LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on February 9, 2015, at 5:45 p.m. with Chairman Slavin presiding. Members present were Mr. Anderson, Mr. Hare, Mr. Shevock, and Mr. Sudler (arrived at 5:49 p.m.). Members of Council present were Mr. Dixon (arrived at 5:49 p.m.), Mr. Hutchison, and Mr. Bonar (arrived at 6:45 p.m.). Mayor Christiansen was also present.

AGENDA ADDITIONS/DELETIONS

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

Proposed Ordinance #2015-03 Amending Chapter 102 - Taxation, Article III - Realty Transfer Tax, Section 102-71 - Definitions; Article IV - Abatement of Real Estate Taxes, Section 102-113 - Qualifications; and Article V - Tax Credits for Historic Properties, Section 102-152 - Application Requirements and Section 102-153 - Application Review and Approval

(Due to time constraints, this item was placed on the City Council agenda for consideration during their meeting scheduled for later in the evening.)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that proposed Ordinance #2015-03 would implement incentives that the City committed to through its Downtown Development District Application. She explained that the ordinance was related to the taxation section of the code and had three (3) components, as follows:

1) The City currently offers a transfer tax waiver for first-time homebuyers City-wide. Under the proposed ordinance, those who sell properties located in the area between Mary and Loockerman Streets and between Governors Avenue and West Street would also receive this transfer tax waiver if the properties are sold to someone who would be occupying the home as an owner. Mrs. Townshend indicated that the boundary included in the ordinance had been changed to coincide with the Downtown Development District boundary.

2) The City currently offers a tax waiver for owner-occupied houses located in the area between Mary and Loockerman Streets and between Governors Avenue and West Street, and this was expanded in the proposed ordinance to include the entire Downtown Development District. The ordinance would allow for a phase-in of taxes over five (5) years for an owner-occupied home. For the first year, no property taxes would be paid, for the second year 25% of the property taxes would be required, for the third year 50%, for the fourth year 75%, and in the fifth year the owner would begin paying the full tax. An owner who moves out of the district within this five (5) year period would be required to pay taxes back. Mrs. Townshend stated that this program had been "on the books" and staff had aligned it with the Downtown Development District boundaries.

3) The City currently offers tax credits for renovation of historic properties based on the value of the work done to the exterior of the property, and review of tax credits by the Historic District Commission (HDC) is required. The proposed ordinance would allow for administrative approval of tax credits; however, if the tax credit relates to a project that would have to go to the HDC, the Commission would also be able to comment. This would allow for administrative approval of tax credits for projects such as the painting of a Victorian home, which would not normally come before the HDC. Mrs. Townshend explained that this would simplify and expedite the review process.

Responding to Mr. Shevock as to whether a time frame would be associated with the high priority targeted area, Mrs. Townshend stated that no such time frame was included in the ordinance; however, the State's Downtown Development District designation is a 10-year designation. If the high-targeted area were to shift within this 10-year time frame, it would be necessary to make a change in only one (1) location in the Dover Code, Appendix C - Downtown Redevelopment.

Mr. Anderson moved to recommend adoption of Proposed Ordinance #2015-03, as recommended by staff, seconded by Mr. Shevock and unanimously carried.

Proposed Ordinance #2015-04 Amending Appendix C - Downtown Redevelopment
(Due to time constraints, this item was placed on the City Council agenda for consideration during their meeting scheduled for later in the evening.)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that Proposed Ordinance #2015-04 would establish a high priority target area in the downtown area. She explained that the code currently has a defined target area for downtown redevelopment. Feedback received from members of Council regarding the City's Downtown Development District Application indicated that Council did not want staff to reduce the area in which incentives were offered; however, the State wanted the City to have more incentives in the Development District than were available elsewhere in the City. Mrs. Townshend indicated that staff created a high priority target area and the Downtown Development District map was reflected in the language of the Proposed Ordinance. She explained the additional provisions in proposed Ordinance #2015-04, as follows:

1) The impact fee waiver currently applicable only to multi-story, mixed-use construction would no longer have to be a multi-story mixed use within the target. In this way, if a restaurant with many fixtures was opened, an impact fee waiver could be applied for a single-story building. In addition, if someone were to build five (5) houses on what was previously four (4) lots, they would receive credit for impact fees for prior structures but would receive a waiver for the fifth house.

2) A three (3) year waiver of the business license fee would be offered for new businesses and businesses that relocate to the Downtown Development District.

3) A rebate of the buyer's portion of the transfer tax would be offered within the high priority area for properties transferred after March 1, 2015 and receiving a certificate of occupancy within five (5) years of transfer. Mrs. Townshend indicated that this could apply to very large projects, noting that there had been discussion for many years about redeveloping the former Acme site on Governors Avenue. If a developer were to purchase this site and build a new building, they could receive a rebate of the buyer's portion of the transfer tax when a certificate of occupancy is obtained.

4) Mrs. Townshend explained that this section of the Code currently requires applicants to commit to giving 10% of the value of that incentive to the Downtown Dover Partnership (DDP) in order to qualify for City incentives. After discussion with Mr. Gregg Moore, President, DDP, Mrs. Townshend stated that it had been agreed that it would be better to provide a full incentive rather than to require the 10% payment.

Mrs. Townshend advised members that in addition to the above changes included in the proposed ordinance, the DDP had also agreed to offer grants up to $5,000 for architectural services for new businesses in the Downtown Development District.

Responding to Mr. Hare, Mrs. Townshend stated that the incentives would apply to businesses opening in the Downtown Development District. Those who want to open large businesses elsewhere in Dover would not receive these incentives; however, there are other incentives available. She explained that redevelopment in the downtown area is difficult and more expensive than other areas because of the age of the infrastructure and buildings and the tightness of the lots. For this reason, the downtown area needs more help. The Governor budgeted and the legislature approved money for property owners to improve their properties. In exchange for this, local governments participating in the program were asked to provide added incentives in the area. Mrs. Townshend reminded members that this was previously discussed both by the Legislative, Finance, and Administration Committee and Council when the application was brought through the process before submitting it to the State. She noted that opportunities to improve incentives elsewhere could be discussed; however, this particular program was geared to the downtown area.

Mr. Hare expressed his feeling that the City should provide incentives on a case-by-case basis to those willing to develop projects outside the target area, such as the former K-Mart building.

Responding to Mr. Sudler regarding the location of the designated area, Mrs. Townshend explained that the rough boundaries of the Downtown Development District are as follows: the northeast boundary begins at the Mary Street/North Governors Avenue intersection, extending south down Governors Avenue to Fulton Street and east to State Street, extending south down State Street to Water Street, running west on Water Street and extending slightly south to bring in the Dover Transit Center, extending north along the railroad tracks, jutting west to include the eastern side of Lincoln Park, then continuing northward along the railroad tracks back to Mary Street.

Mayor Christiansen commended Mrs. Townshend and Mr. Koenig for their efforts in this regard. He felt this tool would offer retail, mercantile, and residential establishments the opportunity to revitalize downtown. He stated that a lot of resources and attention would be focused in this area and it was hoped that these incentives and grants would stabilize the neighborhood and make it thrive, to the benefit of the entire City.

Mr. Hare moved to recommend adoption of proposed Ordinance #2015-04, as recommended by staff, seconded by Mr. Anderson and unanimously carried.

#2015-05 Fiscal Year 2015 Second Budget Amendment

Mr. Scott Koenig, City Manager, advised members that the proposed budget amendment included adjustments to the Beginning Budget Balances for all funds now that the City's audit had been completed. It also included any adjustments related to Council Actions in the budget year to date on changes in project budgets or operating items that were not included in the original budget.

Mr. Koenig indicated that Council's policy on transferring savings from prior year personnel expenses to the Pension or Other Post-Employment Benefit (OPEB) Trust Funds had also been included. The General Fund included a transfer to the Police Pension Fund of $100,000 and a transfer to the Civilian Pension Fund of $543,000, for a total transfer of $643,000. This $643,000 was the savings that was realized in personnel-related expenses in FY14 and was in accordance with Council's prior policies. The Water/Sewer and Electric Funds did not have any personnel savings due to the change in pension accounting standards, so there were no additional contributions from any of the utility funds proposed.

Additional adjustments were as follows:

- Increases to Division budgets for vacation sell-back, retirement payout, and education assistance with a corresponding decrease to Other Employment Expenses across all applicable funds. Mr. Koenig advised members that this technique was used previously to keep individual department budgets from being inflated, rebated to vacation sellback, or even potentially retirement.

- Transfer In from the Contingency Reserve for the final payment of the outstanding police grievance that had to be paid in FY15 with a corresponding adjustment to the Police budget. Mr. Koenig stated his belief that this amount was $50,000.

- Increases in the following revenue items based on greater than planned receipts in Kent County Reciprocal Borrowing and Municipal Street Aid.

- A transfer of $80,000 in capital project funds to the Parks and Recreation Reserve to set aside the budgeted funds for the White Oak Park improvements while awaiting the final needs of the recreation assessment. This was also in accordance with Council's requests and actions related to the budget hearings held in 2014.

Mr. Koenig explained that after the above adjustments, the General Fund Budget Balance would be $385,000 over the budgeted amount. It was staff's recommendation to replenish the Contingency Reserve for the $300,000 used to settle the police grievances and to transfer the $85,000 to the Capital Asset Reserve in light of potential funding needs of the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties. He stated that these two (2) items had not been incorporated into the Budget Ordinance to allow for discussion. Mr. Koenig stated that if the recommendation were acted on favorably or modified, those modifications would be placed in the final version of Ordinance #2015-05.

In regard to the payback of the Contingency Reserve Fund, Mr. Anderson asked if this would normally be accomplished over a couple of years and if it were proposed all at once because the money was available. Responding, Mr. Koenig stated that staff recommended replenishing the Contingency Reserve Fund because the money was available and the Fund was depleted by $250,000 in FY14 and by an additional $50,000 in FY15, for a total of $300,000. He explained that the $385,000 being discussed was actually FY14 money.

Mr. Anderson inquired as to the reason for staff's recommendation regarding the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties. Responding, Mr. Koenig stated that there was discussion at the President's Counsel meeting held on February 4, 2015 regarding potentially hiring appraisers to appraise City buildings. He noted that at some point the assistance of architects would likely be needed to plan the space and evaluate which proposed alternative is the best to pursue. Mr. Koenig indicated that it was felt it would be best to place this money in a reserve until there is a clearer idea of the expenses. At that point, a request would come before Council to apply reserve funds to architectural or other related services. He noted that Council could also decide to apply these funds to a different project.

Referring to total savings in personnel expenses in FY14 of $643,000, Mr. Slavin applauded those efforts and questioned how this occurred. Responding, Mr. Koenig stated that the savings was related to the timing of employees leaving and the hiring of new employees. He indicated that the personnel budget is approximately $30M in all funds and estimated that approximately $18M - $20M of this amount was in the General Fund.

Mr. Slavin stated that some might say that the City overbudgets by more than $0.5M in personnel, which drives the tax rate. He indicated that he was not one (1) of these individuals but suggested that Mr. Koenig "prepare his defense" for this. Mr. Koenig stated that preparing the budget is not an exact science and agreed with Mr. Slavin that he would much rather be "in the black" in this area. Mr. Koenig explained that this figure includes salary and benefit savings, and in some cases staff may have budgeted for a retirement payout that did not happen.

In response to Mr. Slavin regarding the policy level for the Contingency Reserve Fund, Mr. Koenig stated his belief that the whole fund was funded at $300,000; however, he did not have this number with him. At Mr. Slavin's request, he agreed to check on this figure.

Mr. Slavin requested clarification regarding the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties, since this committee had been called by this title and was also being referred to as a building committee. He questioned whether or not the committee was meeting in accordance with the Freedom of Information Act. Responding, Mrs. Traci McDowell, City Clerk, stated that this committee has Council and civilian members and adheres to all the requirements for public meeting notices and minutes. (*City Clerk's Office Note: City Council established an ad hoc Committee to study the future of City Hall, Weyandt Hall, and the Former Dover Public Library during their Regular meeting of November 12, 2013, as recommended by the Legislative, Finance, and Administration Committee. During the Regular Council meeting of August 25, 2014 the Committee members were appointed and, at the request of Council President Bonar, the Committee was called the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties.*)

Mr. Anderson moved to amend Ordinance #2015-05 to include the transfer of $300,000 from surplus funds into the Contingency Reserve Fund. The motion was seconded by Mr. Sudler.

Mr. Hare asked if the $300,000 that could have been used to help offset a tax increase in FY16. Responding, Mr. Koenig stated that Council had the discretion on how they would like to use this $300,000, which amounted to just under $0.01 on the tax rate.

Mr. Hare noted that these funds could have been used to hire additional police officers.

Mr. Koenig stated that if there were no need to replenish the contingency fund with $300,000, these funds could have been used for any General Fund expense related to City of Dover operations, as requested by Council.

Mr. Sudler inquired if the City had insurance to cover the $300,000 related to the grievances or if these funds had to come out of the City's "pocket." Mr. Koenig explained that the City has an insurance company; however, ultimately the feeling was that it was in the City's best interest to settle the grievances immediately rather than allow its insurance company to defend any potential lawsuit that might come out of the disagreement. He stated that if the City had not acted and a suit had been filed against the City, the insurance company would have defended the City through that suit and the City would have had to pay its deductibles. Because the suit was settled, the insurance company's answer was that they would have allowed the matter to go to a lawsuit and defended it that way.

The motion to amend Ordinance #2015-05 to include the transfer of $300,000 from surplus funds into the Contingency Reserve Fund was unanimously carried.

In regard to the remaining amount, Mr. Anderson expressed his belief that there was merit to putting studies in the works. He reminded members of previous discussion indicating that the City should remember the Parks and Recreation budget, which had been "squeezed", when the City did have money that was over budget. He indicated that several items that had come up in regard to the Recreation Needs Assessment, including budget items related to design that would be beneficial over

the next year. Mr. Anderson proposed that part of the funds go to the Parks and Recreation budget and part to the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties.

Mr. Anderson moved to recommend amending Ordinance #2015-05 to allocate $60,000 of the remaining $85,000 to Capital Asset Reserve for the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties and $25,000 to the Parkland Reserve Fund, to be taken out of the Parkland Reserve Fund at a later date if approved by Council. The motion was seconded by Mr. Sudler.

