REGULAR COUNCIL MEETING
A G E N D A

JANUARY 13, 2014 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 p.m.)

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

INVOCATION BY REVEREND THEODORE HENDERSON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN PERZA

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

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

* **1. Adoption of Minutes - Regular Council Meeting of December 9, 2013**

2. Presentation - Associated Builders and Contractors (ABC) Delaware 2013 Excellence in Construction Merit Award (Dover Public Library Project)

* **3. Special Safety Advisory and Transportation Committee Report - December 9, 2013**

A. Requests for Waivers - Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section A - Streets (The Meadow Subdivision)

a-1. Waiver of Length of Dead-End Street (Cul-De-Sac) - Jefferson Terrace

(Committee Recommended Approval of the Subdivision Waiver Requests for the Meadow Subdivision at Jefferson Terrace to Exceed the Maximum Length of a Dead-End Street, as Recommended by the Planning Commission)

a-2. Waiver of Increased Percentage of Lots on Dead-End Street (Cul-De-Sac) - Jefferson Terrace

(Committee Recommended Approval of the Subdivision Waiver Requests for the Meadow Subdivision at Jefferson Terrace to Increase the Percentage of Lots on the Cul-De-Sac, as Recommended by the Planning Commission)

* **3. Special Safety Advisory and Transportation Committee Report - December 9, 2013 (Continued)**

B. Request for Waiver - Appendix B - Zoning, Article 5 - Supplementary Regulations, Section 17 - Emergency Access Requirements - Waiver of Emergency Rear Access Requirement for Walker Woods/Walker Woods II Redevelopment

(Committee Recommended Approval of the Requested Waiver for the Emergency Rear Access Requirement, as Recommended by the Planning Commission)

C. Update - Dover High School Construction

(Committee Action Not Required)

D. Discussion - Changing of Meeting Day and Time

(Committee Recommended Changing the Meeting to the Fourth Monday of Each Month at 4:00 p.m. In the Council Chambers at City Hall)

4. Utility Committee Report - December 9, 2013

A. Service Agreement for the Natural Gas Distribution System in the Garrison Oak Technical Park (GOTP) - Chesapeake Utilities Corporation

(Committee Recommended Approval of Staff's Recommendation to Authorize the City Manager to Execute the Service Agreement with Chesapeake Utilities Corporation for the Natural Gas Distribution System Within the Garrison Oak Technical Park (GOTP))

* **B. TEA/NAES Report (*October*)**

(Committee Recommended Acceptance of the Report)

* **C. Updates**

(Committee Action Not Required)

5. Legislative, Finance, and Administration Committee Report - December 9, 2013

A. Request of Elizabeth W. Murphey School - Grant For Judo Mats

(Committee Recommended Denying the Request to Fund the Judo Mats)

* **B. Proposed Ordinance #2013-18 - Budget Amendments for Fiscal Year 2013/14**

*(Committee Recommended Adoption of Proposed Ordinance #2013-18)***(See Item #10-A)**

* **C. Draft Comprehensive Annual Financial Report (CAFR)**

(Committee Action Not Required)

* **6. Monthly Reports - November 2013**

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

7. Engagement Letter - International Brotherhood of Electrical Workers (IBEW) Arbitration

8. Evaluation of Bids - Library Heating, Ventilation, and Air Conditioning (HVAC) Maintenance and Repair Contract

(Staff Recommends Awarding the Bid to Statewide Mechanical, Inc. in Accordance with the Rates Bid. The Estimated Cost of the Contract Will Be $6,450 in FY 2014. Staff Will Complete Any Required Internal Budget Amendments to Balance the Line Item Budget for the Library)

* **9. Appointment of Delaware Municipal Electric Corporation (DEMEC) Director and Alternate Director** *(Scott D. Koenig and Donna S. Mitchell)*

10. <u>First Reading - Proposed Ordinance #2013-18</u>
The First Reading is offered on the following proposed ordinance. Final action by Council will take place during the Second Reading of the ordinance on January 27, 2014. Copies of all proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office.

A. Proposed Ordinance #2013-18 - Budget Amendments for Fiscal Year 2013/14

11. Council Members' Announcements

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on December 9, 2013 at 7:30 p.m. with Council President Bonar presiding. Council members present were Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Slavin, Mr. Hare, and Mr. Hutchison. Mr. Anderson and Mrs. Williams were absent.

Council staff members present were Police Chief Hosfelt, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend (departed at 8:02 p.m.), City Solicitor Rodriguez, 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.

There was no one present wishing to speak during the Open Forum.

The invocation was given by Reverend Theodore Henderson, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

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

Mr. Lynn requested the removal of Item #6-A - a-1 - Electric Supply & Generation - McKee Run Units 1 & 2 - Cost/Benefit Analysis, from the Consent Agenda.

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

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF NOVEMBER 25, 2013

The Minutes of the Regular Council Meeting of November 25, 2013 were unanimously approved by motion of Mr. Slavin, seconded by Mr. Hare and bore the written approval of Mayor Carey.

CERTIFICATE OF APPRECIATION - ALBERT W. (BILL) HOLMES, JR.

The City Clerk read the following Certificate of Appreciation into the record:

> ***CERTIFICATE OF APPRECIATION*** *presented to* ***ALBERT W. HOLMES, JR.*** *for more than 20 years of volunteerism and service during numerous holiday events held throughout the City of Dover, including serving as the "face" of Santa for the community. His energy and spirit have added to the success of each event and have helped to make each holiday memorable.*
>
> *In grateful appreciation from the Mayor, Council, staff, and citizens of the City of Dover.*

Mayor Carey presented the Certificate of Appreciation to Mr. Holmes and, on behalf of the Central Delaware Chamber of Commerce, Ms. Cristal Brenneman thanked Mr. Holmes for the years of service provided to the community.

Mr. Holmes relayed appreciation for the recognition and special thanks to the late Mayor Crawford Carroll for appointing him to serve as Santa in 1971 and all the firemen who hauled him for 42 years in the back of the fire truck. He also thanked the City of Dover employees and several generations of citizens. He wished everyone a very Merry Christmas.

Mr. Hutchison thanked Mr. Holmes and his father for the service provided to the community and for serving as Santa for the City of Dover for many years.

Mr. Hare also thanked Mr. Holmes and stated that, because Mr. Hare will now fill Mr. Holmes' shoes, he hoped he does a good job serving as Santa and can also do so for over 40 years.

Council President Bonar relayed appreciation for the opportunity to work with Mr. Holmes and his pleasure in serving with him in other capacities, such as the County Planning Commission.

RECOGNITION OF SERVICE - WILLIAM M. COOPER, JR. - PRESENTATION BY SILVER LAKE COMMISSION (CERTIFICATE OF APPRECIATION)

The City Clerk read the following Certificate of Appreciation into the record:

CERTIFICATE OF APPRECIATION

WHEREAS, William "Bill" M. Cooper, Jr. has demonstrated his commitment to the betterment of Silver Lake Park, Silver Lake, Mirror Lake Park, and the St. Jones River throughout his 35 years of service to the City of Dover; and

WHEREAS, Bill Cooper has been an advocate for sound land use planning, as well as proactive maintenance and beautification of the City's park system, including the areas surrounding Silver Lake; and

WHEREAS, Bill Cooper's leadership and expertise have led to the cultivation of partnerships between the Department of Natural Resources and Environmental Control, the Silver Lake Commission, and other individuals and organizations to improve and maintain the water quality in Silver Lake and the St. Jones River through landscaping, bank stabilization, and other conservation strategies; and

WHEREAS, Bill Cooper and his Staff have consistently given freely and generously of their time, frequently on weekends and during other off-duty hours, to assist the Silver Lake Commission with volunteer clean-up and beautification projects.

NOW, THEREFORE, the Silver Lake Commission expresses sincere appreciation to ***WILLIAM M. COOPER, JR.*** *for his faithful and exemplary service to the citizens of the City of Dover and wishes him great success in all future endeavors.*

Mayor Carey, joined by Mr. Zach Carter and Mr. Jim Burcham of the Silver Lake Commission, presented the Certificate of Appreciation to Mr. Cooper, noting that he was responsible for the several thousands of beautiful plantings in the City of Dover, which had made the City known for its beauty.

Mr. Cooper noted that the majority of the Grounds Division employees were in attendance and recognized that his success had been the result of such good people. He thanked the City of Dover for his employment, explaining that 35 years ago Mr. Orville Myers gave him the opportunity, as a 21-year old, to learn all he could, resulting in the City providing him the opportunity to serve as Grounds Superintendent 27 years ago. He thanked the City for all the support he was provided during these past years.

Mr. Hutchison relayed his congratulations and remembered that there was concern regarding the individuals who would be taking Mr. Orville Myers' place. It was his opinion that no one could have filled those "shoes" better than Mr. Cooper. Mr. Hutchison stated that one of the highlights of serving as Mayor was receiving compliments about how beautiful the City was, which was a reflection of Mr. Cooper, his employees, and other City employees.

RECOGNITION OF SERVICE - WILLIAM M. COOPER, JR. - PROPOSED RESOLUTION NO. 2013-27

The City Clerk read proposed Resolution No. 2013-27 recognizing William M. Cooper, Jr., for his years of employment with the City of Dover.

By motion of Mr. Hare, seconded by Mr. Dixon, Council, by a unanimous roll call vote (Anderson and Williams absent), adopted Resolution No. 2013-27, as follows:

WHEREAS, William "Bill" M. Cooper, Jr. began his employment with the City of Dover on August 30, 1978 as a Tree Trimmer II, advanced to Superintendent of Grounds in 1986 and, after 35 years of service, has chosen to retire effective January 3, 2014; and

WHEREAS, through Bill's efforts, the City of Dover was named a Tree City USA by the National Arbor Day Foundation in 1989 and has maintained that designation for 24 years, a record unmatched in Delaware. Bill has actively participated in countless community events over the years, including Arbor Day, Earth Day, Dover Days, Caroling on the Green, the Festival of Lights, Flag Day, and Silver Lake clean-up projects; and

WHEREAS, Bill's exceptional work performance has demonstrated that he values each park, street tree, ball field, flower bed, and Christmas light in the City, and every fish in Silver Lake, and he has taken personal pride in caring for and nurturing all of them; and

WHEREAS, Bill Cooper has personified the selfless dedication of an outstanding public servant and a visionary horticulturist as he worked tirelessly to design, create, and tend beautiful landscapes that continue to inspire compliments and bring joy to visitors and residents alike.

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

1. *That the Mayor and Council express sincere appreciation and thanks to William M. Cooper, Jr. for his contributions to the community and highly commend him for the manner in which he has carried out his responsibilities and duties as a City employee.*

2. *That, as a lasting gesture of appreciation and gratitude to William M. Cooper, Jr., the Mayor and Council hereby designate the North Dover Gateway as the "William M. Cooper, Jr. Gateway to Dover" with a commemorative plaque placed there in his honor.*

3. *That the Mayor and Council wish William M. Cooper, Jr. and his family success in all future endeavors and direct the City Clerk to make this Resolution a part of the permanent records of the City of Dover.*

ADOPTED: DECEMBER 9, 2013

Mayor Carey presented the Resolution and Dover Cup to Mr. Cooper and announced that a dedication plaque will be placed at North Dover site.

Ms. Sharon Duca, Public Works Director, expressed her appreciation for the cooperation provided by Mr. Cooper during her tenure with the City of Dover. She stated that she had observed the Grounds Department serving as the forefront of the Public Works Department to the citizens and that they make Dover a place where people want to be. She thanked Mr. Cooper for the work he had done and for the crew he was leaving to carry on the work with the City.

Mr. Scott Koenig, City Manager, stated that Mr. Cooper had given the City 35 strong years of employment and thanked his family for their sacrifices, explaining that many extra hours were required of Mr. Cooper, resulting in his absence from home. He again wished him and his family the best in the future.

Council President Bonar relayed appreciation for the work Mr. Cooper had done for the City for and the crews he had established in assisting in the beautification of Dover.

ANNEXATION/REZONING OF PROPERTY LOCATED AT 508 ACORN LANE, OWNED BY RAUL M. JUAREZ

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the Petition to Annex and Zone property. The Planning Commission recommended the annexation of the property with the zoning designation of R-8 (One-Family Residence), as submitted.

Public Hearing - Zoning Classification

Members considered a request for rezoning of property proposed for annexation located at 508 Acorn Lane, consisting of two (2) parcels totaling $2.45^{+/-}$ acres (Parcel No. 1: located on the westerly side of Acorn Lane, containing $1.35^{+/-}$ acres; and Parcel No. 2: located on the easterly side

of Acorn Lane, containing $1.135^{+/-}$ acres), owned by Raul M. Juarez. The property is currently zoned RS-1 - Single Family Residence (Kent County zoning classification) and the proposed zoning is R-8 - One-Family Residence (City of Dover zoning classification).

A public hearing was duly advertised for this time and place to consider the rezoning of property located at 508 Acorn Lane, owned by Raul M. Juarez.

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

Mr. Hare moved for approval of the Planning Commission's recommendation, seconded by Mr. Dixon and unanimously carried.

Adoption of Annexation Resolution No. 2013-28

Members considered Annexation Resolution No. 2013-28 for property located at 508 Acorn Lane, owned by Raul M. Juarez.

By motion of Mr. Slavin, seconded by Mr. Hare, Council, by a unanimous roll call vote (Anderson and Williams absent), adopted Resolution No. 2013-28, as follows:

APPROVING THE INCLUSION OF AN AREA WITHIN THE LIMITS OF THE CITY OF DOVER.

WHEREAS, the Charter of the City of Dover authorizes Council to extend the boundaries of the said City in accordance with Title 22, Chapter 1, Section 101 of the Delaware Code (22 Del.C.§ 101); and

WHEREAS, the Mayor and Council deem it to be in the best interest of the City of Dover to include an area contiguous to the present City limits, and hereinafter more particularly described, within the limits of the City of Dover; and

WHEREAS, the Charter of the City of Dover provides that if an annexation is petitioned by all owners of all property considered for annexation, no election shall be required. For an annexation petition not requiring an election, such petition shall be processed in accordance with procedures established for amendments to the zoning map, specified in Dover Code, Appendix B - Zoning. All annexation petitions shall be processed concurrently with the rezoning of the property considered for annexation and shall be subject to public hearing before City Council. Public notice shall be completed in accordance with the provisions of the Dover Code relating to amendment of the zoning map.

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

1. That the following described area, situated in East Dover Hundred, Kent County, State of Delaware, along with all adjacent paths, sidewalks, roadways, and rights-of-way in their entirety, shall be annexed to and included within the limits of the City of Dover:

PARCEL NO. 1 (Westerly Parcel)
Beginning at an iron pipe situate on the westerly side of Acorn Lane (50' wide), said pipe being further located 644' $^{+/-}$ southerly of the centerline of White Oak Road and being a corner for these lands and lands of the City of Dover; thence by and with said City of Dover lands the following three (3) courses and distances: S 83° 24' 00" W, 35.05' to an iron pipe; thence N 19° 51' 00" W, 123.17' to an iron pipe; thence N 20° 33' 00" W, 478.80' to an iron pipe on the southerly side of White Oak Road (50' wide), said pipes being corners for these lands and said City of Dover lands; thence by and with the southerly side of White Oak Road N 70° 55' 00" E, 155.56' to an iron pipe located at the intersection of the southerly side of White Oak Road with the westerly side of Acorn Lane, said pipe being a corner for these lands; thence by and with the westerly side of Acorn Lane S 09° 05' 00" E, 618.76' to an iron pipe, said pipe being the point and place of beginning.

The above-described parcel contains 1.315 acres of land, more or less.

PARCEL NO. 2 (Easterly Parcel)
Beginning at an iron pipe situate on the easterly side of Acorn Lane (50' wide), said pipe being located 644' $^{+/-}$ southerly of the centerline of White Oak Road and being further located N 83° 24' 00" E, 50.05' from the Point of Beginning of PARCEL NO.1 and being a corner for these lands and lands of C. Robert Probst; thence by and with the easterly side of Acorn Lane N 09° 05' 00" W, 220.00' to an iron pipe, said pipe being a corner for these lands and lands of Florence Garrison; thence by and with said Florence Garrison lands N 83° 24' 00" E, 225.00' to an iron pipe on line of lands of Bangalore T. Laksham, said pipe being a corner for these lands and said Florence Garrison lands; thence by and with said Bangalore T. Laksham lands S 09° 05' 00" E, 220.00' to an iron pipe, said pipe being a corner for these lands and lands of C. Robert Probst; thence by and with said C. Robert Probst lands S 83° 24' 00" W, 225.00' to an iron pipe on the easterly side of Acorn Lane, said pipe being the point and place of beginning.

The above-described parcel contains 1.135 acres of land, more or less.

Being the same lands and premises which were conveyed unto Gamaliel E. Garrison and Mary R. Garrison, by deed of Trailer Village, Inc. dated February 15, 1979, and recorded in the Office of the Recorder of Deeds in and for Kent County, Delaware, on February 23, 1979, in Deed Book P, Volume 33, Page 137.

2. That the above described property shall be annexed into the City of Dover with a zoning classification as set by City Council and in accordance with the zoning map and environs then in force, effective upon such lands being included within the limits of the City of Dover.

3. That the certified copy of this resolution of annexation, together with a plot of the area annexed, shall be filed for record with the Recorder of Deeds of Kent County.

4. That the effective date of this resolution shall be the 10th day of December, 2013 at 12:01 a.m.

ADOPTED: DECEMBER 9, 2013

Final Reading/Adoption of Rezoning Ordinance #2013-16

Members considered Ordinance #2013-16, rezoning property located at 508 Acorn Lane, owned by Raul M. Juarez.

Mr. Slavin moved that the Final Reading of Ordinance #2013-16 be acknowledged by title only, seconded by Mr. Hare and unanimously carried. *(The First Reading of this ordinance was accomplished during the Council Meeting of October 14, 2013.)*

Mr. Slavin moved for approval of the rezoning, as recommended by the Planning Commission. The motion was seconded by Mr. Lynn and, by a unanimous roll call vote (Anderson and Williams absent), Council adopted Ordinance #2013-16, as follows:

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 508 ACORN LANE

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification) on that property located at 508 Acorn Lane, consisting of two (2) parcels totaling 2.45+/- acres (Parcel No. 1: located on the westerly side of Acorn Lane, containing 1.315+/- acres; and Parcel No. 2: located on the easterly side of Acorn Lane, containing 1.135+/- acres), owned by Raul M. Juarez.
(TAX PARCEL: ED-00-068.15-01-10.00-000; COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-13-02)

ADOPTED: DECEMBER 9, 2013

ANNEXATION/REZONING OF PROPERTY LOCATED ON THE WESTERLY SIDE OF ACORN LANE, OWNED BY THE CITY OF DOVER

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the Petition to Annex and Zone property. The Planning Commission recommended the annexation of the property with the zoning designation of R-8 (One-Family Residence), as submitted.

Public Hearing - Zoning Classification

Members considered a request for rezoning of property related to annexation located on the westerly side of Acorn Lane, consisting of $0.075^{+/-}$ acres ($3{,}264^{+/-}$ s.f.), owned by the City of Dover. The property is currently zoned RS-1 - Single Family Residence (Kent County zoning classification) and the proposed zoning is R-8 - One-Family Residence (City of Dover zoning classification).

A public hearing was duly advertised for this time and place to consider the rezoning of property located on the westerly side of Acorn Lane, owned by the City of Dover.

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

Mr. Hare moved for approval of the Planning Commission's recommendation, seconded by Mr. Dixon and unanimously carried.

Adoption of Annexation Resolution No. 2013-29

Members considered Annexation Resolution No. 2013-29 for property located on the westerly side of Acorn Lane, owned by the City of Dover.

By motion of Mr. Slavin, seconded by Mr. Hare, Council, by a unanimous roll call vote (Anderson and Williams absent), adopted Resolution No. 2013-29, as follows:

APPROVING THE INCLUSION OF AN AREA WITHIN THE LIMITS OF THE CITY OF DOVER.

WHEREAS, the Charter of the City of Dover authorizes Council to extend the boundaries of the said City in accordance with Title 22, Chapter 1, Section 101 of the Delaware Code (22 Del.C.§ 101); and

WHEREAS, the Mayor and Council deem it to be in the best interest of the City of Dover to include an area contiguous to the present City limits, and hereinafter more particularly described, within the limits of the City of Dover; and

WHEREAS, the Charter of the City of Dover provides that if an annexation is petitioned by all owners of all property considered for annexation, no election shall be required. For an annexation petition not requiring an election, such petition shall be processed in accordance with procedures established for amendments to the zoning map, specified in Dover Code, Appendix B - Zoning. All

annexation petitions shall be processed concurrently with the rezoning of the property considered for annexation and shall be subject to public hearing before City Council. Public notice shall be completed in accordance with the provisions of the Dover Code relating to amendment of the zoning map.

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

1. That the following described area, situated in East Dover Hundred, Kent County, State of Delaware, along with all adjacent paths, sidewalks, roadways, and rights-of-way in their entirety, shall be annexed to and included within the limits of the City of Dover:

> All that certain piece and parcel of land situated on the west side of Acorn Lane just south of White Oak Road, bounded on the east by Acorn Lane, on the north by lands now or late of Gamaliel Garrison, and on the west by other lands of the City of Dover, more particularly described as follows, to-wit:
>
> Beginning at a point on the east side of Acorn Lane (a 50 foot street) at a corner for this parcel and other lands of the City of Dover; thence and binding with City of Dover land North nineteen (19) degrees fifty-one (51) minutes West 194.99 feet to a corner for this parcel and lands now or late of Gamaliel Garrison; thence and binding with Garrison land in an easterly direction 34 feet to a point on the west side of Acorn Lane; thence and binding with the west side of Acorn Lane, South nine (9) degrees five (5) minutes East 192 feet to the place of beginning, and containing approximately .075 acres of land, be the same more or less.

2. That the above described property shall be annexed into the City of Dover with a zoning classification as set by City Council and in accordance with the zoning map and environs then in force, effective upon such lands being included within the limits of the City of Dover.

3. That the certified copy of this resolution of annexation, together with a plot of the area annexed, shall be filed for record with the Recorder of Deeds of Kent County.

