DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS
Wednesday, June 23, 2021 at 7:30 AM
AGENDA

ZOOM:
https://zoom.us/j/94354164330
Meeting ID: 943 5416 4330

1. Welcome
2. Agenda
3. Minutes (May 2021)
4. Police report –Officer Aviles, Community Policing Unit
5. Executive Session
6. Executive Committee Report/Action Items
    i. Budget (Draft Fiscal Year 2022)
    ii. Workplan (Draft Fiscal Year 2022)
    iii. Board of Directors Handbook (Fiscal Year 2022)
    iv. Form 990
7. Property Updates - Dover Interfaith Mission for Housing
8. Committee Reports
    i. Design
    ii. Parking and Safety
    iii. Organization
9. Legislative Updates
    i. Senator Trey Paradee
    ii. Representative Bill Bush
10. City Updates
    i. Mayor
    ii. City Council
    iii. City Manager
    iv. Planning Director
11. Other Reports
    i. Kent County Tourism
    ii. Wesley College
    iii. Bayhealth
12. Other Business
13. Public Comment
14. Adjourn

Next DDP board meeting: Wednesday, September 22, 7:30 a.m. – in person – at City of Dover

conference room

Join Zoom Meeting

https://zoom.us/j/94354164330

Meeting ID: 943 5416 4330

Every month on the Fourth Wed, until Jun 23, 2021, 6 occurrence(s)
Jun 23, 2021 07:30 AM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: https://zoom.us/meeting/tJAucu2pqD8pGdTuVBeG8Rs-4jnXTNjUHSGW/ics?icsToken=98tyKuCsrT4uG9KRsxqHRowIA4_4LOvwpilejadpiSnHBgcLUBC7YuhMCoZRGu34

One tap mobile

+13017158592,,94354164330# US (Washington D.C)

+13126266799,,94354164330# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 943 5416 4330

Find your local number: https://zoom.us/u/acr80Kr1or

DOWNTOWN DOVER PARTNERSHIP
BOARD OF DIRECTORS MEETING MINUTES
May 21, 2021 – Online Zoom Meeting
DRAFT

BOARD MEMBERS AND STAFF: Mayor Robin Christiansen, Kim Adams, Peter Bradley, Representative Bill Bush, Robert Clark, Alan Grinstead, Matt Harline, Dave Hugg, Maxine Lewis, Todd Stonesifer, Jonathan Street, Councilman Ralph Taylor, John Van Gorp, Carla Wilson, Mike Casson, Linda Parkowski, Codi Canasa,Tina Bradbury, Diane Laird,=.

COMMITTEE CHAIRS, PRESENTERS, AND OTHER ATTENDEES: Office Aviles (CDPD)

Call to Order and Approval of Agenda: Todd Stonesifer, Board President, opened the meeting at 7:30 a.m. (approx.) John Van Gorp motioned, Jonathan Street seconded; unanimous approval to open meeting and approve agenda.

Meeting Minutes (April 2021): Alan Grinstead motioned; Carla Wilson seconded; unanimous approval.

Dover PD Update provided by Officer Aviles:
Officer Aviles informed the group about two men going to door to door asking for money. They are asking for money and appear to be connected to a white Mercedes with dark windows.

Executive Session:
Mike Harrington motioned to move into Executive Session, John Van Gorp seconded, unanimous approval.

- Item #1 – Property update

Motion duly made and seconded with unanimous approval to move out of Executive Session. Todd welcomed new board members, Codi Canasa, owner of Agape Body Piercings; Dr. Michael Casson, DSU Dean of the College of Business, and long-term Dover resident; and Linda Parkowski, Executive Director for Kent Economic Partnership. Each provided a brief introduction of themselves. Todd indicated that we look forward to the contributions they will make as DDP jettisons through the "roaring twenties" of downtown Dover.

Property updates:
Tina indicated that staff is preparing renewal leases for several tenants.

Diane provided a property update for Dover Interfaith Mission for Housing (DIMH): Dover Interfaith has been seeking a new location based on our request for them to vacate the space by the end of this year (2021), and they have diligently been looking for a year and a half. They have located a couple of properties, but both of them ended up being disagreeable to the community/neighborhood adjacent/near to proposed facilities. Currently, the most recent was a west end property that was near the car wash, at which point they received pushback from local businesses, and there was also a spatial issue whereby the property was ruled to be too close to a school. While DIMH to believe the location would be suitable, but when it came to council for approval, the technicality disallowed them to locate there. They did ask for second council consideration, but approval was again denied. Diane share is a *State Newsletter* to the editor from May 16th sharing that news and offering the DIMH Executive Director's concerns and frustrations. Diane affirmed that DIMH has been diligent in seeking a new location and implored the board to consider the importance of looking at the bigger picture, which is DDP's desire to explore

development of a master plan for Downtown Dover and the entire development district, a process that could yield recommendations for a new location of DIMH and related services.

Committee Reports

Parking and Safety:
Todd provided a parking update. Tina announced that Alan Grinstead was appointed as the new co-chair of Parking and Safety. The general consensus was that 25 incidents in that area was not a large number. There are still nuisance crimes, like panhandling and loitering. The committee is discussing ideas on how to address some of those issues, as well as looking to engage some of the community who provide services to the homeless.

Metered parking will begin again soon, partnering with Park Mobile and Colonial Parking. There will be a grace period to get people familiarized with the new program. Signage is being developed.

Economic Vitality:
Tina discussed the new businesses that are preparing to launch: Rebel Cove, Coney Island Hot Dogs, and Pineapple Kale. They will be out at June's First Friday event. Other new businesses are anticipated. Alan G. asked about the artisanal market and brought up the concern that customers are anticipating it and when it does't happen as anticipated, there is a potential negative effect. Diane provided information on the most recent delay due to the COVID concerns of the electrical contractors which delays inspections and disallows work to proceed. Todd pointed out that eight new businesses will be opened by the end of the year.

Organization:
Diane provided information about the proposed Master Plan and the development of the request for qualifications. We anticipate responses to be in by the end of the summer. A request was submitted to DE Representative Lisa Blunt Rochester's office, and though the application was denied in the highly competitive process, recommendations were made. Congratulations were offered to DSU on behalf of their successful request for funding. DDP has also requested funds from USDA Rural Development to develop a revolving loan fund.

Todd asked for clarification on what the revolving loan fund entailed. Diane explained that it is an advanced program often set up by Main Street programs so that they can handle a flow of funds. The revolving loan fund means that money goes out to people, business owners in need, and then it gets repaid with low or no interest terms.

Diane then discussed the Committee Work Plans and a training she attended about two weeks ago in Greenville. The topic was Crime Prevention Through Environmental Design (CPTED). Crime prevention through environmental design is a known way to prevent crime. A handout was displayed.

Legislative Updates:
Todd informed the members that Senator Pardee was not present, but Representative Bush would give an update. Rep. Bush discussed that there is money available at the state level, particularly from Rep. Andrea Bennett, a new member of the Bond Committee.

