	0.0%	247,400	247,400	-	247,400	0.0%	In Process	Work complete, awaiting invoices.
13	CT1632		FY16 Signs Projects	14,600	14,600	-	14,600	0.0%	14,600	14,600	-	14,600	0.0%	In Process	Materials ordered, awaiting delivery
	CT1669		Persimmon Park Place Drainage Project	27,300	27,300	-	27,300	0.0%	27,300	27,300	-	27,300	0.0%	In Process	Survey began April 20. Design work to begin.
14	CTxxxx		Unapplied CT Projects (placeholder)	644,000	2,000	-	2,000	0.0%	144,000	2,000	-	2,000	0.0%		
15			**Totals - FY 2016**	$ 955,500	$ 313,500	$ -	$ 313,500	0.0%	$ 455,500	$ 313,500	$ -	$ 313,500	0.0%		
16															
17			**Grand Totals**	$ 1,297,600	$ 727,500	$ 402,571	$ 324,929	55.3%	$ 824,400	$ 682,400	$ 357,216	$ 325,184	52.3%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
C = Project funded by combination of CT Funds and General Fund

City of Dover
Water/Wastewater Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of Mar 31, 2016

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2008 - FY 2013**												
2	WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,556,000	$ 87,827	$ 2,468,173	3.4%	$ 2,468,200	$ 2,468,200	$ -	$ 2,468,200	0.0%	In Process	Staff working on a memorandum of understanding with owner of property
3	WD1302	M	Garrison Farm Water Storage Tank	2,695,000	4,677,000	4,366,748	310,252	93.4%	1,297,300	1,297,300	987,008	310,292	76.1%	In Process	Project underway, approximately 98% complete. Awaiting paving repair on driveway.
4	WW1304	M	Garrison Farm WW Improvements	2,000,000	3,738,400	3,654,281	84,119	97.7%	628,500	628,500	544,305	84,195	86.6%	In Process	Project underway, approximately 99% complete.
5			**Totals - FY 2008 - FY 2013**	$ 8,891,600	$ 10,971,400	$ 8,108,856	$ 2,862,544	73.9%	$ 4,394,000	$ 4,394,000	$ 1,531,314	$ 2,862,686	34.9%		
6															
7			**FY 2014**												
8	WW1206		Brandywine Pump Station	$ 402,000	$ 375,600	$ 274,381	$ 101,219	73.1%	$ 101,200	$ 101,200	$ -	$ 101,200	0.0%	In Process	Project underway, general contractor and manufacturer have stalled project.
9	WW1303		Westover PS	768,800	1,350,400	158,705	1,191,695	11.8%	1,292,400	1,292,400	100,704	1,191,696	7.8%	In Process	Contractor has mobilized, beginning site reconstruction.
10			**Totals - FY 2014**	$ 1,170,800	$ 1,726,000	$ 433,087	$ 1,292,913	25.1%	$ 1,393,600	$ 1,393,600	$ 100,704	$ 1,292,896	7.2%		
11															
12			**FY 2015**												
13	WQ1503		West Dover Connector Project	$ 336,000	$ 338,800	$ 337,787	$ 1,013	99.7%	$ 73,600	$ 76,400	$ 75,319	$ 1,081	98.6%	Complete	
14	WW1504		Lakeview Dr Pump Stn Replacement	450,000	408,400	360,867	47,533	88.4%	359,600	359,600	312,050	47,550	86.8%	In Process	Project approximately 98% complete.
15	WW1507		Retreat Pump Station Replacement	412,500	483,900	36,331	447,569	7.5%	360,500	447,700	157	447,543	0.0%	In Process	Project awarded. Notice to Proceed early February.
16	WW1509		West Dover Connector Road Utility Relo	922,000	922,300	922,221	79	100.0%	387,300	387,300	387,180	120	100.0%	Complete	
17			**Totals - FY 2015**	$ 2,120,500	$ 2,153,400	$ 1,657,206	$ 496,194	77.0%	$ 1,181,000	$ 1,271,000	$ 774,706	$ 496,294	61.0%		
18															
19			**FY 2016**												
20	---	R	Vehicles & Equipment	$ 409,500	$ 411,500	$ 305,651	$ 105,849	74.3%	$ 103,700	$ 411,500	$ 305,651	$ 105,849	74.3%	In Process	
21	WD1600/ WW1600		Meter Replacement Project	300,000	300,000	48,908	251,092	16.3%	300,000	300,000	48,908	251,092	16.3%	In Process	Meters have been ordered. Approximately 40 meters replaced
