REGULAR COUNCIL MEETING
A G E N D A

REVISED TO INCLUDE ITEM #3-A
DOVER HIGH SCHOOL "COMING HOME" PROCLAMATION
JUNE 9, 2014 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 P.M.)
The "Open Forum" segment is provided to extend the opportunity to the general public to share their questions, thoughts, comments, concerns, and complaints. Discussion of any item appearing on the agenda as a public hearing is prohibited during the Open Forum as an opportunity will be provided during consideration of that item. Citizen comments are limited to three (3) minutes. Council is prohibited from taking action since they are not in official session; however, they may schedule such items as regular agenda items and act upon them in the future.

INVOCATION BY REVEREND THEODORE HENDERSON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN SLAVIN

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**
Those items on the Council Agenda which are considered routine and non-controversial shall be marked with an asterisk (*) and will be acted upon by a single roll call vote of the Council. There will be no separate discussion of these items unless a member of Council so requests, in which event the matter shall be removed from the Consent Agenda and considered a separate item.

* 1. **Adoption of Minutes**
   - **A. Council Budget Workshop of March 31, 2014**
   - **B. Regular Council Meeting of May 27, 2014**

2. **Presentation - Governor's Healthy Communities Recognition**

3. **Proclamations**
   - **A. Dover High School "Coming Home"**
   - **B. Flag Day and Flag Week**

4. **Public Hearing - Electric Revenue Fund Budget**

* **5. Board of Assessment Appeals Exemption Report - May 27 and May 28, 2014**

A. Village of Cannon Mill HOA Inc. - Open Spaces

(Board recommended approval of request for exemptions)

a-1. 2.7 Acres - Cannon Mill Drive
a-2. .393 Acres - Cannon Mill Drive
a-3. .773 Acres - East Sheldrake Circle
a-4. .2111 Acres - East Sheldrake Circle
a-5. .418 Acres- Quillen Street
a-6. 6.1 Acres - East Sheldrake Circle
a-7. 3.8 Acres - Loftland Drive
a-8. 5 Acres - Paradee Drive

B. Rector Wardens & Vestrymen of Christ Episcopal Church - 509 South State Street

(Board recommended approval of request for exemption)

C. Central Delaware Habitat for Humanity

(Board recommended approval of request for exemptions)

c-1. 41 South Queen Street
c-2. 70 Mifflin Road
c-3. 511 Schooner Way

D. YMCA - 825 Kenton Road

(Board recommended approval of request for exemption)

E. Bible Church of God Inc.

(Board recommended approval of request for exemptions)

e-1. 1202-1204 White Oak Road
e-2. Land - Spruance Road

F. Milford Housing Development Corporation

(Board recommended approval of request for exemptions for one (1) year and that the request be reviewed again next year; that the owner contact the City of Dover Inspections Department for maintenance issues; and that the owner meet with the City Manager to discuss a PILOT program with the City of Dover)

f-1. 1361-1383 Walker Road
f-2. 1357 Walker Road

* **6. Safety Advisory and Transportation Committee Report - May 27, 2014**

A. Request for Waiver of Public Street Frontage Requirement - Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section E - Lots (Dover Mall)

(Committee deferred action on the request until the June 23, 2014 Safety Advisory and Transportation Committee meeting when the applicant can be present)

* **7. Legislative, Finance, and Administration Committee Report - May 27, 2014**

A. Discussion - Fiscal Year 2014 Audit Program

(Committee recommended acceptance of the FY2014 Audit Program)

B. Proposed Grant-In-Aid Policy

(Committee recommended acceptance of the proposed Grant-In-Aid Policy)

C. Request of Dover Housing Authority for City of Dover to Serve as Responsible Entity for Environmental Reviews

(Committee recommended that City Council agree not to be the Dover Housing Authority's responsible entity for environmental reviews)

D. Proposed Ordinance #2014-16 Amending Appendix E - Commercial and Industrial Building Redevelopment (Sponsors: Anderson and Townshend)(See Item #12)

(Committee recommended adoption of Proposed Ordinance #2014-16)

* **8. Monthly Reports - April 2014**

- **A. City Assessor's Report**
- **B. City Manager's Report**
- **C. City Planner's Report**
- **D. Controller/Treasurer's Budget Report**
- **E. Economic Development Office Report** *(March and April)*
- **F. Fire Chief's Report**
- **G. Police Chief's Report**

9. Evaluation of Bids - Dover Park Recreation Center Demolition

(Staff recommends awarding the demolition contract to Delaware Mulch and Stone in the amount of $35,600)

10. Evaluation of Proposals - System Control and Data Acquisition (SCADA) Maintenance Contract

(Staff recommends awarding a three (3) year contract to Donovan Contractual Services (DCS) as per the proposal submitted in response to RFP #14-0040PW)

* **11. Council President Appointments - 2014/2015 Committees (Annual Appointments Deferred During the Meeting of May 27, 2014)**

- **A. Legislative, Finance, and Administration Committee**
- **B. Parks, Recreation, and Community Enhancement Committee**
- **C. Safety Advisory and Transportation Committee**
- **D. Utility Committee**
- **E. Compensation Commission**
- **F. Construction Code Appeals Committee**
- **G. Other Post-Employment Benefits (OPEB) Trust Fund Board**
- **H. Retirement Committee - General Employee Pension Plan**
- **I. Retirement Committee - Police Pension Plan**

12. First Reading - Proposed Ordinances

The First Reading is offered on the following proposed ordinances. Final action by Council will take place during the Second Reading of the ordinances on June 23, 2014. Copies of all proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office.

- **A. Proposed Ordinance #2014-16 Amending Appendix E - Commercial and Industrial Building Redevelopment (***Sponsors: Anderson and Townshend***)**
- **B. Proposed Ordinance #2014-17 - FY2014/15 City of Dover Budget Ordinances**

13. Final Reading - Proposed Ordinances

The First Reading of the proposed ordinances was accomplished during the Council Meeting of May 27, 2014. Copies of the proposed ordinances are available at the entrance of the Council Chambers.

- **A. #2014-09 Amending Chapter 50 - Floods; Chapter 22 - Buildings and Building Regulations, Article III - Building Code, Section 22-61; and Appendix F - Fees and Fines**

13. Final Reading - Proposed Ordinances (Continued)

The First Reading of the proposed ordinances was accomplished during the Council Meeting of May 27, 2014. Copies of the proposed ordinances are available at the entrance of the Council Chambers.

B. #2014-10 - FY 2014 Budget Amendment

C. #2014-14 Amending Appendix D - Downtown Dover Business Improvement District (DDBID), Article III - Establishment of DDBID, Section 3 - Geographic Boundaries, and Section 5 - Management Company

14. Council Members' Announcements

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COUNCIL BUDGET WORKSHOP

A Council Budget Workshop was held on March 31, 2014 at 6:00 p.m. with Council President Bonar presiding. Council members present were Mr. Anderson, Mr. Dixon, Mr. Lynn (arrived at 6:06 p.m.), Mr. Perza (arrived at 6:10 p.m.), Mr. Slavin, Mrs. Williams, Mr. Hare, and Mr. Hutchison.

Council staff members present were Police Chief Bernat, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Mrs. Russell, and Mrs. McDowell. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Council President Bonar requested the removal of Item #2-d-4 - Inspection Fees and Permits, noting that the material was included for consideration under Item #2-d-1 - Licenses and Permits.

Mr. Hutchison moved for approval of the agenda, as amended, seconded by Mr. Dixon and unanimously carried.

INTRODUCTION

Mr. Scott Koenig, City Manager, welcomed all to the Budget Workshop for Fiscal Year 2015, which begins July 1, 2014. He explained that the purpose of the Workshop was to identify where the City currently was financially and that the meeting was the cumulation of the last few months of work by staff, including the submission of budget requests by department heads and meetings held with them to review these requests. As a result, he noted that several items had been "scrubbed" and that it was anticipated that several additional items would be removed from the final budget. Mr. Koenig explained that the budget which would be presented this evening was a working document created to identify all the different issues staff had been dealing with and to follow up on some ideas discussed during the budget meeting with members of City Council in May 2013, including requests of members of Council to increase spending on infrastructure, maintain administrative expenses, etc. He stated that the draft budget included requests for new positions and capital plans. In addition, he noted that it included a gap in the General Fund, which he felt could not be closed before the budget hearings in May since it was significant. Mr. Koenig indicated that consideration must be given to tax and/or rate increases in order to provide additional revenue to the General Fund to continue to provide the level of service residents are accustomed to. He requested that there be dialogue as the information was being presented to provide direction to staff on how the numbers and programs could be refined in order for staff to deliver a budget that would be acceptable.

Mrs. Donna Mitchell, Controller/Treasurer, thanked members for giving staff the opportunity to present a preliminary working budget document for consideration at this time, explaining that it was hoped that this exercise would prevent the need to make major adjustments when the draft budget is presented to members in May. She provided members with the preliminary FY2015 working budget pages ***(Exhibit #1)***. Mrs. Mitchell noted that the enlarged copies of these pages had also been posted on the walls in the meeting room and invited members to utilize them for making notes, highlighting items, and making other markings (deletions, additions, etc.).

GENERAL FUND

Mrs. Mitchell reviewed the preliminary FY2015 General Fund Budget.

Responding to Mr. Hare regarding the decrease in property tax revenue received, which was reflected in the General Fund Revenue Summary, Mrs. Mitchell explained that, in prior years, senior citizen exempt properties were reported in this calculation. Elaborating, Mr. Koenig explained that

the City Assessor provides a calculation of the real property value and what the tax rate would yield in revenue. In years past, this was the amount used to determine property tax revenue. He noted that the City Assessor also provides a sub-calculation which reflects the total amount expected for the senior citizen discount, which equates to approximately $70,000 - $75,000. Staff now accounts for that deduction in the total property tax revenue, which has resulted in a net reduction in revenue.

Referring to the revenue estimate for sanitation fees, Mr. Koenig stated that the monthly average was tracking slightly lower ($5,000 per month) due to the loss of out-of-City customers and a reduction in the bulk trash fees as a result of the economy, since people are moving less frequently and residents are putting out less trash that may qualify for bulk. He explained that when the economy was good and residents had a $100 tree load for pickup, they would pay for the bulk pickup; however, now they are putting it out piecemeal in smaller-sized loads that the City picks up free of charge.

Mr. Koenig advised members that the rental revenue for the Garrison Farm had decreased due to the construction on the site reducing the amount of land available for farming. Once the infrastructure is in place, depending on development activity, the farmer who utilizes the land may wish to farm some additional lots; however, for FY2015, this amount would decrease. He noted that the actual revenue for the Calpine lease was on the increase.

Mrs. Mitchell indicated that the amount listed for revenue for transfer tax had been decreased, based on recent experience. Responding to Mrs. Williams, Mr. Koenig stated that there was no sure knowledge of any new construction that would provide transfer tax revenue. He explained that, although there may be new construction that would result in revenues for permit fees, unless a property transfers ownership, there would not be revenue from transfer tax. As an example, he advised members that the former Playtex site was working its way through the Planning Commission and if the site transfers next year, it would result in a significant transfer tax, which would be accounted for in the $1.1M projected for next year. Mr. Koenig stated that although the activity level on commercial properties had increased, it had not exceeded the current budget year and there was nothing to indicate that staff should budget more revenue next year.

Mr. Koenig explained that there was a $136,500 increase reflected in the FY2014 budget for Municipal Street Aid revenue; however, the total funding did not increase. He indicated that the amount included in FY2013 was a combination of operating expenses and a certain amount that was earmarked for capital. In FY2014, this description was changed, and this change in the revised budget would affect both the operating and capital funds.

In response to Mr. Slavin, Mrs. Mitchell stated that the revenues listed for the Court of Chancery Fees are incorporation taxes the City receives from the State, since the Court of Chancery is located in the City of Dover. She noted that the Payment in Lieu of Taxes (PILOT) that the City receives from the State is included in property tax revenues. Mrs. Mitchell advised members that legislation was being considered by the Delaware General Assembly regarding compensatory payments for certain exempt properties owned by the State. She advised members that the proposed legislation would increase the total amount paid by the State and this amount would then be divided among (4) qualifying jurisdictions. If this bill passes, she stated that it was anticipated that the City would receive an additional $48,000. Mrs. Mitchell noted that the State was proposing to eliminate the property tax exemptions for the University of Delaware and Delaware State University, which would

result in the State making a PILOT based on those values. Council President Bonar advised members of his understanding, after meeting with the co-chairman of the State's Joint Finance Committee, that it was unlikely that the legislation would be approved.

Mr. Koenig noted the revenue for civil traffic penalties included the Red Light Enforcement Program and reminded members that these revenues were as high as almost $1M when first initiated. He explained that the cameras had accomplished what was desired, which was to cause individuals to obey the traffic signals. As a result, revenues had decreased; however, Mr. Koenig noted that the Delaware Department of Transportation (DelDOT) was evaluating the possibility of moving some of the cameras to other locations, which may result in a brief increase in these revenues. In addition, he stated that the State was obtaining a new vendor for the Red Light Enforcement Program and, although there may be "bumps" in revenue, staff did not feel confident in depending on this as a solid revenue stream.

Mrs. Mitchell advised members that the revenues for Other Reserves reflected a Verizon grant provided to the City as a reserve for technology. When this money is needed to pay for expenses, it is pulled out of the reserve and goes to the City Manager's budget for payments. This money is reflected as a transfer into the Other Reserves to serve as a "pass-through" to cover those expenses.

Referring to the Expense Summary for the General Fund, Mrs. Mitchell reminded members that, during the Legislative, Finance, and Administration Committee meeting held on March 10, 2014, she had explained that there was a need to make an accounting change in the pension calculation and the allocation for internal service funds. As a result, in the revised FY2014 budget, the pension unfunded liability costs had been moved to the division expenses; therefore, these costs would be allocated to the utilities for internal service fund charges. Mrs. Mitchell explained that this had resulted in large percentage increases in the division expenses, since the pension fund liability was included. To make this revenue neutral for the current fiscal year, a contribution to the pension fund in the amount of $121,000 was made, which actually benefitted the General Fund and was the amount that the City would have actually contributed anyway.

Although the Debt Service reflected a reduction, Mrs. Mitchell advised members that an additional $50,000 was included for interest on the proposed financing for Garrison Oak Park projects, which totaled the $2.9M needed for the streets and stormwater. She stated that the budgeted amount for debt service reflected interest for only six (6) months and that the full debt service would be included beginning in FY2016.

With reference to the Other Employment Expenses, Mrs. Mitchell stated that there were reductions in vacation sell back, education assistance, and retirements. Although staff had reduced these amounts by approximately $100,000, she noted that the total expenses had increased by $252,400. Mrs. Mitchell advised members that further explanation regarding these expenses would be provided later in the meeting.

Mrs. Mitchell reminded members that during staff's pension allocation and accounting change presentation to the Legislative, Finance, and Administrative Committee during their meeting of March 10, 2014, there was discussion regarding the underfunding of the Police Pension Plan for the annual required contribution. As a result, she explained that this amount had been increased to get the funding level up to the amount it should be in accordance with an actuarial study.

Mrs. Mitchell noted that there had been a significant increase in the Uncollectibles - Trash and Others and that staff would be providing further explanation later in the meeting. In addition, she noted that the Transfer to the Capital Improvement Program (CIP) Fund for Capital Projects had increased over $1.2M.

Mrs. Mitchell indicated that the revisions to the General Fund resulted in the City's expenses exceeding its revenues. She reminded members that in FY2014 there was a $555,500 budget deficit; however, $609,000 was taken from the prior year reserve balance in order to balance the budget. Mrs. Mitchell stated that the revised FY2014 budget deficit amount was $595,100. Including the $609,000 and the excess from the monies put in the Pension Funds, she stated that the amount taken from the prior year reserve balance ($1,373,600) resulted in a surplus of $778,500 for FY2014; however, she stressed that the surplus was only due to the carry forward.

Referring to the Notable Changes in FY2015 versus FY2014, Mr. Koenig stated that a Request for Proposals (RFP) had been requested for a City-Wide Revaluation. He anticipated that the RFP should be back before the May budget hearings, at which time staff would be able to include the actual expense for this line item. Mrs. Mitchell reiterated that the amounts listed on this page reflected only the difference between FY2015 and FY2014 and not the total expenses.

In response to Mrs. Williams regarding the method of projecting revenues, Mr. Koenig stated that the revenue projections were very conservative and that, although a conservative approach was made in estimating the expenses, they reflected the amounts requested and any change would be made based on Council's direction. As an example, he stated that for the Economic Development Office, last year's request from Kent County Tourism was $15,000, which was budgeted for FY2014 and paid to Kent County Tourism for handling Old Dover Days and other events such as the Amish Bike Tour. In FY2015, Kent County Tourism had requested $18,500 for handling those same events for the City. He explained that the reason for the increase was that there had been no increase in the $15,000 requested for several years and an additional $500 expense was now included for an insurance policy, separate from the City's umbrella coverage for the Amish Bike Tour. He assured members that it was staff's desire to have discussion with members of City Council to obtain feedback as to whether or not the increase should be approved.

Responding to Mr. Hare regarding the requirement for a City-wide revaluation, Mr. Koenig stated that the City Charter requires a City-Wide revaluation to be conducted no less than every five (5) years. He noted that the Charter was recently changed to extend the requirement to the five (5) years. Ms. Cheryl Russell, City Assessor, advised members that the last revaluation conducted by Kent County was in 1987. Should members of Council wish to have this requirement changed, he stated that a request could be submitted to the State legislators requesting a Charter amendment. He reiterated that the purpose of a reassessment is to properly evaluate real property throughout the City, and if the property values increase, it would be necessary to reduce the tax rate so that its result is revenue neutral. Mr. Hare expressed concern that such an expense is required yet additional tax revenue would not be generated to cover the expense.

Mrs. Mitchell noted that there had been significant increases in expenses for the Police Department, totaling $302,700. She explained that the Radio Replacement Program, which was totally new to the City's budget, had been included in the CIP.

Responding to Mrs. Williams, Chief Paul Bernat stated that in addition to inspections for the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) monies were necessary for travel and training. He confirmed that the City of Dover must pay for CALEA's travel and lodging expenses for reviewing the City of Dover Police Department for accreditation.

With reference to the Silver Lake Dam Inspection, Mrs. Mitchell explained that the inspection is a requirement of the insurance company.

Mrs. Mitchell noted that Public Works - Engineering was a new division, explaining that it was previously included in the General Fund and then was moved as a division into the Water/Sewer Fund. She stated that the budget includes a street inspector and an engineer for the streets and stormwater programs in the General Fund, noting that a reduction was reflected in the Water/Wastewater Engineering for moving the street and stormwater program to the General Fund. Mrs. Mitchell indicated that once a Stormwater Utility Planning Feasibility Study is completed, there may be another change in this regard.

Responding to Mr. Anderson regarding why this was included in the General Fund, Mrs. Mitchell assured members that stormwater, catch basins, etc., were General Fund items and explained that the feasibility study would determine if the City should start a new utility for stormwater. She advised members that the Environmental Protection Agency (EPA), along with other organizations, was instituting requirements involving stormwater, such as a Municipal Separate Storm Sewer System (MS4) Permit. Mrs. Mitchell stated that the engineering had always been a part of the General Fund (Public Works Administration) and that last year was the first year it was moved to the Water/Wastewater Fund; however, she did not notice this change until the budget was completed. She assured members that this engineering should be a General Fund expense. Elaborating, Mr. Koenig explained that any water that goes into the stormwater system runs into a water body. Any rainwater that goes into the sanitary system is treated under the Inflow and Infiltration (I&I) Program, which is a part of the Water/Wastewater utility. Depending on the results of the feasibility study, he stated that it may be necessary to create a stormwater utility, which would be related as a General Fund expense. In addition, Mrs. Mitchell stated that this engineer also serves as the engineer for the street program.

In response to Council President Bonar regarding the possibility of creating a stormwater utility, Mr. Koenig stated that staff was prepared to make application to the Department of Natural Resources and Environmental Control (DNREC) for a $90,000 study to conduct a City-wide feasibility study utilizing an outside engineering consultant with experience with such a feasibility study. He stated that the State was interested in this project since the State, through its MS4 permitting, was encouraging the creation of such utilities. As such, the State was willing to fund half of the costs for the feasibility study.

Mr. Koenig advised members that the City of Newark had a feasibility study conducted and held public hearings to create the utility; however, an issue arose when it became necessary to levy the tax assessment on the community. As a result, to his knowledge, although the utility structure had been established, they had not implemented the actual revenue structure to date. Mr. Koenig anticipated that the feasibility study for the City of Dover would occur in FY2015 and, if it were determined that the City should move forward with the creation of the utility, there would be a year of discussion in the community. He estimated possible implementation in FY2017-FY2018.

Mrs. Williams stated her understanding that the dilemma for the City of Newark involved issues with the University of Delaware. Responding, Mr. Koenig did not think that the dilemma involved the University since the City of Newark would not have the ability to levy the stormwater tax against the University. He noted that it would be the same for the City of Dover, explaining that it would be difficult for the City to levy such a tax against the State of Delaware for their tax exempt properties. Mr. Koenig felt that the issue would be whether there would be a tax or a fee involved, explaining that the City may be able to levy a fee against the State.

Elaborating, Mrs. Mitchell stated that the Governor had included some type of tax expense in his budget for this type of issue and questioned how it would affect the City if it were to be collected through County property taxes. If the City were to include such a tax, she questioned if it would result in double taxation.

Responding to Mr. Anderson regarding how a stormwater utility would operate, Mr. Koenig used the example of a $10M tar ditch project. He indicated that if this "rain tax" were levied, the City could request a loan from the State through the State Revolving Fund (SRF) for $5M and the State could in turn request that the City bring $5M to the table and issue bonds for stormwater, which would be underwritten by stormwater tax that the City would levy on the project. He indicated that although in theory this approach sounded good, implementation would be difficult.

Mr. Anderson expressed skepticism with the idea of the State collecting the monies without providing grants for infrastructure. He felt that if monies were to be collected from City taxpayers, grants should be provided rather than loaning the City money for taxpayers to pay interest back into the fund. Responding, Mr. Koenig stated that some of the monies from the State could be in the form of grants; however, he was under the impression it was a loan program and that the State did not want to provide monies through a grant.

Referring to the total increase of $937,000 projected in the General Fund for FY2015, Mr. Slavin noted that these were programmatic enhancements and not baseline funding, which would create a $3.1M gap. Since there was only $937,000 in enhancements, he questioned if the assumption was that the balance of the gap was the result of drivers in the budget. He inquired what the amount of the gap would be if members of Council adopted this year's budget without any programmatic enhancements, no replacement of equipment, etc., and funded only every level of service provided today, taking into consideration insurance costs, payroll, etc. Responding, Mrs. Mitchell stated that the police pension actuarial required contribution increase would be $347,600; the reassessment was $100,000 last year and had increased to $130,000, requiring an additional $30,000; the other employment expenses totaled $252,000; and the CIP transfers totaled a $1.2M increase, which was the bulk of the expenses, and then there were also enhancements. With these amounts, she stated that there would be a $2.6M gap, which did not include the $319,000 increase for labor costs. Clarifying, Mr. Koenig stated that if this year's baseline service budget were carried forward for approval (with only required increases such as labor, insurance, etc.), there would be an approximate $1.5M gap. Mrs. Mitchell noted that last year's budget projected a $1.4M gap for FY2015.

Mrs. Mitchell also reviewed the comparisons for the Water/Wastewater Fund Divisions as well as the Electric Fund Divisions, noting that these budgets were scheduled for review later in the meeting.

Mrs. Mitchell reviewed the Personnel Budget for FY2015 without Pension Accounting Change *(Page 5 of Exhibit #1)*. She stated that the personnel budget was based on the current year's staffing level, as well as wages, and did not include any requested additional staffing or salary increases.

Referring to the Other Employment Expenses *(Page 6 of Exhibit #1)*, Mrs. Mitchell reminded members that these expenses included items such as education assistance, vacation sell back, and retirements. She noted that the amount of $652,400 had been included in the General Fund budget *(Line 36 - Page 2 of Exhibit #1)*. She explained that this amount is the actual result versus what was budgeted, noting that the request was for $504,000 and when it was moved to Other Expenses, approximately $40,000 was eliminated since the results for the first year were unknown.

Several members relayed concern with the City's Education Assistance Policy, feeling that it may be too liberal. Responding, Mr. Koenig indicated that the Education Assistance Program was a benefit provided to City employees and was included in the City's Employee Handbook. In addition, Mrs. Mitchell noted that many of the City's benefits were also included in employee contracts.

Mrs. Mitchell reviewed the Change in Accounting for Pension Contributions *(Page 7 of Exhibit #1)* and the Personnel Budget without Pension Accounting Change *(Page 9 of Exhibit #1)*.

At the request of Mrs. Williams, Mrs. Mitchell stated that she would provide members with the employee benefit rate used for budgeting.

Mr. Koenig noted that the City's increase in personnel costs from FY2014 to FY2015 totaled $153,000 for over 347 employees. According to information provided by the State of Delaware, Mrs. Mitchell stated that there would be an increase in the amount of .37% for healthcare rates, and that the projection included in last year's budget was 6%. Mr. Koenig explained that the increase in personnel costs included the implementation of the Fraternal Order of Police (FOP) and Dover Organization of Employees (DOE) contracts, changes in healthcare costs, consideration of retirements and new hires for their replacements, etc. The increase did not account for any wage increase proposals for the International Brotherhood of Electrical Workers (IBEW), American Federation of State, County, and Municipal Employees (AFSCME), and Non-Bargaining employees. Putting this in perspective, he noted that last year there were $30M in personnel costs and that for next year's budget, a $153,000 increase was proposed for these same personnel costs, which was less than 0.5%.

In reviewing the 10-year apparatus replacement schedule for the Fire Department *(Page 10 of Exhibit #1)*, Mrs. Mitchell noted that the Department had submitted a request for new Self-Contained Breathing Apparatus (SCBA) in the amount of $309,735. She advised members that the Fire Department had not requested an increase since FY2010. She stated that Chief Matthew Carey had provided discussion points and other documentation for Council's review *(Pages 11-13 of Exhibit #1)*.

In regard to Contributions and Outstanding Items *(Page 14 of Exhibit #1),* Mrs. Mitchell indicated that staff had requested that all organizations provide a written request for contributions (until such time as the City's Grant In Aid Policy is approved) and reviewed those items that had been included in the preliminary budget and those that had not yet been included.

Responding to concerns of Mrs. Williams regarding lack of a requirement for these organizations to submit an audit, Mrs. Mitchell stated that in order for the City to obtain a review/audit, the City would need to ask organizations requesting contributions to submit a copy of their audited financial statements. She confirmed that all of the organizations are 501(c)(3).

Concurring with Mrs. Williams, Council President Bonar suggested that the City require any non-profit organization that is applying for funding from the City of Dover to submit an audit of their financial statements. Responding, Mrs. Mitchell stated that although such a requirement could be included in the Grant In Aid Policy, currently the requirement, which mirrors the State's policy, is that such organizations provide a compilation (receipts for expenses). She advised members that the Grant In Aid Policy had been completed and would be presented to the Legislative, Finance, and Administration Committee for their review and recommendation to City Council. It was her understanding that members of Council did not want to implement such a requirement for these organizations for this year, since there was a November deadline for submission of requests for contributions.

Mr. Hare requested that he be provided a copy of the receipts submitted for review prior to approving and issuing the requested contribution. Responding, Mr. Koenig advised members that the City had simply provided a contribution without any documentation to some organizations, such as Kent County Tourism. Mrs. Mitchell stated that in many instances, the City pays the vendors directly (bills) for events such as the Fourth of July Celebration and the African American Festival.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the City pays vendors directly for the entertainment provided for the African American Festival. In addition, she stated that the City receives an invoice from the Inner-City Cultural League for staff time, based on a certain number of hours and rate. Several members relayed concern with an organization charging for their "staff" time since this is an unaccountable expense and most members of such organizations donate their time.

Mr. Slavin relayed concern that there was currently a $3.1M shortfall in the General Fund and that the additional items requested by the Fire Department, and other organizations for which there were no estimated amounts to date, would only cause this shortfall to increase.

By unanimous consent, members took a brief recess.

Meeting recessed at 7:21 p.m. and reconvened at 7:35 p.m.

Mrs. Mitchell reviewed the Personnel Requests *(Page 15 of Exhibit #1)*, explaining that the annual costs were based on the FY2015 benefit rates and had not been included in the preliminary budget. She noted that impact of the requests on the General Fund totaled $517,459.54 and the impact on the Water/Wastewater Fund was $29,194.87. She reminded members that the expense for the Water Treatment Plant Operator for the Calpine Project would need to be added to the Water/Wastewater Fund, which would be a four (4) year cost. Mrs. Mitchell confirmed that the $29,194.87 listed only represented the costs for the position for half of a year (comment section indicated this amount as the full year cost).

Mr. Koenig provided members with specifics regarding each of the requested positions.

Responding to Mr. Slavin, Mrs. Mitchell explained that, in accordance with the City's Budget Procedure, monies budgeted for personnel costs are not transferrable unless the monies are used for contractual services, such as hiring temporary employees that would be necessary to fill any position vacated which resulted in a savings. He stated his intention to discuss with the Ad-Hoc Financial and Operational Advisory Committee a procedure that may assist with budgeting for personnel costs. It was his opinion that the City should budget for positions for a full year, and any personnel savings realized during the year would be directed toward an operations reserve with a cap, and then members of City Council could determine how those excess funds should be utilized to assist with Other Post-Employment Benefit (OPEB) or other liability. This would provide a personnel reserve for those times when additional costs are necessary, such as paying for overtime for snow removal or storm damage. Mr. Slavin expressed his concerns with allowing any amount of money that may be a savings in personnel accounts to be used for any other expense, including contractual services. He felt that if the monies were appropriated for positions, there should be restrictions for other uses.

In reviewing the Governmental Capital Projects Fund Summary *(Page 16 of Exhibit #1)*, Mrs. Mitchell noted that the only funding source (for the preliminary budget) was a transfer from the General Fund. She stated that the expenses for the Street Program included $1.1M for streets and curbs and $182,000 for vehicles and equipment for next fiscal year. Referring to the large increase for streets, she reminded members that this year's street program was funded through leftover loan proceeds.

Mrs. Mitchell reminded members that the $4.5M expense for the Streets was recently approved by City Council and, although a budget ordinance had not been presented for adoption, these monies were approved for providing stormwater and infrastructure at the Garrison Oak Technical Park. She advised members that these amounts had not been updated in the forecast model for the Water/Wastewater and Electric Funds, and in the General Fund for those projects that had recently been approved by City Council. Therefore, she stated that it would be necessary for staff to go through the forecast models and revise the budgets for those related committee action forms recently approved by City Council.

Mrs. Mitchell referred to staff's request for an increase in licenses and permits *(Page 17-19 of Exhibit #1)* and noted that specific details and history had been provided by Mrs. Ann Marie Townshend, Director of Planning and Community Development. If staff's requested increases were approved, she stated that there would be an estimated increase in revenues in the amount of $154,425 *(See page 20 of Exhibit #1).*

In response to Mr. Slavin, Mr. Koenig stated that staff would present any proposed fee increases to City Council for approval prior to finalizing the City's budget.

Mrs. Mitchell reviewed the Property Assessment Projection and Projected Property Tax Receipts *(Page 21 of Exhibit #1)*, which included those organizations that provide a PILOT, and listed the Business Improvement District (BID) tax.

In reviewing the details of the Demolition Program *(Pages 22 and 23 of Exhibit #1)*, Mrs. Mitchell noted that the City's Receivable Balance for FY2007 was $6,754.01 and that for FY2014, it was $446,321.86. She expressed concern that the City's Uncollectible Reserve totaled $22,954.92 in FY2007 and that a couple of years ago, the City's auditors found that there were revenues not being

collected. As a result, she added $100,000 to the reserve to offset the estimated amount that would not be collected in revenues. Mrs. Mitchell relayed concerns with the auditor's reaction to the amount of $446,321.86. She had been discussing alternative methods for handling demolition properties with the Director of Planning and Community Development. It was her hope that the City could develop some other option that would prevent the City from paying for the demolition and taking action to collect the debt through monitions or some other means. Mrs. Mitchell reminded members that the auditors deduct money that is over 90 days outstanding from the fund balance, since that amount is not a spendable resource. As a result, she stated that, technically, if the $446,321.86 is not collected within 90 days, the auditor will deduct it from the fund balance. Since staff includes the amount in the fund balance as a spendable resource, she feared that there may be issues in this regard. Mrs. Mitchell urged members to provide suggestions regarding this matter.

Responding to Mr. Hutchison, Mrs. Townshend stated that there was a recent article in *American City/County* as to how the City of Gary, Indiana, handles demolitions. She had spoken with the Deputy City Solicitor and stated that this year, the City would be including the demolition costs on tax bills. Once these debts are included on the tax bills, she stated that a monition sale can be forced. As a result, it was the Deputy City Solicitor's opinion that the City could take a more aggressive approach to collecting the debt. In some cases, a lien could be placed that would affect any properties in Kent County owned by the owner of said property, which would allow for collection of the debt with the sale of any of the owner's properties. Otherwise, the collection of the debt would be paid with the sale of the particular property.

In response to Mrs. Mitchell's concerns, Mrs. Townshend questioned if the two (2) year delay for collection through monitions was a Code requirement or in accordance with the City's Policy. Clarifying, Ms. Russell explained that a property owner must be delinquent in paying two (2) years' taxes before the City can begin a sheriff's sale process. As an example, she stated that if an individual were delinquent paying July 2013 taxes and then did not pay their July 2014 taxes, the City would begin the sheriff's sale process in November of 2014.

Mrs. Townshend advised members that she had discussions with the Deputy City Solicitor regarding the possibility of obtaining copies of those invoices his office submits to the City Manager for demolition expenses in order for those costs to be included in the demolition liens for collection.

Elaborating on the demolition program, Mr. Koenig noted that $140,000 was originally budgeted for demolitions for the current fiscal year and staff had proposed a budget of $150,000 for next year. He stated that the City had been aggressive in moving demolitions through the process. Mr. Koenig noted that the expenses had increased annually for the last few years. He explained that the expectation was that the queue for demolitions was being reduced; therefore, staff recommended that the City continue to pressure property owners to either maintain their properties or the City would cause their demolition. Mr. Koenig felt that if the City did not take this action, the City would be subjected to the costs associated with vacant structures as well as the police, fire, fire marshal, and code enforcement issues involved. He explained that although the demolition expenses are an increase in the City's liability for the fund balance, operationally the City is causing the removal of structures that are problematic for City personnel as well as the community. Therefore, he felt it was important for the City to continue to aggressively pursue these property owners, and hopefully owners will realize that the City will take action if properties are not maintained.

For clarification, Mrs. Mitchell indicated that, in addition to demolitions, the amount reflected as an Uncollectible Reserve *(Page 23 of Exhibit #1)* included all General Fund items such as sanitation, police extra duty, fines, etc.

Mrs. Mitchell reviewed the Police Extra Duty Program details *(Pages 24 through 27 of Exhibit #1)*. She reminded members that there had been discussion regarding the possibility of charging for the overhead costs and noted that the details included an overhead rate calculation. She stated that a proposal regarding this matter will be presented to the Legislative, Finance, and Administration Committee for their review and recommendation to City Council. Mrs. Mitchell explained that the concept would be to bill the customer the average costs per officer rather than by class of officer, which would save on labor intensive billing which would be required to figure out individual rates. She noted that a Special Event Rate had also been calculated and would be included in the proposal. Mrs. Mitchell indicated that the proposal would provide for an estimated Police Extra Duty income of $787,000 and, with an expense of $701,000, there would be a net result of $86,000, rather than the loss of money that had been realized in the past.

With reference to the Sanitation Fees and Expenses *(Page 27 of Exhibit #1)*, Mrs. Mitchell noted that the revenues covered expenses, including depreciation; however, they did not include any overhead costs. She indicated that the number of vehicles purchased may vary in a given year; therefore the depreciation amount represented the purchase of only one (1) vehicle.

Mrs. Mitchell reviewed the Legal Expense Trend *(Page 28 of Exhibit #1)* and noted that in FY2010, there was an approximate $18,000 expense for the OPEB Trust Agreement and the remainder was for FOP negotiations. She explained that the increase in legal expenses was attributed to hourly billing charge versus retainer fee, union negotiations, code enforcement, and customer service issues. Mrs. Mitchell stated that these legal fees represented only the General Fund expenses and did not include issues related to power supply/generation or issues related to Ward Transformer.

Responding to Mr. Slavin, Mr. Koenig stated that almost all of the Baird Mandalas Brocksted, LLC expenses listed were related to labor negotiations or arbitration/mediation.

Mr. Koenig reminded members that in a previous meeting, Mr. Lynn questioned the concept of the City providing in-house legal counsel. He noted that the regular expenses for Schmittinger and Rodriguez are approximately $75,000 per year, although in previous years, these costs had been up to approximately $100,000. Should the City hire an attorney, he stated that there would be a minimum cost of $125,000 - $130,000, which would include salary and benefits. If the City were to hire a full-fledged legal office, the expenses would exceed $200,000. In addition, Mr. Koenig stated that there would also be other costs, such as expenses related to travel; therefore, at this time, staff did not feel that the City should consider an in-house legal office.

Noting that the legal expenses had continued to increase during the past few years as the result of labor contract negotiations, Mr. Slavin questioned if the City had realized a return on this investment. Responding, Mr. Koenig felt confident that the long-term investment for the legal services had been realized and would be reflected in the City's OPEB liabilities. He reminded members that the 15% cost sharing for health coverage was extremely beneficial to the City and, although it may have been possible to achieve that agreement without legal representation, he felt that by having legal representation the end result was achieved. Mr. Koenig indicated that there had

been an increase in legal expenses for FY2013 due to the new labor union formed. It was his hope that the City could minimize these costs because, as the City moves forward, those areas of the contract to be reviewed will be fewer than in the past. He explained that during the negotiation process, legal counsel is present to assist the City to respond within the law.

WATER/WASTEWATER UTILITY

Mrs. Mitchell reviewed the Water/Wastewater Utility Fund Budget *(Pages 29 through 31 of Exhibit #1)*. She expressed concern with the Fund, explaining that the revenues were projected to decrease significantly. As a result, she stated that the expenses for staffing in Engineering and Inspection had been moved to the General Fund, which resulted in a decrease in expenses in the amount of $164,000.

Responding to Mr. Hare, Mr. Koenig stated that the revenues included approximately three (3) weeks of Calpine operations; however, the Calpine revenues would not become fully effective until FY2016.

At the request of Mr. Lynn, Mr. Koenig confirmed that Calpine would not receive a special water rate and would be charged the City's water rate, which would likely be higher than the current rate.

In response to Mr. Slavin, Mr. Koenig stated that it was estimated that the City would receive an additional $1.6M related to water, estimated at the current water rate, and concurred that there would be a cost to the City for that revenue. Mrs. Mitchell advised members that staff had included the revenue and expenses through the forecast model and would review these details later in the meeting.

Mrs. Mitchell reviewed the details regarding the Wastewater Inflow/Infiltration *(Page 30 of Exhibit #1)* and explained that the information is reviewed to assure that the amounts collected are covering the fees paid for wastewater infiltration. With a projected deficit in the amount of $823,900, she noted that a rate of $1.71 would be necessary to cover the deficit (current rate at $1.05). She explained that if the increase were applied to an individual's bill (including wastewater and water), it would result in a 6.8% increase in consumption fees.

Referring to the current rate of $1.05, Mr. Koenig questioned its intent for covering expenses. Responding, Mrs. Mitchell stated that, in the past, the rate had covered the excess of the treatment expenses and approximately half of the Inflow/Infiltration. However, she reminded members that the City had a deficit fund balance due to treatment charges for Kent County and the rate was established to pay the fund balance down. Since this fund balance had been paid, Mr. Koenig questioned if members wanted this fee to cover the Inflow/Infiltration capital improvements in the future or the City's capital improvements related to the actual wastewater rate.

In response to Mrs. Williams, Mr. Koenig stated that this was a flat rate and is the same charge to residential, commercial, and industrial customers. He noted that the current water rate was $3.00 per 1,000 gallons. Referring to the Groundwater Surcharge from the State, Mrs. Williams questioned what effect this would have on City residents. Responding, Mr. Koenig stated that there would be a $47 tax per household on the Kent County tax bill. If the City increased the Inflow/Infiltration rate from $1.05 to $1.71 (66¢ increase), he stated that, with an average household using 7,000 gallons per month, this would equate to a $4.62 increase (approximately $55 per year).

Mrs. Mitchell explained that the challenge involved with the Water/Wastewater Fund is that the infrastructure is very expensive and the revenues are very low. As a result, she stated that $2.5M is needed for water and $2.5M in capital each year.

In reviewing the Water/Wastewater Improvement and Extension Fund Budget *(Page 31 of Exhibit #1)*, Mrs. Mitchell noted that the transfers from the Operating Fund for both Water (Line 6) and Wastewater (Line 7) did not include sufficient funds to cover the capital projects. She further explained that, with a total of $3.6M necessary to cover these project expenses, the transfer from Water should be $1.6M rather than $1.2M and the transfer from Wastewater should be $3.2M rather than the $1.8M, which had been included on the Water/Wastewater Fund Summary. As a result, she indicated that the $1.8M deficit would be eliminated. In addition, she stated that these amounts had not been updated to reflect the changes to the Garrison Oak Technical Park Projects recently approved by City Council.

ELECTRIC FUND

Mrs. Mitchell reviewed the Electric Fund Budget *(Pages 32 through 33 of Exhibit #1)*. She noted that an increase in revenues was reflected, and since the City had lowered its rate, there was a decrease in Utility Tax. Mrs. Mitchell reminded members that a $7M transfer from the Rate Stabilization Fund was necessary for FY2014 to cover cash flow issues; however, she stated that no transfer would be necessary for the next fiscal year. She indicated that although there was a high differential for the direct expenditures as the result of the pension changes, the transfer to Pension Unfunded Liability, in the amount of $1.3M, had been eliminated.

Referring to the Electric Improvement and Extension Fund *(Page 33 of Exhibit #1)*, Mrs. Mitchell stated that although there was a deficit in the amount of $784,400, there was a budget balance of approximately $2M used for projects, which fluctuates up and down each year. As a result, she stated that although there was money in the Fund to cover the deficit, it would cause a reduction in the fund balance.

RATE AND FEE TRENDS - GENERAL FUND, WATER/WASTEWATER FUND, AND ELECTRIC FUND

Mrs. Mitchell reviewed a table depicting the Rate and Fee Trends for the General Fund, Water/Wastewater Fund, and Electric Fund *(Page 34 of Exhibit #1)*. She noted that staff had proposed increases for the Water Flat Rate Charge (increase of $1.25), which would provide an additional $229,470 in Water/Wastewater Fund Revenue, and an Electric Customer Charge (increase of $1.00), which would provide an additional $279,612 in Electric Fund Revenue. This additional revenue would help pay for debit/credit card fees.

Responding to Mr. Slavin, Mrs. Mitchell indicated that the $8M transfer from the Electric Utility and equated to 10% of Electric Revenues.

Responding to Mr. Hare, Mr. Koenig stated that the City stopped charging customers for debit/credit card transactions. Mrs. Mitchell reminded members that when the City first began accepting debit/credit cards for payment, bank fees were charged to the customer. Then the City Manager eliminated the bank fee and instituted a convenience fee for accepting such payments. She stated that, recently, Mr. Koenig returned to accepting debit/credit cards for payment without any fees to

the customer, feeling that this was a customer service issue. Mrs. Mitchell confirmed that when a customer is able to pay by credit card, the City actually receives more payments that they would not otherwise receive. As a result, she stated that the City is receiving more revenue.

Elaborating, Mrs. Townshend stated that her office began accepting debit/credit cards in June/July 2013. She stated that, previously, there were many occasions when a customer would want to pick up a building permit and pay with a corporate credit card, since it would take them several days to obtain a corporate check. Since the City did not accept such card payments, these customers, who were willing and ready to pay, were sent away to "chase down money," causing the City to lose money and customer inconvenience. In addition, Mrs. Townshend stated that those who need to renew their rental permits or business licenses wish to make payment over the phone by debit/credit card. Accepting such payments eliminates staff code enforcement time previously spent "chasing" individuals to obtain such payments and allows these employees more time to work on actual code enforcement issues.

Following up, Mr. Koenig reminded members that the City instituted a rate reduction last year and that the debit/credit card fees were considered in the rate reduction calculation. As a result, he felt that the debit/credit card fees were embedded in the new electric rates; therefore, he stated that the City was already accounting for these fees.

Council President Bonar requested that staff provide a breakdown of the types of payments made to the City, including those that pay in person, use the drop box, and pay by debit and credit card.

Responding to Mr. Perza, Mr. Koenig confirmed that the City receives more revenue as a result of collecting payments by debit/credit card. When consumers have to directly pay a fee for the use of such a card, they will choose not to pay by debit/credit card. He stated that this often leads to the City having to collect the fees, which costs staff time and effort.

In conclusion, Mr. Koenig stated that staff was hoping for direction from members of Council, explaining that there was a large deficit in the General Fund. He assured members that staff would "comb" through the budget in hopes of decreasing the deficit amount. While reviewing the personnel issues, he questioned if members of Council had an interest in considering the additional personnel requested by the Police Department, since those costs would result in a large amount of the deficit *(see Page 15 of Exhibit #1)*.

After discussing the matter at length, Council President Bonar suggested that members contact the City Manager directly with their suggestions and any additional information desired in order for staff to submit detailed information for the Legislative, Finance, and Administration Committee meeting scheduled for April 14, 2014 for their review and recommendation to City Council.

By unanimous consent, the meeting adjourned at 8:52 p.m.

TRACI A. MCDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Budget Workshop of March 31, 2014 are hereby approved.

DAVID L. BONAR
COUNCIL PRESIDENT/
VICE-MAYOR ACTING

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Exhibit
Exhibit #1 - Preliminary Budget Working Pages

GENERAL FUND
REVENUE SUMMARY

		2013/14 BUDGET	2013/14 REVISED	2014/15 PRELIMINARY	$ DIFFERENCE FY 15 PRE VS FY14 BUDGET	% CHG FY15 VS FY14
1	**REVENUES**					
2	FINES AND POLICE REVENUE	$ 666,000	$ 573,900	$ 629,300	$ (36,700)	-5.5%
3	INVESTMENT INCOME	75,000	40,000	40,000	(35,000)	-46.7%
4	LIBRARY REVENUES	66,600	70,500	71,600	5,000	7.5%
5	KENT COUNTY BOOK REIMBURSEMENT	400,000	460,000	450,000	50,000	12.5%
6	BUSINESS LICENSES	1,460,000	1,460,000	1,460,000	-	0.0%
7	PERMITS AND OTHER FEES	1,167,500	1,300,500	1,214,200	46,700	4.0%
8	MISCELLANEOUS CHARGES	63,300	53,100	53,900	(9,400)	-14.8%
9	POLICE EXTRA DUTY	650,000	650,000	663,000	13,000	2.0%
10	PROPERTY TAXES	11,120,000	11,046,000	11,049,200	(70,800)	-0.6%
11	BID REVENUE	49,500	49,500	50,000	500	1.0%
12	RECREATION REVENUE	133,000	148,800	148,800	15,800	11.9%
13	FRANCHISE FEE	606,200	636,000	636,000	29,800	4.9%
14	SANITATION FEES	2,676,500	2,595,600	2,595,600	(80,900)	-3.0%
15	RENT REVENUE - GARRISON FARM	118,500	118,500	101,400	(17,100)	-14.4%
16	COURT OF CHANCERY FEES	863,200	1,002,200	917,700	54,500	6.3%
17	**RECEIPTS SUBTOTAL**	20,115,300	20,204,600	20,080,700	(34,600)	-0.2%
18	**INTERFUND SERVICE RECEIPTS**					
19	INTRAFUND SERVICE RECEIPTS W/WW	1,134,900	1,349,200	1,359,800	224,900	19.8%
20	INTRAFUND SERVICE RECEIPTS ELECTRIC	3,319,400	3,483,600	3,593,100	273,700	8.2%
21	**INTERFUND SERVICE RECEIPTS SUBTOTAL**	4,454,300	4,832,800	4,952,900	498,600	11.2%
22	**GRANTS:**					
23	POLICE RELATED/EXTRA DUTY	110,000	110,000	124,000	14,000	12.7%
24	POLICE PENSION GRANT	500,000	500,000	500,000	-	0.0%
25	GREEN ENERGY GRANT	98,500	98,500	98,500	-	0.0%
26	MISC GRANT REVENUE	25,000	25,000	70,000	45,000	180.0%
27	**GRANTS SUBTOTAL**	733,500	733,500	792,500	59,000	8.0%
28	**TRANSFERS FROM:**					
29	TRANSFER TAX	1,315,500	1,080,300	1,100,000	(215,500)	-16.4%
30	MUNICIPAL STREET AID	527,400	663,900	663,900	136,500	25.9%
31	CIVIL TRAFFIC PENALTIES	600,000	368,400	500,000	(100,000)	-16.7%
32	WATER/WASTEWATER	500,000	500,000	500,000	-	0.0%
33	ELECTRIC	8,000,000	8,000,000	8,000,000	-	0.0%
34	OTHER RESERVES ~ Verizon Grant	32,000	32,000	4,000	(28,000)	-87.5%
35	**TRANSFERS FROM SUBTOTAL**	10,974,900	10,644,600	10,767,900	(207,000)	-1.9%
36	**TOTAL REVENUES**	**$ 36,278,000**	**$ 36,415,500**	**$ 36,594,000**	**$ 316,000**	**0.9%**

GENERAL FUND
EXPENSE SUMMARY

		2013/14 BUDGET	2013/14 REVISED	2014/15 PRELIMINARY	$ DIFFERENCE FY 15 PRE VS FY14 BUDGET	% CHG FY15 VS FY14
1	**DEPARTMENT EXPENDITURES**					
2	CITY CLERK	$ 334,400	$ 359,900	$ 377,700	$ 43,300	12.9%
3	COUNCIL	107,800	107,900	115,100	7,300	6.8%
4	TAX ASSESSOR	198,300	206,900	339,900	141,600	71.4%
5	FIRE	692,100	681,600	727,300	35,200	5.1%
6	GROUNDS MAINTENANCE	948,500	1,137,300	1,083,600	135,100	14.2%
7	LIBRARY	1,330,400	1,313,900	1,395,700	65,300	4.9%
8	RECREATION	708,200	707,100	713,900	5,700	0.8%
9	LIFE SAFETY	468,200	506,100	511,400	43,200	9.2%
10	CODE ENFORCEMENT	377,100	399,300	418,400	41,300	11.0%
11	PLANNING	444,800	408,300	439,600	(5,200)	-1.2%
12	INSPECTIONS	540,300	686,300	605,200	64,900	12.0%
13	ECONOMIC DEVELOPMENT	215,200	213,200	221,600	6,400	3.0%
14	POLICE	13,571,800	13,891,500	14,228,700	656,900	4.8%
15	POLICE EXTRA DUTY	760,000	760,000	675,100	(84,900)	-11.2%
16	STREETS	603,700	604,500	817,600	213,900	35.4%
17	SANITATION	2,153,800	2,240,300	2,277,700	123,900	5.8%
18	CITY MANAGER	457,300	465,700	481,200	23,900	5.2%
19	INFORMATION TECHNOLOGY	660,500	735,700	732,500	72,000	10.9%
20	FINANCE	906,500	935,700	959,100	52,600	5.8%
21	PUBLIC WORKS - ADMINISTRATION	425,800	533,800	492,300	66,500	15.6%
22	FACILITIES MANAGEMENT	632,600	636,100	696,600	64,000	10.1%
23	PUBLIC WORKS - ENGINEERING	-	-	158,600	148,900	0.0%
24	PROCUREMENT & INVENTORY	517,600	534,700	563,800	46,200	8.9%
25	FLEET MAINTENANCE	720,700	763,700	780,100	59,400	8.2%
26	CUSTOMER SERVICE	1,109,400	1,186,300	1,188,800	79,400	7.2%
27	HUMAN RESOURCES	334,300	379,400	373,500	39,200	11.7%
28	MAYOR	83,300	83,300	81,400	(1,900)	-2.3%
29	**DEPARTMENT SUBTOTALS**	29,302,600	30,478,500	31,456,400	2,144,100	7.4%
30	**OTHER EXPENDITURES**					
31	DEBT SERVICE	557,300	557,300	518,400	(38,900)	-7.0%
32	CONTRIBUTION TO DDP	162,400	162,400	201,000	38,600	23.8%
33	MISCELLANEOUS GRANT RELATED EXP	25,000	25,000	25,000	-	0.0%
34	INSURANCE	658,900	658,900	724,800	65,900	10.0%
35	RETIREES HEALTH CARE	1,636,500	1,636,500	1,636,500	-	0.0%
36	OTHER EMPLOYMENT EXPENSES	400,000	118,800	652,400	252,400	63.1%
37	GENERAL PENSION UNFUNDED LIABILITY	1,159,100	121,000	-	(1,159,100)	-100.0%
38	POLICE PENSION FUND - STATE GRANT	500,000	500,000	500,000	-	0.0%
39	POLICE PENSION UNFUNDED LIABILITY	307,400	689,400	655,000	347,600	113.1%
40	UNCOLLECTIBLES - TRASH AND OTHER	10,000	10,000	50,000	40,000	400.0%
41	STREET LIGHTS	836,000	774,500	774,500	(61,500)	-7.4%
42	**OTHER EXPENSE SUBTOTAL**	6,252,600	5,253,800	5,737,600	(515,000)	-8.2%
43	**TRANSFERS**					
44	TRANSFER TO CAPITAL FUND - PROJECTS	1,278,300	1,278,300	2,500,000	1,221,700	95.6%
45	**TRANSFERS SUBTOTAL**	1,278,300	1,278,300	2,500,000	1,221,700	95.6%
46	**TOTAL EXPENDITURES**	**$ 36,833,500**	**$ 37,010,600**	**$ 39,694,000**	**$ 2,850,800**	**7.8%**
47	**BUDGET SURPLUS/(DEFICIT)**	**$ (555,500)**	**$ (595,100)**	**$ (3,100,000)**		
48	RESERVE BALANCE FROM PRIOR YEAR	609,000	1,373,600	-		
49	**ADJUSTED BUDGET SURPLUS/(DEFICIT)**	**$ 53,500**	**$ 778,500**	**$ (3,100,000)**		

CITY OF DOVER
FY2015 PRELIMARY BUDGET
NOTABLE CHANGES IN FY15 VS FY14

City Clerk		
Election Related Expenses	$	8,000
Training/Conferences - National Convention (Hosted by Delaware)		6,900
City Council		
Training/Conferences/Food/Travel		6,500
Community Relations Expense		2,000
Tax Assessor		
City Wide Revaluation		130,000
Library		
Contractual Services - Security increase		32,200
Recreation		
4th of July Contribution - No request for FY14		5,000
Inspections		
Demolitions		10,000
Economic Development		
Kent County Tourism request increase		3,500
Dover Downtown Partnership increase request		38,600
Life Safety		
Police Academy Training for Fire Marshal		3,200
Code Enforcement		
Contractual Services - Landlord/Tenant Training		4,000
Planning		
Training/Conferences/Food/Travel		2,800
Police Department:		
Dog and Kennel		12,000
Calea Inspections and travel and training *(was previously paid for by Grants)*		42,200
Camera system and mount 5 vehicles @ $6,000 each		33,000
Program expenses - amunition increase		7,000
Tasers (will look for Grant)		18,000
Insurance increase in deductible from $10K to $15K		5,000
Gasoline increase - 13%		25,000
CIP - Radio replacement program for 2 years *(Total cost is $320,910 over 2 years; Not in FY14 CIP)*		160,500
Subtotal Police		**302,700**
Street Department		
Consulting - Storm Water Feasibility Study *(State Grant match 50% - Grant receipt budgeted $45,000)*		90,000
Consulting - Silverlake Dam Inspection		51,400
Sanitation		
Contractual Services - increased recycling and brush		63,600
City Manager		
Legal Expenses		18,000
Public Works - Engineering		
New Division - Streets & storm water programs		158,600
Total General Fund Divisions	**$**	**937,000**

CITY OF DOVER
FY2015 PRELIMARY BUDGET
NOTABLE CHANGES IN FY15 VS FY14

Water Wastewater Engineering		
Reduction of personnel/other - moved to General Fund *(Street & storm water program)*	$	(193,200)
Water Treatement Plant		
Contractual Services - Storage tank maintenance		(67,000)
Total Water/Wastewater Fund Divisions	**$**	**(260,200)**
Power Plant		
Personnel		115,600
Power Distribution System - NERC/IEEE Standards		56,000
Water Treatment chemicals		22,600
Insurance (waiting on quote - may be higher)		16,000
Uniforms (change in Union contract)		7,800
Several line item decreases		(92,700)
Subtotal Power Plant		125,300
Electric Administration		
Constractual Services - outside janitorial services		22,000
Total Electric Fund Divisions	**$**	**147,300**

City of Dover
Personnel Budget
Fiscal Year 2015
Total City by Fund without Pension Accounting Change

Dept/Div Number	# of Positions	Division Title	Base Pay 10-11	Bonus/Allow./SD On Call 10-11	Overtime 10-12	Part Time/Temp 10-13	Total Wages	Total Benefits	Total Personnel
1100-511	4	City Clerk	$214,200	$0	$0	$0	$214,200	$89,300	$303,500
1200-512	17	City Council	$0	$0	$0	$84,300	$84,300	$6,600	$90,900
1300-513	3	Assessor	$124,700	$0	$0	$0	$124,700	$49,800	$174,500
1400-514	8	Fire	$234,700	$6,000	$32,000	$25,600	$298,300	$107,200	$405,500
1500-522	13	Grounds	$476,400	$1,700	$11,100	$0	$489,200	$257,700	$746,900
1500-523	26	Library	$592,900	$0	$3,900	$155,100	$751,900	$306,900	$1,058,800
1500-525	20	Recreation	$211,000	$0	$0	$110,800	$321,800	$104,400	$426,200
1600-531	3	Life Safety	$148,200	$8,600	$7,600	$0	$164,400	$60,200	$224,600
1600-532	5	Code Enforcement	$223,100	$0	$2,000	$0	$225,100	$98,200	$323,300
1600-533	19	Planning	$310,600	($48,800)	$0	$17,100	$278,900	$124,700	$403,600
1600-534	6	Building Inspections	$252,000	$0	$1,800	$0	$253,800	$120,100	$373,900
1600-535	3	Economic Development	$136,800	$0	$0	$0	$136,800	$56,700	$193,500
1700-542	31	Civilian Police	$1,282,700	$27,100	$63,000	$0	$1,372,800	$552,500	$1,925,300
1700-543	93	Law Enforcement	$6,690,700	$174,800	$445,000	$0	$7,310,500	$3,570,000	$10,880,500
1700-544	0	Police Extra Duty	$623,000	$0	$0	$0	$623,000	$78,000	$701,000
1800-554	8	Streets	$281,500	$2,400	$4,700	$0	$288,600	$169,400	$458,000
1800-555	11	Sanitation	$413,000	$1,400	$12,100	$0	$426,500	$208,800	$635,300
2100-515	3	City Manager	$207,000	$3,000	$2,500	$0	$212,500	$86,200	$298,700
2200-516	5	Information Technology	$277,200	$0	$0	$0	$277,200	$109,800	$387,000
2300-517	8	Finance	$493,000	$0	$0	$0	$493,000	$222,000	$715,000
2400-551	5	Public Works Admin	$277,300	$0	$0	$0	$277,300	$115,000	$392,300
2500-552	7	Facilities	$283,500	$900	$10,500	$0	$294,900	$142,300	$437,200
2600-553	2	Public Works Engineering	$103,800	$300	$800	$0	$104,900	$43,100	$148,000
2700-571	4	Procurement & Inventory	$181,400	$4,000	$1,600	$0	$187,000	$69,500	$256,500
2800-572	6	Fleet Maintenance	$276,100	$800	$1,000	$0	$277,900	$147,600	$425,500
2900-529	15	Customer Service	$551,200	$0	$0	$14,600	$565,800	$248,400	$814,200
3100-518	3	Human Resources	$174,500	$0	$0	$0	$174,500	$78,100	$252,600
3200-519	1	Mayor	$45,000	$0	$0	$0	$45,000	$10,700	$55,700
		Total General Fund	**$15,085,500**	**$182,200**	**$599,600**	**$407,500**	**$16,274,800**	**$7,233,200**	**$23,508,000**
Count	329	Divisions = 27; Library 13 part-time/temp; Recreation 12 part-time/temp; Fire 2 part-time/temp							

Dept/Div Number	# of Positions	Division Title	Base Pay 10-11	Bonus/Allow./SD On Call 10-11	Overtime 10-12	Part Time/Temp 10-13	Total Wages	Total Benefits	Total Personnel
2600-553	5	Engineering	$284,800	$500	$800	$0	$286,100	$119,900	$406,000
5600-556	5	Construction	$187,100	$6,000	$10,500	$0	$203,600	$93,100	$296,700
6800-568	4	Water	$186,700	$4,600	$9,100	$0	$200,400	$102,600	$303,000
6900-569	11	Wastewater	$357,500	$20,800	$43,000	$0	$421,300	$185,600	$606,900
7600-576	10	Water Treatment	$439,100	$3,000	$33,800	$0	$475,900	$237,100	$713,000
		Total Water/Wastewater Fund	**$1,455,200**	**$34,900**	**$97,200**	**$0**	**$1,587,300**	**$738,300**	**$2,325,600**
Count	35	Divisions = 5							

Dept/Div Number	# of Positions	Division Title	Base Pay 10-11	Bonus/Allow./SD On Call 10-11	Overtime 10-12	Part Time/Temp 10-13	Total Wages	Total Benefits	Total Personnel
8200-562	24	T & D	$1,491,100	$27,300	$120,000	$0	$1,638,400	$617,600	$2,256,000
8300-563	10	Engineering	$611,300	$9,500	$11,000	$0	$631,800	$249,300	$881,100
8400-564	3	Administration	$172,200	$0	$2,000	$0	$174,200	$60,200	$234,400
8500-565	3	Meter Reading	$122,500	$1,700	$5,000	$0	$129,200	$56,400	$185,600
8600-526	5	System Operators	$332,300	$5,100	$50,000	$0	$387,400	$155,300	$542,700
		Total Electric Fund	**$2,729,400**	**$43,600**	**$188,000**	**$0**	**$2,961,000**	**$1,138,800**	**$4,099,800**
Count	45	Divisions = 5							

Dept/Div Number	# of Positions	Division Title	Base Pay 10-11	Bonus/Allow./SD On Call 10-11	Overtime 10-12	Part Time/Temp 10-13	Total Wages	Total Benefits	Total Personnel
9900-596	0	CDBG	$0	$44,700	$0	$0	$44,700	$0	$44,700
9900-581	15	Substance Abuse Grant	$0	$0	$0	$49,900	$49,900	$4,100	$54,000
		Total Grant Funds	**$0**	**$44,700**	**$0**	**$49,900**	**$94,600**	**$4,100**	**$98,700**
Count	**424**	**GRAND TOTAL**	**$19,270,100**	**$305,400**	**$884,800**	**$457,400**	**$20,917,700**	**$9,114,400**	**$30,032,100**

City of Dover
Fiscal Year 2014/15 Preliminary Budget
Other Employment Expenses

	Fiscal Year 2012/13			Fiscal Year 2013/14			Fiscal Year 2014/15		
	General	Water/ Wastewater	Electric	General	Water/ Wastewater	Electric	General	Water/ Wastewater	Electric
Education Assistance	$ 22,700	$ 4,000	$ -	$ 41,200	$ -	$ 21,500	$ 136,400	$ -	$ 10,500
Vacation Sell Back	255,900	29,600	50,000	249,400	24,800	58,100	297,000	17,700	43,700
Retirements	225,600	-	121,700	219,300		73,200	319,000	-	-
Fund Total	$ 504,200	$ 33,600	$ 171,700	$ 509,900	$ 24,800	$ 152,800	$ 752,400	$ 17,700	$ 54,200
Count	147	25	30	155	18	35	171	17	27
Other Employment Expenses									
Budget - ROW 36	$ 463,400	$ 16,200	$ 157,900	$ 400,000	$ 25,000	$ 150,000	$ 652,400	$ 17,700	$ 54,200
Actual	$ 418,700	$ 10,800	$ 68,700	$ 281,200	$ 14,200	$ 24,300	$ -	$ -	$ -
				FYTD	FYTD	FYTD			

FY2015 PRELIMARY BUDGET
CHANGE IN ACCOUNTING FOR PENSION CONTRIBUTIONS

		PREVIOUS ACCOUNTING		REVISED ACCOUNTING		BUDGET IMPACT	
		2013/14 REVISED	2014/15 PRELIMINARY	2013/14 REVISED	2014/15 PRELIMINARY	2013/14 REVISED	2014/15 PRELIMINARY
	REVENUES						
18	**INTERFUND SERVICE RECEIPTS**						
19	INTRAFUND SERVICE RECEIPTS W/WW	1,227,400	1,242,600	1,349,200	1,359,800	$ 121,800	$ 117,200
20	INTRAFUND SERVICE RECEIPTS ELECTRIC	3,237,200	3,357,400	3,483,600	3,593,100	246,400	235,700
21	**INTERFUND SERVICE RECEIPTS SUBTOTAL**	4,464,600	4,600,000	4,832,800	4,952,900	368,200	352,900
	EXPENDITURES						
29	**DEPARTMENT SUBTOTALS**	29,057,800	30,131,000	30,478,500	31,456,400	1,420,700	1,325,400
37	GENERAL PENSION UNFUNDED LIABILITY	1,541,700	1,556,000	121,000	-	(1,420,700)	(1,556,000)
	NET CHANGE - EXPENDITURES	30,599,500	31,687,000	30,599,500	31,456,400	-	(230,600)
	PENSION % OF PAYROLL					**$ 368,200**	**$ 583,500**
	GENERAL FUND = 41.4%						
	WATER/WASTEWATER FUND = 42.6%						
	ELECTRIC FUND = 62.4%						

City of Dover
Personnel Budget
Fiscal Year 2015
Total City by Fund with Pension Accounting Change

Dept/Div Number	# of Positions	Division Title	Base Pay 10-11	Bonus/Allow./SD On Call 10-11	Overtime 10-12	Part Time/Temp 10-13	Total Wages	Total Benefits	Total Personnel
1100-511	4	City Clerk	$214,200	$0	$0	$0	$214,200	$122,100	$336,300
1200-512	17	City Council	$0	$0	$0	$84,300	$84,300	$6,600	$90,900
1300-513	3	Assessor	$124,700	$0	$0	$0	$124,700	$62,500	$187,200
1400-514	8	Fire	$234,700	$6,000	$32,000	$25,600	$298,300	$142,900	$441,200
1500-522	13	Grounds	$476,400	$1,700	$11,100	$0	$489,200	$423,100	$912,300
1500-523	26	Library	$592,900	$0	$3,900	$155,100	$751,900	$383,500	$1,135,400
1500-525	20	Recreation	$211,000	$0	$0	$110,800	$321,800	$119,000	$440,800
1600-531	3	Life Safety	$148,200	$8,600	$7,600	$0	$164,400	$81,200	$245,600
1600-532	5	Code Enforcement	$223,100	$0	$2,000	$0	$225,100	$150,900	$376,000
1600-533	19	Planning	$310,600	($48,800)	$0	$17,100	$278,900	$124,700	$403,600
1600-534	6	Building Inspections	$252,000	$0	$1,800	$0	$253,800	$174,600	$428,400
1600-535	3	Economic Development	$136,800	$0	$0	$0	$136,800	$56,700	$193,500
1700-542	31	Civilian Police	$1,282,700	$27,100	$63,000	$0	$1,372,800	$798,700	$2,171,500
1700-543	93	Law Enforcement	$6,690,700	$174,800	$445,000	$0	$7,310,500	$3,570,000	$10,880,500
1700-544	0	Police Extra Duty	$623,000	$0	$0	$0	$623,000	$78,000	$701,000
1800-554	8	Streets	$281,500	$2,400	$4,700	$0	$288,600	$224,000	$512,600
1800-555	11	Sanitation	$413,000	$1,400	$12,100	$0	$426,500	$312,600	$739,100
2100-515	3	City Manager	$207,000	$3,000	$2,500	$0	$212,500	$86,200	$298,700
2200-516	5	Information Technology	$277,200	$0	$0	$0	$277,200	$195,800	$473,000
2300-517	8	Finance	$493,000	$0	$0	$0	$493,000	$267,100	$760,100
2400-551	5	Public Works Admin	$277,300	$0	$0	$0	$277,300	$195,100	$472,400
2500-552	7	Facilities	$283,500	$900	$10,500	$0	$294,900	$196,000	$490,900
2600-553	2	Public Works Engineering	$103,800	$300	$800	$0	$104,900	$43,100	$148,000
2700-571	4	Procurement & Inventory	$181,400	$4,000	$1,600	$0	$187,000	$110,200	$297,200
2800-572	6	Fleet Maintenance	$276,100	$800	$1,000	$0	$277,900	$197,400	$475,300
2900-529	15	Customer Service	$551,200	$0	$0	$14,600	$565,800	$354,200	$920,000
3100-518	3	Human Resources	$174,500	$0	$0	$0	$174,500	$126,600	$301,100
3200-519	1	Mayor	$45,000	$0	$0	$0	$45,000	$10,700	$55,700
		Total General Fund	**$15,085,500**	**$182,200**	**$599,600**	**$407,500**	**$16,274,800**	**$8,613,500**	**$24,888,300**
Count	329	Divisions = 27; Library 13 part-time/temp; Recreation 12 part-time/temp; Fire 2 part-time/temp							

Dept/Div Number	# of Positions	Division Title	Base Pay 10-11	Bonus/Allow./SD On Call 10-11	Overtime 10-12	Part Time/Temp 10-13	Total Wages	Total Benefits	Total Personnel
2600-553	5	Engineering	$284,800	$500	$800	$0	$286,100	$149,100	$435,200
5600-556	5	Construction	$187,100	$6,000	$10,500	$0	$203,600	$149,900	$353,500
6800-568	4	Water	$186,700	$4,600	$9,100	$0	$200,400	$155,400	$355,800
6900-569	11	Wastewater	$357,500	$20,800	$43,000	$0	$421,300	$232,600	$653,900
7600-576	10	Water Treatment	$439,100	$3,000	$33,800	$0	$475,900	$333,400	$809,300
		Total Water/Wastewater Fund	**$1,455,200**	**$34,900**	**$97,200**	**$0**	**$1,587,300**	**$1,020,400**	**$2,607,700**
Count	35	Divisions = 5							

Dept/Div Number	# of Positions	Division Title	Base Pay 10-11	Bonus/Allow./SD On Call 10-11	Overtime 10-12	Part Time/Temp 10-13	Total Wages	Total Benefits	Total Personnel
8200-562	24	T & D	$1,491,100	$27,300	$120,000	$0	$1,638,400	$1,371,300	$3,009,700
8300-563	10	Engineering	$611,300	$9,500	$11,000	$0	$631,800	$450,800	$1,082,600
8400-564	3	Administration	$172,200	$0	$2,000	$0	$174,200	$86,200	$260,400
8500-565	3	Meter Reading	$122,500	$1,700	$5,000	$0	$129,200	$108,900	$238,100
8600-526	5	System Operators	$332,300	$5,100	$50,000	$0	$387,400	$280,800	$668,200
		Total Electric Fund	**$2,729,400**	**$43,600**	**$188,000**	**$0**	**$2,961,000**	**$2,298,000**	**$5,259,000**
Count	45	Divisions = 5							

Dept/Div Number	# of Positions	Division Title	Base Pay 10-11	Bonus/Allow./SD On Call 10-11	Overtime 10-12	Part Time/Temp 10-13	Total Wages	Total Benefits	Total Personnel
9900-596	0	CDBG	$0	$44,700	$0	$0	$44,700	$0	$44,700
9900-581	15	Substance Abuse Grant	$0	$0	$0	$49,900	$49,900	$4,100	$54,000
		Total Grant Funds	**$0**	**$44,700**	**$0**	**$49,900**	**$94,600**	**$4,100**	**$98,700**
Count	**424**	**GRAND TOTAL**	**$19,270,100**	**$305,400**	**$884,800**	**$457,400**	**$20,917,700**	**$11,936,000**	**$32,853,700**

City of Dover
Personnel Budget
Comparison of Fiscal Year 2014 to Fiscal Year 2015
Total City by Fund without Pension accounting change

Dept/Div Number	Positions Difference	Division Title	Difference In Base Pay 10-11	Bonus/Allow./SD On Call 10-11	Overtime 10-12	Part Time/Temp 10-13	Total Wages	Total Benefits	Difference In Personnel
1100-511	0	City Clerk	$0	$0	$0	$0	$0	($1,200)	($1,200)
1200-512	0	City Council	$0	$0	$0	$0	$0	$0	$0
1300-513	0	Assessor	$0	$0	$0	$0	$0	$2,400	$2,400
1400-514	1	Fire	$4,500	($4,400)	($16,800)	$12,800	($3,900)	$3,400	($500)
1500-522	0	Grounds	($28,300)	($9,600)	($3,800)	$0	($41,700)	$12,100	($29,600)
1500-523	-1	Library	$12,200	($14,400)	$200	($60,800)	($62,800)	$15,500	($47,300)
1500-525	5	Recreation	$600	($1,200)	$0	($5,500)	($6,100)	($6,700)	($12,800)
1600-531	0	Life Safety	$16,200	($1,100)	$600	$0	$15,700	$3,300	$19,000
1600-532	0	Code Enforcement	($10,000)	($4,800)	$0	$0	($14,800)	($4,800)	($19,600)
1600-533	0	Planning	($2,100)	($5,300)	$0	$0	($7,400)	$6,800	($600)
1600-534	0	Building Inspections	($700)	($3,600)	$800	$0	($3,500)	$10,800	$7,300
1600-535	0	Economic Development	$0	$0	$0	$0	$0	$2,800	$2,800
1700-542	0	Civilian Police	$16,000	($17,100)	($3,200)	$0	($4,300)	($10,500)	($14,800)
1700-543	0	Law Enforcement	$252,900	($17,200)	($55,000)	$0	$180,700	$142,100	$322,800
1700-544	0	Police Extra Duty	($52,400)	$0	$0	$0	($52,400)	($6,600)	($59,000)
1800-554	0	Streets	($3,800)	($4,800)	($4,100)	$0	($12,700)	$19,300	$6,600
1800-555	0	Sanitation	$27,000	($10,600)	($1,100)	$0	$15,300	$4,900	$20,200
2100-515	0	City Manager	$0	$3,000	$1,000	$0	$4,000	$4,600	$8,600
2200-516	0	Information Technology	$0	$0	$0	$0	$0	$5,400	$5,400
2300-517	0	Finance	($700)	($1,200)	$0	$0	($1,900)	$7,900	$6,000
2400-551	0	Public Works Admin	$0	($15,100)	$0	$0	($15,100)	$4,600	($10,500)
2500-552	0	Facilities	($10,900)	($14,800)	$2,900	$0	($22,800)	($1,300)	($24,100)
2600-553	2	Public Works Engineering	$103,800	$300	$800	$0	$104,900	$44,000	$148,900
2700-571	0	Procurement & Inventory	$2,700	$400	$1,600	$0	$4,700	$4,000	$8,700
2800-572	0	Fleet Maintenance	$9,900	($7,700)	($1,400)	$0	$800	$7,500	$8,300
2900-529	0	Customer Service	($12,100)	($10,800)	$0	$14,600	($8,300)	($12,600)	($20,900)
3100-518	0	Human Resources	($100)	$0	$0	$0	($100)	($6,800)	($6,900)
3200-519	0	Mayor	$0	$0	$0	$0	$0	$400	$400
		Total General Fund	**$324,700**	**($140,000)**	**($77,500)**	**($38,900)**	**$68,300**	**$251,300**	**$319,600**
Count	7	Difference In Divisions = 1							

Dept/Div Number	# of Positions	Division Title	Base Pay 10-11	Bonus/Allow./SD On Call 10-11	Overtime 10-12	Part Time/Temp 10-13	Total Wages	Total Benefits	Total Personnel
2600-553	-2	Engineering	($127,500)	($1,900)	($2,500)	$0	($131,900)	($48,300)	($180,200)
5600-556	0	Construction	$2,200	($5,300)	($4,500)	$0	($7,600)	($3,700)	($11,300)
6800-568	0	Water	$2,700	($2,100)	($2,100)	$0	($1,500)	$3,100	$1,600
6900-569	0	Wastewater	($3,800)	$0	$15,900	$0	$12,100	$1,400	$13,500
7600-576	0	Water Treatment	$9,800	($9,500)	$14,100	$0	$14,400	$5,500	$19,900
		Total Water/Wastewater Fund	**($116,600)**	**($18,800)**	**$20,900**	**$0**	**($114,500)**	**($42,000)**	**($156,500)**
Count	-2	Difference In Divisions = 0							

Dept/Div Number	# of Positions	Division Title	Base Pay 10-11	Bonus/Allow./SD On Call 10-11	Overtime 10-12	Part Time/Temp 10-13	Total Wages	Total Benefits	Total Personnel
8200-562	0	T & D	$50,600	($30,200)	($7,800)	$0	$12,600	$3,400	$16,000
8300-563	0	Engineering	$19,300	($31,100)	($4,000)	$0	($15,800)	$700	($15,100)
8400-564	0	Administration	($23,300)	($1,200)	$2,000	$0	($22,500)	($3,600)	($26,100)
8500-565	0	Meter Reading	$1,500	($7,000)	($3,800)	$0	($9,300)	$600	($8,700)
8600-526	0	System Operators	$9,100	($10,800)	($300)	$0	($2,000)	$4,700	$2,700
		Total Electric Fund	**$57,200**	**($80,300)**	**($13,900)**	**$0**	**($37,000)**	**$5,800**	**($31,200)**
Count	0	Difference In Divisions = 0							

Dept/Div Number	# of Positions	Division Title	Base Pay 10-11	Bonus/Allow./SD On Call 10-11	Overtime 10-12	Part Time/Temp 10-13	Total Wages	Total Benefits	Total Personnel
		CDBG	$0	$0	$0	$0	$0	$0	$0
9900-581	3	Substance Abuse Grant	$0	$0	$0	$19,400	$19,400	$1,600	$21,000
		Total Grant Funds	**$0**	**$0**	**$0**	**$19,400**	**$19,400**	**$1,600**	**$21,000**
Count	**8**	**GRAND TOTAL**	**$265,300**	**($239,100)**	**($70,500)**	**($19,500)**	**($63,800)**	**$216,700**	**$152,900**

Dover Fire Department
Modified CIP - 10 Year Apparatus Replacement Schedule

As Presented to and approved by Legislative, Finance & Administration Committee 6/28/10

Fiscal Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
Ladder 2	92,910	92,910	92,910	92,910	-	-	-	-	-	-	-	371,640
Engine 2 ($555,000)	195,300	195,300	195,300	-	-	-	-	-	-	-	-	585,900
Engine 7 ($585,000)	-	-	-	-	83,571	83,571	83,571	83,571	83,571	83,571	83,571	584,997
Ladder 1 ($920,000)	-	-	-	195,300	195,300	195,300	195,300	195,300	195,300	195,300	-	1,367,100
Engine 3 ($600,000)	-	-	-	-	-	-	85,714	85,714	85,714	85,714	85,714	428,570
Engine 6 ($615,000)	-	-	-	-	-	-	-	87,857	87,857	87,857	87,857	351,428
Engine 4 ($630,000)	-	-	-	-	-	-	-	-	-	-	90,000	90,000
Totals	288,210	288,210	288,210	288,210	278,871	278,871	364,585	452,442	452,442	452,442	347,142	3,779,635

Five Year CIP for Fiscal Year 2014

Fiscal Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
Ladder 2	92,901	92,901	92,901	92,901	92,901	92,901	92,901	-	-	-	-	650,307
Engine 5 ($555,000) *	200,193	132,075	130,439	124,655	-	-	-	-	-	-	-	587,362
Engine 7 ($585,000)	-	-	-	-	-	-	-	-	-	-	-	-
Ladder 1 ($920,000)	-	-	-	-	145,614	145,614	145,614	145,614	145,614	145,614	145,614	1,019,298
Engine 3 ($600,000)	-	-	-	-	-	-	85,714	85,714	85,714	85,714	85,714	428,570
Engine 6 ($615,000)	-	-	-	-	-	-	-	87,857	87,857	87,857	87,857	351,428
Engine 4 ($630,000)	-	-	-	-	-	-	-	-	-	-	90,000	90,000
Totals	293,094	224,976	223,340	217,556	238,515	238,515	324,229	319,185	319,185	319,185	409,185	3,126,965

* FY09 the City paid $9,876 in interest plus $195,300 as a down payment on the apparatus. $195,300 was originally planned to be the first loan payment.
* Engine 2 was the orignal plan, actually replaced Engine 5;

As of March 14, 2014 - to be updated by Chief Matt Carey

Fiscal Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
Ladder 2	92,901	92,901	92,901	92,901	92,901	92,901	92,901	-	-	-	-	650,307
Engine 5 ($555,000) *	200,193	132,075	130,439	124,655	-	-	-	-	-	-	-	587,362
Engine 7 ($585,000)	-	-	-	-	Deferred	-	-	-	-	-	-	-
Ladder 1 ($920,000) 7 yrs.	-	-	-	-	145,614	145,614	145,614	145,614	145,614	145,614	145,614	1,019,298
Engine 3 ($600,000)	-	-	-	-	-	-	Deferred	85,714	85,714	85,714	85,714	342,856
Engine 6 ($615,000)	-	-	-	-	-	-	-	87,857	87,857	87,857	87,857	351,428
Engine 4 ($630,000)	-	-	-	-	-	-	-	-	-	-	90,000	90,000
Totals	293,094	224,976	223,340	217,556	238,515	238,515	238,515	319,185	319,185	319,185	409,185	3,041,251

FY10 Operating Change		$281,292	$281,300	$281,300	$281,300	$281,300	$281,300	No requested increase since change was made;
SCBA replacements	Quote	$309,735	Can be financed; Fire Chief checking into trade-in allowances; Not budgeted for yet;					
State & County Appropriations		Already being used for other equipment; Will discuss using increase in County appropriation to assist the City.						