He discussed Senate Bill 127, a Site Readiness Fund Bill, which is money that's allocated if you have an area you just want to develop to turn into a feeder for businesses. He also discussed House Bill 177, a bill that requires all vendors to accept cash payments. This is something that could affect Downtown Dover.

Rep. Bush continued with discussing Senate Bill 95, a four-year scholarship to Delaware State University and House Bill 215, a bill which is going to allow for the delivery of alcohol similar to a delivery service that other states have. Finally, he discussed House Bill 195: the Body Cam bill for police officers.

City Updates:
Mayor Christensen acknowledged the council and their continued commitment to our community policing efforts.

Todd brought up the development efforts with Habitat and NCALL on the residential areas over on New Street and Queen Street, Kirkwood Street.

Councilman Taylor thanked the new members. He also discussed the potential new substation and a mobile command center, which seemed to have more traction with the committee.

The mayor then acknowledged the beautification efforts of Destination Downtown Dover with spring flowers.

Todd asked for updates from Matt Harline, who discussed moving the Meeting House Project. Dave Hugg provided updates on the eventual relocation of the Dover Post Office.

Kent County Tourism (KCT):

Executive Director Pete Bradley gave updates on higher website traffic and new photography efforts on behalf of the committee. They are expecting a busy summer with NASCAR, Delaware State Fair, Delaware Turf and Firefly.

Wesley College:
President Bob Clark emphasized the support that they received from the Kent County legislators. He stated that the merger was going to provide opportunities, expanded opportunities, for those they serve: the students as well as then the communities that they will go forth and serve.

Matt Harline acknowledged the job Bob had done through the pandemic.

Bayhealth:
Senior Vice President John Van Gorp discussed the discontinuation of COVID efforts, as local offices are now able to handle the questions about vaccinations and testing.

Diane acknowledged the work that Carla Wilson has been doing as Co-Chair for the safety portion of parking and safety for this year, and for heading up the Downtown Dover Ambassador program. All changes to board/committee membership will take effect July 1, 2021 (launch of Fiscal year 2022.)

Public Comment:
No public comments.

Call to Adjourn:
John Van Gorp motioned, **Jonathan Street** seconded, unanimous approval. Meeting adjourned at 8:50 am.

KFR/DL

DOWNTOWN DOVER PARTNERSHIP
MONTHLY BUDGET REPORT
FISCAL YEAR BUDGET

		FY21 Budget	FY21 Actual April 2021	FY21 Projected June 2021	FY22 Proposed Budget	FY22 Pending Grant or Similar Income
1	**Beginning Budget Balance & Cash**	$ -	$ 951,291	$ -	$ -	
2	Beginning Budget Balance	$ -	$ 594,291	$	$ -	
3	PNC Commercial Loan Account	$ -	$ 357,032	$	$ -	
4	**RECEIPTS:**					
5	Corporate Fundraising	$ 25,000	$ -	$ -	$ -	$ 40,000
6	State & City Relief Grant Funding	-	-	-	-	250,000
7	Misc. Grants	40,000	2,500	2,500	-	50,000
8	Parking Permit Revenues	35,000	39,094	39,094	50,000	-
9	Capital Expenditure Pull from previous fiscal year	-	-	-	-	-
10	Property Rental Income - Governors Avenue	117,300	84,300	117,300	117,300	-
11	Property Rental Income - EZ-Pass	294,400	227,220	294,400	294,400	-
12	Property Rental Income - Forest Street	9,500	11,612	11,612	10,000	-
13	Property Rental Income- 136 W. Loockerman	-	-	-	13,200	-
14	Appropriation from City of Dover	150,000	150,000	150,000	150,000	-
15	Miscellaneous & Incentives	19,000	195	237	19,000	-
16	TOTAL RECEIPTS	$ 690,200	$ 514,921	$ 615,143	$ 653,900	$ 340,000
17						
18	**DISBURSEMENTS:**					
19	Salaries	$ 152,750	$ 117,461	$ 140,953	$ 152,800	$ -
20	Temporary Help	8,000	1,680	4,500	8,000	8,000
21	FICA Taxes	12,000	8,874	10,649	12,000	-
22	Unemployment Tax	-	1,200	1,440	3,000	-
23	Health Insurance	12,000	-	-	12,000	-
24	Advertising	20,000	5,891	8,350	10,000	10,000
25	Bank Fees-Operating Account	200	-	-	200	-
26	Bank Fees-Bank Fees Commercial Loan	-	6,020	7,224	13,000	-
27	Computer & Software Purchases	1,000	911	1,283	5,000	-
28	Contractual Services	-	-	-	-	10,000
29	Community Relations	5,000	296	675	2,000	-
30	Design Committee	14,000	1,770	2,875	10,000	5,000
31	Economic Development Committee	16,300	2,900	13,100	15,000	135,000
32	Electricity	500	83	325	1,100	-
33	Facade Program	30,000	3,055	11,860	25,000	5,000
34	Financial Charges - PNC Loan	197,300	152,058	182,470	185,000	-
35	Insurance	40,000	34,619	35,137	38,000	-
36	Legal Expenses	1,000	-	-	1,000	-
37	Marketing & Promotions Committee	20,000	2,471	5,842	15,000	2,000
38	Merchant Committee	9,500	200	2,280	8,000	-
39	Property Management	-	-	-	-	-
40	Office Supplies	1,500	636	1,200	1,500	-
41	Office Space Rental	10,900	8,162	10,900	10,900	-
42	Organization Committee	10,000	5,610	6,732	9,000	54,000
43	Parking & Safety Committee	39,800	-	1,400	12,400	16,000
44	Parking Materials & Maintenance	25,000	2,799	4,359	34,000	-
45	Accounting Fees	3,000	-	2,900	3,000	-
46	Postage	100	63	76	100	-
47	Printing & Duplicating	4,000	1,739	3,459	4,000	-
48	Program Materials & Supplies	4,000	947	2,853	4,000	-
49	Property Maintenance/Management	20,000	38,868	46,642	15,000	-
50	Property Taxes	29,000	25,622	25,622	30,000	-
51	Subscriptions and dues	4,500	525	835	4,500	-
52	Telephone/FAX - Fire & Security Systems	3,500	2,483	3,980	6,000	-
53	Training, Conference, Food & Travel	18,000	(1,083)	(1,300)	18,000	-
54	Consulting Fees	2,000	-	-	-	60,000
55	Organization Investment	-	-	-	-	-
56	Real Estate Purchases	-	102,000	102,000	-	-
57	Renovations - 22/24 Loockerman Street	-	-	-	-	-
58	Renovations - 120 S. Governors Ave.	-	-	-	-	-
59	Renovations - 136 W. Loockerman Street	-	-	-	-	-
60	Reveloving Loan Fund	-	-	-	-	35,000
61	TOTAL DISBURSEMENTS	$ 714,850	$ 527,860	$ 640,620	$ 668,500	$ 340,000
62						
63	NET INCOME/(LOSS)	$ (24,650)	$ (12,939)	$ (25,477)	$ (14,600)	$ -

COMMITTEE WORKPLANS - SUMMARY

Fiscal Year 2022

(July 2021 - June 2022)

FULL DOCUMENT AVAILABLE FROM DDP OFFICES UPON REQUEST

302-678-2940

101 West Loockerman Street, Suite 1-A
Dover, DE 19904
DowntownDoverPartnership.com
302-678-2940

VISION

An increasingly vibrant and thriving downtown.