22	WD1601	R	Wellhead Redevelopment	82,500	82,500	51,625	30,875	62.6%	82,500	82,500	51,625	30,875	62.6%	In Process	Staff to meet with contractor on specific work soon.
23	WD1605		Future Well Installation	80,000	80,000	-	80,000	0.0%	80,000	80,000	-	80,000	0.0%	In Process	Staff has identified possible location of future well, await schedule to test.
24	WD1606		New Fence-Bayard Ave Water Tower	89,000	84,200	81,213	2,987	96.5%	89,000	84,200	81,213	2,987	96.5%	Complete	Final invoice paid in January
25	WD1607	R	SCADA Equipment Tech Upgrade	83,000	83,000	-	83,000	0.0%	83,000	83,000	-	83,000	0.0%	In Process	Materials scheduled to be ordered soon.
26	WD1608		Shallow Well #7 Abandonment	15,000	15,000	8,815	6,185	58.8%	15,000	15,000	8,815	6,185	58.8%	Complete	Awaiting reimbursement by land owner.
27	WD1609	R	WTP Process Improvements	284,400	284,400	132,523	151,877	46.6%	284,400	284,400	132,523	151,877	46.6%	In Process	Design work continuing.
28	WQ1601	R	Water Quality Improvements	1,000,000	895,000	250	894,750	0.0%	1,000,000	895,000	250	894,750	0.0%	In Process	New Street to be bid out in February.
29	WQ1602	R/T	Misc Emerg Water Quality Repairs	-	75,000	42,691	32,309	56.9%	-	75,000	42,691	32,309	56.9%	In Process	Project ongoing, work provided as emergencies arise.
30	WQ1603	T	Reimb KC for Water Main Increase	-	30,000	30,000	-	100.0%	-	30,000	30,000	-	100.0%	Complete	
31	WW1503		Hazzletteville Road Interceptor	755,000	462,100	-	462,100	0.0%	462,100	462,100	-	462,100	0.0%	In Process	Bids received, staff evaluating options.
32	WW1601		Inflow/Infiltration Removal	875,000	535,800	-	535,800	0.0%	875,000	535,800	-	535,800	0.0%	In Process	Additional projects under final review from DelDot
33	WW1602		Miscellaneous Pump Station Repairs	300,000	300,000	-	300,000	0.0%	300,000	300,000	-	300,000	0.0%		Bids to be sent out in February.
34	WW1603		Rolling Acres PS Replacement	52,000	52,000	19,920	32,080	38.3%	52,000	52,000	19,920	32,080	38.3%	In Process	Design work underway, approx 75% complete.
35	WW1605		DE Ave Sanitary Sewer Extension	25,000	25,000	-	25,000	0.0%	25,000	25,000	-	25,000	0.0%	In Process	Design work 98% complete, to be bid out in Feb.
36	WW1607	T	US 13 East PS #7 Repairs	-	97,000	-	97,000	0.0%	-	97,000	-	97,000	0.0%	In Process	Awaiting materials to be delivered
37	WW1608	T	St Jones River Sewer Repair	-	50,000	45,494	4,506	91.0%	-	50,000	45,494	4,506	91.0%	In Process	Work complete, awaiting final video from contractor.
38	WW1609	T	McKee Tax Ditch Sewer Repair	-	30,000	26,662	3,338	88.9%	-	30,000	26,662	3,338	88.9%	In Process	Work complete, awaiting final video from contractor.
39	II1603	T	Misc Emergency I&I Repairs	-	75,000	5,820	69,180	7.8%	-	75,000	5,820	69,180	7.8%	In Process	Project ongoing, work provided as emergencies arise.
40			**Totals - FY 2016**	$ 4,350,400	$ 3,967,500	$ 799,571	$ 3,167,929	20.2%	$ 3,751,700	$ 3,967,500	$ 799,571	$ 3,167,929	20.2%		
41															
42															
43			**Grand Totals**	$ 16,533,300	$ 18,818,300	$ 10,998,720	$ 7,819,580	58.4%	$ 10,720,300	$ 11,026,100	$ 3,206,294	$ 7,819,806	29.1%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is budgeted to start over each fiscal year. No carry forward.
SL = State Loan Project - construction phase is financed
I = Impact Fee (partially) financed project
T = Transfer from blanket WQ or I&I original budget