Discussion Points for City

State Appropriations- $ 136.594.00

State Insurance Money- $ 207,083.30

County Appropriations- $ 25,650.00

Major Expenditures

Mortgage- $ 260,000.00

Building Maintenance- $ 45,000.00

Insurance- $ 50,000.00

Pension- $ 41,332.02

Discussion Points

- With us not replacing an engine with the last several years, equipment is starting to fail. We normally replace all the equipment; IE air packs, hose, appliances, etc. with the new purchase of the engine.
- We try to absorb any damaged equipment at fire scenes within the company budget. This year to date we have replaced/repaired 2 thermal image cameras, a roof ladder, several small tools which have totaled almost $ 10,000.00.
- We are in a dilemma with an aging radio system and end user equipment. We were planning on purchasing 4 new portable radios a year at a cost of $ 3600.00 apiece. This doesn't take into account the mobile radios, which are normally replaced when a new piece of apparatus is ordered.
- The large diameter hose is getting age on it. For example Engine 7 has the original hose on it which dates back to 1997.
- We have 2 aging command vehicles that will need replaced within the next several years.

Quotation

Witmer Public Safety Group
104 Independence Way
Coatesville, PA 19320

Phone: (800) 852-6088
Fax: (888) 335-9800

Quote ID: 160224
Date: 1/30/2014
Sales Person: MIKE F

Proposal To:

Dover Fire Dept
103 South Governers Ave.
Dover, DE 19904

Phone: (302) 736-7167
Fax: (302) 736-7166

Proposal ID 160224
Date 1/30/2014
Sales Person MIKE F

Quantity	Item ID	Description	Unit	Amount
		MSA "G1" SCBA Quotation for Budget		
60.00	MISC	MSA "G1" SCBA to Include the Following: Harness Assembly with Alkaline Battery Supply Double Pull Waist Strap Adjustable Chest Strap Adjustable Swiveling Lumbar Pad Quick Connect Cylinder System PTC 2nd Stage Regulator with HUD Standard Voice Amplifier System Integrated Pass Device System G1FS442MA2C0LAA Meets or Exceeds NFPA 1918-2013 Edition Configuration is Less Cylinder	4,295.00	257,700.00
100.00	MISC	MSA "G1" Facepiece Assembly to Include: Size Medium Medium Nosecup Cloth Neckstrap 4 Point Speed-on Head Harness G1FPFM1M4C1	249.00	24,900.00
22.00	MSA-10127945-SP	MSA Stealth H-45LP Super Lite Carbon Fiber Cylinder, 4500 psi, 45 Minute Rating	875.00	19,250.00
107.00	MISC	MSA Cylinder Valve Dovetail Kit and Quick Connect CGA Adapter	55.00	5,885.00
100.00	TN-MB100B	True North Oval SCBA Mask Bag, Fleece Lined Black	20.00	2,000.00
100.00	QNFT+9	Quantitative Fit Test Of 9 Or More People. Fit Testing Is Performed In Accordance To OSHA Standard 29 CFR Part 1910.134. Quantitative Fit Test Cards Issued, Cards Are Good For 1-year. Available Options Listed Below:		
	MISC	Quick Connect 2nd Stage Regulator Hose	260.00	
	MISC	Waist Mounted Quick Fill URC	390.00	
	MISC	Extendaire II Buddy Breather System	390.00	
	MISC	Pass Telemetry and Accountability System	325.00	

Continued on Next Page

Quotation

Witmer Public Safety Group
104 Independence Way
Coatesville, PA 19320

Phone: (800) 852-6088
Fax: (888) 335-9800

Quote ID: 160224
Date: 1/30/2014
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Phone: (302) 736-7167
Fax: (302) 736-7166

Proposal ID 160224
Date 1/30/2014
Sales Person MIKE F

Quantity	Item ID	Description	Unit	Amount

MSA "G1" SCBA Quotation for Budget

ACCEPTANCE OF PROPOSAL
The above prices, specifications, and conditions are satisfactory and are hereby accepted.
Proposal is valid until March 01, 2014

Signature _____
Date _____

Subtotal	309,735.00
Tax	0.00
Total	**309,735.00**

Created by Eagle Business Management Systems

Proposal is Valid until March 01, 2014

CITY OF DOVER
FY2015 PRELIMARY BUDGET
CONTRIBUTIONS & OUTSTANDING ITEMS

Staff has requeseted all organizations to provide written request for Contributions until such time the Grant in Aid Policy is approved. Included in the preliminary budget are the following:

African American Festival	$15,000
4th of July Contribution (Budgeted $10,000 based on history)	$5,000
Kent County Tourism	$18,500
Dover Downtown Partnership	$201,000

Not yet included in the Budget are the following items that are still being worked on.

Elevator maintenance contract	TBD
Library HVAC contract	TBD
Janitorial Services - Facilities Division	FY14 $93,000 increase offset by personnel savings
CIP - Tar Ditch stucy, PW2 Relocation & site improvements	$535,000
Fire Department Request	See separate analysis
New Positions	See separate analysis
Debt Service *To finance Garrison Oak Technical Park streets and storm water infrastructure; Interest of $50,000 is included in FY15 General Fund Budget;*	Annual Cost approx. $340,000

City of Dover
Fiscal Year 2014/15 Preliminary Budget
Personnel Request - Annual Costs Based on FY15 Benefit Rates
Not Included in Preliminary Budget

Department/Division	Position Title	Cost	Comments
City Manager	Assistant City Manager	$ 143,054.42	Council request
Water Treatment Plant	WATER TRTMENT PLT. OPERATOR I STEP 1	$ 29,194.87	Full year cost; The position will not be filled until needed for the Calpine project;
PW Engineering	Environmental Scientist	$ 72,785.31	Storm Water Feasibility Study
PW Administration	General Services Manager	$ 89,340.19	GIS Coordinator replacement
Police - Civilian	Sex Offender Registry Enforcement Agent	$ 46,563.90	Asking for retired officers; These cost are
Police - Civilian	Sex Offender Registry Enforcement Agent	46,563.90	with full-load for non-retired officers; The
Police - Civilian	Accreditation Manager	56,887.30	only change may be the 401a contribution;
	Total Police	$ 150,015.11	
Information Technology	LAN Analyst	$ 62,264.50	
General Fund	**Total Budget Impact - Annualized**	**$ 517,459.54**	
Water/Wastewater Fund	**Total Budget Impact - Annualized**	**$ 29,194.87**	

There are no pay increases included at this time for Non-Bargaining employees, AFSCME, and IBEW.

GOVERNMENTAL CAPITAL PROJECTS FUND SUMMARY

		2013/14 BUDGET	2013/14 REVISED	2014/15 PRELIMINARY	$ DIFFERENCE FY 15 PRE VS FY14 BUDGET	% CHG FY15 VS FY14
1	**REVENUES**					
2	STATE GRANTS - Other	$ 15,000	$ 15,000	$ -	$ (15,000)	-100.0%
3	PROPOSED BOND/BANK PROCEEDS - GARRISON OAK	-	2,661,100	-	-	0.0%
4	CONTRACTOR CONTRIBUTIONS	-	264,800	-	-	0.0%
5	TRANSFER FROM GENERAL FUND	1,278,300	1,278,300	2,500,000	1,221,700	95.6%
6	TRANSFER FROM COM TRANSP FUND	-	60,500	-	-	0.0%
7	TRANSFER FROM MUNICIPAL STREET AID - CAPITAL	-	251,200	-	-	0.0%
8	TRANSFER FROM PARKLAND RESERVE	95,000	80,000	-	(95,000)	-100.0%
9	**SUBTOTAL CAPITAL PROJECT FUNDING SOURCES**	1,388,300	4,610,900	2,500,000	1,111,700	80.1%
10	STATE GRANTS - Library	-	150,000	-	-	0.0%
11	LIBRARY CAPITAL PLEDGES	-	5,000	-	-	0.0%
12	**SUBTOTAL LIBRARY PROJECT FUNDING SOURCES**	-	155,000	-	-	0.0%
13	**TOTAL FUNDING SOURCES**	**$ 1,388,300**	**$ 4,765,900**	**$ 2,500,000**	**$ 1,111,700**	**80.1%**
14	**EXPENDITURES**					
15	FIRE	$ 238,500	$ 238,500	$ 238,500	$ -	0.0%
16	GROUNDS MAINTENANCE	50,100	50,100	122,600	72,500	144.7%
17	LIBRARY	-	411,500	-	-	0.0%
18	RECREATION	95,000	95,000	146,000	51,000	53.7%
19	LIFE SAFETY	-	-	65,600	65,600	0.0%
20	CODE ENFORCEMENT	30,000	30,900	-	(30,000)	-100.0%
21	POLICE	257,300	342,400	373,500	116,200	45.2%
22	STREETS	251,500	1,459,600	1,282,900	1,031,400	410.1%
23	STREETS - GARRISON OAK	-	4,522,200	-	-	0.0%
24	SANITATION	402,100	402,100	260,000	(142,100)	-35.3%
25	INFORMATION TECHNOLOGY	7,000	7,000	-	(7,000)	-100.0%
26	FACILITIES MANAGEMENT	17,800	17,800	-	(17,800)	-100.0%
27	PROCUREMENT & INVENTORY	55,000	55,000	-	(55,000)	-100.0%
28	**DEPARTMENT SUBTOTAL**	1,404,300	7,632,100	2,489,100	1,084,800	77.2%
29	**TRANSFERS & MISCELLANEOUS EXPENSES**					
30	BOND/LOAN ISSUANCE COST	32,000	75,000	-	(32,000)	-100.0%
31	TRANSFER TO COMMUNITY TRANS FUND	60,000	-	-	(60,000)	-100.0%
32	**TRANSFERS & MISCELLANEOUS SUBTOTAL**	92,000	75,000	-	(92,000)	-100.0%
33	**TOTAL EXPENDITURES**	**$ 1,496,300**	**$ 7,707,100**	**$ 2,489,100**	**$ 992,800**	**66.4%**
34	**BUDGET SURPLUS/(DEFICIT)**	**$ (108,000)**	**$ (2,941,200)**	**$ 10,900**		
35	RESERVE BALANCE FROM PRIOR YEAR	108,000	-			
36	ADJUSTMENT FOR PROJECT CARRYFOWARD BALANCES	-	2,999,800	-		
37	**ADJUSTED BUDGET SURPLUS/(DEFICIT)**	**$ -**	**$ 58,600**	**$ 10,900**		

Type	Sub Type	Last Updated	Current Fee	Proposed Fee
Sign Permits (22-65)		2004	$.50 per SF/minimum fee $15	$.75 per SF/minimum fee $40
Temporary Sign Permits (Appendix B, Article 5)		2004	$ 15	$ 30
Mechanical	Heating permit	2004	$30.00 first 10,000 BTUs and $5.00 each additional 10,000 BTUs or multiple thereof	$40.00 first 10,000 BTUs and $7.00 each additional 10,000 BTUs or multiple thereof
	Air conditioning permit	2004	$30.00 per ton for the first five tons and $5.00 per ton over five tons or multiple thereof	$40.00 per ton for the first five tons and $7.00 per ton over five tons or multiple thereof
	Heat pump permit	2004	$15.00 first 10,000 BTUsand $5.00 each additional 10,000 BTUs or multiple thereof and $2.50 for each additional 10,000 BTUs or multiple thereof and an additional $15.00 for the first five tons and $2.50 per ton for over five tons or multiple thereof	$40.00 first 10,000 BTUs and $7.00 each additional 10,000 BTUs or multiple thereof or $40.00 per ton for the first five tons and $7.00 per ton over five tons or multiple thereof
Plumbing	Fixtures	2004	$25.00 first five fixtures and $2.00 for each additional fixture	$35.00 first five fixtures and $3.00 for each additional fixture
	Garbage Disposal & Hot Water Heaters	2004	Minimum of $25	Minimum of $35
	Gas, water and sewer inspection underground	2004	$20.00 for first 150 feet and $0.50 for each additional ten feet or multiple thereof	$30.00 for first 150 feet and $0.75 for each additional ten feet or multiple thereof
Rental Permits	Single-family detached dwelling, each dwelling	2000	$ 90	$ 100
	Single-family attached dwelling, each dwelling	2000	$ 70	$ 80
	For the first three dwelling units	2000	$ 90	$ 100
	For each additional dwelling unit in excess of three	2000	$ 30	$ 35

	Condominium units and accessory apartments located within structures principally used for owner occupancy, each	2000	$ 30	$ 35
	Churches	1993	$ 25	$ 50
	Civic auditoriums	1993	$ 25	$ 50
	Clubhouses	1993	$ 50	$ 75
	Commercial auditoriums	1993	$25.00 first 200 seats and $2.50 for each additional 50 seats	$50.00 first 200 seats and $4.00 for each additional 50 seats
	Day care facilities	1993	$ 25	$ 50
	Hospitals, nursing homes or rest homes	1993	$5.00 first ten rooms and $1.25 for each additional room	$15.00 first ten rooms and $2.00 for each additional room
	Mercantile (10,000 square feet of area or greater)	1993	$ 25	$ 50
	Outdoor public events, including but not limited to firework displays, carnivals, and outdoor music concerts	1993	$ 25	$ 100
	Public office buildings	1993	$ 25	$ 50
	School	1993	$ 25	$ 50
	Theaters	1993	$25.00 for the first 200 seats and $2.00 for each additional seat	$50.00 for the first 200 seats and $3.00 for each additional seat
	Restaurants (10,000 square feet of area or greater).....	N/A	N/A	$ 50
	Restaurants of any size that serve alcoholic beverages	N/A	N/A	$ 75
Subdivision	Preapplication; filing fee	2004	$ 200	
	Preliminary layout; filing fee	2004	$ 325	
	Plat; review fee	2004	$150.00, plus $65.00 per acre for the first ten acres, $40.00 per acre for the next ten acres and $25.00 per acre for each acre thereafter	$200.00, plus $85.00 per acre for the first ten acres, $60.00 per acre for the next ten acres and $45.00 per acre for each acre thereafter

	Minor Lot Line Adjustment	2004	Plats for minor lot line adjustments shall require a review fee of $100.00	$ 150
	Minor Subdivision	2004	Plats for minor subdivisions shall require a review fee of $100.00	$150 plus $15 per lot
Certificates of occupancy	All properties zoned single-family residential	2004	$ 40	$ 60
Certificates of occupancy	All other property in other zoning classifications, other than single-family residential	2004	$40.00 for the first 20,000 square feet of building area plus the sum of $10.00 for each additional 10,000 square feet of building area in excess of the first 20,000 square feet or multiple thereof	$75.00 for the first 20,000 square feet of building area plus the sum of $25.00 for each additional 10,000 square feet of building area in excess of the first 20,000 square feet or multiple thereof
Certificates of occupancy	Temporary Certificate of Occupancy for any zoning classification	N/A	N/A	$ 50
Zoning Verification/Administrative Interpretations		N/A	N/A	$ 50
Board of Adjustment	Variance for Residential	2004	$ 200	$ 300
	Variance for Non-Residential	2004	$ 300	$ 600
	Appeal	2004	$ 200	$ 250
Conditional Use		2004	$325 plus $15 per acre	$425 plus $25 per acre
Site Plan	Administrative Site Plans	2004	$ 125	$ 200
	Site Plan	2004	$ 325	$425 plus $25 per acre
Historic District Comm.		2004	$ 250	
Rezoning		2004	$325 plus per acre fee	$425 plus per acre fee
	R-7, R-8, R-10, R-15, and R-20	2004	$10 per acre	$25 per acre
	RG-0, RG-1, RG-2, RG-3, RG-4, RG-5, RM-1, and RM-2	2004	$30 per acre	$50 per acre
	C-1, C-1A, C-2, C-2A, C-3, CPO, RC and IO	2004	$50 per acre	$70 per acre
	SC-1, SC-2 and SC-3	2004	$60 per acre	$75 per acre
	M and IPM	2004	$60 per acre	$75 per acre

Planning Application Fees	$ 10,000
Zoning Verification Letter	$ 5,000
Public Occupancy Increase	$ 10,000
Certificates of Occupancy	$ 3,380
Mechanical	$ 23,450
Plumbing	$ 13,000
Rental Permits	$ 79,245
Sign Permits	$ 8,350
Itinerant Merchant Licenses	$ 2,000
	$ 154,425

CITY OF DOVER
PROPERTY ASSESSMENT PROJECTION

TAXABLE ASSESSED VALUE AS OF DECEMBER 31, 2013		$3,176,191,100
Filed Tax Exemption Requests (scheduled for Annual Appeals)		(229,600)
Supplemental Billing (April)		2,000,000
Annual Appeals		(3,000,000)
Expired Abatements (Capitol Green)		2,822,100
Senior Citizen/Disability Exemption	(approx 425 approved; revenue loss $74,316)	(22,000,000)
TOTAL ASSESSED VALUE		$3,155,783,600

BID ASSESSMENTS	
BID1	$38,558,700
BID2	$58,694,000
BID3	$32,830,900

CITY OF DOVER
PROJECTED PROPERTY TAX RECEIPTS
ACCRUAL METHOD OF ACCOUNTING
7/01/14 - 6/30/15

Using a tax of $0.3378 per $100 of assessment, the estimated gross 7/01/14 billing will be	$10,660,200
Penalties	50,000
Estimated Quarterly Billing	22,000
PROJECTED PROPERTY TAX RECEIPT SUBTOTAL	**$10,732,200**
BID 1 - Using a rate of $0.0634 per $100 of assessment, the estimated gross 7/01/14 billing will be	24,400
BID 2 - Using a rate of $0.0349 per $100 of assessment, the estimated gross 7/01/14 billing will be	20,500
BID 3 - Using a rate of $0.0156 per $100 of assessment, the estimated gross 7/01/14 billing will be	5,100
TOTAL BID TAXES	**$50,000**
Pay In Lieu of Taxes	
Luther Towers $27,200; State of Delaware $285,000; Delaware State Housing Authority $4,000; St Andrews $800	**$317,000**
PROJECTED PROPERTY TAX RECEIPTS FOR FY 2015	**$11,049,200**
$0.01 of tax rate equates to: **$ 315,578.36**	
PROJECTED DOVER REALTY TRANSFER TAX RECEIPTS FY15 Budget Amount Preliminary	**$1,100,000**

City of Dover
Demolition Program

110-0000-115.01-00 Demolitions Receivable	2007	2008	2009	2010	2011	2012	2013	2014
Beginning Balance	8,173.58	6,754.01	89,641.41	120,598.16	42,444.74	147,699.37	203,664.92	267,588.03
Additions:								
Interest Charges - Carter	558.45	136.07		1,197.59				
Addresses Demolished/Owner's names								
Lillian Smith Est., 299 College Road		11,515.00						
Mary Haas, 101 Jefferson Court		71,856.05						
Cornell Jolley			30,956.75					
Keith Soloman, 16 S. Queen Street				12,105.00				
Harry Driggus				14,803.00				
House of Pride, 110 S. New					21,902.75			
MBA, Ucheamaka, 301 S. Gov					1,441.00			
Harmon, Knowles & Kerwin, Leona, 749 W. No.					206.25			
House of Pride, 35 North New Street					13,090.00			
Idella P Sudler (est), 66 Washington Street					8,376.85			
Harmon, Knowles & Kerwin, Leona, 749 West North St.					15,780.34			
MBA, Ucheamaka, 301 S. Gov					33,138.85			
Laird, Marina					3,900.00			
Freeman, JR EST, Isaiah, 715 Slaughter Street					7,598.75			
Bowmen, Catherine Stevenson & Other, 29 Kirkwd St						14,591.25		
Blackett, Alfred, 423 Collins Dr.						18,971.25		
Stone, Robert, 70 Mifflin Road						11,960.68		
Bank of New York, 21 N. Krwd						15,616.50		
Willey, David, 41 S. Queen						11,720.00		
Mereider, John W.,						11,381.25		
Deutsche Bank Natl Trust Co, 212 N GOVERNORS AVE							11,865.00	
Pierce, Margaret							6,050.00	
Garrison, Jeffrey 488 N EAST AVE							12,485.00	
Marshall, Charles, 14 S. Queen							8,105.00	
Jarman, William W. 171 Orchard Av							22,266.75	
Pierce, Margaret							1,400.00	
Shockley, Mary & Others 118 N. Ann Ave							13,300.50	
Powell, Jackie 22 Fairwind Place							12,281.80	
Wilson, Fredie & Barlow, Ranae								8,082.50
Driggus, Harry 427 W. Division St.								11,936.88
Harris, James 423 Cecil St								11,451.25
Watson, Evelyn Est. 416 W. Division St								16,556.50
Watson, Jeanette & Others 231 N. Queen St.								13,586.25

City of Dover
Demolition Program

110-0000-115.01-00 Demolitions Receivable	2007	2008	2009	2010	2011	2012	2013	2014
Burden, Joe 45 S Queen st.								13,121.50
Stevenson, Clarence 710 Slaughter St.								12,087.50
DDDC 238 Railroad Ave.								58,000.00
Burden, Joe 67 S. Queen St. 316 Reed								13,200.00
Brokenbrough, Mary Bessie 24 N. New St.								34,506.25
Total Additions:	558.45	83,507.12	30,956.75	28,105.59	105,434.79	84,240.93	87,754.05	192,528.63
Reductions:								
Payments								
Isaac & Mary Carter	1,978.02	619.72	-	3,446.21	180.16			
Driggus, Harry						90.00		
Bank of New York, 21 N. Krwd						15,616.50		
Mereider, John W.,						11,381.25		
MBA, Ucheamaka						1,187.63		
Pierce, Margaret							6,050.00	
House of Pride,							13,880.94	
Laird, Marina							3,900.00	
Powell, Jackie								569.80
Stone, Robert								11,825.00
Write Offs:								
101 Jefferson Court				71,856.05				
Cornell Jolley				30,956.75				
Pierce Margaret charge adjustment								1,400.00
Total Reductions:	1,978.02	619.72	-	106,259.01	180.16	28,275.38	23,830.94	13,794.80
Ending Balance	6,754.01	89,641.41	120,598.16	42,444.74	147,699.37	203,664.92	267,588.03	446,321.86
Uncollectible Reserve	22,954.92	27,330.00	34,750.00	41,978.00	146,655.00	150,862.00	154,086.00	164,086.00

GAAP Adjustment to Financials reducing spendable Fund Balance for any amounts over 90 days outstanding. Will also need to increase bad debt expense in FY15 due to the increase in Receivable; Currently budgeting $10,000.

City of Dover
Officer Extra Duty Billing Rates

Ranks include FY15 Median Wage Rates

Rank	Overtime Rate	FY15 Benefit Rate	Officer Billing Rate	Overhead Rate	Total Hourly Rate
Patrolman	$37.93	11.596%	$42.00	$6.00	$48.00
Patrolman 1st Class	$45.28	11.596%	$51.00	$6.00	$57.00
Corporal	$49.33	11.596%	$55.00	$6.00	$61.00
Master Corporal	$58.09	11.596%	$65.00	$6.00	$71.00
Sergeant	$64.59	11.596%	$72.00	$6.00	$78.00
Lieutenant	$70.13	11.596%	$78.00	$6.00	$84.00
Captain	$76.31	11.596%	$85.00	$6.00	$91.00
Average Cost per Officer	$51.33	11.596%	$57.00	$6.00	$63.00

Overhead Rate Calculation

Monthly estimated wages & benefits - Police Administrative	$ 3,000.00	
Monthly estimated wages & benefits - Customer Service	200.00	
Postage, Materials & Supplies - Used highest billing month	25.00	
Total Monthly Overhead Cost	3,225.00	
Annual Monthly Overhad Cost	$ 38,700.00	
Civilian Dispatchers, Chief & Major w/Benefits FY13	23,500.00	FY13
General Liability & Auto Insurance	12,700.00	Gen Liab @ 15% & Auto @ 10%
Bad Debt Expense @ 2.0% of Revenue	14,200.00	Based on $710,000 annual revenue
Annual Total Estimated Cost	$ 89,100.00	
Divide by Hours Extra Duty Hours worked in 544 FY13	14,328	
Hourly Rate for Overhead Cost	$ 6.22	
Rounded Overhead Rate	**$ 6.00**	

Vehicles Actively Used on Extra Duty Jobs - Hourly Rate **$ 16.25**

Fiscal Year 2013		
Extra Duty FOP Wages & Benefits	$816,057.00	Less Chief & Major - moved to overhead
Extra Duty FOP Hours	14,153.0	Less Chief & Major - moved to overhead
Avg. Hourly Rate	$57.66	

City of Dover
Officer Extra Duty Billing Rates - SPECIAL EVENTS

Ranks include FY15 Median Wage Rates **Rank**	**Overtime Rate**	**FY15 Benefit Rate**	**Officer Billing Rate**	**Overhead Rate**	**Total Hourly Rate**
Median Cost per Officer - SPECIAL EVENT RATE	$49.33	11.596%	$55.00	$2.00	$57.00

Overhead Rate Calculation		100%	30%	30% of Total Annual Hours worked were special events
Monthly estimated wages & benefits - Police Administrative		$ 3,000.00	$ 75.00	
Monthly estimated wages & benefits - Customer Service		200.00	5.00	
Postage, Materials & Supplies - Used highest billing month		25.00	0.63	
Total Monthly Overhead Cost		3,225.00	$ 80.63	
Annual Monthly Overhad Cost		$ 38,700.00	$ 967.50	
Civilian Dispatchers, Chief & Major w/Benefits FY13		23,500.00	10,000.00	O/T for Special Event
General Liability & Auto Insurance		12,700.00	317.50	
Annual Total Estimated Cost		$ 74,900.00	$ 11,285.00	
Divide by Hours Extra Duty Hours worked in 544 FY13		14,328	4,778	
Hourly Rate for Overhead Cost		$ 5.23	$ 2.36	
Rounded Overhead Rate		**$ 5.00**	**$ 2.00**	
(Excludes bad debt expense - Not applicable)				

Vehicles Actively Used on Extra Duty Jobs - Hourly Rate	**$ 16.25**

Fiscal Year 2013		
Extra Duty FOP Wages & Benefits	$816,057.00	Less Chief & Major - moved to overhead
Extra Duty FOP Hours	14,153.0	Less Chief & Major - moved to overhead
Avg. Hourly Rate - Overall	$57.66	
Avg. Hourly Rate - NASCAR Races	$59.10	
Avg. Hourly Rate - Red Frog Event	$58.80	

FY15 POLICE EXTRA DUTY PROJECTIONS - WITH PROPOSED SPECIAL EVENT RATE

	FY13 Actuals	5 Yr Avg	7 Yr Avg	FY15 Proj*	Rate	Total	Account
Local Businesses Overtime	12,276.0	8,000.1	7,449.1	10,326.0			
Non Special Events	6,498.0			4,548.0	63.00	286,500.00	110-0000-351-17-00
Wages & Benefits				4,548.0	57.00	259,200.00	110-0000-351-17-00
Overhead				4,548.0	6.00	27,300.00	110-0000-351-17-00
Special Events	5,778.0			5,778.0	57.00	329,300.00	110-0000-351-17-00
Kept hours same as FY13				5,778.0	55.00	317,800.00	110-0000-351-17-00
				5,778.0	2.00	11,600.00	110-0000-351-17-00
Grant related Extra Duty						124,000.00	110-0000-362-71-00
Vehcile Usage	4,850.5			2,904.0	16.25	47,200.00	110-0000-351-17-00
Construction vendors hours	3,798.5	1,860.9	1,430.9	1,850.0			
Planned Parenthood hours	123.0	127.0	90.7	125.0			
Race weekends hours	532.0	532.0	532.0	532.0			
Firefly hours	397.0	--	--	397.0			
Total General Fund Extra Duty receipts						$ 787,000	110-0000-3**-**-00
Private entity extra duty expense						$ 577,000	
Grant related extra duty expense						124,000	
Total Division Budget						$ 701,000	110-1700-544-10-**

* FY15 projection is lower because of the reduced level of construction jobs anticipated. The increases in the past 2 years are due to stimulus spending.

City of Dover
Sanitation Fees & Expenses
Fiscal Year 2015 Proposed Budget

	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Projection	FY 2015 Projection
REVENUES					
Trash Revenue	$2,172,665	$1,902,609	$2,624,877	$2,595,600	$2,595,600
EXPENDITURES					
Personnel Costs	667,518	603,186	556,317	608,000	728,500
Materials & Supplies	48,824	88,443	16,762	26,300	26,300
Administrative Expenditures	181,635	175,453	215,619	192,400	175,400
Contractual Services	1,283,030	1,219,136	1,215,190	1,315,300	1,347,500
Depreciation Expense	185,310	187,462	204,018	208,100	212,300
Total Expenditures	$2,366,317	$2,273,680	$2,207,906	$2,350,100	$2,490,000
Gain/(Loss)	($193,652)	($371,071)	$416,971	$245,500	$105,600
Budget FTE Headcount	13	13	11	11	11

City of Dover
Legal Expense Trend (Non-Power Supply/Generation related)

	2009	2010	2011	2012	2013	2014
Baird Mandalas	$ -	$ -	$ 5,538.00	$ 66,199.40	$ 61,261.08	$ 72,220.50
Ballard Spahr	-	-	-	-	2,889.00	-
Pennoni	-	-	-	-	5,589.53	-
Schmittinger & Rodriquez	59,277.00	63,214.00	91,529.00	103,883.00	100,405.14	74,554.82
Travelers	-	-	-	-	16,005.00	17,501.50
Whiteford Taylor & Preston	-	-	-	-	3,337.00	-
Young Conaway Stargatt & Taylor	14,896.00	33,578.00	11,790.00	1,655.00	-	-
Total	$ 74,173.00	$ 96,792.00	$ 108,857.00	$ 171,737.40	$ 189,486.75	$ 164,276.82

Legal Fee increases attributed to hourly billing change versus retainer fee, Union negotiations, code enforcement program, and customer service matters.

WATER/WASTEWATER FUND SUMMARY

		2013/14 BUDGET	2013/14 REVISED	2014/15 PRELIMINARY	$ DIFFERENCE FY 15 PRE VS FY14 BUDGET	% CHG FY15 VS FY14
1	**BASE REVENUE:**					
2	WATER SERVICES	$ 4,730,700	$ 4,396,000	$ 4,430,600	$ (300,100)	-6.3%
3	WASTEWATER SERVICES	3,642,700	3,529,000	3,532,000	(110,700)	-3.0%
4	WASTEWATER TREATMENT SERVICES	2,980,300	2,900,000	2,902,600	(77,700)	-2.6%
5	GROUNDWATER INFLOW ADJUSTMENT	1,324,600	1,302,300	1,303,500	(21,100)	-1.6%
6	WATER TANK SPACE LEASING	333,800	321,200	331,900	(1,900)	-0.6%
7	SEWER IMPACT FEES	323,000	237,900	427,900	104,900	32.5%
8	WATER IMPACT FEES	357,000	262,700	472,700	115,700	32.4%
9	INTEREST - WATER	9,100	3,900	9,000	(100)	-1.1%
10	INTEREST - WASTEWATER	14,000	6,100	14,000	-	0.0%
11	MISCELLANEOUS SERVICE FEE	82,000	64,400	156,600	74,600	91.0%
12	**TOTAL REVENUES**	**$ 13,797,200**	**$ 13,023,500**	**$ 13,580,800**	**$ (216,400)**	**-1.6%**
13	**DIVISION EXPENSES**					
14	ENGINEERING & INSPECTION	$ 664,400	$ 672,000	$ 500,400	$ (164,000)	-24.7%
15	WATER CONSTRUCTION	351,400	404,500	398,300	46,900	13.3%
16	WATER DEPARTMENT	433,900	475,800	485,500	51,600	11.9%
17	WATER TREATMENT PLANT	1,501,800	1,496,500	1,552,700	50,900	3.4%
18	WASTEWATER DEPARTMENT	945,100	975,400	1,006,400	61,300	6.5%
19	**DIRECT EXPENDITURE SUBTOTAL**	3,896,600	4,024,200	3,943,300	46,700	1.2%
20	**OTHER EXPENSES:**					
21	DEBT SERVICE - WATER	403,800	403,800	534,100	130,300	32.3%
22	DEBT SERVICE - WASTEWATER	615,700	603,400	617,900	2,200	0.4%
23	RETIREES HEALTH CARE	200,000	200,000	200,000	-	0.0%
24	OTHER EMPLOYMENT EXPENSES	25,000	10,800	17,700	(7,300)	-29.2%
25	PENSION UNFUNDED LIABILITY	339,400	-	-	(339,400)	-100.0%
26	KENT COUNTY TREATMENT CHARGE	3,524,800	4,030,000	4,030,000	505,200	14.3%
27	INTRAFUND SERVICE FEES	1,233,400	1,349,200	1,359,800	126,400	10.2%
28	**OTHER EXPENSES SUBTOTAL**	6,342,100	6,597,200	6,759,500	417,400	6.6%
29	**TRANSFER TO:**					
30	GENERAL FUND FROM WATER	250,000	250,000	250,000	-	0.0%
31	GENERAL FUND FROM WASTEWATER	250,000	250,000	250,000	-	0.0%
32	WATER IMP AND EXT	1,200,000	1,233,200	1,600,000	400,000	33.3%
33	WASTEWATER IMP AND EXT	1,330,000	1,330,000	3,260,700	1,930,700	145.2%
34	**TRANSFER TO SUBTOTAL**	3,030,000	3,063,200	5,360,700	2,330,700	76.9%
35	**TOTAL EXPENSES**	**$ 13,268,700**	**$ 13,684,600**	**$ 16,063,500**	**$ 2,794,800**	**21.1%**
36	**BUDGET SURPLUS/(DEFICIT)**	**$ 528,500**	**$ (661,100)**	**$ (2,482,700)**		
37	RESERVE BALANCE FROM PRIOR YEAR	-	(168,200)	-		
38	**ADJUSTED BUDGET SURPLUS/(DEFICIT)**	**$ 528,500**	**$ (829,300)**	**$ (2,482,700)**		

City of Dover

Wastewater Inflow/Infiltration

Treatment Fees Customer Billing	$2,902,600
Groundwater Surcharge Billing	1,303,500
Subtotal Revenue	**$4,206,100**
Wastewater Service Fees	3,532,000
Total Wastewater Service Fees	$7,738,100
Water Service Fees	4,430,600
Total Consumption Fees	$12,168,700

Kent County Treatment Expenses	$4,030,000
I & I Main Relining/Replacement Program	1,000,000
Total Expenses	**$5,030,000**
Deficit	($823,900)

Current Rate	$1.05
Rate to cover deficit	$1.71
% Increase of I & I Rate	62.9%
% Increase in Wastewater Service Fees	10.6%
% Increase in Consumption Fees	6.8%

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND SUMMARY

		2013/14 BUDGET	2013/14 REVISED	2014/15 PRELIMINARY	$ DIFFERENCE FY 15 PRE VS FY14 BUDGET	% CHG FY15 VS FY14
1	**REVENUES**					
2	BOND PROCEEDS - WATER	$ -	$ 3,000,000	$ -	$ -	0.0%
3	BOND PROCEEDS - WASTEWATER	-	1,067,900	-	-	0.0%
4	STATE LOAN FUND - WASTEWATER	-	62,000	-	-	0.0%
5	ARBITRAGE REBATE - IRS REFUND	-	66,000	-	-	0.0%
6	TRANS FR OPERATING FUND - WATER	1,200,000	1,233,200	1,200,000	-	0.0%
7	TRANS FR OPERATING FUND - WASTEWATER	1,330,000	1,330,000	1,800,000	470,000	35.3%
8	TRANSFER FR WATER IMPACT FEE	390,000	390,000	-	(390,000)	-100.0%
9	TRANSFER FR WASTEWATER IMPACT FEE	-	1,000,000	-	-	0.0%
10	INTEREST INCOME	25,000	25,000	-	(25,000)	-100.0%
11	**TOTAL REVENUES**	**$ 2,945,000**	**$ 8,174,100**	**$ 3,000,000**	**$ 55,000**	1.9%
12	**EXPENSES**					
13	WATER	$ 1,476,800	$ 7,499,700	$ 1,320,400	$ (156,400)	-10.6%
14	WASTEWATER	1,251,000	5,252,400	3,260,700	2,009,700	160.6%
15	WATER TREATMENT PLANT	-	-	38,100	38,100	0.0%
16	WATER CONSTRUCTION	90,000	90,000	201,300	111,300	123.7%
17	**TOTAL EXPENSES**	**$ 2,817,800**	**$ 12,842,100**	**$ 4,820,500**	**$ 2,002,700**	**71.1%**
18	**BUDGET SURPLUS/(DEFICIT)**	**$ 127,200**	**$ (4,668,000)**	**$ (1,820,500)**		
19	RESERVE BALANCE FROM PRIOR YEAR	-	5,488,500	-		
20	**ADJUSTED BUDGET SURPLUS/(DEFICIT)**	**$ 127,200**	**$ 820,500**	**$ (1,820,500)**		

FY15 not updated for recent changes to projects - Garrison Oak Technical Park

ELECTRIC REVENUE FUND SUMMARY

		2013/14 BUDGET	2013/14 REVISED	2014/15 PRELIMINARY	$ DIFFERENCE FY 15 PRE VS FY14 BUDGET	% CHG FY15 VS FY14
1	**REVENUE**					
2	DIRECT SALES TO CUSTOMER	$ 76,286,700	$ 78,792,300	$ 78,846,400	$ 2,559,700	3.4%
3	UTILITY TAX	1,492,200	1,309,300	1,310,200	(182,000)	-12.2%
4	MISCELLANEOUS REVENUE	602,000	579,100	624,600	22,600	3.8%
5	RENT REVENUE	251,000	180,000	200,000	(51,000)	-20.3%
6	GREEN ENERGY	135,800	135,800	136,000	200	0.1%
7	INTEREST EARNINGS	119,400	12,000	12,000	(107,400)	-89.9%
8	TRANSFER FROM RATE STABILIZATION	4,000,000	7,000,000	-	(4,000,000)	-100.0%
9	INTRAFUND SERVICE RECEIPTS W/WW	98,500	98,500	-	(98,500)	-100.0%
10	**TOTAL REVENUES**	**$ 82,985,600**	**$ 88,107,000**	**$ 81,129,200**	**$ (1,856,400)**	**-2.2%**
11	**EXPENSES**					
12	POWER SUPPLY	$ 23,832,000	$ 25,977,700	$ 21,267,600	$ (2,564,400)	-10.8%
13	SOLAR ENERGY	1,565,800	1,729,200	2,067,600	501,800	32.0%
14	SOLAR RENEWAL ENERGY CREDITS	300,000	352,600	378,600	78,600	26.2%
15	POWER SUPPLY MANAGEMENT	996,000	996,000	996,000	-	0.0%
16	PJM CHARGES - ENERGY	12,812,900	17,274,000	11,499,800	(1,313,100)	-10.2%
17	PJM CHARGES - TRANSMISSION & FEES	4,740,000	7,420,000	7,234,100	2,494,100	52.6%
18	CAPACITY CHARGES	15,787,200	15,614,100	9,818,900	(5,968,300)	-37.8%
19	**SUB-TOTAL POWER SUPPLY**	60,033,900	69,363,600	53,262,600	(6,771,300)	-11.3%
20	PLANT OPERATIONS	6,015,800	5,851,600	6,141,100	125,300	2.1%
21	GENERATIONS FUELS	-	1,603,800	-	-	0.0%
22	PJM SPOT MARKET ENERGY	(230,500)	(1,004,500)	(346,700)	(116,200)	50.4%
23	PJM CREDITS	(397,000)	(5,314,800)	(621,400)	(224,400)	56.5%
24	CAPACITY CREDITS	(15,079,800)	(15,079,800)	(8,881,500)	6,198,300	-41.1%
25	**GENERATION SUBTOTAL**	(9,691,500)	(13,943,700)	(3,708,500)	5,983,000	-61.7%
26	**POWER SUPPLY & GENERATION SUBTOTAL**	50,342,400	55,419,900	49,554,100	(788,300)	-1.6%
27	**DIRECT EXPENDITURES**					
28	TRANSMISSION/DISTRIBUTION	3,302,500	3,766,300	4,075,300	772,800	23.4%
29	ELECTRICAL ENGINEERING	1,192,200	1,283,200	1,385,100	192,900	16.2%
30	ADMINISTRATION	597,000	623,400	622,800	25,800	4.3%
31	METER READING	220,300	273,900	272,800	52,500	23.8%
32	SYSTEMS OPERATIONS	543,600	675,500	674,400	130,800	24.1%
33	**DIRECT EXPENDITURE SUBTOTALS**	**5,855,600**	**6,622,300**	**7,030,400**	**1,174,800**	20.1%
34	**OTHER EXPENSES:**					
35	UTILITY TAX	1,492,200	1,309,300	1,310,200	(182,000)	-12.2%
36	ALLOW FOR UNCOLLECTIBLES	200,000	200,000	200,000	-	0.0%
37	CONTRACTUAL SERVICES - RFP'S	100,000	100,000	100,000	-	0.0%
38	RETIREES HEALTH CARE	513,300	513,300	513,300	-	0.0%
39	OTHER EMPLOYMENT EXPENSES	150,000	125,700	54,200	(95,800)	-63.9%
40	TRANSFER TO PENSION UNFUNDED LIABILITY	1,314,200	-	-	(1,314,200)	-100.0%
41	OPEB UNFUNDED LIABILITY	975,700	975,700	1,009,800	34,100	3.5%
42	GREEN ENERGY PAYMENT TO DEMEC	135,800	135,800	136,000	200	0.1%
43	INTRAFUND SERVICE FEES	3,319,400	3,483,600	3,593,100	273,700	8.2%
44	INTEREST ON DEPOSITS	27,000	20,000	20,000	(7,000)	-25.9%
45	INVENTORY WRITE OFFS	-	-	175,000	175,000	0.0%
46	DEBT SERVICE	3,301,900	3,301,900	3,297,000	(4,900)	-0.1%
47	**OTHER EXPENSES SUBTOTAL**	**11,529,500**	**10,165,300**	**10,408,600**	**(1,120,900)**	-9.7%
48	**TRANSFER TO:**					
49	IMPROVEMENT & EXTENSION	5,448,600	4,918,600	6,000,000	551,400	10.1%
50	GENERAL FUND	8,000,000	8,000,000	8,000,000	-	0.0%
51	**TRANSFER TO SUBTOTAL**	**13,448,600**	**12,918,600**	**14,000,000**	**551,400**	4.1%
52	**TOTAL EXPENSES**	**$ 81,176,100**	**$ 85,126,100**	**$ 80,993,100**	**$ (183,000)**	**-0.2%**
53	**BUDGET SURPLUS/(DEFICIT)**	**$ 1,809,500**	**$ 2,980,900**	**$ 136,100**		
54	RESERVE BALANCE FROM PRIOR YEAR	-	(531,500)	-		
55	**ADJUSTED BUDGET SURPLUS/(DEFICIT)**	**$ 1,809,500**	**$ 2,449,400**	**$ 136,100**		

ELECTRIC IMPROVEMENT & EXTENSION FUND SUMMARY

		2013/14 BUDGET	2013/14 REVISED	2014/15 PRELIMINARY	$ DIFFERENCE FY 15 PRE VS FY14 BUDGET	% CHG FY15 VS FY14
1	**REVENUES**					
2	TRANSFER FROM ELECTRIC	$ 5,448,600	$ 4,918,600	$ 6,000,000	$ 551,400	10.1%
3	GENERAL SERVICE BILLING	440,000	440,000	-	(440,000)	-100.0%
4	INTEREST EARNINGS	25,200	25,200	-	(25,200)	-100.0%
5	**TOTAL REVENUES**	**$ 5,913,800**	**$ 5,383,800**	**$ 6,000,000**	**$ 86,200**	1.5%
6	**EXPENSES**					
7	ELECTRIC GENERATION	$ 2,117,800	$ 2,130,000	$ 2,289,500	$ 171,700	8.1%
8	TRANSMISSION AND DISTRIBUTION	950,000	1,144,600	1,116,600	166,600	17.5%
9	ELECTRICAL ENGINEERING	2,405,800	2,615,500	3,378,300	972,500	40.4%
10	**TOTAL EXPENSES**	**$ 5,473,600**	**$ 5,890,100**	**$ 6,784,400**	**$ 1,310,800**	23.9%
11	**BUDGET SURPLUS/(DEFICIT)**	**$ 440,200**	**$ (506,300)**	**$ (784,400)**		
12	RESERVE BALANCE FROM PRIOR YEAR	-	-	-		
13	**ADJUSTED BUDGET SURPLUS/(DEFICIT)**	**$ 440,200**	**$ (506,300)**	**$ (784,400)**		

City of Dover
Rate & Fee Trends

GENERAL FUND	Actual 2005/06	Actual 2006/07	Actual 2007/08	Actual 2008/09	Actual 2009/10	Actual 2010/11	Actual 2011/12	Actual 2012/13	Actual 2013/14	Proposed 2014/15
Rolled Back Property Tax Rate @ 100% value	$0.3100					*$0.3108*				
Property Tax Rate Approved/Proposed	$0.3300	$0.3300	$0.3300	$0.3300	$0.3300	*$0.3378*	$0.3378	$0.3378	$0.3378	$0.3378
Property Tax Rate Increase (without 100% rollback)	$0.02					$0.0270				
Trash Fees (in City) - implemented FY2000	$5.85	$5.85	$5.85	$5.85	$5.85	$11.70	$11.70	$17.00	$17.00	$11.70
Trash Fees (outside City)	$18.72	$18.72	$23.00	$29.00	$29.00	$42.75	$42.75	$42.75	$42.75	$29.00
Transfer from Electric Utility	8.4%	5.1% *	7.2%	6.6%	6.5%	8.0%	8.0%	$8 million	$8 million	$8 million
Transfer from Water/Wastewater Utility	4.4%	4.5%	4.6%	5.0%	4.5%	0.0%	4.5%	$500,000	$500,000	$500,000
WATER/WASTEWATER FUND										
Water per 1,000 gal	$2.45	$2.45	$2.45	$2.45	$2.70	$3.00	$3.00	$3.00	$3.00	$3.00
Water per 1,000 gal (Outside City)	$3.68	$3.68	$3.68	$3.68	$4.05	$4.50	$4.50	$4.50	$4.50	$4.50
Water Flat Rate Charge (new source)	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$2.50
Wastewater per 1,000 gal. Charge	$2.10	$2.10	$2.10	$2.10	$2.10	$2.65	$2.65	$2.65	$2.65	$2.65
Wastewater per 1,000 gal (Outside City)	$3.15	$3.15	$3.15	$3.15	$3.15	$3.98	$3.98	$3.98	$3.98	$3.98
Wastewater Flat Rate Charge (new source)	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$1.25	$2.50
Kent County Sewer Treatment Fee - Rate set by County	$2.13	$2.13	$2.34	$2.34	$2.34	$2.34	$2.34	$2.34	$2.34	$2.34
Kent County Sewer Adjustment (new source - City)						$1.05	$1.05	$1.05	$1.05	$1.05
ELECTRIC FUND										
Residential Rate Changes (includes any PCA adj.)	$0.0976	Full Year at $0.1218	$0.1343	$0.1450	$0.1450	$0.1407	$0.1364	$0.1316	$0.1204	$0.1204
Increase %	6.4%	28.9%	10.3%	8.0%	0.0%	-3.0%	-3.1%	-3.5%	-11.7%	-8.5%
Cumulative % Change		35.3%	45.6%	53.5%	53.5%	50.6%	47.5%	44.0%	32.3%	23.8%
Electric Fund Customer Charge	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$6.00
Reconnect Fees	$50 - $100	$50 - $100	$50 - $100	$50 - $100	$50 - $100	$50 - $100	$50 - $100	$50 - $100	$50 - $100	$50 - $100
Return Check Fees	$25	$25	$25	$25	$25	$25	$25	$25	$25	$25

FY15 Recommending Customer Charge Increase	
Water/Wastewater Fund Revenue Impact	**$ 229,470**
Electric Fund Revenue Impact	**$ 279,612**

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on May 27, 2014 at 7:30 p.m. with Council President Bonar presiding. Council members present were Mr. Anderson, Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Slavin, Mr. Hare, and Mr. Hutchison. Mrs. Williams was absent.

Council staff members present were Police Chief Bernat, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, City Solicitor Rodriguez, and Mrs. McDowell.

OPEN FORUM

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

Mr. Bruce MacGloan, 53 Planters Run Court, referred to a recent newspaper article that indicated that property taxes collected were not sufficient to cover the City's Police Department and his surprise that their budget was almost $14M, representing over $1M per month. He felt that there was a big crime problem in the City and that there should be more effort made to rear young people to become good, law-abiding citizens. It was his feeling that building another basketball court would not be the answer and he suggested a more individual focus of contacting churches in an attempt to reach out to the children before they become teenagers and young adults acting out with violence. He explained the importance of showing children how to live a happy and joyful life and hoped that the City would consider this matter.

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

AGENDA ADDITIONS/DELETIONS

Council President Bonar requested the deletion of Agenda Item #9 - Council President Appointments - 2014/2015 Committees, noting that this item would be considered during the Regular Council Meeting of June 9, 2014.

Mr. Hutchison moved for approval of the agenda, as amended, seconded by Mr. Hare and unanimously carried.

Mr. Hare moved for approval of the consent agenda as presented, seconded by Mr. Dixon and carried by a unanimous roll call vote (Williams absent).

ADOPTION OF MINUTES - ANNUAL COUNCIL MEETING OF MAY 12, 2014

The Minutes of the Annual Council Meeting of May 12, 2014 were unanimously approved by motion of Mr. Hare, seconded by Mr. Dixon and bore the written approval of Council President/Vice-Mayor Acting Bonar.

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - 45 SOUTH NEW STREET - HOUSE OF PRIDE

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 45 South New Street, owned by House of Pride. Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the property consisted of a two (2)

story, wood-framed structure. The property was condemned on March 7, 1999 as unfit for human occupancy due to fire damage that occurred earlier that morning. She noted that the property has had minimal utility usage from 1999 to 2014 and that in January of 2004, the House of Pride established utility service but has used no water. On May 6, 2014, the House of Pride applied for a building permit (#14-535), but as the building has been damaged by fire with no attempts to make repairs since 1999, has had longstanding code violations for use as storage, and has been vacant for many years, the information submitted was insufficient to issue the building permit, as a structural report was required. The Department of Planning and Inspections issued a letter on April 29, 2014 notifying the House of Pride of violations of the Dangerous Building Ordinance and the House of Pride sent a letter, dated May 5, 2014, appealing this notice to City Council. Both letters were included in the material provided to members. Mrs. Townshend provided a chronological history and presentation on the conditions of the house located at 45 South New Street ***(Exhibit #1)***.

Mrs. Townshend advised members that the inspectors inspected the property earlier in the day and noted that it appeared that some renovations were occurring; however, although a permit application had been submitted and was currently under review, no building permit had been issued for renovations. She indicated that the inspectors also observed that new windows had been recently installed; however, they did not function correctly, which could be the result of incorrect installation. Mrs. Townshend stated that a structural engineering report, dated May 15, 2014 ***(Exhibit #2)***, was submitted along with the building permit application that was currently under review. She advised members that the City's Building Inspector had concerns regarding some of the repair recommendations. After conducting his inspection earlier in the day, he contacted the engineer and, as a result, the engineer will be submitting revised drawings. Should Council extend the amount of time for repairs or demolition of the structure, a building permit may be issued if all the code compliant documents are received by the City.

Staff recommended that City Council: 1) declare this building and all accessory structures on this property dangerous; 2) order the property repaired or demolished by June 26, 2014 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner within 10 days of the date established by City Council; and 4) order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

Responding to Mr. Perza, Mrs. Townshend confirmed that if action was being taken to repair the property at a reasonable rate by June 26, 2014, the City would not take further action to demolish the property. She stated that no action had been taken to repair the property until recently. Since there had been some action taken in this regard, she stated that staff would have no objections to extending the repair/demolition completion date from within 10 days to within 45 or 60 days.

In response to Mr. Anderson, Mrs. Townshend stated that, although the majority of the work required for the property was cosmetic, a substantial amount of structural work was also required.

Council President Bonar declared the public hearing open.

Bishop Marion Lott, Executive Director of House of Pride, stated that although he agreed with the report provided to members, he assured members that the House of Pride was in the process of making the necessary repairs to the property. He confirmed that the property was being used for storage prior to his becoming Executive Director. Since he assumed this position, the House of Pride had been prioritizing their buildings and taking the necessary action to bring properties into compliance with City Code. Although the House of Pride property at 45 South New Street was previously not prioritized, he explained that since the violation was posted, the property had been moved up on their list of priorities and the House of Pride was in the process of taking necessary actions. He requested that members of Council extend the time allowed to have the necessary repairs completed, explaining that the property would be a beautiful single-family dwelling, but that this could not be completed within 60 days. Bishop Lott stated that he felt confident that the repairs could be completed by September 2014, which would also allow time to acquire additional funding.

Responding to Mr. Hutchison, Bishop Lott estimated that the necessary repairs would cost approximately $8,000-$10,000; however, a contractor had estimated the cost to be approximately $26,000 to complete the property as desired. He stated that most of the labor was being performed by volunteers and the $8,000-$10,000 cost estimate was for cinder blocks and materials not being donated. Bishop Lott explained that Lowe's and Wyoming Millwork had donated a lot of the material, and that Ace Hardware had donated paint, noting that there is a partnership with many of the local merchants who help provide material.

At the request of Mr. Anderson, Bishop Lott advised members that until he became Executive Director, he was not aware that there were so many homeless families in the area. He explained the grave need for affordable single-family homes in the community and how this need coincided with what they were striving to accomplish in central Dover – the restoration of single-family homes in the community.

There being no one else present wishing to speak during the public hearing, Council President Bonar declared the public hearing closed.

Based on Bishop Lott's comments, Mr. Hare felt that if completion of the repairs could be made by September, which would be close to 90 days, then progress would be made within 30-45 days; therefore, he suggested that Council grant the request for a 90-day extension. Council President Bonar noted that 90 days from the present date would be August 25, 2014.

Mr. Hare moved that the structure located at 45 South New Street be declared a dangerous building and subject to demolition, as recommended by staff; however, that the proposed deadline for repair or demolition be extended from June 26, 2014 to August 25, 2014. The motion was seconded by Mr. Lynn and carried by a unanimous roll call vote (Williams absent).

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - 110 SOUTH NEW STREET - HOUSE OF PRIDE

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 110 South New Street, owned by House of Pride.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the property consisted of a three (3) story, wood-framed structure. The property was closed by the City on July 23, 2012 due to numerous repeated violations of the Dangerous Building Ordinance, including not having a viable safety plan for the occupants of the building. This was appealed to Council, and staff's actions were upheld by Council following a hearing on August 27, 2012. Since the City required that the structure be vacated, no actions had been taken by the House of Pride to resolve the deficiencies and to obtain a Certificate of Occupancy. On April 29, 2014, the Department of Planning and Inspections issued a letter notifying the House of Pride of violations of the Dangerous Building Ordinance, and House of Pride sent a letter, dated May 5, 2014, appealing this notice to City Council. Both letters were provided to members. Mrs. Townshend stated that, presently, the home had no utilities, was registered as a vacant building, and was condemned as unfit for human occupancy. She provided a chronological history and presentation on the conditions of the house located at 110 South New Street ***(Exhibit #3)***.

Staff recommended that City Council: 1) declare this building and all accessory structures on this property dangerous; 2) order the property repaired or demolished by June 26, 2014 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner within 10 days of the date established by City Council; and 4) order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

Unlike the previous hearing for violation of the dangerous building ordinance for 45 South New Street, also owned by House of Pride, Mrs. Townshend stated that there had been no activity to make repairs, building permits pending, or discussion of repairs, etc., in regard to this property. In addition, she stated her opinion that the repairs needed for the property at 110 South New Street were more extensive than those at 45 South New Street, also owned by House of Pride.

In response to Mr. Perza, Mrs. Townshend stated that, due to the zoning classification, the property would need to be restored as a single-family home. She noted that the property was not previously used as a single-family dwelling, but rather as a combination of apartment units and rooming house type of occupancy.

Council President Bonar declared the public hearing open.

Bishop Marion Lott, Executive Director of House of Pride, concurred regarding the deplorable condition of the property. He advised members that there were excessive costs involved, indicating that the estimated cost for demolition was $30,000 and repairing the property would cost approximately the same. Bishop Lott explained that the issue was that House of Pride owes money on the building. He stated that the House of Pride was currently in the process of working with a realtor to determine if this property could be combined with property located at 106 South New Street if they could acquire 108 South New Street. It was hoped that combining and selling the properties would allow House of Pride to acquire enough funds to offset some of the costs for other

buildings. Although the House of Pride did not object to the demolition of the building, Bishop Lott requested that City Council provide additional time to determine if the realtor could combine the properties for a possible sale.

Responding to Mr. Hare, Bishop Lott felt that 60 days (July 28) would provide the realtor ample time to complete the combination of property, if possible.

Mrs. Townshend explained that even if an extension were approved, staff's recommendation was to repair or demolish the property by a certain time, not necessarily to have the property under contract. In addition, she reminded members that the City currently had a demolition lien on the property located at 106 South New Street.

In response to Mr. Perza, Mrs. Townshend stated that, to her knowledge, the current property taxes had not been paid for 106, 108, or 110 South New Street.

Responding to Mr. Hutchison, Mrs. Townshend explained that the property was considered a legal, non-conforming use within the property zoning classification, noting that its use as a combination apartment/rooming house was in existence before the zoning ordinance changed to not allow such use. Since its use as such had ceased for more than a year, she stated that such a use could not be re-established.

Bishop Lott assured members of his understanding of the zoning ordinance and that the property must be used as a single-family residence.

There being no one else present wishing to speak during the public hearing, Council President Bonar declared the public hearing closed.

Mr. Hare moved that the structure located at 110 South New Street be declared a dangerous building and subject to demolition, as recommended by staff; however, that the proposed deadline for repair or demolition be extended from June 26, 2014 to July 28, 2014. The motion was seconded by Mr. Lynn and carried by a unanimous roll call vote (Williams absent).

SPECIAL SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - MAY 12, 2014

A Special Safety Advisory and Transportation Committee Meeting was held on May 12, 2014 with Chairman Hutchison presiding.

Concerns Related to Permit Parking In Front of Wesley Pre-School and Education Building

Members were advised that the Downtown Dover Partnership (DDP) acquired and renovated the property located at 22-24 W. Loockerman Street. A lease was negotiated with Transcore, the State of Delaware's vendor for E-ZPass, and E-ZPass opened at this location in early March. In order to accommodate E-ZPass employees' parking needs, the DDP included the guarantee of 85 parking spaces in the North Street and Bradford Street parking lots for use by E-ZPass employees. This

allocation of parking permits caused the City and DDP to work together to reallocate permit, metered, and free two (2) hour parking within the existing municipal lots managed by the DDP. To balance the need for customer parking with employee parking, the City Manager and City Planner jointly decided to convert 13 parking spaces in what is known as "A-Street Lot" from free two (2) hour parking to permit parking. Without making this change, there would be insufficient parking in the Bradford Street Lot to accommodate both employees and visitors.

The A-Street Lot was utilized for City employee parking for approximately 18 months during the construction of the Dover Public Library. During this time, the City received no complaints and observed no operational issues with this allocation of parking. Prior to, and since designating 13 permit spaces in this area on March 1, 2014, staff continued to monitor this area and regularly observed open parking among the two (2) hour spaces.

Tenants of the Wesley Church Education Building and the Wesley Pre-School expressed concern with the allocation of permit parking in this area, which was previously free two (2) hour parking.

No other municipal lot in the area could accommodate the 13 permits. Staff recommended that the permit parking remain as currently configured. If the Committee and Council wished to reconfigure parking in response to the concerns, staff recommended consideration of the following options:

1. Move the mailbox from the current location to the library parking lot near the post office.
2. Remove large holly trees from the landscape island to allow better access to parallel parking spaces on either side of the island. Plant landscaping that has less conflict with vegetation.
3. Move permit parking from the angled parking spaces to the parallel parking spaces on either side of the island. Some permit spaces would still be necessary in the angled parking area.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that there were a total of 24 parking spaces in the area being discussed: 20 parking spaces in the A-Street Lot (13 designated for permit parking, six (6) for two (2) hour free parking, and one (1) for handicapped parking) and four (4) additional two (2) hour free parallel spots on the Loockerman Street side of the median. She noted that if the holly trees located on the median are not trimmed well, inconvenience is caused for those parking in three (3) of the spaces on the south side of the median. She noted that placement of the drive-through mailbox took away one (1) parking space on the south side of the median.

Mrs. Townshend advised members that when the parking needs and availability of the larger area were examined, there was a need to move 13 permit spots from the Barros, McNamara, Malkiewicz and Taylor, PA law firm (located on the corner of Loockerman and State Streets) to the A-Street Lot because they could not be absorbed in the lots on the west side of State Street. Staff talked to the Wesley United Methodist Church a couple of weeks prior to implementing this change and looked at other options; however, they were unable to come up with anything that would resolve the issue.

Mrs. Townshend suggested that members hear what the public has to say regarding this topic and that the matter be referred to staff to determine if other configurations would address the specific problems. She stated that, in order to address the issue, staff needed to understand better the actual concerns to determine if parking was not available or if parking spots were not convenient.

Mr. Hutchison stated his understanding that Wesley United Methodist Church was looking for a compromise whereby three (3) to five (5) parking spaces could be made available. He questioned if the post office box could be placed in an alternative location and if there was some flexibility to provide spaces for the church. He reminded members that the Church had been at its location for well over 100 years, had made contributions to the community, and that the Church also brought business downtown.

Mr. Scott Koenig, City Manager, stated that staff had tried to keep all the permit parking spots adjacent to each other to avoid multiple conflicting messages in terms of signage. He noted that re-striping had been discussed; however, he felt that significant re-striping would likely involve consultation with the Delaware Department of Transportation (DelDOT). Mr. Koenig stated that staff had not looked at alternative sites for the mailbox. He indicated that the site plan for the Dover Public Library anticipated that the mailbox would be put in a spot similar to its previous location; however, this entrance/exit was very congested. He suggested that there may be better alternative locations.

Mr. Anderson expressed his opinion that taking all of the slots in front of the church had caused "angst" and inquired if a few slots could be open to the church and others reserved for permit parking. Responding, Mr. Koenig reiterated that splitting parking designations could cause a need for additional parking signage and difficulties with adherence. He felt the current method provided the easiest, clearest message, but this could be altered if it was Council's wish.

Mr. Perza advised members that he had attended the Wesley Preschool as a child and his daughter now attends the school; therefore he was familiar with the purpose of this portion of the parking lot and the spots used to drop off children. He indicated

that he did not see the link between these spots and the parking situation on Loockerman Street two (2) to three (3) blocks west. He felt that the situation should be fixed so as not to disrupt the historic use of Wesley Church and the preschool and stated his desire to find a solution to accomplish this.

Mr. Dave Casto, 8 Gregory Court, Chair of Trustees, Wesley United Methodist Church, explained that he understood what the City was going through and this was one of the reasons that the Church had been willing to compromise from the beginning. However, he felt that perhaps compromising rather than stating that the Church did not want parking permits in this area at all had been a mistake. He asked members to imagine a business or private, non-profit, enterprise that offered many programs suddenly having 10 parking spots in front of their building taken, noting that he was unaware of any other location in the City where this had occurred. Mr. Casto indicated that this came as a shock to the Church, as they were not involved in the planning processes or informed of what was going on. He stated that one (1) meeting was held the morning that related signs were put up, after the signs were erected. Mr. Casto advised members that a number of individuals utilize the building for different programs and that some of these programs would be expanding. He stated that the availability of two (2) hour parking would allow the church to serve the developmentally disabled and to operate its Clothing Closet. He explained that, at times, parking is not available in close proximity to the church. Mr. Casto expressed his opinion that the Barros, McNamara, Malkiewicz, and Taylor, PA law firm should have made arrangements for their own parking when they moved across the street, rather than having parking spots taken from the Church. He advised members that the Church had always been a good partner with the City, allowing use of their parking for Dover Days, the Schwartz Center, etc.

Dr. Joyce Denman, Supervisor of Special Education, Capital School District, explained that the District's Student Transition to Adult Readiness (STAR) program was started during the previous year to serve students aged 18-21 with significant disabilities who are eligible for public school services. Since being in a school facility with students aged 14-18 was deemed inappropriate for these students, the Wesley Education Building site was selected due to its location near the Dover Public Library and close proximity to community events. The first complete successful year for the program had concluded and parents, teachers, and paraprofessionals were pleased with the setting. Dr. Denman stated that service personnel, including a psychologist, speech language pathologist, physical therapist, occupational therapists, and administrators, come to the site for short visits every day to provide services. These individuals are on very tight schedules because they work at several sites and convenient parking is important to allow them to complete 30-minute sessions and go to their next assignment. In addition, food service providers deliver breakfast, and subsequently lunch, at this location each day.

Mr. Alex Vaughan, 509 Dyke Branch Road, Trustee, Wesley United Methodist Church, requested clarification regarding the path that brought those present to the current meeting and what led to the "path that was taken last December" (parking changes that were made in the A-Street Lot). Responding, Mr. Hutchison stated that the City was considering parking spaces needed in the downtown area. He stated that this included Wesley United Methodist Church and that parking was being discussed in this context.

Mr. Vaughan stated that, as a trustee, his interest was from an administrative standpoint. He stated he was aware that the parking spaces had something to do with the Barros, McNamara, Malkiewicz and Taylor, PA law firm, but was also led to believe that it had something to do with the new E-ZPass offices on Loockerman Street. He stated his belief that the history of this parking situation went back many years to when the DDP had facilitated acquiring the former Woolworth's building that now houses E-ZPass. Mr. Vaughan did not understand why the parking concerns being discussed were not addressed at the time this project was undertaken.

Mr. Hutchison stated that the City of Dover and DDP had made a commitment to work with E-ZPass to bring new jobs downtown and to work with the State of Delaware to accomplish this. He expressed his hope that the City could work with Wesley United Methodist Church to get the situation resolved.

Mr. Vaughan hoped this would be the result, but stated concern that the Church was not brought into the conversation in December 2013 when staff began addressing the parking concerns. He felt that the parking issues that caused the reallocation of these spaces began several years ago and that leaving the Church out of the discussion was not good neighborhood relations.

In response, Mr. Hutchison stated that he had discussed this matter earlier in the day with Mrs. Townshend and Mr. Koenig, and they were well on the way to addressing the concerns expressed. Mr. Vaughan stated that the Church was looking forward to being part of the process.

Mr. David Evans, Co-Lay Leader of Wesley United Methodist Church, 388 Clark Farm Road, Smyrna, advised members that approximately 95-96% of the Church's service is work for those less fortunate and this work is done out of the Wesley Education Building. He noted that the Clothing Closet serves hundreds of needy people who do not have clothes and likely do not have cars; therefore, they must be driven to the Clothes Closet where it is difficult to find a parking spot. In addition, he estimated that 20 people come to the building every Tuesday at 7:00 a.m. for a Bible study, noting that, at 68 years old, he is one of the youngest attendees. Mr. Evans advised members that he had pulled a gentleman from the holly bushes referred to previously because he stumbled getting out of his car. He felt that it might not have become an issue and Church representatives would not be attending the meeting if someone had approached them first regarding this matter instead of

assuming that the parking spots were not being used, and if the church had explained that 95% of their outreach to needy people was done out of this building. However, he stated that parking was now an issue and a critical need for the individuals who need these services the most.