A regional destination.

People of all ages will fill downtown to visit museums and cultural attractions, have a nice meal, shop at unique retail stores, and enjoy numerous, varied and playful things to do, both inside and outdoors.

It's happening downtown!

MISSION

The Downtown Dover Partnership is committed to driving an improved quality of life for the residents and visitors of Dover, Delaware, through collective collaboration, economic development and promotion of downtown Dover's unique historic properties.

MARKET-BASED STRATEGIES

1. Align DDP activities to capture potential customers from, and collaborate with, institutions of higher learning in and near downtown Dover.
2. Align DDP activities to capture potential customers identified by Kent County Tourism and those inherent to the local historic attractions as well as institutions near to downtown Dover.
3. Attract local workforce and residents to eat, shop and explore downtown.
4. Ensure DDP committee activities address downtown safety, convenient and customer-friendly parking, and building occupancy/maintenance, as well as advocate for improvements to transportation and downtown infrastructure.

As adopted 2019 by DDP Board of Directors*

**Updates to reflect recent developments to be addressed in FY 2022.*

DESIGN COMMITTEE

July 2021 - June 2022

Committee Chair:			Committee Co-Chair:		
Kristin Pleasanton	[redacted]	kristin.pleasanton@delaware.gov			

Improve the appearance of the downtown Dover area and educate the public and private sectors about good design principles and the value of historical and cultural preservation.

Committee Objectives

1. Enhance the visual appeal and attractiveness of downtown Dover and involve the community in the process
2. Educate property owners and the community on building improvements, as well as the importance of preservation and historic significance of downtown buildings.

Committee Members:			Resource Partners:		
Kim Adams	[redacted]	[redacted]	Laura Parks	[redacted]	[redacted]
Will Grimes	[redacted]	[redacted]	Architect (TBD)		
Carrie Hart	[redacted]	[redacted]	Andrea Maucher		[redacted]
Dawn Melson-Williams	[redacted]	[redacted]	Other side for service providers		Community service, if available.
Elena Stewart	[redacted]	[redacted]			
Rosie Mujica	[redacted]	[redacted]			

FY 2022 BUDGET

#	PROJECT	COST	COST OTHER LINE ITEM	POSSIBLE OTHER REVENUE SOURCE:	COMMENTS
1-a	Façade Grants and "Downtown Spruce Up!" Building Improvements		25,000		*"Façade Program" line item in annual budget, $30,000; survey merchant/prop. owners*
1-b	Design Conceptuals (target 4-5 improvements)		2,500		Above
1-c	CPTED: Emerging needs (graffiti removal, benches etc.)		2,500		Above (Crime Prevention Through Environmental Design)
2	Holiday Storefront Decorating Contest	$1,000			
3	Downtown Holiday Decorations or banner exp.	$4,000			
4	Downtown Community Mural/Placemaking	$5,000		2,500	Seek partial grant
5	Vinyls on windows	0			Seek partial grant (DDOA?)
6	Educate on importance of good design	0			Ongoing through improvements
	Miscellaneous	0			Costs common to DDP committees
	TOTAL BUDGET	**$10,000**	**$30,000**	**$2,500**	

DOWNTOWN DOVER PARTNERSHIP

ECONOMIC VITALITY COMMITTEE

July 2021 - June 20212

Committee Chair:	Committee Co-Chair:
Jonathan Street	TBD

Committee Goal: Rebuild, maintain and diversify the downtown Dover area's economy. Business recruitment and retention strategies as well as strategic property purchases, property management, and redevelopment enhancements to the area will be key to success.

Committee Objectives

1. Ensure DDP board/committees and partners are working from the same "road map"
2. Business Recruitment
3. Business Retention
4. Assess and Maintain DDP-owned Property Inventory

Committee Members: *Proposed*

Kim Adams	Clint Robertson		
Mayor Christiansen	Charlie Rodriguez		
Mike Glick	John Van Gorp		
Mike Harrington	Business owner		
Dave Hugg	Paul Hughes	Jonathan to confirm	Banker/Lender WSFS
Mitch May	NOTE: Over for Working Group Membership & Resource Partners		

FY 2022 BUDGET:

#	PROJECT	COST	COST IF REVENUE RECEIVED	REVENUE SOUGHT	Comments
1	Explore creation of a downtown master plan		$15,000	$85,000 (appropriation sought)	Funds only expended if vendor hired.
2	Recruitment	$7,500			
3	Retention (Unlock the Block/other)	$7,500			
4	Emerging Opportunities - Revolving Loan Fund		5,000	$30,000 USDA (pending response)	$5,000 matching funds approved FY 2021
5	Manage/Market existing properties	0			Separate line item/budget.
6	Consider strategic purchases	0			Separate line item/budget
	Miscellaneous	0			
	TOTAL COST/REVENUE	$15,000	$20,000	$115,000	

DOWNTOWN DOVER PARTNERSHIP

ECONOMIC VITALITY COMMITTEE

July 2021 - June 20212

Working Group Members: Unlock the Block - an initiative of NCALL's Restoring Central Dover Strategy

Tina Bradbury	DDP		
Judy Diogo	DSCC	Co-Chair	
Rick Ferrell	Retail Market Answers LLC		
Will Grimes	NCALL		
Van Hampton	True Access Capital		
Diane Laird	DDP	Co-Chair	
Will Grimes	NCALL		
David Root	SBDC		
Laura Wisler	DSB		
Cindy Small	SBDC		

Additional Volunteers:

MARKETING & PROMOTION

July 2021 - June 2022

Committee Co-Chair:			Committee Co-Chair:		
DDP Staff			Dina Vendetti		

Committee Goal: Create a positive image for the downtown Dover area by promoting the downtown area as an exciting place to live, visit, work, shop, and invest.

Committee Objectives

1. Effective committee structure
2. Impactive community events
3. Advertise and promote downtown Dover

Committee Members: Pgs. 2 - 3 for Working Groups and additional volunteers

FY 2022 BUDGET

#	PROJECT	COST	PROPOSED REVENUE	SOURCE: REVENUE	OTHER
1	Coordination of Committee Activities	$0			
2	First Fridays and key events, promotions/activities	$19,000	$2,000	Proposed event income and DDOA grant	
3	Downtown Advertising/Marketing Plan @ $20,000				Separate line Item in budget.
	Miscellaneous				
	TOTAL COST/REVENUE	$19,000			

MARKETING & PROMOTION

July 2021 - June 2022

See series of events, budget allocations and personnel.

