REGULAR COUNCIL MEETING
A G E N D A

REVISED TO INCLUDE A NEW ITEM #5

FEBRUARY 10, 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 COUNCILWOMAN WILLIAMS

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. Special Council Meeting of January 27, 2014
B. Regular Council Meeting of January 27, 2014

2. PUBLIC HEARING/ADOPTION OF RESOLUTION NO. 2014-02 - ABANDONMENT OF BUDD STREET

* **3. UTILITY COMMITTEE REPORT - JANUARY 27, 2014**

A. Explanation of PJM (*Pennsylvania, Jersey, Maryland Power Pool*) **Reactive Service Charges - Robert Trinnear, The Energy Authority**

(Committee action not required)

* **4. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - JANUARY 27, 2014**

A. Review of Proposed Acceptable Use Policy (Information Technology)
(Committee recommended adoption of the proposed Acceptable Use Policy)

B. Request for Continued Staff Support - Downtown Dover Partnership (DDP)
(Committee recommended acceptance of the City Manager's recommendation to extend staff support for a fiscal year since the employees are already covered and then, in the future, discuss it with the Mayor during the budget hearings.)

5. UTILITY COMMITTEE REPORT - FEBRUARY 10, 2014

Except for the following time sensitive issue, the Utility Committee Report from February 10, 2014 will be presented to Council during their Regular Meeting of February 24, 2014 for review and consideration.

A. McKee Run Units 1 and 2 - 2017-2018 Capacity Auction
(Staff recommended removing Units 1 and 2 from service)

* **6. MONTHLY REPORTS - DECEMBER 2013**

A. City Assessor's Report
B. City Manager's Report
C. City Planner's Report
D. Controller/Treasurer's Budget Report
E. Economic Development Office Report
F. Fire Chief's Report
G. Police Chief's Report

* **7. QUARTERLY REVIEW OF CAPITAL INVESTMENT PLAN (CIP)** ***(OCTOBER, NOVEMBER, AND DECEMBER)***
(Staff recommends acceptance of the report)

8. FINAL READING - PROPOSED ORDINANCE #2014-01

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

A. 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

9. COUNCIL MEMBERS' ANNOUNCEMENTS

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SPECIAL COUNCIL MEETING

A Special Council Meeting was held on January 27, 2014 at 4:32 p.m. with Council President Bonar presiding. Members present were Mr. Dixon, Mr. Slavin, Mrs. Williams, Mr. Hare, and Mr. Hutchison. Mr. Anderson, Mr. Lynn, and Mr. Perza were absent.

Council staff members present were Mr. Koenig, Mrs. Mitchell, Deputy City Solicitor Pepper, and Mrs. McDowell.

AGENDA ADDITIONS/DELETIONS

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

Mr. Slavin moved to recess into Executive Session pursuant to 29 Del. C. §10004(b)(4) - Legal Matters (Ward Transformer Suit - OU-1 Remediation). The motion was seconded by Mr. Hutchison and unanimously carried.

Meeting recessed at 4:33 p.m.

Executive Session adjourned at 5:20 p.m.

POTENTIAL ACTION RESULTING FROM THE EXECUTIVE SESSION

Ward Transformer Suit - OU-1 Remediation

During the Executive Session, members consulted with Mr. William White of Moore & Van Allen, via conference call, regarding the status of the Ward Transformer suit.

Mr. Slavin moved to instruct Deputy City Solicitor Pepper to write a letter to Mr. William White, Moore & Van Allen, expressing City Council's concerns regarding the City of Dover's responsibility versus the other parties' responsibilities, as well as their discomfort with the ongoing costs. Additional information regarding this matter should also be requested. The motion was seconded by Mr. Hare and unanimously carried.

Mr. Slavin moved to convene a briefing for the representatives of the congressional delegation on this issue, with the potential outcome being that they will bring, at a second briefing, representatives from the Environmental Protection Agency (EPA) to further explain where we are in the process. The correspondence should be copied to Vice President Biden. The motion was seconded by Mr. Hare and unanimously carried.

Mr. Hutchison moved for adjournment, seconded by Mr. Hare and unanimously carried.

The Special Council Meeting adjourned at 5:23 p.m.

TRACI A. McDOWELL
CITY CLERK

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

CARLETON E. CAREY, SR.
MAYOR

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REGULAR COUNCIL MEETING

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

Council staff members present were Police Chief Hosfelt, Mrs. Mitchell (departed at 7:44 p.m.), Mrs. Townshend, Fire Chief Carey, Mr. Koenig, Deputy City Solicitor Pepper, and Mrs. McDowell. Mayor Carey was also present.

OPEN FORUM

The Open Forum was held at 7:15 p.m., prior to commencement of the Official Council Meeting. Council President 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. Roy Sudler, Jr., 353 Rita Wilma Road, advised members that the Social Action Commission (S.A.C.) with the Mt. Zion A.M.E. Church conducted a survey regarding Dover Park and recreational facilities. Mr. Sudler, Chairman of the S.A.C., submitted over 300 signed petition-surveys (*as on file in the office of the City Clerk*) and a summary entitled SAC 2014 East-Side Assessment Report ***(Exhibit #1)***.

Mr. EShed Alston, 406 Arnold Court, advised members of the "Citizens Coalition and Task Force on Racial and Ethnic Fairness Considerations Specifically Regarding the Disenfranchized Black and Minority At Risk Communities in Particular to the State, Counties, and Cities Public Official Obligations to These Stated Communities in the State of Delaware Between 2008 and 2014." Mr. Alston provided the Purpose, Scope, and Intent of the task force ***(Exhibit #2)***.

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

AGENDA ADDITIONS/DELETIONS

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

Mr. Slavin moved for approval of the Consent Agenda, seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF DECEMBER 2, 2013

The Minutes of the Special Council Meeting of December 2, 2014 were approved by motion of Mr. Slavin, seconded by Mr. Dixon and bore the written approval of Mayor Carey (with Perza voting no and Anderson absent).

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF JANUARY 13, 2014

The Minutes of the Regular Council Meeting of January 13, 2014 were approved by motion of Mr. Slavin, seconded by Mr. Dixon and bore the written approval of Mayor Carey (with Perza voting no and Anderson absent).

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF JANUARY 13, 2014

The Minutes of the Special Council Meeting of January 13, 2014 were approved by motion of Mr. Slavin, seconded by Mr. Dixon and bore the written approval of Mayor Carey (with Perza voting no and Anderson absent).

PROCLAMATION - BLACK HISTORY MONTH

The City Clerk read the following Proclamation into the record:

WHEREAS, on July 2, 1964, the Civil Rights Act was signed into law by President Lyndon B. Johnson. This landmark piece of civil rights legislation in the United States outlawed major forms of discrimination on the basis of race, color, religion, sex or national origin; and

WHEREAS, on June 11, 1963, President John F. Kennedy addressed the nation about civil rights. During his speech he asked Congress to enact legislation to give all Americans the right to be served in facilities which are open to the public - hotels, restaurants, theaters, retail stores, and similar establishments, as well as greater protection for the right to vote; and

WHEREAS, after the assassination of John F. Kennedy; his successor, Lyndon B. Johnson honored his memory by doing all that he could to see the bill passed through the legislation and come to fruition for civil rights for all Americans; and

WHEREAS, this year marks the 50th anniversary of the 1964 Civil Rights Act, and the Association for the Study of African American Life and History has selected "Civil Rights in America" as the 2014 National Black History Month Theme.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE do hereby proclaim February 2014 as **BLACK HISTORY MONTH** in the City of Dover and urge all citizens to reflect on the important milestones by African Americans and others in the battle for civil rights and equal treatment under the law.

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - PROPERTY LOCATED AT 27 NORTH NEW STREET, OWNED BY JOE BURDEN, SR.

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 27 North New Street, Owned by Joe Burden, Sr. Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the property was a two-story wood-framed single family home. The house was condemned as unfit for human occupancy on November 6, 2013, due to excessive water damage, roof leaks, mold, mildew and broken water pipes. The house was boarded and secured by City Staff in November and has been vacant since. There are numerous code violations that exist on the property.

Mrs. Townshend reviewed a presentation depicting the condition of the structure ***(Exhibit #3)***.

Staff recommended that City Council take the following action for property located at 27 North New Street: 1) Declare this building and all accessory structures on this property dangerous; 2) Order the property repaired or demolished by February 27, 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.

Council President Bonar declared the public hearing open.

Mr. EShed Alston, 406 Arnold Court, asked if the City would end up with Mr. Burden's property. Responding, Mrs. Townshend stated that the City would bill Mr. Burden to recover the cost of the demolition. If the invoice is not paid, it would be placed as a lien on the property. The only way the City would obtain ownership would be if it purchased the property at a sheriff's sale for delinquent property taxes.

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

Mr. Perza moved that the structure located at 27 North New Street be declared a dangerous building and ordered that the property be demolished or repaired by February 27, 2014 in accordance with the process recommended by staff. The motion was seconded by Mr. Lynn and carried by a unanimous roll call vote (Anderson absent).

Mr. Slavin reminded members that blighted properties in this area have been a long-standing issue that was brought to City Council's attention by property owners and residents requesting that the Code be enforced.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - JANUARY 13, 2014

The Parks, Recreation, and Community Enhancement Committee met on January 13, 2014 with Chairman Dixon presiding.

Semi-Annual Review - Statistics Regarding Jobs and Businesses Gained and Lost in the City of Dover Since July 2013

Mr. William Neaton, Economic Development Director, reviewed the semi-annual report of employment statistics for the 15 largest employers in the Dover area and reminded members that this information is updated and presented to members on a semi-annual basis. The report provided statistics regarding jobs and businesses gained and lost in the City of Dover since July 2013. Mr. Neaton stated that the numbers had been fairly stable for the past six (6) months.

Mr. Neaton advised members that Bayhealth was in the process of performing engineering and architectural studies for the addition of a floor on the previous Kent General renovation. He advised members that Kent General Hospital created a "fit out" plan for the shell space on their new building to increase the number of available beds.

Mr. Neaton stated that the number of full-time and part-time employees at Delaware State University (DSU) had grown. He advised members that DSU was preparing to construct an optic center and indicated that it would be one of the finest centers in the world. Mr. Neaton noted that a Convocation Center is also planned for the future. He advised members that it will be an academic facility which will also house the sports complex for basketball and other large events and activities. Mr. Neaton stated that it is an economic development initiative which will bring conventions, car shows, and boat shows to Delaware. He advised members that DSU was previously awarded $250,000 in grant money to perform a feasibility study regarding the Center and that he and the Mayor are serving on the Committee conducting the study. It was hoped that final recommendations would be available by the end of January 2014.

Referring to the decline in Comcast Cable's employment numbers, Mr. Neaton stated that Comcast had merged some of their offices and reduced the number of staff. He was advised by Mr. Tom Worley, Director of Government Relations, Comcast Cable, that these changes were complete and it was planned to maintain current staffing levels.

Mr. Neaton stated that although Proctor & Gamble's employment levels had not changed significantly to date, the organization planned to become the sole provider of wipes, consolidate related facilities and contractors, and expand their facility. Responding to Mr. Hutchison, Mr. Neaton indicated that the expansion would allow for more efficient functionality so that more product could be produced without impacting staffing levels.

Mr. Neaton advised members that he and Mayor Carey would be hosting a Large Employer Breakfast on February 12, 2014 for a second year, noting that last year's event was very well attended. Mr. Neaton stated that the breakfast provides a venue for interaction between the plant managers and large employers in Dover. In addition, a County-wide plant managers meeting was scheduled for January 15, 2014 at noon to provide local plant managers an opportunity to communicate and collaborate on ideas for the City of Dover.

Mr. Neaton noted that the current unemployment rate in the City of Dover was the lowest it had been since December 2008.

Responding to Mr. Hutchison regarding meetings with the leadership at Dover Downs, Mr. Neaton stated that staff had not met with Dover Downs management in over a year. Mr. Neaton stated his intent to schedule such a meeting, along with the Mayor, and offered to share the results of this meeting with the Committee at the next meeting.

Mr. Caldwell stated that he was pleased that the economic outlook for Dover appeared to be improving. Responding, Mr. Neaton indicated that the Uzin Utz manufacturing facility will hold a groundbreaking on March 13, 2014, which he stated would also be excellent for the City.

No further action was taken by the Committee.

Update - Community Development Block Grant (CDBG) Program

Members were provided an Update of the Community Development Block Grant (CDBG) Program, including the status of FY 2013 CDBG Projects - December 2013.

Mrs. Tracey Harvey, Planner I, advised members that all CDBG programs were currently underway, with the exception of the Milford Housing Development Corporation (MHDC) projects. Mrs. Harvey stated that staff was requesting that MHDC not be funded for the FY14 grant cycle because $139,000 in grant funds not been drawn down for the FY12 and FY13 fiscal years, which was jeopardizing the timeliness standards for the City for expenditure of the funds. Additionally, she indicated that procurement issues had been identified in recent audits of MHDC conducted by the City that needed to be addressed.

Responding to Councilman Dixon regarding the scheduling of NCALL activities, Mrs. Harvey advised members that NCALL was planning to hold an open house in April 2014.

No further action was taken by the Committee.

Recreational Needs Assessment

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the City of Dover's 1996, 2003 and 2008 Comprehensive Plans each included a recommendation to develop a City-wide Recreation and Parks Plan which to date had not been developed. She stated that in the past 20 years there had been many changes in the City and, in order to invest limited funds wisely, a City-wide Parks and Recreation Needs Assessment and Plan was necessary. Mrs. Townshend indicated that the assessment should be City-wide and not focused solely on Dover Park or the recreation building at Dover Park.

Mrs. Townshend recommended the following:

- In-house staff from the Planning Department and Parks and Recreation Department will lead the development of the Parks and Recreation Needs Assessment and Plan, with assistance from the State Division of Parks and Recreation.

- A variety of means will be used to engage the public and assess the recreation needs identified by the public, including workshops and a survey. In the outreach efforts, information will be gathered to assess the needs based on location.

- An inventory of parks will be included and information will be gathered about the desired capital improvements for the parks, focusing on the three "anchor" parks (Dover Park, Schutte Park, and Silver Lake Park).

- Specific recommendations for investments in the parks will be included based on the needs of the public, as well as for potential partnerships for meeting the needs of the City's residents.

Mrs. Townshend stated that, since in-house staff members who have numerous other obligations with the City would be utilized, the expectation is that the development of the Needs Assessment and Plan would take approximately twelve months to complete. It was hoped that the results would be provided to the Committee in January 2015.

Responding to Mr. Hutchison, Mrs. Townshend explained that it was planned to consult the State and Kent County when conducting the assessment, and to include non-public agencies such as the YMCA, who recently purchased 20 acres on the west side of Dover for recreational activities. She noted that discussions regarding the potential for partnerships in this regard had taken place.

In response to Mr. Caldwell's inquiry regarding reaching a conclusion with respect to the Dover Park Recreation Building, Mrs. Townshend stated that the building continued to deteriorate and, in her opinion, was functionally obsolete. She did not believe it was a question of whether the building would be kept but rather to determine if another structure should be put in its place that would meet the needs of citizens. She noted that the demands seemed to relate to the need for gym space and the existing building could not meet that need.

Responding to Councilman Perza, Mrs. Townshend advised the Committee that a new Planner would be joining the City of Dover Planning staff. The intention was to dedicate this employee to taking the lead on this project, with the assistance of Mr. Wayne Voshell, City of Dover Recreation Coordinator; therefore, the Department should have the staff necessary to move forward in early February 2014. Responding to Mr. Perza, she reassured members that the assessment would include all parks within the City of Dover, not just the Dover Park, and the assessment would be conducted solely by in-house staff and not be outsourced.

In response to Mr. Perza, Mrs. Townshend reminded the Committee that the City's Capital Improvement Program (CIP) included a number of projects, such as a skate park and a spray pad that were originally planned for Schutte Park. She stated that this assessment would provide an opportunity to reconsider locations for those projects, decentralizing the former concept of all activities being at Schutte Park.

Mr. Perza suggested that residents be given an opportunity to present their views, noting that a decision must be made regarding the renovation of the existing building at Dover Park versus construction of a new one. He stated that action must be taken and not put off for another six (6) months.

Mr. Hutchison questioned Mayor Carey as to whether or not the proposed assessment would satisfy his concerns regarding the demolition of the recreation building at Dover Park.

Mayor Carey concurred that the assessment was long overdue and felt that waiting another year was too long, noting that the building had been out of service for a year. He advised members that in September 2013 a function was held at the facility that included 125 children, and other activities had taken place in the building. He felt that the facility was still serving a purpose for the community. He noted that the assessment addresses one (1) factor in the equation; however, the portion involving the building at Dover Park needed to move faster.

Mr. Hutchison stated that, with proper funding, the project could move more swiftly; however, he noted that everyone was in agreement that the assessment should remain in-house. Mayor Carey concurred.

Mayor Carey stated that it was necessary to determine the needs of the area before a decision can be made on the status of the building, since if it is determined the building does not meet these needs, it should be torn down; however, it should be replaced with something that does serve the purpose.

Mr. Hutchison expressed his desire to bring closure to this longstanding issue, stating his feeling that the building was a liability and a great deal of time had been invested in coming to a conclusion regarding what was best for the Park, the City and the residents, which was to demolish the building.

Mr. Perza reminded members of the Committee that the topic of discussion was recommending approval of performing a Recreational Needs Assessment, not the recreational building at Dover Park specifically.

Mr. James Fogell, 360 Nimitz Road, expressed his appreciation for Dover Park and shared his opinion that additional restroom facilities needed to be placed by the playground, as existing facilities are near the tennis courts. Mr. Fogell stated that the Park is used very heavily for outdoor activities by the local youth. He did not believe the recreational building should be demolished. If it were demolished, he felt that another facility should be erected in its place so that the activities at the park overall would not cease. Mr. Fogell stated his understanding that funding would be required, but expressed his observation that the City spends money on a great many projects that are not necessary and/or do not serve the needs of the general population but cater to much smaller groups. He also expressed his opinion that some of the projects the City was involved in, such as paving or adding curbs to residents' driveways, should not fall on the shoulders of the City but should be the responsibility of the homeowner. Additionally, Mr. Fogell cited areas where grooming or landscaping was being maintained for aesthetic purposes but did not provide a purpose for the community. He reminded members that the activities at Schutte Park were all structured and typically cost money to participate in and felt that the youth and community needed a place they could go "shoot hoops," play baseball or soccer, or participate in other open format activities rather than being required to schedule in advance, pay a fee, etc.

Mr. Roy Sudler, Jr., 353 Rita Wilma Drive, provided members of the Committee with a flyer regarding a meeting scheduled by the Social Action Commission (SAC) Community Task Force of Mt. Zion A.M.E. Church on January 22, 2014 at 5:30 p.m. and invited members, as well as the public, to attend. He stated that the SAC had developed a survey, entitled "Mt. Zion A.M.E. Church's Social Action Commission's Community Survey of Dover's Recreational Park Programs and Facility Assessment" and distributed it to the community. Over 300 responses to the survey had been received and would be discussed during the upcoming SAC meeting. He offered to share this information at the Parks, Recreation, and Community Enhancement Committee meeting as well. *(City Clerk's Office Note: Subsequent to the meeting, Mr. Sudler provided the results of the survey to the City Clerk's Office)*. Mr. Sudler indicated that the SAC plans to partner with the Dover Human Relations Commission (DHRC) and Dr. Phyllis Edamatsu, Assessment Chair of the DHRC and Professor at Delaware State University, in tallying the results of the survey. Mr. Sudler expressed his hope that the SAC, as an interfaith-based agency, would be considered when staff is developing partnerships to address the recreational needs of the City. He concurred with the Mayor's position regarding the building at Dover Park, stating that if the building were demolished, another facility should be put in its place immediately. Mr. Sudler advised the Committee that his company, Sudler & Mishoe Construction, would donate 500 cinder blocks toward the construction of a new facility at Dover Park.

Former Councilman Reuban Salters, 109 Bertrand Drive, stated the importance of taking care of the community's youth and their families and providing recreational facilities. Mr. Salters expressed his opinion that the City does a spectacular job in some areas, citing the work of Mr. Zachery Carter, former Director of Parks and Recreation; however, he felt that other areas were extremely neglected, including youth programs and activities. Mr. Salters stated his dedication to the State and City's youth, adding that times are changing and there is greater need to communicate with children, find what their needs are, and

provide facilities where they can participate. He indicated that children should know they are valued and respected as they are our future. He concurred with the need for gym space and felt that space was also needed for children to be creative with arts, crafts, music and other activities that would encourage youth to explore their abilities and interests. Mr. Salters felt that the rear portion of the building at Dover Park should come down; however, he stated that the front area of the building was very strong and suggested it remain as the core part of a new facility, stating that adding a pole building could require only a $50,000 - $60,000 investment to make the facility functional and fitting to the needs of the community. Mr. Salters suggested, if the building at Dover Park was a danger and needed to be torn down, that any motion made to take action to should include the Committee's commitment to put something up in its place.

Mr. Salters shared with those present that the Inner City Cultural League holds art classes for children at the Dover Housing Authority facility on Tuesday nights where children share their artwork. He invited those who were interested to join them and view the children's artwork from 5:00 p.m. - 6:00 p.m.

Mr. Hutchison stated that the original motion that was made to demolish the recreation building at Dover Park included a commitment of $80,000 to be put aside to invest in the future needs of the Park once determined. He expressed his belief that recreational needs should be addressed equally for all areas of the City.

Responding, Mr. Salters stated that, while addressing the recreational needs of the City as a whole, special attention should be directed to the east side of town because residents there have no other options. Mr. Salters also expressed his confidence in the City and its dedication to serving the needs of the community and his belief that funding could be obtained.

Councilman Dixon conveyed the importance of determining what the children want so that opportunities can be provided for activities that they will participate in.

The Committee recommended authorizing the City's Planning Department, beginning February 1, 2014, to perform a recreational needs assessment for the City of Dover, utilizing City staff to conduct workshops and other similar outreach efforts across the City to inventory park infrastructure and develop the needs of all of the City parks for future use. The objective will be to gather the necessary information from the public, study it, and make a needs assessment report back to the Committee by December 1, 2014.

For clarification, Mr. Perza stated that this motion was unrelated to the Dover Park building and that the purpose of the assessment would be to gather information from the public to determine where resources relating to the future use of all City parks should be invested. He indicated that he planned to draft a separate motion and place this matter on the Committee's February agenda in an attempt to resolve this matter.

By consent agenda, Mr. Slavin moved for approval of the Committee's recommendation. The motion was seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

By consent agenda, Mr. Slavin moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report. The motion was seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

UTILITY COMMITTEE REPORT - JANUARY 13, 2014

The Utility Committee met on January 13, 2014 with Mr. Perza presiding in the absence of Chairwoman Williams.

Request for Abandonment (Improved) - Budd Street - City of Dover

Mr. Scott Koenig, City Manager, advised members that City of Dover staff requested the abandonment of Budd Street, an improved street running east-west from South State Street to Kings Highway and located north of Weyandt Hall at 5 East Reed Street, and south of the former Dover Public Library at 45 South State Street and the City-owned property adjacent to South American Avenue. Members were provided a map depicting the right-of-way proposed for abandonment (noted in red).

Mr. Koenig explained that the abandonment of Budd Street would resolve mapping issues and lay the foundation for a potential re-subdivision or sale of the former Dover Public Library site. He stated that part of this right-of-way appears to have been abandoned years ago, possibly when Weyandt Hall (formerly the WSFS Building) was built; however, staff research and current mapping indicate that a ten foot (10') wide portion of Budd Street exists and is improved, since it includes the sidewalk area in front of the former library site.

Mr. Koenig stated that the Budd Street abandonment was subject to the Development Advisory Committee (DAC) review process and Public Works Department staff indicated that public utility easements would be required for the existing water and wastewater infrastructure located within the subject right-of-way. In accordance with City policy, half of the right-of-way, or five feet (5'), would be conveyed to the adjacent properties.

The Planning Commission recommended approval of the request for abandonment, as recommended by the Planning Staff. Public Works staff recommended: 1) abandonment of the subject right-of-way with conveyance of five feet (5') of said right-of-way to 5 East Reed Street, 45 South State Street and Tax Parcel Number ED-05-077.05-04-36.00 on South American Avenue, currently owned by the City of Dover, in conjunction with the provision of a public utility easement for each parcel; and (2) adoption of a Resolution by Council setting a public hearing regarding the proposed abandonment for February 10, 2014.

In response to Mr. Perza, Mr. Koenig explained that approval of the current request would abandon half of the right-of-way to each adjacent property, which would allow for future internal adjustments through sale or subdivision of the property.

The Committee recommended approval of staff's recommendation and adoption of a Resolution by City Council setting a public hearing regarding the proposed abandonment for February 10, 2014. *[City Clerk's Office Note: In accordance with the City's Procedure for Alley Abandonments, Resolution No. 2014-01 setting a Public Hearing will be presented to Council for consideration.]*

By consent agenda, Mr. Slavin moved for approval of the Committee's recommendation, seconded by Mr. Dixon and, by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson), Resolution No. 2014-01 was adopted, as follows:

A RESOLUTION PROPOSING THE VACATING AND ABANDONMENT OF A CERTAIN IMPROVED STREET SITUATED IN THE CITY OF DOVER.

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

Section 1. The Council of the City of Dover favors the vacating and abandoning of Budd Street, as specified below:

Adjacent to 5 East Reed Street (ED-05-077.05-04-35.00)
Being a portion of that certain piece or parcel of land situated in the City of Dover, Kent County, State of Delaware, being an improved public street running in a west to east direction, located to the north of East Reed Street, said portion of street beginning at a point identified as the northwest corner of Parcel No. D-05-077.05-04-35.00; thence running with Parcel No. ED-05-077.05-04-35.00 North 86 degrees 32 minutes East 282.39 feet along the southerly line of the 10' wide street to the northeast corner of Parcel No. ED-05-077.05-04-35.00; thence running North 7 degrees 5 minutes West 5 feet crossing into said 10' wide street to a point in the center of the street, opposite the northeast corner of Parcel No. ED-05-077.05-04-35.00; thence running South 86 degrees 32 minutes West 282.39 feet parallel to the southerly line of the 10' wide street to a point; thence running South 7 degrees 5 minutes East 5 feet to the southerly side of the 10' wide street, being the point and place of beginning and containing 0.0324 acres (1,411.95 square feet) of land be the same more or less. The above described parcel of land shall be considered a public utility easement, reserving the rights of the City of Dover, their agents or assigns to free access for ingress and egress to these premises and every part thereof at all times for purpose of installing, maintaining and operating its existing public utilities.

Adjacent to 45 South State Street (ED-05-077.05-04-33.00)
Being a portion of that certain piece or parcel of land situated in the City of Dover, Kent County, State of Delaware, being an improved public street running in a west to east direction, located to the east of South State Street, said portion of street beginning at a point identified as the southwest corner of Parcel No. ED-05-077.05-04-33.00; thence running with Parcel No. ED-05-077.05-04-33.00 North 86 degrees 32 minutes East 173.5 feet along the northerly line of the 10' wide street to the southeast corner of Parcel No. 05-077.05-04-33.00; thence running South 7 degrees 5 minutes East 5 feet crossing into said 10' wide street to a point in the center of the street, opposite the southeast corner of Parcel No. 05-077.05-04-33.00; thence running South 86 degrees 32 minutes West 173.5 feet parallel to the northerly line of the 10' wide street to a point; thence running North 7 degrees 5 minutes West 5 feet, being the point and place of beginning and containing 0.0199 acres (867.5 square feet) of land be the same more or less. The above described parcel of land shall be considered a public utility easement, reserving the rights of the City of Dover, their agents or assigns to free access for ingress and egress to these premises and every part thereof at all times for purpose of installing, maintaining and operating its existing public utilities.

Adjacent to ED-05-077.05-04-36.00
Being a portion of that certain piece or parcel of land situated in the City of Dover, Kent County, State of Delaware, being an improved public street running in a west to east direction, located to the west of South American Avenue, said portion of street beginning at a point identified as the southwest corner of Parcel No. ED-05-077.05-04-36.00; thence running with Parcel No. ED-05-077.05-04-36.00 North 86 degrees 32 minutes East 108.89 feet along the northerly line of the 10' wide street to the southeast corner of Parcel No. 05-077.05-04-36.00; thence running South 7 degrees 5 minutes East 5 feet crossing into said 10' wide street to a point in the center of the street, opposite the southeast corner of Parcel No. ED-05-077.05-04-36.00; thence running South 86 degrees 32 minutes West 108.89 feet parallel to the northerly line of the 10' wide street to a point; thence running North 7 degrees 5 minutes West 5 feet, being the point and place of beginning and containing 0.0125 acres (544.45 square feet) of land be the same more or less. The above described parcel of land shall be considered a public utility easement, reserving the rights of the City of Dover, their agents or assigns to free access for ingress and egress to these premises and every part thereof at all times for purpose of installing, maintaining and operating its existing public utilities.

Section 2. The Council of the City of Dover will sit on Monday, February 10, 2014, at 7:30 p.m., in the Council Chambers at City Hall, Dover, Delaware, to hear the objections of such residents of the City or owners of the property affected as shall attend, in accordance with the provisions of Section 27 of the Charter of the City of Dover (Chapter 130, Volume 77, Laws of Delaware).

Section 3. The Clerk of Council is hereby directed to post copies of this Resolution in five or more public places in the City of Dover.

ADOPTED: JANUARY 27, 2014

TEA/NAES Report (November)
The TEA/NAES Monthly Report for November 2013 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.

Referring to the Executive Summary on Page 1 of the report, Mr. Scott Koenig, City Manager, explained that the graph depicted that the City's actual power supply costs through the first five (5) months of Fiscal Year 2014 had been tracking slightly higher than budgeted and stated that staff would continue to monitor this issue. He noted that the City's actual load was tracking very close to what was anticipated with the new load numbers developed for Fiscal Year 2014.

As indicated during the Committee meeting of December 9, 2013, Mr. Koenig stated that staff was very concerned about the reactive service charge related to a reallocation of costs within the PJM grid, which had affected a number of entities. He informed members that Mr. Robert Trinnear, Director of Risk Management and Financial Trading, The Energy Authority (TEA), was scheduled to attend the January 27, 2014 Committee meeting to discuss the issues associated with the charge.

Referring to the YTD Variance Report on Page 12 of the report, Mr. Koenig noted that, so far this year, the City was running approximately $473,000 over budget for the total utilities cost. He expressed concern with this overage and indicated that staff was monitoring this issue, but that the cost was being driven by the reactive service charge. TEA and other effected entities have been in serious discussions

with PJM to determine why this cost is impacting these entities in this manner. Mr. Koenig explained his understanding that there were some changes to the cost formulas and allocations, and these increases seem to have been unexpected; however, he indicated that they are real charges which are unlikely to be readjusted.

Mr. Koenig reiterated that staff would continue to monitor these costs since the adjusted revenues and load budgets for Fiscal Year 2014 are very tight. He stated that the City was steadily under budget every month last fiscal year.

Mr. Blakeman expressed his appreciation for the inclusion of the alphabetical listing of the PJM charges and the addition of the summary of the accounts.

The Committee recommended acceptance of the TEA/NAES Monthly Report for November 2013.

By consent agenda, Mr. Slavin moved for approval of the Committee's recommendation, seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

Garrison Oak Technical Park Project Updates
Members were provided the following updates:

City Infrastructure
Mr. Scott Koenig, City Manager, stated that the City was in the final processes of getting all of the approvals ready for the Garrison Oak Technical Park infrastructure. He noted that the City received an approval from the Delaware Department of Transportation (DelDOT) approximately one week ago and staff was wrapping up all of the final approvals so that the final plan package could be stamped as approved. Mr. Koenig explained that bids were received last week and staff was currently reviewing those bids; however, the bids appeared to be a little higher than anticipated and they were working to determine whether any value engineering could take place. In the near future, staff will be bringing these bids before Council either to request bid approval or a budget adjustment in order to bring the bids forward for approval.

Calpine Energy Center
Mr. Scott Koenig, City Manager, informed members that staff was continuing weekly conference calls with Calpine and construction seemed to be on schedule. Last week, Calpine indicated that all of the heavy hauls that were coming in by barge through Leipsic and being transferred down Route 9 and White Oak Road were completed. He stated that this had been a major concern for him and the successful completion of the deliveries was a major milestone. Mr. Koenig credited the contractors and all of the agencies associated with the move for the flawless completion of the deliveries. He noted that a number of deliveries remained, including some oversized deliveries, but that they would all be tractor trailer loads.

Additionally, Mr. Koenig informed members that staff was finishing up the easement work for the radio transmission line, which will run from the Garrison Energy Center to the Cartanza Substation. The administrative plans for the water tower had been signed off on and staff expected construction to begin soon. He stated that a lot of construction activity was planned for this area, including Calpine and City

infrastructure, and there was also potential for Uzin Utz to start construction in the coming months. Mr. Koenig noted that The Energy Center was moving forward with the critical date of June 2015, when Calpine will transmit energy to the grid.

In response to Mr. Blakeman, Mr. Koenig explained that the route for the radio transmission line had been laid out, staff had completed all of the easement preparation, as well as the appraisals of the easements, and had the official alignment. At this time, staff was only awaiting final signatures.

Responding to Mr. Hutchison regarding construction of the water tower, Mr. Koenig stated that the whole contract was for approximately 400 days, so by the end of this year the tower should be ready for operation.

Dover Sun Park

Mr. Scott Koenig, City Manager, noted that members were provided a spreadsheet - Electric Revenue Fund, FY14 - White Oak Solar Park Incremental Cost, based on previous requests and comments. He advised members that the incremental Sun Park cost, from July through November, was $196,192. Mr. Koenig explained that the incremental Sun Park cost reflects the increased cost to the City as a result of using solar energy, compared to the amount that would have been paid if the City used regular fossil fuel. He stated that solar energy is necessary for the City to meet the demands under the regional portfolio standards, as well as to comply with the Governor's legislation for renewables. While it is more expensive, it is performing as expected.

By consent agenda, Mr. Slavin moved for acceptance of the Utility Committee Report, seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - JANUARY 13, 2014

The Legislative, Finance, and Administration Committee met on January 13, 2014 with Chairman Lynn presiding.

Transfer of Davis Estate Donation to the Dover Library Foundation

Mr. Scott Koenig, City Manager, explained that the Dover Public Library was an heir to the estate of Mrs. Sata Davis and a beneficiary of the Frank Davis Trust. The estate's executor, Ms. Patricia Mercer, sent the Library's portion of the estate and the trust, in the amount of $61,735.80, to the City of Dover and the funds were deposited in an escrow account. At the December 12, 2013 meeting of the Dover Library Foundation Board, members voted to request City Council to transfer the funds from the Davis Estate to the Dover Library Foundation to support its mission in accordance with its by-laws.

Mr. Koenig stated that it was Deputy City Solicitor William Pepper's opinion, upon reviewing the will, that the decedents' intent was to benefit the Library.

Mr. Koenig advised members that the topic of future donations was also discussed during the Dover Library Foundation Board meeting. He noted that all current fundraising uses the Dover Library Foundation as the beneficiary; however, it was believed that it was likely that the Dover Public Library would continue to be identified as a beneficiary for years to come. Dover Library Foundation members voted to direct the Library Director to work with the City Manager and Council liaison to craft a policy

to be proposed to the City Council to determine how future contributions to the Dover Public Library would be handled. Mr. Koenig indicated that a policy to address future donations would be presented for consideration once it could be drafted and reviewed.

Mr. Koenig stated that the issue at hand was whether Dover City Council would like to retain the right to decide how the donated funds would be spent to benefit the Dover Public Library. The Foundation had requested that this large donation be transferred to the Foundation so that it could be made part of the endowment to benefit the Dover Public Library, in accordance with the resolutions that were adopted previously by City Council. *(City Clerk's Office Note: During the City Council meeting held on January 12, 2009, Council adopted Resolution No. 2009-03 which created the Dover Library Foundation, and during the City Council Meeting held on February 11, 2013, Council adopted Resolution No. 2013-04 which amended Resolution No. 2009-03 to allow management of Dover Library Foundation accounts and funds to be conveyed to the Foundation.)*

Mr. Koenig recommended that the proceeds of the Davis estate that were gifted to the Dover Public Library be transferred to the Dover Library Foundation, as requested by the Dover Library Foundation, and that a policy be drafted that will outline how future donations of this nature will be handled.

Responding to Mr. Hare regarding how donations are currently managed, Mr. Koenig explained that if a gift were donated specifically to the Dover Library Foundation, the money would go to the Foundation and the by-laws of the Foundation would determine use of these funds; however, if the donation were made to the City of Dover to benefit the Library, the funds would come to the City of Dover. He stated that the donation under discussion was made to the "Dover Public Library," which did not exist as a corporate entity; however, the intent of the gift was to benefit the library.

Mr. Lynn noted that since the Dover Library Foundation is a relatively new entity, many wills and estate documents will reference the Dover Public Library versus the Dover Library Foundation.

Mr. Lynn questioned if the Dover Library Foundation was a third-party, private entity. Responding, Mr. Koenig stated that it is a 501(c)(3) corporation and its creation was authorized by City Council. The Foundation has its own by-laws and governing board. Mr. Koenig explained that he and Ms. Margery Cyr, Library Director, serve on the Foundation's Board.

Mrs. Donna Mitchell, Controller/Treasurer, expressed concerns regarding the donation. She noted that the financial policies for the City require that any infrequent or non-recurring items go toward capital projects. She explained, for example, that donations received for parks and recreation have been designated for the Parkland Reserve Fund and donations for the Library have gone to the Library Reserve Fund that was started for construction of the library. The Davis bequest was received by the City and if Council chose to direct it to the Library, it would be transferred to the Library as a contribution. Mrs. Mitchell felt that the Dover Library Foundation's request would not be in line with the City's cash contribution financial policy. She stated her understanding that the Foundation would like to invest the funds for future capital and noted that this was exactly what the City would do with the same amount of money; however, if the City invested it for those needs, it would be under the auspices of the City's investment policy. In addition, Mrs. Mitchell stated that giving funds to an outside entity could create controversy in light of the current challenging economic times.

Mr. Slavin expressed his opinion that the City's fiscal policies could not undo the will of those donating funds, noting that Council had taken the previous action of setting up the Library Foundation for the purpose of receiving donations and now found itself at a place where the "new world hasn't caught up with the old world" in regard to how money was being donated. He felt that an exception to the financial policy could be made and reminded members that Council had the power to do so.

In addition, Mr. Slavin stated that these funds would be invested for future capital needs. He stated his understanding that the funds would be placed in an endowment, which was vastly different from saying that they would be invested for the purpose of using them later for capital projects. Mr. Slavin noted that funds in an endowment would be invested and the purpose of the endowment would not legally allow them to be touched. He indicated that if the endowment were set up with the Delaware Community Foundation, the corpus of the endowment would be prevented from being raided for any purpose, noting that he would be much more comfortable with this arrangement than placing the funds inside the City government. The Delaware Community Foundation, through its board of directors, could then determine what percentage of the interest could be used for the projects that they determine.

Mrs. Mitchell expressed her understanding that Council had the right to make exceptions. She explained that the Davis will was developed in 2012 and the Library Foundation was in existence prior to that; therefore, she felt that no one present could know the donors' intent.

Mr. Slavin reminded members that Mr. William Pepper, Deputy City Solicitor, had reviewed the will(s) and provided a legal opinion regarding the intent.

Mrs. Mitchell stated that Mr. Pepper's opinion was that the funds could be transferred to the Foundation but she was unsure if this was the donor's intent.

Responding to Mr. Lynn, Mrs. Mitchell confirmed that if the donation went to the City, the City would be a "flow-through entity" for the funds and there would be no adverse tax consequences.

Mr. Hare expressed his opinion that when funds are bequeathed to the Dover Public Library, these funds should go to the Dover Library Foundation unless they are designated for a specific purpose, such as to purchase new computers.

Mrs. Mitchell stated that if this approach were taken, she would prefer that Council make it clear that any similar donations in the future would go to the Delaware Community Foundation.

Mr. Hare stated that this should be in the policy unless a specific purpose is identified in the bequest.

Mrs. Mitchell stated her concurrence if this was Council's desire.

Mr. Shevock suggested that when an individual or organization notifies the City that funds will be bequeathed, that the City advise those involved to make the check out properly to eliminate the need to come before Council. Mrs. Mitchell noted that the City was unaware that this donation was pending. She suggested that if the City receives a check for the Dover Public Library, Mrs. Margery Cyr, Library Director, could provide clarification regarding how the donor wished the funds be used.

Responding to Mr. Slavin, Mrs. Mitchell confirmed that the City could manage any funds received by the Foundation that were not specifically directed to the endowment.

Mr. Lynn noted that the City was still ultimately responsible for capital improvements and would continue to need funds relative to capital improvement projects separate from the Foundation. Mrs. Mitchell confirmed this, however, she noted that the Foundation can always partner with the City on those improvements.

Mrs. Mitchell stated that there were no restrictions regarding the funds mentioned in the will.

The Committee recommended acceptance of the donation from the Davis estate in the amount of $61,735.80 and that it be transferred to the Dover Library Foundation.

Mr. Slavin moved that any future donations made to the City for the Dover Public Library, unless otherwise specifically cited, be transferred to the Dover Library Foundation. The motion was seconded by Mr. Hare.

Mr. Lynn advised members that the Dover Library Foundation was already contemplating an omnibus policy on this point and suggested that members wait to see what the Foundation had to say on this matter before proceeding.