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of Mar 31, 2016

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2012 - FY 2013**												
2	EG1212	M	Unit 3 Turbine Inspection/Repair	$ 1,760,000	$ 1,713,600	$ 1,699,848	$ 13,752	99.2%	$ 53,500	$ 53,500	$ 39,700	$ 13,800	74.2%	Complete	Work is completed.
3	EE1312	M	General Scott Switchgear	1,150,000	1,145,000	835,172	309,828	72.9%	1,107,200	1,097,200	787,377	309,823	71.8%	Complete	Project complete. Waiting on one more invoice
4			**Totals - FY 2012 - FY 2013**	$ 2,910,000	$ 2,858,600	$ 2,535,020	$ 323,580	88.7%	$ 1,160,700	$ 1,150,700	$ 827,077	$ 323,623	71.9%		
5															
6			**FY 2014**												
7	EE1443		GOTP Transmission Line Relocation	$ 550,000	$ 550,000	$ 310,603	$ 239,397	56.5%	$ 408,500	$ 408,500	$ 169,076	$ 239,424	41.4%	Complete	
8	EG1416	M	VanSant Capacity Increase	1,500,000	1,000,000	711,061	288,939	71.1%	492,200	492,200	203,221	288,979	41.3%	In Process	Need to install protective closure around pump skid and replace water skid acid pumps.
9			**Totals - FY 2014**	$ 2,050,000	$ 1,550,000	$ 1,021,664	$ 528,336	65.9%	$ 900,700	$ 900,700	$ 372,297	$ 528,403	41.3%		
10															
11			**FY 2015**												
12	EG1504		McKee Unit 3 Boiler System	$ 890,000	$ 180,000	$ 126,638	$ 53,362	70.4%	$ 80,800	$ 122,800	$ 69,351	$ 53,449	56.5%	In Process	Boiler tube repairs, analysis on failed tubes.
13	EG1506		McKee & VanSant Safety Improvement	52,000	52,000	33,776	18,224	65.0%	18,300	18,300	-	18,300	0.0%	In Process	
14	EE1500		69 kV Rebuild	393,500	330,500	18,930	311,570	5.7%	318,500	318,500	6,901	311,599	2.2%	In Process	
15	EE1509		West Dover Connector	250,000	250,000	104,025	145,975	41.6%	155,800	155,800	9,816	145,984	6.3%	In Process	Awaiting State for go ahead to move forward.
16	EE1513	M	Town Point Distribution Feeders	600,000	590,800	505,762	85,038	85.6%	350,000	350,000	264,925	85,075	75.7%	In Process	Phase 1 about 50% complete
17	EE1516		Chestnut Grove	299,000	255,000	164,799	90,201	64.6%	136,000	136,000	45,801	90,199	33.7%	Complete	Phase 1 complete. Phase II will be new proj #
18	EE1522		Garrison Oak Park	184,000	184,000	166,523	17,477	90.5%	17,500	17,500	-	17,500	0.0%	Complete	
19	EE1525		Leander Lakes Apt Phase 1	73,000	73,000	45,658	27,342	62.5%	69,400	69,400	42,049	27,351	60.6%	Complete	Phase 1 complete. Phase II will be new proj #
20	EE1526		Playtex Addition	354,100	354,100	285,503	68,597	80.6%	150,000	150,000	81,367	68,633	54.2%	Complete	
21	EE1544		Nottingham Meadows	28,600	28,600	27,299	1,301	95.5%	26,600	26,600	25,288	1,312	95.1%	Complete	
23	EE1547		NBR Properties	16,600	14,200	14,012	188	98.7%		11,500	11,325	175	98.5%	Complete	
24			**Totals - FY 2015**	$ 3,154,400	$ 2,325,800	$ 1,501,038	$ 824,762	64.5%	$ 1,322,900	$ 1,376,400	$ 556,824	$ 819,576	40.5%		
25															
26			**FY 2016**												
27	EE1415	R	Metering Infrastructure	$ 150,000	$ 150,000	$ -	$ 150,000	0.0%	$ 150,000	$ 150,000	$ -	$ 150,000	0.0%	In Process	
28	---	R	Vehicles & Equipment	464,300	464,300	155,858	308,442	33.6%	464,300	464,300	155,858	308,442	33.6%	In Process	
29	EG1601		McKee Building Equipment Replacement	42,000	42,000	40,018	1,982	95.3%	42,000	42,000	40,018	1,982	95.3%	In Process	Building heating modifications.
30	EG1607		Unit 3 Auxilary Equipment	135,000	135,000	88,192	46,808	65.3%	135,000	135,000	88,192	46,808	65.3%	In Process	Nitrogen generator to be ordered.
31	EG1608		McKee & VanSant CEMS Upgrade	89,000	89,000	7,299	81,701	8.2%	89,000	89,000	7,299	81,701	8.2%	Complete	Work completed.
32	EG1609		VanSant Unit 11 Component Replacem	21,000	21,000	13,051	7,949	62.1%	21,000	21,000	13,051	7,949	62.1%	In Process	Work completed on gas skid regulators.
33	EG1610	R	McKee/VanSant Safety & Compliance	157,000	157,000	18,360	138,640	11.7%	157,000	157,000	18,360	138,640	11.7%	In Process	replace obsolete 2-way radios
