REGULAR COUNCIL MEETING

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

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

OPEN FORUM

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

Mr. Roy Sudler, Jr., 353 Rita Wilma Road, advised members that the Social Action Commission (S.A.C.) with the Mt. Zion A.M.E. Church conducted a survey regarding Dover Park and recreational facilities. Mr. Sudler, Chairman of the S.A.C., submitted over 300 signed petition-surveys (*as on file in the office of the City Clerk*) and a summary entitled SAC 2014 East-Side Assessment Report ***(Exhibit #1)***.

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

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

AGENDA ADDITIONS/DELETIONS

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

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

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

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

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

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

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

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

PROCLAMATION - BLACK HISTORY MONTH

The City Clerk read the following Proclamation into the record:

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

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

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

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

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

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

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

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

Staff recommended that City Council take the following action for property located at 27 North New Street: 1) Declare this building and all accessory structures on this property dangerous; 2) Order the property repaired or demolished by February 27, 2014 by the owner or equity owner at their own risk; 3) Order the Building Inspector to cause the repair or demolition of the structures if not

completed by the owner within 10 days of the date established by City Council; and 4) Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

Council President Bonar declared the public hearing open.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

No further action was taken by the Committee.

Update - Community Development Block Grant (CDBG) Program

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

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

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

No further action was taken by the Committee.

Recreational Needs Assessment

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

Mrs. Townshend recommended the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

UTILITY COMMITTEE REPORT - JANUARY 13, 2014

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADOPTED: JANUARY 27, 2014

TEA/NAES Report (November)
The TEA/NAES Monthly Report for November 2013 was provided to members to enable them to monitor electric sales and revenues received, which will provide a better understanding of any fluctuations that occur and allow the opportunity to make improvements if deemed necessary.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Dover Sun Park

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

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

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

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

Transfer of Davis Estate Donation to the Dover Library Foundation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Proposed Plan to Cover Dangerous Building Demolition Costs

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

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

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

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

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

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

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

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

Proposed Ordinance #2014-01 - Amendment to Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes; Appendix C - Downtown Redevelopment, Article II - Definitions and Article III - Eligibility; and Appendix E - Commercial and Industrial Building Redevelopment, Article II - Eligibility

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

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

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

Staff recommended adoption of Proposed Ordinance #2014-01.

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

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

Request for Infrastructure Reimbursement - Wesley College

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

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

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

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

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

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

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

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

Proposed Grant-In-Aid Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

UTILITY COMMITTEE REPORT - JANUARY 27, 2014

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

Permanent Easement and Temporary Workspace Agreements - Eastern Shore Natural Gas

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Utility Committee Report was accepted by unanimous consent.

QUARTERLY REVENUE REPORT

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

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

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

EVALUATION OF BIDS - GARRISON OAK TECHNICAL PARK SANITARY SEWER IMPROVEMENTS

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

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

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

* = Evaluated Bid, based on Local Vendor Preference

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

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

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

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

EVALUATION OF BIDS - GARRISON OAK TECHNICAL PARK SUBDIVISION

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

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

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

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

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

* = Evaluated Bid, based on Local Vendor Preference

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FIRST READING - PROPOSED ORDINANCE #2014-01

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

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

➢ PROPOSED ORDINANCE #2014-01 AMENDING CHAPTER 102 - TAXATION, ARTICLE IV - ABATEMENT OF REAL ESTATE TAXES; APPENDIX C - DOWNTOWN REDEVELOPMENT, ARTICLE II - DEFINITIONS AND ARTICLE III - ELIGIBILITY; AND APPENDIX E - COMMERCIAL AND INDUSTRIAL BUILDING REDEVELOPMENT, ARTICLE II - ELIGIBILITY

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

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

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

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

COUNCIL MEMBERS' ANNOUNCEMENTS

There were no Council Members' announcements.

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

TRACI A. McDOWELL
CITY CLERK

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

CARLETON E. CAREY, SR.
MAYOR

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

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SAC

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2014

EAST-SIDE

ASSESSMENT

REPORT

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

Roy Sudler, Jr. SAC – Chairman

SAC

****

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

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

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

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

When asked question number 1.

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

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

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

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

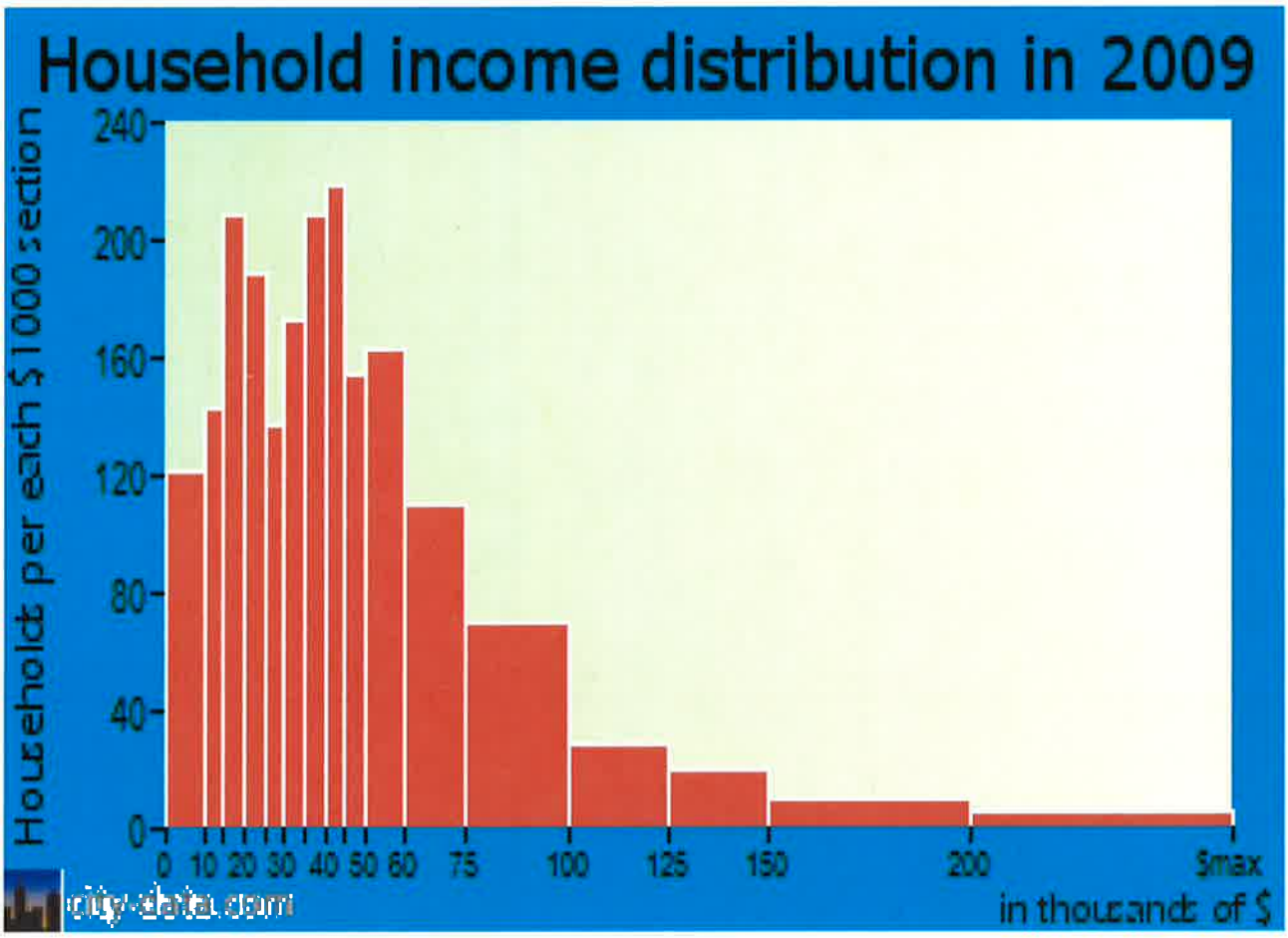
   [YES or NO?] **Yes=132** (or) **No=168**