4. That the effective date of this resolution shall be the 10th day of December, 2013 at 12:01 a.m.

ADOPTED: DECEMBER 9, 2013

Final Reading/Adoption of Rezoning Ordinance #2013-17

Members considered Ordinance #2013-17, rezoning property located on the westerly side of Acorn Lane, owned by the City of Dover.

Mr. Dixon moved that the Final Reading of Ordinance #2013-17 be acknowledged by title only, seconded by Mr. Slavin and unanimously carried. *(The First Reading of this ordinance was accomplished during the Council Meeting of October 14, 2013.)*

Mr. Hare moved for approval of the rezoning, as recommended by the Planning Commission. The motion was seconded by Mr. Dixon and, by a unanimous roll call vote (Anderson and Williams absent), Council adopted Ordinance #2013-17, as follows:

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED ON THE WEST SIDE OF ACORN LANE

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification) on that property located on the westerly side of Acorn Lane, consisting of 0.075+/- acres (3,264 s.f.), owned by the City of Dover.
(TAX PARCEL: ED-00-068.15-01-12.00-000; COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-13-03)

ADOPTED: DECEMBER 9, 2013

PRESENTATION - ANNUAL REPORT - DOWNTOWN DOVER PARTNERSHIP

Members received the Downtown Dover Partnership (DDP) Annual Report. As representatives of the DDP, Mr. Greg Moore, President, DDP, and Mr. Lou Colón, Executive Director, DDP, reviewed highlights of the Report (Page 3). Mr. Colón expressed the importance of the volunteers and the work they provide in assisting the DDP and City of Dover in keeping the downtown presentable and welcoming. He noted the opening of nine (9) new businesses. Referring to the real estate holdings, Mr. Colón advised members that the property located at 120 S. Governors Avenue (former Acme site) is currently being marketed; EZ Pass will be located at 22-24 W. Loockerman Street in March 2014; and the parking lots at 133-143 S. Governors Avenue were recently re-striped by the City. He advised members that the Department of Natural Resources and Environmental Control (DNREC) had afforded the DDP the ability to clean up the site at 238 Railroad Avenue (former Chesapeake Supply) and, with the City's assistance, the building had been demolished. Mr. Colón noted that the Delaware Department of Transportation (DelDOT) loaned 15 Jersey barriers to block off the site, which will keep the site clean and eliminate unwanted access. Mr. Colón reported that the Inner City Cultural League will be located at the east side of the N. West Street property and development was

progressing. He stated that Loockerman Way (114-128 West Loockerman Street) had been the site of many functions since the ribbon cutting on March 28, 2013 (First Friday events, Farmer's Market on Wednesdays, etc.). Mr. Colón thanked members of City Council and Staff for all the support provided to the DDP.

Referring to the relocation of EZ Pass to 22-24 W. Loockerman Street, Mr. Moore stated that they will begin moving into the building and testing all equipment in February 2014. He advised members that Wesley College is opening the Frear Building as a Nursing School at the end of 2013 and the program will begin in the Spring Semester. Lastly, he unveiled the final design of the new "pocket" park ***(Exhibit #1)***, which is a result of a great team effort with the City of Dover.

Mr. Lynn moved for acceptance of the Annual Report for the Downtown Dover Partnership, seconded by Mr. Slavin and unanimously carried.

UTILITY COMMITTEE REPORT - NOVEMBER 25, 2013

The Utility Committee met on November 25, 2013 with Chairwoman Williams presiding.

Electric Supply & Generation

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

McKee Run Units 1 & 2 - Cost/Benefit Analysis

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

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

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

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

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

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

Mr. Kirk Betts, Betts & Holt LLP, the City's Energy Attorney, stated that there was not as much uncertainty as there appeared to be but there were several risks. He explained that some life extensions were previously done to Units 1 and 2 to keep them "alive;" however, prior to the Calpine project, the lease arrangement at the Garrison Tract included the opportunity to purchase 50 MW of capacity based on the belief that Units 1 and 2 would not survive. He stated that the Units are not as reliable as needed, which poses a risk. When the Units are supposed to come up and they do not, the City is penalized financially as well as with regard to reserve requirements and does not get the capacity credits needed. While these costs have not yet been quantified, they exist. He advised members that another risk was the capacity price of $119 per megawatt day (MWd) which was expected to be in the range of $150, $180, and $200 per MWd, but noted that this was not fully quantified because the PJM market only extends out three (3) years. He explained that this type of spread reduces the value of the plant and, with the addition of the costs for operating those Units including the NAES costs and the capital costs indicated in the CIP, there is a very low margin. With a low margin area of approximately $250,000, for example, the City would be totally at risk and one (1) or more operational failure or forced outage could result in the City being "in the hole." While these numbers had not been quantified, he explained that they appear more and more threatening in terms of the value of the plant.

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

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

adapt to the changes are also different. Mr. Betts expressed his opinion that the market is not fixed but in some areas it is very tight; for example, in New Jersey the current capacity price is almost $300 per MWd, whereas in Dover it has dropped. He explained that the Garrison Plant's 300 MW has a huge impact on costs on the Delmarva Peninsula because it is gas operated, fast, has relatively low personnel costs, and can bid into the market very aggressively.

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

Mrs. Donna Mitchell, Controller/Treasurer, advised members that the 2016/2017 forecast was completed last May and, at that time, the capacity price was $193 per MWd. The price was now at $119 per MWd; therefore, she stated that the capacity revenue would change accordingly. She noted that a leak on a gasket on Unit 1 had to be repaired last year and the costs were over budget. In addition, she expressed concern regarding costs involving Unit 3. She stated that it had been borescoped and will be opened up for repair. This was scheduled as a three (3) year project which started with a $1.21M budget for the turbine repair and generator; however, the bids received for the turbine were excessive, so the generator was done separately at a cost of $276,000. The costs for the turbine repairs for Unit 3 were currently up to $1.6M, and she noted that when it is opened, additional repairs may be required which would increase the costs.

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

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

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

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

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

Mr. Perza questioned the future impact on revenues if these Units are shut down, irrespective of how much it would cost to get the turbines up and running, and how members could make an assessment and final decision regarding this matter if staff had not planned beyond 2017. Responding, Mrs. Mitchell stated that one (1) of the factors to consider in determining whether the Units should be shut down or not would be the capacity auction, as well as the figures received from TEA. She noted that if the City can obtain the capacity cheaper from Calpine, it may not be advantageous to keep Units 1 and 2 running. Elaborating, Mr. Betts indicated that there were a lot of "moving pieces," one (1) of which was the renegotiation of the NAES Agreement, which may lower operating costs. The other was whether the City would be able to have Garrison or some other entity buy replacement capacity, noting that if the City were able to obtain a longer-term offer, it would provide a benchmark price to compare with the cost to operate the Units. Both of these were on a relatively "fast track," which would allow for a longer-term budget analysis for members to review.

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

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

In response to Mrs. Williams, Mr. Betts confirmed that Calpine does not have internal "inside the fence" capacity, which could also effect negotiations. Mr. Betts advised members to consider the cost and value of the City's reliability to "island" the City, notwithstanding occurrences in the region. He stressed the importance of the comprehensive analysis proposed by TEA, and that consideration be given to the reasons the City is in the municipal utility business, including reliability, costs, and

the attractiveness of the City to outside potential buyers. He stressed that reliability is critical and if it were desired to bring in a data center, as was discussed in previous years, reliability must be at 99.9%. He stated that, with PJM, there had been huge investments in transmission that was not in existence 10 years ago. He noted that there are many rules that apply to the City, in regard to reliability under requirements with PJM and this zone, that have federal implications. The current environment for reliability is very different than it was 10 - 15 years ago, which should be taken into account when considering pricing and value for internal versus external generation.

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

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

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

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

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

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

noted that the City's infrastructure was showing the signs of City Council's decisions to defer necessary maintenance and the City had failed to provide preventative care throughout the years; therefore, he stated that he could not support the Committee's recommendation.

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

VanSant Generating Station Capacity Increase - Cost/Benefit Analysis

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

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

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

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

The Committee recommended approval of staff's recommendation.

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

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

Purchase Power Agreement - Calpine

Mr. Scott Koenig, City Manager, advised members that staff intends to seek the assistance of Mr. Kirk Betts, Betts & Holt LLP, the City's Energy Attorney, for discussions regarding a mutually beneficial contract arrangement for the potential Power Purchase Agreement (PPA) with Calpine.

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

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

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

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

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

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - NOVEMBER 25, 2013

The Legislative, Finance, and Administration Committee met on November 25, 2013 with Chairman Lynn presiding.

Vehicle Purchase/Transfer - Mayor

Police Chief James Hosfelt informed members that the Police Department currently had a new Dodge Charger, and it was staff's desire to replace the Mayor's vehicle with the Dodge Charger and bring the Mayor's Crown Victoria back into the Police Department's fleet of vehicles. He stated that Crown Victorias were no longer made; therefore, as the City transitions from Crown Victorias to Dodge Chargers, equipment used in the Crown Victorias would no longer be usable. Chief Hosfelt stated that staff would like to bring the Mayor's Crown Victoria back into the fleet while the equipment needed to outfit the vehicle was still available in the Department. He noted that this would cost less than equipping the Charger.

Staff recommended approval of the vehicle transfer.

Responding to Mr. Slavin, Mayor Carey stated that there were approximately 20,400 miles on the Crown Victoria.

In response to Mr. Slavin, Chief Hosfelt stated that, according to normal procedure, the Crown Victoria would be rotated out of active use when 80,000 - 85,000 miles were accumulated and that the condition of the vehicle would also be taken into consideration. He advised members that he was

uncertain when this mileage would be reached. Chief Hosfelt stated that this depends on the serviceability of the particular vehicle, noting that dependable vehicles are used quite often; however, the average time span for a dependable vehicle to reach this mileage was approximately five (5) to six (6) years. He reminded members that, unlike State Police vehicles that typically have one (1) user, City vehicles are used 24/7 by multiple operators.

Responding to Mr. Hare, Chief Hosfelt confirmed that the requested action would save the Police Department money in the long run as they would not have to buy new equipment for the Charger or waste equipment that was already available.

In response to Mr. Slavin, Chief Hosfelt estimated that the cost of the equipment that would be installed in the Charger, if it were outfitted, would be approximately $10,000.

Responding to Mr. Lynn, Chief Hosfelt stated that aftermarket equipment would be installed in the vehicle after the Mayor's use and would include police inserts used to separate prisoners from the vehicle operator and light bars.

The Committee recommended acceptance of staff's recommendation to approve the vehicle transfer as requested.

During the Council meeting, Mr. Hutchison moved to deny the request, seconded by Mr. Perza.

Prior to a vote, at the request of Mr. Lynn, Mayor Carey explained that when the Mayor became full-time, the Mayor's car came from the Police Department and every two (2) to three (3) years, the car would be transferred back to the Police Department, due to the minimal number of miles put on by the Mayor. This allowed for the Mayor's vehicle to be upgraded and gave the police the Mayor's used car, which would be like an almost new car. In addition, he reminded members that the vehicle equipment used by the police could fit on the Crown Victoria; therefore, there would be no equipment costs.

Police Chief Hosfelt stated that, during the Committee meeting, he was asked about the costs of the equipment for the vehicle. After speaking with Ms. Robin Adkins, Budget Administrator for the Police Department, Chief Hosfelt indicated that the cost of the equipment that would be installed in the Charger, if it were outfitted, would be approximately $18,000, rather than the $10,000 previously reported.

Mr. Hare indicated his feeling that it would be better for the Police Department to have a new vehicle.

In response to Mr. Lynn, Police Chief Hosfelt stated his support for the Mayor's current vehicle to be transferred to the Police Department.

For clarification, Council President Bonar explained that a "no" vote for the motion would approve the Committee's recommendation to approve the Mayor's request for the vehicle purchase/transfer.

The motion to deny the request for the vehicle transfer was carried by a roll call vote of five (5) yes (Perza, Slavin, Hare, Hutchison, and Bonar), two (2) no (Dixon and Lynn), and two (2) absent (Anderson and Williams).

Request of Elizabeth W. Murphey School - Grant for Judo Mats

Mr. Scott Cook, 256 Holly Hill Drive, Smyrna, advised members that he was a black belt in judo at the Elizabeth W. Murphey School in Dover, where children and adults are taught the art of judo through the instruction of Mr. Tommie Little. He noted that this program had begun in April 2013 and the class was expanding. Mr. Cook explained that there were approximately 26 participants using 20' x 30' mats in the Elizabeth W. Murphey Hall and there was not a great deal of mat space for practice. Students were required to take turns using mats and he indicated that support was being sought to purchase additional mats so that students could be trained properly. He noted approximately six (6) Murphey School residents were involved in the class, as well as one (1) staff member and the class was continuing to grow. He requested assistance from the City of Dover to purchase mats for the School.

Mr. Thomas Little, 400 N. DuPont Highway, B-23, explained that he worked at Family Court for the last eight (8) years and when he moved to the area last March, he received permission from the Murphey School to use their hall for judo instruction. He noted that he initially purchased mats for $3,000 and paid $1,200 for gis (uniforms) for the children. He indicated that the class had been very successful, required no fees, and was open to the entire community, including police agencies. He expressed the organization's hope to expand the program.

Responding to Mr. Lynn, Mr. Cook stated that the cost of a two (2) inch thick, 5' x 10' mat was $239.

Mr. Little stated that10-12 mats were desired.

Mr. Slavin noted that the total cost would be approximately $2,500. He stated that he would recuse himself from any vote on this request because he had financial dealings with the Murphey School through his job with the State of Delaware but he would vet this matter with legal counsel to verify his standing before the request would be considered by Council.

Mr. Hare inquired if it was possible for the City to make a $2,500 donation to the Murphey School. Responding, Mr. Koenig suggested that perhaps the Council budget could be examined to determine if there were funds available; however, Mrs. Traci McDowell, City Clerk, indicated that there were not adequate funds within this budget.

Mr. Hare offered to donate $250 and noted that if each Council member donated the same, the desired amount could be raised.

Mr. Lynn requested Mr. Koenig to provide a recommendation for funding the project at the next meeting.

Responding to Mr. Lynn regarding the status of a City grant-in-aid policy, Mrs. Donna Mitchell, Controller/Treasurer, indicated that the City was in the process of developing such a policy. She noted that the only contributions of this type made by the City each year were going to Kent County

Tourism and the Downtown Dover Partnership (DDP). She noted that she had drafted a grant-in-aid policy for the City mirroring the State's policy and this would be brought forward for the Committee's review at a subsequent meeting. Mrs. Mitchell expressed her belief that Council had adopted policies regarding gifts and donations that would prohibit cash donations and offered to provide this information to members. She explained that staff was in the process of preparing a revised Budget Ordinance which was planned for presentation at the next Committee meeting that would include project funding and budget balance carry-forwards and suggested that funding for this matter could be incorporated if Council so chose.

Responding to Mr. Lynn regarding whether mats could be provided to the School, rather than a donation of funds, and if this would comply with the policy, Mrs. Mitchell stated that she did not believe that this would be in compliance.

In response to Mr. Shevock regarding the existing policy and procedure for grants in aid from the City, Mrs. Mitchell stated that there was no grant-in-aid policy as yet; however, a gift policy had been approved by Council some time ago. She indicated that this prohibited cash donations and stated her belief that permitted donations were limited to items like City flags and shirts.

Mrs. Williams stated her opinion, as an executive of a private non-profit group and as a Councilwoman, that opening a grant-in-aid type program for private non-profit organizations in the City would result in the receipt of thousands of applications.

In response to Mr. Lynn regarding the auspices under which the City provides funds to Kent County Tourism, Mrs. Mitchell stated that these funds were provided to support the Dover Days Festival.

Mr. Lynn inquired why this donation was not a violation of City policy. Responding, Mrs. Mitchell stated that this had been approved in the past and was incorporated in the City's budget because it is a Dover festival.

In response to Mr. Lynn, Mr. Koenig indicated that the City had also provided funds in support of the African American Festival.

Noting that Mr. Little was a lawyer, Mr. Rushe suggested that Mr. Little reach out to the Kent County Bar Association for assistance. He offered to speak with Mr. Little after the meeting to discuss other avenues for assistance.

Mrs. Williams suggested that Kent County Levy Court also be contacted since they have an appropriate program and do make cash grants. She offered to provide contact information.

The Committee recommended tabling the request until the next meeting so that more information could be obtained regarding where the money may come from.

During the Council meeting, Mr. Slavin announced that he would abstain from voting on this issue due to a conflict of interest.

Mr. Lynn moved for approval of the Committee's recommendation to table the matter, seconded by Mr. Hare and unanimously carried with Mr. Slavin abstaining.

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

MONTHLY REPORTS - OCTOBER 2013

By motion of Mr. Slavin, seconded by Mr. Hare, the following monthly reports were accepted by consent agenda:

City Assessor's Report
City Manager's Report
City Planner's Report
Controller/Treasurer's Budget Report
Economic Development Office Report
Dover Fire Department Reports *(April, May, June, July, August, September, and October)*
Police Chief's Report

EVALUATION OF BIDS - CABLE PULLER

Members considered a request for the purchase of a cable puller to replace the aging 2002 Sherman & Reilly equipment. Mr. Scott Koenig, City Manager, advised members that the Electric Department has one cable puller typically used every day for installing main electric feeders, distribution lines, and house services. He explained that cable pullers are similar to bucket truck use and should be replaced every ten (10) years to minimize break downs and repairs.

Mr. Koenig indicated that the Electric Department had received a quote in January 2013 and budgeted $125,000 for the purchase of a cable puller. Since then, the cable puller had been redesigned for proper ergonomics and safety and the last of the vintage models were sold in June 2013. Due to the changes in the design, he explained that the overall cost for the cable puller exceeded the budgeted amount of $125,000.

Mr. Koenig advised members that two (2) bids were received: 1) Sherman & Reilly; and 2) Condux. He stated that the specifications were based on the components equal to that of the Sherman & Reilly cable puller and the City's specifications were developed based on safety, pulling capabilities, and operator ergonomics. He stated that the Sherman & Reilly machine was developed to help improve employee safety and reduce workman's compensation claims with the use of hydraulic pulling and lifting devices, including the machines' ability to maneuver over transformers, pull boxes and manholes. Prior to writing the specifications, staff evaluated and demonstrated both machines. Mr. Koenig assured members that the Sherman & Reilly machine met all safety and operational requirements of the Department. He noted that the Condux machine required additional components to meet the pulling requirements and that the machine failed the demonstration as the machine bent while trying to pull the City's feeder cable. Additionally, he noted that the Condux machine did not meet all of the City's safety requirements because it lacked proper grounding components and US Department of Transportation (DOT) approved lighting.

Staff recommended purchasing the replacement cable puller from Sherman & Reilly for a total cost of $152,584.

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

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Hutchison commended the Police Chief and members of the Dover Police Department on the efforts taken regarding armed robberies, noting that there is an increase in these crimes during the Christmas Season.

Mayor Carey thanked the Police Chief and his staff for bringing forward another means of trying to save the City money (relative to the vehicle purchase/transfer for the Mayor). In addition, Mayor Carey wished all a very Merry Christmas and a Happy New Year.

Mr. Hare stated that Ms. Diane Glenn, Victim Services with the Dover Police Department, does an outstanding job.

Council President Bonar echoed the wishes for a Happy Holiday Season and felt that 2014 would be a challenging year and suggested that the public be expecting a lively debate by City Council when considering the City's budget. Regarding the Mayor's vehicle, he stated that he would support the Mayor riding in a Suburban but, unfortunately, the City does not have adequate funds. Council President Bonar reminded everyone that the Council/Committee meetings for the remainder of the year were cancelled due to the holidays and, since there would be no meetings until 2014, he wished everyone a Happy New Year.

By unanimous consent, the meeting adjourned at 8:28 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of December 9, 2013, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
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Exhibit
Exhibit #1 - Rendering - Design of Pocket Park - South Governors Avenue and North Street

EXHIBIT #1
Regular Council Meeting of 12/09/2013

CROSSING SIGNAL

STREET LIGHT

REPLACE BRICK SIDEWALK

EXISTING BRICK

NORTH STREET
RIGHT-OF-WAY VARIES
(CITY OF DOVER)

REMOVE EXISTING ENTRANCE APRON
AND REPLACE WITH BRICK

STREET LIGHT

EXISTING BRICK

EXISTING UTILITY BOX

LIGHT BALLARDS

RAISED BRICK PLANTERS

LANDS N/F
CITY OF DOVER
ED-05-077.09-04-36.00-000
ZONED C2

LIGHT BALLARD

RAISED BRICK PLANTERS

LANDS N/F
GOLDEN R. MYERS
ED-05-077.09
-04-37.00-000
ZONED C2

S. GOVERNORS AVE.
60' RIGHT-OF-WAY
(STATE OF DELAWARE)

LANDS N/F
CHERYL L. DEZWARTE
ED-05-077.09-04-65.00
ZONED C2

EXHIBIT #1
Regular Council Meeting of 12/09/2013

DOWNTOWN DOVER PARTNERSHIP

PROPOSED POCKET PARK
S. GOVERNORS AVENUE AND NORTH STREET

12.02.2013 / 2011104.04

BECKER MORGAN GROUP
ARCHITECTURE
ENGINEERING

SPECIAL SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Special Safety Advisory and Transportation Committee Meeting was held on December 9, 2013, at 3:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Dixon, Mr. Perza, Mr. Davis and Mr. Keller.