Mr. Jack Royston, 44 Philchrist Drive, expressed concurrence with the comments of the previous speakers, including the need for better communication "with our friends and neighbors." He stated appreciation for the City taking the time to look into the problem and expressed his hope that it would be resolved in an amicable way.

Reverend Amy Yarnall, 140 Hazel Road, indicated that her views had been expressed and stated her appreciation for the City's consideration of this issue.

Mr. Keller stated that he sympathized with the Church and advised those present that the City would do its very best.

Mr. Hutchison recommended a 45-day delay on the current issue, which would give Mr. Koenig and Mrs. Townshend an opportunity to come back to members with a proposal.

Responding to Mr. Perza regarding the reason for the 45-day time period, Mrs. Townshend stated that the Committee's current special meeting was being held at the beginning of the month rather than the normal meeting date on the fourth Monday of the month. It was planned to bring the issue back to the Committee at the end of June so that staff could sort through possible scenarios.

Mr. Hutchison inquired if something could be done to assist the church in addressing their immediate issues before 45 days. He noted that the correspondence he received regarding this issue indicated a need for three (3) to five (5) parking spaces.

Mrs. Townshend stated that there were on-street parking spaces further west on Loockerman Street adjacent to the building owned by Barros, McNamara, Malkiewicz and Taylor, PA and indicated that some of the permit spaces could be shifted to that area. She stated that five (5) to seven (7), and possibly eight (8) spaces could be accommodated if this area were designated for permit parking. Mr. Koenig stated that this could be done; however, he was unsure what the unintended consequences could be.

Reverend Yarnall advised members that the STAR and Wesley Preschool programs would not be operating at full capacity during the summer and wanted everyone to realize this if studies regarding parking would be conducted in the summertime.

Responding to Mr. Keller as to whether the Barros, McNamara, Malkiewicz and Taylor, PA law firm should also be notified, Mrs. Townshend stated that the law firm was well aware of the issues.

The Committee recommended that the matter be remanded back to staff to meet with Wesley Church to consider the needs and assessments that need to be factored in regarding the Church, its school, and its mission and that staff be authorized to proceed with intermediate permit spot adjustments.

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

Discussion - Traffic Concerns on College Road (Request of Westminster Village)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that there had been a request from a resident at Westminster Village to signalize the exit from Westminster Village onto College Road that lines up with North Dover Elementary School. This request was sent to the Delaware Department of Transportation (DelDOT) traffic section to determine if this was something that they could look at and to analyze crash data. DelDOT determined that a signal would not have prevented any of the accidents that occurred at this location and did not find that a signal was warranted. Mrs. Townshend advised members that there were continual issues with congestion and speeding on the stretch of College Road extending from the University Courtyard Apartments to the Woodlands of Fox Hall. She recommended reaching out to the DelDOT traffic section and the Dover/Kent County Metropolitan Planning Organization (MPO) to perform a traffic study in that area to look at traffic counts and measures that could be put in place to help facilitate better flow of traffic. Mrs. Townshend noted that McKee and College Road were both DelDOT roads and that DelDOT would need to implement any changes.

Mr. Hutchison suggested that staff have DelDOT look at the area due to the large number of students walking between the apartments and the University on a daily basis. Mrs. Townshend concurred, stating that pedestrian issues and efficient traffic flow were both concerns in the area.

Update - Dover High School Construction

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the Capital School District (CSD) had been working with the Fire Marshal's Office to complete fire alarm testing so that furniture could be moved into Dover High School later in May. It was hoped that testing would be complete by the end of the current week, and from a building code standpoint, furniture could then be moved in. It was hoped that a temporary Certificate of Occupancy (CO) would be issued in June: however, Mrs. Townshend expressed some concerns, noting that the Department of Natural Resources and Environmental Control (DNREC) would not agree to a temporary CO until stormwater violations were resolved. She stated that monthly coordination meetings were continuing, with some interim meetings being held regarding stormwater. The stormwater outfall under Route 8 was expected to be finished within the next couple of days, with construction on the east entrance to begin shortly after. Mrs. Townshend stated that staff had advised the

CSD that the east entrance did not need to be entirely complete for the temporary CO to be issued, but the school could not open for the year without its completion. The temporary CO would be very specific as to moving in, setting up, and getting things in place. She noted that DelDOT was getting ready to move forward on the sidewalks and installation of the High-Intensity Activated CrossWalk (HAWK) signal. All but one (1) property owner had signed the easements needed and a more difficult route must be taken to acquire the construction easement for this owner's property.

Responding to Mr. Hutchison regarding the stormwater requirements, Mrs. Townshend stated that DNREC was the controlling factor in regard to stormwater issues and that going against DNREC would jeopardize the City's status as a regulated community under the stormwater program. Mrs. Townshend stated that staff was working very closely with DRNEC and EDiS to make sure these issues are resolved as quickly as possible. She noted that wet weather and the very cold and snowy winter had made the project difficult.

Noting that the southern segment of Dover High Drive and its connection to Tribbett Road must be completed before school opens in September, Mr. Hutchison questioned if staff had issued a written document to that effect. Responding, Mrs. Townshend stated that this had not been done because stormwater appeared to be the biggest concern. However, she concurred that the City was at the point that issues related to the roadway should be put in writing because the roadway is critical.

Noting the importance of the safety of the children, Mr. Keller questioned if the completion of sidewalk construction and the installation of the HAWK signal would be required for a CO. Mrs. Townshend stated that these aspects were under DelDOT's control, rather than the CSD's; however, DelDOT was fairly confident that the HAWK signal and the bulk of the sidewalks would be in place by August. She indicated that no plans had been made to bus the children to school if sidewalks were not completed, but if there were not a safe walking route to school, the CSD would have to provide bus transportation.

Responding to Mr. Hutchison, Mrs. Townshend confirmed that the sidewalks under discussion were on the north side of Route 8. It was her belief that, ultimately, sidewalks would be needed on the south side also, as well as on Mifflin Road.

In response to Mr. Keller, Mrs. Townshend stated her recollection that approximately 200 children would be using the HAWK signal, although parents may transport some of these children.

Mr. Perza questioned if the CSD was aware that they would not be permitted to open the school until all requirements were completed, regardless of whether these requirements were the responsibility of DelDOT or other parties. He expressed the desire to ensure that nothing "slips through the cracks" and that the CSD is made

aware of all requirements. Responding, Mrs. Townshend indicated that these requirements had been stated at the coordination meetings during the past three (3) months; however, she concurred that putting them in writing would be worthwhile. She stated that EdiS had assured staff that the project would be complete.

Mr. Perza expressed a desire to intervene and to avoid "finger pointing" and stated that the bottom line is that children cannot go into the school until it is safe, regardless of who gets it done. He stated he wished to create a record now in this regard. Concurring, Mrs. Townshend stated that the City could not sign off on the project if it were not safe.

By consent agenda, Mr. Hare moved for acceptance of the Special Safety Advisory and Transportation Committee Report, seconded by Mr. Dixon and carried by a unanimous roll call vote (Williams absent).

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - MAY 12, 2014

The Utility Committee met on May 12, 2014 with Chairman Dixon presiding.

Proposed Ordinance #2014-08 - Amending Appendix B - Zoning - Article 3 - District Regulations - Section 10 - Institutional and Office Zone (IO); Section 11 - Neighborhood Commercial Zone (C-1); Section 12 - Limited Commercial Zone (C-1A); Section 13 - Central Commercial Zone (C-2); Section 14 - Limited Central Commercial Zone (C-2A); Section 15 - Service Commercial Zone (C-3); Section 16 - Highway Commercial Zone (C-4); Section 26 - Commercial/Professional Office Development District (C-PO); Article 4 - Zoning Bulk and Parking Regulations; Article 10 - Planning Commission; and Article 12 - Definitions

During the Parks, Recreation, and Community Enhancement Committee meeting held on April 14, 2014, members considered Proposed Ordinance #2014-08. After much discussion, members recommended that Proposed Ordinance #2014-08 be referred back to staff for a final read through to make recommended changes and clarify language, and returned to the Parks, Recreation, and Community Enhancement Committee on May 12, 2014. City Council approved the Committee's recommendation during their regular meeting held on April 28, 2014.

During the Parks, Recreation, and Community Enhancement Committee meeting on May 12, 2014, Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that Proposed Ordinance #2014-08 was before the Committee in its original draft format with no revisions since the previous meeting.

Mrs. Townshend stated that she had met with Councilman Perza regarding this matter to address the concerns he expressed during the previous meeting. Mrs. Townshend explained that, historically, when staff proposed zoning text amendments without involving the regulated community, they were often directed

to do so before any action could be taken. As a result, the decision was made to approach the Central Delaware Chamber of Commerce (CDCC), the Kent County Association of Realtors, and other members of the community to review the commercial and office zone ordinances to obtain input before bringing the amendments before Council. A little over a year was spent reviewing the ordinances in great detail and each section was scrutinized in an effort to simplify the zoning ordinance and to broaden specific uses to more general use categories. She stated that another goal was to address consistency from one section to another. Bulk standards were also examined, since experience had shown that these standards were causing good design to be set aside because of setback requirements. It was noted that the Planning Commission had the authority to determine if the circulation on the site did not work well. Thresholds for projects that must be considered by the Planning Commission were also considered.

Mrs. Townshend indicated that more clarification might be needed in Lines 414-420 of the ordinance to make it clear that new buildings would be treated differently than existing buildings.

Mrs. Townshend stated that, to this point, primary discussions had been through the CDCC and the real estate community. Mr. Keith Cooker, Landmark Engineering, and Mr. Bob McLeish, Lighthouse Construction, participated on behalf of homebuilders. She stated that she had spoken with downtown merchants to inform them of the proposed changes. She reminded members that two (2) public hearings would be held regarding the ordinance, one (1) before the Planning Commission and one (1) before City Council; therefore there would be opportunities for the public to share its concerns.

In reference to his original concerns in terms of clarity of some sections of the Proposed Ordinance, particularly Section 2.11(a)-(c), Mr. Perza stated that, after meeting with Mrs. Townshend, reviewing the historic process, and understanding the additional steps that would include opportunities for public input before any changes were made, he withdrew his objection to moving forward to Council with the draft Ordinance as presented.

The Committee recommended adoption of Proposed Ordinance #2014-08, as drafted by the Planning Department.

By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Mr. Dixon and carried by a unanimous roll call vote (Williams absent). *(The First Reading of Proposed Ordinance #2014-08 will take place during the latter part of the meeting).*

Updates

Community Development Block Grant (CDBG) Program

Mrs. Tracey Harvey, Planner I, advised the Committee that the staff had met the U. S. expenditure of Community Development Block Grant (CDBG) funds and that all funds were expended 60 days prior to the end of FY 14.

Mrs. Harvey stated that the last Neighborhood Stabilization Program (NSP) home was sold last month, closing this program with a total of 11 homes sold and settlement assistance provided to 10 first time home buyers.

In response to Councilman Hutchison's inquiry as to the level of requests for assistance and support, Mrs. Harvey advised that the number of such requests had increased, and the FY 2014 CDBG budget was increased to support those needs. She noted that the summer tends to be a busier time for the program.

Responding to Mr. Dixon regarding activities related to the Restoring Central Dover Initiative, a planning initiative for the revitalization of central Dover, Mrs. Harvey stated that several related open houses were held during the previous week at Bayard Plaza and they were well attended (approximately 150 people). A successful street fair also took place on May 10, 2014. She indicated that the National Council on Life and Labor Research (NCALL), the lead agency for the Initiative, was the recipient of a related grant from the Wells Fargo Regional Foundation and that completion of an implementation plan for this grant would be the next step for those working on the project.

Recreation Needs Assessment

Mrs. Ann Marie Townshend advised the Committee that staff was approximately six (6) weeks behind where they hoped to be at this point in terms of accomplishing the Recreation Needs Assessment. She stated that it was planned to issue a survey to recreation providers in the area for review and then to distribute the survey to the community within the next two (2) weeks.

In response to Mr. Hutchison regarding the status of demolition of the recreation building at the Dover Park, Mrs. Townshend advised members that demolition bids were due on May 14, 2014. Once Council approves a bidder, staff will move forward with the project. She indicated that an $80,000 placeholder was included in the FY 15 Capital Improvement Plan budget for future use at Dover Park and the planned use of these funds would be determined by the results of the needs assessment.

By consent agenda, Mr. Hare moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Dixon and carried by a unanimous roll call vote (Williams absent).

UTILITY COMMITTEE REPORT - MAY 12, 2014

The Utility Committee met on May 12, 2014 with Chairwoman Williams presiding.

Capital School District Request to Transfer Equivalent Dwelling Unit (EDU) Credits (Dover High School)

Mr. Scott Koenig, City Manager, reviewed a request from the Capital School District to transfer water and sewer Equivalent Dwelling Units (EDU) from the current Dover High School property located at 1 Pat Lynn Drive to the new school at 1 Dover High Drive. Mr. Koenig explained that, based on calculations made by Mrs. Sharon Duca, Director of Public Works, if the request were approved, the impact fee for the new school would be $18,207, which would include transferred EDUs from the old property in addition to new EDUs created on the new property. If the request were not approved, the impact fee would be $412,692. Mr. Koenig pointed out that although this request is allowable under the City Code, it is only allowed if approved by Council. Members were advised that, per the City of Dover Code of Ordinances, two (2) references are applicable to this request. The first code reference is located in Chapter 110, Article III – Water Service, Division 3 – Water Impact Fees, Section 110-208 (d), and the second code reference is located in Chapter 110, Article IV – Wastewater Service, Division 3 – Wastewater Impact Fees, Section 110-283 (c). Both sections state that "No EDUs shall be transferred from one property to another property, whether or not such properties are owned by the same person, without the approval of city council."

In response to Mrs. Williams' concern regarding the demolition of the gym, cafeteria, etc. at the current facility, Mr. Koenig advised that members of the Capital School District were present to address those questions.

Mr. Sean Sokolowski, Business Manager for Capital School District, advised members that as of May 12, 2014, it was the District's intent to demolish all of the existing facilities at the current location. Responding to Mrs. Williams, Mr. Sokolowski stated that the fields would remain intact and that keeping the gym, cafeteria, etc. were considered; however, the cost to maintain the structures would be prohibitive. He explained that demolishing the entire facility would allow the contractor to perform a complete demolition. If the contractor were asked to preserve certain sections of the facility, this would change the way the demolition was performed, requiring a great deal more work and increased costs to preserve the heating, air conditioning and ventilation (HVAC), electric, etc.

In response to Mr. Slavin, Mr. Sokolowski confirmed that there is a governance from the Department of Education that the building has to be demolished if funds are accepted for the new facility.

Responding to Mrs. Williams, Mr. Sokolowski said that it was not common practice for the Department of Education to require demolition of the existing structure when building a new facility; however, he stated that the Cape Henlopen School District demolished their facility when they built their new high school and the Laurel School District was looking at doing the same. Mr. Sokolowski stated that if the Capital School District wished to maintain the current high school, the Department of Education would not have provided funds to build the new school and would have had to invest in renovating the current building, which would not have been cost effective. In response to Mrs. Williams concerning other school districts being permitted to keep their existing buildings, Mr. Sokolowski said that this is sometimes allowed but would only be possible if there was enough enrollment to fill the old building and the new building, and the Capital School District did not have this capacity.

In response to Mr. Blakeman, Mr. Sokolowski stated that Capital School District will maintain ownership of the land where the old school is located; however, there were no immediate plans other than to hold on to it for future use, hopefully for another middle school or an elementary school. Mr. Sokolowski noted that when land was being sought for the new high school, there were not many areas within City limits with enough acreage to accommodate the school, grounds for fields, parking lots, etc.; therefore, it did not make sense to let go of the property.

Responding to Mrs. Williams, Mr. Sokolowski stated that the old school property would be accessible to the public, noting that the District continues to keep them in good working order and has rented them out on occasion.

In response to Mr. Slavin regarding the City Manager's recommendation on transferring the EDUs, Mr. Koenig advised members that staff's position was that the request met the technical merits and the decision was up to City Council.

Responding to Mr. Dixon regarding the possibility of retaining the gym and other parts of the facility for youth, Mr. Sokolowski indicated that the gyms at William Henry Middle School and Central Middle School are available; however, funding is not available to do a partial demolition at Dover High School.

Responding to Mr. Perza regarding the City having a basis or a precedent to deny a request for transfer of EDUs, Mr. Koenig stated that such a transfer was approved for Capital School District for their administrative offices; therefore, there was a precedent for approving this type of request, but not for denying it, to his knowledge. In response to Mr. Koenig as to whether he recommended the transfer, Mr. Koenig stated that the Public Works Department indicated that the request met the technical merits and the City Manager's Office recommended approval of the transfer based on those merits.

In response to Mrs. Williams as to whether the gym at the current high school could be left for use as a stand-alone building, Mr. Koenig stated that this was possible; however, the costs associated with doing so would be drastically greater and he did not have authorization to make that recommendation. Additionally, aside from the responsibility and cost associated with maintaining the facility, any agreement that would be established if the gym were to remain would likely include a clause that if the Department of Education wanted to use the property for a school, the City would have to abandon the facility. As a result, it could cost the City millions of dollars to invest in the partial demolition and subsequent maintenance, only to have to abandon the property later. In addition, the certificate that was granted to the Capital School District from the Department of Education specifically stated that the current facility would be demolished.

Responding to Mrs. Williams regarding other issues related to construction of the new high school, Mr. Koenig stated that, at this time, he did not have any additional concerns. He indicated that the Capital School District had committed to building a second entrance, the apartment developer had reinitiated their projects so that the road would be extended and tied into the subdivision, and the additional sidewalks on the north side of Route 8 were progressing. He noted that there was one (1) property that may have to go to condemnation; however, all other property owners had agreed to the easements.

Responding to Mr. Perza as to whether the City should postpone the transfer until after the school is opened to ensure that all outstanding items are completed, Mr. Koenig indicated that impact fees are traditionally paid at the time of occupancy; however, City Council had the option to suspend action on the transfer until all items are complete.

In response to Mr. Blakeman, Mr. Perza advised that if the Capital School District wanted to use the old high school property at a later date, they would have to pay the full impact fees.

The committee recommended approval of the transfer of Equivalent Dwelling Unit (EDU) credits for the Capital School District from 1 Pat Lynn Drive to 1 Dover High Drive.

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

Annual Review and Approval of Governing Policy For Energy Commodity Risk Management

Mr. Scott Koenig, City Manager, reviewed the Governing Policy for Energy Commodity Risk Management and explained that this policy governs how the City trades energy. He stated that the hedge program outlines the rules for good transactions that can be reviewed by the internal committee and lets the public know that the City is following the rules. Mr. Koenig advised members that the changes referenced in the document were basically "housekeeping" changes.

The Committee recommended approval of the Governing Policy for Energy Commodity Risk Management.

By consent agenda, Mr. Hare moved for approval of the Governing Policy for Energy Commodity Risk Management *(Exhibit #4)*, seconded by Mr. Dixon and carried by a unanimous roll call vote (Williams absent).

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

Mr. Scott Koenig, City Manager, reviewed the Capital Investment Plan Project Tracking Report, as of March 31, 2014 which included the financial status of each project, noting some of the projects were complete and some had not been billed yet.

Mr. Koenig provided updates on the Garrison Farm project, stating that the water, sewer, and electric projects had been authorized by Council and were underway, as well as the earth moving component of the storm water aspect. Mr. Koenig advised members that George & Lynch, Inc., the contractor for the sewer project, had mobilized and it was expected that the tower contractor would mobilize shortly.

Mr. Koenig advised members that Community Transportation Fund projects had been reallocated to South Street adjacent to the hospital, however, it continued to appear open on the report because the contractor had not presented the bill to the City yet.

Mr. Koenig indicated that members were starting to catch up on some of the backlog of capital projects, noting that the Horsepond project had made substantial progress and that Council would be considering the extension for services for the Van Sant proposal during their meeting scheduled for later in the evening.

Responding to Mr. Anderson, Mr. Koenig advised members that the cost of the Garrison Oak Technical Park improvements was approximately $14.2M, including the water tower, the sanitary pumping station and force main, improvements including the road, storm sewers, the water main, gravity sewer main, and design drawings for the entire subdivision. Of that amount, approximately $550,000 was for electric improvements. In response to Mr. Anderson regarding the amount of funds that were provided by City taxpayers and how much was bond money, State contributions, and Calpine contributions, Mr. Koenig stated that he did not have the breakdown with him but offered to provide this information. The State of Delaware did not contribute to the portion of the project that he had described; however, State funds went to the gas line extension. He indicated that there was no cash contribution from Calpine; the $14.2M was City funds from General Fund Bonding, the Water/Sewer Fund, and the Electric Fund.

In response to Mr. Slavin, Mr. Koenig advised that the City did not contribute to the gas line and that the total cost was roughly $7M, $2M of which was paid by the state.

Responding to Mr. Anderson, Mr. Koenig advised that the in-ground pipe and elevated storage inside the Garrison Oak Technical Park were designed for the full build-out of the Park; however, if additional wattage is required, it will be necessary to develop additional water resources. Mrs. Williams stated that the Purchase Power Agreement (PPA) and water revenues would be primary resources to recapture costs.

Responding to Mr. Perza, Mr. Koenig stated that it was his plan to resume the Tar Ditch Interceptor project within the next 60 days and he hoped to meet with the property owners to attempt to acquire some of the easements.

TEA/NAES Report *(March)*
The TEA/NAES Monthly Report for March 2014 was provided to members to enable them to monitor electric sales and revenues received, which will provide a better understanding of any fluctuations that occur and allow the opportunity to make improvements if deemed necessary.

The Committee recommended acceptance of the report.

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

Updates
Green Energy Funding and Programming
Members reviewed details regarding Green Energy Funding and Programming.

National Pollution Discharge Elimination System (NPDES)
Mr. Scott Koenig, City Manager, advised members that the City received three (3) notices of violation of the Municipal Separate Storm Sewer System (MS4) permit. One violation was for non-compliance and two (2) violations were related to properties owned by the City: the former Public Works site and the City of Dover warehouse site. Staff was currently working through these notices of violations and would be making the associated corrections to become compliant. Mr. Koenig advised members that the presentation provided at the Budget Hearings scheduled for the next week would include a request for an Environmental Scientist position to address these issues and remain compliant.

Responding to Mr. Hutchison, Mr. Koenig advised that the violations had not cost the City money to date; however, if the City does not become and remain in compliance, financial penalties could be assessed.

Garrison Oak Technical Park Project Updates
Mr. Scott Koenig, City Manager, provided the following updates:

City Infrastructure
Mr. Koenig advised members that A-Del Construction Company, the City's earth work and road contractor, had begun digging the ponds associated with storm water management. George & Lynch, Inc. was putting in a 16-inch force main on White

Oak Road that will extend back from the Garrison Farm under Route 1 to the White Oak Farm pump station. He indicated that as soon as there is a passable drive back to the elevated storage tower site, the earth work associated with the sanitary pump station should begin. Mr. Koenig indicated that the work could begin during the current week. He noted that engineers had been reviewing all of the field drawings to proceed with that portion of the project.

Calpine Energy Center

Mr. Scott Koenig, City Manager, stated that the Calpine Energy Center was heavily under construction. He advised that weekly teleconferences were continuing regarding the right-of-way clearing back to the 230kV tie and work was progressing with Delmarva Power on building the radio line from the 230kV tie back to the Garrison Energy Center. Mr. Koenig also stated that the gas main work was underway and, as of May 12, 2014, was approximately 52% complete. It was hoped that the area around Dover Downs would be cleaned up in advance of the Firefly Festival so that gas line construction would not be taking place in that area during the festival. He noted that the Uzin Utz project was nearing final approval, noting that a ground breaking was scheduled on Tuesday, May 13, 2014 and construction would begin shortly at Calpine. In addition, Mr. Koenig advised that Chesapeake Gas was scheduled to install the gas distribution line through the Garrison Farm infrastructure once the roads are generally laid out. Mr. Koenig stated that the construction was scheduled for substantial completion by the end of 2014 and that projects seemed to be progressing as scheduled in order to receive flows for Calpine and Uzin Utz.

Dover Sun Park

Members reviewed details regarding the Dover Sun Park.

By consent agenda, Mr. Hare moved for acceptance of the Utility Committee Report, seconded by Mr. Dixon and carried by a unanimous roll call vote (Williams absent).

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - MAY 12, 2014

The Legislative, Finance, and Administration Committee met on May 12, 2014 with Chairman Lynn presiding.

Downtown Dover Business Improvement District (BID) Budget and Assessment (Tax) Rates for Fiscal Year 2014/2015

Ms. Cheryl Russell, Tax Assessor, explained that the Business Improvement District (BID) Ordinance adopted by City Council requires that Council adopt a BID budget and assessment every year. She stated that this report represents the proposed budget and assessment for fiscal year 2014-15. Ms. Russell informed members that, based on the assessments provided by the City's Tax Office, the proposed revenue was $50,000, which would allow for the personnel and administration expenses in the amount of $50,000.

Staff recommended approval of the proposed budget and assessment (tax) rates for Fiscal Year 2014/2015, as presented.

The Committee recommended approval of staff's recommendation.

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

Discussion - Responsibilities and Reporting Structure for the Mayor and City Manager and Continuation of Full-Time Status for the Position of Mayor

Councilman Hutchison stated that it was very important for members to keep in mind that the City of Dover has a City Manager form of government, and that the largest department within the City is the Police Department, with a total of 130.5 people, a budget of $13.5M per year, with $500,000 per year in overtime costs and 700,000 per a year in extra duty work, and that the Police Department also oversees a number of grants ranging from $200,000 to $400,000 annually. He reminded members to also keep in mind that the Police Department has a very complex payroll system, and that the City has strict guidelines and policies regarding promotions and discipline.
(City Clerk's Office Note: The City of Dover has operated under a modified Council-City Manager form of government since 1929.)

Mr. Hutchison stated that the Secretary of Homeland Security is in charge of the Delaware State Police, noting that the Secretary is a professional, as is the City Manager for the City of Dover.

Referring to the City's organizational structure, Mr. Hutchison informed members that, having served as Police Chief as well as a part-time and full-time Mayor for the City, one (1) of his greatest concerns was the serious disconnect of the Mayor from the structure of the City. He stated that, as a result of the 1988 Consent Decree, the Mayor was removed from the Council Chambers, lost connection with the City Manager and Council, and was left to do what he/she would like to do. Mr. Hutchison advised members that, whether the City has a full-time or part-time Mayor, it is absolutely necessary to have a job description as well as responsibilities and duties.

Mr. Hutchison expressed his opinion that the City of Dover has one (1) of the finest police department's in the State of Delaware; however, he indicated his concern with the fact that when a Police Chief retires or leaves, only the Mayor is involved with the selection of the new Police Chief. As an alternative, Mr. Hutchison suggested that members consider a change to require the selection of the Police Chief by a Committee of three (3), consisting of the Mayor, City Manager and Council President. He further recommended that following the Committee's interview process, they make a recommendation to City Council for confirmation. Mr. Hutchison stated that this proposed change would bring the Mayor, City Manager, Council and Police Department under one (1) control and, in his opinion, would work a lot better than the current method.

Mr. Hare expressed his opinion that the City of Dover needs to decide whether to have a strong Mayor or City Manager type of government, noting that the City has had a hybrid type of government for as long as he could remember. Mr. Hare stated

that, in 1997, when the Mayor's position became full-time, he thought that the City was going to switch to a strong Mayor type of government but it remained the same. It was his recollection that when the Mayor first became a full-time position, a job description was created; however, over the years, it had been eliminated. Mr. Hare stated that he did not disagree with the hiring policy and, whether or not the Mayor or City Manager is in charge of the Police Department, he indicated that the selection of the Chief by a Committee of three (3) would probably be good.

Mayor Bonar thanked Mr. Lynn for compiling the in-depth information provided on this topic, and expressed his personal support of the Police Department. He indicated that when this topic was discussed during the 1990s, the members involved, including himself, had the best intentions of a having a system that would operate in the best interest of the City, noting that all of the debate and discussion was prefaced by the phrase "as we perceive it." Mayor Bonar expressed his opinion that Mr. Hutchison's suggestion for putting the Police Chief under the City Manager bears merit, but suggested the possibility of creating a Committee with four (4) members for the selection process for the Police Chief. He agreed with Mr. Hutchison that the complexities of the Police Department are increasingly detailed and stated that it requires oversight by someone who is familiar with not only day to day personal management procedures, but also budgeting and hiring procedures as well as contract negotiations. Mayor Bonar expressed his opinion that, nine (9) times out of 10, the City would not elect a Mayor with that type of expertise, but noted that those abilities could be realized by involving the Council President, City Manager, and others in the selection process for the Police Chief. Mayor Bonar reminded members that, ultimately, it was the Committee's decision whether to forward this matter to Council for full debate, but expressed his opinion that the public should be provided with an opportunity to comment. Referring to the information provided with regard to this topic, Mayor Bonar noted that there were a great number of municipalities throughout the region which have the Police Chief under a City Manager form of oversight, and that it is indicative that most cities with the same type of government as the City of Dover are satisfied with this type of structure.

Mr. Lynn stated that it was important to separate the various issues surrounding this topic, noting that the City's type of government had become intermingled with the decision about whether or not to limit or reduce the Mayor's powers as well as the decision regarding the part-time/full-time Mayor.

Noting that the Legislative and Finance Committee Report of January 25, 1995 and the Special Council Meeting minutes of January 29, 2004 reflect Mr. Hutchison's advocacy for a full-time Mayor in the City of Dover, Mr. Lynn questioned what had changed Mr. Hutchison's position regarding this topic. Responding, Mr. Hutchison stated that the status of the full-time Mayor today has changed, compared to what it was when he held the office. For example, he stated that one (1) of the duties and responsibilities of the full-time Mayor was to handle economic development for the entire City; whereas, today there are three (3) additional positions which handle economic development. Additionally, Mr. Hutchison explained that there have been

many changes over the last 10 years with regard to salaries, benefits, payroll, and the complexities of contracts and he believed that it would be unfair for the Mayor to be responsible for these matters without having the training to do so. He stated that he still wholeheartedly supported a full-time Mayor but explained that the City cannot have a full-time Mayor if he/she is not going to be given and held accountable for specific duties and responsibilities. Mr. Hutchison stated that the Mayor could maintain responsibility for the Police Department, with the City Manager running the daily operations and reporting to the Mayor.

Mr. Hare stated that he did not have any objections to the City of Dover having a Mayor-Council form of government or a full-time Mayor, but noted that in cities with a Mayor-Council form of government or a strong Mayor, the Mayor typically has an assistant with similar qualifications and responsibilities as a City Manager. Mr. Hare expressed his opinion that the Mayor of the City of Dover be given more responsibility.

Councilman Anderson stated that Mr. Hutchison had raised valid points, and noted that having input from the City Manager, or City's Manager representative, and the Council President, or the Council President's representative, would be a very sensible approach for hiring of a replacement Police Chief. Mr. Anderson expressed his opinion that this type of advice and overview would be helpful in the future but noted that it had not been necessary in the past because the City of Dover Code does not allow for outside recruitment for the Chief of Police. He shared his belief that most promotions should be made from with inside the City but that the complete elimination of potential candidates not employed by the City narrows the field. Mr. Anderson suggested that the City conduct a review of the entire process for hiring the Police Chief. He stated that the idea that members of City Council should confirm the selection for Police Chief makes sense, since the Mayor's other appointments require such confirmation. He stated that he was not in favor of the idea of completely restructuring, noting that there was a movement in the U.S. to restore some measure of accountability to elected officials and law enforcement. Mr. Economic Development Office under the Mayor's Office which he believed had proven to be a beneficial decision with positive results, in terms of helping businesses grow and bringing jobs to the City.

Councilwoman Williams reminded members that, for varying reasons, the last two (2) full-time Mayors did not complete their terms of office and that the recent change to four (4) year terms for the Mayor and members of Council have markedly changed the Office of the Mayor. She also noted that Council currently has the ability to discharge the city manager; however, there is no method, beyond resignation, for recourse of action if Council is dissatisfied with the Mayor. She expressed her concern that the City does not have a provision for recall or impeachment, noting that it could present a problem when there is a full-time Mayor.

Mr. Slavin stated that he was a proponent of a full-time Mayor in 2004 and remained a proponent for several reasons. He expressed his belief that, beyond the Mayor's veto power, Council needs a checks and balance system with a full-time presence.

He stated that Council should use this an opportunity to further delineate the two (2) branches of government, noting that the hybrid approach has blended them and led to confusion. Mr. Slavin emphasized that the City of Dover needs a full-time Mayor because it is a full-time city.

Referring to information compiled by the National League of Cities regarding forms of government, Mr. Lynn reviewed the characteristics of a Mayor-Council form of government and shared his opinion that the City of Dover's form of government has suited the City well throughout its history and that there is plenty of room to grow into this form of government, given that New York, Chicago, Philadelphia, and Los Angeles have a similar form of government. In regard to a full-time or part-time Mayor, he noted that the issue was discussed in incredible detail in both the 1990s and in 2004 and that, in both instances, City Council was of the decision that the position of Mayor should be full-time. Additionally, Mr. Lynn stated that a referendum was held which demonstrated that the citizens of the City were in favor of a full-time Mayor and, expressed his belief that, nothing had occurred to lead members to conclude anything to the contrary. With regard to the powers and duties of the Mayor, Mr. Lynn shared a sentiment expressed by Councilman Perza that "the guys with the guns ought to answer to an elected official." He noted his belief that it would be a dangerous precedent for the Dover Police Department to report to a bureaucrat or unelected official, like the City Manager. Referring to the powers and duties of the Mayor, Mr. Lynn stated his opinion that there is room to rein in the financial aspect of the Mayor's role with regard to the Police Department, explaining that the budgeting for the Police Department should be proactive instead of reactionary to allow Council the opportunity to have an actual role in forming some of the financial policies of the Police Department, and provide the Controller/Treasurer or another City staff member an opportunity to maintain the financial checks and balances within the Police Department.

Mr. Hutchison stated that the City Manager is the City's paid expert who works for the Mayor and Council. It was his belief that the Police Department runs itself for the most part but that placing the City Manager in charge of the daily operations would provide a chain of command with the Police Chief reporting to the City Manager, who reports directly to the Mayor and Council. It was Mr. Hutchison's opinion that this type of organizational structure would allow the Mayor to remain as the "point person" for the City while bringing the total City together beginning with the Mayor, City Manager, and Council.

Mr. Lynn cautioned members that decisions in contravention of the City's Charter should not be made based upon the exigencies of the moment, in a rush to judgement. He stated that the formation of the City's government was made with long deliberation and should not be changed over the course of a week as the result of one (1) event. Mr. Lynn agreed that the current City Manager, Mr. Scott Koenig, was a professional; however, he reminded members that within the past three (3) years, there were discussions in which the judgement and ethics of the former City Manager were called into question. Noting that no single office in the City is immune from corruption or doubt or any other character flaws, Mr. Lynn expressed his opinion that

the authority of the Police Department should be placed in the hands of an elected official who the electorate controls, rather than in the hands of a bureaucrat, whom it would take nine (9) members of Council to rein in.

Mr. Hare agreed that these issues could not be resolved in one (1) meeting. He expressed his preference that members discuss and decide upon the appropriate form of government for the City, prior to entertaining discussion regarding the full-time or part-time Mayor.

In regard to the issue of having a full-time Mayor, Mr. Anderson noted that more than 70% of the citizens previously voted in the referendum and that he had not heard a groundswell for change in this regard but the opposite. He expressed that he would like to see someone who is extraordinarily competent and capable in this position but that the budgetary matters for all departments should go through the City Manager's Office. In regard to the Police Department reporting the City Manager, Mr. Anderson cautioned members to remember that the City's Charter prohibited Council from engaging with employees under the direction of the City Manager without permission, noting that he would not want to be "out of the loop" when it comes to something as important as law enforcement.

Responding to Mr. Anderson, Mr. Hare stated that he would favor a change to a City Administrator who reports to the Mayor with Council's approval, instead of having a City Manager, if that were the decision of the Council.

Mayor Bonar reviewed the "Current Trends" in municipal forms of government compiled by the National League of Cities. He encouraged members to review the valuable information available on these issues. He stated that the members had brought up really good points and that the Committee would have to decide how to proceed. Mayor Bonar noted the possibility of creating a group to explore these issues in more detail, reminding members that there would be several months in which to consider these matters before the legislative session occurs in January. He suggested that an opportunity be provided for constituents to express how they feel.

Mr. Edward Christian, Jr., 9 Pennwood Dr., Dover, stated that he was accustomed to the City Manager-City Council form of government, in which the Mayor was chosen by City Council members to serve as the presiding officer of City Council and assigned a number of ceremonial duties. He noted that under this form of government, a City Manager was hired by and served under the direction of the City Council, and if he/she was not suitable for the job, then he/she was fired by City Council. In regard to the position of Mayor, Mr. Christian indicated his belief that the duties and responsibilities for the Mayor of the City of Dover were developed based upon the qualifications and areas of expertise of the individual who held the office when it became a full-time, salaried position, and questioned whether the City would find anyone else with that level of expertise to manage the City. He stated that voters often make decisions based on their personal "comfort zones" but rely on the elected officials to lead and guide. Mr. Christian stated that elected officials have a tendency to make decisions based upon what will keep them in office; however, he

encouraged members to make decisions based on what needs to be done for the benefit of the citizens of the City, while keeping in mind what other cities and localities are doing, as well as relevant history.

Mr. Lynn reminded members that this was not necessarily an item which the Committee would need to take action on; however, action could be entertained. As advised by the City Clerk, Traci McDowell, he noted that the Consent Decree may prohibit a strong Mayor.

Mr. Rushe stated his belief that the Committee needs to hear more public comment before taking any action.

Mr. Hutchison agreed that the City should allow for further public input and discussion.

Mayor Bonar agreed that further public input seemed warranted, noting that this evening's discussion revealed a strong consensus that these topics should at least be considered.

Mr. Hare moved to bring this matter back to the Committee to allow for public input and further discussion in regard to the different forms of government.

Responding to Mr. Lynn, Mr. Hare stated that the intent of his motion was for the Committee to examine the form of government issue prior to any further discussion regarding the role of the Mayor.

After further clarification and discussion, Mr. Hare withdrew his motion.

Mr. Slavin moved for the Committee to continue discussion of the responsibilities and reporting structure for the Mayor and City Manager and continuation of full-time status for the position of Mayor, following the 2014 Special Mayoral Election, seconded by Mr. Hare.

Mr. Slavin clarified that his motion was to include future discussion of the matter as introduced on this evening's agenda.

Mr. Anderson noted his support for the motion.

The Committee recommended to continue discussion of the responsibilities and reporting structure for the Mayor and City Manager and continuation of full-time status for the position of Mayor, following the 2014 Special Mayoral Election.

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

Proposed Planning and Inspections Fee Increases

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed Planning and Inspections fee increases proposed for FY 2014/2015. She reminded members that the proposed fee increases were previously presented to members of City Council during the City Council Budget Workshop of March 31, 2014.

Mrs. Townshend stated that in reviewing the Planning and Inspections fees, she focused on: 1) the fees that do not come close to cost recovery; and 2) the last time each fee was reviewed. Referring to the fees that do not come close to cost recovery, she expressed her opinion that it did not make very good business sense to place the burden on the taxpayers for a service that benefits one (1) person. For example, she stated when there is a Board of Adjustment application, the meeting costs approximately $600, including $75 per Board member in attendance, legal fees to have legal counsel available, and the costs associated with a newspaper ad and mailing notices. Mrs. Townshend explained that the current fee for a residential variance was $200 and the current fee for a commercial variance was $300; therefore, the fees for this service do not come close to recovering the City's costs. She stated that staff does advise interested applicants when they believe the applicant does not have a very strong case; however, the applicants often decide to proceed.

Mrs. Townshend explained that the proposed increases include several fees in the planning application and building permit category that had not been reviewed or updated since 2004, and that the City's rental permit fees had not been changed since 2000. She also stated that the City's public occupancy permit fees had not been adjusted since 1993 and informed members that these permits cost a great deal of staff time to administer because they require the fire marshals to conduct annual site inspections.

Mrs. Townshend stated that she also tried to keep the economic climate in mind while reviewing the fees to make sure that the proposals would not jeopardize economic recovery. She noted that the proposed fee increases are modest and do not significantly increase the cost of doing business but would allow the City to recover more of the costs associated with providing services.

In regard to the proposed increase for the sign permit fee, Mrs. Townshend explained that many of the City's sign permits are very near to the minimum fee and that the penalty for installing a sign without a permit is that the permit fee is doubled. She stated that staff had experienced people laughing at them when they inform them that their permit will increase to $30 or $50 as a result of the penalty.

Mrs. Townshend informed members that she also reviewed fees for other agencies throughout the State of Delaware and that, in all cases, the City of Dover's fees, including the proposed increases, were below many other localities and in line with others.

Mr. Slavin reminded members that fee increases are always a difficult issue and when the economy is good, the public asks why the City is trying to slow down the economy and when the economy is bad, why the City is trying to make it harder to do business. He shared his appreciation for the way that Mrs. Townshend presented the information and the inclusion of the last time each fee was adjusted. Mr. Slavin questioned if there was any thought to reintroducing the concept of putting fees on an escalator that would allow for a minor adjustment every other year. He stated that he had talked to a number of people in the business community who said that they would rather see small adjustments to fees than a one time adjustment every so many years.

Responding, Mrs. Townshend stated that when staff proposed an escalator for the business license fee in 2010, the business community was opposed. She stated that whichever way staff approaches fee increases proves to be the opposite of the way that the business community would want it at that point in time. She stated that the key to the proposed fee increases was keeping the adjustments modest, explaining that, if the City really wanted to correct not having increased the fees for 10 to 20 years, staff would have proposed more significant increases. For example, Mrs. Townshend noted that most of the public occupancy permits, which require the fire marshals to conduct annual fire safety inspections, were currently $25 per year and were proposed to increase to $50 per year.

Mr. Slavin questioned whether the proposed increases had been vetted by the business community and whether staff had contacted the Chamber of Commerce. Responding, Mrs. Townshend stated that she had not spoken to the Chamber of Commerce but offered to do so. She stated that the difference between the current proposal and those considered in previous years was that the previous proposals included significantly larger increases. Mrs. Townshend reminded members that the rental permit fees were always controversial. She stated that, as proposed, the rental permit fee would increase from $90 to $100 for a house per year and expressed her opinion that rents have surely increased well over $10 within the past 14 years.

Mr. Slavin expressed his disagreement with a cost recovery model for fees, stating that, although it is not the case with the current proposal, aligning services with the costs to recover the services typically makes the City overly aggressive on fees. He indicated that many of the individuals who access these services have already paid for them through property taxes and other costs. Mr. Slavin cautioned that the City needed to be very careful to ensure that individuals are not denied their due process rights because they cannot afford the fees associated with services, such as Board of Adjustment applications.

Responding to Mr. Slavin, Mrs. Townshend stated that even with the proposed increase, the City would not come close to recovering the costs associated with conducting a Board of Adjustment meeting. She informed members that a review of the fees for municipalities in Sussex County revealed fees of more than $1,000 for

the Board of Adjustment because it is a costly process. Mrs. Townshend indicated that while there is the belief that these services are paid for by the general tax base, the general tax base covers only a very small portion of the City's operations.

Mr. Lynn suggested that the Committee table this matter and send notice out to the Chamber of Commerce.

Mr. Hare expressed his opinion that the City should have a public hearing regarding this matter to provide the Chamber of Commerce as well as the public an opportunity to speak. He stated that he would like to see the inclusion of an escalator, so that the City will not have this to address this again in the future.

Mr. Hare moved to defer consideration of the proposed Planning and Inspections fee increases to allow staff to contact the chamber of commerce and schedule and public hearing, seconded by Mr. Slavin.

Mr. Slavin stated his belief that the Town of Smyrna, Delaware, has an escalator built into the Town's ordinances for all of these fees, and asked staff to investigate and provide members with the information.

Mrs. Townshend stated that staff was not opposed to an escalator but reminded members that the last time it was brought forward, the business community was opposed. Responding, Mr. Slavin indicated his belief that the business community was previously opposed to the idea because they did not hear about it prior to Council discussions.

Mr. Hare requested that staff also provide a fee comparison.

The Committee recommended to defer consideration of the proposed Planning and Inspections fee increases to allow staff to contact the chamber of commerce and schedule a public hearing.

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

Authorization for New Position - Assistant City Manager

Mr. Scott Koenig, City Manager, informed members that during the City Manager's evaluation last fall, City Council indicated that the City Manager's office needed additional staff to improve response times to various inquires and concerns. As a result of these comments, the City Manager was directed to evaluate additional administrative capacity to improve the overall function of the office. He stated that two (2) position descriptions were reviewed, an Executive Assistant for the City Manager and an Assistant City Manager.

Mr. Koenig stated that the Assistant City Manager position currently existed in the City's hierarchy, although it had not been filled for more than 20 years. He explained that an Assistant City Manager, rather than an Executive Assistant for the City

Manager, would provide greater assistance with respect to the needs of the City Manager's Office as well as the citizens of the City, especially with the complexity of the issues that the City Manager's Office has begun to handle on a daily basis, including contract negotiations, land purchases, and the general operation of a growing city. The Assistant City Manager position would also provide more value in the area of succession planning for the upper level of the organization. Mr. Koenig stated that the Assistant City Manager position was valued as a Grade 136 with a market salary range of $105,189 - $122,032.

Based on the long-term needs of the City, staff recommended authorizing the City Manager to include one (1) Assistant City Manager position in the FY 2015 budget request for the City Manager's Office.

Mayor Bonar commended Mr. Koenig for bringing this matter forward for consideration, noting that it was not an easy topic, given the current fiscal constraints but it is something that needs to be done. Mayor Bonar stated that the City is not as easy to run as it once was and he his aware of the inordinate amount of time that the City Manager has to spend on the telephone and in negotiating sessions.

Mr. Slavin moved to defer the item for consideration during the upcoming Special Council Meeting - Budget Review, seconded by Mr. Shevock. By a vote of two (2) yes (Shevock and Slavin), and three (3) no (Hare, Lynn, and Rushe) the motion failed.

Mr. Hare moved to authorize the City Manager to include one (1) Assistant City Manager position in the FY 2015 budget request for the City Manager's Office but that the position not be filled until the budget has been adopted, seconded by Mr. Rushe. By a vote of two (2) yes (Hare and Rushe), and three (3) no (Lynn, Shevock and Slavin) the motion failed.

Mr. Lynn moved to authorize the City Manager to include one (1) Assistant City Manager position in the FY 2015 budget request for the City Manager's Office. The motion failed due to the lack of a second.

The Committee recommended to defer the item.

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

2015 Property Revaluation and Reassessment

Ms. Cheryl Russell, Tax Assessor, informed members that, according to the City Code, the revaluation and reassessment of all real property may be conducted this year, since five (5) years have passed since the last reassessment. She stated that staff sent a Request for Proposals (RFP) out in April so that the City could budget for the reassessment for FY 2015. Ms. Russell indicated that May 1, 2014 was the deadline

to turn in the sealed bids to the City of Dover, and one (1) bid for the 2015 reassessment was received in the amount of $125,300. She stated that staff would be able to reduce the figure to $108,000 if they complete the printing and mailing.

Ms. Russell reminded members that a reassessment is an effort to value all real property at its fair market value in an equitable and uniform manner and shifts the burden of tax among the tax payers. She stated that, after several years without a reassessment, some properties will be over-assessed, some under-assessed based on market and economic conditions.

Staff recommended approval to proceed with the 2015 Property Reassessment.

Responding to Mr. Hare, Ms. Russell confirmed that the complete reassessment would cost $108,000 and explained that the difference between the 2015 Property Reassessment and the reassessment which was conducted five (5) years ago was that staff has gone out and looked at all of the properties so it does not have to be a comprehensive reassessment. She stated that every property will receive a letter with a new assessed value but that the firm would not have to physically review each property like they previously did.

In response to Mr. Shevock, Ms. Russell confirmed that the 2015 Property Reassessment would be conducted by the same firm that conducted the previous reassessment.

Mr. Rushe questioned whether staff anticipated an overall increase or decrease in property taxes. Responding, Ms. Russell stated that, for a lot of the commercial properties, staff had noticed that transfers were higher than the current values but, for the most part, the residential property values had decreased slightly in some areas while others were staying about the same. She indicated that the values for new construction were currently very accurate. Ms. Russell reminded members that the reassessment is revenue neutral, so there will be no impact to the tax base for the revaluation.

As a point of clarification, Mr. Slavin stated that the reassessment is a revenue neutral exercise; therefore, while the assessed value may go up or down, the City is not allowed to use that as an excuse for increasing taxes. City Council would have to set the tax rate appropriately in order to increase or decrease revenue.

In response to Mr. Hare, Ms. Russell confirmed that the City would spend $108,000 on the reassessment and would not receive any additional revenue as a result.

Concurring with Mr. Slavin, Ms. Russell stated that it is easier to defend values when they are closer to what the market is indicating.

Ms. Slavin noted that if you sell a property that has not had an assessment in 15 years, you would pay the tax rate from 15 years ago rather than current market rate.

Councilman Anderson questioned whether the State law that makes reassessments revenue neutral also allowed for the recovery of the cost of the reassessment. Responding, Ms. Russell stated this question was raised in 2000 and, as she recalled, Delaware did not allow for the recovery. Mr. Anderson stated his belief that the law allowed up to 15% of the value of the assessment to be recovered and requested that staff look further into the matter.

The Committee recommended approval to proceed with the 2015 Property Reassessment, as recommended by staff.

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

FY14 Edward Byrne Justice Assistance Grant Program - Police Vehicle Computer and Video Technology Upgrades

Police Chief Paul Bernat informed members that the Dover Police Department recently received its annual allocation from the Office of Justice Programs (OJP) for the 2014 Justice Assistance Grant (JAG). Similar to previous years, Dover Police Department was identified as a disparate funding agency along with Kent County because there is no law enforcement function at the county level, unlike Newcastle County in northern Delaware. This disparate condition requires the submission of a joint grant application for the two (2) agencies. Although no funds were designated for Kent County in the allocation document, a Memorandum of Understanding would be completed and signed by both agencies stating that Kent County will waive any claim to the funding on this grant.

Chief Bernat stated that the Dover Police Department intends to upgrade/replace eight (8) vehicle computer/video systems. He explained that a portion of the upgrades would be purchased for new vehicles that would be coming on line during FY 2015. Chief Bernat informed members that on April 8, 2014, Windows XP became obsolete and the State of Delaware Division of Communications discontinued support for it and, as a result, the remainder of the grant funds would be used to retrofit older vehicle computer/video systems to bring those units back online and in compliance with Windows 7, the current operating system. He stated that the department was currently short-handed on working computers in vehicles, and was hoping to get approval to submit this application early, so the funding could be released earlier by the United States Department of Justice (USDOJ).

Chief Bernat indicated that the department also planned to purchase COBAN systems, a sole vendor purchase, which had been in use by the Delaware State Police and other agencies throughout the state and received good reviews from both the user and maintenance perspectives. As result, the department would purchase the new systems in two (2) or more increments to retrofit older the model vehicles first, as scheduling permits, and retrofit the new vehicles during the FY 2015 budgeted vehicle replacement cycle.

Chief Bernat stated that the City of Dover had been allotted a grant totaling $51,549 and that total project budget was $81,549.

Staff recommended approval of the grant project, as requested.

The Committee recommended approval of the grant project, as recommended by staff.

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

Proposed Revenue Policy - Police Extra Duty/Voluntary Overtime

Mrs. Donna Mitchell, Controller/Treasurer, reviewed the Proposed Revenue Policy for Police Extra Duty/Voluntary Overtime. She explained that she had a question in regard to section I. Policy, which she and Police Chief Paul Bernat were unable to discuss, and she recommended that the text indicated in red font be included in the policy, as presented. Referring to section IV. Requests for Extra Duty Officers, Mrs. Mitchell stated that Chief Bernat requested the insertion of the first paragraph of subsection F and she subsequently recommended the inclusion of the second paragraph. In reference to section V. Payment Methods, Mrs. Mitchell noted her recommendation for the addition of a second paragraph under subsection B. City Sponsored Events, as indicated in red font. She stated that this policy had been fully vetted with Dover Downs and Chief Bernat and that they had "signed off" on the policy with the indicated changes. Mrs. Mitchell noted that former Police Chief James Hosfelt had been instrumental in assisting her with drafting the policy.

Staff recommended adoption of the policy.

Responding to Mr. Hare, Mrs. Mitchell stated that the City would earn money from extra duty under the proposed policy and that she had calculated the revenue for the budget.

In response to Councilman Hutchison, Mrs. Mitchell confirmed that she was happy with the policy as presented.

The Committee recommended adoption of the Revenue Policy - Police Extra Duty/Voluntary Overtime, as recommended by staff.

By consent agenda, Mr. Hare moved for adoption of the Revenue Policy - Police Extra Duty/Voluntary Overtime *(Exhibit #5)*, as recommended by staff. The motion was seconded by Mr. Dixon and carried by a unanimous roll call vote (Williams absent).

Proposed Ordinance #2014-09 Amending Chapter 50 - Floods

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed Proposed Ordinance #2014-09 amending Chapter 50 - Floods; Chapter 22 - Buildings and Building Regulations, Article III - Building Code, Section 22-61; and Appendix F - Fees and Fines, noting that it is a time sensitive matter.

Mrs. Townshend explained that the proposed ordinance would remove the language currently found in Chapter 50 of Dover Code and replace it with the current standards and regulations which are compliant with the Federal Emergency Management Agency (FEMA). She stated that the City is a participating community in the National Flood Insurance Program (NFIP) and, as long as the City complies with certain FEMA required practices, property owners within the City are able to have flood insurance. Mrs. Townshend stated that in order to continue participation in the NFIP, the City is required to implement standards for construction activities within the 100-year floodplain and, when FEMA updates the Flood Insurance Rate Maps (FIRM), the City is required to update the City's regulatory requirements to comply with the most current FEMA standards. Mrs. Townshend explained that FEMA is in the process of updating the FIRM for Kent County, with the new maps to take effect on July 7, 2014, and all NFIP communities must have updated regulatory requirements in place by July 7, 2014, when the new maps take effect.

Mrs. Townshend stated that the Department of Natural Resources and Environmental Control (DNREC) hired a consultant to develop model ordinances, approved by FEMA, for Delaware's communities to adopt. She explained that many of the provisions contained in the 2009 and 2012 International Code Council (ICC) series of building codes already comply with the FEMA standards, and the City has adopted the 2009 ICC codes. The model ordinance that staff used in updating the City's regulation is a code coordinated model that recognizes the standards in the building code and does not duplicate or reiterate these standards. Use of this ordinance minimizes the likelihood for conflict and confusion among chapters of the Dover Code. Mrs. Townshend noted that the regulations that apply directly to buildings are within in the building code and that non building related flood regulations were proposed for inclusion in Chapter 50.

Staff recommended adoption of Proposed Ordinance #2014-09.

The Committee recommended adoption of Proposed Ordinance #2014-09, as recommended by staff.

By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Mr. Dixon and carried by a unanimous roll call vote (Williams absent). *(The First Reading of Proposed Ordinance #2014-09 will take place during the latter part of the meeting.)*

Proposed Ordinance #2014-10 - FY 2014 Budget Amendment

In regard to the Committee's discussion of the Proposed Planning and Inspections Fee Increases, earlier during the meeting, Mrs. Donna Mitchell, Controller/Treasurer, informed members that she would be contacting the chamber of commerce prior to the Special Council Meeting - Budget Review to discuss any changes proposed for the next fiscal year budget and that she could incorporate the proposed Planning and Inspections fees.

Mrs. Mitchell reviewed Proposed Ordinance #2014-10 - FY 2014 Budget Amendment, noting that it was the second set of budget amendments for Fiscal Year 2013/2014. She reminded members that the first budget amendment for Fiscal Year 2013/2014 (Ordinance #2013-08) was approved by Council on January 27, 2014. She explained that the proposed budget amendment adjusts the revenues to reflect the current forecast; reflects the pension accounting changes, shifting the fund expenses back to the Divisions and interfund service line items in the General Fund, Water/Wastewater Fund and Electric Revenue Fund; incorporates internal budget adjustments completed in accordance with the budget amendment authority of the City Manager; transfers $77,000 of savings in temporary help for the Library to the Inspections demolition account to fund the Council action approved for increased demolition cost; and reflects operating expense reductions based on annual budget reviews with the City Manager.

Mrs. Mitchell stated that the proposed budget amendment also included additional items, some of which had previously been discussed with City Council, including the Salt Barn, Street Division CIP budget of $50,000 which was inadvertently dropped off in the project carry forwards in the January ordinance; an additional $15,000 for Kent Conservation District storm water; demolition of the White Oak Park recreation building with a current estimate of $70,500 in the Recreation Division CIP; Old Library clean up with a current estimate of $35,000 in the Library Division CIP; $12,000 for contractual services in the Finance Division for an agreed upon procedure engagement with current auditors to review internal control procedures, revenue procedures and cash handling procedures at Recreation, Library and Police Divisions; and a Water Utility, U.S. 13 Water Main, VWQ0907, lawsuit settlement with Eastern States Construction in the amount of $141,600. Mrs. Mitchell noted that all of these items were being funded through salary savings within the budget and transfers to the Capital Project Fund from the General Fund.

Staff recommended adoption of Proposed Ordinance #2014-10.

Mr. Lynn stated that he would not be supporting the budget amendment because he could not support the demolition of the White Oak Park recreation building. He explained that he could not imagine the City spending $70,500 to demolish a building which the City allowed to become derelict, and essentially demolished by neglect. He expressed his opinion that it is money wasted and that the building could have been used to the benefit of the public and it's demolition deprives an entire portion of the City of recreational facilities.

Mr. Slavin noted that he had recently discussed his concerns regarding the fungibility of the City's funds, specifically that salary savings are spread across other operational categories, with Mr. Wayne Holden, Ad Hoc Financial and Operational Advisory Committee Chair. Mr. Slavin stated that he deals with the discipline of leaving salary savings in the salary line and operational savings in the operational lines everyday, in his job with the State of Delaware, and that he was encouraging Mr. Holden to incorporate that into some of the Committee's recommendations. In response to Mr. Slavin, Mrs. Mitchell stated that with the accounting change for the pensions, the

City's Annual Required Contribution (ARC), as determined by the actuary, is based on budgeted salaries. She explained that if the City has attrition, the City might not meet that ARC because the City would not have the salary base there with that percentage. She stated that she and Mr. Koenig had discussed the possibility of recommending a policy change that would require any salary savings to go toward those liabilities to ensure that the City meets the ARC. Mr. Slavin stated that he would support such a policy change.

The Committee recommended adoption of Proposed Ordinance #2014-10, as recommended by staff.

By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Mr. Dixon and carried by a unanimous roll call vote (Williams absent). *(The First Reading of Proposed Ordinance #2014-10 will take place during the latter part of the meeting.)*

Proposed Ordinance #2014-14 Amending Appendix D - Downtown Dover Business Improvement District (DDBID), Article III - Establishment of DDBID, Section 3 - Geographic Boundaries, and Section 5 - Management Company

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed Proposed Ordinance #2014-14, explaining that it was brought to her attention by Mrs. Donna Mitchell, Controller/Treasurer, that there was a discrepancy between the City's Dover Downtown Business Improvement District (DDBID) ordinance and the composition of the Downtown Dover Partnership Board of Directors, which is the City's management company under the DDBID statute.

Mrs. Townshend informed members that in drafting Proposed Ordinance #2014-14, she and the City Clerk had examined the State statute regarding the Business Improvement District, the City's ordinance regarding the DDBID and the composition of the DDP Board of Directors. Mrs. Townshend stated that the proposed amendment specifically designates the Downtown Dover Partnership as the "management company" for the Business Improvement District and removes the requirement that a majority of the management company's Board of Directors be owners or owners' designees of commercial properties within the Business Improvement District. Referring to lines 33, 35, and 36 of the proposed ordinance, she explained that the proposed amendments would require the management company to be comprised of at least five (5) members who either own a commercial property within the DDBID or are the designee of such owner, and remove the language that requires that commercial property owners constitute a majority of the Board of Directors. Mrs. Townshend stated that the State statute requires the five (5) commercial property owner representatives, but does not require that a majority of the Board be commercial property owners. She noted that, with the composition of the DDP Board, it would be almost impossible to have such a majority.

Mrs. Townshend stated that the proposed ordinance would help fix the discrepancy, and that she was also working with Mr. Greg Moore, DDP President and Mr. Gerry Street, DDP member, to address a change to the DDP By-laws.

Staff recommended adoption of Proposed Ordinance #2014-14.

The Committee recommended adoption of Proposed Ordinance #2014-14, as recommended by staff.

By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Mr. Dixon and carried by a unanimous roll call vote (Williams absent). *(The First Reading of Proposed Ordinance #2014-14 will take place during the latter part of the meeting.)*

Proposed Reinstatement of the Fee Waiver Provision for Tax Exempt Properties

Mr. Slavin reminded members that during their meeting of January 13, 2014, the Committee recommended adoption of Proposed Ordinance #2014-01 amending Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes; Appendix C - Downtown Redevelopment, Article II - Definitions and Article III - Eligibility; and Appendix E - Commercial and Industrial Building Redevelopment, Article II - Eligibility, to require compliance with Section 1-13 - Clean Hands; provide for revocation of the incentives for beneficiaries who are delinquent on obligations to the City; and make tax exempt properties ineligible for the incentives, which was adopted by City Council on February 10, 2014.

Mr. Slavin expressed his belief that ordinance #2014-01 was intended to be a Clean Hands ordinance which would ensure that those who were receiving the incentives had "clean hands" and did not have any other issues with the City, and that he did not realize at the time the ordinance was considered that it would also strip away the incentive program for non-profit organizations. He stated that the adoption of the ordinance has had an effect on two (2) large not-for-profit organizations that have been significant to the downtown Dover revitalization.

Referring to Line 119 of Proposed Ordinance #2014-01, Mr. Slavin proposed that the Committee recommend reinstatement of the incentive program for the subject properties that are exempt from City of Dover real estate taxes.

Councilman Anderson stated that this is a very important provision because much of the development includes not-for-profits, including some community projects which are a very important part of the revitalization of downtown.

Responding to Councilman Hutchison, Mr. Slavin stated that he had not discussed this proposal with either the City Manager or Controller/Treasurer to determine the potential budgetary impact.

Mrs. Donna Mitchell, Controller/Treasurer, stated that she had not quantified the financial impact of this proposal and questioned whether the issue with the proposal was the financial impact or the general concept.

Mr. Lynn stated his belief that the staff would be aware of any financial impact, since this language had been previously removed from the ordinance.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, clarified that non-profits can qualify for the incentives as long as the property is not tax exempt. As an example, she stated that, earlier in the day, staff had approved the incentives for the Inner City Cultural League, Inc., a non-profit which qualified for the incentives because the subject property was not tax exempt.

Mrs. Townshend stated that staff had reviewed the history of incentives for tax exempt properties since 1998 and could not find any record of a tax exempt property applying for the incentives since, except Bayhealth, which applied in 2008. She stated that Wesley College and the State of Delaware, which are two (2) other major tax exempt organizations within the City, have not applied for or utilized the incentives and have paid all of the applicable fees.

Noting her belief that this proposal was based on Bayhealth, Mrs. Townshend stated that prior to 2008, there were no requests from Bayhealth to utilize the incentives. In 2008, the incentives were utilized by Bayhealth for the addition of the parking garage and new podium building. Mrs. Townshend stated that since 1998, the City had issued 141 building permits to Bayhealth, and that they utilized the waiver on eight (8) of those permits, for which the City waived a total of $572,248 in building permit fees and, based on that amount, $7,224.80 (10%) was paid to the Downtown Dover Partnership. Mrs. Townshend noted that since 1998, the City had received $260,498.50 for building permit fees from Bayhealth.

Additionally, Mrs. Townshend stated that staff also examined the staff time, since 2009, associated with permits and inspections for Bayhealth, the State of Delaware and Wesley College, the larger non-profits that do not pay any City of Dover property taxes. She stated that staff estimated that they had spent 18 hours per year on inspections related to permits; 8 hours per year on annual life safety inspections; and, in terms of specific building permits, the City had spent 356 staff hours conducting onsite inspections related to building construction.

Mrs. Townshend explained that the idea behind making tax exempt properties ineligible for the incentives was that the property owners are receiving a service but they are not paying property taxes, whereas, other property owners who receive the incentives do pay property taxes. She clarified that it was not an unintended consequence and that the information was included in the Committee action form considered by the Legislative, Finance, and Administration Committee during their meeting of January 13, 2014.

Responding to Mr. Slavin, Mrs. Townshend stated that the value of the construction for Bayhealth had not been totaled but, in reviewing the data gathered by staff, she stated that the permits ranged from $6.7M, $2M, $1.6M, and $9M. In response, Mr. Slavin suggested that members consider not only the amount the City is losing in revenue but also how much the City is generating in development.

Mr. Scott Koenig, City Manager, expressed his opinion that this matter was a policy issue and stated that his preference, as indicated in the Committee action form considered by the Legislative, Finance, and Administration Committee during their meeting of January 13, 2014, was that tax exempt property not be eligible for incentives that relate to the General Fund. He noted that there are some instances in which Bayhealth owns property that is revenue generating and still on the tax rolls.

Mr. Koenig explained that although Bayhealth has invested a substantial amount of capital in the City, Bayhealth probably would have invested that capital regardless of whether the incentives were offered because the City provides services, including utilities, police and fire, which are all components of building a large industrial facility; in this case, a facility serving as a community hospital. He expressed his desire that tax exempt properties not receive an additional incentive package because of their tax exempt status, since the City does provide services. Mr. Koenig stated his belief that these organizations can plan their projects out and afford to include the components related to these incentives in their business plan.

Mr. Koenig reiterated his request that, from a policy standpoint, tax exempt properties not qualify for incentives related to the General Fund.

The Committee recommended that staff be requested to prepare an ordinance to reinstate the incentives for tax exempt properties.

Mr. Lynn informed members that this was his last meeting as Chairman of the Legislative, Finance, and Administration Committee, noting that he circulated his letter of resignation as Chairman of the Committee to the City Clerk and members of the Committee early in the evening. He thanked the members for their time and service, and stated that it was a pleasure working with all of the members. Mr. Lynn indicated that did not wish to be reappointed as Committee Chair going forward, given that his responsibilities in his campaign for the General Assembly were simply overwhelming, such that he could not continue on in the leadership role that he served in for the past two (2) years. He thanked former Council President Thomas Leary for appointing him to his position as Committee Chairman, noting that it had been fun and an honor to serve, and that he looked forward to working with members of the Committee in the future.

Mr. Koenig advised members that the elimination of the incentives for tax exempt properties had affected Bayhealth and their most recent building permit application. He explained the potential impact of any type of changes that may be proposed in this regard in the future. Mr. Koenig stated that during the last five (5) years, approximately $90M of construction value had been added to tax exempt properties in the area. The full value of the building permits would have been approximately $817,000, which would have been added to the City's General Fund during that time frame. Due to the exemption for those properties, he stated that the City collected $265,000, resulting in approximately $552,000 of incentives granted to two (2) properties during that time ($550,000 to Kent General and over $1,000 to the Cen-Del Foundation Building on Loockerman Street). Mr. Koenig stated that the policy change proposed by staff was directly related to the stress on the General Fund, explaining that the only revenue received from these types of properties is through

business licenses or building, plumbing, or other permit fees. He stated that, due to numerous discussions that had been held regarding the health of the General Fund, one (1) of the proposals submitted was to eliminate the exemption. Mr. Koenig assured members that the intent was not directed toward any specific property or owners, but rather to single out the tax exempt status of properties. If the exemption were reinstated, as requested, he stated that this would have the potential to affect additional properties, such as the State of Delaware, Wesley College, etc., and if these property owners were to take advantage of the incentives, there would be another significant drain on the General Fund.

With regard to the Bayhealth project, Mr. Koenig stated that this was a complicated building from a building and fire code standpoint, requiring a significant amount of staff time for plan review, site visits, inspections, etc. By removing the revenue that would be generated, the City would be adding the additional staff time required as a burden on other entities applying for building permits. He felt it was a reasonable change to the Code when it was proposed.

Responding to Mr. Hare, Mr. Koenig stated that, to his knowledge, Bayhealth does not provide a Payment in Lieu of Taxes (PILOT) to the City.

Mr. Slavin stated that during his previous tenure on City Council, there was a philosophy that the City's fees should support all revenues in specific units, such as Planning and Inspections; however, he disagreed with that concept. He felt that this type of philosophy tends to make the City overly aggressive with fees and explained that the amount of construction and number of jobs that are added are the benefits realized by the City, not the fees collected.

Mr. Perza suggested that there be additional study to determine how many additional jobs may result from the construction projects and if they would specifically benefit the City or the State of Delaware. He reminded members that, with the City's current budget climate, the City must justify funding for covering payroll, revenues, etc., and members should know all facts before giving "handouts" to specific entities in the City.

In response to Mr. Slavin, Mr. Koenig confirmed that those entities that currently pay property taxes would still qualify for the incentives. As a result, Mr. Slavin stated that the City already provides "handouts" to specific entities.

Mr. Hutchison urged staff to meet with the leadership of Bayhealth to obtain a master plan view of their future and to share the City's future from an operational point of view. He noted that Bayhealth had always been a great partner of the City and felt assured they would continue to do so in the future.

Responding to Mr. Hare, Mr. Koenig felt that such incentives could be considered on a case-by-case basis; however, he stated that Bayhealth has purchased several permits that were not large value. The incentives that they had taken advantage of were for larger permits. As an alternative, he noted that those tax exempt properties that participate in a PILOT are basically categorized as tax paying properties and, as such, the City could negotiate a PILOT and the entity would then qualify for the incentives.

Mr. Slavin moved to refer the matter back to the Legislative, Finance, and Administrative Committee for further study, seconded by Mr. Anderson.

Mr. Hare suggested that this matter not be considered by the Committee until staff has the opportunity to meet with representatives of Bayhealth. Council President Bonar suggested, since the matter would not affect the current budget year, that this matter be considered by the Committee after July 1st and that the motion include this stipulation.

There being no objections, Council President Bonar indicated that the motion should reflect that the matter would be brought back sometime after July.

On a call for the question, the motion to refer the matter back to the Legislative, Finance, and Administrative Committee for further study sometime after July was carried by a unanimous roll call vote (Williams absent).

Mr. Slavin moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Lynn and unanimously carried.

SET PUBLIC HEARING - ELECTRIC FUND BUDGET

A public hearing on the Electric Revenue Fund Budget is required for compliance with the City of Dover Electric Revenue Bonds Resolution prior to adoption of the budget. Staff recommended that the public hearing be set for June 9, 2014 at 7:30 p.m.

Mr. Anderson moved to set a public hearing for June 9, 2014 at 7:30 p.m. for the City of Dover Electric Fund Budget, seconded by Mr. Dixon and unanimously carried.

SENATE BILL NO. 226 AMENDING TITLE 26 OF THE DELAWARE CODE RELATING TO PUBLIC UTILITIES

Members were provided Senate Bill No. 226, Amending Title 26 of the Delaware Code, relating to Public Utilities. Council President Bonar stated that he requested that this matter be presented to members, explaining that there is an effort in Delaware to make utility bills more transparent. A part of the transparency process is to allow those who receive such bills to be made aware of what they are paying for, such as clean air initiatives, solar power, wind, etc. Council President Bonar noted that Senate Bill No. 226 includes these requirements for municipal governments. He felt that members of City Council should consider expressing their displeasure at being included in the legislation due to the costs of preparing utility bills and the difficulties the City would face in analyzing the true costs to include such detail on the utility bills. As Council President, he requested that members authorize him to send a letter to the State legislators requesting that Senate Bill No. 226 not be considered this year.

Mr. Dixon moved to authorize the Council President to send a letter to the legislators requesting that Senate Bill No. 226 not be considered this year. The motion was seconded by Mr. Anderson and carried by a roll call vote of six (6) yes (Anderson, Dixon, Slavin, Hare, Hutchison, and Bonar), one (1) no (Lynn), one (1) abstention (Perza), and one (1) absent (Williams).

Mr. Perza stated that since the matter did not go through the Committee, he was not aware of the specifics; therefore, he felt he was not prepared to vote for or against the request.

2014/2015 MISCELLANEOUS APPOINTMENTS - COUNCIL PRESIDENT (ANNUAL APPOINTMENTS DEFERRED DURING THE MEETING OF MAY 12, 2014)

Council President Bonar requested approval of the following appointments:

Chamber of Commerce and Greater Dover Committee Liaison Members
William F. Hare
Beverly C. Williams

City/County Committee (Liaison to Kent County)
Mayor (Vacant)
David L. Bonar
William F. Hare
James L. Hutchison
Beverly C. Williams
Scott D. Koenig

Kent County Tourism
Wallace R. Dixon
William G. Neaton (Staff Liaison)

Central Delaware Economic Development Council (CDEDC) Liaison Member/Kent Economic Partnership
William F. Hare

By consent agenda, Mr. Hare moved for approval of the appointments, as recommended by Council President Bonar, seconded by Mr. Dixon and carried by a unanimous roll call vote (Williams absent).

APPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT BONAR - CITY CHAPLAINS (ANNUAL APPOINTMENTS TO EXPIRE MAY 2015)

Council President Bonar requested approval of the following appointments as City Chaplains:

Reverend Theodore A. Henderson of Dover Christian Church
Bishop Thomas L. Holsey of Bibleway Temple Church of God in Christ

By consent agenda, Mr. Hare moved for approval of the appointments, as recommended by Council President Bonar, seconded by Mr. Dixon and carried by a unanimous roll call vote (Williams absent).

FIRST READING OF PROPOSED ORDINANCE #2014-08

Council President Bonar reminded the public that copies of proposed ordinances were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office. Since the ordinances are amendments to the Zoning Code, a public hearing is required. Staff recommended

referral of the amendments to the Planning Commission on June 16, 2014, and that a public hearing take place during the Council Meeting of July 14, 2014 at 7:30 p.m., at which time the Final Reading and final action by Council will take place.

Mr. Slavin moved to refer Proposed Ordinance #2014-08 to the Planning Commission and set a public hearing before City Council for July 14, 2014 at 7:30 p.m., as recommended by staff. The motion was seconded by Mr. Hutchison and unanimously carried.