Mr. Sudler questioned how close the City was to the Dover Park plan of action and budget. Responding, Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated her hope that, within the next month, staff would have a solid draft of the Recreation Needs Assessment document; however, highlights were provided to the Parks, Recreation, and Community Enhancement Committee during their meeting of January 12, 2015. She noted that staff was getting ready to prepare a Request for Proposals (RFP) for landscape architecture services for a plan for Dover Park based on the results of the Needs Assessment.

Mr. Shevock noted that staff's recommendation was to put funds to the Contingency Reserve Fund and then transfer $85,000 to the Capital Asset Reserve Fund. He questioned the reason for putting the $85,000 in the Capital Reserve Asset Fund. Responding, Mr. Koenig stated that Mrs. Mitchell and he agreed that after funding the Contingency Reserve, the initial recommendation from staff would be for capital needs versus operating budget needs. Staff had been trying very hard to have departments manage their operating budgets to levels authorized by Council, with minor departmental changes, because it was believed that extra money should go to capital needs.

Mr. Shevock questioned where money would be drawn from for capital assets if the funds proposed were moved to these areas and an emergency arose. Responding, Mr. Koenig stated, for example, if there were a catastrophic failure of a building, the capital asset reserve would be used. If it were utility-related, it would come from the utility asset reserve. If there were a high operating expense that came "out of the blue", staff would typically try to contain it in the operating budget, and if this were not possible, staff would ask Council for a transfer from the reserve into the operating budget. Mr. Koenig explained that the safeguard was to keep these funds out of general operating expenses and put them into the capital asset or other reserve so that staff would have to come to Council for specific authorization on how to use those funds.

Assuming these funds were transferred and a catastrophic event occurred, Mr. Shevock questioned if the money could be pulled back or if they would become "free money" that would be spent once allocated. In response, Mr. Koenig explained that authorization would have to be obtained for funds to come back out of these accounts. He reassured members that if there were an emergency, staff would come before Council to request special authorization, even if it required a special meeting.

Responding to Mr. Anderson, Mr. Koenig confirmed that the proposal was to put money into the reserve accounts where it would not be spent without Council authorization; therefore, funds would be reserved and not spent through Mr. Anderson's proposed amendment.

The motion to recommend amending Ordinance #2015-05 to allocate $60,000 of the remaining $85,000 to the Capital Asset Reserve for the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties and $25,000 to the Parkland Reserve Fund, to be taken out of the Parkland Reserve Fund at a later date if approved by Council, was unanimously carried.

Mr. Anderson moved to recommend adoption of Ordinance #2015-05, as amended, *(Attachment #1)* seconded by Mr. Sudler and unanimously carried.

Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ending June 30, 2014

Chairman Slavin advised members that Mr. Scott Koenig, City Manager, would be presenting this item in the absence of Mrs. Donna Mitchell, Controller/Treasurer. Referring to the presentation entitled City of Dover Comprehensive Annual Financial Report - Fiscal Year Ended June 30, 2014, Page 14 - General Fund Budget Highlights - Fiscal Year 2014, Mr. Koenig read the following information into the record:

> The Final General Fund Budget incorporated the following changes to the Original Budget:
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> - The Budget Balance carried forward from the prior fiscal year was higher by $0.8 million than was projected. Receipts had a net increase of approximately $0.8 million. The most significant increases were related to intrafund service receipts related to the accounting change for pensions, transfer taxes, court of chancery fees, and building permits. The most significant reductions were police extra duty fees and civil traffic penalties.
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> - Expenditures were revised to reflect an aggregate increase of $1.1 million. Increased employer contributions to the Police and Employee Pension funds accounted for most of the increased budget expense with a slight increased in the transfer to the capital project fund. The increases were offset by decreases in street lights, insurance, police pension grants and fire services. The net result of these changes was a $0.5 million increase in the revised budget balance over the Original Budget Balance (on a non-GAAP basis).
>
> General Fund actual revenues and other financing sources matched the final total revenues with a $23,000 positive variance.

Mr. Koenig advised members that, in his opinion, the numbers were tracking very tightly. He indicated that financial controls are very tight on the City and the numbers in the CAFR reflect that.

He requested that Mrs. Mitchell be given the opportunity at the Council level to do an appropriate presentation of the CAFR during the City Council meeting scheduled for February 23, 2015, because this is something that she and her staff had worked very diligently on over the last few months. Mr. Koenig requested that everyone read three (3) specific pages in the CAFR presentation before that time: Page 12 - Changes in Net Assets - Governmental Activities; Page 13 - Changes in Net Assets - Business Type Activities; and Page 14 - General Fund Budget Highlights - Fiscal Year 2014, since he felt this information summed up where the CAFR stands.

In regard to the electric utility, Mr. Anderson stated that there were additional expenses in that account which came out of the Electric Stabilization Fund and asked Mr. Koenig to elaborate on the effect and how much was left in that fund. Responding, Mr. Koenig stated that he did not know the exact amount that was left in the fund; however, he noted that during the FY15 budget hearings, a gap of approximately $2.2M was anticipated in the General Fund. Staff recommended that this gap be filled through a tax increase. Through budget deliberation, Council altered that number slightly downward, and ultimately the gap was filled by a revised transfer from the Electric Fund to the General Fund. The proposed transfer was $8M; the revised transfer was $10M, and Mrs. Mitchell used that $10M as a baseline transfer in the five (5) year financial forecast, which accelerated the depletion of the Rate Stabilization Fund. Mr. Koenig indicated that staff was currently re-running those numbers as part of fiscal forecasting for the electric utility. The concern was that the $10M transfer will deplete the Rate Stabilization Fund rather quickly, and a rate increase may be discussed sooner than would have occurred had the transfer remained at $8M. He indicated that the net effect of that increased transfer is that it will likely cause the City to have to increase electric rates sooner than would have been necessary if the transfer had stayed at $8M, noting that there were a number of variables involved.

Review of Training, Conference, and Travel Policy *(Deferred on January 12, 2015 Due to Time Constraints)*

Mr. Scott Koenig, City Manager, reviewed the draft revised City of Dover Training, Conference, and Travel Policy. He advised members that this policy is reviewed by Mrs. Donna Mitchell, Controller/Treasurer on a regular basis. He noted that revisions to the policy were included in red font and were relatively minor changes.

Staff recommended approval of the revised City of Dover Training, Conference, and Travel Policy ***(Attachment #2).***

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

Review of Effectiveness of the Safe Communities Ordinance *(Request of Councilman Anderson)*

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the City's Safe Communities Ordinance: 1) requires the City to provide landlord training whereby landlords would learn a number of things, such as better screening of tenants, the proper eviction process, fair housing, and drug identification, as taught by the Police Department. The idea is that

when landlords go to the class, they would obtain a better sense of how to manage properties in a way that is a benefit and not a detriment to the community. Mrs. Townshend stated that the ordinance also requires that landlords and tenants enter into a lease addendum that must be presented to the City when utility services are established. In this addendum, tenants would acknowledge that if they, members of their family, guests, or others associated with them commit certain criminal acts within 500 feet of the property, they could go down the path for eviction. The ordinance states that if the problem continues, the City can force the landlord to initiate the eviction process.

Mrs. Townshend stated that the ordinance had been in effect for approximately 1½ years and four (4) training sessions had been held. Each had been well attended and feedback had been positive. The City had not had to force any evictions. There had been a number of cases relating to problem properties where information had been received from the Police Department. She indicated that there had been a couple of times when letters had been sent notifying landlords they were reaching a point where they would have to evict. She explained that some landlords do not know that their tenant is a problem; therefore, that communication is helpful. Mrs. Townshend explained that she had discussed with Police Chief the need to ensure that officers file a report when responding to calls at properties that have had repeated problems, since this would provide something to go on if an eviction must be forced. She indicated a few areas could be "fine tuned", noting a few cases where the lease addenda did not get to where they needed to be, so staff was improving the method of tracking. Mrs. Townshend indicated that some landlords had requested staff to send them a letter so that they now could tell their tenant that they were causing the landlord trouble with the City, reiterating the importance of having data from the Police Department. As time moves on and some of the "kinks" are worked out, she felt the City would continue to see benefit.

Responding to Mr. Anderson in regard to whether there was a need to revise the ordinance, Mrs. Townshend expressed the need to give the ordinance a chance to work. She indicated the desire not to be so prohibitive that people would be evicted from their property for things that were not serious but also make sure that it gives "the hammer" to deal with problem cases. She noted that the ordinance may need to be re-examined in the future.

Mr. Anderson questioned the outcome regarding a notable case in The Hamlet. Responding, Mrs. Townshend stated that the last tenant at this property left on their own accord. At this point, there had been so much interaction with this particular landlord, that she felt he was being more vigilant in dealing with his properties because the complaint volume had decreased.

In response to Mr. Sudler regarding the relationship of the Safe Communities Ordinance and the State of Delaware landlord tenant code, Mrs. Townshend stated that the Safe Communities Ordinance does not affect the State Code because it does not supersede or attempt to supersede the eviction process. The Safe Communities Ordinance indicates that if certain infractions happen, the landlord has to initiate the process. If the landlord does not initiate the process, the rental permit would be suspended. The property would then be shut down and utilities terminated. Mrs. Townshend explained that unless there is a serious life safety issue, tenants are given 30 days to vacate. At one point, staff was concerned that landlords would try to use that in their favor to get around the process;

however, if it comes to the point of suspending the rental permit, every Code violation in the property would need to be fixed and there is a $100 reinstatement fee. Mrs. Townshend felt that the few landlords who tried to "use" the City in that regard had figured out that it is not to their benefit.

Automatic Escalator for Building-Related Permit Fees *(Request of Councilman Anderson)*
During the meeting of August 11, 2014, members of the Legislative, Finance, and Administration Committee considered this matter and recommended that an automatic escalator for building-related permit fees be referred to staff with their full ability to revise in its entirety to develop recommendations based upon its intent. The Committee's recommendation was approved by City Council during their meeting of August 25, 2014.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that building permit fees are based on the building construction valuation, and the City uses construction valuation tables that are issued through the International Code Council (ICC). The ICC updates these tables every six (6) months. Staff had been using the tables that were in place at the time of the ICC Code adoption, but had now determined that the August version for each year should be used. Mrs. Townshend stated that by virtue of using current construction values, there is an automatic escalator in building permit fees only, since there is a cost per square foot for these permits, depending on the type of construction. This negates the need to increase the building permit fee over time because, by virtue of the construction value going up, the fees should increase on their own.

Mr. Anderson explained that by making an administrative change in the valuation, the City would be updating by using current valuation instead of the valuation being "stuck" in a particular year.

Mrs. Townshend stated this is a more realistic approach and would allow consistency. If the construction value that an applicant puts on a building permit is assumed to be correct, the person who is more honest would pay a higher fee. This automatic escalator would add consistency and allow the City to adjust to changes in the construction cost. The HVAC, plumbing, and other building-related permits would not change because they are based on either BTU's, number of fixtures, or similar things.

Mr. Anderson indicated that he was satisfied with this approach. He was unsure if other changes were needed, but if so, they could go into the next resolution and the Committee could discuss this.

Mr. Koenig stated that he had incorrectly told Mr. Slavin that the City was applying the escalator previously on an annualized basis. This had been discussed, but when checking the record, it was determined that the City adopted the 2009 building codes and put this schedule into place. Going forward, the building valuation published each year would be administratively put into place the August of each year building valuations that are published through the ICC valuations.

Proposed Resolution No. 2015-01 - Dover Prospers Initiative (Economic Greening) *(Request of Councilman Anderson)*
Mr. Anderson explained the purpose of Proposed Resolution No. 2015-01, noting that there is a lot of competition in the current environment for businesses, and a lot of opportunity that goes to places

that are the most flexible, prepared, and have an efficient, streamlined approach. He felt that the City had done a tremendous amount to move in this direction and that staff is business friendly; however, out-of-state and micro business people can tend to get lost. Mr. Anderson advised members that a "one-stop shop" approach, where all needed information could be obtained in one (1) place, had worked successfully in other areas around the country but would take some work. He indicated that he had worked with staff and it was his belief that the City could get "80% of the way there," and thanked Mrs. Ann Marie Townshend, Director of Planning and Community Development; Mr. Scott Koenig, City Manager; and Mr. Bill Neaton, Economic Development Manager, for their help. Mr. Anderson felt that the proposed resolution would allow access to all the information needed to open a business in the City of Dover in one (1) place, including a packet on the City's website with contact information for people who will help. Mr. Anderson indicated this would show the City to be business friendly, which would: 1) help generate small and micro-business, and 2) help attract an occasional "home run" business when it is seen how efficient the City is. He noted this proposal would have no cost to the City, many aspects were already being developed, and staff was well on the way to implementing it.

Mrs. Townshend indicated that staff had been working with the business community for a number of years in trying to address certain regulatory changes; however, it had been approximately five (5) or six (6) years since a series of forums, workshops, or focus groups had been held to meet with a broader cross-section of the regulated community to determine what the problems are. Referring to Section 2 of the proposed resolution, Mrs. Townshend explained that the Planning Department, City Manager's Office, and Economic Development Office would work together to hold a series of focus groups with the business community, development community, and real estate community. Out of this, a "road map" would be developed for the next year whereby the City would look at re-evaluating regulations. For example, Mrs. Townshend explained that the City's sign regulations had been a top priority and were rewritten, as were the commercial zone regulations. Once the industrial zones are reviewed, she indicated that staff would be finished with those pieces that had been identified, noting that other issues were emerging as the market changes. She felt that a fresh list could be developed of current issues and how they can be better addressed.

Mr. Anderson expressed his desire to have a "sunset review" of regulations, based on the citizens' input, to make sure that the City stays current. He felt that the provisions in the resolution regarding focus groups may provide a larger cross-section, as well as flexibility, since people involved would not have to commit to a particular time period.

Mrs. Townshend stated that she suggested this approach because, depending on which set of regulations was being tackled, the people at the table may change. She stated that one (1) of the issues being discussed currently is parking requirements for restaurants, which were not working well. This would be a conversation with the real estate, development, and restaurant communities to make sure that it reflects what they are seeing. Mrs. Townshend advised members that working on different regulatory issues may involve a different "cast of characters" and the proposed approach would allow the City to be flexible to the needs of the community.

Mr. Anderson noted that Mrs. Townshend had agreed a co-sponsor the resolution.

Mr. Anderson moved to recommend adoption of Proposed Resolution No. 2015-01 (*Attachment #3*), seconded by Mr. Sudler and unanimously carried.