AGENDA ADDITIONS/DELETIONS

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

Requests for Waivers - Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section A - Streets (The Meadow Subdivision): Waiver of Length of Dead-End Street (Cul-De-Sac) - Jefferson Terrace; and Waiver of Increased Percentage of Lots on Dead-End Street (Cul-De-Sac) - Jefferson Terrace

Members reviewed a petition to waive subdivision standards, submitted by Penntex, LLC, for The Meadow Subdivision at Jefferson Terrace. The waivers requested were as follows: 1) Appendix A - Subdivisions, Article VI, §A15 - Exceed the Maximum Street Length of a Dead-End Street, and 2) Appendix A - Subdivisions, Article VI, §A15 - Increased Percentage of Lots on Cul-de-sac. The Conceptual Subdivision Plan permits the subdivision of land totaling $4.23^{+/-}$ acres into five (5) parcels for single-family, detached dwellings, with residual land to be known as The Meadow. (The name of the subdivision is currently proposed as The Meadow; however, the name must be revised. Within the City of Dover, there is an existing residential subdivision known as The Meadows. A unique name must be utilized to avoid confusion in emergency response.) The parcel is zoned R-8 (One Family Residence Zone) and R-10 (One Family Residence Zone). This parcel is located west of Monroe Terrace and south of but not adjacent to Wyoming Avenue.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the Subdivision Plan proposes an extension of Jefferson Terrace as a public street leading to the west from Monroe Terrace. The right-of-way would be 60 feet in width. The extension of Jefferson Terrace is required by the Planning Commission to be a 36-foot paved width before terminating in the cul-de-sac, which will allow for on-street parking on both sides of the street. Parking would be prohibited within the cul-de-sac.

Referring to the request for waiver of length of dead-end street (cul-de-sac) for Jefferson Terrace, Mrs. Townshend advised members that the Conceptual Subdivision Plan proposes a dead-end street that is approximately $390^{+/-}$ feet in length when measured from the center line of Monroe Terrace to the center of the proposed Jefferson Terrace cul-de-sac; however, the length of the proposed cul-de-sac is 440 feet when measured to the terminus of the street right-of-way. It appears that the proposed dead-end street (cul-de-sac) exceeds the permitted length of a dead-end street, as indicated in the limitation of a length of a dead-end street in accordance with Appendix A, Article VI, Subsection A15 of the Dover Code.

Staff recommended approval of the request to exceed the maximum length of a dead-end street. The construction of the proposed extension of Jefferson Terrace terminating in a cul-de-sac is the only access to proposed residential lots. This is due to the configuration of the existing tract of land, the existing natural features of woodlands, wetlands, and flood plain areas, and the surrounding residential development.

Referring to the request for waiver of increased percentage of lots on dead-end street (cul-de-sac) for Jefferson Terrace, Mrs. Townshend advised members that the Conceptual Subdivision Plan depicts three (3) proposed lots, or 60% of the proposed five (5) lots in the subdivision, to front on the turnaround section of the proposed Jefferson Terrace cul-de-sac. This proposed lot percentage exceeds the maximum of 20% of the lots in a development allowed to front on the turnaround section of a cul-de-sac, in accordance with Appendix A, Article VI, Subsection A15 of the Dover Code.

Staff recommended approval of the request to permit more than 20% of lots in a development to front on the turnaround section of a cul-de-sac. The configuration of the tract of land does not allow for the inter-connection of the proposed street to another existing street in order to avoid the cul-de-sac.

Mrs. Townshend stated that, during their meeting of November 18, 2013, the Planning Commission conducted a public hearing and took action to grant conditional approval for the Conceptual Subdivision Plan of The Meadow at Jefferson Terrace, including the condition that the paved width of Jefferson Terrace be set at 36 feet to allow for onstreet parking. The Planning Commission also recommended approval of the Subdivision Waiver requests to allow the project to exceed the maximum length of a dead-end street and increase the percentage of lots on the cul-de-sac.

Responding to Mr. Perza, Mrs. Townshend stated that, although the cul-de-sac would be a little longer than other cul-de-sacs in the vicinity, it was not out of character with the area. With reference to the map previously provided to members, she stated that the map depicted a street width of 24 feet; however, the map had not been revised to depict the street width change to 36 feet that was recommended by the Planning Commission. She explained that, in accordance with the subdivision plan process, if waivers are approved, a revised map will be submitted.

Mr. Perza moved to recommend approval of the Subdivision Waiver requests for The Meadow Subdivision at Jefferson Terrace to exceed the maximum length of a dead-end street and increase the percentage of lots on the cul-de-sac, as recommended by the Planning Commission. The motion was seconded by Mr. Dixon and unanimously carried.

Request for Waiver - Appendix B - Zoning, Article 5 - Supplementary Regulations, Section 17 - Emergency Access Requirements - Waiver of Emergency Rear Access Requirement for Walker Woods/Walker Woods II Redevelopment

Members considered a petition to waive the emergency rear access requirements for Walker Woods/Walker Woods II Redevelopment as required by Appendix B - Zoning, Article 5 -

Supplementary Regulations, Section 17 - Emergency Access Requirements of the Dover Code. The Site Development Plan Review permits the redevelopment of the site with the construction of 77 garden apartments in 12 buildings (currently, there are 72 townhouse units). The property is zoned RG-2 (General Residence Zone) and the owners of record are Walker Woods Properties, LLC and Milford Housing Development Corporation.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that Appendix B, Article 5, Subsection17.5(a) of the Dover Code requires a 16-foot alley or an 18-foot secondary fire lane and an 18-foot sub-grade emergency access lane as emergency access to the rear building areas for two (2) and three (3) story apartment buildings. She stated that the applicant requested a waiver for the elimination of these requirements. She explained that the existing layout provided a 24-foot fire lane across the front side of each building, and the buildings would be equipped with sprinklers. Members were advised that the Fire Marshal's Office indicated no objections to the removal of the rear access requirement for apartments for this project, with the stipulation that the buildings would be fully sprinklered and would meet the access required by the State Fire Prevention Regulations.

Mrs. Townshend noted that this type of waiver is received quite frequently and that, after having discussions with the Fire Marshal, it was staff's intention to bring forward a Code amendment to eliminate the need for such waiver requests. She explained that the rear access requirement was instituted prior to current procedures that mandate sprinkler systems.

Mrs. Townshend advised members that the Planning Commission recommended approval of the waiver for the elimination of the emergency rear access.

Mr. Davis moved to recommend approval of the requested waiver, as recommended by the Planning Commission, seconded by Mr. Keller and unanimously carried.

Update - Dover High School Construction

Mrs. Ann Marie Townshend, Director of Planning and Community Development, indicated that the construction of the new Dover High School was moving forward and that monthly coordination meetings continued. She stated that the City would continue to ensure that the Leander Lakes Project is well coordinated with the Dover High School Project. She noted that an additional development project, Dover Christian Church, will be building on the corner property adjacent to Leander Lakes. In addition, she advised members that the City had been assured that the east entrance to the new School will be constructed and that the Planning Commission issued a parking reduction waiver; however, areas will be grassed and curbed to be made available for overflow parking for large events. She assured members that there were no issues or concerns to report at this point.

Responding to Mr. Davis, Mrs. Townshend stated that the Capital School District had requested the Delaware Department of Transportation (DelDOT) to construct some of the improvements to the east entrance in an attempt to help defray those construction costs. In addition, she noted that attempts were being made to work with local legislators to obtain community transportation funds.

Discussion - Changing of Meeting Day and Time

Mr. Hutchison noted that the Committee had been meeting on the Wednesday following the fourth Monday of each month at 5:00 p.m. and questioned the possibility of changing the meeting day to the fourth Monday of each month at 4:00 p.m.

By unanimous consent, the Committee recommended changing the meeting day and time to the fourth Monday of each month at 4:00 p.m.

Mr. Dixon moved for adjournment, seconded by Mr. Perza and unanimously carried.

Meeting adjourned at 3:13 p.m.

James L. Hutchison
Chairman

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UTILITY COMMITTEE

The Utility Committee Meeting was held on December 9, 2013 at 5:00 p.m. with Mr. Perza presiding in the absence of Chairwoman Williams. Members present were Mr. Slavin, Mr. Blakeman, and Mr. Snaman. Members of Council present were Mr. Dixon and Mr. Hutchison. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Service Agreement for the Natural Gas Distribution System in the Garrison Oak Technical Park (GOTP) - Chesapeake Utility Corporation

Mr. Scott Koenig, City Manager, reminded members that the City of Dover has been acting as the developer of the Garrison Oak Technical Park (GOTP). As the developer, staff felt it would be advantageous to offer natural gas service to the various tenants in the industrial park; therefore, the City has requested that natural gas infrastructure be installed within the technical park so that it is available to potential purchasers and tenants. Members were provided a standard Service Agreement submitted by Chesapeake Utilities Corporation which outlines the respective responsibilities of the City as well as Chesapeake Utilities Corporation. He advised members that the proposed Agreement has been reviewed by the City Solicitor's Office and has been amended accordingly.

In accordance with the proposed Service Agreement, Mr. Koenig noted that all costs to install the required infrastructure will be the responsibility of Chesapeake Utilities Corporation; however, the Agreement includes a revenue shortfall calculation that the City of Dover would be responsible for should the revenues from the investment not be equal to or in excess of the initial capital investment within the first six (6) years after the effective date of the Agreement. He assured members that the maximum financial exposure to the City of Dover is estimated to be less than $130,000.

Mr. Koenig advised members that the proposed Agreement includes several exhibits, including a plot plan for the GOTP. Based on conversations with staff, he explained his understanding that the natural gas for tenants of the GOTP would be extended from White Oak Road through the horseshoe road network in the subdivision and back out to White Oak Road. At this time, he stated that it is not intended to be connected to the 16 inch lateral for the Calpine Project. He explained that the maximum financial exposure ($130,000) assumes that there are no tenants for the first six (6) years and that this amount would be less whatever gas Uzin Utz would be using as the first tenants to connect to the distribution system.

Staff recommended that the City Manager be authorized to execute the Service Agreement with Chesapeake Utilities Corporation for the Natural Gas Distribution System within the GOTP.

Responding to Mr. Snaman, Mr. Koenig stated that Uzin Utz has gone before the Planning Commission and are working their way through the permitting process. It is their hope to break ground in March 2014, with the facility opening a year later.

In response to Mr. Blakeman regarding the documents on file with the Public Service Commission and the six (6) times net revenue test, Mr. Koenig stated that he had not reviewed the documents but that staff could request the City Solicitor's Office to review them.

Responding to Mr. Perza regarding the six (6) times net revenue test, Mr. Koenig indicated his understanding that it is the standard formula used for this type of return on investment. He also indicated that the net revenue test will be conducted on the final sixth year and not done on an annual basis. He explained that the "true up" date will be six (6) years after the Agreement and noted that there is a revenue schedule provided as Exhibit B of the Agreement. Regarding the requirement for the developer to pay any shortfall amount within thirty (30) days from the time the Company gives notice that a shortfall has occurred, Mr. Koenig stated that although a one-time payment would be required, he felt confident that there would be no issues if the City needed to establish a payment schedule. He assured members that staff would be budgeting any amount that may be required and making every attempt for no shortfall to occur by acquiring tenants.

Mr. Blakeman moved to recommend approval of staff's recommendation to authorize the City Manager to execute the Service Agreement with Chesapeake Utilities Corporation for the Natural Gas Distribution System within the Garrison Oak Technical Park (GOTP), seconded by Mr. Slavin and unanimously carried.

TEA/NAES Report (October)

The TEA/NAES Monthly Report for October 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.

Mr. Scott Koenig, City Manager, reaffirmed that the City's costs are coming in slightly higher than anticipated which has been a trend most of the budget year. He stated that staff has reviewed the budgets, expenses, etc. and that the City's budget is tight. He noted that page 12 of the report provided the year-to-date amounts and that, although most items are tracking as anticipated, there are concerns with the "PJM - ARR, Transmission and Fees," explaining that the fees are much higher than anticipated. As a result, staff has been talking with The Energy Authority for the past several months, as well as relaying the City's concerns to both the Delaware Municipal Electric Corporation (DEMEC) and Mr. Kirk Betts, Betts & Holt LLP, the City's Energy Attorney. Mr. Koenig stated that staff expects to submit a report to the committee in January to discuss the impact of the fees and the cause of the increases. He advised members that there has been an unanticipated reallocation of costs for two (2) entities that are purchasing power, and since the City of Dover is one (1) of the entities that purchases power off of the PJM grid, the City is subject to these fees.

Mr. Blakeman explained the complexity of the PJM billing invoice and questioned if there was some way of providing a breakdown. He noted that there are 72 items listed and that there are five (5) PJM related costs for the power supply and three (3) for the plant and requested that they be listed by budget item. Responding, Mrs. Donna Mitchell, Controller/Treasurer, stated that TEA currently provides the City with a breakdown of the charges by General Ledger accounts. She stated that she will request TEA to provide members a copy of the breakdown for a better understanding of the bill.

Mr. Slavin moved to recommend acceptance of the TEA/NAES Monthly Report for October 2013, seconded by Mr. Blakeman and unanimously carried.

UPDATES

Members were provided the following updates:

Calpine Energy Center/Garrison Oak Technical Park Project

Mr. Scott Koenig, City Manager, advised members that the City continues to have weekly meetings and telephone conference calls with the Calpine Corporation regarding the Energy Center. Currently, the big items underway are the deliveries, finalization of easements, and alignment of the transmission lines from the Calpine/Garrison Energy Center back to the 230kV tie (Cartanza Substation). He stated that the City continues to work on their responsible components of the infrastructure. Pre-bid meetings were held last week for the water system, gravity sewer system, pump station force main, streets, and storm sewer associated with the project. It is anticipated that the bid package will be due during the early part of January 2014. There were approximately 20 contractors who attended the mandatory pre-bid meeting. In order to remain on schedule, he stated that staff should present the bids to City Council during the second Regular Meeting in January 2014.

Mr. Koenig reiterated that there are numerous large loads scheduled for delivery in December. He advised members that Calpine has made their Industrial Waste Permit Application to Kent County and that the City is analyzing the information to determine the best path forward for the wastewater from that facility. He stated that staff continues to work through normal construction issues and that the City has finalized the alignment of the 16 inch lateral through the City property and into the Calpine/Garrison Energy Center and will not be constructing immediately adjacent to or on top of the water line that was installed a few months ago. He believed that a certificate for construction was received for the natural gas lateral.

In regard to the Garrison Oak Technical Park, Mr. Koenig stated that the City is continuing to work through the final land agreement for lot #12 for the Uzin Utz facility and noted that the Planning Commission granted conditional approval. As a result, Uzin Utz is now making submissions to agencies in order to move forward with the project. Mr. Koenig reiterated the expectation that Uzin Utz will obtain a building permit in March 2014, and that construction will take approximately 12 months.

Mr. Koenig explained that the Calpine Energy Projects, the Uzin Utz Project, and the City's infrastructure project are all converging on an early 2015 completion.

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 October, was $162,360. He 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. In addition, he explained the importance of understanding that the production of this 10+ megawatts of solar energy in the summertime reduces the City's peak demand in the PJM; therefore, while it is more expensive, it is beneficial to the City.

Mr. Blakeman moved for adjournment, seconded by Mr. Snaman and unanimously carried.

Meeting adjourned at 5:20 p.m.

Adam M. Perza
Acting Chairman

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LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on December 9, 2013, at 6:00 p.m. with Mr. Hare presiding in the absence of Chairman Lynn. Members present were Mr. Slavin, Mr. Rushe, and Mr. Shevock. Members of Council present were Mr. Dixon, and Mr. Hutchison. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Request of Elizabeth W. Murphey School - Grant for Judo Mats

During their meeting of November 25, 2013, members considered a request of the Elizabeth W. Murphey School for the City to provide assistance in purchasing Judo mats (10-12 mats at a total cost of approximately $2,500). The committee tabled the matter so that more information could be obtained regarding where the money may come from.

Mr. Rushe moved to remove the matter from the table, seconded by Mr. Shevock and unanimously carried.

Mr. Slavin stated that he would recuse himself from discussion or voting on this issue due to his relationship with the Murphey School through his job with the State of Delaware.

Mr. Scott Koenig, City Manager, stated that his preference would be for the City not to become involved due to concerns of receiving additional, similar, requests. Therefore, he suggested that the school seek private funding. Should Council wish to grant the request, since there are no available funds in City Council's budget, he stated that a portion of the community relations and travel expense funds in the City Manager's budget for the current fiscal year could be appropriated to cover the costs for purchasing the mats. In accordance with City policy a cash donation could not be made, therefore, he stated that staff would need to review the policy and determine whether the City could purchase the mats directly and extend them to the Murphey School for either temporary or permanent use. Should members wish to move forward and approve the request to purchase mats through City funds, staff recommended that it be charged against the City Manager's budget for fiscal year 2014.

Responding to Mr. Shevock, Mr. Koenig explained that the City's current policy prohibits the City from making cash donations.

Mr. Rushe suggested the possibility of the City providing "matching funds."

In response to Mr. Hare, Mr. Koenig advised members that, in the past, the City has made contributions to the Fourth of July Committee, Kent County Tourism for Old Dover Days, and the African American Festival. Regarding the contribution to Kent County Tourism, he explained that it is considered a "management" fee since they handle advertising, scheduling events, etc. for Old Dover Days. In regard to the African American Festival, he stated that the City's contribution had previously been as high as $15,000, that an amount of $7,500 was budgeted for the current year, and that the funds were provided as a reimbursement for actual expenses. For several years, he stated that the City did not provide any funds for the Fourth of July Festival; however, to his recollection,

there were times when the Festival was underfunded and the City provided a donation. For the current budget year, the Fourth of July Committee had indicated that there was no need for any donations. He reminded members that the Fourth of July Committee is a City appointed committee. He noted that the only event that does not have direct City involvement is the African American Festival, which is a reimbursement. He advised members that for the fiscal year 2012 Budget, staff had recommended that the funding for the African American Festival be removed; however, these funds were added back into the Budget by City Council.

Mr. Rushe moved to recommend denying the request to fund the Judo mats, seconded by Mr. Shevock and carried with three (3) yes (Hare, Rushe, and Shevock), one (1) abstention (Slavin), and one (1) absent (Lynn).

Proposed Ordinance #2013-18 - Budget Amendments for Fiscal Year 2013/14

Members were provided proposed Ordinance #2013-18 - Budget Amendments for Fiscal Year 2013/14. Mrs. Donna Mitchell, Controller/Treasurer, advised members that the proposed budget ordinance represents the first amendments proposed and incorporates changes into the FY2013/14 Budget. She noted that the Committee Action Form indicated that the proposed amendments were reflected in red font; however, the copy of the proposed ordinance included in the packet was incorrect. As a result, staff provided members with a copy of the proposed ordinance reflecting the proposed amendments in red font *(City Clerk's Office Note: Subsequent to the meeting, the packet was revised to include the ordinance as presented).*

Mrs. Mitchell briefly explained the proposed amendments, as follows: 1) amends the Beginning Budget Balances for all Funds; 2) transfers the favorability in the General Fund Beginning Budget Balance to the Civilian Pension Fund in accordance with policy; 3) amends the Electric Budget for an unfavorable Beginning Budget Balance by reducing the transfer to the Electric capital project fund (the capital project fund had a favorable budget balance and was able to accommodate the reduction in the transfer); 4) amends the Water/Wastewater transfer to the capital project fund for savings in Engineering wages in accordance with recent Council actions for project design work; 5) amends the Capital project funds to reflect the audited Beginning Balances and corresponding adjustments for those uncompleted projects with multi-year construction periods (a separate revised Capital Investment Plan was provided for review); and 6) amends Grant Funds to reflect programming changes in the Grants based on information received after the budget was approved.

Referring to the beginning balance amendment in the Governmental Capital Projects Fund (line 143), Mrs. Mitchell explained that this was the result of several incomplete projects, such as the Calpine Infrastructure Project and the Street Program from last fiscal year. She stated that line 147, Contractor's Contributions, was amended to reflect the $264,800 in escrow for the City to complete the Westover Subdivision Project. Mrs. Mitchell noted that specifics for the Capital Investment Plan Amendments have been provided to members. She advised members that the proceeds indicated in the Water/Wastewater Improvement and Extension Fund Cash Receipts/Revenue Budget (lines 345-351) were revised mainly due to project carry forwards and the new bond issue since the Calpine Project was just completed this year. Mrs. Mitchell stated that the revised beginning balance for the Electric Revenue Fund (line 421) was reduced; therefore, the transfer to the Improvement and Extension Budget (line 473) was reduced from $5.4M to $4.9 to make up the shortfall in order to keep the fund within the budget balance requirement of 8%.

Mrs. Mitchell reminded members that the City had put a substantial amount of money in the Electric Utility Rate Stabilization Reserve in fiscal year 2012 to assist the City during the next three (3) years. She explained that the revised amounts included in the Community Transportation Improvement Fund were due to projects that were not known earlier in the year. Similarly, she stated that the Library Grants and Police Grants Funds were revised to reflect grant monies that have been received that were not known of earlier in the year. Mrs. Mitchell indicated that the CDBG Fund was adjusted to reflect the Plan adopted by Council for CDBG which was accomplished after the City's Budget was approved. She stated that the After School Program - CJC Grants was also revised since the grant monies were received after the City's Budget was approved.

Mrs. Mitchell also reviewed the Capital Investment Plan Amendments and explained that these amendments were included in the budget amendments for fiscal year 2013/14.

Staff recommended adoption of Proposed Ordinance #2013-18 - Budget Amendments for Fiscal Year 2013/14, with the First Reading to be held on January 13, 2014.

Responding to Mr. Slavin's question regarding the source for the revised budget amount related to the carry forward balance for the General Fund, Mrs. Mitchell stated that the revenues came in at approximately $170,000 over budget, with the largest being $109,000 for permits and licenses. In addition, she stated that the expenses came in $500,000 under budget. She stated that most of the savings in expenses were the result of attrition. Mrs. Mitchell confirmed that this was a one time "blip" that occurred and will be filled back in once the vacant positions are filled.

Mr. Slavin moved to recommend adoption of Proposed Ordinance #2013-18, as presented by staff. The motion was seconded by Mr. Shevock and unanimously carried.

Draft Comprehensive Annual Financial Report (CAFR)

Mrs. Donna Mitchell, Controller/Treasurer, reviewed a Presentation - Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2013 ***(Attachment #1)***.