Mr. Rushe noted that the second part of staff's recommendation was that the City Manager draft a policy that will outline how future donations of this nature would be handled.

Mr. Slavin withdraw his motion and Mr. Hare concurred.

Mr. Rushe moved to table the issue of the policy on future donations to the Dover Public Library until such time as the City Manager can meet with the necessary people to recommend a policy and that this policy be brought back to the Committee. The motion was seconded by Mr. Shevock.

Mr. Slavin encouraged staff to develop a "clean" process that is not confusing and that this be accomplished quickly since there was an audience of foundations and potential givers.

Responding to Mr. Lynn, Mr. Koenig stated his desire to return to the Dover Public Library Foundation to discuss the policy, which would be reviewed by Mr. Lynn as the Council liaison for the Foundation. He expected that it would return to the Committee by their meeting scheduled in approximately 30 days, or by the meeting scheduled subsequent to that date.

Mrs. Margery Cyr, Library Director, stated that this matter could be considered by the Dover Library Foundation and their response could be provided within 30 days.

Mr. Lynn suggested that information could be provided in the Dover Library Foundation newsletter to clarify that potential donors should make the distinction in estate documents regarding the recipients of donations.

Responding to Mr. Slavin, Ms. Cyr confirmed that the Dover Library Foundation was a 501(c)(3) organization.

The Committee tabled the issue of the policy on future donations to the Dover Public Library until such time as the City Manager can meet with the necessary people to recommend a policy for review by the Committee.

By consent agenda, Mr. Slavin moved for approval of the Committee's recommendation to accept the donation from the Davis estate in the amount of $61,735.80 and that it be transferred to the Dover Library Foundation. The motion was seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

Proposed Plan to Cover Dangerous Building Demolition Costs

Mr. Scott Koenig, City Manager, advised members that, in an effort to improve the quality of life in various neighborhoods throughout the City, staff had placed a continuous effort on the removal of dangerous buildings. He noted that the FY 2014 had been very active and the City had spent or committed as much as $175,000 toward demolition efforts. Since the original budget was $140,000 for these efforts during FY 2014, Mr. Koenig proposed adjusting the budget to continue the demolition actions through the remainder of the fiscal year. He noted that the estimated demolition expenses for FY 2014 were $250,000.

Mr. Koenig stated that the $110,000 shortfall in the demolition budget could be made up by transferring $20,000 in unused salary and benefits from the Planning Office to the demolition budget and the remainder could come from other General Fund division personnel budgets. These funds were available due to a Planner II position being vacant for approximately four (4) months, as well as other vacancies in various General Fund divisions. Mr. Koenig reviewed the requested amendment and prior history of the City of Dover Demolition Program. He advised members that Mrs. Ann Marie Townshend, Director of Planning and Community Development, expected the demolition budget request for FY 2015 to be in the range of $150,000 - $175,000.

Mr. Koenig explained that the request was necessary because the City Manager did not have the authority to amend or adjust the 10 Series budgets for open salaries to move it down into the 20 and 30 series for operating expenses and Council action would be required to adjust these budgets.

Mr. Koenig requested that the City Manager be authorized to transfer unused salary and benefits in the amount of $20,000 from the Planning Division, as well as from other General Fund divisions throughout the City, to the demolition budget, which would increase the demolition budget from $140,000 to $250,000 for FY 2014.

Responding to Mr. Shevock, Mr. Koenig noted that the sale of the property does not typically happen in the same fiscal year that the demolition occurs. The City goes through the demolition process and places a lien against the property. He noted that it is sometimes two (2) to three (3) years before funds are received. Mr. Koenig estimated that the City had received approximately $80,000 - $90,000 per year in demolition receipts. He stated that some demolition expenses had been written off in the past because properties had been transferred to Central Delaware Habitat for Humanity. For practical purposes, demolitions are only considered as an expense. If revenue is recovered, it is considered a bonus. Mr. Koenig estimated the percentage of return at 50% or less.

In response to Mr. Lynn, Mr. Koenig stated that $20,000 would come from the Planning Department and the remaining $90,000 would come from other General Fund budgets, such as Public Works. He stated that he would be reviewing each of the General Fund division budgets and would develop an amendment. Mr. Koenig stated that he would make every effort to have the funding identified before the matter comes before Council on January 27, 2014.

The Committee recommended approval of staff's recommendation to authorize the City Manager to transfer unused salary and benefits in the amount of $20,000 from the Planning Division, as well as from other General Fund divisions throughout the City, to the demolition budget, which would increase the demolition budget from $140,000 to $250,000 for FY 2014.

By consent agenda, Mr. Slavin moved for approval of the Committee's recommendation, seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

Proposed Ordinance #2014-01 - Amendment to 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

Mr. Scott Koenig, City Manager, explained that the City offers incentives to certain qualifying industries, businesses, and homeowners to expand or locate within the limits of the City, and business and property owners to improve their properties. Tax abatement incentives are offered to certain qualifying industries and businesses to expand or locate in the City, and persons purchasing residential real property (where they will reside) within a designated area. Additionally, in the Downtown Redevelopment Target Area, eligible projects may receive a full waiver of building permit fees, a full waiver of City impact fees (for multi-story mixed use development), and abatement of the property taxes on the improvements for a period of ten years. For commercial and industrial buildings, where there are renovations to establish a new business, projects may receive a 50% reduction in building permit fees, a 50% reduction in any applicable City impact fees, and abatement of the property taxes on the improvements for a period of ten years.

In recent years, some of the beneficiaries of these incentives have become delinquent on City taxes and there is no mechanism to revoke the outstanding incentives if property owners are delinquent. The proposed amendments would require compliance with the City's Clean Hands Ordinance and provide for the revocation of approved but unrealized incentives if the beneficiary of the incentives becomes delinquent on obligations owed to the City. The proposed amendments reference and are consistent with the City Clean Hands Ordinance, which prevents the City from issuing permits or establishing services for property owners who are delinquent on obligations to the City.

The proposed ordinance would also make tax exempt properties ineligible for the incentives.

Staff recommended adoption of Proposed Ordinance #2014-01.

The Committee recommended adoption of Proposed Ordinance #2014-01, as recommended by staff.

By consent agenda, Mr. Slavin moved for approval of the Committee's recommendation, seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson). *(The First Reading of the ordinance will take place during the latter part of the meeting.)*

Request for Infrastructure Reimbursement - Wesley College

Mr. Scott Koenig, City Manager, stated that he had been working with Dr. William Johnston, President, over the past several months on project closeout issues associated with redevelopment around Wesley College. In December of 2012, the Dover City Council approved a construction contract in the amount of $96,411.75 with Corrado Construction, Co., to construct the Wesley College Streetscape Enhancement - Phase I. The project was funded by a Community Transportation Funds agreement in the amount of $148,604. In September 2013, City Council approved a final change order on the project, which increased the total project cost to $125,574.34. In December of 2013, the City Manager received a request from Wesley College to be reimbursed for work that was completed within the City's North State Street Alley West right-of-way. This work was originally planned to be included in Phase I of the Streetscape Enhancement; however, scheduling conflicts between the College and the City prevented this work from being included in the scope of work for the Streetscape Enhancement - Phase I.

The City Manager and officials from Wesley College have met with representatives from the Delaware Department of Transportation (DelDOT) to determine whether these costs could be added to the Community Transportation Fund agreement; however, the expenses occurred before the agreement was signed; therefore, these expenses cannot be added to the current agreement. Senator Colin Bonini has indicated that he is willing to fund other public improvements within the City in an amount at least equal to the requested reimbursement; therefore, the City of Dover would not incur a net expense on the reimbursement. There are a number of sidewalk projects in the downtown area that can be funded using Community Transportation Funds.

The City Manager requested authorization from City Council to reimburse Wesley College for the expenses incurred in the City's right-of-way ($24,500 per letter dated December 20, 2013) provided Community Transportation Funds in an amount equal to or greater than $24,500 can be secured from area legislators to replace the funding associated with the reimbursement. The reimbursement will be issued using General Fund dollars associated with the City's Concrete Construction and Replacement Program (Project # ST1402).

Mr. Koenig stated that several sidewalk projects had been identified and were being estimated by staff to be forwarded to the legislators for funding and this reimbursement is tied to Community Transportation Funds.

Mr. Shevock questioned if the City would wait to obtain the funds from Senator Bonini before reimbursing Wesley College. Mr. Koenig stated that he would wait until he received a commitment on the agreements. He stated that 10% of the funds would be received when the agreement is signed and the rest of the agreement funds are typically received once an expense is incurred.

Mr. Bonar commended Mr. Koenig for working with the legislative contingent on suburban street funds, noting that many infrastructure issues and projects would have to be addressed in the next several months and the next fiscal year. He encouraged staff to keep an open dialogue and respond to their requests in a timely fashion.

The Committee recommended authorizing the City Manager to reimburse Wesley College for the expenses incurred in the City's right-of-way, in the amount of $24,500 per letter dated December 20, 2013, provided that Community Transportation Funds in an amount equal to or greater than $24,500 can be secured from area legislators to replace the funding associated with the reimbursement. The reimbursement will be issued using General Fund dollars associated with the City's Concrete Construction and Replacement Program (Project # ST1402).

By consent agenda, Mr. Slavin moved for approval of the Committee's recommendation, seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

Proposed Grant-In-Aid Policy

Mrs. Donna Mitchell, Controller/Treasurer, advised members that, based on the requests of some members of Council, she developed a Grant-In-Aid policy. She noted that she had followed the State's policy and modified it to meet the City's parameters. Mrs. Mitchell advised members that if the policy were adopted, all of the documents included would merely have to be modified.

Mrs. Mitchell reviewed the presentation entitled City of Dover FY 20XX - Grant-In-Aid Instructions. Referring to Form 9 - Signature Page, she stated that Council would need to make a determination if they wished to specify the signature requirements for the policy. She noted that Item # 5 on Form 9 specifies "That this organization meets the criteria established 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." She noted that Council would need to establish this criteria. In addition, in regard to Form 10, she indicated that the State requires that a copy of the most recent audit prepared by a certified public accountant or public accountant accompany the application but allows for substitution of Sample Forms A-B-C. She indicated that Council should make a decision in this regard as well.

She noted that Council would also have to determine the timeline for applications, by whom they are reviewed, and the dates for submission in relation to the timing of the budget.

Mr. Slavin expressed appreciation for Mrs. Mitchell's efforts in developing the policy. He questioned if the City was obligated to have a Grant-In-Aid program. He stated that City could send out instructions stating that applications were not being invited this year because of current fiscal constraints; however, it would prepare the City for this to be done in the future and ensure that there would be a "level playing field" for applicants. He noted that there had been criticism about the way in which some organizations had received funds in the past and others did not.

Mr. Lynn, noting that there was a provision in the policy that requires any entity applying for a grant to supply an audit, asked if this language was in the State's policy. Responding, Mrs. Mitchell confirmed that it was. She also noted that the language allowed for a compilation statement by a certified public accountant or independent public accountant to be submitted in lieu of a copy of an audit with a management letter.

Mr. Hare questioned if this policy would preclude a "walk-in" applicant from requesting Grant-In-Aid funds. Responding, Mr. Slavin stated that the policy would create a uniform process for all applicants.

Mrs. Mitchell stated that if the Committee was in favor of the policy, she could incorporate dates and send out a notice indicating whether or not the City would be receiving applications.

Mr. Lynn asked if the entities that the City had historically provided funds to, such as the African American Festival and the Fourth of July Committee, would have to fill out the application in the future if the policy were adopted. Responding, Mrs. Mitchell stated that it would be Council's decision whether to grandfather those entities in. Mr. Hare felt that these organizations should fill out the form at least the first time so that an audit would be provided.

Mr. Slavin stated that, at the State level, there was a moratorium on receiving new applications; therefore, only existing recipients of Grant-In-Aid could submit applications for a particular year.

Responding to Mr. Lynn, Mrs. Mitchell stated that these funds had been granted previously after being budgeted and approved by Council through the request of Council.

Mr. Slavin suggested that consideration of how Grant-In-Aid should be handled during the upcoming fiscal year should be included in the annual budget discussions. Mrs. Mitchell suggested that this could be included in the Council Workshop being scheduled in March to discuss budget matters.

Mr. Bonar stated that the deadline for State Grant-In-Aid applications is November of each year so that they can be included in budget discussions. Noting that the City was already well into the budget process, he recommended that, starting with next fiscal year, applications be submitted no later than November 1st or November 15th, whichever Mrs. Mitchell deemed necessary. He concurred with Mr. Hare that all entities should submit an application and Mrs. Mitchell suggested that this also be discussed at the March Workshop.

The Committee recommended acceptance of the City of Dover FY 2015 Grant-In-Aid Application and procedures.

By consent agenda, Mr. Slavin moved for approval of the Committee's recommendation for acceptance of the City of Dover FY 2015 Grant-In-Aid Application and Procedures *(Exhibit #4)*. The motion was seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

By consent agenda, Mr. Slavin moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

UTILITY COMMITTEE REPORT - JANUARY 27, 2014

The Utility Committee met on January 27, 2014 with Chairwoman Williams presiding. Except for the following time sensitive issues, the Committee Report from January 27, 2014 will be presented to Council during their Regular Meeting of February 10, 2014 for review and consideration.

Permanent Easement and Temporary Workspace Agreements - Eastern Shore Natural Gas

Mr. Scott Koenig, City Manager, reviewed staff's request for the City to execute a permanent easement and temporary workspace agreements with Eastern Shore Natural Gas (ESNG), to allow ESNG to construct a 16" natural gas pipeline to service the Garrison Energy Center (GEC). He stated that this

project was necessary to provide high pressure gas to the Calpine facility and the Garrison Tract. Staff had been working with ESNG and their engineers to identify the easement areas and complete the necessary documentation to allow ESNG to begin construction immediately.

Staff recommended authorizing the City Manager or his designated staff to execute the easement agreement and other necessary agreements with Eastern Shore Natural Gas (ESNG) to facilitate the construction of the proposed 16" natural gas pipeline across lands owned by the City of Dover, as depicted in the referenced agreements. Financial consideration for the easements shall be delegated to the City Manager and the City Manager will notify City Council of the results.

Mr. Koenig noted that the staff was still working on the financial consideration for the easements but estimated an approximate cost of $700 per acre.

In response to Mrs. Williams, Mr. Koenig stated that one (1) of the easements was approximately three-quarters of an acre and there was not a large amount of land in total.

Responding to Mr. Slavin, Mr. Koenig explained that this item would be considered by Council at the meeting being held later in the evening in order to allow ESNG to begin construction immediately. ESNG had originally anticipated starting construction in Cheswold and working south to the GEC; however, due to the scheduled Firefly Music Festival and NASCAR race at Dover Downs, ESNG decided to invert the construction time line to begin at the GEC.

In response to Mr. Perza, Mr. Koenig stated his opinion that it was not necessary for the Committee to specifically allocate an amount for the easement. The standard used for other easements at the GEC was $700.

Mr. Blakeman moved to recommend approval of staff's recommendation to authorize the City Manager or his designated staff to execute the easement agreement and other necessary agreements with Eastern Shore Natural Gas (ESNG) to facilitate the construction of the proposed 16" natural gas pipeline across lands owned by the City of Dover, as depicted in the referenced agreements, and to delegate financial consideration for the easements to the City Manager, with the City Manager to notify City Council of the results, seconded by Mr. Snaman.

Responding to Mayor Carey, Mr. Koenig stated that pictures were taken of the area to ensure restoration; however, video was not use. He assured members that the area would be documented prior to construction.

The Committee recommended approval of staff's recommendation to authorize the City Manager or his designated staff to execute the easement agreement and other necessary agreements with Eastern Shore Natural Gas (ESNG) to facilitate the construction of the proposed 16" natural gas pipeline across lands owned by the City of Dover, as depicted in the referenced agreements, and to delegate financial consideration for the easements to the City Manager, with the City Manager to notify City Council of the results.

Mrs. Williams moved for approval of the Committee's recommendation, seconded by Mr. Hutchison and carried by a roll call vote of six (6) yes (Dixon, Perza, Williams, Hare, Hutchison, and Bonar), one (1) no (Lynn), one (1) abstention (Slavin), and one (1) absent (Anderson).

Easements and Rights-of-Way between City of Dover and Delmarva Power & Light Company

Mr. Scott Koenig, City Manager, reviewed staff's request to grant a series of easements and rights-of-way for the radial line from the Garrison Energy Center (GEC) to the Cartanza Substation. He noted a correction to the documentation provided in the Committee Action Form (CAF), dated January 22, 2014, related to this item. Although the CAF indicated that Document "A", Document "B", and Document "C" would grant easements and rights-of-way to Delmarva Power & Light Company (DP&L), he explained that Document "A" and Document "B" would grant easements to DP&L but that Document "C" was the original easement to the GEC which will subsequently be turned over to DP&L at some point in the future.

Staff recommended authorizing the City Manager to execute the final versions of all components of Document "A" and Document "B", which are easements to DP&L, as well as Document "C", the original easement to the GEC which will subsequently be turned over to DP&L at some point in the future after construction, for the granting of easements and rights-of-way to both DP&L and the GEC for the proposed construction, operation, and maintenance of power lines and structures associated with the transmission of electric power from the GEC to the Cartanza Substation; and authorizing the City Manager to amend the original lease between the City of Dover and the Garrison Energy Center, LLC to add the acres described within the documents (a total of 8.4301 acres) in accordance with the rents described in the lease.

Mr. Koenig advised members that instead of being paid for the easements, the City Manager would amend the master lease with the GEC to include the easement areas as part of leased land, so that the City would be financially compensated for it throughout the agreement period with GEC.

Responding to Mr. Blakeman, Mr. Koenig stated his understanding that DP&L would own and be responsible for maintenance to the radial line from Calpine to the Cartanza Substation.

In response to Mrs. Williams, Mr. Koenig stated that the voltage for the radial line would be 230kV.

Responding to Mr. Hutchison, Mr. Koenig stated that construction of the 16" gas line, the GEC, and the radial line was scheduled for completion by the end of 2014. The GEC was expected to produce power to the PJM (Pennsylvania, Jersey, Maryland Power Pool) grid in June 2015.

The Committee recommended approval of staff's recommendation to authorize the City manager to execute the final versions of all components of Document "A" and Document "B", which are easements to Delmarva Power and Light (DP&L), as well as Document "C", the original easement to the Garrison Energy Center (GEC) which will subsequently be turned over to DP&L at some point in the future after construction, for the granting of easements and rights-of-way to both DP&L and the GEC for the proposed construction, operation, and maintenance of power lines and structures associated with the transmission of electric power from the GEC to the Cartanza Substation; and to authorize the City Manager to amend the original lease between the City of Dover and the Garrison Energy Center, LLC to add the acres described within the documents (a total of 8.4301 acres) in accordance with the rents described in the lease.

Mrs. Williams moved for approval of the Committee's recommendation, seconded by Mr. Dixon and carried by a roll call vote of six (6) yes (Dixon, Perza, Slavin, Williams, Hare, and Hutchison), one (1) no (Lynn), one (1) abstention (Bonar), and one (1) absent (Anderson).

The Utility Committee Report was accepted by unanimous consent.

QUARTERLY REVENUE REPORT

Mr. Scott Koenig, City Manager, reviewed the Quarterly Revenue Report as of December 31, 2013, in the absence of Mrs. Mitchell, Controller/Treasurer.

Mr. Slavin noted that, although the transfer tax appears to be tracking toward $1.1M, the budget estimate was previously reduced by $215,000.

Mr. Slavin moved for acceptance of the report, seconded by Mr. Hutchison and unanimously carried.

EVALUATION OF BIDS - GARRISON OAK TECHNICAL PARK SANITARY SEWER IMPROVEMENTS

Mr. Scott Koenig, City Manager, advised members that this project is described as three (3) phases of work, the first phase is generally described as, the removal and replacement of existing pipe, equipment and controls within existing Pump Station No. 5 including pump replacements, control replacement, SCADA integration and associated work. The second phase is generally described as, construction of a new pre-packaged pump station (Pump Station No. 14R) and force main including the complete pump station facility, SCADA integration, and horizontal direction drill and open cut force main construction using HDPE and ductile iron pipe. The third phase is generally described as, demolition and abandonment of existing Pump Station No. 14 including removal of equipment, controls, and piping; abandonment of piping and structures; and restoration of pump station area. All work will be paid for at the unit prices bid for work completed and accepted by the City of Dover. The total work authorized under this contract will not exceed the available funding.

Three (3) contractors submitted unit price bids for the proposed work to be performed. Based on the proposed quantities, the estimated contract values are as follows:

Contractor	Location	Bid Price	Evaluated Bid Price
Eastern States Construction	Wilmington, DE	$2,528,603.00	$2,528,603.00
George & Lynch, Inc.	**Dover, DE**	**$2,572,065.00**	**$2,494,903.05***
Teal Construction	Dover, DE	$2,798,780.00	$2,714,816.60*

* = Evaluated Bid, based on Local Vendor Preference

George & Lynch Inc. submitted all of the contractor's qualification information, including a list of recently completed projects similar in scope and a financial statement. All were found to be adequate.

Responding to Mr. Slavin, Mr. Koenig stated that the evaluated bid price represents a 3% reduction for local vendor preference.

Staff recommended awarding a unit price contract for the Garrison Oak Technical Park Sanitary Sewer Improvements to George & Lynch Inc., in response to City of Dover Bid #14-0018PW, for the amount not to exceed $2,572,065.

Mr. Hutchison moved for approval of staff's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson absent).

EVALUATION OF BIDS - GARRISON OAK TECHNICAL PARK SUBDIVISION

Mr. Scott Koenig, City Manager, advised members that this work is generally described as furnishing all labor, equipment and materials necessary to grade and install approximately 6,500 linear feet of new road and associated curb and sidewalk, 54 catch basins, 25 storm drain manholes, 9,000 linear feet of storm drain pipe, 41 sanitary manholes, 8,000 linear feet of sanitary sewer, 6,535 linear feet of water main, 12 fire hydrants and 14 water services. In addition, the bid package includes drainage improvements, earthen swales, and the creation of two (2) new storm water management areas and two (2) new road entrances onto White Oak Road. The two (2) new entrances include 100 square yard inches of pavement milling, 50 square yards of Type C overlay, 2,250 square yards of full depth road construction, 1,200 linear feet of curb and the application of tack coat. All work will be paid for at the unit prices bid for work completed and accepted by the City of Dover. This project is utilizing the funding sources that are being utilized with other projects related to this development. The water account is also being used to construct the Garrison Water Storage Tank (1.5 MG). The wastewater account is also being used to construct the Garrison Oak Technical Park Sanitary Sewer Improvement project.

Mr. Koenig explained that this expenditure would exceed the budgeted amount and that he proposed to address the funding as follows:

Infrastructure	Amount Required	Budget Remaining	Shortfall	Method of Balancing
Water	$876,605	$534,700	$(341,905)	Transfer FY15 Water Quality Imp. monies
Wastewater	$815,952	$396,261	$(419,691)	Transfer unused FY14 I & I monies
Street/Storm Sewer/ Landscape	$4,522,143	$1,665,725	$(2,856,418)	Low Interest Loan - Electric Reserves (Funding Source being reviewed)

Six (6) contractors submitted unit price bids for the proposed work to be performed. Based on the proposed quantities, the estimated contract values are as follows:

Contractor	Location	Amount of Bid	Evaluated Bid Price
A-Del Construction Co.	**Newark, DE**	**$6,214,700.00**	**$6,214,700.00**
Diamond Materials LLC	Wilmington, DE	$7,512,533,25	$7,512,533.25
Dixie Construction Co.	Georgetown, DE	$6,329,221.10	$6,329,221.10
Eastern States Construction	Wilmington, DE	$7,969,255.40	$7,969,255.40
George & Lynch, Inc.	Dover, DE	$8,131,211.71	$7,887,275.36*
Daisy Construction	Newport, DE	$7,367,820.55	$7,367,820.55

* = Evaluated Bid, based on Local Vendor Preference

A-Del Construction Company submitted all of the contractor's qualification information, including a list of recently completed projects similar in scope, as well as a financial statement that were all found to be adequate.

Responding to Mrs. Williams, Mr. Koenig stated that the $2M difference in the bid amounts could be attributed to availability and work scheduling. He also noted that the details of the loan repayment had not yet been worked out; however, he speculated that it may be a 10-year loan.

Responding to Mr. Slavin, Mr. Koenig stated that the original bids for this project, which were obtained in April 2011, did not include some of the design parameters that are driving the cost of the infrastructure. The Garrison site plan includes a 618MW facility and they are currently building 309MW. For engineering purposes, the infrastructure must be designed as if the complete build-out of the project were in place. He noted that the design parameters that are driving the size of the water tower and the pump station are anticipating the full build-out of the park. Mr. Koenig stated that the size of the water tower has grown and the necessary improvements to the sanitary sewer system, including the size of the pump station associated with Garrison has grown. He noted that they are doing work at White Oak #5 in the amount of $1M and there have been a number of discussions with DelDOT regarding the entrance requirements and those costs have been included in the infrastructure costs. Also included are engineering and design work related to the floodplain. Mr. Koenig advised members that they are proposing to install all of the sidewalks and landscaping that is associated with the improvements to the right-of-way.

Responding to Mr. Slavin, Mr. Koenig stated that the FY 2015 Water Quality Improvement funds would be available on July 1, 2014. He noted that $1M is identified per year for water quality improvements as part of the baseline budget and it is then broken down into various projects.

Mr. Slavin asked how the $419,691 transfer from the I&I improvements would impact the fees paid to Kent County. Mr. Koenig stated that it is a systemic problem and that it would impact the budget in future years.

Responding to Mr. Slavin, Mr. Koenig stated that he did not think a low interest loan from the electric fund would be unprecedented.

Mr. Hutchison asked if there were any other future obligations related to this project. Mr. Koenig stated that there would be a final modification to the Becker Morgan contract to include a Conditional Letter of Map Revision (CLOMR) for the floodplain; the relocation of four (4) 69kV electric poles along the road; and, once the next tenant is secured, a potential traffic study to determine necessary future improvements to White Oak Road.

Responding to Mrs. Williams, Mr. Koenig stated that the water tower size was based on Calpine's service requirements and the need to maintain water pressure under heavy demand. He noted that once the gas and steam components are in place, the combined electrical generation capability will be 618MW and the projected revenue from water consumption is $2.1M.

Noting the variance in the budgeted project amount and the resultant bids, Mr. Perza asked if the City may have missed anything in their estimation. Mr. Koenig responded that the estimating numbers used were prepared by EDiS, a third-party construction manager. Mr. Perza asked if the City updates budget estimates with the EDiS numbers for future planning. Mr. Koenig stated that, in his opinion, the costs, other than design changes, are fixed and there are now very few unknowns. Going forward, he agreed that substantially more time and effort would need to be spent on project estimating to ensure that the internal numbers are correct. Mr. Perza emphasized the need to review the numbers for this project and cautioned against ending up in the position of having to borrow against ourselves in the future.

Staff recommended awarding a unit price contract for the Garrison Oak Technical Park to A-DEL Construction Company, in response to City of Dover Bid #14-0020PW, for the amount not to exceed $6,214,700.

Mrs. Williams moved for approval of staff's recommendation, seconded by Mr. Hutchison and carried by a roll call vote of five (5) yes (Slavin, Williams, Hare, Hutchison, and Bonar), three (3) no (Dixon, Lynn, and Perza), and one (1) absent (Anderson).

CONFIRMATION OF POLICE PENSION ELECTION - RET. LT. TIMOTHY MULLANEY - THREE (3) YEAR TERM TO EXPIRE JANUARY 31, 2017

The term of office of Retired Lieutenant Timothy Mullaney on the Police Pension Board expires on January 31, 2014. Pursuant to Chapter 62 - Law Enforcement, Article III - Pension Plan, Division 2 - Retirement Committee, Section 62-102(c)(2), notice of an election was given to all plan members. Only one (1) nomination was received, therefore, no election was held. Chief Hosfelt nominated Retired Lieutenant Timothy Mullaney to serve a three (3) year term, to expire on January 31, 2017.

By consent agenda, Mr. Slavin moved for approval of the nomination of Retired Lieutenant Timothy Mullaney to serve on the Police Pension Board, for a three (3) year term to expire on January 31, 2017. The motion was seconded by Mr. Dixon and carried by unanimous roll call vote (Anderson absent).

REZONING REQUEST/FIRST READING OF PROPOSED ORDINANCE #2014-02 - PROPERTY LOCATED AT 405 NORTH STATE STREET, OWNED BY DAVID AND SUSAN EDGELL

A request was received to rezone property located at 405 North State Street, consisting of $11,250^{+/-}$ square feet, owned by David and Susan Edgell. The property is currently zoned R-8 (One Family Residence) and the proposed zoning is RG-1 (General Residence).

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

Mr. Slavin moved to refer the request to the Planning Commission for a public hearing on February 18, 2014 and to set a public hearing before City Council on March 10, 2014 at 7:30 p.m. The motion was seconded by Mr. Lynn and unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2014-02 as read by the City Clerk, by title only, as follows:

➢ PROPOSED ORDINANCE #2014-02 AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 405 NORTH STATE STREET

FIRST READING - PROPOSED ORDINANCE #2014-03 AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED

Council President Bonar reminded the public that copies of the Proposed Ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's office. Since the ordinance

amends the Comprehensive Plan, a public hearing is required. Staff recommended referral of the amendment to the Planning Commission on Tuesday, February 18, 2014 at 7:00 p.m., and that a public hearing take place during the Council Meeting of Monday, March 10, 2014, at 7:30 p.m., at which time final action by Council will take place.

Mr. Hutchison moved to refer the request to the Planning Commission for a public hearing on February 18, 2014 and to set a public hearing before City Council on March 10, 2014 at 7:30 p.m. The motion was seconded by Mr. Hare and unanimously carried.

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

➢ ORDINANCE #2014-03 AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED, BY INCLUDING TEXT ADDENDA TO THE TRANSPORTATION AND HOUSING AND COMMUNITY DEVELOPMENT CHAPTERS AND BY AMENDING MAP 12-1: LAND DEVELOPMENT PLAN MAP IN THE VICINITY OF COLLEGE ROAD AND MCKEE ROAD

FIRST READING OF PROPOSED ORDINANCE #2014-04 - REZONING REQUEST FOR PROPERTY LOCATED AT 1205 MCKEE ROAD

A request was received to rezone property located at 1205 McKee Road, consisting of $3.46^{+/-}$ acres, owned by College Road Offices, LLC. The property is currently zoned CPO (Commercial Professional Office), subject to COZ-1 (Corridor Overlay Zone) and the proposed zoning is C-2A (Limited Central Commercial), subject to COZ-1 (Corridor Overlay Zone).

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

Mr. Hutchison moved to refer the request to the Planning Commission for a public hearing on February 18, 2014 and to set a public hearing before City Council on March 10, 2014 at 7:30 p.m. The motion was seconded by Mrs. Williams and unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2014-04 as read by the City Clerk, by title only, as follows:

➢ PROPOSED ORDINANCE #2014-04 AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 1205 MCKEE ROAD

FIRST READING - PROPOSED ORDINANCE #2014-01

Council President Bonar reminded the public that copies of the proposed ordinance are available at the entrance of the Council Chambers or can be obtained from the City Clerk's office. Final action by Council on the proposed ordinance will take place during the Council meeting of February 10, 2014.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2014-01 as read by the City Clerk, by title only, as follows:

➢ 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

FINAL READING - PROPOSED ORDINANCE #2013-18 - BUDGET AMENDMENTS FOR FISCAL YEAR 2013/14

The First Reading of the ordinance was accomplished during the Council Meeting of January 13, 2014.

Mr. Hare moved that the Final Reading of the proposed ordinance be acknowledged by title only, seconded by Mr. Hutchison and unanimously carried.

By motion of Mr. Hutchison, seconded by Mr. Hare, Ordinance #2013-18 *(Exhibit #5)* was adopted by a unanimous roll call vote (Anderson absent).

COUNCIL MEMBERS' ANNOUNCEMENTS

There were no Council Members' announcements.

By unanimous consent, the meeting adjourned at 8:36 p.m.

TRACI A. McDOWELL
CITY CLERK

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

CARLETON E. CAREY, SR.
MAYOR

/TM
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Exhibits
Exhibit #1 - SAC 2014 East-Side Assessment Report
Exhibit #2 - Purpose, Scope, and Intent of Task Force
Exhibit #3 - Presentation - Violation of Dangerous Building Ordinance - 27 North New Street
Exhibit #4 - City of Dover FY 2015 Grant-In-Aid Application and Procedures
Exhibit #5 - Ordinance #2013-18 - Budget Amendments for Fiscal Year 2013/14

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SAC

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2014

EAST-SIDE

ASSESSMENT

REPORT

Submitted By: Mt. Zion A.M.E.Church

Roy Sudler, Jr. SAC – Chairman

SAC

****

Good Evening City Council and **Mayor Carlton Carey**,

For the Record my name is **Roy Sudler, Jr. address 353 Rita Wilma Rd. Dover, Delaware 19904** [**4th District Constituent**] and Chairman of the **Social Action Commission** and **Dover Human Relations Commission.**

I stand before you tonight, to submit to **City Council, Mayor, Dover Humans Relations Commission and Parks, Recreation and Community Enhancement Committee** over ***300 Signed Petition-Surveys,*** that without ambiguity or ambivalence not only defines the pleasure of certain **East-Side Constituents but addresses 50% of Mayor Carlton Cary's 8 Key Points of Interest dated Wednesday January 8, 2014.**

According to **Mt. Zion A.M.E. Church's 2014 Assessment Report Regarding Dover Park and Recreational Facility-Dilemma, -**

When asked question number 1.

1. Do you agree that the City of Dover Park and Recreational Facility should be demolished? [**Out of 300 Survey-Applicants**]

   [YES or NO?] **Yes=54** (or) **No=246**

2. Should the City of Dover replace the current recreational facility with a new modern facility? [Yes or NO?] **Yes=234** (or) **No=66; and**

3. Do you know which Council Person represents your district in the City Voting Process?

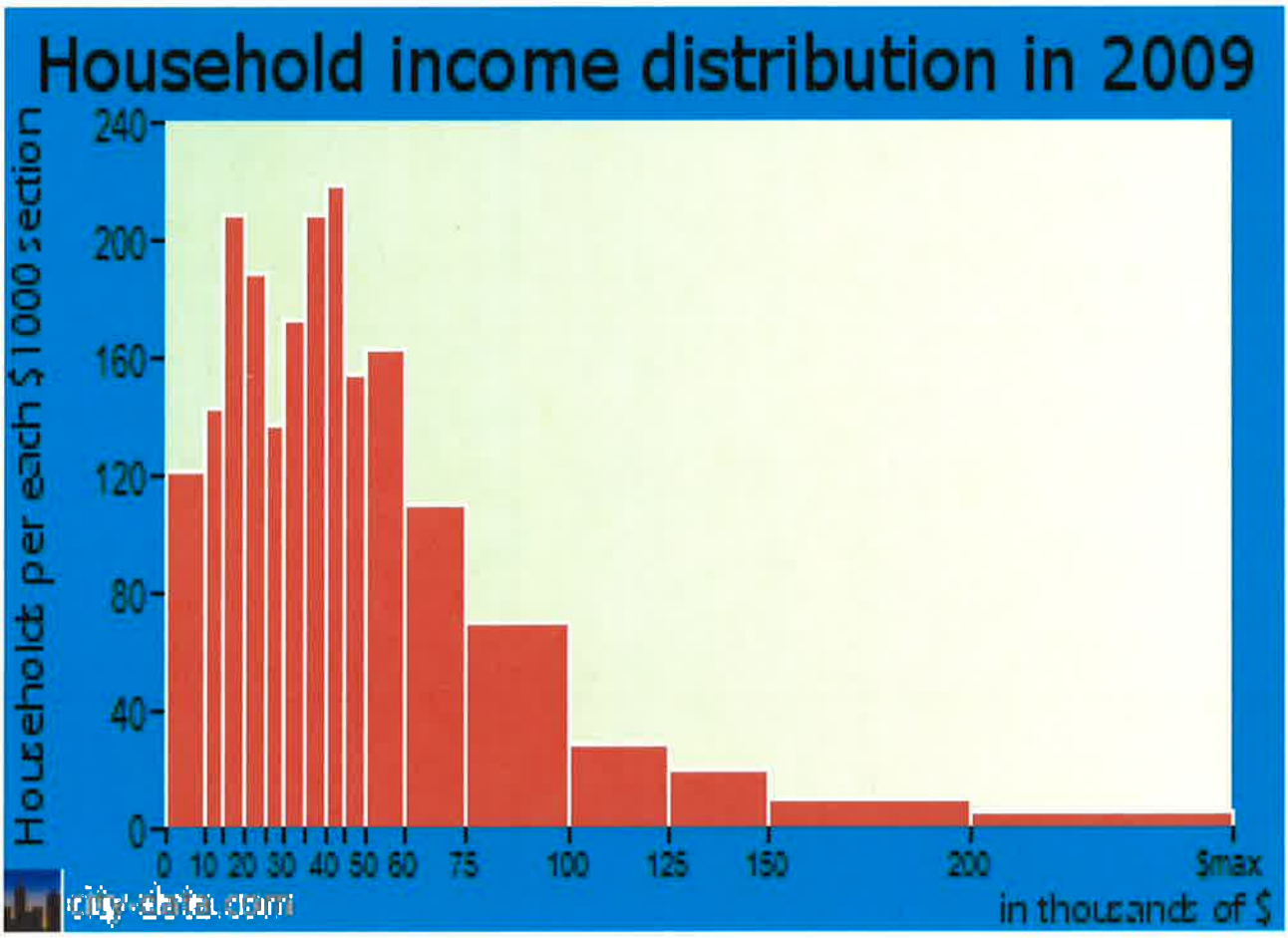
   [YES or NO?] **Yes=132** (or) **No=168**

The Social Action Commission's Goal in this process is to simply be a social witness in all matters relating to Human Relations and Christian Citizenship.

- ✓ We thank Mayor Carlton Cary and the City Council for considering an alternative study for the East-Side and thank you for the opportunity to submit **SAC'S Petition Survey-Assessment Study** and look forward to providing any additional assistance needed in the planning process for Dover Park and Recreational Facility, also known as White Oak Park. **[Thank You]**
- ✓ **[At this time are there any questions??]**

PROGRAMS MOST DESIRED BY PETITION-SURVEY PERSONS

3). Job Seeking Tips----------103 {1}



- **2014 Poverty Level** is assessed @[redacted]? for Dover, Delaware
- Consider matching the saving of low-income families to help them build assets.
- Consider offering employment and training programs for individuals with barriers to work [Such as Rehabilitated Sex Offenders]

8). Mentors for At-Risk Youth----------86 {2}



At-Risk Youth

- Consider Implementing a **Mayor's Book Club** to promote Early Literacy
- **Collaborative Integrated Programs and Partnerships** with Interfaith Communities, School Districts and Mentors to help keep our children safe and free from gang initiation that promotes a lifestyle of criminal entrepreneurship and juvenile delinquency. [**DHRC 2013**, Resolution **Titled;** Cessation of Illegal Gang Formation in Dover, Delaware]
- **Consider Establishing a New System** for updating and sustaining youth and adolescent violence prevention plans involving community input.

9). Go to School Go to College----------82 {3}



- Consider expanding out-of-school time opportunities for older youth.
- Strengthen parenting and summer job programs for youths in transition from foster care and high school to go to college.
- Develop an Afterschool Program with High Quality Standards

2). Alcohol & Drug Prevention----------81 {4}



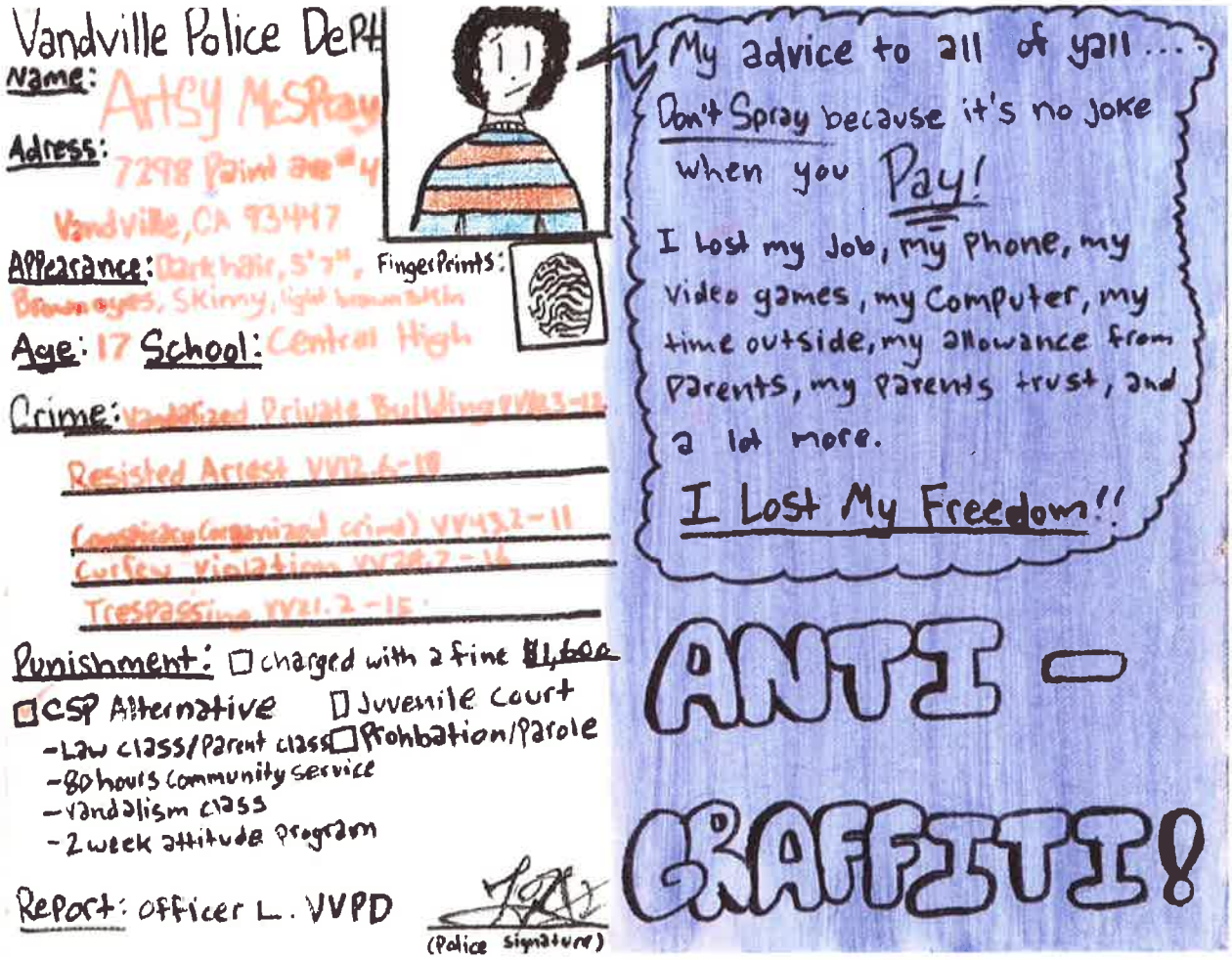
6). Teen Homelessness----------76 {5}



4). Gang Prevention----------73 {6}

Integrated Strategies'

- ✓ **A Partnership with Stakeholders and Legislators** can help eradicate youth gang crime and lifestyle, including graffiti, coercion of members, illegal trafficking in firearms, and drive-by shootings in the State of Delaware.