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

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

PROGRAMS MOST DESIRED BY PETITION-SURVEY PERSONS

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



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

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



At-Risk Youth

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

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



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

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



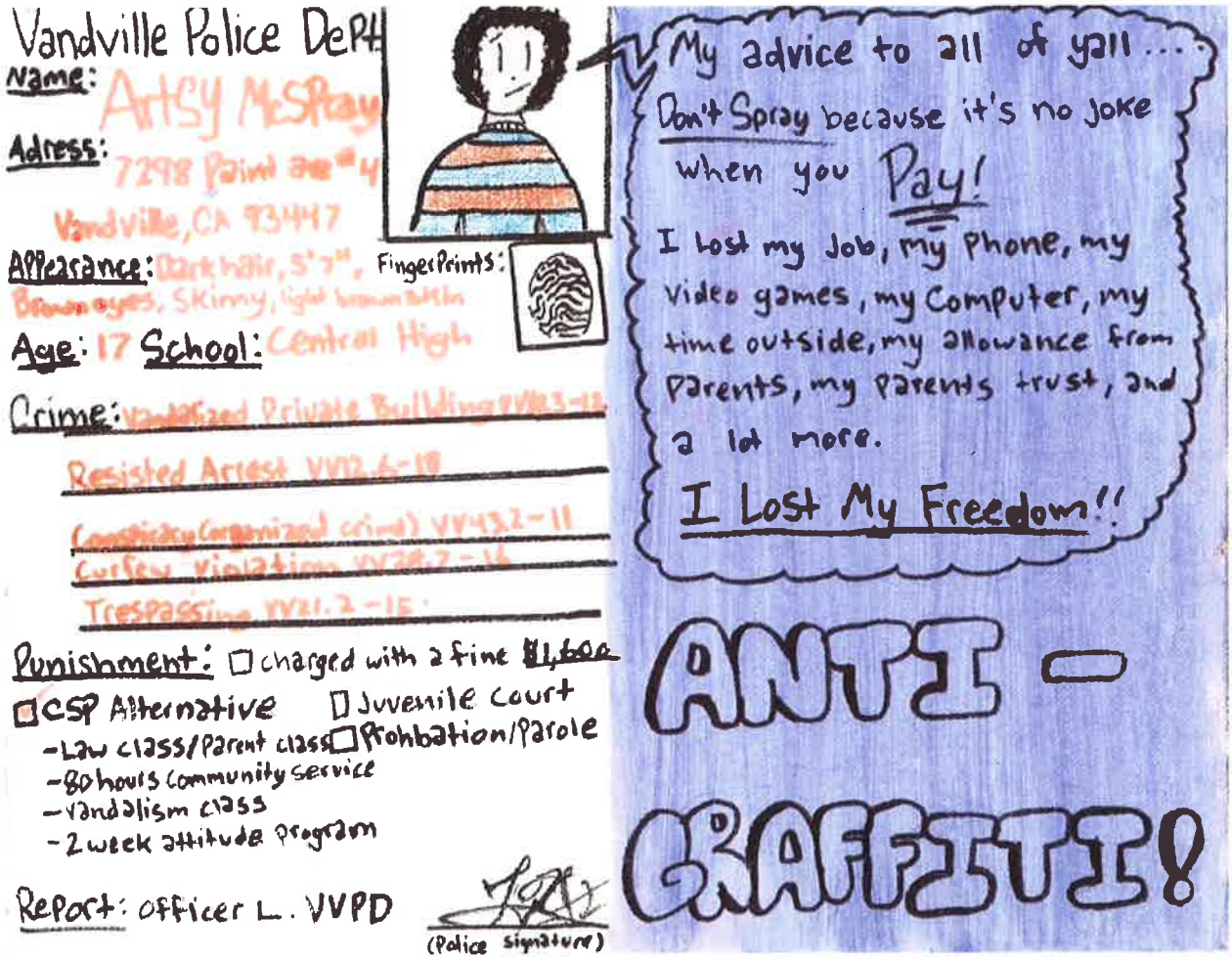
6). Teen Homelessness----------76 {5}



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

Integrated Strategies'