Calendar of Events Working Groups

Working Group Members: First Fridays **Budget:** $5,000

Includes Paint Dover! event and proposed two events at the Schwartz Center, as well as an estimated $350 in music honorariums/supplies for each month.

Proposed income: $1,000 DDOA (DE Division of Arts) grant and projected $1,000 registration income for Paint Dover! and Schwartz Center events, totaling potentially $2,000 income toward these events.

Alex Tarantino	[redacted]	Preservation Delaware
Carla Wilson	[redacted]	Realtor
Ginny Jewell	[redacted]	Dover Art League
Jeanne Francis	[redacted]	Resident
Julie Black Smith	[redacted]	Resident
Lexi Reider	[redacted]	United Church
Lori Llewellyn	[redacted]	Retailer
Lucy Findlay	[redacted]	Retailer
Maucher, Andrea	[redacted]	Dept. of State
rachel.rohm@gmail.com	[redacted]	NCALL
Rosie Mujica	[redacted]	Dover Public Library
Sydney Horton	[redacted]	Resident/Student
Will Grimes	[redacted]	NCALL
Deb Grinstead	[redacted]	Retailer

MERCHANTS COMMITTEE

July 1, 2021 - June 30, 2022

Committee Co-Chair:	Committee Co-Chair:
Lori Llewellyn	Tom Smith

Committee Goal: Create an environment that provides business networking support with a Shop Small -Shop Local philosophy to enhance and grow the Downtown Dover Business District.

Committee Objectives

1. Business to Business Communications
2. Retail Promotions
3. Coordination of activity with DDP Committees and Related Local Partners/Agencies

Committee Members:	Additional Committee Members or Resource Partners:
Yossyan Azhar	*All downtown merchants are invited to be members/attenders to all Merchant Committee meetings.*
Tina Hudson-Beamer	
Lucy Findlay	
Dina Vendetti	
Anita Wheeler-Bezy	
Codi Canasa	NOTE: Over for Working Group Membership
Deb Grinstead	N/A at present; develop for specific activities.

FY 2022 BUDGET:

#	PROJECT	COST	SOURCE: REVENUE	
1	Re-engage merchants - merchant mixers; window décor contests; Block Captain; welcome package	$2,500		DDP
2	Add retail components to events/retail promotions	1,000		
3	Loyalty key card/tag program and promo packages/bags	1,000		DDP
4	New downtown gift card program (explore)	2,500		DDP
5	Emerging opportunities	500		DDP
6	Downtown tours by invitation (potential for local sponsors)	500		DDP
7	Coordination of efforts with DDP committees and partner tourism agencies	0		Marketing & Promotions for linkages with FSHPD, KCT and CDCC; First Fridays
8	Explore merger of Merchant and Marketing/Promotions	0		
	Miscellaneous			
	TOTAL COST/REVENUE	$8,000		

ORGANIZATION COMMITTEE

DRAFT July 2021 - June 2022

Committee Co-Chair:				Committee Co-Chair:
Staff-led with Co-Chair				Executive Committee Treasurer - Pete Bradley

Committee Goal: Building a strong and sustainable foundation for the DDP revitalization effort, including cultivating partnerships, community involvement, and resources for the workplan of activities.

Committee Objectives

1. Enhance and grow public/private partnerships
2. Raise funds for DDP projects and administration
3. Grow quality DDP staff & volunteer base
4. Promote the organization

Committee Members:				Additional Committee Members or Resource Partners:		
As needed, ad-hoc						

FY 2022 BUDGET:

#	PROJECT	COST	REVENUE	SOURCE: REVENUE	
1	Enhance/grow public/private partnerships	500			
2	Broad-based fundraising plan	0			
3	DDP - ongoing enhancement as competitive organization	$7,000			Training, prof. develop.
4	Build high-capacity volunteer program	$1,000			Recognition event
5	Develop a plan to promote the organization	$ 500			
	Miscellaneous	$1,000			
	TOTAL COST/REVENUE	$10,000			

PARKING & SAFETY COMMITTEE

July 2021 - June 2022

Parking Working Group/Committee Chair:	Safety Working Group/Committee Co-Chair:
Todd Stonesifer	Al Grinstead

Committee Goal: Improve public parking and safety, and perception thereof, in downtown Dover.

Committee Objectives

1. Finalize development of new parking solution for downtown Dover
2. Ensure public can easily navigate coming into and getting around downtown Dover
3. Address safety concerns in downtown Dover
4. Improve the image of public parking & safety in downtown Dover

Committee Members:

See page two for working group members

FY 2022 BUDGET:

#	PROJECT	COST	Non-DDP REVENUE	
1	Develop/Implement parking solution	1,000		
2	Finalize trailblazing and parking signage	0		$23,100 from 2017-18 NBBF grant (in hand) Parking/Maint.
3	Create Parking Guide/Business Directory	2,000		
4	Re-activate downtown safety discussions through Safety Working Group	5,400		
5	DDAP Program	4,000	1,000	Potential funding, TBD
6	Improve Image of Downtown Parking & Safety	0		
	Miscellaneous	0		
	TOTAL COST/REVENUE	$12,400		

PARKING & SAFETY COMMITTEE

July 2021 - June 2022

Working Group Members: Parking

- Codi Canasa
- Dave Hugg
- Fred Neil
- Stephen Ottinger
- Christopher Peer
- Chris Raubaucher
- Thomas Smith
- Cnclmn Fred Neil

Working Group Members: Safety

- Alan Grinstead
- Carla Wilson
- Jill Street
- Lisa Cotchell
- Emmanuel Church represent
- Aviles Adalberto (Dover PD)
- Will Grimes
- Andre Boggerty (CD Council)
- Rev. Derrick Hodge
- Charles Kistler
- Val DeRocili

Downtown Dover Ambassadors Program (DDAP)