Responding to Mr. Slavin, Mrs. Mitchell explained that the Governmental Accounting Standards Board (GASB) Statements No. 67 and No. 68 will require the City to report the unfunded liability on the financial statements. For the funded portion, the City can use the actuarial assumption of 7.0% for the return on investment. However, the GASB requires the City to bifurcate the unfunded liability and GASB 67 and 68 will require the use of the municipal bond rate, which is approximately 4%. She explained that when a lesser return rate is used, the liability will be raised, as is required since the City is not fully funded. *(City Clerk's Office Note: Subsequent to the meeting, Mrs. Mitchell, Controller/Treasurer, advised that the actuarial assumption is 7.0%, not 7.5% as stated.)*

Mr. Slavin noted that the interpretation of the original GASB requirements regarding the unfunded liability was the result of some negligence on the part of City Council. He explained that the GASB 67 and 68 are more stringent standards being instituted and that the City will not know the content of those standards until they are issued. Mr. Slavin stated the difficulty for the City to maintain very

high quality finances when every few years the standards change and new guidelines are instituted, with the possibility of additional liabilities for the City. He urged staff to provide a briefing to members of the Committee and City Council on the new requirements of the GASB 67 and 68 prior to the implementation.

Mrs. Mitchell advised members that the GASB requires the City to recognize the expense and if the expense is not funded, a liability is created. She explained that the GASB does not force the City to fund the expense, but if the expense is not funded, the liability must be recognized.

Mr. Slavin noted that if the City were to choose not to fund the liability, it would likely affect the City's bond rating. In addition, Mrs. Mitchell stated that in the long-term, it would affect the City's ability to pay those benefits.

Mrs. Mitchell provided members with Supplemental Information - Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2013 ***(Attachment #2)*** and explained that the information contained budget to actual reports, which shows the individual budget variances. Noting that the budget balance for the General Fund is $4.2M (page 3 of attachment #2) and that the unassigned amount for the General Fund is $3.3M (page 7 of attachment #1), she explained that the difference is those non-expendable accounts which are the inventory, pre-paids, and the fair value of investments. She stated that the amount is adjusted for those non-cash items and explained that the City actually shows the higher number as the budget balance ($4.2M rather than the $3.3M) and she wanted members to be aware of the reconciliation listed that provides those details.

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

Meeting adjourned by 6:55 p.m.

William F. Hare
Acting Chairman

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Attachments
Attachment #1- Presentation - Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2013
Attachment #2 - Supplemental Information - Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2013

City of Dover

Comprehensive Annual Financial Report
Fiscal Year Ended June 30, 2013

ATTACHMENT #1
LF&A Committee Meeting of 12/09/2013

Implementation of GASB 63

- Government Accounting Standards Board issued Statement 63 – Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position
- Definitions –
  - Net Position – The residual of all other financial statement elements presented in a statement of financial position. (Previously, Net Assets)
  - Deferred Outflows of Resources – the item meets the definition of an outflow of resources, but relates to a future period. An example would be a grant provided to a grantee before the grantee has met the related time requirements. The City had no deferred outflows of resources as of 6/30/13.
  - Deferred Inflows of Resources – Governmental funds defer recognition of revenue until amounts are considered to be available to liquidate the liabilities for the current period. Therefore, any unavailable revenues from prior periods must be eliminated and reported as unavailable revenue. The City had unavailable revenue (past due receivables over 60 days) of $577,437 as of June 30, 2013. The receivables are property taxes, demolitions, grass cutting, police extra duty, and state grants.
  - Unearned Revenue – Resources that are received for a future period prior to meeting eligibility requirements. Examples are property taxes and business licenses received in June for the following fiscal year. The City had unearned revenue as of 6/30/13

Financial Statements

- Government-wide Statement of Net Position and Statement of Activities – All activities (financial transactions) are reported on a GAAP (Generally Accepted Accounting Principles) basis. Includes all capital assets and liabilities. Does not include full-reporting of pension and OPEB liabilities as currently not required by GAAP. Two columns are shown.
  - First column for governmental activities which includes General Fund, Governmental Capital Project Fund, All Special Revenue (Grant) Funds. Worker's Compensation Fund assets & liabilities are included.
  - Second column for business-type activities (Proprietary Funds). This column includes the Water/Wastewater Fund and Electric Fund. Worker's Compensation Fund assets & liabilities are included.
- Governmental Fund Statements – All General Fund and Grant Fund activities reported on a modified basis of accounting. No capital assets and no long-term liabilities. Considered, spendable resources within a year. Unassigned Fund Balance is adjusted for Unavailable revenue, prepaid items, and inventory.
- Statement of Net Position and Statement of Revenues, Expenses and Changes in Fund Net Position – Proprietary Funds – All activities of the Water/Wastewater and Electric Funds.
- Statement of Net Position – Fiduciary Funds – All activities of the Pension and OPEB Trust Funds as required by GAAP. Not included in the previous statements mentioned as they have been established as separate Trust for retirement benefits.
- The audit opinion is based on these Financial Statements.

Schedules

- Schedules are budgetary reports prepared on a non-GAAP basis. For example, the City does not budget depreciation expense or compensated absence expense.
  - The General Fund Budget to Actual report for June 30, 2013 is located in Required Supplementary Information section of the CAFR, which follows the Notes to the Financial Statements. All other individual fund Budget to Actual Reports are located in the Supplementary Information section of the CAFR. These schedules are not required and therefore not required to be audited. We include these schedules and the auditor's do review them as they include budgets adopted by City Council.
  - The Supplementary Information section also includes combining statements. These are financial statements that combines the individual fund statements. For example, the Special Revenue Combining Statement of Net Position. This statement combines all the grant funds and the total is reported in the Financial Statement of the CAFR that the audit opinion is based on.

City of Dover
Statement of Net Position
June 30, 2013

	Governmental Activities	Business-Type Activities	Total
Assets:			
Cash and Cash Equivalents	$ 2,207,381	$ 4,743,549	$ 6,950,930
Investments	7,916,257	25,859,966	33,776,223
Receivables, Net	1,477,009	8,393,521	9,870,530
Internal Balances	207,510	(207,510)	-
Due from Other Governments	143,363	-	143,363
Inventory, at Cost	147,650	3,923,489	4,071,139
Prepaid Items	69,463	51,279	120,742
Restricted Cash and Cash Equivalents	1,619,543	8,146,564	9,766,107
Restricted Investments	18,252	27,902,862	27,921,114
Net Pension Asset	297,885	6,722,506	7,020,391
Net OPEB Asset	-	1,169,269	1,169,269
Land and Construction in Progress	4,076,042	4,049,402	8,125,444
Capital Assets, Net of Depreciation	49,979,976	131,683,597	181,663,573
Total Assets	68,160,331	222,438,494	290,598,825
Liabilities:			
Accounts Payable and Accrued Liabilities	1,613,267	6,941,229	8,554,496
Unearned Revenue	1,210,549	232,427	1,442,976
Customer Deposits	-	2,022,159	2,022,159
Other	156,984	677,104	834,088
Non-Current Liabilities			
Due within One Year	1,444,753	3,108,830	4,553,583
Due in more than One Year	5,115,314	34,727,258	39,842,572
Due in more than One Year - OPEB	13,112,314	449,016	13,561,330
Total Liabilities	22,653,181	48,158,023	70,811,204
Net Position:			
Net investment in capital assets	49,577,021	100,079,972	149,656,993
Restricted for:			
Capital Projects	85,867	34,665,736	34,751,603
Public Safety	216,344	-	216,344
Other Purposes	441,065	-	441,065
Unrestricted	(4,813,147)	39,534,763	34,721,616
Total Net Position	$ 45,507,150	$ 174,280,471	$ 219,787,621

The notes to financial statements are an integral part of this statement.

City of Dover
Statement of Activities
For the Year Ended June 30, 2013

Functions/Programs	Expenses	Indirect Expenses Allocation	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position: Governmental Activities	Net (Expense) Revenue and Changes in Net Position: Business Type Activities	Net (Expense) Revenue and Changes in Net Position: Total
Governmental Activities								
General Government	$ 2,287,391	$ (813,346)	$ 2,463,437	$ 50,000	$ -	$ 1,039,392	$ -	$ 1,039,392
Public Safety	17,989,463	-	4,240,847	1,256,113	-	(12,492,503)	-	(12,492,503)
Public Works	6,716,039	(616,555)	2,624,877	663,953	161,698	(2,648,956)	-	(2,648,956)
Library and Recreation	2,313,048	-	656,001	276,863	1,945,746	565,562	-	565,562
Community and Economic Development	1,116,804	(176,838)	-	667,767	-	(272,199)	-	(272,199)
Central Services	1,184,169	(729,353)	-	-	-	(454,816)	-	(454,816)
Financial Administration	3,029,048	(1,906,218)	-	-	-	(1,122,830)	-	(1,122,830)
Other Post Employment Benefits	5,119,778	-	-	-	-	(5,119,778)		(5,119,778)
Interest Charges	114,785	-	-	-	-	(114,785)	-	(114,785)
Total Governmental Activities	39,870,525	(4,242,310)	9,985,162	2,914,696	2,107,444	(20,620,913)	-	(20,620,913)
Business Type Activities								-
Water/Wastewater	9,858,866	1,046,492	13,387,706	-	-	-	2,482,348	2,482,348
Electric	71,399,767	3,195,818	90,685,693	-	-	-	16,090,108	16,090,108
Total Business Type Activities	81,258,633	4,242,310	104,073,399	-	-			
Total Primary Government	$ 121,129,158	$ -	$ 114,058,561	$ 2,914,696	$ 2,107,444	$ (20,620,913)	$ 18,572,456	$ (2,048,457)
General Revenues								
Taxes								
Property Taxes						11,126,395	-	11,126,395
Transfer Taxes						1,107,686	-	1,107,686
Earnings on Investments						36,793	112,402	149,195
Total General Revenues						12,270,874	112,402	12,383,276
Transfers						10,491,718	(10,491,718)	-
Total General Revenues and Transfers						22,762,592	(10,379,316)	12,383,276
Changes in Net Position						2,141,679	8,193,140	10,334,819
Net Position Beginning						43,365,471	166,087,331	209,452,802
Net Position Ending						$ 45,507,150	$ 174,280,471	$ 219,787,621

The notes to financial statements are an integral part of this statement.

City of Dover
Governmental Fund Balance Sheet
June 30, 2013

	General Fund	Total Nonmajor Funds	Total Governmental Funds
Assets:			
Cash and Cash Equivalents	$ 1,824,267	$ -	$ 1,824,267
Restricted Cash and Cash Equivalents	858,086	761,457	1,619,543
Investments	6,564,730	-	6,564,730
Restricted Investments	18,252	-	18,252
Receivables, net			
Accounts	1,208,735	1,304	1,210,039
Taxes	262,970	-	262,970
Due from Other Funds	452,808	56,110	508,918
Due from Other Governments	-	143,363	143,363
Prepaid Items	58,213	-	58,213
Inventory, at Cost	147,650	-	147,650
Total Assets	$ 11,395,711	$ 962,234	$ 12,357,945
Liabilities:			
Accounts Payable	$ 1,028,037	$ 103,181	$ 1,131,218
Unearned Revenue	1,210,549	-	1,210,549
Due to Other Funds	216,385	85,023	301,408
Other	156,984	-	156,984
Total Liabilities	2,611,955	188,204	2,800,159
Deferred Inflows of Resources:			
Unavailable revenue	577,437	60,236	637,673
Total Deferred Inflows of Resources	577,437	60,236	637,673
Fund Balances:			
Non-Spendable	227,457	-	227,457
Restricted	131,237	590,445	721,682
Committed	936,899	-	936,899
Assigned	3,519,012	123,349	3,642,361
Unassigned	3,391,714	-	3,391,714
Total Fund Balances	8,206,319	713,794	8,920,113
Total Liabilities, Deferred Inflows and Fund Balances	$ 11,395,711	$ 962,234	$ 12,357,945

The notes to financial statements are an integral part of this statement.

Fund Balances (Note 7) – June 30, 2013

	General Fund	Other Governmental Funds	Total
Fund balances:			
Nonspendable:			
Inventory & Prepaids	$ 205,863	$ -	$ 205,863
Patronage Stock	16,594	-	16,594
Library Endowment	5,000	-	5,000
Subtotal Nonspendable:	227,457	-	227,457
Restricted for:			
Library Endowment Interest	1,658	-	1,658
Verizon cable franchise	129,579	-	129,579
Highway resurfacing	-	85,867	85,867
ERLSP	-	100	100
Realty Transfer Tax	-	100	100
CDBG	-	4,806	4,806
CDBG- State for ADA Improvements	-	3,931	3,931
Substance Abuse Prevention	-	41,008	41,008
Municiple Street Aid	-	251,558	251,558
Library Grants	-	27,839	27,839
Police Grants	-	175,236	175,236
Subtotal Restricted for:	131,237	590,445	721,682
Committed to:			
Contingency	733,985	-	733,985
Parkland	202,914	-	202,914
Subtotal Committed to:	936,899	-	936,899
Assigned to:			
Capital Assets	3,504,253	-	3,504,253
Police Investigations	14,759	-	14,759
Highway resurfacing	-	123,349	123,349
Subtotal Assigned to:	3,519,012	123,349	3,642,361
Unassigned	3,391,714	-	3,391,714
Total fund balances	$ 8,206,319	$ 713,794	$ 8,920,113

City of Dover
Statement of Revenues, Expenditures and
Changes in Fund Balances of Governmental Funds
For the Year Ended June 30, 2013

	General Fund	Total Nonmajor Funds	Total Governmental Funds
Revenues			
Fines	$ 612,193	$ 299,811	$ 912,004
Library Revenue- General	64,584	-	64,584
Library Revenue County Reimbursement	406,481	-	406,481
Licenses and Permits	2,548,913	-	2,548,913
Sanitation Fees and Rebates	2,624,877	-	2,624,877
Recreation	-	40,446	40,446
Miscellaneous Services	2,470,200	-	2,470,200
Property Taxes	11,225,834	-	11,225,834
Transfer Taxes	-	1,107,686	1,107,686
Grants Received	2,719,977	2,399,112	5,119,089
Court of Chancery Fees	917,700	-	917,700
Investment Income	43,799	1,399	45,198
Total Revenues	23,634,558	3,848,454	27,483,012
Expenditures			
Current:			
General Government	1,107,122	-	1,107,122
Library Services	5,240,504	273,713	5,514,217
Public Safety and Law Enforcement	17,688,100	360,542	18,048,642
Public Works	1,565,442	192,963	1,758,405
Recreational Services	651,341	-	651,341
Streets and Sanitation Services	2,990,430	-	2,990,430
Financial Administration	909,877	-	909,877
Garage and Stores	431,542	-	431,542
Insurance	241,395	-	241,395
Retiree Health Care	1,620,600	-	1,620,600
Employee Pension	1,693,500	-	1,693,500
Community and Economic Development	223,110	716,856	939,966
Street Lights	878,760	-	878,760
Debt Service:			
Principal Retirement	296,003	-	296,003
Interest and Fiscal Charges	73,071	-	73,071
Bond Issuance Costs	1,029	-	1,029
Total Expenditures	35,611,826	1,544,074	37,155,900
Excess (deficiency) of Revenues over Expenditures	(11,977,268)	2,304,380	(9,672,888)
Other financing Sources (Uses)			
Proceeds from Sale of Bonds	2,648,500	-	2,648,500
Transfers in	12,666,208	-	12,666,208
Transfers out	-	(2,174,490)	(2,174,490)
Total other Financing Sources (Uses)	15,314,708	(2,174,490)	13,140,218
Net Change in Fund Balances	3,337,440	129,890	3,467,330
Fund Balances at Beginning of Year	4,868,879	583,904	5,452,783
Fund Balances at End of Year	$ 8,206,319	$ 713,794	$ 8,920,113

The notes to financial statements are an integral part of this statement.

City of Dover
Statement of Revenues, Expenses and
Changes in Fund Net Position - Proprietary Funds
For the Year Ended June 30, 2013

	Business-type Activities			Governmental Activities
	Water/ Wastewater Fund	Electric Revenue Fund	Total Enterprise Funds	Internal Service Fund
Operating Revenues				
Charges for Services	$ 11,043,071	$ 88,331,196	$ 99,374,267	$ -
Miscellaneous Services/Income	2,344,635	2,354,497	4,699,132	1,214,013
Total Operating Revenues	13,387,706	90,685,693	104,073,399	1,214,013
Operating Expenses				
Water/Wastewater Services	7,174,128	-	7,174,128	-
General Administrative	1,175,225	4,470,795	5,646,020	433,214
Power Supply	-	55,681,251	55,681,251	-
Transmission/Distribution	-	3,267,698	3,267,698	-
Engineering	-	1,107,231	1,107,231	-
Metering	-	219,010	219,010	-
Systems Operations	-	544,405	544,405	-
Utility Tax	-	1,443,853	1,443,853	-
Depreciation	1,705,809	4,621,501	6,327,310	-
Contractual Services	-	-	-	33,700
Taxes	-	-	-	29,114
Retirees Pension	231,385	1,115,765	1,347,150	-
Retirees Health Care	261,019	696,500	957,519	-
Self Insurance-Workers' Compensation	-	-	-	74,789
Total Operating Expenses	10,547,566	73,168,009	83,715,575	570,817
Operating Income	2,840,140	17,517,684	20,357,824	643,196
Non-Operating Revenues (Expenses)				
Interest Earned:				
Operating Funds	114,833	190,469	305,302	-
Reserve Funds	87,675	506,771	594,446	12,459
Net Decrease in Fair Value of Investments	(172,357)	(614,989)	(787,346)	(20,864)
Interest and Fiscal Charges	(369,131)	(1,432,779)	(1,801,910)	-
Gain on Sale of Assets	11,339	5,203	16,542	-
Total Non-Operating Revenue (expenses)	(327,641)	(1,345,325)	(1,672,966)	(8,405)
Income before Contributions and Transfers	2,512,499	16,172,359	18,684,858	634,791
Transfers In	-	8,282	8,282	-
Transfers Out	(500,000)	(10,000,000)	(10,500,000)	-
Total transfers	(500,000)	(9,991,718)	(10,491,718)	-
Change in Net Position	2,012,499	6,180,641	8,193,140	634,791
Total Net Position--Beginning	48,365,722	117,721,609	166,087,331	633,051
Total Net Position--Ending	$ 50,378,221	$ 123,902,250	$ 174,280,471	$ 1,267,842

The notes to financial statements are an integral part of this statement.

Changes in Net Assets
Governmental Activities
June 30, 2013



Governmental Activities

Governmental net position increased by $2.1 million. Net revenues of $27.2 million were less than the prior year by $5.6 million.

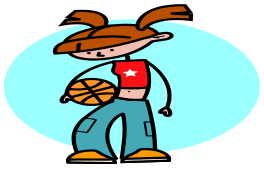
The General Governmental Charges for services line item decreased by $1.3 million from the prior year mainly due to a decrease in donations for the library which accounts for a decrease of $1.8 million. This decrease was offset by increases in police extra duty fees, court of chancery fees and sanitation fees totaling $.9 million. Other sources of decreased revenues from the previous fiscal year are attributed to police fines, recreation income and licenses and permits received totaling $.3 million.

Expenses of $35.6 million reflect an overall decrease of $2.7 million from the prior year. Post-employment benefits and pension benefit costs decreased by $1.4 million. Other decreases were to library and recreation, and central services. The increases to expense were in general government, public safety, community and economic development.

Transfers to the Governmental Funds from the Proprietary Funds increased $2.2 million of which $2.0 million was contributed towards infrastructure improvements at the Garrison Oak Technical Park. These improvements are necessary for the construction of the Calpine 305 megawatt electric generating facility.









Changes in Net Assets
Business Type Activities
June 30, 2013

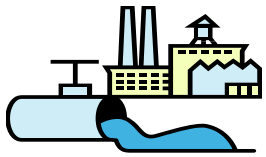
Business-Type Activities

The business-type activities saw a positive change in net position of $8.2 million. Both utilities experienced a decrease in revenues which resulted in a combined net decrease of $4.2 million. The utilities expenses when combined also decreased in total by $3.2 million.

The water/wastewater utility had a positive change in net position of $2.0 million. The utility experienced a decrease in operating income of $0.4 million from the previous year. The decrease in operating income was primarily due to a decrease in water, sewer and impact fees, offset by increases in ground water adjustment fees and water tank space rent. The utility experienced a decrease in personnel and operating expenses of $0.3 million. Non-operating expenses netted an increase as a result of a decrease in the fair value of the investments and decreased capital contributions.

The electric utility realized a positive change in net position of $6.2 million. The utility experienced a decrease in operating revenues of $2.8 million from the previous year as a result of a reduction in electric rates resulting from reduced power supply cost. Operating expenses decreased as well in total by $3.2 million due to lower power supply cost and a $.5 million decrease in operating expenses. The decreases were offset by an increase in post-retirement benefits expense totaling $.6 million. Non-operating revenues and expenses reflect a negative result of $1.3 million. Interest earned on both operating and reserve funds $ .7 million were offset by the interest and fiscal charges of $1.4 million and decrease in fair value of investments of $.6 million. Transfers to the General Fund increased to $10.0 million from $7.9 million in the preceding year including a $2.0 million contribution towards infrastructure improvements at the Garrison Oak Technical Park.





General Fund Budget Highlights – Fiscal Year 2013

- The Final General Fund Budget incorporated the following changes to the Original Budget. The Budget Balance carried forward from the prior fiscal year was higher by $1.1 million than was projected. Receipts had a net decrease of approximately $.1 million. The most significant increases were attributed to police extra duty fees, property taxes, Garrison Farm rent and Court of Chancery fees. The most significant reductions of revenue were in intrafund service fees, and civil traffic penalties.
- Expenditures were revised to reflect an aggregate increase of $0.3 million. Increases In transfers to the Police and Employee Pension funds accounted for most of the increased budget expense with slight increases in code enforcement, police and streets operations budgets. The increases were offset by decreases in fire, library, recreation, sanitation, customer services, vehicle maintenance and facilities management. The net result of these changes was a $0.6 million increase in the revised budget balance over the Original Budget Balance (on a non-GAAP basis).
- Actual revenues and other financing sources exceeded the final budgeted amounts in the General Fund for the current fiscal year. The more significant positive variances were in permits and other licenses, police extra duty fees and court of chancery fees and were offset by fines and police revenue, transfer tax, trash fees, miscellaneous grants and civil traffic penalties netting $0.2 million over budgeted revenues. Expenditures were approximately $0.5 million under budget as a result of several operating departments experiencing personnel savings. The General Fund budget balance carry forward was $0.8 million higher than budgeted as a result of the above variances.