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



ACTIVITIES DESIRED BY SURVEY APPLICANTS

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

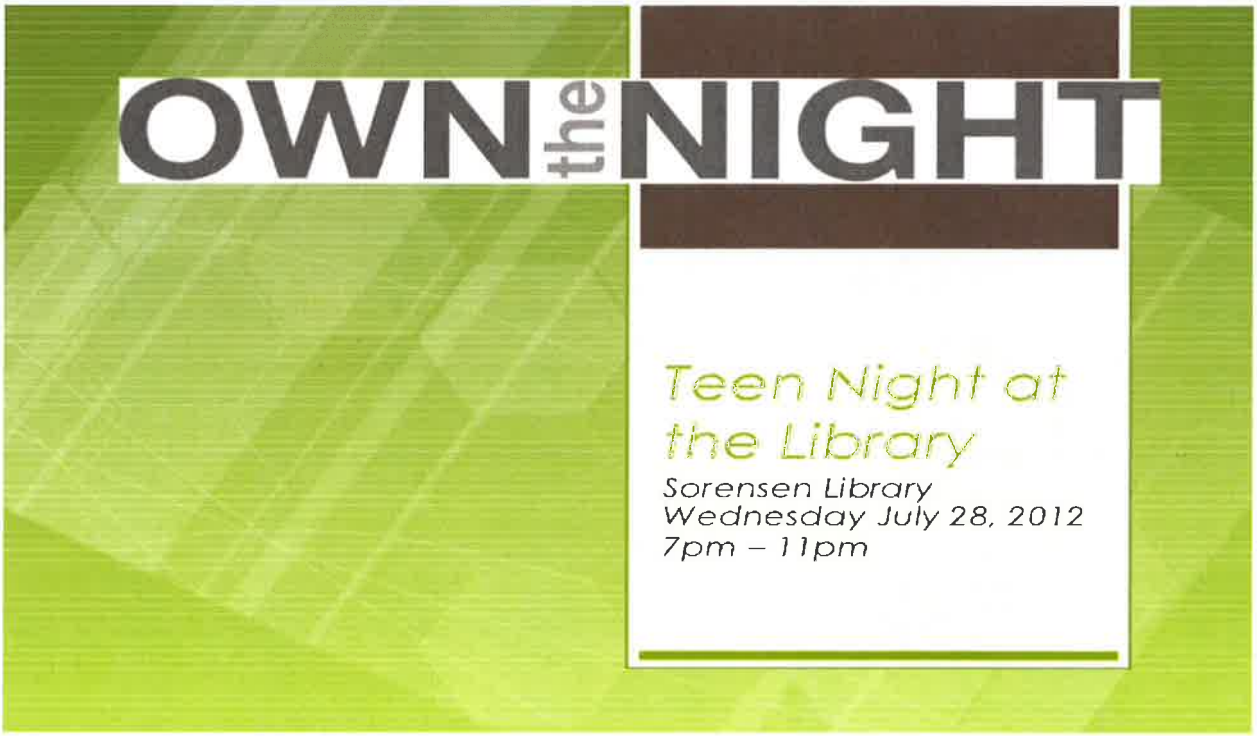


- Nature Trail and Fellowship [Possibly the future Dover City Council]



- Children Mesmerized by Climate Bees and Insects etc….

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



Possibly Partner with City of Dover's Library?



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





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



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



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



- Promotes Teamwork and Diversity in Achieving a Common Goal

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



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

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



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



- Possibly Partner with Local Martial Arts Schools in the Dover

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

****

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

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

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

PETITION SURVEY QUESTIONS & ANSWERES

****

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

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

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

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

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

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

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

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

Note:

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

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

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

Note:

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

OTHER PROGRAMS LISTED BY SURVEY'S APPLICANTS

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

OTHER ACTIVITIES LISTED BY SURVEY'S APPLICANTS

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

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

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

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

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

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

Name:_____ **Date:**_____.

Address_____ **District**_____.

****

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

Yes or No

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

Yes or No

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

Yes or No

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

PROGRAMS

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

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

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

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

Other_____.

ACTIVITIES:

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

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

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

10). Martial Arts 11). Racquet Ball

Other_____.

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

FOLLOW UP

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

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

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

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

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

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

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

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

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

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

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

SEE CAREY, PAGE 10A



Dover Mayor Carleton E. Carey Sr. FILE PHOTO

CAREY

FROM PAGE 8A

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SCOTT

FROM PAGE 5A

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

Q How would you describe your works?

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

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

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

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

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

Purpose Scope and Intent

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

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

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

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

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

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

EShed Alston

Notary

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

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

Violation of Dangerous Building Ordinance 27 N New Street

Planning & Inspections Department

Dover, Delaware

January 27, 2014

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

27 N New St
Case History

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


27
01/23/2014 11:58


27
01/23/2014 11:59


01/23/2014 11:59


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


11/21/2013 10:03


11/21/2013 10:03


FRONT DOOR FRAME


LIVING ROOM




11/21/2013 10:00


11/21/2013 10:01


11/21/2013 10:00


KITCHEN
11/21/2013 09:57


11/21/2013 09:57


DOUBL
GUL


SIDE ROOM
11/21/2013 09:58


11/21/2013 09:58


11/21/2013 09:59




Whirlpool








11/21/2013 09:59


SECOND FLOOR BATHROOM




REAR BEDROOM SECOND FLOOR



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

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

Recommended Council Action

- Declare this property dangerous.
- Order the property repaired or demolished by **February 27, 2014** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause the repair or demolition of the property if not completed by the owner **within 10 days of the date established by City Council**.
- Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the property exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

City of Dover
Finance Department
PO Box 475
Dover DE 19903-0475
Phone: (302-736-7018
FAX: (302) 760-4930
E-Mail: dmitchell @dover.de.us

MEMORANDUM

To: Legislative, Finance & Administrative Committee

From: Donna Mitchell, Controller/Treasurer

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

Date: December 30, 2013

Subject: Grant-In-Aid Policy & Procedures

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

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

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

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

STATE OF DELAWARE
GRANTS-IN-AID INFORMATION

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

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

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

Grant in Aid categories:

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

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

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

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

Workshop Information

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

CITY OF DOVER

FY 2015 GRANT-IN-AID APPLICATION INSTRUCTIONS

Funding Requests Are Due No Later Than 4:30 p.m., Friday, November 1, 20xx.

City of Dover
Finance Department
P.O. Box 475
Dover, Delaware 19903
OR
Finance Department
Weyandt Hall
5 E. Reed Street, Suite 300
Dover, Delaware 19901

Applications can be downloaded from the City website

To save the document to your computer from the website you must do the following:

- Go the http://
- Click on the Grant-In-Aid Application link;
- Right-click on the Word document (FY15 GIA Application.doc);
- Left click on Save As or Save Target As;
- Select where to save the file.

For technical assistance for downloading document please call the Finance Department at 302-736-7015.

DRAFT

FUNDING REQUESTS ARE DUE ON OR BEFORE FRIDAY NOVEMBER 1, 20xx.

This funding request format has been designed to provide for a tightly focused and informative presentation of the organization's request for funds based on a clear statement of the organization's purpose (or goals and objectives); a concise description, the financing requirements, and anticipated accomplishments for each of the programs or services being offered to meet these purposes; and the resulting total organization projections of income and expenses.

PLEASE READ ALL THE MATERIAL CAREFULLY BEFORE PREPARING THE REQUEST.

Additional supplemental material may be requested by the Grant-in-Aid Committee.

We are requesting that each organization provide the **original** and **one copy** of the funding request **and one copy of your most recent audit and the audit's management letter.**

DO NOT SUBMIT TAX FORMS.

Please number each page and indicate organization name on each page. Please do not staple your application.

GENERAL DIRECTIONS

1. Fiscal Year - Your budget request from the State of Delaware is for the period July 1, 2014 through June 30, 2015.

   Information involving audited data or historical financial data will be based on your organization's fiscal year. The information for prior year would be taken from your organization's audit.

   PLEASE NOTE:

   Organizations using fiscal years should apply the following:

Prior Year -	FY 2013
Current Year -	FY 2014
Proposed Year -	FY 2015

   Organizations using calendar years should apply the following:

Prior Year -	2012
Current Year -	2013
Proposed Year -	2014

DRAFT

2. Rounding Figures - All figures should be rounded to the nearest hundred dollar.

3. Labeling - Please type the organization name clearly on each form as the forms may be separated during processing.

4. COMPLETE ENTIRE APPLICATION - ANSWER ALL QUESTIONS; EXPLAIN WHY A PARTICULAR QUESTION MAY NOT APPLY TO YOUR ORGANIZATION.

5. Forward completed application by November 1, 20xx, to:

Finance Department
Weyandt Hall
P.O. Box 475
Dover, Delaware 19903

OR

Controller/Treasurer
Weyandt Hall
5 E. Reed Street, Suite 300
Dover, Delaware 19901

DRAFT

GUIDELINES FOR FY 2015 GRANTS-IN-AID

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

B. No funds will be appropriated for the purpose of relocation, purchasing buildings or rehabilitation or renovation of buildings.