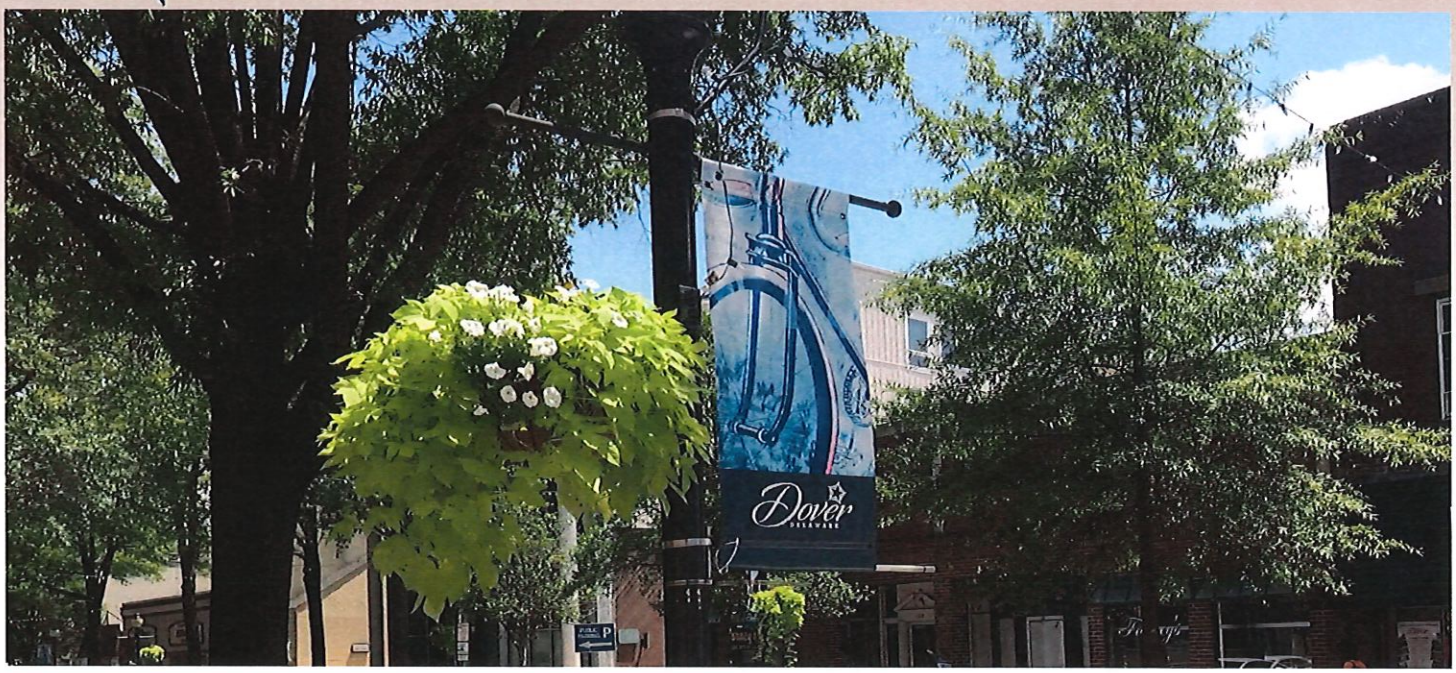
- Carla Wilson
- Cathy Candileri
- Fernandes, Hubert
- Gail Truxon
- Jessica Cook
- Karen Horton
- Rona Harris
- Sueduka Gibbs
- Sydney Horton

DRAFT

DOWNTOWN DOVER PARTNERSHIP

Board of Directors Handbook

Fiscal Year 2021



Shop Eat Explore and Repeat in Downtown Dover!

FULL DOCUMENT AVAILABLE FROM DDP OFFICES UPON REQUEST

302-678-2940

Our vision for Downtown Dover...

An increasingly vibrant and thriving downtown.

A regional destination.

People of all ages will fill downtown to visit museums and cultural attractions, have a nice meal, shop at unique retail stores, and enjoy numerous, varied and playful things to do, both inside and outdoors.

It's happening downtown!

Our Mission

The Downtown Dover Partnership is committed to driving an improved quality of life for the residents and visitors of Dover, Delaware, through collective collaboration, economic development and promotion of downtown Dover's unique historic properties.

The DDP is one of only four accredited Main Street ® communities in the State of Delaware.

MAIN STREET AMERICA

DowntownDover.com

101 W. Loockerman St
Suite 1-A
Dover, DE 19904
302-678-2940

TABLE OF CONTENTS

Introduction

Letter of Welcome....2
History of the Downtown Dover Partnership (DDP)....3
DDP Bylaws....5

The Downtown Dover Partnership: An Accredited Main Street Program

Accreditation....23
See also Appendix P. 107 for Accreditation Requirements.
Main Street America Fundamentals and Transformation Strategies....24
Four Points of Main Street....25
Ten Criteria of Recognition....26
Eight Principles of Revitalization....27
DDP Strategic Plan: Outcome (November 2018)....28
Full Strategic Plan*

Current Work of the DDP

2020 Annual Report (Calendar Year)....31
Fiscal Year 2021 Meeting Minutes (September 2020 – May 2021)....37
Fiscal Year 2022 (July 1, 2021 – June 30, 2022)
Budget*....64
Workplan Summary....68
Full Workplan**

Downtown Dover Partnership-Owned Properties

Property summary and listing....77

Board Member Roles and Responsibilities

Legal Duties of a Board Member....82
Board Member Agreement & Conflict of Interest....83

DDP Organizational Documents

Certificates of Incorporation
Downtown Dover Partnership Corporation....88
Main Street Dover, Inc....94
Certificate Of Dissolution....102
Certificate of Voluntary Dissolution....103
Certificate of Change of Registered Agent/Office....104

Appendix

Main Street America New Community Accreditation Standards....107
Maps of downtown....115
DDP Website....120
Insurance policies and other important organizational documents*

**Budget herein is draft until final reconciliation in August 2021; final budget to be provided Sept. 2021.*
***Available from DDP staff upon request.*

Diane Laird

Subject: FW: Form 990 - A few questions and clarifications

From: Bill Winters <bwinters@mitten-winters.com>
Sent: Tuesday, June 8, 2021 3:02 PM
To: Diane Laird <diane@downtowndoverpartnership.com>
Subject: RE: Form 990 - A few questions and clarifications

I would not amend as these items are deminimis to the return as a whole.

Bill

From: Diane Laird <diane@downtowndoverpartnership.com>
Sent: Tuesday, June 08, 2021 2:49 PM
To: Bill Winters <bwinters@mitten-winters.com>
Subject: Re: Form 990 - A few questions and clarifications

If it is not necessary to refile, then I suggest no need to take the time unless you believe it's in DDPs best interest to do so.

Best,
Diane Laird
Downtown Dover Partnership
302-678-2940

> On Jun 8, 2021, at 1:58 PM, Bill Winters <bwinters@mitten-winters.com> wrote:
>
> page 1 ; Q 6 + page 8
> Diane, I think # 1 and # 8 are the only changes to the amended 990.
>
> An amended 990 is actually not needed for such diminimis changes and the financial info doesn't change. However, give me the ok and I will process the amended 990.
>
> Let me know.
>
> Bill

Form **990** (Rev. January 2020)
Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047
2019
Open to Public Inspection

A For the 2019 calendar year, or tax year beginning 07/01/19 , and ending 06/30/20

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/ terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization: DOWNTOWN DOVER PARTNERSHIP CORPORAT

Doing business as:

Number and street (or P.O. box if mail is not delivered to street address): 101 W LOOCKERMAN ST

Room/suite:

City or town, state or province, country, and ZIP or foreign postal code: DOVER DE 19904

D Employer identification number: 51-0327371

E Telephone number:

G Gross receipts $: 612,058

F Name and address of principal officer:

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

I Tax-exempt status: ☐ 501(c)(3) ☒ 501(c) (6) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ www.downtowndoverpartnership.com