34	EG1611		McKee/VanSant Preserve Structure	215,000	215,000	4,707	210,293	2.2%	215,000	215,000	4,707	210,293	2.2%	In Process	Expenditures in support of T&D trnsfrmr repairs.
35	EG1612		Van Sant Exhaust Plenum Replacement	469,000	469,000	161,403	307,597	34.4%	469,000	469,000	161,403	307,597	34.4%	In Process	Work to be completed in spring 2016 outage.
36	EG1613		McKee Unit 3 Stack Repairs	485,000	485,000	-	485,000	0.0%	485,000	485,000	-	485,000	0.0%	In Process	Obtain samples for disposal waste profile.
37	EE1603		Transmission Line Maintenance Program	75,000	75,000	22,452	52,548	29.9%	75,000	75,000	22,452	52,548	29.9%	In Process	
38	EE1604	R	Lighting Proj & Rehab	67,000	67,000	20,560	46,440	30.7%	67,000	67,000	20,560	46,440	30.7%	In Process	
39	EE1605		69 kV Cable Replacement North Street (originally proj EE1520)	565,700	135,000	-	135,000	0.0%	135,000	135,000	-	135,000	0.0%	In Process	Contacting Engineering firm for design
40	EE1606		Distribution Capacitors and Controls	50,000	50,000	-	50,000	0.0%	50,000	50,000	-	50,000	0.0%	In Process	
41	EE1607		Horsepond URD - Distribution Feeders	67,000	67,000	5,162	61,838	7.7%	67,000	67,000	5,162	61,838	7.7%	In Process	
42	EE1610		Frazier 900 Circuits	10,000	10,000	-	10,000	0.0%	10,000	10,000	-	10,000	0.0%	In Process	
43	EE1612		Dover AFB Substation Rebuild	30,000	30,000	-	30,000	0.0%	30,000	30,000	-	30,000	0.0%	In Process	
44	EE1616	R	New Developments	2,500,000	1,780,000	-	1,780,000	0.0%	2,500,000	1,780,000	-	1,780,000	0.0%	In Process	
45	EE1617		Oak Grove Trailer Park - Dist Upgrade	78,500	78,500	-	78,500	0.0%	78,500	78,500	-	78,500	0.0%	In Process	
46	EE1618		Lakeland - Distribution Upgrades	63,000	63,000	12,667	50,333	20.1%	63,000	63,000	12,667	50,333	20.1%	In Process	
47	EE1619		Route 8/Mifflin Road - Dist Upgrade	51,500	51,500	-	51,500	0.0%	51,500	51,500	-	51,500	0.0%	In Process	Awaiting easement paperwork from residents
48	EE1620		Route 8 Taps - Distribution Upgrade	38,500	38,500	32,796	5,704	85.2%	38,500	38,500	32,796	5,704	85.2%	Complete	
49	EE1621		Townsend Brothers - Dist Upgrade	14,500	14,500	6,944	7,556	47.9%	14,500	14,500	6,944	7,556	47.9%	Complete	
50	EE1622		Persimmon Tree Apts - Dist Upgrade	62,000	62,000	-	62,000	0.0%	62,000	62,000	-	62,000	0.0%	In Process	Awaiting underground crew to start
51	EE1623	T	DNREC R&R Metering	-	41,000	-	41,000	0.0%	-	41,000	-	41,000	0.0%	In Process	
52	EE1625	T	Public Works Wetland Project	-	78,000	-	78,000	0.0%	-	78,000	-	78,000	0.0%	Deferred	Deferred until FY17
53	EE1626	T	Washington Street Lights	-	40,000	-	40,000	0.0%	-	40,000	-	40,000	0.0%	Cancel	Rolling funds into New Street lights project
54	EE1627		Dover East Estates - Dist Upgrade	130,000	130,000	-	130,000	0.0%	130,000	130,000	-	130,000	0.0%	In Process	
55	EE1629	T	Tall Pine Condos	-	43,000	-	43,000	0.0%	-	43,000	-	43,000	0.0%	In Process	Awaiting developer go ahead
56	EE1630		Reed Street Roof Repair/Replacement	201,800	151,800	13,906	137,894	9.2%	201,800	151,800	13,906	137,894	9.2%	In Process	
57	EE1631		North Street OH to UG - Dist Upgrade	100,000	100,000	-	100,000	0.0%	100,000	100,000	-	100,000	0.0%	Deferred	Deferred until FY18
58	EE1632	T	Blue Hen Corp - Phase I	-	25,600	23,150	2,450	90.4%	-	25,600	23,150	2,450	90.4%	Complete	
59	EE1633	T	State Street Commons Fiber Optic Proj	-	64,000	40,233	23,767	62.9%	-	64,000	40,233	23,767	62.9%	Complete	
60	EE1635	T	McKee Road - Edgewell	-	7,000	6,952	48	99.3%	-	7,000	6,952	48	99.3%	In Process	
61	EE1636	T	Clearview - Phase 4	-	160,000	133,353	26,647	83.3%	-	160,000	133,353	26,647	83.3%	Complete	
62	EE1637	T	Dover Town Center Flex Site	-	13,900	13,526	374	97.3%	-	13,900	13,526	374	97.3%	Complete	
63	EE1638	T	Dover Town Center	-	35,200	25,332	9,868	72.0%	-	35,200	25,332	9,868	72.0%	Complete	
64	EE1639	T	Outback Steakhouse	-	30,600	27,647	2,953	90.3%	-	30,600	27,647	2,953	90.3%	Complete	