Other Post Employment Benefits (OPEB)



Annual OPEB Cost and Net OPEB Obligation

	Total	Governmental Activities	Water/ Wastewater Fund Activities	Electric Fund Activities
Annual Required contribution	$6,098,972	$4,927,856	$361,274	$809,842
Interest on OPEB obligation	549,345	585,403	21,850	(57,908)
Adjustment to annual required contribution	(700,200)	(746,160)	(27,850)	73,810
Annual OPEB Cost	5,948,117	4,767,099	355,274	825,744
Employer Contributions	(4,019,778)	(2,834,327)	(314,255)	(871,196)
Increase/(decrease) in net OPEB obligation	1,928,339	1,932,772	41,019	(45,452)
Net OPEB obligation (asset) at beginning of year	10,463,722	11,179,542	407,997	(1,123,817)
Net OPEB obligation (asset) at end of year	$12,392,061	$13,112,314	$449,016	($1,169,269)

Pension Plans – Defined Benefit



Employee Pension

	Total	Governmental Activities	Wastewater Fund Activities	Electric Fund Activities
Annual required contribution	$3,217,964	$1,752,130	$267,853	$1,197,981
Interest on net pension obligation	(24,528)	(4,532)	(14,079)	(5,917)
Adjustment to annual required contribution	31,085	5,744	17,842	7,499
Annual pension cost	3,224,521	1,753,342	271,616	1,199,563
Contributions made	(9,788,465)	(1,880,436)	(550,031)	(7,357,998)
(Increase)/decrease in net pension asset	(6,563,944)	(127,094)	(278,415)	(6,158,435)
Net pension (Asset) at beginning of year	(350,382)	(64,726)	(201,122)	(84,534)
Net pension (Asset) at end of year	($6,914,326)	($191,820)	($479,537)	($6,242,969)

Police

	Governmental Activities
Annual required contribution	$1,155,796
Interest on net pension asset	(13,885)
Adjustment to annual required contribution	24,973
Annual pension cost	1,166,884
Contributions	(1,074,599)
(Increase)/decrease in net pension asset	92,285
Net pension (Asset) at beginning of year	(198,350)
Net pension (Asset) at end of year	($106,065)

GASB 67 & 68 Pension standards will cause significant changes in the unfunded liabilities and how we report the pension fund activity. See Presentation to City Council on January 7, 2013.

GASB 67 effective FYE 2014
GASB 68 effective FYE 2015

GASB will most likely follow with OPEB

Material Commitments & Subsequent Events

Material Commitments – Note 11

1. Commitments for payments on fire apparatus currently for Ladder 1 - $145,614 and Ladder 2 - $92,901
2. Five year contract with The Energy Authority (TEA)
3. Extended contract with North American Energy Services (NAES)
4. Guarantee on $1.3 million loan held by Downtown Dover Partnership extended to July 2014.

Subsequent Events – Note 13

1. Series 2013 Water & Sewer Revenue Bonds - $6,125,000

City of Dover
Comprehensive Annual Financial Report
Fiscal Year Ended June 30, 2013

Supplemental Information
December 9, 2013

CITY OF DOVER
GENERAL FUND

Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Non-GAAP Basis)

For the Year Ended June 30, 2013

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
Beginning Balance - Working Capital	$ 2,666,600	$ 3,752,200	$ 3,851,086	$ 98,886
REVENUES:				
Fines & Police Revenue	605,000	605,000	548,856	(56,144)
911 Fee	63,000	63,000	63,337	337
Interest Earnings	75,000	75,000	93,173	18,173
Library Revenues - General	66,200	66,200	64,584	(1,616)
Library Revenues - County Reimbursement	405,900	405,900	406,481	581
Business Licenses	1,455,000	1,455,000	1,462,503	7,503
Permits & Other Licenses	1,053,300	1,053,300	1,162,765	109,465
Miscellaneous Revenues	55,500	70,900	106,997	36,097
Police Extra Duty Fees	494,400	636,100	703,575	67,475
Property Taxes	10,997,400	11,039,200	11,076,335	37,135
Bid Revenue	51,600	51,600	50,060	(1,540)
Recreations Revenue	130,000	130,000	144,490	14,490
Franchise Fees	550,000	600,000	618,347	18,347
Transfer Tax	1,370,000	1,370,000	1,107,959	(262,041)
Trash Fees	2,690,200	2,676,500	2,624,877	(51,623)
Garrison Farm Rent	62,000	117,200	117,247	47
Court of Chancery Fees	753,800	807,200	917,700	110,500
Intrafund Service Receipts Water/Wastewater	1,104,600	1,045,800	1,046,492	692
Intrafund Service Receipts Electric	3,224,500	3,177,100	3,195,818	18,718
Grants:				
Green Energy Grant	98,500	98,500	-	(98,500)
DEMA Grant	-	-	92,641	92,641
Miscellaneous Grants	25,000	25,000	1,224	(23,776)
Police Pension Grant	500,000	500,000	577,765	77,765
Verizon Reserve	-	-	50,000	50,000
Transfer from Police Grant Funds	85,000	112,100	170,337	58,237
Transfer from Municipal Street Aid	527,400	527,400	531,121	3,721
Transfer from Civil Traffic Penalties	750,000	350,000	299,828	(50,172)
Transfer from Verizon and CI Reserves	11,000	11,000	4,485	(6,515)
Transfer from Water/Wastewater Fund	500,000	500,000	500,000	-
Transfer from Electric Fund	8,000,000	8,000,000	8,000,000	-
Total Revenues	35,704,300	35,569,000	35,738,997	169,997
TOTAL BEGINNING BALANCE & REVENUES	$ 38,370,900	$ 39,321,200	$ 39,590,083	$ 268,883

(continued)

(continued)

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
EXPENDITURES:				
Tax Assessor	$ 187,500	$ 187,500	$ 187,438	$ 62
Fire	688,300	645,200	654,884	(9,684)
Library	1,250,200	1,225,400	1,169,605	55,795
Recreation	713,400	674,900	644,346	30,554
Planning Commission	410,300	416,100	399,461	16,639
Public Inspections	592,200	577,100	493,902	83,198
Life Safety	469,900	451,800	452,175	(375)
Code Enforcement	293,100	323,100	326,437	(3,337)
Economic Development	231,100	231,100	219,947	11,153
Police	13,774,600	14,180,100	14,258,132	(78,032)
Streets	756,700	772,200	705,071	67,129
Sanitation	2,140,700	2,072,000	2,003,887	68,113
Allocated Expenditures:				
Human Resources	319,700	310,800	295,146	15,654
Customer Services	901,200	866,900	860,657	6,243
City Manager	420,000	420,000	497,281	(77,281)
Information Technology	642,700	633,300	611,301	21,999
Finance	879,500	879,500	854,310	25,190
Public Services-Administration	468,600	401,200	360,118	41,082
Facilities Management	678,800	660,600	638,748	21,852
Central Services	576,900	578,700	530,208	48,492
Vehicle Maintenance	712,700	678,500	630,686	47,814
City Clerk	326,900	326,900	315,512	11,388
Mayor	82,400	82,400	81,073	1,327
Council	114,200	114,200	101,707	12,493
Grounds Maintenance	993,300	980,400	961,489	18,911
Insurance	600,000	600,000	628,633	(28,633)
Contribution to Downtown Dover Partnership	180,000	180,000	180,000	-
Tree Grant Expense	25,000	25,000	-	25,000
Other Employment Expenses	463,400	94,700	-	94,700
Retiree Benefits	1,620,600	1,620,600	1,620,600	-
Subtotal	31,513,900	31,210,200	30,682,754	527,446
Debt Service - Principal and Interest	624,200	474,200	369,073	105,127
Transfer to Capital Fund for Projects	613,400	613,400	613,400	-
Transfer to Police Pension Fund	500,000	500,000	577,765	(77,765)
Transfer to Uncollectbles trash and other	10,000	10,000	10,000	-
Transfer to Verizon Reserve	-	-	50,000	(50,000)
Appropriation to Police Pension Fund	95,000	495,000	495,000	-
Appropriation to Pension Fund	1,310,500	1,693,500	1,693,500	-
Street Lights	869,700	869,700	878,760	(9,060)
Total Expenditures	35,536,700	35,866,000	35,370,252	495,748
Budget Balance - Working Capital	2,834,200	3,455,200	4,219,831	(764,631)
Total Budget Balance & Expenditures	$ 38,370,900	$ 39,321,200	$ 39,590,083	$ (268,883)
Budget Balance - Working Capital			$ 4,219,831	
Perspective and GAAP (Non-GAAP) Differences:				
Fair value of investment adjustment			(52,736)	
Deferred Revenues - Non-spendable			(569,518)	
Inventory & Prepaids - Non-spendable			(205,863)	
Unassigned Fund Balance			$ 3,391,714	

The notes to financial statements are an integral part of this statement

CITY OF DOVER
WATER/WASTEWATER FUND
SCHEDULE OF REVENUES AND EXPENSES
BUDGET (NON-GAAP BASIS) AND ACTUAL
YEAR ENDED JUNE 30, 2013

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
Beginning Balance - Water	$ 865,100	$ 1,075,800	$ 1,075,800	$ -
Beginning Balance - Wastewater	853,000	991,100	991,100	-
Beginning Balance - Kent County Treatment Fee	(553,500)	(626,400)	(626,400)	-
TOTAL BEGINNING BALANCES	1,164,600	1,440,500	1,440,500	-
REVENUES:				
Water fees	4,730,700	4,730,700	4,551,840	(178,860)
Wastewater fees	3,834,600	3,642,700	3,564,615	(78,085)
Wastewater adjustment	3,090,800	2,980,400	2,926,616	(53,784)
Groundwater adjustment	1,257,600	1,324,600	1,314,033	(10,567)
Miscellaneous services	77,000	81,400	73,312	(8,088)
Water tank space rent	313,500	313,500	300,067	(13,433)
Interest earnings	25,800	18,900	13,507	(5,393)
State Reimbursement - DEMA	-	-	50,876	50,876
Sewer Impact Fees	317,000	380,000	385,986	5,986
Water Impact Fees	350,000	350,000	220,362	(129,638)
Total Revenues	13,997,000	13,822,200	13,401,214	(420,986)
TOTAL BEGINNING BALANCES & REVENUES	**$ 15,161,600**	**$ 15,262,700**	**$ 14,841,714**	**$ (420,986)**
EXPENSES:				
Water services	$ 408,200	$ 415,000	$ 415,700	$ (700)
Engineering & inspection	597,900	601,900	486,714	115,186
Water construction	345,700	353,200	333,511	19,689
Water treatment plant	1,522,600	1,535,400	1,390,347	145,053
Wastewater services	993,000	997,000	802,551	194,449
Kent County sewer fees	3,600,000	3,537,000	3,631,516	(94,516)
Intrafund service fee	1,235,400	1,176,600	1,182,905	(6,305)
Retirees health care	220,000	220,000	220,000	-
Pension Unfunded Liability	309,800	509,800	509,800	-
Debt Service - Water	532,100	438,100	410,632	27,468
Debt Service - Wastewater	731,500	636,300	579,394	56,906
Inventory/Fixed Asset Writeoffs	5,000	5,000	5,000	-
Other Employment Expenses	16,200	15,400	-	15,400
Transfer to Capital Asset Reserve- Water	70,000	70,000	70,000	-
Transfer to Capital Asset Reserve- Wastewater	22,000	22,000	22,000	-
Transfer to Water Improvement & Extension Fund	1,700,000	1,700,000	1,700,000	-
Transfer to Wastewater Improvement & Extension Fund	1,200,000	1,200,000	1,200,000	-
Transfer to General Fund from Water	250,000	250,000	250,000	-
Transfer to General Fund from Wastewater	250,000	250,000	250,000	-
Transfer to Impact Fee Reserve-Wastewater	-	-	219,757	(219,757)
Transfer to Uncollectible Reserve	5,000	5,000	5,000	-
Total Expenses	14,014,400	13,937,700	13,684,827	252,873
Budget Balance - Water	482,700	770,800	732,740	38,060
Budget Balance - Wastewater	664,500	412,600	441,414	(28,814)
Budget Balance - Kent County Treatment Fee	-	141,600	(17,267)	158,867
Total Budget Balances - Working Capital	1,147,200	1,325,000	1,156,887	168,113
TOTAL BUDGET BALANCES & EXPENSES	**$ 15,161,600**	**$ 15,262,700**	**$ 14,841,714**	**$ 420,986**

The notes to financial statements are an integral part of this statement

CITY OF DOVER
ELECTRIC REVENUE FUND
SCHEDULE OF REVENUE AND EXPENSES
BUDGET (NON-GAAP BASIS) AND ACTUAL
YEAR ENDED JUNE 30, 2013

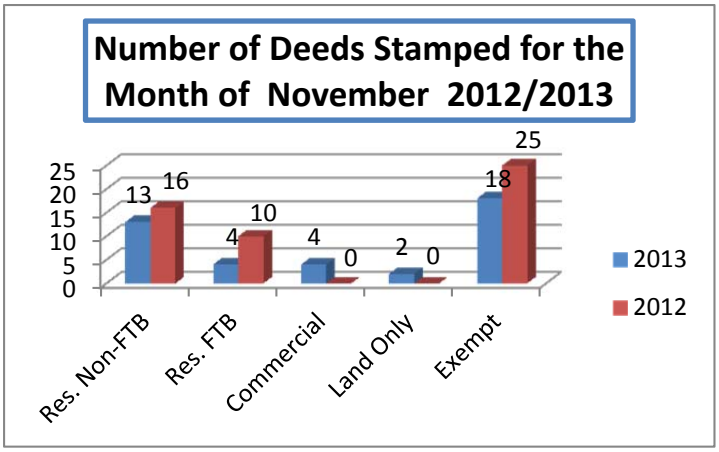
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE POSITIVE (NEGATIVE)
Beginning Balance - Working Capital	$ 7,184,000	$ 14,567,100	$ 14,567,100	$ -
REVENUES:				
Direct base sales	85,071,400	87,519,500	86,887,345	(632,155)
Rental income	225,000	200,000	234,488	34,488
Miscellaneous services	850,700	985,700	1,553,812	568,112
Utility tax	1,595,200	1,498,900	1,443,852	(55,048)
Green Energy	129,000	129,000	129,195	195
Grants DEMA	-	-	108,632	108,632
Interest earned-operating	107,800	107,800	137,718	29,918
Transfer from Rate Stabilization	5,400,000	5,400,000	5,400,000	-
Intrafund Services - Water/Wastewater	130,800	130,800	136,413	5,613
Total Revenues	93,509,900	95,971,700	96,031,455	**59,755**
TOTAL BEGINNING BALANCE & REVENUE	**$ 100,693,900**	**$ 110,538,800**	**$ 110,598,555**	**$ 59,755**
EXPENSES:				
Power Supply & Generation				
Power Supply	$ 39,468,900	$ 37,701,000	$ 37,698,282	$ 2,718
Power Supply Management	996,000	996,000	996,000	-
Dover Sun Park Energy	1,414,500	1,587,600	1,595,826	(8,226)
Solar Renewal Energy Credits	-	351,600	370,256	(18,656)
Capacity Charges	12,564,800	11,817,200	11,587,934	229,266
PJM Charges - Transmission & Fees	-	6,100,700	7,103,571	(1,002,871)
PJM Charges - Load	17,508,300	5,697,700	6,024,702	(327,002)
Total Power Supply	71,952,500	64,251,800	65,376,571	(1,124,771)
Plant Operations	5,914,900	5,914,900	5,719,083	195,817
Capacity Credits	(14,318,600)	(14,318,600)	(14,318,588)	(12)
PJM Credits	(427,000)	(488,400)	(502,983)	14,583
PJM Spot Market Energy	(772,700)	(1,865,600)	(1,930,510)	64,910
Generation Fuels	586,000	948,800	1,023,574	(74,774)
Total Generation	(9,017,400)	(9,808,900)	(10,009,424)	200,524
Utility Tax	1,595,200	1,498,900	1,443,853	55,047
Administration	501,200	501,200	393,666	107,534
Transmission/Distribution	3,223,600	3,233,700	3,230,473	3,227
Electrical Engineering	1,163,900	1,171,300	1,098,315	72,985
Systems Operations	517,600	526,300	544,405	(18,105)
Meter Reading	212,500	212,500	219,010	(6,510)
Contractual Services - Power Supply	190,000	190,000	157,955	32,045
Provision for Uncollectible	150,000	150,000	150,000	-
Retirees Health Care	696,500	696,500	696,500	-
Pension Trust Contribution	1,074,200	7,274,200	7,274,200	-
Green Energy Payment to DEMEC	129,000	129,000	129,195	(195)
Interest on Deposits	35,000	35,000	25,576	9,424
Intrafund Service Fees	3,224,500	3,177,100	3,195,818	(18,718)
Other Appropriations:				-
Electric Capital Project Fund	3,500,000	3,500,000	3,500,000	-
General Fund	8,000,000	8,000,000	8,000,000	-
Debt Service	3,323,600	3,323,600	3,376,564	(52,964)
Workers Compensation	-	500,000	500,000	-
Future Capacity Reserve	-	2,100,000	2,100,000	-
Rate Stabilization Fund	-	12,400,000	12,400,000	-
Other Employment Expenses	157,900	149,200	-	149,200
Inventory Reserve	175,000	175,000	175,000	-
TOTAL EXPENSES	**90,804,800**	**103,386,400**	**103,977,677**	**(591,277)**
Budget Balance - Working Capital	9,889,100	7,152,400	6,620,878	531,522
TOTAL BUDGET BALANCE & EXPENSES	**$ 100,693,900**	**$ 110,538,800**	**$ 110,598,555**	**$ (59,755)**

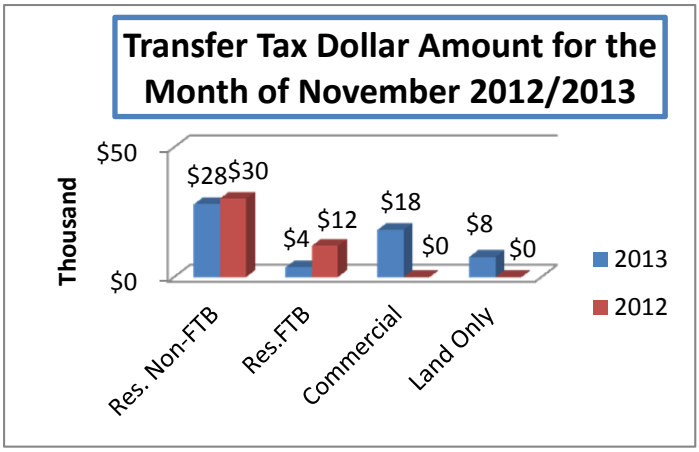
The notes to financial statements are an integral part of this statement

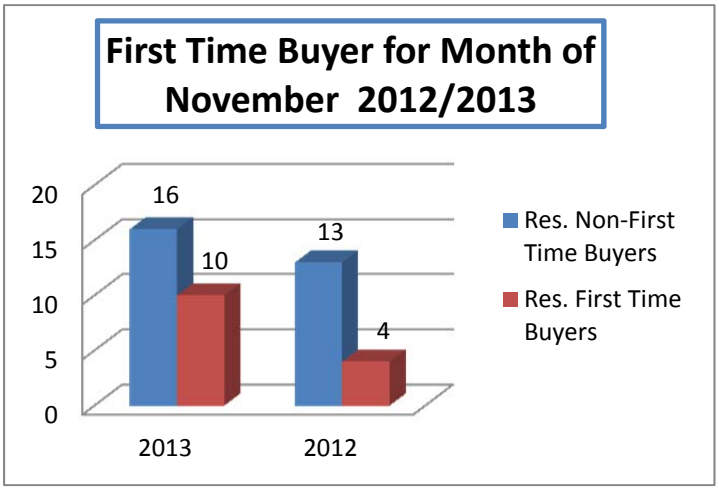
Monthly Report
November 2013

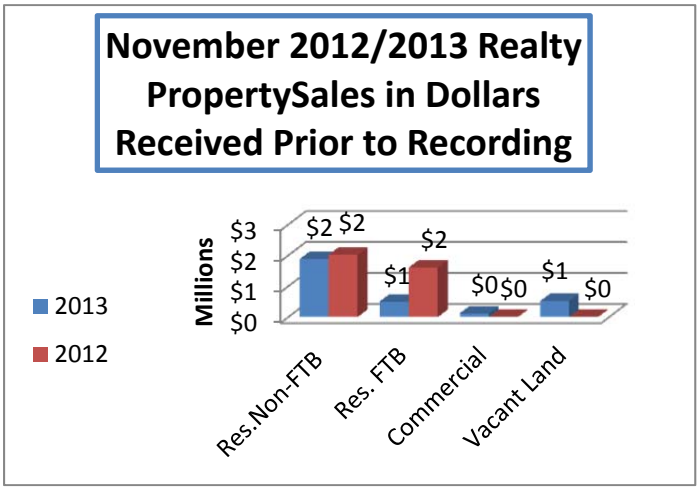


Office of City Assessor









Major Updates

	September - 13	October - 13	November- 13
Assessment Change	$2,468,800	$390,500	$7,737,800

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
14	$2,530,900	$2,259,500	1.12	1.04

Ratio – Assessed Value divided by Sale Price.
PRD – Mean – A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

Points of Interest

Scanning & Filing

- All new deeds are being scanned and attached to the CAMA software for easy retrieval.

- All appeal documents and correspondence are being scanned and attached to the CAMA software for easy retrieval.

-All old property record cards are being scanned and indexed into Fortis.