H(c) Group exemption number ▶

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation: 1990

M State of legal domicile: DE

Part I Summary

1 Briefly describe the organization's mission or most significant activities:
DEVELOP THE ECONOMIC, CULTURAL AND HISTORIC RESOURCES OF DOWNTOWN DOVER, TO INCREASE BUSINESS/JOB OPPORTUNITIES AND TO DEVELOP THE COMMERCIAL AND RESIDENTIAL POTENTIAL OF THE CENTRAL DOVER AREA

2 Check this box ▶ ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

Activities & Governance	3 Number of voting members of the governing body (Part VI, line 1a)	3	17
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	17
	5 Total number of individuals employed in calendar year 2019 (Part V, line 2a)	5	3
	6 Total number of volunteers (estimate if necessary)	6	10
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
	b Net unrelated business taxable income from Form 990-T, line 39	7b	0

		Prior Year	Current Year
Revenue	8 Contributions and grants (Part VIII, line 1h)	201,626	165,193
	9 Program service revenue (Part VIII, line 2g)	30,027	27,609
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	-403,260	0
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	183,391	187,120
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	11,784	379,922
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		0
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	148,803	155,357
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0		
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	264,615	188,420
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	413,418	343,777
	19 Revenue less expenses. Subtract line 18 from line 12	-401,634	36,145

		Beginning of Current Year	End of Year
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	5,311,510	5,247,683
	21 Total liabilities (Part X, line 26)	2,216,472	2,116,500
	22 Net assets or fund balances. Subtract line 21 from line 20	3,095,038	3,131,183

Part II Signature Block

COPY

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ Signature of officer — Date

▶ Todd Stonesifer President
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☒ if self-employed	PTIN
WILLIAM F WINTERS		05/17/21		P00208727

Firm's name ▶ MITTEN & WINTERS, LLP, CPAS — Firm's EIN ▶ 51-0288116

Firm's address ▶ P.O. Box 492, Dover, DE 19903-0492 — Phone no. 302-736-6100

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III ☒

1 Briefly describe the organization's mission:

DEVELOP THE ECONOMIC, CULTURAL AND HISTORIC RESOURCES OF DOWNTOWN DOVER, TO INCREASE BUSINESS/JOB OPPORTUNITIES AND TO DEVELOP THE COMMERCIAL AND RESIDENTIAL POTENTIAL OF THE CENTRAL DOVER AREA

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 192,040 including grants of $) (Revenue $)

TO IMPROVE THE OPPORTUNITIES FOR JOB CREATION, AND TO BROADEN THE TAX BASE THROUGH THE DEVELOPMENT/ACQUISITION OF COMMERCIAL AND RESIDENTIAL REAL ESTATE IN THE CENTRAL DOVER AREA, AND TO MAINTAIN AND RESTORE THE HISTORIC, ARCHITECTURAL AND COMMUNITY QUALITIES OF THE DOWNTOWN AREA CONSISTENT WITH THE GOALS OF THE NATIONAL MAIN STREET PROGRAM.
THE CORPORATION CONTINUED ITS EFFORTS IN PROVIDING FUNDS FOR ENVIRONMENTAL CLEAN UP IN SURROUNDING DOWNTOWN AREAS.

4b (Code:) (Expenses $ including grants of $) (Revenue $)

TO DEVELOP PARKING IN THE DOWNTOWN DOVER AREA AND PROVIDE OVERSIGHT OVER THE PARKING LOTS OWNED AND/OR MANAGED BY THE CORPORATION. THE CORPORATION MANAGES AND RECEIVES REVENUE FOR 6 LOTS IN DOWNTOWN DOVER. THESE LOTS PROVIDE PARKING FOR BUSINESS OWNERS, EMPLOYEES, CUSTOMERS, AND TOURISTS.

4c (Code:) (Expenses $ including grants of $) (Revenue $)

TO PROVIDE FACADE GRANTS TO ASSIST BUILDING OWNERS WITH HISTORIC PRESERVATION OF BUILDING FRONTS. THE CORPORATION PROVIDED GRANTS TO 10 DOWNTOWN BUSINESS FOR THE YEAR ENDED 6/30/18.

4d Other program services (Describe on Schedule O.)
(Expenses $ 12,045 including grants of $) (Revenue $)

4e Total program service expenses ▶ 204,085

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1		X
2	Is the organization required to complete *Schedule B, Schedule of Contributors* (see instructions)?	2		X
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I* (see instructions)	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O.	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a	9		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c			

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

				Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	3		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b		X	
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file* (see instructions)				
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	3a			X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	3b			
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a			X
b	If "Yes," enter the name of the foreign country ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a			X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b			X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c			
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a			X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b			
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	7a			
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b			
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c			
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e			
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f			
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g			
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h			
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8			
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a			
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b			
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	12a			
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state?	13a			
	Note: See the instructions for additional information the organization must report on Schedule O.				
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a			X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	14b			
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15			X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16			X

Part VI Governance, Management, and Disclosure *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI X

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	17		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	17		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a		X
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this was done*	12c	X	
13	Did the organization have a written whistleblower policy?	13		X
14	Did the organization have a written document retention and destruction policy?	14		X
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ None

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records ▶

DOWNTOWN DOVER PTSH CORP 101 W LOOCKERMAN STREET

DOVER DE 19903 302-678-2940

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See instructions for the order in which to list the persons above.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Kim Adams	0.00									
Board member	0.00	X						0	0	0
(2) Peter Bradley	0.00									
Treasurer	0.00	X		X				0	0	0
(3) Mayor. Robin Christiansen	0.00									
Ex-Officio	0.00	X						0	0	0
(4) Mr. Robert Clark	0.00									
Board Member	0.00	X						0	0	0
(5) John Van Gorp	0.00									
Treasurer	0.00	X		X				0	0	0
(6) Alan Grinstead	0.00									
Board member	0.00	X						0	0	0
(7) Matt Harline	0.00									
Board member	0.00	X						0	0	0
(8) Michael Harrington	0.00									
Board member	0.00	X						0	0	0
(9) Dave Hugg	0.00									
City Planner	0.00	X						0	0	0
(10) Maxine Lewis	0.00									
Board member	0.00	X						0	0	0
(11) Councilman Fred Neil	0.00									
Board member	0.00	X						0	0	0

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) Senator Trey Paradee	0.00									
Board member	0.00	X						0	0	0
(13) Todd Stonesifer	0.00									
President	0.00	X		X				0	0	0
(14) Jonathan Street	0.00									
Secretary	0.00	X		X				0	0	0
(15) Councilman Ralph Taylor	0.00									
Board member	0.00	X						0	0	0
(16) Carla M Wilson	0.00									
Board member	0.00	X						0	0	0
1b Subtotal ▶										
c Total from continuation sheets to Part VII, Section A ▶										
d Total (add lines 1b and 1c) ▶										