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of Mar 31, 2016

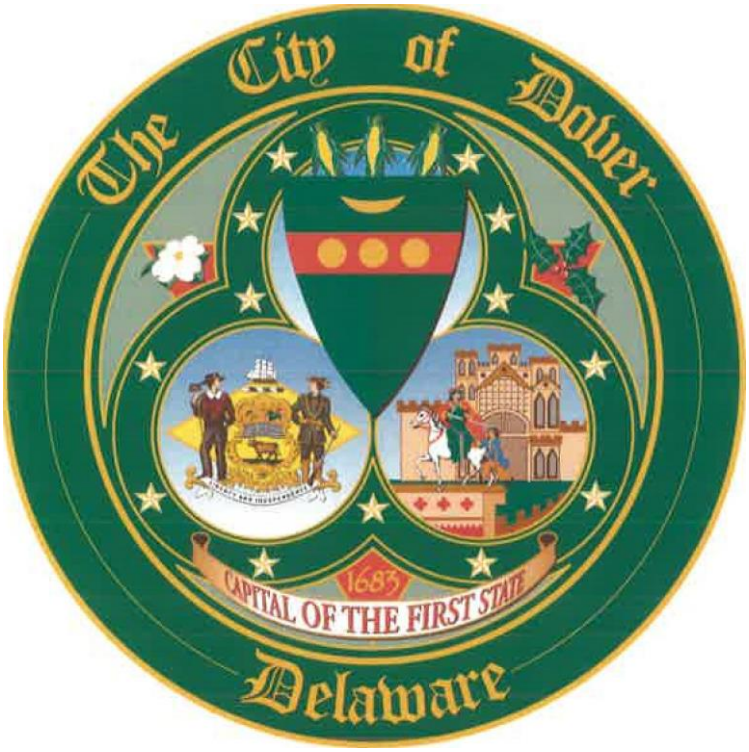
				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
65	EE1641		Reed St - Building/Safety Improvements	-	50,000	45,786	4,214	91.6%	-	50,000	45,786	4,214	91.6%	In Process	
66	EE1642	T	Del Homes Warehouse	-	18,000	15,000	3,000	83.3%	-	18,000	15,000	3,000	83.3%	Complete	
67	EE1643	T	Winner Volkswagen	-	13,300	1,232	12,068	9.3%	-	13,300	1,232	12,068	9.3%	In Process	Awaiting go-ahead from contractor
68	EE1644	T	Retreat Pump Station	-	7,300	-	7,300	0.0%	-	7,300	-	7,300	0.0%	In Process	Awaiting Public Works go-ahead
69	EE1645	T	Dover Family Cosmetic	-	10,300	10,946	(646)	106.3%	-	10,300	10,946	(646)	106.3%	Complete	
70	EE1646	T	Loockerman Retail	-	26,500	1,506	24,994	5.7%	-	26,500	1,506	24,994	5.7%	In Process	
71	EE1647	T	Ollies Transformer Replacement	-	22,600	11,198	11,402	49.5%	-	22,600	11,198	11,402	49.5%	In Process	Scheduling for night work
72	EE1648	T	New Service - Blue Hen Apartments	-	23,900	-	23,900	0.0%	-	23,900	-	23,900	0.0%	In Process	
73	EE1649	T	New Service - K-Mart Store	-	20,300	-	20,300	0.0%	-	20,300	-	20,300	0.0%	In Process	Scheduled to be completed April 22, 2016
74	EE1651	T	Papen Farms Irrigation	-	28,000	25,735	2,265	91.9%	-	28,000	25,735	2,265	91.9%	Complete	
75			**Totals - FY 2016**	$ 6,331,800	$ 5,889,600	$ 984,975	$ 4,904,625	16.7%	$ 5,901,100	$ 5,889,600	$ 984,975	$ 4,904,625	16.7%		
76															
77			**Grand Totals**	$ 14,446,200	$ 12,624,000	$ 6,042,696	$ 6,581,304	47.9%	$ 9,285,400	$ 9,317,400	$ 2,741,174	$ 6,576,226	29.4%		

Legend

M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
T = Transfer from blanket New Development original budget

B = Bonded Project
S = State fully or partially reimbursed project

City of Dover Delaware



2016 ACTION PLAN

Prepared by:

City of Dover Planning Office

May 9, 2016

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Executive Summary

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

1. Introduction

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

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

1. Provide aid to special needs persons.

2. Preserve the existing housing stock.

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

4. Provide safe and livable neighborhoods.

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

2. Summarize the objectives and outcomes identified in the Plan

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

The second year AAP continues the projects and activities necessary to achieve the goals created in the Five –Year Consolidated Plan. Requirements for the Consolidated Plan requires

the City to access its housing needs, needs assessment and housing market analysis. The following summary identifies the objectives and outcomes of these needs utilizing CDBG funds.