Freedom to Worship Act *(Request of Councilman Anderson)*

Mr. Anderson stated that originally in the City zoning, places of worship and places of meeting were allowed in almost every non-manufacturing zone. However, zoning had become more complicated over time with more commercial zones and a myriad of residential zones, and there were inconsistencies in the code in regard to places of meeting and places of worship. Mr. Anderson stated that he had heard a number of associated complaints, noting that one (1) related to the property at 870 Forest Street, formerly occupied by the Bennie Smith Funeral Home, which contains a chapel and was rented to a counselor. Meetings were held there when the counselor was the primary use and the church was the secondary use as it met all of the requirements; however, after meetings had been held there for two (2) years, they suddenly did not have the same success, which caused him concern. Mr. Anderson indicated that this particular sub-zone had left something out as fundamental as places of meeting and places of worship, which are just as valid as any other activity in the CA-1 Corridor Zone. He stated that he wanted to investigate ways to keep the tradition the City used to have of making sure that places of meeting are allowed wherever they are appropriate for public safety and meet the normal requirements.

Mr. Anderson moved to recommend that the issue of making sure that places of meeting and places of worship are allowed wherever they are appropriate for public safety and meet the normal requirements be referred to staff. The motion was seconded by Mr. Hare and unanimously carried.

Updates

Certified Local Government Application

Members were advised that in 1980, an amendment to the National Historic Preservation Act of 1966 established the Certified Local Government (CLG) program to involve local governments in national preservation efforts. Most states, including Delaware, created programs extending CLG status to local communities with a local historic preservation district and a historic preservation commission. The CLG program provides technical assistance to support historic preservation efforts and eligibility for federal Historic Preservation Funds. In addition, localities participating in the CLG program participate in the National Register nomination process for historic properties and are strongly considered for training and technical assistance from the State Historic Preservation Office (SHPO).

The *City of Dover, Delaware 2008 Comprehensive Plan* included a recommendation within the Implementation Chapter (Chapter 15, page 179) to "Obtain Certified Local Government (CLG) through the National Park Service." In November 2013, City Council instructed the Planning Office to compile the CLG application. After a vacancy was filled on the HDC in Summer 2014, staff was able to compile the information needed to complete the application. Providing the qualifications of Commission members is one (1) of the application requirements. The draft application is attached for review by the Committee and will be presented to the HDC for their review on January 15, 2015. If recommended by City Council, staff will submit the application to the SHPO, along with a letter from the Mayor. This letter will be drafted once the Historic District Commission has taken action

on the application. Following the review of the CLG application, the City will enter into a certification agreement prepared by SHPO which outlines the local government responsibilities under the certification.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that it had taken staff some time to put together the CLG application, which would open the City to being eligible for certain grants for historic preservation activities, noting that there were vacancies on the HDC which was now fully operational.

Staff recommended that the application be approved and forwarded to the State Historic Preservation Office (SHPO), to be accompanied by a letter from the Mayor.

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

"Safe Whistles" National Recreation and Park Association Recommended Guidelines for Credentialing Volunteers (Background Screening for Youth Coaches and Sports Officials for All City Recreation Offerings)

During the Legislative, Finance, and Administration Committee meeting held on September 9, 2013, members discussed the issue of background checks for Parks and Recreation volunteers working with youth and members recommended that staff, specifically Mrs. Ann Marie Townshend, Director of Planning and Community Development, and Mrs. Kim Hawkins, Human Resources Director, be directed to review the National Recreation and Park Association Recommended Guidelines to conduct an analysis and formulate a recommendation regarding the scope and depth of the background checks that should be required, the cost and how it would be addressed, the period of time the background check would remain valid, and some type of roll-out implementation strategy to be brought back to the Committee within one (1) month for their review and recommendation to City Council. City Council approved the Committee's recommendation during their meeting held on September 23, 2013.

During the Legislative Finance, and Administration Committee meeting held on November 12, 2013, the Committee recommended that background checks be performed for all Parks and Recreation volunteers and contractors, including officials, who will be working directly with youth, every three (3) years, and that staff implement a staggered approach that would require compliance by officials by a certain date in 2014. City Council approved the Committee's recommendation during their meeting held on November 25, 2013.

During the Legislative Finance, and Administration Committee meeting held on February 9, 2014, Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that staff had developed a procedure and volunteer application form and that all volunteers involved in youth programming, primarily sports coaches, are run through a background check process, after obtaining their permission. Those who do not come through with a clean record are disqualified. Mrs. Townshend explained that the guidelines were reviewed with the Human Resources Department (HR) to make sure that the process is not inconsistent with City hiring processes and the new process is not significantly different from HR's process. She noted that some people had been turned away.

Referring to the Criminal Background Check Automatic Disqualifiers for Youth Sports Volunteers, Mr. Slavin suggested some rewording related to "Felonies - All Felony offenses other than violence or sex within the past 10 (ten) years," stating that he could discuss this with Mrs. Townshend after the meeting.

Responding to Mr. Hare, Mrs. Townshend stated that the process in place was working.

In response to Mr. Shevock regarding how the application form was being protected since it contained sensitive information, Mrs. Townshend stated that forms were being kept in a locked cabinet at the Parks and Recreation Office, in the same way any personnel files are kept. Audits had been conducted in the past on identity theft and those types of things.

Mayor Christiansen questioned why applications were reviewed every three (3) years, noting that he would feel more comfortable if they were reviewed yearly. Mrs. Townshend stated that background screening is performed on City employees only when they join the workforce; however, she stated volunteers could be brought through the process every year, noting that Little League and Pop Warner Leagues do this. Mayor Christiansen felt this would be in the best interest of the City, and Mrs. Townshend agreed.

Responding to Mr. Hare, Mrs. Townshend stated that there is an expense to conducting the background check, which the City pays since they have difficulty getting coaches and asking them to pay the $35 to do this would cause more difficulty. In response to Mr. Hare, Mrs. Townshend estimated that approximately 50 background checks are done each year, and Mr. Hare noted a cost of close to $2,000 per year. Mayor Christiansen stated that if there were a three (3) year lapse and an incident occurred with a child, the City would be in the line of fire and incur a liability. Mrs. Townshend stated that no one in the City wanted to be in a position where a decision that was made adversely affected the life of a child. Mayor Christiansen respected Mr. Hare's concern regarding the cost but felt that review every year would be appropriate.

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

Meeting adjourned at 7:02 p.m.

Timothy A. Slavin
Chairman

TAS/TM/js
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Attachments
Attachment #1 - Proposed Ordinance #2015-05 with LF&A #1
Attachment #2 - Draft Revised City of Dover Training, Conference and Travel Policy
Attachment #3 - Proposed Resolution No. 2015-01

CITY OF DOVER ORDINANCE # 2015-05, LF&A #1

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT

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

The amount hereinafter named aggregating Forty Three Million Three Hundred Ninety Nine Thousand dollars ($43,399,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

GENERAL FUND
REVENUES AND BUDGET FOR 2014-2015

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 3,393,000	$ 4,361,500
REVENUES		
FINES AND POLICE REVENUE	629,300	629,300
INVESTMENT INCOME	40,000	40,000
LIBRARY REVENUES	71,600	71,600
KENT COUNTY BOOK REIMBURSEMENT	450,000	490,000
BUSINESS LICENSES	1,460,000	1,460,000
PERMITS AND OTHER LICENSES	1,354,200	1,354,200
MISCELLANEOUS CHARGES	53,900	53,900
POLICE EXTRA DUTY	659,500	659,500
PROPERTY TAXES	11,049,200	11,049,200
BID REVENUE	50,000	50,000
RECREATION REVENUE	148,800	148,800
FRANCHISE FEE	636,000	636,000
SANITATION FEES	2,595,600	2,595,600
RENT REVENUE - GARRISON FARM	101,400	101,400
COURT OF CHANCERY FEES	1,023,000	1,023,000
REVENUES SUBTOTAL	20,322,500	20,362,500
INTERFUND SERVICE RECEIPTS		
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	1,354,900	1,371,100
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,508,100	3,588,200
INTERFUND SERVICE RECEIPTS SUBTOTAL	4,863,000	4,959,300
GRANTS		
POLICE RELATED	124,000	124,000
POLICE PENSION GRANT	500,000	500,000
GREEN ENERGY GRANT	98,500	98,500
MISCELLANEOUS GRANTS	25,000	25,000
GRANTS SUBTOTAL	747,500	747,500
TRANSFERS FROM		
TRANSFER TAX	1,250,000	1,250,000
MUNICIPAL STREET AID	663,900	664,200
CIVIL TRAFFIC PENALTIES	500,000	500,000
WATER/WASTEWATER	500,000	500,000
ELECTRIC	10,000,000	10,000,000
OTHER RESERVES INCLUDING CONTINGENCY	4,000	54,000
TRANSFERS FROM SUBTOTAL	12,917,900	12,968,200
TOTAL REVENUES	38,850,900	39,037,500
TOTALS	**$ 42,243,900**	**$ 43,399,000**

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE

DEPARTMENT EXPENSES	2014/15 BUDGET	2014/15 REVISED
CITY CLERK	$ 383,200	$ 386,700
COUNCIL	106,600	106,600
TAX ASSESSOR	309,500	319,100
FIRE	716,100	716,100
GROUNDS MAINTENANCE	1,123,800	1,130,100
LIBRARY	1,393,100	1,422,000
RECREATION	706,400	710,800
LIFE SAFETY	504,800	534,600
CODE INFORCEMENT	418,400	420,500
PLANNING	444,100	449,400
INSPECTIONS	602,100	614,400
ECONOMIC DEVELOPMENT	223,000	223,000
POLICE	13,986,100	14,316,100
POLICE EXTRA DUTY	712,500	712,500
STREETS	665,100	676,200
SANITATION	2,248,000	2,225,200
CITY MANAGER	592,500	595,900
INFORMATION TECHNOLOGY	728,700	733,800
FINANCE	947,100	966,800
PUBLIC SERVICES - ADMINISTRATION	514,800	517,700
FACILITIES MANAGEMENT	677,800	690,400
PUBLIC WORKS - ENGINEERING	192,600	193,700
PROCUREMENT & INVENTORY	535,600	538,700
FLEET MAINTENANCE	776,700	791,300
CUSTOMER SERVICES	1,040,300	1,044,600
HUMAN RESOURCES	379,700	384,300
MAYOR	74,900	74,900
DEPARTMENT SUBTOTALS	31,003,500	31,495,400
OTHER EXPENSES		
DEBT SERVICE	708,600	708,600
CONTRIBUTION TO DDP	70,000	70,000
MISCELLANEOUS GRANT RELATED EXPENSES	25,000	25,000
INSURANCE	724,800	724,800
RETIREES HEALTH CARE	1,636,500	1,636,500
OTHER EMPLOYMENT EXPENSES	500,000	118,200
POLICE PENSION FUND - STATE GRANT	500,000	500,000
POLICE PENSION FUND - UNFUNDED LIABILITY	655,000	655,000
UNCOLLECTIBLES - TRASH AND OTHER	50,000	50,000
STREET LIGHTS	774,500	774,500
OTHER EXPENSE SUBTOTAL	5,644,400	5,262,600
TRANSFERS		
TRANSFER TO CAPITAL FUND - PROJECTS	2,196,000	2,196,000
APPROPRIATION TO THE POLICE PENSION FUND	-	100,000
APPROPRIATION TO THE GENERAL PENSION FUND	-	543,000
TRANSFER TO CAPITAL ASSET RESERVE	-	60,000
TRANSFER TO CONTINGENCY RESERVE	-	300,000
TRANSFER TO PARKLAND RESERVE	-	25,000
TRANSFERS SUBTOTAL	2,196,000	3,224,000
TOTAL EXPENDITURES	38,843,900	39,982,000
CURRENT YEAR BALANCE	3,400,000	3,417,000
TOTALS	**$ 42,243,900**	**$ 43,399,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Eight Million, Seven Hundred Fifty Five Thousand, Nine Hundred Dollars ($8,755,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1,2014 and ending June 30, 2015:

REVENUES

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 117,100	$ 2,324,100
BEGINNING BALANCE - LIBRARY PROJECT	-	330,500
REVENUES		
STATE GRANTS - OTHER	153,000	208,000
PROPOSED BOND/BANK PROCEEDS - Street	2,661,100	2,675,000
LEASE PURCHASE OF FIRE AND POLICE EQUIPMENT	918,300	918,300
TRANSFER FROM GENERAL FUND FOR PROJECTS	2,196,000	2,196,000
TRANSFER FROM PARKLAND RESERVE	-	104,000
TOTAL REVENUES	5,928,400	6,101,300
TOTAL BEGINNING BALANCE AND REVENUES	**$ 6,045,500**	**$ 8,755,900**

EXPENSE SUMMARY

DEPARTMENT EXPENSES	2014/15 BUDGET	2014/15 REVISED
FIRE	$ 827,300	$ 827,300
GROUNDS MAINTENANCE	68,100	86,700
RECREATION	146,000	284,400
POLICE	499,100	601,700
STREETS	1,370,300	470,300
STREETS - GARRISON FARM INFRASTRUCTURE	2,586,100	5,447,600
SANITATION	256,500	256,500
CENTRAL SERVICES	-	55,000
BOND/LOAN ISSUANCE COST	75,000	61,100
DEPARTMENT SUBTOTAL	5,828,400	8,090,600
TRANSFERS & MISCELLANEOUS EXPENSES		
TRANSFER TO PARKLAND RESERVE	100,000	180,000
TRANSFER TO CAPITAL PROJECT RESERVE	-	330,500
TRANSFERS & MISCELLANEOUS SUBTOTAL	100,000	510,500
TOTAL EXPENSES AND TRANSFERS	5,928,400	8,601,100
CURRENT YEAR BALANCE	117,100	154,800
TOTALS	**$ 6,045,500**	**$ 8,755,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GENERAL FUND CONTINGENCY
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Four Hundred Sixty Nine Thousand Two Hundred dollars ($469,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 466,000	$ 467,300
INTEREST EARNED	1,900	1,900
TOTALS	**$ 467,900**	**$ 469,200**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
TRANSFER TO OPERATING ACCOUNT	$ -	$ 50,000
CARRY FORWARD TO NEXT YEAR	467,900	419,200
TOTALS	**$ 467,900**	**$ 469,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GENERAL CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Eight Hundred Fifty Four Thousand dollars ($854,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 509,800	$ 521,000
RECEIPTS		
INTEREST EARNINGS	2,500	2,500
TRANSFER FROM GENERAL FUND CAPITAL PROJECT FUND	-	330,500
TOTAL RECEIPTS	2,500	333,000
TOTALS	**$ 512,300**	**$ 854,000**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CARRY FORWARD TO NEXT YEAR	$ 512,300	$ 854,000
TOTALS	**$ 512,300**	**$ 854,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