2015 Revaluation

- The Assessor's Office has started the 2015 Revaluation process by visiting various neighborhoods and collecting data, if necessary.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-057.17-02-29.00	16F	R10	234 GRINDING WHEEL DR	1	8	1999	2	1528	C	AV	157,100	15-NOV-13	147,000	
ED05-067.01-02-12.00	26A	R10	3 GEMSTONE BLVD	1	5	2005	2	2413	B	VG	276,100	21-NOV-13	280,000	
ED05-067.09-03-43.00	20A	R10	258 PINE VALLEY RD	1	13	1980	2	1912	B-	GD	177,000	15-NOV-13	148,000	
ED05-067.18-03-08.00	17	R10	17 FREEDOM PL	1	5	1982	2	2168	B	GD	199,800	15-NOV-13	205,000	
ED05-068.09-01-13.00	8	R10	801 N STATE ST	1	5	1925	2	3602	A-	AV	436,500	23-NOV-13	360,000	
ED05-068.14-01-22.00	13	R10	234 FREAR DR	1	5	1964	2	1524	C	AV	148,100	22-NOV-13	128,000	
ED05-076.05-02-40.00	16D	R10	79 STONEY DR	1	8	1989	2	1394	C+	AV	127,900	15-NOV-13	150,000	
ED05-076.05-02-51.00	16D	R10	30 TALLOWICK LN	1	14	1987	1	1392	C+	AV	159,000	21-NOV-13	160,000	
ED05-076.05-03-40.00	16D	R10	136 STONEY DR	1	8	1988	2	1394	C+	AV	127,800	27-NOV-13	150,000	
ED05-076.06-04-03.00	17A	R10	37 LAMPLIGHTER LN	1	13	1983	2	1120	C-	AV	118,400	29-NOV-13	86,000	
ED05-076.09-03-37.00	25	R10	328 NORTHDOWN DR	1	13	2008	2	1855	C+	AV	169,500	25-NOV-13	106,500	
ED05-077.17-02-18.00	5	R10	944 N SUNSET DR	1	16	1956	1	1846	C+	AV	191,600	19-NOV-13	173,000	
ED05-077.18-02-41.00	34A	R10	140 EVERGREEN DR	1	14	1952	1	1112	C	GD	144,300	22-NOV-13	96,000	
ED05-085.11-01-07.00	12	R10	555 GARTON RD	1	3	1930	1	806	D+	AV	97,800	22-NOV-13	70,000	

CITY MANAGER'S MONTHLY REPORT



NOVEMBER 2013

Monthly Highlights

Human Resources

- Continued contract negotiations.

Library

- 733 attended 51 programs for adults.
- 407 attended 30 programs for teens.
- 1,178 attended 35 programs for children.
- 40 volunteers completed 351 hours of service.
- 100 attended 28 programs/classes coordinated through the Job Center.

Public Works

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

CUSTOMER SERVICES

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

HUMAN RESOURCES

Category	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	April 13	May 13	June 13	July 13	August 13	Sept 13	Oct 13	Nov 13	Total
Caucasian*	283	287	288	291	287	287	283	282	281	279	283	284	285	N/A
Minorities*	57	57	56	56	54	54	53	53	54	54	54	56	55	N/A
Hired	1	6	3	4	0	4	3	1	2	2	7	4	1	38
Terminated/ Resigned/ Retired/Other	4	2	3	1	7	4	8	2	1	3	2	1	1	39
Transferred/ Promoted	2	1	1	4	2	1	1	0	2	0	4	1	0	19
Jobs Posted	4	0	4	1	5	5	5	8	5	5	3	2	0	47
Workers Comp. Injuries	0	4	3	1	2	1	4	3	4	3	7	2	2	36
Workers Comp. Hours	138	341	363	315	259	62	28	0	119	62	384	110	48	2229
Insurance Claims	4	2	5	2	2	2	3	7	4	6	2	2	1	42

Full-time Employees: 326 Part-time Employees: 14 (4 Pitts Center, 1 Recreation, 9 Library)

-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

Positions Hired: Fire Chief's Assistant

Resigned, Retired/Terminated: Accountant II

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	April 13	May 13	June 13	July 13	August 13	Sept 13	Oct 13	Nov 13
Electric	3	3	4	4	4	4	4	4	4	4	4	5	5
Public Works	12	14	11	13	17	19	22	22	20	20	16	15	15
Police	5	4	1	1	2	1	0	1	2	3	3	1	1
All Other Departments	7	7	5.5	6.5	7	7.5	5.5	6.5	6.5	6.5	6	7.5	6.5
Totals	27	26	21.5	24.5	30	30.5	31.5	33.5	32.5	33.5	29	28.5	27.5

**Not used for Budgeting Purposes*

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

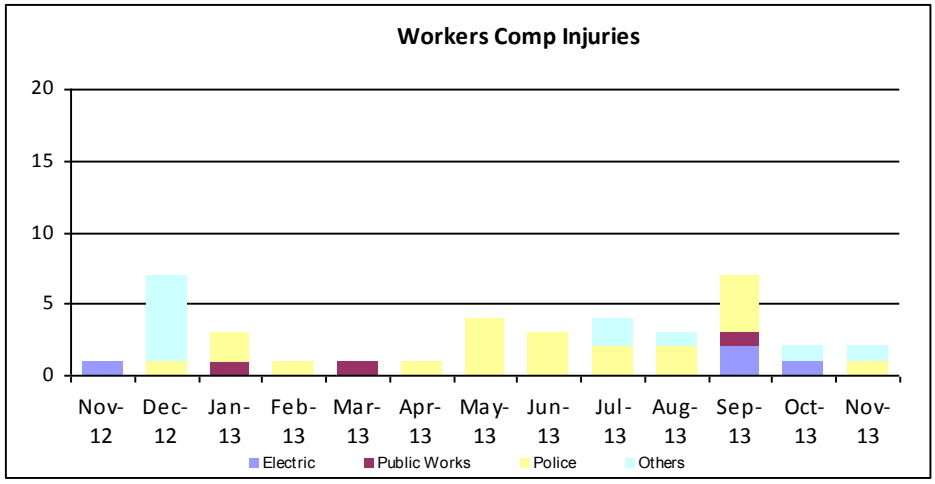
Electric: Electric Director, Electrical Engineer, Senior Lineman, Line Crew Superintendent, Lineman 1st Class

Public Works: Utility Maintenance Mechanic II/Wastewater, Operations -Construction Manager, Building Craftsperson I , Motor Equipment Operator III (Streets), (2) Motor Equipment Operators II (Grounds), Motor Equipment Operator I (Water), Motor Equipment Operator III (Sanitation), Public Works Operation Manager, (3) Civil Engineer I, Utility Construction Worker, Crew Leader Streets, Nursery Worker II

Police: Communication Operator

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

HUMAN RESOURCES
continued



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

Turnover Statistics

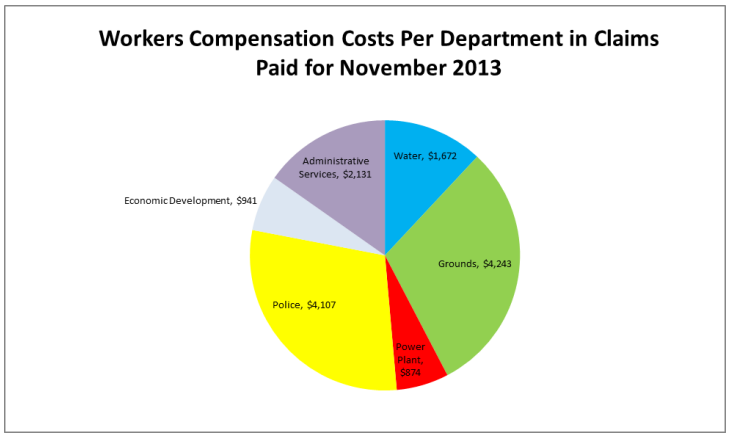
	2010	2011	2012*	2013 * (CYD)
Total Turnover %	5.57	6.75	11.00	10.93
Termination Turnover %	0.27	1.08	0.29	1.48
Resignation Turnover %	2.12	4.05	5.21	5.02
Retirement Turnover %	3.18	1.62	5.50	4.43

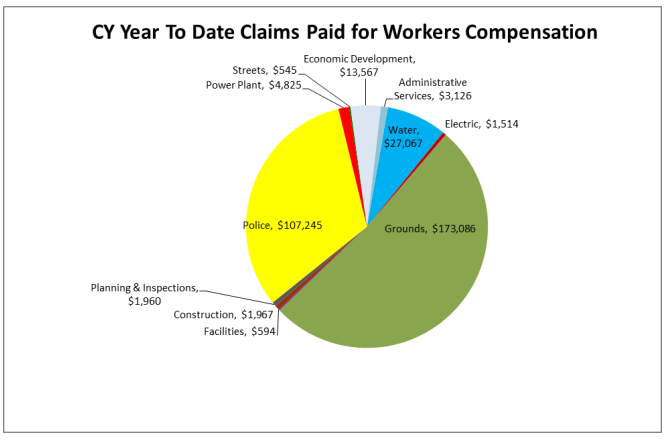
* Healthcare cost sharing implemented

Average Employees

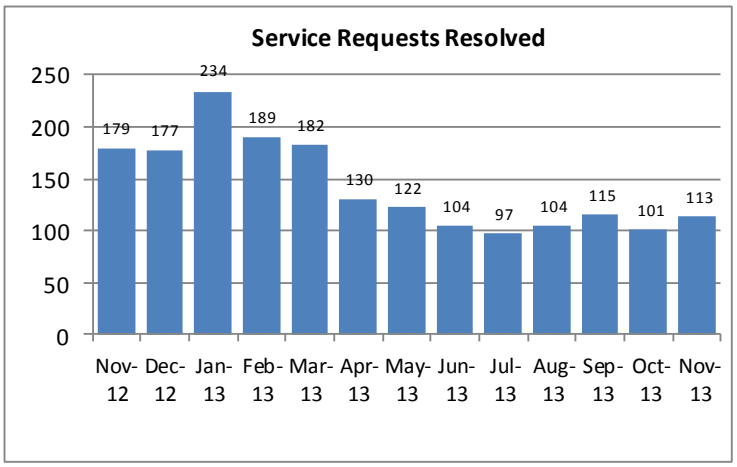
	2010	2011	2012*	2013(YTD)
Total Number of Employees Separating from Service	21	25	38	37
Average Number of Full-time Employees	362	356	333	325
Average Number of Part-time Employees	16	15	12	14

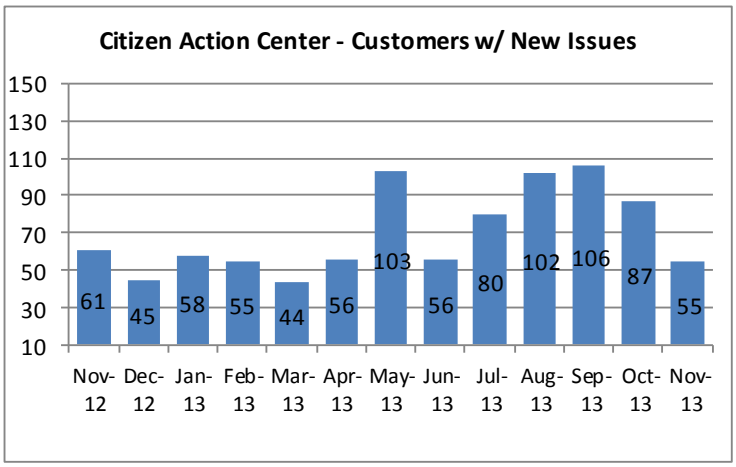
* Healthcare cost sharing implemented

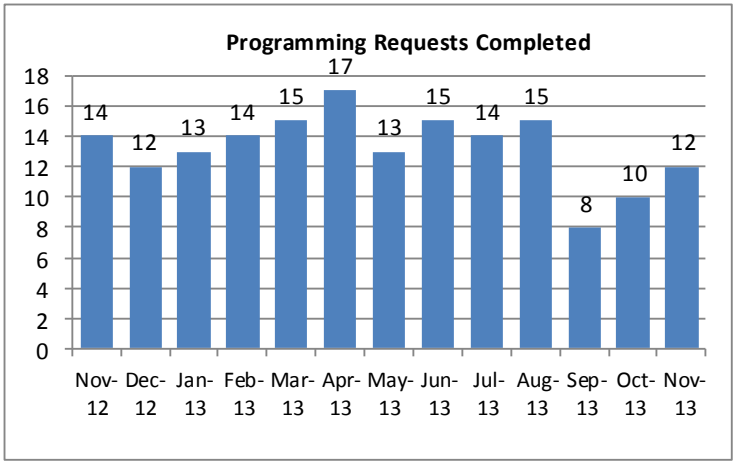


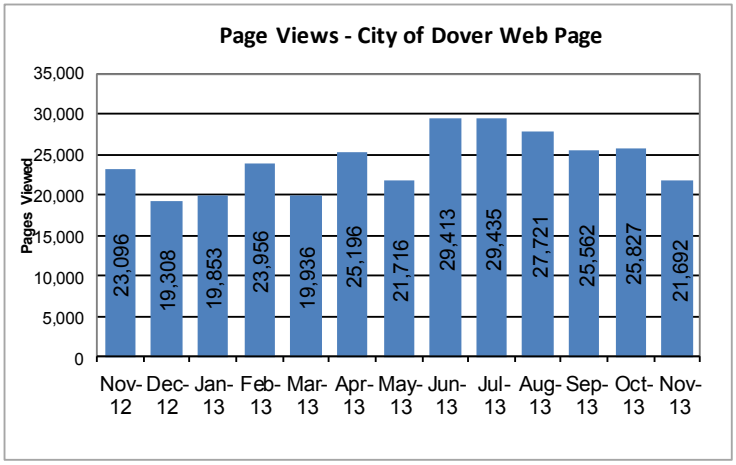


INFORMATION TECHNOLOGY





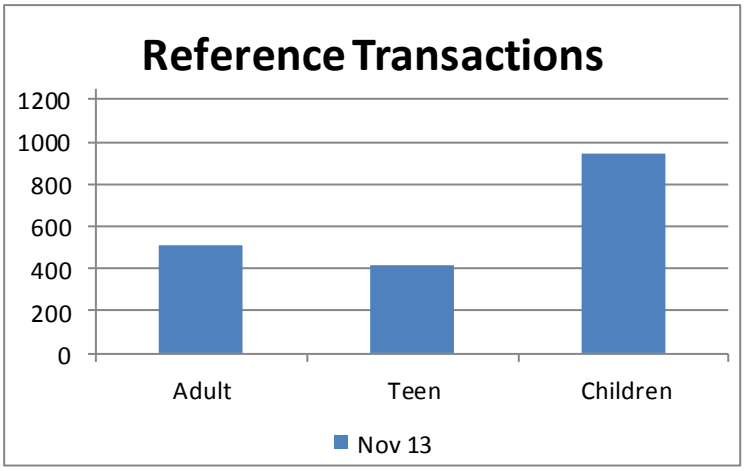




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	366	365	356
Scheduled PCs Replaced	-	-	-
Servers Supported	19	19	14
People Trained	8	18	8

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

LIBRARY



Adults – 508 Teens – 416 Children – 939

Circulation	November 13		FYTD 14		November 12		FYTD 13
Dover residents	21,740		111,873		22,481		87,119
Ebooks	1,342		6,686		837		4,031
Kent residents*	14,539		81,572		16,222		67,963
Non-county residents	2,024		12,332		2,306		9,699
Registrations							
Dover residents	342		2,078		478		1,833
Kent residents*	40		506		110		460
Non-county residents	8		51		10		50
Other							
Visiting Patrons	31,673		166,293		30,024		131,380
Meeting Room Usage	2,912		11,802		1,396		3,003
Photocopier Usage	1,172		7,045		1,123		5,273
Computer Printing Usage	2,363		14,027		2,313		7,523
Computer Users	4,508		24,984		4,418		17,187
Wireless Computer Users	1,303		6,391				
Holds (Total)	6,583		36,285		5,713		26,433

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 316	Harrington: 0
Milford: 89	Milford: 1
Smyrna: 1,084	Smyrna: 5
Outside City Limits: 15,074	Outside City Limits: 42

Total Registered Users: (Card Holders)

City: 21,992 Kent County: 12,858 Outside Kent County: 950

Other Points of Interest:

Inter/Interlibrary: 63 items loaned out
35 items borrowed

Technical services: 1,256 items added
348 items deleted

Volunteers: 351 hours of service completed

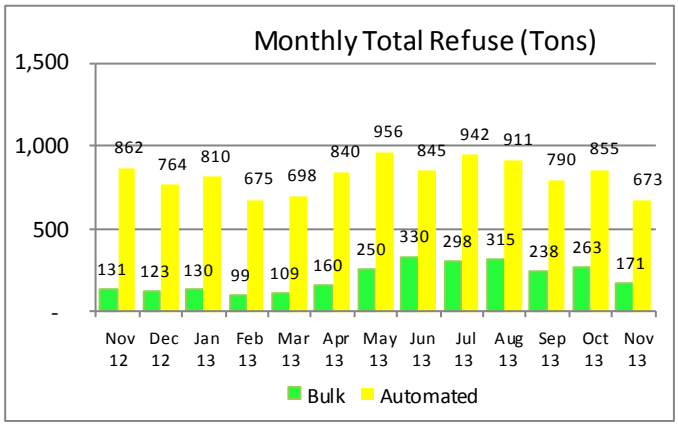
PUBLIC WORKS

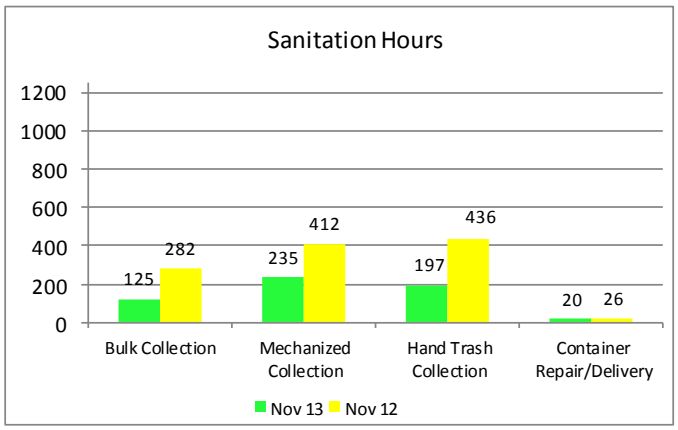
Administration

Administrative review and inspection services continued on all residential and commercial developments. The following residential subdivisions are in various phases of construction:

Oak Shadows
Patriot Village
Emerald Pointe
Farthing Woods
Clearview Meadows
Eden Hill (Residential)
Village of Cannon Mill

Sanitation





	NOVEMBER 13	FYTD 14	NOVEMBER 12	FYTD 13
Trips to DSWA Sandtown Landfill	178	1,096	170	861
Total Tonnage to DSWA	843.29	5,485.35	993.62	3,866.98
90-Gallon Containers Delivered	12	91	27	147
300-Gallon Containers Delivered	0	16	1	14
Total Man Hours-containers Delivered	20	174	26	233

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
November 2013	18,437	8,816	242,940	13.18

PUBLIC WORKS
continued

Streets	NOVEMBER 13	FYTD 14	NOVEMBER 12	FYTD 13
Signed Installed	0	148	32	150
Signs Repaired	2	49	6	59
Curbs Painted Yellow (feet)	0	1,306	0	5,609
New Post Installed	0	31	5	29
Storm Catch Basins Repaired	0	13	0	1
Storm Catch Basin Repairing (Hrs.)	0	65	0	1
Storm Catch Basins Cleaned	20	150	0	361
Storm Catch Basins Cleaning (Hrs.)	9	75	0	187
Hot Mix Patching (Tons)	0	1	0	236
Hot Mix Patching (Hrs.)	0	0	0	283
Cold Mix Patching Hrs.)	0	12	46	243
Concrete Work (Hrs)	1	210	0	273
Concrete Patching (Cubic Yards)	0	21	0	0
Ditch Work (Hrs).	0.0	60	0	90
Street and Alley Maintenance (Hrs)	12	276	168	864
Street Sweeping (Miles)	0	5,192	0	5,092
Street Sweeping (Cubic Yards)	0	1,302	0	1,030
Leaves Collected (Cubic Yards)	4,313	5,351	8,075	9,375
Leaf Collection (Miles)	2,067	2,502	2,106	3,464

Grounds

Arborist Crew	NOVEMBER 2013	NOVEMBER 2012
Trees Trimmed	21	28
Trees Removed	2	6

- The majority of the time was spent finishing the installation of Christmas lighting displays on The Plaza and on Loockerman Street. New this year was the 30 foot plywood tree in Loockerman Way Park.

Beautification Crew

- Finished planting 65,000 tulips, daffodils and hyacinth bulbs in 44 annual/perennial beds and seventeen 36" containers.
- Once the bulbs were planted, cleaned up the area of the warehouse where they were being stored.
- Put together the list of seeds and plugs to put out the bid for the flower beds and 76 hanging baskets.

Mowing Crew

- Worked on leaf collection at our in-town buildings and parks.
- Assisted with planting of the bulbs as well as installation of the Christmas lighting displays.

Athletic Field Maintenance

- Rented a tractor and a slicer/seeder to put down 600 lbs. of grass seed on the outfields at the Schutte Park softball complex.
- Began hauling shredded mulch to the play ground equipment as a safety surface.
- Assisted with bulb plantings.

Geographic Information Systems (GIS)

- Printed multiple posters for DDP and Economic Development.
- Created multiple Miss Utility maps.
- Updated hot ix repair list.
- Printed multiple posters for the Library.
- Collected GPS data for tree plantings.
- Created multiple maps for the City Clerk's office.
- Multiple maps for the Planning Department.