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

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

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

3. Evaluation of past performance

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

The following CDBG projects were funded during the FY15 program year. The Consolidated Annual Performance Evaluation Report (CAPER) will outline the status of these activities that will be submitted to HUD in September 2016.

- **Homeless Needs:** Two (2) homeless persons received rental assistance for permanent housing. The Homeless Shelter received CDBG funding for operation cost that will service approximately 170 homeless men.
- **Housing Needs:** (3) Residential Rehabilitation; (1) Habitat for Humanity Rehabilitation; (2) Homeownership Assistance
- **Public Facility Improvements: (**1) Homeless Shelter

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

A minimum of two public hearings are required. Adequate notice is given through advertisement in the City's local newspaper and the City's website, with copies of the notices sent to such service agencies and public housing administration offices who serve and advocate for the low and very low income persons and disability communities to encourage citizen's participation input by the citizens and their advocates to meet the needs of citizens and

particularly those who are beneficiaries of the programs covered in the Consolidated Plan. The draft plan will be available for review for 30 days.

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

5. Summary of public comments

There were no comments.

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

None

7. Summary

There was no one in attendance at the public meeting.

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

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

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

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

Table 1 – Responsible Agencies

Narrative (optional)

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

Consolidated Plan Public Contact Information

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Website: www.cityofdover.com
Tracey Harvey, Planner
Email: tharvey@dover.de.us

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

1. Introduction

The public participation events planned for the Annual Action Plan (2016) represent the culmination of decades of experience in conducting similar events. In addition to the normal advertising of meetings in the local press, the staff notified stakeholders in writing and by the internet. The public was also notified of all meetings and hearings.

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

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

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

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

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

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

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

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

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

Not applicable.

Table 2 – Agencies, groups, organizations who participated

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

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care (CoC)	Homeless Planning Council of Delaware	The City of Dover includes funding for homeless programs as a priority in its Strategic Plan that are in line with the needs and priorities with the CoC.
Analysis of Impediments to Fair Housing	Delaware Statewide Entitlement Jurisdictions	The Strategic goals include the promotion of fair housing for all, preserving the existing stock and providing affordable housing.
10 Year Plan to End Homelessness	Homeless Planning Council of Delaware	The Consolidated Plan's priorities for ending homelessness are in line with the goals of the 10 Year Plan.
Restoring Central Dover Initiative	NCALL Research Inc.	Strengthen existing housing and expanding homeownership for low income persons are consistent with the goals in the Consolidated Plan
Downtown Development District Program	Delaware State Housing Authority	Strengthen neighborhoods and build a stable community of long term residents are consistent with the goals of the Consolidated Plan

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

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

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

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

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

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

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	1st public hearing will be held on the Draft Annual Action Plan	None	None	
2	News Paper Ad	Non-targeted/broad community	Notice of Availability of Draft Annual Action Plan	None	None	
3	Internet Outreach	Non-targeted/ broad community	Notice of Availability of Draft Consolidated Plan and Action Plan	None	None	www.cityofdover.com community development
4	Mailings	Non-targeted/broad community	See Public Hearing	None	None	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

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

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

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	Federal	Admin Homeowner Rehab Homebuyer Assistance Rapid Re-housing (rental assistance) Public Services	$227,955	$8,554		$236,509	$835,391	Expected amount includes a reduction in grant funding over a four year period.

Table 5 - Expected Resources – Priority Table

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

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

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

Two lots owned by the City were sold to Habitat for Humanity below market rate to build affordable housing for very low income families. In addition, Habitat has purchased additional lots and properties within the City in which new housing will be constructed and existing housing renovated to provide affordable housing to very low income families.

Discussion

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	HP-1 Homeless/ Rapid Re-housing	2016	2017	Homeless	City-wide	Homeless Rapid Re-housing Provide motel vouchers	CDBG: $7,208	Tenant Based Rental Assistance/Rapid Re-housing 10 households assisted
2	HP-2 Homeless Prevention	2016	2017	Homeless	City-wide	Homeless Prevention	CDBG: $22,000	Provide shelter for up to 170 homeless men
3	AH-1 Affordable Housing	2016	2017	Affordable Housing	City-wide/ Target Area	Homebuyer Assistance	CDBG: $50,000	Direct Financial Assistance to Homebuyers:3 households assisted
4	AH-2 Affordable Housing	2016	2017	Affordable Housing	City-wide	Housing Stock Rehabilitation	CDBG $75,000	Homeowner Rehabilitation: 3 Household units Emergency Repairs: 8-24 Household units assisted
5	AH-3 Affordable housing	2016	2017	Affordable Housing	City-Wide/ Target Area	Housing Stock Rehabilitation	CDBG $30,000	Renovate one single family home

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Description**	Meet the needs of persons that are homeless or at risk of homelessness by providing rental assistance, to obtain affordable housing.
2	**Goal Name**	Homeless Prevention
	Goal Description	Meet the needs of men that are homeless by providing shelter and assist in providing permanent supportive housing.
3	**Goal Name**	Affordable Housing/Homeownership Assistance
	Goal Description	Increase homeownership by providing down payment and closing cost to low income persons who purchase affordable housing in the City.
4	**Goal Name**	Affordable Housing /Preserve the Existing Housing Stock
	Goal Description	Rehab owner occupied housing that are in violation of the City's Housing Code and complete emergency home repairs that will eliminate health and safety hazards in order to preserve the existing housing stock in the City.