ACTIVITIES DESIRED BY SURVEY APPLICANTS

2). Summer Camp---------- 120 {1}

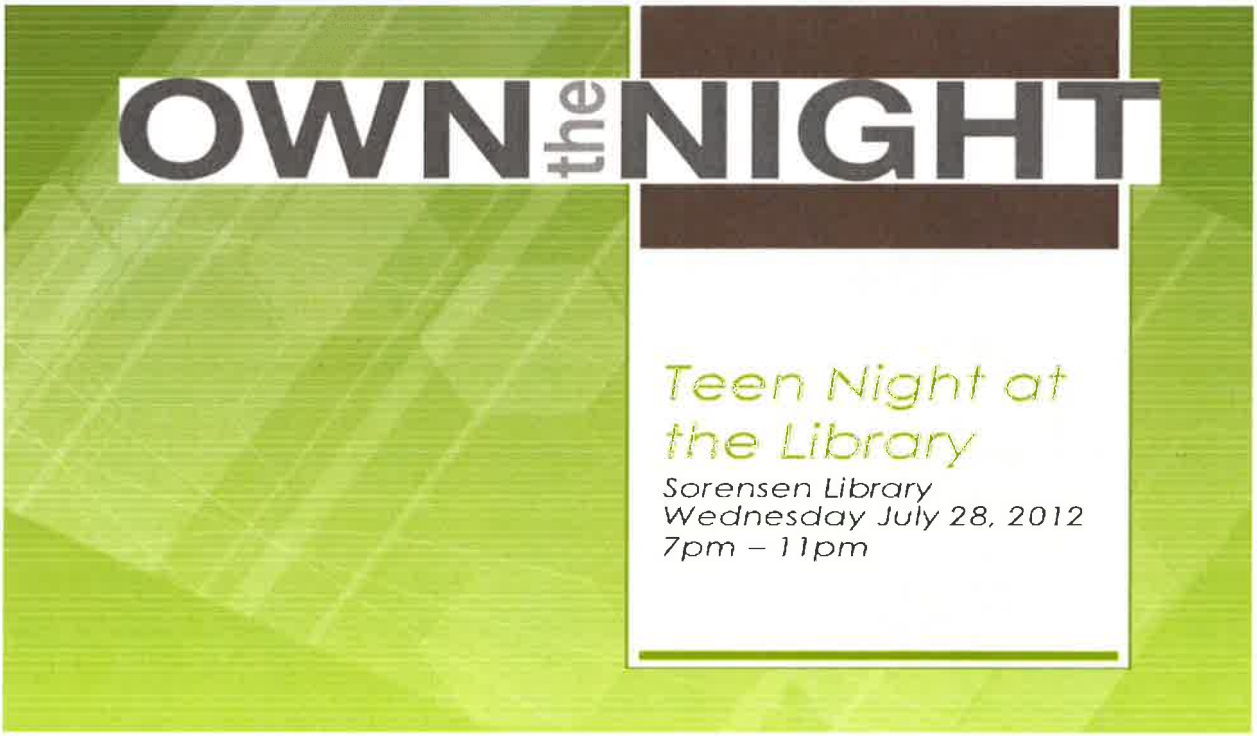


- Nature Trail and Fellowship [Possibly the future Dover City Council]



- Children Mesmerized by Climate Bees and Insects etc….

1). Teen Night----------115 {2}



Possibly Partner with City of Dover's Library?



3). Day Trips----------106 {3}





9). Fitness/ Zumba----------92 {4}



- Possible Partnership between the City of Dover and YMCA\Others etc…



11). Gymnasium----------87 {5}



- Promotes Teamwork and Diversity in Achieving a Common Goal

12). Learn To Swim----------86 {6}



- For their protection, preschool-aged children and older should be dressed in modest, swim-appropriate clothing. This includes no underwear visible for boys, and some type of top that is not see-through for girls.
- All ages should be eligible to learn how to swim

13). Martial Arts----------82 {7}



- Martial Arts Promotes Self-Control, Respect and Self-Defense Systems



- Possibly Partner with Local Martial Arts Schools in the Dover

The **Social Action Commission's Task Force of Mt. Zion A.M.E. Church Located at 101 North Queen St. Dover, Delaware 19904** has administered a *Community Petition-Survey Assessment* in the **3rd** and **4th Council District Areas** such as **Manchester Square, Baytree Apartments, Mapleton Square, Town Point Apartments, Capital Green, New Street, Simon Circle, Lincoln St. Calvary Baptist Church and Mt. Zion A.M.E. Church** as of **January 17, 2014.**

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The **Purpose of this Research** is to articulate the needs of the **East-Side of Dover, Delaware** in an effort to provide their community with an opportunity to be included and heard in the **City's Action Plan Process** for Dover Park and Recreational Facility, also known as White oak Park.

The **Results of the Survey's Total Votes Cast** aims to help resolve the dilemma between the **Mayor** and **City Council, In addition, to monitor the spiritual and social impact of the City's Process of Action for Implementing Programs and Activities on the East-Side of Dover, Delaware.**

In Fact, 50% of the **Mayor's eight** (8) **key points of interest** regarding the ***City of Dover's Comprehensive Plan of Action*** for Dover Park is addressed and identified for the Mayor's Consideration.

PETITION SURVEY QUESTIONS & ANSWERES

****

- **The Results of the Survey's-Casts Votes**
- **1 - 300 are as follows:**

1. Do you agree that the City of Dover Park and Recreational Facility should be demolished?

[YES or NO?] **Yes=54** (or) **No=246**

2. Should the City of Dover replace the current recreational facility with a new modern facility?

[Yes or NO?] **Yes=234** (or) **No=66**

3. Do you know which Council Person represents your district in the City Voting Process?

[YES or NO?] **Yes=132** (or) **No=168**

PROGRAMS DESIRED:	**VOTES**	**PRIORITY**
1). Family Counseling----------	**69**	{8}
2). Alcohol & Drug Prevention----------	81	{4}
3). Job Seeking Tips----------	**103**	{1}
4). Gang Prevention----------	73	{6}
5). Restorative Support----------	**37**	{10}
6). Teen Homelessness----------	76	{5}
7). Domestic Violence----------	**70**	{7}
8). Mentors For At-Risk Youth----------	86	{2}
9). Go to School Go to College----------	**82**	{3}
10).Race Relations Study Circle----------	37	{10}
11).Pregnant Teen Awareness----------	**62**	{9}

Note:

1. Number **(5).** Restorative Support and number **10**). Race Relations Study Circle had the same priority rating = **10**

2. Survey-Votes Cast for All Programs Listed was assessed @ = **134** out of **300**

ACTIVITIES:	VOTES	PRIORITY
1). Teen Night	**115**	{2}
2). Summer Camp	120	{1}
3). Day Trips	**106**	{3}
4). Vocal Instructions	51	{10}
5). Dance Classes	**69**	{8}
6). Visual Arts	48	{11}
7). Multimedia Classes	**46**	{12}
8). Theatre	64	{9}
9). Fitness/ Zumba	**92**	{4}
10). Kayaking	8	{14}
11). Gymnasium	**87**	{5}
12). Learn To Swim	86	{6}
13). Martial Arts	**82**	{7}
14). Racquetball	20	{13}

Note:

- Survey-Votes Cast for All Activities Listed was assessed @ = **111** out of **300**

OTHER PROGRAMS LISTED BY SURVEY'S APPLICANTS

1. Mental Health
2. Marriage Counseling
3. Computer Programs
4. Helping Addict Teens to Clean-Up
5. Tutoring
6. Educational, Financial, Cultural, Budgeting, Marketing and Credit Investment Programs
7. Community Center for School Age Youth
8. Educational Opportunities for Young Children
9. Parenting Skills and Wide Topics throughout the Year
10. Free Meeting Facility
11. Police Gang Prevention
12. Understanding Our Political Process
13. Career and Goal Planning

OTHER ACTIVITIES LISTED BY SURVEY'S APPLICANTS

1. Introductory vocational training (masonry, carpentry, cooking, or electrical)
2. Youth Sports Team for Boys and Girls
3. Volleyball
4. Yoga
5. Pool Table
6. Boxing
7. Rehabilitate Tennis Courts
8. Racial and Cultural Activities
9. Horseback Ridding
10. A Place to live for Homeless Children
11. Mini-Gulf Course
12. Building Skills
13. Nutrition and Food Preparation
14. Teaching Team Building Skills
15. Food Aid
16. Room Rental At Fair-Cost For Social and Birthday Events
17. Go Back To Recess
18. Teen Night with Strict Safety Guidelines Well Planned and Implemented

All Survey Materials from the Tallying Process to the Actual Copies of the Original Petition-Surveys will be submitted to the Dover Human Relations Commission's Assessment Chair Dr. Phyllis Edamatsu, Parks Recreation and Enhancement Committee, City Council and the Mayor of Dover [**Mr. Carlton Cary**]

- By **January 31, 2014**.
- ✓ For **Additional Information** Please Contact **Mt. Zion A.M.E. Church** Located at 101 North Queen St. Dover, Delaware 19904[**4th Council District**]

Attention to: Roy Sudler,Jr. Social Action Commission Chairman **(302) 736.9880** and or;

Pastor Ellis B. Louden – Mt. Zion A.M.E. Church **(302) 678.9478**

MT. ZION A.M.E. CHURCH'S SOCIAL ACTION COMMISSION'S COMMUNITY SURVEY OF DOVER'S RECREATIONAL PARK PROGRAMS AND FACILITY ASSESSMENT

Name:_____ **Date:**_____.

Address_____ **District**_____.

****

1). **Do you agree that the Dover Park and Recreational Facility should be demolished?**

Yes or No

2). **Should the City of Dover replace the current recreational facility with a new modern facility?**

Yes or No

3). **Do you know which council person represents your district in the City Voting Process?**

Yes or No

4). **Circle the *programs and activities* that you are interested in being implemented at Dover's Recreational Park and Facility?** [More than one can be selected]

PROGRAMS

1). Family Counseling; 2). Alcohol and Drug Prevention 3). Job Seeking Tips

4). Gang Prevention 5). Restorative Support 6). Teen Homelessness

7). Domestic Violence 8). Mentors for At-Risk Youth 9). Go to School Go to College

10). Race Relations Study Circles 11). Pregnant Teen Awareness

Other_____.

ACTIVITIES:

1). Teen Nights 2). Summer Camp 3). Day Trips 4). Vocal Instruction

5). Dance Classes, 6). Visual Art 7). Multimedia Classes 5).Theatre

6). Fitness\ Zumba 7). Kayaking 8). Gymnasium 9). Learn to Swim

10). Martial Arts 11). Racquet Ball

Other_____.

Survey Administered By: _____**Date:**_____.

FOLLOW UP

Carey to council: time to get moving on east side recreation program

By Jeff Brown
jeff.brown@doverpost.com
@DoPoJeff

City of Dover Mayor Carleton E. Carey Sr. has told members of a City Council committee he wants to see a plan to deal with the lack of recreational activities for residents on the east side of town.

In a memorandum released to the *Dover Post* on Thursday, Carey said he feels "there should be a plan to proceed, including a timeline, to determine the future of the Dover Park off White Oak Road."

The memo, dated Dec. 19, to the Parks, Recreation and Community Enhancement Committee is the latest missive in an ongoing effort that began in July, when the committee recommended demolishing the now vacant recreation building in the park. Members of the public soon protested, with the general consensus being the city needed to provide some sort of recreational activity in the area. However, in a split vote, council sealed a demolition decision Nov. 25, only to have Carey veto it the next day. The council has not taken action to override Carey's veto.

City staff members have estimated it would cost upwards of $110,000 to renovate the existing building, which has been deteriorating ever since the city's recreation offices moved out in August 2012. In contrast, estimated costs to tear down the building have been pegged at approximately $30,000.

But there have been no plans put forward on what to do if the building is kept, or any alternatives in the event it is demolished, Carey said.

Carey's chief concern is giving area residents – particularly children – a safe and fun place to exercise, play and spend their leisure time, he said.

"The people over there are very concerned about this," Carey said. "They're concerned about having proper recreation, about having a place to go and about having good programs available.

"We have to make sure those children have something to do on weekends, after school and on summer vacation instead of being on the streets without having anything constructive to do."

Carey wrote the memo because fate of the empty building is essentially in

SEE CAREY, PAGE 10A



Dover Mayor Carleton E. Carey Sr. FILE PHOTO

CAREY

FROM PAGE 8A

limbo; with no decision on whether to keep the building or demolish it, no one can do anything.

His letter is meant to get something going, he said.

"It's not a directive," Carey said. "It's a plan to move forward, that's how I look at it."

Carey laid out eight points in the memo, including: 1) surveying area residents to find out what they want; 2) determining if the current building meets those needs; 3) if not, figuring out what type of building is needed; 4) deciding what activities could take place in the building; 5) finding a source of funding for repairing the old building or constructing a new one; 6) determining who would operate any recreational facility; and 7) setting goals to accomplish the project.

The eighth point would be to demolish the recreation center if there was a consensus to move forward but not to use the building.

Carey said he feels there is enough community support to bring an east side recreation center to fruition, adding he's spoken with neighborhood and church leaders about the idea.

"This is going to take neighborhoods working together," said one of those community organizers, Bishop Marion Lott.

"We do know we want a facility to accommodate the needs of the youth in that community," Lott said, adding the community may look to the Capital School District, Delaware State University and the Greater Dover Boys & Girls Club to recommend different types of recreational programming.

"I believe those individuals would be interested in mentoring people in the community with some projects they are doing," Lott said.

One of the more provocative ideas might be to set up recreational activities in existing vacant buildings near, but not in Dover Park. That would help alleviate the problem of constructing a new building, although funding still would be required for renovations and upgrades.

"The key thing is having a facility where we would be able to conduct programs that actually would get the attention of young people on the east side of Dover, programs that would work for them," Lott said. "You can have a really nice facility, but if you don't have something that gets their attention, you won't have any participation."

With the city facing a budget deficit over the next five years, finding a way to pay for any recreational programs may be the biggest challenge, Carey said.

"Can the city afford it? If you look at it dollars-and-cents-wise, no," he said. "But where there is a will, there is a way.

"I'm hoping some group, some organization may come forward or some grant money will become available so we can fund it," he said. "Some of these people also may be willing to pitch in and help with programs and to provide people to run those programs."

The Parks, Recreation and Community Enhancement Committee is expected to take up the subject of a recreational needs assessment at its Monday, Jan. 13 session.

The meeting will be held at 3:30 p.m. in the City Council chambers, and is open to the public.

SCOTT

FROM PAGE 5A

I can clear my conscious mind is to write them down.

Q How would you describe your works?

A For me, poetry is like painting words on paper. I'm trying to retain my readers' interest. I don't want them to see my poetry just as words descending from line to line. I want my readers to take in the metamorphosis of my poetry as well. Each work I create reflects my personality. I feel that's the way it should be. Each book has a different form and there's a different reflection about how I feel about each book.

Q You've got five books on the shelves of libraries all over the world. What's next?

A My goal is to get 20 years at my state job, and then I will move forward. I've gotten a lot of feedback from college librarians, and I'm really thrilled about that. The librarians know me, and now I want the public to know me.

For more local news, please visit www.doverpost.com

CITIZENS COALITION AND TASK FORCE ON RACIAL AND ETHNIC FAIRNESS CONSIDERATIONS SPECIFICALLY REGARDING THE DISENFRANCHIZED BLACK AND MINORITY AT RISK COMMUNITIES IN PARTICULAR TO THE STATE, COUNTIES, AND CITIES PUBLIC OFFICIAL OBLIGATIONS TO THESE STATED COMMUNITIES IN THE STATE OF DELAWARE BETWEEN 2008 AND 2014

Purpose Scope and Intent

PURPOSE. To attack organized institutional racism. By documenting the events noted, and to expose documented examples of fraud and corruption within the State Counties and Cities that are clearly not in the collective public interest as relating to the impact on the at risk minorities.

SCOPE. To promote public disclosure from government officials who are public servants. To establish through thorough and complete investigation a valid data base of material facts and noted events and armed there with the ability to expose the perpetrators elected officials to the scrutiny of the citizens who elected them.

INTENT. To confront institutional racism as a recognized form of dysfunctional government. To force a public dialogue between the officials and the public designed to promote disclosure of corrupt and racist public official actors at every level of State government.

SOLUTION. To force public disclosure of fraud and corruption State wide via analysis of circumstances and events in a objectively reasonable intent to find assure and to know through open public input that all citizens are beneficiaries of equal and fair treatment. To initiate public discussion dialogue and debate which is not only welcome but is encouraged from the public.

7 Key words motivating the PURPOSE SCOPE INTENT and SOLUTION statement above.

1. SOCIAL-impact on society and on the various communities interaction with each other
2. HISTORICAL-impact on current past and future events
3. RELIGIOUS-impact on culture and morality and integrity
4. LEGAL-impact on the application of the law and the laws within the State
5. EMOTIONAL-impact on public identity and social perceptions
6. EDUCATIONAL-impact on the public knowledge and learning of valid information
7. ENVIRONMENTAL-impact on public concerns and access to all accommodations

EShed Alston

Notary

CAROL M. GONDECK
NOTARY PUBLIC, STATE OF DELAWARE
My Commission Expires Term of Employment

I swear these facts are true so help me **GOD.** Came before me EShed Alston 2014

Violation of Dangerous Building Ordinance 27 N New Street

Planning & Inspections Department

Dover, Delaware

January 27, 2014

EXHIBIT #3
Regular Council Meeting of 01-27-2014

27 N New St
Case History

- 18 code enforcement cases since 2004
  - Exterior code violations
  - Interior code violations
- The utilities were terminated on December 5, 2013
- Condemned by City Staff on November 6, 2013 due to the excessive water damage throughout the home caused from roof leaks and broken water pipes.
- Source of neighbor complaints
- Outstanding Charges
  - Unpaid city taxes


27
01/23/2014 11:58


27
01/23/2014 11:59


01/23/2014 11:59


KTI
27
NO TRESPASSING
01/23/2014 11:59


11/21/2013 10:03


11/21/2013 10:03


FRONT DOOR FRAME


LIVING ROOM




11/21/2013 10:00


11/21/2013 10:01


11/21/2013 10:00


KITCHEN
11/21/2013 09:57


11/21/2013 09:57


DOUBL
GUL


SIDE ROOM
11/21/2013 09:58


11/21/2013 09:58


11/21/2013 09:59




Whirlpool








11/21/2013 09:59


SECOND FLOOR BATHROOM




REAR BEDROOM SECOND FLOOR



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

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

Recommended Council Action

- Declare this property dangerous.
- Order the property repaired or demolished by **February 27, 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
Finance Department
PO Box 475
Dover DE 19903-0475
Phone: (302-736-7018
FAX: (302) 760-4930
E-Mail: dmitchell @dover.de.us

MEMORANDUM

To: Legislative, Finance & Administrative Committee

From: Donna Mitchell, Controller/Treasurer

Copy: City Council Members, Mayor Carey, Scott Koenig, and Traci McDowell

Date: December 30, 2013

Subject: Grant-In-Aid Policy & Procedures

In response to recent discussions regarding City contributions and grants to other entities, attached for your consideration is a Grant-In-Aid Policy & Procedures. The draft policy and procedures were developed using the State of Delaware's current policy and procedures.

The following documents are attached for your review, discussion and acceptance.

1. Current Information from the General Assembly's web site regarding Grant-In-Aid and its purpose.
2. FY20xx Grant-In-Aid Application Instructions
3. Grant-In-Aid Application Form Packet
4. Community Leader and Organization Recognition Policy (current policy)
5. Grant-In-Aid Instructions – Power Point Presentation

Please note, City Council can deviate from City policies and procedures unless they are legally adopted by ordinance, required by City Charter, or required by State or Federal legislation. This item is scheduled for discussion during the Legislative, Finance, & Administration Committee Meeting of January 13, 2014. Please feel free to contact me if you have any questions at 302-736-7018. Thank you.

STATE OF DELAWARE
GRANTS-IN-AID INFORMATION

Grant in Aid is an appropriation made by the General Assembly to support the activities of non-profit organizations which provide services to the citizens of Delaware. The purpose of Grant in Aid is to provide supplemental funding to service agencies and should not be construed as a sole source of funding.

To qualify for Grant in Aid, an agency must have a 501-C3 tax exempt status from the Internal Revenue Service and have been incorporated in the State of Delaware for at least two years prior to the beginning of the fiscal year for which they are applying. Agencies are to submit the original application and a copy as well as their most recent audit. **Applications are mailed on July 1 or the first business day of July and due in the Office of the Controller General by the close of business on November 1 or the first business day of November.**

Each category is assigned a team of legislators from the Joint Finance Committees. The teams review the applications assigned to that group and make funding recommendations to the full Committee. Decisions regarding Grant in Aid are made by the Joint Finance Committee in late June. Historically, the Grants-in-Aid bill is the final appropriations bill enacted by the legislature on June 30th.

Grant in Aid categories:

Each category is assigned a team of legislators from the Joint Finance Committee. The teams review the applications assigned to that group and make funding recommendations to the full Committee.

Historically, decisions regarding Grant in Aid have been made after the operating and capital budgets have been finalized. The categories are:

- Aging
- Health, Handicapped and labor
- Arts, Cultural and Tourism
- Neighborhood and Community Services
- Alcohol and Drug Abuse
- Family and Youth Services
- Veterans
- Fire Companies
- Senior Centers

Notification of Joint Finance Meetings to discuss Grant in Aid are posted on the internet and provided to the media. Meetings are open to the public. Please check the Joint Finance Committee Public Hearing page to view the schedule.

Workshop Information

The Office of the Controller General conducts a workshop in September for participants to assist them in completing the application.

CITY OF DOVER

FY 2015 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 302-736-7015.

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.**

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.

   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

DRAFT

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

GUIDELINES FOR FY 2015 GRANTS-IN-AID

A. No funds will be appropriated for Child Day Care.

B. No funds will be appropriated for the purpose of 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			

CITY OF DOVER

COMMUNITY LEADER AND ORGANIZATION RECOGNITION POLICY

I. PURPOSE

The purpose of this policy is to provide guidance on recognition provided to outside agencies and organizations. As a general rule, the City of Dover will not normally give gifts or awards. However, there are occasions when recognition in the form of a gift and/or award is in the best interest of the local community. On these occasions, the City Council, Mayor, or their designee may recognize by gift or award; individuals, organizations, or entities who/which provide a written request and meet the following criteria:

A) Charitable organizations or entities which provide or have provided donations of goods or services to the government of the City and/or for the benefit of all of the citizens of the City; or non-profit fundraising events sponsored by organizations or entities which provide or have provided donations of goods or services to the government of the City and/or for the benefit of all of the citizens of the City;

B) Special guests of the City, including representatives from other government entities, visitors from other countries, retiring local business and community leaders, and departing local business and community leaders who have made a significant contribution to the City.

C) Retiring members of the armed forces stationed at Dover Air Force Base and departing senior officers or senior enlisted members of the armed forces, or other service members at Dover Air Force Base who have made a significant contribution to the City.

D) Elected City officials and appointees leaving City service. (No written request required)

E) Any other individual, organization, or entity specifically approved by City Council or the Mayor.

II. PERMITTED GIFTS/AWARDS & RESTRICTIONS

A) Gifts and awards consist of plaques, Dover cups, coins, golf shirts, and certificates or any other item approved by City Council and the Mayor.

B) No cash donations are permitted. Cash payments to any organization for the City's use of their facilities are considered a business expense, not a recognition gift or award and therefore this policy does not apply to these payments.

C) Unless otherwise approved by City Council and the Mayor, the aggregate value of any awards or gifts presented to any one individual, organization, or entity during any calendar year shall not exceed one-hundred dollars ($100.00).

D) The value of any gift or award should be reasonable, proportional to the contribution made, and in accordance with other City policies and directives.

E) No personal benefit should be provided to the grantor of the gift by the grantee.

F) This policy shall not restrict "get well" and sympathy expressions.

III. REPORTING REQUIRMENT

Gifts and/or awards given will be included in the monthly report issued by the Finance Department for public review.

IV. CHARTER AND CODE OF CONDUCT

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.**"

V. POLICY ADHERENCE

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.

VI. REVIEW & REVISION

The City of Dover Community Leader and Organization Recognition Policy will be reviewed every three years by the Mayor and City Council.

DISTRIBUTION

1. Mayor, Council, City Manager
2. Department Heads
3. Finance Staff
3. Finance Policy Manual

ADOPTED: FEBRUARY 2, 2004

City of Dover
FY 20xx
Grant In Aid Instructions

Prepared by: Finance Department

Donna Mitchell, Controller/Treasurer

Application

- The application and instructions are available at the following website: http://
- If you need assistance downloading the application from the internet please contact the Finance Department at 302-736-7018.

Grant In Aid Cover Page

- Official Name of Organization
- Date of Incorporation
- 9 Digit Federal Employer ID Number
- Contact Representative
- Daytime Phone Number
- E-mail address
- First time applicant?
- Did you receive GIA in FY14?
- If yes, does this application include a request to fund a new program?
- Have you received GIA from other government agencies?
- If yes, amount received from other agencies?

Form 1 – Management Organization

- Official Name of Organization
- Address (where your check will be mailed) and phone number
- Physical location of service
- Contact representative
  - Name
  - Address
  - Daytime phone number
- Agency Name
- Names of Officers & Board of Directors and their daytime phone number

Form 2 – Agency Background

- Agency Mission Statement
- Agency Location(s)
  - Locations where services are actually provided, days and hours of operation for site visits.

Form 3 – Revenue

- Revenue sources for previous, current, and proposed year
- Include revenue from:
  - Federal Government
  - State Government
  - City Government
  - Other (List sources)
  - Investments
  - Sales
  - Dues
  - Contributions or Donations
  - Miscellaneous

Form 4 – Disbursements

- Expenses
  - Salaries, employee benefits, payroll taxes, etc.
- Non-expense disbursements
  - This is an expense that is not considered an operational expense.
  - For example – A principal payment on an asset (equipment, vehicle, mortgage, etc.)

Form 5 – Federal & State Grants

- If you have received other Federal or State Grants please fill out this page.
- Include the Name of Project, Year, and Funding Amount

- If you have not received these grants please go to Form 6.

Form 6 – Summary

- Summary information for previous, current, and proposed years:
  - Total Revenue (Form 3)
  - Total Disbursements (Form 4)
  - Operating Surplus/Deficit (calculated)
  - Carryover (balance from prior year)
  - Net Surplus/Deficit (calculated)
  - Grant In Aid Request
- At the bottom of the form name each program within your agency that will receive Grant In Aid Funds and the amount of your request that will go to each program.
- Note: Line 6 of the proposed year and Line 7 should be equal.

Form 7 – Program Information

- Program name and target population
- Program description
- Similar services provided by other agencies
- Describe program objectives and how outcomes are measured
- Describe the progress that has been made in the last year to achieve the program's objectives
- Lines 6 – 12 show the number of people served, service measures, amount of service, program revenue, program disbursements, surplus or deficits for the previous, current, and proposed years.
- Line 12 is the amount of funding requested for that specific program for FY2015.

Form 7 – Program Information (continued)

- Important Notes:
  - Line 12 should equal Lines 6 and 7 on Form 6
  - Use a new “Form 7” for each program
  - If more than one program is being funded through Grant In Aid the total of all Form 7’s should equal Line 6 and 7 on Form 6

Form 8 – Positions and Salaries

- Positions and Salary information for the prior, current, and proposed year:
  - Position Title
  - Number of positions
  - Salary ranges

Form 9 – Signature Page

- This form must be signed by the President or Chairman of the Board of Directors and the Executive Director

Form 10 – Audit Information

- A copy of our most recent audit prepared by an independent certified public accountant or public accountant must accompany your application.
- You may use sample forms A, B, or C if an audit is not available.

- Applications are due by _____
- THERE WILL BE NO EXTENSIONS!
- If you have questions contact
  - Donna Mitchell, Controller/Treasurer
  - Finance Department
  - 302-736-7018 or email dmitchell@dover.de.us

CITY OF DOVER ORDINANCE # 2013-18
2013-2014 BUDGET ORDINANCES - FIRST 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 Million, Five Hundred Forty Three Thousand, Three Hundred dollars ($40,543,300) or so much thereof as may be necessary are hereby appropriated from current revenues and ther 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	666,000
INVESTMENT INCOME	75,000	75,000
LIBRARY REVENUES	66,600	66,600
KENT COUNTY BOOK REIMBURSEMENT	400,000	400,000
BUSINESS LICENSES	1,460,000	1,460,000
PERMITS AND OTHER LICENSES	1,167,500	1,167,500
MISCELLANEOUS CHARGES	63,300	63,300
POLICE EXTRA DUTY	650,000	650,000
PROPERTY TAXES	11,120,000	11,120,000
BID REVENUE	49,500	49,500
RECREATION REVENUE	133,000	133,000
FRANCHISE FEE	606,200	606,200
TRASH FEES	2,676,500	2,676,500
RENT REVENUE - GARRISON FARM	118,500	118,500
COURT OF CHANCERY FEES	863,200	863,200
REVENUES SUBTOTAL	20,115,300	20,115,300
INTERFUND SERVICE RECEIPTS		
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	1,134,900	1,134,900
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,319,400	3,319,400
INTERFUND SERVICE RECEIPTS SUBTOTAL	4,454,300	4,454,300
GRANTS		
POLICE RELATED	110,000	151,800
POLICE PENSION GRANT	500,000	500,000
GREEN ENERGY GRANT	98,500	98,500
MISCELLANEOUS GRANTS	25,000	25,000
GRANTS SUBTOTAL	733,500	775,300
TRANSFERS FROM		
TRANSFER TAX	1,315,500	1,315,500
MUNICIPAL STREET AID	527,400	531,100
CIVIL TRAFFIC PENALTIES	600,000	600,000
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	10,978,600
TOTAL REVENUES	36,278,000	36,323,500
TOTALS	**$ 39,733,200**	**$ 40,543,300**

2013-2014 BUDGET ORDINANCES - CONTINUED

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE FOR 2013-2014

DEPARTMENT EXPENSES	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
CITY CLERK	$ 334,400	$ 334,400
COUNCIL	107,800	107,800
TAX ASSESSOR	198,300	198,300
FIRE	692,100	692,100
GROUNDS MAINTENANCE	948,500	948,500
LIBRARY	1,330,400	1,330,400
RECREATION	708,200	708,200
LIFE SAFETY	468,200	468,200
CODE INFORCEMENT	377,100	377,100
PLANNING	444,800	444,800
INSPECTIONS	540,300	540,300
ECONOMIC DEVELOPMENT	215,200	215,200
POLICE	13,571,800	13,571,800
POLICE EXTRA DUTY	760,000	801,800
STREETS	603,700	603,700
SANITATION	2,153,800	2,153,800
CITY MANAGER	457,300	457,300
INFORMATION TECHNOLOGY	660,500	660,500
FINANCE	906,500	906,500
PUBLIC SERVICES - ADMINISTRATION	425,800	425,800
FACILITIES MANAGEMENT	632,600	632,600
CENTRAL SERVICES	517,600	517,600
FLEET MAINTENANCE	720,700	720,700
CUSTOMER SERVICES	1,109,400	1,109,400
HUMAN RESOURCES	334,300	334,300
MAYOR	83,300	83,300
DEPARTMENT SUBTOTALS	29,302,600	29,344,400
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	400,000
PENSION UNFUNDED LIABILITY	1,159,100	1,923,700
POLICE PENSION FUND - STATE GRANT	500,000	500,000
POLICE PENSION FUND - UNFUNDED LIABILITY	307,400	307,400
UNCOLLECTIBLES - TRASH AND OTHER	10,000	10,000
STREET LIGHTS	836,000	836,000
OTHER EXPENSE SUBTOTAL	6,252,600	7,017,200
TRANSFERS		
TRANSFER TO CAPITAL FUND - PROJECTS	1,278,300	1,278,300
TRANSFERS SUBTOTAL	1,278,300	1,278,300
TOTAL EXPENDITURES	36,833,500	37,639,900
CURRENT YEAR BALANCE	2,899,700	2,903,400
TOTALS	**$ 39,733,200**	**$ 40,543,300**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

GENERAL FUND CONTINGENCY
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 Seven Hundred Forty Six Thousand, Five Hundred dollars ($746,500) 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, 2013 and ending June 30, 2014:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 732,100	$ 734,000
INTEREST EARNED	12,500	12,500
TOTALS	**$ 744,600**	**$ 746,500**

EXPENSE SUMMARY

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
TRANSFER TO OPERATING ACCOUNT	$ 21,000	$ 21,000
CARRY FORWARD TO NEXT YEAR	723,600	725,500
TOTALS	**$ 744,600**	**$ 746,500**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST 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, One Hundred Sixty Three Thousand, One Hundred dollars ($5,163,100) 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 2,2013 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	1,278,300
TRANSFER FROM MUNICIPAL STREET AID - CAPITAL	-	251,200
TRANSFER FROM PARKLAND RESERVE	95,000	80,000
SUBTOTAL PROJECT RECEIPTS	1,388,300	1,949,800
STATE GRANTS - LIBRARY	-	150,000
LIBRARY CAPITAL PLEDGES	-	5,000
SUBTOTAL LIBRARY PROJECT RECEIPTS	-	155,000
TOTAL REVENUES	1,388,300	2,104,800
TOTAL BEGINNING BALANCE AND REVENUES	**$ 1,554,800**	**$ 5,163,100**

EXPENSE SUMMARY

DEPARTMENT EXPENSES	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
FIRE	$ 238,500	$ 238,500
GROUNDS MAINTENANCE	50,100	50,100
LIBRARY	-	411,500
RECREATION	95,000	95,000
CODE ENFORCEMENT	30,000	30,000
POLICE	257,300	363,300
STREETS	251,500	1,459,600
STREETS - GARRISON FARM INFRASTRUCTURE	-	1,936,100
SANITATION	402,100	402,100
INFORMATION TECHNOLOGY	7,000	7,000
FACILITIES MANAGEMENT	17,800	17,800
PROCUREMENT & INVENTORY	55,000	55,000
DEPARTMENT SUBTOTAL	1,404,300	5,066,000
CURRENT YEAR BALANCE	150,500	97,100
TOTALS	**$ 1,554,800**	**$ 5,163,100**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

GENERAL CAPITAL ASSET RESERVE
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 Five Hundred Fifteen Thousand, Threes Hundred dollars ($515,300) 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

	REVISED 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 504,000	$ 507,300
RECEIPTS		
INTEREST EARNINGS	8,000	8,000
TOTAL RECEIPTS	8,000	8,000
TOTALS	**$ 512,000**	**$ 515,300**

EXPENSE SUMMARY

	REVISED 2013/14 BUDGET	REVISED 2013/14 BUDGET
CARRY FORWARD TO NEXT YEAR	$ 512,000	$ 515,300
TOTALS	**$ 512,000**	**$ 515,300**

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: January 27, 2014

PARKLAND/RECREATION RESERVE
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 Two Hundred Five Thousand, Four Hundred dollars ($205,400) 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, 2013 and ending June 30, 2014:

OPERATING REVENUES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
PRIOR YEAR BALANCE	$ 202,500	$ 202,900
INTEREST INCOME	2,500	2,500
TOTALS	**$ 205,000**	**$ 205,400**

OPERATING EXPENSES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
TRANSFER TO CAPITAL PROJECTS FUND	$ 95,000	$ 80,000
CURRENT YEAR BALANCE	110,000	125,400
TOTALS	**$ 205,000**	**$ 205,400**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST 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,Nine Hundred Fifty Four Thousand, dollars ($14,954,000) 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 - 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	4,730,700
WASTEWATER FEES	3,642,700	3,642,700
WASTEWATER ADJUSTMENT FEES	2,980,300	2,980,300
GROUNDWATER INFLOW ADJUSTMENT	1,324,600	1,324,600
WATER TANK SPACE LEASING	333,800	333,800
SEWER IMPACT FEES	323,000	323,000
WATER IMPACT FEES	357,000	357,000
INTEREST - WATER	9,100	9,100
INTEREST - WASTEWATER	14,000	14,000
MISCELLANEOUS SERVICE FEE	82,000	82,000
TOTAL REVENUES	13,797,200	13,797,200
TOTAL BEGINNING BALANCES AND REVENUES	**$ 15,122,200**	**$ 14,954,000**

2013-2014 BUDGET ORDINANCES - 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	$ 631,200
WATER CONSTRUCTION	351,400	351,400
WATER DEPARTMENT	433,900	433,900
WATER TREATMENT PLANT	1,501,800	1,501,800
WASTEWATER DEPARTMENT	945,100	945,100
DIRECT EXPENDITURE SUBTOTAL	3,896,600	3,863,400
OTHER EXPENSES		
DEBT SERVICE - WATER	403,800	403,800
DEBT SERVICE - WASTEWATER	615,700	615,700
RETIREES HEALTH CARE	200,000	200,000
OTHER EMPLOYMENT EXPENSES	25,000	25,000
PENSION UNFUNDED LIABILITY	339,400	339,400
KENT COUNTY TREATMENT CHARGE	3,524,800	3,524,800
INTRAFUND SERVICE FEES	1,233,400	1,233,400
OTHER EXPENSES SUBTOTAL	6,342,100	6,342,100
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	13,268,700
CURRENT YEAR BALANCES		
CURRENT YEAR BALANCE WATER	1,056,400	1,018,300
CURRENT YEAR BALANCE WASTEWATER	797,100	825,900
CURRENT YEAR BALANCE KCSA	-	(158,900)
CURRENT YEAR BALANCE SUBTOTALS	1,853,500	1,685,300
TOTAL CURRENT YEAR BALANCES AND EXPENSES	**$ 15,122,200**	**$ 14,954,000**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

WATER/WASTEWATER CONTINGENCY RESERVE
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 Two Hundred Ninety Seven Thousand, Four Hundred dollars ($297,400) 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, 2013 and ending June 30, 2014:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE - WATER	$ 103,800	$ 104,100
BEGINNING BALANCE - WASTEWATER	188,300	188,300
TOTAL BEGINNING BALANCES	292,100	292,400
RECEIPTS		
INTEREST EARNINGS	5,000	5,000
TOTAL RECEIPTS	5,000	5,000
TOTALS	**$ 297,100**	**$ 297,400**

EXPENSE SUMMARY

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
CURRENT YEAR BALANCE - WATER	$ 105,600	$ 106,600
CURRENT YEAR BALANCE - WASTEWATER	191,500	190,800
CURRENT YEAR BALANCE SUBTOTALS	297,100	297,400
TOTAL EXPENSES AND CURRENT YEAR BALANCES	**$ 297,100**	**$ 297,400**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST 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 Hundred dollars ($15,454,900) 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, 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	$ 7,499,700
WASTEWATER	1,251,000	5,252,400
WATER CONSTRUCTION	90,000	90,000
TOTAL EXPENSES	2,817,800	12,842,100
CURRENT YEAR BALANCE - WATER	1,655,700	1,552,800
CURRENT YEAR BALANCE - WASTEWATER	752,400	1,060,000
CURRENT YEAR BALANCE SUBTOTALS	2,408,100	2,612,800
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: January 27, 2014