PARKLAND/RECREATION RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Three Hundred Ninety Nine Thousand Seven Hundred Dollars ($399,700) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
PRIOR YEAR BALANCE	$ 203,800	$ 218,700
GENERAL FUND APPROPRIATION	100,000	180,000
INTEREST INCOME	1,000	1,000
TOTALS	**$ 304,800**	**$ 399,700**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	304,800	399,700
TOTALS	**$ 304,800**	**$ 399,700**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

MUNICIPAL STREET AID FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Six Hundred Sixty Four Thousand Three Hundred dollars ($664,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 100	$ 100
STATE GRANT - OPERATIONS	663,900	664,200
TOTALS	**$ 664,000**	**$ 664,300**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
TRANSFER TO GENERAL FUND - OPERATIONS	$ 663,900	$ 664,200
CURRENT YEAR BALANCE	100	100
TOTALS	**$ 664,000**	**$ 664,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER FUND
REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Fifteen Million Eight Hundred Four Thousand Nine Hundred dollars ($15,804,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE - WATER	$ 658,400	$ 763,600
BEGINNING BALANCE - WASTEWATER	(98,500)	87,500
BEGINNING BALANCE - KCSA	155,000	453,400
TOTAL BEGINNING BALANCES	714,900	1,304,500
BASE REVENUE		
WATER FEES	4,616,400	4,616,400
WASTEWATER FEES	3,706,800	3,706,800
WASTEWATER ADJUSTMENT FEES	2,902,600	2,902,600
GROUNDWATER INFLOW ADJUSTMENT	1,862,500	1,862,500
WATER TANK SPACE LEASING	331,900	331,900
SEWER IMPACT FEES	427,900	427,900
WATER IMPACT FEES	472,700	472,700
INTEREST - WATER	9,000	9,000
INTEREST - WASTEWATER	14,000	14,000
MISCELLANEOUS SERVICE FEE	156,600	156,600
TOTAL REVENUES	14,500,400	14,500,400
TOTAL BEGINNING BALANCES AND REVENUES	**$ 15,215,300**	**$ 15,804,900**

2014-2015 BUDGET ORDINANCES - CONTINUED
WATER/WASTEWATER FUND EXPENSES AND BUDGET BALANCES

	2014/15 BUDGET	2014/15 REVISED
DIRECT EXPENSES		
ENGINEERING & INSPECTION	$ 500,900	$ 502,400
WATER CONSTRUCTION	252,500	253,300
WATER DEPARTMENT	485,300	488,600
WATER TREATMENT PLANT	1,576,900	1,582,200
WASTEWATER DEPARTMENT	974,100	974,700
DIRECT EXPENDITURE SUBTOTAL	3,789,700	3,801,200
OTHER EXPENSES		
DEBT SERVICE - WATER	534,100	534,100
DEBT SERVICE - WASTEWATER	617,900	617,900
RETIREES HEALTH CARE	200,000	200,000
OTHER EMPLOYMENT EXPENSES	17,700	6,200
KENT COUNTY TREATMENT CHARGE	3,655,000	3,655,000
INTRAFUND SERVICE FEES	1,354,900	1,371,100
OTHER EXPENSES SUBTOTAL	6,379,600	6,384,300
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	1,200,000
WASTEWATER IMP AND EXT	1,800,000	1,800,000
TRANSFER TO SUBTOTAL	3,500,000	3,500,000
TOTAL EXPENSES	13,669,300	13,685,500
CURRENT YEAR BALANCES		
CURRENT YEAR BALANCE WATER	1,020,100	1,113,300
CURRENT YEAR BALANCE WASTEWATER	(739,200)	(557,400)
CURRENT YEAR BALANCE KCSA	1,265,100	1,563,500
CURRENT YEAR BALANCE SUBTOTALS	1,546,000	2,119,400
TOTAL CURRENT YEAR BALANCES AND EXPENSES	**$ 15,215,300**	**$ 15,804,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Seventeen Million, Four Hundred Forty Four Thousand, Eight Hundred dollars ($17,444,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
PRIOR YEAR BALANCE - WATER	$ 1,021,200	$ 7,588,800
PRIOR YEAR BALANCE - WASTEWATER	1,060,000	5,500,400
TOTAL BEGINNING BALANCES	2,081,200	13,089,200
RECEIPTS		
TRANS FROM OPERATING FUND FOR WATER	1,200,000	1,200,000
TRANS FROM OPERATING FUND FOR WASTEWATER	1,800,000	1,800,000
TRANSFER FROM WASTEWATER IMPACT FEE RESERVE	1,315,600	1,315,600
INTEREST INCOME	25,000	40,000
TOTAL RECEIPTS	4,340,600	4,355,600
TOTALS	**$ 6,421,800**	**$ 17,444,800**

EXPENSE SUMMARY

EXPENSES	2014/15 BUDGET	2014/15 REVISED
WATER	$ 1,336,900	$ 7,526,500
WASTEWATER	3,277,200	7,757,300
WATER TREATMENT PLANT	38,100	38,100
TOTAL EXPENSES	4,652,200	15,321,900
CURRENT YEAR BALANCE - WATER	858,700	1,244,200
CURRENT YEAR BALANCE - WASTEWATER	910,900	878,700
CURRENT YEAR BALANCE SUBTOTALS	1,769,600	2,122,900
TOTALS	**$ 6,421,800**	**$ 17,444,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating One Million Forty One Thousand Six Hundred Dollars ($1,041,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE - WATER	$ 514,000	$ 508,500
BEGINNING BALANCE - WASTEWATER	512,900	507,300
TOTAL BEGINNING BALANCES	1,026,900	1,015,800
RECEIPTS		
INTEREST EARNINGS - WATER	8,700	8,700
INTEREST EARNINGS - WASTEWATER	8,700	8,700
2013 BONDS UNUSED COST OF ISSUANCE FUNDS WATER	-	5,300
2013 BONDS UNUSED COST OF ISSUANCE FUNDS WASTEWATER	-	3,100
TOTAL RECEIPTS	17,400	25,800
TOTALS	**$ 1,044,300**	**$ 1,041,600**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE - WATER	$ 522,700	$ 522,500
CURRENT YEAR BALANCE - WASTEWATER	521,600	519,100
CURRENT YEAR BALANCE SUBTOTALS	1,044,300	1,041,600
TOTALS	**$ 1,044,300**	**$ 1,041,600**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER IMPACT FEE RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Three Million Twenty Seven Thousand Nine Hundred Dollars ($3,027,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE - WATER	$ 200,500	$ 200,200
BEGINNING BALANCE - WASTEWATER	2,820,000	2,776,400
TOTAL BEGINNING BALANCES	3,020,500	2,976,600
RECEIPTS		
INTEREST EARNINGS - WATER	3,400	3,400
INTEREST EARNINGS - WASTEWATER	47,900	47,900
TOTAL RECEIPTS	51,300	51,300
TOTALS	**$ 3,071,800**	**$ 3,027,900**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
TRANSFER TO I & E FUND FROM WASTEWATER IMPACT FEES	$ 1,315,600	$ 1,315,600
CURRENT YEAR BALANCE - WATER	203,900	203,600
CURRENT YEAR BALANCE - WASTEWATER	1,552,300	1,508,700
CURRENT YEAR BALANCE SUBTOTALS	1,756,200	1,712,300
TOTALS	**$ 3,071,800**	**$ 3,027,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Two Hundred Ninety Nine Thousand two Hundred dollars ($299,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE - WATER	$ 105,900	$ 104,700
BEGINNING BALANCE - WASTEWATER	191,500	189,400
TOTAL BEGINNING BALANCES	297,400	294,100
RECEIPTS		
INTEREST EARNINGS	5,100	5,100
TOTAL RECEIPTS	5,100	5,100
TOTALS	**$ 302,500**	**$ 299,200**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE - WATER	107,700	106,500
CURRENT YEAR BALANCE - WASTEWATER	194,800	192,700
CURRENT YEAR BALANCE SUBTOTALS	302,500	299,200
TOTAL EXPENSES AND CURRENT YEAR BALANCES	**$ 302,500**	**$ 299,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC REVENUE FUND
REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Eighty Eight Million Nine Hundred Ten Thousand Three Hundred dollars ($88,910,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 9,253,600	$ 6,603,800
BASE REVENUE		
DIRECT SALES TO CUSTOMER	78,043,000	78,043,000
UTILITY TAX	1,296,900	1,296,900
MISCELLANEOUS REVENUE	624,600	624,600
RENT REVENUE	200,000	200,000
GREEN ENERGY	130,000	130,000
INTEREST EARNINGS	12,000	12,000
TRANSFER FROM RATE STABILIZATION	2,000,000	2,000,000
TOTAL REVENUES	82,306,500	82,306,500
TOTALS	**$ 91,560,100**	**$ 88,910,300**

2014-2015 BUDGET ORDINANCES - CONTINUED
ELECTRIC FUND EXPENSES AND BUDGET BALANCE

EXPENSES	2014/15 BUDGET	2014/15 REVISED
POWER SUPPLY	$ 21,823,000	$ 21,823,000
SOLAR ENERGY	2,067,600	2,067,600
SOLAR RENEWAL ENERGY CREDITS	378,600	378,600
POWER SUPPLY MANAGEMENT	996,000	996,000
PJM CHARGES - ENERGY	11,499,800	11,499,800
PJM CHARGES - TRANSMISSION & FEES	7,234,100	7,234,100
CAPACITY CHARGES	9,958,900	9,958,900
SUB-TOTAL POWER SUPPLY	53,958,000	53,958,000
PLANT OPERATIONS	6,141,000	6,141,100
GENERATIONS FUELS	1,611,100	1,611,100
PJM SPOT MARKET ENERGY	(2,232,800)	(2,232,800)
PJM CREDITS	(486,700)	(486,700)
CAPACITY CREDITS	(8,881,500)	(8,881,500)
GENERATION SUBTOTAL	(3,848,800)	(3,848,800)
POWER SUPPLY & GENERATION SUBTOTAL	50,109,200	50,109,200
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION	4,028,700	0
ELECTRICAL ENGINEERING	1,370,900	0
ADMINISTRATION	636,600	0
METER READING	267,600	(0)
SYSTEMS OPERATIONS	686,300	(0)
DIRECT EXPENDITURE SUBTOTALS	6,990,100	0
OTHER EXPENSES:		
UTILITY TAX	1,296,900	1,296,900
ALLOW FOR UNCOLLECTIBLES	200,000	200,000
CONTRACTUAL SERVICES	246,800	246,800
RETIREES HEALTH CARE	513,300	513,300
OTHER EMPLOYMENT EXPENSES	54,200	24,000
OPEB UNFUNDED LIABILITY	1,009,800	1,009,800
GREEN ENERGY PAYMENT TO DEMEC	130,000	130,000
INTRAFUND SERVICE FEES	3,508,100	3,588,200
INTEREST ON DEPOSITS	20,000	20,000
INVENTORY WRITE OFFS	175,000	175,000
DEBT SERVICE	3,297,000	3,297,000
OTHER EXPENSES SUBTOTAL	10,451,100	10,501,000
TRANSFER TO		
IMPROVEMENT & EXTENSION	4,750,000	4,750,000
GENERAL FUND	10,000,000	10,000,000
TRANSFER TO SUBTOTAL	14,750,000	14,750,000
TOTAL EXPENSES	82,300,400	75,360,200
CURRENT YEAR BALANCE	9,259,700	13,550,100
TOTALS	**$ 91,560,100**	**$ 88,910,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million, Nine Hundred Sixty Seven Thousand Three Hundred Dollars ($10,967,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 3,362,200	$ 5,942,500
RECEIPTS		
TRANSFER FROM ELECTRIC	4,750,000	4,750,000
GENERAL SERVICE BILLING	250,000	250,000
INTEREST EARNINGS	24,800	24,800
TOTAL RECEIPTS	5,024,800	5,024,800
TOTALS	**$ 8,387,000**	**$ 10,967,300**

EXPENSE SUMMARY

EXPENSES	2014/15 BUDGET	2014/15 REVISED
ELECTRIC GENERATION	$ 2,240,000	$ 0
TRANSMISSION AND DISTRIBUTION	1,061,700	(0)
ELECTRICAL ENGINEERING	1,663,100	(0)
TOTAL EXPENSES	4,964,800	(0)
CURRENT YEAR BALANCE	3,422,200	10,967,300
TOTALS	**$ 8,387,000**	**$ 10,967,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Eight Hundred Twenty Five Thousand dollars ($825,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 820,100	$ 819,100
RECEIPTS		
INTEREST EARNINGS	5,900	5,900
TOTAL RECEIPTS	5,900	5,900
TOTALS	**$ 826,000**	**$ 825,000**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	826,000	825,000
TOTALS	**$ 826,000**	**$ 825,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY DEPRECIATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million Fifteen Thousand Three Hundred dollars ($10,015,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 9,898,000	$ 9,915,100
INTEREST EARNINGS	100,200	100,200
TOTALS	**$ 9,998,200**	**$ 10,015,300**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	9,998,200	10,015,300
TOTALS	**$ 9,998,200**	**$ 10,015,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY FUTURE CAPACITY RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million One Hundred Thirty Six Thousand Nine Hundred dollars ($10,136,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 10,076,200	$ 10,064,400
INTEREST EARNINGS	72,500	72,500
TOTALS	**$ 10,148,700**	**$ 10,136,900**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	10,148,700	10,136,900
TOTALS	**$ 10,148,700**	**$ 10,136,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY INSURANCE STABILIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Seven Hundred Forty Two Thousand Eight Hundred dollars ($742,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 738,300	$ 737,500
INTEREST EARNINGS	5,300	5,300
TOTALS	**$ 743,600**	**$ 742,800**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	743,600	742,800
TOTALS	**$ 743,600**	**$ 742,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY RATE STABILIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million Five Hundred Forty One Thousand Five Hundred dollars ($10,541,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 10,507,300	$ 10,465,800
INTEREST EARNINGS	75,700	75,700
TOTALS	**$ 10,583,000**	**$ 10,541,500**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
TRANSFER TO ELECTRIC FUND	$ 2,000,000	$ 2,000,000
CURRENT YEAR BALANCE	8,583,000	8,541,500
TOTALS	**$ 10,583,000**	**$ 10,541,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WORKERS COMPENSATION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating One Million Six Hundred Twenty Four Thousand Four Hundred dollars ($1,624,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
PRIOR YEAR BALANCE	$ 1,135,000	$ 1,123,300
INTEREST INCOME	10,600	10,600
PREMIUM FROM CITY	490,500	490,500
TOTALS	**$ 1,636,100**	**$ 1,624,400**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
PROGRAM EXPENSES/SUPPLIES - CLAIMS	$ 450,000	$ 450,000
INSURANCE	92,600	92,600
BANK FEES	600	600
STATE OF DEL - SELF INSURANCE TAX	37,000	37,000
CONTRACTUAL SERVICES	57,000	57,000
TOTAL EXPENSES	637,200	637,200
CURRENT YEAR BALANCE	998,900	987,200
TOTALS	**$ 1,636,100**	**$ 1,624,400**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