Fleet and Facilities Management

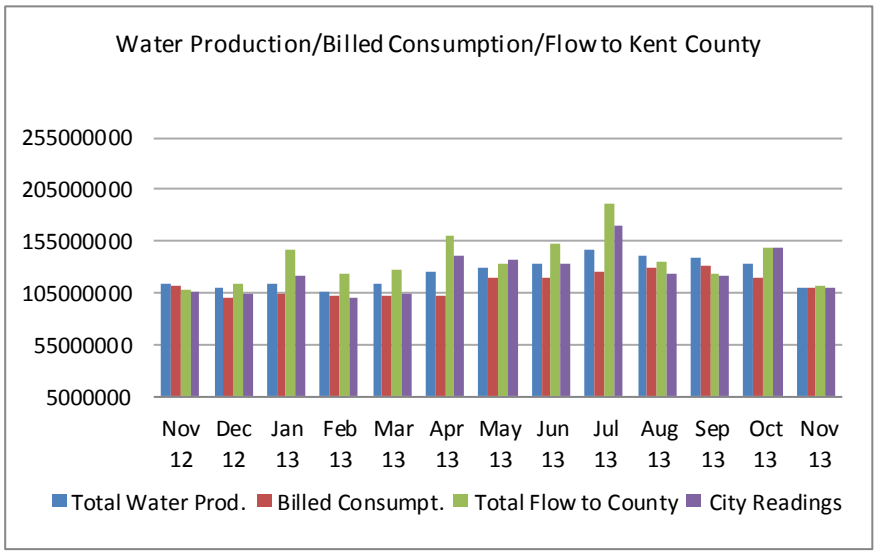
Fleet Maintenance

Major Program Updates

Measure	NOVEMBER 2013	NOVEMBER 2012	DIFFERENCE
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	18 out of 25 72.00% 11 - Unscheduled PM's Vehicles 4 – Sanitation trucks rescheduled for January (repair rapid rail, inspections, leaf suckers down, checking sanders and small dumps. 6 - T & D vehicles – Not able to get in shop-due to break downs, inspections etc. Vehicles to be rescheduled for January. 4 – Electric Eng.-Haven't seen (1) vehicle. One vehicle came back from dealer with new transmission –another vehicle there with same problem. Other vehicles are needed at sub-station. 1 – PW Admin – Haven't seen truck	6 out of 21 28.57%	**+ 43.43 %**
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	27 out of 28 96.43 %	22 out of 24 91.67%	**+ 4.76%**
Emergency work orders completed within 2 days *(Quantity and Percentage)*	3 out of 3 100 %	4 out of 4 100 %	**0 %**

PUBLIC WORKS continued

Water/Wastewater



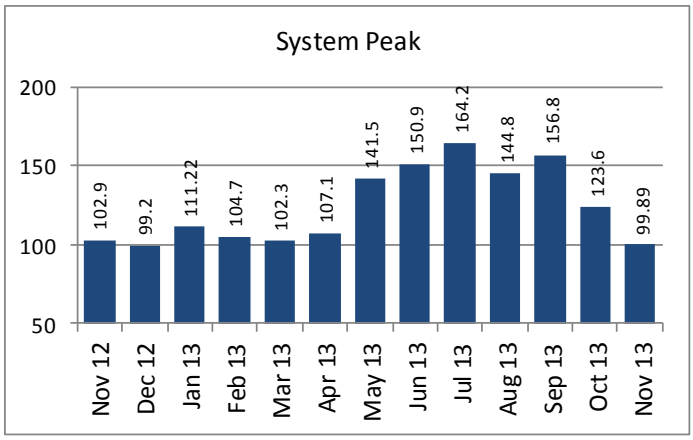
Major Program Updates	NOVEMBER 2013	NOVEMBER 2012	DIFF	FY14 YTD	FY13
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	1	0	+1	44	58
Plan Review Completed Within 30 days of Submission	4 plans 100%	3 plans 100%	+1	46	33

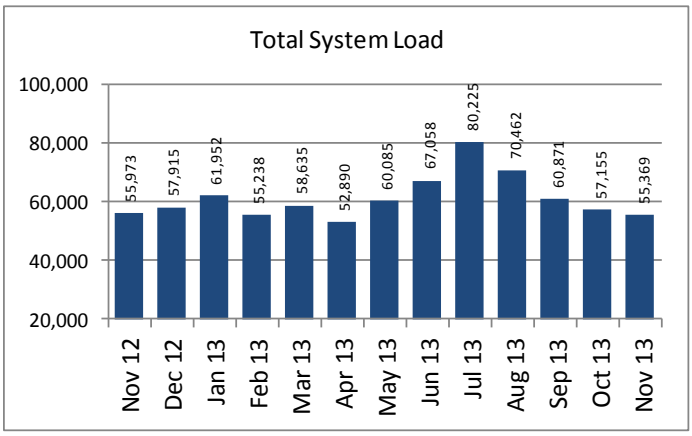
OPERATIONAL SUMMARY

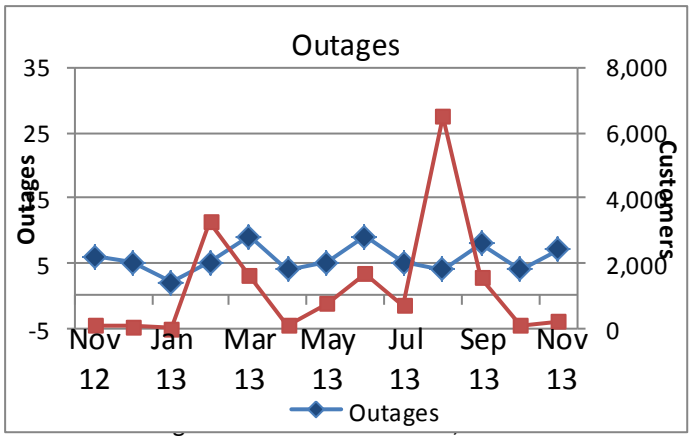
Task	NOVEMBER 13	NOVEMBER 12	CURRENT FY
Water Production - Daily Average	3,665,233	3,814,267	669,515,000
Average Field Response Time (goal is <30 minutes)	14.78	18.06	15.82
Water Mains Repaired	1	5	4
Water Service Lines Repaired	2	1	5
Wastewater Mains Repaired	0	0	0
Wastewater Service Lines Repaired	0	0	3
Sewer Lines Flushed - linear feet	81,995	64,251	782,922
Sewer Mains Videoed -linear feet	687	1,318	19,389
Total Fire Hydrants in Service	1,807	1,801	1,807
Total Water Meters in City Distribution System	14,169	140,077	14,169

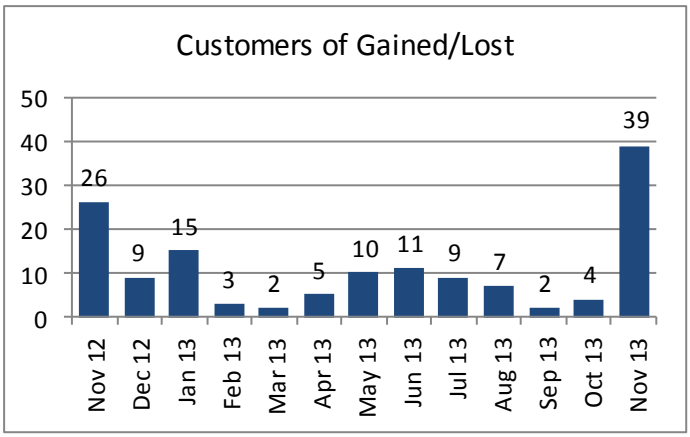
PUBLIC UTILITIES

Electric









Electric Monthly Outage Report

The annual outage goal will be less than 295 minutes per customer, which is a Delaware Standard. This will be measured by calculating the System Average Interruption Duration Index.

FY 14 YTD	FY 14	FY 13
65.76	50.74	39.44

Controllable Outages *Annual goal is less than 40*		**Average Response Time** *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
2	14	27.72 Minutes	26.25 Minutes

PROGRAM UPDATES	NOV 13	NOV 12	FY14 YTD
Tree Trimming	183	284	1129
Number of Oil Releases	0	0	5
Lost Time Accidents – All Electric Utility Divisions	0	1	1
New Services	39	26	63
Major Goals Completed in the Past Two Months			
N/A			

City Planner's Monthly Report

Planning, Inspections & Recreation

NOVEMBER 2013

Planning, Inspections & Recreation Highlights

- "Café Seattle" opened on November 13, 2013 in the Dover Mall at 1365 North DuPont Highway.
- "Justice" department store opened on November 6, 2013 in the Dover Mall at 1365 N. DuPont Highway.
- Silver Lake Clean Up - The Mirror Lake Restoration project was promoted during a press event hosted by DNREC on November 7th. Joining Secretary Colin O'Mara, Governor Markell and Mayor Carey, Dean Holden spoke on behalf of the Silver Lake Commission members.
- At the Annual Meeting of the Historic District Commission, Col. Richard Scrafford was elected Chairman and Chazz Salkin was elected Vice-Chairman. They will serve in these positions for a one year term.



Dean Holden, Chairman Silver Lake Commission

Mirror Lake Restoration Project, November 7



Located inside the Dover Mall

Personnel and Training Updates

- The Planning Office continues the hiring process to fill the vacant Planner position.
- The "Complete Communities Summit" was held on November 4, 2013. Ann Marie Townshend (Planning Director) was a moderator at the workshop and Dawn Melson-Williams (Principal Planner) attended the workshop.
- Dawn Melson-Williams attended an APA Webcast entitled "Smart Growth in Small Towns & Rural Areas" held at the Kent County Administration Building and co-sponsored by the Delaware Chapter of APA (American Planning Association).
- Maretta Purnell attended the "Conference for Women Seminar" held at the Hilton Garden Inn at 1706 N. DuPont Highway.
- Matthew Brown, Ron Coburn, Sam Gonzalez, and David McGinnis attended a workshop on addressing hoarding on November 4, 2013.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '14 Budget	FY '14 Actual (YTD)	
Business License	$1,460,000	$ 1,427,738	98%
Trailer License	$20,500	$ 20,681	101%
Building Permits	$400,000	$ 252,715	63%
Cert. of Occupancy	$9,000	$ 2,800	31%
Public Occupancy	$10,000	$ 625	6%
Lodging House	$14,000	$ 518	4%
Plumbing/Heating/Air	$75,000	$ 33,665	45%
Sprinkler	$25,000	$ 14,466	58%
Rental Inspection Fee	$345,000	$ 4,251	1%
Miscellaneous	$20,000	$ 18,400	92%
Fire Protection Fees	$31,000	$ 18,475	60%
Vacant Building Reg.	$60,000	$ 63,750	106%
Total P&I Revenue	**$2,469,500**	**$ 1,858,084**	75%
Recreation	$133,000	$56,171	42%

Looking Forward…..

- ***Capital Holiday Celebration***
- ***Final Count on Youth League Basketball***
- ***Indoor Field Hockey Leagues for Women and High Schools***

PLANNING OFFICE

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. For November 2013, Planning Staff was involved with review of 38 Permits and 8 Certificates of Occupancy permits (2013 Year to Date total of 817 Permits and COs compared to 859 year-to-date in 2012). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

COMPREHENSIVE PLAN IMPLEMENTATION

Planning Staff continues to focus on the various implementation items identified in the *2008 Comprehensive Plan* as amended.

- On-going efforts of the Planning Office include participating in planning for the participating in the planning and development design of Garrison Oak Technical Park, the pending updates to the FIRM Maps (Flood Insurance Rate maps) issued by FEMA for flood plains, and research for future ordinance amendments related to the commercial zoning classifications.

New Dover High School Project (C-10-05/S-11-18)

Construction activities related to site improvements and the building construction activities continue at the new Dover High School project site. The Planning Staff continues to work with the Capital School District and DelDOT regarding pedestrian safety concerns for the school project. Next monthly coordination meeting on the project is scheduled for early December. The sidewalk improvement project for the north side of Route 8 is progressing through the design process.

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

The Planning Staff participates in weekly coordination conference calls with Calpine regarding the Garrison Energy Center project at 450 Garrison Oak Drive (Lot 7 of the Garrison Oak Technical Park). The Final/Final Administrative Site Plan approval for the Garrison Energy Center Phase 1 was granted on September 6, 2013 subject to conditions of approval. Additional Foundation Building Permits for the project continue to be received for review and inspection; several new Foundation Permits were issued in early November.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

- ***CDBG FY13 Projects***

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

- ***Homeownership Assistance Program***

CDBG funds will be used to provide settlement assistance to assist qualifying families purchase properties in the City of Dover.

- ***MHDC Homeowner Rehabilitation Program***

CDBG funds will be used to rehabilitate owner occupied homes in the City of Dover found in violation of the City's housing code. The waiting list for this project opened on June 12, 2013 and this project is underway.

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

CDBG funds will be used for operations cost for the shelter.

- ***MHDC Emergency Home Repair Project***

CDBG funds will be used to assist very low income homeowners with emergency repairs to eliminate severe housing conditions that constitute health and safety hazards.

- ***NCALL Research***

CDBG funds were used for foreclosure prevention and pre-purchase homeownership counseling services for ten (10) Dover residents.

- ***Elizabeth W. Murphey School***

CDBG funds will be used for minor renovations for one of the facilities that services children that are at risk for homelessness.

- ***Neighborhood Stabilization Program (NSP)***

The City was awarded $1,426,740 for the acquisition and rehab of foreclosed properties to be sold to qualifying families. A total of $2,030,529 including program income has been expended on the acquisition and renovations for 11 properties. The remaining balance of $36,125 will be utilized for renovations, acquisition and down payment assistance for eligible NSP properties. Nine properties have been sold, one is a lease purchase and one is a rental that serves persons with disabilities. Nine (9) first time homebuyers have purchased homes through the NSP Settlement Assistance Program.

218 Ann Avenue (sold)

343 Mimosa Avenue (sold)

907 Woodcrest Avenue (sold)

1430 S. Hancock (group home rental)

1415 S. Hancock (sold)

4 Bennington Street (sold)

337 N. Governors Avenue (sold)

254 Green Blade Drive (sold)

302 Stone Brook Place (lease purchase)

11 Westover Drive (sold)

110 Thames Drive (sold)

BOARD AND COMMISSION ACTIVITY

◊ Board of Adjustment

The Board of Adjustment met on November 20, 2013. The next regular scheduled meeting of the Board of Adjustment is scheduled for December 18, 2013. The following applications were considered.

- **V-13-12 Lands of Orlan T. Kelley Jr. –** Variance approval to allow for the reduction of the front yard to 20 feet and an increase of lot coverage to 35% on a residential property.
- **V-13-13 Horsepond Road and Starlifter Avenue –** Variance approval to allow a 9-foot fence similar to fencing in the surrounding area. Fencing is part of a future development project for the Air Cargo Terminal.

◊ Historic District Commission

The Historic District Commission met on November 21, 2013 for its Annual Meeting. The next Historic District Commission meeting is scheduled for December 19, 2013. There were no applications. The Historic District Commission received updates on the project and permit activities associated with Architectural Review Certifications in the Historic District. There was also the Election of Chairman and Vice Chairman.

◊ Planning Commission

The Planning Commission met on November 18, 2013 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for December 16, 2013.

- **AX-13-02 Lands of Raul Juarez at 508 Acorn Lane –** Recommended approval to City Council for a zoning of R-8 for the property at 508 Acorn Lane proposed for annexation.
- **AX-13-03 Lands of the City of Dover on Acorn Lane –** Recommended approval to City Council of the R-8 zoning category for the Lands of the City of Dover on the west side of Acorn Lane as proposed for annexation.
- **C-13-09 Bee Hive Beauty Shop at 27 West Loockerman Street –** Approval to permit a beauty salon as a Conditional Use on the first floor of the building at 27 West Loockerman Street and to include Staff comments.
- **SB-13-06C The Meadow Subdivision on Jefferson Terrace –** Conditional Approval of the Conceptual Subdivision Plan for The Meadow Subdivision on Jefferson Terrace including the DAC Comments and granting recommendations of approval for the two (2) waivers pertaining to the length of the cul-de-sac street and the percentage of lots on the cul-de-sac. The Commission required thirty-six (36) foot paved width for the extension of the Jefferson Terrace roadway.
- **S-13-20 Uzin Utz Manufacturing N.A. at Garrison Oak Technical Park Lot #12 –** Conditional Approval of the Site Development Plan subject to the DAC Comments and with approval of the two waivers for a parking reduction and the partial elimination of curbing. The Commission also accepted the Performance Standards Review Application for the project.
- **US-13-03 Loockerman Plaza (Loockerman East) Comprehensive Signage Plan –** Approval of the Comprehensive Signage Plan consisting of freestanding signs and wall signs for the redevelopment of the property at 222 S. DuPont Highway with a multiple commercial building including a hotel building. Approval is subject to conditions outlined in the DAC Report.

Dangerous Buildings, Vacant Buildings & Demolitions

- *126 N. Ann Avenue* – The owner is making repairs to the exterior of the property.
- *209 N. New Street* – Owner has been granted an extension until January 15, 2014 to make repairs to the home.
- *105 S. Queen Street*—A residential Renovation Permit has been obtained and a re-inspection to the home shows that work continues to be made as finances provide.
- *238 Railroad Ave*—All five structures have been demolished.
- *123 Blue Beach Drive*—An asbestos survey was completed for the pool pump-house and no asbestos was found. Sunnyfield Contractors have been awarded the contractor for the pool and pump house demolition.
- *142 Brandywine Drive*—An interior inspection of the property was conducted by City Staff and representatives for the property owner. The mold and mildew has been abated and permits were pulled for renovations and work has begun.
- *710 Slaughter Street—The home has been demolished.*
- *200 N. West Street*—The owner has applied to the Board of Adjustment for a use variance pertaining to the prohibition of residential uses in the M (Manufacturing Zone) so that he can make renovations to the home.
- *67 S. Queen St*—City Council declared this building dangerous and ordered the owner to repair or demolish the building by October 27th. No repairs have been made. The asbestos survey and asbestos abatements have been completed. Demolition of the structures will begin in December.
- *24 N. New St*—The property was inspected on October 10th and condemned as unfit for human occupancy due to insanitary conditions and overcrowding. The property was taken forward to City Council on October 28th, in which City Council declared the structure dangerous and ordered the occupants to vacate the structure and gave them two weeks to remove any items they wished to keep from the property. An asbestos survey was conducted and the home was found to contain asbestos siding. A pre-demolition meeting with the demolition contractor and the asbestos abatement contractor has been schedule for December 2nd to walk the site. The demolition should begin within a few days after the on-site meeting.
- *Vacant Buildings*—During the month of November, 15 additional buildings were registered as vacant, and $10,000 in vacant building registration fees were collected.



710 Slaughter Street

Demolition

Code Enforcement Activity—November

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	2	154	100%	96%
No valid Building Permit	1	58	100%	93%
Tall grass and weeds	1	776	100%	80%
Unregistered vehicle	3	58	67%	90%
Abandoned vehicle	3	92	67%	86%
Annual Housing Inspection	24	369	83%	87%
Property Maintenance – Exterior	25	602	28%	65%
Electric Termination	15	270	100%	97%
Dover Code of Ordinances	53	597	89%	77%
Zoning	20	130	85%	76%
Total Cases	**147**	**3106**		
Total # of Inspections For Month	**288**			



238 Railroad Avenue—Demolished

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**NOV 13**	**FYTD 14**	**NOV 12**	**FYTD 13**
Fire Protection Inspections (New & Existing)	75	560	36	171
Fire Code Inspections	67	676	164	894
Inspection Deficiencies	45	395	37	196
Certificate of Occupancy	3	79	10	24
Accidental	$10,000	$147,450	$50.00	$450.00
Incendiary	$0	$34,600.00	$100.00	$11,100.00
Undetermined	$40,000	$321,000.0	$150.00	$1150.00
PERMITTING AND LICENSING				
Permits Issued	**NOV 13**	**FYTD 14**	**NOV 12**	**FYTD 13**
Administrative Permit	1	5	1	13
Building Addition/Renovation Permits	26	193	42	213
Building Permits	12	76	11	71
Demolition Permits	4	25	1	22
Fence Permits	4	37	3	39
Fire Prevention Permits	5	49	9	33
Mechanical Permits	68	157	31	167
Plumbing Permits	19	146	29	148
Sign Permits	5	350	26	102
Swimming Pool Permits	0	6	0	10
Business Licenses	43	1252	36	910
Merchant Licenses	9	285	4	243
Contractor Licenses	15	800	37	579
Lodging House Licenses	0	2	0	1
Mobile Homes	3	289	4	161
Public Occupancy	5	31	2	30
Rental Dwelling	16	115	0	97
BUILDING INSPECTIONS				
Inspections	**NOV 13**	**FYTD 14**	**NOV 12**	**FYTD 13**
Building	201	1523	334	1,292
Plumbing/Mechanical	320	1534	440	1,329
Certificate of Occupancy	6	59	18	46

Fire Marshal's Office—At a Glance

Number of Fires Requiring FM Response for November 2013

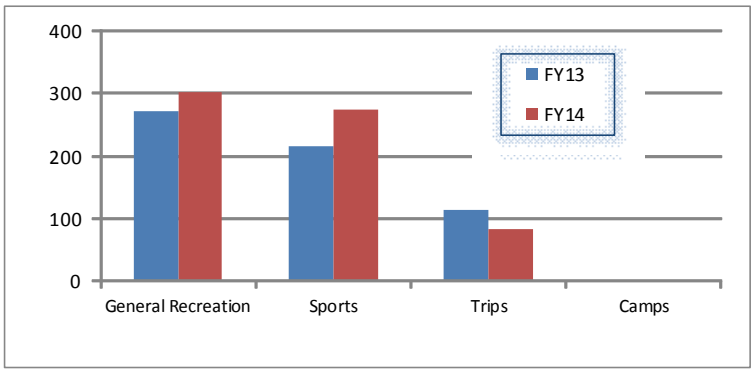
- 4 Accidental
- 1 Undetermined
- 20 hours of investigation time

Number of Complaints – 5

Recreation Division

Enrollment Summary

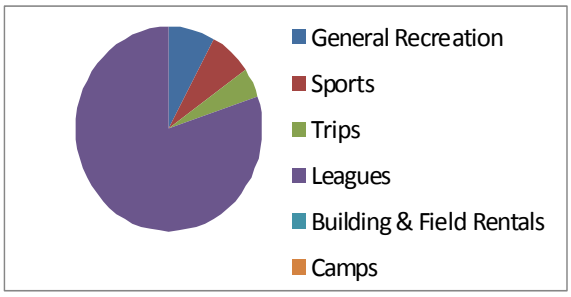
November 2012 verses November 2013

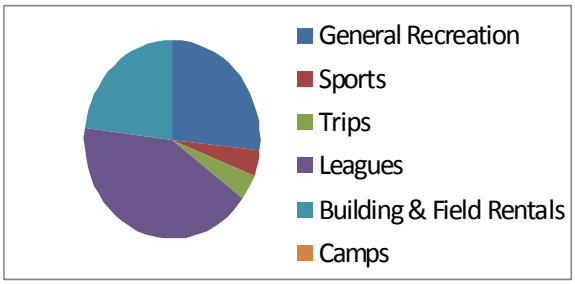




Category	FY13	FY14
General Recreation	273	303
Sports	215	274
Trips	113	84
Camps	Not Offered	Not Offered