WATER/WASTEWATER CAPITAL ASSET RESERVE
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 One Million, Twenty Six Thousand, Nine Hundred dollars ($1,026,900) 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, 2013 and ending June 30, 2014:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE - WATER	$ 504,400	$ 505,400
BEGINNING BALANCE - WASTEWATER	503,700	504,300
TOTAL BEGINNING BALANCES	1,008,100	1,009,700
RECEIPTS		
INTEREST EARNINGS - WATER	8,600	8,600
INTEREST EARNINGS - WASTEWATER	8,600	8,600
TOTAL RECEIPTS	17,200	17,200
TOTALS	**$ 1,025,300**	**$ 1,026,900**

EXPENSE SUMMARY

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
CURRENT YEAR BALANCE - WATER	$ 513,000	$ 514,000
CURRENT YEAR BALANCE - WASTEWATER	512,300	512,900
CURRENT YEAR BALANCE SUBTOTALS	1,025,300	1,026,900
TOTALS	**$ 1,025,300**	**$ 1,026,900**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST 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 Eighty Nine Million, Six Hundred Six Thousand, Five Hundred dollars ($89,606,500) 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, 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	76,286,700
UTILITY TAX	1,492,200	1,492,200
MISCELLANEOUS REVENUE	602,000	602,000
RENT REVENUE	251,000	251,000
GREEN ENERGY	135,800	135,800
INTEREST EARNINGS	119,400	119,400
TRANSFER FROM RATE STABILIZATION	4,000,000	4,000,000
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	98,500	98,500
TOTAL REVENUES	82,985,600	82,985,600
TOTALS	**$ 90,138,000**	**$ 89,606,500**

2013-2014 BUDGET ORDINANCES - CONTINUED

ELECTRIC REVENUE FUND - EXPENDITURES & BUDGET BALANCE FOR 2013-2014

EXPENSES	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
POWER SUPPLY	$ 23,832,000	$ 23,832,000
SOLAR ENERGY	1,565,800	1,565,800
SOLAR RENEWAL ENERGY CREDITS	300,000	300,000
POWER SUPPLY MANAGEMENT	996,000	996,000
PJM CHARGES - ENERGY	12,812,900	12,812,900
PJM CHARGES - TRANSMISSION & FEES	4,740,000	4,740,000
CAPACITY CHARGES	15,787,200	15,787,200
SUB-TOTAL POWER SUPPLY	60,033,900	60,033,900
PLANT OPERATIONS	6,015,800	6,015,800
PJM SPOT MARKET ENERGY	(230,500)	(230,500)
PJM CREDITS	(397,000)	(397,000)
CAPACITY CREDITS	(15,079,800)	(15,079,800)
GENERATION SUBTOTAL	(9,691,500)	(9,691,500)
POWER SUPPLY & GENERATION SUBTOTAL	50,342,400	50,342,400
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION	3,302,500	3,302,500
ELECTRICAL ENGINEERING	1,192,200	1,192,200
ADMINISTRATION	597,000	597,000
METER READING	220,300	220,300
SYSTEMS OPERATIONS	543,600	543,600
DIRECT EXPENDITURE SUBTOTALS	5,855,600	5,855,600
OTHER EXPENSES:		
UTILITY TAX	1,492,200	1,492,200
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	150,000
TRANSFER TO PENSION UNFUNDED LIABILITY	1,314,200	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	3,319,400
INTEREST ON DEPOSITS	27,000	27,000
DEBT SERVICE	3,301,900	3,301,900
OTHER EXPENSES SUBTOTAL	11,529,500	11,529,500
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	80,646,100
CURRENT YEAR BALANCE	8,961,900	8,960,400
TOTALS	**$ 90,138,000**	**$ 89,606,500**

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: January 27, 2014

ELECTRIC UTILITY CONTINGENCY RESERVE
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 Eight Hundred Twenty Six Thousand, Four Hundred dollars ($826,400) 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, 2013 and ending June 30, 2014:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 814,300	$ 814,200
RECEIPTS		
INTEREST EARNINGS	12,200	12,200
TOTAL RECEIPTS	12,200	12,200
TOTALS	**$ 826,500**	**$ 826,400**

EXPENSE SUMMARY

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
CURRENT YEAR BALANCE	$ 826,500	$ 826,400
TOTALS	**$ 826,500**	**$ 826,400**

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: January 27, 2014

ELECTRIC UTILITY INSURANCE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2013-2014

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, Nine Hundred dollars ($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, 2013 and ending June 30, 2014:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 728,000	$ 733,000
INTEREST EARNINGS	11,000	10,900
TOTALS	**$ 739,000**	**$ 743,900**

EXPENSE SUMMARY

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
CURRENT YEAR BALANCE	$ 739,000	$ 743,900
TOTALS	**$ 739,000**	**$ 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: January 27, 2014

ELECTRIC UTILITY RATE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Seventeen Million, Six Hundred Forty Two Thousand, Five Hundred dollars ($17,642,500) 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, 2013 and ending June 30, 2014:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 17,383,600	$ 17,382,100
INTEREST EARNINGS	260,400	260,400
TOTALS	**$ 17,644,000**	**$ 17,642,500**

EXPENSE SUMMARY

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
TRANSFER TO ELECTRIC FUND	$ 4,000,000	$ 4,000,000
CURRENT YEAR BALANCE	13,644,000	13,642,500
TOTALS	**$ 17,644,000**	**$ 17,642,500**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST 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, Three Hundred Sixty Four Thousand dollars ($9,364,000) 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:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 3,091,000	$ 3,980,200
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**	**$ 9,364,000**

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	2,627,500
TOTAL EXPENSES	5,623,600	5,902,100
CURRENT YEAR BALANCE	3,381,200	3,461,900
TOTALS	**$ 9,004,800**	**$ 9,364,000**

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: January 27, 2014

ELECTRIC UTILITY DEPRECIATION RESERVE
SOURCES AND USE OF FUNDS FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Ten Million, Three Thousand, One Hundred dollars ($10,003,100) 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:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 9,829,700	$ 9,855,700
INTEREST EARNINGS	147,400	147,400
TOTALS	**$ 9,977,100**	**$ 10,003,100**

EXPENSE SUMMARY

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
CURRENT YEAR BALANCE	9,977,100	10,003,100
TOTALS	**$ 9,977,100**	**$ 10,003,100**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

ELECTRIC UTILITY FUTURE CAPACITY RESERVE
SOURCES AND USE OF FUNDS FOR 2013-2014

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 Five Thousand, Eight Hundred dollars ($10,145,800) 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, 2013 and ending June 30, 2014:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 9,989,800	$ 10,004,200
INTEREST EARNINGS	141,600	141,600
TOTALS	**$ 10,131,400**	**$ 10,145,800**

EXPENSE SUMMARY

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
CURRENT YEAR BALANCE	$ 10,131,400	$ 10,145,800
TOTALS	**$ 10,131,400**	**$ 10,145,800**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

MUNICIPAL STREET AID 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 Seven Hundred Eighty Two Thousand, Four Hundred dollars ($782,400) 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, 2013 and ending June 30, 2014:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 100	$ 251,500
STATE GRANT - OPERATIONS	527,400	530,900
TOTALS	**$ 527,500**	**$ 782,400**

BUDGET SUMMARY

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
TRANSFER TO GENERAL FUND - OPERATIONS	$ 527,400	$ 531,100
TRANSFER TO GENERAL FUND - CAPITAL	-	251,200
CURRENT YEAR BALANCE	100	100
TOTALS	**$ 527,500**	**$ 782,400**

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: January 27, 2014

COMMUNITY TRANSPORTATION IMPROVEMENT 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 One Million, Five Hundred Nintey Seven Thousand, Three Hundred dollars ($1,597,300) 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:

OPERATING REVENUES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
PRIOR YEAR BALANCE	$ -	$ 209,200
GRANTS REVENUE - DELDOT	500,000	1,387,600
INTEREST INCOME	500	500
TOTAL REVENUES	500,500	1,388,100
TOTALS	**$ 500,500**	**$ 1,597,300**

OPERATING EXPENSES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
PROGRAM EXPENSES - DELDOT	$ 500,000	$ 1,457,900
TRANSFER TO GENERAL CAPITAL PROJECT FUND	-	60,500
TOTAL EXPENDITURES	500,000	1,518,400
CURRENT YEAR BALANCE	500	78,900
TOTALS	**$ 500,500**	**$ 1,597,300**

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: January 27, 2014

WORKERS COMPENSATION 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 One Million, Seven Hundred Sixty Nine Thousand, One Hundred dollars ($1,769,100) 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 2, 2013 and ending June 30, 2014:

OPERATING REVENUES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
PRIOR YEAR BALANCE	$ 1,200,600	$ 1,267,800
INTEREST INCOME	10,600	10,600
PREMIUM FROM CITY	490,700	490,700
TOTALS	**$ 1,701,900**	**$ 1,769,100**

OPERATING EXPENSES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
PROGRAM EXPENSES/SUPPLIES - CLAIMS	$ 450,000	$ 450,000
INSURANCE	76,500	76,500
BANK FEES	600	600
STATE OF DEL - SELF INSURANCE TAX	37,000	37,000
CONTRACTUAL SERVICES	57,000	57,000
TOTAL EXPENSES	621,100	621,100
CURRENT YEAR BALANCE	1,080,800	1,148,000
TOTALS	**$ 1,701,900**	**$ 1,769,100**

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: January 27, 2014

LIBRARY GRANT 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 Three Hundred Four Thousand, Four Hundred dollars ($304,400) 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, 2013 and ending June 30, 2014:

OPERATING REVENUES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ -	$ 27,800
STATE GRANT	270,100	274,100
FEDERAL GRANT		2,500
TOTALS	**$ 270,100**	**$ 304,400**

OPERATING EXPENSES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
PROGRAM EXPENSES/SUPPLIES	$ 28,000	$ 28,000
OFFICE SUPPLIES	24,000	24,000
PRINTING/DUPLICATING	8,900	8,900
POSTAGE	100	100
BOOKS	124,900	124,900
FURNITURE	2,000	2,000
AUDIO VISUAL SUPPLIES	74,000	74,000
TRAINING/CONF/FOOD/TRAV	3,500	3,500
OFFICE EQUIPMENT/REPAIRS & MAINT	2,000	2,000
COMPUTER HARDWARE	2,700	2,700
SUBTOTAL EXPENSES	270,100	270,100
CURRENT YEAR BALANCE	-	34,300
TOTALS	**$ 270,100**	**$ 304,400**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

POLICE GRANT FUNDS
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 Five Hundred Sixty Five Thousand, Seven Hundred dollars ($565,700) 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, 2013 and ending June 30, 2014:

OPERATING REVENUES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 100	$ 175,200
GRANTS RECEIVED	413,000	390,500
TOTALS	**$ 413,100**	**$ 565,700**

OPERATING EXPENSES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
PROGRAM EXPENSES/SUPPLIES	$ 191,000	$ 224,700
COMPUTER HARDWARE	60,000	60,000
TELEPHONE/FAX	15,000	15,000
TRAINING/CONF/FOOD/TRAV	36,000	36,000
CONSULTING/AUDIT FEES	1,000	1,000
TRANSFER TO GENERAL FUND	110,000	151,800
SUBTOTAL EXPENSES	413,000	488,500
CURRENT YEAR BALANCE	100	77,200
TOTALS	**$ 413,100**	**$ 565,700**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

CDBG 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 Two Hundred Forty Nine Thousand, Six Hundred dollars ($249,600) 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:

OPERATING REVENUES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE - CDBG	$ -	$ 2,000
BEGINNING BALANCE - NSP	-	2,800
GRANTS RECEIVED	223,600	244,800
TOTALS	**$ 223,600**	**$ 249,600**

OPERATING EXPENSES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
CURRENT YEAR CLOSING COST/DOWNPAYMENT PROG	$ 40,000	$ 40,000
CURRENT YEAR DOVER INTERFAITH MINISTRY	27,500	27,500
CURRENT YEAR MHDC EMERGENCY HOME REPAIR	40,000	40,000
CURRENT YEAR ELIZABETH W MURPHEY SCHOOL	32,700	39,700
CURRENT YEAR NCALL RESEARCH INC	6,000	8,900
CURRENT YEAR MILFORD HOUSING H/O REHAB	32,700	39,700
CURRENT YEAR SALARIES	44,700	49,000
SUBTOTAL EXPENSES	223,600	244,800
CURRENT YEAR BALANCE	-	4,800
TOTALS	**$ 223,600**	**$ 249,600**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

AFTER SCHOOL PROGRAM
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 One Hundred Ten Thousand Nine Hundred dollars ($110,900) 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, 2013 and ending June 30, 2014:

OPERATING REVENUES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
PRIOR YEAR BALANCE	$ -	$ 41,000
GRANTS RECEIVED	-	36,900
RECREATION REVENUE	-	33,000
TOTALS	**$ -**	**$ 110,900**

OPERATING EXPENSES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
PROGRAM EXPENSES	$ -	$ 36,900
TEMPORARY EMPLOYEES/BENEFITS	-	54,000
TOTAL EXPENSES	-	90,900
CURRENT YEAR BALANCE	-	20,000
TOTALS	**$ -**	**$ 110,900**

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: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

CJC GRANTS
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 Thirty Four Thousand dollars ($34,000) 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:

OPERATING REVENUES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
PRIOR YEAR BALANCE	$ -	$ -
GRANTS RECEIVED	-	34,000
TOTALS	**$ -**	**$ 34,000**

OPERATING EXPENSES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
PROGRAM EXPENSES	$ -	$ 34,000
TOTAL EXPENSES	-	34,000
CURRENT YEAR BALANCE	-	-
TOTALS	**$ -**	**$ 34,000**

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: January 27, 2014

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2014-02

A RESOLUTION VACATING AND ABANDONING A CERTAIN IMPROVED STREET SITUATED IN THE CITY OF DOVER.

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

Section 1. The Council of the City of Dover hereby vacates and abandons Budd Street, as specified below:

Adjacent to 5 East Reed Street (ED-05-077.05-04-35.00)
Being a portion of that certain piece or parcel of land situated in the City of Dover, Kent County, State of Delaware, being an improved public street running in a west to east direction, located to the north of East Reed Street, said portion of street beginning at a point identified as the northwest corner of Parcel No. ED-05-077.05-04-35.00; thence running with Parcel No. ED-05-077.05-04-35.00 North 86 degrees 32 minutes East 282.39 feet along the southerly line of the 10' wide street to the northeast corner of Parcel No. ED-05-077.05-04-35.00; thence running North 7 degrees 5 minutes West 5 feet crossing into said 10' wide street to a point in the center of the street, opposite the northeast corner of Parcel No. ED-05-077.05-04-35.00; thence running South 86 degrees 32 minutes West 282.39 feet parallel to the southerly line of the 10' wide street to a point; thence running South 7 degrees 5 minutes East 5 feet to the southerly side of the 10' wide street, being the point and place of beginning and containing 0.0324 acres (1,411.95 square feet) of land be the same more or less. The above described parcel of land shall be considered a public utility easement, reserving the rights of the City of Dover, their agents or assigns to free access for ingress and egress to these premises and every part thereof at all times for purpose of installing, maintaining and operating its existing public utilities.

Adjacent to 45 South State Street (ED-05-077.05-04-33.00)
Being a portion of that certain piece or parcel of land situated in the City of Dover, Kent County, State of Delaware, being an improved public street running in a west to east direction, located to the east of South State Street, said portion of street beginning at a point identified as the southwest corner of Parcel No. ED-05-077.05-04-33.00; thence running with Parcel No. ED-05-077.05-04-33.00 North 86 degrees 32 minutes East 173.5 feet along the northerly line of the 10' wide street to the southeast corner of Parcel No. 05-077.05-04-33.00; thence running South 7 degrees 5 minutes East 5 feet crossing into said 10' wide street to a point in the center of the street, opposite the southeast corner of Parcel No. 05-077.05-04-33.00; thence running South 86 degrees 32 minutes West 173.5 feet parallel to the northerly line of the 10' wide street to a point; thence running North 7 degrees 5 minutes West 5 feet, being the point and place of beginning and containing 0.0199 acres (867.5 square feet) of land be the same more or less. The above described parcel of land shall be considered a public utility easement, reserving the rights of the City of Dover, their agents or assigns to free access for ingress and egress to these premises and every part thereof at all times for purpose of installing, maintaining and operating its existing public utilities.

Draft

Adjacent to ED-05-077.05-04-36.00

Being a portion of that certain piece or parcel of land situated in the City of Dover, Kent County, State of Delaware, being an improved public street running in a west to east direction, located to the west of South American Avenue, said portion of street beginning at a point identified as the southwest corner of Parcel No. ED-05-077.05-04-36.00; thence running with Parcel No. ED-05-077.05-04-36.00 North 86 degrees 32 minutes East 108.89 feet along the northerly line of the 10' wide street to the southeast corner of Parcel No. 05-077.05-04-36.00; thence running South 7 degrees 5 minutes East 5 feet crossing into said 10' wide street to a point in the center of the street, opposite the southeast corner of Parcel No. ED-05-077.05-04-36.00; thence running South 86 degrees 32 minutes West 108.89 feet parallel to the northerly line of the 10' wide street to a point; thence running North 7 degrees 5 minutes West 5 feet, being the point and place of beginning and containing 0.0125 acres (544.45 square feet) of land be the same more or less. The above described parcel of land shall be considered a public utility easement, reserving the rights of the City of Dover, their agents or assigns to free access for ingress and egress to these premises and every part thereof at all times for purpose of installing, maintaining and operating its existing public utilities.

Section 2. Since no person has been deprived of property by the vacating and abandoning of the aforesaid street, no compensation is awarded.

Section 3. All costs of conveyance shall be borne by the property owner.

Section 4. This resolution shall be effective upon the filing of a revised plot plan of the aforesaid street.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2014\Draft\Resolution No. 2014-02 - Abandonment - Budd Street.wpd

CARLETON E. CAREY, SR.	DAVID L. BONAR
MAYOR	COUNCIL PRESIDENT

Actions History:

February 10, 2014 - Introduced at City Council

Draft

UTILITY COMMITTEE

The Utility Committee Meeting was held on January 27, 2014 at 5:31 p.m. with Chairwoman Williams presiding. Members present were Mr. Perza (arrived at 5:33 p.m.; departed at 5:36 p.m.; returned at 5:39 p.m.), Mr. Slavin, Mr. Blakeman, and Mr. Snaman. Members of Council present were Mr. Dixon (arrived at 5:40 p.m.) and Mr. Hutchison. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Blakeman moved for approval of the agenda as presented, seconded by Mr. Snaman and unanimously carried.

Explanation of PJM (*Pennsylvania, Jersey, Maryland Power Pool*) Reactive Service Charges - Robert Trinnear, The Energy Authority

Mr. Robert Trinnear, The Energy Authority, reviewed a Presentation - Reactive Service Charges Update, January 2013. In recent months, the TEA/NAES Reports provided to members have reflected actual charges for reactive services that were much higher than budgeted. Mr. Trinnear stated that reactive services are used to provide voltage control on the power grid, basically allowing power to get where it needs to go. Reactive service charges are billed to generators and load-serving entities, such as the City of Dover.

Mr. Trinnear stated that the allocation change in the market tariff went into effect December 1, 2012. PJM (Pennsylvania, Jersey, Maryland Power Pool) projected that the impact of this rule change would be small and the change was not modeled. He explained that reactive service charges were previously allocated across the whole PJM region but are now allocated directly to the Delmarva Power and Light (DPL) zone, which is the Delmarva Peninsula and includes the City of Dover. Mr. Trinnear indicated that the more targeted allocation has had a very large monetary impact on the City of Dover and entities like Dover. Referring to the Reactive Services Invoice Amount on Page 4 of the presentation, Mr. Trinnear stated that the chart illustrates the significance of the tariff change and its impact on the City. The average monthly reactive services charge in 2012 was $45,000; however, monthly charges were as high as $370,000 in 2013. In December 2013, the charge was approximately $204,000. Mr. Trinnear stated that many entities affected by the new tariff allocation, like the City of Dover, have been very vocal in asking for a change in the tariff due to its massive impact on cities and utilities.

Mr. Trinnear advised members that, in addition to the tariff change, during the previous week PJM had provided a presentation outlining a $25M to $30M error in the calculation of reactive service charges, equating to an approximate 12% error. Between August 2013 and December 2013 there was an error in the PJM allocation method for reactive service charges, which resulted in PJM paying generators who should not have been receiving money. As a result, load-serving entities like the City of Dover will receive an estimated 12% credit. He indicated that the City of Dover should anticipate the entire 12% credit on the January invoice; however, it is possible that the amount for August through October may be credited in January, and the amount for November and December may be credited in February. Since PJM has corrected the procedural error, the City of Dover should notice a reduction in reactive service charges in the future.

Mr. Trinnear informed members that there will also be transmission upgrades in the DPL zone in late spring 2014 which should help mitigate many of the reactive service charges. In addition, he noted that PJM was trying to ensure that more of these charges are allocated to a pricing mechanism so that entities are able to hedge this risk and these charges, rather than receiving a bill they cannot do anything about.

Responding to Mrs. Williams, Mr. Trinnear explained that PJM has a stakeholder process in which rules are considered by committees consisting of generators and load-serving entities. The tariff change was approved through the stakeholder process in an effort to create fairness across the whole PJM region.

In response to Mrs. Williams regarding the impact when the City sells electricity from its own generators to PJM during August and January for peaking power, Mr. Trinnear stated that the City does not receive a great deal of reactive service charges for these generators. He explained that the City of Dover was not the source of the problem; however, there are transmission and voltage issues within the DPL zone south of Dover that affect the City since it is part of the DPL zone. He indicated that the City's generators would not be able to greatly reduce these charges. Mr. Trinnear advised members that PJM was well aware of the high reactive service charges in the DPL zone and was investigating possibilities for mitigating this.

Responding to Mrs. Williams regarding future decisions pertaining to the reactive service charges, Mr. Trinnear stated his opinion that any solution would likely improve things on behalf of entities like the City of Dover, as these entities had been extremely vocal about this issue and were trying to effect change.

Mrs. Williams questioned whether the impact of the tariff change was known when the decision was made to implement it. Mr. Trinnear indicated that when he asked PJM this directly, they responded that it was not known; however, PJM could not simply repeal the measure when the impact was realized because all decisions are subject to the stakeholder process. He informed members that this matter was currently being considered again through the committee process.

In response to Mr. Slavin, Mr. Trinnear indicated that he did not know whether there was any opposition at the time the rule was made or if there was a minority position counter to what was passed. He expressed his opinion that, in hindsight, if this type of impact had been projected, the rules would not have gone into effect. He stated that this was not considered a major issue, so it was not modeled and the impact was not foreseen. Not much attention was paid to the change until its impact was felt.

Responding to Mr. Slavin, Mr. Trinnear stated that The Energy Authority (TEA) was working with PJM directly to voice the City of Dover's position that additional changes must be made to the allocation of the reactive service charges. He stated that, as the stakeholder process progresses, he would inform the City if he felt a resolution from City Council would be effective.

In response to Mrs. Williams, Mr. Trinnear indicated that a tariff revision was expected by mid-year.

Responding to Mrs. Williams, Mr. Scott Koenig, City Manager, stated that, with all of the heightened expenditures for the reactive service charges, the City had spent approximately $500,000 more than anticipated through the end of December. He felt that the overage should not reach $1M for the year, since there had been an adjustment.

In response to Mr. Blakeman, Mr. Trinnear stated that he was unsure what kind of improvements Delmarva Power & Light would be making; however, it was anticipated that the improvements would be complete by late spring and should mitigate reactive service charges quite substantially.

Responding to Mr. Blakeman, Mr. Trinnear concurred that putting Unit 3 on spinning reserve for reactive control would have little to no impact on the reactive service charges, since the problem does not lie with the City of Dover.

In response to Mr. Snaman, Mr. Trinnear reiterated that reactive service charges are allocated by zone and, although the City of Dover does not contribute to the problem, the City is part of the DPL zone and there are voltage issues within the zone. He expressed his opinion that it would be too complicated to allocate the charges by individual node or city, but he was unsure of the exact methodology.

Responding to Mr. Perza, Mr. Trinnear clarified that the credit would only cover the 12% error that occurred between August and December 2013, not the entire $500,000 since some of that overage amount was the result of the charges being higher than the previous year due to the allocation change.

In response to Mrs. Williams, Mr. Trinnear stated that, based on what the City paid from August to December 2013, he estimated that the 12% credit would equate to approximately $120,000; although it could be higher because the DPL zone had one of the highest rates for reactive service charges.

Permanent Easement and Temporary Workspace Agreements - Eastern Shore Natural Gas

Mr. Scott Koenig, City Manager, reviewed staff's request for the City to execute a permanent easement and temporary workspace agreements with Eastern Shore Natural Gas (ESNG), to allow ESNG to construct a 16" natural gas pipeline to service the Garrison Energy Center (GEC). He stated that this project was necessary to provide high pressure gas to the Calpine facility and the Garrison Tract. Staff had been working with ESNG and their engineers to identify the easement areas and complete the necessary documentation to allow ESNG to begin construction immediately.

Staff recommended authorizing the City Manager or his designated staff to execute the easement agreement and other necessary agreements with Eastern Shore Natural Gas (ESNG) to facilitate the construction of the proposed 16" natural gas pipeline across lands owned by the City of Dover, as depicted in the referenced agreements. Financial consideration for the easements shall be delegated to the City Manager and the City Manager will notify City Council of the results.

Mr. Koenig noted that the staff was still working on the financial consideration for the easements but estimated an approximate cost of $700 per acre.

In response to Mrs. Williams, Mr. Koenig stated that one (1) of the easements was approximately three-quarters of an acre and there was not a large amount of land in total.

Responding to Mr. Slavin, Mr. Koenig explained that this item would be considered by Council at the meeting being held later in the evening in order to allow ESNG to begin construction immediately. ESNG had originally anticipated starting construction in Cheswold and working south to the GEC; however, due to the scheduled Firefly Music Festival and NASCAR race at Dover Downs, ESNG decided to invert the construction time line to begin at the GEC.

In response to Mr. Perza, Mr. Koenig stated his opinion that it was not necessary for the Committee to specifically allocate an amount for the easement. The standard used for other easements at the GEC was $700.

Mr. Blakeman moved to recommend approval of staff's recommendation to authorize the City Manager or his designated staff to execute the easement agreement and other necessary agreements with Eastern Shore Natural Gas (ESNG) to facilitate the construction of the proposed 16" natural gas pipeline across lands owned by the City of Dover, as depicted in the referenced agreements, and to delegate financial consideration for the easements to the City Manager, with the City Manager to notify City Council of the results, seconded by Mr. Snaman.

Responding to Mayor Carey, Mr. Koenig stated that pictures were taken of the area to ensure restoration; however, video was not use. He assured members that the area would be documented prior to construction.

On a call for the question, the motion to recommend approval of staff's recommendation to authorize the City Manager or his designated staff to execute the easement agreement and other necessary agreements with Eastern Shore Natural Gas (ESNG) to facilitate the construction of the proposed 16" natural gas pipeline across lands owned by the City of Dover, as depicted in the referenced agreements, and to delegate financial consideration for the easements to the City Manager, with the City Manager to notify City Council of the results was unanimously carried with Mr. Slavin abstaining. *(City Clerk's Office Note: Due to time constraints, this item was placed on the Council agenda for the meeting being held later in the evening.)*

Easements and Rights-of-Way between City of Dover and Delmarva Power & Light Company

Mr. Scott Koenig, City Manager, reviewed staff's request to grant a series of easements and rights-of-way for the radial line from the Garrison Energy Center (GEC) to the Cartanza Substation. He noted a correction to the documentation provided in the Committee Action Form (CAF), dated January 22, 2014, related to this item. Although the CAF indicated that Document "A", Document "B", and Document "C" would grant easements and rights-of-way to Delmarva Power & Light Company (DP&L), he explained that Document "A" and Document "B" would grant easements to DP&L but that Document "C" was the original easement to the GEC which will subsequently be turned over to DP&L at some point in the future.

Staff recommended authorizing the City Manager to execute the final versions of all components of Document "A" and Document "B", which are easements to DP&L, as well as Document "C", the original easement to the GEC which will subsequently be turned over to DP&L at some point in the future after construction, for the granting of easements and rights-of-way to both DP&L and the GEC for the proposed construction, operation, and maintenance of power lines and structures associated with the transmission of electric power from the GEC to the Cartanza Substation; and authorizing the City Manager to amend the original lease between the City of Dover and the Garrison Energy Center, LLC to add the acres described within the documents (a total of 8.4301 acres) in accordance with the rents described in the lease.

Mr. Koenig advised members that instead of being paid for the easements, the City Manager would amend the master lease with the GEC to include the easement areas as part of leased land, so that the City would be financially compensated for it throughout the agreement period with GEC.

Responding to Mr. Blakeman, Mr. Koenig stated his understanding that DP&L would own and be responsible for maintenance to the radial line from Calpine to the Cartanza Substation.

In response to Mrs. Williams, Mr. Koenig stated that the voltage for the radial line would be 230kV.

Responding to Mr. Hutchison, Mr. Koenig stated that construction of the 16" gas line, the GEC, and the radial line was scheduled for completion by the end of 2014. The GEC was expected to produce power to the PJM (Pennsylvania, Jersey, Maryland Power Pool) grid in June 2015.

Mr. Perza moved to recommend approval of staff's recommendation to authorize the City manager to execute the final versions of all components of Document "A" and Document "B", which are easements to Delmarva Power and Light (DP&L), as well as Document "C", the original easement to the Garrison Energy Center (GEC) which will subsequently be turned over to DP&L at some point in the future after construction, for the granting of easements and rights-of-way to both DP&L and the GEC for the proposed construction, operation, and maintenance of power lines and structures associated with the transmission of electric power from the GEC to the Cartanza Substation; and to authorize the City Manager to amend the original lease between the City of Dover and the Garrison Energy Center, LLC to add the acres described within the documents (a total of 8.4301 acres) in accordance with the rents described in the lease. The motion was seconded by Mr. Blakeman and unanimously carried. *(City Clerk's Office Note: Due to time constraints, this item was placed on the Council agenda for the meeting being held later in the evening.)*

By unanimous consent, the meeting adjourned at 6:00 p.m.

Beverly C. Williams
Chairwoman

BCW/TM/dd/js
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LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on January 27, 2014, at 6:03 p.m. with Chairman Lynn presiding. Members present were Mr. Hare, Mr. Slavin, Mr. Rushe, and Mr. Shevock. Members of Council present were Council President Bonar (arrived at 6:04 p.m.), Mr. Dixon (arrived at 6:06 p.m.), Mrs. Williams, and Mr. Hutchison. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Shevock moved for approval of the agenda, seconded by Mr. Rushe and unanimously carried.

Review of Proposed Acceptable Use Policy (Information Technology)

Mr. Scott Koenig, City Manager, advised members that the purpose of the Acceptable Use Policy (Information Technology) was to provide general guidance for all employees, as well as contractors and other "users" of the City's communications and computer systems. This policy, if adopted, would be applicable to anyone accessing the City's network. It would not apply to the Police Department, Fire Department, or Library except for those individuals who log on to the City's network. He noted that this matter had come up during the City's financial audits and in relation to insurance renewals and it was desired to ensure that the City was doing everything possible to protect the computer network.

Staff recommended adoption of the proposed Acceptable Use Policy.

Responding to Mr. Rushe regarding the lack of a social media policy, Mr. Koenig stated that staff had attempted to bring forth such a policy approximately two (2) years ago and encountered some issues that complicated that process. He stated that if a social media policy were brought forward again, it would not be part of the City's Acceptable Use Policy for information technology.

Mr. Slavin inquired if a hard copy signature would be required on the form, noting that as an employee of the State of Delaware, he is required to accept a similar policy each time he logs in and inquired if the City required tacit approval upon sign-in. Responding, Mr. Andy Siegel, Information Technology (IT) Director, explained when users log into the network they are greeted by a banner that notifies them that they are signing onto a City network and they must agree to the policies set forth by the IT Department.

Mr. Hare noted State employees are unable to access sites not approved by the State and inquired if this was the case in the City. In response, Mr. Siegel stated that the City has had internet filtering for many years; however, to this point there had been no policy to specifically address what employees can or cannot do. With the new policy, an employee would be aware that they would be breaking an actual policy if they access a prohibited site.

Mr. Bonar noted that the State had IT training programs available. He inquired if staff had looked into providing this type of training for the City's internet and computer users and if there were fees involved. Responding, Mr. Siegel explained that approximately two (2) years ago staff had put out a program entitled "Securing the Human," which included approximately 15-20 minute vignette videos about aspects of computer security, internet security, and home computer security. In the past year, staff had renewed this program and planned to provide this information to users again.

Mr. Bonar noted that users of State systems are required to successfully pass a quiz in order to be receive certification. He encouraged Mr. Siegel to contact Mr. Kevin Wright, Delaware Department of State, for further information.

Mr. Hare moved to recommend adoption of the Acceptable Use Policy *(Attachment #1)*, as recommended by staff. The motion was seconded by Mr. Rushe and unanimously carried.

Request for Continued Staff Support - Downtown Dover Partnership (DDP)

Mr. Scott Koenig, City Manager, advised members that the City had received a request from the Downtown Dover Partnership (DDP) to continue staff support to the DDP through the end of Calendar Year 2014. Currently, staff support includes one (1) Administrative Assistant and one (1) Downtown Coordinator. Since these employees report to the Mayor, Mr. Koenig did not offer an opinion regarding the staff support; however, he recommended that continued staff support be tied to fiscal years rather than calendar years for budget purposes.

The City Manager recommended that the Committee receive verbal testimony from the DDP representative attending the meeting and then formulate a recommendation to City Council based on the testimony of any interested parties. He reiterated that any recommendation should be tied to fiscal years rather than calendar years.

Mr. Lynn advised members that he reviewed the City's Charter and Code of Ordinances and stated his understanding that the employees in question are shared between the Economic Development Office and the DDP and serve under the Mayor's umbrella. Confirming, Mr. Koenig stated that in the Fiscal Year 2013 budget, Council assigned the Economic Development staff to the Mayor's Office.

Mr. Lynn stated his concern regarding whether the Committee should have a role in assigning duties or responsibilities to these individuals. He questioned how it was under the purview of Council if the Mayor elected to share these employees with the DDP, separate and apart from the budgetary impact, which he noted would come under the purview of Council. He questioned if this matter was appropriate for discussion by the Committee.

Mr. Koenig stated that the Charter specifically assigns police officers to the Mayor and that Council does not have authority over the Mayor in this regard. Council acted previously to assign the Economic Development Office positions to the Mayor and it was his opinion that Council has the ability to weigh in on how they are assigned if Council so chooses.

Mr. Lynn stated his position that, given that these were Mayoral employees, members would be specifically precluded from interfering except in regard to the budgetary fallout from the decision. He cited Subpart A - Article III - City Manager, Section 36 of the City of Dover Charter which states that "Except for the purpose of inquiries, and investigations by council under section 39, the council or its members shall deal with city officers and employees who are subject to the direction and supervision of the city manager solely through the city manager, and neither the council nor its

members shall give orders to any such officer or employee, either publicly or privately." Given that these employees report directly to the Mayor, rather than the City Manager, he did not feel that the Committee could make this decision.

Mr. Hare agreed that "giving orders" was beyond the purview of the Committee. It was his recollection that during the FY 14 budget process, a certain amount of funds was appropriated through June 30, 2014 for these positions and that next year, if the Mayor had funding in his budget to allocate for the following six (6) months (through December), Council had no say in this matter. However, if the Mayor would require additional funds to be added to his budget, then he felt that the Committee should discuss this.

Mr. Koenig stated his recollection that when the FY 14 budget (beginning July 1, 2013) was developed, $162,400 was transferred to the DDP, which included funds to hire staff. The DDP asked to use City staff in the transition period to carry them through adoption of the FY 14 budget and subsequently submitted an additional funding request to carry the DDP through the end of calendar year. He stated that funds sent to the DDP were tied to specific expenses. He noted that the adopted City budget includes a staff budget for Economic Development. Mr. Koenig advised members that the Economic Development Office does not have many operating expenses and that 95% or more of its budget is driven by personnel costs associated with the three (3) employees. He stated that the DDP will again be asking for funds for the future and had submitted a draft request to the City Manager late last week regarding the FY 15 budget.

Mr. Hare questioned if additional funds were being requested for staff transition and inquired what happened to the $162,400 that was allocated for the DDP to transition to their own staff.

Mr. Lynn expressed his understanding that the DDP was not asking for any expenditure of funds from the City at this time but simply that the City allow for the Mayor to share his employees. He noted that the budgetary impact would be considered as Council goes through the budget hearings.

Mr. Hare inquired about the status of the DDP in regard to hiring their staff and questioned if the City had committed for City staff to serve through June 30, 2014 in the FY 2014 budget process. Responding, Mr. Koenig stated that the original request was for support through June 30, 2013; however, Mr. Koenig and the Mayor had agreed that the DDP needed a transitional period and extended staff support through the end of Calendar Year 2013. The DDP had since asked for support through Calendar Year 2014 and this had prompted the current request.

Mr. Slavin stated his appreciation to Mr. Lynn for raising the issue that these were the Mayor's employees and reminding members of the Charter provisions. He stated that, as a Council, members had always been very careful about this clause in the Charter and he recalled previous difficulties with Council members who went directly to subordinate members of the staff of Council appointees. Noting that this provision was put in the Charter for a reason, he suggested that members respect it and stated that these were the Mayor's employees to do with as he sees fit. Mr. Slavin acknowledged that there would be budget issues and felt that the proper venue for this matter would be when the budget is discussed later in the year.

Noting Mr. Koenig's comment that he and the Mayor had extended the period of this loan of staff by six (6) months, Mr. Slavin questioned if this decision was based on the Mayor's authority to extend and the City Manager's advice. Concurring, Mr. Koenig stated that he and the Mayor discussed this and felt it was appropriate to extend support through Calendar Year 2013. He explained that this was a mutual understanding between himself and Mayor Carey.

Since a mutual decision was reached between the City Manager and the Mayor previously, Mr. Slavin inquired why there was now a difference of opinion. Responding, Mr. Koenig stated that the specific request was for support for Calendar Year 2014, which crosses multiple budget years. He noted that he had no feeling one way or another if staff was to be extended to the DDP; however, he requested that any extension granted be based on the fiscal year versus the calendar year.

Mrs. Williams stated that pieces of history were missing in the discussion. She recalled that the DDP had an opportunity to take over the staff and chose not to do so, and the staff were brought under the City's auspices and placed under the Mayor so that they would not lose their jobs. The employees were then loaned back to the DDP for half a year while the DDP interviewed their own personnel. She noted that the DDP's personnel were not in place; therefore, the City was in the same position it was in two (2) years ago. She felt that the City was "going around in circles" and spending a great deal of money.

Mr. Hare stated that he had no problem allowing staff to continue until the end of June and that he was under the impression that they were already covered until June 30, 2014. It was his understanding that the DDP would hire their own people with the $162,400. He noted that the situation following June 30, 2014 would be discussed in the upcoming months. He concurred with Mr. Koenig's request for any extension to be granted on a fiscal year basis. Concurring with Mrs. Williams, he inquired at what point a conversation should be held with the DDP, to be informed of their status in regard to staffing and funding.

Mr. Bonar stated that the employees who had been moved under the Mayor's purview were the economic development arm of the City and also part of the economic development arm in the DDP that is focused primarily on the downtown area, both of which had performed admirably. He noted that it had been a good partnership in that the DDP had brought in several millions of dollars and had "redone" the North Street area. Through the efforts of the DDP and Mr. Gary Patterson, member of the DDP Board of Directors, the Governor had committed to seeing more money funneled to downtown areas of Delaware, including Wilmington, Dover, and other possible locations, which could be used to renovate downtown, as mentioned in his State of the State address. This funding would be decided by the legislature. Mr. Bonar stated that the conundrum was whether two (2) economic development operations were needed in the City or whether all efforts could be combined into one (1) operation. He referenced remarkable events that had occurred at the Garrison Tract over the last year, noting that Uzin Utz was nearly ready to break ground, Calpine was "churning along," and infrastructure was being developed through the efforts of the City's Economic Development Office. At the same time, he stated that there was corridor development in the downtown area akin to the Riverfront Development Corporation in Wilmington, which would bring more money to the City for downtown development and enhance the City's tax base. Mr. Bonar stated that, with the

new budget process, it must be decided whether to continue in this vein or streamline operations, combine or separate efforts, or eliminate one (1) of them. He cautioned members that the City should not partner with Kent County for economic development because at some point the County and City would be at odds when trying to bring new business to the region. He felt that this conundrum should be solved in this budgetary cycle and that a decision should be made regarding which direction should be taken so that all would know where economic development was going for the next several years.

Mr. Hutchison stated his desire to ensure that the Council supported the DDP's request. He questioned if Mayor Carey was in favor and if funding was in place to extend staff support as requested. Responding, Mayor Carey stated that funding was in place until the end of Calendar Year 2013; however, he was unsure if the two (2) employees were funded under the City or the DDP.

Mr. Koenig stated that all three (3) Economic Development Office personnel were funded in Fiscal Year 2014 through June 30, 2014 as part of the adopted budget; therefore, there would be no budgetary impact. He stated that this was a policy issue.

Mr. Hutchison suggested that the Mayor create a master plan for the partnership and its future regarding the issues and concerns expressed during the meeting.

Mrs. Williams agreed with Mr. Bonar regarding the existence of a "conundrum;" however, she stated that the City had other economic development partners, including Kent County and the Delaware Economic Development Office (DEDO). She felt that once an approach was determined, memorandums of understanding should be developed to avoid "crossing paths" and duplication of efforts. She noted that there were four (4) economic development groups at present, and only individuals who had been around for some time or were directly involved in economic development could tell the difference between the four (4).