LIBRARY GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Three Hundred Twenty Six Thousand two Hundred dollars ($326,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 17,300	$ 44,800
STATE GRANT	274,100	278,900
FEDERAL GRANT	-	2,500
TOTALS	**$ 291,400**	**$ 326,200**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
FURNITURE	$ 2,000	$ 15,100
OFFICE SUPPLIES	24,000	28,000
PRINTING/DUPLICATING	8,900	14,000
AUDIO VISUAL SUPPLIES	74,000	75,100
BOOKS	128,900	132,600
PROGRAM EXPENSES/SUPPLIES	28,000	29,900
POSTAGE	100	100
TRAINING/CONF/FOOD/TRAV	3,500	3,500
CONTRACTUAL SERVICES	-	900
OFFICE EQUIPMENT/REPAIRS & MAINT	2,000	6,000
COMPUTER HARDWARE	2,700	-
OTHER EQUIP - LEASE	-	1,200
SUBTOTAL EXPENSES STATE GRANTS	274,100	306,400
PROGRAM EXPENSES/SUPPLIES	-	2,500
SUBTOTAL EXPENSES FEDERAL GRANTS	-	2,500
CURRENT YEAR BALANCE	17,300	17,300
TOTALS	**$ 291,400**	**$ 326,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

POLICE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Six Hundred Eight Thousand Five Hundred dollars ($608,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 77,200	$ 172,100
STATE AND FEDERAL GRANTS	339,000	436,400
TOTALS	**$ 416,200**	**$ 608,500**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
CADET PROGRAM SALARIES AND BENEFITS	-	17,900
POLICE EQUIPT & PROG SUPP	156,000	317,900
TECHNOLOGY EQUIPMENT	50,000	47,800
CELL PHONE CHARGES	15,000	15,000
TRAINING	32,000	45,000
AUDIT FEES	1,000	1,000
CONTRACTUAL SERVICES	6,000	10,200
SUBTOTAL EXPENSES	260,000	454,800
OPERATING TRANSFERS-OUT	124,000	124,000
SUBTOTAL FINANCING USES	124,000	124,000
CURRENT YEAR BALANCE	32,200	29,700
TOTALS	**$ 416,200**	**$ 608,500**

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

CDBG FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Two Hundred Eighty Six Thousand Three Hundred dollars ($286,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ -	$ 2,100
STATE AND FEDERAL GRANTS	235,000	284,200
TOTALS	**$ 235,000**	**$ 286,300**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
Prior year Closing cost/down payment program	-	200
Prior year MHDC home repair	-	2,000
Prior year Elizabeth W Murphey School	-	1,200
Prior year Ncall Research Inc.	-	2,300
Prior year Milford housing H/O rehab	-	3,000
Current year closing cost/down payment program	102,800	102,800
Current year Dover interfaith ministry	27,500	27,500
Current year Elizabeth W Murphey school	50,000	50,000
Current year Ncall Research Inc.	7,700	7,700
Current year salaries	47,000	87,500
TOTAL EXPENDITURES	235,000	284,200
CURRENT YEAR BALANCE	-	2,100
TOTALS	**$ 235,000**	**$ 286,300**

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

CITY OF DOVER ORDINANCE # 2015-05

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT

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

The amount hereinafter named aggregating Forty Three Million Three Hundred Ninety Nine Thousand dollars ($43,399,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

GENERAL FUND
REVENUES AND BUDGET FOR 2014-2015

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 3,393,000	$ 4,361,500
REVENUES		
FINES AND POLICE REVENUE	629,300	629,300
INVESTMENT INCOME	40,000	40,000
LIBRARY REVENUES	71,600	71,600
KENT COUNTY BOOK REIMBURSEMENT	450,000	490,000
BUSINESS LICENSES	1,460,000	1,460,000
PERMITS AND OTHER LICENSES	1,354,200	1,354,200
MISCELLANEOUS CHARGES	53,900	53,900
POLICE EXTRA DUTY	659,500	659,500
PROPERTY TAXES	11,049,200	11,049,200
BID REVENUE	50,000	50,000
RECREATION REVENUE	148,800	148,800
FRANCHISE FEE	636,000	636,000
SANITATION FEES	2,595,600	2,595,600
RENT REVENUE - GARRISON FARM	101,400	101,400
COURT OF CHANCERY FEES	1,023,000	1,023,000
REVENUES SUBTOTAL	20,322,500	20,362,500
INTERFUND SERVICE RECEIPTS		
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	1,354,900	1,371,100
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,508,100	3,588,200
INTERFUND SERVICE RECEIPTS SUBTOTAL	4,863,000	4,959,300
GRANTS		
POLICE RELATED	124,000	124,000
POLICE PENSION GRANT	500,000	500,000
GREEN ENERGY GRANT	98,500	98,500
MISCELLANEOUS GRANTS	25,000	25,000
GRANTS SUBTOTAL	747,500	747,500
TRANSFERS FROM		
TRANSFER TAX	1,250,000	1,250,000
MUNICIPAL STREET AID	663,900	664,200
CIVIL TRAFFIC PENALTIES	500,000	500,000
WATER/WASTEWATER	500,000	500,000
ELECTRIC	10,000,000	10,000,000
OTHER RESERVES INCLUDING CONTINGENCY	4,000	54,000
TRANSFERS FROM SUBTOTAL	12,917,900	12,968,200
TOTAL REVENUES	38,850,900	39,037,500
TOTALS	**$ 42,243,900**	**$ 43,399,000**

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE

DEPARTMENT EXPENSES	2014/15 BUDGET	2014/15 REVISED
CITY CLERK	$ 383,200	$ 386,700
COUNCIL	106,600	106,600
TAX ASSESSOR	309,500	319,100
FIRE	716,100	716,100
GROUNDS MAINTENANCE	1,123,800	1,130,100
LIBRARY	1,393,100	1,422,000
RECREATION	706,400	710,800
LIFE SAFETY	504,800	535,700
CODE INFORCEMENT	418,400	419,400
PLANNING	444,100	449,400
INSPECTIONS	602,100	614,400
ECONOMIC DEVELOPMENT	223,000	223,000
POLICE	13,986,100	14,332,500
POLICE EXTRA DUTY	712,500	712,500
STREETS	665,100	676,200
SANITATION	2,248,000	2,225,200
CITY MANAGER	592,500	595,900
INFORMATION TECHNOLOGY	728,700	733,800
FINANCE	947,100	966,800
PUBLIC SERVICES - ADMINISTRATION	514,800	517,700
FACILITIES MANAGEMENT	677,800	690,400
PUBLIC WORKS - ENGINEERING	192,600	193,700
PROCUREMENT & INVENTORY	535,600	538,700
FLEET MAINTENANCE	776,700	791,300
CUSTOMER SERVICES	1,040,300	1,044,600
HUMAN RESOURCES	379,700	384,300
MAYOR	74,900	74,900
DEPARTMENT SUBTOTALS	31,003,500	31,511,800
OTHER EXPENSES		
DEBT SERVICE	708,600	708,600
CONTRIBUTION TO DDP	70,000	70,000
MISCELLANEOUS GRANT RELATED EXPENSES	25,000	25,000
INSURANCE	724,800	724,800
RETIREES HEALTH CARE	1,636,500	1,636,500
OTHER EMPLOYMENT EXPENSES	500,000	118,200
POLICE PENSION FUND - STATE GRANT	500,000	500,000
POLICE PENSION FUND - UNFUNDED LIABILITY	655,000	655,000
UNCOLLECTIBLES - TRASH AND OTHER	50,000	50,000
STREET LIGHTS	774,500	774,500
OTHER EXPENSE SUBTOTAL	5,644,400	5,262,600
TRANSFERS		
TRANSFER TO CAPITAL FUND - PROJECTS	2,196,000	2,196,000
APPROPRIATION TO THE POLICE PENSION FUND	-	100,000
APPROPRIATION TO THE GENERAL PENSION FUND	-	543,000
TRANSFERS SUBTOTAL	2,196,000	2,839,000
TOTAL EXPENDITURES	38,843,900	39,613,400
CURRENT YEAR BALANCE	3,400,000	3,785,600
TOTALS	**$ 42,243,900**	**$ 43,399,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Eight Million, Seven Hundred Fifty Five Thousand, Nine Hundred Dollars ($8,755,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1,2014 and ending June 30, 2015:

REVENUES

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 117,100	$ 2,324,100
BEGINNING BALANCE - LIBRARY PROJECT	-	330,500
REVENUES		
STATE GRANTS - OTHER	153,000	208,000
PROPOSED BOND/BANK PROCEEDS - Street	2,661,100	2,675,000
LEASE PURCHASE OF FIRE AND POLICE EQUIPMENT	918,300	918,300
TRANSFER FROM GENERAL FUND FOR PROJECTS	2,196,000	2,196,000
TRANSFER FROM PARKLAND RESERVE	-	104,000
TOTAL REVENUES	5,928,400	6,101,300
TOTAL BEGINNING BALANCE AND REVENUES	**$ 6,045,500**	**$ 8,755,900**

EXPENSE SUMMARY

DEPARTMENT EXPENSES	2014/15 BUDGET	2014/15 REVISED
FIRE	$ 827,300	$ 827,300
GROUNDS MAINTENANCE	68,100	86,700
RECREATION	146,000	284,400
POLICE	499,100	601,700
STREETS	1,370,300	470,300
STREETS - GARRISON FARM INFRASTRUCTURE	2,586,100	5,447,600
SANITATION	256,500	256,500
CENTRAL SERVICES	-	55,000
BOND/LOAN ISSUANCE COST	75,000	61,100
DEPARTMENT SUBTOTAL	5,828,400	8,090,600
TRANSFERS & MISCELLANEOUS EXPENSES		
TRANSFER TO PARKLAND RESERVE	100,000	180,000
TRANSFER TO CAPITAL PROJECT RESERVE	-	330,500
TRANSFERS & MISCELLANEOUS SUBTOTAL	100,000	510,500
TOTAL EXPENSES AND TRANSFERS	5,928,400	8,601,100
CURRENT YEAR BALANCE	117,100	154,800
TOTALS	**$ 6,045,500**	**$ 8,755,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GENERAL FUND CONTINGENCY
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Four Hundred Sixty Nine Thousand Two Hundred dollars ($469,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 466,000	$ 467,300
INTEREST EARNED	1,900	1,900
TOTALS	**$ 467,900**	**$ 469,200**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
TRANSFER TO OPERATING ACCOUNT	$ -	$ 50,000
CARRY FORWARD TO NEXT YEAR	467,900	419,200
TOTALS	**$ 467,900**	**$ 469,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GENERAL CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Eight Hundred Fifty Four Thousand dollars ($854,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 509,800	$ 521,000
RECEIPTS		
INTEREST EARNINGS	2,500	2,500
TRANSFER FROM GENERAL FUND CAPITAL PROJECT FUND	-	330,500
TOTAL RECEIPTS	2,500	333,000
TOTALS	**$ 512,300**	**$ 854,000**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CARRY FORWARD TO NEXT YEAR	$ 512,300	$ 854,000
TOTALS	**$ 512,300**	**$ 854,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

PARKLAND/RECREATION RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Three Hundred Ninety Nine Thousand Seven Hundred Dollars ($399,700) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
PRIOR YEAR BALANCE	$ 203,800	$ 218,700
GENERAL FUND APPROPRIATION	100,000	180,000
INTEREST INCOME	1,000	1,000
TOTALS	**$ 304,800**	**$ 399,700**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	304,800	399,700
TOTALS	**$ 304,800**	**$ 399,700**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

MUNICIPAL STREET AID FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Six Hundred Sixty Four Thousand Three Hundred dollars ($664,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 100	$ 100
STATE GRANT - OPERATIONS	663,900	664,200
TOTALS	**$ 664,000**	**$ 664,300**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
TRANSFER TO GENERAL FUND - OPERATIONS	$ 663,900	$ 664,200
CURRENT YEAR BALANCE	100	100
TOTALS	**$ 664,000**	**$ 664,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER FUND
REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Fifteen Million Eight Hundred Four Thousand Nine Hundred dollars ($15,804,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE - WATER	$ 658,400	$ 763,600
BEGINNING BALANCE - WASTEWATER	(98,500)	87,500
BEGINNING BALANCE - KCSA	155,000	453,400
TOTAL BEGINNING BALANCES	714,900	1,304,500
BASE REVENUE		
WATER FEES	4,616,400	4,616,400
WASTEWATER FEES	3,706,800	3,706,800
WASTEWATER ADJUSTMENT FEES	2,902,600	2,902,600
GROUNDWATER INFLOW ADJUSTMENT	1,862,500	1,862,500
WATER TANK SPACE LEASING	331,900	331,900
SEWER IMPACT FEES	427,900	427,900
WATER IMPACT FEES	472,700	472,700
INTEREST - WATER	9,000	9,000
INTEREST - WASTEWATER	14,000	14,000
MISCELLANEOUS SERVICE FEE	156,600	156,600
TOTAL REVENUES	14,500,400	14,500,400
TOTAL BEGINNING BALANCES AND REVENUES	**$ 15,215,300**	**$ 15,804,900**