Table 7 – Goal Descriptions

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

The City of Dover is not a recipient of HOME funds, however the City estimates that ii will complete 12 homeowner rehabs within the City of Dover and provide homeownership assistance to 3 first-time homebuyers who purchase affordable housing in the City.

AP-35 Projects – 91.220(d)

Introduction

The 2016 Action Plan is a supplementary document to the Five Year Consolidated Plan (2015-2019). The goals and objectives focus on developing and sustaining viable communities and improving low and moderate income persons are addressed in the Consolidated Plan as part of the strategy for addressing the needs of low and moderate income people.

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

Table 8 – Project Information

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

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

Projects

AP-38 Projects Summary

Project Summary Information

1	**Project Name**	Dover Interfaith Mission for Housing
	Target Area	City-Wide
	Goals Supported	Public Services
	Needs Addressed	Homelessness Operating Cost
	Funding	$22,000
	Description	CDBG funds will be utilized for operating cost for the shelter that will include utilities, maintenance and lease cost.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	170 men annually
2	**Name Project**	Connections Community Support Program
	Target Area	City-Wide
	Goals Supported	Public Services
	Needs Addressed	Homeless Prevention Affordable Housing
	Funding	$7,208
	Description	CDBG funds will be used to provide rapid re-housing/rental assistance services for homeless households within the city.
	Target Date	6/30/17
	Estimate the number and type of families that will benefit from the proposed activities	10

3	**Project Name**	Homeownership Assistance Program
	Target Area	City-Wide
	Goals Supported	Affordable Housing/ Encourage Owner-Occupied Housing in low income areas
	Needs Addressed	Housing and Community Development
	Funding	$50,000
	Description	CDBG funds will be used to provide homeownership assistance to first-time homebuyers who purchase affordable housing in the City.
	Target Date	6/30/17
	Estimate the number and type of families that will benefit from the proposed activities	3 families
4	**Name Project**	Milford Housing Homeowner Rehabilitation Program
	Target Area	City-Wide
	Goals Supported	Affordable Housing/ Preserving the Existing Housing Stock
	Needs Addressed	Housing and Community Development
	Funding	$55,000
	Description	CDBG funds will be used to rehabilitate existing owner occupied housing in the City that is in violation of the City's Housing Code.
	Target Date	6/30/17
	Estimate the number and type of families that will benefit from the proposed activities	3-5 families
5	**Project Name**	Milford Housing Emergency Repair Project
	Target Area	City-Wide
	Goals Supported	Affordable Housing / Preserving Existing Housing Stock
	Needs Addressed	Housing and Community Development

	Funding	$25,000
	Description	CDBG funds will be used to provide emergency home repairs to owner occupied homes to eliminate housing conditions that threaten the health and safety of low income homeowners.
	Target Date	6/30/17
	Estimate the number and type of families that will benefit from the proposed activities	8-24
6	**Project Name**	Central Delaware Habitat for Humanity
	Target Area	City-Wide
	Goals Supported	Affordable Housing/ Preserving Existing Housing Stock
	Needs Addressed	Housing and Community Development
	Funding	$30,000
	Target Date	6/30/17
	Estimate the number and type of families that will benefit from the proposed activities	1 family

Table 9 – Project Summary

AP-50 Geographic Distribution – 91.220(f)

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

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

Geographic Distribution

Target Area	Percentage of Funds
Downtown Target Area	**13%**

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

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

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

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

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

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

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

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	5
The Production of New Units	0
Rehab of Existing Units	10
Acquisition of Existing Units	0
Total	

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

AP-60 Public Housing – 91.220(h)

Introduction

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

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

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

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

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

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

Not applicable

Discussion

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

Introduction

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

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

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

The City has provided CDBG funding to Connections Community Support Program to provide rapid rehousing/ rental assistance for up to ten (10) homeless households within the City of Dover. The City also accepted the Mayor's Challenge to End Veterans Homelessness in Dover by December 2015. The City met its goal by housing 50 veterans by December 28, 2015. The City will continue to work with housing providers to end homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

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

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

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

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

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

Discussion

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	0
Tenant-based rental assistance	0
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	0

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

Introduction

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

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

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

Incentives

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

Goals

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

Discussion

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

AP-85 Other Actions – 91.220(k)

Introduction

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

Actions planned to address obstacles to meeting underserved needs

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

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

Incentives

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

Actions planned to foster and maintain affordable housing

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

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

- Strengthen existing housing by expanding the Home Repair Programs

Actions planned to reduce lead-based paint hazards

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

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

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

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

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

Actions planned to reduce the number of poverty-level families

The City of Dover will provide CDBG funding over the next four years to projects that will reduce the number of poverty level families by addressing the most critical needs of families, such as providing rapid rehousing and rental assistance to the homeless, providing funding and support to emergency shelters, providing homeownership assistance to qualifying families who

purchase affordable housing in the City of Dover, and complete homeowner rehabilitation and emergency homes repairs to owner occupied homes of low and very low income families in the City.