Mr. Lynn disagreed with the belief of some Council members that there was a conundrum and felt that all entities were working toward common goals. He advised members that the Appendices to the City's Code of Ordinances are severely out of date, do not reflect the existence of the DDP, and continue to make references to entities that are defunct, and the funding mechanisms for the Business Improvement District (BID) are operating under appendices in the Code that are no longer valid. He requested that Mr. Koenig address this issue.

Mr. Gerald Street, 39 Hazel Road, member of the DDP Board of Directors, stated that Mr. Lou Colón, Executive Director of the DDP, had planned to attend the meeting but Mr. Street advised him that he would attend instead, stating that he had a broader understanding of the DDP's circumstances and was very sensitive to people spending time away from their families at night unnecessarily.

Mr. Hare moved to recommend acceptance of the City Manager's recommendation to extend it for a fiscal year since the employees are already covered and then, in the future, discuss it with the Mayor during the budget hearings. The motion was seconded by Mr. Shevock and carried by a vote of three (3) yes (Hare, Rushe, and Shevock), one (1) no (Lynn), and one (1) abstention (Slavin).

Mr. Slavin stated that his abstention was due to his position as the Governor's appointee on the DDP Board of Directors.

By unanimous consent, the meeting adjourned at 6:35 p.m.

Sean M. Lynn
Chairman

SML/TM/js/dd
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Attachments
Attachment #1 - City of Dover Acceptable Use Policy (Information Technology)

City of Dover Acceptable Use Policy

A Message to all System Users

This document formalizes the City policy for all employees as well as contractors and other "users" of our City's communications and computer systems. Each department may also choose to develop and enforce its own acceptable use policies to further regulate use within its local environment.

This Acceptable Use Policy is your resource to help you make sound decisions in using communications and computer systems to do your job.

Our goal is to put controls in place that will help protect the City from sabotage and espionage. The threat is real, as each month, IT intercepts hundreds of viruses and suspicious messages containing executable files trying to bypass our security systems. These controls also help minimize the potential risks of misuse. This misuse includes unnecessary Internet usage causing network and server congestion. This Acceptable Use Policy is your (the user's) guide for helping us achieve this goal by conducting City of Dover business with integrity, respect, and prudent judgment.

Each department is responsible for the activity of its users and for ensuring that its users follow this Acceptable Use Policy. Violations not promptly remedied by the user may result in termination of these services.

Introduction

Users are accountable for familiarizing themselves with this policy and using it as a guidepost for your daily decisions and actions when using these services.

Read the policy and give careful attention to those subjects that most pertain to your job duties.

Understand the purpose of this policy and your overall responsibilities for standards of business conduct.

Consult with your supervisor or the IT Department for additional clarification of this policy.

Note the Following:

Applicability

City of Dover's expectations for responsible use are applicable to all parties who use the City communications and computer systems on behalf of the City, including, but not limited to, its employees, consultants, in-house contractors, and other "users."

Limitations

This acceptable use policy does not address every possible scenario or condition regarding acceptable use. If it is not specifically addressed within this document, consult with IT.

Acceptable Use of Communications and Computer Systems

City of Dover communications and computer systems are vital to our business and critical to overall

communications. Our success is directly related to safeguarding and properly using these systems.

What are City communications and computer systems?

City of Dover communications and computer systems are any equipment, hardware, software, or networks (including wireless networks) owned, provided or used by or on behalf of the City of Dover that store or transmit voice or non-voice data. This includes telephones, cellular/wireless telephones, voice mail, computers, e-mail, facsimiles, pagers, and City Intranet or Internet access (including when accessed through personally owned computers).

Note: When personal computers are not owned by the City but are used for City business, the City retains the right to access any City records or materials developed for City use. Also, we must ensure that any City materials are appropriately safeguarded according to applicable standards in this section, including, but not limited to, virus protection of, protected access to, and backup of these materials.

Access, Maintenance and Protection

Users must safeguard the confidentiality and integrity of City systems, including strong password logons (see \\Dover_1\public docs\How to\Creating a Secure Password.doc), access codes, network access information, log-on IDs from improper access, alteration, destruction, and disclosure. Users shall only access or use these systems when authorized. Users must abide by City standards contained in this section and any other City policies regarding protecting data and information stored on these systems.

Unlawful and Inappropriate Use

Users are obligated to never use City systems (such as the Intranet or Internet) to engage in activities that are unlawful, violate City policies, or in ways that would:

- Be disruptive, causing unnecessary offense to others.
- Be considered harassing, discriminatory, or creating a hostile work environment.
- Result in the City of Dover's liability, embarrassment, or loss of reputation.

External groups or organizations are not permitted to access the City's computer network, except as permitted by IT.

Protection and Integrity of Data

Users must maintain the integrity of City information and data stored on City systems by:

- Introducing data into our systems that serve a legitimate business purpose.
- Only acquiring, using, altering, disposing of, or destroying data or information with proper authorization.
- Protecting data and information stored on or communicated across our systems and not accessing this data or information (customer data, employee records, etc.) unless authorized.
- Protecting data and information communicated over internal or public networks (the internet) to avoid compromising or disclosing nonpublic City communications.

Personal Use

While City systems are intended for primarily business/instructional purposes, limited (incidental and occasional) personal use may be permissible when authorized by your manager and it does not:

- Interfere with your work responsibilities.
- Involve interests in personal outside business and/or other non-authorized organizations and

activities (including, but not limited to selling personal property/items or soliciting for or promoting commercial ventures, charitable, religious, or political activities).
- Violate any of the standards contained in this code or other City policies.
- Downloading of music and video files is *specifically forbidden*.

Virus Protection

If users suspect a virus, they must not use the applicable computer systems and equipment until the virus is removed and they will report the matter immediately to the IT Department. The City of Dover has purchased anti-virus software for all city computers, including home computers. Contact IT staff for a copy to be installed on **your** home computers.

Properly Licensed Software

Users will use only approved and properly licensed software and will use it according to the applicable software owner's license agreements. **Installing any software, including freeware (screensavers, browsers, etc) is prohibited unless approved by IT**.

Treatment of Third-Party Data or Software

Users must ensure that any nonpublic City information or software of a third party that is stored, copied, or otherwise used on City systems is treated according to City of Dover's standards regarding nonpublic City information and applicable agreements and intellectual property restrictions.

City of Dover Monitoring

City communications and computer systems, including, but not limited to, computer networks, data files, e-mail and voice mail, may be monitored and/or accessed by the IT Staff and your management to ensure the integrity of the technology, protect against fraud and abuse, detect unauthorized access or use, and for other business purposes. Although the IT Department does not routinely monitor message or network transactions, IT may, without notification or approval, monitor, access and review any and all communications originating from the City of Dover or delivered to the City of Dover – employees should have no expectation of privacy in regard to use of these services.

USE OF EMAIL AND THE INTERNET

Inappropriate use of e-mail includes, but is not limited to, sending or forwarding:

- Messages, including jokes or any language that may be considered discriminatory, harassing, unlawful, defamatory, obscene, offensive, insensitive, or otherwise inappropriate (this includes but is not limited to messages about age, race, gender, disability, national origin, any other legally defined discriminatory classifications or similar matters.)
- Pornographic or sexually explicit materials.
- Chain letters.
- Information related to religious materials, activities, or causes – including inspirational messages.
- Solicitations unless sanctioned by the City of Dover.
- Auction-related information or materials unless sanctioned by the City of Dover.
- Games or other software copyrighted materials without a legitimate business or instructional purpose (and then only according to the rights and licenses granted by the owner of the games, software, or copyrighted material.)
- Messages that disparage other companies or products.
- Materials related to personal commercial ventures or solicitations for personal gain (including, but

not limited to messages that could be considered pyramid schemes).
- Information related to political materials, activities, or causes unless sanctioned or permitted by the City of Dover.
- Unauthorized or inappropriate mass distribution of communication.
- Any other materials that would be improper under this policy or other City of Dover policies.

Inappropriate use of the Internet includes, but is not limited to, accessing, sending or forwarding information about, or downloading (from):

- Sexually explicit, harassing, or pornographic sites.
- "Hate sites" or sites that can be considered offensive or insensitive.
- Auction sites for personal use.
- Gambling sites.
- Non City of Dover business-related chat sites.
- Underground or other security sites which contain malicious software and/or instructions for compromising City of Dover security.
- Games, software, audio, video, or other materials that are not properly licensed to use or transmit, or that are inappropriate.
- Offensive or insensitive materials, such as sexually or racially oriented topics.
- Intentional importation of viruses.

REMEDIAL ACTION

When IT learns of a possible inappropriate use, IT will immediately notify the employee or supervisor who must take immediate remedial action and inform IT of its action. Repeated violations will be addressed with the Department Head. In instances where criminal activity is suspected, IT will work directly with the proper authorities, and follow their guidance in determining appropriate action.

Inappropriate use of City communications and computer systems may be grounds for discipline up to and including dismissal.

In an emergency, in order to prevent further possible unauthorized activity, IT may temporarily disconnect that employee or building from the network. If this is deemed necessary, every effort will be made to inform the employee or building personnel prior to disconnecting, and every effort will be made to reestablish the connection as soon as it is safe to do so.

Unauthorized activity or non-acceptable usage determined at the department level may be subject to remedial action being taken in accordance with the acceptable use policy of that department (if applicable) as well as those actions outlined above. The remedial action outlined in departmental policies may differ from the remedial action as outlined in this policy. Should there be any conflict, Human Resources will make a determination as to applicability.

QUESTIONS OR COMMENTS ON THIS POLICY

Please address any questions or comments to the IT Director.

ACKNOWLEDGMENT STATEMENT

City of Dover - Acceptable Use Policy

City Employee

This is to certify that I have read and agree to abide by the guidelines set forth within the City of Dover Acceptable Use Policy. As an employee of the City of Dover, I fully intend to comply with this policy realizing that I am personally liable for intentional misuse or abuse of the City's communications and computer systems. If I have any questions about the policy, I understand that I need to ask my supervisor or IT for clarification.

If I refuse to sign this acknowledgement form, my supervisor will be asked to sign this form indicating that I have been given time to read and have questions answered about this policy. The supervisor will read this statement to me prior to signing the document and advise me that by not signing this document my rights to use the City's Communications and Computer Systems may be denied and may affect my ability to meet my job requirements.

Printed Name: _____

Signature: _____

Department: _____

Date: _____

Supervisor Signature (*as required)

_____

Comments:

_____

ACKNOWLEDGMENT STATEMENT

City of Dover - Acceptable Use Policy

Non-City Employee

This is to certify that I have read and agree to abide by the guidelines set forth within the City of Dover Acceptable Use Policy that apply to my use. (Some users may use a combination of communications and computing resources.) As an authorized user of the City of Dover's communications and computing resources, I fully intend to comply with this policy realizing that I am personally responsible for intentional misuse or abuse of the City's communications and computer systems. I understand that the City of Dover has no authority over non-city employees. However, all users must agree to abide by all policies, standards promulgated by the IT Department as a condition of access and continued use of these resources. If IT learns of possible inappropriate use, IT will immediately notify the affiliate responsible, which must take immediate remedial action and inform IT of its action. In instances where affiliates do not respond in a timely or reasonably appropriate manner, are "repeat offenders", or if criminal activity is suspected, IT will work directly with the proper authorities, and follow their guidance in determining appropriate action. In an emergency, in order to prevent further possible unauthorized activity, IT may temporarily disconnect the user or affiliate. If I have any questions about the policy, I understand that I need to ask IT for clarification.

If I refuse to sign this acknowledgement form, my rights to use the City's Communications and Computer Systems may be denied and may affect my ability to meet my job requirements.

Printed Name: _____

Signature: _____

Company: _____

Date: _____

Witness:_____

Witness name (printed)_____

BETTS & HOLT LLP

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February 7, 2014

Hon. Beverly Williams, Chair
Utilities Committee
City of Dover
15 Loockerman Ct.
Dover, DE 19901

RE: Recommendation Concerning McKee Units 1 & 2

Dear Chairwoman Williams:

I am writing to request an opportunity to appear before the Utilities Committee on Monday, February 10, 2014, to bring a recommendation before the committee concerning McKee Units 1 and 2. The committee and the city council received a report last year explaining how the capacity value of these units compared to the PJ capacity auction prices on the Delmarva Peninsula would become negative within several years.

The decision about the future of these units also affects power supply negotiations and plant operating contract negotiations, both of which have been given a high priority. There is also a matter involving a request for waiver with respect to a notice that was not provided to PJM in December.

If the committee reaches a conclusion concerning McKee Units 1 and 2, I would ask the Chair to move that recommendation before the city council.

Thank you.

Respectfully,

Kirk Howard Betts

EXCERPT - REGULAR COUNCIL MEETING OF DECEMBER 9, 2013
The following is an excerpt of the Regular Council Meeting minutes of December 9, 2013:

UTILITY COMMITTEE REPORT - NOVEMBER 25, 2013
The Utility Committee met on November 25, 2013 with Chairwoman Williams presiding.

Electric Supply & Generation
Members were provided information regarding Electric Supply and Generation, as follows:

McKee Run Units 1 & 2 - Cost/Benefit Analysis
Mr. Scott Koenig, City Manager, reviewed a Presentation - Cost/Benefit Analysis for City of Dover for McKee Run Units 1 & 2, as prepared by Mr. Robert Trinnear, The Energy Authority (TEA).

Referring to Slide 13, Mr. Blakeman questioned if there were a means of quantifying the risk of operational failure. Responding, Mr. Koenig stated that he would contact representatives of both TEA and North American Energy Services (NAES) to obtain this information.

In response to Mr. Blakeman with reference to Slide 14, Mr. Koenig stated that borescope inspection logs did not indicate any required repairs and/or improvements that were not already included in the City's Capital Improvement Plan (CIP). Based on current knowledge, he assured members that the only repairs and/or improvements anticipated were those listed in the CIP.

Responding to Mrs. Williams regarding the cost of "mothballing" these Units, Mr. Koenig stated that TEA and NAES had been requested to provide a price; however, staff anticipated that this amount would be costly (in the high six to low seven figure range) due to asbestos and other issues associated with the Units.

Mr. Snaman questioned if the new power plant (Calpine) could affect the details regarding Units 1 and 2. Responding, Mr. Koenig explained that if the City entered into a purchase power agreement with Calpine, the City could replace the capacity of Units 1 and 2 with capacity from the Calpine Project, which would be a negotiated item and was scheduled for discussion later in the meeting, under Item #1C.

Mrs. Williams relayed concern with proceeding since there were so many uncertainties.

Mr. Kirk Betts, Betts & Holt LLP, the City's Energy Attorney, stated that there was not as much uncertainty as there appeared to be but there were several risks. He explained that some life extensions were previously done to Units 1 and 2 to keep them "alive;" however, prior to the Calpine project, the lease arrangement at the Garrison Tract included the opportunity to purchase 50 MW of capacity based on the belief that Units 1 and 2 would not survive. He stated that the Units are not as reliable as needed, which poses a risk. When the Units are supposed to come up and they do not, the City is penalized financially as well as with regard to reserve requirements and does not get the capacity credits needed. While these costs have not yet been quantified, they exist. He advised members that another risk was the capacity price of $119 per megawatt day (MWd) which was expected to be in the range of $150, $180, and $200 per MWd, but noted that this was not fully quantified because the PJM market only extends out three (3) years. He explained that this type of spread reduces the value of the plant and, with the addition of the costs for operating those Units including the NAES costs and the capital costs indicated in the CIP, there is a very low margin.

With a low margin area of approximately $250,000, for example, the City would be totally at risk and one (1) or more operational failure or forced outage could result in the City being "in the hole." While these numbers had not been quantified, he explained that they appear more and more threatening in terms of the value of the plant.

Mr. Betts explained that another issue with old units such as these is that spare parts are not available and must be manufactured. He explained that manufacturing parts for an antique piece of equipment costs more and the value is not recovered; therefore, the cost just to repair Units 1 and 2 would be extraordinarily high. He reminded members that Units 1 and 2 were being kept for capacity plays, and when the capacity market goes down, the value disappears. Although the City does not need the Units for energy, they must be able to operate. He noted that the heat rate for these Units is very high, at least 13,000 btu's per kilowatt hour, whereas the competing Calpine unit is approximately half of that. Therefore, the Units are a non-competitive resource that the City pays a lot of money for in order to have capacity and the value is continuously decreasing. While not fully quantified, these are the real risks involved with these two (2) Units.

Responding to Mrs. Williams, Mr. Betts explained that maintenance for Units 1 and 2 should have been done gradually over time but was deferred in previous years to avoid the additional capital cost, which is the reason for the major $2.4M "hit" in budget for Fiscal Year 2018. He stated that the capacity market has dropped significantly, and the PJM capacity market has many components. He advised members that Converge, an Arrow Electronic Company, has been working, primarily with refrigeration, to find ways to replace capacity in the marketplace by allowing customers to go offline for a couple of minutes at a time. In the past, customers had generation in reserve or brought up generation to meet the voltage requirements; however, since customers are able to meter the load precisely and changes are computerized, they are able to go offline and reduce load instead of bringing capacity on. He stated that last summer in this region, more than 1,000 MW(the amount of a nuclear plant) were taken offline voluntarily by customers who received a notice the day before indicating if they went offline the next day between certain hours, they would be compensated a certain amount per kilowatt hour not used, which had a huge impact on the marketplace. The current market is very different and continuously changing; therefore, the way in which customers invest and adapt to the changes are also different. Mr. Betts expressed his opinion that the market is not fixed but in some areas it is very tight; for example, in New Jersey the current capacity price is almost $300 per MWd, whereas in Dover it has dropped. He explained that the Garrison Plant's 300 MW has a huge impact on costs on the Delmarva Peninsula because it is gas operated, fast, has relatively low personnel costs, and can bid into the market very aggressively.

In regard to transmission costs, Mr. Betts explained that there has been a huge amount of transmission expansion in PJM, which has resulted in a reduction of the number of power plants constructed. It is a very dynamic market and, with 13,000 heat rate units, the City must consider whether, even if investment were made in Units 1 and 2, there would be value going forward and how much value that investment would have in the next five (5) to 10 years.

Mrs. Donna Mitchell, Controller/Treasurer, advised members that the 2016/2017 forecast was completed last May and, at that time, the capacity price was $193 per MWd. The price was now at $119 per MWd; therefore, she stated that the capacity revenue would change accordingly. She noted

that a leak on a gasket on Unit 1 had to be repaired last year and the costs were over budget. In addition, she expressed concern regarding costs involving Unit 3. She stated that it had been borescoped and will be opened up for repair. This was scheduled as a three (3) year project which started with a $1.21M budget for the turbine repair and generator; however, the bids received for the turbine were excessive, so the generator was done separately at a cost of $276,000. The costs for the turbine repairs for Unit 3 were currently up to $1.6M, and she noted that when it is opened, additional repairs may be required which would increase the costs.

In response to Mr. Perza, Mrs. Mitchell stated that staff's recommendation would not include bidding Units 1 and 2 in the PJM market beyond Fiscal Year 2017 since staff anticipated a joint agreement with Calpine or another capacity agreement to pick up 34 MW. She confirmed that it was staff's recommendation not to fund capital improvements to bring the Units up to current standards and not to fund these Units beyond the next three (3) years. If the Units began to fail in the next year or two (2), she stated that the City would have the option to pull the Units out of the PJM market instead of investing capital into them; however, the City would have to pay for the capacity and pay a forced outage penalty if the Units went down when scheduled to run. In order to meet the December 1, 2013 deadline, it was staff's plan to bid the Units into the capacity auction for the 2017/2018 planning year at $311per MWd to ensure they do not get called on and the City recoups the money, as recommended by TEA.

Noting that the City was obligated to keep Units 1 and 2 operating since they have been included in the auction for the next couple of years, Mr. Slavin questioned if the Units would be revenue positive to the City based on the assumption that the market does not completely bottom out on the capacity side. Responding, Mrs. Mitchell confirmed that they would be revenue positive through Fiscal Year 2017 based on the analysis. She indicated that if the Units were unavailable to run when required, the City would be able to decide whether or not to pay for repairs at that time.

Mr. Slavin questioned the net effect on the City's revenue if it was decided not to keep Units 1 and 2 online beyond 2018. In response, Mrs. Mitchell stated that staff had only forecasted out to the 2018 PJM year; however, according to Mr. Betts, the replacement capacity costs would define whether the City was "in the money or not" for those Units.

Responding to Mr. Blakeman, Mrs. Mitchell referred to the projected incremental operating costs indicated on Page 19 of the presentation and indicated her opinion that the $1M amount could decrease more since staff was currently negotiating contracts.

Staff recommended, for the short term, that Units 1 and 2 not be offered into PJM's capacity auction for the 2017/18 delivery year; that a comprehensive analysis be performed that lays out all the decision options for the City of Dover; that a similar analysis on other parts of the generation portfolio be completed; and that all supply options be surveyed, including new generation projects in and around Dover and Power Purchase Agreement (PPA) opportunities.

Mr. Perza questioned the future impact on revenues if these Units are shut down, irrespective of how much it would cost to get the turbines up and running, and how members could make an assessment and final decision regarding this matter if staff had not planned beyond 2017. Responding,

Mrs. Mitchell stated that one (1) of the factors to consider in determining whether the Units should be shut down or not would be the capacity auction, as well as the figures received from TEA. She noted that if the City can obtain the capacity cheaper from Calpine, it may not be advantageous to keep Units 1 and 2 running. Elaborating, Mr. Betts indicated that there were a lot of "moving pieces," one (1) of which was the renegotiation of the NAES Agreement, which may lower operating costs. The other was whether the City would be able to have Garrison or some other entity buy replacement capacity, noting that if the City were able to obtain a longer-term offer, it would provide a benchmark price to compare with the cost to operate the Units. Both of these were on a relatively "fast track," which would allow for a longer-term budget analysis for members to review.

Mr. Betts stated that it is an imperfect system. In a dynamic market, no one knows what the energy prices will be in four (4) years, but the hope is that energy will still be consumed at a consistent rate. It is known that the capacity market is changing, so staff, including himself, must consider the best case, examine the alternatives of keeping the Units running, and make projections based on historic costs versus replacement capacity. It was his opinion that this would be the basis for the estimate built into the City's overall operating budget for the utility.

Mrs. Williams questioned whether Mr. Betts had any concern regarding negotiating an agreement with Calpine since the City incurred great expense and gave land to them. Responding, Mr. Betts stated that he and staff would do their best to hold Calpine to the terms of the contract, which provided for at least 50 MW at a cost that was established as the actual construction costs less the development costs. If Calpine is willing to abide by the contract terms, he believed there could be an opportunity for negotiation that may be favorable for the City. As a competitive strategy, he stated that the City should also consider other available capacity. He stated that the City not only offered the benefit of the land provided to Calpine but can also provide constant cash flow, which they cannot necessarily get from PJM. He also suggested that the City use its monopoly power as a water supplier to encourage negotiation.

In response to Mrs. Williams, Mr. Betts confirmed that Calpine does not have internal "inside the fence" capacity, which could also effect negotiations. Mr. Betts advised members to consider the cost and value of the City's reliability to "island" the City, notwithstanding occurrences in the region. He stressed the importance of the comprehensive analysis proposed by TEA, and that consideration be given to the reasons the City is in the municipal utility business, including reliability, costs, and the attractiveness of the City to outside potential buyers. He stressed that reliability is critical and if it were desired to bring in a data center, as was discussed in previous years, reliability must be at 99.9%. He stated that, with PJM, there had been huge investments in transmission that was not in existence 10 years ago. He noted that there are many rules that apply to the City, in regard to reliability under requirements with PJM and this zone, that have federal implications. The current environment for reliability is very different than it was 10 - 15 years ago, which should be taken into account when considering pricing and value for internal versus external generation.

In response to Mr. Perza, Mr. Koenig stated that, to his knowledge, the City had not had a negative cash flow similar to what was projected for Fiscal Year 2017/2018 since contracting with PACE, approximately 15 years ago.

Responding to Mr. Perza, Mr. Koenig stated that the Units would last as long as the City would be willing to invest in maintenance, which would depend upon economic feasibility. It was staff's opinion that, at this point, maintaining the Units would probably not be in the City's best interest financially. Mr. Blakeman stated that prior to his retirement from the City of Dover, approximately 10 years ago, all similar units that were built in 1962 had been retired.

Mr. Betts suggested that a comparison of the costs to operate the Units (capital, operating, and gas) with the amount purchased through the PJM power grid or TEA, would provide an indication as to whether the Units should be maintained or not. He suggested that TEA be requested to provide this information to members for their consideration in making a determination.

The Committee recommended approval of staff's recommendations that, for the short term, Units 1 and 2 not be offered into PJM's capacity auction for the 2017/18 delivery year; that a comprehensive analysis be performed that lays out all the decision options for the City of Dover; that a similar analysis on other parts of the generation portfolio be completed; and that all supply options be surveyed, including new generation projects in and around Dover and Power Purchase Agreement (PPA) opportunities.

[City Clerk's Office Note: Subsequent to the meeting, members were provided a memorandum dated December 4, 2013, from Donna Mitchell, Controller Treasurer - Response to Questions, Utility Committee Meeting November 25, 2013, relating to this matter, as well as an Outage Status Report - Week 9, dated November 27, 2013.].

During the Council Meeting, Mr. Lynn stated his objections to the Utility Committee's recommendation, explaining his opinion that not offering Units 1 and 2 into PJM's capacity auction for the 2017/18 delivery year would be a tacit endorsement of the culture of neglect engendered by years of Council's austerity budgets that have artificially kept the City's tax rates low at the expense of the City's necessary infrastructure. He reminded members that, as explained by the City's Attorney, Mr. Betts, maintenance for Units 1 and 2 should have been done gradually over time but was deferred in previous years due to the additional capital costs, which was the reason for the major $2.4M hit in 2018. Mr. Lynn stated that, unfortunately, that the reality is that many City residents will soon learn that the bills are now coming due - parks and recreation facilities need to be demolished as a result of neglect, streets are not being paved, pump stations are aging, etc. Mr. Lynn noted that the City's infrastructure was showing the signs of City Council's decisions to defer necessary maintenance and the City had failed to provide preventative care throughout the years; therefore, he stated that he could not support the Committee's recommendation.

Mr. Dixon moved for approval of the Committee's recommendations that, for the short term, Units 1 and 2 not be offered into PJM's capacity auction for the 2017/18 delivery year; that a comprehensive analysis be performed that lays out all the decision options for the City of Dover; that a similar analysis on other parts of the generation portfolio be completed; and that all supply options be surveyed, including new generation projects in and around Dover and Power Purchase Agreement (PPA) opportunities. The motion was seconded by Mr. Hare and carried by a roll call vote of six (6) yes (Dixon, Perza, Slavin, Hare, Hutchison, and Bonar), one (1) no (Lynn), and two (2) absent (Anderson and Williams).

VanSant Generating Station Capacity Increase - Cost/Benefit Analysis

Mr. Scott Koenig, City Manager, reviewed a Presentation - Cost/Benefit Analysis for City of Dover - Update on VanSant Generating Station Capacity Increase.

Staff recommended that staff be authorized to continue to proceed with project implementation and reassess economics after bids for project installation are received and before submitting an offer into PJM for the 2017/18 capacity auction on May 12, 2014, noting that PJM must be notified of intent to bid in Units 1 & 2 by March 1, 2014.

Mr. Blakeman questioned whether staff had considered installing a waste heat recovery boiler to create a combined cycle unit. Responding, Mr. Koenig stated that it had been discussed previously; however, it was not included in the most recent reviews. He speculated that there must have been a technical or regulatory issue associated with it.

Responding to Mrs. Williams regarding the Indian River Coal Plant, Mr. Koenig stated that it will have an effect on the market, which may have an indirect effect on the City; however, he was not aware of the time frame.

The Committee recommended approval of staff's recommendation.

[City Clerk's Office Note: Subsequent to the meeting, members were provided a memorandum dated December 4, 2013, from Donna Mitchell, Controller Treasurer - Response to Questions, Utility Committee Meeting November 25, 2013, relating to this matter, as well as an Outage Status Report - Week 9, dated November 27, 2013.]

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

Purchase Power Agreement - Calpine

Mr. Scott Koenig, City Manager, advised members that staff intends to seek the assistance of Mr. Kirk Betts, Betts & Holt LLP, the City's Energy Attorney, for discussions regarding a mutually beneficial contract arrangement for the potential Power Purchase Agreement (PPA) with Calpine. He stated that this information was provided for informational purposes only and that no further action was required at this time.

Discussion - Joint Agreement with the Delaware Municipal Electric Corporation (DEMEC) for New Generation

Mr. Scott Koenig, City Manager, explained that as a part of staff's due diligence to examine the possibilities for replacing the capacity of Units 1 and 2, should they be taken out of service, staff intends to meet with the Delaware Municipal Electric Corporation (DEMEC) and/or another partner they may have, to discuss the potential for joint projects, such as capacity improvements, provided a Purchase Power Agreement (PPA) with Calpine cannot be arranged. He stated his preference for keeping the City's options open moving forward and that he will keep Council updated in regard to all discussions.

In response to Mr. Blakeman, Mr. Koenig stated that staff would complete financial analyses on all of the available options, and the potential for DEMEC to own part of the City's units would be open for discussion.

Mr. Koenig stated that this information was provided for informational purposes only and that no further action was required at this time.

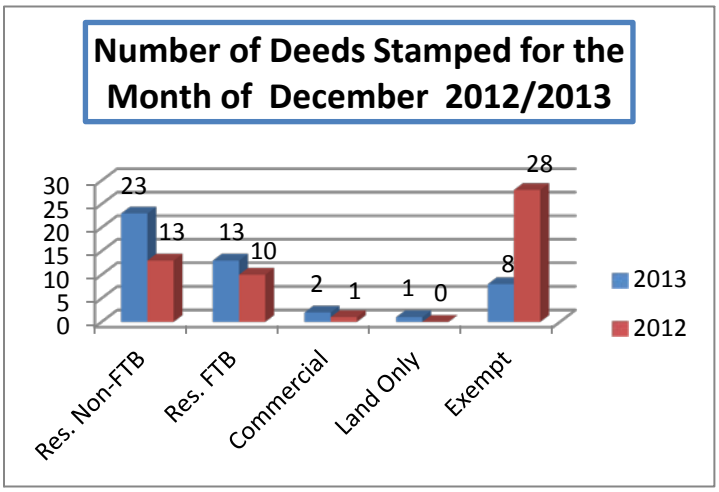
Mr. Slavin moved for acceptance of the Utility Committee Report, seconded by Mr. Hare and carried with Mr. Lynn voting no.

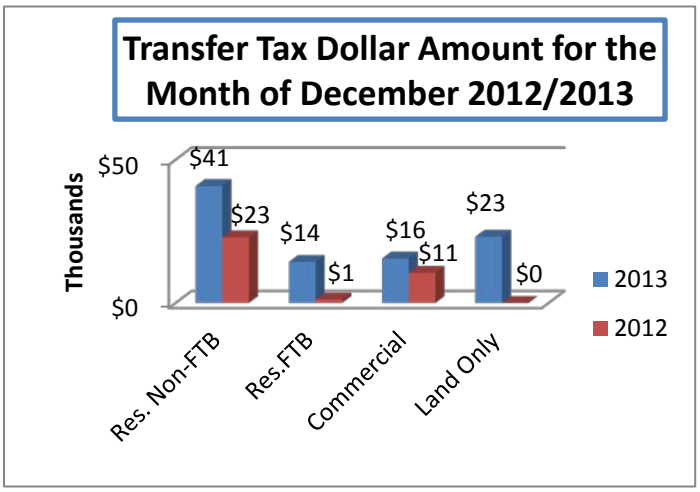
Monthly Report
December 2013

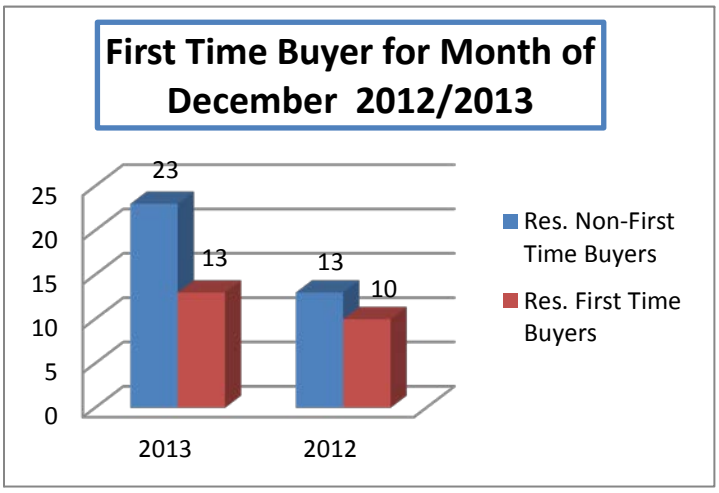


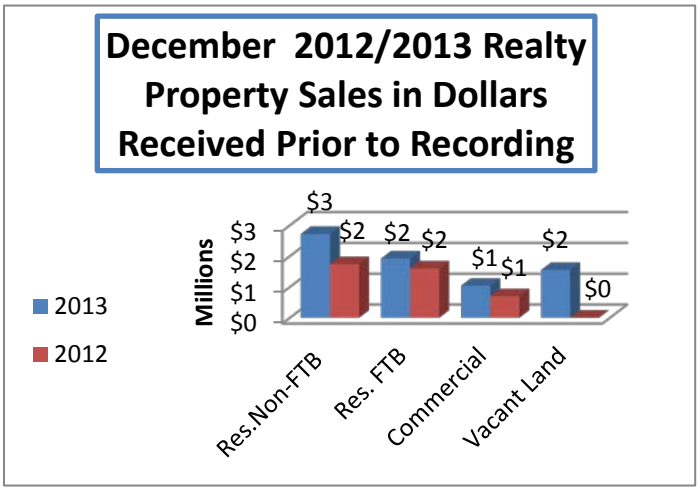
Office of City Assessor

Assessor's Report









Major Updates

	October - 13	November - 13	December- 13
Assessment Change	$390,500	$7,737,800	$1,097,700

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
20	$3,365,600	$2,965,093	1.13	1.08

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

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.09-03-10.00	20A	R10	309 PINE VALLEY RD	1	13	1985	2	2378	B-	GD	218,900	02-DEC-13	203,000	
ED05-067.17-03-20.00	22	R10	110 SHINNECOCK RD	1	5	1992	2	2327	B	GD	259,300	06-DEC-13	240,000	
ED05-067.19-04-17.00	26	R10	212 MONT BLANC BLVD		1	2013	2	1961	B	AV	225,300	19-DEC-13	219,004	
ED05-067.20-03-20.00	23	R10	407 N NEW ST	1	14	1950	1	850	C-	AV	77,000	20-DEC-13	38,000	
ED05-068.10-03-27.00	13	R10	959 CARVEL DR	1	14	1969	1	1120	C	AV	151,700	20-DEC-13	140,000	
ED05-068.13-01-04.08	53	R50	16 CHATHAM CT	1	13	1985	2	2568	B+	GD	156,700	31-DEC-13	125,000	
ED05-068.14-01-32.00	13	R10	341 FREAR DR	1	5	1964	2	1650	C+	AV	163,500	30-DEC-13	160,000	
ED05-068.15-03-10.00	16G	R10	1413 S HANCOCK AVE	1	3	1988	1.5	2156	C+	AV	190,800	27-DEC-13	155,000	
ED05-068.17-02-64.00	8	R10	241 N STATE ST	1	1	1910	2	1870	B-	GD	151,800	23-DEC-13	130,000	
ED05-068.19-02-47.00	16H	R10	207 SHADYBROOK DR	1	8	1997	2	1640	C	AV	144,800	30-DEC-13	145,000	
ED05-076.03-02-72.00	25	R10	319 TRIBBITT ST	1	13	2009	2	1760	B-	GD	171,800	11-DEC-13	125,000	
ED05-076.05-01-10.04	17A	R10	18 MARSH CREEK LN	1	13	1998	2	1188	C	AV	135,000	06-DEC-13	95,000	
ED05-076.05-08-21.00	24	R10	120 CHELSEA WAY	1	14	1999	1	1853	B-	GD	197,900	06-DEC-13	204,000	
ED05-076.06-02-29.00	17B	R10	305 STONE BROOK PL	1	13	1984	2	1040	C-	GD	115,600	30-DEC-13	79,900	
ED05-076.06-09-08.00	17A	R50	101 N CAROLINE PL	1	20	1988	1	887	B+	GD	81,500	31-DEC-13	67,500	
ED05-076.10-03-42.00	16A	R10	1401 WOODMILL DR	1	8	1990	2	1445	C+	FR	129,300	24-DEC-13	67,189	
ED05-076.20-01-45.00	5	R10	5 KONSCHAK AVE	1	16	1960	1	1626	C+	AV	176,100	13-DEC-13	153,000	
ED05-077.06-01-65.00	8	R10	512 E LOOCKERMAN ST	1	14	1980	1	1344	B-	FR	176,900	10-DEC-13	146,000	
ED05-077.07-06-97.00	16J	R10	131 NOB HILL RD		1	2011	2	3642	B-	GD	252,800	20-DEC-13	280,000	
ED05-077.11-05-12.00	16J	R10	47 MER WAY	1	8	2007	2	2290	B-	AV	188,900	06-DEC-13	192,500	

CITY MANAGER'S MONTHLY REPORT



DECEMBER 2013

Monthly Highlights

Human Resources

- Continued contract negotiations.

Library

- 469 attended 68 programs for adults.
- 362 attended 37 programs for teens.
- 722 attended 22 programs for children.
- 33 volunteers completed 348 hours of service.
- 70 attended 25 programs/classes coordinated through the Job Center.

Public Works

- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES

Customer Service information was not available at the time of submission. The information will be updated in next months report. Please call the City Manager's Office if you have any questions. Thank you.