2014-2015 BUDGET ORDINANCES - CONTINUED
WATER/WASTEWATER FUND EXPENSES AND BUDGET BALANCES

	2014/15 BUDGET	2014/15 REVISED
DIRECT EXPENSES		
ENGINEERING & INSPECTION	$ 500,900	$ 502,400
WATER CONSTRUCTION	252,500	253,300
WATER DEPARTMENT	485,300	488,600
WATER TREATMENT PLANT	1,576,900	1,582,200
WASTEWATER DEPARTMENT	974,100	974,700
DIRECT EXPENDITURE SUBTOTAL	3,789,700	3,801,200
OTHER EXPENSES		
DEBT SERVICE - WATER	534,100	534,100
DEBT SERVICE - WASTEWATER	617,900	617,900
RETIREES HEALTH CARE	200,000	200,000
OTHER EMPLOYMENT EXPENSES	17,700	6,200
KENT COUNTY TREATMENT CHARGE	3,655,000	3,655,000
INTRAFUND SERVICE FEES	1,354,900	1,371,100
OTHER EXPENSES SUBTOTAL	6,379,600	6,384,300
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	1,200,000
WASTEWATER IMP AND EXT	1,800,000	1,800,000
TRANSFER TO SUBTOTAL	3,500,000	3,500,000
TOTAL EXPENSES	13,669,300	13,685,500
CURRENT YEAR BALANCES		
CURRENT YEAR BALANCE WATER	1,020,100	1,113,300
CURRENT YEAR BALANCE WASTEWATER	(739,200)	(557,400)
CURRENT YEAR BALANCE KCSA	1,265,100	1,563,500
CURRENT YEAR BALANCE SUBTOTALS	1,546,000	2,119,400
TOTAL CURRENT YEAR BALANCES AND EXPENSES	**$ 15,215,300**	**$ 15,804,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Seventeen Million, Four Hundred Forty Four Thousand, Eight Hundred dollars ($17,444,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
PRIOR YEAR BALANCE - WATER	$ 1,021,200	$ 7,588,800
PRIOR YEAR BALANCE - WASTEWATER	1,060,000	5,500,400
TOTAL BEGINNING BALANCES	2,081,200	13,089,200
RECEIPTS		
TRANS FROM OPERATING FUND FOR WATER	1,200,000	1,200,000
TRANS FROM OPERATING FUND FOR WASTEWATER	1,800,000	1,800,000
TRANSFER FROM WASTEWATER IMPACT FEE RESERVE	1,315,600	1,315,600
INTEREST INCOME	25,000	40,000
TOTAL RECEIPTS	4,340,600	4,355,600
TOTALS	**$ 6,421,800**	**$ 17,444,800**

EXPENSE SUMMARY

EXPENSES	2014/15 BUDGET	2014/15 REVISED
WATER	$ 1,336,900	$ 7,526,500
WASTEWATER	3,277,200	7,757,300
WATER TREATMENT PLANT	38,100	38,100
TOTAL EXPENSES	4,652,200	15,321,900
CURRENT YEAR BALANCE - WATER	858,700	1,244,200
CURRENT YEAR BALANCE - WASTEWATER	910,900	878,700
CURRENT YEAR BALANCE SUBTOTALS	1,769,600	2,122,900
TOTALS	**$ 6,421,800**	**$ 17,444,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating One Million Forty One Thousand Six Hundred Dollars ($1,041,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE - WATER	$ 514,000	$ 508,500
BEGINNING BALANCE - WASTEWATER	512,900	507,300
TOTAL BEGINNING BALANCES	1,026,900	1,015,800
RECEIPTS		
INTEREST EARNINGS - WATER	8,700	8,700
INTEREST EARNINGS - WASTEWATER	8,700	8,700
2013 BONDS UNUSED COST OF ISSUANCE FUNDS WATER	-	5,300
2013 BONDS UNUSED COST OF ISSUANCE FUNDS WASTEWATER	-	3,100
TOTAL RECEIPTS	17,400	25,800
TOTALS	**$ 1,044,300**	**$ 1,041,600**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE - WATER	$ 522,700	$ 522,500
CURRENT YEAR BALANCE - WASTEWATER	521,600	519,100
CURRENT YEAR BALANCE SUBTOTALS	1,044,300	1,041,600
TOTALS	**$ 1,044,300**	**$ 1,041,600**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER IMPACT FEE RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Three Million Twenty Seven Thousand Nine Hundred Dollars ($3,027,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE - WATER	$ 200,500	$ 200,200
BEGINNING BALANCE - WASTEWATER	2,820,000	2,776,400
TOTAL BEGINNING BALANCES	3,020,500	2,976,600
RECEIPTS		
INTEREST EARNINGS - WATER	3,400	3,400
INTEREST EARNINGS - WASTEWATER	47,900	47,900
TOTAL RECEIPTS	51,300	51,300
TOTALS	**$ 3,071,800**	**$ 3,027,900**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
TRANSFER TO I & E FUND FROM WASTEWATER IMPACT FEES	$ 1,315,600	$ 1,315,600
CURRENT YEAR BALANCE - WATER	203,900	203,600
CURRENT YEAR BALANCE - WASTEWATER	1,552,300	1,508,700
CURRENT YEAR BALANCE SUBTOTALS	1,756,200	1,712,300
TOTALS	**$ 3,071,800**	**$ 3,027,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Two Hundred Ninety Nine Thousand two Hundred dollars ($299,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE - WATER	$ 105,900	$ 104,700
BEGINNING BALANCE - WASTEWATER	191,500	189,400
TOTAL BEGINNING BALANCES	297,400	294,100
RECEIPTS		
INTEREST EARNINGS	5,100	5,100
TOTAL RECEIPTS	5,100	5,100
TOTALS	**$ 302,500**	**$ 299,200**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE - WATER	107,700	106,500
CURRENT YEAR BALANCE - WASTEWATER	194,800	192,700
CURRENT YEAR BALANCE SUBTOTALS	302,500	299,200
TOTAL EXPENSES AND CURRENT YEAR BALANCES	**$ 302,500**	**$ 299,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC REVENUE FUND
REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Eighty Eight Million Nine Hundred Ten Thousand Three Hundred dollars ($88,910,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 9,253,600	$ 6,603,800
BASE REVENUE		
DIRECT SALES TO CUSTOMER	78,043,000	78,043,000
UTILITY TAX	1,296,900	1,296,900
MISCELLANEOUS REVENUE	624,600	624,600
RENT REVENUE	200,000	200,000
GREEN ENERGY	130,000	130,000
INTEREST EARNINGS	12,000	12,000
TRANSFER FROM RATE STABILIZATION	2,000,000	2,000,000
TOTAL REVENUES	82,306,500	82,306,500
TOTALS	**$ 91,560,100**	**$ 88,910,300**

2014-2015 BUDGET ORDINANCES - CONTINUED
ELECTRIC FUND EXPENSES AND BUDGET BALANCE

EXPENSES	2014/15 BUDGET	2014/15 REVISED
POWER SUPPLY	$ 21,823,000	$ 21,823,000
SOLAR ENERGY	2,067,600	2,067,600
SOLAR RENEWAL ENERGY CREDITS	378,600	378,600
POWER SUPPLY MANAGEMENT	996,000	996,000
PJM CHARGES - ENERGY	11,499,800	11,499,800
PJM CHARGES - TRANSMISSION & FEES	7,234,100	7,234,100
CAPACITY CHARGES	9,958,900	9,958,900
SUB-TOTAL POWER SUPPLY	53,958,000	53,958,000
PLANT OPERATIONS	6,141,000	6,141,100
GENERATIONS FUELS	1,611,100	1,611,100
PJM SPOT MARKET ENERGY	(2,232,800)	(2,232,800)
PJM CREDITS	(486,700)	(486,700)
CAPACITY CREDITS	(8,881,500)	(8,881,500)
GENERATION SUBTOTAL	(3,848,800)	(3,848,800)
POWER SUPPLY & GENERATION SUBTOTAL	50,109,200	50,109,200
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION	4,028,700	4,044,500
ELECTRICAL ENGINEERING	1,370,900	1,374,300
ADMINISTRATION	636,600	637,400
METER READING	267,600	267,600
SYSTEMS OPERATIONS	686,300	696,500
DIRECT EXPENDITURE SUBTOTALS	6,990,100	7,020,300
OTHER EXPENSES:		
UTILITY TAX	1,296,900	1,296,900
ALLOW FOR UNCOLLECTIBLES	200,000	200,000
CONTRACTUAL SERVICES	246,800	246,800
RETIREES HEALTH CARE	513,300	513,300
OTHER EMPLOYMENT EXPENSES	54,200	24,000
OPEB UNFUNDED LIABILITY	1,009,800	1,009,800
GREEN ENERGY PAYMENT TO DEMEC	130,000	130,000
INTRAFUND SERVICE FEES	3,508,100	3,588,200
INTEREST ON DEPOSITS	20,000	20,000
INVENTORY WRITE OFFS	175,000	175,000
DEBT SERVICE	3,297,000	3,297,000
OTHER EXPENSES SUBTOTAL	10,451,100	10,501,000
TRANSFER TO		
IMPROVEMENT & EXTENSION	4,750,000	4,750,000
GENERAL FUND	10,000,000	10,000,000
TRANSFER TO SUBTOTAL	14,750,000	14,750,000
TOTAL EXPENSES	82,300,400	82,380,500
CURRENT YEAR BALANCE	9,259,700	6,529,800
TOTALS	**$ 91,560,100**	**$ 88,910,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million, Nine Hundred Sixty Seven Thousand Three Hundred Dollars ($10,967,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 3,362,200	$ 5,942,500
RECEIPTS		
TRANSFER FROM ELECTRIC	4,750,000	4,750,000
GENERAL SERVICE BILLING	250,000	250,000
INTEREST EARNINGS	24,800	24,800
TOTAL RECEIPTS	5,024,800	5,024,800
TOTALS	**$ 8,387,000**	**$ 10,967,300**

EXPENSE SUMMARY

EXPENSES	2014/15 BUDGET	2014/15 REVISED
ELECTRIC GENERATION	$ 2,240,000	$ 2,739,300
TRANSMISSION AND DISTRIBUTION	1,061,700	1,804,200
ELECTRICAL ENGINEERING	1,663,100	2,800,200
TOTAL EXPENSES	4,964,800	7,343,700
CURRENT YEAR BALANCE	3,422,200	3,623,600
TOTALS	**$ 8,387,000**	**$ 10,967,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Eight Hundred Twenty Five Thousand dollars ($825,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 820,100	$ 819,100
RECEIPTS		
INTEREST EARNINGS	5,900	5,900
TOTAL RECEIPTS	5,900	5,900
TOTALS	**$ 826,000**	**$ 825,000**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	826,000	825,000
TOTALS	**$ 826,000**	**$ 825,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY DEPRECIATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million Fifteen Thousand Three Hundred dollars ($10,015,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 9,898,000	$ 9,915,100
INTEREST EARNINGS	100,200	100,200
TOTALS	**$ 9,998,200**	**$ 10,015,300**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	9,998,200	10,015,300
TOTALS	**$ 9,998,200**	**$ 10,015,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY FUTURE CAPACITY RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million One Hundred Thirty Six Thousand Nine Hundred dollars ($10,136,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 10,076,200	$ 10,064,400
INTEREST EARNINGS	72,500	72,500
TOTALS	**$ 10,148,700**	**$ 10,136,900**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	10,148,700	10,136,900
TOTALS	**$ 10,148,700**	**$ 10,136,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY INSURANCE STABILIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Seven Hundred Forty Two Thousand Eight Hundred dollars ($742,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 738,300	$ 737,500
INTEREST EARNINGS	5,300	5,300
TOTALS	**$ 743,600**	**$ 742,800**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	743,600	742,800
TOTALS	**$ 743,600**	**$ 742,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY RATE STABILIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million Five Hundred Forty One Thousand Five Hundred dollars ($10,541,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 10,507,300	$ 10,465,800
INTEREST EARNINGS	75,700	75,700
TOTALS	**$ 10,583,000**	**$ 10,541,500**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
TRANSFER TO ELECTRIC FUND	$ 2,000,000	$ 2,000,000
CURRENT YEAR BALANCE	8,583,000	8,541,500
TOTALS	**$ 10,583,000**	**$ 10,541,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WORKERS COMPENSATION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating One Million Six Hundred Twenty Four Thousand Four Hundred dollars ($1,624,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
PRIOR YEAR BALANCE	$ 1,135,000	$ 1,123,300
INTEREST INCOME	10,600	10,600
PREMIUM FROM CITY	490,500	490,500
TOTALS	**$ 1,636,100**	**$ 1,624,400**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
PROGRAM EXPENSES/SUPPLIES - CLAIMS	$ 450,000	$ 450,000
INSURANCE	92,600	92,600
BANK FEES	600	600
STATE OF DEL - SELF INSURANCE TAX	37,000	37,000
CONTRACTUAL SERVICES	57,000	57,000
TOTAL EXPENSES	637,200	637,200
CURRENT YEAR BALANCE	998,900	987,200
TOTALS	**$ 1,636,100**	**$ 1,624,400**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

LIBRARY GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Three Hundred Twenty Six Thousand two Hundred dollars ($326,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 17,300	$ 44,800
STATE GRANT	274,100	278,900
FEDERAL GRANT	-	2,500
TOTALS	**$ 291,400**	**$ 326,200**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
FURNITURE	$ 2,000	$ 15,100
OFFICE SUPPLIES	24,000	28,000
PRINTING/DUPLICATING	8,900	14,000
AUDIO VISUAL SUPPLIES	74,000	75,100
BOOKS	128,900	132,600
PROGRAM EXPENSES/SUPPLIES	28,000	29,900
POSTAGE	100	100
TRAINING/CONF/FOOD/TRAV	3,500	3,500
CONTRACTUAL SERVICES	-	900
OFFICE EQUIPMENT/REPAIRS & MAINT	2,000	6,000
COMPUTER HARDWARE	2,700	-
OTHER EQUIP - LEASE	-	1,200
SUBTOTAL EXPENSES STATE GRANTS	274,100	306,400
PROGRAM EXPENSES/SUPPLIES	-	2,500
SUBTOTAL EXPENSES FEDERAL GRANTS	-	2,500
CURRENT YEAR BALANCE	17,300	17,300
TOTALS	**$ 291,400**	**$ 326,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

POLICE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Six Hundred Eight Thousand Five Hundred dollars ($608,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 77,200	$ 172,100
STATE AND FEDERAL GRANTS	339,000	436,400
TOTALS	**$ 416,200**	**$ 608,500**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
CADET PROGRAM SALARIES AND BENEFITS	-	17,900
POLICE EQUIPT & PROG SUPP	156,000	317,900
TECHNOLOGY EQUIPMENT	50,000	47,800
CELL PHONE CHARGES	15,000	15,000
TRAINING	32,000	45,000
AUDIT FEES	1,000	1,000
CONTRACTUAL SERVICES	6,000	10,200
SUBTOTAL EXPENSES	260,000	454,800
OPERATING TRANSFERS-OUT	124,000	124,000
SUBTOTAL FINANCING USES	124,000	124,000
CURRENT YEAR BALANCE	32,200	29,700
TOTALS	**$ 416,200**	**$ 608,500**

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

CDBG FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Two Hundred Eighty Six Thousand Three Hundred dollars ($286,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ -	$ 2,100
STATE AND FEDERAL GRANTS	235,000	284,200
TOTALS	**$ 235,000**	**$ 286,300**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
Prior year Closing cost/down payment program	-	200
Prior year MHDC home repair	-	2,000
Prior year Elizabeth W Murphey School	-	1,200
Prior year Ncall Research Inc.	-	2,300
Prior year Milford housing H/O rehab	-	3,000
Current year closing cost/down payment program	102,800	102,800
Current year Dover interfaith ministry	27,500	27,500
Current year Elizabeth W Murphey school	50,000	50,000
Current year Ncall Research Inc.	7,700	7,700
Current year salaries	47,000	87,500
TOTAL EXPENDITURES	235,000	284,200
CURRENT YEAR BALANCE	-	2,100
TOTALS	**$ 235,000**	**$ 286,300**

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

CITY OF DOVER
TRAINING, CONFERENCE & TRAVEL POLICY

A. INTRODUCTION

1. Purpose

The purpose of this policy is to provide guidelines under which City of Dover employees, public officials, and appointees will be reimbursed for authorized travel expenses incurred in the conduct of business for the City of Dover, hereinafter referred to as "City." In addition to the guidelines, specific procedures with regard to incurring and reporting related expenses are provided.