C. In order for an organization to be considered for a Grant-In-Aid for FY 2015, the organization must:

1. Be incorporated, non-profit (or under umbrella of parent organization which is incorporated, non-profit). Your organization must be incorporated and in operation for at least two years prior to July 1, 2014.

2. Have By-laws that clearly state the purpose of the Corporation and include definition of duties of Board of Directors.

3. Have an active, community-represented, volunteer Board of Directors that sets policies, goals and objectives, and maintains minutes of regularly scheduled meetings and any special meetings. Have programs that are unduplicated, and satisfy unmet human needs of the community.

4. Have personnel policies, including job descriptions and classifications.

5. No organization shall use Grant-in-Aid funding to pay any part of an elected official's salary.

6. Have competent executives, competent staffing and reasonable facilities.

7. Practice non-discrimination.

8. Have accounting (budget) procedures and an annual audit.

9. Use funds in accordance with the application.

10. Demonstrate community support.

11. Request funds only for a program which does not receive full funding from other sources of revenue.

DRAFT

Instructions: Form 1

MANAGEMENT ORGANIZATION

Official Name:	Indicate legal name of organization on Incorporation Certificate or other legal documents. Please list any additional names your organization uses-if a trade name or other operating name is used.
Address of Management Office:	Where should correspondence and checks, etc., be forwarded? **If you use a P.O. Box, please include your street address.**
Physical Address	This is to be provided in case a site visit by a member of the City Council or their staff is required.
Contact Representative:	List name, address, daytime phone number and e-mail address of the individual who would best be able to provide any additional information that may be requested.
Indicate:	Names of Directors and Officers.

Instructions: Form 2

ORGANIZATION BACKGROUND

Please provide the organization background in a concise narrative as follows:

1. Organization mission statement;
2. **Organization location(s), days and hours of operation.**

DRAFT

Instructions: Form 3

REVENUE

This form requests the total revenue for your organization.

Note that the categories are by sources of revenue as follows:

Federal Government
State Government
City Government
In-Kind City Services (estimated value)
Investment
Sale of Materials Dues
Contributions or Donations
Miscellaneous Other

Also, Federal Government and State Government require further breakdowns as shown on the form. Be sure to include details on all sources for Federal and State Government revenues.

The total of all revenue should be shown on the Total Revenue Line.

Note that the GIA received for the prior and current fiscal years is requested. However, for the proposed year, Grant in Aid under City of Dover is blanked out. The GIA for the proposed fiscal year is to be reflected on Form 6, Line 6.

Instructions: Form 4

DISBURSEMENTS

This form is used to report all disbursements by your organization by category of disbursements.

The top portion of the page is used to report operating expenses of your organization.

The lower portion is used to report non-expense disbursements by various categories.

Total Expenses and the Total Non-Expense Disbursements should be reported on the Total Disbursement line at the bottom of the form.

DRAFT

Instructions: Form 5

FEDERAL & STATE GRANTS

This form requests a reporting of all funding your organization has received through the Federal & State Grants.

List the project name, fiscal year in which the award was made, and the amount.

DRAFT

Instructions: Form 6

SUMMARY

This report consolidates the revenue (Form 3) and disbursements (Form 4).

Line 1 Total revenue from Form 3.

Line 2 Total disbursements from Form 4.

Line 3 Operating surplus/deficit - difference between Line 1 and Line 2.

Line 4 Carryover - This line should reflect for the previous year's column the available balance from the beginning of the year.

For the current year's balance, this line should reflect the amount on Line 5 for the previous year.

For the proposed year, this line should reflect the amount on Line 5 for the current year.

Line 5 Net surplus/deficit - combine Lines 3 and 4.

Line 6 Grant-in-Aid Request. Please show awards for the previous year and current year in the first two columns. The amount of the Grant-in-Aid your organization is requesting should be reflected on this line for the proposed year.

If you are using more than one Form 7, the total of all these forms (Form 7, Line 12) should total Form 6, Line 6.

Line 7 **The total of all your programs (Line 7) should equal your Proposed Year Grant-in-Aid Request (Line 6).**

DRAFT

Instructions: Form 7

PROGRAM INFORMATION

Note: One page is required for each program.

Line 1 Program Name & Target Population: indicate name of program and who the service is targeting. How do you make the target population aware of the service?

Line 2 Program Description - indicate the activities associated with this program.

Line 3 Which other community organizations provide this or similar services? Indicate what other community organizations are providing similar services.

Line 4 How will the program obtain its objective & how will the outcomes be measured? Describe how these activities will address the program description and how you will measure your success.

Line 5 What progress has been made in the past year to achieve program objectives? How successful were you in the last year in meeting program objectives?

Line 6 Number of people served.

Line 7 Service measure - what measurable means are there to reflect the service provided.

Example: Hours of training provided, nights of shelter provided.

Line 8 Amount of service provided - this should reflect the total number of people served by the measure selected.

Example: If ten people (the same people or different people) were trained for five hours per day, 250 days per year, the amount of service would be 12,500 hours of training.

Line 9 Program revenue.

Line 10 Program disbursements

Line 11 Difference between Lines 9 and 10.

Line 12 Program Grant-in-Aid - Proposed year should reflect that portion of Form 6, Line 6 that applies to this program.

DRAFT

Instructions: Form 8

SCHEDULE OF POSITIONS & SALARIES

Please list all positions filled by your organization, the number of employees in each position, and the salary and salary range of each position.

Instructions: Form 9

LETTER OF BOARD APPROVAL

Indicate that your organization meets the provisions of the six conditions and the date that the application was approved by the Board of Directors of your organization.

FINANCIAL STATEMENT – Form 10

A copy of an audit along with the management letter or a compilation statement, by a Certified Public Accountant or independent Public Accountant, is requested. If this is unavailable, please complete the Sample Forms (A-B-C) in order to comply with the request for an audit.

The audit and the management letter or compilation statement should be for the fiscal year most recently completed.

DO NOT SEND TAX FORMS IN PLACE OF AN AUDIT OR FINANCIAL STATEMENTS.

DRAFT

CITY OF DOVER
GRANT-IN-AID APPLICATION FORM

FY 2015

FUNDING REQUESTS ARE DUE NO LATER THAN (TIME, DAY, DATE).

Official Name of Organization: _____

Date of Incorporation: _____

9 digit Federal Employer Identification No.: ☐☐☐☐☐☐☐☐☐

Contact Representative: _____

Phone Number (daytime): _____

E-mail address: _____

	YES	NO
Are you a first time applicant?	☐	☐
Did you receive a Grant-in-Aid Award in Fiscal Year 2014?	☐	☐
If yes, does this application include a request to fund a new program?	☐	☐
Is your organization receiving or has your organization received Grant in Aid from other government agencies?	☐	☐

If yes, what is the total amount of Grant in Aid money received from other government agencies? $ _____

FORM 1

ORGANIZATION: _____ YEAR: 2015

MANAGEMENT ORGANIZATION

Official Name of Organization: _____

Address of Management Office: _____

_____

Street Address or Location: _____

Physical Location of organization for site visits _____

Phone Number: _____

Contact Representative:

Name: _____

Address: _____

Phone Number: (Daytime) _____

E-Mail Address: _____

Names of Board of Directors and Daytime Telephone Numbers:

_____

_____

_____

_____

Names of Officers and Daytime Telephone Numbers

_____

_____

_____

_____

FORM 2

ORGANIZATION: _____ YEAR: 2015

ORGANIZATION BACKGROUND

ORGANIZATION
MISSION STATEMENT: _____

_____

_____

_____

_____

_____

ORGANIZATION LOCATION(s) where services are actually provided, days and hours of operation for site visits.