HUMAN RESOURCES

Category	Dec 12	Jan 13	Feb 13	Mar 13	April 13	May 13	June 13	July 13	August 13	Sept 13	Oct 13	Nov 13	Dec 13	Total
Caucasian*	287	288	291	287	287	283	282	281	279	283	284	285	287	N/A
Minorities*	57	56	56	54	54	53	53	54	54	54	56	55	56	N/A
Hired	6	3	4	0	4	3	1	2	2	7	4	1	3	40
Terminated/ Resigned/ Retired/Other	2	3	1	7	4	8	2	1	3	2	1	1	0	35
Transferred/ Promoted	1	1	4	2	1	1	0	2	0	4	1	0	0	17
Jobs Posted	0	4	1	5	5	5	8	5	5	3	2	0	2	45
Workers Comp. Injuries	4	3	1	2	1	4	3	4	3	7	2	2	1	37
Workers Comp. Hours	341	363	315	259	62	28	0	119	62	384	110	48	120	2211
Insurance Claims	2	5	2	2	2	3	7	4	6	2	2	1	4	42

Full-time Employees: 328 Part-time Employees: 15 (4 Pitts Center, 1 Recreation, 9 Library, 1 Customer Service)
-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.
Positions Hired: Crew Leader, Streets; LAN Analyst, shared position with IT/Police; Customer Service Account Clerk, Collections part-time
Positions Posted: Accountant II; Library Assistant, Children's Services part-time

Recruitment Information (Positions closed in December)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Accountant II	28	2	26	0	0	27	0	1	0	0	8	20
Library Assistant, Children's (In-House)	1	1	0	0	0	1	0	0	0	0	1	0

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Dec 12	Jan 13	Feb 13	Mar 13	April 13	May 13	June 13	July 13	Aug 13	Sept 13	Oct 13	Nov 13	Dec 13
Electric	3	4	4	4	4	4	4	4	4	4	5	5	5
Public Works	14	11	13	17	19	22	22	20	20	16	15	15	14
Police	4	1	1	2	1	0	1	2	3	3	1	1	1
All Other Departments	7	5.5	6.5	7	7.5	5.5	6.5	6.5	6.5	6	7.5	6.5	5
Totals	26	21.5	24.5	30	30.5	31.5	33.5	32.5	33.5	29	28.5	27.5	25

**Not used for Budgeting Purposes*

***The following has been updated to reflected the Fiscal 2013-14 Budget**

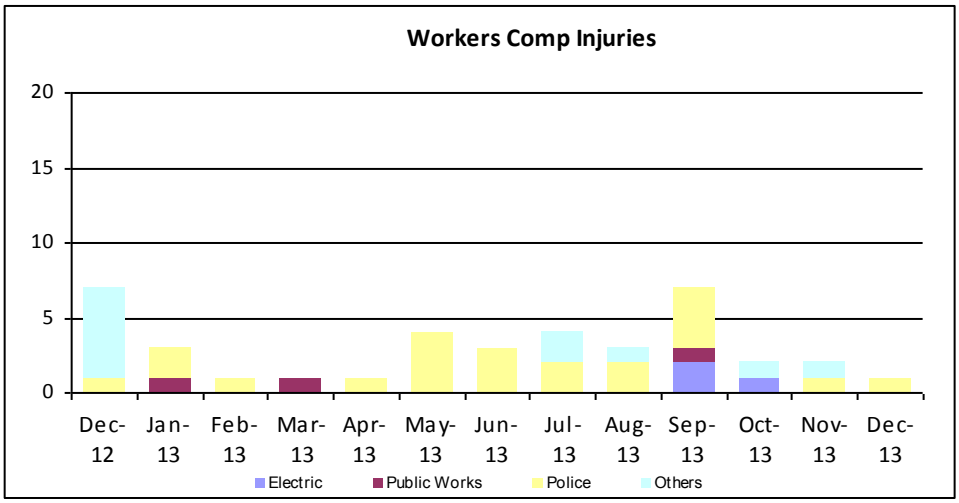
Electric: Electric Director, Electrical Engineer, Senior Lineman, Line Crew Superintendent, Lineman 1st Class

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, (3) Civil Engineer I, Utility Construction Worker, Nursery Worker II

Police: Communication Operator

All Other Departments: (3) Library Assistant (part-time), Library Clerk I (part-time), Planner, Storekeeper Buyer I, Fire Dispatcher

HUMAN RESOURCES
continued



Electric: 0 Public Works: 0 Police: 1 All Other Depts.: 0

Turnover Statistics

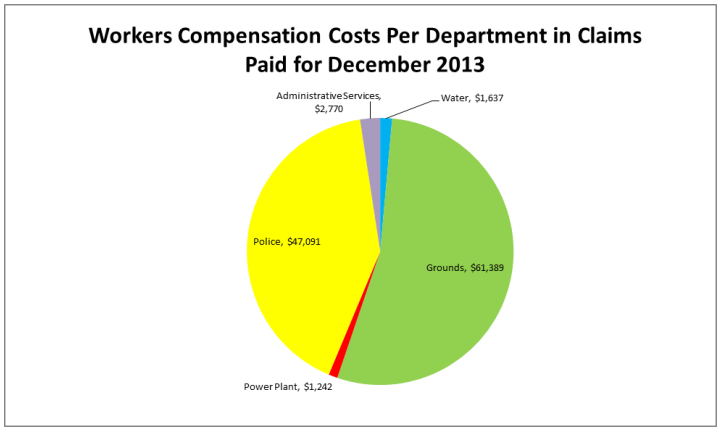
	2010	2011	2012*	2013 * (CYD)
Total Turnover %	5.57	6.75	11.00	10.91
Termination Turnover %	0.27	1.08	0.29	1.47
Resignation Turnover %	2.12	4.05	5.21	5.01
Retirement Turnover %	3.18	1.62	5.50	4.42

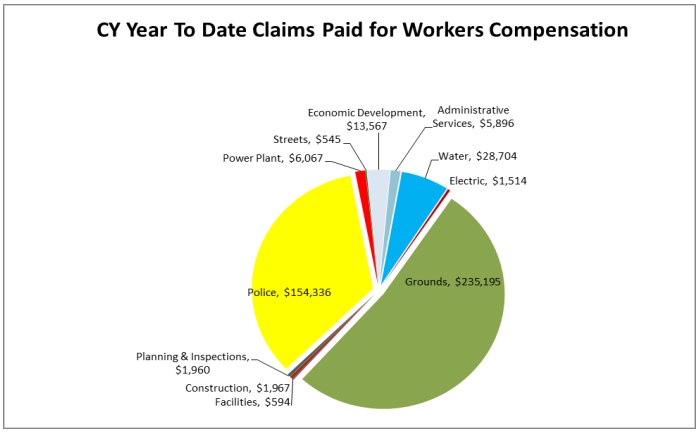
* Healthcare cost sharing implemented

Average Employees

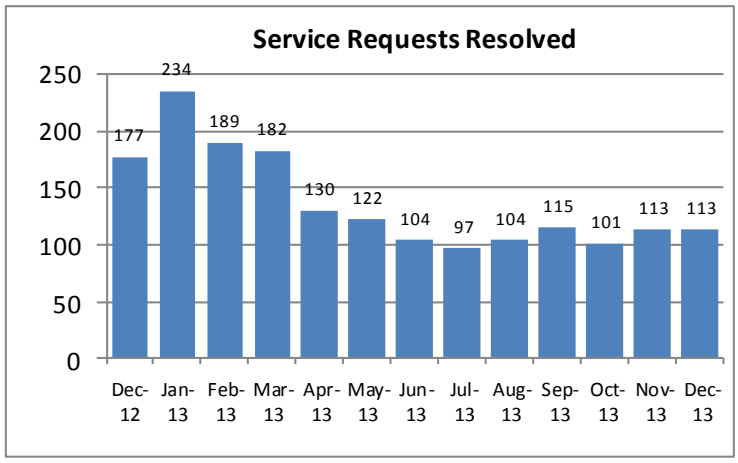
	2010	2011	2012*	2013(YTD)
Total Number of Employees Separating from Service	21	25	38	37
Average Number of Full-time Employees	362	356	333	325
Average Number of Part-time Employees	16	15	12	14

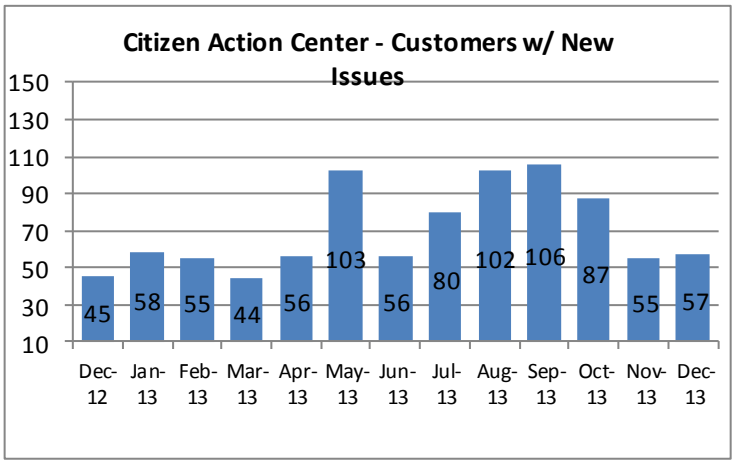
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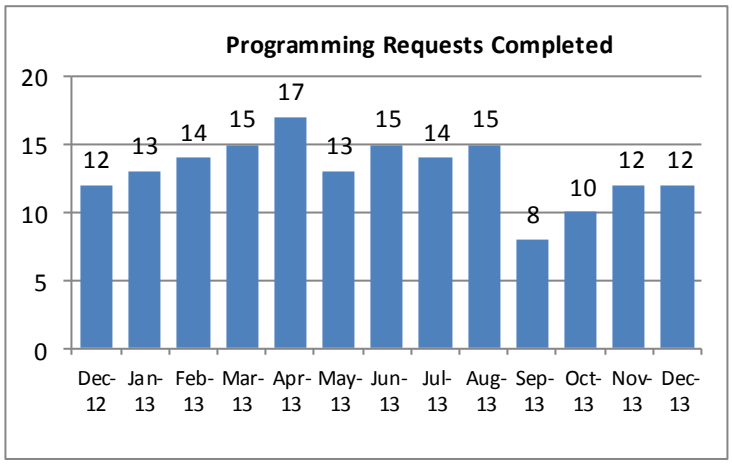


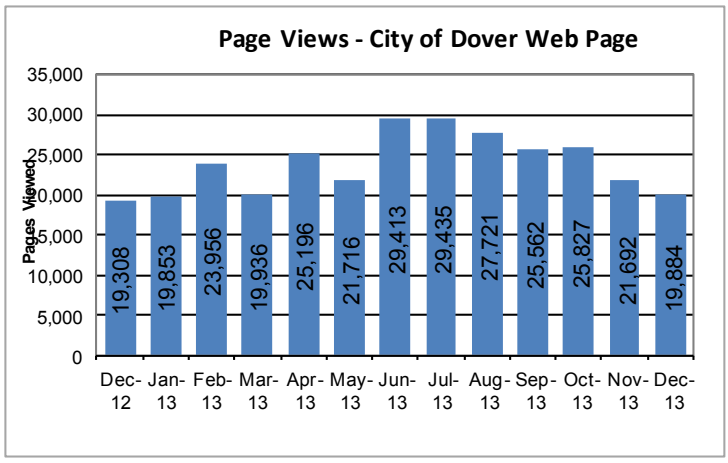


INFORMATION TECHNOLOGY





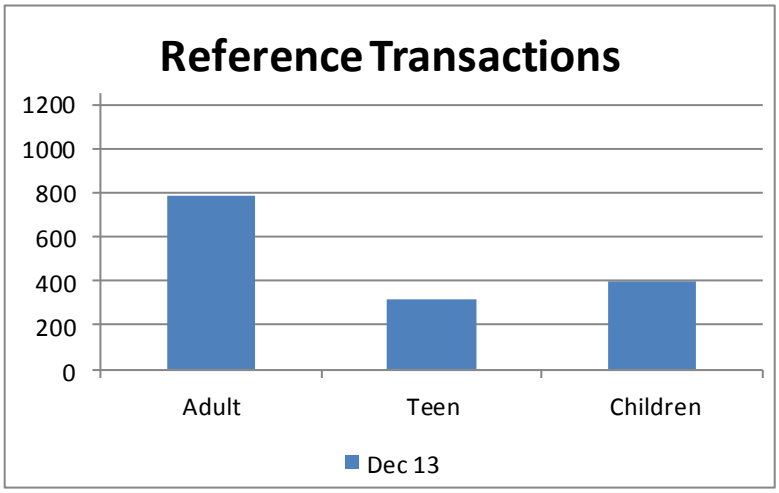




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	366	366	358
Scheduled PCs Replaced	-	-	-
Servers Supported	19	19	14
People Trained	12	8	19

Availability Statistics based on 7:00 AM until 5:00 PM Monday—Friday

LIBRARY



Adults – 508 Teens – 416 Children – 939

Circulation	December 13		FYTD 14		December 12		FYTD 13
Dover residents	19,800		131,673		19,668		106,787
Ebooks	1,280		7,966		1,030		5,061
Kent residents*	13,427		94,999		14,509		82,472
Non-county residents	2,343		14,675		2,234		11,933
Registrations							
Dover residents	286		2,364		291		2,124
Kent residents*	23		529		124		584
Non-county residents	0		51		15		65
Other							
Visiting Patrons	20,212		186,505		22,855		154,235
Meeting Room Usage	1,921		13,723		1,482		4,485
Photocopier Usage	952		7,997		1,344		6,617
Computer Printing Usage	2,364		16,391		1,700		9,223
Computer Users	4,122		29,106		4,181		21,368
Wireless Computer Users	1,187		7,578				
Holds (Total)	6,065		42,350		5,360		31,793

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 336	Harrington: 1
Milford: 54	Milford: 1
Smyrna: 925	Smyrna: 1
Outside City Limits: 12,112	Outside City Limits: 20

Total Registered Users: (Card Holders)

City: 22,165 Kent County: 12,787 Outside Kent County: 949

Other Points of Interest:

Inter/Interlibrary: 69 items loaned out
28 items borrowed

Technical services: 1,579 items added
2,238 items deleted

Volunteers: 348 hours of service completed

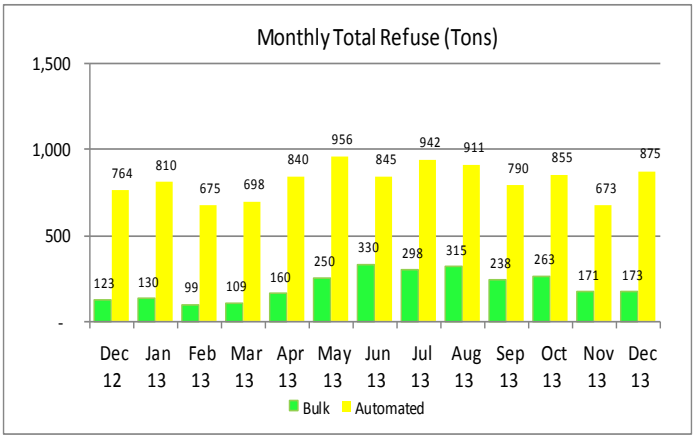
PUBLIC WORKS

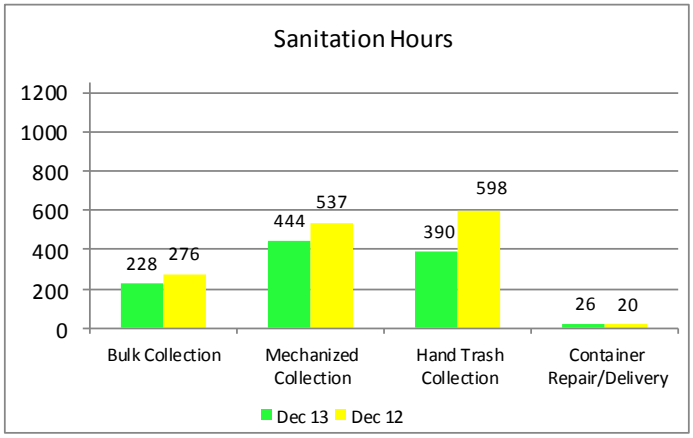
Administration

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





	DECEMBER 2013	FYTD 14	DECEMBER 2012	FYTD 13
Trips to DSWA Sandtown Landfill	209	1,305	161	1,022
Total Tonnage to DSWA	1,047.54	6,532.89	876.23	4,743.21
90-Gallon Containers Delivered	17	108	8	155
300-Gallon Containers Delivered	0	16	2	16
Total Man Hours-containers Delivered	26	200	20	253

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
December 2013	19,865	8,833	315,600	15.89

PUBLIC WORKS
continued

Streets	DECEMBER 2013	FYTD 14	DECEMBER 2012	FYTD 13
Signed Installed	0	148	5	155
Signs Repaired	1	50	5	64
Curbs Painted Yellow (feet)	0	1,306	5	5,614
New Post Installed	1	32	0	29
Storm Catch Basins Repaired	0	13	0	1
Storm Catch Basin Repairing (Hrs.)	0	65	0	1
Storm Catch Basins Cleaned	15	165	83	444
Storm Catch Basins Cleaning (Hrs.)	2	77	108	295
Hot Mix Patching (Tons)	0	1	0	236
Hot Mix Patching (Hrs.)	0	0	0	283
Cold Mix Patching Hrs.)	15	27	38	281
Concrete Work (Hrs)	20	230	0	273
Concrete Patching (Cubic Yards)	0	21	0	0
Ditch Work (Hrs).	3	63	0	90
Street and Alley Maintenance (Hrs)	49	325	152	1,016
Street Sweeping (Miles)	0	5,192	131	5,223
Street Sweeping (Cubic Yards)	0	1,302	60	1,090
Leaves Collected (Cubic Yards)	2,050	7,401	4,712	14,087
Leaf Collection (Miles)	1,329	3,831	1,304	4,768

Grounds

Arborist Crew	DECEMBER 2013	DECEMBER 2012
Trees Trimmed	19	29
Trees Removed	10	6
Stumps Removed	5	14

- Finished the installation of Christmas lighting displays on The Plaza and on Loockerman Street. Placed trees on the lake. Assisted Streets Division with leaf collection.

Beautification Crew

- Finished planting tulips.
- Picked up and hung Christmas wreaths on City buildings.
- Assisted tree crews with tree removals.

Mowing Crew

- Worked with tree crew on tree removals and stump grinding.
- Assisted the beautification crew with planting of the bulbs as well as installation of the Christmas lighting displays.
- Hauled debris from retention ponds where Kent Conservation District worked.

PUBLIC WORKS
continued

Geographic Information Systems (GIS)

- Printed multiple posters for DDP and Economic Development.
- Created multiple Miss Utility maps.
- Updated hot ix repair list.
- Printed multiple posters for the Library.
- Collected GPS data for tree plantings.
- Created multiple maps for the City Clerk's office.
- Printed multiple maps for Water/Wastewater regarding sanitary sewer
- Created right of way dedication maps.
- Printed poster for customer service.
- Printed multiple maps for snow response maps.

Fleet and Facilities Management

Fleet Maintenance

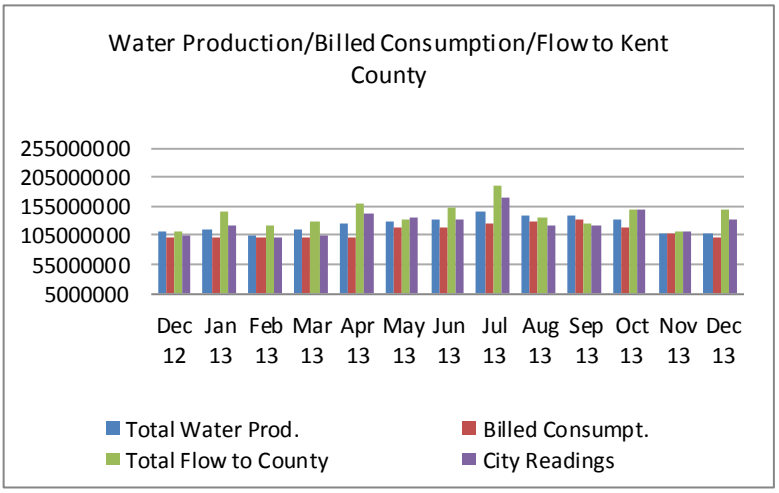
Work Orders: 691

Major Program Updates

Measure	DECEMBER 2013	DECEMBER 2012	DIFFERENCE
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	10 out of 28 35.71% 2 - Unscheduled PM's Vehicles 5 – Sanitation - couldn't get a hold of truck or shop full. Few people on vacation. 5 - T & D vehicles – (4) Not able to get in shop with Electric to get them over. (1) done, 1/14/14 3-Electric Eng. – Haven't seen trucks (2) vehicles at Winner Ford 2 weeks getting transmission installed. Streets - Left 4 days open for Streets dept to bring over anything they needed serviced or prep for snow removal.	9 out of 19 47.37%	**-11.66%**
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	21 out of 24 87.50 %	21 out of 22 91.67%	**-7.,95%**
Emergency work orders completed within 2 days *(Quantity and Percentage)*	3 out of 3 100 %	3 out of 3 100 %	**0 %**

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

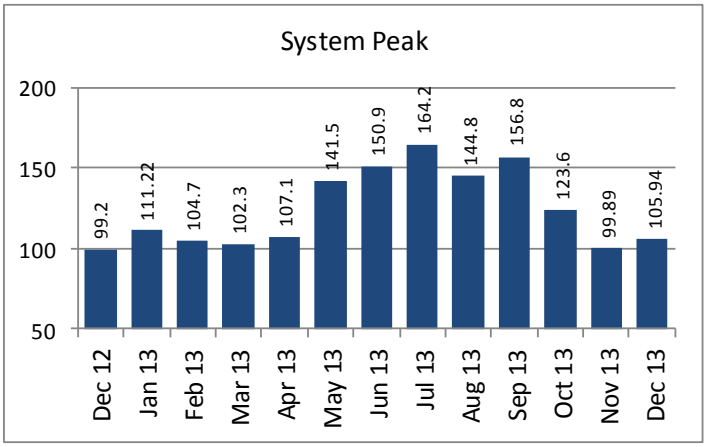
Major Program Updates	DECEMBER 2013	DECEMBER 2012	DIFF	FY14 YTD	FY13
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	2	1	+1	46	59
Plan Review Completed Within 30 days of Submission	2 plans 67%	5 plans 100%	-3	48	38

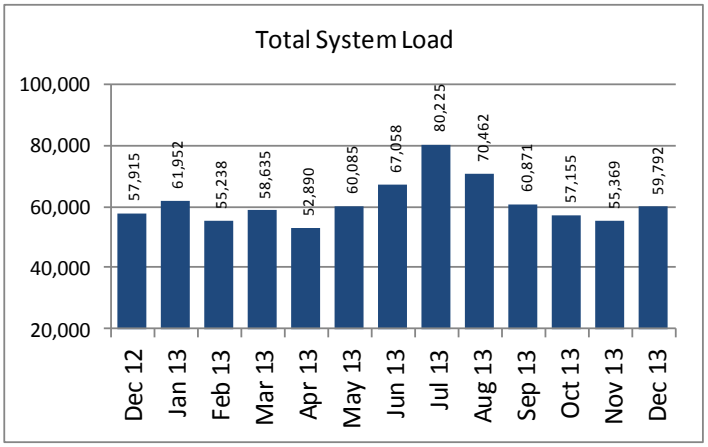
OPERATIONAL SUMMARY

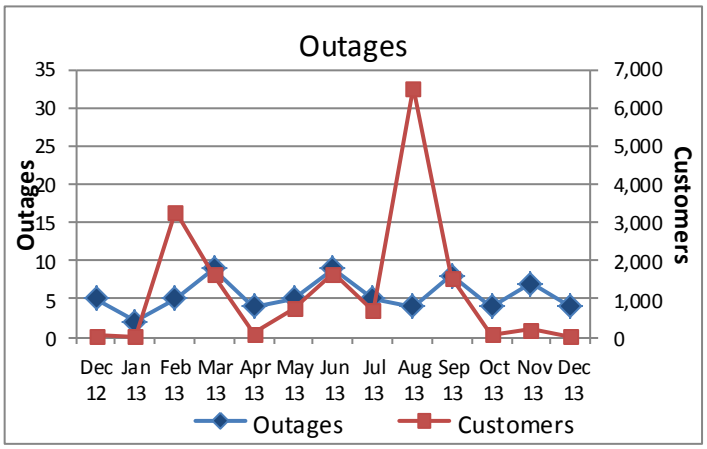
Task	DECEMBER 13	DECEMBER 12	CURRENT FY
Water Production - Daily Average	3,514,065	3,565,710	778,451,000
Average Field Response Time (goal is <30 minutes)	21.70	15.28	17.34
Water Mains Repaired	4	1	8
Water Service Lines Repaired	1	0	6
Wastewater Mains Repaired	0	0	0
Wastewater Service Lines Repaired	0	0	3
Sewer Lines Flushed - linear feet	95,645	92,659	878,567
Sewer Mains Videoed -linear feet	394	15,946	19,783
Total Fire Hydrants in Service	1,807	1,802	1,807
Total Water Meters in City Distribution System	14,171	14,080	14,171

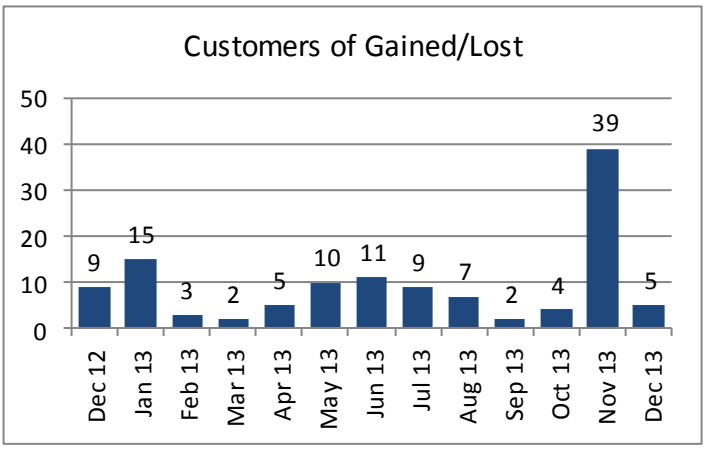
PUBLIC UTILITIES

Electric









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
66.94	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	15	27.72 Minutes	26.25 Minutes

PROGRAM UPDATES	DEC 13	DEC 12	FY14 YTD
Tree Trimming	183	256	1129
Number of Oil Releases	6	1	12
Lost Time Accidents – All Electric Utility Divisions	0	0	1
New Services	5	9	68
Major Goals Completed in the Past Two Months			
N/A			

City Planner's Monthly Report

Planning, Inspections & Recreation

DECEMBER 2013

Planning, Inspections & Recreation Highlights

- **Safe Whistles -** The Parks and Recreation Department began the "Safe Whistles Program" by conducting background checks on our basketball, field hockey and lacrosse league volunteers. All approved volunteers were issued identification badges.
- **Annual Food Drive** - Kicking off the Annual Food Drive our Library, Customer Services, Electric and Police Departments all graciously hosted food collection boxes. Many were filled but there's always room for more next year! Thank you to all who contributed.
- **DelDOT's "Fill the Sleigh" Event** - The Parks and Recreation Department partnered with DelDOT to host their second event for employees to have a night of volleyball fun and charitable giving for those in need. We are looking forward to doing this again in 2014.
- **The Greene Turtle** opened at 391 North DuPont Highway on December 4, 2013.



Personnel and Training Updates

- The Planning Office continues the hiring process to fill the vacant Planner position; an offer has been made to a candidate.
- Ann Marie Townshend and Dawn Melson-Williams attended the Annual Meeting of the APA Delaware Chapter on December 11, 2014. The event also included a presentation by Max Walton entitled "Navigating the Legal Landscape – Overview of the New Cases that all Delaware Planners Should Know."

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '14 Budget	FY '14 Actual (YTD)	
Business License	$1,460,000	$ 1,432,707	98%
Trailer License	$20,500	$ 21,120	103%
Building Permits	$400,000	$ 261,753	65%
Cert. of Occupancy	$9,000	$ 3,230	36%
Public Occupancy	$10,000	$ 1,413	14%
Lodging House	$14,000	$ 1,323	9%
Plumbing/Heating/Air	$75,000	$ 38,213	51%
Sprinkler	$25,000	$ 18,522	74%
Rental Inspection Fee	$345,000	$ 26,774	8%
Miscellaneous	$20,000	$ 21,940	110%
Fire Protection Fees	$31,000	$ 18,357	59%
Vacant Building Reg.	$60,000	$ 78,250	130%
Total P&I Revenue	**$2,469,500**	**$ 1,923,600**	78%
Recreation	$133,000	$66,544	50%

Looking Forward…..

- ◊ ***Indoor Field Hockey Leagues for Co-Ed and Middle Schools***
- ◊ ***Girls Indoor High School Lacrosse League***
- ◊ ***Work to being on City Recreation Needs Assessment***

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 December 2013, Planning Staff was involved with review of 40 Permits and 9 Certificates of Occupancy permits (2013 Year to Date total of 866 Permits and COs compared to 923 year-to-date in 2012). 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.

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 Planning Staff continues to work with the Capital School District and DelDOT regarding pedestrian safety concerns for the school project. The monthly coordination meeting on the project was held on December 5, 2013. The sidewalk improvement project for the north side of Route 8 is progressing through the design process at DelDOT in preparation for easement acquisitions.

Comprehensive Plan Amendments 2014

December 15th was the filing deadline for requests for Comprehensive Plan Amendments. A series of addendums to the text of the *Comprehensive Plan* are proposed. The Addendum relates to a number of ongoing planning projects taking place during 2014. These projects include the following items: A. Central Dover Community Plan with addendum to Chapter 11 – Housing and Community Development Plan; B. Transportation Improvement District for the Route 13 and Bay Road Corridors with addendum to Chapter 9 - Transportation Plan; C. Citywide Parks and Recreation Needs Assessment; and D. Dover Transit Center Neighborhood Plan. One request was also received for an amendment to the Map 12-1: Land Development Plan. Planning Staff prepared a submission for PLUS Review of the Comprehensive Plan Amendments 2014 (MI-14-01). PLUS Review will occur in late January and the amendments will begin the formal review process including public hearings with the Planning Commission and City Council in February and March 2014.

Garrison Energy Center (Master Plan S-12-03/ Phase 1 S-12-17)

The Planning Staff participates 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 approval for the Garrison Energy Center Phase 1 was granted on September 6, 2013 subject to conditions of approval. Construction is underway with Foundation Building Permits for the project continuing to be received for review and inspection. Planning Staff reviewed the Building Permit for the Administration Building (#13-1608) on December 20 2013.

BOARD AND COMMISSION ACTIVITY

◊ Board of Adjustment

The Board of Adjustment met on December 18, 2013. The next regular scheduled meeting of the Board of Adjustment is scheduled for January 15, 2014. The following applications were considered.

- **V-13-05 Lands of Thomas J. Bugbee and Sherrill L. Brekke –** Variance approval to allow the house to be constructed at the 6-foot contour elevation line or greater provided that the finished first floor elevation shall be at or above the base flood elevation based on the requirements of the *City of Dover Code,* Chapter 50 and the requirements of the International Residential Code. The applicant must provide the Board of Adjustment a copy of the deed showing the setback restrictions of 35 feet.
- **V-13-14 Lands of John Bashore–** Application V-13-14 was tabled until the January 15, 2014 meeting because the applicant failed to appear
- **V-13-15 Lands of Kathleen Davies –** Variance approval to install a pre-built shed with a dimension of 12ft x 14ft and thereby increasing the overall lot coverage limit to exceed 35% and with regard to part 2 of the variance request to extend the driveway for additional parking be denied and to not increase the lot coverage to 40%.
- **V-13-16 Lands of Harrington Properties LLC–** Variance approval thereby permitting a reduction in the number of off-street parking spaces from the required 178 to the requested 169.
- **V-13-17 Lands of Jerrie D. Stanstrom—** Moved to amend the previous motion to hold another public hearing because of the change in additional information that might be forthcoming.

◊ Historic District Commission

The Historic District Commission did not meet on December 16, 2013. The next Historic District Commission meeting is scheduled for January 16, 2014.

◊ Planning Commission

The Planning Commission met on December 18, 2013 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for January 21, 2014.

- **US-13-02 Delaware Technical Community College Comprehensive Signage Plan** –Approval of US-13 -02 Delaware Technical Community College Comprehensive Signage Plan for a gateway signage system for the Terry Campus and to include all DAC comments.
- **MI-13-21 Request for Street Abandonment: Budd Street** – Recommend approval to City Council of MI -13-21 Request for Street Abandonment: Budd Street and to include all DAC comments.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

- ***CDBG FY13 Projects***

Contracts for FY13 projects have been executed and projects are underway.

- ***Homeownership Assistance Program***

CDBG funds will be used to provide settlement assistance to assist qualifying families purchase properties 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. Two (2) homes have been completed.

- ***Dover Interfaith Mission to the Homeless***

CDBG funds will be used for operations cost 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. Two (2) homes have been completed.

- ***NCALL Research***

CDBG funds were used for foreclosure prevention and pre-purchase homeownership counseling services for 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 11 properties. Nine properties have been sold, one is a lease purchase 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)	**337 N. Governors Avenue (sold)**
343 Mimosa Avenue (sold)	**254 Green Blade Drive (sold)**
907 Woodcrest Avenue (sold)	**302 Stone Brook Place (lease purchase)**
1430 S. Hancock (group home rental)	**11 Westover Drive (sold)**
1415 S. Hancock (sold)	**110 Thames Drive (sold)**

4 Bennington Street (sold)

Dangerous Buildings, Vacant Buildings & Demolitions

- *126 N. Ann Avenue* – The owner is making repairs to the exterior of the property.
- *209 N. New Street* – Owner has been granted an extension until January 15, 2014 to make repairs to the home.
- *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.
- *123 Blue Beach Drive*—An asbestos survey was completed for the pool pump-house and no asbestos was found. Sunnyfield Contractors have been awarded the contractor for the pool and pump house demolition.
- *142 Brandywine Drive*—Owners have completed all repairs.
- *200 N. West Street*—The owner has applied to the Board of Adjustment for a use variance pertaining to the prohibition of residential uses in the M (Manufacturing Zone) so that he can make renovations to the home.
- *67 S. Queen Street* —Demolished by the City of Dover.
- *24 N. New Street* —Demolished by the City of Dover.
- *106 Saulsbury Road* —The owner of the property demolished the vacant structure.
- *650 Bay Road, Unit 19*—The owners of the property made all repairs and the building is now in code compliance.
- *101 S. Queen Street* —The owner of the property was notified that he had until January 30, 2014 to make repairs to the structure, and/or have it demolished, or the City of Dover would proceed with Demolition.
- *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.

- *Vacant Buildings*—During the month of December, 30 additional buildings were registered as vacant, and $6,000.00 in vacant building registration fees were collected.



67 S. Queen Street prior to demolition

Code Enforcement Activity—DECEMBER

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	1	155	100%	96%
No valid Building Permit	4	62	50%	90%
Tall grass and weeds	1	777	100%	79%
Unregistered vehicle	1	59	100%	90%
Abandoned vehicle	1	92	100%	86%
Annual Housing Inspection	98	467	96%	89%
Property Maintenance – Exterior	41	643	61%	65%
Electric Termination	14	284	86%	96%
Dover Code of Ordinances	80	678	89%	80%
Zoning	14	144	86%	77%
Total Cases	**255**	**3361**		
Total # of Inspections For Month	**301**			



24 N New Street

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**DEC 13**	**FYTD 14**	**DEC 12**	**FYTD 13**
Fire Protection Inspections (New & Existing)	100	660	36	171
Fire Code Inspections	50	726	164	894
Inspection Deficiencies	35	430	37	196
Certificate of Occupancy	6	85	10	24
Accidental	$1000	$148,450	$50.00	$450.00
Incendiary	$0	$34,600.00	$100.00	$11,100.00
Undetermined	$	$321,000.0	$150.00	$1150.00
PERMITTING AND LICENSING				
Permits Issued	**DEC 13**	**FYTD 14**	**DEC 12**	**FYTD 13**
Administrative Permit	1	6	1	14
Building Addition/Renovation Permits	15	208	36	149
Building Permits	12	88	7	78
Demolition Permits	3	28	1	23
Fence Permits	2	39	6	45
Fire Prevention Permits	6	54	17	50
Mechanical Permits	31	188	13	170
Plumbing Permits	17	163	30	178
Sign Permits	17	367	21	123
Swimming Pool Permits	0	6	0	10
Business Licenses	36	1288	19	929
Merchant Licenses	7	292	4	247
Contractor Licenses	19	819	39	618
Lodging House Licenses	5	7	30	31
Mobile Homes	5	294	39	200
Public Occupancy	27	58	155	185
Rental Dwelling	303	418	811	908
BUILDING INSPECTIONS				
Inspections	**DEC 13**	**FYTD 14**	**DEC 12**	**FYTD 13**
Building	219	1742	244	1,536
Plumbing/Mechanical	480	2014	456	1,785
Certificate of Occupancy	9	68	10	56

Fire Marshal's Office—At a Glance

Number of Fires Requiring FM Response for December 2013

4 Accidental

0 Undetermined

3 Incendiary

20 hours of investigation time

Number of Complaints – 5

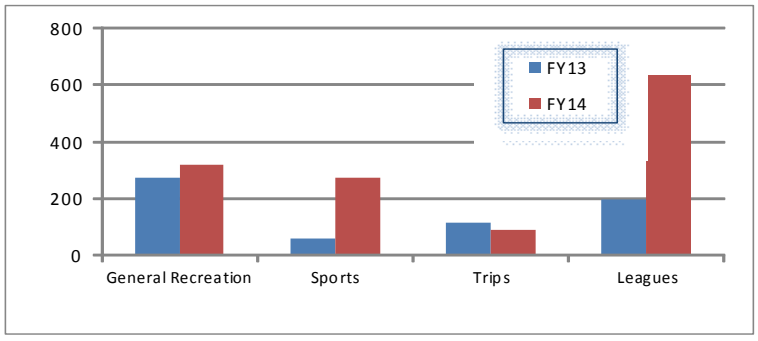
Two arrests for the month December. Incendiary fire was started at Wesley College and one person was arrested for Arson I and a second for Hindering Prosecution. One person pled guilty to the Hindering charge and the other is awaiting trial or a plea on the Arson charge.

Recreation Division

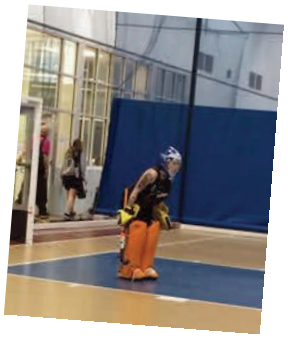
City of Dover Parks & Recreation

Enrollment Summary

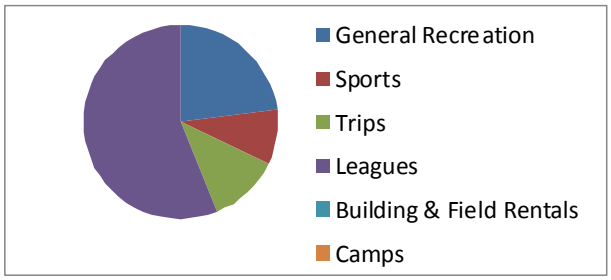
December 2012 verses December 2013

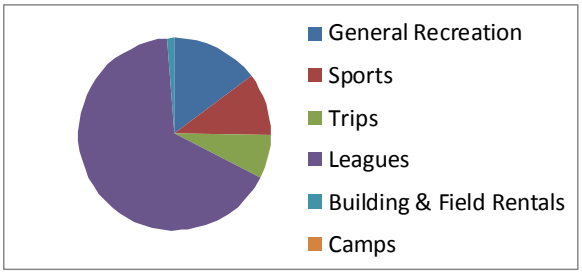


Category	FY13	FY14
General Recreation	273	318
Sports	59	110
Trips	113	86
Leagues	196	638
Camps	Not Offered	Not Offered



Revenue Breakdown: December 2012 verses December 2013



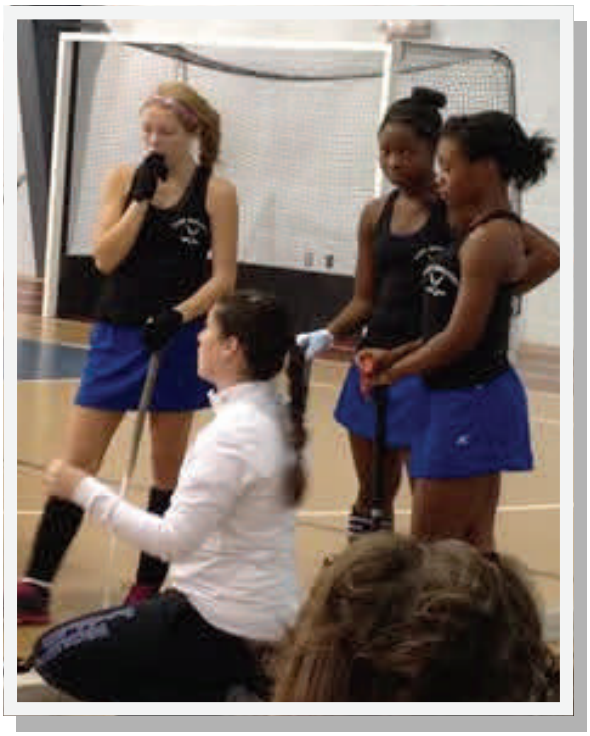


General Recreation	**$1,631**
Sports	**$660**
Camps	**$0**
Trips	**$833**
Leagues	**$3,995**
Building & Field Rentals	**$0**

General Recreation	**$1,441**
Sports	**$1,020**
Trips	**$735**
Leagues	**$6,525**
Building & Field Rentals	**$115**
Camps	**$0**





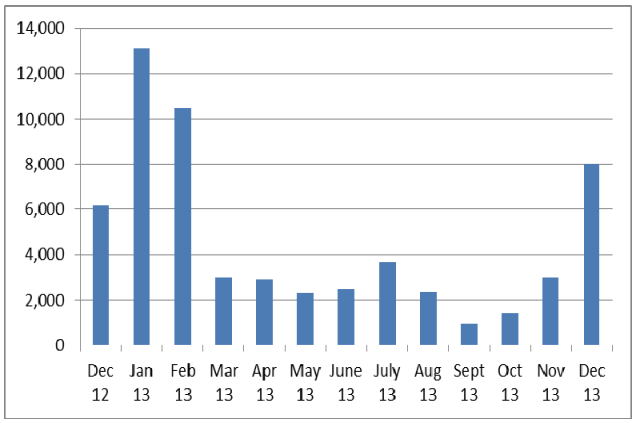




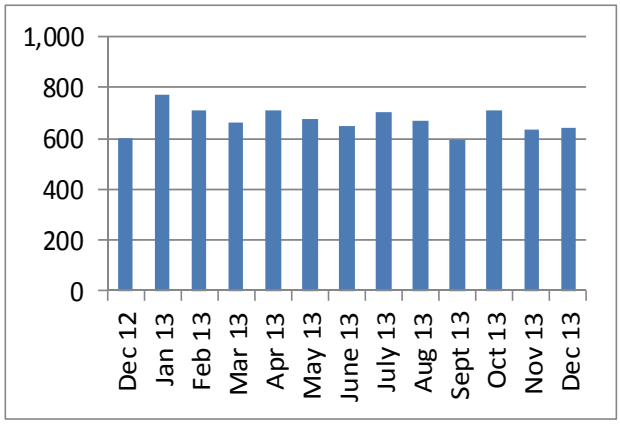


John W. Pitts Recreation Center – December 2013

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	DEC 13		FYTD 14		DEC 12		FYTD 13
Open Gym	396.5		2566.5		414.5		2784.25
Fitness Classes	49.5		294.5		38		252
Leagues	115		268		91		217
Camps	0		555		0		49
Sports Classes	16		95.5		11		90
Meetings & Rentals	43		117.5		22		153.5
Enrichment Classes	23		52		25.5		41.5
Total Facility Usage Hours	643		3949		602		3587.25

Daily Program Attendance**	NOV 13		FYTD 14		NOV 12		FYTD 13
Total	8,048		18,453		6,189		17,207
Open Gym	497		2,296		937		4,420
Fitness Classes	216		1,542		199		1,775
Leagues	5,595		9,495		3,920		7,175
Camps	0		1,308		0		254
Sports Classes	143		695		91		707
Meetings & Rentals	1,546		3,010		1,000		2,793
Enrichment Classes	51		108		42		82

Since our opening in late April 2008, we have had 282,625 guests at the John W. Pitts Recreation Center.