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

> **PROPOSED ORDINANCE #2014-08** - AMENDING APPENDIX B - ZONING, ARTICLE 3 - DISTRICT REGULATIONS, SECTION 10 - INSTITUTIONAL AND OFFICE ZONE (IO); SECTION 11 - NEIGHBORHOOD COMMERCIAL ZONE (C-1); SECTION 12 - LIMITED COMMERCIAL ZONE (C-1A); SECTION 13 - CENTRAL COMMERCIAL ZONE (C-2); SECTION 14 - LIMITED CENTRAL COMMERCIAL ZONE (C-2A); SECTION 15 - SERVICE COMMERCIAL ZONE (C-3); SECTION 16 - HIGHWAY COMMERCIAL ZONE (C-4); SECTION 26 - COMMERCIAL/PROFESSIONAL OFFICE DEVELOPMENT DISTRICT (C-PO); ARTICLE 4 - ZONING BULK AND PARKING REGULATIONS; ARTICLE 10 - PLANNING COMMISSION; AND ARTICLE 12 - DEFINITIONS

FIRST READING - PROPOSED ORDINANCES #2014-09, #2014-10, AND #2014-14

Council President Bonar reminded the public that copies of proposed ordinances were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office. Final action by Council on the proposed ordinances will take place during the Council Meeting of June 9, 2014.

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

> **PROPOSED ORDINANCE #2014-09** - AMENDING CHAPTER 50 - FLOODS; CHAPTER 22 - BUILDINGS AND BUILDING REGULATIONS, ARTICLE III - BUILDING CODE, SECTION 22-61; AND APPENDIX F - FEES AND FINES
>
> **PROPOSED ORDINANCE #2014-10** - FY 2014 BUDGET AMENDMENT
>
> **PROPOSED ORDINANCE #2014-14** - AMENDING APPENDIX D - DOWNTOWN DOVER BUSINESS IMPROVEMENT DISTRICT (DDBID), ARTICLE III - ESTABLISHMENT OF DDBID, SECTION 3 - GEOGRAPHIC BOUNDARIES, AND SECTION 5 - MANAGEMENT COMPANY

PROPOSED ORDINANCE #2014-05 WITH PLANNING COMMISSION AMENDMENT #1 (PC#1) AND COUNCIL AMENDMENT #1 (C#1) - AMENDING APPENDIX B - ZONING, ARTICLE 3 - DISTRICT REGULATIONS, SECTION 2 - GENERAL RESIDENCE ZONES (RG-1 AND RG-2), SUBSECTION 2.4 - CONDITIONAL USES

During their Annual Meeting of May 12, 2014, a public hearing and Final Reading of Proposed Ordinance #2014-05 were accomplished, after which, members of City Council tabled the matter.

The Proposed Ordinance would amend Appendix B - Zoning, Article 3 - District Regulations, Section 2 - General Residence Zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses.

Mr. Anderson moved to remove the matter from the table, seconded by Mr. Slavin and unanimously carried.

Mr. Anderson advised members that, after much discussion, he and Mr. Slavin had resolved their concerns and, at their request, staff prepared Council Amendment #1 for consideration.

At the request of Mr. Anderson, Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the amendments to the proposed ordinance resulted in a combination of PC#1 and C#1, explaining that C#1 proposed to eliminate the allowance of Professional Offices as a conditional use on State Street but to allow it on Governors Avenue between Water and Mary Streets and, as a result, this changed the nature of the Planning Commission's recommendation (PC#1), which would have eliminated State Street and Governors Avenue in their entirety. However, she noted that the intent of C#1 was to maintain the PC#1 amendment that would limit the number of employees to four (4).

Mrs. Townshend explained that C#1 would amend PC#1 by amending paragraph (d) to read, as follows: "Professional offices may be permitted on Governors Avenue between Water Street and Mary Street, and on Route 8, subject to the following restrictions:". She noted that C#1 would maintain the PC#1 amending subparagraph viii, which changes the number of employees from six (6) to four (4), to read, as follows: "The hours of operation shall not commence prior to 6:00 a.m. and shall cease no later than 8:00 p.m., with no more than four (4) employees engaged in the operations upon the premises at any given time."

Concurring, Mr. Anderson reminded members that during their Annual Meeting of May 12, 2014, Council did not approve PC#1. He stated that there were concerns expressed by property owners along State Street who noted that this area is unique in its historical characteristics, which he felt should be respected; however, there were no concerns relayed by property owners along Governors Avenue and/or Route 8. He explained that there is a desire to "reclaim" those areas by restoring empty buildings, creating jobs, etc. He felt confident that the amendments proposed in C#1 respected property owners along State Street as well as those along Governors Avenue.

Mr. Slavin noted that several members had received input from property owners along North State Street who expressed concerns regarding the proposed ordinance amendment and stated his feeling that C#1 would satisfy those concerns. He noted that the proposed amendment was not a "blanket" rezoning and consideration would be given for conditional use; therefore, each application would be considered on a case-by-case basis.

Council President Bonar thanked Mr. Anderson and Mr. Slavin for developing a resolution to this matter.

Mr. Anderson moved for adoption of the proposed ordinance, seconded by Mr. Slavin, and by a unanimous roll call vote (Williams absent), Council adopted Ordinance #2014-05 with PC#1 and C#1, as follows:

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

That Appendix B - Zoning, Article 3 - District Regulations, Section 2 - General residence zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses, of the Dover Code be amended by re-designating existing subsection (d) as subsection (e), and inserting a new subsection (d) to read as follows:

(d) Professional offices may be permitted on Governors Avenue between Water Street and Mary Street, and on Route 8, subject to the following restrictions:

i. The office operations shall be conducted in such a manner as to maintain the residential character of the surrounding neighborhood, and no changes or improvements shall be made to the premises which might preclude utilization of the premises for residential purposes in the future.
ii. There shall be no other professional office located in the same zoning district within 250 feet of the premises.
iii. No display of products or goods shall be visible from the street.
iv. There shall be no exterior effects such as noise, traffic, odor, dust, smoke, gas, fumes, radiation, or electromagnetic interference.
v. A minimum of two (2) off-street parking spaces shall be required.
vi. No more than four (4) off-street parking spaces shall be permitted. Furthermore, all off-street spaces shall be visually screened from adjacent residential uses, to the greatest extent possible, by employing a landscape screen no less than six and one half (6½) feet high, which landscape screen shall be properly maintained throughout the duration of the professional office use on the subject premises.
vii. Signage shall be limited to one (1) sign, not to exceed six (6) square feet in area. No sign may be illuminated.
viii. The hours of operation shall not commence prior to 6:00 a.m. and shall cease no later than 8:00 p.m., with no more than four (4) employees engaged in the operations upon the premises at any given time.
ix. The Planning Commission shall have the authority to impose such additional conditions and restrictions as may be necessary or appropriate to protect the general health, safety, and welfare of the residents of surrounding properties.

ADOPTED: MAY 27, 2014

COUNCIL MEMBERS' ANNOUNCEMENTS

Council President Bonar stated his hope that all enjoyed the Memorial Day Holiday. He stated that he, along with Mr. Anderson, Mr. Dixon, and Mr. Hutchison, were at the Plaza. He noted that the new Vietnam Memorial had been dedicated at the Kent County Complex on Bay Road and encouraged all to visit the site.

By unanimous consent, the meeting adjourned at 8:30 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of May 27, 2014, are hereby approved.

DAVID L. BONAR
COUNCIL PRESIDENT/
VICE-MAYOR ACTING

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Exhibits:
Exhibit #1 - Presentation - Violation of Dangerous Building Ordinance - 45 South New Street
Exhibit #2 - Structural Engineering Report, Dated May 15, 2014
Exhibit #3 - Presentation - Violation of Dangerous Building Ordinance - 110 South New Street
Exhibit #4 - Governing Policy for Energy Commodity Risk Management
Exhibit #5 - Revenue Policy - Police Extra Duty/Voluntary Overtime

Violation of Dangerous Building Ordinance 45 S New Street

Planning & Inspections Department

Dover, Delaware

May 27, 2014

EXHIBIT #1
Regular Council Meeting of 5/27/2014

45 S New Street
Case History

- 20 code enforcement cases since 2000
  - Exterior/interior code violations
  - Numerous repeated fire code violations
  - Violation of the zoning ordinance
- Registered as vacant by the city on September 8, 2010
- Condemned by City Staff on March 7, 1999 due to fire damage.
- Utility service established by House of Pride in 2004 with minimal electric usage and no water usage during this time.

Dangerous Building Code – Chapter 22 Article XI, Sec. 22-381

(4) *Fire damage, etc.*

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

(12) *Unoccupied buildings.*


45
05/22/2014 10:27


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05/27/2014 09:13


05/27/2014 09:10

05/27/2014 09:11


05/27/2014 09:12


05/27/2014 09:12


05/27/2014 09:13

Recommended Council Action

- Declare this building and all accessory structures on this property dangerous.
- Order the property repaired or demolished by **June 26, 2014** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause the repair or demolition of the property if not completed by the owner **within 10 days of the date established by City Council**.
- Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the property exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

Alpha Engineering, Inc.
P.O. Box 669
Bear DE 19701-0669
Since 1981
www.alpha-inspect.com

association of construction inspectors

On-site Structural Evaluation

The following information is provided as a professional opinion based on observations and non-destructive tests. This report is not intended to be a guarantee, warranty or insurance policy. This report does not reflect the value of the premises. AEI, its divisions and representative's maximum liability is limited to an amount not exceeding the fee paid for this evaluation.

Date: May 15, 2014

Client: Bishop Lott
House of Pride

Signature: (verbal)

Subject Property Address:
45 South New Street
Dover DE 19904

Prepared by:
Larry J. Hughes, PE

LARRY J. HUGHES REGISTERED No. 6938 DELAWARE PROFESSIONAL ENGINEER

Exp. 6/16

Year built: circa 1925

Condition:
Two-story framed house with a basement sits on a brick foundation. A rear addition (about 20 x 20) on an 8" concrete mortar unit (CMU) foundation with a crawl space is unfinished. The house foundation shows no severe settlement; however, the interior brick surface has no parging and the mortar is deteriorating. The addition foundation is improperly constructed (i.e., footing too thin & shallow and CMU turned wrong). This evaluation seeks to determine the dwelling's structural integrity.

Analysis:
Inspection of the main foundation and floor joists from the basement reveals good support with minor mortar degradation. The 2x8 @ 16" centers floor joists are in good condition. Also, the roof appears in good condition as viewed from the attic and exterior. The rear addition foundation does not meet proper construction methods or codes. Also, the crawl space is inaccessible. In my professional opinion, the dwelling's primary structure appears stable needing minor maintenance. However, the addition foundation requires reinforcement.

Recommendation:
1. Repair missing brick in the left front exterior foundation.
2. Clean all loose mortar from brick in the basement. Point all joints w/new mortar.
3. Parge basement walls to seal all surfaces.
4. To reinforce the addition foundation; remove enough subfloor to access interior of foundation. Dig to 32" below grade 16" wide to pour new footing immediately adjacent to the existing footing.
5. Construct new 8" CMU foundation with foam shield & 2x8 pressure treated sill plate to support floor joists.
6. Create opening to addition crawl space from basement abandoned entry. Remove enough block to achieve a 32" x 24" (min.) access opening.

Fee Rec'd.: $400.00

Violation of Dangerous Building Ordinance 110 S New Street

Planning & Inspections Department

Dover, Delaware

May 27, 2014

EXHIBIT #3
Regular Council Meeting of 5/27/2014

110 S New St
Case History

- 36 code enforcement cases since 2002.
  - Exterior/Interior code violations
  - Fire Code Violations
  - Numerous repeated violations on annual inspections for both fire and housing inspections
- Condemned by City Staff on July 18, 2012 due to the numerous repeated violations of City Codes and by not having a viable fire safety plan in place for the occupants of the structure.
- Registered as vacant by the city on November 14, 2012.
- Source of neighbor complaints.

Dangerous Building Code – Chapter 22 Article XI, Sec. 22-381

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

(12) *Unoccupied buildings.*


NO TRESPASSING
05/22/2014 10:24


05/22/2014 10:21


NO TRESPASSING
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05/27/2014 09:32

Recommended Council Action

- Declare this building and all accessory structures on the property dangerous.
- Order the property repaired or demolished by **June 26, 2014** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause the repair or demolition of the property if not completed by the owner **within 10 days of the date established by City Council**.
- Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the property exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

City of Dover, Delaware

Governing Policy

For

Energy Commodity
Risk Management

Amended by City Council: May 27, 2014

Effective: September 10, 2012

Approved by: City of Dover Council

Date: September 10, 2012

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PURPOSE OF THE RISK MANAGEMENT POLICY

A. Introduction

The City of Dover ("**City**") and its customers are routinely exposed to energy price risk, volume variability risk, basis risk and credit risk – herein referred to collectively as energy commodity risk - in the normal conduct of serving its electric load requirements. Volatility of energy commodity prices and volumetric uncertainty (either supply/generation or load obligations) impose a substantial and direct risk to the City's financial and operating performance.

By authority of its charter, the City has responsibility for overseeing the City's electricity operations, including the management of its cost of serving Dover's customers. By agreement dated May 6, 2011 and approved by the City (the "**EMA**"), the City has engaged The Energy Authority, Inc. ("**TEA**") to assist the City with Asset Management and Strategic Planning Services, Risk Management Services, and Energy Management Services.

This Policy for Energy Commodity Risk Management ("**Policy**") is established the explicit understanding that the City has retained and delegated responsibilities to TEA to provide Risk Management Services.

Additionally, the City has issued this Policy for dealing with the philosophy, framework and delegation of responsibilities necessary to govern activities related to Dover's energy commodity risk management. As set forth herein, the City has established an organizational structure, delegated responsibility and established internal controls and procedures to ensure that all transactional and oversight activities are conducted in compliance with this Policy and in accordance with the City's normal reporting, legal, financing and regulatory requirements relating to energy assets and transactions.

B. Scope of Policy

This Policy covers all transactions entered into the by the City of Dover designed to meet the City's electric load requirement and the management of risk related to these transactions.

In the event of conflict between this Policy and the EMA, the Policy shall control. This Policy is separate and distinct from enterprise risk management policies and procedures addressing the City's safe operation of its generating stations and energy infrastructure, insurance requirements, permit compliance, employee matters regulatory compliance with laws and regulations of the State of Delaware and Federal

Agencies such as EPA, FERC, NERC and CFTC or other potential risks to the City beyond the purchase and sale of fuel and electric power and its ancillary products.

C. Objectives and Risk Philosophy

The objectives of the Policy are to identify energy commodity price and credit risk exposures and give the City a framework for the quantification and management of these exposures. The Policy will identify the reports needed to convey how the identified risk exposures can potentially impact the City's overall cost of providing electricity service to its customers and report on the risk management of the transactions associated with City's electric load requirements.

Under the Policy, risk management activities will be conducted consistent with the City's overall objective of appropriate risk mitigation. There are several objectives of the Policy which, when taken and executed together, serve to manage the City's energy commodity price exposures. Specifically, the Policy:

- Establishes framework for developing credit limits for counterparties and quantifies and manages the credit exposures related to potential counterparty abrogation
- Quantifies the impact of the above exposures on City's financial results
- Manages the impact of the above exposures in line with the City's identified level of risk tolerance
- Provides clear delineation of responsibilities and authority, outline a separation of duties, and ensure reporting of risk is timely and accurate.
- Ensures that the impact of any action affecting the City's position is consistently quantified, monitored and authorized.

The City's risk management activities will be conducted consistent with its overall objective of appropriate risk mitigation and never for purposes of speculation.

D. Policy Administration

This Policy has been approved by the Executive Risk Management Committee and The Utility Committee of the Dover City Council. The Utility Committee must approve modifications to the Policy with the exception of the appendix information which can be modified with the approval of the Executive Risk Management Committee.

MANAGEMENT AND CONTROLS

This Policy articulates the management and organization of the City and TEA to serve as a control framework outlining delegation of duties and responsibilities.

A. Utility Committee of The City Council

The Utility Committee of The City Council (The Committee) has a responsibility to provide approval of this Policy. With this approval, The Committee also assumes additional duties. They will understand the risks the City is and could be exposed to due to their energy commodity risk management activities. In this role, the Committee will have a responsibility to also understand the City's policies and procedures, internal controls and systems which are used to help manage the City's energy commodity risks.

The Committee will approve any amendments to the Policy or limits within. The Executive Risk Management Committee will update the Committee periodically regarding the Policy and its functions. It will be the Committee's responsibility to:

- Discuss guidelines and strategic policies that govern the process by which the Energy Risk Management Committee assesses and manages risks
- Review and approve the risk policy at least annually
- Approve new members of the Executive Risk Management Committee
- Acknowledge the risk inherent in transactions covered under this Policy

B. Executive Risk Management Committee

An Executive Risk Management Committee ("**ERMC**") has been formed to provide executive management oversight for the City's energy commodity risk management activities. The ERMC is charged with the creation, amendment and administration of this Policy, including acquiring any approvals required by the Utility Committee, and will ensure that all energy commodity risk management activities of the City are performed consistent with this Policy. The ERMC will meet at least monthly to review compliance and conduct its business as described in this Policy.

The ERMC shall be comprised of the following voting members: The City Manager, The Director of Utility, The City's Controller and TEA's Client Service Manager.

The City's ERMC will make decisions following the process outlined in this Policy. TEA's Client Services Manager may include representatives from other areas within TEA in the monthly ERMC meetings who will attend in person or by conference call as non-voting advisors. Other City employees and TEA staff may also be asked to attend

meetings from time-to-time, as the ERMC deems necessary. The responsibilities of the ERMC shall include:

- Establish scope and frequency for management reporting to the Utility Committee.
- No less than annually, review the City's Energy Commodity Policies and Procedures for correctness and completeness.
- Review and approve any new risk report or change to an existing risk report provided by TEA to monitor risks outlined in this Policy.
- Understand and approve any models, methodologies, and assumptions used for measuring risks such as volume risk, process risk, counterparty risk and commodity risk.
- Monitor the City's risks and ensure they are within the limits and are being managed according to what is indicated within the City's Policy and associated procedures
- Understand the City's risk management objectives and risk tolerances.
- Review and approve the risk management and trading strategy programs and associated risk. Each program should be reviewed to ensure alignment with Policy objectives and compliance with risk limits within this Policy.
- Periodically review any risk management program approved in light of recent market changes, and ensure continued compliance with its established guidelines
- Review and approve new products, markets, trading counterparties and credit limits
- Review all violations and exceptions to this Policy and report such to the Committee.
- Approve the individuals or companies that engage in the City's commodity transactions and are subject to the limits within this Policy.
- Ensure that the individuals or companies authorized to transact on behalf of the City as well as manage its risks, are appropriately trained and qualified.
- Ensure independence and segregation of duties between front, middle and back office at TEA.

Recommend changes to this Policy to the City's Utility Committee for approval and ensure the Utility Committee understands the City's overall compliance with this Policy and associated procedures

The ERMC will meet at least monthly to review risks identified and reported on by the Policy, this meeting shall be chaired by The City Manager. Minutes of each meeting of the ERMC shall be recorded and reflect any decisions and follow-up action items to be performed. These minutes will be reviewed and approved by the members of the ERMC in a timely manner.

Each member of the ERMC has a unique role as defined below:

1. City Manager

The City Manager is independent of all commercial functions and carries the responsibility of establishment and maintenance of risk management for the City. The City Manager will be a voting member of the ERMC and act as a chair of the ERMC. Other responsibilities include:

- Ensure this Policy is maintained.
- Oversee reviews of the City's energy commodity risks, limits, risk measurement methodologies and models, and programs and recommend changes to the ERMC.
- Ensure potential transactions and their impacts on the City's risks and limits defined within this Policy.
- Develop and monitor the implementation of the Policy, and oversee other risk management processes and procedures established by this Policy or otherwise by the ERMC.

2. Director of the Utility

The Director of the Utility is responsible for all trading, hedging, pricing, structuring, and market and operational risk management activities associated with the City. The Director of the Utility will be a voting member of the ERMC. Other responsibilities include:

- Review the effectiveness of transaction processing systems and procedures relating to risk measurement.
- Recommend operational risk and business risk assessment guidelines.

3. Controller

The Controller is independent of all commercial functions and carries the responsibility of the City's accounting practices. The Controller will be a voting member on the ERMC. Other responsibilities include:

- Perform financial accounting including accounting for hedging and derivatives activities.
- Comply with tax rules and make appropriate tax elections.
- Record realized and unrealized gains and losses.
- Reconcile general ledger, cash transactions and margin accounts.
- Implement tax-hedge accounting policies and other regulatory tax requirements.
- Develop and maintain documentation outlining standard procedures for conducting business.
- Invoice counterparties and resolve billing disputes.
- Perform daily/weekly/monthly transaction checkout with counterparties.

- Develop and maintain documentation outlining standard procedures for conducting business.

4. TEA Client Services Manager

The TEA Client Service Manager roles and responsibilities are defined exhibit B of the EMA between the City and TEA. The TEA Client Service Manager will be a voting member on the ERMC. Other responsibilities include:

- Monitor risk reports between ERMC meetings.
- Report to the Committee and the ERMC on the City's adherence to all limits and functions within this policy.
- Engage the ERMC in discussions regarding events or developments that could expose the company to potential losses.
- Recommend to the ERMC specific risk limits consistent with the City's risk management objectives, risk tolerance, and risk management policy.
- Coordinate and distribute independent market fundamental analysis.
- Provide advisory support and recommendations as specified in Article 5 of the EMA.

DISCUSSION OF RISKS

This Policy covers the management of all material energy market risks faced by the City. A comprehensive list of risks that are or could be relevant to City is shown in Appendix C of the Policy. Among the most critical of these risks are commodity risk, counterparty risk, process risk, volume risk, and budget risk. These risks are measured by the limit structure and controls outlined in the Policy.

Commodity risk represents the potential adverse impacts to the value of the City's portfolio due to changes in the market. Commodity risk encompasses volatility risk, forward price risk, basis risk, correlation risk and liquidity risk.

Counterparty risk represents the potential losses the City could incur due to delivery risk and receivable risk. Delivery risk stems from a supplier or trading counterparty that is unable or unwilling to perform on its commitments including but not limited to delivery or receipt of commodities. Receivable Risk includes the City's risk associated with a counterparty's timeliness of payment for services rendered.

Process risks represents the risks associated with process problems including, but not limited to, inaccurate data capture, untimely trade execution or settlement problems. Controls over process risks are embedded in the organizational structure of TEA through the design processes and operating procedures.

Volume Risk represents the potential for unforeseen changes from projections of excess or shortfall of capacity or energy from the actual needs. When variances are large coupled with large costs to transact and adverse moves in market prices this risk could be realized. In management of this risk, the City must be aware of the fact that unexpected variations in volume are often highly correlated with price movements.

Budget Risk represents the potential to deviate outside of tolerable bounds of the City's budget. Deviations from budget can be caused by forecast error or unforeseeable adverse changes in market prices.

MARKETING AND TRADING PRACTICES

A. Standards of Conduct

Individuals authorized to transact for the City shall not misrepresent, conceal or withhold information regarding energy commodity trading and risk management transactions to any person responsible for the accurate recording and/or reporting of such transactions; participate in any such transaction or similar activity for the benefit of any party other than the City; or hold or be a beneficiary of any financial interest in any entity with which the employee is engaged in trading or other business activity (other than ownership of an interest in a mutual fund managed by another party). Further, no employee authorized to place or execute such transactions may engage in trading power or energy commodities derivative instruments for his or her personal account.

B. Products, Activities and Limitations

Pursuant to achieving the City's core objectives for the purpose of energy commodity risk management, the following limitations shall apply.

- Permissible instruments will be restricted to the products and instruments specified in Appendix A – Approved Products of the Policy;
    - All physical forward transactions shall be governed by the Edison Electrical Institutive (EEI), North American Energy Standards Board (NAESB), or similar agreements with counterparties approved by the City.
    - The City reserves the right to enter into financial hedge transactions to effectuate Policy objectives, but does not authorize TEA to enter into financial hedge transactions on its behalf. Any such financial transactions that the City may enter into shall be governed by ISDA agreements with counterparties as approved by the City.
- The maturity for each permissible instrument will be restricted to the maturity limits specified in the risk limits section of the Policy.

- Transaction volumes for each risk management transaction will be restricted to the amounts specified in the Risk Limits section of the Policy.
- Risk management transactions will be outlined in the ***City of Dover Hedge Program*** which will be approved by the ERMC. Risk management transactions may include the following:
    - Hedging the forward price of purchased power for delivery to the City as needed to meet its electric load requirements.
    - Hedging the forward price of natural gas and fuels as needed to generate power to meet the City's electric load requirements.
    - Unwinding of hedges to accommodate changes in expected load requirements, or for economic reasons subject to explicit constraints set by the ERMC.

C. Contract Documentation and Confirmations

No over-the-counter transaction may be executed until an EEI, NAESB, or similar agreement has been authorized by the City, approved by the ERMC and fully executed by the parties.

Written confirmations will be required from counterparties, as defined in the Master Service Agreement between the City and counterparty, within one business day or such longer time as required by the contract in question for all risk management transactions. Contemporaneous with any commitments and prior to receipt of written confirmations, verbal commitments shall be memorialized internally as to instrument structure, quantity, relevant time horizon, price and any other relevant terms; such internal documentation shall be time stamped and correlated to the ultimate written confirmation to or from the counterparty. Both the internal documentation as well as the written confirmation from the counterparty shall be provided to TEA's Risk Control Group immediately upon receipt for verification.

In the event that there is a material failure to provide timely documentation or confirmations, then at the City Manager's sole discretion, the offending individual's authorization may be suspended. Similarly, if the failure to provide timely documentation or confirmations is due to the failure of counterparty, then at the discretion of the City Manager, a moratorium may be imposed on transactions with that counterparty. In such cases, the City Manager shall notify the ERMC of the issues leading to the suspension or moratorium shall.

Nothing herein shall inhibit the City Manager from bringing control issues to the TEA's Client Services Manager prior to a decision on materiality or the imposition of a suspension of trading privileges or counterparty moratorium.

D. Training

The ERMC will ensure that all City employees and/or TEA Staff that will execute transactions on behalf of the City will have appropriate training in the markets in which the transactions occur.

E. New Product Protocol

As required to manage the City's energy commodity risk the ERMC shall approve new products provided the requirements of the ***New Product Approval Procedure*** are met.

RISK LIMITS AND RISK MEASUREMENTS

A. Limits

The limit structure is designed to quantify the types of risk in City's energy commodity portfolio. The City will manage and report on its energy commodity market risk using Volume/Maturity/Value Limits, a Cost of Service Limit and a Hedge Loss Limit.

1. Volume/Maturity/Value Limits

Transaction limits for the Individuals Authorized to execute transactions and the maturity limits for each permissible instrument are listed below. Transactions for amounts in excess of those listed may be executed only upon approval of the ERMC. This limit, maturity and value structure is not intended for use when transacting day-ahead and real time in the PJM market.

Volume/Maturity/Value Limits		**Maximum Daily Notional Limits**	
		Volume	**Value ($000)**
Power (MW) Hourly Limit	Balance of the Month through 12 Months	50	20,000
	Between 13 Months and 24 Months	50	20,000
	Between 25 Months and 36 Months	25	10,000
	Between 37 Months and 48 Months	25	10,000
	Between 49 Months and 60 Months	25	10,000
Natural Gas (MMBtu) Monthly Limit	Balance of the Month through 12 Months	30,000	400
	Between 13 Months and 24 Months	30,000	400
	Between 25 Months and 36 Months	10,000	200
	Between 37 Months and 48 Months	10,000	200
	Between 49 Months and 60 Months	10,000	200
#2/#6 Fuel Oil (Bbl) Monthly Limit	Balance of the Month through 12 Months	6,000	400
	Between 13 Months and 24 Months	6,000	400
	Between 25 Months and 36 Months	3,000	200
	Between 37 Months and 48 Months	3,000	200
	Between 49 Months and 60 Months	3,000	200

The amounts in the table above refer to the maximum volume of orders that can be placed in any one day the individuals authorized to conduct trades for the specified time period. On any one day the maximum transaction volume placed can be for up to 50 MegaWatts per hour for every hour during a single calendar month (including both on-peak and off-peak hours), OR 25,000 MMBtu per month for all months pertinent to the natural gas transaction, OR 6,000 Bbl per month for all months pertinent to the oil transaction.

2. Volume Limits

For no reason should a transaction be executed that exceeds the City's electric load requirements. If there is an adjustment to the City's electric load requirements and the existing transactions greater than 100% of the adjusted electric load requirements the ERMC will review and approve the offsetting strategy deployed in sufficient proportion to mitigate the encroachment.

3. Locational Limits

Non-Commodity Transactions must support the requirement of one of the City's generation units, native load or transaction locations.

B. Stress Testing and Back Testing

The City's positions shall be periodically stress tested and models shall be back tested. The processes around these tests are outlined in the ***Stress Testing and Back Testing Procedure***.

C. Instances of Exceeding Risk Limits

Should the City or TEA enter into a transaction that causes the portfolio to exceed any above mentioned limits the Director of the Utility shall, in addition to notifying the ERMC, also notify the Chair of The Committee as soon as practicable and shall provide periodic reports to the Chair on the status the transactions for as long as the City is exceeding its limits. The ERMC will review and determine whether any liquidation or offsetting of transactions is warranted. The incident will be documented as a Policy Exception by the Director of the Utility.

CREDIT POLICY

Credit Risk is the risk due to the uncertainty in a counterparty's ability to meet its contractual obligations. The primary objective of this credit policy is to mitigate, to the extent commercially reasonable, the credit risks associated with transactions covered in this Policy while still allowing the City to achieve its objectives.

A. Measuring Credit Risk

The status of credit risk will be measured and reported through reports provided by TEA.

The current credit exposure will be reported at the agreement level via a Counterparty Credit Report provided by TEA. This information will be made available in real time to TEA trading personnel so that it can be checked prior to executing transactions for the City. Those responsible for risk oversight at the City and TEA will have access to this information no less frequently than once per day. The ERMC will monitor overall credit utilization and any credit exceptions at least monthly. When measuring the current credit risk, netting will be applied to the exposure if the City's contract with a counterparty includes provisions for netting.

B. Analysis and Extension of Credit Limits

Physical and financial commodity transactions will be executed with counterparties approved by the ERMC with credit available to support the transactions. The creditworthiness of a counterparty will be determined by both qualitative and quantitative factors. Factors shall include, but not limited to:

- A company's debt credit ratings provided by the rating agencies.
- Financial data such as an analysis of the income statement, balance sheet, and cash flow, as well as liquidity and capital structure.
- Subjective factors such as company's fuel diversity, overall size, risk management policy and internal controls, geographic diversity, and market intelligence.

A credit limit is the amount of unsecured credit granted to a counterparty. Unsecured credit exposure includes amounts owed by the counterparty, whether billed or not, and the mark-to-market differences in value of any collateral which the counterparty has provided the City. Any net exposure above the collateral threshold will require the posting of collateral by a counterparty. Further information on the City's procedure for establishing credit is contained in the ***Counterparty & Credit Review Process***.

Collateral thresholds, term limitations and credit exposure limits will be subject to the maximums indicated in Appendix B, based upon the lower of the S&P and Moody's credit ratings.

At no time will the City incur a credit exposure with any counterparty greater than $60,000,000.

C. Instances of Exceeding Credit Limits

The City and TEA are restricted by the credit limits approved by the ERMC. The ERMC can suspend trading with a counterparty, if that counterparty's credit limit has been reached or exceeded. **The City or TEA traders shall not exceed the Counterparty Credit Limit by executing transactions with any counterparty without approval of the ERMC.**

The ERMC will determine when it's appropriate to require additional collateral if a counterparty's credit exposure exceeds its credit limit. Collateral includes standing letter of credit, cash, and prepayments.

All credit exceptions will be documented and reported to the ERMC and the Committee as Policy Exceptions.

REPORTING

A. Risk Reporting

Preparation of timely reports is critical to monitoring risk. TEA will furnish the required reports on a regular frequency for the City in a format acceptable to the ERMC. In addition, the ERMC and its designees will be provided access to the City's risk reports as updated daily via TEA's secure Web Portal.

Reports required on a monthly basis and for periodic meetings of the ERMC include the following:

- **Profit and Loss Report**

The Profit and Loss (P&L) Report shows the daily realization of transactions at either the transaction price or the market price as transaction roll from unrealized to realized. This report should show volumes, transaction prices and market prices of realized physical and financial power and fuel transactions.

- **Mark to Market Report**

The Mark to Market ("MTM") Report conveys the potential transaction exposure if the energy commodity portfolio was liquidated at the most recent market settlement prices. This report should show volumes, transaction prices and market prices of unrealized physical and financial power and fuel transactions.

- **Activity Report**

The Activity Report presents a summary of all energy commodity risk management activities undertaken, including new transactions taken, existing transactions settled/liquidated, and any transactions unwound.

- **Cost of Service Report**

The City's exposure to energy price risk shall be monitored and reported on a Cost-of-Service basis. All calculations are at the wholesale level. The Cost-of-Service recognizes all prior (expired) months within the Power Year on the basis of actual (incurred) costs, and recognizes all forward (pending) months within the Power Year on the basis of expected forward power and fuel prices and expected forward load-following risks. As defined below, the Cost-of-Service is an aggregation of Forward Energy Commodity Portfolio Cost, the Load Following Cost Expectation and the City's Budget Target for Purchase Power Expense.

- The Net Purchased Power Cost shows the net cost of all physical and financial transactions related to the City's anticipated commodity requirements for power and fuel and is based on the price of all hedge transactions plus the forward market price of all unhedged transactions valued at current forward prices for energy commodities, customer-level cost per MWH of all physical and financial transactions related to Dover's actual plus anticipated energy.
- The expected fixed costs defined as load-serving entity (LSE) capacity costs, transmission costs and TEA management fees.
- The Expected Load-Following Cost for a specified power year is defined as the expected cost (or revenue) associated with intra-month load variations due to weather or other events affecting demand. As an interim measure due to lack of necessary market information and the rapid evolution of the PJM RTO market, the ERMC has specified $2.50 per MWH as an estimate of the Load Following Cost to be used for estimating the City's Forward Cost-of-Service Report. The ERMC will update the Expected Load Following estimate while lack of necessary market information persists no less than annually.
- The Budget Target for Purchase Power Expense represents the City's view of expected purchase power expense.

B. Credit Reporting

- **Counterparty Credit Report**

The Counterparty Credit Report conveys the exposure to all counterparties with which the City has credit exposure resulting from its energy commodity risk management activities.

- **CFTC Reporting**

The City understands that transacting over the counter (OTC) swaps carries an additional Commodity Futures Trading Commission (CFTC) reporting function. Once

required by the CFTC, the City will report on how the City generally meets its financial obligations associated with entering into non-cleared swaps in a manner acceptable to the CFTC.

C. Hedge Effectiveness Reporting

If the City's transactions require a hedge effectiveness test, those testing results will be reported to the ERMC no later than one month after the end of the financial reporting period. The report will include a summary of testing methodology, assumptions of the testing and the outcome of results with a pass or fail by transaction.

INFORMATION TECHNOLOGY SYSTEMS

Since information systems play a vital role in The City's trading abilities, the City shall ensure that the information systems and technology used to store all transaction information is maintained and secure. The City's transactions will be stored in TEA's enterprise trading and risk management system. TEA uses the TriplePoint Commodity XL (CXL) system, integrated with Commodity XL for Credit Risk (Credit Risk). TEA has assigned a Database Administrator (DBA) that is charged with the database security and maintenance for the transaction database, CXL.

The following safeguards for data security and backup will be installed:

- Transaction data stored in the system of record will be replicated daily to ensure data redundancy;
- The CXL database will be backed up at least daily after the close of business.

POLICY DISTRIBUTION AND COUNSEL

A. Distribution Outside The City

The City's Policy is restricted to the use of the City and TEA organizations. It shall not be distributed outside these organizations without the consent the ERMC.

B. Designated Counsel

Questions about the interpretation of any matters of this Policy should be referred to ERMC. The ERMC will provide clarification and explanation on any updates to this Policy.

All legal matters stemming from this Policy will be referred to the City's Legal Counsel.

APPENDIX A – Approved Products

The following shall constitute a list of approved products to be utilized by TEA to manage the City's energy commodity portfolio:

- Physical Power
- Physical Natural Gas Delivered Dover via Eastern Shore Pipeline
- Physical Residual Fuel Oil (#6) Delivered Dover
- Physical Residual Fuel Oil (#2) Delivered Dover
- Capacity
- Financial Power
- Financial Call Option
- Financial Put Option
- PJM Demand Bids and Generation Offers
- PJM InSchedules
- PJM Transmission Products
  - Financial Transmission Rights
  - Annual Auction Revenue Rights
- PJM Tier 2 Synchronized Reserves

The above instruments can be executed by TEA on behalf of the City of Dover for the current and next two successive Power Years (July to June).

APPENDIX B – Approved Counterparties and Threshold Tables

This Appendix establishes approved counterparties and their Collateral thresholds. Collateral thresholds, term limitations and credit exposure limits that are subject to the following maximums based upon the lower of the S&P and Moody's credit ratings:

Credit Thresholds from Dover Extended to the Counterparty

Constellation Energy

Threshold	S&P	Moody's
$ 60,000,000	AAA	Aaa
$ 50,000,000	AA- to AA+	Aa3 to Aa1
$ 50,000,000	A- to A+	A3 to A1
$ 40,000,000	BBB+	Baa1
$ 30,000,000	BBB	Baa2
$ 20,000,000	BBB-	Baa3
$ -	Below BBB-	Below Baa3

Integrys

Threshold	S&P	Moody's
$ 20,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ 1,000,000	BBB-	Baa3
$ -	Below BBB-	Below Baa3

Sempra Energy

Threshold	S&P	Moody's
$ 20,000,000	A or above	A2 or above
$ 20,000,000	A- to A+	A3
$ 15,000,000	BBB+	Baa1
$ 10,000,000	BBB	Baa2
$ -	BBB- or lower	Baa3 or lower

Conectiv

Threshold	S&P	Moody's
Unspecified *	Above BBB+	Above Baa3
$ -	Below BBB-	Below Baa3

*** Conectiv does not have a defined credit threshold, so for planning purposes, a $10,000,000 threshold is imposed as a conservative limit**

Macquarie Cook Power

Threshold	S&P	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

FPL Energy

Threshold	S&P	Moody's
$ 30,000,000	AAA	Aaa
$ 25,000,000	AA- to AA+	Aa3 to Aa1
$ 20,000,000	A- to A+	A3 to A1
$ 15,000,000	BBB+	Baa1
$ 10,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Deutsche Bank

Threshold	S&P	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Barclays Bank

Threshold	S&P	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Credit Thresholds from the Counterparty Extended to Dover

Constellation Energy

Threshold	Fitch	Moody's
$ 40,000,000	AA- or Above	Aa3 or above
$ 30,000,000	A+	A1
$ 20,000,000	A	A2
$ 10,000,000	A-	A3
$ -	BBB or below	Baa1 or below

Integrys

Threshold	Fitch	Moody's
$ 20,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ 1,000,000	BBB-	Baa3
$ -	Below BBB-	Below Baa3

Sempra Energy

Threshold	Fitch	Moody's
$ 27,000,000	A- or above	A3 or above
$ 5,000,000	BBB+	Baa1
$ 1,000,000	BBB	Baa2
$ -	BBB- or lower	Baa3 or lower

Conectiv

Threshold	Fitch	Moody's
Unspecified *	Above BBB+	Above Baa3
$ -	Below BBB-	Below Baa3

***Conectiv does not have a defined credit threshold, so for planning purposes, a $10,000,000 threshold is imposed as a conservative limit**

Macquarie Cook Power

Threshold	Fitch	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	AA3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

FPL Energy

Threshold	Fitch	Moody's
$ 23,000,000	AAA	Aaa
$ 18,000,000	AA- to AA+	AA3 to Aa1
$ 13,000,000	A- to A+	A3 to A1
$ 8,000,000	BBB+	Baa1
$ 3,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

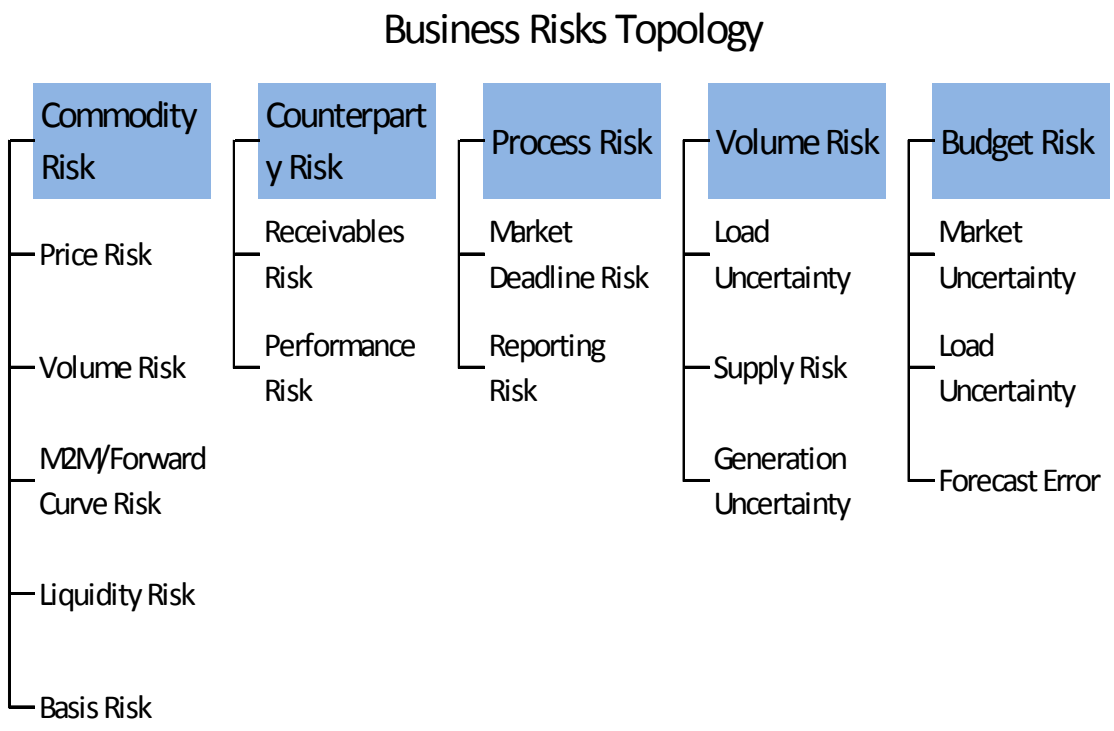
Deutsche Bank

Threshold	Fitch	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	AA3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Barclays Bank

Threshold	Fitch	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	AA3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

APPENDIX C – Business Risks



APPENDIX D – Glossary

Back Office – That part of a trading organization which handles transaction accounting, confirmations, management reporting, and working capital management.

Bilateral Transaction - Any physical or financial transaction between two counterparties, neither of whom is an Exchange or market entity (e.g. MISO).

Capacity – The real power output rating of a generator or system, typically in megawatts, measured on an instantaneous basis.

Commodity - A basic good used in commerce that is interchangeable with other commodities of the same type. Commodities are most often used as inputs in the production of other goods or services. The quality of a given commodity may differ slightly, but it is essentially uniform across producers. When they are traded on an exchange, commodities must also meet specified minimum standards, also known as a basis grade.

Financial Bilateral Transaction – A Bilateral Transaction that is non-physical and is defined by a Source Point, Sink Point, and Delivery Point that may be any CP Nodes as specified by the Midwest ISO.

Financial Forward – An agreement regarding a position in a specified commodity, a specified price, and a specified future settlement date, that does not result in physical delivery of the commodity. Rather one party in the agreement makes a payment to the other party on the basis of the commodity price at the future date.

Front Office – That part of a trading organization which solicits customer business, services existing customers, executes trades and ensures the physical delivery of commodities.

Hedging Transaction - A transaction designed to reduce the exposure of a specific outstanding position or portfolio; "fully hedged" equates to complete elimination of the targeted risk and "partially hedged" implies a risk reduction of less than 100%.

Mark-to-Market Value – A measure of the current value of unrealized positions; includes both Open Positions and Closed Positions.

Middle Office – That part of a trading organization that measures and reports on market risks, develops risk management policies and monitors compliance with those

policies, manages contract administration and credit, and keeps management and the Board informed on risk management issues.

Policy – Dover's Governing Policy for Energy Commodity Risk, as amended and approved by The Utility Committee.

Portfolio – A collection of transactions.

Realized Gains/(Losses) – The amount earned (or lost) from a transaction , considered to be **realized** once the time for performance has lapsed (e.g. delivery of power in the case of physical transactions or expiration of an option in the case of financial transactions).

Term – The total duration of a contract, defined as the number of days between the beginning flow date and ending flow date, inclusive.

Unrealized Gains/ (Losses) – The amount expected to earn (lose) on a specific transaction(s); however, the time for performance has not lapsed. The total value of Unrealized Gains/ (Losses) is the Mark-to-Market value.

APPENDIX D – Swap Transaction Representative

Purpose:
To ensure that the City of Dover, a Special Entity under the Dodd-Frank Financial Reform Act, selects a qualified representative ("Representative") to provide advice and guidance when entering into swap transactions with Swap Dealers or Major Swap Participants.

Definitions:
Special Entity: As defined in 7 U.S.C. 6s(h)(2)(C) and further interpreted in 17 C.F.R. 23.401(c). The City of Dover is a Special Entity as defined by 17 C.F.R. 23.401(c)(2).

Swap Dealer: As defined in 7 U.S.C. 1a(49) and further interpreted in 17 C.F.R. 1.3(ggg)

Major Swap Participant: As defined in 7 U.S.C. 1a(33) and further interpreted in 17 C.F.R. 1.3(hhh)

Representative: As defined in this policy and 17 C.F.R. 23.450

Policy:
Selection: The City of Dover shall endeavor to seek and employ an individual or entity that will voluntarily act as a Representative for all energy commodity swap transactions between XXXX and any Swap Dealer or Major Swap Participant. The Representative must meet the following qualifications identified in 17 C.F.R. 23.450(b):

(i) Has sufficient knowledge to evaluate the transaction and risks;
(ii) Is not subject to a statutory disqualification;
(iii) Is independent of the swap dealer or major swap participant;
(iv) Undertakes a duty to act in the best interests of the Special Entity it represents;
(v) Makes appropriate and timely disclosures to the Special Entity;
(vi) Evaluates, consistent with any guidelines provided by the Special Entity, fair pricing and the appropriateness of the swap; and
(vii) In the case of a Special Entity as defined in § 23.401(c)(2) or (4), is subject to restrictions on certain political contributions imposed by the Commission, the Securities and Exchange Commission, or a self-regulatory organization subject to the jurisdiction of the Commission or the Securities and Exchange Commission; provided however, that this paragraph (b)(1)(vii) of this section shall not apply if the representative is an employee of the Special Entity.

The Representative and the City of Dover shall enter into a legal agreement that binds the Representative to comply with items (i) through (vii) in this policy.

At no longer than any 12 month interval, the City of Dover shall review the performance of the Representative to ensure compliance with items (i) through (vii) in this policy.

CITY OF DOVER
REVENUE POLICY
EXTRA DUTY / VOLUNTARY OVERTIME

I. POLICY

The City of Dover Police Department recognizes the need for individuals and businesses to have the services of police officers for special events or other functions that would not be part of routine patrol. The Department will ensure that these needs are met by permitting officers to work for these employers in their capacity as Dover Police Officers. Additionally, the Department shall seek to secure grant funding to compensate officers for voluntary patrols in and around specific areas of the city, supplementing the normal activities of the Department.

II. PURPOSE

It is the purpose of this document to outline the extra duty billing rates and procedures to our customers and granting agencies.

III. RESPONSIBILITIES

The Special Enforcement Unit Commander will be the Extra Duty Coordinator and will assign clerical support as well.

The Extra Duty Coordinator shall be responsible for ensuring that all requests conform to this Procedural Notice, City ordinances, and to oversee compliance with departmental regulations.

The Chief of Police will determine if an extra duty request is a “must fill” position, due to safety concerns to the public or to police. When this occurs, and no one has volunteered to work the position, the Extra Duty Coordinator will be responsible for assigning this extra duty job to an officer.

The Extra Duty Coordinator will be responsible for determining the adequate number of officers to staff an event.

In cases where the staffing was underestimated the on-site supervisor or working shift commander, at an event may, at his discretion, notify the employer and the extra duty coordinator that additional officers are needed. Regardless of whether or not the employer was able to be notified, the on-site supervisor may call in additional officers and the employer will be billed accordingly.

Examples of “Special Events” requiring extra duty assignments include, but are not limited to, events:

1. That require a City of Dover permit
2. Involve temporary road closures
3. Require right of way closures
4. Bicycle or foot races or walks
5. Active traffic control- where an officer is actively/physically engaged in directing vehicular or pedestrian traffic
6. Other special events

IV. REQUESTS FOR EXTRA DUTY OFFICERS

Any individual or private firm may request extra duty officers for work within the city limits of Dover. Requests must be received between the hours of 8:00 am and 4:00 pm Monday through Friday and can be mailed, emailed, faxed or brought in person to the Dover Police Department. Applications must be received seven (7) days before the event. Any requests made less than seven (7) days in advance are only processed with the understanding that the assignment may not be filled. These requests will be directed to the Extra Duty Coordinator, who will ensure that the requesting party understands the payment and cancellation procedures.

The Extra Duty Coordinator will try to accommodate any schedule requests made by the employer if made within one hour prior to the time of the event.

It shall be the responsibility of the Extra Duty Coordinator to review all requests and the work required. The extra duty request will be denied if:

A. The employment is prohibited by State Law, City Ordinance, or Dover Police Department Rules & Regulations.

B. The employment presents a potential risk of injury due to the lack of officers being requested for the assignment.

C. The request requires the officer to act in any capacity other than a law enforcement official.

D. The final determination of whether a permit is approved rests with the Extra Duty Coordinator. While efforts will be made to comply with the assignment duties as defined by the business representatives, the Dover Police Department maintains exclusive rights in determining the number of officers required in order to maintain a safe environment for all and dictate placement and duties.

E. On occasion, specific staffing levels and officer placement are influenced by City of Dover Ordinances and unique circumstances identified by the City of Dover Council regarding zoning approval for individual establishments and land parcels.

F. Major re-occurring special events within the City of Dover may involve more defined and detailed staffing and planning processes that may be outlined in a memorandum of understanding at the discretion of the Chief of Police or his designee.

   Any separate agreements must adhere to the requirements of the Extra Duty Revenue/Voluntary Overtime Policy and all other City of Dover personnel and financial policies and procedures as promulgated by the City Council, City Manager, or Controller Treasurer.

V. PAYMENT METHODS

Billing and processing for all extra duty accounts will be handled in accordance with current City of Dover finance policies.

A. Non-Recurring permits

Employers who are using the extra duty services one time, or are determined by the Extra Duty Coordinator as a high risk customer, must pay for services before the assignment commences.

Officers can work additional hours with permission granted by the shift commander or extra duty coordinator. If this should occur, the extra duty employer must pay the additional charges on the next business day to the Extra Duty Coordinator. To prevent this, the employer may pay for extra hours and if unused, will be reimbursed.

No officer is allowed to accept monies from an extra duty employer.

B. City Sponsored Events

The cost of police personnel to maintain safety for the actual event, those officers assigned to traffic and/or crowd control, will be absorbed by the City of Dover.

City sponsored events will be staffed by officers scheduled during the hours of the event. For events that required additional staffing levels, regular overtime will be scheduled and paid to those officers that actually work overtime.

C. Extra Duty for Non City Sponsored Events

The Extra Duty Coordinator will schedule officers to work non-city sponsored events. The expense associated with this extra duty will be the responsibility of the event organizers. The Coordinator may also arrange for additional requests for police services, such as money escorts or overnight security.

VI. REPORTING PROCEDURES

The officer may elect to go directly to the job site and report to the point of contact identified on the assignment worksheet. That contact (or his/her designee) will be responsible for completing the time-on-duty and time-off-duty sections, along with the Extra Duty Employer section of the assignment worksheet. If the officer elects to do this, he/she must contact the on-duty Shift Supervisor by telephone to be input into the CAD system.

VII. FAILURE TO APPEAR FOR EXTRA DUTY

An employer, upon realizing that the officer failed to appear, should notify the extra duty coordinator at (302)- 736-7145 immediately and also call the on duty shift commander at (302)736-7111.

VIII. CANCELLATIONS OF EXTRA DUTY

A. Extra duty assignments will not be canceled less than one hour prior to the scheduled start time, except as authorized by a Unit or Division Commander, during regular duty hours, or after regular duty hours, the On-Call Lieutenant.

B. In the case of a departmental need or community emergency, the Chief of Police or designee may cancel any extra duties assignments. The extra duty officers would then be immediately available for service to the department.

IX. PROCEDURE FOR CANCELLATIONS OF EXTRA DUTY ASSIGNMENTS NOTIFICATIONS

A. Cancellations by the extra duty employer should be made at least one hour before the time the assignment is scheduled to begin. If cancellation is made in less than an hour (with the exception of a natural disaster) the customer will be charged and the assigned officers will be paid a minimum of 3 hours as per the FOP Union contract. When an extra duty assignment is canceled by an extra duty employer the following procedure will be followed:

1. The person who receives the cancellation notice will document in the extra duty book, the date and time the cancellation call was received, and they will initial next to this entry.

2. The person will then notify the officer who had signed up for the extra duty assignment.

    a. This notification will be by leaving the officer a voice mail message stating the particular extra duty assignment was canceled.

    b. If the cancellation notice was received after normal working hours and the assignment is for the next business day the person receiving the notification will comply with the above steps but they will also attempt to contact the officer at the officer's residence.

3. The person's initials next to the entry will signify that his person did in fact notify the officer.

B. When an extra duty assignment is canceled for inclement weather the following procedure will be followed:

1. The officer who has signed up for the extra duty assignment will be responsible for contacting the On Duty Supervisor at least one (1) hour prior to the start of the extra duty assignment. The On Duty Supervisor will make the determination if an extra duty assignment will be canceled due to inclement weather at this time.

2. If extra duty assignments are going to be canceled due to inclement weather in advance of the assignment, the officer making the decision to cancel the assignment will ensure that the officers are notified in advance if possible. (i.e.: leaving the officer a message at his residence if possible, if not then a voice mail message)

3. Officers are required to check their voicemail one (1) hour prior to the scheduled start time of all assignments unless notified previously.

C. A phone message will be left for the Extra Duty Coordinator advising of the cancellation and that the officer(s) were in fact notified.

D. Some extra duty assignments will be canceled regularly due to inclement weather where others such as grant-related extra duty assignments are generally not canceled for inclement weather, unless such weather is severe. Officers are expected to be prepared to adapt to existing weather conditions.

X. DISCONTINUATION OF SERVICE

If the Chief of Police or his designee or the Extra Duty Coordinator, determines that it is in the best interest of the department to discontinue an extra duty service, the customer employer will be immediately notified.

XI. BILLING POLICY

A. Billing rates for Fiscal Year 2015 are as indicated in Attachment 4.

B. Officers pay rates for extra duty assignments, regardless of type, are governed by the Collective Bargaining Agreement.

C. The City of Dover will pay the officers wages as well as pay for worker's compensation and general liability insurance, administrative resource costs, automobile fuel, maintenance and insurance. An overhead rate is added to the contractual Extra Duty rate to cover this cost.

D. Officers working an extra-duty assignment will be paid a 3-hour minimum. If the assignment is not canceled according to policy, or if the officer is released from the assignment less than 3 hours from the start time, he/she will receive three (3) hours pay at the extra duty rate.

E. If an officer is late to the assignment for any reason, the officer will be paid only for actual hours worked.

F. Officers are held strictly accountable for their extra duty assignment worksheets, as this is the source document by which officers are paid. The customer or designee must sign the worksheet upon completion of the assignment. For large assignments, the customer must sign the master worksheet that covers all the officers on that assignment. Officers will be compensated for extra duty assignments during the pay period in which the worksheet is submitted to payroll.

G. If an officer must work additional hours on an extra duty assignment, the customer is responsible for payment of the additional costs, as long as the overage is due to the extra duty assignment and is necessary.

H. At the conclusion of the extra duty assignment, the officer should place the assignment worksheet in the payroll mailbox, but no later than the officer's next scheduled workday.

Loss of an extra duty assignment worksheet may result in a delay of payment to the officer, or may cause the officer to forfeit pay. Reproduction of assignment worksheets

may be done with the approval of the Extra Duty Coordinator. The officer will have sole responsibility for obtaining the proper signatures/dates/times. All employees working extra duty are required to submit accurate assignment worksheets. The accuracy of these assignment sheets is critical in ensuring appropriate employee compensation. The employee's signature must match the printed name of the employee assigned the duty. The editing of extra duty worksheets by the employee is permitted for the purpose of adding accurate information.

G. Any officer who falsifies any portion of the extra duty assignment worksheet will be subject to discipline under General Order 26, Code of Conduct.

XII. WORKERS' COMPENSATION/LIABILITY

The City of Dover is self- insured for general liability and statutory workers' compensation coverage. Police officers assigned to extra duty work are afforded workers compensation coverage.

XIII. EFFECTIVE DATE

This Procedure shall become effective upon adoption of City Council. Rates will be reviewed on an annual basis and revised upon Council approval during the adoption of the annual budget.

Attachment 1

NOTICE TO CUSTOMERS

The officers are at all times subject to the policies and procedures of the City of Dover and the rules and regulations governing employees of the Dover Police Department (DPD). A customer has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer. Those duties never supersede DPD policy or procedures and employers of the extra duty officers should so be advised. Extra duty officers remain under the exclusive control of the department and accountable for strict adherence to departmental rules and regulations. Any conflicting rules of employers of extra duty officers will be disregarded. The officer shall refuse to perform any duties deemed to be in conflict with the guidelines established by the Dover Police Department. As determined by the Department, officers may be recalled from extra duty to on-duty status.

This permit is for Law Enforcement work only and does not exempt customers from obtaining other necessary permits for this event.

The City of Dover Police Department is NOT obligated to provide extra duty services. A permit will not be issued to any person, firm, or organization whose offices, members, business, or operations are questionable or for any event of a potentially compromising nature.

Dover Police Department officers are NOT permitted to receive cash from customers for any reason whatsoever.

The undersigned customer agrees, individually and on behalf of the named applicant, to promptly pay for extra duty services rendered. Further, the undersigned agrees, individually and on behalf of the named applicant to pay all costs, expenses and attorney's fees incurred in the collection of any sums due hereunder.

Paul M. Bernat.
Chief of Police

I have read and understand the "Extra Duty Conditions of Permit" and "Notice to Customers"

_____

Customer-Individually and as Authorized Representative Date

_____

Federal ID

Attachment 2

DOVER POLICE DEPARTMENT
BILLING INFORMATION FORM

TO: DEPARTMENT OF FINANCE

FROM: Dover Police Department **Date:** 6/4/14

THIS SECTION TO BE COMPLETED BY THE FINANCE DEPARTMENT	**PLEASE BILL AS FOLLOWS**		
	TYPE OF ACCOUNT	**CODE**	**ACCOUNT NUMBER**

THIS SECTION TO BE COMPLETED BY THE OPERATING DEPARTMENT

VENDOR: _____

WORK DONE ON: _____

LOCATION: As Requested

DESCRIPTION OF WORK DONE: Police services

 # HOURS: _____

DETAIL OF CHARGES

LABOR: _____

OVERHEAD: _____

VEHICLE: _____

TOTAL BILL: _____

MANUAL PAYMENT INTRUCTIONS: Take this invoice to the City of Dover Customer Services Department located at 5 East Reed Street, Dover DE 19901. *Only cash, money order or certified funds payments will be accepted*.

_____
AUTHORIZED SIGNATURE

FINANCE DEPARTMENT

RECEIVED BY _____ **RECEIVED ON** _____

KEYED BY _____ **VERIFIED BY** _____

Attachment 3

Dover Police Department Extra Duty Request Form

Type of Event: _____

Number of people attending: _____

Location of event: _____

Dates & Times Requested: _____

Billing Information:

Name: _____

Address: _____

Phone #'s: Cell #_____ Work #_____

Contact person at the event: _____

Contact person cell #: _____

Person(s) requesting officer(s): _____

Signature of requesting person: _____

The responsible party will be charged a 3-hour minimum (per officer) if the assignment is not canceled one (1) hour before the assigned start time. If the officer(s) are released from the assignment less than three (3) hours from the start time, he/she will receive three (3) hours pay. To cancel an assignment, dial (302) 736-7111.

Official use only, does not write below

Number of officers assigned: _____

Times officers assigned: _____to_____

Approved: _____

Return this form or fax it to: Special Enforcement Unit Commander.
Fax # (302) 672-1842, any additional questions, dial (302) 736-7145

Attachment 4

City of Dover			
Officer Extra Duty Billing Rates for Grant Related Events			
	Officer		
	Billing		
Rank	Rate		
Patrolman	$42.00		
Patrolman 1st Class	$51.00		
Corporal	$55.00		
Master Corporal	$65.00		
Sergeant	$72.00		
Lieutenant	$78.00		
Captain	$85.00		
Officer Extra Duty Billing Rates for Office of Highway Safety Grants			
Federal Approved Rate			$50.00

City of Dover			
Officer Extra Duty Billing Rates for Special Events (Spectator's over 5,000)			
	Officer		Total
	Billing	Overhead	Hourly
Rank	Rate	Rate	Rate
Special Event Rate	$57.00	$2.00	$59.00

City of Dover			
Officer Extra Duty Billing Rates for Non-Special Events			
	Officer		Total
	Billing	Overhead	Hourly
Rank	Rate	Rate	Rate
Extra Duty Rate	$57.00	$6.00	$63.00
Vehicles Actively Used on Extra Duty Jobs - Hourly Rate			$ 16.25

STATE OF DELAWARE

OFFICE OF THE GOVERNOR

TRIBUTE

Be it hereby known to all that
Jack Markell, Governor of the State of Delaware,
extends sincere appreciation to

City of Dover

The Governor's Council on Health Promotion and Disease Prevention and the Delaware Coalition for Healthy Eating and Active Living are proud to recognize the City of Dover at the ***Bronze Level*** *for the 2014 Recognition for Community Health Promotion Program. The Bronze level recognizes significant progress to improve the overall health of respective community members. They are to be praised for their efforts to take a prevention-driven approach to health by supporting policies and environmental changes that promote programs to improve physical activity, nutrition/healthy eating, tobacco-free lifestyles, and healthy environments; and which promote healthy lifestyles and integration of the needs of individuals with limited mobility and disabilities in neighborhoods, schools, and workplaces. Their work addresses community economic development, environmental sustainability, and neighborhood safety: key factors in promoting healthy communities. They have demonstrated the ability to work with community-based organizations and residents to translate their vision for healthy communities into visible, concrete changes — and ultimately, healthier neighborhoods.*

Awarded this 20th day of May, 2014.

Jack Markell
Jack Markell
Governor

Sandra G. Hassink MD
Sandra G. Hassink, MD, MPH, FAAP
Chair
Council on Health Promotion and Disease Prevention

14-0273
Number

PROCLAMATION

WHEREAS, *Dover High School, 1 Pat Lynn Drive, has served as an educational landmark in our community since it first opened in 1965, producing over 16,000 graduates between its opening in 1965 through its last commencement in 2014; and*

WHEREAS, *the doors of the present Dover High School will be forever closed and the building will soon be demolished as the community looks forward with anticipation to the completion of a new Dover High School on Route 8, which will welcome students in August 2014; and*

WHEREAS, *to mark this transition, an event planning team, in conjunction with the Capital School District, the Dover High Alumni Association, the City of Dover, and countless sponsors, is planning a four-day celebration, designated as "Coming Home", at Dover High School and surrounding venues from June 12 to June 15, 2014, to allow those with a shared history and fond memories of the school to say their goodbyes; and*

WHEREAS, *this reunion will be commemorated by numerous events including, among others, music on The Green, a golf fundraiser to directly benefit students of the Capital School District, multi-year mini reunions, sporting and family events, a final walk down memory lane through the halls of Dover High School, one "last dance" at the school, a memorial service and tribute to students, staff, and alumni who have passed, and a "Passing of the Torch" to the new generation of Dover High School students; and*

WHEREAS, *all of those with ties to Dover High School, as well as its precursors which were located at the present day Central Middle and William Henry Middle Schools, are invited to participate.*

NOW, THEREFORE, I, DAVID L. BONAR, VICE-MAYOR OF THE CITY OF DOVER, DELAWARE *do hereby proclaim June 12-15, 2014 as* ***DOVER HIGH SCHOOL "COMING HOME" WEEKEND*** *and encourage former Dover High School students, staff, family, and friends to gather to renew relationships, share memories, and celebrate the rich history of Dover High School.*

David L. Bonar
Council President/Vice-Mayor
Acting

PROCLAMATION

***WHEREAS**, the first official flag of the United States was adopted by the Second Constitutional Congress on June 14, 1777 and on August 3, 1949, Congress designated June 14th of each year as "National Flag Day" and requested that the President issue an annual proclamation calling for its observance; and*

***WHEREAS,** on June 9, 1966 Congress requested that the President designate the week in which June 14th occurs as "National Flag Week" and call upon citizens to display the flag during that week; and*

***WHEREAS**, on December 8, 1982, the National Flag Day Foundation was chartered to conduct educational programs and to encourage all Americans to pause for the Pledge of Allegiance on Flag Day; and*

***WHEREAS**, Flag Day celebrates our nation's symbol of unity, devotion to freedom, and the equal rights of all.*

***NOW, THEREFORE, I, DAVID L. BONAR, VICE-MAYOR OF THE CITY OF DOVER, DELAWARE** do hereby proclaim June 14, 2014 as **FLAG DAY** and the week of June 8-14, 2014 as **FLAG WEEK** in the City of Dover and urge all residents to pause for the Pledge of Allegiance in honor of the Flag of the United States of America and to proudly display the flag in recognition of the beacon of hope that it has become for our country and for people all over the world.*

DAVID L. BONAR
Council President/Vice-Mayor, Acting

NOTICE OF PUBLIC HEARING

The City of Dover Council will hold a public hearing on Monday, June 9, 2014 at 7:30 PM in the Council Chambers of Dover City Hall to consider adoption of the following proposed Electric Fund budgets for the fiscal year beginning July 1, 2014 to June 30, 2015. The following budgets have been submitted to the Mayor and Council for their review and consideration and the amounts are subject to change. Reference copies of the proposed budget are available at the Dover Public Library, Weyandt Hall (5 East Reed Street), and the City Clerk's Office.

ELECTRIC REVENUE FUND

BEGINNING BALANCE	**$**	**9,253,600**
REVENUE		
DIRECT SALES TO CUSTOMER		78,043,000
UTILITY TAX		1,296,900
MISCELLANEOUS REVENUE		624,600
RENT REVENUE		200,000
GREEN ENERGY		130,000
INTEREST EARNINGS		12,000
TOTAL REVENUES		**80,306,500**
TOTAL REVENUES AND BEGINNING BALANCE	**$**	**89,560,100**

EXPENSES		
POWER SUPPLY	$	21,823,000
SOLAR ENERGY		2,067,600
SOLAR RENEWAL ENERGY CREDITS		378,600
POWER SUPPLY MANAGEMENT		996,000
PJM CHARGES - ENERGY		11,499,800
PJM CHARGES - TRANSMISSION & FEES		7,234,100
CAPACITY CHARGES		9,958,900
POWER SUPPLY SUBTOTAL		**53,958,000**
PLANT OPERATIONS		6,141,100
GENERATIONS FUELS		1,611,100
PJM SPOT MARKET ENERGY		(2,232,800)
PJM CREDITS		(486,700)
CAPACITY CREDITS		(8,881,500)
GENERATION SUBTOTAL		**(3,848,800)**
POWER SUPPLY & GENERATION TOTAL		**50,109,200**
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION		4,028,700
ELECTRICAL ENGINEERING		1,370,900
ADMINISTRATION		636,600
METER READING		267,600
SYSTEMS OPERATIONS		686,300
DIRECT EXPENDITURE SUBTOTALS		**6,990,100**
OTHER EXPENSES:		
UTILITY TAX		1,296,900
ALLOW FOR UNCOLLECTIBLES		200,000
CONTRACTUAL SERVICES - RFP'S		100,000
RETIREES HEALTH CARE		513,300
OTHER EMPLOYMENT EXPENSES		54,200
OPEB UNFUNDED LIABILITY		1,009,800
GREEN ENERGY PAYMENT TO DEMEC		130,000
INTRAFUND SERVICE FEES		3,640,600
INTEREST ON DEPOSITS		20,000
INVENTORY WRITE OFFS		175,000
DEBT SERVICE		3,297,000
OTHER EXPENSES SUBTOTAL		**10,436,800**
TRANSFER TO		
IMPROVEMENT & EXTENSION		4,750,000
GENERAL FUND		8,000,000
TRANSFER TO SUBTOTAL		**12,750,000**
TOTAL EXPENSES		**80,286,100**
BUDGET BALANCE		**9,274,000**
TOTAL EXPENDITURES AND BUDGET BALANCE	**$**	**89,560,100**

IMPROVEMENT & EXTENSION FUND

BEGINNING BALANCE	**$**	**3,362,200**
RECEIPTS		
INTEREST EARNINGS		24,800
GENERAL SERVICE BILLING		250,000
TRANSFER FROM ELECTRIC		4,750,000
TOTAL RECEIPTS		**5,024,800**
TOTAL RECEIPTS AND BEGINNING BALANCE	**$**	**8,387,000**
EXPENSES		
ELECTRIC GENERATION		2,240,000
TRANSMISSION AND DISTRIBUTION		1,033,000
ELECTRICAL ENGINEERING		1,663,100
TOTAL EXPENSES		**4,936,100**
BUDGET BALANCE		**3,450,900**
TOTAL EXPENSES AND BUDGET BALANCE	**$**	**8,387,000**

Office of City Assessor

June 9, 2014

Board of Assessment Appeals

May 27, 2014

The Board of Assessment Appeals was brought to order by Chairman Garfinkel. Board Members present were: Chairman William Garfinkel, James Welsh, and Tom Burns. Staff present was City Assessor Cheryl Russell and Administrative Assistant Annette Hart.

Exemptions

2.A.1 Village of Cannon Mill HOA Inc.

Location: Open Spaces – Village of Cannon Mill

BACKGROUND AND ANALYSIS

These parcels fall under State Statute 9 Del. C. §8110 Civic organizations owning parkland.

EXEMPTION REQUEST

ED05-076.03-01-92.00	$132,900
ED05-076.03-01-93.00	42,400
ED05-076.03-01-94.00	57,300
ED05-076.03-01-95.00	34,600
ED05-076.03-01-96.00	72,300
ED05-076.03-01-99.00	135,500
ED05-076.03-03-38.00	293,300
ED05-076.03-03-39.00	223,000
	$991,300

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

Mr. Ashburn was present for the hearing.

He explained to the board that the HOA had been recently activated and is asking for the tax exempt status for the open spaces in the development.

Chairman Garfinkel asked Mr. Ashburn to clarify what he means by open space, he wanted to make sure that these were non buildable lots.
Mr. Ashburn assured the board that these lots would never be built on.

Mr. Burns asked if Mr. Ashburn had just recently bought 18 lots in the development.
Mr. Ashburn concurred and went on to explain that he was not able to build on these lots until he took responsibility of the storm ponds which is why the HOA was activated.

Chairman Garfinkel closed the hearing and opened for discussion.

Mr. Welsh made the motion to accept the request for exemption, which was seconded by Mr. Burns.

Motion carried 3-0.

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

2. A.1. Rector Wardens & Vestryman of Christ Episcopal Church

Location: 509 S. State Street

BACKGROUND AND ANALYSIS

An appeal form was submitted to the Assessor's Office.

This property was purchased by the church in April 2012.

The property is surrounded by other property owned by the church that is exempt from City of Dover taxes.

This property is exempt from Kent County Taxes.

Exemption Request

$48,700

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

Mr. Emerson, who is a member of the Vestryman of Christ Episcopal Church, was present for the hearing.

Mr. Emerson explained to the board that the church purchased this property to make it part of the church yard. He stated that the church would like to use the property simply as an extension of the church yard and use the property for events like picnics after church. Mr. Emerson told the board that the May Pole dance used to be held on that property and is hoping that one day it will be held there once more.

Chairman Garfinkel asked the City Assessor if she would like to add something, at which time Ms. Russell told the board that the City recommends the exemption be granted.

Mr. Burns suggested that the church look into combining this parcel with the parcel the church is constructed on.

Mr. Welsh made the motion to approve the exemption, which was seconded by Mr. Burns.

Motion carried 3-0.

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

2. C. 2. Central Habitat for Humanity

Location: 41 S Queen Street
70 Mifflin Road
511 Schooner Way

BACKGROUND AND ANALYSIS

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

This property is being renovated for a low-income family to provide an affordable mortgage. Once this property is complete and the ownership is transferred, the property will be added back to the tax rolls. (As a supplemental billing)

EXEMPTION REQUEST

$ 23,200
$ 67,400
$135,200

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

Mrs. Tice, Executive Director, was present for the hearing.

Mrs. Tice told the board that the organization has been serving Kent County for the past 24 years and has helped 36 families find a home. The organization helps low income, hardworking

people. She explained that the owners do pay a mortgage which is offered by Habitat for Humanity at a 0% interest. The organization has built 17 homes within the City of Dover.

Chairman Garfinkel asked the Assessor what the city's recommendation is, at which time the Assessor stated that the City recommends the exemption be approved. Ms. Russell also pointed out that these properties will go back on the tax roll once they have been purchased by the new owners.

Chairman Garfinkel asked about the plans for 511 Schooner Way.

Mrs. Tice explained that the property will need some external as well as internal renovations and hopes to sell 511 Schooner Way and 70 Mifflin in 2015.

42 S Queen will be put in a Land Bank, according to Mrs. Tice, which means that the property will be held on until the surrounding are improved or more properties can be purchased by the organization which are located within the same neighborhood. She stated that it will be more than likely 2016 by the time they will be able to sell this property.

Mr. Burns made the motion to approve the exempt request for all of the three (3) properties, which was seconded by Mr. Welsh.

Motion carried 3-0.

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

2. D.1. YMCA

Location: 825 Kenton Road

BACKGROUND AND ANALYSIS

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

This parcel falls under State Statute 9 Del. C. §8106 Specific organizations and purposes.

This property was purchased by the YMCA from the Kent Swimming Club. The property was exempt from property taxes at the time of purchase (July 1, 2013) and has not been placed back on the tax rolls.

Exemption Request:

$1,496,000

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

Mr. Jaywork, attorney and representative of the YMCA as well as Mr. Kelley, Chief Operating Officer, were present for the hearing.

Mr. Jaywork went over the packet submitted to the city which included the 501C3, the deed, and papers of Incorporation. He stated that the YMCA is a Non-Profit Organization.

Mr. Kelley told the board that the pool opened this weekend and that they had a great turn out.

Chairman Garfinkel asked the Assessor if she had to add anything, at which time Ms. Russell told the board that the City recommends approval of the exemption.

Mr. Burns asked how the YMCA swimming pool membership is different from the Maple Dale membership.