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶ 0

		Yes	No
3	Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*		X
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	160,000				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	5,193				
	g Noncash contributions included in lines 1a-1f	1g	$				
	h Total. Add lines 1a–1f			165,193			
Program Service Revenue		Business Code					
	2a PARKING PERMIT REVENUES			27,609	27,609		
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a–2f			27,609			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)						
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
			(i) Real / (ii) Personal				
	6a Gross rents	6a	400,050				
	b Less: rental expenses	6b	232,136				
	c Rental inc. or (loss)	6c	167,914				
	d Net rental income or (loss)			167,914	167,914		
			(i) Securities / (ii) Other				
	7a Gross amount from sales of assets other than inventory	7a					
	b Less: cost or other basis and sales exps.	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss)						
	8a Gross income from fundraising events (not including $ ..... of contributions reported on line 1c). See Part IV, line 18	8a					
	b Less: direct expenses	8b					
	c Net income or (loss) from fundraising events						
	9a Gross income from gaming activities. See Part IV, line 19	9a					
	b Less: direct expenses	9b					
	c Net income or (loss) from gaming activities						
	10a Gross sales of inventory, less returns and allowances	10a					
	b Less: cost of goods sold	10b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code					
	11a MISCELLANEOUS			18,845			18,845
	b FUND BAL CORRECTION 6/30/18			361			361
	c						
	d All other revenue						
	e Total. Add lines 11a–11d			19,206			
	12 Total revenue. See instructions			379,922	195,523	0	19,206

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	144,317	72,158	72,159	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	11,040		11,040	
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	815		815	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion	37,958	34,162	3,796	
13 Office expenses	4,750	1,682	3,068	
14 Information technology	1,257		1,257	
15 Royalties				
16 Occupancy	10,883		10,883	
17 Travel	8,465		8,465	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	12,835	12,835		
23 Insurance				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a PARKING/MERCHANT COMMITTE	63,700	63,700		
b FACADE ASSSISTANCE	8,276	8,276		
c CONTRACTUAL SERVICES	8,034		8,034	
d INSURANCE	7,104		7,104	
e All other expenses	24,343	11,272	13,071	
25 Total functional expenses. Add lines 1 through 24e	343,777	204,085	139,692	0
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

				(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing		846,387	1	868,577
	2	Savings and temporary cash investments			2	
	3	Pledges and grants receivable, net			3	
	4	Accounts receivable, net		5,756	4	4,016
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)			6	
	7	Notes and loans receivable, net			7	
	8	Inventories for sale or use			8	
	9	Prepaid expenses and deferred charges		2,274	9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 5,102,367			
	b	Less: accumulated depreciation	10b 727,277	4,457,093	10c	4,375,090
	11	Investments—publicly traded securities			11	
	12	Investments—other securities. See Part IV, line 11			12	
	13	Investments—program-related. See Part IV, line 11			13	
	14	Intangible assets			14	
	15	Other assets. See Part IV, line 11			15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)		5,311,510	16	5,247,683
Liabilities	17	Accounts payable and accrued expenses		24,472	17	16,497
	18	Grants payable			18	
	19	Deferred revenue			19	
	20	Tax-exempt bond liabilities			20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D			21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			22	
	23	Secured mortgages and notes payable to unrelated third parties		2,161,187	23	2,069,026
	24	Unsecured notes and loans payable to unrelated third parties		360	24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		30,453	25	30,977
	26	**Total liabilities.** Add lines 17 through 25		2,216,472	26	2,116,500
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ▶ ☐ and complete lines 27, 28, 32, and 33.**				
	27	Net assets without donor restrictions			27	
	28	Net assets with donor restrictions			28	
		Organizations that do not follow FASB ASC 958, check here ▶ ☒ and complete lines 29 through 33.				
	29	Capital stock or trust principal, or current funds			29	
	30	Paid-in or capital surplus, or land, building, or equipment fund			30	
	31	Retained earnings, endowment, accumulated income, or other funds		3,095,038	31	3,131,183
	32	Total net assets or fund balances		3,095,038	32	3,131,183
	33	Total liabilities and net assets/fund balances		5,311,510	33	5,247,683

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	379,922
2	Total expenses (must equal Part IX, column (A), line 25)	2	343,777
3	Revenue less expenses. Subtract line 2 from line 1	3	36,145
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	3,095,038
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	3,131,183

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b		X
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.
▶ Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization

DOWNTOWN DOVER PARTNERSHIP CORPORAT

Employer identification number

51-0327371

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)
☐ Protection of natural habitat
☐ Preservation of open space
☐ Preservation of a historically important land area
☐ Preservation of a certified historic structure

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

		Held at the End of the Tax Year
a Total number of conservation easements	2a	
b Total acreage restricted by conservation easements	2b	
c Number of conservation easements on a certified historic structure included in (a)	2c	
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶

4 Number of states where property subject to conservation easement is located ▶

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ $

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ $
(ii) Assets included in Form 990, Part X ▶ $

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ $
b Assets included in Form 990, Part X ▶ $

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- a ☐ Public exhibition
- b ☐ Scholarly research
- c ☐ Preservation for future generations
- d ☐ Loan or exchange program
- e ☐ Other .....

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ..... ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ..... ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ..... ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ..... ☐

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ▶ ..... %
- b Permanent endowment ▶ ..... %
- c Term endowment ▶ ..... %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations	3a(i)		
(ii) Related organizations	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		1,779,227		1,779,227
b Buildings		3,020,315	542,936	2,477,379
c Leasehold improvements				
d Equipment		6,423	4,496	1,927
e Other		296,402	179,845	116,557
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)* ▶				4,375,090

Part VII Investments – Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 12.)* ▶		

Part VIII Investments – Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 13.)* ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 15.)* ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) DEPOSITS	27,432
(3) PAYROLL LIABILITIES	3,545
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 25.)* ▶	30,977

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	
3	Subtract line 2e from line 1			3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	
5	Total revenue. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 12.)*			5	

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	
3	Subtract line 2e from line 1			3	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	
5	Total expenses. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 18.)*			5	

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.
▶ Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization

DOWNTOWN DOVER PARTNERSHIP CORPORAT

Employer identification number

51-0327371

Form 990, Part III, Line 4d - All Other Accomplishments

PROGRAM EXPENSES AND SUPPLIES

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990

THE FORM 990 IS INCLUDED AS PART OF A MONTHLY BOARD MEETING.

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy

If a conflict of interest is considered to be unacceptable, the Executive Committee and the Board Member should promptly resolve the matter.

Form 990, Part VI, Line 15a - Compensation Process for Top Official

COMMITTEE ORGANIZED FOR INTERVIEWING AND SELECTING DIRECTOR.

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation

GOVERNING DOCUMENTS ARE MADE AVAILABLE TO THE PUBLIC UPON REQUEST.

Form **4562**

Department of the Treasury
Internal Revenue Service (99)

Depreciation and Amortization
(Including Information on Listed Property)

▶ Attach to your tax return.

▶ Go to *www.irs.gov/Form4562* for instructions and the latest information.