December Open Gym Registrations and Packages Sold

Packages Sold:	NOV.	MTD	YTD	FYTD
Daily:	55	$ 102	239	$717
Individual Quarterly:	2	$ 30	10	$150
Individual Annual:	0	$ 0	1	$ 50
Family Quarterly:	1	$ 30	5	$ 120
Family Annual:	0	$ 0	0	$ 0
Revenue:		**$162**		**$1,037**

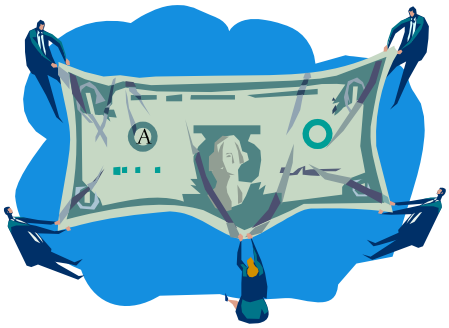


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
DECEMBER 2013 - MONTHLY BUDGET REPORTS















LEASE 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
December 2013

FINANCE DEPARTMENT ACTIVITY LEVELS

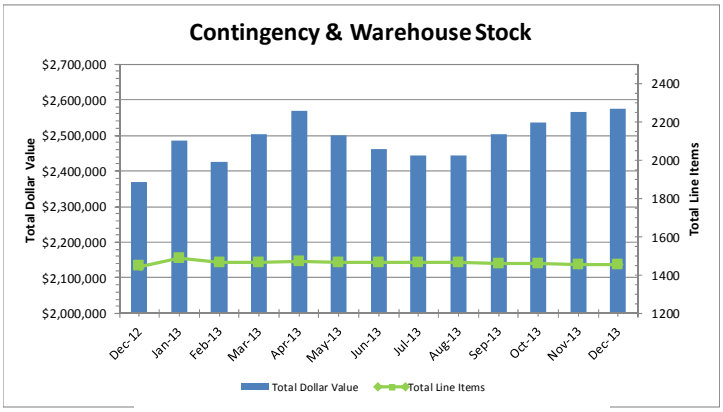
	FY13 YTD			FY14 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	2,709			3,167		
Total Amount of All Deposits	$ 77,893,373			$ 64,661,693		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**435,509**	**100.0%**	**$ 10,404,304**	**423,595**	**100.0%**	**$ 10,039,860**
Wages and Hours Worked						
Regular	358,757	82.4%	$ 7,973,311	352,678	83.3%	$ 7,649,911
All over time	21,977	5.0%	$ 975,243	18,102	4.3%	$ 759,890
Other Paid or Unpaid Wages and Hours						
Vacation	25,124	5.8%	$ 652,792	25,118	5.9%	$ 664,547
Sick	10,050	2.3%	$ 253,659	9,091	2.1%	$ 235,559
Terminal Leave - Retiree Vacation/Sick Payout	10,581	2.4%	$ 298,507	8,317	2.0%	$ 252,386
Comp Time	4,652	1.1%	$ 131,455	3,859	0.9%	$ 109,686
Personal	506	0.1%	$ 13,721	539	0.1%	$ 15,017
Leave Without Pay	2,954	0.7%	$ -	2,421	0.6%	$ -
Other (description below)	909	0.2%	$ 105,615	3,526	0.8%	$ 352,864

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

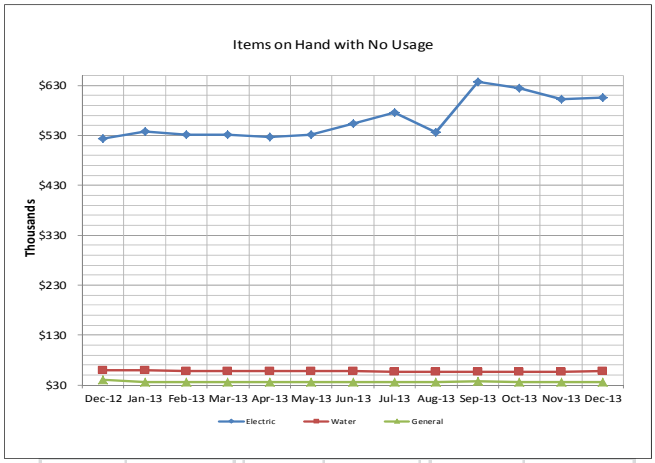
Other Activity		
Number of Pay Periods	13	13
Number of Payroll Checks & Direct Deposits Issued	4,731	4,669
Number of Pension Checks Issued	1,477	1,546
Total Pension Benefits Paid - Defined Benefit Plan	$ 8,538,846	$ 9,059,818

ACCOUNTS PAYABLE		
Number of Check Vouchers	3,144	2,452
Number of EFT Vouchers	1,035	906
Vouchers Dollar Amount Disbursed	$ 44,432,249	$ 31,080,108

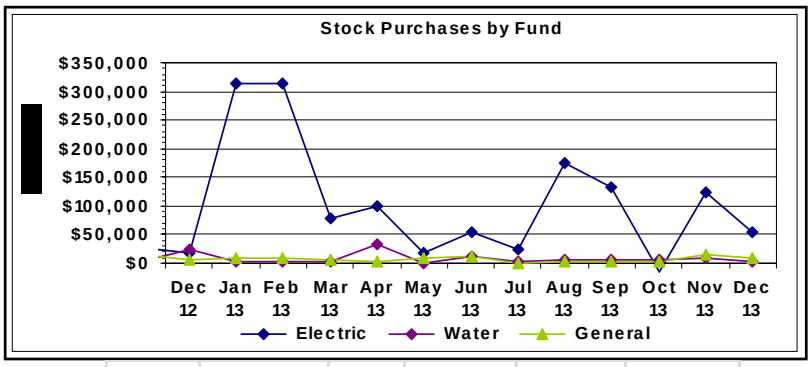
PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,575,217 Line Items: 1,455



Electric:	$603,227	Water:	$56,799	General:	$35,415



Electric	$ 55,416	Water	$ 4,524	General	$ 9,989

Fuel Use		
Unleaded:	9,904.5	gallons
Diesel:	6,541.5	gallons
Total Cost:	$ 47,578	

City of Dover
Finance Department
Monthly Report – December 2013
General Fund Summary

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance (unaudited)	$ 3,455,200	$ 3,455,200	$ -	$ 3,455,200	0.0%
Revenues					
Court of Chancery Fees	863,200	863,200	400,800	462,400	46.4%
Fines & Police Revenues	1,316,000	1,316,000	544,878	771,122	41.4%
Franchise Fees	606,200	606,200	157,744	448,456	26.0%
Grants	623,500	623,500	71,000	552,500	11.4%
Intrafund Services	4,454,300	4,454,300	2,017,413	2,436,887	45.3%
Library & Recreation Revenues	599,600	599,600	334,180	265,420	55.7%
Licenses & Permits	2,627,500	2,627,500	1,995,757	631,743	76.0%
Property Taxes (Includes BID Revenue) (1)	11,169,500	11,169,500	11,056,488	113,012	99.0%
Miscellaneous Revenues	138,300	138,300	45,565	92,735	32.9%
Sanitation Revenues	2,676,500	2,676,500	1,299,947	1,376,553	48.6%
Garrison Farm Rent Revenue	118,500	118,500	28,892	89,608	24.4%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	527,400	527,400	-	527,400	0.0%
Civil Traffic Penalties	600,000	600,000	114,215	485,785	19.0%
Transfer Taxes	1,315,500	1,315,500	537,351	778,149	40.8%
Verizon, Contingency and CI Reserves	32,000	32,000	-	32,000	0.0%
Police Grants	110,000	110,000	32,481	77,519	29.5%
Water/Wastewater Fund	500,000	500,000	375,000	125,000	75.0%
Electric Fund	8,000,000	8,000,000	4,000,000	4,000,000	50.0%
Total Revenues	36,278,000	36,278,000	23,011,711	13,266,289	63.4%
Total Beginning Balance & Revenues	**$ 39,733,200**	**$ 39,733,200**	**$ 23,011,711**	**$ 16,721,489**	57.9%
Expenditures					
City Clerk & Council	$ 442,200	$ 445,600	$ 214,148	$ 231,452	48.1%
Mayor, City Manager & Human Resources	874,900	883,200	462,984	420,216	52.4%
Police & Police Extra Duty	14,331,800	14,466,500	6,912,273	7,554,227	47.8%
Public Services	4,131,800	4,141,000	1,878,578	2,262,422	45.4%
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,870,900	1,872,500	816,917	1,055,583	43.6%
Planning & Inspections	2,045,600	2,052,900	1,049,351	1,003,549	51.1%
Finance, Info Tech & Customer Services	2,676,400	2,694,900	1,296,761	1,398,139	48.1%
Library & Recreation	2,038,600	2,047,500	960,551	1,086,949	46.9%
Fire Department	692,100	692,100	296,803	395,297	42.9%
Assessor	198,300	198,300	101,132	97,168	51.0%
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	208,100	-	208,100	0.0%
Insurance	658,900	658,900	152,859	506,041	23.2%
OPEB - Retiree's Health Care Contribution	1,636,500	1,636,500	818,250	818,250	50.0%
Police Pension Trust Contribution - State Grant	500,000	500,000	70,000	430,000	14.0%
Appropriation to Employee Pension Fund - Unfunded Liability	1,466,500	1,466,500	1,176,725	289,775	80.2%
Street Lights	836,000	836,000	388,579	447,421	46.5%
Debt Service	557,300	557,300	538,486	18,814	96.6%
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	36,833,500	18,224,922	18,608,578	49.5%
Budget Balance - Working Capital	2,899,700	2,899,700	-	2,899,700	0.0%
Total Budget Balance & Expenditures	**$ 39,733,200**	**$ 39,733,200**	**$ 18,224,922**	**$ 21,508,278**	45.9%
Reserve Balances					
Contingency	$ 723,600	$ 723,600	$ 736,632		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 12/31/13 is $427,953 as compared to $491,189 in December 2012.

City of Dover
Finance Department
Monthly Report – December 2013
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance - Water (unaudited)	$ 770,800	$ 770,800	$ -	$ 770,800	0.0%
Beginning Balance - Wastewater (unaudited)	$ 412,600	$ 412,600	$ -	$ 412,600	0.0%
Beginning Balance - Kent County Treatment (unaudited)	$ 141,600	$ 141,600	$ -	$ 141,600	0.0%
	1,325,000	1,325,000	-	1,325,000	0.0%
Revenues					
Water Fees	4,730,700	4,730,700	2,321,699	2,409,001	49.1%
Wastewater Fees	3,642,700	3,642,700	1,825,352	1,817,348	50.1%
Kent County Treatment Fees	2,980,300	2,980,300	1,503,077	1,477,223	50.4%
Ground Water Inflow Adjustment	1,324,600	1,324,600	674,723	649,877	50.9%
Water Tank Leases	333,800	333,800	146,194	187,606	43.8%
Miscellaneous Service Fee	105,100	82,000	34,238	47,762	41.8%
Impact Fees - Water	357,000	357,000	90,475	266,525	25.3%
Impact Fees - Wastewater	323,000	323,000	82,022	240,978	25.4%
Total Revenues	13,797,200	13,797,200	6,677,780	7,119,420	48.4%
Total Beginning Balance & Revenues	**$ 15,122,200**	**$ 15,122,200**	**$ 6,677,780**	**$ 8,444,420**	44.2%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 664,400	$ 667,900	$ 157,669	$ 510,231	23.6%
Water	433,900	436,900	219,798	217,102	50.3%
Water Treatment Plant	1,501,800	1,507,800	661,362	846,438	43.9%
Wastewater	945,100	946,000	380,679	565,321	40.2%
Construction	351,400	352,200	125,794	226,406	35.7%
Kent County Treatment	3,524,800	3,524,800	1,589,289	1,935,511	45.1%
Intrafund Service Fees	1,233,400	1,233,400	592,039	641,361	48.0%
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	555,630	463,870	54.5%
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	1,200,000	600,000	600,000	50.0%
Wastewater I & E Fund	1,330,000	1,330,000	665,000	665,000	50.0%
Total Expenses	13,268,700	13,268,700	6,326,810	6,941,890	47.7%
Budget Balances					
Budget Balance - Working Capital - Water	1,056,400	1,050,450	-	1,050,450	0.0%
Budget Balance - Working Capital - WW	797,100	803,050	-	803,050	0.0%
Total Budget Balances	1,853,500	1,853,500	-	1,853,500	0.0%
Total Budget Balances & Expenses	**$ 15,122,200**	**$ 15,122,200**	**$ 6,326,810**	**$ 8,795,390**	41.8%
Reserve Balances					
Contingency-Water	$ 105,600	$ 105,600	$ 104,485		
Contingency-Wastewater	$ 191,500	$ 191,500	$ 188,936		
Impact Fee Reserve - Sewer	NO BUDGET	NO BUDGET	$ 3,767,731		
Impact Fee Reserve - Water	NO BUDGET	NO BUDGET	$ 199,693		
Bond Coverage Ratio (Covenant 1.20)	3.99	3.99	4.26		

City of Dover
Finance Department
Monthly Report – December 2013
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance (unaudited)	$ 7,152,400	$ 7,152,400	$ -	$ 7,152,400	0.0%
Revenues					
Sales to Customers	76,286,700	76,286,700	40,064,005	36,222,695	52.5%
Utility Tax	1,492,200	1,492,200	661,364	830,836	44.3%
Weyandt Hall Rents	251,000	251,000	69,327	181,673	27.6%
Miscellaneous Revenues	737,800	737,800	330,014	407,786	44.7%
Interest Earned	119,400	119,400	(318)	119,718	-0.3%
Transfer from Rate Stabilization	4,000,000	4,000,000	3,000,000	1,000,000	75.0%
Intrafund Service Receipts Water/Wastewater	98,500	98,500	50,506	47,994	51.3%
Total Revenues	82,985,600	82,985,600	44,174,898	38,810,702	53.2%
Total Beginning Balance & Revenues	**$ 90,138,000**	**$ 90,138,000**	**$ 44,174,898**	**$ 45,963,102**	49.0%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 23,832,000	$ 23,832,000	$ 16,144,150	$ 7,687,850	67.7%
Power Supply Management	996,000	996,000	498,000	498,000	50.0%
Capacity Charges	15,787,200	15,787,200	8,093,027	7,694,173	51.3%
Dover Sun Park Energy	1,565,800	1,565,800	788,934	776,866	50.4%
Solar Renewal Energy Credits	300,000	300,000	149,722	150,278	49.9%
PJM Charges - Energy	12,812,900	12,812,900	4,259,269	8,553,631	33.2%
PJM Charges - Transmission & Fees	4,740,000	4,740,000	3,744,893	995,107	79.0%
Total Power Supply	60,033,900	60,033,900	33,677,995	26,355,905	56.1%
Plant Operations	6,015,800	6,015,800	2,463,494	3,552,306	41.0%
Generation Fuels	-	-	919,951	(919,951)	0.0%
Capacity Credits	(15,079,800)	(15,079,800)	(7,889,000)	(7,190,800)	52.3%
PJM Spot Market Energy	(230,500)	(230,500)	(151,172)	(79,328)	65.6%
PJM Credits	(397,000)	(397,000)	(1,916,940)	1,519,940	482.9%
Total Generation	(9,691,500)	(9,691,500)	(6,573,667)	(3,117,833)	67.8%
Total Power Supply & Plant	50,342,400	50,342,400	27,104,328	23,238,072	53.8%
Electric Operating Divisions:					
Transmission/Distribution	3,302,500	3,312,200	1,411,569	1,900,631	42.6%
Electrical Engineering	1,192,200	1,194,500	480,888	713,612	40.3%
Administration	597,000	597,800	173,967	423,833	29.1%
Meter Reading	220,300	221,900	112,914	108,986	50.9%
Systems Operations	543,600	553,500	281,060	272,440	50.8%
Intrafund Services	3,319,400	3,319,400	1,475,880	1,843,520	44.5%
Utility Tax	1,492,200	1,492,200	661,364	830,836	44.3%
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	11,810	15,190	43.7%
Green Energy Payment to DEMEC	135,800	135,800	66,935	68,865	49.3%
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	100	99,900	0.1%
Debt Service	3,301,900	3,301,900	1,702,768	1,599,132	51.6%
Transfers Out:					
General Fund	8,000,000	8,000,000	4,000,000	4,000,000	50.0%
Electric Improvement & Extension Fund	5,448,600	5,448,600	2,724,300	2,724,300	50.0%
Total Expenses	81,176,100	81,176,100	42,510,283	38,665,817	52.4%
Budget Balance - Working Capital	8,961,900	8,961,900	-	8,961,900	0.0%
Total Budget Balance & Expenses	**$ 90,138,000**	**$ 90,138,000**	**$ 42,510,283**	**$ 47,627,717**	47.2%
Reserve Balances					
Contingency Reserve	$ 826,500	$ 826,500	$ 817,173		
Insurance Reserve	$ 739,000	$ 739,000	$ 735,686		
Rate Stabilization Reserve	$ 13,644,000	$ 13,644,000	$ 14,439,271		
Bond Coverage Ratio (Covenant 1.25)	1.97	3.34	1.88		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,675	712,675	372,627		
Sales per MWh	$ 107.04	$ 107.04	$ 107.52		
Purchased/Generated MWh	725,818	725,818	394,111		
All In MWh Supply & Generation	$ 69.36	$ 69.36	$ 68.77		

City of Dover
Finance Department
Monthly Report – December 2013
General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance - Projects (unaudited)	$ 241,200	$ 2,801,800	$ -	$ 2,801,800	0.0%
Beginning Balance - Library (unaudited)	$ (74,700)	$ 256,500	$ -	$ 256,500	0.0%
Revenues					
State Grant - Other	15,000	15,000	-	15,000	0.0%
Interest Earnings	-	-	8,946	(8,946)	0.0%
Income from Sale of Assets	-	-	14,288	(14,288)	0.0%
Transfer from Community Transportation Fund	-	60,500	-	60,500	0.0%
Transfer from General Fund for Projects	1,278,300	1,278,300	958,725	319,575	75.0%
Contractor Contributions	-	264,800	-	264,800	0.0%
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	981,959	967,841	
State Grant - Library	-	150,000	108,044	41,956	72.0%
Library Capital Pledges	-	5,000	7,500	(2,500)	150.0%
Subtotal Library Project Receipts	-	155,000	115,544	39,456	74.5%
Total Revenues	1,388,300	2,104,800	1,097,503	1,007,297	52.1%
Total Beginning Balance & Revenue	**$ 1,554,800**	**$ 5,163,100**	**$ 1,097,503**	**$ 4,065,597**	21.3%
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	73,428	338,072	17.8%
Recreation	95,000	95,000	-	95,000	0.0%
Code Enforcement	30,000	30,000	-	30,000	0.0%
Police	257,300	363,300	198,774	164,526	54.7%
Streets	251,500	3,395,700	475,462	2,920,238	14.0%
Sanitation	402,100	402,100	-	402,100	0.0%
Information Technology	7,000	7,000	-	7,000	0.0%
Facilities Management	17,800	17,800	-	17,800	0.0%
Procurement & Inventory	55,000	55,000	-	55,000	0.0%
Total Expenditures	1,404,300	5,066,000	1,016,428	4,049,572	20.1%
Budget Balance - Projects	150,500	97,100	-	97,100	0.0%
Total Budget Balance & Expenditures	**$ 1,554,800**	**$ 5,163,100**	**$ 1,016,428**	**$ 4,146,672**	19.7%
Reserve Balances					
Capital Asset Replacement Reserve	$ 512,000	$ 512,000	$ 509,137		
Parkland/Recreation	$ 110,000	$ 110,000	$ 203,646		

City of Dover
Finance Department
Monthly Report – December 2013
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance - Water (unaudited)	$ 1,620,000	$ 4,473,800	$ -	$ 4,473,800	0.0%
Beginning Balance - Wastewater (unaudited)	$ 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	0.0%
Arbitrage Rebate - IRS Refund	-	66,000	62,000	4,000	93.9%
Income from Sale of Assets	-	-	4,343	(4,343)	0.0%
Interest Earned	25,000	25,000	22,905	2,095	91.6%
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	5,360,208	2,813,892	65.6%
Total Beginning Balance & Revenues	**$ 5,225,900**	**$ 15,454,900**	**$ 5,360,208**	**$ 10,094,692**	34.7%
Expenses					
Water	$ 1,476,800	$ 7,499,700	$ 539,305	$ 6,960,395	7.2%
Wastewater	1,251,000	5,252,400	214,183	5,038,217	4.1%
Water Construction	90,000	90,000	-	90,000	0.0%
Total Expenses	2,817,800	12,842,100	753,488	12,088,612	5.9%
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**	**$ 753,488**	**$ 14,701,412**	4.9%
Reserve Balances					
Capital Asset Replacement - Water	$ 513,000	$ 513,000	$ 507,264		
Capital Asset Replacement - Wastewater	$ 512,300	$ 512,300	$ 506,104		

City of Dover
Finance Department
Monthly Report – December 2013
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance (unaudited)	$ 3,091,000	$ 3,980,200	$ -	$ 3,980,200	0.0%
Revenues					
Interest Earnings	25,200	25,200	7,520	17,680	29.8%
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	107,912	332,088	24.5%
Total Revenues	5,913,800	5,383,800	2,854,161	2,529,639	53.0%
Total Beginning Balance & Revenues	**$ 9,004,800**	**$ 9,364,000**	**$ 2,854,161**	**$ 6,509,839**	30.5%
Expenses					
Electric Generation	$ 2,117,800	$ 2,130,000	$ 186,164	$ 1,943,836	8.7%
Transmission/Distribution	1,100,000	1,144,600	119,134	1,025,466	10.4%
Electrical Engineering	2,405,800	2,627,500	669,307	1,958,193	25.5%
Total Expenses	5,623,600	5,902,100	974,605	4,927,495	16.5%
Budget Balance - Working Capital	3,381,200	3,461,900	-	3,461,900	0.0%
Total Budget Balance & Expenses	**$ 9,004,800**	**$ 9,364,000**	**$ 974,605**	**$ 8,389,395**	10.4%
Reserve Balances					
Depreciation Reserve	$ 9,977,100	$ 9,977,100	$ 9,891,249		
Future Capacity Reserve	$ 10,131,400	$ 10,131,400	$ 10,040,271		

City of Dover
Finance Department
Monthly Report – December 2013
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	$ -	0.0%
Revenues					
Grants Revenue	500,000	500,000	(2)	500,002	0.0%
Interest Earned	500	500	229	271	45.8%
Total Revenues	500,500	500,500	227	500,273	0.0%
Total Beginning Balance & Revenues	**$ 500,500**	**$ 500,500**	**$ 227**	**$ 500,273**	0.0%
Expenses					
Program Expenses - Del Dot	$ 500,000	$ 500,000	$ 359,306	$ 140,694	71.9%
Total Expenses	500,000	500,000	359,306	140,694	71.9%
Budget Balance - Working Capital	500	500	-	500	0.0%
Total Budget Balances & Expenses	**$ 500,500**	**$ 500,500**	**$ 359,306**	**$ 141,194**	71.8%

City of Dover
Finance Department
Monthly Report – December 2013
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance (unaudited)	$ 100	$ 100	$ -	$ 100	0.0%
Revenues					
Grants Received	413,000	413,000	121,193	291,807	29.3%
Interest Earned	-	-	453	(453)	0.0%
Total Revenues	413,000	413,000	121,646	291,354	29.5%
Total Beginning Balance & Revenues	**$ 413,100**	**$ 413,100**	**$ 121,646**	**$ 291,454**	29.4%
Expenses					
Program Expenses/Supplies	$ 191,000	$ 191,000	$ 43,677	$ 147,323	22.9%
Computer Hardware	60,000	60,000	17,875	42,125	29.8%
Telephone/Fax	15,000	15,000	7,307	7,693	48.7%
Training/Conference/Food/Travel	36,000	36,000	-	36,000	0.0%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Contractual services	-	-	3,272	(3,272)	0.0%
Operating Transfers - Out	110,000	110,000	32,481	77,519	29.5%
Total Expenses	413,000	413,000	104,612	308,388	25.3%
Budget Balance - Working Capital	100	100	-	100	0.0%
Total Budget Balances & Expenses	**$ 413,100**	**$ 413,100**	**$ 104,612**	**$ 308,488**	25.3%

City of Dover
Finance Department
Monthly Report – December 2013
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	$ -	0.0%
Revenues					
Grants Received	270,100	270,100	139,184	130,916	51.5%
Total Revenues	270,100	270,100	139,184	130,916	51.5%
Total Beginning Balance & Revenues	**$ 270,100**	**$ 270,100**	**$ 139,184**	**$ 130,916**	51.5%
Expenses					
Program Expenses/Supplies-State Grants	$ 28,000	$ 28,000	$ 7,249	$ 20,751	25.9%
Program Expenses/Supplies-Federal Grants	-	-	2,500	(2,500)	0.0%
Office Supplies	24,000	24,000	10,915	13,085	45.5%
Printing/Duplicating	8,900	8,900	2,740	6,160	30.8%
Postage	100	100	33	67	33.0%
Books	124,900	124,900	18,401	106,499	14.7%
Furniture	4,700	4,700	3,590	1,110	76.4%
Audio Visual Supplies	74,000	74,000	25,734	48,266	34.8%
Training/Conference/Food/Travel	3,500	3,500	210	3,290	6.0%
Office Equipment/Repairs & Maintenance	2,000	2,000	1,811	189	90.6%
Total Expenses	270,100	270,100	73,183	196,917	27.1%
Budget Balance - Working Capital	-	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 270,100**	**$ 270,100**	**$ 73,183**	**$ 196,917**	27.1%

City of Dover
Finance Department
Monthly Report – December 2013
CJC Grants/Aid

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	$ -	0.0%
Revenues					
Grants Received	31,800	31,800	5,540	26,260	17.4%
Total Revenues	31,800	31,800	5,540	26,260	17.4%
Total Beginning Balance & Revenues	**$ 31,800**	**$ 31,800**	**$ 5,540**	**$ 26,260**	17.4%
Expenses					
Contractual Services	$ 31,800	$ 31,800	$ 5,540	$ 26,260	17.4%
Budget Balance - Working Capital	-	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 31,800**	**$ 31,800**	**$ 5,540**	**$ 26,260**	17.4%

City of Dover
Finance Department
Monthly Report – December 2013
CDBG Fund

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	$ -	0.0%
Revenues					
Grants Received	244,800	244,800	13,656	231,144	5.6%
Interest Earnings	-	-	22	(22)	0.0%
Total Revenues	244,800	244,800	13,678	231,122	5.6%
Total Beginning Balance & Revenues	**$ 244,800**	**$ 244,800**	**$ 13,678**	**$ 231,122**	5.6%
Expenses					
Current Year Closing Cost/Down Payment Program	$ 40,000	$ 40,000	$ -	$ 40,000	0.0%
Current year Dover Interfaith Ministry	27,500	27,500	7,273	20,227	26.4%
Current Year MHDC Emergency Home Repair	40,000	40,000	-	40,000	0.0%
Current Year Elizabeth W Murphy School	39,700	39,700	25,716	13,984	64.8%
Current Year NCALL Research Inc.	8,900	8,900	-	8,900	0.0%
Current Year Milford Housing H/O Rehabilitation	39,700	39,700	-	39,700	0.0%
Current Year Salaries	49,000	49,000	5,929	43,071	12.1%
NSP Expense	-	-	68,880	(68,880)	0.0%
Total Expenses	244,800	244,800	107,798	137,002	44.0%
Budget Balance - Working Capital	-	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 244,800**	**$ 244,800**	**$ 107,798**	**$ 137,002**	44.0%

City of Dover
Finance Department
Monthly Report – December 2013
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	$ -	0.0%
Revenues					
Grants Received	55,630	55,630	22,837	32,793	41.1%
Recreation Revenue	33,000	33,000	8,298	24,702	25.1%
Total Revenues	88,630	88,630	31,135	57,495	35.1%
Total Beginning Balance & Revenues	**$ 88,630**	**$ 88,630**	**$ 31,135**	**$ 57,495**	35.1%
Expenses					
Temporary Help/Benefits	$ 33,000	$ 33,000	$ 13,896	$ 19,104	42.1%
Program Expenses/Supplies	55,630	55,630	14,457	41,173	26.0%
Total Expenses	88,630	88,630	28,353	60,277	32.0%
Budget Balance - Working Capital	-	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 88,630**	**$ 88,630**	**$ 28,353**	**$ 60,277**	32.0%

Monthly Report
December 2013

Economic Development Office

2013_12 Economic Development

- Calpine Weekly Conference Calls
- Meeting with Barron Marketing to discuss marketing program for Garrison Tract
- Meeting with owners of The Greene Turtle to discuss temporary certificate of occupancy
- Confirmed visit with Mayor Carey and Congressman Carney at Proctor & Gamble
- Provided Costar additional information regarding Garrison Tract
- Calculated impact fee waiver for The Greene Turtle
- Attended Parking Committee Meeting
- Discussed changes in Uzin Utz agreement with City Manager and Nick Rodriguez
- Provided written changes in Uzin Utz agreement to our attorney
- Discussed necessary changes to Chesapeake Utilities agreement with staff at Chesapeake
- Discussed constraints of agricultural lease with Public Works Director
- Met with Compliance Environmental to discuss future DNREC monitoring at Chesapeake Supply
- Attended Kent County is Open for Business
- Attended Pre-Bid Meeting with city staff and potential contractors for infrastructure improvements at Garrison Oak Technology Park
- Met with Dr. Casson from Delaware State University to discuss Comprehensive Economic Development Strategy with regard to US Economic Development Agency (USEDA)
- Attended Chamber of Commerce Board of Directors meeting
- Met with Bernice Whalley from DEDO to discuss next steps for revitalizing Comprehensive Economic Development Strategy (CEDS)
- Revised easement agreement between Calpine and the City for Lots 6 & 7 at Garrison Oak Technical Park
- Provided Chesapeake Utilities with projected annual gas consumption of Uzin Utz
- Attended LEADS meeting at R&R Commercial Realty
- Budget meeting with Mayor and Economic Development staff
- Conference call with Kirk Betts and City Manager to discuss the easements and the compensation amount for the easements with Calpine
- Provided information to Congressman Carney's office including the Agenda and background business information for Proctor & Gamble visit
- Requested from Kirk Betts "Ancillary Rights" clarifications in the ground lease between City of Dover and Calpine
- Discussed the potential with Calpine for a "Meet & Greet" with representatives from Calpine and the City regarding power purchase agreement
- Attended soft opening of The Greene Turtle
- Attended site visit at Proctor & Gamble with Mayor Carey, Congressman Carney and his staff
- Contacted and discussed with Office of Management and Budget potential payment from the Westside Redevelopment Grant for demolition expenses at former Chesapeake Supply site
- Attended Minority Business Advisory Council Meeting hosted by the Delmarva Black Chamber of Commerce
- Attended the Annual Meeting of the Delaware Health Facilities Authority
- Attended the DDP Economic Development Committee meeting
- Provided the Greater Kent Committee an update for their Economic Development Roundtable
- Attended Kent County Tourism Board of Directors Meeting
- Discussed with the attorney for Uzin Utz wording to protect the City of Dover regarding transfer of property to Uzin Utz

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 6.2 % - DE Rate 7.1% - City of Dover Rate December 2013 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; **8 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **8 Contacts YTD**

2013_12 Economic Development (Perez)

- Provided technical assistance to eight (8) prospective small business individuals on overall business development within the City of Dover and the Downtown Dover Business District
- Provided technical assistance to four (4) prospective small business individuals on locating available space within the City of Dover and Downtown Business District to lease
- Provided technical assistance to one (1) pre-approved small business owner (applicant) in preparing, completing and submitting small business loan application for processing
- Disseminated via email, DDP website and Facebook Small Business Development workshops provided by DE Office of Supplier Diversity - Vendor Day Workshop held on December 11th
- Disseminated via email, DDP website and Facebook information to our network partners about special events for the Business Community in Dover
- Represented the ED Office at the Kent County Open for Business Forum on December 5th
- Represented the ED Office at the Delaware Main Street Idea Exchange Quarterly Managers Meeting on December 16th
- Represented the ED Office at the Delaware/Maryland Black Chamber of Commerce Minority Business Advisory Meeting on December 17th

2013_12 Downtown Dover Partnership (Perez)

- Coordinated/implemented all the necessary logistics for a series of Special Events occurred during this reporting period which included;

  - Home for the Holidays Event
  - Winter Wonderland Project
  - Capital Holiday Celebration
  - Shop Small Business Saturday
  - Home for the Holidays Parade
  - First Friday in December
  - Downtown Annual Coat Drive Program
  - Downtown Annual Coupon Discount Program
- Worked with the DDP Executive Director to complete Partnership's 2013 Annual Report
- Supported the DDP Executive Director on the development of program's new Website Final Phase.
- Worked with the DDP Executive Director and the Marketing Committee on the coordination of Holiday Events.
- Partnered with the DDP Executive Director and DEDO to provide Technical Assistance on obtaining permits and licenses to the selected POP-UP Project candidate at 138 W. Loockerman Street.
- Assisted Design Committee with Logistics of the2013 Community Art Project Reception/Auction
- Continued working with the Design Committee on collecting needed materials for the creation of the Façade Report-Final Phase.
- Coordinated a series of Photo-Ops and Media releases regarding all the special events during this report period
- Coordinated recruitment and supervision of volunteers necessary to assist the office with facilitating all the special events during this reporting period
- Assisted the DDP Executive Director with disseminating information regarding the Holiday trash collection schedule and free parking for December 2013 and January 2014
- Provided forty-three (43) hours of Technical Assistance regarding promotions and marketing strategies to fifty-nine downtown merchants
- Facilitated development of MOU between the DDP and Celtic Bank (US SBA Bank Provider) as a resource partner

Dover Fire Department



FIRE REPORT

December 2013

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 12/1/2013 to 12/31/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
113 Cooking fire, confined to container		6	6.25%	$0	0.00%
116 Fuel burner/boiler malfunction, fire confined		1	1.04%	$0	0.00%
150 Outside rubbish fire, other		1	1.04%	$0	0.00%
154 Dumpster or other outside trash receptacle fire		3	3.13%	$0	0.00%
	Totals	11	11.46%	$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		1	1.04%	$0	0.00%
311 Medical assist, assist EMS crew		1	1.04%	$0	0.00%
322 Motor vehicle accident with injuries		3	3.13%	$0	0.00%
324 Motor vehicle accident with no injuries.		1	1.04%	$0	0.00%
350 Extrication, rescue, other		1	1.04%	$0	0.00%
352 Extrication of victim(s) from vehicle		3	3.13%	$0	0.00%
	Totals	10	10.42%	$0	0.00%
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		3	3.13%	$0	0.00%
411 Gasoline or other flammable liquid spill		1	1.04%	$0	0.00%
412 Gas leak (natural gas or LPG)		6	6.25%	$0	0.00%
440 Electrical wiring/equipment problem, other		3	3.13%	$0	0.00%
442 Overheated motor		2	2.08%	$0	0.00%
	Totals	15	15.63%	$0	0.00%
5 Service Call					
500 Service Call, other		1	1.04%	$0	0.00%
550 Public service assistance, other		1	1.04%	$0	0.00%
553 Public service		1	1.04%	$0	0.00%
571 Cover assignment, standby, moveup		3	3.13%	$0	0.00%
	Totals	6	6.25%	$0	0.00%
6 Good Intent Call					
600 Good intent call, other		16	16.67%	$0	0.00%
611 Dispatched & canceled en route		3	3.13%	$0	0.00%
651 Smoke scare, odor of smoke		3	3.13%	$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke		1	1.04%	$0	0.00%
671 HazMat release investigation w/no HazMat		1	1.04%	$0	0.00%
	Totals	24	25.00%	$0	0.00%
7 False Alarm & False Call					
700 False alarm or false call, other		4	4.17%	$0	0.00%
710 Malicious, mischievous false call, other		1	1.04%	$0	0.00%
730 System malfunction, other		6	6.25%	$0	0.00%
733 Smoke detector activation due to malfunction		1	1.04%	$0	0.00%
735 Alarm system sounded due to malfunction		2	2.08%	$0	0.00%
736 CO detector activation due to malfunction		1	1.04%	$0	0.00%
740 Unintentional transmission of alarm, other		2	2.08%	$0	0.00%
741 Sprinkler activation, no fire - unintentional		1	1.04%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		8	8.33%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 12/1/2013 to 12/31/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
744 Detector activation, no fire - unintentional		1	1.04%	$0	0.00%
745 Alarm system activation, no fire - unintentional		3	3.13%	$0	0.00%
	Totals	30	31.25%	$0	0.00%
8 Severe Weather & Natural Disaster					
	Totals	0	0.00%	$0	0.00%
9 Special Incident Type					
	Totals	0	0.00%	$0	0.00%
	Totals	96		$0	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2013

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Apparatus Repairs & Maintenance									
	Check	12/22/2013	1006	Witmer Public Safety	Invoice # 1514666		City Fund Account	183.85	183.85
	Check	12/29/2013	1011	RJS Repair	Chief's Vehicle- brakes, oil change		City Fund Account	708.33	892.18
Total Apparatus Repairs & Maintenance								892.18	892.18
Electricity									
	Check	12/14/2013	999	City of Dover Utility	Acct # 44343-32052 (Sta 1)		City Fund Account	2,335.25	2,335.25
	Check	12/14/2013	999	City of Dover Utility	Acct # 44255-31966 (Sta 2)		City Fund Account	465.18	2,800.43
Total Electricity								2,800.43	2,800.43
Heating Expenses- Gas									
	Check	12/14/2013	998	Chesapeake Utilities	Acct # 01-300566-14195-1- (Sta 2 from 10/2		City Fund Account	147.73	147.73
	Check	12/14/2013	998	Chesapeake Utilities	Acct # 01-72348-3180-1- (Sta 1 from 11/05 t		City Fund Account	1,177.55	1,325.28
Total Heating Expenses- Gas								1,325.28	1,325.28
Office Supplies									
	Check	12/29/2013	1009	Staples Advantage	Printer Cartridges for Cheif's Admin		City Fund Account	139.30	139.30
Total Office Supplies								139.30	139.30
Program Expenses									
	Check	12/14/2013	1000	The Trophy Man	Name tags for lockers		City Fund Account	175.00	175.00
	Check	12/22/2013	1006	Witmer Public Safety	Invoice # 1514942		City Fund Account	256.31	431.31
	Check	12/22/2013	1007	Wayside Body Shop	Repairs to Engine 6		City Fund Account	4,390.17	4,821.48
Total Program Expenses								4,821.48	4,821.48
Radio Repairs									
	Check	12/22/2013	1005	Magnum	Fire Siren repair-04/17/13		City Fund Account	442.50	442.50
Total Radio Repairs								442.50	442.50
Small Tools									
	Check	12/14/2013	1002	Townsend Bros. Chevrolet	Spare key for Chiefs Vehicle		City Fund Account	29.82	29.82

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2013

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
	Check	12/15/2013	1003	Imprints Label & Decal	Equipment labels		City Fund Account	315.00	344.82
	Check	12/22/2013	1004	Kunkel Auto Supply	Invoice # 056433057		City Fund Account	14.94	359.76
Total Small Tools								359.76	359.76
Uniforms									
	Check	12/29/2013	1008	Tim Onushco Printing	Dispatcher Uniform Shirts		City Fund Account	355.00	355.00
	Check	12/29/2013	1010	Charles Boyer	Officers badges		City Fund Account	278.80	633.80
Total Uniforms								633.80	633.80
Water/Sewer									
	Check	12/14/2013	999	City of Dover Utility	Acct # 44345-32054 (Sta 1)		City Fund Account	49.25	49.25
	Check	12/14/2013	999	City of Dover Utility	Acct # 44341-32050 (Sta 1)		City Fund Account	11.54	60.79
	Check	12/14/2013	999	City of Dover Utility	Acct # 44253-31964 (Sta 2)		City Fund Account	11.54	72.33
	Check	12/14/2013	1001	Sharp Water Culligan	Invoice # 485824		City Fund Account	20.00	92.33
	Check	12/14/2013	1001	Sharp Water Culligan	Invoice # 486250		City Fund Account	125.00	217.33
Total Water/Sewer								217.33	217.33
								11,632.06	11,632.06
Net Ordinary Income								-11,632.06	-11,632.06
								-11,632.06	**-11,632.06**

FY 12-13 City Funded Account Balance Sheet

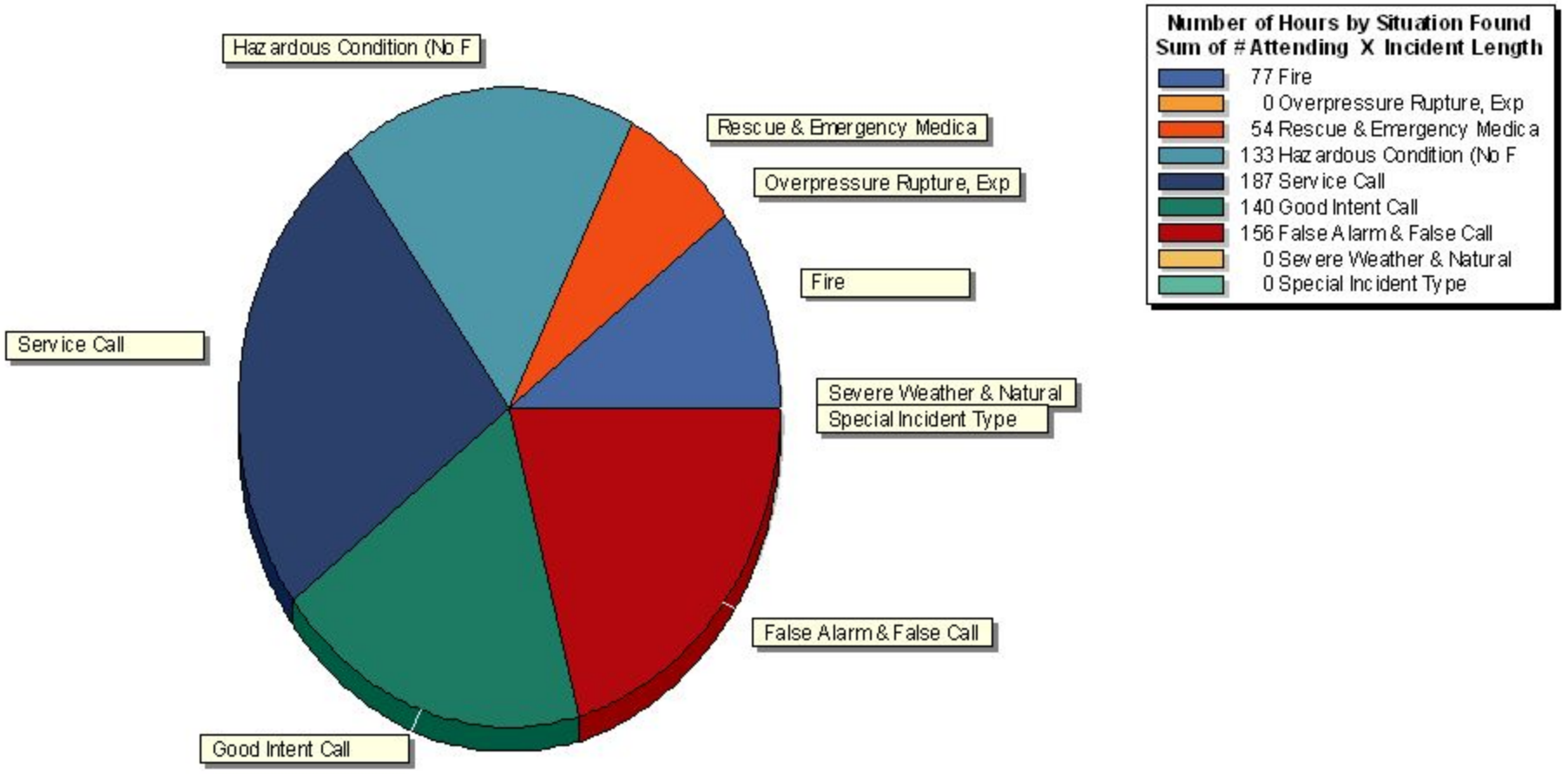
ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 67,000.00	$ 61,059.28	$ 5,940.72
Building Maintenace Supplies	$ 1,650.00		$ 1,650.00
Contractual Services	$ 16,587.00		$ 16,587.00
Electricity	$ 51,820.00	$ 21,016.50	$ 30,803.50
Gasoline	$ 19,050.00	$ 9,905.55	$ 9,144.45
Heating Expenses- Gas	$ 20,000.00	$ 2,406.09	$ 17,593.91
Medical Supplies	$ 700.00		$ 700.00
Office Supplies	$ 2,500.00	$ 322.93	$ 2,177.07
Other Equipment Repairs	$ 4,000.00	$ 1,337.63	$ 2,662.37
Program Expenses	$ 36,630.00	$ 19,961.23	$ 16,668.77
Radio Repairs	$ 2,000.00	$ 1,148.50	$ 851.50
Safety & Security	$ 2,150.00	$ 149.65	$ 2,000.35
Small Tools	$ 4,800.00	$ 937.70	$ 3,862.30
Telephone	$ 13,340.00	$ 3,257.68	$ 10,082.32
Training & Travel	$ 8,815.00	$ 4,928.50	$ 3,886.50
Uniforms & Firefighting Gear	$ 27,100.00	$ 1,544.15	$ 25,555.85
Water/ Sewer	$ 3,150.00	$ 1,462.45	$ 1,687.55

Balance as of: 12/31/13

Manpower Hours by Sitation Found

Date Range: From 12/1/2013 to 12/31/2013

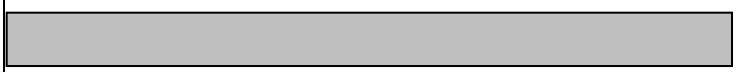
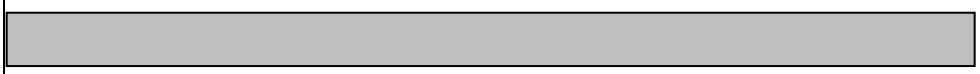
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

Time Period From 1/1/2013 to 12/31/2013

Month		Totals
January		89
Febuary		71
March		79
April		81
May		98
June		87
July		93
August		93
September		85
October		101
November		72
December		96
	No Date	0
	Total Calls	1,045

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

December 2013

DEPARTMENT OF POLICE

James E. Hosfelt, Jr.
Chief of Police
F.B.I.N.A.