Mr. Kelley explained that you may become a member of the YMCA just for the summer months and be able to use the YMCA as well as the pool on Kenton Road. The YMCA also offers financial help for those who cannot afford a membership at the YMCA.

Mr. Burns asked if most of the property was considered Wet Lands.

Mr. Kelley concurred that some of the property is considered Wet Lands which will benefit the usage of the property, as the YMCA is looking to have a Day Camp at the location and will add trails where the children may explore.

Mr. Burns asked if most of the property was considered Wet Lands and if therefore the property could not be developed.

Mr. Jaywork and Mr. Kelley assured Mr. Burns that the Wet Land could not be built on.

Mr. Burns made the motion to accept the exempt request, which was seconded by Mr. Welsh

Motion carried 3-0

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

1. E.1 Bible Church of God Inc.

Location: 1202-1204 White Oak Road
Land – Spruance Road

BACKGROUND AND ANALYSIS

An appeal form was submitted to the Assessor's Office.

Kent County records indicate that this property is Exempt from Kent County Taxes.

Property is being used as a worshiping facility.

EXEMPTION REQUEST

$192,300
$ 4,200

Pastor Miller, as well as the Secretary of the Church, was present for the hearing.

The pastor told the board that the vacant land was used for church parking. He also mentioned that the church has been in place for approximately seven (7) years and that the County has already granted them the tax exemption.

Mr. Burns suggested that the church look into combining the two parcels into one.

Mr. Welsh made the motion to accept the request for exemption for both parcels which was seconded by Mr. Burns.

Motion carried 3-0.

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

Meeting was adjourned at 2:38 P.M.

Board of Assessment Appeals

May 28, 2014

The Board of Assessment Appeals was brought to order by Chairman Garfinkel. Board Members present were: Chairman William Garfinkel, James Welsh, and Tom Burns. Staff present was City Assessor Cheryl Russell and Administrative Assistant Annette Hart.

Agenda Additions/Deletions

Mr. Burns moved for approval of the agenda which was seconded by Mr. Welsh and unanimously carried.

Exemptions

2.A.2 The Milford Housing Development Corp.

Location: 1361-1383 Walker Road & 1357 Walker Road

BACKGROUND AND ANALYSIS

These parcels fall under State Statute 9 Del. C. §8105

Properties are exempt from Kent County Taxes as of April 2013.

These properties are currently exempt with the City of Dover. The owner was required to come back again this year for review by the Board of Assessment Appeals.

EXEMPTION REQUEST

$464,300

$515,900

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

Mr. Huxtable, Vice President, was present for the hearing.

Mr. Huxtable started by going over the organization's mission which is to provide affordable housing for families of modest income. He also told the board that the homes on Walker Road were built 18-19 years ago and were purchased by The Milford Housing Development Corporation last year in hopes to renovate and rent these units out to low income families.

Mr. Huxtable also stated that the organization is a Non- Profit organization and has the 501C3 Status. He provided the board with copies of the Exempt letter from Kent County, a copy of the

organizations 501C3 and a copy of the organization's annual report.

Mr. Huxtable told the board that the organization was granted tax credits to help with the renovation of the properties. He went on to explain that the organization has written a letter to the City Manager to discuss a possible PILOT program which could go into effect once the organization has purchased the third parcel and all three parcels have been combined into one parcel.

Mr. Burns asked if the organization is currently in other PILOT programs.

Mr. Huxtable stated that this will be the first time they engage in such a program.

Mr. Burns expressed his concern about the outside conditions of the parcel, he told Mr. Huxtable that he drove through the development the morning of the hearing and was surprised about the trash, weeds, and uncut grass.

Mr. Huxtable explained the lengthy process the organization has to go through to get the proper funding and zoning.

In Mr. Burn's opinion no funding should be needed to power wash the siding, fix windows or door screens. He pointed out that the organization, according to the annual report provided by Mr. Huxtable, has plenty of volunteers that could perform these tasks.

Mr. Huxtable assured that he will talk to the property management company regarding the conditions of the property.

Mr. Burns went on to tell Mr. Huxtable that he more than likely will be back before the Board next year, and would like to see that the organization has improved the outside conditions of the property.

Chairman Garfinkel asked about the PILOT programs with the City of Dover and Kent County, making sure that the organization is looking into that program.

Mr. Huxtable assured that they are in contact with the City of Dover as well as Kent County regarding the PILOT program.

Mr.Burns made the motion to accept the exempt request for one (1) year and the owner to contact the City of Dover Inspections Department for maintenance issues and that the owner meet with the City Manager to discuss the PILOT program with the City of Dover, which was seconded by Mr. Welsh.

Motion passed 3-0

Meeting was adjourned at 9:45 A.M.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on May 27, 2014 at 4:30 p.m. with Chairman Hutchison presiding. Members present were Mr. Dixon, Mr. Perza (arrived at 4:34), and Mr. Keller.

AGENDA ADDITIONS/DELETIONS

Mr. Dixon moved for approval of the agenda as presented, seconded by Mr. Keller and unanimously carried.

Request for Waiver of Public Street Frontage Requirement - Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section E - Lots (Dover Mall)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised the Committee that Simon Property Group, owner of the Dover Mall, L.P., was proposing to create three (3) parcels of land from the existing $149.3225^{+/-}$ acre parcel of the Dover Mall. She explained that the parcel would be subdivided into a $53.1704^{+/-}$ acre parcel, a $30.7046^{+/-}$ acre parcel, and a $65.4475^{+/-}$ acre parcel. Mrs. Townshend stated that the property is zoned SC-3 (Regional Shopping Center Zone), and a portion is subject to the SWPOZ (Source Water Protection Overlay Zone) Tier 3 – Excellent Recharge Area. The property is located on the east side of North DuPont Highway and south of but not adjacent to Rustic Lane.

Mrs. Townshend explained that, as proposed, the subdivision would create two (2) lots without frontage on a public street, which is required by the Zoning Ordinance. She stated that in the waiver request submitted by the applicant, the applicant stated that proposed Lots 1 and 2 have frontage on State Route 1; however, proposed Lot 2 does not have frontage on this route. The purpose of the requirement for frontage on a public street is to ensure access to lots created. As State Route 1 is a limited access highway where direct access is not permitted, frontage on State Route 1 was not deemed adequate to meet the requirements of the Land Subdivision Regulations.

Mrs. Townshend explained that, typically, a request for a waiver from the requirement of the subdivision is presented before the Planning Commission, who then makes a recommendation to City Council; however, due to the nature of this request, which involved street lengths and street design, the Planning Commission's recommendation was being presented to the Committee to make a recommendation to Council. Mrs. Townshend reviewed a map of the property, pointing out the location of Route 1 in relation to the Dover Mall and the proposed subdivided plots in the rear. Mrs. Townshend explained that the original request included residential zoning for Lot 1, but this portion of the request was withdrawn after a negative recommendation from the Planning Commission; therefore, zoning would be commercial only. She advised members that when the property was planned for residential use, all of the emergency services (Police Department, Fire Department, the Fire Marshal, etc.) expressed safety-related concerns about Lots 1 and 2 not having frontage. Once the residential component was removed, the Police Department and Fire Marshal retracted their concerns; however, the Fire Department continued to have concerns.

The Planning Commission recommended approval of the requested waiver subject to inclusion of the necessary easements listed in the Development Advisory Committee Report.

Mrs. Townshend explained that the Planning Commission and the Delaware Department of Transportation (DelDOT) expressed concerns about extending Rustic Lane; however, if the road were marked for emergency access only, they would agree to the extension.

Responding to Mr. Hutchison, Mrs. Townshend advised that, if approved, the application specifies that the property would be commercially based; however, she cautioned that this was based on the current zoning and if the zoning regulations change, this could potentially allow for residential use. Mrs. Townshend expressed her concern regarding that possibility; however, she also noted that only two (2) properties within the City of Dover had the same zoning classification (SC-3); therefore, if there was a proposal to make a change to that section of the zoning ordinance, this property would likely be considered in regard to its potential for residential use and the potential impact. In response to Mr. Hutchison, Mrs. Townshend said that any application for a change to the zoning ordinance to allow for residential use would be considered by the Planning Commission and Council and two (2) public hearings would be required.

Stating his feeling that he would never support residential zoning on the Dover Mall property, Mr. Hutchison asked if discussions had taken place with representatives of the Dover Mall. Responding, Mrs. Townshend advised members that she had made them aware of the City's concerns with approving the frontage waiver request, recognizing that the location is between the speedway, the highway, and the Dover Mall which would not be an ideal situation for a residential area.

In response to Mr. Keller, Mrs. Townshend advised that, presently, no plans were in place for Lots 1 and 2; however, discussions had taken place in consideration of "big box" tenants on Lot 2.

Responding to Mr. Keller, Mrs. Townshend concurred that the infrastructure required to build on the property would be massive. She noted that a determination would have to be made regarding how to provide sewer and water, as there would be no ability to tap into the private lines that serve the Mall. Access to the main line would have to be routed through the property, or off Rustic Lane. In addition, Mrs. Townshend stated that the Delaware Department of Transportation (DelDOT) had started discussions regarding a traffic impact study, noting that there was a concept to put in a service road that would connect Scarborough Road and Leipsic Road, and that the applicant may be responsible for constructing a portion of this road.

Mr. Keller expressed concerns that this proposal would involve major expenditures on the part of the State and City of Dover, questioning who would bear the burden of even the limited access road in the rear of the property. Responding, Mrs. Townshend stated that it was hoped that the State would work on this portion of the funding.

Responding to Mr. Hutchison regarding the timeframe that the property owner would have to move forward if the waiver were approved as presented, Mrs. Townshend advised that if the request were approved and the lots were recorded, the lots could be sold immediately.

Mr. Dixon expressed his disapproval, stating there were too many variables.

Mr. Perza advised members that, although he personally did not have any information regarding this particular project, his firm (May and Perza, PA) represents Simon Property Group; therefore, he indicated that he would not be taking a position on the matter at this time.

Responding to Mr. Hutchison regarding the result if the Committee denied the request, Mrs. Townshend stated that the Committee could only recommend against approving the request; the final decision would be determined by Council. Mrs. Townshend noted that without approval of the request, the applicant would not be able to subdivide the lots.

Mr. Hutchison stated that he believed the Dover Mall was good for the community and wanted to support their growth; however, he also wanted to be sure that the community is protected. Responding, Mrs. Townshend stated that the Committee also had the option of not make a recommendation either for or against approval of the waiver and to defer the decision directly to Council or to defer action until the next meeting and request that the applicant be present to answer questions.

Mr. Keller and Mr. Hutchison conveyed their preference to defer the matter until the next Committee meeting when the applicant could be present to answer questions. Mr. Keller noted that there was a lot of information to be considered and he felt it was very important to have all of the facts and details before a recommendation was made, noting the amount of money and infrastructure involved.

Mr. Keller moved to defer action on the request until the June 23, 2014 Safety Advisory and Transportation Committee meeting when the applicant can be present to answer questions. The motion was seconded by Mr. Hutchison and unanimously carried.

Mr. Hutchison moved for adjournment, seconded by Mr. Keller and unanimously carried.

Meeting adjourned at 4:48 p.m.

James L. Hutchison, Sr.
Chairman

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LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on May 27, 2014, at 6:01 p.m. with Chairman Lynn presiding. Members present were Mr. Hare (arrived at 6:29 p.m.), Mr. Slavin, and Mr. Shevock. Mr. Rushe was absent. Other members of Council present were Mr. Anderson (arrived at 6:05 p.m.), Mr. Dixon, and Mr. Hutchison (arrived at 6:09 p.m.).

AGENDA ADDITIONS/DELETIONS

Mr. Slavin moved for approval of the agenda, seconded by Mr. Shevock and unanimously carried.

Discussion - Fiscal Year 2014 Audit Program

Mrs. Donna Mitchell, Controller/Treasurer, reviewed a presentation entitled "Auditor's Responsibility for Communicating with Audit Committee." She reminded members that the Legislative, Finance, and Administration Committee had served as the City's Audit Committee during the last few years and that she typically provides a similar presentation to members each year at the commencement of the audit cycle. Mrs. Mitchell noted that the 2014 Audit Calendar was provided and included the dates that the draft and final audit report would be brought before the Committee.

Mr. Slavin moved to recommend acceptance of the Fiscal Year 2014 Audit Program, seconded by Mr. Shevock and unanimously carried.

Proposed Grant-In-Aid Policy

Mrs. Donna Mitchell, Controller/Treasurer, reminded members that, during their Regular Meeting of January 27, 2014, City Council accepted the City of Dover FY 2015 Grant-In-Aid Application and Procedures, as recommended by the Committee. She stated that, since that time, she had updated this document, which was similar to that used in the State of Delaware grant-in-aid process, to incorporate a "Policy Objective" in the Grant-in-Aid Application Instructions. Mrs. Mitchell reviewed the Policy Objective and inquired if members had any suggestions for change.

Mr. Slavin moved to recommend acceptance of the proposed Grant-In-Aid Policy *(Attachment #1)*, seconded by Mr. Shevock and unanimously carried.

Request of Dover Housing Authority for City of Dover to Serve as Responsible Entity for Environmental Reviews

Chairman Lynn advised members that a memorandum in regard to this matter from Ami Sebastian Hauer, Executive Director, Dover Housing Authority (DHA), dated May 27, 2014, ***(Attachment #2)*** had been received earlier in the day and circulated to members by email.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that, in July 2013, the DHA requested that the City of Dover serve as its Responsible Entity for Environmental Reviews in accordance with Department of Housing and Urban Development (HUD) regulations. The City Manager, City Planner, and Community Development Manager met with DHA staff several months ago to discuss a draft agreement and the expectations of the City under the draft

agreement. Based on the information presented, City staff verbally agreed that the commitment was acceptable. Following this discussion with the DHA, the City's Community Development Manager attended HUD training and discussed the responsible entity responsibilities with a HUD staff person responsible for environmental reviews. Based on the information obtained in this interaction with HUD, the City's responsibilities as the responsible entity would be far more significant than originally conveyed by the DHA.

Mrs. Townshend stated that, after discussing this matter with HUD, staff was advised that if the City of Dover did not agree to serve as the responsible entity, HUD would request that the Delaware State Housing Authority (DSHA) take on this responsibility and if the State declines, HUD would perform this role. She explained that the decision of the City not to enter into an agreement to serve as the responsible entity would not inhibit the DHA's eligibility to accept HUD funding.

Mrs. Townshend informed members that all federal funds spent are subject to the National Environmental Protection Act (NEPA), as well as other related acts, including the State Historic Preservation Act. For any project undertaken by DHA, a review would be required to determine: 1) if the scope of services is exempt from NEPA requirements, or 2) if there is a finding that must be pursued. Although most DHA projects consist of minor capital projects or minor rehabilitation of existing facilities and would be exempt, all of DHA's investment plans would have to be reviewed, not just the capital plan. Many of the maintenance projects imbedded in the operating budget could also be subject to environmental reviews. Staff determined that quite a bit of paperwork, project management, contract management, and oversight would be required and Mrs. Townshend stated that the City did not have adequate staff at this point to perform these functions. She explained that several years ago when one (1) of the planners left the Planning Department, a planner position was eliminated and the associated responsibilities were combined with the Community Development Manager position. The current Community Development Manager was now performing planning and community development work. Since the scope of the DHA's funding is much larger than that received by the City of Dover from HUD through the Community Development Block Grant (CDBG) program, the amount of responsibility in terms of environmental reviews would be exponentially greater.

Mrs. Townshend indicated that she had been advised by HUD that HUD would take responsibility for environmental reviews associated with current funding that was being held from Federal FY 2013 because there was no responsible entity in place for the DHA; therefore, the current request was for the City to serve as responsible entity beyond FY 2013.

Staff recommended that the City not agree to be the Dover Housing Authority's responsible entity for environmental reviews.

Mr. Lynn stated that, in reviewing the memo received from the DHA earlier in the day, it appeared that many of the concerns would be ameliorated because the DHA would hire a third-party entity to conduct environmental reviews and would pay for these reviews. He questioned if the concern was that many of the smaller capital projects would not need environmental review. Mrs. Townshend confirmed that this was the case and that there would be a good deal of documentation that would require review, records would need to be maintained, and staff would have to look at the exact scope

of each of DHA's projects to determine if they were exempt from the requirement for an environmental review. For example, although cleaning projects would be exempt, staff would have to determine if an environmental review would be required for projects such as painting, changing cabinets, and working with the HVAC system.

Responding to Mr. Slavin regarding the nature of activities that would be considered exempt, Mrs. Townshend stated that there would be a categorical exclusion for activities that had no environmental impact. She confirmed that these exclusions could change over time and there would be a need to develop a knowledge base regarding what had and had not been excluded in the past. Mrs. Townshend provided two (2) related memoranda, dated May 17, 2010, from HUD - Philadelphia Office ***(Attachment #3)*** regarding environmental reviews as they relate to operating funds that are in the operating budget and to public housing authorities. Mrs. Townshend advised members that even minor capital projects that come under the operating budget would have to go through the process. She stated that staff would have to expand their expertise and workload and she felt that this responsibility could not be absorbed at this point.

Mr. Shevock questioned what the City's financial exposure would be by taking on this responsibility, if the City could be responsible for possible class action suits that might arise, or if there would be a need to pay for insurance to protect the City. Responding, Mrs. Townshend stated that HUD did not anticipate that the City would end up with sanctions; however, if a related Memorandum of Understanding (MOU) were signed, the City would be taking on the legal responsibility for environmental reviews. She felt that if the City were to sign off on a large capital project and state that there was no significant impact and there was such an impact, the City could be vulnerable.

Mr. Shevock stated that environmental engineering firms perform this type of work and questioned why they would not be under contract to the DHA to complete the necessary paperwork. In response, Mrs. Townshend stated that much of the work would be contracted to an environmental firm; however, there was a requirement for a legal entity to monitor this paperwork, "make the final calls," ensure that projects are done, perform record keeping, and ensure that projects that are determined to fit the definition of a categorical exclusion actually do so. She noted that HUD staff had cited examples in the City's region where housing authorities did not provide the information needed to make the correct decision to the unit of local government as it relates to the environmental review process.

In response to Mr. Lynn regarding the resultant effect on the DHA if the City did not assume this responsibility, Mrs. Townshend stated that the DHA would continue as they are now and would have to find out if the State would take on this role. If the State chose not to do so, HUD would do this. It would not affect DHA's ability to obtain capital funds and there would be no problem with its funding in the interim while the responsible entity is determined. Mrs. Townshend stated that HUD had assured her that they were taking care of the work for the current funding of the DHA.

Mr. Slavin advised members that NEPA is supposed to be conducted by the federal agency involved and that HUD was the only federal agency he was aware of that pushes this responsibility down to the grantees. As a result, a very technical review process was being pushed to organizations that are not engineered to perform this review. In his opinion, involving the City would not be the proper

course and this should be directed back to HUD so that HUD can live up to the federal law. Mr. Slavin indicated that almost every federal agency has a federal historic preservation officer who handles this side of the NEPA process, conducts reviews, determines what falls under categorical exclusions, and makes these decisions or hires a firm to manage this.

Responding to Mr. Anderson regarding whether the subcontractor performing the work would be liable if the work was misconducted, Mrs. Townshend stated that the contractor would have culpability; however, as the government agency signing off on projects, she felt that the City would also incur some culpability if something were missed.

Mr. Anderson inquired if this process had caused a delay in the release of hundreds of thousands of dollars in funding. Mrs. Townshend stated that this was the case. She indicated that during a conference call with HUD approximately two (2) weeks ago, she asked who had been performing this responsibility prior to the current time. HUD advised her that they had received an email that indicated that the City of Dover was doing so and, at some point after they received this email, HUD requested a MOU and funds began to be held because no MOU was provided. It was HUD's understanding that the City of Dover had agreed to be the responsible entity, had been performing this function, and had decided to no longer do so. Mrs. Townshend stated that she explained to HUD that the City had not been acting in this capacity and, once the Public Housing Office realized that the City had not been acting in this role, they assured Mrs. Townshend that the City of Dover was under no obligation to serve as the responsible entity, that HUD would serve as the responsible entity and oversee environmental reviews for the current round of funding allocated to DHA, HUD would not hold these funds, and that this would not affect DHA's ability to receive funds. However, HUD indicated that a responsible entity needed to be designated.

Mr. Hutchison inquired if the agreement had been reviewed by the City Solicitor. Mrs. Townshend explained that the City Solicitor reviewed a previous draft of the agreement; however, this was before additional information was received from HUD and staff concluded that this was not a role that the City could take on.

Mr. Lynn inquired about the ratio of the projects that would come under the umbrella of a third-party entity versus those that would go through the City. Responding, Mrs. Townshend stated that ultimately everything would go through the City. She indicated that currently there were only small capital minor rehabilitation projects involved that would likely not be contracted out and would be determined to be exempt from the requirements. However, these projects would be submitted to the City for a review of project scope and a determination regarding exemption would have to be made. New, large projects, such as building new public housing, acquiring new sites, or taking down and rebuilding existing projects, would be contracted to a third party.

Ms. Ami Sebastian Hauer, Executive Director, DHA, advised members that capital improvement work undertaken by the DHA is mainly done through the capital fund program. The funding available through operating funds is used for routine work and to cover administration. She stated that capital fund money is used for improving and upgrading units because operating funds are not available, noting that funding cuts occur every year.

Mr. Lynn questioned if an environmental review under the purview of the City would be required if a unit damaged by a tenant was in need of repair, such as repainting or redoing the kitchen, following the departure of a tenant. Responding, Ms. Hauer stated that capital fund projects would involve upgrades to the HVAC system, reinforcement of stairwells, installation of air conditioning in public housing units to improve air quality, etc.

Mr. Anderson inquired why it would be better to have the City involved than HUD. Responding, Ms. Hauer stated that HUD had informed the DHA that because they are within the City of Dover and must comply with local building codes and City ordinances, it was felt it that it would make more sense for the City of Dover to become the responsible entity. In regard to how the DHA would deal with staffing issues, she explained that the DHA would assume all responsibility for any associated costs, including staffing, contracting, and training of those working on the environmental review process.

In response to Mr. Slavin regarding why the DHA did not choose to perform the function required since they were willing to pay for it, Ms. Hauer stated that HUD prefers that a legal entity, such as the City of Dover, assume the responsibilities.

Mr. Anderson noted that HUD regulations would not allow the DHA to be its own responsible entity.

Mr. Scott Koenig, City Manager, advised members that the City was stretched very thin at the staff level and if the City did not absolutely have to perform this function, staff's preference was that it not. He noted that those involved with federal regulations know that these regulations do not get any easier. Mr. Koenig expressed his fear that if the City assumed the responsible entity role, it could become more complicated as the regulations get more stringent, change, or evolve. He reiterated that it was staff's recommendation not to take this on. He concurred with Mr. Slavin that this was an odd process in that the federal agency had pushed this responsibility down to the local level.

Responding to Mr. Lynn regarding the term of the MOU that would be required, Mrs. Townshend stated that the draft MOU had a ten-year term. Based on the City's current experience with HUD, it was her belief that if the City were to enter into an agreement, there would be quite a bit more scrutiny if the City felt the need to back out at some point. Mrs. Townshend reiterated that when HUD believed that the City had agreed to serve as the responsible entity and had decided not to serve any longer, HUD staff was very stern in their "push back" in discussions regarding the City not performing this function.

Noting Mr. Koenig's concern that the responsibility could become more cumbersome in the future due to legislative changes, Mr. Lynn questioned if this could be addressed by shortening the term of the agreement, noting that this would allow the City to observe the manpower time that would be invested. He inquired if the ten-year term was mandated. He also noted that if the DHA would hire a third-party entity to perform the work, this entity would be paid for by the DHA and presumably the third party would indemnify the City and hold the City harmless. Responding, Mrs. Townshend stated her belief that the ten-year term was not mandated; however, she did not believe that the City had the staff time to ensure quality control under the provisions of the current agreement. She advised members that under the CDBG program, the City receives approximately $250,000 per year from HUD. Of that, less than $100,000 goes to projects that are subject to NEPA, since most funds are used for down payment assistance, program administration, money provided to the Dover

Interfaith Mission for Housing and are not subject to NEPA. HUD stated that they would accept responsibility for $400,000 in Federal FY 2013 funds; therefore, she stated that staff would be looking at expanding the $100,000 that the City is currently responsible for in rehabilitations to $500,000 with the DHA capital program. This task could be contracted out but the City would still have to ensure that all of the paperwork is correct. Mrs. Townshend felt that saying the work could be contracted out minimized the fact that staff would have to put forth the effort to make sure that everything is done correctly.

Mr. Slavin stated his understanding of everything that the DHA was going through and what they were trying to accomplish; however, he felt that the City should take a stand that this was almost an unfunded federal mandate that was washing down to local government without any funding attached to it. Even if funding were present, he reminded members that the City was considering a proposed budget that requires more than a 20% increase in property taxes and hiking many fees in order to break even, and provides the same number of man hours next year that are present in the current year. He cautioned members about the need to be careful regarding taking on any additional tasks, especially those that are not in the core mission of the City.

Mr. Slavin moved to accept staff's recommendation that City Council agree not to be the Dover Housing Authority's responsible entity for environmental reviews, seconded by Mr. Shevock and carried by a vote of three (3) yes (Mr. Slavin, Mr. Shevock, and Mr. Hare) and one (1) no (Lynn).

Proposed Ordinance #2014-16 Amending Appendix E - Commercial and Industrial Building Redevelopment (Sponsors: Anderson and Townshend)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that, during their Regular Meeting of April 9, 2012, Council adopted Proposed Ordinance #2012-07, amending the City of Dover Code of Ordinances by inserting a new Appendix E - Commercial and Industrial Building Redevelopment. She advised members that Appendix E had proved successful and, as a result, she and Councilman Anderson had discussed extending the provisions of this ordinance. Mrs. Townshend explained that Proposed Ordinance #2014-16 would extend the sunset provision for the tax abatement, impact fee waiver, and building permit waiver incentives for three (3) years.

Mr. Anderson advised members that the incentives associated with this ordinance had been quite successful in relation to business entities, such as Redner's Warehouse Markets, and benefitted new businesses as well as existing businesses that wished to expand. He stated that, with the end of the trial for the incentives now approaching, he felt that extending the incentives would allow the economic development team to market the City with some degree of certainty. Instead of wondering if one (1) of "the better tools in their toolbox" would be lost in six (6) months, the economic development team could use the leverage of a three (3) year extension to entice businesses to act more quickly in making decisions. Mr. Anderson noted that the incentive had worked very well in the City for organizations that are operated for profit as well as for taxable but non-profit organizations, including the cultural buildings being constructed downtown.

Mr. Slavin moved to recommend adoption of Proposed Ordinance #2014-16, seconded by Mr. Hare and unanimously carried.

By unanimous consent, the meeting adjourned at 6:43 p.m.

Sean M. Lynn
Chairman

SML/TM/js/dd
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Minutes\2014\05-27-2014 LF&A.wpd

Attachments

Attachment #1 - Proposed Grant-In-Aid Policy

Attachment #2 - Memorandum from Ami Sebastian Hauer, Executive Director, Dover Housing Authority (DHA), dated May 27, 2014

Attachment #3 - Two (2) Memoranda from HUD - Philadelphia Office, dated May 17, 2010, Related to Environmental Reviews

CITY OF DOVER

GRANT-IN-AID APPLICATION INSTRUCTIONS

Funding Requests Are Due No Later Than 4:30 p.m., Friday, November 1, 20xx.

City of Dover
Finance Department
P.O. Box 475
Dover, Delaware 19903
OR
Finance Department
Weyandt Hall
5 E. Reed Street, Suite 300
Dover, Delaware 19901

Applications can be downloaded from the City website

To save the document to your computer from the website you must do the following:

- Go the http://
- Click on the Grant-In-Aid Application link;
- Right-click on the Word document (FY15 GIA Application.doc);
- Left click on Save As or Save Target As;
- Select where to save the file.

For technical assistance for downloading document please call the Finance Department at 302-736-7018.

DRAFT

FUNDING REQUESTS ARE DUE ON OR BEFORE FRIDAY NOVEMBER 1, 20xx.

This funding request format has been designed to provide for a tightly focused and informative presentation of the organization's request for funds based on a clear statement of the organization's purpose (or goals and objectives); a concise description, the financing requirements, and anticipated accomplishments for each of the programs or services being offered to meet these purposes; and the resulting total organization projections of income and expenses.

PLEASE READ ALL THE MATERIAL CAREFULLY BEFORE PREPARING THE REQUEST.

Additional supplemental material may be requested by the Grant-in-Aid Committee.

We are requesting that each organization provide the **original** and **one copy** of the funding request **and one copy of your most recent audit and the audit's management letter or a compilation statement, by a Certified Public Accountant or independent Public Accountant.**

DO NOT SUBMIT TAX FORMS.

Please number each page and indicate organization name on each page.
Please do not staple your application.

GENERAL DIRECTIONS

1. Fiscal Year - Your budget request from the State of Delaware is for the period July 1, 2014 through June 30, 2015.

   Information involving audited data or historical financial data will be based on your organization's fiscal year. The information for prior year would be taken from your organization's audit or compilation statement.

   PLEASE NOTE:

   Organizations using fiscal years should apply the following:

Prior Year -	FY 2013
Current Year -	FY 2014
Proposed Year -	FY 2015

   Organizations using calendar years should apply the following:

Prior Year -	2012
Current Year -	2013
Proposed Year -	2014

2. Rounding Figures - All figures should be rounded to the nearest hundred dollar.

3. Labeling - Please type the organization name clearly on each form as the forms may be separated during processing.

4. COMPLETE ENTIRE APPLICATION - ANSWER ALL QUESTIONS; EXPLAIN WHY A PARTICULAR QUESTION MAY NOT APPLY TO YOUR ORGANIZATION.

5. Forward completed application by November 1, 20xx, to:

Finance Department
Weyandt Hall
P.O. Box 475
Dover, Delaware 19903

OR

Controller/Treasurer
Weyandt Hall
5 E. Reed Street, Suite 300
Dover, Delaware 19901

DRAFT

POLICY OBJECTIVE

The purpose of this policy is to standardize the method by which the City of Dover provides financial assistance for community events sponsored by non-profit organizations that benefit all of the Citizens of Dover or enhances the City's Economic Development initiatives.

The applicant must be a non-profit organization incorporated in the State of Delaware and is located in the City of Dover. Any public funding request will be limited to the purpose of this policy as described above.

All City of Dover policies are to subject to the City of Dover Charter Part II Code of Ordinances Chapter 2, Article 1, Division 4 "Code of Conduct", which is **"applicable to all elected and appointed officials and to all employees of the City of Dover."**

In consideration of these guidelines and policies, one's interpretation should be on a strict, rather than loose, construction basis, and obviously, the objective should not be to rationalize ways and means for circumvention.

The City of Dover Grant-In-Aid Policy will be reviewed every three years by the Mayor and City Council.

DRAFT

GUIDELINES FOR FY 2015 GRANTS-IN-AID

A. Only non-profit organizations are eligible to apply for Grant-In-Aid.

B. No funds will be appropriated for the purpose of paying personnel cost, relocation, purchasing buildings or rehabilitation or renovation of buildings.

C. In order for an organization to be considered for a Grant-In-Aid for FY 2015, the organization must:

1. Be incorporated, non-profit (or under umbrella of parent organization which is incorporated, non-profit). Your organization must be incorporated and in operation for at least two years prior to July 1, 2014.

2. Have By-laws that clearly state the purpose of the Corporation and include definition of duties of Board of Directors.

3. Have an active, community-represented, volunteer Board of Directors that sets policies, goals and objectives, and maintains minutes of regularly scheduled meetings and any special meetings. Have programs that are unduplicated, and satisfy unmet human needs of the community.

4. Have personnel policies, including job descriptions and classifications.

5. No organization shall use Grant-in-Aid funding to pay any part of an elected official's salary.

6. Have competent executives, competent staffing and reasonable facilities.

7. Practice non-discrimination.

8. Have accounting (budget) procedures and an annual audit.

9. Use funds in accordance with the application.

10. Demonstrate community support.

11. Request funds only for a program which does not receive full funding from other sources of revenue.

DRAFT

Instructions: Form 1

MANAGEMENT ORGANIZATION

Official Name:	Indicate legal name of organization on Incorporation Certificate or other legal documents. Please list any additional names your organization uses-if a trade name or other operating name is used.
Address of Management Office:	Where should correspondence and checks, etc., be forwarded? **If you use a P.O. Box, please include your street address.**
Physical Address	This is to be provided in case a site visit by a member of the City Council or their staff is required.
Contact Representative:	List name, address, daytime phone number and e-mail address of the individual who would best be able to provide any additional information that may be requested.
Indicate:	Names of Directors and Officers.

Instructions: Form 2

ORGANIZATION BACKGROUND

Please provide the organization background in a concise narrative as follows:

1. Organization mission statement;
2. **Organization location(s), days and hours of operation.**

DRAFT

Instructions: Form 3

REVENUE

This form requests the total revenue for your organization.

Note that the categories are by sources of revenue as follows:

Federal Government
State Government
City Government
In-Kind City Services (estimated value)
Investment
Sale of Materials Dues
Contributions or Donations
Miscellaneous Other

Also, Federal Government and State Government require further breakdowns as shown on the form. Be sure to include details on all sources for Federal and State Government revenues.

The total of all revenue should be shown on the Total Revenue Line.

Note that the GIA received for the prior and current fiscal years is requested. However, for the proposed year, Grant in Aid under City of Dover is blanked out. The GIA for the proposed fiscal year is to be reflected on Form 6, Line 6.

Instructions: Form 4

DISBURSEMENTS

This form is used to report all disbursements by your organization by category of disbursements.

The top portion of the page is used to report operating expenses of your organization.

The lower portion is used to report non-expense disbursements by various categories.

Total Expenses and the Total Non-Expense Disbursements should be reported on the Total Disbursement line at the bottom of the form.

DRAFT

Instructions: Form 5

FEDERAL & STATE GRANTS

This form requests a reporting of all funding your organization has received through the Federal & State Grants.

List the project name, fiscal year in which the award was made, and the amount.

DRAFT

Instructions: Form 6

SUMMARY

This report consolidates the revenue (Form 3) and disbursements (Form 4).

Line 1 Total revenue from Form 3.

Line 2 Total disbursements from Form 4.

Line 3 Operating surplus/deficit - difference between Line 1 and Line 2.

Line 4 Carryover - This line should reflect for the previous year's column the available balance from the beginning of the year.

For the current year's balance, this line should reflect the amount on Line 5 for the previous year.

For the proposed year, this line should reflect the amount on Line 5 for the current year.

Line 5 Net surplus/deficit - combine Lines 3 and 4.

Line 6 Grant-in-Aid Request. Please show awards for the previous year and current year in the first two columns. The amount of the Grant-in-Aid your organization is requesting should be reflected on this line for the proposed year.

If you are using more than one Form 7, the total of all these forms (Form 7, Line 12) should total Form 6, Line 6.

Line 7 **The total of all your programs (Line 7) should equal your Proposed Year Grant-in-Aid Request (Line 6).**

DRAFT

Instructions: Form 7

PROGRAM INFORMATION

Note: One page is required for each program.

Line 1 Program Name & Target Population: indicate name of program and who the service is targeting. How do you make the target population aware of the service?

Line 2 Program Description - indicate the activities associated with this program.

Line 3 Which other community organizations provide this or similar services? Indicate what other community organizations are providing similar services.

Line 4 How will the program obtain its objective & how will the outcomes be measured? Describe how these activities will address the program description and how you will measure your success.

Line 5 What progress has been made in the past year to achieve program objectives? How successful were you in the last year in meeting program objectives?

Line 6 Number of people served.

Line 7 Service measure - what measurable means are there to reflect the service provided.

Example: Hours of training provided, nights of shelter provided.

Line 8 Amount of service provided - this should reflect the total number of people served by the measure selected.

Example: If ten people (the same people or different people) were trained for five hours per day, 250 days per year, the amount of service would be 12,500 hours of training.

Line 9 Program revenue.

Line 10 Program disbursements

Line 11 Difference between Lines 9 and 10.

Line 12 Program Grant-in-Aid - Proposed year should reflect that portion of Form 6, Line 6 that applies to this program.

DRAFT

Instructions: Form 8

SCHEDULE OF POSITIONS & SALARIES

Please list all positions filled by your organization, the number of employees in each position, and the salary and salary range of each position.

Instructions: Form 9

LETTER OF BOARD APPROVAL

Indicate that your organization meets the provisions of the six conditions and the date that the application was approved by the Board of Directors of your organization.

FINANCIAL STATEMENT – Form 10

A copy of an audit along with the management letter or a compilation statement, by a Certified Public Accountant or independent Public Accountant, is requested. If this is unavailable, please complete the Sample Forms (A-B-C) in order to comply with the request for an audit.

The audit and the management letter or compilation statement should be for the fiscal year most recently completed.

DO NOT SEND TAX FORMS IN PLACE OF AN AUDIT OR FINANCIAL STATEMENTS.

DRAFT

CITY OF DOVER
GRANT-IN-AID APPLICATION FORM

FY 2015

FUNDING REQUESTS ARE DUE NO LATER THAN (TIME, DAY, DATE).

Official Name of Organization: _____

Date of Incorporation: _____

9 digit Federal Employer Identification No.: ☐☐☐☐☐☐☐☐☐

Contact Representative: _____

Phone Number (daytime): _____

E-mail address: _____

	YES	NO
Are you a first time applicant?	☐	☐
Did you receive a Grant-in-Aid Award in Fiscal Year 2014?	☐	☐
If yes, does this application include a request to fund a new program?	☐	☐
Is your organization receiving or has your organization received Grant in Aid from other government agencies?	☐	☐

If yes, what is the total amount of Grant in Aid money received from other government agencies? $ _____

FORM 1

ORGANIZATION: _____ YEAR: 2015

MANAGEMENT ORGANIZATION

Official Name of Organization: _____

Address of Management Office: _____

_____

Street Address or Location: _____

Physical Location of organization for site visits _____

Phone Number: _____

Contact Representative:

Name: _____

Address: _____

Phone Number: (Daytime) _____

E-Mail Address: _____

Names of Board of Directors and Daytime Telephone Numbers:

_____

_____

_____

_____

Names of Officers and Daytime Telephone Numbers

_____

_____

_____

_____

FORM 2

ORGANIZATION: _____ YEAR: 2015

ORGANIZATION BACKGROUND

ORGANIZATION
MISSION STATEMENT: _____

_____

_____

_____

_____

_____

ORGANIZATION LOCATION(s) where services are actually provided, days and hours of operation for site visits.

_____

_____

_____

_____

_____

_____

FORM 3

ORGANIZATION: _____ YEAR: 2015

REVENUE

Revenue Source	Previous Year	Current Year	Proposed Year
FEDERAL GOVERNMENT			
MEDICARE			
MEDICAID			
GRANTS			
OTHER			
STATE GOVERNMENT			
GRANT IN AID			
CONTRACTS BY STATE AGENCY			
CITY OF DOVER			
GRANT IN AID			**XXXXXXXXXX**
OTHER (LIST)			
INVESTMENTS			
DIVIDENDS & INTEREST			
SALE OF ASSETS			
SALE MATERIALS			
DUES			
CONTRIBUTIONS or DONATIONS			
MISCELLANEOUS			
TOTAL REVENUE			

FORM 4

ORGANIZATION: _____ YEAR: 2015

DISBURSEMENTS

	Previous Year	Current Year	Proposed Year
EXPENSES			
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone and Fax			
Postage			
Rent			
Utilities			
Repairs and Maintenance			
Printing and Publications			
Travel, Conferences and Meetings			
Dues			
Assistance to Individuals			
Grants and Awards (other than Grant in Aid)			
Other (List)			
Miscellaneous			
TOTAL EXPENSES			
NON-EXPENSE DISBURSEMENTS			
Equipment			
Vehicles			
Mortgage/Loans			
Investments			
Other			
TOTAL NON-EXPENSE DISBURSEMENTS			
TOTAL DISBURSEMENTS			

FORM 5

ORGANIZATION: _____ YEAR: 2015

5A. FEDERAL & STATE GRANTS

If you are a Federal/State Grant Recipient, please complete this form;

Name of Project	Fiscal Year	Amount
		$

FORM 6

ORGANIZATION: _____ YEAR: 2015

SUMMARY

		Previous Year	Current Year	Proposed Year
1	TOTAL REVENUE on Form 3			
2	TOTAL DISBURSEMENTS on Form 4			
3	OPERATING SURPLUS/DEFICIT			
4	CARRYOVER			
5	NET SURPLUS/DEFICIT			
6	**GRANT IN AID REQUEST**			

	Programs from Form 7 to be funded through Grant in Aid in FY 2015	Amount Requested
7	**TOTAL (THIS LINE SHOULD EQUAL LINE 6 OF PROPOSED YEAR COLUMN)**	

FORM 7

ORGANIZATION: _____ YEAR: 2015

PROGRAM INFORMATION

1. Program Name & Target Population: _____
2. Program Description: _____
3. Which other community organizations provide this or similar services? _____
4. How will the program obtain its objective & how will the outcomes be measured? _____
5. What progress has been made in the past year to achieve the program's objectives? _____

		Previous Year Award	Current Year Award	Proposed Year Request
6.	Number of People Served			
7.	Service Measure			
8.	Amount of Service			
9.	Program Revenue			
10.	Program Disbursements			
11.	Surplus/Deficit			
12.	Amount of Grant in Aid Requested for this Program			

FORM 8

ORGANIZATION: _____ YEAR: 2014

SCHEDULE OF ALL POSITIONS AND SALARIES SUPPORTING ACTUAL EXPENSES AND BUDGET ESTIMATES FOR AGENCY STAFF

Position Title	Number of Positions	Salary Range	Previous Salary	Current Salary	Proposed Salary
		$	$	$	$

FORM 9

ORGANIZATION: _____ YEAR: 2014

(ORGANIZATION)

AGREES:

1. To submit funding requests on the forms provided at the times designated and to participate in the allocations review process.

2. To provide an annual certified audit and other financial statements, service figures, and reports or audits as required by the City of Dover.

3. To cooperate with other organizations, both voluntary and public, in responding to the needs of the community and in promoting high standards of efficiency and effectiveness.

4. To submit accurate information with this application. NOTE: Any misstatement of facts may forfeit any remaining balance of grants due and/or future grants.

5. That this organization meets the criteria established (City Council will need to establish criteria for eligibility) and uses any Grant-in-Aid appropriated by the City Council in accordance with those provisions and any additional restrictions that may be set forth in the Grant-in-Aid policy.

6. This agency agrees to provide the City Controller/Treasurer with financial or programmatic information upon request.

This agreement has been read and approved at the meeting of the governing body of the

_____

(ORGANIZATION'S NAME AND DATE)

BY:

_____

(President or Chairman) DATE

Daytime Phone Number: _____

_____

(Executive Director) DATE

FORM 10

COPY OF MOST RECENT AUDIT

PREPARED BY INDEPENDENT CERTIFIED

PUBLIC ACCOUNTANT OR PUBLIC ACCOUNTANT

SAMPLE A-B-C ATTACHED MAY BE SUBSTITUTED FOR ABOVE IF RECENT AUDIT IS NOT AVAILABLE.

DO NOT SEND TAX FORMS

SAMPLE A

ORGANIZAITON: _____ YEAR: 2015

BALANCE SHEETS FOR FISCAL YEARS ENDING (MONTH) 2012 AND 2013

	(MONTH), 2012	(MONTH), 2013
ASSETS		
Cash		
Accounts Receivable		
Investments – at cost		
(market value $_____)		
PROPERTY AND EQUIPMENT – at cost		
Land		
Buildings and Improvements		
Furniture and Equipment		
Transportation Equipment		
Less Accumulated Depreciation		
TOTAL ASSETS		
LIABILITIES AND FUND BALANCES		
Accounts payable and accrued expenses		
Grants designed for future periods		
Fund balances		
Undesignated		
Designated		
TOTAL LIABILITIES AND FUND BALANCES		

SAMPLE B

ORGANIZATION: _____ YEAR: 2015

STATEMENT OF SUPPORT, REVENUE AND EXPENSES

AND CHANGES IN FUND BALANCES FOR YEARS ENDING JUNE 30, 2012 AND 2013

	(MONTH), 2012	(MONTH), 2013
PUBLIC SUPPORT AND REVENUE		
Contributions		
Allocated by United Way of DE		
Fees and grants from government agencies		
Other revenue (losses)		
Investment Income		
Gain(loss) on sale of investments		
Miscellaneous		
EXPENSES		
Program Services		
Supporting Services		
Management and General		
EXCESS (DEFICIENCY) OF PUBLIC SUPPORT		
AND REVENUE OVER EXPENSES		
FUND BALANCES		
Beginning of year previously reported		
End of Year		

SAMPLE C

ORGANIZATION: _____ YEAR: 2015

STATEMENTS OF FUNCTIONAL EXPENSES YEARS ENDING (MONTH), 2012 AND 2013

	Program Services	Supporting Services	Total Expenses Year ending (MONTH), 2012
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone & Utilities			
Postage and Shipping			
Rent			
Maintenance			
Printing and Publications			
Travel			
Conferences & Meetings			
Assistance to Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous			
Depreciation			

	Program Services	Supporting Services	Total Expenses Year ending (MONTH), 2013
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone & Utilities			
Postage and Shipping			
Rent			
Maintenance			
Printing and Publications			
Travel			
Conferences & Meetings			
Assistance to Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous			
Depreciation			

Dover Housing Authority

76 Stevenson Drive
Dover, DE 19901
302-678-1965 *voice*
302-678-1971 *fax*
1-800-545-1833, ext. 816 TDD
dover.housingauthority@dhade.org *email*

MEMORANDUM

Date: May 27, 2014

To: City Council
Scott D. Koenig, City Manager
Ann Marie Townshend, Director of Planning & Community Development

From: Ami Sebastian Hauer, Executive Director, Dover Housing Authority

RE: Request from Dover Housing Authority for City of Dover to Act as Responsible Entity for Environmental Reviews

On behalf of the Board of Commissioners and staff of the Dover Housing Authority, I am requesting the Legislative, Finance and Administration Committee's consideration in recommending the approval of the City of Dover to enter into an agreement with the Dover Housing Authority to become the Responsible Entity for Environmental Reviews on behalf of the Dover Housing Authority.

The Dover Housing Authority understands that this agreement will create additional responsibilities and duties for City of Dover staff, therefore we offer the following provisions to the Agreement:

1. The City of Dover may contract an outside agency/company to conduct the Environmental Review and prepare the required report; said agency/company to be procured following the City of Dover's Procurement Policies;

2. The Dover Housing Authority will assume responsibility for any and all costs associated with the completion of the Environmental Review process and report;

3. The Dover Housing Authority will assume responsibility for any and all costs associated with the training of the agency/company selected to complete the Environment Review process, if necessary;

4. The Environmental Review process will be limited to no more than two reports a year.

   The Dover Housing Authority prepares an Annual Plan and 5-Year Plan as a requirement for its Capital Fund Program for submission and approval by the U.S. Department of Housing and Urban Development (HUD) on an annual basis. Upon approval and

availability of funding levels, an Environmental Review must be completed prior to starting any capital improvements. The Dover Housing Authority will submit its Annual Plan and 5-Year Plan to the City of Dover upon approval by the U.S. Department of Housing and Urban Development.

In her memo to City Council, Ms. Townshend expressed concerns over the competence of the Dover Housing Authority and challenges the City of Dover has encountered in working with our organization in the past. To address those concerns, we submit the following:

1. In 2009, I contacted former City Manager, Anthony DePrima, regarding the Responsible Entity requirement by HUD. We discussed it briefly, but a written agreement was not pursued because the Dover Housing Authority's capital improvement projects did not require a full, complete environmental review.

2. When I initially submitted the request to the City of Dover, and subsequently met with Mr. Koenig, Ms. Townshend, and Ms. Harvey, I mistakenly stated that the Dover Housing Authority (with assistance from our Architectural/Engineering firm on contract) would complete the review for the smaller capital improvement projects as 95% of Dover Housing Authority's projects are renovation projects and considered "Categorically Excluded". This was incorrect, the Dover Housing Authority cannot make any determination with regard to its projects.

   During the meeting, the provision of the City of Dover contracting a firm to conduct the review and prepare any required reports, and the Dover Housing Authority assuming any and all costs associated with the contract, was discussed.

3. The Dover Housing Authority's performance under the Neighborhood Stabilization Program was not stellar, but we believe we did a satisfactory job given the challenges of the program itself. Policies and procedures were not clear at the beginning of the program. The Dover Housing Authority worked very closely with City of Dover staff to complete program requirements and goals.

4. City Council was given a copy of a memo to the Dover Housing Authority's Board of Commissioners summarizing complaints and accusations received by the Mayor and Kay Sass; we note there was no time period noted for when the accusations and complaints were received. My staff and I responded to all of the complaints listed at the time the City of Dover first brought them to our attention. The Dover Housing Authority must administer its public housing and Section 8 Housing Choice Voucher Program in accordance to federal regulations and the Delaware Landlord Tenant Code. The majority of the complaints are a result of enforcement of said regulations and code; with regard to the other complaints, we will be happy to address them, if requested.

   Following the Dover Housing Authority's Board Meeting, I telephoned Ms. Sass to discuss the memo. I stated that I believed that the issues had been resolved at the time of the complaints; Ms. Sass stated that the memo was a compilation of complaints and accusations received by the City. Ms. Sass and Mayor Carey both had been given my cell phone number for direct communication with me, during the phone call, I again gave Ms. Sass my cell number.

The Dover Housing Authority believes that it is not a matter of competence, but a matter of understanding that enforcement of rules, regulations, and policies will result in dissatisfied applicants and residents of our programs if the result is not as they expected.

Thank you for the opportunity to submit our request. We sincerely and humbly hope that the City of Dover will approve our request so we may proceed with our plans to improve our public housing units and developments.

U.S. Department of Housing and Urban Development

Philadelphia Office
The Wanamaker Building
100 Penn Square East
Philadelphia, Pennsylvania 19107-3380

MAY 17 2010

MEMORANDUM FOR: All Public Housing Authority Executive Directors
and Community Development Block Grant Coordinators within the
Jurisdiction of the Philadelphia Regional Office

FROM: for Dennis G. Bellingtier, Director, Office of Public Housing

Nadab O. Bynum, Director, Office of Community Planning & Development

SUBJECT: **Environmental Clearance Instructions for Region III Housing Authorities using Operating Funds and Capital Funds for "Operations"**

The purpose of this memorandum is to provide guidance in the interpretation of the review procedures of the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4332 (2) (C) and the Department's implementing regulations at 24 CFR parts 50 and 58 that are applicable to the Public Housing Operating Funds Program. The Department issued the final rule to the Public Housing Operating Fund Program at 24 CFR Part 990.116 on September 19, 2005. This regulation requires completion of an environmental review before any operating funds are released.

Even when a housing authority places all of its capital funds under "operations" or under environmentally exempt activities -such as planning, staffing, testing and environmental studies, an environmental review or a simple determination of exemption needs to be properly completed and signed off by the appropriate Responsible Entity (RE), i.e. the unit of general local government, in accordance with 24 CFR Part 58. Please refer to Notice PIH 2005-22 (FY 2005 Capital Fund Grants Processing Notice) if you need further guidance.

Environmental Review Requirements

In accordance with the provisions of law cited in 24 CFR 58.1(b), the RE must assume the environmental responsibilities for projects under programs, including the Operating Funds Program. In doing so, the RE must comply with the provisions of NEPA and the CEQ regulations contained in 40 CFR parts 1500 through 1508, as well as the requirements set forth in 24 CFR Part 58, Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities.

With respect to the Operating Funds and Capital Funds Programs, the RE is the unit of general local government that exercises land use responsibility wherein the project is located. A public housing authority, being a unit of limited government not exercising land use responsibility for the jurisdiction, cannot normally act as RE under 24 CFR Part 58. The jurisdiction's NEPA Certifying Officer must sign environmental findings and certifications on behalf of a public housing authority.

Classification of Activities

Although all of the proposed activities may be classified as "operations" for programmatic purposes, for environmental purposes, some of these activities may fall under different classifications or levels of environmental review. For example, the environmentally-exempt activities listed at 24 CFR 58.34 include environmental and other studies, planning, program administration, management, testing and inspection, engineering and design, technical assistance and training activities. The "operating costs" listed in section 58.35(b)(3) include maintenance, security, operation, utilities, furnishings, equipment, supplies, recruitment and other incidental costs. These two classes of activities require only documentation by the RE that the proposed activities fall under these environmental categories but do not require environmental review per se. However, rehabilitation activities always require environmental review, even when it is determined that the rehabilitation is categorically excluded per 58.35(a)(3).

Unlike repair and improvements, "maintenance" activities do not materially add to the value of the building, appreciably prolong its useful life, or adapt it to new uses. "Maintenance" activities fall below the environmental definition of "rehabilitation" and are typically defined as: 1) cleaning activities; 2) protective and/or preventive measures to keep a building, its systems, and grounds in working order; or 3) replacement of appliances or objects that are **not** fixtures or part of the building. A fixture is an object that is physically attached to the building and cannot be removed without damage to the building, and includes systems designed for occupant comfort and safety such as HVAC, electrical and mechanical systems, sanitation, fire suppression, and plumbing. Fixtures also include, but are not limited to, kitchen cabinets, built-in shelves, toilets, light fixtures, staircases, crown molding, sinks, and bathtubs. It should be noted that deferred maintenance and non-routine maintenance do not meet the above-described definition of maintenance.

In contrast, "rehabilitation" includes any comprehensive repair of a facility or involving the combination of several of the maintenance activities mentioned above. "Rehabilitation" also includes the improvement of a property such as lead-based-paint abatement, rehabilitating the entire roof, replacing the windows, upgrading the electric system, upgrading bathrooms or replacing kitchen cabinets. In addition, if items that would otherwise be considered maintenance are done as part of an extensive remodeling or renovation of a building, the entire job, or project, is considered a repair or an improvement.

Therefore, we advise PHAs to review their five-year plans early in the process in order to separate the exempt and maintenance activities from any rehabilitation and construction activities. Projects that are **limited to exempt and maintenance activities** can undergo a simple, expedited environmental clearance by the RE, allowing the PHA to proceed on those

activities without delay. The PHA and RE should separate all of those projects involving acquisition, rehabilitation or construction projects so that they may be in position to initiate the processing involved with preparing and completing environmental assessments, i.e., State Historic Preservation Officer consultation process, etc. therein allowing for those other activities meeting the criteria of maintenance or those not triggering a full environmental assessment, to be processed on a faster track and not causing delay to those not affected by the more complicated criteria/processing that rehabilitation dictates for the slower, more complex process of environmental review and clearance, without unnecessarily delaying the other simpler activities.

If you have questions concerning this information, please contact the Regional Environmental Officer, Paul Lehmann, at (215) 430-6636 or on the Internet at Paul.Lehmann@HUD.GOV or Nancy Zawadsky, Environmental Review Specialist, Office of Public Housing, at (215) 861-7603 or on the Internet at Nancy.Zawadsky@HUD.GOV.

U.S. Department of Housing and Urban Development

Philadelphia Office
The Wanamaker Building
100 Penn Square East
Philadelphia, Pennsylvania 19107-3380

MAY 17 2010

MEMORANDUM FOR: All Public Housing Authority Executive Directors
and Community Development Block Grant Coordinators
within the jurisdiction of the Philadelphia Regional Office

FROM: for Dennis G. Bellingtier, Director, Office of Public Housing

Nadab O. Bynum, Director, Office of Community Planning & Development

SUBJECT: Environmental Review Requirements in the Public Housing Program and their Coordination with Responsible Entities

The purpose of this memorandum is to clarify environmental review requirements and responsibilities under the National Environmental Policy Act (NEPA) in reference to Office of Public Housing programs and to encourage closer coordination between Public Housing Authorities (PHAs) and Responsible Entities (REs). Public Housing programs under Title I of the U.S. Housing Act of 1937, including HOPE VI grants, assistance administered by public housing agencies under the Section 8 Housing Choice Voucher program and assistance under the heading, "Annual Contributions for Assisted Housing" in Title II of HUD Appropriations Acts (with the exception of assistance provided under 24 CFR Part 886) are subject to the regulations at 24 CFR Part 58, Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities.

Part 58 authorizes units of general local government with land use authority, called Responsible Entities, or REs, to assume NEPA environmental review, decision-making and action responsibilities for most Public Housing proposals within their geographic jurisdiction. Because limited-powers authorities such as Public Housing Authorities, cannot assume these responsibilities, **it is essential that PHAs closely coordinate for the NEPA environmental review and clearance of subject proposals with the appropriate RE very early during the planning stages, before funding commitments are made.** This is typically done through the

Community Development Block Grant Coordinator or the local department most familiar with the NEPA/Part 58 environmental review and clearance process. Under this protocol, the PHA must supply the RE with **all** available, relevant information necessary to perform the required environmental review for its proposals.

The rule at 24 CFR Part 972 authorizes PHAs to remove property from its public housing inventory and to provide tenant-based or project-based assistance for the residents of the public housing units that are being removed. This *"conversion"* process is closely related to tenant-based or project-based assistance and may also be related to disposition or demolition activities. These activities bring environmental review and clearance responsibilities under Part 58. According to 24 CFR 972.109, "the PHA may not demolish or dispose of units or property until completion of the required environmental review under Part 58" and "HUD will **not** approve a conversion plan **until completion of the required environmental review**". However, HUD may authorize the PHA to undertake other activities in the conversion plan which do not require environmental review, such as; planning, environmental studies and relocation of residents.

If a PHA provides Tenant-Based Section 8 vouchers, not limited in applicability to a specific building, an environmental review is not triggered because tenant-based rental assistance is Categorically Excluded and not subject to statutory review according to 24 CFR 58.35(b)(1). However, the PHA is responsible for complying with the 3 authorities listed in 24 CFR Section 58.6:

- (requiring the purchaser to obtain and maintain flood insurance for units located in FEMA-designated Special Flood Hazard areas;
- prohibiting assistance to acquire units in the Coastal Barriers Resources system; and
- requiring a notification to the purchaser of any units located in Airport Runway Clear Zones or military airfield clear zones).

If the PHA provides Project-Based Section 8 Vouchers (PBV) under 24 CFR Part 983 for specific buildings, some level of environmental review and clearance is triggered depending on the proposed activity: leasing, housing rehabilitation or new construction. According to Section 983.58, "the PHA may not enter into an Agreement or HAP contract with an owner, and the PHA, the owner, and its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds for PBV activities...until one of the following occurs: (i) the RE has completed the environmental review procedures required by 24 CFR Part 58, and HUD has approved the environmental certification and Request for Release of Funds; (ii) The RE has determined that the project to

be assisted is exempt under 24 CFR 58.34 or is Categorically Excluded and not subject to compliance with environmental laws under 24 CFR 58.35(b)".

Activities undertaken under the ***Demolition/Disposition*** rule at 24 CFR Part 970 are also subject to Part 58. Further, the scope of environmental review applies to the demolition or disposition activities **as well as to the reasonably known re-use of the property**. Factors which help establish whether the re-use of the site is known include (see §970.13):

1) the commitment of any private or public funding for the re-use of the site;
2) the filing of an application for property re-use;
3) Federal, State, or local government commitment to action(s) that will facilitate a particular re-use of the site; **or**
4) the existence of architectural, engineering or design plans which go beyond preliminary stages.

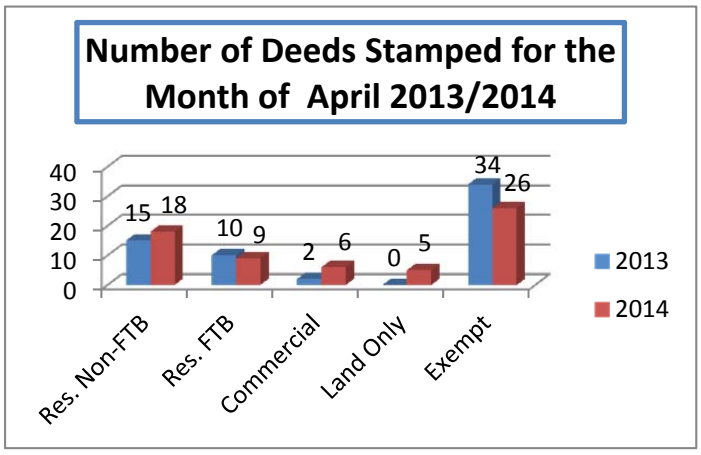
When any one or more of the above 4 criteria are met, the environmental review must address the demolition/disposition activities **as well as** the known re-use or reconstruction activities. Therefore, it is essential that the PHA and any partners to the development process communicate information to the RE relative to the factors identified above and at §970.13 in order that the RE may properly classify the level and scope of the environmental review, documenting due consideration of any known re-use.

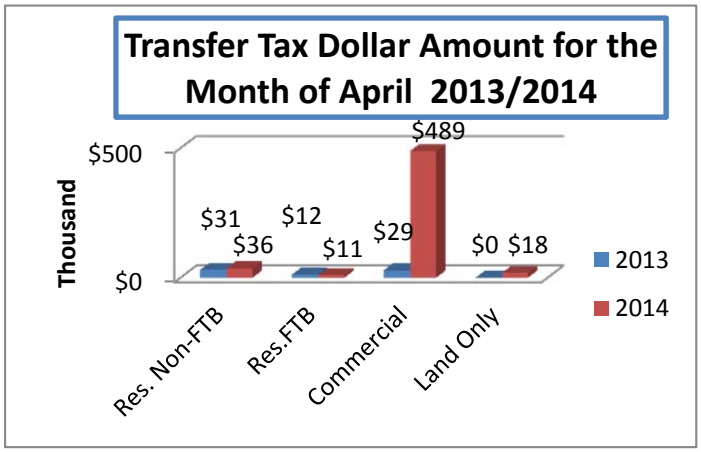
When disposing of public housing properties, the environmental clearance terminology may be confusing. A property disposition action will NOT usually trigger a request for release of funds from the Department. However, when required for such activities, the environmental clearance request form is called, *"Request for Release of Funds **and Certification**"* (HUD Form 7015.15). It may be helpful to understand that, in most HUD programs, the RROF/C is no longer used as an actual request for funds, but instead is used as a Certification of environmental compliance and request for environmental clearance. In turn, the title of the Department's environmental clearance form, ***"Authority to Use Grant Funds"*** (HUD Form 7015.16) may be equally confusing because it is used only to provide environmental clearance, whereas other mechanisms are now used to actually request and draw down funds.

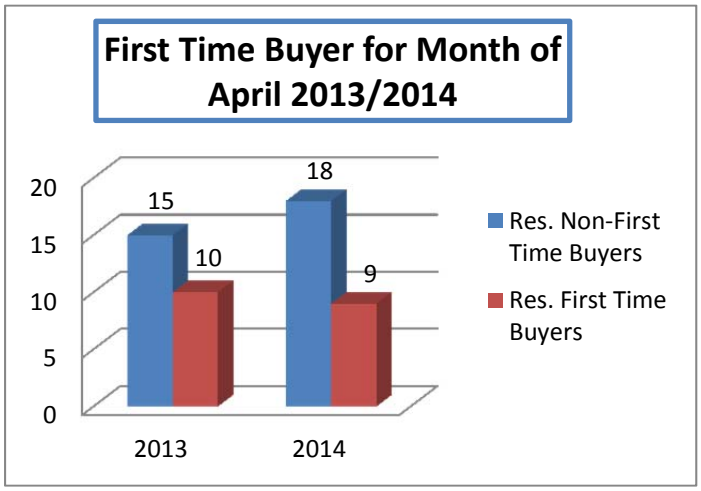
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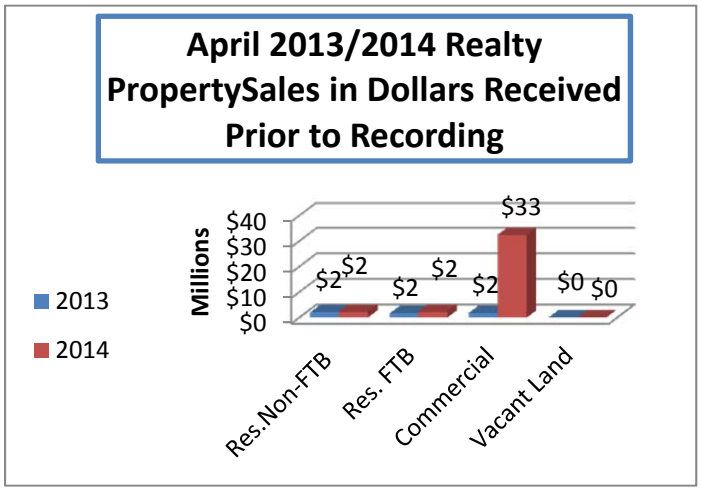
Monthly Report
April 2014

Office of City Assessor









Major Updates

	February - 14	March - 14	April - 14
Assessment Change	**$630,900**	**$2,672,600**	**- $28,000**

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
14	**$2,477,900**	**$2,457,661**	**1.08**	**1.02**

Ratio – Assessed Value divided by Sale Price.

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

Points of Interest

Scanning & Filing

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

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

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

2015 Revaluation

- The Assessor's Office has started the 2015 Revaluation process by visiting various neighborhoods and collecting data, if necessary

Assessor's Office

Supplemental Billing

- April Supplemental bills went out totaling $3,879.90

Appeals

- Posted Assessment Register on the web, in City Hall, Dover Library and Assessor's Office.

- Appeals submitted by the April 30, 2014 deadline:

Commercial: 5
Residential: 7
Exemption Request: 10

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-057.17-01-71.00	16F	R10	204 GRINDING WHEEL DR	1	8	1993	2	1547	C+	AV	150,100	01-APR-14	149,900	
ED05-067.01-01-34.00	26A	R10	338 TOPAZ CIR		5	2014	2	2307	B	GD	254,100	03-APR-14	271,641	
ED05-067.01-01-39.00	26A	R10	7 TANZANITE CT		5	2014	2	2103	B	GD	248,400	01-APR-14	259,820	
ED05-067.09-03-26.00	20A	R10	35 WHITEMARSH CT	1	8	1983	2	2378	B-	GD	199,400	22-APR-14	210,000	
ED05-067.16-02-48.00	11A	R10	724 N GOVERNORS AVE	1	3	1948	1	1354	C+	AV	156,700	04-APR-14	147,000	
ED05-067.18-02-06.00	17	R10	680 INDEPENDENCE BLVD	1	5	1976	2	2220	B	AV	190,800	22-APR-14	195,000	
ED05-067.19-03-40.00	17	R10	11 PATRIOT DR	1	5	1990	2	2370	B	GD	206,700	24-APR-14	216,900	
ED05-067.19-03-44.00	17	R10	21 PATRIOT DR	1	5	1990	2	2353	B	GD	204,000	30-APR-14	210,000	
ED05-067.20-01-31.00	10	R10	539 PEAR ST	1	5	1963	2	1440	C+	GD	157,300	28-APR-14	138,500	
ED05-068.14-03-50.00	13	R10	1212 HARRISON DR	1	14	1964	1	1130	C	FR	138,400	30-APR-14	136,000	
ED05-076.06-08-23.00	17A	R10	111 PERIWINKLE DR	1	13	1995	2	1260	C+	AV	130,200	23-APR-14	113,900	
ED05-076.06-08-54.00	17A	R10	15 PERIWINKLE DR	1	13	1995	2	1260	C+	AV	129,800	28-APR-14	115,000	
ED05-076.13-03-10.00	25	R10	315 CHARRING CROSS DR	1	13	1997	2	1848	C+	AV	138,800	01-APR-14	134,000	
ED05-076.20-01-23.00	5	R10	49 SHERWOOD CT	1	16	1959	1	1626	C+	AV	173,200	30-APR-14	160,000	

CITY MANAGER'S MONTHLY REPORT



APRIL 2014

Monthly Highlights

Customer Services

- In the month of April, we processed 3,252 credit card payments for the month totaling $714,264.59.

Human Resources

- Continued contract negotiations.

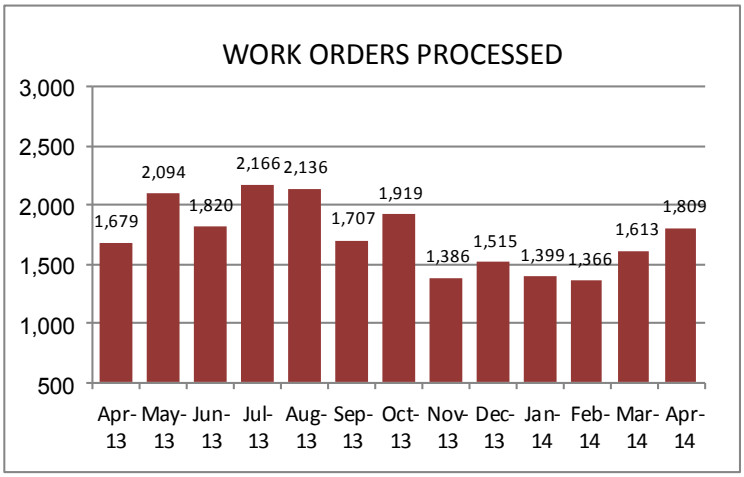
Library

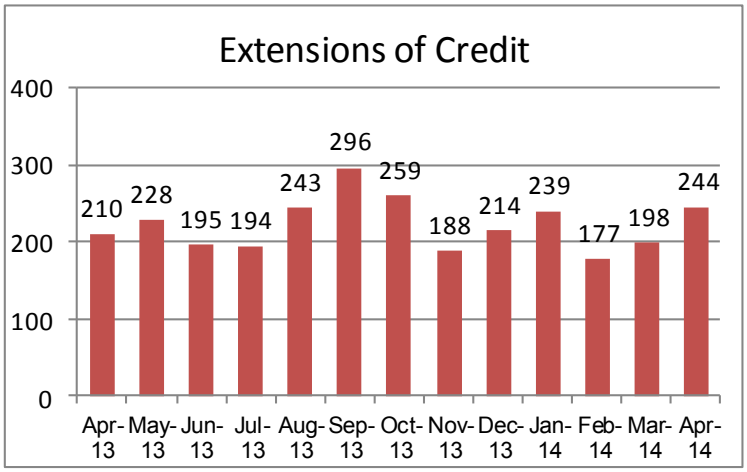
- 695 attended 54 programs for adults.
- 574 attended 17 programs for teens.
- 894 attended 34 programs for children.
- 34 volunteers completed 409.5 hours of service.
- 135 attended 26 programs/classes coordinated through the Job Center.