_____

_____

_____

_____

_____

_____

FORM 3

ORGANIZATION: _____ YEAR: 2015

REVENUE

Revenue Source	Previous Year	Current Year	Proposed Year
FEDERAL GOVERNMENT			
MEDICARE			
MEDICAID			
GRANTS			
OTHER			
STATE GOVERNMENT			
GRANT IN AID			
CONTRACTS BY STATE AGENCY			
CITY OF DOVER			
GRANT IN AID			**XXXXXXXXXX**
OTHER (LIST)			
INVESTMENTS			
DIVIDENDS & INTEREST			
SALE OF ASSETS			
SALE MATERIALS			
DUES			
CONTRIBUTIONS or DONATIONS			
MISCELLANEOUS			
TOTAL REVENUE			

FORM 4

ORGANIZATION: _____ YEAR: 2015

DISBURSEMENTS

	Previous Year	Current Year	Proposed Year
EXPENSES			
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone and Fax			
Postage			
Rent			
Utilities			
Repairs and Maintenance			
Printing and Publications			
Travel, Conferences and Meetings			
Dues			
Assistance to Individuals			
Grants and Awards (other than Grant in Aid)			
Other (List)			
Miscellaneous			
TOTAL EXPENSES			
NON-EXPENSE DISBURSEMENTS			
Equipment			
Vehicles			
Mortgage/Loans			
Investments			
Other			
TOTAL NON-EXPENSE DISBURSEMENTS			
TOTAL DISBURSEMENTS			

FORM 5

ORGANIZATION: _____ YEAR: 2015

5A. FEDERAL & STATE GRANTS

If you are a Federal/State Grant Recipient, please complete this form;

Name of Project	Fiscal Year	Amount
		$

FORM 6

ORGANIZATION: _____ YEAR: 2015

SUMMARY

		Previous Year	Current Year	Proposed Year
1	TOTAL REVENUE on Form 3			
2	TOTAL DISBURSEMENTS on Form 4			
3	OPERATING SURPLUS/DEFICIT			
4	CARRYOVER			
5	NET SURPLUS/DEFICIT			
6	**GRANT IN AID REQUEST**			

	Programs from Form 7 to be funded through Grant in Aid in FY 2015	Amount Requested
7	**TOTAL (THIS LINE SHOULD EQUAL LINE 6 OF PROPOSED YEAR COLUMN)**	

FORM 7

ORGANIZATION: _____ YEAR: 2015

PROGRAM INFORMATION

1. Program Name & Target Population: _____
2. Program Description: _____
3. Which other community organizations provide this or similar services? _____
4. How will the program obtain its objective & how will the outcomes be measured? _____
5. What progress has been made in the past year to achieve the program's objectives? _____

		Previous Year Award	Current Year Award	Proposed Year Request
6.	Number of People Served			
7.	Service Measure			
8.	Amount of Service			
9.	Program Revenue			
10.	Program Disbursements			
11.	Surplus/Deficit			
12.	Amount of Grant in Aid Requested for this Program			

FORM 8

ORGANIZATION: _____ YEAR: 2014

SCHEDULE OF ALL POSITIONS AND SALARIES SUPPORTING ACTUAL EXPENSES AND BUDGET ESTIMATES FOR AGENCY STAFF

Position Title	Number of Positions	Salary Range	Previous Salary	Current Salary	Proposed Salary
		$	$	$	$

FORM 9

ORGANIZATION: _____ YEAR: 2014

(ORGANIZATION)

AGREES:

1. To submit funding requests on the forms provided at the times designated and to participate in the allocations review process.

2. To provide an annual certified audit and other financial statements, service figures, and reports or audits as required by the City of Dover.

3. To cooperate with other organizations, both voluntary and public, in responding to the needs of the community and in promoting high standards of efficiency and effectiveness.

4. To submit accurate information with this application. NOTE: Any misstatement of facts may forfeit any remaining balance of grants due and/or future grants.

5. That this organization meets the criteria established (City Council will need to establish criteria for eligibility) and uses any Grant-in-Aid appropriated by the City Council in accordance with those provisions and any additional restrictions that may be set forth in the Grant-in-Aid policy.

6. This agency agrees to provide the City Controller/Treasurer with financial or programmatic information upon request.

This agreement has been read and approved at the meeting of the governing body of the

_____
(ORGANIZATION'S NAME AND DATE)

BY:

_____
(President or Chairman) DATE

Daytime Phone Number: _____

_____
(Executive Director) DATE

FORM 10

COPY OF MOST RECENT AUDIT

PREPARED BY INDEPENDENT CERTIFIED

PUBLIC ACCOUNTANT OR PUBLIC ACCOUNTANT

SAMPLE A-B-C ATTACHED MAY BE SUBSTITUTED FOR ABOVE IF RECENT AUDIT IS NOT AVAILABLE.

DO NOT SEND TAX FORMS

SAMPLE A

ORGANIZAITON: _____ YEAR: 2015

BALANCE SHEETS FOR FISCAL YEARS ENDING (MONTH) 2012 AND 2013

	(MONTH), 2012	(MONTH), 2013
ASSETS		
Cash		
Accounts Receivable		
Investments – at cost		
(market value $_____)		
PROPERTY AND EQUIPMENT – at cost		
Land		
Buildings and Improvements		
Furniture and Equipment		
Transportation Equipment		
Less Accumulated Depreciation		
TOTAL ASSETS		
LIABILITIES AND FUND BALANCES		
Accounts payable and accrued expenses		
Grants designed for future periods		
Fund balances		
Undesignated		
Designated		
TOTAL LIABILITIES AND FUND BALANCES		

SAMPLE B

ORGANIZATION: _____ YEAR: 2015

STATEMENT OF SUPPORT, REVENUE AND EXPENSES

AND CHANGES IN FUND BALANCES FOR YEARS ENDING JUNE 30, 2012 AND 2013

	(MONTH), 2012	(MONTH), 2013
PUBLIC SUPPORT AND REVENUE		
Contributions		
Allocated by United Way of DE		
Fees and grants from government agencies		
Other revenue (losses)		
Investment Income		
Gain(loss) on sale of investments		
Miscellaneous		
EXPENSES		
Program Services		
Supporting Services		
Management and General		
EXCESS (DEFICIENCY) OF PUBLIC SUPPORT		
AND REVENUE OVER EXPENSES		
FUND BALANCES		
Beginning of year previously reported		
End of Year		