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

January 24, 2013

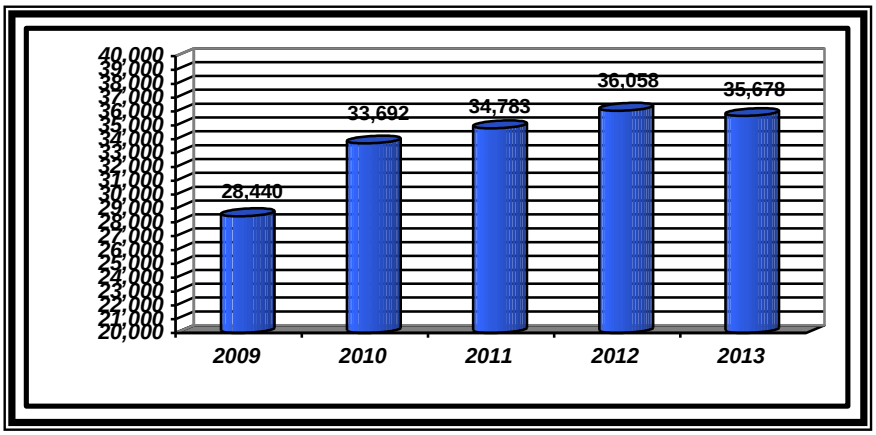
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

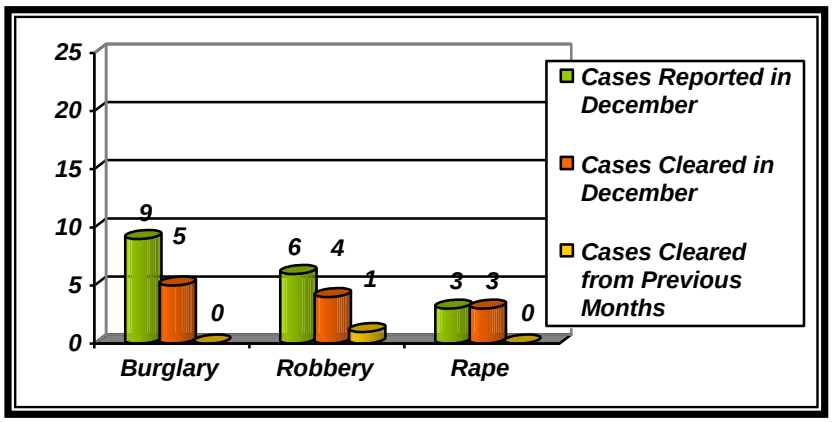
The following is the monthly report for Dover Police Department activities for the month of December 2013:

COMPLAINTS

Total complaints received through December 31st, numbered 35,678. This is a decrease of 380 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

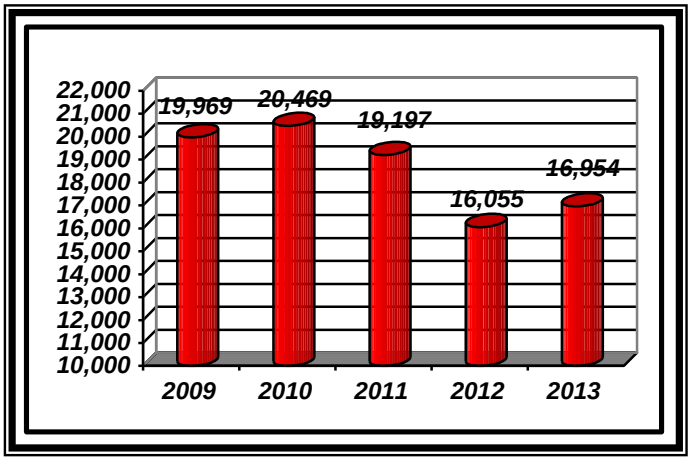


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	7
ASSIST OTHER	0
WARRANTS ON FILE	1
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	6
DRUG RELATED ARRESTS	5
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	9
PARKING VIOLATIONS	12
PEDDLER	0
MEETINGS	152
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	1
WANTED CHECKS/CPC'S	10
TRAFFIC ARRESTS	11
WARNINGS	5
FUGITIVE	3
TOTAL CONTACTS	**222**

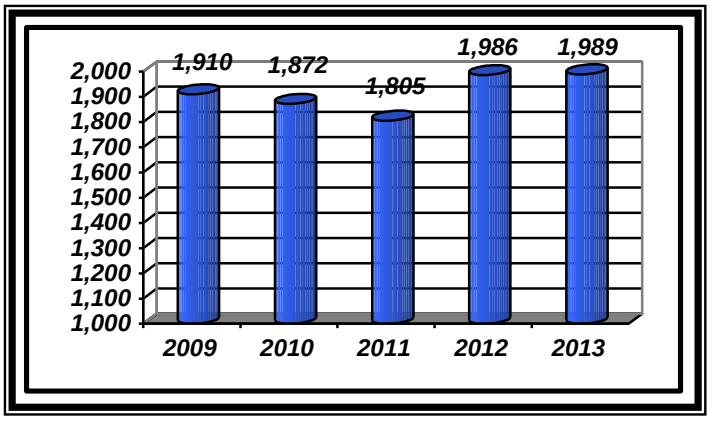
TRAFFIC ARRESTS

The department issued 16,954 traffic citations through this reporting period. This is an increase of 899 citations over the number issued during the same period last year.

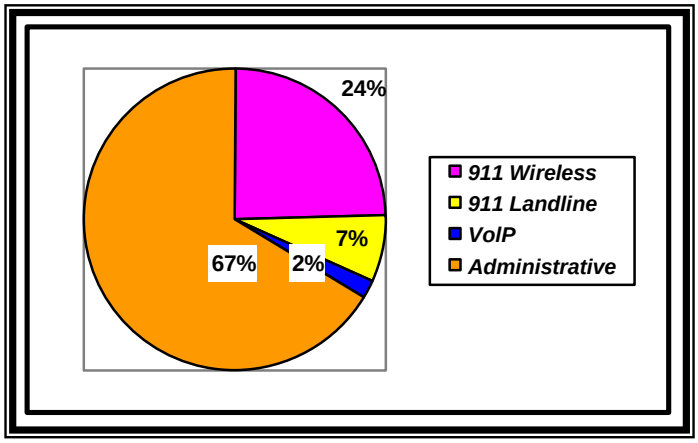


TRAFFIC CRASHES

Through December 31, 2013, Dover Police investigated 1,989 traffic crashes. This is an increase of 3 crashes investigated during the same period last year.



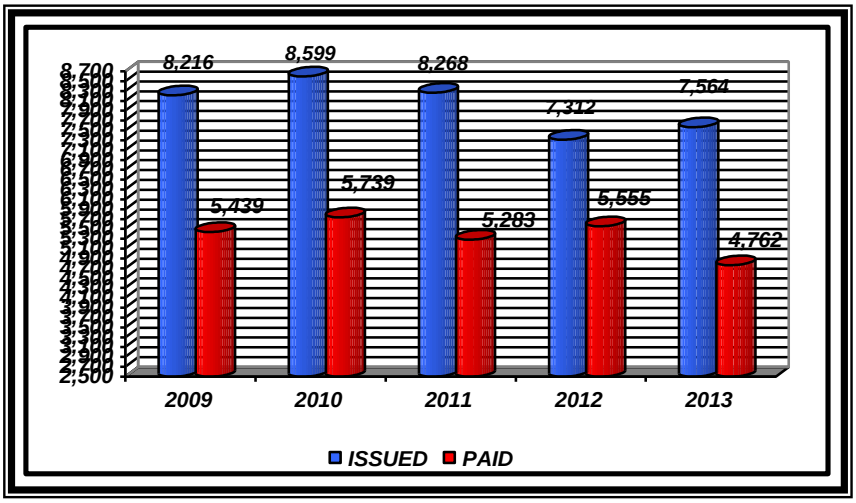
911 CENTER



During the month of December, the Dover Police Department handled a total of 8,509 calls averaging 275calls per day. Dispatchers handled 2,078 calls on the 911 wireless lines, 622 calls on the 911 landlines, and 152 calls on the Voice Over Internet Protocol lines, the remaining 5,657 were administrative calls.

CITY ORDINANC E SUMMONS

*Through December 31st, we issued 7,564 City ordinance summons, an increase of 252 summonses over the same period last year. *Note: Of those summonses issued in November, 13 DCO's were issued for handicapped parking violations, 10 for fire lane parking violations, 72 for false alarms (0, for 1-2, 38, for 3-5 alarms, 9, for 6-9 alarms, 12, for 10-15 alarms, and 13 for 16 or more alarms) and 7 for noise violations (1 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,

James E. Hosfelt, Jr.
Chief of Police

City of Dover

Capital Investment Plan

Project Tracking Report

Quarterly Report as of December 31, 2013

Points to Remember -

* Original Project Budget = Original Total Project Budget initially included in approved annual budget.
* Latest Project Budget = Revised Total Project Budget included in most recent approved annual budget or one of the following: bond resolution, revolving fund loan agreement, Council approved budget amendment, or City Manager approved amendment as per the Budget Amendment Procedure.
* Current Fiscal Year - Revised Fiscal Year Budget = Current Year approved project budgets plus carry forward balances of unspent budgets in the prior fiscal year. Project Carry Forward balances will be submitted to City Council for amendment in January 2010. Can also be amended with City Manager approval per the Budget Amendment Procedure.
* Water Quality, Inflow/Infiltration, Distribution Upgrades and New Development projects are budgeted as a blanket project and once individual projects are identified and estimated they are created using an allocation of the overall budgeted amount.
* Status and Comments provided by City Manager.
* For Finance purposes projects are considered completed when placed in service and **all** charges have been processed.

Current Year Budget Funding Sources	General	Community Transportation	Water & Wastewater	Electric	Total CIP
Budget Balance	$ 2,961,200	$ 130,300	$ 4,734,000	$ 518,300	$ 8,343,800
Restricted MSA (non Public Safety)	251,200	-	-	-	251,200
Contractor Contributions	264,800	-	-	-	264,800
General Billings for Reimbursement of Expense	-	-	-	440,000	440,000
Debt Financing	-	-	4,129,900	-	4,129,900
Other State/Federal Grants	165,000	-	-	-	165,000
Impact Fee Reserves	-	-	390,000	-	390,000
State Community Transportation Funds	60,500	1,387,600	-	-	1,448,100
Gifts/Donations	5,000	-	-	-	5,000
Transfer from Impact Fee Reserve	-	-	1,000,000	-	1,000,000
Transfer from General Fund	1,278,300	-	-		1,278,300
Transfer from Operating Funds	-	-	2,563,200	4,918,600	7,481,800
Transfer from Parkland Reserve	80,000	-	-	-	80,000
Interest Income	-	500	25,000	25,200	50,700
Total Funding Sources (Unaudited)	$ 5,066,000	$ 1,518,400	$ 12,842,100	$ 5,902,100	$ 25,328,600

City of Dover
General Fund - Major CIP Projects
Quarterly Report as of December 31, 2013

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2009**												
2	LB0901	M/G/L	New Library Project	$ 18,200,000	$ 20,469,100	$ 20,447,527	$ 21,573	99.9%	$ -	$ 411,500	$ 73,428	$ 338,072	17.8%	Complete	LEED Certification complete in FY 2014
3			**Totals - FY09**	$ 18,200,000	$ 20,469,100	$ 20,447,527	$ 21,573	99.9%	$ -	$ 411,500	$ 73,428	$ 338,072	17.8%		
4															
5			**FY 2013**												
6	PR1301		Roof Replacement @ Dover Park	$ 30,000	$ 30,000	$ 6,995	$ 23,005	23.3%	$ -	$ -	$ -	$ -	0.0%	On Hold	Asbestos survey done of building; Future plans for building being evaluated
7	ST1302		Street & Alley Program	-	1,414,500	-	1,414,500	0.0%	-	-	-	-	0.0%	FY 2014	Moved to General Capital Projects Fund
8	ST1304		Garrison Farm Improvements	1,924,000	2,000,000	124,642	1,875,358	6.2%	-	1,936,100	60,705	1,875,395	3.1%	In process	Financed by Future Capacity Reserve
9	ST1405	G	FY 2012 MSA - Capital non-safety	-	265,215	52,295	212,920	19.7%	-	251,200	38,332	212,868	15.3%	In process	Restricted MSA Funding
10															
11			**Totals - FY 2013**	$ 1,954,000	$ 3,709,715	$ 183,932	$ 3,525,783	5.0%	$ -	$ 2,187,300	$ 99,037	$ 2,088,263	4.5%		
12															
13			**FY 2014**												
14	---		Vehicles & Equipment	$ 963,800	$ 963,800	$ 258,458	$ 705,342	26.8%	$ 908,800	$ 963,000	$ 258,458	$ 704,542	26.8%	In process	
15	CS1402		Security Cameras/Fence	55,000	55,000	-	55,000	0.0%	55,000	55,000	-	55,000	0.0%		
16	FR1400		Annual Contribution to Robbins Hose	238,500	238,500	238,515	(15)	100.0%	238,500	238,500	238,515	(15)	100.0%	Complete	Truck Payments
17	IT1400		Server & Backup Solution	7,000	7,000	-	7,000	0.0%	7,000	7,000	-	7,000	0.0%		
18	PD1401		Copier Replacement	10,000	10,000	8,865	1,135	88.7%	10,000	10,000	8,865	1,135	88.7%	In process	
19	PD1402		Totaled Vehicle Replacement	20,000	20,000	-	20,000	0.0%	20,000	20,000	-	20,000	0.0%		
20	PR1401		A/C System @ Pitts Center	65,000	65,000	-	65,000	0.0%	65,000	65,000	-	65,000	0.0%		
21	PR1402		Schutte Park Land Improvement	30,000	30,000	-	30,000	0.0%	30,000	30,000	-	30,000	0.0%		
22	ST1402		FY 2014 Concrete Program	70,000	70,000	2,680	67,320	3.8%	70,000	70,000	2,680	67,320	3.8%	In process	Bids going out in February
23	ST1403	B/L	FY 2014 Bonded Street Program	740,000	690,000	335,445	354,555	48.6%	-	692,100	335,445	356,655	48.5%	In process	Approximately 70% complete
24	PD1302		Police Parking Lot	50,000	51,800	-	51,800	0.0%	-	51,800	-	51,800	0.0%		
25	ST1404		Village of Westover IV	264,800	264,800	-	264,800	0.0%	-	264,800	-	264,800	0.0%		
26															
27			**Totals - FY 2014**	$ 2,514,100	$ 2,465,900	$ 843,962	$ 1,621,938	34.2%	$ 1,404,300	$ 2,467,200	$ 843,962	$ 1,623,238	34.2%		
28															
29															
30			**Grand Totals**	$ 22,668,100	$ 26,644,715	$ 21,475,421	$ 5,169,294	80.6%	$ 1,404,300	$ 5,066,000	$ 1,016,427	$ 4,049,573	20.1%		

Legend

M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
G = Grant funded project
B/L = To be financed through bonds or commercial loan; Projects will be completed through CT Fund, therefore the loan proceeds will be transferred from Capital Fund into the Community Transportation Fund;

City of Dover
Community Transportation & General Fund Street Funds - Major CIP Projects (Final)
Quarterly Report as of December 31, 2013

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2002**												
2	CT0212		South Street paving	$ 80,400	$ 80,400	$ -	$ 80,400	0.0%	$ -	$ 80,400	$ -	$ 80,400	0.0%		Authorization from Legislature to reallocate to South Street and project should finish by end of year
3			**Totals**	$ 80,400	$ 80,400	$ -	$ 80,400	0.0%	$ -	$ 80,400	$ -	$ 80,400	0.0%		
4															
5			**FY 2009**												
6	CT0555		Little League Park paving	$ 11,600	$ 11,600	$ -	$ 11,600	0.0%	$ -	$ 11,600	$ -	$ 11,600	0.0%		Re-program for signage
7			**Totals**	$ 11,600	$ 11,600	$ -	$ 11,600	0.0%	$ -	$ 11,600	$ -	$ 11,600	0.0%		
8															
9			**FY 2007**												
10	CT0708		E. Water Street Brick	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ 65,000	$ -	$ 65,000	0.0%		Specialty contract needed
11			**Totals**	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ 65,000	$ -	$ 65,000	0.0%		
12															
13			**FY 2009**												
14	CT0977	M	Schutte Parking Lot	$ 22,000	$ 22,000	$ -	$ 22,000	0.0%	$ -	$ 22,000	$ -	$ 22,000	0.0%		Trying to re-program for Schutte park sidewalk
15			**Totals**	$ 22,000	$ 22,000	$ -	$ 22,000	0.0%	$ -	$ 22,000	$ -	$ 22,000	0.0%		
16															
17			**FY 2012**												
18	CT1201	M	North Street Roundabout	$ 500,000	$ 572,200	$ 228,427	$ 343,773	39.9%	$ -	$ 572,200	$ 228,427	$ 343,773	39.9%	35%	Site work initiated
19	TE0601	M	Lincoln Park Center	900,000	1,423,500	523,277	900,223	36.8%	-	-	-	-	0.0%	Started	On-going
20			**Totals**	$ 1,400,000	$ 1,995,700	$ 751,704	$ 1,243,996	37.7%	$ -	$ 572,200	$ 228,427	$ 343,773	39.9%		
21															
22			**FY 2013**												
23	CT1317		Wesley College Phase I	148,600	148,600	107,335	41,265	72.2%	$ -	$ 109,300	$ 68,079	$ 41,221	62.3%		Complete awaiting bill
24	MR1301		Transfer to General Fund for Security Cameras	102,400	102,400	48,240	54,160	47.1%	-	54,200	-	54,200	0.0%		Prior year unused GF Allocation moved to Capital Project Fund.
25	CT1369		Bayard Ave, Orchard Ave & Morris Dr.	130,000	289,378	-	289,378	0.0%	-	289,400	-	289,400	0.0%		FY 2013 CT agreement
26				$ 381,000	$ 540,378	$ 155,575	$ 384,803	28.8%	$ -	$ 452,900	$ 68,079	$ 384,821	15.0%		
27															
28			**FY 2014**												
29	CTxxxx		Unapplied CT Projects (placeholder)	$ 500,000	$ 500,000	$ -	$ 500,000	0.0%	$ 500,000	$ 245,200	$ -	$ 245,200	0.0%		Future CT Agreements
30	ST1401		American Ave	-	62,800	62,800	-	100.0%	-	62,800	62,800	-	100.0%		Prior year unused GF Allocation
31			Unallocated prior year Gen Fund Alloc.	-	6,300	-	6,300	0.0%	-	6,300	-	6,300	0.0%		Prior year unused GF Allocation.
32				$ 500,000	$ 569,100	$ 62,800	$ 506,300	11.0%	$ 500,000	$ 314,300	$ 62,800	$ 251,500	20.0%		
33															
34			Grand Totals	$ 2,460,000	$ 3,284,178	$ 970,079	$ 2,314,099	29.5%	$ 500,000	$ 1,518,400	$ 359,306	$ 1,159,094	23.7%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
C = Project funded by combination of CT Funds and General Fund
B/L = To be financed through bonds or commercial loan; Projects will be completed through CT Fund, therefore the loan proceeds will be transferred from Capital Fund into the Community Transportation Fund;

Water/Wastewater Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of December 31, 2013

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Approved Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status / % Complete	Comments
1			**FY 2008**												
2	WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,556,000	$ 84,974	$ 2,471,026	3.3%	$ 390,000	$ 2,473,500	$ 2,425	$ 2,471,075	0.1%	3.2%	Design & land purchase underway
3	WD0805	M	Piney Point Well	398,800	1,096,200	1,026,239	69,961	93.6%	-	580,000	510,100	69,900	87.9%	85.0%	Awarded bid JJID Feb. 2013
4			**Totals - FY 2008**	$ 4,595,400	$ 3,652,200	$ 1,111,213	$ 2,540,987	30.4%	$ 390,000	$ 3,053,500	$ 512,525	$ 2,540,975	16.8%		
5															
6			**FY 2009**												
7	WQ0907	SL/O	Rt. 13 Water Main	$ 1,023,700	$ 2,326,000	$ 2,173,195	$ 152,805	93.4%	$ -	$ 152,800	$ -	$ 152,800	0.0%	100.0%	Complete 6/30/13, in Litigation
8															
9			**FY 2010**												
10	WW1010	I	Tar Ditch Interceptor Upgrade	$ 518,200	$ 518,200	$ 49,856	$ 468,344	9.6%	$ -	$ 486,300	$ 17,884	$ 468,416	3.7%	6.2%	Easement request sent to residents
11															
12			**FY 2013**												
13	WW1304	M	Garrison Farm Improvements	$ 1,828,000	$ 2,000,000	$ 241,797	$ 1,758,203	12.1%	$ -	$ 3,116,000	$ 133,635	$ 2,982,365	4.3%	In Process	Project awarded on 1/27, pre construction meeting to follow.
14	WD1302	M	Garrison Farm Storage Tank	1,828,000	3,000,000	212,596	2,787,404	7.1%	-	4,022,400	-	4,022,400	0.0%	In Process	Project awarded, 95% design, construction to begin in Spring.
15	II1306		FY 2013 I & I Design	1,000,000	748,900	22,608	726,292	3.0%	-	406,900	-	406,900	0.0%		Project designed, re-programmed for out year.
16	II1404		Basin #5 I & I Buck Drive	-	-	-	-	0.0%	-	342,000	-	342,000	0.0%	In Process	Project under design, 60% complete.
17	II1309		Dover Downs PS Upgrade	-	16,000	15,864	136	0.0%	-	16,000	15,864	136	99.2%	Complete	Completed by September 2013
18	II1310		Puncheon Run PS Upgrade	-	21,000	20,020	980	0.0%	-	21,000	20,020	980	95.3%	Complete	Completed in July 2013
19			**Totals - FY 2013**	$ 4,656,000	$ 5,785,900	$ 512,885	$ 5,273,015	66.9%	$ -	$ 7,924,300	$ 169,519	$ 7,754,781	2.1%		
20															
21			**FY 2013**												
22	---		Vehicles & Equipment	$ 354,000	$ 354,000	$ 53,560	$ 300,440	15.1%	$ 364,000	$ 153,600	$ 53,560	$ 100,040	34.9%	In Process	All vehicles have been ordered, awaiting delivery #422 (2/6/14)
23	WD1401		Wellhead Redevelopment	75,000	75,000	-	75,000	0.0%	75,000	75,000	-	75,000	0.0%	In Process	Contractor completed one wellhead redevelopment, started on second.
24	WD1403		Emergency Generators	80,000	60,000	-	60,000	0.0%	80,000	60,000	-	60,000	0.0%	In Process	Generator ordered, delivery late Feb.
25	WW1401		Inflow/Infiltration Removal	1,003,800	1,003,800	-	1,003,800	0.0%	1,003,800	-	-	-	0.0%	In Process	Buck Drive 60% designed
26	TBD		Denny's Road Water Main	-	33,200	-	33,200	0.0%	-	33,200	-	33,200	0.0%	In Process	Design 95% complete, DelDOT to bid out
27	WD1201	I	Pay-As-You-Go Water Station	-	30,200	-	30,200	0.0%	-	30,200	-	30,200	0.0%		Staff finalizing bid documents
28	WD1304		Columbia Well	-	34,800	-	34,800	0.0%	-	34,800	-	34,800	0.0%		no update
29	WQ1402		West Dover Connector	-	11,000	-	11,000	0.0%	-	11,000	-	11,000	0.0%	In Process	Design continuing, out to bid April 2014
30	WQ1401		Water Quality Improvements	905,000	-	-	-	0.0%	905,000	-	-	-	0.0%		no update
31	WW1204		Baltray Pump Station	-	104,100	-	104,100	0.0%	-	104,100	-	104,100	0.0%	In Process	Design complete. Purchase materials in February 2014
32	WW1205		Dover Brook Pump Station	-	52,800	-	52,800	0.0%	-	52,800	-	52,800	0.0%		Bids due April 15, 2014.
33	WW1206		Brandywine Pump Station	-	368,100	-	368,100	0.0%	-	368,100	-	368,100	0.0%	In Process	Design 95% complete, need to acquire
34	WW1207		McKee PS	-	47,300	-	47,300	0.0%	-	47,300	-	47,300	0.0%		Need to rebid project.
35	WW1301		Hazeltville Rd Interceptor	-	30,000	-	30,000	0.0%	-	30,000	-	30,000	0.0%		Survey to begin in coming weeks.
36	WW1302		Lakeview PS	-	52,000	-	52,000	0.0%	-	52,000	-	52,000	0.0%		Survey to begin in coming weeks.
37	WW1303		Westover PS	-	65,000	-	65,000	0.0%	-	65,000	-	65,000	0.0%		Survey to begin in coming weeks.
38	II1401		Kent Ave. Repair	-	75,000	-	75,000	0.0%	-	75,000	-	75,000	0.0%	In Process	95% complete
39	II1402		West Dover Connector	-	33,100	-	33,100	0.0%	-	33,100	-	33,100	0.0%		Design continuing, out to bid April 2014
40			**Totals - FY 2014**	$ 2,417,800	$ 2,429,400	$ 53,560	$ 2,375,840	0.0%	$ 2,427,800	$ 1,225,200	$ 53,560	$ 1,171,640	4.4%		
41															
42			**Grand Totals**	$ 13,211,100	$ 14,711,700	$ 3,900,708	$ 10,810,992	26.5%	$ 2,817,800	$ 12,842,100	$ 753,489	$ 12,088,611	5.9%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
SL = State Loan Project - construction phase is financed
I = Impact Fee (partially) financed project
O = Operating revenues

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2014-01

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

That Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes, Section 102-111 - Purpose, be amended by inserting the blue, bold text and deleting the text indicated in red, bold, strikeout, as follows:

In the ~~**option**~~ **opinion** of city council, the abatement of city real estate taxes for certain qualifying industries and businesses defined herein best promotes the public welfare by providing incentives for them to expand or locate in the city, thereby creating new employment opportunities for the citizens of the city and ultimately strengthening the city's tax base.

BE IT FURTHER ORDAINED:

That Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes, be amended by adding a new Section 102-118 - Revocation of Eligibility, to read as follows:

Sec. 102-118 - Revocation of Eligibility

The beneficiary of the incentives provided by this Article must remain current on all obligations due the City. If, at any time after the incentives have been granted, the beneficiary of the incentives becomes delinquent on any of the obligations listed in Section 1-13(b), the city manager shall revoke the eligibility for any portion of the incentives not yet received by the beneficiary. Notice shall be given to such beneficiary in writing.

For the purposes of this section, the beneficiary of the incentives shall include the person or artificial entity that receives the incentive and the owner of one-half or greater interest in an artificial entity that receives the incentive.

BE IT FURTHER ORDAINED:

That Appendix C - Downtown Redevelopment, Article II - Definitions, be amended by deleting it in its entirety and inserting in lieu thereof the following:

The following words, terms and phrases, when used in this ordinance, shall have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning:

Section 1. Beneficiary of the incentives.

The *beneficiary of the incentives* shall include the person or artificial entity that receives the incentive and the owner of one-half or greater interest in an artificial entity that receives the incentive.

Section 2. Downtown Dover Partnership.

The *Downtown Dover Partnership* shall be established for the purpose of fostering redevelopment within the target area.

Draft

Section 3. Eligible project.

Eligible project shall mean a new construction or renovation which:

(a) Is located within the target area; and

(b) The fair market value of the materials to be used in and the labor to be performed on the project exceeds the sum of $15,000.00; and

(c) Is for commercial, office, or a residential use; and

(d) Conforms to the intent of this ordinance.

In order for a residential use to be an eligible project, the object of the construction or renovation must be a dwelling unit as defined in article 12 of the City of Dover zoning ordinance [appendix B]. Construction or renovation of accessory buildings as defined in article 12 of the City of Dover zoning ordinance [appendix B] shall not be eligible for development incentives. Construction or renovation which constitutes ordinary replacement or routine maintenance shall not qualify as an eligible project.

Section 4. Target area.

Target area shall mean that part of the city more particularly described as follows:

Beginning at a point at the intersection of the centerlines of Cecil and North State Streets, then continuing on the centerline of North State Street in a southerly direction to the intersection of the centerline of State Street and an extension of the centerline of Delaware Avenue, then continuing on the centerline and an extension of the centerline of Delaware Avenue in an easterly direction to the point of intersection of an extension of the centerline of Delaware Avenue and the St. Jones River, then following the centerline of the St. Jones River in a southerly direction to the point of intersection of the centerline of the St. Jones River and the southerly property line of lands now or formerly of the Catholic Diocese of Wilmington, being the site of Holy Cross Roman Catholic Church, then proceeding in a westerly direction along said property line to the easterly right-of-way line of South State Street (U.S. Route 13-A), then crossing the right-of-way line of South State Street in a westerly direction and joining the centerline of Hope Street and proceeding in a westerly direction to the centerlines of Hope Street and South Governors Avenue, then proceeding in a southerly direction along the centerline of South Governors Avenue to the point of intersection of the centerlines of South Governors Avenue and Dover Street, then proceeding in a westerly direction along the centerline of Dover Street to the point of intersection of the centerlines of Dover Street and Westview Terrace, then continuing in a northerly direction on the centerline of Westview Terrace to the point of intersection of the centerline of Westview Terrace and New Burton Road, then proceeding in a northeasterly direction on the centerline of New Burton Road to the point of intersection of New Burton Road and West Street, then continuing in a northerly direction along the westerly right-of-way line of West Street to the point of intersection of the westerly side of the right-of-way of West Street and the northerly property line of lands now or formerly of Dover Rent-All, Inc., then continuing in a westerly direction along said property line to the point of intersection of said property line and the lands of Conrail Railroad, then proceeding in a northerly direction along the easterly right-of-way line of Conrail Railroad in a northerly direction to the point of intersection of the centerline of West North Street and then westerly along the centerline of West North Street to a point of intersection with an extension of the westerly property line of lands now

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or of late of Michael Nash, being the site of the former Diamond Ice Company, then proceeding in a northerly direction along the westerly property line of the Nash property and in a line extending to the intersection of the southerly property line of lands now or of late Paul T. and Aiko Moore, and then northwesterly and then northerly along the southern and western property line of the Moore property and extending north to an intersection with the centerline of Lincoln Street, and then easterly along the centerline of Lincoln Street to a point of intersection of an extension of the westerly property line of lands now or formerly of Frank Moore et al., and then northerly along the western property of Frank Moore et al. and extending to a point of intersection with the centerline of Forest Street, then easterly along the centerline of Forest Street to a point of intersection with an extension of the westerly property of the lands now or formerly of the Salvation Army, and then northerly and easterly along the western and north property line of the Salvation Army property to the point of intersection with lands now or of late Conrail Railroad, then northerly along the westerly property line of Conrail Railroad and extending to a point of intersection with the centerline of West Division Street, and then easterly along the centerline of East Division Street to the intersection of the easterly right-of-way line of Conrail Railroad, and then northerly along the easterly right-of-way line of Conrail Railroad to the intersection of the right-of-way of Conrail Railroad and the northerly property line of lands now or of late of Southern States Cooperative, Inc., then proceeding in an easterly direction a distance of 52.76 feet to the northeasterly corner of the lands now or of late of Southern States Cooperative, Inc., then proceeding in a southerly direction along the easterly property line of lands now or of late of Southern States Cooperative, Inc., to the point of intersection of said property and the centerline of Cecil Street, then proceeding in an easterly direction along the centerline of Cecil Street to the point of beginning, being the point of intersection of the centerline of Cecil and North State Streets.

NOTE: This amendment deletes Section 2, Reserved, (which read: Section 2. Reserved. Editor's note - An ordinance adopted Jan. 10, 2000, repealed section 2 which pertained to the eligibility period and derived from an ordinance adopted March 13, 1995, and an ordinance adopted Jan. 11, 1999.) and re-orders the definitions alphabetically.

BE IT FURTHER ORDAINED:

That Appendix C - Downtown Redevelopment, Article III - Eligibility, be amended by inserting the bold, blue text and deleting the text indicated in bold, red, strikeout, as follows:

~~**Section 1. Issuance of building permit.**~~

~~**Issuance of a city building permit for an eligible project must be obtained during the eligibility period.**~~

NOTE: The eligibility period expired on December 31, 1999 and was repealed by an ordinance adopted January 10, 2000.

Section ~~2~~ **1**. ~~[~~Development incentive eligibility.~~]~~

In order to be eligible for development incentives, the owner of an eligible project must agree to contribute ten percent of the total value of the incentives received to the Downtown Dover Partnership for reinvestment in downtown Dover.

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Section ~~3~~ **2**. ~~[~~Development incentive ineligibility.~~]~~

An otherwise eligible project shall be ineligible for development incentives if:

(a) An application for ~~[~~a~~]~~ building permit for the project ~~[~~was~~]~~ filed prior to the effective date of this ordinance; or

(b) Construction or renovation commenced prior to the effective date of this ordinance; **or**

(c) Issuance of the certificate of occupancy and/or the completion and finalization of the building permit occurs before the application for development incentives is received~~.~~**; or**

(d) The subject property is exempt from City of Dover real estate taxes; or

(e) The beneficiary of the incentives is delinquent on any of the obligations listed in Section 1-13(b).

Section 3. Revocation of Eligibility

The beneficiary of the incentives provided by this Appendix must remain current on all obligations due the City. If, at any time after the incentives have been granted, the beneficiary of the incentives becomes delinquent on any of the obligations listed in Section 1-13(b), the city manager shall revoke the eligibility for any portion of the incentives not yet received by the beneficiary. Notice shall be given to such beneficiary in writing.

BE IT FURTHER ORDAINED:

That Appendix E - Commercial and Industrial Building Redevelopment, Article II - Eligibility, be amended by inserting the bold, blue text and deleting the text indicated in bold, red, strikeout, as follows:

Section 1. Eligible project.

Eligible project shall mean the renovation and establishment of a business in an existing commercial or industrial building or tenant space which:

(a) Is a minimum of 5,000 square feet of floor area; **and**

(b) The fair market value of the materials to be used in and the labor to be performed on the project exceeds the sum of $15,000.00; **and**

(c) Is for commercial, industrial, or office use; **and**

(d) The establishment of a new business is proposed; and

(e) Conforms to the intent of this ordinance.

Construction or renovation of accessory buildings as defined in Appendix B - Zoning, Article 12 - Definitions, of the Dover Code of Ordinances shall not be eligible for redevelopment incentives.

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Construction or renovation which constitutes ordinary replacement or routine maintenance shall not qualify as an eligible project. Construction of new buildings shall not qualify as an eligible project.

Section 2. Redevelopment incentive ineligibility.

An otherwise eligible project shall be ineligible for redevelopment incentives if:

(a) An application for a building permit for the project was filed prior to the effective date of this ordinance; or

(b) Construction or renovation commenced prior to the effective date of this ordinance; **or**

(c) Issuance of the certificate of occupancy and/or the completion and finalization of the building permit occurs before the application for redevelopment incentives is received; **or**

(d) Construction or renovation commenced prior to the issuance of a building permit by the city of Dover; **or**

~~**(e) Applications for incentives provided in this ordinance shall be subject to the provisions of Chapter 1 - General Provisions, Section 1-13 - Denial of permits or approvals for failure to comply with requirements for payment, actions, or filings.**~~

(e) The subject property is exempt from City of Dover real estate taxes; or

(f) The beneficiary of the incentives is delinquent on any of the obligations listed in Section 1-13(b).

For the purposes of this section, the beneficiary of the incentives shall include the person or artificial entity that receives the incentive and the owner of one-half or greater interest in an artificial entity that receives the incentive.

Section 3. Revocation of eligibility.

The beneficiary of the incentives provided by this Appendix must remain current on all obligations due the City. If, at any time after the incentives have been granted, the beneficiary of the incentives becomes delinquent on any of the obligations listed in Section 1-13(b), the city manager shall revoke the eligibility for any portion of the incentives not yet received by the beneficiary. Notice shall be given to such beneficiary in writing.

For the purposes of this section, the beneficiary of the incentives shall include the person or artificial entity that receives the incentive and the owner of one-half or greater interest in an artificial entity that receives the incentive.

ADOPTED: *

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SYNOPSIS

The proposed ordinance would amend the Downtown Redevelopment incentives, the Commercial and Industrial Building Redevelopment incentives, and the Tax Abatement incentives to require compliance with Section 1-13 - Clean Hands, and provide for revocation of the incentives for beneficiaries who are delinquent on obligations to the City. It would also make tax exempt properties ineligible for the incentives.

(SPONSORS: Hutchison and Koenig)

Actions History
02/10/2014 - Scheduled for Final Reading
01/27/2014 - First Reading Held
01/13/2014 - Introduced at Legislative, Finance, and Administration Committee

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