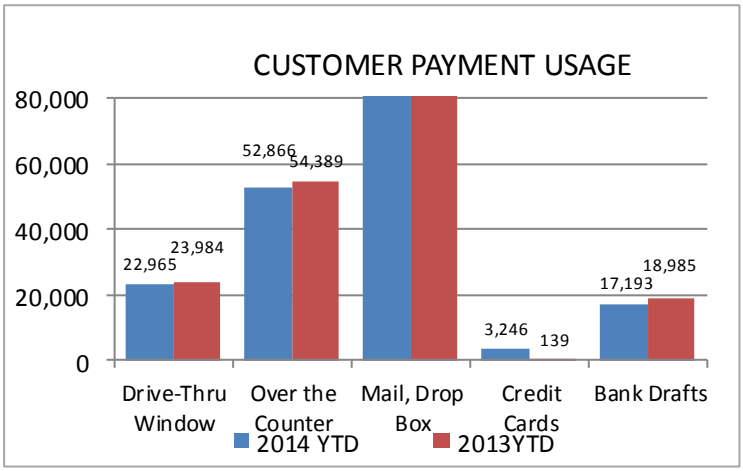
Public Works

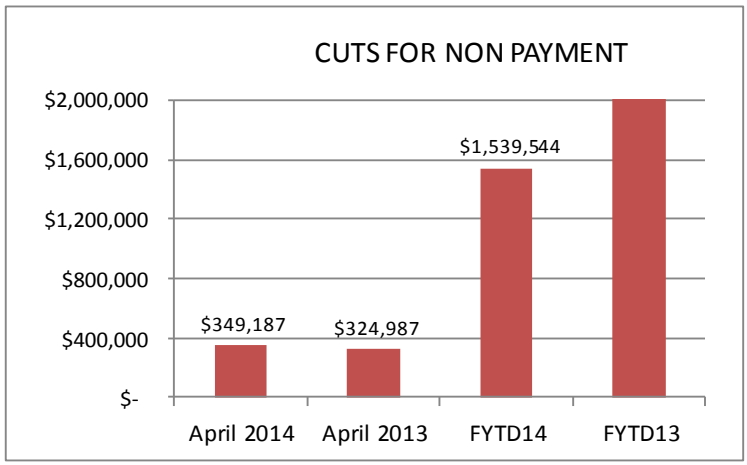
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Apr 2014	Apr 2013	Difference	FY 2014 Year-to-Date	FY 2013 Year-to-Date
Number of Customers Served	19,285	22,988	(3,703)	211,186	231,088
Final Bills	663	629	34	6,297	6,121
Estimated Bills	163	157	6	1,706	1,586
Penalties Posted	$ 24,076	$ 19,054	5,022	$ 196,260	$ 195,046
Extensions of Credit - Amount Extended	$ 85,317	$ 88,030	(2,713)	$ 749,325	$ 805,307
Balance Transfers	$ 11,093	$ 7,580	3,513	$ 50,807	$ 34,966
Utility Collections	$ 31,706	$ 32,172	(466)	$ 246,192	$ 230,048
Special Assessments	$ -	$ -	-	$ -	$ 659
Miscellaneous Billings	$ 11,050	$ 101,234	(90,184)	$ 1,214,829	$ 1,203,512
CNP through Disconnect Collars	$ 9	$ 32	(23)	188	312
Court Cases	-	-	-	-	-
Tamperings	2	-	2	4	18
Taxes Levied (includes carry forward)	$ 280,958	$ 366,301	(85,343)	$ 10,914,236	$ 10,921,443
Billing Adjustments	$ 9,357	$ 4,321	5,035	$ 3,875	$ (2,274)
Total Taxes Collected	$ 39,346	$ 32,051	7,295	$ 10,691,011	$ 10,589,240
Taxes Outstanding	$ 250,968	$ 329,929	(78,960)	$ 250,968	$ 329,929
Payments in Lieu	$ -	$ 5,000	(5,000)	$ -	$ 58,450
Billing Accuracy (on schedule billings)	99.0%	99.0%	-	99.0%	99.0%
Bills Published on Schedule	99.0%	99.0%	-	99.9%	99.9%
Meters Read on Schedule	99.9%	99.9%	-	99.9%	99.9%
Customer Satisfaction Rating	99.9%	99.9%	-	99.7%	99.7%
Delinquent Accounts Collected	99.7%	99.7%	-	99.8%	99.8%

HUMAN RESOURCES

Category	April 13	May 13	June 13	July 13	August 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	April 14	Total
Caucasian*	287	283	282	281	279	283	284	285	287	288	288	290	289	N/A
Minorities*	54	53	53	54	54	54	56	55	56	57	57	58	58	N/A
Hired	4	3	1	2	2	7	4	1	3	5	1	3	0	36
Terminated/ Resigned/ Retired/Other	4	8	2	1	3	2	1	1	0	3	1	0	1	27
Transferred/ Promoted	1	1	0	2	0	4	1	0	0	1	0	3	0	13
Jobs Posted	5	5	8	5	5	3	2	0	2	4	4	3	3	49
Workers Comp. Injuries	1	4	3	4	3	7	2	2	1	5	2	2	0	36
Workers Comp. Hours	62	28	0	119	62	384	110	48	120	116	0	128	125	1302
Insurance Claims	2	3	7	4	6	2	2	1	4	5	2	4	4	46

Full-time Employees: 330 Part-time Employees: 17 (4 Pitts Center, 1 Recreation, 11 Library, 1 Customer Service)
-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.
Retired/Transferred/Promoted: Chief of Police
Positions Posted: (2) Library Assistants – part-time; Playground Leaders I & II; Civil Engineer

Recruitment Information (Positions closed in April)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/ Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Civil Engineer	7	4	1	2	0	2	1	1	1	2	0	7
Playground Leaders	32	13	16	3	17	11	1	-	-	3	17	15
Library Assistant (2) Part-time	68	48	20	0	27	33	1	2	3	2	44	24

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	April 13	May 13	June 13	July 13	August 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	April 14
Electric	4	4	4	4	4	4	5	5	5	5	5	5	5
Public Works	19	22	22	20	20	16	15	15	14	13	13	13	13
Police	1	0	1	2	3	3	1	1	1	0	1	0	1
All Other Departments	7.5	5.5	6.5	6.5	6.5	6	7.5	6.5	5	6	5	5	5
Totals	30.5	31.5	33.5	32.5	33.5	29	28.5	27.5	25	24	24	23	24

**Not used for Budgeting Purposes*

***The following has been updated to reflected the Fiscal 2013-14 Budget**

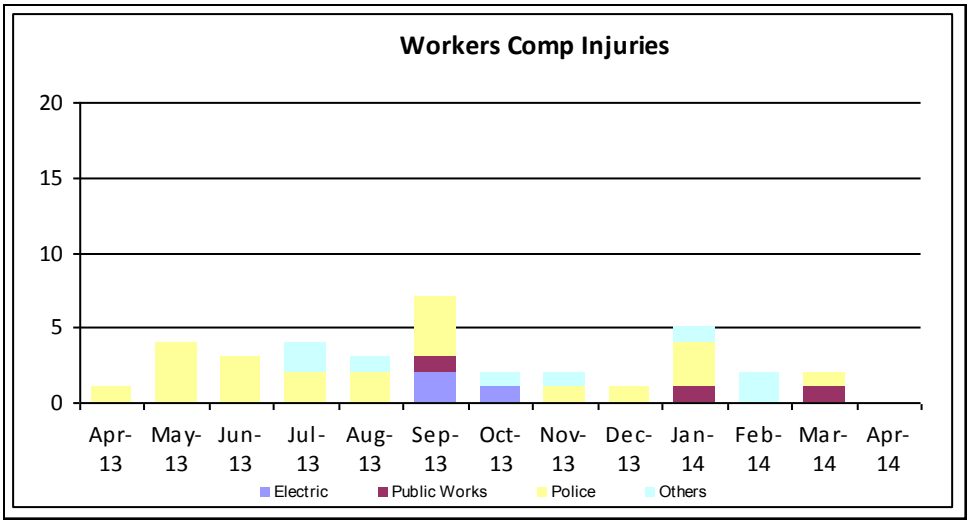
Electric: Electric Director, Electrical Engineer, (3) Lineman 1st Class

Public Works: Utility Maintenance Mechanic II/Wastewater, Operations -Construction Manager, Building Craftsperson I , Motor Equipment Operator III (Streets), (2) Motor Equipment Operators II (Grounds), Motor Equipment Operator I (Water), Motor Equipment Operator III (Sanitation), Public Works Operation Manager, Civil Engineer I, Utility Construction Worker, Nursery Worker II, Grounds Superintendent

Police: Police Officer

All Other Departments: (2) Library Assistant (part-time), Storekeeper Buyer I, Fire Dispatcher, Accountant II, Assistant Finance Director

HUMAN RESOURCES
continued



Electric: 0 Public Works: 0 Police: 0 All Other Depts.: 0

Turnover Statistics

	2010	2011	2012*	2013 *	2014
Total Turnover %	5.57	6.75	11.00	10.91	1.44
Termination Turnover %	0.27	1.08	0.29	1.47	0
Resignation Turnover %	2.12	4.05	5.21	5.01	.58
Retirement Turnover %	3.18	1.62	5.50	4.42	.87

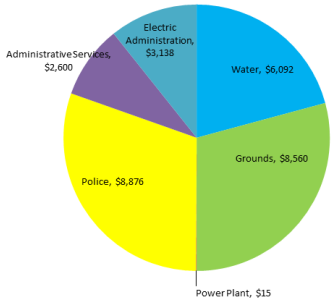
* Healthcare cost sharing implemented
** Healthcare cost sharing implemented for DOE

Average Employees

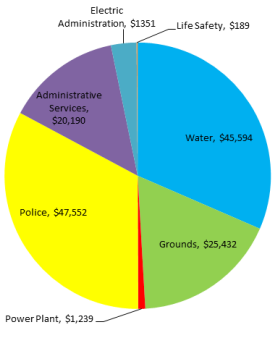
	2010	2011	2012*	2013*	2014
Total Number of Employees Separating from Service	21	25	38	37	4
Average Number of Full-time Employees	362	356	333	325	330
Average Number of Part-time Employees	16	15	12	14	16

* Healthcare cost sharing implemented

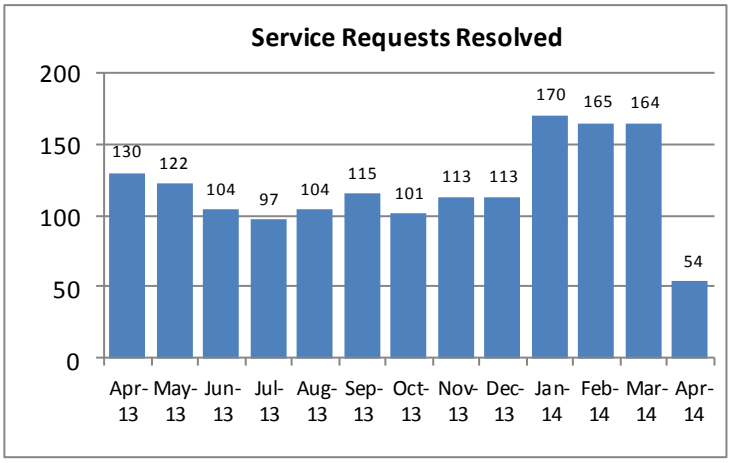
Workers Compensation Costs Per Department in Claims Paid for April 2014

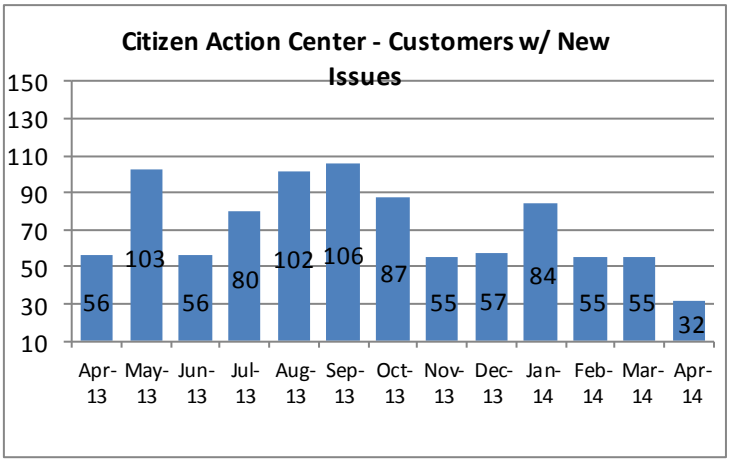


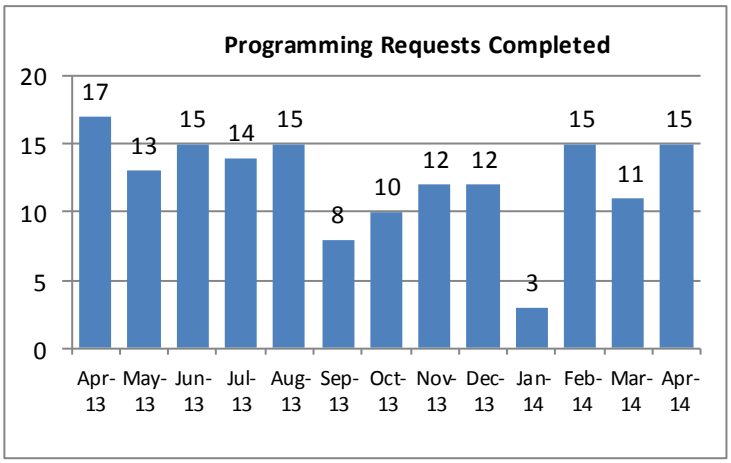
CY Year to Date Claims Paid for Workers Compensation

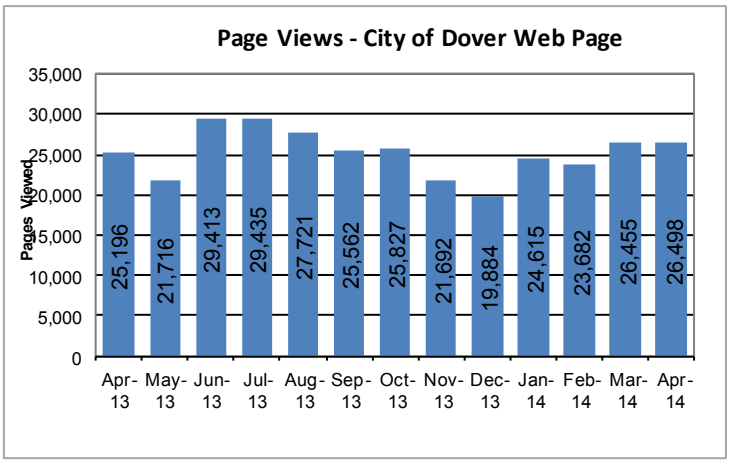


INFORMATION TECHNOLOGY





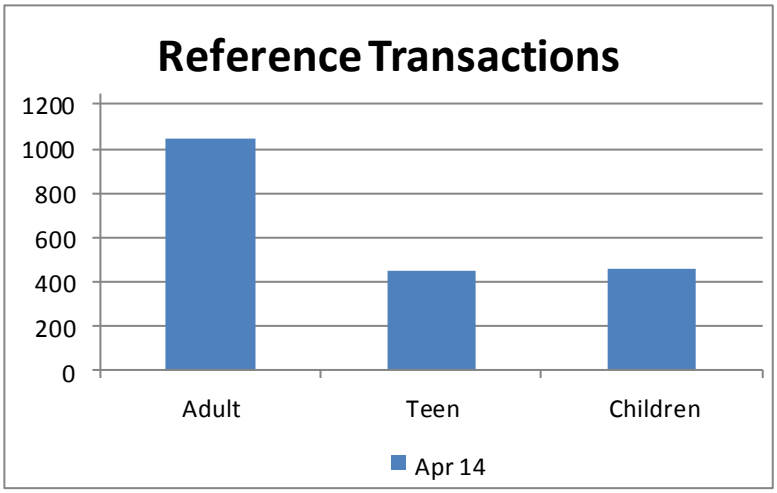




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	364	364	352
Scheduled PCs Replaced	-	-	-
Servers Supported	19	19	15
People Trained	28	14	4

Availability Statistics based on 7:00 AM until 5:00 PM Monday—Friday

LIBRARY



Adults – 1049 Teens – 452 Children – 462

Circulation	April 14		FYTD 14		April 13		FYTD 13
Dover residents	19,894		212,829		19,791		188,904
Ebooks	1,493		13,910		1,012		9,399
Kent residents*	14,259		151,467		17,109		147,716
Non-county residents	2,088		23,857		2,328		20,860
Registrations							
Dover residents	330		3,730		312		3,557
Kent residents*	33		694		130		1,235
Non-county residents	7		73		12		110
Other							
Visiting Patrons	22,543		268,281		21,822		263,613
Meeting Room Usage	1,822		19,110		2,007		10,395
Photocopier Usage	1,249		11,510		1,589		12,944
Computer Printing Usage	3,209		25,633		2,584		20,033
Computer Users	4,636		46,898		4,810		39,898
Wireless Computer Users	1,552		13,295				
Holds (Total)	6,536		61,851		7,106		58,707

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 142	Harrington: 2
Milford: 74	Milford: 0
Smyrna: 1,125	Smyrna: 5
Outside City Limits: 12,918	Outside City Limits: 26

Total Registered Users: (Card Holders)

City: 23,081 Kent County: 12,647 Outside Kent County: 957

Other Points of Interest:

Inter/Interlibrary: 69 items loaned out
37 items borrowed

Technical services: 2,159 items added
697 items deleted

Volunteers: 409.5 hours of service completed

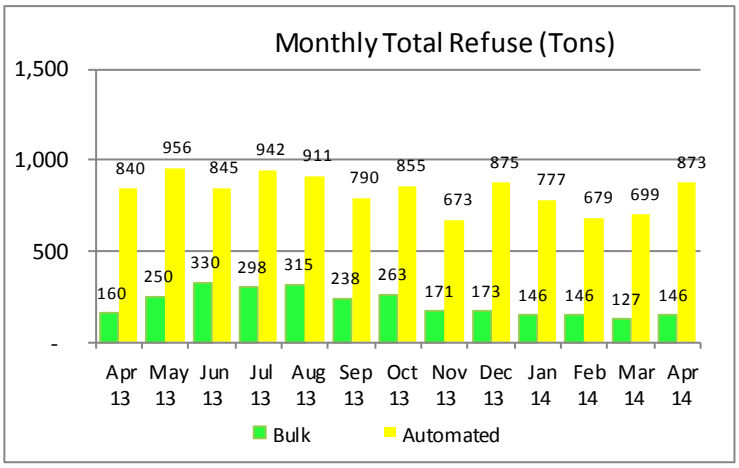
PUBLIC WORKS

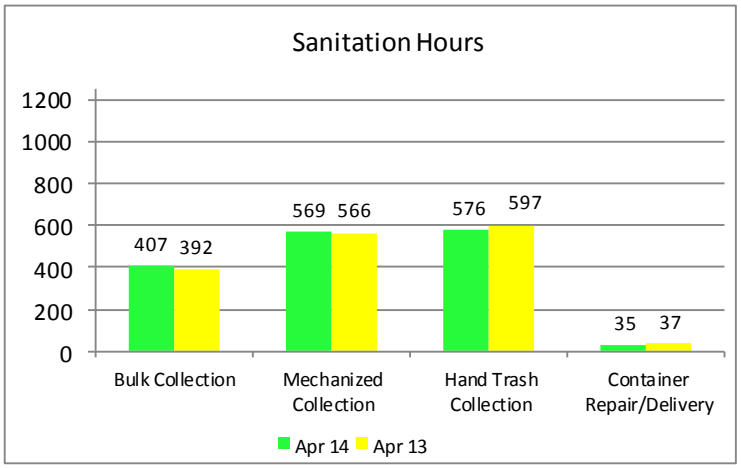
Administration

Administrative review and inspection services continued on all residential and commercial developments. The following residential subdivisions are in various phases of construction:

Oak Shadows	Emerald Pointe	Eden Hill (Residential)
Patriot Village	Farthing Woods	Village of Cannon Mill
	Clearview Meadows	

Sanitation





	APRIL 2014	FYTD 14	APRIL 2013	FYTD 13
Trips to DSWA Sandtown Landfill	188	1,868	180	1,547
Total Tonnage to DSWA	1,018.75	9,299.74	999.94	7,456.71
90-Gallon Containers Delivered	31	183	17	220
300-Gallon Containers Delivered	0	20	1	25
Total Man Hours-containers Delivered	35	311	37	374

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
April 2014	19,394	8,910	286,560	14.78

PUBLIC WORKS
continued

Streets	APRIL 2014	FYTD 14	APRIL 2013	FYTD 13
Signed Installed	46	351	9	197
Signs Repaired	17	105	7	83
Curbs Painted Yellow (feet)	11,324	12,630	14,513	20,127
New Post Installed	4	48	0	29
Storm Catch Basins Repaired	3	17	0	1
Storm Catch Basin Repairing (Hrs.)	29	99	0	1
Storm Catch Basins Cleaned	10	301	40	1,836
Storm Catch Basins Cleaning (Hrs.)	24	158	21	704
Hot Mix Patching (Tons)	0	1	0	236
Hot Mix Patching (Hrs.)	0	0	0	283
Cold Mix Patching Hrs.)	41	169	24	483
Concrete Work (Hrs)	2	238	0	273
Concrete Patching (Cubic Yards)	6	27	0	0
Ditch Work (Hrs).	36	99	16	106
Street and Alley Maintenance (Hrs)	22	452	0	1,336
Street Sweeping (Miles)	1,447	6,846	1,206	8,354
Street Sweeping (Cubic Yards)	288	1,656	636	2,168
Leaves Collected (Cubic Yards)	1,075	8,676	72	14,527
Leaf Collection (Miles)	860	4,796	386	5,979

Grounds

Total Work Orders = 7	General = 5	Arborist = 2

Arborist Crew	APRIL 2014	APRIL 2013
Trees Trimmed	80	19
Trees Removed	3	1
Stumps Removed	2	7

- Limed low street trees.
- Tree and stump removals
- Evaluate trees.

Beautification Crew

- Worked in greenhouse potting plants, plugs and watering plants
- Weeding flower beds.

Mowing Crew

- Mowed grass at various city locations
- Sprayed weeds.

PUBLIC WORKS
continued

Geographic Information Systems (GIS)

- Created and printed multiple posters for Economic Development Office, the Mayor's office, and Dover Public Library.
- Created Exhibit maps for Schutte Park, CDBG NSP Affordable Housing Properties maps & DID Land Use maps for the Planning Department.
- Worked with Planner on various questions about ArcGIS software.
- Trained engineer on GPS unit and collection sanitary sewer data.
- Updated and reprinted voting district maps for the City Clerk's office.
- Created and maintained various GIS layers such as parcels, rentals, curbside recycling, fleet maintenance.
- Trained Planning & Inspections staff on the large format scanner.

Fleet and Facilities Management

Fleet Maintenance

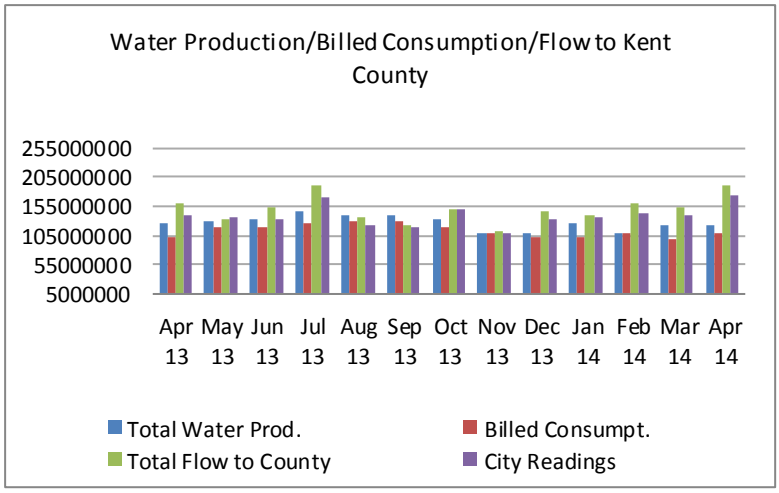
Work Orders: 96

Major Program Updates

MEASURE	APRIL 2014	APRIL 2013	DIFFERENCE
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	16 out of 29 55.17 %	17 out of 29 58.62 %	**- 3.45 %**
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	29 out of 29 100 %	22 out of 24 91.67 %	**8.33 %**
Emergency work orders completed within 2 days *(Quantity and Percentage)*	1 out of 1 100 %	2 out of 2 100 %	**0 %**

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

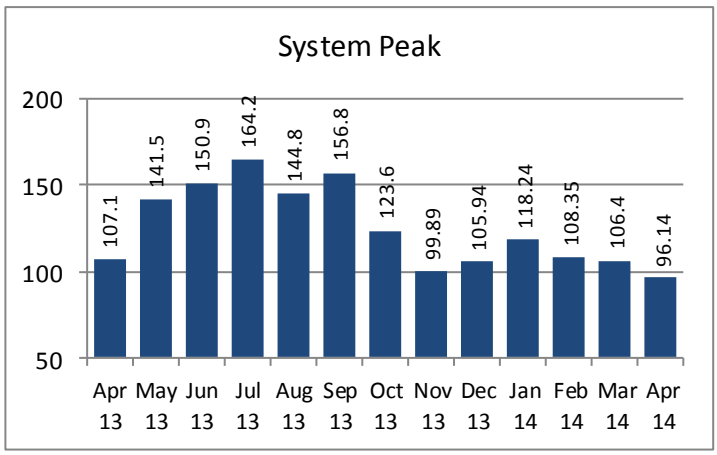
Major Program Updates	APRIL 2014	APRIL 2013	DIFF	FY14 YTD	FY13
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	1	30	-29	98	111
Plan Review Completed Within 30 days of Submission	14 plans 100%	7 plans 100%	+7	76	77

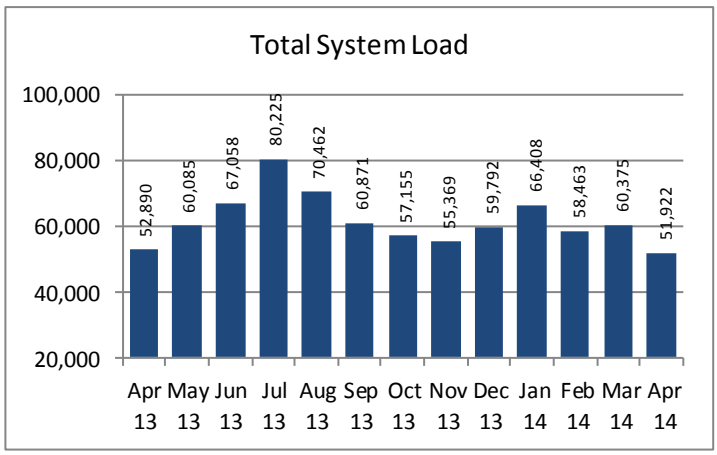
OPERATIONAL SUMMARY

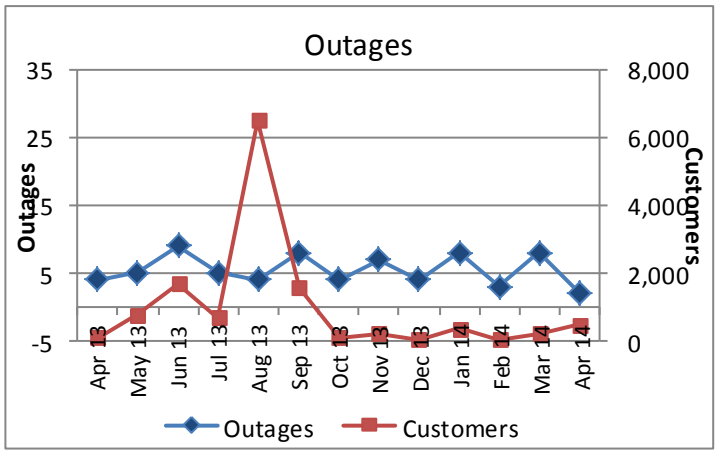
Task	APRIL 14	APRIL 13	CURRENT FY
Water Production - Daily Average	4,099,167	4,158,667	1,260,285,000
Average Field Response Time (goal is <30 minutes)	17.18	13.00	17.64
Water Mains Repaired	0	0	4
Water Service Lines Repaired	0	2	7
Wastewater Mains Repaired	0	0	0
Wastewater Service Lines Repaired	0	2	3
Sewer Lines Flushed - linear feet	54,538	48,488	1,030,797
Sewer Mains Videoed -linear feet	261	0	19,733
Total Fire Hydrants in Service	1,807	1,806	1,807
Total Water Meters in City Distribution System	14,201	14,107	14,201

PUBLIC UTILITIES

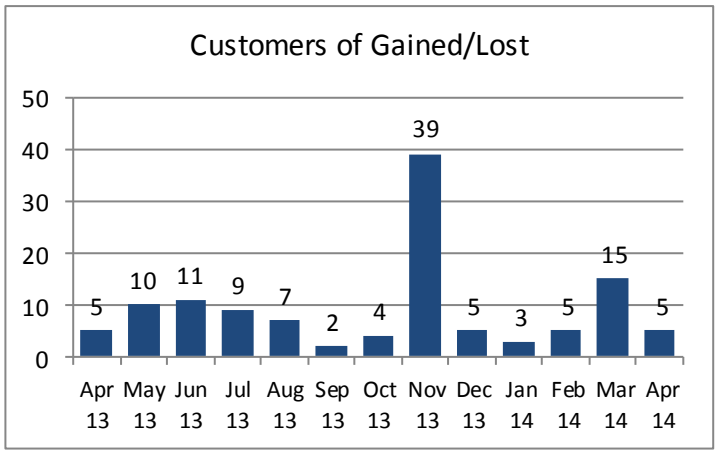
Electric







Outages: 2 Customers: 475



Electric Monthly Outage Report

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

FY 14 YTD	FY 13	FY 12
67.76	50.74	39.44

Controllable Outages *Annual goal is less than 40*		Average Response Time *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
1	32	28.5 Minutes	28.2 Minutes

PROGRAM UPDATES	APR 14	APR 13	FY14 YTD
Tree Trimming	318	234	2031
Number of Oil Releases	1	0	10
Lost Time Accidents – All Electric Utility Divisions	1	0	2
New Services	5	5	96
Major Goals Completed in the Past Two Months			
N/A			

City Planner's Monthly Report

Planning, Inspections & Recreation

APRIL 2014

Planning, Inspections & Recreation Highlights



- **Challenger Basketball -** Partnering with local schools for the physically and mentally challenged, we hosted Challenger Basketball in the John W Pitts Recreation Center. Nine participated in this fun and fulfilling event. Thanks to DSU Cheerleaders, Dover High School girls basketball coach and players for making our participants day a little more special.
- **Central DE Chamber of Commerce 55+ Expo -** Jane Harris & Carolyn Courtney staffed our booth at the 55+ Expo held at Dover Downs. This was very productive for promoting the activities and programs of the department. Many were interested in our senior fitness programs and our summer camps for their grandchildren. The CDCC noted 81% of attendees where from Wilmington to Ocean View. 19% were visiting Delaware and of those 7% were interested in moving to Delaware.
- **Dover Park -** Hosting the DuDover du-athalon, a biking and running event, Brick's Multisport reported 96 participants were on hand for this year. This was the fourth year of hosting the event at Dover Park and they are looking forward to booking with us in 2015.
- **Easter Egg Hunt** - We held another successful Easter Egg Hunt at Schutte Park, an estimated 300 children participated in this years hunt.



Personnel and Training Updates

- On April 4, 2014 Dawn Melson-Williams attended a Webinar on "Pedestrian & Bicycle Planning" sponsored by APA Delaware. Ann Marie Townshend was one of the presenters in the webinar.
- Carolyn Courtney, Maretta Savage-Purnell, David McGinnis, and Debbie Krueger attended and passed Heartsaver® First Aid/CPR training on April 22 or April 23, 2014 held at the John W Pitts Recreation Center.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '14 Budget		FY '14 Actual (YTD)	
Business License	$1,460,000	$	1,444,259	99%
Trailer License	$20,500	$	21,514	105%
Building Permits	$400,000	$	549,473	137%
Cert. of Occupancy	$9,000	$	4,670	52%
Public Occupancy	$10,000	$	9,484	95%
Lodging House	$14,000	$	14,574	104%
Plumbing/Heating/Air	$75,000	$	58,228	78%
Sprinkler	$25,000	$	21,068	84%
Rental Inspection Fee	$345,000	$	347,924	101%
Miscellaneous	$20,000	$	40,301	202%
Fire Protection Fees	$31,000	$	28,030	90%
Vacant Building Reg.	$60,000	$	138,750	231%
Total P&I Revenue	**$2,469,500**	**$**	**2,678,275**	108%
Recreation	$133,000		$108,636	82%

LOOKING FORWARD …..

The following activities are planned for May and will be reported in the May Monthly report:

- ***Bike to Work Day on May 14, 2014***
- ***Dover Days***
- ***Silver Lake Clean Up***



PLANNING OFFICE

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. For April 2014, Planning Staff was involved with review of 60 Permits and 5 Certificates of Occupancy permits (2014 calendar year total of 266 Permits and COs compared to 276 for 2013). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

COMPREHENSIVE PLAN IMPLEMENTATION

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

- On-going efforts of the Planning Office include participating in planning for the participating in the planning and development design of Garrison Oak Technical Park, the pending updates to the FIRM Maps (Flood Insurance Rate maps) issued by FEMA for flood plains, and research for future ordinance amendments related to the commercial zoning classifications.
- Planning Staff attended the Delaware Population Consortium meeting on April 24, 2014. The Delaware Population Consortium provides 30-year population and employment projections for the State, counties, and selected municipalities including the City of Dover.
- A proposed package of Text Amendments to the Commercial, Office, and Institutional zoning districts was presented to the Parks, Recreation and Community Enhancement Committee of City Council on April 14, 2014. After discussion, the amendments were referred back to Planning Staff for additional

language drafting and editing. It is anticipated the series of Amendments will begin the formal review process in late May.

Pending Ordinance Development

Planning Staff continues to develop proposed text amendments to the City's Floodplain Regulations to be in compliance with FEMA's regulations for the National Flood Insurance Program (NFIP). Additional technical assistance is provided by DNREC and their flood ordinance consultant. A Draft Ordinance #2014-09 has been developed to amend the *Dover Code of Ordinances*, Chapter 50 – Floods. It will be presented to the Legislative Finance and Administration Committee of City Council in early May to begin the formal review process. This review and update of the City's Floodplain Regulations is required as new FIRM Maps (Flood Insurance Rate maps) will become effective in July 2014.



New Dover High School Project (C-10-05/S-11-18)

Construction activities related to site improvements and the building construction activities continue at the new Dover High School project site. The monthly coordination meeting on the project was held on April 24, 2014 for updates on the construction. DNREC has identified significant compliance issues with erosion and sediment control issues on the project site to be remedied. The sidewalk improvement project for the north side of Route 8 and the HAWK are progressing through the design process at DelDOT. Information on each agency's requirements for compliance in order to allow furniture move-in, in order to issue a Temporary Certificate of Occupancy, and to issue a Final Certificate of Occupancy were discussed.

Construction Activity

- Planning Staff conducted Pre-Construction Meeting for the **Luther Village PND-SCHO, Phase 3** project for the third apartment building with residential activity building on the site off Babb Drive and conducted the Pre-Construction meeting for the North Street Pocket Park to be located at 301 South Governors Avenue. These meetings help coordinate construction activities and the City permitting and inspection processes.
- The Planning Staff continues to participate in weekly coordination conference calls with Calpine regarding the **Garrison Energy Center** project at 450 Garrison Oak Drive (Lot 7 of the Garrison Oak Technical Park). The Final/Final Administrative Site Plan (S-12-17) approval for the Garrison Energy Center Phase 1 was granted on September 6, 2013 subject to conditions of approval and the project construction is well underway.

BOARD AND COMMISSION ACTIVITY

◊ Board of Adjustment

The Board of Adjustment did not meet in April. The next regular scheduled meeting of the Board of Adjustment is scheduled for May 21, 2014.

◊ Historic District Commission

The Historic District Commission met on April 17, 2014. The next Historic District Commission meeting is scheduled for May 22, 2014.

- **HI-14-03 Construction of a Parking Lot, Handicap Access, and the Landscape Plan at 6 South State Street** –Recommended conditional approval of the Architectural Review Certification to the Planning Commission.

Planning Commission

The Planning Commission met on April 21, 2014. The next Planning Commission meeting is scheduled for May 19, 2014.

- **C-10-05 New Dover High School: Revision to Sidewalk**— Recommended approval of application revision to the sidewalk (removal of S-curve connecting sidewalk from Forrest Avenue to front of school) at 1 Dover High Drive.
- **S-14-04 Kent County Community School Additions at 65 Carver Road and 901 Forest Street**—Recommended to approval of application S-14-04 Building Additions to include the bicycle rack being moved to the back of the school at the main entrance of the school and all DAC comments.
- **S-14-05 Winner Volkswagen Showroom at 1387 North DuPont Highway** - Recommended approval of new Winner Volkswagen Showroom building and site improvements, including approval of the waiver for a reduction of Arterial Street Buffer and approval of a Tree Mitigation Plan to allow for off-site tree planting as discussed in the DAC comments.
- **C-14-04 Personal Service Nail Salon at 235 West Loockerman Street** - Recommended approval to establish a personal service establishment (Nail Salon) at 235 West Loockerman Street including all DAC comments.
- **C-14-02 YMCA of Delaware Kent Swim Club at 825 Kenton Road**—Recommended approval to establish Conditional Use for YMCA of Delaware at the previous Kent Swim Club property and approval of waiver request for partial elimination of sidewalk (on Kent on Road) allowing payment in– lieu of construction and to include all staff recommendations and DAC comments.
- **S-14-08 Woodland Tree Clearing Plan of 560 Bay Road**— Recommended to approval of Woodland Tree Clearing Plan at 560 Bay Road including the waiver request to exceed to amount of woodland clearing, DAC comments and with the condition that all fines are cleared prior to any accomplishment of work.
- **MI-14-02 Text Amendment: Revisions to Conditional Uses in RG-1/RG-2** – Recommended approval to City Council for MI-14-02 Text Amendment: Revisions to Conditional Uses in RG-1/RG-2 to include reducing the number of employees to four (4) and to change the boundaries to be properties along Route 8 only.
- **MI-14-03 Text Amendment: Revisions to Uses in Shopping Center Development Zones** — Recommended approval to City Council for MI-14-03 Text Amendment: Revisions to Uses in Shopping Center Development Zones for the proposed ordinance to add light motor vehicle service as an accessory use in the (SC-2) Commercial Shopping Center Zone subject to conditions and with an amendment to strike lines 7-18 related to (SC-3) Regional Shopping Center Zone pertaining to a proposal to add residential uses subject to conditions.
- **S-14-03 Watertower Place at 50 North DuPont Highway** - Recommended Conditional-approval for Watertower Place of 4 commercial retail and restaurant buildings including all DAC comments and all waivers with the stipulation for a partial elimination of sidewalk at this point in time on Kings Highway.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

- ***CDBG FY13 Projects***

Contracts for FY13 projects have been executed and projects are underway.

- ***Homeownership Assistance Program***

Three (3) first-time homebuyers were provided downpayment assistance to purchase affordable housing in the City of Dover.

- ***MHDC Homeowner Rehabilitation Program***

CDBG funds will be used to rehabilitate owner occupied homes in the City of Dover found in violation of the City's housing code. Four (4) homes have been completed.

- ***Dover Interfaith Mission to the Homeless***

CDBG funds will be used for operations costs for the shelter.

- ***MHDC Emergency Home Repair Project***

CDBG funds will be used to assist very low income homeowners with emergency repairs to eliminate severe housing conditions that constitute health and safety hazards. Seven (7) homes have been completed.

- ***NCALL Research***

CDBG funds will be utilized for foreclosure prevention and pre-purchase homeownership counseling services for up to ten (10) Dover residents.

- ***Elizabeth W. Murphey School***

CDBG funds will be used for minor renovations for one of the facilities that services children that are at risk for homelessness. Replacement of the windows has been completed.

- ***Neighborhood Stabilization Program (NSP)***

The City was awarded $1,426,740 for the acquisition and rehab of foreclosed properties to be sold to qualifying families. A total of $2,080,554 including program income has been expended on the acquisition and renovations for eleven (11) properties. Ten (10) properties have been sold, and one is a rental that serves persons with disabilities. Ten (10) first-time homebuyers have purchased homes through the NSP Settlement Assistance Program.

218 Ann Avenue (sold)
343 Mimosa Avenue (sold)
907 Woodcrest Avenue (sold)
1430 S. Hancock (group home rental)
1415 S. Hancock (sold)
337 N. Governors Avenue (sold)
254 Green Blade Drive (sold)
302 Stone Brook Place (sold)
11 Westover Drive (sold)
110 Thames Drive (sold)
4 Bennington Street (sold)

Dangerous Buildings, Vacant Buildings & Demolitions

- *105 S. Queen Street*—A residential Renovation Permit has been obtained and a re-inspection to the home shows that work continues to be made as finances provide.
- *200 N. West Street*—The owner was granted their request for a use variance by the City Board of Adjustment on January 27th. No permits for renovations have been obtained
- *27 N. New Street*—Home was condemned as unfit for human occupancy with notice going to the owner to make repairs by January 9, 2014, or the structure will be brought forward to Council as a dangerous building. On January 27th, Dover City Council declared the home dangerous and ordered the property owner to either make repairs or have the home demolished by February 27, 2014. No repairs have been made. The asbestos abatement is complete and demolition to the structure has started.
- *814 Maple Parkway*—A lien search was ordered for the property. The in-ground pool has been condemned as an unsafe structure and will be taking forward to Council as a dangerous structure. On April 14, 2014 Council approved staff's recommendation to have the pool demolished. The owners were giving until May 14, 2014 to have the pool demolished, or the City would proceed with demolition.
- *830 Maple Parkway*—A lien search has been completed. The management company for the lien holder has been in contact with staff and plans on covering the pool and making it safe. The pool has been properly covered and is in code compliance.
- *409 South DuPont Highway*—Notice was sent to the owner to have repairs made or the property will go forward to City Council on April 14, 2014 to have Council declare it dangerous. The owner of the property has obtained a structural engineers report and has submitted plans to renovate the structure.
- *39 N. New Street*—Notice was sent to the owner to have the home demolished by March 30, 2014 or City Staff will move forward to present the property to City Council on April 14, 2014 with the recommendation to have the structure demolished. The owner has obtained a Demolition Permit for the demolition of the structure. The start date for the demolition is June 6, 2014.
- *12 N New Street*—Council approved Staff's recommendation for demolition and gave the owner until May 28, 2014 to demolish the structure or the City would proceed with demolition.

- *Vacant Buildings*—During the month of April, twenty-eight (28) additional buildings were registered as vacant, and $15,000.00 in vacant building registration fees were collected.

Code Enforcement Activity—APRIL

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	119	129	100%	99%
No valid Building Permit	12	20	70%	85%
Tall grass and weeds	95	97	96%	96%
Unregistered vehicle	4	14	100%	93%
Abandoned vehicle	13	40	77%	88%
Annual Housing Inspection	68	222	88%	93%
Property Maintenance – Exterior	73	196	41%	66%
Electric Termination	62	80	98%	99%
Dover Code of Ordinances	61	205	69%	75%
Zoning	10	38	70%	76%
Total Cases	**517**	**1041**		
Total # of Inspections For Month	**601**			



12 N. New Street

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**APRIL 14**	**FYTD 14**	**APRIL 13**	**FYTD 13**
Annual Inspections/Life Safety Inspections	23	147	23	261
Fire/Code/DCO Complaints	38	158	98	316
Inspection Deficiencies	53	241	49	100
C/O & Acceptance Tests	4	15	3	46
Accidental	$84,000	$1,117,000	$	$96,450.00
Incendiary	$0	$0.00	$15,000.00	$16,100.00
Undetermined	$0	$20,000	$75,000	$76,000.00
PERMITTING AND LICENSING				
Permits Issued	**APRIL 14**	**FYTD 14**	**APRIL 13**	**FYTD 13**
Administrative Permit	3	5	2	23
Building Addition/Renovation Permits	39	101	40	257
Building Permits	12	43	19	118
Demolition Permits	3	13	6	44
Fence Permits	5	17	16	77
Fire Prevention Permits	7	22	12	97
Mechanical Permits	24	113	17	244
Plumbing Permits	26	93	25	279
Sign Permits	11	64	37	212
Swimming Pool Permits	1	1	2	13
Business Licenses	29	11	41	1061
Merchant Licenses	2	12	6	272
Contractor Licenses	28	120	36	735
Lodging House Licenses	15	44	0	51
Mobile Homes	5	20	7	232
Public Occupancy	17	294	14	347
Rental Dwelling	147	2827	118	3000
BUILDING INSPECTIONS				
Inspections	**APRIL 14**	**FYTD 14**	**APRIL 13**	**FYTD 13**
Building	66	733	215	2,871
Plumbing/Mechanical	47	987	181	2,945
Certificate of Occupancy	5	36	9	81

Fire Marshal's Office—At a Glance

Number of Fires Requiring FM Response for
April 2014

9 Accidental

1 Undetermined

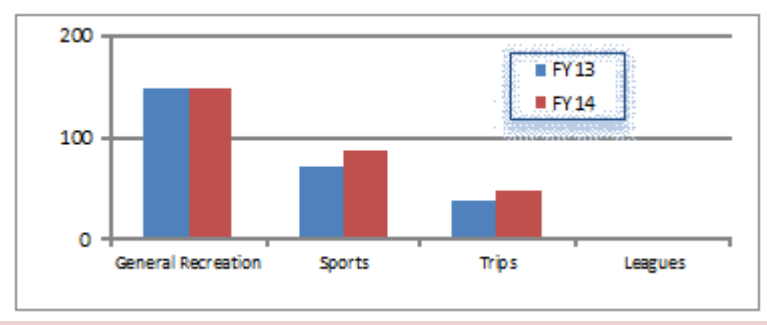
1 Incendiary

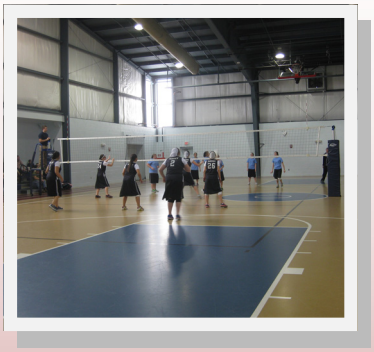
24 hours of investigation time

Recreation Division

Enrollment Summary

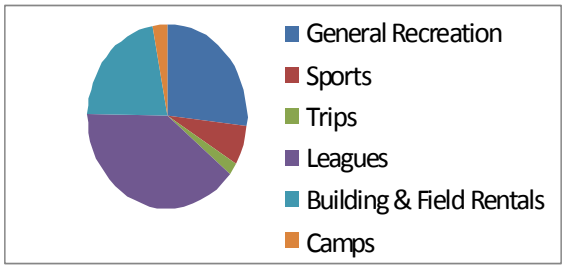
April 2013 verses April 2014

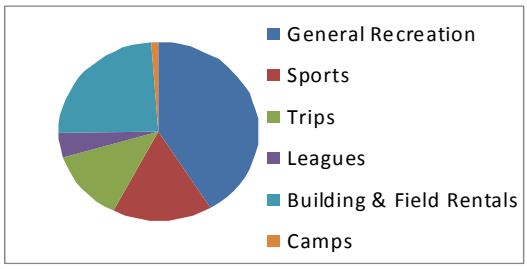




Category	FY13	FY14
General Recreation	148	148
Sports	69	87
Trips	35	45
Leagues	#'s are still	coming in
Camps	26	26

Revenue Breakdown: April 2013 verses April 2014





General Recreation	**$3,580**
Sports	**$909**
Camps	**$415**
Trips	**$326**
Leagues	**$5,320**
Building & Field Rentals	**$2,885**

General Recreation	**$3,256.50**
Sports	**$905**
Trips	**$65**
Leagues	**$12,575**
Building & Field Rentals	**$1,050**
Camps	**$1,715**





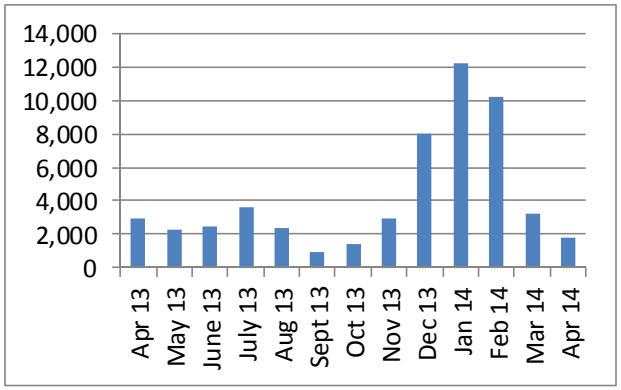




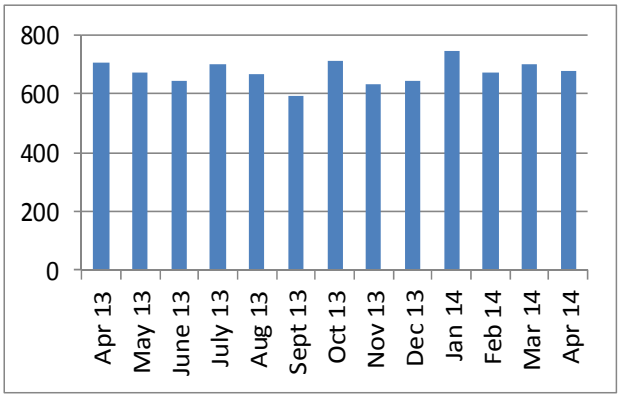


John W. Pitts Recreation Center – APRIL 2014

Total Program Attendance



Facility Usage By The Hour



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

Facility Usage By The Hour	APR 14		FYTD 14		APR 13		FYTD 13
Open Gym	484		4,173.5		533.75		4,638.75
Fitness Classes	68.5		576.5		54.5		474.75
Leagues	32		840		12		724
Camps	32.5		587.5		32.5		81.5
Sports Classes	24.5		214.25		16		168
Meetings & Rentals	31		292.5		55.5		298
Enrichment Classes	6		68.5		2		52
Total Facility Usage Hours	678.5		6,752.25		706.25		6,437

Daily Program Attendance**	APR 14		FYTD 14		APR 13		FYTD 13
Total	1,763		45,864		2,926		46,727
Open Gym	503		4,575		1,081		7,725
Fitness Classes	426		3,385		382		3,440
Leagues	292		27,277		255		26,383
Camps	130		1,438		115		369
Sports Classes	261		2,113		205		1,493
Meetings & Rentals	125		6,920		884		6,121
Enrichment Classes	26		156		4		115

Since our opening in late April 2008, we have had 318,083 guests at the John W. Pitts Recreation Center.

April Open Gym Registrations and Packages Sold

Packages Sold:	March.	MTD	YTD	FYTD
Daily:	24	$75	329	$987
Individual Quarterly:	4	$15	21	$315
Individual Annual:	0	$ 0	1	$ 50
Family Quarterly:	0	$ 0	6	$180
Family Annual:	1	$100	2	$200
Revenue:		**$190**		**$1,732**

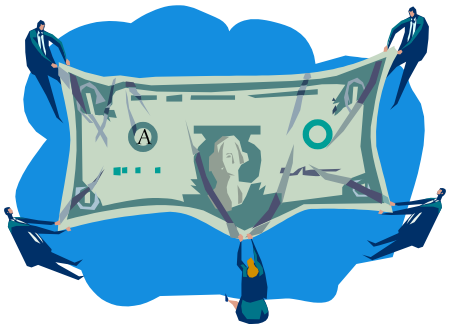


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
APRIL 2014 - MONTHLY BUDGET REPORTS















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

CITY OF DOVER
ACTIVITY REPORTS
April 2014

FINANCE DEPARTMENT ACTIVITY LEVELS

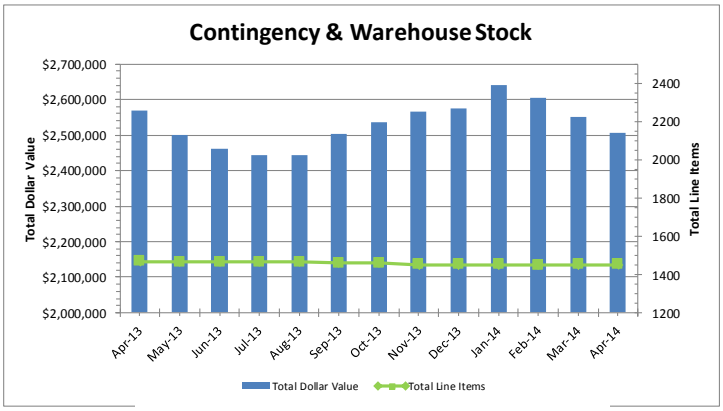
	FY13 YTD			FY14 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	4,651			5,363		
Total Amount of All Deposits	$ 125,822,461			$ 106,847,869		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**697,236**	**100.0%**	**$ 16,554,626**	**689,387**	**100.0%**	**$ 16,041,866**
Wages and Hours Worked						
Regular	583,897	83.7%	$ 12,940,001	577,701	83.8%	$ 12,446,931
All over time	30,515	4.4%	$ 1,334,274	29,832	4.3%	$ 1,190,589
Other Paid or Unpaid Wages and Hours						
Vacation	35,505	5.1%	$ 919,112	35,207	5.1%	$ 915,071
Sick	16,575	2.4%	$ 413,877	14,399	2.1%	$ 364,648
Terminal Leave - Retiree Vacation/Sick Payout	16,613	2.4%	$ 480,164	10,927	1.6%	$ 348,596
Comp Time	6,828	1.0%	$ 192,487	7,059	1.0%	$ 198,144
Personal	1,455	0.2%	$ 40,895	1,249	0.2%	$ 35,485
Leave Without Pay	4,397	0.6%	$ -	3,889	0.6%	$ -
Other (description below)	1,452	0.2%	$ 233,816	9,127	1.3%	$ 542,368

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

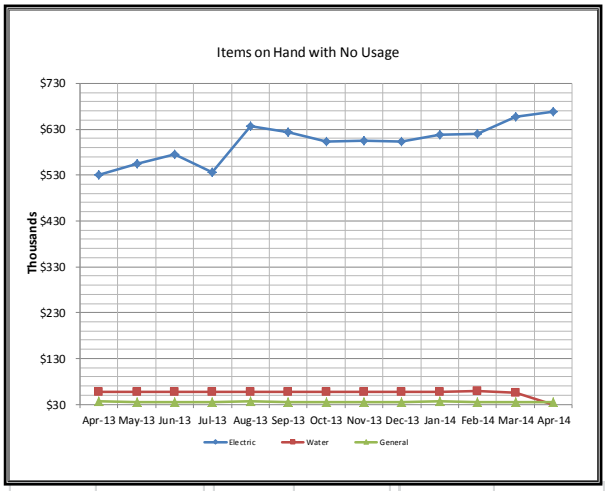
Other Activity						
Number of Pay Periods	21			21		
Number of Payroll Checks & Direct Deposits Issued	7,616			7,563		
Number of Pension Checks Issued	2,478			2,563		
Total Pension Benefits Paid - Defined Benefit Plan	$ 4,100,437			$ 4,313,502		

ACCOUNTS PAYABLE						
Number of Check Vouchers	5,090			5,032		
Number of EFT Vouchers	1,843			1,742		
Vouchers Dollar Amount Disbursed	$ 73,416,527			$ 69,355,572		

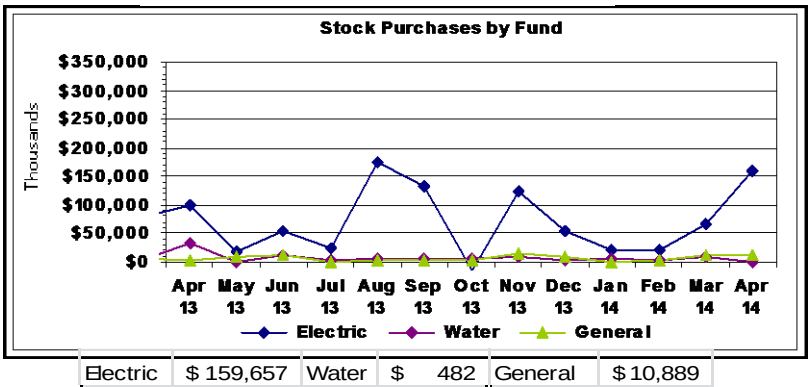
PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,506,966 Line Items: 1,454



Electric:	$667,667	Water:	$29,993	General:	$34,382



Electric	$ 159,657	Water	$ 482	General	$ 10,889

Fuel Use		
Unleaded:	9,984.4	gallons
Diesel:	6,519.1	gallons
Total Cost:	$ 49,885	

City of Dover
Finance Department
Monthly Report – April 2014
General Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 3,455,200	$ 4,219,800	$ -	$ 4,219,800	0.0%
Revenues					
Court of Chancery Fees	863,200	863,200	767,700	95,500	88.9%
Fines & Police Revenues	1,316,000	1,316,000	847,204	468,796	64.4%
Franchise Fees	606,200	606,200	406,403	199,797	67.0%
Grants	623,500	623,500	277,626	345,874	44.5%
Intrafund Services	4,454,300	4,454,300	3,440,654	1,013,646	77.2%
Library & Recreation Revenues	599,600	599,600	499,527	100,073	83.3%
Licenses & Permits	2,627,500	2,627,500	2,897,712	(270,212)	110.3%
Property Taxes (Includes BID Revenue) (1)	11,169,500	11,169,500	11,101,588	67,912	99.4%
Miscellaneous Revenues	138,300	138,300	76,745	61,555	55.5%
Sanitation Revenues	2,676,500	2,676,500	2,164,047	512,453	80.9%
Garrison Farm Rent Revenue	118,500	118,500	78,149	40,351	65.9%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	527,400	531,100	497,955	33,145	93.8%
Civil Traffic Penalties	600,000	600,000	234,170	365,830	39.0%
Transfer Taxes	1,315,500	1,315,500	1,284,615	30,885	97.7%
Verizon, Contingency and CI Reserves	32,000	32,000	21,000	11,000	65.6%
Police Grants	110,000	126,800	63,365	63,435	50.0%
Water/Wastewater Fund	500,000	500,000	375,000	125,000	75.0%
Electric Fund	8,000,000	8,000,000	6,000,000	2,000,000	75.0%
Total Revenues	36,278,000	36,298,500	31,033,460	5,265,040	85.5%
Total Beginning Balance & Revenues	**$ 39,733,200**	**$ 40,518,300**	**$ 31,033,460**	**$ 9,484,840**	76.6%
Expenditures					
City Clerk & Council	$ 442,200	$ 445,600	$ 339,289	$ 106,311	76.1%
Mayor, City Manager & Human Resources	874,900	886,800	723,240	163,560	81.6%
Police & Police Extra Duty	14,331,800	14,517,300	11,242,408	3,274,892	77.4%
Public Services	4,131,800	4,192,700	3,135,065	1,057,635	74.8%
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,870,900	1,872,500	1,423,220	449,280	76.0%
Planning & Inspections	2,045,600	2,129,900	1,647,740	482,160	77.4%
Finance, Info Tech & Customer Services	2,676,400	2,694,900	2,072,237	622,663	76.9%
Library & Recreation	2,038,600	1,970,500	1,512,749	457,751	76.8%
Fire Department	692,100	692,100	545,931	146,169	78.9%
Assessor	198,300	198,300	157,564	40,736	79.5%
Contribution to DDP	162,400	162,400	121,800	40,600	75.0%
Miscellaneous Grant Expense	25,000	25,000	-	25,000	0.0%
Other Employment Expenses	400,000	118,800	-	118,800	0.0%
Insurance	658,900	658,900	490,771	168,129	74.5%
OPEB - Retiree's Health Care Contribution	1,636,500	1,636,500	1,227,375	409,125	75.0%
Police Pension Trust Contribution - State Grant	500,000	500,000	276,626	223,374	55.3%
Appropriation to Employee Pension Fund - Unfunded Liability	1,159,100	1,923,700	869,325	1,054,375	45.2%
Appropriation to Police Pension Fund	307,400	307,400	307,400	-	100.0%
Street Lights	836,000	836,000	643,245	192,755	76.9%
Debt Service	557,300	557,300	552,051	5,249	99.1%
Provision for Uncollectible	10,000	10,000	10,000	-	100.0%
Transfers Out					
Capital Projects Fund	1,278,300	1,278,300	958,725	319,575	75.0%
Total Expenditures	36,833,500	37,614,900	28,256,761	9,358,139	75.1%
Budget Balance - Working Capital	2,899,700	2,903,400	-	2,903,400	0.0%
Total Budget Balance & Expenditures	**$ 39,733,200**	**$ 40,518,300**	**$ 28,256,761**	**$ 12,261,539**	69.7%
Reserve Balances					
Contingency	$ 723,600	$ 725,500	$ 715,803		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 4/31/14 is $249,177.46 as compared to $328,555 in April 2013.

City of Dover
Finance Department
Monthly Report – April 2014
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance - Water	$ 770,800	$ 732,700	$ -	$ 732,700	0.0%
Beginning Balance - Wastewater	$ 412,600	$ 441,400	$ -	$ 441,400	0.0%
Beginning Balance - Kent County Treatment	$ 141,600	$ (17,300)	$ -	$ (17,300)	0.0%
	1,325,000	1,156,800	-	1,156,800	0.0%
Revenues					
Water Fees	4,730,700	4,730,700	3,683,429	1,047,271	77.9%
Wastewater Fees	3,642,700	3,642,700	2,951,715	690,985	81.0%
Kent County Treatment Fees	2,980,300	2,980,300	2,427,256	553,044	81.4%
Ground Water Inflow Adjustment	1,324,600	1,324,600	1,090,463	234,137	82.3%
Water Tank Leases	333,800	333,800	267,957	65,843	80.3%
Miscellaneous Service Fee	105,100	82,000	56,302	25,698	68.7%
Impact Fees - Water	357,000	357,000	237,495	119,505	66.5%
Impact Fees - Wastewater	323,000	323,000	216,922	106,078	67.2%
Total Revenues	13,797,200	13,797,200	10,931,539	2,865,661	79.2%
Total Beginning Balance & Revenues	**$ 15,122,200**	**$ 14,954,000**	**$ 10,931,539**	**$ 4,022,461**	73.1%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 664,400	$ 634,700	$ 299,167	$ 335,533	47.1%
Water	433,900	436,900	353,720	83,180	81.0%
Water Treatment Plant	1,501,800	1,507,800	1,100,619	407,181	73.0%
Wastewater	945,100	946,000	662,694	283,306	70.1%
Construction	351,400	352,200	220,725	131,475	62.7%
Kent County Treatment	3,524,800	3,524,800	2,971,918	552,882	84.3%
Intrafund Service Fees	1,233,400	1,233,400	993,030	240,370	80.5%
Pension Unfunded Liability	339,400	339,400	254,550	84,850	75.0%
OPEB - Retiree's Health Care Contributions	200,000	200,000	150,000	50,000	75.0%
Debt Service	1,019,500	1,019,500	864,228	155,272	84.8%
Other Employment Expenses	25,000	10,800	-	10,800	0.0%
Transfers Out					
General Fund	500,000	500,000	375,000	125,000	75.0%
Water I & E Fund	1,200,000	1,233,200	600,000	633,200	48.7%
Wastewater I & E Fund	1,330,000	1,330,000	665,000	665,000	50.0%
Total Expenses	13,268,700	13,268,700	9,510,651	3,758,049	71.7%
Budget Balances					
Budget Balance - Working Capital - Water	1,056,400	1,018,300	-	1,018,300	0.0%
Budget Balance - Working Capital - WW	797,100	825,900	-	825,900	0.0%
Budget Balance-Working Capital - KSA	-	(158,900)	-	(158,900)	0.0%
Total Budget Balances	1,853,500	1,685,300	-	1,685,300	0.0%
Total Budget Balances & Expenses	**$ 15,122,200**	**$ 14,954,000**	**$ 9,510,651**	**$ 5,443,349**	63.6%
Reserve Balances					
Contingency-Water	$ 105,600	$ 106,600	$ 104,508		
Contingency-Wastewater	$ 191,500	$ 190,800	$ 188,978		
Impact Fee Reserve - Sewer	NO BUDGET	NO BUDGET	$ 3,768,572		
Impact Fee Reserve - Water	NO BUDGET	NO BUDGET	$ 199,738		
Bond Coverage Ratio (Covenant 1.20)	3.99	4.03	4.18		

City of Dover
Finance Department
Monthly Report – April 2014
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 7,152,400	$ 6,620,900	$ -	$ 6,620,900	0.0%
Revenues					
Sales to Customers	76,286,700	76,286,700	65,242,817	11,043,883	85.5%
Utility Tax	1,492,200	1,492,200	1,058,891	433,309	71.0%
Weyandt Hall Rents	251,000	251,000	134,682	116,318	53.7%
Miscellaneous Revenues	737,800	737,800	584,365	153,435	79.2%
Interest Earned	119,400	119,400	(3,260)	122,660	-2.7%
Transfer from Rate Stabilization	4,000,000	4,000,000	7,000,000	(3,000,000)	175.0%
Intrafund Service Receipts Water/Wastewater	98,500	98,500	80,017	18,483	81.2%
Total Revenues	82,985,600	82,985,600	74,097,512	8,888,088	89.3%
Total Beginning Balance & Revenues	**$ 90,138,000**	**$ 89,606,500**	**$ 74,097,512**	**$ 15,508,988**	82.7%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 23,832,000	$ 23,832,000	$ 24,506,047	$ (674,047)	102.8%
Power Supply Management	996,000	996,000	830,000	166,000	83.3%
Capacity Charges	15,787,200	15,787,200	13,361,950	2,425,250	84.6%
Dover Sun Park Energy	1,565,800	1,565,800	1,175,760	390,040	75.1%
Solar Renewal Energy Credits	300,000	300,000	222,785	77,215	74.3%
PJM Charges - Energy	12,812,900	12,812,900	14,291,390	(1,478,490)	111.5%
PJM Charges - Transmission & Fees	4,740,000	4,740,000	6,502,824	(1,762,824)	137.2%
Total Power Supply	60,033,900	60,033,900	60,890,756	(856,856)	101.4%
Plant Operations	6,015,800	6,015,800	4,271,552	1,744,248	71.0%
Generation Fuels	-	-	2,274,957	(2,274,957)	0.0%
Capacity Credits	(15,079,800)	(15,079,800)	(13,034,000)	(2,045,800)	86.4%
PJM Spot Market Energy	(230,500)	(230,500)	(753,720)	523,220	327.0%
PJM Credits	(397,000)	(397,000)	(5,607,709)	5,210,709	1412.5%
Total Generation	(9,691,500)	(9,691,500)	(12,848,920)	3,157,420	132.6%
Total Power Supply & Plant	50,342,400	50,342,400	48,041,836	2,300,564	95.4%
Electric Operating Divisions:					
Transmission/Distribution	3,302,500	3,312,200	2,309,159	1,003,041	69.7%
Electrical Engineering	1,192,200	1,194,500	813,912	380,588	68.1%
Administration	597,000	597,800	405,276	192,524	67.8%
Meter Reading	220,300	221,900	176,952	44,948	79.7%
Systems Operations	543,600	553,500	448,091	105,409	81.0%
Intrafund Services	3,319,400	3,319,400	2,527,641	791,759	76.1%
Utility Tax	1,492,200	1,492,200	1,058,891	433,309	71.0%
OPEB Trust Contribution - Unfunded Liability	975,700	975,700	731,775	243,925	75.0%
OPEB - Retirees Health Care Contribution	513,300	513,300	384,975	128,325	75.0%
Pension Trust Contribution - Unfunded liability	1,314,200	1,314,200	985,650	328,550	75.0%
Interest on Deposits	27,000	27,000	17,635	9,365	65.3%
Green Energy Payment to DEMEC	135,800	135,800	108,563	27,237	79.9%
Accounts Receivable Write-Offs	200,000	200,000	200,000	-	100.0%
Other Employee Expenses	150,000	125,700	-	125,700	0.0%
Contractual Services RFP's	100,000	100,000	20,919	79,081	20.9%
Debt Service	3,301,900	3,301,900	2,833,435	468,465	85.8%
Transfers Out:					
General Fund	8,000,000	8,000,000	6,000,000	2,000,000	75.0%
Electric Improvement & Extension Fund	5,448,600	4,918,600	2,724,300	2,194,300	55.4%
Total Expenses	81,176,100	80,646,100	69,789,010	10,857,090	86.5%
Budget Balance - Working Capital	8,961,900	8,960,400	-	8,960,400	0.0%
Total Budget Balance & Expenses	**$ 90,138,000**	**$ 89,606,500**	**$ 69,789,010**	**$ 19,817,490**	77.9%
Reserve Balances					
Contingency Reserve	$ 826,500	$ 826,500	$ 817,355		
Insurance Reserve	$ 739,000	$ 739,000	$ 735,851		
Rate Stabilization Reserve	$ 13,644,000	$ 13,644,000	$ 10,443,011		
Bond Coverage Ratio (Covenant 1.25)	1.97	3.34	1.04		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,675	712,675	604,285		
Sales per MWh	$ 107.04	$ 107.04	$ 107.97		
Purchased/Generated MWh	725,818	725,818	638,851		
All In MWh Supply & Generation	$ 69.36	$ 69.36	$ 75.20		

City of Dover
Finance Department
Monthly Report – April 2014
General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance - Projects	$ 241,200	$ 2,801,800	$ -	$ 2,801,800	0.0%
Beginning Balance - Library	$ (74,700)	$ 256,500	$ -	$ 256,500	0.0%
Revenues					
State Grant - Other	15,000	15,000	-	15,000	0.0%
Interest Earnings	-	-	8,958	(8,958)	0.0%
Income from Sale of Assets	-	-	15,664	(15,664)	0.0%
Transfer from Community Transportation Fund	-	60,500	60,500	-	100.0%
Transfer from General Fund for Projects	1,278,300	1,278,300	958,725	319,575	75.0%
Contractor Contributions	-	264,800	264,765	35	100.0%
Transfer from Parkland Reserve	95,000	80,000	-	80,000	0.0%
MSA Capital Contribution	-	251,200	-	251,200	0.0%
Subtotal Revenues	1,388,300	1,949,800	1,308,612	641,188	
State Grant - Library	-	150,000	142,887	7,113	95.3%
Library Capital Pledges	-	5,000	7,500	(2,500)	150.0%
Subtotal Library Project Receipts	-	155,000	150,387	4,613	97.0%
Total Revenues	1,388,300	2,104,800	1,458,999	645,801	69.3%
Total Beginning Balance & Revenue	**$ 1,554,800**	**$ 5,163,100**	**$ 1,458,999**	**$ 3,704,101**	28.3%
Expenditures					
Fire	$ 238,500	$ 238,500	$ 238,515	$ (15)	100.0%
Grounds Maintenance	50,100	50,100	30,249	19,851	60.4%
Library	-	411,500	76,198	335,302	18.5%
Recreation	95,000	95,000	-	95,000	0.0%
Code Enforcement	30,000	30,900	-	30,900	0.0%
Police	257,300	362,400	276,785	85,615	76.4%
Streets	251,500	3,395,700	692,744	2,702,956	20.4%
Sanitation	402,100	402,100	387,504	14,596	96.4%
Information Technology	7,000	7,000	-	7,000	0.0%
Facilities Management	17,800	17,800	17,795	5	100.0%
Procurement & Inventory	55,000	55,000	-	55,000	0.0%
Total Expenditures	1,404,300	5,066,000	1,719,790	3,346,210	33.9%
Budget Balance - Projects	150,500	97,100	-	97,100	0.0%
Total Budget Balance & Expenditures	**$ 1,554,800**	**$ 5,163,100**	**$ 1,719,790**	**$ 3,443,310**	33.3%
Reserve Balances					
Capital Asset Replacement Reserve	$ 512,000	$ 515,300	$ 509,251		
Parkland/Recreation	$ 110,000	$ 125,400	$ 203,692		

City of Dover
Finance Department
Monthly Report – April 2014
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance - Water	$ 1,620,000	$ 4,473,800	$ -	$ 4,473,800	0.0%
Beginning Balance - Wastewater	$ 660,900	$ 2,807,000	$ -	$ 2,807,000	0.0%
Revenues					
Bond Proceeds - Water	-	3,000,000	3,000,000	-	100.0%
Bond Proceeds - Wastewater	-	1,067,900	1,005,960	61,940	94.2%
State Loan-Wastewater 2011	-	62,000	62,000	-	100.0%
Arbitrage Rebate - IRS Refund	-	66,000	68,614	(2,614)	104.0%
Income from Sale of Assets	-	-	4,343	(4,343)	0.0%
Interest Earned	25,000	25,000	29,211	(4,211)	116.8%
Transfer from Operating Fund for Water	1,200,000	1,233,200	600,000	633,200	48.7%
Transfer from Operating Fund for Wastewater	1,330,000	1,330,000	665,000	665,000	50.0%
Transfer from Impact Fee Reserve - Water	390,000	390,000	-	390,000	0.0%
Transfer from Impact Fee Reserve - Wastewater	-	1,000,000	-	1,000,000	0.0%
Total Revenues	2,945,000	8,174,100	5,435,128	2,738,972	66.5%
Total Beginning Balance & Revenues	**$ 5,225,900**	**$ 15,454,900**	**$ 5,435,128**	**$ 10,019,772**	35.2%
Expenses					
Water	$ 1,476,800	$ 7,499,700	$ 1,089,774	$ 6,409,926	14.5%
Wastewater	1,251,000	5,252,400	309,477	4,942,923	5.9%
Water Construction	90,000	90,000	89,500	500	99.4%
Total Expenses	2,817,800	12,842,100	1,488,751	11,353,349	11.6%
Budget Balance - Working Capital - Water	1,655,700	1,552,800	-	1,552,800	0.0%
Budget Balance - Working Capital - Wastewater	752,400	1,060,000	-	1,060,000	0.0%
Total Budget Balances	2,408,100	2,612,800	-	2,612,800	0.0%
Total Budget Balances & Expenses	**$ 5,225,900**	**$ 15,454,900**	**$ 1,488,751**	**$ 13,966,149**	9.6%
Reserve Balances					
Capital Asset Replacement - Water	$ 513,000	$ 514,000	$ 507,378		
Capital Asset Replacement - Wastewater	$ 512,300	$ 512,900	$ 506,217		

City of Dover
Finance Department
Monthly Report – April 2014
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 3,091,000	$ 3,980,200	$ -	$ 3,980,200	0.0%
Revenues					
Interest Earnings	25,200	25,200	2,648	22,552	10.5%
Transfer from Electric Revenue Fund	5,448,600	4,918,600	2,724,300	2,194,300	55.4%
General Service Billing	440,000	440,000	231,873	208,127	52.7%
Total Revenues	5,913,800	5,383,800	2,973,260	2,410,540	55.2%
Total Beginning Balance & Revenues	**$ 9,004,800**	**$ 9,364,000**	**$ 2,973,260**	**$ 6,390,740**	31.8%
Expenses					
Electric Generation	$ 2,117,800	$ 2,130,000	$ 1,016,095	$ 1,113,905	47.7%
Transmission/Distribution	1,100,000	1,144,600	446,122	698,478	39.0%
Electrical Engineering	2,405,800	2,627,500	912,299	1,715,201	34.7%
Total Expenses	5,623,600	5,902,100	2,374,516	3,527,584	40.2%
Budget Balance - Working Capital	3,381,200	3,461,900	15,420	3,446,480	0.4%
Total Budget Balance & Expenses	**$ 9,004,800**	**$ 9,364,000**	**$ 2,389,936**	**$ 6,974,064**	25.5%
Reserve Balances					
Depreciation Reserve	$ 9,977,100	$ 10,003,100	$ 9,893,457		
Future Capacity Reserve	$ 10,131,400	$ 10,145,800	$ 10,042,512		

City of Dover
Finance Department
Monthly Report – April 2014
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ -	$ 209,200	$ -	$ 209,200	0.0%
Revenues					
Grants Revenue	500,000	1,387,600	468,278	919,322	33.7%
Interest Earned	500	500	294	206	58.8%
Total Revenues	500,500	1,388,100	468,572	919,528	33.8%
Total Beginning Balance & Revenues	**$ 500,500**	**$ 1,597,300**	**$ 468,572**	**$ 1,128,728**	29.3%
Expenses					
Program Expenses - Del Dot	$ 500,000	$ 1,395,100	$ 754,962	$ 640,138	54.1%
Program Expenses - City appropriated	-	62,800	62,800	-	100.0%
Transfer to Capital Project Fund	-	60,500	60,500	-	100.0%
Total Expenses	500,000	1,518,400	878,262	640,138	57.8%
Budget Balance - Working Capital	500	78,900	-	78,900	0.0%
Total Budget Balances & Expenses	**$ 500,500**	**$ 1,597,300**	**$ 878,262**	**$ 719,038**	55.0%

City of Dover
Finance Department
Monthly Report – April 2014
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ 100	$ 175,200	$ -	$ 175,200	0.0%
Revenues					
Grants Received	413,000	390,500	223,793	166,707	57.3%
Interest Earned	-	-	674	(674)	0.0%
Total Revenues	413,000	390,500	224,467	166,033	57.5%
Total Beginning Balance & Revenues	**$ 413,100**	**$ 565,700**	**$ 224,467**	**$ 341,233**	39.7%
Expenses					
Program Expenses/Supplies	$ 191,000	$ 249,000	$ 124,194	$ 124,806	49.9%
Computer Hardware	60,000	58,700	17,875	40,825	30.5%
Telephone/Fax	15,000	15,000	12,743	2,257	85.0%
Training/Conference/Food/Travel	36,000	32,000	-	32,000	0.0%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Contractual services	-	6,000	3,887	2,113	64.8%
Operating Transfers - Out	110,000	126,800	63,365	63,435	50.0%
Total Expenses	413,000	488,500	222,064	266,436	45.5%
Budget Balance - Working Capital	100	77,200	-	77,200	0.0%
Total Budget Balances & Expenses	**$ 413,100**	**$ 565,700**	**$ 222,064**	**$ 343,636**	39.3%

City of Dover
Finance Department
Monthly Report – April 2014
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ -	$ 27,800	$ -	$ 27,800	0.0%
Revenues					
Grants Received	270,100	276,600	279,138	(2,538)	100.9%
Total Revenues	270,100	276,600	279,138	(2,538)	100.9%
Total Beginning Balance & Revenues	**$ 270,100**	**$ 304,400**	**$ 279,138**	**$ 25,262**	91.7%
Expenses					
Program Expenses/Supplies-State Grants	$ 28,000	$ 28,000	$ 10,861	$ 17,139	38.8%
Program Expenses/Supplies-Federal Grants	-	-	2,500	(2,500)	0.0%
Office Supplies	24,000	24,000	17,899	6,101	74.6%
Printing/Duplicating	8,900	8,900	5,848	3,052	65.7%
Postage	100	100	33	67	33.0%
Books	124,900	124,900	87,063	37,837	69.7%
Furniture	4,700	4,700	4,297	403	91.4%
Audio Visual Supplies	74,000	74,000	53,064	20,936	71.7%
Training/Conference/Food/Travel	3,500	3,500	1,666	1,834	47.6%
Office Equipment/Repairs & Maintenance	2,000	2,000	3,213	(1,213)	160.7%
Total Expenses	270,100	270,100	186,444	83,656	69.0%
Budget Balance - Working Capital	-	34,300	-	34,300	0.0%
Total Budget Balances & Expenses	**$ 270,100**	**$ 304,400**	**$ 186,444**	**$ 117,956**	61.2%