SAMPLE C

ORGANIZATION: _____ YEAR: 2015

STATEMENTS OF FUNCTIONAL EXPENSES YEARS ENDING (MONTH), 2012 AND 2013

	Program Services	Supporting Services	Total Expenses Year ending (MONTH), 2012
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone & Utilities			
Postage and Shipping			
Rent			
Maintenance			
Printing and Publications			
Travel			
Conferences & Meetings			
Assistance to Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous			
Depreciation			

	Program Services	Supporting Services	Total Expenses Year ending (MONTH), 2013
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone & Utilities			
Postage and Shipping			
Rent			
Maintenance			
Printing and Publications			
Travel			
Conferences & Meetings			
Assistance to Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous			
Depreciation			

CITY OF DOVER

COMMUNITY LEADER AND ORGANIZATION RECOGNITION POLICY

I. PURPOSE

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

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

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

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

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

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

II. PERMITTED GIFTS/AWARDS & RESTRICTIONS

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

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

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

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

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

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

III. REPORTING REQUIRMENT

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

IV. CHARTER AND CODE OF CONDUCT

All City of Dover policies are to subject to the City of Dover Charter Part II Code of Ordinances Chapter 2, Article 1, Division 4 "Code of Conduct", which is "**applicable to all elected and appointed officials and to all employees of the City of Dover.**"

V. POLICY ADHERENCE

In consideration of these guidelines and policies, one's interpretation should be on a strict, rather than loose, construction basis, and obviously, the objective should not be to rationalize ways and means for circumvention.

VI. REVIEW & REVISION

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

DISTRIBUTION

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

ADOPTED: FEBRUARY 2, 2004

City of Dover
FY 20xx
Grant In Aid Instructions

Prepared by: Finance Department

Donna Mitchell, Controller/Treasurer

Application

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

Grant In Aid Cover Page

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

Form 1 – Management Organization

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

Form 2 – Agency Background

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

Form 3 – Revenue

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

Form 4 – Disbursements

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

Form 5 – Federal & State Grants

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

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

Form 6 – Summary

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

Form 7 – Program Information

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

Form 7 – Program Information (continued)

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

Form 8 – Positions and Salaries

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

Form 9 – Signature Page

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

Form 10 – Audit Information

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

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

CITY OF DOVER ORDINANCE # 2013-18
2013-2014 BUDGET ORDINANCES - FIRST AMENDMENT

GENERAL FUND
REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Forty Million, Five Hundred Forty Three Thousand, Three Hundred dollars ($40,543,300) or so much thereof as may be necessary are hereby appropriated from current revenues and ther funds for the use by several departments of the Municipal Government for the Fiscal Year beginning July 1, 2013 and ending June 30, 2014:

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 3,455,200	$ 4,219,800
REVENUES		
FINES AND POLICE REVENUE	666,000	666,000
INVESTMENT INCOME	75,000	75,000
LIBRARY REVENUES	66,600	66,600
KENT COUNTY BOOK REIMBURSEMENT	400,000	400,000
BUSINESS LICENSES	1,460,000	1,460,000
PERMITS AND OTHER LICENSES	1,167,500	1,167,500
MISCELLANEOUS CHARGES	63,300	63,300
POLICE EXTRA DUTY	650,000	650,000
PROPERTY TAXES	11,120,000	11,120,000
BID REVENUE	49,500	49,500
RECREATION REVENUE	133,000	133,000
FRANCHISE FEE	606,200	606,200
TRASH FEES	2,676,500	2,676,500
RENT REVENUE - GARRISON FARM	118,500	118,500
COURT OF CHANCERY FEES	863,200	863,200
REVENUES SUBTOTAL	20,115,300	20,115,300
INTERFUND SERVICE RECEIPTS		
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	1,134,900	1,134,900
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,319,400	3,319,400
INTERFUND SERVICE RECEIPTS SUBTOTAL	4,454,300	4,454,300
GRANTS		
POLICE RELATED	110,000	151,800
POLICE PENSION GRANT	500,000	500,000
GREEN ENERGY GRANT	98,500	98,500
MISCELLANEOUS GRANTS	25,000	25,000
GRANTS SUBTOTAL	733,500	775,300
TRANSFERS FROM		
TRANSFER TAX	1,315,500	1,315,500
MUNICIPAL STREET AID	527,400	531,100
CIVIL TRAFFIC PENALTIES	600,000	600,000
WATER/WASTEWATER	500,000	500,000
ELECTRIC	8,000,000	8,000,000
OTHER RESERVES	32,000	32,000
TRANSFERS FROM SUBTOTAL	10,974,900	10,978,600
TOTAL REVENUES	36,278,000	36,323,500
TOTALS	**$ 39,733,200**	**$ 40,543,300**

2013-2014 BUDGET ORDINANCES - CONTINUED

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE FOR 2013-2014

DEPARTMENT EXPENSES	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
CITY CLERK	$ 334,400	$ 334,400
COUNCIL	107,800	107,800
TAX ASSESSOR	198,300	198,300
FIRE	692,100	692,100
GROUNDS MAINTENANCE	948,500	948,500
LIBRARY	1,330,400	1,330,400
RECREATION	708,200	708,200
LIFE SAFETY	468,200	468,200
CODE INFORCEMENT	377,100	377,100
PLANNING	444,800	444,800
INSPECTIONS	540,300	540,300
ECONOMIC DEVELOPMENT	215,200	215,200
POLICE	13,571,800	13,571,800
POLICE EXTRA DUTY	760,000	801,800
STREETS	603,700	603,700
SANITATION	2,153,800	2,153,800
CITY MANAGER	457,300	457,300
INFORMATION TECHNOLOGY	660,500	660,500
FINANCE	906,500	906,500
PUBLIC SERVICES - ADMINISTRATION	425,800	425,800
FACILITIES MANAGEMENT	632,600	632,600
CENTRAL SERVICES	517,600	517,600
FLEET MAINTENANCE	720,700	720,700
CUSTOMER SERVICES	1,109,400	1,109,400
HUMAN RESOURCES	334,300	334,300
MAYOR	83,300	83,300
DEPARTMENT SUBTOTALS	29,302,600	29,344,400
OTHER EXPENSES		
DEBT SERVICE	557,300	557,300
CONTRIBUTION TO DDP	162,400	162,400
MISCELLANEOUS GRANT RELATED EXPENSES	25,000	25,000
INSURANCE	658,900	658,900
RETIREES HEALTH CARE	1,636,500	1,636,500
OTHER EMPLOYMENT EXPENSES	400,000	400,000
PENSION UNFUNDED LIABILITY	1,159,100	1,923,700
POLICE PENSION FUND - STATE GRANT	500,000	500,000
POLICE PENSION FUND - UNFUNDED LIABILITY	307,400	307,400
UNCOLLECTIBLES - TRASH AND OTHER	10,000	10,000
STREET LIGHTS	836,000	836,000
OTHER EXPENSE SUBTOTAL	6,252,600	7,017,200
TRANSFERS		
TRANSFER TO CAPITAL FUND - PROJECTS	1,278,300	1,278,300
TRANSFERS SUBTOTAL	1,278,300	1,278,300
TOTAL EXPENDITURES	36,833,500	37,639,900
CURRENT YEAR BALANCE	2,899,700	2,903,400
TOTALS	**$ 39,733,200**	**$ 40,543,300**