2. Scope

This policy shall apply to employees of the City of Dover, elected officials, boards, commissions and others, who are engaged in authorized travel and who expend City funds for travel purposes. The Mayor and Members of City Council are not required to submit a Travel Authorization and Completion Form, but are required to follow the financial and budget requirements of this policy.

While this policy does not cover every possible situation, it establishes adequate guidelines for employees and officials to make appropriate and consistent judgments regarding the expenditure of City funds for reimbursable expenses. The City of Dover will provide flexibility to meet the special needs and requirements of their employees during travel.

It remains the responsibility of city management to control and approve travel-related expenditures. The City Manager and Controller/Treasurer may impose more stringent rules when deemed appropriate or necessary.

The City Manager and Controller/Treasurer will review every three years the implementation of this Policy and will provide policy interpretations and assistance to ensure effective and efficient implementation. Any exceptions will be subject to approval by the City Manager and Controller/Treasurer. The City Manager and Controller/Treasurer may also, on a case-by case basis, approve reimbursements exceeding the guideline amounts referenced in this policy. In any such instance, a detailed explanation and substantiation (a receipt) is required. Enforcement of this policy will be the responsibility of the Controller/Treasurer.

3. Responsibility

a. Employee, Public Official, or Appointee
   - Comply with all provisions of this policy.
   - Obtain the necessary approvals in advance for overnight travel and out-of-state use of City vehicles. Provide a copy of the approval with the travel prepayment made by direct voucher.
   - All expenses incurred in the course of City business are to be in accordance with the City's Administrative Policies and Rules of Ethics and must be paid solely from appropriated funds.
   - Comply with the ten (10) working-day rule.

b. Department Director/City Manager/Council Designee
   - Ensure compliance with this policy.

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- Review and approve each of their employees/official's travel approval requests and reimbursable expenses.
- Ensure sufficient funds are available for all anticipated expenses.

c. Signatures on the Travel Expense Report (City of Dover Form 030 Exhibit B) certify that the expenses were incurred by the employee/official requesting reimbursement for official City business, are reimbursable in accordance with this policy, and have not been reimbursed except as indicated on this form.

Required signatures for expenses are:

- Employee
- Supervisor
- Department Director or Council Designee

B. TRAINING AND CONFERENCE REGISTRATION FEES

1. Request for payment of registration fees shall be accompanied by the registration form.

2. City Council, Planning Commission and the Mayor are offered opportunities to attend courses designed for governmental officials. Any member of Council wanting to take advantage of these courses offered by the following organizations will submit to the City Clerk's office their request for registration.

- Delaware League of Local Governments
- National League of Cities
- US Conference of Mayors
- International City Managers Association
- Government Finance Officers Association (GFOA)
- American Public Power Association (APPA)
- American Public Works Association (APWA)
- American Planning Association
- Organizations that provide Continuing Education credits for professional license renewals of applicable staff.

Any courses not offered by these organizations will be submitted to the City Manager and Controller/Treasurer for concurrence.

C. TRAVEL AUTHORIZATION

All out-of-state travel that extends beyond one day shall be approved by the City Manager. All requests shall be made on the "Travel Authorization Form" (City of Dover - Form 047 Exhibit A). A copy of the conference or meeting program must be attached to the form. The authorization form must be submitted to the City Manager in a reasonable amount of time prior to the traveling day.

The Department Director or City Manager may impose specific requirements as to the time the authorization form must be submitted prior to travel. Employees and Officials traveling on official City business should be aware that the approval is for travel only, and is not a blanket approval of the expenses incurred.

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A travel packet including the authorization form, the meeting program/itinerary, and the purchase orders for advanced costs must be submitted to the Accounts Payable Department. The Purchase Orders for the advanced costs should include the necessary supporting documentation. It does not require the submission of duplicate information. Please note Purchase Orders for registration costs must include the Registration form unless previously submitted; submission for hotel and airfare costs must include documentation of the individual costs unless previously submitted.

D. TRANSPORTATION: COMMON CARRIER

1. General

All trips requiring the use of common carrier must be pre-approved by the appropriate approval authority.

The mode of travel must be justified on the basis of the most economical use of time of the personnel involved, the cost of optional travel modes, and the requirements of the trip.

All common carrier reservations must be consistent with reasonable business travel planning, common carrier will be booked at the lowest available fare. If the lowest available fare is turned down by the traveler, the traveler's explanation for the denial is to be provided with the travel authorization request.

Travelers should be advised to make travel reservations as far in advance as possible to attain the lowest fares, including non-refundable tickets. Travelers may not specify particular airlines or other carriers to accumulate mileage on promotional plans such as frequent flyer programs.

In order to take advantage of special discount rates (supersaver fares, etc.), reimbursement to an employee may be made prior to a trip being taken under the following conditions:

a. Documentation of the substantial savings that will accrue to the City (e.g., supersaver discounts).
b. Employee's proof of payment on a statement from the airline, other than credit card receipts.

Most airlines will not give refunds or partial refunds for supersaver airfares.

It is encouraged to examine the advantage of fares requiring early trip departure or delayed return. However, it is important to consider the additional cost of meals and lodging for the required extra day(s) stay when comparing cost.

2. Air Travel

a. Accommodations - When commercial airlines are used as a mode of travel, accommodations shall be coach/economy class unless some other class accommodations are more economical.

b. Routing of Travel - All travel will be by the most economical and direct routes.

   In the event that a person travels by an indirect route for personal convenience, the extra expense shall be the responsibility of the individual. Reimbursement for expenses shall be based only on the cost of the most economical and direct route.

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c. Conference Airfare Arrangements

When attending a conference, always check conference materials to see if special airline discounts are offered. When a special airline discount rate is offered and conferees are instructed to go directly to an airline to obtain the discount fare, the employee should compare the conference rates through the internet with all other airline rates available before scheduling airline

reservations. The employee should always book the lowest fare possible. (See Section F.3. for Conference Lodging Arrangements).

3. Rail Travel

1. Accommodations

When it has been determined that rail travel is the most appropriate mode of transportation, the most economical class accommodations shall be utilized.

E. TRANSPORTATION: PASSENGER VEHICLES

1. City-Owned Vehicles

City-owned vehicles should be utilized for both in-state and out-of-state travel when such use is the most practical and economical mode of transportation, including the cost of tolls, fuel and parking.

2. Use of Privately-Owned Vehicles

a. The use of privately owned vehicles for any City travel (both in state and out-of-state) should only be used when a City Vehicle is not available. The use of a privately owned vehicle for City travel shall require the prior approval of the City Manager and Department Director. Reimbursement of private vehicle expenses shall be at the Council approved rate as indicated on Exhibit B for actual and necessary miles traveled. Beginning and ending odometer readings are required for the reimbursement for mileage.

b. In considering approval for use of personal vehicles, the approval authority shall take into consideration the cost of alternative modes of travel and the cost of meals and lodging for the additional travel/transit days. Mileage reimbursements shall not exceed the cost of airfare plus travel to/from the airport.

c. When two or more employees travel in a privately owned vehicle, only one mileage reimbursement will be allowed at times when one vehicle is sufficient to carry all passengers.

3. Rental Cars

a. General

The use of a rental car when traveling out of state must be justified as an economical need and not as a matter of personal convenience. Prior approval by the Department Director and City Manager is required before arranging for car rental. All rentals should be at the most economical

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rate per day including government rates or special rate agreements. When traveling in groups, sharing of cars, when practical, must be done to minimize costs. The city will not pay for the use of a rental car to accommodate family members or non-business associates traveling with the employee, public official, or appointee.

b. Vehicle Size

Whenever possible, compact cars shall be rented or reserved. However, if a larger size vehicle is more economical or more than two city travelers are traveling together the larger vehicle may be appropriate. Any representative of the City requesting an upgrade of the size of a rented vehicle shall provide a written explanation of their reasons to the City Manager. **A receipt is always required**.

c. Insurance

(1) The optional insurance coverage offered by the car rental agency must be declined when the traveler charges the rental car. The traveler will automatically receive primary coverage under the City blanket insurance policy for travel. When insurance is declined, the policy covers collision damage, theft, fire and vandalism. Reimbursements for additional or optional insurance coverage will not be allowed.

(2) Other. Travelers <u>not</u> covered under the blanket insurance policy may be covered by their personal automobile insurance policy or other personal credit cards. Travelers should check their automobile policy and credit card policy for business travel coverage and accept or decline additional coverage accordingly. Reimbursement for additional or optional insurance coverage will not be allowed.

d. Refueling Before Return

To avoid a refueling surcharge, all rental cars shall be refueled before returning the vehicle to the rental company. Any surcharges billed to the employee, public official, appointee, or City shall be explained in the reimbursement request.

e. Reservations

Approved car rental reservations shall be made in advance whenever possible. The employee should compare car rental rates and always look to reserve the lowest rental.

F. LODGING

1. General

City travelers are expected to seek accommodations that are comfortable, convenient, meet business and personal needs and offer good value. Employees are expected to compare local lodging rates in the area prior to reserving lodging.

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2. Accommodation

a. Lodging accommodations for reasonably priced single occupancy rooms are reimbursable when the traveler is away from home overnight due to official travel.

b. Accommodations shared with family members or others not on official City business are reimbursable at the single occupancy rate only.

c. Accommodations shared with other City travelers should be billed and reimbursed to one traveler. When required, reimbursements to more than one traveler shall be based on a pro rata share as reported on each reimbursement request.

3. Conference Lodging Arrangements

When hotel rooms are blocked for a conference, seminar, etc., and a special discounted conference hotel rate provided, the employee/official should compare conference rates with the rates for other local hotels within a three (3) block radius of the conference. The employee is urged to reserve hotel accommodations that offer the best value to the City. This includes conference rate, government rate or lower rate, for the employee/official. If a lower rate is not available, the conferees should make their lodging arrangements directly utilizing the conference instructions. Conference lodging will be considered to accommodate persons with special circumstances.

4. Occupancy Tax

The City is exempt from the tax on occupancy of hotel, motel and tourist home rooms within Delaware only. When instate overnight accommodations are necessary, the employee should be provided with a copy of the Occupancy Tax Exemption Certificate (see Exhibit C) to be presented to the lodging facility. Tax on occupancy of hotels in other states must be paid.

G. MEAL ALLOWANCES

1. General

The City will pay for or reimburse an employee/official for the necessary and reasonable cost of meals and incidental expenses incurred during out of state travel requiring overnight lodging.

Additional meal costs incurred over and above those provided as part of a conference or registration fee are not reimbursable, unless justified as a special circumstance and approved by the City Manager and Controller/Treasurer (e.g. special meeting or diet restrictions).

Exceptions are to be pre-approved by the City Manager and Controller/Treasurer.

There will not be any reimbursement for meals when the meals are provided as part of the conference/training or by the host organization and when meals are provided as part of the hotel service and/or airfare.

Only per diem rates as prescribed by the Federal Government for official travel will be provided for Meals and Incidental Expenses (M&IE). (\\doverfp\Public Docs\Policies & Procedures\Travel\FY2015_PerDiemRates.pdf)

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If an employee is traveling partial days on any calendar day, the City will prorate the applicable M&IE rate at 75 percent. This applies to both day of departure and day of return. Partial travel days begin when an employee leaves Dover after 12:00 noon on the day of departure and returns to Dover by 5:00 PM on the day of arrival.

When meals are provided at the conference or by the host, the meal allowance will be reduced by 25% for each meal provided. Continental Breakfast provided by the hotel or at the conference is counted as a meal, unless justified as a special circumstance and approved by the City Manager and Controller/Treasurer (e.g. special meeting or diet restrictions).

2. Day Trips, In-state Travel and Before or After Hours

The meal allowance for day trips out of the City will be reimbursed at actual cost**,** as long as it does not exceed 25% of the normal per diem per the M&IE Allowance. The meal allowance for working before or after hours as a general rule are not encouraged, but may be approved by the City Manager and/or Controller/Treasurer on a case-by-case basis. At no time can the amount exceed the allowances established.

H. CASH ADVANCES

General/Blanket travel advance checks will not be issued to employees, public officials, or appointees. Employees, public officials, and appointees will be reimbursed for specific travel related expenses after the trip or event has been completed.

The City will pay specific travel and lodging costs in advance as long as the request deadlines are met. Employees, public officials, and appointees shall use a City purchase order when requesting travel cost advances. Department Directors should use their City credit card for business travel. Directors may approve the use of their departmental travel credit card when arranging employee travel. Under urgent situations and with prior approval, employees and officials can also use a personal credit card and request reimbursement when they return.