City of Dover
Finance Department
Monthly Report – April 2014
CJC Grants/Aid

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ -	$ -	$ -	$ -	0.0%
Revenues					
Grants Received	31,800	34,000	19,155	14,845	56.3%
Total Revenues	31,800	34,000	19,155	14,845	56.3%
Total Beginning Balance & Revenues	**$ 31,800**	**$ 34,000**	**$ 19,155**	**$ 14,845**	56.3%
Expenses					
Contractual Services	$ 31,800	$ 34,000	$ 19,155	$ 14,845	56.3%
Budget Balance - Working Capital	-	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 31,800**	**$ 34,000**	**$ 19,155**	**$ 14,845**	56.3%

City of Dover
Finance Department
Monthly Report – April 2014
CDBG Fund

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ -	$ 4,800	$ -	$ 4,800	0.0%
Revenues					
Grants Received	244,800	244,800	251,917	(7,117)	102.9%
Total Revenues	244,800	244,800	251,917	(7,117)	102.9%
Total Beginning Balance & Revenues	**$ 244,800**	**$ 249,600**	**$ 251,917**	**$ (2,317)**	100.9%
Expenses					
Current Year Closing Cost/Down Payment Program	$ 40,000	$ 40,000	$ 40,000	$ -	100.0%
Current year Dover Interfaith Ministry	27,500	27,500	30,333	(2,833)	110.3%
Current Year MHDC Emergency Home Repair	40,000	40,000	48,187	(8,187)	120.5%
Current Year Elizabeth W Murphy School	39,700	39,700	38,574	1,126	97.2%
Current Year NCALL Research Inc.	8,900	8,900	4,500	4,400	50.6%
Current Year Milford Housing H/O Rehabilitation	39,700	39,700	62,245	(22,545)	156.8%
Current Year Salaries	49,000	49,000	20,892	28,108	42.6%
NSP Expense	-	-	77,466	(77,466)	0.0%
Total Expenses	244,800	244,800	322,197	(77,397)	131.6%
Budget Balance - Working Capital	-	4,800	-	4,800	0.0%
Total Budget Balances & Expenses	**$ 244,800**	**$ 249,600**	**$ 322,197**	**$ (72,597)**	129.1%

City of Dover
Finance Department
Monthly Report – April 2014
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	83% Budget
Beginning Balance	$ -	$ 41,000	$ -	$ 41,000	0.0%
Revenues					
Grants Received	55,630	36,900	36,852	48	99.9%
Recreation Revenue	33,000	33,000	16,542	16,458	50.1%
Total Revenues	88,630	69,900	53,394	16,506	76.4%
Total Beginning Balance & Revenues	**$ 88,630**	**$ 110,900**	**$ 53,394**	**$ 57,506**	48.1%
Expenses					
Temporary Help/Benefits	$ 33,000	$ 54,000	$ 18,029	$ 35,971	33.4%
Program Expenses/Supplies	55,630	36,900	20,636	16,264	55.9%
Total Expenses	88,630	90,900	38,665	52,235	42.5%
Budget Balance - Working Capital	-	20,000	-	20,000	0.0%
Total Budget Balances & Expenses	**$ 88,630**	**$ 110,900**	**$ 38,665**	**$ 72,235**	34.9%

Monthly Report
March 2014

Economic Development Office

2014_03 Economic Development

- Weekly Calpine Conference Calls
- Review insurance information with Connor Strong regarding 22-24 W Loockerman St
- Attended DDP Parking Committee Meeting
- Attended Bayhealth Board of Advisors Meeting
- Conference call with Director of Corporate & International Development for the State of Delaware and scheduled follow-up meeting
- Conference call with Philipp Utz regarding Army Corps of Engineers nationwide permit
- Reviewed possible ground-breaking dates with Uzin Utz
- Attended Wesley College Frear Building Dedication
- Attended E-ZPass Dedication Ceremony
- Provided demand response information to Scott Lynch at DEMAC
- Attended Central Delaware Chamber of Commerce Board Meeting
- Attended Legislative Luncheon at Dover Downs
- Participated in Merchants Committee organization meeting
- Attended Leads Group meeting at R&R Commercial Realty and gave a brief overview of downtown initiatives
- Reviewed electric contract proposal with potential subcontractor for Calpine
- Attended NCALL monthly meeting
- Met with State Director of Corporate & International Development, provided information on SunRoc Building and Garrison Oak Technology Park
- Met with TransCore regarding several minor building concerns and provided them with utility bills
- Attended DEEDS meeting
- Participated in conference call with Calpine regarding draft proposals for road improvements at Garrison Oak Technology Park
- Billed Calpine for ground lease at Garrison Oak Technology Park
- Reviewed amendment with Calpine to additional ground lease at GOTP
- Clarified for City of Dover Finance Department the billings for Calpine
- Met with Dr. Casson from Delaware State University to discuss format for economic symposium
- Met with principals of Mountain Engineering
- Attended DDP Economic Development Committee Meeting
- Met with grant writer from Delaware Technical & Community College to discuss assistance with the EDA Grant
- Attended Kent County Plant Managers Meeting at Delaware State University
- Arranged for repair of canopy at 22-24 W Loockerman St
- Attended Kent County Tourism Board Meeting
- Arranged for Public Works to re-grade road at Garrison Tract for delivery of transformer to Garrison Energy Center
- Met with Joe Petrosky to discuss concerns regarding the State Street Alley

- Provided overview of Economic Development office activities and DDP activities to Councilmen Wallace Dixon and David Anderson
- Reviewed Eastern Shore Natural Gas' HUD-1 closing document and reimbursement letter
- Attended Food Innovation District Advisory Committee Meeting
- Met with Dr. Casson to review the outline for the Inclusion Study
- Attended Kent Economic Partnership Annual Dinner
- Started the dialogue with Congressman Carney's office for tour of Kraft Foods

Measures:

- 1 Maintain an unemployment rate for the City of Dover that is lower than national and state averages

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Projected**
Results	<10% unemployment rate in June 2012 8.2% - US Rate 6.8 % - DE Rate 8.6% - City of Dover Rate June 2012 – Actual	< 10% unemployment rate in June 2013 7.6% - US Rate 7.3% - DE Rate 9.8% - City of Dover Rate June 2013 Actual	<10% unemployment rate in June 2014 6.7 % - US Rate 5.9 % - DE Rate 7.7% - City of Dover Rate March 2014 Actual

- 2 Monitor number of contacts with small businesses and with out-of-town companies interested in locating in Dover

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Projected**
Results	≥20 contacts with potential small businesses; **10 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **9 Contacts YTD**	≥20 contacts with potential small businesses; **18 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **7 Contacts YTD**	≥20 contacts with potential small businesses; **12 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **10 Contacts YTD**

2014-03 Downtown Dover Partnership

- Provided technical assistance to four (4) prospective small business individuals on overall business development within the Downtown Dover Business District
- Provided technical assistance (orientation) to one (1) existing small business owner in preparing and submitting small business loan application for loan consideration
- Continued providing technical assistance to three (3) prospective small business individuals on locating available space within the downtown district to lease
- Coordinated and implemented logistics (permits, parade registrations, equipment set-up, etc.) for the St Patrick's Day Parade activities held on March 14th

- Coordinated media (newspaper announcements), website and social media press releases of series of Special Events which occurred during March ’13 in downtown Dover
- Continued working with DDP Board President on DDP organizational materials to be disseminated and presented to newly structured Merchants Committee
- In collaboration with the Delmarva Black Chamber of Commerce – Capacity Building Committee disseminated the Small Business Development Survey to merchants in the downtown Dover Corridor
- Completed the first draft of Parking Committee Annual Downtown Dover Safety & Security Survey ‘14 to be conducted in May ‘14
- Completed first phase new Parking Lot Directional Banner Project with Parking Committee
- Continued working with the Capital Holiday Celebration Committee on the development of the Capital Holiday Celebration ‘14 event
- Attended and participated as a network partner in the monthly Kent County Open for Business workshop on March 6th
- Continued providing technical assistance to the Delaware Technical Community College Planning Committee on the development of the Business Development Summit ‘14
- Continued working with the Promotion/Marketing Committee on the development of the Farmers Market Project scheduled for June ‘14
- Facilitated the interview for the hiring of the Farmer’s Market Manager with William Neaton and Tonda Parks on March 19th
- Meet with Ralph Matthews from the Office of Food Protection and Dave Smith from the Office of the Delaware Agriculture to further discuss Variance Permits needed to operate in the Farmer’s Market
- Participated in the Delaware Technical Community College ‘14 Diamond Challenge for the High School Entrepreneurs-Business Plan Review Panel on March 26th
- Met with Mike Malkiewicz from the Capital City Rotary Club to further discuss the scheduled June 14th Dover Mile and Colonial Rotary 5K Run in downtown Dover
- Teleconference with Dr. Jacqueline Washington from Delaware State University – Division of Academic Enrichment to discuss Volunteer Summer Bridge Partnership Program for students
- Continued working with the Organization Committee in reorganizing the DDP Fund Raising Program
- Worked with Robert Landry from TransCore on the Good Neighbor Promotion Initiative
- Continued working with NCALL and Planning Committee on logistics of the Restoring Central Dover Project
- Participated in the Wesley College Community Survey needed as part of their preparation of the College’s Strategic Plan
- Participated in the University of Delaware – MBA Case Competition Bringing Farm Fresh Alternatives to Low Income Families in Delaware Survey
- Conducted research and disseminated information on the Citizens Institute on Design Grant to DDP Board and committee members
- Attended the Main Street Four Point Training on Organizational Development and Promotions on March 19th
- Attended Downtown Delaware – Secrets of Raising Money through Sponsorships Training on March 6th

Monthly Report

April 2014

Economic Development Office

2014_April Economic Development

- Calpine Weekly Conference Calls
- Met with Amy Mullen to discuss her role as volunteer Farmers Market Manager
- Met with Diane Laird, Main Street Delaware, to review plan for National Main Street Center Assessment of Downtown Dover Partnership
- Met with Compliance Environmental to discuss cost estimate for future work at Chesapeake Supply site
- Attended Governor Markell's press conference to promote Downtown Development Districts
- Attended DSU Economic Development Symposium and made a presentation on Garrison Oak Technology Park
- Reviewed the agenda with DEDO for upcoming site visit at Garrison Oak Technology Park with a manufacturing prospect
- Reviewed Brownfield invoices for Capital Scrap with Compliance Environmental
- Discussed Brownfield grant application for Action Tire
- Attended CDCC Board meeting
- Reviewed road maintenance agreement proposal with Calpine and City Manager
- Met with TransCore representatives and discussed building concerns
- Met with Mayor Carey, representatives from DEDO and prospects for manufacturing site at Garrison
- Took prospects to the GOTP and provided overview of different properties at Garrison
- Met with USDA to discuss grant opportunities
- Provided DEDO with additional information for Garrison prospect
- Reviewed closing documents with attorney for Uzin Utz prior to scheduled closing
- Final review with Compliance Environmental of Brownfield Application for 229 S Governors Avenue
- Reviewed zoning information regarding the former Metro Market building with realtor
- Attended DTCC Economic Summit Planning Meeting
- Discussed 501c3 status for DDP with Senator Carper's staff, signed off on documentation to allow them to receive information
- Attended meeting with Philipp Utz with U.S. German Chamber of Commerce and German business people from throughout the East Coast
- Attended Food Innovation District Advisory Board meeting
- Attended DDP Board meeting
- Attended Business Development Roundtable at Kent County Levy Court and provided overview of city-wide economic development initiatives
- Reviewed the closing documents with Schmittinger and Rodriguez for Uzin Utz and provided additional information regarding Army Corps of Engineer permits, zoning at GOTP, and letter from City Planner confirming the Uzin Utz manufacturing process is a permitted use
- Met with Gregg Moore, Cameron Llewellyn, Lauren Tinsley and Lucy Findlay to discuss role of the Merchants Committee

- Represented City of Dover at Uzin Utz closing on Lot 12 at GOTP

Measures:

- 1 Maintain an unemployment rate for the City of Dover that is lower than national and state averages

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Projected**
Results	<10% unemployment rate in June 2012 8.2% - US Rate 6.8 % - DE Rate 8.6% - City of Dover Rate June 2012 – Actual	< 10% unemployment rate in June 2013 7.6% - US Rate 7.3% - DE Rate 9.8% - City of Dover Rate June 2013 Actual	<10% unemployment rate in June 2014 6.3 % - US Rate 5.8 % - DE Rate 7.4% - City of Dover Rate April 2014 Actual

- 2 Monitor number of contacts with small businesses and with out-of-town companies interested in locating in Dover

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Projected**
Results	≥20 contacts with potential small businesses; **10 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **9 Contacts YTD**	≥20 contacts with potential small businesses; **18 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **7 Contacts YTD**	≥20 contacts with potential small businesses; **14 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **10 Contacts YTD**

2014-04 Downtown Dover Partnership

- Provided technical assistance to three (3) prospective small business individuals on overall business development within the Downtown Dover Business District
- Continued providing technical assistance to three (3) prospective small business individuals on locating available space within the downtown district to lease.
- Coordinated and implemented logistics (permits, parade registrations, equipment set-up, etc.) for the First Friday Event held on April 4th.
- Coordinated media (newspaper announcements), website and social media press releases of series of Special Events which occurred during April ’13 in downtown Dover.
- Coordinated all necessary media releases to inform the public and merchant of the scheduled Grand Opening of Independent Resources on May 1st.
- Coordinated all necessary media releases to inform the public and merchant of the scheduled Grand Opening of Shear Dreams on May 2st.
- Coordinated all necessary media releases to inform the public and merchant of the scheduled Grand Opening of Celebrity Vintage Clothing on May 2st.

- Disseminated to the downtown merchants and network partners information on the 2014 Delaware Cyber Space Hacking Workshop sponsored by the State of Delaware Technology Department.
- Disseminated to the downtown merchants and network partners information on the 7(a) Construction Financing Program sponsored by Celtic Bank a small SBA Lending Bank.
- Attended the Downtown Dover Merchant's Meeting on April 8th.
- Disseminated to the downtown merchants and network partners information on the "Adapting to the Changing Construction industry" Training sponsored by the Delaware State Office of Supplier Diversity
- Completed and submitted the USDA Rural Business Enterprise Grant for review and consideration for funding on April 18th
- Updated Downtown Dover Building Vacancy Listing
- Continued working with DDP Board President on researching, obtaining and providing pertinent information /documents related to Acme building to PNC Bank for the purpose of conducting an appraisal
- Continued working in collaboration with the Delmarva Black Chamber of Commerce – Capacity Building Committee in disseminating the "Small Business Development Survey" to minority merchants in the downtown Dover Business District
- Completed second phase of new Parking Lot Directional Banner Project with Parking Committee
- Coordinated all necessary logistics and marketing to conduct Grand Opening for the Blue Hen Auction Company on April 4th
- Attended and participated as a network partner in the monthly Kent County Open for Business workshop on April 4th
- Continued working with the Promotion/Marketing Committee Phase II vendor selection on the development of the Farmers Market Project scheduled for June 18th
- Continued working with NCALL and the Planning Committee on the selection of the Open House sites for the Restoring Central Dover Project
- Attended the Main Street Four Point Training on Economic Restructuring and Design on April 19th

Monthly Report



APRIL 2014

FY 12-13 City Funded Account Balance Sheet

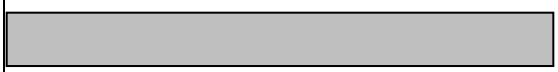
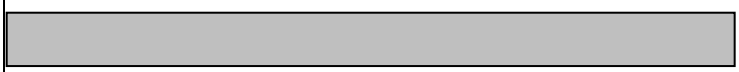
ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 67,000.00	$ 81,032.16	$ (14,032.16)
Building Maintenace Supplies	$ 1,650.00	$ 213.15	$ 1,436.85
Contractual Services	$ 16,587.00		$ 16,587.00
Electricity	$ 51,820.00	$ 30,239.77	$ 21,580.23
Gasoline	$ 19,050.00	$ 17,624.08	$ 1,425.92
Heating Expenses- Gas	$ 20,000.00	$ 13,351.77	$ 6,648.23
Medical Supplies	$ 700.00		$ 700.00
Office Supplies	$ 2,500.00	$ 1,226.02	$ 1,273.98
Other Equipment Repairs	$ 4,000.00	$ 1,746.39	$ 2,253.61
Program Expenses	$ 36,630.00	$ 36,156.72	$ 473.28
Radio Repairs	$ 2,000.00	$ 1,992.73	$ 7.27
Safety & Security	$ 2,150.00	$ 582.90	$ 1,567.10
Small Tools	$ 4,800.00	$ 5,432.48	$ (632.48)
Telephone	$ 13,340.00	$ 5,137.41	$ 8,202.59
Training & Travel	$ 8,815.00	$ 10,199.68	$ (1,384.68)
Uniforms & Firefighting Gear	$ 27,100.00	$ 10,353.57	$ 16,746.43
Water/ Sewer	$ 3,150.00	$ 2,427.14	$ 722.86

Balance as of: 04/30/14

Alarms by Month of Year

Dover Fire Department

Time Period From 4/30/2013 to 4/30/2014

Month		Totals
January		134
Febuary		85
March		92
April		81
May		98
June		87
July		93
August		93
September		85
October		101
November		72
December		96
	No Date	0
	Total Calls	1,117

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 4/1/2014 to 4/30/2014

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		4	5.26%	$0	0.00%
113 Cooking fire, confined to container		9	11.84%	$0	0.00%
131 Passenger vehicle fire		2	2.63%	$0	0.00%
138 Off-road vehicle or heavy equipment fire		1	1.32%	$0	0.00%
140 Natural vegetation fire, other		1	1.32%	$0	0.00%
141 Forest, woods or wildland fire		1	1.32%	$0	0.00%
150 Outside rubbish fire, other		3	3.95%	$0	0.00%
151 Outside rubbish, trash or waste fire		1	1.32%	$0	0.00%
	Totals	22	28.95%	$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	0	0.00%	$0	0.00%
3 Rescue & Emergency Medical Service Incident					
300 Rescue, EMS incident, other		2	2.63%	$0	0.00%
311 Medical assist, assist EMS crew		1	1.32%	$0	0.00%
322 Motor vehicle accident with injuries		2	2.63%	$0	0.00%
353 Removal of victim(s) from stalled elevator		1	1.32%	$0	0.00%
	Totals	6	7.89%	$0	0.00%
4 Hazardous Condition (No Fire)					
411 Gasoline or other flammable liquid spill		1	1.32%	$0	0.00%
424 Carbon monoxide incident		1	1.32%	$0	0.00%
430 Radioactive condition, other		1	1.32%	$0	0.00%
440 Electrical wiring/equipment problem, other		1	1.32%	$0	0.00%
442 Overheated motor		1	1.32%	$0	0.00%
444 Power line down		2	2.63%	$0	0.00%
480 Attempted burning, illegal action, other		1	1.32%	$0	0.00%
	Totals	8	10.53%	$0	0.00%
5 Service Call					
531 Smoke or odor removal		1	1.32%	$0	0.00%
555 Defective elevator, no occupants		1	1.32%	$0	0.00%
	Totals	2	2.63%	$0	0.00%
6 Good Intent Call					
600 Good intent call, other		12	15.79%	$0	0.00%
	Totals	12	15.79%	$0	0.00%
7 False Alarm & False Call					
700 False alarm or false call, other		9	11.84%	$0	0.00%
710 Malicious, mischievous false call, other		2	2.63%	$0	0.00%
730 System malfunction, other		2	2.63%	$0	0.00%
733 Smoke detector activation due to malfunction		2	2.63%	$0	0.00%
740 Unintentional transmission of alarm, other		4	5.26%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		2	2.63%	$0	0.00%
745 Alarm system activation, no fire - unintentional		3	3.95%	$0	0.00%
746 Carbon monoxide detector activation, no CO		2	2.63%	$0	0.00%
	Totals	26	34.21%	$0	0.00%
8 Severe Weather & Natural Disaster					

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 4/1/2014 to 4/30/2014

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
	Totals	0	0.00%	$0	0.00%
9 Special Incident Type					
	Totals	0	0.00%	$0	0.00%
	Totals	76		$0	

Incident Run Log

Dover Fire Department

Date Range: From 4/1/2014 to 4/30/2014
Company: All Companies
Sorted by: Date of Incident

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
04/01/2014	30046	2014-000312	20:30	734	CAROL ST		Building fire
04/02/2014	30046	2014-000313	13:47	10	FAIRWAY LAKES DR	G	False alarm or false call, other
04/02/2014	30046	2014-000314	19:32	528	SCHOONER WAY		Unintentional transmission of alarm, other
04/02/2014	30046	2014-000315	21:23	21	WAYNE		Unintentional transmission of alarm, other
04/02/2014	30046	2014-000316	22:42	22	FREEDOM DR		Good intent call, other
04/03/2014	30046	2014-000317	10:44		PARHAVEN DR		Alarm system activation, no fire - unintentional
04/03/2014	30046	2014-000318	19:34	1200	N DUPONT HWY		False alarm or false call, other
04/04/2014	30046	2014-000319	06:55	1137	S STATE ST		Smoke detector activation due to malfunction
04/04/2014	30046	2014-000320	09:55	121	S STATE ST		Alarm system activation, no fire - unintentional
04/04/2014	30046	2014-000321	14:39	30	OLD RUDNICK LA		False alarm or false call, other
04/04/2014	30046	2014-000322	16:56	69	MCDANIEL DR		Outside rubbish fire, other
04/05/2014	30046	2014-000323	01:55	9	PAR HAVEN DR	C	Cooking fire, confined to container
04/05/2014	30046	2014-000324	12:52	32	SCIOTO CT		Good intent call, other
04/05/2014	30046	2014-000325	18:19	387	ACORN LA		Cooking fire, confined to container
04/06/2014	30046	2014-000326	11:30	655	BAY RD		Good intent call, other
04/06/2014	30046	2014-000327	21:48	129	MADISON CT		Outside rubbish fire, other
04/07/2014	30046	2014-000328	02:31	200	BANNING ST	170	False alarm or false call, other
04/09/2014	30046	2014-000329	11:52	400	COURT ST		Defective elevator, no occupants
04/09/2014	30046	2014-000330	16:32	202	PERSIMMON CIR EAST		Electrical wiring/equipment problem, other
04/09/2014	30046	2014-000331	19:29	40	LAUREL DR		Smoke detector activation due to malfunction
04/09/2014	30046	2014-000332	21:34	51	WEBBS LN	J	Unintentional transmission of alarm, other
04/10/2014	30046	2014-000333	00:56	1012	COLLEGE RD	103	Unintentional transmission of alarm, other
04/10/2014	30046	2014-000334	07:39	97	COMMERCE WAY	102	Motor vehicle accident with injuries
04/10/2014	30046	2014-000335	18:00	2735	FORREST AVE		Smoke detector activation, no fire - unintentional
04/10/2014	30046	2014-000336	18:29	725	HORSEPOND RD		Rescue, EMS incident, other
04/10/2014	30046	2014-000337	19:07	236	N GOVERNORS AVE		Attempted burning, illegal action, other
04/11/2014	30046	2014-000338	11:19	1131	N DUPONT HWY		Off-road vehicle or heavy equipment fire
04/11/2014	30046	2014-000339	20:10	1700	N DUPONT HWY BLDG B		Carbon monoxide detector activation, no CO
04/12/2014	30046	2014-000340	09:35	219	CANAL ST		Good intent call, other
04/12/2014	30046	2014-000341	14:22	87	OLD FORGE DR		Forest, woods or wildland fire
04/12/2014	30046	2014-000342	19:14	1137	S STATE ST		Smoke detector activation, no fire - unintentional
04/12/2014	30046	2014-000343	21:51	600	JEFFERIC BLVD		False alarm or false call, other
04/12/2014	30046	2014-000344	23:40	415	COUNTRY DR		Cooking fire, confined to container
04/13/2014	30046	2014-000345	12:39	6	CHATHAM CT		Building fire
04/13/2014	30046	2014-000346	13:15	1016	WYOMING MILL RD		Motor vehicle accident with injuries
04/14/2014	30046	2014-000347	01:50	400	N DUPONT HWY	F	False alarm or false call, other
04/14/2014	30046	2014-000348	15:17	282	S. DUPONT HIGHWAY		Good intent call, other
04/14/2014	30046	2014-000349	20:21	300	HIAWATHA LANE		Outside rubbish, trash or waste fire
04/15/2014	30046	2014-000350	11:15	1200	N DUPONT HWY		Overheated motor
04/15/2014	30046	2014-000351	20:32	1450	FORREST AVE		Passenger vehicle fire
04/16/2014	30046	2014-000352	00:34		N NEW ST & MARY ST		Good intent call, other
04/16/2014	30046	2014-000353	10:37	915	S DUPONT HWY		Carbon monoxide incident
04/16/2014	30046	2014-000354	11:08	720	LAKEWOOD PL		Cooking fire, confined to container
04/16/2014	30046	2014-000355	17:50	167	SAXTON RD		System malfunction, other
04/16/2014	30046	2014-000356	21:58	640	S STATE ST		Radioactive condition, other
04/17/2014	30046	2014-000357	14:17	200	W LOOCKERMAN ST		Cooking fire, confined to container
04/18/2014	30046	2014-000358	07:05	858	WOODCREST DR BLDG F		Cooking fire, confined to container
04/18/2014	30046	2014-000359	10:52	1156	W WALKER ROAD		False alarm or false call, other
04/19/2014	30046	2014-000360	10:39	336	PARADEE DR		
04/19/2014	30046	2014-000361	15:03	216	SOUTH ST		Building fire
04/20/2014	30046	2014-000362	18:06	55	CHATHAM CT		False alarm or false call, other
04/21/2014	30046	2014-000363	00:55	32	ROCKFORD CROSSING		Carbon monoxide detector activation, no CO
04/21/2014	30046	2014-000364	22:29	320	RAYMOND ST		Cooking fire, confined to container
04/22/2014	30046	2014-000365	07:37		WHITEOAK ROAD/SR 1		Passenger vehicle fire
04/22/2014	30046	2014-000366	12:39	103	WOLF CREEK BLVD	4-1	Natural vegetation fire, other
04/22/2014	30046	2014-000367	12:48	97	COMMERCE WAY	105	Gasoline or other flammable liquid spill
04/22/2014	30046	2014-000368	13:24	298	S DUPONT WHY		Good intent call, other
04/23/2014	30046	2014-000369	12:21	56	PAR HAVEN DR	G	System malfunction, other
04/23/2014	30046	2014-000370	14:33	1159	N DUPONT HWY		Good intent call, other

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
04/23/2014	30046	2014-000371	19:11	1679	S STATE ST		Alarm system activation, no fire - unintentional
04/24/2014	30046	2014-000372	13:40		N DUPONT HWY & WHITE OAK RD		Good intent call, other
04/24/2014	30046	2014-000373	14:12	261	N DUPONT HWY	1	Good intent call, other
04/24/2014	30046	2014-000374	16:12	110	GALAXY DR		Good intent call, other
04/24/2014	30046	2014-000375	18:50	725	HORSEPOND RD		Medical assist, assist EMS crew
04/25/2014	30046	2014-000376	11:54	1179	MADISON CT		Cooking fire, confined to container
04/25/2014	30046	2014-000377	13:22	1650	N DUPONT HWY		Outside rubbish fire, other
04/25/2014	30046	2014-000378	15:46	401	DOVE VIEW DR		Removal of victim(s) from stalled elevator
04/25/2014	30046	2014-000379	19:36	35	LOOCKERMAN PLAZA		Malicious, mischievous false call, other
04/26/2014	30046	2014-000380	02:34	2541	FORREST AVE		Power line down
04/26/2014	30046	2014-000381	19:25	1706	N DUPONT HWY		Malicious, mischievous false call, other
04/26/2014	30046	2014-000382	19:52	25	SCIOTO CT		Good intent call, other
04/26/2014	30046	2014-000383	20:12	956	WHATCOAT DR		Smoke or odor removal
04/28/2014	30046	2014-000384	16:48	725	HORSEPOND RD		Rescue, EMS incident, other
04/29/2014	30046	2014-000385	14:27	4128	FORREST AVE		Power line down
04/29/2014	30046	2014-000386	15:06	209	S STATE ST		Building fire
04/29/2014	30046	2014-000387	22:37	1572	N DUPONT HWY		False alarm or false call, other
04/30/2014	30046	2014-000388	07:37	103	PAR HAVEN DR	K	Cooking fire, confined to container

Total Incidents: 77

Incident Vehicle Response

Dover Fire Department

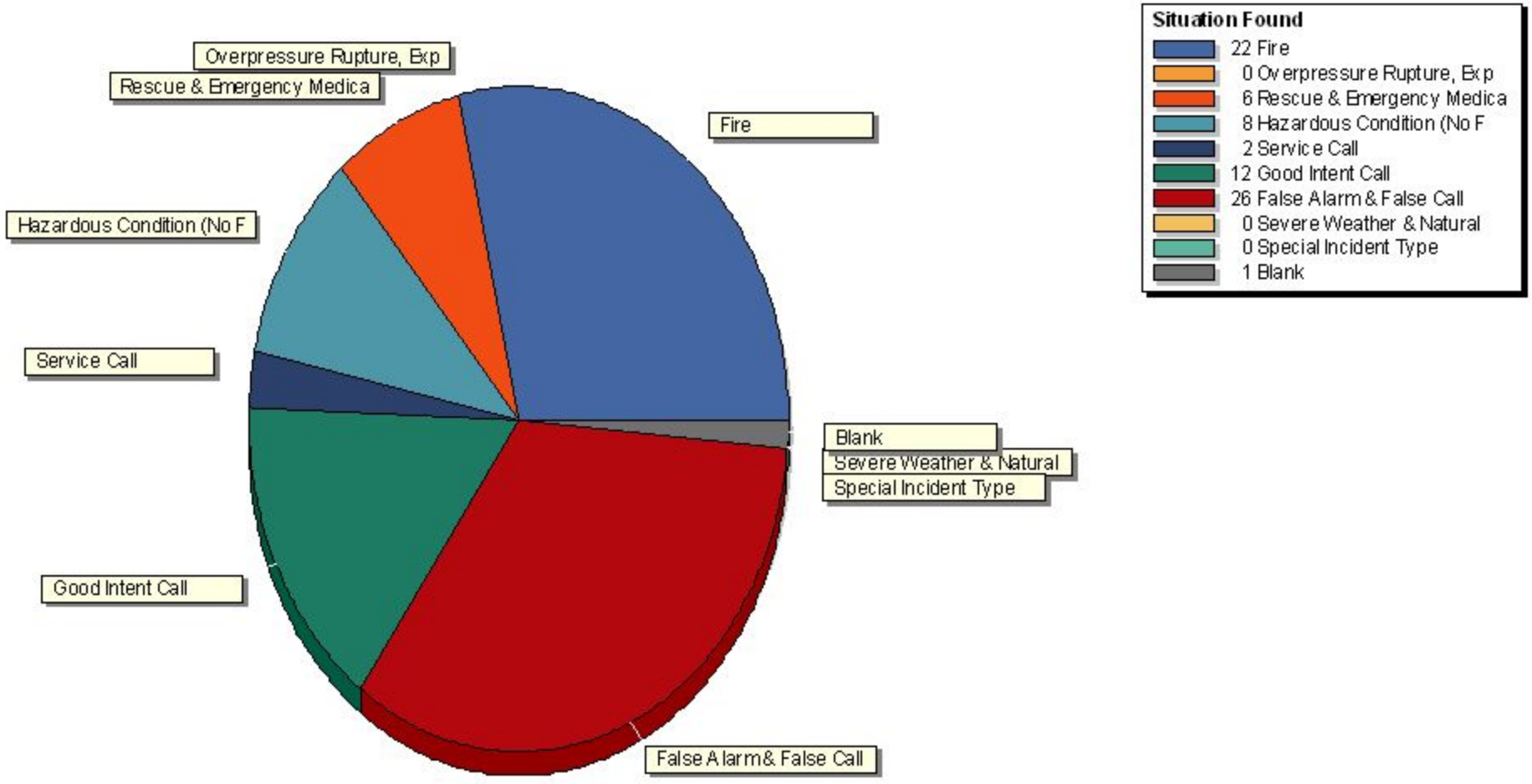
Period From 4/1/2014 to 4/30/2014

Vehicle	Vehicle Response
B9	10
BT	0
CAR 1	11
CAR 2	23
E2	52
E3	38
E4	44
E6	49
E7	15
E8	0
FT	1
L1	47
L2	41
L3	0
R1	37
SO1	0
SO2	0
T1	0
U1	3
U2	0
Total Vehicle Responses	371

Incidents by Situation Found

Dover Fire Department

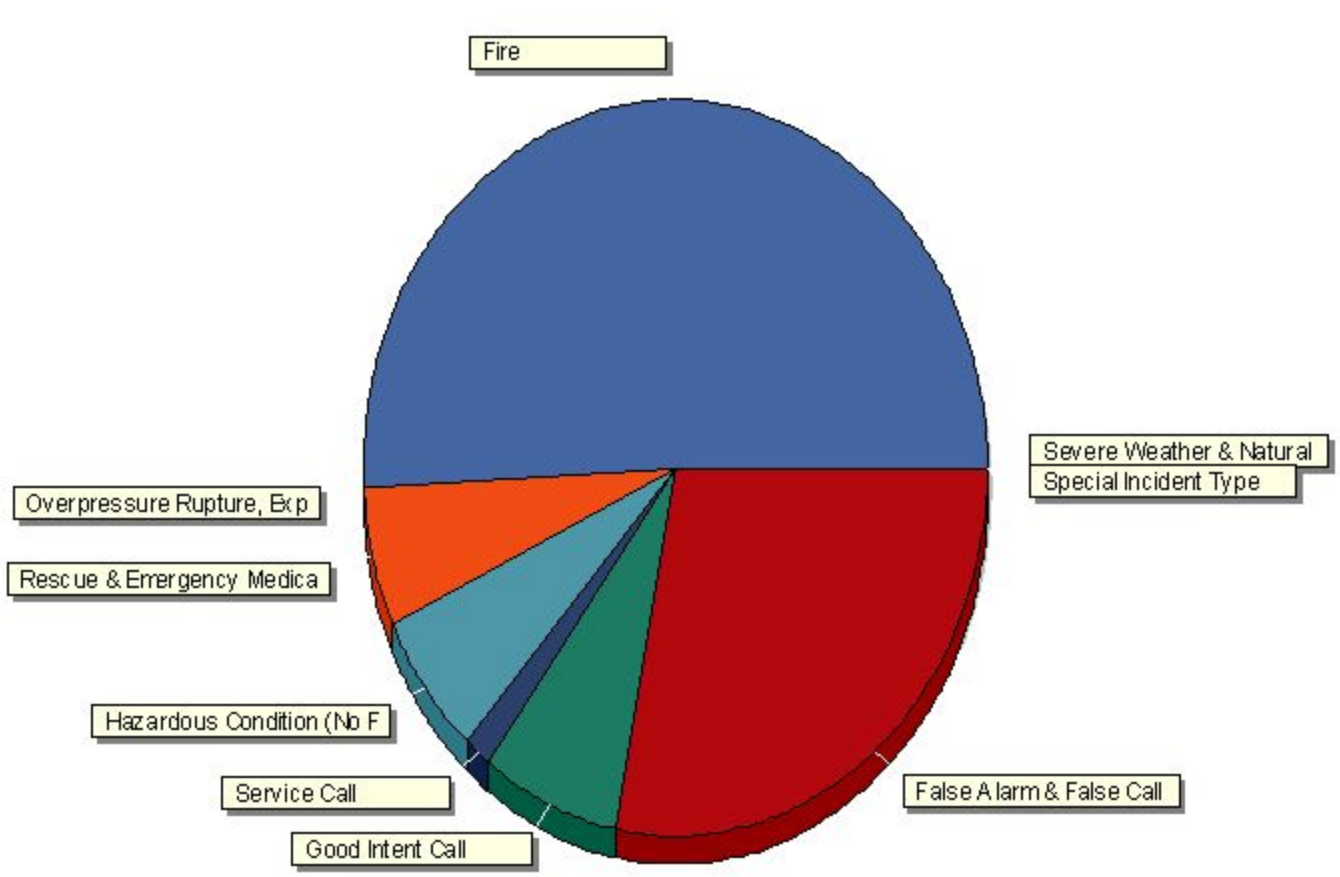
Date Range: From 4/1/2014 to 4/30/2014



Manpower Hours by Sitation Found

Date Range: From 4/1/2014 to 4/30/2014

Dover Fire Department











APRIL 2014



Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

April 2014

DEPARTMENT OF POLICE

Paul M. Bernat
Chief of Police
F.B.I.N.A.

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

May 27, 2014

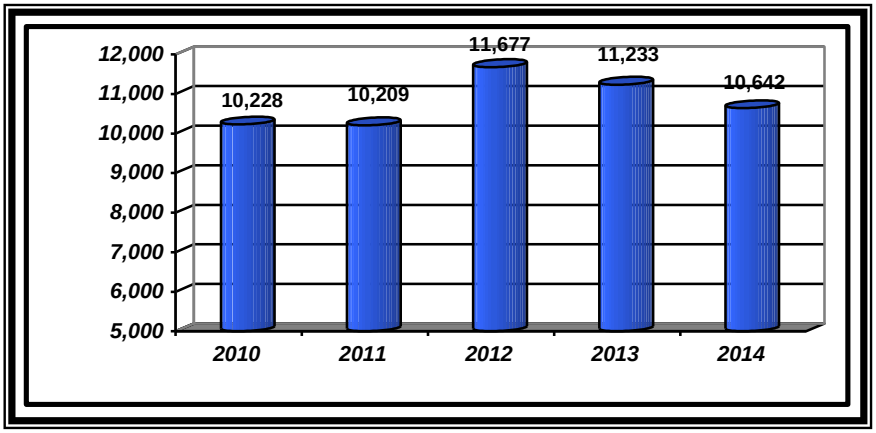
Honorable David L. Bonar, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Bonar and Council Members:

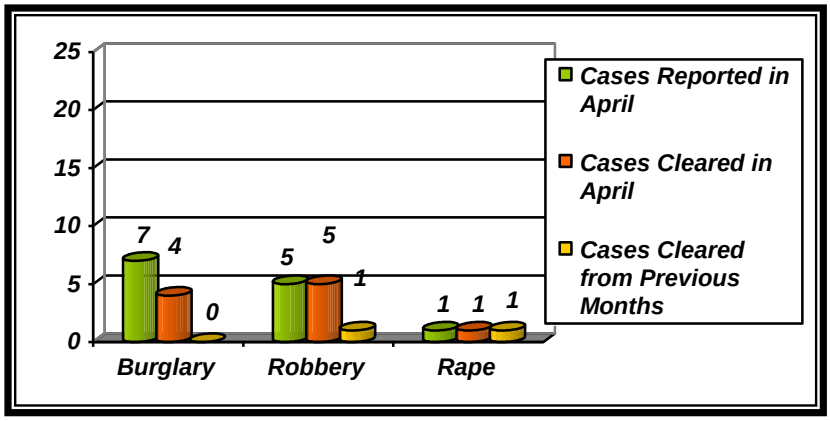
The following is the monthly report for Dover Police Department activities for the month of April 2014:

COMPLAINTS

Total complaints received through April 30th, numbered 10,642. This is a decrease of 591 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

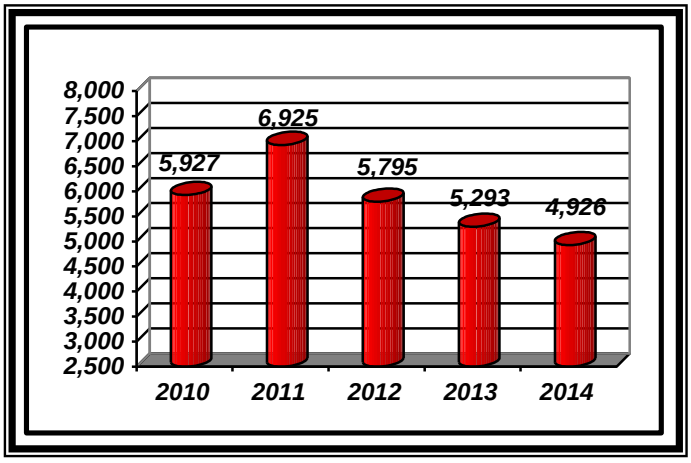


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	3
ASSIST OTHER	2
WARRANTS ON FILE	0
BIKE ON SIDEWALK	3
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	4
DRUG RELATED ARRESTS	2
LOUD MUSIC	4
MISCELLANEOUS VIOLATIONS	17
PARKING VIOLATIONS	26
PEDDLER	0
MEETINGS	145
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	17
TRAFFIC ARRESTS	14
WARNINGS	15
FUGITIVE	3
TOTAL CONTACTS	**255**

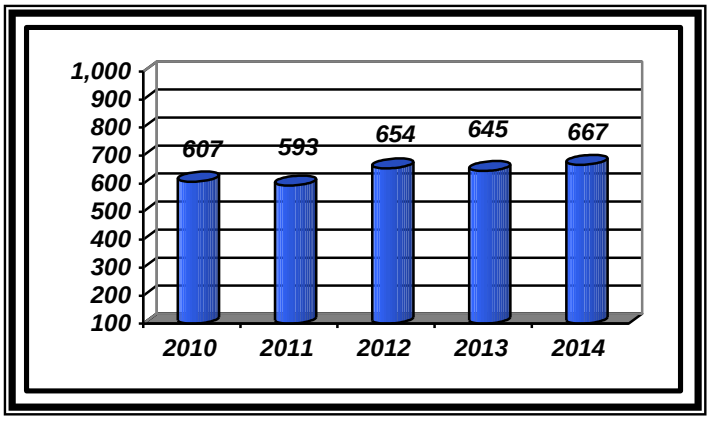
TRAFFIC ARRESTS

The department issued 4,926 traffic citations through this reporting period. This is a decrease of 367 citations over the number issued during the same period last year.

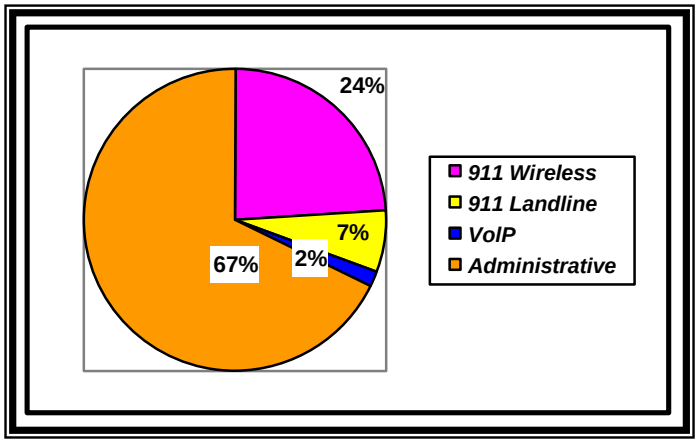


TRAFFIC CRASHES

Through April 30th, Dover Police investigated 667 traffic crashes. This is an increase of 22 crashes investigated during the same period last year.



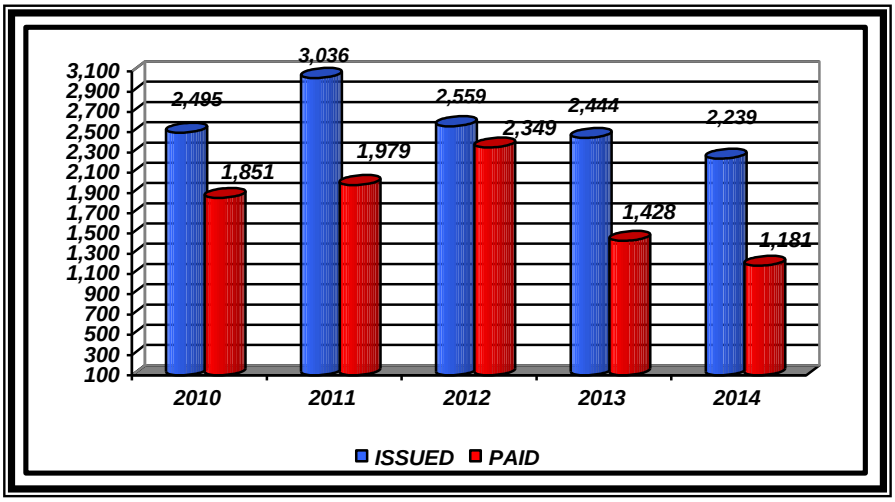
911 CENTER



During the month of April, the Dover Police Department handled a total of 10,223 calls averaging 341 calls per day. Dispatchers handled 2,430 calls on the 911 wireless lines, 699 calls on the 911 landlines, and 179 calls on the Voice Over Internet Protocol lines, the remaining 6,915 were administrative calls.

CITY ORDINANC E SUMMONS

*Through March 31st, we issued 2,239 City ordinance summons, a decrease of 205 summonses over the same period last year. *Note: Of those summonses issued in April, 22 DCO's were issued for handicapped parking violations, 6 for fire lane parking violations, 26 for false alarms (0, for 1-2, 24, for 3-5 alarms, 1, for 6-9 alarms, 1, for 10-15 alarms, and 0, for 16 or more alarms) and 14 for noise violations (8 for vehicle violations and 6 for residence violations).*



Please visit our new website at www.doverpolice.org for up to date information on crimes and activities in the City of Dover.

Respectfully Submitted,

Paul M. Bernat

Paul M. Bernat
Chief of Police

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Parks & Recreation **DATE SUBMITTED**: June 2, 2014
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning and Community Development
SUBJECT: Evaluation of Bids –Dover Park Recreation Center Demolition
REFERENCE: N/A
REVIEWED BY: City Manager, Controller/Treasurer
EXHIBITS: Vendor Quote
EXPENDITURE REQUIRED: $35,600 **AMOUNT BUDGETED**: $70,500 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Recreation Division CIP Fund 147
TIME TIMETABLE: Demolition will begin following approval by City Council
RECOMMENDED ACTION: Staff recommends that City Council authorize staff to award the contract to Delaware Mulch and Stone in the amount of $35,600.

BACKGROUND AND ANALYSIS

As City Council is aware, the former recreation center building at Dover Park has been vacant for almost two years and has fallen into a state of disrepair. The building, which was built in 1974, is not an accessible building, has roof leaks that have caused moisture and mold, and has become functionally obsolete in meeting the current day recreation demands. The Parks, Recreation and Community Enhancement Committee thoroughly reviewed options for whether to invest in upgrades to the building or `demolish the building, ultimately concluding that the building should be demolished and community input sought as to how to improve the provision of recreation opportunities in Dover Park and the surrounding area. This recommendation was ultimately approved by City Council.

Staff solicited bids for the demolition of the building. Two responsive bids were received. These include:

Delaware Mulch and Stone	$35,600
Design Contracting, Inc.	$39,800

The asbestos abatement will be performed by a separate contractor in response to bids solicited by Compliance Environmental, the environmental consulting firm on contract with the City of Dover. Compliance Environmental will oversee the asbestos abatement and the coordination between the asbestos contractor and demolition contractor. The cost of the asbestos abatement will be $12,995, and oversight by Compliance Environmental is estimated at $8,000. The combination of the contract with Delaware Mulch and Stone and the contracts for environmental oversight and asbestos abatement will be within the project budget, estimated at $56,595.

Staff recommends that Council authorize staff to award the demolition contract to Delaware Mulch and Stone in the amount of $35,600.

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM**:
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 05/30/14
PREPARED BY: Sharon J. Duca, P.E., Public Works Director / City Engineer	
SUBJECT: Evaluation of Proposals – System Control and Data Acquisition (SCADA) Maintenance Contract	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: N/A	
EXPENDITURE REQUIRED: Not to exceed budget **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Funding is provided within the operations budget for Wastewater, 412-6900-569.30-31 or applicable CIP project. Historical spending: FY '09 - $46,558; FY '10 - $24,650; FY '11 - $22,250; FY '12 - $18,100; FY '13 - $17,212; FY '14 (through April) - $15,390	
TIME TIMETABLE: Notice to Proceed to be issued within 30 days of Council approval.	
RECOMMENDED ACTIONS: Staff recommends awarding a three (3) year contract to Donovan Contractual Services (DCS) as per the proposal submitted in response to RFP #14-0040PW.	

BACKGROUND AND ANALYSIS

The Department of Public Works (DPW) operates one (1) fixed System Control and Data Acquisition (SCADA) systems to monitor and control forty (40) wastewater pumping stations. In addition the DPW operates the communication system for each location which communicates either through fiber optics or a radio system. The proposal package was advertised by the City's Contract and Procurement Manager under Proposal #14-0040PW and we received two (2) responses to the request. The proposals were evaluated on experience, training, emergency response time and geographical knowledge of the City. DCS and Optimum Controls Corporation both presented acceptable proposals. The selection was based on the experience, knowledge and geographical knowledge that DCS has with the current SCADA configuration and a lower price. The services to be provided under this contract will include support for the current staff that is responsible for the maintenance and repair of the current SCADA components and the possibility of assisting with the upgrade of obsolete equipment. In addition the contractor will assist staff with the troubleshooting and repair of the radio/fiber communication system and related components.

DCS submitted all of the contractor's qualification information. In conclusion, staff recommends awarding the SCADA maintenance contract to DCS for a duration of three (3) years.

		Average Evaluated Score	Min. Monthly Retainer			Hourly Rate – Normal Working Hours			Hourly Rate – Non Normal Working Hours		
Contractor	**Location**		**Year 1**	**Year 2**	**Year 3**	**Year 1**	**Year 2**	**Year 3**	**Year 1**	**Year 2**	**Year 3**
DCS	Dover, DE	**74**	$250	$250	$250	$50	$50	$50	$50	$50	$50
Optimum Controls Corp.	Reading, PA	**35**	$1,690	$1,820	$1,950	$125	$128	$130	$188	$191	$196

City of Dover

2014/15 COMMITTEE APPOINTMENTS - COUNCIL PRESIDENT

1. **LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE - This committee advises the city council on proposed Charter amendments, ordinances to be adopted or amended, and other legislative matters; financial matters, including the city's budget, assessments, and taxation and administrative issues, policy, procedures, and operations of the city. The committee advises the city council regarding matters relating to the mayor, council, city manager's office, finance department, administrative services, city clerk's office, tax assessor's office, human resources department, central services department, information technology department, election board, pension boards, and any other departments, committees, and other areas as deemed appropriate.** Consists of five (5) members - three (3) elected City officials and two (2) City residents. Four (4) members shall be appointed by the Council President and one (1) member shall be appointed by the Committee Chair.

   A. Timothy A. Slavin - Chair

   B. David L. Anderson

   C. William F. Hare

   D. Daniel T. Shevock (by Council President)

   E. Roy Sudler, Jr. (by Committee Chair)

2. **PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE - This committee advises the city council on parks, playgrounds, open space, and other recreational facilities and programs; matters relating to the community enhancements by reviewing and commenting on community plans, and recommends appropriate funding for each community improvement project; advises the city council on landscaping and beautification programs and tree preservation requirements, and assists in developing an understanding of the objectives and methods of tree conservation. The Committee advises city council regarding matters relating to the parks and recreation department, planning department, grounds department, community development, Silver Lake Commission, Greater Dover Arts Council, library commission, and other areas as deemed appropriate, including funding.** Consists of five (5) members - three (3) elected City officials and two (2) City residents. Four (4) members shall be appointed by the Council President and one (1) member shall be appointed by the Committee Chair.

   A. Wallace R. Dixon - Chair

   B. David L. Anderson

   C. Adam M. Perza

   D. Ann Baker Horsey (by Council President)

   E. M. Milford Caldwell, Jr. (Appointed by Chairperson)

3. **SAFETY ADVISORY AND TRANSPORTATION COMMITTEE - This committee advises the city council on public safety issues, policies, procedures, and operations relative to emergency operations, and fire and police services. The Committee shall act as an advisory committee to the city council regarding matters relating to the police department, fire department, department of inspections, and other areas as deemed appropriate.** Consists of five (5) members - three (3) shall be elected City officials and two (2) shall be City residents. Four (4) members shall be appointed by the Council President and one (1) member shall be appointed by the Committee Chair.

   A. James L. Hutchison, Sr. - Chair

   B. Wallace R. Dixon

   C. Adam M. Perza

   D. David J. Truax (Effective July 3, 2014) (by Council President)

   E. Thomas J. Keller, Jr. (by Committee Chair)

4. **UTILITY COMMITTEE - This committee advises the city council on the installation, maintenance, repair, improvement, and relocation of electric, water, sewer, streets, communication utilities and other infrastructures within the city and lawfully extending beyond the city corporate limits; shall advise the city council on the issue of utility consumption rates, suggested code amendments, and condemnation of public rights-of-way; and shall act as an advisory committee to determine and establish utility issues, policies, procedures, and operations relative to electric, water, sewer, communications, etc., including, but not limited to, nonconsumption utility fees, utility extensions, impact fees, and service connection fees. The Committee shall act as an advisory committee to the city council regarding matters relating to the electric department, and public works department, including water, sewer, and sanitation divisions, and other areas as deemed appropriate.** Consists of five (5) members - three (3) shall be elected City officials and two (2) shall be City residents. Four (4) members shall be appointed by the Council President and one (1) member shall be appointed by the Committee Chair.

   A. Beverly C. Williams - Chair

   B. Adam M. Perza

   C. Timothy A. Slavin

   D. Richard K. Snaman (by Council President)

   E. Lester L. Blakeman, Sr. (by Committee Chair)

5. **COMPENSATION COMMISSION - To consider compensation for the Mayor, City Council, and paid members of City Committees and Commissions.** The compensation commission shall consist of five members, one (1) member appointed by the mayor, one (1) member appointed by the council president, and three (3) members appointed by city council during the annual meeting. Members shall be city residents who are registered to vote in city elections. Members shall serve two-year terms and cannot be reappointed within the next two (2) years. The controller/treasurer and human resources director shall serve as ex-officio, nonvoting members.

   A. Vacant (by Council)

   B. Vacant (by Council)

   C. Vacant (by Council)

6. **CONSTRUCTION CODE APPEALS COMMITTEE - This committee shall hear appeals by any person aggrieved by a decision of the building inspector in respect to the provisions of Chapter 22 - Buildings and Building Regulations (Plumbing, Mechanical, and Fire Prevention)**. Consists of three (3) members - two (2) elected City officials and the City Manager.

   A. Adam M. Perza - Chair

   B. Sean M. Lynn

   C. Scott D. Koenig - City Manager

7. **OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND BOARD - This board shall adopt a trust agreement for the OPEB fund (and may amend the trust agreement from time to time), shall take all actions necessary and appropriate to establish and maintain the OPEB fund as a trust that is exempt from taxation under Internal Revenue Code § 115 [26 U.S.C. § 115]. The trust shall be maintained and administered by the board solely for the benefit of participants, retirees, and beneficiaries by providing payments for retiree health insurance for medical care in compliance with Internal Revenue Code § 105 [26 U.S.C. § 105] and with the Dover Code as presented and verified by representatives and/or retiree health insurance service providers of the city.** Consists of five (5) members - the controller/treasurer, human resources director, city manager, and two (2) elected city officials.

   A. William F. Hare

   B. Beverly C. Williams

8. **RETIREMENT COMMITTEE - GENERAL EMPLOYEE PENSION PLAN - The duties of this committee are to manage the city employees' pension plan.** Consists of seven (7) members - two (2) elected City officials, the City Manager, the City Controller/Treasurer and three (3) elected by eligible employees, with three (3) year staggered terms with elections held in June.

   A. David L. Anderson

   B. Sean M. Lynn

9. **RETIREMENT COMMITTEE - POLICE PENSION PLAN - This committee shall administer the [retirement] plan and shall have the power and the duty to take all action and to make all decisions necessary or proper to carry out the plan.** Consists of seven (7) members - two (2) elected City officials, the City Manager (Ex-Officio), Chief of Police (Ex-Officio), and three (3) elected by members of the plan to three (3) year staggered terms, with elections held in January and presented to Council for confirmation.

   A. David L. Anderson

   B. Sean M. Lynn

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2014-16

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

That Appendix E - Commercial and Industrial Building Redevelopment, Article VI - Severability and Effective Dates, Section 2 - Effective Dates of the Dover Code be amended by deleting the text indicated in bold, red, strikeout, and inserting the text indicated in bold, blue text, as follows:

Section 2. Effective dates.

This ordinance ~~**shall be**~~ **became** effective ~~**as of**~~ April 15, 2012. The provisions of this ordinance shall no longer apply after December 31, ~~**2015**~~ **2018**.

ADOPTED: *

S:\ORDINANCES\2014\DRAFT\Ordinance #2014-16 Amending Appendix E - Commercial and Industrial Building Redevelopment-FIRST READING.wpd

SYNOPSIS

The proposed amendment extends the sunset provision for the tax abatement, impact fee waiver, and building permit waiver incentives for three (3) years.

(SPONSORS: ANDERSON AND TOWNSHEND)

Actions History

06/09/2014 - Scheduled for First Reading at Council

05/27/2014 - Introduced at Legislative, Finance, and Administration Committee

Draft

CITY OF DOVER ORDINANCE # 2014-17

2014-2015 BUDGET ORDINANCES

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Forty One Million Seven Hundred Forty Three Thousand Nine Hundred dollars ($41,743,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

GENERAL FUND
REVENUES AND BUDGET FOR 2014-2015

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 4,219,800	$ 3,393,000
REVENUES		
FINES AND POLICE REVENUE	573,900	629,300
INVESTMENT INCOME	40,000	40,000
LIBRARY REVENUES	70,500	71,600
KENT COUNTY BOOK REIMBURSEMENT	460,000	450,000
BUSINESS LICENSES	1,460,000	1,460,000
PERMITS AND OTHER LICENSES	1,332,500	1,354,200
MISCELLANEOUS CHARGES	53,100	53,900
POLICE EXTRA DUTY	650,000	659,500
PROPERTY TAXES	11,046,000	11,049,200
BID REVENUE	49,500	50,000
RECREATION REVENUE	148,800	148,800
FRANCHISE FEE	636,000	636,000
SANITATION FEES	2,595,600	2,595,600
RENT REVENUE - GARRISON FARM	118,500	101,400
COURT OF CHANCERY FEES	1,002,200	1,023,000
REVENUES SUBTOTAL	20,236,600	20,322,500
INTERFUND SERVICE RECEIPTS		
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	1,360,300	1,354,900
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,572,700	3,508,100
INTERFUND SERVICE RECEIPTS SUBTOTAL	4,933,000	4,863,000
GRANTS		
POLICE RELATED	126,800	124,000
POLICE PENSION GRANT	500,000	500,000
GREEN ENERGY GRANT	98,500	98,500
MISCELLANEOUS GRANTS	25,000	25,000
GRANTS SUBTOTAL	750,300	747,500
TRANSFERS FROM		
TRANSFER TAX	1,393,000	1,250,000
MUNICIPAL STREET AID	663,900	663,900
CIVIL TRAFFIC PENALTIES	368,400	500,000
WATER/WASTEWATER	500,000	500,000
ELECTRIC	8,000,000	9,500,000
OTHER RESERVES INCLUDING CONTINGENCY	32,000	4,000
CONTINGENCY FUND	250,000	-
TRANSFERS FROM SUBTOTAL	11,207,300	12,417,900
TOTAL REVENUES	37,127,200	38,350,900
TOTALS	**$ 41,347,000**	**$ 41,743,900**

2014-2015 BUDGET ORDINANCES - CONTINUED
GENERAL FUND - EXPENDITURES AND BUDGET BALANCE FOR 2014-2015

DEPARTMENT EXPENSES	2013/14 REVISED	2014/15 BUDGET
CITY CLERK	$ 371,700	$ 383,200
COUNCIL	107,800	106,600
TAX ASSESSOR	208,400	309,500
FIRE	741,600	716,100
GROUNDS MAINTENANCE	1,160,700	1,123,800
LIBRARY	1,336,900	1,393,100
RECREATION	717,200	706,400
LIFE SAFETY	491,400	504,800
CODE INFORCEMENT	432,300	418,400
PLANNING	422,600	444,100
INSPECTIONS	695,200	602,100
ECONOMIC DEVELOPMENT	215,200	223,000
POLICE	14,346,800	13,986,100
POLICE EXTRA DUTY	776,800	712,500
STREETS	660,300	665,100
SANITATION	2,253,500	2,248,000
CITY MANAGER	460,000	592,500
INFORMATION TECHNOLOGY	740,000	728,700
FINANCE	980,000	947,100
PUBLIC SERVICES - ADMINISTRATION	513,100	514,800
FACILITIES MANAGEMENT	689,100	677,800
PUBLIC WORKS - ENGINEERING	-	192,600
PROCUREMENT & INVENTORY	559,400	535,600
FLEET MAINTENANCE	770,900	776,700
CUSTOMER SERVICES	1,232,200	1,040,300
HUMAN RESOURCES	393,100	379,700
MAYOR	83,300	74,900
DEPARTMENT SUBTOTALS	31,359,500	31,003,500
OTHER EXPENSES		
DEBT SERVICE	557,300	708,600
CONTRIBUTION TO DDP	162,400	70,000
MISCELLANEOUS GRANT RELATED EXPENSES	25,000	25,000
INSURANCE	658,900	724,800
RETIREES HEALTH CARE	1,636,500	1,636,500
OTHER EMPLOYMENT EXPENSES	10,700	500,000
PENSION UNFUNDED LIABILITY	121,000	-
POLICE PENSION FUND - STATE GRANT	500,000	500,000
POLICE PENSION FUND - UNFUNDED LIABILITY	689,400	655,000
UNCOLLECTIBLES - TRASH AND OTHER	10,000	50,000
STREET LIGHTS	774,500	-
OTHER EXPENSE SUBTOTAL	5,145,700	4,869,900
TRANSFERS		
TRANSFER TO CAPITAL FUND - PROJECTS	1,448,800	2,196,000
TRANSFER TO PARKLAND RESERVE	-	100,000
TRANSFERS SUBTOTAL	1,448,800	2,296,000
TOTAL EXPENDITURES	37,954,000	38,169,400
CURRENT YEAR BALANCE	3,393,000	3,574,500
TOTALS	**$ 41,347,000**	**$ 41,743,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Six Million Forty Five Thousand Five Hundred dollars ($6,045,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2014-2015

REVENUES

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 3,058,300	$ 117,100
REVENUES		
STATE GRANTS - OTHER	15,000	153,000
BOND PROCEEDS - STREET PROGRAM	-	2,661,100
LEASE PURCHASE OF FIRE AND POLICE EQUIPT	-	918,300
CONTRACTOR CONTRIBUTIONS	264,800	-
TRANSFER FROM GENERAL FUND FOR PROJECTS	1,448,800	2,196,000
TRANSFER FROM PARKLAND RESERVE	80,000	-
TRANSFER FROM MUNICIPAL STREET AID CAPITAL GRANT	251,200	-
TRANSFER FROM COMMUNITY TRANSPORTATION GRANT	60,500	-
SUBTOTAL PROJECT RECEIPTS	2,120,300	5,928,400
STATE GRANTS - LIBRARY	150,000	-
LIBRARY CAPITAL PLEDGES	5,000	-
TOTAL REVENUES	2,275,300	5,928,400
TOTAL BEGINNING BALANCE AND REVENUES	**$ 5,333,600**	**$ 6,045,500**

EXPENSE SUMMARY

DEPARTMENT EXPENSES	2013/14 REVISED	2014/15 BUDGET
FIRE	$ 238,500	$ 827,300
GROUNDS MAINTENANCE	50,100	68,100
LIBRARY	446,500	-
RECREATION	172,000	146,000
CODE ENFORCEMENT	30,900	-
POLICE	342,400	499,100
STREETS	1,524,600	1,470,300
STREETS GARRISON FARM INFRASTRUCTURE	1,936,100	2,586,100
SANITATION	395,600	256,500
INFORMATION TECHNOLOGY	7,000	-
FACILITIES MAINTENANCE	17,800	-
PROCUREMENT & INVENTORY	55,000	-
DEPARTMENT SUBTOTAL	5,216,500	5,853,400
BOND/LOAN ISSUANCE COST	-	75,000
CURRENT YEAR BALANCE	117,100	117,100
TOTALS	**$ 5,333,600**	**$ 6,045,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

GENERAL FUND CONTINGENCY
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Four Hundred Sixty Seven Thousand Nine Hundred dollars ($467,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 734,000	$ 466,000
INTEREST EARNED	3,000	1,900
TOTALS	**$ 737,000**	**$ 467,900**

EXPENSE SUMMARY

	2013/14 REVISED	2014/15 BUDGET
TRANSFER TO OPERATING ACCOUNT	$ 271,000	$ -
CARRY FORWARD TO NEXT YEAR	466,000	467,900
TOTALS	**$ 737,000**	**$ 467,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

GENERAL CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Five Hundred Twelve Thousand Three Hundred dollars ($512,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 507,300	$ 509,800
RECEIPTS		
INTEREST EARNINGS	2,500	2,500
TOTAL RECEIPTS	2,500	2,500
TOTALS	**$ 509,800**	**$ 512,300**

EXPENSE SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CARRY FORWARD TO NEXT YEAR	$ 509,800	$ 512,300
TOTALS	**$ 509,800**	**$ 512,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

PARKLAND/RECREATION RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Three Hundred Four Thousand Eight Hundred Dollars ($304,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2013/14 REVISED	**2014/15 BUDGET**
PRIOR YEAR BALANCE	$ 202,900	$ 203,800
GENERAL FUND APPROPRIATION	-	100,000
INTEREST INCOME	900	1,000
TOTALS	**$ 203,800**	**$ 304,800**

OPERATING EXPENSES

	2013/14 REVISED	**2014/15 BUDGET**
CURRENT YEAR BALANCE	203,800	304,800
TOTALS	**$ 203,800**	**$ 304,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

MUNICIPAL STREET AID FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Six Hundred Sixty Four Thousand dollars ($664,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 251,500	$ 100
STATE GRANT - OPERATIONS	663,900	663,900
TOTALS	**$ 915,400**	**$ 664,000**

BUDGET SUMMARY

	2013/14 REVISED	2014/15 BUDGET
TRANSFER TO GENERAL FUND - OPERATIONS	$ 664,100	$ 663,900
TRANSFER TO GENERAL FUND - CAPITAL	251,200	-
CURRENT YEAR BALANCE	100	100
TOTALS	**$ 915,400**	**$ 664,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER FUND
REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Fifteen Million Two Hundred Fifteen Thousand Three Hundred dollars ($15,215,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE - WATER	$ 732,700	$ 658,400
BEGINNING BALANCE - WASTEWATER	441,400	(98,500)
BEGINNING BALANCE - KCSA	(17,300)	155,000
TOTAL BEGINNING BALANCES	1,156,800	714,900
BASE REVENUE		
WATER FEES	4,396,000	4,616,400
WASTEWATER FEES	3,529,000	3,706,800
WASTEWATER ADJUSTMENT FEES	2,900,000	2,902,600
GROUNDWATER INFLOW ADJUSTMENT	1,302,300	1,862,500
WATER TANK SPACE LEASING	321,200	331,900
SEWER IMPACT FEES	237,900	427,900
WATER IMPACT FEES	262,700	472,700
INTEREST - WATER	3,900	9,000
INTEREST - WASTEWATER	6,100	14,000
MISCELLANEOUS SERVICE FEE	64,400	156,600
TOTAL REVENUES	13,023,500	14,500,400
TOTAL BEGINNING BALANCES AND REVENUES	**$ 14,180,300**	**$ 15,215,300**

2014-2015 BUDGET ORDINANCES - CONTINUED

	2013/14 REVISED	2014/15 BUDGET
DIRECT EXPENSES		
ENGINEERING & INSPECTION	$ 499,000	$ 500,900
WATER CONSTRUCTION	340,800	252,500
WATER DEPARTMENT	474,700	485,300
WATER TREATMENT PLANT	1,495,200	1,576,900
WASTEWATER DEPARTMENT	885,700	974,100
DIRECT EXPENDITURE SUBTOTAL	3,695,400	3,789,700
OTHER EXPENSES		
DEBT SERVICE - WATER	403,800	534,100
DEBT SERVICE - WASTEWATER	603,400	617,900
RETIREES HEALTH CARE	200,000	200,000
OTHER EMPLOYMENT EXPENSES	10,800	17,700
KENT COUNTY TREATMENT CHARGE	4,030,000	3,655,000
INTRAFUND SERVICE FEES	1,458,800	1,354,900
OTHER EXPENSES SUBTOTAL	6,706,800	6,379,600
TRANSFER TO		
GENERAL FUND FROM WATER	250,000	250,000
GENERAL FUND FROM WASTEWATER	250,000	250,000
WATER IMP AND EXT	1,233,200	1,200,000
WASTEWATER IMP AND EXT	1,330,000	1,800,000
TRANSFER TO SUBTOTAL	3,063,200	3,500,000
TOTAL EXPENSES	13,465,400	13,669,300
CURRENT YEAR BALANCES		
CURRENT YEAR BALANCE WATER	658,400	1,020,100
CURRENT YEAR BALANCE WASTEWATER	(98,500)	(739,200)
CURRENT YEAR BALANCE KCSA	155,000	1,265,100
CURRENT YEAR BALANCE SUBTOTALS	714,900	1,546,000
TOTAL CURRENT YEAR BALANCES AND EXPENSES	**$ 14,180,300**	**$ 15,215,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Six Million Four Hundred Twenty One Thousand Eight Hundred dollars ($6,421,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
PRIOR YEAR BALANCE - WATER	$ 4,473,800	$ 1,021,200
PRIOR YEAR BALANCE - WASTEWATER	2,807,000	1,060,000
TOTAL BEGINNING BALANCES	7,280,800	2,081,200
RECEIPTS		
BOND PROCEEDS - WATER - 2013 ISSUE	3,000,000	-
BOND PROCEEDS - WASTEWATER - 2013 ISSUE	1,067,900	-
STATE LOAN-WASTEWATER 2011 ISSUE	62,000	-
ARBITRAGE REBATE - IRS REFUND	66,000	-
TRANS FROM OPERATING FUND FOR WATER	1,233,200	1,200,000
TRANS FROM OPERATING FUND FOR WASTEWATER	1,330,000	1,800,000
TRANSFER FROM WASTEWATER IMPACT FEE RESERVE	1,000,000	1,315,600
INTEREST INCOME	25,000	25,000
TOTAL RECEIPTS	7,784,100	4,340,600
TOTALS	**$ 15,064,900**	**$ 6,421,800**

CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

EXPENSE SUMMARY

EXPENSES	2013/14 REVISED	2014/15 BUDGET
WATER	$ 7,641,300	$ 1,336,900
WASTEWATER	5,252,400	3,273,200
WATER TREATMENT PLANT	-	38,100
WATER CONSTRUCTION	90,000	-
TOTAL EXPENSES	12,983,700	4,648,200
CURRENT YEAR BALANCE - WATER	1,021,200	858,700
CURRENT YEAR BALANCE - WASTEWATER	1,060,000	914,900
CURRENT YEAR BALANCE SUBTOTALS	2,081,200	1,773,600
TOTALS	**$ 15,064,900**	**$ 6,421,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating One Million Forty Four Thousand Three Hundred Dollars ($1,044,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE - WATER	$ 505,400	$ 514,000
BEGINNING BALANCE - WASTEWATER	504,300	512,900
TOTAL BEGINNING BALANCES	1,009,700	1,026,900
RECEIPTS		
INTEREST EARNINGS - WATER	8,600	8,700
INTEREST EARNINGS - WASTEWATER	8,600	8,700
TOTAL RECEIPTS	17,200	17,400
TOTALS	**$ 1,026,900**	**$ 1,044,300**

EXPENSE SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CURRENT YEAR BALANCE - WATER	$ 514,000	$ 522,700
CURRENT YEAR BALANCE - WASTEWATER	512,900	521,600
CURRENT YEAR BALANCE SUBTOTALS	1,026,900	1,044,300
TOTALS	**$ 1,026,900**	**$ 1,044,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER IMPACT FEE RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Three Million Seventy One Thousand Eight Hundred Dollars ($3,071,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE - WATER	$ 197,100	$ 200,500
BEGINNING BALANCE - WASTEWATER	3,756,100	2,820,000
TOTAL BEGINNING BALANCES	3,953,200	3,020,500
RECEIPTS		
INTEREST EARNINGS - WATER	3,400	3,400
INTEREST EARNINGS - WASTEWATER	63,900	47,900
TOTAL RECEIPTS	67,300	51,300
TOTALS	**$ 4,020,500**	**$ 3,071,800**

EXPENSE SUMMARY

	2013/14 REVISED	2014/15 BUDGET
TRANSFER TO I & E FUND FROM WASTEWATER IMPACT FEES	$ 1,000,000	$ 1,315,600
CURRENT YEAR BALANCE - WATER	200,500	203,900
CURRENT YEAR BALANCE - WASTEWATER	2,820,000	1,552,300
CURRENT YEAR BALANCE SUBTOTALS	3,020,500	1,756,200
TOTALS	**$ 4,020,500**	**$ 3,071,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Three Hundred Two Thousand Five Hundred dollars ($302,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE - WATER	$ 104,100	$ 105,900
BEGINNING BALANCE - WASTEWATER	188,300	191,500
TOTAL BEGINNING BALANCES	292,400	297,400
RECEIPTS		
INTEREST EARNINGS	5,000	5,100
TOTAL RECEIPTS	5,000	5,100
TOTALS	**$ 297,400**	**$ 302,500**

BUDGET SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CURRENT YEAR BALANCE - WATER	105,900	107,700
CURRENT YEAR BALANCE - WASTEWATER	191,500	194,800
CURRENT YEAR BALANCE SUBTOTALS	297,400	302,500
TOTAL EXPENSES AND CURRENT YEAR BALANCES	**$ 297,400**	**$ 302,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

ELECTRIC REVENUE FUND
REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Ninety One Million Sixty Thousand One Hundred dollars ($91,060,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 6,620,900	$ 9,253,600
BASE REVENUE		
DIRECT SALES TO CUSTOMER	78,971,700	78,043,000
UTILITY TAX	1,312,300	1,296,900
MISCELLANEOUS REVENUE	579,100	624,600
RENT REVENUE	180,000	200,000
GREEN ENERGY	130,000	130,000
INTEREST EARNINGS	12,000	12,000
TRANSFER FROM RATE STABILIZATION	7,000,000	1,500,000
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	98,500	-
TOTAL REVENUES	88,283,600	81,806,500
TOTALS	**$ 94,904,500**	**$ 91,060,100**

ELECTRIC REVENUE FUND - CONTINUED
REVENUES AND BUDGET FOR 2014-2015

	2013/14 REVISED	2014/15 BUDGET
EXPENSES		
POWER SUPPLY	$ 26,458,900	$ 21,823,000
SOLAR ENERGY	1,729,200	2,067,600
SOLAR RENEWAL ENERGY CREDITS	352,600	378,600
POWER SUPPLY MANAGEMENT	996,000	996,000
PJM CHARGES - ENERGY	17,274,000	11,499,800
PJM CHARGES - TRANSMISSION & FEES	7,420,000	7,234,100
CAPACITY CHARGES	15,614,100	9,958,900
SUB-TOTAL POWER SUPPLY	69,844,800	53,958,000
PLANT OPERATIONS	5,791,600	6,141,100
GENERATIONS FUELS	1,603,800	1,611,100
PJM SPOT MARKET ENERGY	(1,004,500)	(2,232,800)
PJM CREDITS	(5,314,800)	(486,700)
CAPACITY CREDITS	(15,079,800)	(8,881,500)
GENERATION SUBTOTAL	(14,003,700)	(3,848,800)
POWER SUPPLY & GENERATION SUBTOTAL	55,841,100	50,109,200
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION	3,776,300	4,028,700
ELECTRICAL ENGINEERING	1,285,300	1,370,900
ADMINISTRATION	628,400	636,600
METER READING	273,800	267,600
SYSTEMS OPERATIONS	675,800	686,300
DIRECT EXPENDITURE SUBTOTALS	6,639,600	6,990,100
OTHER EXPENSES:		
UTILITY TAX	1,312,300	1,296,900
ALLOW FOR UNCOLLECTIBLES	200,000	200,000
CONTRACTUAL SERVICES	100,000	246,800
RETIREES HEALTH CARE	513,300	513,300
OTHER EMPLOYMENT EXPENSES	125,700	54,200
OPEB UNFUNDED LIABILITY	975,700	1,009,800
GREEN ENERGY PAYMENT TO DEMEC	130,000	130,000
INTRAFUND SERVICE FEES	3,572,700	3,508,100
INTEREST ON DEPOSITS	20,000	20,000
INVENTORY WRITE OFFS	-	175,000
STREET LIGHTS	-	774,500
DEBT SERVICE	3,301,900	3,297,000
OTHER EXPENSES SUBTOTAL	10,251,600	11,225,600
TRANSFER TO		
IMPROVEMENT & EXTENSION	4,918,600	4,750,000
GENERAL FUND	8,000,000	9,500,000
TRANSFER TO SUBTOTAL	12,918,600	14,250,000
TOTAL EXPENSES	85,650,900	82,574,900
CURRENT YEAR BALANCE	9,253,600	8,485,200
TOTALS	**$ 94,904,500**	**$ 91,060,100**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Eight Million Three Hundred Eighty Seven Thousand dollars ($8,387,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 3,868,500	$ 3,362,200
RECEIPTS		
TRANSFER FROM ELECTRIC	4,918,600	4,750,000
GENERAL SERVICE BILLING	440,000	250,000
INTEREST EARNINGS	25,200	24,800
TOTAL RECEIPTS	5,383,800	5,024,800
TOTALS	**$ 9,252,300**	**$ 8,387,000**

EXPENSE SUMMARY

EXPENSES	2013/14 REVISED	2014/15 BUDGET
ELECTRIC GENERATION	$ 2,130,000	$ 2,240,000
TRANSMISSION AND DISTRIBUTION	1,144,600	1,033,000
ELECTRICAL ENGINEERING	2,615,500	1,663,100
TOTAL EXPENSES	5,890,100	4,936,100
CURRENT YEAR BALANCE	3,362,200	3,450,900
TOTALS	**$ 9,252,300**	**$ 8,387,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

ELECTRIC UTILITY CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Eight Hundred Twenty Six Thousand dollars ($826,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 814,200	$ 820,100
RECEIPTS		
INTEREST EARNINGS	5,900	5,900
TOTAL RECEIPTS	5,900	5,900
TOTALS	**$ 820,100**	**$ 826,000**

EXPENSE SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CURRENT YEAR BALANCE	820,100	826,000
TOTALS	**$ 820,100**	**$ 826,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

ELECTRIC UTILITY DEPRECIATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Nine Million Nine Hundred Ninety Eight Thousand Two Hundred dollars ($9,998,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 9,855,700	$ 9,898,000
INTEREST EARNINGS	42,300	100,200
TOTALS	**$ 9,898,000**	**$ 9,998,200**

BUDGET SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CURRENT YEAR BALANCE	9,898,000	9,998,200
TOTALS	**$ 9,898,000**	**$ 9,998,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

ELECTRIC UTILITY FUTURE CAPACITY RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million One Hundred Forty Eight Thousand Seven Hundred dollars ($10,148,700) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 10,004,200	$ 10,076,200
INTEREST EARNINGS	72,000	72,500
TOTALS	**$ 10,076,200**	**$ 10,148,700**

BUDGET SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CURRENT YEAR BALANCE	10,076,200	10,148,700
TOTALS	**$ 10,076,200**	**$ 10,148,700**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

ELECTRIC UTILITY INSURANCE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Seven Hundred Forty Three Thousand Six Hundred dollars ($743,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 733,000	$ 738,300
INTEREST EARNINGS	5,300	5,300
TOTALS	**$ 738,300**	**$ 743,600**

BUDGET SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CURRENT YEAR BALANCE	738,300	743,600
TOTALS	**$ 738,300**	**$ 743,600**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

ELECTRIC UTILITY RATE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million Five Hundred Eighty Three Thousand dollars ($10,583,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 17,382,100	$ 10,507,300
INTEREST EARNINGS	125,200	75,700
TOTALS	**$ 17,507,300**	**$ 10,583,000**

BUDGET SUMMARY

	2013/14 REVISED	2014/15 BUDGET
TRANSFER TO ELECTRIC FUND	$ 7,000,000	$ 1,500,000
CURRENT YEAR BALANCE	10,507,300	9,083,000
TOTALS	**$ 17,507,300**	**$ 10,583,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

WORKERS COMPENSATION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating One Million Six Hundred Thirty Six Thousand One Hundred dollars ($1,636,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2013/14 REVISED	2014/15 BUDGET
PRIOR YEAR BALANCE	$ 1,267,800	$ 1,135,000
INTEREST INCOME	10,600	10,600
PREMIUM FROM CITY	490,700	490,500
MISCELLANEOUS REVENUE	3,100	-
TOTALS	**$ 1,772,200**	**$ 1,636,100**

OPERATING EXPENSES

	2013/14 REVISED	2014/15 BUDGET
PROGRAM EXPENSES/SUPPLIES - CLAIMS	$ 450,000	$ 450,000
INSURANCE	92,600	92,600
BANK FEES	600	600
STATE OF DEL - SELF INSURANCE TAX	37,000	37,000
CONTRACTUAL SERVICES	57,000	57,000
TOTAL EXPENSES	637,200	637,200
CURRENT YEAR BALANCE	1,135,000	998,900
TOTALS	**$ 1,772,200**	**$ 1,636,100**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

COMMUNITY TRANSPORTATION IMPROVEMENT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating One Million Five Hundred Seventy Nine Thousand Four Hundred dollars ($1,579,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2013/14 REVISED	2014/15 BUDGET
PRIOR YEAR BALANCE	$ 209,200	$ 78,900
GRANTS REVENUE - DELDOT	1,387,600	500,000
INTEREST INCOME	500	500
TOTALS	**$ 1,597,300**	**$ 579,400**

OPERATING EXPENSES

	2013/14 REVISED	2014/15 BUDGET
PROGRAM EXP. GRANT RELATED	$ 1,395,100	$ 500,000
PROGRAM EXP. CITY APPROPRIATED	62,800	-
OPERATING TRANSFERS OUT - GENERAL CAPITAL PROJECTS FUND	60,500	-
CURRENT YEAR BALANCE	78,900	79,400
TOTALS	**$ 1,597,300**	**$ 579,400**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

LIBRARY GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Two Hundred Ninety One Thousand Four Hundred dollars ($291,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 27,800	$ 17,300
STATE GRANT	274,100	274,100
FEDERAL GRANT	2,500	-
TOTALS	**$ 304,400**	**$ 291,400**

OPERATING EXPENSES

	2013/14 REVISED	2014/15 BUDGET
PROGRAM EXPENSES/SUPPLIES	$ 4,700	$ 2,000
OFFICE SUPPLIES	24,000	24,000
PRINTING/DUPLICATING	8,900	8,900
POSTAGE	28,000	28,000
BOOKS	128,900	128,900
FURNITURE	74,000	74,000
AUDIO VISUAL SUPPLIES	100	100
TRAINING/CONF/FOOD/TRAV	3,500	3,500
OFFICE EQUIPMENT/REPAIRS & MAINT	2,000	2,000
COMPUTER HARDWARE	-	2,700
OTHER EQUIP - PURCHASE	10,500	-
SUBTOTAL EXPENSES STATE GRANTS	284,600	274,100
PROGRAM EXPENSES/SUPPLIES	2,500	-
SUBTOTAL EXPENSES FEDERAL GRANTS	2,500	-
CURRENT YEAR BALANCE	17,300	17,300
TOTALS	**$ 304,400**	**$ 291,400**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - CONTINUED

POLICE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Four Hundred Sixteen Thousand Two Hundred dollars ($416,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING EXPENSES

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 175,200	$ 77,200
STATE AND FEDERAL GRANTS	390,500	339,000
TOTALS	**$ 565,700**	**$ 416,200**

OPERATING EXPENSES

	2013/14 REVISED	2014/15 BUDGET
POLICE EQUIPT & PROG SUPP	224,700	156,000
TECHNOLOGY EQUIPMENT	60,000	50,000
CELL PHONE CHARGES	15,000	15,000
TRAINING	36,000	32,000
AUDIT FEES	1,000	1,000
CONTRACTUAL SERVICES	-	6,000
SUBTOTAL EXPENSES	336,700	260,000
OPERATING TRANSFERS-OUT	151,800	124,000
SUBTOTAL FINANCING USES	151,800	124,000
CURRENT YEAR BALANCE	77,200	32,200
TOTALS	**$ 565,700**	**$ 416,200**

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2014-09

WHEREAS, the City of Dover, Delaware has the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Federal Emergency Management Agency has identified special flood hazard areas within the boundaries of the City of Dover and such areas may be subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare, and

WHEREAS, the City of Dover was accepted for participation in the National Flood Insurance Program on September 16, 1982 and the City of Dover desires to continue to meet the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60, necessary for such participation; and

WHEREAS, the City of Dover has, in Chapter 22 – Buildings and Building Regulations, of the Dover Code of Ordinances adopted a building code that contains provisions for the design and construction of buildings, structures, and dwellings in flood hazard areas; and

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

That Chapter 50 – Floods, of the Dover Code of Ordinances, be amended by deleting it in its entirety and inserting in lieu thereof the following:

Chapter 50 FLOODS

ARTICLE I – IN GENERAL

Sec. 50-1. Findings.