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

GENERAL FUND CONTINGENCY
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Seven Hundred Forty Six Thousand, Five Hundred dollars ($746,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

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

EXPENSE SUMMARY

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

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Five Million, One Hundred Sixty Three Thousand, One Hundred dollars ($5,163,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 2,2013 and ending June 30, 2014:

REVENUES

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 241,200	$ 2,801,800
BEGINNING BALANCE - LIBRARY PROJECT	(74,700)	256,500
REVENUES		
STATE GRANTS - OTHER	15,000	15,000
CONTRACTOR'S CONTRIBUTIONS	-	264,800
TRANSFER FROM COMMUNITY TRANSPORTATION		60,500
TRANSFER FROM GENERAL FUND FOR PROJECTS	1,278,300	1,278,300
TRANSFER FROM MUNICIPAL STREET AID - CAPITAL	-	251,200
TRANSFER FROM PARKLAND RESERVE	95,000	80,000
SUBTOTAL PROJECT RECEIPTS	1,388,300	1,949,800
STATE GRANTS - LIBRARY	-	150,000
LIBRARY CAPITAL PLEDGES	-	5,000
SUBTOTAL LIBRARY PROJECT RECEIPTS	-	155,000
TOTAL REVENUES	1,388,300	2,104,800
TOTAL BEGINNING BALANCE AND REVENUES	**$ 1,554,800**	**$ 5,163,100**

EXPENSE SUMMARY

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

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

GENERAL CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Five Hundred Fifteen Thousand, Threes Hundred dollars ($515,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

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

EXPENSE SUMMARY

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

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

ADOPTED: January 27, 2014

PARKLAND/RECREATION RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Two Hundred Five Thousand, Four Hundred dollars ($205,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

OPERATING REVENUES

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

OPERATING EXPENSES

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

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

WATER/WASTEWATER FUND
REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Fourteen Million,Nine Hundred Fifty Four Thousand, dollars ($14,954,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE - WATER	$ 770,800	$ 732,700
BEGINNING BALANCE - WASTEWATER	412,600	441,400
BEGINNING BALANCE - KCSA	141,600	(17,300)
TOTAL BEGINNING BALANCES	1,325,000	1,156,800
BASE REVENUE		
WATER FEES	4,730,700	4,730,700
WASTEWATER FEES	3,642,700	3,642,700
WASTEWATER ADJUSTMENT FEES	2,980,300	2,980,300
GROUNDWATER INFLOW ADJUSTMENT	1,324,600	1,324,600
WATER TANK SPACE LEASING	333,800	333,800
SEWER IMPACT FEES	323,000	323,000
WATER IMPACT FEES	357,000	357,000
INTEREST - WATER	9,100	9,100
INTEREST - WASTEWATER	14,000	14,000
MISCELLANEOUS SERVICE FEE	82,000	82,000
TOTAL REVENUES	13,797,200	13,797,200
TOTAL BEGINNING BALANCES AND REVENUES	**$ 15,122,200**	**$ 14,954,000**

2013-2014 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER FUND - EXPENDITURES AND BUDGET BALANCE FOR 2013-2014

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
DIRECT EXPENSES		
ENGINEERING & INSPECTION	$ 664,400	$ 631,200
WATER CONSTRUCTION	351,400	351,400
WATER DEPARTMENT	433,900	433,900
WATER TREATMENT PLANT	1,501,800	1,501,800
WASTEWATER DEPARTMENT	945,100	945,100
DIRECT EXPENDITURE SUBTOTAL	3,896,600	3,863,400
OTHER EXPENSES		
DEBT SERVICE - WATER	403,800	403,800
DEBT SERVICE - WASTEWATER	615,700	615,700
RETIREES HEALTH CARE	200,000	200,000
OTHER EMPLOYMENT EXPENSES	25,000	25,000
PENSION UNFUNDED LIABILITY	339,400	339,400
KENT COUNTY TREATMENT CHARGE	3,524,800	3,524,800
INTRAFUND SERVICE FEES	1,233,400	1,233,400
OTHER EXPENSES SUBTOTAL	6,342,100	6,342,100
TRANSFER TO		
GENERAL FUND FROM WATER	250,000	250,000
GENERAL FUND FROM WASTEWATER	250,000	250,000
WATER IMP AND EXT	1,200,000	1,233,200
WASTEWATER IMP AND EXT	1,330,000	1,330,000
TRANSFER TO SUBTOTAL	3,030,000	3,063,200
TOTAL EXPENSES	13,268,700	13,268,700
CURRENT YEAR BALANCES		
CURRENT YEAR BALANCE WATER	1,056,400	1,018,300
CURRENT YEAR BALANCE WASTEWATER	797,100	825,900
CURRENT YEAR BALANCE KCSA	-	(158,900)
CURRENT YEAR BALANCE SUBTOTALS	1,853,500	1,685,300
TOTAL CURRENT YEAR BALANCES AND EXPENSES	**$ 15,122,200**	**$ 14,954,000**

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

WATER/WASTEWATER CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Two Hundred Ninety Seven Thousand, Four Hundred dollars ($297,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

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

EXPENSE SUMMARY

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

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Fifteen Million, Four Hundred Fifty Four Thousand, Nine Hundred dollars ($15,454,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
PRIOR YEAR BALANCE - WATER	$ 1,620,000	$ 4,473,800
PRIOR YEAR BALANCE - WASTEWATER	660,900	2,807,000
TOTAL BEGINNING BALANCES	2,280,900	7,280,800
RECEIPTS		
BOND PROCEEDS - WATER - 2013 ISSUE	-	3,000,000
BOND PROCEEDS - WASTEWATER - 2013 ISSUE	-	1,067,900
BOND PROCEEDS - WASTEWATER - 2011 ISSUE (DRLP)		62,000
ARBITRAGE REBATE - IRS REFUND	-	66,000
TRANS FROM OPERATING FUND FOR WATER	1,200,000	1,233,200
TRANS FROM OPERATING FUND FOR WASTEWATER	1,330,000	1,330,000
TRANSFER FROM WATER IMPACT FEE RESERVE	390,000	390,000
TRANSFER FROM WASTEWATER IMPACT FEE RESERVE	-	1,000,000
INTEREST INCOME	25,000	25,000
TOTAL RECEIPTS	2,945,000	8,174,100
TOTALS	**$ 5,225,900**	**$ 15,454,900**

EXPENSE SUMMARY

EXPENSES	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
WATER	$ 1,476,800	$ 7,499,700
WASTEWATER	1,251,000	5,252,400
WATER CONSTRUCTION	90,000	90,000
TOTAL EXPENSES	2,817,800	12,842,100
CURRENT YEAR BALANCE - WATER	1,655,700	1,552,800
CURRENT YEAR BALANCE - WASTEWATER	752,400	1,060,000
CURRENT YEAR BALANCE SUBTOTALS	2,408,100	2,612,800
TOTALS	**$ 5,225,900**	**$ 15,454,900**

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

ADOPTED: January 27, 2014

WATER/WASTEWATER CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating One Million, Twenty Six Thousand, Nine Hundred dollars ($1,026,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