The City will pay in advance the following costs:

Please note: A travel packet including the Travel authorization form, the meeting program/itinerary, and a purchase order for the advanced costs listed below must be submitted to the Accounts Payable Department **no later than 12 days prior to the event.**

a) **Conference/Training registration fees.** Such payment will be made payable and mailed directly to the organization. This will be done through a purchase order submitted by the department upon receipt of the approved Travel Authorization Form. A copy of the registration form describing the specific event must be attached to the purchase order. The Employee Travel packet must be submitted to Accounts Payable prior to/or along with the purchase order request for advance travel expenses.

b) **Airfare.** Airfare is normally reserved on-line through the internet and paid with a City credit card after travel approval has been received. (See City Credit Card Policy)

c) **Lodging**. Upon receipt of the approved Travel authorization form, the department may submit a purchase order for lodging. The check will be made payable to the hotel and will be given to the person for whom the lodging arrangements are made. The department must provide supporting

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documentation including the daily lodging rates and applicable taxes along with the purchase order. Lodging reservations can be held with the use of a City Credit Card. (See City Credit Card Policy)

d) **Meal allowance**. An advance for the M&IE Allowance, which includes both meals and incidental expenses, will be permitted for meals not provided by the conference or training as indicated in Section G (1) above. Only per diem rates as prescribed by the Federal Government for official travel will be provided for M&IE Allowance.

I. TRAVEL EXPENSE REIMBURSEMENT

1. General

Travel Expense Report (City of Dover Form 30) is due to Accounts Payable within **ten (10) working days** after travel or an expense is incurred. **(Ten working-day rule)**

a. Timely reimbursement can be assured only if an accurate, properly substantiated Travel Expense Report is received **to Accounts Payable ten (10) working days** after completion of the trip.

b. Failure to submit timely Travel Expense Reports after the completion of a trip will result in administrative action, such as notification to the Department Director and denial of future travel requests.

Travel Expense Reports for local travel and related expenses are to be submitted monthly. **In no case shall a reimbursement be made to an employee for travel/conference/training related expenses incurred in excess of 90 days.**

Note: This section pertains to only those travel expenses paid by the traveler; not to travel expenses directly billed to/paid by the City.

2. Receipt Requirements and Other Reimbursement Criteria

a. Tickets booked on common carriers (airline, rail or bus) require original copy of the paid invoice or email confirmation containing total travel costs for arrangements booked on-line.

b. Hotel/motel bills shall be the original copy of hotel/motel billing marked paid.

c. Ground transportation, including airport shuttle, taxi or public transit requires a receipt.

d. Car rental reimbursements require paid invoice from the rental company.

e. Meals do not require receipts and are not reimbursable above the maximum daily/partial day per meal allowance. **Tips are included in the M&IE Allowance and will not be reimbursed separately.** When more than one City employee, public official, or appointee's meals are being reimbursed, each employee must submit a separate Travel Expense Reimbursement for their allowance. ~~, including a receipt from the dining facility attached~~.

f. Hotel/motel related expenses should be documented identifying the date and the cost for each category with the following requirements:

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(1) Out-of-pocket costs for incidental items such as tips, baggage handling and maid service are not individually reimbursable by the City of Dover. Costs included under this category are included in the M&IE per diem rate. Only per diem rates as prescribed by the Federal Government for official travel will be provided for M&IE allowance.

(2) City-business related telephone calls are reimbursable as incurred and require a receipt from the telephone service provider or included on the hotel/motel billing invoice.

g. Lodging at campgrounds using traveler's camper or recreational vehicle is reimbursable at the actual cost, not to exceed the equivalent cost of hotel/motel lodging. Receipt is required.

h. Other Reimbursement Categories

Reimbursement for the following categories should be submitted on a schedule identifying the date, the cost and the category. All supporting receipts must be attached:

1) The City will reimburse employees for hotel and airport self-parking. The City encourages all employees to seek 'economy and budget parking'.
2) The City will not reimburse employees for Valet parking, unless prior approval has been granted by the City Manager and Controller.
3) The City will reimburse employees the cost of tolls for interstates, turnpike, bridges and/or ferries. All travel expenses require a receipt.
4) The City will reimburse employees for necessary airport baggage fee. A receipt is required.

i. Gasoline and/or Other Supplies require a receipt.

Need for emergency repairs incidental to using a City-owned vehicle shall require a Vendor receipt.

j. Department Director pre-approval is required to receive reimbursement for Internet Access Costs for city business. These costs must be substantiated with receipts ~~and validation by the Information Technology Department~~.

k. While traveling overnight out-of-state, the City will reimburse employees for the cost of up to two (2) personal telephone calls not to exceed $8 per trip. A receipt is required for reimbursement.

l. Reimbursements for travel expenses incurred without required receipts, as outlined, is strictly prohibited. A "no receipt - no reimbursement" policy applies

3. Non- Reimbursable Expenses

The City shall not reimburse expenses for the following:

a. Alcoholic beverages**.**
b. In-room movies or pay television.
c. Theater tickets or nightclub entertainment.
d. Laundry.
e. Babysitting.

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f. Related expenses of spouse, children and other persons accompanying the authorized employee or official.
g. Pleasure, historic or other tour related expenses. Expenses for business related tours would be reimbursed.
h. Donations and gifts made while at training, conference, or meeting.
i. Loss or damage of personal items.
j. Meals for other conference attendees.
k. Purchase of personal items.
l. Any parking or moving violation fines.
m. Any personal or pleasure travel while on City business.

J. CHARTER AND CODE OF CONDUCT

All City of Dover policies are subject to the City of Dover Charter Part 1, Subpart A, Article II, Section 12 "Compensation and expenses - Mayor and Council and other elected or appointed officials", whereas, "Members of the council, mayor and other elected or appointed officials shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by city ordinance or policy" and; 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."

K. INTERNAL REVENUE CODE - DEFINITION OF PUBLIC OFFICIAL

Generally, if there is any provision in a public law which authorizes the employment of the individual, and the individual is hired or elected under this authority, the individual is considered an employee of the State or political subdivision to which the provision applies.

The following factors indicate that an office is a "public office."

The office was created by the constitution or through legislation, or by a municipality or other body with authority conferred by the legislature.

The office was delegated a portion of the powers of the government body.

The powers conferred and the duties to be discharged are defined either directly or indirectly law or through legislative authority.

The duties are being performed independently and without control of a superior power other than the law.

The office has some permanency and continuity, and the officer takes an official oath.

Examples of public officers are: the president and vice president, a governor or mayor, the secretary of state, a member of a legislative body, such as a state legislature, county commission, city council, school board, a judge, a justice of the peace, and members of advisory boards and committees.

L. REVIEW & REVISION

The City of Dover Travel Policy will be reviewed every three years by the City Manager, Controller/Treasurer and City Clerk to provide recommended changes to City Council for approval.

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EXHIBITS

Exhibit A - COD Travel Authorization Form (Form 47)
Exhibit B - COD Travel Expense Report Form (Form 30)
Exhibit C - COD Exemption Certificate Form 99A

REVISION RECORD

Revised: November 24, 2003
Revised: February 9, 2004
Revised: July 24, 2006
Revised: March 23, 2009
Revised: January 23, 2012

EXHIBIT A

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CITY OF DOVER
TRAVEL REQUEST AND ITINERARY

EMPLOYEE TRAVELING _____ REQUEST DATE _____

BUSINESS PURPOSE _____

DEPARTMENT _____ TRAVEL DESTINATION AND DATES _____

ITEMIZED EXPENSES

						ESTIMATED COST:
REGISTRATION FEE:	MEALS PROVIDED BY CONFERENCE MUST BE DEDUCTED FROM M & IE RATE.					
MODE OF TRAVEL AND COSTS:						
AIRLINE		ONE WAY		ROUND TRIP		0.00
AIRPORT PARKING		PER DAY		TOTAL DAYS		0.00
TRAIN		ONE WAY		ROUND TRIP		0.00
BUS		ONE WAY		ROUND TRIP		0.00
* RENTAL CAR		ONE WAY		ROUND TRIP		0.00
* PERSONAL CAR		TOTAL MILEAGE	0.40	PER MILE		0.00
* TOLLS		ONE WAY		ROUND TRIP		0.00
CITY VEHICLE		" IS ADVISE TO BE USED INSTEAD OF PERSONAL CAR"				
LODGING EXPENSES:	BREAKFAST PROVIDED BY HOTEL MUST BE DEDUCTED FROM M & IE RATE					
HOTEL		PER NIGHT		TAXES	NUM OF NIGHTS	0.00
* SHUTTLE		PER TRIP		TAXES	TOTAL TRIP	0.00
* TAXI		PER TRIP		TAXES	TOTAL TRIP	0.00
* PARKING		PER DAY		TAXES	TOTAL DAYS	0.00

MEALS: M & IE RATE $ _____

	SUN	MON	TUE	WED	THUR	FRI	SAT	
DATES:								
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

$0.00
TOTAL EXPENSE

EMPLOYEE SIGNATURE _____ DATE _____

DEPARTMENT HEAD APPROVAL _____ DATE _____

CITY MANAGER OR COUNCIL DESIGNEE APPROVAL _____ DATE _____

Finance Form 47

EXHIBIT B

CITY OF DOVER
TRAVEL EXPENSE REPORT FORM

NAME OF EMPLOYEE _____ DEPARTMENT _____ TRIP TAKEN TO (CITY) _____

PURPOSE OF TRIP _____

Please attach receipts for hotels, tolls, transportation, etc., and show all costs on this form.
Please use a separate form for each week.
Please note incidental expenses (tips) are included in M & IE Rate.

EXPENSES DATE	MON	TUES	WED	THUR	FRI	SAT	SUN	TOTAL
REGISTRATION FEES								$ -
TRANSPORTATION - AIR/TRAIN								$ -
PERSONAL AUTO _____ Miles @ .40 cents a mile								$ -
AUTO RENTAL								$ -
PARKING FEES, TOLLS, GAS, ETC.								$ -
TAXI/BUS FARE/SHUTTLE/BAGGAG								$ -
HOTEL/MOTEL								$ -
TELEPHONE								$ -
MISCELLANEOUS EXPENSES								$ -
MEALS (M & IE RATE)								$ -
MEAL ALLOWANCE OVERAGE								$ -
TOTALS	$ -	$ -	$ -	$0.00	$0.00	$ -	$ -	$ -

SIGNATURE OF PERSON INCURRING EXPEN _____ DATE _____

DEPARTMENT HEAD SIGNATURE (For Certification) _____ DATE _____

FINANCE DEPARTMENT - AUDIT _____ DATE _____

FINANCE - FINAL ACTION _____ DATE _____

ACCOUNT NUMBER _____

Form 30

TOTAL EXPENSES $ -

LESS PAID BY CITY: $ -

REGISTRATION _____ _____

HOTEL _____ _____

AIRFARE _____ _____

TRAVEL ADVANCE _____ _____

DUE EMPLOYEE _____

DUE CITY _____

EXHIBIT C

CITY OF DOVER
DEPARTMENT OF FINANCE

EXEMPTION CERTIFICATE
TAX ON OCCUPANCY OF HOTEL AND MOTEL AND TOUR IST HOME ROOMS

In accordance with Internal Revenue Code Section 5253(I), no tax shall be imposed under section 4251 upon any payment received for services or facilities furnished to the government of any State, or any political subdivision thereof, or the District of Columbia.

This Part to be Completed by the Operator

Name of Hotel, Motel, or Tourist Home			Fed. EI or SS number
Address	City	State	Zip Code

This Part to be Completed by the Occupant

This is to certify that I, the undersigned, am a representative of the City of Dover, Delaware; that the charges for the occupancy at the above establishment on the dates set forth below has been or will be paid for by the City of Dover, a government unit; and that such charges are incurred in the performance of my official duties as a representative or employee of the governmental unit.

Name (Please type or print)		Signature	
City of Dover	51-6000092		
Governmental Unit	Tax I.D. #	Title	
P.O. Box 475	Dover	DE	19903-0475
Address	City	State	Zip Code

Date(s) of Occupancy _____

If additional information is needed, please contact the City of Dover Finance Director at (302) 736-7018.

NOTE: A separate Exemption Certificate is required for each occupancy and for each representative or employee.

THIS EXEMPTION CERTIFICATE IS TO BE RETAINED BY THE OPERATORS OF HOTELS, MOTELS, AND TOURIST HOMES AS EVIDENCE OF EXEMPT OCCUPANCY.

\\Dover_1\finance\FORMS\DOCUMENTS\FORM99 A.wpd

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City of Dover

MAYOR AND COUNCIL

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2015-01

A RESOLUTION PROPOSING THE DOVER PROSPERS INITIATIVE

WHEREAS, the City of Dover has a tradition of being friendly to business, having a diverse economy; and

WHEREAS, we are in a globally competitive environment, which necessitates that we adopt cutting-edge, best practices; and

WHEREAS, the Dover has a myriad of incentives which vary throughout the city; and

WHEREAS, small businesses are often intimidated by a maze of government requirements; and

WHEREAS, several small businesses have made costly errors because of the lack of information; and

WHERAS, large employers are attracted by an efficient, cooperative government; and

WHEREAS, the economic development office has positive, cooperative relationships with the other city departments and already has the framework necessary to implement this initiative; and

WHEREAS, each city department has an ethic of customer service and excellence; and

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1. Dover City Council directs the Economic Development Office, the City Manager, and the Director of Planning and Community Development to develop and make available at customer service locations, offices, and via the City of Dover website, a business packet designed to assist start-up businesses with obtaining services and regulatory requirements involved in doing business in Dover. The packet shall include a contact list for all City departments, a list of frequently asked questions, incentive information, and other services to assist prospective business owners.

Section 2. Dover City Council directs the City Manager's Office, Economic Development Office, and Planning and Inspections Department to schedule a series of business focus groups to prioritize improvements needed in Dover's regulatory process and to work with stakeholders to streamline the regulatory process and update regulations where appropriate to eliminate unnecessary barriers to economic development. The City Manager, Economic Development Manager, and the Director of Planning and Community Development shall provide a quarterly report to the Legislative, Finance and Administration Committee regarding the progress of this effort.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2015\DRAFT\Resolution No. 2015-01 - Dover Prospers-Revised 02-09-2015.wpd

ROBIN R. CHRISTIANSEN	DAVID L. BONAR
MAYOR	COUNCIL PRESIDENT

Actions History

02/09/2015 - Scheduled for Introduction at Legislative, Finance, and Administration Committee
01/26/2015 - Scheduled for Introduction at Legislative, Finance, and Administration Committee - Meeting Cancelled Due to Inclement Weather

Draft