OMB No. 1545-0172

2019

Attachment Sequence No. **179**

Name(s) shown on return: DOWNTOWN DOVER PARTNERSHIP CORPORAT

Identifying number: 51-0327371

Business or activity to which this form relates: Indirect Depreciation

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,020,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,550,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	

6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost

7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the **smaller** of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2018 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2020. Add lines 9 and 10, less line 12 ▶	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	12,835

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2019	17	0
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here ▶ ☐		

Section B—Assets Placed in Service During 2019 Tax Year Using the General Depreciation System

	(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only–see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property						
b	5-year property						
c	7-year property						
d	10-year property						
e	15-year property						
f	20-year property						
g	25-year property			25 yrs.		S/L	
h	Residential rental property			27.5 yrs.	MM	S/L	
				27.5 yrs.	MM	S/L	
i	Nonresidential real property			39 yrs.	MM	S/L	
					MM	S/L	

Section C—Assets Placed in Service During 2019 Tax Year Using the Alternative Depreciation System

20a	Class life					S/L	
b	12-year			12 yrs.		S/L	
c	30-year			30 yrs.	MM	S/L	
d	40-year			40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	12,835
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

Form **4562**

Department of the Treasury
Internal Revenue Service (99)

Depreciation and Amortization
(Including Information on Listed Property)

▶ Attach to your tax return.

▶ Go to *www.irs.gov/Form4562* for instructions and the latest information.

OMB No. 1545-0172

2019

Attachment Sequence No. **179**

Name(s) shown on return: DOWNTOWN DOVER PARTNERSHIP CORPORAT

Identifying number: 51-0327371

Business or activity to which this form relates: RENTAL PROPERTY

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,020,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,550,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	

6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost

7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the **smaller** of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2018 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2020. Add lines 9 and 10, less line 12 ▶	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	69,170

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2019	17	0
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here ▶ ☐		

Section B—Assets Placed in Service During 2019 Tax Year Using the General Depreciation System

	(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only–see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property						
b	5-year property						
c	7-year property						
d	10-year property						
e	15-year property						
f	20-year property						
g	25-year property			25 yrs.		S/L	
h	Residential rental property			27.5 yrs.	MM	S/L	
				27.5 yrs.	MM	S/L	
i	Nonresidential real property			39 yrs.	MM	S/L	
					MM	S/L	

Section C—Assets Placed in Service During 2019 Tax Year Using the Alternative Depreciation System

20a	Class life					S/L	
b	12-year			12 yrs.		S/L	
c	30-year			30 yrs.	MM	S/L	
d	40-year			40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	**Total.** Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	69,170
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

51-0327371

Federal Asset Report
Form 990, Page 1

Asset	Description	Date In Service	Cost	Bus %	Sec 179	Bonus	Basis for Depr	Per	Conv	Meth	Prior	Current
Other Depreciation:												
1	222 Railroad Ave	4/02/01	56,746				56,746	0	--	Land	7,072	0
7	133-135 S. GOVERNORS AVE	10/13/06	174,500				174,500	0	--	Land	0	0
8	139-143 S. GOVERNORS AVE	8/15/06	101,514				101,514	0	--	Land	0	0
9	238 RAILROAD AVE	7/13/04	151,091				151,091	0	--	Land	0	0
10	CAPITAL SCRAPYARD - 1	3/29/05	1,112				1,112	0	--	Land	0	0
12	139-143 GOV AVE	8/27/08	106,514				106,514	0	--	Land	0	0
13	GOV AVE PARK LOT(139-143)	1/31/09	161,402				161,402	15	MO	S/L	112,085	10,760
20	114/116-124-126-128 LOOCKERMAN &	11/08/11	412,857				412,857	0	--	Land	0	0
27	238 RAILROAD DEMOLITION COSTS	9/28/15	35,046				35,046	0	--	Land	0	0
28	111 S NEW ST	1/13/16	331,366				331,366	0	--	Land	0	0
30	SANTA HOUSE	6/20/16	11,855				11,855	15	MO	S/L	2,371	790
31	LAPTOPS, PRINTER	12/27/16	6,423				6,423	5	MO	S/L	3,211	1,285
	Total Other Depreciation		1,550,426				1,550,426				124,739	12,835
	Total ACRS and Other Depreciation		1,550,426				1,550,426				124,739	12,835
	Grand Totals		1,550,426				1,550,426				124,739	12,835
	Less: Dispositions and Transfers		0				0				0	0
	Less: Start-up/Org Expense		0				0				0	0
	Net Grand Totals		1,550,426				1,550,426				124,739	12,835

51-0327371

Federal Asset Report
RENTAL PROPERTY

Asset	Description	Date In Service	Cost	Bus %	Sec 179	Bonus	Basis for Depr	Per	Conv	Meth	Prior	Current
Other Depreciation:												
1	120 S. GOV - LAND	7/18/08	257,707				257,707	0	--	Land	0	0
2	120 S. GOV - BLDG	7/18/08	981,638				981,638	50	MO	S/L	214,324	19,633
3	680 PARCEL 1 - LAND	5/29/09	28,255				28,255	0	--	Land	0	0
5	680 PARCEL 2 - LAND	5/29/09	14,127				14,127	0	--	Land	0	0
6	680 PARCEL 2 - BLDG	5/29/09	118,891				118,891	50	MO	S/L	23,976	2,378
7	684 FOREST - LAND	5/29/09	28,255				28,255	0	--	Land	0	0
8	684 FOREST - BLDG	5/29/09	237,783				237,783	50	MO	S/L	47,953	4,755
14	22-24 W LOOCKERMAN ST	3/03/10	51,105				51,105	0	--	Land	0	0
15	22-24 W LOOCKERMAN ST	3/03/10	174,395				174,395	50	MO	S/L	25,578	3,488
16	22-24 W LOOCKERMAN ST	1/06/11	2,532				2,532	0	--	Land	0	0
17	22-24 W LOOCKERMAN ST	1/06/11	8,639				8,639	50	MO	S/L	1,123	173
18	22-24 W LOOCKERMAN ASBESTOS RE	12/10/10	38,538				38,538	50	MO	S/L	5,074	771
19	22-24 W. LOOCKERMAN ST RENOVAT.	6/30/11	3,600				3,600	50	MO	S/L	432	72
23	22-24 W LOOCKERMAN ST LAND IMRI	3/01/14	135,000				135,000	15	MO	S/L	48,000	9,000
24	22-24 W LOOCKERMAN ST	3/01/14	1,440,033				1,440,033	50	MO	S/L	153,603	28,801
27	22-24 W LOOCKERMAN RENOVATION	9/18/14	4,943				4,943	50	MO	S/L	470	99
28	680 PARCEL 1 DEMO	6/30/18	26,500				26,500	0	--	Land	0	0
	Total Other Depreciation		3,551,941				3,551,941				520,533	69,170
	Total ACRS and Other Depreciation		3,551,941				3,551,941				520,533	69,170
	Grand Totals		3,551,941				3,551,941				520,533	69,170
	Less: Dispositions and Transfers		0				0				0	0
	Less: Start-up/Org Expense		0				0				0	0
	Net Grand Totals		3,551,941				3,551,941				520,533	69,170