Actions planned to develop institutional structure

The main gap that exists in the Institutional Delivery System is the lack of affordable rental housing. The public housing waiting list for Dover Housing Authority has 843 applicants and 635 applicants on the Section 8 waiting list. The average person remains on the waiting list for up to 4 years which increases the risk of homelessness and suffers from a severe housing cost burden paying over 50% of their income in rent.

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

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

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

Discussion

Program Specific Requirements

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

Introduction

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

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	8,554
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
Total Program Income	8,554

Other CDBG Requirements

1. The amount of urgent need activities	0

City of Dover

MAYOR AND COUNCIL

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2016-04

A RESOLUTION PROPOSING APPROVAL OF THE 2016 COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN.

WHEREAS, the City of Dover is entitled to $227,955 through the United States Department of Housing and Urban Development Community Development Block Grant program; and

WHEREAS, the City of Dover has prepared the 2016 Action Plan, in accordance with the United States Department of Housing and Urban Development guidelines, that serve as the primary planning document for identifying and meeting the housing and community development needs for the low and moderate-income residents of Dover; and

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

WHEREAS, the United States Department of Housing and Urban Development requires the City of Dover to submit a Consolidated Plan and an Action Plan for Application for Federal Assistance including the proposed use of funds and including certain certifications and policies to obtain its $227,955 entitlement; and use of $8,554 in program income for eligible activities; and

NOW, THEREFORE BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF DOVER APPROVE THE 2016 Community Development Block Grant Action Plan and application for Federal Assistance included in the Action Plan, along with certifications and policies attached and authorize its forwarding to the United States Department of Housing and Urban Development for consideration.

ADOPTED: *

ROBIN R. CHRISTIANSEN
MAYOR

TIMOTHY A. SLAVIN
COUNCIL PRESIDENT

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
	B-16-MC-10-0002

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:	City of Dover

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
51-6000092	0770936640000

d. Address:

* Street1:	15 Loockerman Plaza
Street2:	
* City:	Dover
County/Parish:	Kent
* State:	DE: Delaware
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	19901-7327

e. Organizational Unit:

Department Name:	Division Name:
Planning Department	Planning & Community Dev

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	Mrs.	* First Name:	Tracey
Middle Name:	N		
* Last Name:	Harvey		
Suffix:			

Title:	Planner
Organizational Affiliation:	
* Telephone Number:	302-736-7175
Fax Number:	302-736-4217
* Email:	tharvey@dover.de.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

City of Dover Action Plan 2016

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: DE-001 * b. Program/Project: DE-001

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2016 * b. End Date: 06/30/2017

18. Estimated Funding ($):

* a. Federal	227,955.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	8,554.00
* g. TOTAL	236,509.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:	Mr.
* First Name:	Robin
Middle Name:	R.
* Last Name:	Christiansen
Suffix:	
* Title:	Mayor
* Telephone Number:	302-736-7005
Fax Number:	302-736-7002
* Email:	rchristiansen@dover.de.us
* Signature of Authorized Representative:	
* Date Signed:	

NOTICE OF PUBLIC HEARING

In accordance with Federal Regulations governing the City of Dover Community Development Block Grant Program, the City of Dover will hold a public hearing Thursday, April 14, 2016 at 5:00 PM in the City Hall Conference Room, 15 Loockerman Plaza, Dover, to afford citizens an opportunity to comment on the proposed 2016 Action Plan and projected use of funds. The City will consider any comments or views of citizens received in writing or orally at the public hearing. A summary of these comments or views and summary of any comments or views not accepted and reasons therefore, shall be attached to the plan. Receipt of written comments will close at 5:00 PM on April 29, 2016. This Federally funded program will provide funds to support Community Development activities in eligible communities within the City of Dover. If you have a vision, hearing or physical impairment that requires accommodation either in the reading of this notice or at the public hearing, the City of Dover will provide appropriate assistance, please call the Planning Office at 736-7196 between the hours of 8:00 AM and 4:30 PM. If you have a hearing impairment, the State TDD Relay Center number is 1-800-855-1155 same hours.

EQUAL HOUSING OPPORTUNITY
City of Dover
Planning Office
P.O. Box 475
Dover, DE 19903

There was no one in attendance or any comments received.

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

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Signature/Authorized Official Date

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2016 , 2017 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

   However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

   The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

_____ _____

Signature/Authorized Official Date

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Title