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

EXPENSE SUMMARY

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

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

ELECTRIC REVENUE FUND
REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Eighty Nine Million, Six Hundred Six Thousand, Five Hundred dollars ($89,606,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 7,152,400	$ 6,620,900
BASE REVENUE		
DIRECT SALES TO CUSTOMER	76,286,700	76,286,700
UTILITY TAX	1,492,200	1,492,200
MISCELLANEOUS REVENUE	602,000	602,000
RENT REVENUE	251,000	251,000
GREEN ENERGY	135,800	135,800
INTEREST EARNINGS	119,400	119,400
TRANSFER FROM RATE STABILIZATION	4,000,000	4,000,000
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	98,500	98,500
TOTAL REVENUES	82,985,600	82,985,600
TOTALS	**$ 90,138,000**	**$ 89,606,500**

2013-2014 BUDGET ORDINANCES - CONTINUED

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

EXPENSES	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
POWER SUPPLY	$ 23,832,000	$ 23,832,000
SOLAR ENERGY	1,565,800	1,565,800
SOLAR RENEWAL ENERGY CREDITS	300,000	300,000
POWER SUPPLY MANAGEMENT	996,000	996,000
PJM CHARGES - ENERGY	12,812,900	12,812,900
PJM CHARGES - TRANSMISSION & FEES	4,740,000	4,740,000
CAPACITY CHARGES	15,787,200	15,787,200
SUB-TOTAL POWER SUPPLY	60,033,900	60,033,900
PLANT OPERATIONS	6,015,800	6,015,800
PJM SPOT MARKET ENERGY	(230,500)	(230,500)
PJM CREDITS	(397,000)	(397,000)
CAPACITY CREDITS	(15,079,800)	(15,079,800)
GENERATION SUBTOTAL	(9,691,500)	(9,691,500)
POWER SUPPLY & GENERATION SUBTOTAL	50,342,400	50,342,400
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION	3,302,500	3,302,500
ELECTRICAL ENGINEERING	1,192,200	1,192,200
ADMINISTRATION	597,000	597,000
METER READING	220,300	220,300
SYSTEMS OPERATIONS	543,600	543,600
DIRECT EXPENDITURE SUBTOTALS	5,855,600	5,855,600
OTHER EXPENSES:		
UTILITY TAX	1,492,200	1,492,200
ALLOW FOR UNCOLLECTIBLES	200,000	200,000
CONTRACTUAL SERVICES - RFP'S	100,000	100,000
RETIREES HEALTH CARE	513,300	513,300
OTHER EMPLOYMENT EXPENSES	150,000	150,000
TRANSFER TO PENSION UNFUNDED LIABILITY	1,314,200	1,314,200
OPEB UNFUNDED LIABILITY	975,700	975,700
GREEN ENERGY PAYMENT TO DEMEC	135,800	135,800
INTRAFUND SERVICE FEES	3,319,400	3,319,400
INTEREST ON DEPOSITS	27,000	27,000
DEBT SERVICE	3,301,900	3,301,900
OTHER EXPENSES SUBTOTAL	11,529,500	11,529,500
TRANSFER TO		
IMPROVEMENT & EXTENSION	5,448,600	4,918,600
GENERAL FUND	8,000,000	8,000,000
TRANSFER TO SUBTOTAL	13,448,600	12,918,600
TOTAL EXPENSES	81,176,100	80,646,100
CURRENT YEAR BALANCE	8,961,900	8,960,400
TOTALS	**$ 90,138,000**	**$ 89,606,500**

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

ADOPTED: January 27, 2014

ELECTRIC UTILITY CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Eight Hundred Twenty Six Thousand, Four Hundred dollars ($826,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

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

EXPENSE SUMMARY

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

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

ADOPTED: January 27, 2014

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

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Seven Hundred Forty Three Thousand, Nine Hundred dollars ($743,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

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

EXPENSE SUMMARY

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

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

ADOPTED: January 27, 2014

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

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Seventeen Million, Six Hundred Forty Two Thousand, Five Hundred dollars ($17,642,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

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

EXPENSE SUMMARY

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

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Nine Million, Three Hundred Sixty Four Thousand dollars ($9,364,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
BEGINNING BALANCE	$ 3,091,000	$ 3,980,200
RECEIPTS		
TRANSFER FROM ELECTRIC	5,448,600	4,918,600
GENERAL SERVICE BILLING	440,000	440,000
INTEREST EARNINGS	25,200	25,200
TOTAL RECEIPTS	5,913,800	5,383,800
TOTALS	**$ 9,004,800**	**$ 9,364,000**

EXPENSE SUMMARY

EXPENSES	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
ELECTRIC GENERATION	$ 2,117,800	$ 2,130,000
TRANSMISSION AND DISTRIBUTION	1,100,000	1,144,600
ELECTRICAL ENGINEERING	2,405,800	2,627,500
TOTAL EXPENSES	5,623,600	5,902,100
CURRENT YEAR BALANCE	3,381,200	3,461,900
TOTALS	**$ 9,004,800**	**$ 9,364,000**

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

ADOPTED: January 27, 2014

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

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Ten Million, Three Thousand, One Hundred dollars ($10,003,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

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

EXPENSE SUMMARY

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

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

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

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Ten Million, One Hundred Forty Five Thousand, Eight Hundred dollars ($10,145,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

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

EXPENSE SUMMARY

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

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

MUNICIPAL STREET AID FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Seven Hundred Eighty Two Thousand, Four Hundred dollars ($782,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

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

BUDGET SUMMARY

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

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

ADOPTED: January 27, 2014

COMMUNITY TRANSPORTATION IMPROVEMENT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating One Million, Five Hundred Nintey Seven Thousand, Three Hundred dollars ($1,597,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

OPERATING REVENUES

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

OPERATING EXPENSES

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

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

ADOPTED: January 27, 2014

WORKERS COMPENSATION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating One Million, Seven Hundred Sixty Nine Thousand, One Hundred dollars ($1,769,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 2, 2013 and ending June 30, 2014:

OPERATING REVENUES

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

OPERATING EXPENSES

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

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

ADOPTED: January 27, 2014

LIBRARY GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Three Hundred Four Thousand, Four Hundred dollars ($304,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

OPERATING REVENUES

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

OPERATING EXPENSES

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

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

POLICE GRANT FUNDS
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Five Hundred Sixty Five Thousand, Seven Hundred dollars ($565,700) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

OPERATING REVENUES

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

OPERATING EXPENSES

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

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

CDBG FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Two Hundred Forty Nine Thousand, Six Hundred dollars ($249,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

OPERATING REVENUES

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

OPERATING EXPENSES

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

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

AFTER SCHOOL PROGRAM
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating One Hundred Ten Thousand Nine Hundred dollars ($110,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

OPERATING REVENUES

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

OPERATING EXPENSES

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

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

ADOPTED: January 27, 2014

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

CJC GRANTS
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Thirty Four Thousand dollars ($34,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

OPERATING REVENUES

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

OPERATING EXPENSES

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

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

ADOPTED: January 27, 2014