The Federal Emergency Management Agency (FEMA) has identified special flood hazard areas within the boundaries of the City of Dover, Delaware. Special flood hazard areas are subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare. Development that is inadequately elevated, improperly floodproofed, or otherwise unprotected from flood damage also contribute to the flood loss.

The City of Dover agreed to meet the requirements of the National Flood Insurance Program and was accepted for participation in the program on September 16, 1982. As of that date or the initial effective date of the City of Dover Flood Insurance Rate Map, all development and new construction as defined herein, are to be compliant with these regulations and the flood load and flood-resistant construction provisions of the building code.

Sec. 50-2. Statement of purpose.

It is the purpose of these regulations to promote the public health, safety and general welfare, and to:

(A) Protect human life, health and welfare;

(B) Encourage the utilization of appropriate construction practices in order to prevent or minimize flood damage in the future;

(C) Minimize flooding of water supply and sanitary sewage disposal systems;

(D) Maintain natural drainage;

(E) Reduce financial burdens imposed on the community, its governmental units and its residents, by discouraging unwise design and construction of development in areas subject to flooding;

(F) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;

(G) Minimize prolonged business interruptions;

(H) Minimize damage to public facilities and other utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges;

(I) Reinforce that those who build in and occupy special flood hazard areas should assume responsibility for their actions;

(J) Minimize the impact of development on adjacent properties within and near flood prone areas;

(K) Provide that the flood storage and conveyance functions of the floodplain are maintained;

(L) Minimize the impact of development on the natural and beneficial functions of the floodplain;

(M) Prevent floodplain uses that are either hazardous or environmentally incompatible; and

(N) Meet community participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

Sec. 50-3. Areas to which these regulations apply.

These regulations shall apply to all special flood hazard areas within the jurisdiction of the City of Dover, as identified in Section 50-4.

Sec. 50-4. Basis for establishing special flood hazard areas.

For the purposes of these regulations, and for the purpose of establishing flood hazard areas in the building code [Section 1612.3 and Table R301.2(1)], the following are adopted by reference as a part of these regulations and serve as the basis for establishing special flood hazard areas:

(A) The FEMA Flood Insurance Study for Kent County , Delaware and Incorporated Areas dated July 7, 2014 and all subsequent amendments and/or the most recent revision thereof.

(B) The FEMA Flood Insurance Rate Map for Kent County , Delaware and Incorporated Areas dated July 7, 2014 , and all subsequent amendments and/or the most recent revision thereof.

(C) Other hydrologic and hydraulic engineering studies and/or maps prepared pursuant to these regulations or for other purposes, and which establish base flood elevations, delineate 100-year floodplains, floodways or other areas of special flood hazard.

(D) The City of Dover may identify and regulate new local flood hazard or ponding areas. These areas should be delineated and adopted on a “Local Flood Hazard Map” using best available topographic data and locally derived information such as flood of record, historic high water marks or approximate study methodologies.

(E) Where field surveyed topography indicates that ground elevations are below the closest applicable base flood elevation, even in areas not delineated as a special flood hazard area on a flood hazard map, the area shall be considered as special flood hazard area.

Maps and studies that establish special flood hazard areas are on file at the City of Dover Department of Planning and Inspections.

Sec. 50-5. Abrogation and greater restrictions.

These regulations are not intended to repeal or abrogate any existing ordinances including subdivision regulations, zoning ordinances or building codes. In the event of a conflict between these regulations and any other ordinance, the more restrictive shall govern. These regulations shall not impair any deed restriction, covenant or easement, but the land subject to such interests shall also be governed by these regulations.

Sec. 50-6. Interpretation.

In the interpretation and application of these regulations, all provisions shall be:

(A) Considered as minimum requirements;

(B) Liberally construed in favor of the governing body;

(C) Deemed neither to limit nor repeal any other powers granted under state statutes; and

(D) Where a provision of these regulations may be in conflict with a state or Federal law, such state or Federal law shall take precedence , where more restrictive.

Sec. 50-7. Warning and disclaimer of liability.

The degree of flood protection required by these regulations is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. These regulations do not imply that land outside of the special flood hazard areas or uses that are permitted within such areas will be free from flooding or flood damage. These regulations shall not create liability on the part of the City of Dover , any officer or employee thereof, or the Federal Emergency Management Agency, for any flood damage that results from reliance on these regulations or any administrative decision lawfully made thereunder.

50-8. Severability.

Should any section or provision of these regulations be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the regulations as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

Secs. 50-9—50-19. Reserved.

ARTICLE II. ADMINISTRATION

50-20. Designation of the floodplain administrator.

The city planner is hereby appointed to administer and implement these regulations and is referred to herein as the floodplain administrator. The floodplain administrator is authorized to: (A) Fulfill the duties and responsibilities set forth in these regulations, (B) Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees, or (C) Enter into a written agreement or written contract with another jurisdiction or agency, or private sector entity to administer specific provisions of these regulations, upon receiving necessary approvals. Administration of any part of these regulations by another entity shall not relieve the community of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

50-21. Duties and responsibilities of the floodplain administrator.

The duties and responsibilities of the floodplain administrator shall include but are not limited to:

(A) Coordinate with the building official to support administration, interpretation, and enforcement of the flood load and flood-resistant construction provisions of the building code.

(B) Review applications for permits to determine whether proposed activities will be located in special flood hazard areas.

(C) Interpret floodplain boundaries and provide flood elevation and flood hazard information.

(D) Review applications to determine whether proposed activities will be reasonably safe from flooding.

(E) Review applications to determine whether all necessary permits have been obtained from those Federal, state or local agencies from which prior or concurrent approval is required.

(F) Verify that applicants proposing to alter or relocate a watercourse have notified adjacent communities and the Delaware Department of Natural Resources and Environmental Control (Division of Watershed Stewardship), and have submitted copies of such notifications to the Federal Emergency Management Agency.

(G) Issue permits to develop in special flood hazard areas when the provisions of these regulations have been met, or disapprove the same in the event of noncompliance.

(H) Inspect special flood hazard areas to determine compliance with these regulations or to determine if noncompliance has occurred or violations have been committed.

(I) Review submitted Elevation Certificates for completeness.

(J) Submit to FEMA data and information necessary to maintain flood hazard maps, including hydrologic and hydraulic engineering analyses prepared by or for the City of Dover , corrections to labeling or planimetric details, etc.

(K) Maintain and permanently keep all records for public inspection that are necessary for the administration of these regulations including Flood Insurance Rate Maps, Letters of Map Amendment and Revision, records of issuance and denial of permits, determinations of whether development is in or out of special flood hazard areas for the purpose of issuing permits, elevation certificates, other required certifications, variances, and records of enforcement actions taken for violations of these regulations.

(L) Enforce the provisions of these regulations.

(M) Assist with and coordinate flood hazard map maintenance activities.

(N) Conduct, with the building official, determinations as to whether existing buildings and structures damaged by any cause and located in special flood hazard areas, have been substantially damaged.

(O) Make reasonable efforts to notify owners of substantially damaged buildings and structures of the need to obtain a permit prior to repair, rehabilitation, or reconstruction, and to prohibit the non-compliant repair of substantially-damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a structure to prevent additional damage.

(P) Undertake, as determined appropriate by the floodplain administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, state, and local agencies to assist with

substantial damage determinations; providing owners of damaged structures materials and other information related to the proper repair of damaged structures in special flood hazard areas; and assisting owners with National Flood Insurance Program claims for Increased Cost of Compliance payments.

(Q) Notify the Federal Emergency Management Agency when the corporate boundaries of the City of Dover have been modified.

50-22. Permits required.

It shall be unlawful for any person or entity to begin construction or other development which is wholly within, partially within, or in contact with any identified special flood hazard area, as established in Section 50-4, including but not limited to: subdivision of land, filling, grading, or other site improvements and utility installations; placement or replacement of a manufactured home; recreational vehicles; installation or replacement of storage tanks; or alteration of any watercourse, until a permit is obtained from the City of Dover. These regulations are intended to be administered and enforced in conjunction with the building code. No permit shall be issued until the requirements of these regulations and, as applicable, the flood load and flood-resistant construction provisions of the building code, have been met. Permit fees shall be as provided for in Appendix F – Fees and Fines.

50-23. Application required.

Application for a permit shall be made by the owner of the property or his/her authorized agent, herein referred to as the applicant, prior to the actual start of construction. The application shall be on a form furnished for that purpose. For applications for buildings and structures, these required minimum contents of the application are in addition to the requirements of the building code.

(A) Application contents.

At a minimum, applications shall include:

(1) Site plans drawn to scale showing the nature, location, dimensions, existing and proposed topography of the area in question, the limits of any portion of the site that was previously filled, and the location of existing and proposed structures, excavation, filling, storage of materials, drainage facilities, and other proposed activities.

(2) Elevation of the existing natural ground where structures are proposed, referenced to the datum on the Flood Insurance Rate Map, and an Elevation Certificate that shows the ground elevation and proposed building elevations (identified in Section C of the Elevation Certificate as “Construction Drawings”).

(3) Delineation of special flood hazard areas, floodway boundaries, flood zones, and base flood elevations. Where surveyed natural ground elevations are lower than the base flood elevations, base flood elevations shall be used to delineate the boundary of special flood hazard areas. If proposed, changes in the delineation of special flood hazard areas shall be submitted to and approved by FEMA in accordance with Section 50-23(B). Where special flood hazard areas are not delineated or base flood elevations are not shown on the flood hazard maps, the floodplain administrator has the authority to require the applicant to use information provided by the floodplain administrator, information that is available from other sources, or to determine such information using accepted engineering practices.

(4) For subdivision proposals and development proposals containing at least 50 lots or at least 5 acres, whichever is the lesser, and where base flood elevations are not shown on Flood Insurance Rate Maps, hydrologic and hydraulic engineering analyses and studies as

required by Section 50-31(D).

(5) Elevation of the lowest floor, including basement, or elevation of the bottom of the lowest horizontal structural member, as applicable to the flood zone, of all proposed structures, referenced to the datum on the Flood Insurance Rate Maps.

(6) Such other material and information as may be requested by the Floodplain Administrator necessary to determine conformance with these regulations.

(7) For work on an existing structure, including any improvement, addition, repairs, alterations, rehabilitation, or reconstruction, sufficient information to determine if the work constitutes substantial improvement, including:

(a) Documentation of the market value of the structure before the improvement is started or before the damage occurred.

(b) Documentation of the actual cash value of all proposed improvement work, or the actual cash value of all work necessary to repair and restore damage to the before damaged condition, regardless of the amount of work that will be performed.

(8) Certifications and/or technical analyses prepared or conducted by an appropriate design professional licensed in the State of Delaware, as appropriate to the type of development activity proposed and required by these regulations and the building code:

(a) Floodproofing Certificate for dry floodproofed non-residential structures, as required by the building code.

(b) Certification that flood openings that do not meet the minimum requirements for non-engineered openings but designed to automatically equalize hydrostatic flood forces, as required by the building code.

(c) Technical analyses to document that the flood carrying capacity of any watercourse alteration or relocation will not be diminished and documentation of maintenance assurances as required in Section 50-40(C).

(d) Hydrologic and hydraulic engineering analyses demonstrating that the cumulative effect of proposed development, when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood by more than one foot in special flood hazard areas where the Federal Emergency Management Agency has provided base flood elevations but has not delineated a floodway, as required by Section 50-40(B).

(e) Hydrologic and hydraulic engineering analyses of any development proposed to be located in an identified floodway, as required by Section 50-40(A).

(f) Hydrologic and hydraulic engineering analyses to develop base flood elevations for subdivisions and large-lot developments, as required by Section 50-31(D) or otherwise required by the floodplain administrator.

(B) Right to submit new technical data.

The applicant has the right to seek a Letter of Map Change and to submit new technical data to FEMA regarding base maps, topography, special flood hazard area boundaries, floodway boundaries, and base flood elevations. Such submissions shall be prepared in a format acceptable by FEMA and the floodplain administrator shall be notified of such submittal. Submittal requirements and processing fees shall be the responsibility of the applicant.

(C) Requirement to submit new technical data.

The Floodplain Administrator shall notify FEMA of physical changes affecting flood hazard areas and flooding conditions by submitting technical or scientific data as soon as practicable, but not later than six (6) months after the date such information becomes available. The Floodplain Administrator has the authority to require applicants to submit technical data to FEMA for Letters of Map Change.

50-24. Review, approval or disapproval.

(A) Review.

The floodplain administrator shall:

(1) Review applications for development in special flood hazard areas to determine the completeness of information submitted. The applicant shall be notified of incompleteness or additional information required to support the application.

(2) Review applications for compliance with these regulations after all information required in Section 50-23 or identified and required by the floodplain administrator has been received.

(3) Review all permit applications to assure that all necessary permits have been received from those federal, state or local governmental agencies from which prior approval is required. The applicant shall be responsible for obtaining such permits, including but not limited to:

(a) Permits issued by the U.S. Army Corps of Engineers under Section 10 of the Rivers and Harbors Act and Section 404 of the Clean Water Act, and the Delaware Environmental Protection Agency under Section 401 of the Clean Water Act.

(b) Permits required by the State of Delaware.

(4) Permit fees shall be as provided for in Appendix F – Fees and Fines.

(B) Approval or disapproval.

The floodplain administrator shall approve applications that comply with the applicable requirements of these regulations. The Floodplain administrator shall disapprove applications for proposed development that does not comply with the applicable provisions of these regulations and shall notify the application of such disapproval, in writing, stating the reasons for disapproval.

(C) Expiration of permit.

A permit is valid provided the actual start of construction occurs within 180 days of the date of permit issuance. If the actual start of construction is not within 180 days of the date of permit issuance, requests for extensions shall be submitted in writing. Upon reviewing the request and the permit for continued compliance with these regulations, the Floodplain Administrator may grant, in writing, one or more extensions of time, for periods not more than 180 days each. Permit fees shall be as provided for in Appendix F – Fees and Fines.

50-25. Inspections.

The Floodplain Administrator shall make periodic inspections of development permitted in special flood hazard areas, at appropriate times throughout the period of construction in order to monitor compliance. In addition to the inspections required by the building code, such inspections may include:

(A) Stake-out inspection, to determine location on the site relative to the special flood hazard area and floodway.

(B) Foundation inspection, upon placement of the lowest floor and prior to further vertical construction, to collect information or certification of the elevation of the lowest floor.

(C) Enclosure inspection, including crawlspaces, to determine compliance with applicable provisions.

(D) Utility inspection, upon installation of specified equipment and appliances, to determine appropriate location with respect to the base flood elevation.

(E) Storage of Materials.

50-26. Submissions required prior to issuance of a certificate of occupancy.

The following certifications are required to be submitted by the permittee for development that is permitted in special flood hazard areas prior to the issuance of a Certificate of Occupancy:

(A) For new or substantially improved residential structures or nonresidential structures that have been elevated, an Elevation Certificate that shows the ground elevation and finished elevations (identified in Section C of the Elevation Certificate as “Finished Construction”).

(B) For nonresidential structures that have been dry floodproofed, a Floodproofing Certificate based on “Finished Construction” (identified in Section II).

(C) For all development activities subject to the requirements of Section 50-23(B), a Letter of Map Revision shall be provided.

50-27. Flood insurance rate map use and interpretation.

The floodplain administrator shall make interpretations, where needed, as to the exact location of special flood hazard areas, floodplain boundaries, and floodway boundaries. The following shall apply to the use and interpretation of special flood hazard maps and data:

(A) In FEMA-identified special flood hazard areas where base flood elevation and floodway data have not been identified and in areas where FEMA has not identified special flood hazard areas, any other flood hazard data available from a federal, state, or other source shall be reviewed and reasonably used. When a Preliminary Flood Insurance Rate Map has been provided by FEMA to identify base flood elevations where such elevations were not previously shown, the base flood elevations on the Preliminary Flood Insurance Rate Map shall be used.

(B) Special flood hazard area delineations, base flood elevations, and floodway boundaries on FEMA maps and in FEMA studies shall take precedence over delineations, base flood elevations, and floodway boundaries by any other source that reflect a reduced special flood hazard area, reduced floodway width and/or lower base flood elevations.

(C) Other sources of data shall be reasonably used, with the approval of the floodplain administrator, if they show increased base flood elevations and/or larger floodway areas than are shown on FEMA flood maps and studies.

(D) Where field surveyed topography indicates that ground elevations are below the base flood elevation, even in areas not delineated as a special flood hazard on a flood hazard map, the area

shall be considered as special flood hazard area.

Secs. 50-28—50-29. Reserved.

ARTICLE III. REQUIREMENTS IN ALL SPECIAL FLOOD HAZARD AREAS

50-30. Application of requirements.

The general requirements of this section apply to all development proposed within special flood hazard areas identified in Section 50-4.

50-31. Subdivisions and developments.

(A) All subdivision and development proposals shall be consistent with the need to minimize flood damage and are subject to all applicable standards in these regulations.

(B) All subdivision and development proposals shall have utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.

(C) All subdivision and developments proposals shall have adequate drainage provided to reduce exposure to flood damage.

(D) All subdivision proposals and development proposals containing at least 50 lots or at least 5 acres, whichever is the lesser, in FEMA-delineated special flood hazard areas where base flood elevation data are not available, shall be supported by hydrologic and hydraulic engineering analyses that determine base flood elevations and floodway delineations. The analyses shall be prepared by a licensed professional engineer in a format required by FEMA for a Conditional Letter of Map Revision or Letter of Map Revision. Submittal requirements and processing fees shall be the responsibility of the applicant.

50-32. Protection of water supply and sanitary sewage systems.

(A) New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems.

(B) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into systems and discharges from systems into floodwaters.

(C) On-site waste disposal systems shall be located to avoid impairment to or contamination from them during conditions of flooding.

50-33. Buildings and structures.

All new construction of buildings and structures, including placement of manufactured homes and substantial improvements to existing buildings and structures, that are to be located, in whole or in part, in special flood hazard areas shall comply with flood load and flood-resistant construction requirements of the building code.

50-34. Fill.

(A) Disposal of fill, including but not limited to rubble, construction debris, woody debris, and trash, shall not be permitted in special flood hazard areas.

(B) Where permitted by the building code (Zones A, AE, and AO), fill placed for the purpose of raising the ground level and to support a building or structure shall meet the following requirements:

(1) Extend laterally from the building footprint to provide for adequate access, as a function of use; the Floodplain Administrator may seek advice from the Fire Marshal's Office and/or the local fire services agency.

(2) Placed and compacted to provide for stability under conditions of rising and falling floodwaters and resistance to erosion, scour, and settling.

(3) Consist of soil or rock materials only.

(4) Sloped no steeper than one (1) vertical on two (2) horizontal, unless approved by the Floodplain Administrator.

(5) Designed with provisions for adequate drainage and no adverse effect on adjacent properties.

(C) Fill placed for a purpose other than to support a building or structure shall meet the requirements of Section 50-(B)(2) through (B)(5).

50-35. Historic structures.

As specified by the building code, repair, alteration, or rehabilitation of historic structures shall be subject to the requirements of the building code unless a determination is made that compliance will preclude a structure's continued designation as a historic structure and a variance is granted in accordance with Section 50-46 and such variance is the minimum necessary to preserve the historic character and design of the structure.

50-36. Recreational vehicles.

(A) Recreational vehicles in special flood hazard areas shall be fully licensed and ready for highway use, and shall be placed on a site for less than 180 consecutive days.

(B) Recreational vehicles that are not fully licensed and ready for highway use, or that are to be placed on a site for more than 180 consecutive days, shall meet the requirements of Section 50-38 for manufactured homes.

50-37. Gas or liquid storage tanks.

(A) Underground tanks in special flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the base flood.

(B) Above-ground tanks in special flood hazard areas shall be elevated and anchored to or above the base flood elevation plus 18 inches or shall be anchored at- grade and designed and constructed to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the base flood.

(C) In special flood hazard areas, tank inlets, fill openings, outlets and vents shall be:

(1) At or above the base flood elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the base flood.

(2) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the base flood.

50-38. Manufactured homes.

(A) **Elevation.** All new and replacement manufactured homes to be placed or substantially improved in a flood hazard area shall be elevated such that the bottom of the lowest horizontal structural supporting member of lowest floor of the manufactured home is elevated to or above the base

flood elevation plus 18 inches.

(B) **Foundations**. All new and replacement manufactured homes, including substantial improvement of existing manufactured homes, shall be placed on permanent, reinforced foundations that are designed in accordance with Section R322 of the residential code based on the applicable flood zone identified on the FIRM.

(C) **Anchoring.** All new and replacement manufactured homes to be placed or substantially improved in a special flood hazard area shall be installed using methods and practices which minimize flood damage. Manufactured homes shall be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement. The anchor and tie-down specifications of the manufacturer are permitted, provided such specifications are specific to installation in special flood hazard areas. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.

(D) **Enclosures.** Fully enclosed areas below elevated manufactured homes shall comply with the requirements of Section R322 of the residential code based on the applicable flood zone identified on the FIRM.

(E) **Protection of mechanical equipment and outside appliances.** Mechanical equipment and outside appliances shall comply with the requirements of Section R322 for protection of mechanical and electrical systems.

50-39. Accessory structures.

Accessory structures shall meet the requirements of these regulations. Accessory structures that have a footprint of no more than 200 square feet may be allowed without requiring elevation or floodproofing provided such structures meet all of the following requirements:

(A) Useable only for parking or limited storage;

(B) Constructed with flood damage-resistant materials below the base flood elevation;

(C) Constructed and placed to offer the minimum resistance to the flow of flood waters;

(D) Firmly anchored to prevent flotation, collapse, and lateral movement;

(E) Electrical service and mechanical equipment elevated to or above the level of the base flood elevation plus 18 inches; and

(F) Equipped with flood openings that meet the requirements of Section R322.2.2 of the residential code.

(G) For guidance, see FEMA Technical Bulletin #7 – *Wet Floodproofing Requirements*.

50-40. Protection of flood-carrying capacity.

(A) Development in floodways.

Within any floodway area designated on the Flood Insurance Rate Map, no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic engineering analysis that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge. Such technical data shall be submitted to the Floodplain Administrator and to FEMA. The analyses shall be prepared by a licensed professional engineer in a format required by FEMA for a Conditional Letter of Map Revision or Letter of Map Revision. Submittal requirements and processing fees shall be the responsibility of the applicant.

The proposed development activity may be permitted if the analyses demonstrate that the activity:

(1) Will not result in any increase in the base flood elevation; or

(2) Will result in an increase in the base flood elevation, provided a Conditional Letter of Map Revision has been issued by FEMA and the applicant completes all of the following:

(a) Submits technical data required in Section 50-23(A)(8)(e);

(b) Evaluates alternatives which would not result in increased base flood elevations and an explanation why these alternatives are not feasible;

(c) Certifies that no structures are located in areas which would be impacted by the increased base flood elevation;

(d) Documents that individual legal notices have been delivered to all impacted property owners to explain the impact of the proposed action on their properties;

(e) Requests and receives concurrence of the City Manager of the City of Dover and the Chief Executive Officer of any other community impacted by the proposed actions; and

(f) Notifies the Delaware Department of Natural Resources and Environmental Control (Division of Watershed Stewardship).

(B) Development in areas with base flood elevations but no foodways.

For development activities in a special flood hazard area with base flood elevations but no designated floodways, the applicant shall develop hydrologic and hydraulic engineering analyses and technical data reflecting the proposed activity and shall submit such analyses and data to the Floodplain Administrator and to FEMA. The analyses shall be prepared by a licensed professional engineer in a format required by FEMA for a Conditional Letter of Map Revision or Letter of Map Revision. Submittal requirements and processing fees shall be the responsibility of the applicant.

The proposed development activity may be permitted if the analyses demonstrate that the cumulative effect of the proposed development activity, when combined with all other existing and potential special flood hazard area encroachments will not increase the base flood elevation more than 1.0 (one) foot at any point.

(C) Deliberate alterations of a watercourse.

For the purpose of these regulations, a watercourse is deliberately altered when a person causes a change to occur within its banks. Deliberate changes to a watercourse include, but are not limited to: widening, deepening or relocating of the channel; installation of culverts; construction of bridges, and excavation or filling of the channel or watercourse banks.

For any proposed deliberate alteration of a watercourse, the applicant shall develop hydrologic and hydraulic engineering analyses and technical data reflecting such changes and submit such technical data to the Floodplain Administrator and to FEMA. The analyses shall be prepared by a licensed professional engineer in a format required by FEMA for a Conditional Letter of Map Revision or Letter of Map Revision. Submittal requirements and processing fees shall be the responsibility of the applicant.

The proposed alteration of a watercourse may be permitted upon submission, by the applicant, of the following:

(1) Documentation of compliance with Section 50-40(A) if the alteration is in a floodway or Section 50-40(B) if the alteration is in a watercourse with base flood elevations but no floodway.

(2) A description of the extent to which the watercourse will be altered or relocated as a

result of the proposed development.

(3) A certification by a licensed professional engineer that the bankful flood-carrying capacity of the watercourse will not be diminished.

(4) Evidence that adjacent communities, the U.S. Army Corps of Engineers, and the Delaware Department of Natural Resources and Environmental Control (Division of Watershed Stewardship) have been notified of the proposal and evidence that such notifications have been submitted to the Federal Emergency Management Agency.

(5) Evidence that the applicant shall be responsible for providing the necessary maintenance for the altered or relocated portion of the watercourse so that the flood carrying capacity will not be diminished. The Floodplain Administrator may require the permit holder to enter into an agreement with the City of Dover specifying the maintenance responsibilities; if an agreement is required, the permit shall be conditioned to require that the agreement be recorded on the deed of the property which shall be binding on future owners.

Secs. 50-41—50-45. Reserved.

ARTICLE IV. VARIANCES.

50-46. Variances.

The City of Dover Construction Code Appeals Committee shall have the power to authorize, in specific cases, such variances from the requirements of these regulations and the flood load and flood load and flood-resistant construction of the building code, not inconsistent with Federal regulations, as will not be contrary to the public interest where, owing to special conditions of the lot or parcel, a literal enforcement of the provisions of these regulations would result in unnecessary hardship.

(A) Application for a Variance.

(1) Any owner, or agent thereof, of property for which a variance is sought shall submit an application for a variance to the Floodplain Administrator.

(2) At a minimum, such application shall contain the following information: Name, address, and telephone number of the applicant; legal description of the property; parcel map; description of the existing use; description of the proposed use; location of the floodplain; description of the variance sought; and reason for the variance request. Each variance application shall specifically address each of the considerations in Section 50-46(B) and the limitations and conditions of Section 50-46(C).

(B) Considerations for variances.

In considering variance applications, the City of Dover Construction Code Appeals Committee shall consider and make findings of fact on all evaluations, all relevant factors, requirements specified in other sections of these regulations, and the following factors:

(1) The danger that materials may be swept onto other lands to the injury of others.

(2) The danger to life and property due to flooding or erosion damage.

(3) The susceptibility of the proposed development and its contents (if applicable) to flood damage and the effect of such damage on the individual owner.

(4) The importance of the services provided by the proposed development to the community.

(5) The availability of alternative locations for the proposed use which are not subject to, or are subject to less, flooding or erosion damage.

(6) The necessity to the facility of a waterfront location, where applicable, or if the facility is a functionally dependent use.

(7) The compatibility of the proposed use with existing and anticipated development.

(8) The relationship of the proposed use to the comprehensive plan for that area.

(9) The safety of access to the property in times of flood for ordinary and emergency vehicles.

(10) The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site.

(11) The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.

(C) Limitations for variances.

(1) An affirmative decision on a variance request shall only be issued upon:

(a) A showing of good and sufficient cause. A "good and sufficient" cause is one that deals solely with the physical characteristics of the property and cannot be based on the character of the planned construction or substantial improvement, the personal characteristics of the owner or inhabitants, or local provisions that regulate standards other than health and public safety standards.

(b) A determination that failure to grant the variance would result in exceptional hardship due to the physical characteristics of the property.

(c) Increased cost or inconvenience of meeting the requirements of these regulations does not constitute an exceptional hardship to the applicant.

(d) A determination that the granting of a variance for development within any designated floodway, or special flood hazard area with base flood elevations but no floodway, will not result in increased flood heights beyond that which is allowed in these regulations.

(e) A determination that the granting of a variance will not result in additional threats to public safety; extraordinary public expense, nuisances, fraud on or victimization of the public, or conflict with existing local laws.

(f) A determination that the structure or other development is protected by methods to minimize flood damages.

(g) A determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

(2) Upon consideration of the individual circumstances, the limitations and conditions, and the purposes of these regulations, the City of Dover Construction Code Appeals Committee may attach such conditions to variances as it deems necessary to further the purposes of these regulations.

(3) The City of Dover Construction Code Appeals Committee shall notify any applicant in writing to whom a variance is granted for a building or structure with a lowest floor elevation below the base flood elevation that the variance is to the floodplain management requirements only, and that the cost of federal flood insurance will be

commensurate with the increased risk.

Secs. 50-47—50-49. Reserved.

ARTICLE V. ENFORCEMENT

50-50. Compliance required.

(A) No structure or land development shall hereafter be located, erected, constructed, reconstructed, repaired, extended, converted, enlarged or altered without full compliance with these regulations and all other applicable regulations which apply to uses within the jurisdiction of these regulations.

(B) Failure to obtain a permit shall be a violation of these regulations and shall be punishable in accordance with Section 50-51.

(C) Permits issued on the basis of plans and applications approved by the Floodplain Administrator authorize only the specific activities set forth in such approved plans and applications or amendments thereto. Use, arrangement, or construction of such specific activities that is contrary to that authorized shall be deemed a violation of these regulations.

50-51. Violations and Penalties

(a) Violation of any provision or requirement of this ordinance or violation of any statement, plan, application, permit or certificate approved under the provisions of this ordinance shall be considered a misdemeanor.

(b) The owner, general agent or contractor of a building, premises, or part thereof, where such a violation had been committed or does exist, shall be guilty of such misdemeanor.

(c) Any agent, contractor, architect, builder, corporation or other person who commits, takes part or assists in such violation shall be guilty of such misdemeanor.

(d) The imposition of a fine or penalty for any violation of, or noncompliance with, this article shall not excuse the violation or noncompliance or permit it to continue; and all such persons shall be required to correct or remedy such violations or noncompliances within a reasonable time. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

(e) Penalties for violations or non-compliance shall be as provided for in Appendix F – Fees and Fines.

ARTICLE VI. DEFINITIONS

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Where terms are not defined in these regulations and are defined in the building code, such terms shall have the meanings ascribed to them in that code.

Accessory structure: For the purposes of these regulations, a structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal structure.

Area of shallow flooding: A designated Zone AO on a community's Flood Insurance Rate Map with a one percent annual chance or greater of flooding to an average depth of one to three feet where a clearly defined

channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Base flood: The flood having a one percent chance of being equaled or exceeded in any given year; the base flood also is referred to as the 100-year flood (or the 1%-annual-chance flood).

Base flood discharge: The volume of water resulting from a Base Flood as it passes a given location within a given time, usually expressed in cubic feet per second (cfs).

Base flood elevation: The elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the community's Flood Insurance Rate Map.

Basement: Any area of the building having its floor subgrade (below ground level) on all sides.

Building Code: The family of building codes specifically adopted by the City of Dover in the Dover Code of Ordinances – Chapter 22 – Buildings and Building Regulations. The code that applies to one- and two-family dwellings is referred to as the "residential code."

Development: Any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, placement of manufactured homes, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Dry floodproofing: A combination of measures which results in a structures, including attendant utilities and equipment, being watertight with all elements substantially impermeable and with structural components having the capacity to resist flood loads.

Elevation Certificate: The *National Flood Insurance Program, Elevation Certificate* (FEMA Form 086-0-33), used to document building elevations and other information about buildings. When required to be certified, the form shall be completed by a licensed professional land surveyor.

Federal Emergency Management Agency (FEMA): The federal agency with the overall responsibility for administering the National Flood Insurance Program.

FEMA Technical Bulletin: A series of guidance documents published by FEMA to provide guidance concerning building performance standards of the National Flood Insurance Program. See sections where specific TBs are identified.

Flood *or* Flooding: A general and temporary condition of partial or complete inundation of normally dry land areas from:

(1) The overflow of inland or tidal waters, and/or
(2) The unusual and rapid accumulation or runoff of surface waters from any source.

Flood damage-resistant materials: Any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. See FEMA Technical Bulletin #2 – *Flood Damage-Resistant Materials Requirements* and FEMA Technical Bulletin #8 – *Corrosion Protection for Metal Connectors in Coastal Areas.*

Flood Insurance Rate Map (FIRM): An official map on which the Federal Emergency Management Agency (FEMA) has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

Zone A: Special flood hazard areas inundated by the 1% annual chance flood; base flood elevations are not determined.

Zone AE: Special flood hazard areas subject to inundation by the 1% annual chance flood; base flood elevations are determined; floodways may or may not be determined.

Zone AO: Areas of shallow flooding, with or without a designated average flood depth.

Zone X (shaded): Areas subject to inundation by the 500-year flood (0.2% annual chance); areas subject to the 1% annual chance flood with average depths of less than 1 foot or with contributing drainage area less than 1 square mile; and areas protected by levees from the base flood.

Zone X (unshaded): Areas determined to be outside the 1% annual chance flood and outside the 500-year floodplain.

Flood Insurance Study: The official report provided by the Federal Emergency Management Agency (FEMA) containing the Flood Insurance Rate Map (FIRM), the Flood Boundary and Floodway Map (FBFM), the water surface elevations of the base flood and supporting technical data.

Floodplain: Any land area susceptible to being inundated by water from any source (see "Flood" or "Flooding").

Floodproofing Certificate: The *National Flood Insurance Program, Floodproofing Certificate for Non-Residential Structures* (FEMA Form 86-0-34), used by registered professional engineers and architects to certify dry floodproofing designs.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to pass the base flood discharge such that the cumulative increase in the water surface elevation of the base flood discharge is no more than a designated height.

Functionally dependent use: A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water; the term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Highest adjacent grade: The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic structure: Any structure that is:

(1) Individually listed in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
(2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district.

Hydrologic and hydraulic engineering analysis: An analysis performed by a professional engineer, licensed in the State of Delaware, in accordance with standard engineering practices as accepted by FEMA, used to determine the base flood, other frequency floods, flood elevations, floodway information and boundaries, and flood profiles.

Letter of Map Change: A Letter of Map Change is an official FEMA determination, by letter, to amend or revise an effective Flood Insurance Rate Map, Flood Boundary and Floodway Map, and Flood Insurance Study. Letters of Map Change include:

Letter of Map Amendment (LOMA): An amendment based on technical data showing that a property was inadvertently included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property is not located in a special flood hazard area.

Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric features. One common type of LOMR, a Letter of Map Revision Based on Fill (LOMR-F), is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the base flood; in order to qualify for this determination, the fill must have been permitted and placed in accordance with these regulations.

Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed flood protection project complies with the minimum National Flood Insurance Program requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not amend or revise effective Flood Insurance Rate Maps, Flood Boundary and Floodway Maps, or Flood Insurance Studies; upon submission to and approval of certified as-built documentation, a Letter of Map Revision may be issued.

Lowest floor: The lowest floor of the lowest enclosed area, including basement, but excluding any unfinished or flood-resistant enclosure, usable solely for vehicle parking, building access or limited storage provided that such enclosure is not built so as to render the structure in violation of the non-elevation requirements specified in the building code for enclosures below the lowest floor.

Manufactured home: A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

New construction: Buildings and structures for which the "start of construction" commenced on or after September 16, 1982, including any subsequent improvements to such structures

Person: An individual or group of individuals, corporation, partnership, association, or any other entity, including state and local governments and agencies.

Recreational vehicle: A vehicle which is built on a single chassis, 400 square feet or less when measured at the largest horizontal projection, designed to be self- propelled or permanently towable by a light duty truck, and designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Special flood hazard area: The land in the floodplain subject flood hazards and shown on a Flood Insurance Rate Map as Zones A, AE, and AO. The term includes areas shown on other flood hazard maps that are specifically listed or otherwise described in Section 50-4.

Start of construction: The date of issuance of permits for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days after the date of issuance. The actual start means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings, or construction of columns. Permanent

construction does not include land preparation (such as clearing, grading and filling), the installation of streets or walkways, excavation for a basement, footings, piers, or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure (or building): That which is built or constructed.

Substantial damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement: Any repair, alteration, reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions.

Violation: The failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the Elevation Certificate, other certifications, or other evidence of compliance required in these regulations is presumed to be in violation until such time that documentation is provided.

ARTICLE VII. APPLICABILITY

For the purposes of jurisdictional applicability, this ordinance shall apply in the City of Dover, Delaware. This ordinance shall apply to all applications for development, including building permit applications and subdivision proposals, submitted on or after July 7, 2104

BE IT FURTHER ORDAINED:

That Chapter 22 – Buildings and Building Regulations, Article III – Building Code, Section 22-61 – Adopted, (a) International Building Code adopted, Section 1612.3 - Establishment of flood hazard areas, of the Dover Code, be amended by deleting it in its entirety and inserting in lieu thereof the following:

Section 1612.3: Flood Insurance Study for the City of Dover, dated July 7, 2014, or as subsequently amended or revised.

That Chapter 22 – Buildings and Building Regulations, Article III – Building Code, Section 22-61 – Adopted, (a) International Residential Code adopted, Section R301.2, Table R301.2(1) Climatic and Geographic Design Criteria, of the Dover Code, be amended by deleting it in its entirety and inserting in lieu thereof the following:

Table R301.2(1) Climatic and Geographic Design Criteria

Ground Snow Load	Wind Design		Seismic Design Category [f]	Subject to Damage From			Winter Design Temp [e]	Ice Barrier Under-layment Required [h]	Flood Hazards [g]	Air Freezing Index ;sup\sup;	Mean Annual Temperature [j]
	Speed [d] (mph)	Topographic effects [k]		Weathering [a]	Frost line Depth ;sup\sup;	Termite [c]					
25	95 gust 77 fastest	NO	A	Severe	24"	Moderate To Heavy	14°	NO	Adopted in Chapter 50 of the Code of the City of Dover	450	55°

BE IT FURTHER ORDAINED:

That Chapter 22 – Buildings and Building Regulations, Article III – Building Code, Section 22-61 – Adopted, (a) International Building Code adopted, be amended by inserting Section 1612.4.1, as follows:

Section 1612.4.1 Elevation requirements. The minimum elevation requirements shall be as specified in ASCE 24 or the base flood elevation plus 18 inches, whichever is higher.

BE IT FURTHER ORDAINED:

That Chapter 22 – Buildings and Building Regulations, Article III—Building Code, Section 22-61 – Adopted, International Residential Code Adopted, be amended by inserting the following:

Table R301.2(1), footnote (g): September 16, 1982, Flood Insurance Study for Kent County and Incorporated Areas], dated July 7, 2014, or as subsequently amended or revised.

R322.2.1 Elevation requirements.

1. Buildings and structures in flood hazard areas not designated as Coastal A Zones shall have the lowest floors elevated to or above the base flood elevation plus 18 inches or the design flood elevation, whichever is higher.
2. Buildings and structures in flood hazard areas designated as Coastal A Zones shall have the lowest floors elevated to or above the base flood elevation plus 1 foot (305 mm), or to the design flood elevation, whichever is higher.
3. In areas of shallow flooding (AO Zones), buildings and structures shall have the lowest floor (including basement) elevated at least as high above the highest adjacent grade as the depth number specified in feet on the FIRM plus 18 inches or at least 3.5 feet if a depth number is not specified.
4. Basement floors that are below grade on all sides shall be elevated to or above the base flood elevation plus 18 inches or the design flood elevation, whichever is higher.

Exception: Enclosed areas below the design flood elevation, including basements whose floors are not below grade on all sides, shall meet the requirements of Section R322.2.2.

BE IT FURTHER ORDAINED:

That Appendix F – Fees and Fines, be amended by inserting the bold, blue text, and deleting the text indicated in red strikeout, as follows:

Chapter 50 - Floods, ~~Article II – Flood Damage Prevention~~ ***Article II. Administration***		
50-~~50~~ 22. Permits required.	*Permit*	***$50.00***
	Permit Extension	***$25.00***
	Violation and non-compliance; penalties	***Not less than $25.00 nor more than $100.00, plus cost of prosecution***

ADOPTED: *

SYNOPSIS

The proposed amendment replaces Chapter 50 – Floods, of the Dover Code of Ordinances in its entirety, adopts flood hazard maps, designates a floodplain administrator, adopts administrative procedures, coordinates with the building code, and adopts criteria for development in flood hazard areas. Additionally, Chapter 22 – Buildings and Building Regulations and Appendix F – Fees and Fines have been amended accordingly.

Actions History
06/09/2014 - Scheduled for Final Reading at Council
05/27/2014 - First Reading at Council
04/28/2014 - Introduced at the Legislative, Finance, and Administration Committee

CITY OF DOVER ORDINANCE # 2014-10
2013-2014 BUDGET ORDINANCES - SECOND AMENDMENT

GENERAL FUND
REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Forty-One Million, Ninety-Seven Thousand dollars ($41,097,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the Fiscal Year beginning July 1, 2013 and ending June 30, 2014:

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 3,455,200	$ 4,219,800
REVENUES		
FINES AND POLICE REVENUE	666,000	573,900
INVESTMENT INCOME	75,000	40,000
LIBRARY REVENUES	66,600	70,500
KENT COUNTY BOOK REIMBURSEMENT	400,000	460,000
BUSINESS LICENSES	1,460,000	1,460,000
PERMITS AND OTHER LICENSES	1,167,500	1,332,500
MISCELLANEOUS CHARGES	63,300	53,100
POLICE EXTRA DUTY	650,000	650,000
PROPERTY TAXES	11,120,000	11,046,000
BID REVENUE	49,500	49,500
RECREATION REVENUE	133,000	148,800
FRANCHISE FEE	606,200	636,000
TRASH FEES	2,676,500	2,595,600
RENT REVENUE - GARRISON FARM	118,500	118,500
COURT OF CHANCERY FEES	863,200	1,002,200
REVENUES SUBTOTAL	20,115,300	20,236,600
INTERFUND SERVICE RECEIPTS		
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	1,134,900	1,360,300
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,319,400	3,572,700
INTERFUND SERVICE RECEIPTS SUBTOTAL	4,454,300	4,933,000
GRANTS		
POLICE RELATED	110,000	126,800
POLICE PENSION GRANT	500,000	500,000
GREEN ENERGY GRANT	98,500	98,500
MISCELLANEOUS GRANTS	25,000	25,000
GRANTS SUBTOTAL	733,500	750,300
TRANSFERS FROM		
TRANSFER TAX	1,315,500	1,393,000
MUNICIPAL STREET AID	527,400	663,900
CIVIL TRAFFIC PENALTIES	600,000	368,400
WATER/WASTEWATER	500,000	500,000
ELECTRIC	8,000,000	8,000,000
OTHER RESERVES	32,000	32,000
TRANSFERS FROM SUBTOTAL	10,974,900	10,957,300
TOTAL REVENUES	36,278,000	36,877,200
TOTALS	**$39,733,200**	**$41,097,000**

2013-2014 BUDGET ORDINANCES - SECOND AMENDMENT - CONTINUED

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE FOR 2013-2014

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
DEPARTMENT EXPENSES		
CITY CLERK	$ 334,400	$ 371,700
COUNCIL	107,800	107,800
TAX ASSESSOR	198,300	208,400
FIRE	692,100	741,600
GROUNDS MAINTENANCE	948,500	1,160,700
LIBRARY	1,330,400	1,336,900
RECREATION	708,200	717,200
LIFE SAFETY	468,200	491,400
CODE INFORCEMENT	377,100	432,300
PLANNING	444,800	422,600
INSPECTIONS	540,300	695,200
ECONOMIC DEVELOPMENT	215,200	215,200
POLICE	13,571,800	13,988,700
POLICE EXTRA DUTY	760,000	776,800
STREETS	603,700	660,300
SANITATION	2,153,800	2,253,500
CITY MANAGER	457,300	460,000
INFORMATION TECHNOLOGY	660,500	740,000
FINANCE	906,500	980,000
PUBLIC WORKS - ADMINISTRATION	425,800	513,100
FACILITIES MANAGEMENT	632,600	689,100
PROCUREMENT & INVENTORY	517,600	559,400
FLEET MAINTENANCE	720,700	770,900
CUSTOMER SERVICES	1,109,400	1,232,200
HUMAN RESOURCES	334,300	393,100
MAYOR	83,300	83,300
DEPARTMENT SUBTOTALS	29,302,600	31,001,400
OTHER EXPENSES		
DEBT SERVICE	557,300	557,300
CONTRIBUTION TO DDP	162,400	162,400
MISCELLANEOUS GRANT RELATED EXPENSES	25,000	25,000
INSURANCE	658,900	658,900
RETIREES HEALTH CARE	1,636,500	1,636,500
OTHER EMPLOYMENT EXPENSES	400,000	118,800
PENSION UNFUNDED LIABILITY	1,159,100	121,000
POLICE PENSION FUND - STATE GRANT	500,000	500,000
POLICE PENSION FUND - UNFUNDED LIABILITY	307,400	689,400
UNCOLLECTIBLES - TRASH AND OTHER	10,000	10,000
STREET LIGHTS	836,000	774,500
OTHER EXPENSE SUBTOTAL	6,252,600	5,253,800
TRANSFERS		
TRANSFER TO CAPITAL FUND - PROJECTS	1,278,300	1,448,800
TRANSFERS SUBTOTAL	1,278,300	1,448,800
TOTAL EXPENDITURES	36,833,500	37,704,000
CURRENT YEAR BALANCE	2,899,700	3,393,000
TOTALS	**$39,733,200**	**$41,097,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2013-2014 BUDGET ORDINANCES - SECOND AMENDMENT - CONTINUED

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Five Million, Three Hundred Thirty-Three Thousand, Six Hundred dollars ($5,333,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

REVENUES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 241,200	$ 2,801,800
BEGINNING BALANCE - LIBRARY PROJECT	(74,700)	256,500
REVENUES		
STATE GRANTS - OTHER	15,000	15,000
CONTRACTOR'S CONTRIBUTIONS	-	264,800
TRANSFER FROM COMMUNITY TRANSPORTATION	-	60,500
TRANSFER FROM GENERAL FUND FOR PROJECTS	1,278,300	1,448,800
TRANSFER FROM MUNICIPAL STREET AID - CAPITAL	-	251,200
TRANSFER FROM PARKLAND RESERVE	95,000	80,000
SUBTOTAL PROJECT RECEIPTS	1,388,300	2,120,300
STATE GRANTS - LIBRARY	-	150,000
LIBRARY CAPITAL PLEDGES	-	5,000
SUBTOTAL LIBRARY PROJECT RECEIPTS	-	155,000
TOTAL REVENUES	1,388,300	2,275,300
TOTAL BEGINNING BALANCE AND REVENUES	**$ 1,554,800**	**$ 5,333,600**

EXPENSE SUMMARY

DEPARTMENT EXPENSES	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
FIRE	$ 238,500	$ 238,500
GROUNDS MAINTENANCE	50,100	50,100
LIBRARY	-	446,500
RECREATION	95,000	172,000
CODE ENFORCEMENT	30,000	30,900
POLICE	257,300	342,400
STREETS	251,500	1,524,600
STREETS - GARRISON FARM INFRASTRUCTURE	-	1,936,100
SANITATION	402,100	395,600
INFORMATION TECHNOLOGY	7,000	7,000
FACILITIES MANAGEMENT	17,800	17,800
PROCUREMENT & INVENTORY	55,000	55,000
DEPARTMENT SUBTOTAL	1,404,300	5,216,500
CURRENT YEAR BALANCE	150,500	117,100
TOTALS	**$ 1,554,800**	**$ 5,333,600**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2013-2014 BUDGET ORDINANCES - SECOND AMENDMENT - CONTINUED

WATER/WASTEWATER FUND
REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Fourteen Million, One Hundred Eighty Thousand, Three Hundred dollars ($14,180,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE - WATER	$ 770,800	$ 732,700
BEGINNING BALANCE - WASTEWATER	412,600	441,400
BEGINNING BALANCE - KCSA	141,600	(17,300)
TOTAL BEGINNING BALANCES	1,325,000	1,156,800
BASE REVENUE		
WATER FEES	4,730,700	4,396,000
WASTEWATER FEES	3,642,700	3,529,000
WASTEWATER ADJUSTMENT FEES	2,980,300	2,900,000
GROUNDWATER INFLOW ADJUSTMENT	1,324,600	1,302,300
WATER TANK SPACE LEASING	333,800	321,200
SEWER IMPACT FEES	323,000	237,900
WATER IMPACT FEES	357,000	262,700
INTEREST - WATER	9,100	3,900
INTEREST - WASTEWATER	14,000	6,100
MISCELLANEOUS SERVICE FEE	82,000	64,400
TOTAL REVENUES	13,797,200	13,023,500
TOTAL BEGINNING BALANCES AND REVENUES	**$ 15,122,200**	**$ 14,180,300**

2013-2014 BUDGET ORDINANCES - SECOND AMENDMENT - CONTINUED

WATER/WASTEWATER FUND - EXPENDITURES AND BUDGET BALANCE FOR 2013-2014

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
DIRECT EXPENSES		
ENGINEERING & INSPECTION	$ 664,400	$ 499,000
WATER CONSTRUCTION	351,400	340,800
WATER MANAGEMENT	433,900	474,700
WATER TREATMENT PLANT	1,501,800	1,495,200
WASTEWATER MANAGEMENT	945,100	885,700
DIRECT EXPENDITURE SUBTOTAL	3,896,600	3,695,400
OTHER EXPENSES		
DEBT SERVICE - WATER	403,800	403,800
DEBT SERVICE - WASTEWATER	615,700	603,400
RETIREES HEALTH CARE	200,000	200,000
OTHER EMPLOYMENT EXPENSES	25,000	10,800
PENSION UNFUNDED LIABILITY	339,400	-
KENT COUNTY TREATMENT CHARGE	3,524,800	4,030,000
INTRAFUND SERVICE FEES	1,233,400	1,458,800
OTHER EXPENSES SUBTOTAL	6,342,100	6,706,800
TRANSFER TO		
GENERAL FUND FROM WATER	250,000	250,000
GENERAL FUND FROM WASTEWATER	250,000	250,000
WATER IMP AND EXT	1,200,000	1,233,200
WASTEWATER IMP AND EXT	1,330,000	1,330,000
TRANSFER TO SUBTOTAL	3,030,000	3,063,200
TOTAL EXPENSES	13,268,700	13,465,400
CURRENT YEAR BALANCES		
CURRENT YEAR BALANCE WATER	1,056,400	658,400
CURRENT YEAR BALANCE WASTEWATER	797,100	(98,500)
CURRENT YEAR BALANCE KCSA	-	155,000
CURRENT YEAR BALANCE SUBTOTALS	1,853,500	714,900
TOTAL CURRENT YEAR BALANCES AND EXPENSES	**$ 15,122,200**	**$ 14,180,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2013-2014 BUDGET ORDINANCES - SECOND AMENDMENT - CONTINUED

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Fifteen Million, Four Hundred Fifty-Four Thousand, Nine Hundr
dollars ($15,454,900) or so much thereof as may be necessary are hereby appropriated from current reve
and other funds for the use by several departments of the Municipal Government for the fiscal year beginn
July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
PRIOR YEAR BALANCE - WATER	$ 1,620,000	$ 4,473,800
PRIOR YEAR BALANCE - WASTEWATER	660,900	2,807,000
TOTAL BEGINNING BALANCES	2,280,900	7,280,800
RECEIPTS		
BOND PROCEEDS - WATER - 2013 ISSUE	-	3,000,000
BOND PROCEEDS - WASTEWATER - 2013 ISSUE	-	1,067,900
BOND PROCEEDS - WASTEWATER - 2011 ISSUE (DRLP)		62,000
ARBITRAGE REBATE - IRS REFUND	-	66,000
TRANS FROM OPERATING FUND FOR WATER	1,200,000	1,233,200
TRANS FROM OPERATING FUND FOR WASTEWATER	1,330,000	1,330,000
TRANSFER FROM WATER IMPACT FEE RESERVE	390,000	390,000
TRANSFER FROM WASTEWATER IMPACT FEE RESERVE	-	1,000,000
INTEREST INCOME	25,000	25,000
TOTAL RECEIPTS	2,945,000	8,174,100
TOTALS	**$ 5,225,900**	**$15,454,900**

EXPENSE SUMMARY

EXPENSES	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
WATER	$ 1,476,800	$ 7,649,700
WASTEWATER	1,251,000	5,252,400
WATER CONSTRUCTION	90,000	90,000
TOTAL EXPENSES	2,817,800	12,992,100
CURRENT YEAR BALANCE - WATER	1,655,700	1,402,800
CURRENT YEAR BALANCE - WASTEWATER	752,400	1,060,000
CURRENT YEAR BALANCE SUBTOTALS	2,408,100	2,462,800
TOTALS	**$ 5,225,900**	**$15,454,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2013-2014 BUDGET ORDINANCES - SECOND AMENDMENT - CONTINUED

ELECTRIC REVENUE FUND
REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Ninety-Four Million, Seven Hundred Twenty-Two Thousand, One Hundred dollars ($94,722,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 7,152,400	$ 6,620,900
BASE REVENUE		
DIRECT SALES TO CUSTOMER	76,286,700	78,792,300
UTILITY TAX	1,492,200	1,309,300
MISCELLANEOUS REVENUE	602,000	579,100
RENT REVENUE	251,000	180,000
GREEN ENERGY	135,800	130,000
INTEREST EARNINGS	119,400	12,000
TRANSFER FROM RATE STABILIZATION	4,000,000	7,000,000
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	98,500	98,500
TOTAL REVENUES	82,985,600	88,101,200
TOTALS	**$ 90,138,000**	**$ 94,722,100**

2013-2014 BUDGET ORDINANCES - SECOND AMENDMENT - CONTINUED

ELECTRIC REVENUE FUND - EXPENDITURES & BUDGET BALANCE FOR 2013-2014

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
EXPENSES		
POWER SUPPLY	$ 23,832,000	$ 25,977,700
SOLAR ENERGY	1,565,800	1,729,200
SOLAR RENEWAL ENERGY CREDITS	300,000	352,600
POWER SUPPLY MANAGEMENT	996,000	996,000
PJM CHARGES - ENERGY	12,812,900	17,274,000
PJM CHARGES - TRANSMISSION & FEES	4,740,000	7,420,000
CAPACITY CHARGES	15,787,200	15,614,100
SUB-TOTAL POWER SUPPLY	60,033,900	69,363,600
PLANT OPERATIONS	6,015,800	5,851,600
GENERATION FUELS	-	1,603,800
PJM SPOT MARKET ENERGY	(230,500)	(1,004,500)
PJM CREDITS	(397,000)	(5,314,800)
CAPACITY CREDITS	(15,079,800)	(15,079,800)
GENERATION SUBTOTAL	(9,691,500)	(13,943,700)
POWER SUPPLY & GENERATION SUBTOTAL	50,342,400	55,419,900
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION	3,302,500	3,776,300
ELECTRICAL ENGINEERING	1,192,200	1,285,300
ADMINISTRATION	597,000	628,400
METER READING	220,300	273,800
SYSTEMS OPERATIONS	543,600	675,800
DIRECT EXPENDITURE SUBTOTALS	5,855,600	6,639,600
OTHER EXPENSES:		
UTILITY TAX	1,492,200	1,309,300
ALLOW FOR UNCOLLECTIBLES	200,000	200,000
CONTRACTUAL SERVICES - RFP'S	100,000	100,000
RETIREES HEALTH CARE	513,300	513,300
OTHER EMPLOYMENT EXPENSES	150,000	125,700
TRANSFER TO PENSION UNFUNDED LIABILITY	1,314,200	-
OPEB UNFUNDED LIABILITY	975,700	975,700
GREEN ENERGY PAYMENT TO DEMEC	135,800	135,800
INTRAFUND SERVICE FEES	3,319,400	3,572,700
INTEREST ON DEPOSITS	27,000	20,000
DEBT SERVICE	3,301,900	3,301,900
OTHER EXPENSES SUBTOTAL	11,529,500	10,254,400
TRANSFER TO		
IMPROVEMENT & EXTENSION	5,448,600	4,918,600
GENERAL FUND	8,000,000	8,000,000
TRANSFER TO SUBTOTAL	13,448,600	12,918,600
TOTAL EXPENSES	81,176,100	85,232,500
CURRENT YEAR BALANCE	8,961,900	9,489,600
TOTALS	**$ 90,138,000**	**$ 94,722,100**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2013-2014 BUDGET ORDINANCES - SECOND AMENDMENT - CONTINUED

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Nine Million, Two Hundred Fifty-two Thousand Three Hundre dollars ($9,252,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 3,091,000	$ 3,868,500
RECEIPTS		
TRANSFER FROM ELECTRIC	5,448,600	4,918,600
GENERAL SERVICE BILLING	440,000	440,000
INTEREST EARNINGS	25,200	25,200
TOTAL RECEIPTS	5,913,800	5,383,800
TOTALS	**$ 9,004,800**	**$ 9,252,300**

EXPENSE SUMMARY

EXPENSES	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
ELECTRIC GENERATION	$ 2,117,800	$ 2,130,000
TRANSMISSION AND DISTRIBUTION	1,100,000	1,144,600
ELECTRICAL ENGINEERING	2,405,800	2,615,500
TOTAL EXPENSES	5,623,600	5,890,100
CURRENT YEAR BALANCE	3,381,200	3,362,200
TOTALS	**$ 9,004,800**	**$ 9,252,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2014-14

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

That Appendix D - Downtown Dover Business Improvement District, Article III - Establishment of the Dover Downtown Business Improvement District, Section 3 - Geographic Boundaries, and Section 5 - Management Company of the Dover Code be amended by deleting the text indicated in bold, red, strikeout and inserting the text indicated in bold, blue text, as follows:

Section 1. Purpose.

The creation of the Dover Downtown Business Improvement District is designed to assist in the revitalization of the city's downtown and adjoining commercial district by providing enhanced municipal services via a commercial property surtax. The district is created pursuant to chapter 15, title 22, Delaware Code (22 Del. C. § 1501 et seq.) (hereafter, the "enabling legislation").

Section 2. Establishment.

The mayor and council hereby create a business improvement district to be known as the "Dover Downtown Business Improvement District" ("DDBID"), which district shall be bounded, governed and administered in accordance with this appendix D.

Section 3. Geographic boundaries.

The geographic boundaries of the DDBID shall not exceed the boundaries of the downtown redevelopment target area as defined in ~~a~~**A**ppendix C ~~**[to the Code]**~~ **- Downtown Redevelopment.**

(Ord. of 4-10-2006(4))

Section 4. Duration of DDBID.

~~**[**~~The~~**]**~~ city council shall have the right to dissolve the DDBID or change the designation of the management company at any time.

Section 5. Management company.

~~**[**~~(a) *Authorized*.~~**]** The DDBID shall be governed by **the Downtown Dover Partnership,** a management company specifically authorized by this ordinance and organized under the not-for-profit corporation provisions of the Delaware General Corporation Law (8 Del. C. § 101 et seq.).

~~**(a) [**~~(b)~~**]** *Certification of incorporation*. The city solicitor, as incorporator of the company, shall prepare and cause, or amend, the certificate of incorporation to be filed with the secretary of State of Delaware, which certificate shall include those requirements set forth in 22 Del. C. § 1504, as amended.

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~~(b) [~~(c)~~]~~ *Membership of company and board of directors*. The management company shall be a corporation comprised of ~~a majority representation, but~~ not less than five members or directors respectively who either own a commercial property within the district, or are the designee of such owner.~~, and these directors shall constitute a majority of the board of directors.~~

~~(c) [~~(d)~~]~~ *Company reports*. The management company shall file with the finance department and with the city clerk a monthly financial report and shall also provide an operating report monthly. The City of Dover shall annually review the performance of the management company and shall prepare for public inspection a report which certifies that the management company is in compliance with its enabling ordinance, its certificate of incorporation and bylaws, and the provisions of this appendix and 22 Del. C. ch. 15 (22 Del. C. § 1501 et seq.); the management company is fiscally sound; and the management company has not discriminated against any person based upon race, sex, national origin, religion, age or disability.

Section 6. Services.

Except as limited by the enabling legislation, the DDBID may use proceeds of the special assessments to provide for the following services, directly or by contract: promotional events, business training and education; streetscape and store design services and assistance; marketing and advertising; economic development; market analysis and planning studies; security services; sidewalk sanitation; [and] downtown signage and lighting.

Section 7. Assessment base.

The assessment base through which the annual budget of the DDBID shall be funded shall be the real property assessment value as established by city property tax records for the qualified property in the assessment zone.

Section 8. Properties exempt from assessment.

(a) All exclusively residential properties having not more than four rental units shall be exempt from assessment.

(b) All properties which are (i) exempt from the city's real property tax and (ii) owned by either churches or the federal, state or local government shall be exempt from assessment.

(c) All assessment appeals shall be taken directly to the management company.

Section 9. Method of assessment.

(a) The management company shall assess each assessable property within the district by multiplying the total service and improvement cost as reflected in the adopted budget for each year (less any allocated surplus or estimated revenue from other sources) by the ratio of the amount of such assessable property's assessment base to the total amount of the assessment base for all assessable properties in the district or, if the district is divided into assessment zones, in the respective assessment zone, provided that, in all cases, the

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assessment base shall be the one designated in the enabling legislation and this appendix by the city to fund the district; and provided, further, that notwithstanding the above, the management company shall have the power to impose an assessment of a minimum amount.

(b) The management company shall by resolution authorize the payment of such assessments annually.

(c) All assessments imposed by the management company shall constitute a lien on each property so assessed, the nonpayment of which shall be collectible in the same manner as the collection of a property tax delinquency by the city in which the district lies. No action taken to enforce a claim by the management company for the annual payment shall affect the status of any subsequent installment of the same or the next assessment, each of which shall constitute a lien upon the property.

(d) Each year the city assessor shall provide the management company with a list of the assessed values of all properties located within the DDBID which are subject to assessment hereunder, as well as the:

(i) Name and address of the owner(s) of each such property; and

(ii) The address and parcel number of each such property.

(e) There shall be three assessment zones in the district as set forth in the attached map. Zones 1, 2 and 3 shall provide 50 percent, 40 percent and ten percent of the budget assessment.

(f) The annual budget and assessment zones shall be established by the management company and submitted to [the] city council for approval on or before the first council meeting in May each year. The budget shall be based on services and improvements authorized by this ordinance and shall be approved by [the] council on or before the second meeting in June. Once the budget is approved by [the] city council, the city assessor shall supply to the management company the necessary information to determine the assessments and assessment rate. The assessment rate shall be approved and accepted by [the] council on or before the second meeting in June each year. The billing and assessment year shall run from July 1 to June 30. Assessment notices shall be mailed on or before the tenth working day of July each year. Assessments not paid by August 1 shall bear a penalty of 1½ percent per month.

(Ord. of 4-10-2006(5))

Section 10. Limitations on authority.

The management company shall have all of the powers and authorities described and listed in 22 Del. C. § 1504(b), as amended; provided, however, that it shall be prohibited from incurring capital debt and owning real property with funds acquired through the DDBID revenues.

ADOPTED: *

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SYNOPSIS

The proposed amendment names the Downtown Dover Partnership as the "management company" for the Business Improvement District and removes the requirement that a majority of the management company's Board of Directors be owners or owners' designees of commercial properties within the Business Improvement District.

(SPONSORS: LYNN AND TOWNSHEND)

Actions History

06/09/2014 - Scheduled for Final Reading at Council
05/27/2014 - First Reading at Council
05/12/2014 - Introduced at the Legislative, Finance, and Administration Committee

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