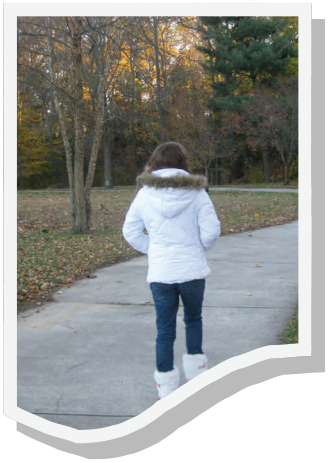
Revenue Breakdown: November 2012 verses November 2013





General Recreation	**$2,023.00**
Sports	**$1,875.00**
Camps	**$0**
Trips	**$1,248.00**
Leagues	**$20,530.00**
Building & Field Rentals	**$0**

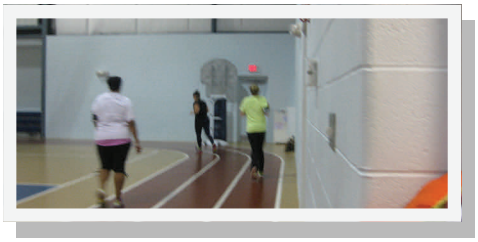
General Recreation	**$2,126.00**
Sports	**$655.00**
Trips	**$315.00**
Leagues	**$17,723.00**
Building & Field Rentals	**$3,800.00**
Camps	**$0**





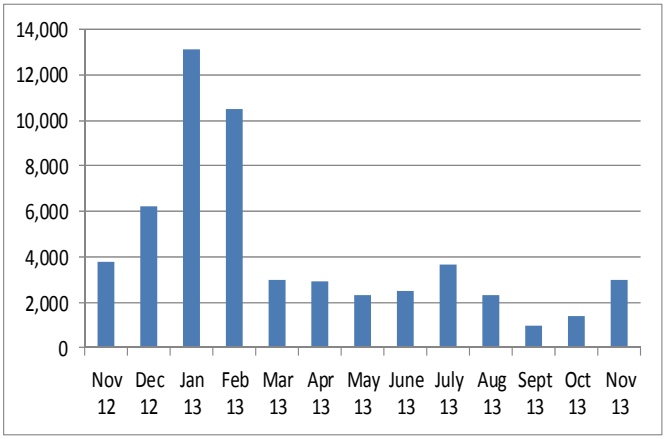




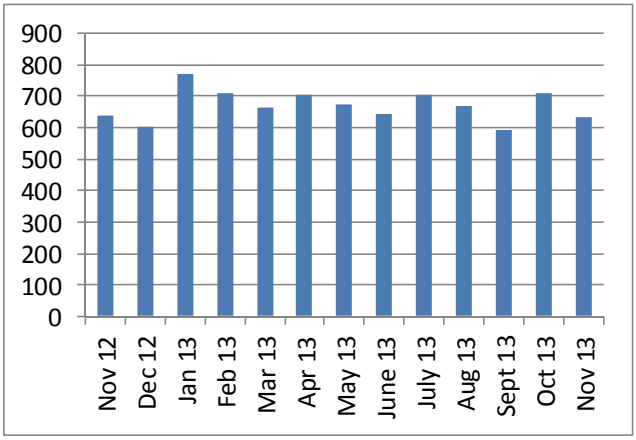


John W. Pitts Recreation Center – November 2013

Total Program Attendance



Facility Usage By The Hour



** Program Attendance figures includes daily participants, parents and spectators in the facility.

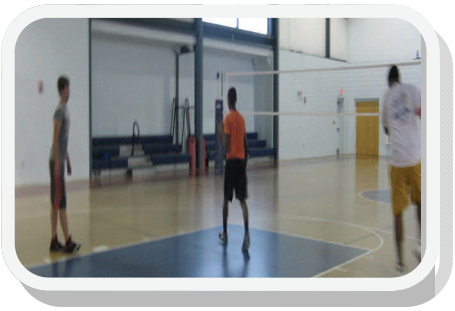
Facility Usage By The Hour	NOV 13		FYTD 14		NOV 12		FYTD 13
Open Gym	480		2,170		495.75		2,369.75
Fitness Classes	54.5		245		44.5		214
Leagues	28		153		38		126
Camps	0		555		0		49
Sports Classes	26		79.5		19.5		79
Meetings & Rentals	34.5		74.5		37.5		131.5
Enrichment Classes	8.5		29		1.5		16
Total Facility Usage Hours	631.5		3,306		636.75		2,985.25

Daily Program Attendance**	NOV 13		FYTD 14		NOV 12		FYTD 13
Total	2,987		10,405		3,780		11,018
Open Gym	605		1,799		984		3,483
Fitness Classes	299		1,326		304		1,576
Leagues	744		3,900		1,200		3,255
Camps	0		1,308		0		254
Sports Classes	225		551		123		616
Meetings & Rentals	1,094		1,464		1,165		1,793
Enrichment Classes	20		57		3		40

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

November Open Gym Registrations and Packages Sold

Packages Sold:	NOV.	MTD	YTD	FYTD
Daily:	55	$ 165	184	$552
Individual Quarterly:	1	$ 15	8	$120
Individual Annual:	1	$ 50	1	$ 50
Family Quarterly:	1	$ 30	4	$ 90
Family Annual:	0	$ 0	0	$ 0
Revenue:		**$260**		**$812**

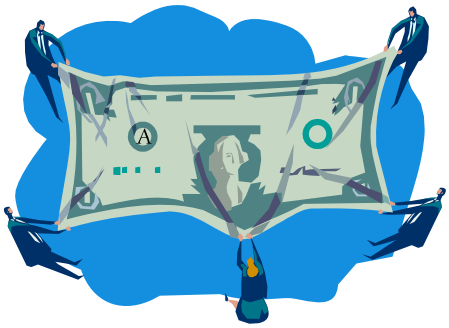


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
NOVEMBER 2013 - MONTHLY BUDGET REPORTS















LEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER
ACTIVITY REPORTS
November 2013

FINANCE DEPARTMENT ACTIVITY LEVELS

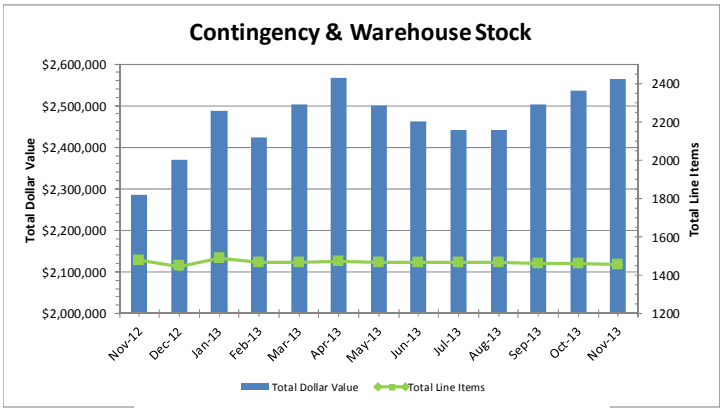
	FY13 YTD			FY14 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	2,375			2,620		
Total Amount of All Deposits	$ 67,606,437			$ 56,117,829		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**373,039**	**100.0%**	**$ 8,923,657**	**360,233**	**100.0%**	**$ 8,479,149**
Wages and Hours Worked						
Regular	303,914	81.5%	$ 6,744,373	298,678	82.9%	$ 6,466,629
All over time	20,362	5.5%	$ 906,899	15,619	4.3%	$ 659,716
Other Paid or Unpaid Wages and Hours						
Vacation	21,958	5.9%	$ 572,604	21,508	6.0%	$ 570,126
Sick	8,518	2.3%	$ 213,751	7,327	2.0%	$ 189,856
Terminal Leave - Retiree Vacation/Sick Payout	10,579	2.8%	$ 298,469	8,317	2.3%	$ 252,386
Comp Time	4,042	1.1%	$ 114,264	3,286	0.9%	$ 93,182
Personal	425	0.1%	$ 11,629	518	0.1%	$ 14,400
Leave Without Pay	2,489	0.7%	$ -	2,077	0.6%	$ -
Other (description below)	755	0.2%	$ 61,668	2,959	0.8%	$ 232,854

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

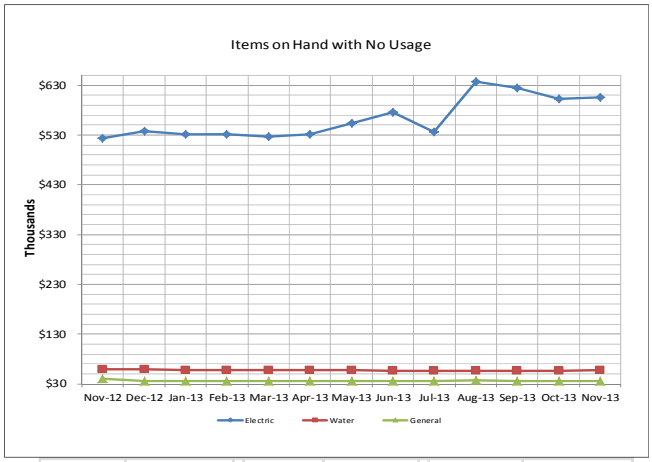
Other Activity				
Number of Pay Periods	11		11	
Number of Payroll Checks & Direct Deposits Issued	4,012		3,942	
Number of Pension Checks Issued	1,229		1,291	
Total Pension Benefits Paid - Defined Benefit Plan	$ 6,097,922		$ 6,471,315	

ACCOUNTS PAYABLE			
Number of Check Vouchers	2,541	2,452	
Number of EFT Vouchers	892	906	
Vouchers Dollar Amount Disbursed	$ 36,123,867	$ 31,080,108	

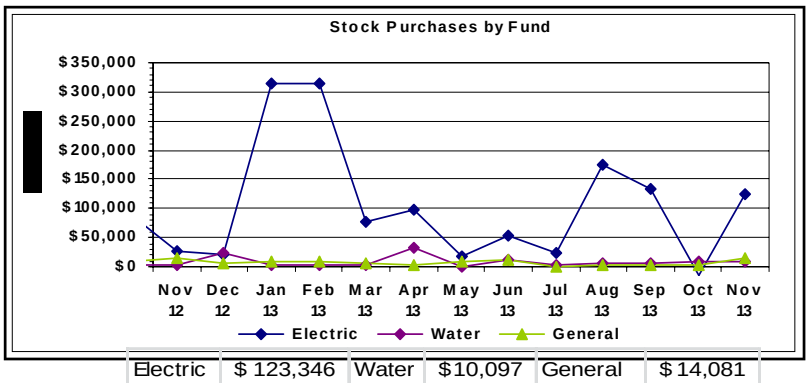
PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,565,252 Line Items: 1,454



Electric:	$605,866	Water:	$57,181	General:	$35,648



Electric	$ 123,346	Water	$10,097	General	$ 14,081

Fuel Use		
Unleaded:	9,054.2	gallons
Diesel:	6,710.3	gallons
Total Cost:	$ 44,476	

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

	Budget	YTD	Balance	42% Budget
Beginning Balance (unaudited)	$ 3,455,200	$ -	$ 3,455,200	0.0%
Revenues				
Court of Chancery Fees	863,200	237,100	626,100	27.5%
Fines & Police Revenues	1,316,000	486,926	829,074	37.0%
Franchise Fees	606,200	157,744	448,456	26.0%
Grants	623,500	71,000	552,500	11.4%
Intrafund Services	4,454,300	1,710,945	2,743,355	38.4%
Library & Recreation Revenues	599,600	319,341	280,259	53.3%
Licenses & Permits	2,627,500	1,928,498	699,002	73.4%
Property Taxes (Includes BID Revenue) (1)	11,169,500	11,048,029	121,471	98.9%
Miscellaneous Revenues	138,300	37,530	100,770	27.1%
Sanitation Revenues	2,676,500	1,084,329	1,592,171	40.5%
Garrison Farm Rent Revenue	118,500	28,892	89,608	24.4%
Transfers-In from Special Funds & Utilities				
Municipal Street Aid Fund	527,400	-	527,400	0.0%
Civil Traffic Penalties	600,000	35,968	564,032	6.0%
Transfer Taxes	1,315,500	445,942	869,558	33.9%
Verizon, Contingency and CI Reserves	32,000	-	32,000	0.0%
Police Grants	110,000	27,435	82,565	24.9%
Water/Wastewater Fund	500,000	250,000	250,000	50.0%
Electric Fund	8,000,000	4,000,000	4,000,000	50.0%
Total Revenues	36,278,000	21,869,679	14,408,321	60.3%
Total Beginning Balance & Revenues	**$ 39,733,200**	**$ 21,869,679**	**$ 17,863,521**	55.0%
Expenditures				
City Clerk & Council	$ 442,200	$ 180,263	$ 261,937	40.8%
Mayor, City Manager & Human Resources	874,900	410,354	464,546	46.9%
Police & Police Extra Duty	14,331,800	5,777,300	8,554,500	40.3%
Public Services	4,131,800	1,502,124	2,629,676	36.4%
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,870,900	680,570	1,190,330	36.4%
Planning & Inspections	2,045,600	884,602	1,160,998	43.2%
Finance, Info Tech & Customer Services	2,676,400	1,115,986	1,560,414	41.7%
Library & Recreation	2,038,600	811,316	1,227,284	39.8%
Fire Department	692,100	265,974	426,126	38.4%
Assessor	198,300	86,738	111,562	43.7%
Contribution to DDP	162,400	81,200	81,200	50.0%
Miscellaneous Grant Expense	25,000	-	25,000	0.0%
Other Employment Expenses	400,000	-	400,000	0.0%
Insurance	658,900	151,959	506,941	23.1%
OPEB - Retiree's Health Care Contribution	1,636,500	409,125	1,227,375	25.0%
Police Pension Trust Contribution - State Grant	500,000	70,000	430,000	14.0%
Appropriation to Employee Pension Fund - Unfunded Liability	1,466,500	886,950	579,550	60.5%
Street Lights	836,000	325,091	510,909	38.9%
Debt Service	557,300	538,486	18,814	96.6%
Provision for Uncollectible	10,000	10,000	-	100.0%
Transfers Out				
Capital Projects Fund	1,278,300	639,150	639,150	50.0%
Total Expenditures	36,833,500	14,827,188	22,006,312	40.3%
Budget Balance - Working Capital	2,899,700	-	2,899,700	0.0%
Total Budget Balance & Expenditures	**$ 39,733,200**	**$ 14,827,188**	**$ 24,906,012**	37.3%
Reserve Balances				
Contingency	$ 723,600	$ 736,013		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 10/31/13 is $506,730 as compared to $656,741 in November 2012.

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

	Budget	YTD	Balance	42% Budget
Beginning Balance - Water (unaudited)	$ 770,800	$ -	$ 770,800	0.0%
Beginning Balance - Wastewater (unaudited)	$ 412,600	$ -	$ 412,600	0.0%
Beginning Balance - Kent County Treatment (unaudited)	$ 141,600	$ -	$ 141,600	0.0%
	1,325,000	-	1,325,000	0.0%
Revenues				
Water Fees	4,730,700	1,992,083	2,738,617	42.1%
Wastewater Fees	3,642,700	1,553,805	2,088,895	42.7%
Kent County Treatment Fees	2,980,300	1,281,043	1,699,257	43.0%
Ground Water Inflow Adjustment	1,324,600	574,977	749,623	43.4%
Water Tank Leases	333,800	105,958	227,842	31.7%
Miscellaneous Service Fee	105,100	29,854	75,246	28.4%
Impact Fees - Water	357,000	73,675	283,325	20.6%
Impact Fees - Wastewater	323,000	66,822	256,178	20.7%
Total Revenues	13,797,200	5,678,217	8,118,983	41.2%
Total Beginning Balance & Revenues	**$ 15,122,200**	**$ 5,678,217**	**$ 9,443,983**	37.5%
Expenses				
Water/Wastewater Operating Divisions				
Engineering & Inspection	$ 664,400	$ 154,250	$ 510,150	23.2%
Water	433,900	188,350	245,550	43.4%
Water Treatment Plant	1,501,800	569,044	932,756	37.9%
Wastewater	945,100	325,239	619,861	34.4%
Construction	351,400	102,927	248,473	29.3%
Kent County Treatment	3,524,800	1,333,492	2,191,308	37.8%
Intrafund Service Fees	1,233,400	488,038	745,362	39.6%
Pension Unfunded Liability	339,400	169,700	169,700	50.0%
OPEB - Retiree's Health Care Contributions	200,000	100,000	100,000	50.0%
Debt Service	1,019,500	426,024	593,476	41.8%
Other Employment Expenses	25,000	-	25,000	0.0%
Transfers Out				
General Fund	500,000	250,000	250,000	50.0%
Water I & E Fund	1,200,000	600,000	600,000	50.0%
Wastewater I & E Fund	1,330,000	665,000	665,000	50.0%
Total Expenses	13,268,700	5,372,064	7,896,636	40.5%
Budget Balances				
Budget Balance - Working Capital - Water	1,056,400	-	1,056,400	0.0%
Budget Balance - Working Capital - WW	797,100	-	797,100	0.0%
Total Budget Balances	1,853,500	-	1,853,500	0.0%
Total Budget Balances & Expenses	**$ 15,122,200**	**$ 5,372,064**	**$ 9,750,136**	35.5%
Reserve Balances				
Contingency-Water	$ 105,600	$ 104,397		
Contingency-Wastewater	$ 191,500	$ 188,777		
Impact Fee Reserve - Sewer	NO BUDGET	$ 3,766,469		
Impact Fee Reserve - Water	NO BUDGET	$ 197,626		
Bond Coverage Ratio (Covenant 1.20)	3.96	7.84		

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

	Budget	YTD	Balance	42% Budget
Beginning Balance (unaudited)	$ 7,152,400	$ -	$ 7,152,400	0.0%
Revenues				
Sales to Customers	76,286,700	34,082,341	42,204,359	44.7%
Utility Tax	1,492,200	564,454	927,746	37.8%
Weyandt Hall Rents	251,000	57,113	193,887	22.8%
Miscellaneous Revenues	737,800	290,971	446,829	39.4%
Interest Earned	119,400	3	119,397	0.0%
Transfer from Rate Stabilization	4,000,000	2,000,000	2,000,000	50.0%
Intrafund Service Receipts Water/Wastewater	98,500	42,870	55,630	43.5%
Total Revenues	82,985,600	37,037,752	45,947,848	44.6%
Total Beginning Balance & Revenues	**$ 90,138,000**	**$ 37,037,752**	**$ 53,100,248**	41.1%
Expenses				
Power Supply & Generation				
Hedged Energy	$ 23,832,000	$ 13,994,188	$ 9,837,812	58.7%
Power Supply Management	996,000	415,000	581,000	41.7%
Capacity Charges	15,787,200	6,421,623	9,365,577	40.7%
Dover Sun Park Energy	1,565,800	689,487	876,313	44.0%
Solar Renewal Energy Credits	300,000	124,415	175,585	41.5%
PJM Charges - Energy	12,812,900	3,432,864	9,380,036	26.8%
PJM Charges - Transmission & Fees	4,740,000	3,059,630	1,680,370	64.5%
Total Power Supply	60,033,900	28,137,207	31,896,693	46.9%
Plant Operations	6,015,800	2,232,887	3,782,913	37.1%
Generation Fuels	-	919,951	(919,951)	0.0%
Capacity Credits	(15,079,800)	(6,259,750)	(8,820,050)	41.5%
PJM Spot Market Energy	(230,500)	(88,915)	(141,585)	38.6%
PJM Credits	(397,000)	(1,916,940)	1,519,940	482.9%
Total Generation	(9,691,500)	(5,112,767)	(4,578,733)	52.8%
Total Power Supply & Plant	50,342,400	23,024,440	27,317,960	45.7%
Electric Operating Divisions:				
Transmission/Distribution	3,302,500	1,203,540	2,098,960	36.4%
Electrical Engineering	1,192,200	408,601	783,599	34.3%
Administration	597,000	122,635	474,365	20.5%
Meter Reading	220,300	95,662	124,638	43.4%
Systems Operations	543,600	239,204	304,396	44.0%
Intrafund Services	3,319,400	1,265,778	2,053,622	38.1%
Utility Tax	1,492,200	564,454	927,746	37.8%
OPEB - Retirees Health Care Contribution	513,300	256,650	256,650	50.0%
Pension Trust Contribution - Unfunded liability	1,314,200	657,100	657,100	50.0%
Interest on Deposits	27,000	9,223	17,777	34.2%
Green Energy Payment to DEMEC	135,800	44,400	91,400	32.7%
Accounts Receivable Write-Offs	200,000	200,000	-	100.0%
Other Employee Expenses	150,000	-	150,000	0.0%
Contractual Services RFP's	100,000	100	99,900	0.1%
Debt Service	3,301,900	1,419,525	1,882,375	43.0%
Transfers Out:				
General Fund	8,000,000	4,000,000	4,000,000	50.0%
Electric Improvement & Extension Fund	5,448,600	2,724,300	2,724,300	50.0%
Total Expenses	81,176,100	36,723,462	44,452,638	45.2%
Budget Balance - Working Capital	8,961,900	-	8,961,900	0.0%
Total Budget Balance & Expenses	**$ 90,138,000**	**$ 36,723,462**	**$ 53,414,538**	40.7%
Reserve Balances				
Contingency Reserve	$ 826,500	$ 816,487		
Insurance Reserve	$ 739,000	$ 735,069		
Rate Stabilization Reserve	$ 13,644,000	$ 15,426,310		
Bond Coverage Ratio (Covenant 1.25)	1.97	1.79		
Megawatt Hours Sold & Purchased				
Sales to Customers MWh (excluding Street Light MWh)	712,675	318,134		44.6%
Sales per MWh	$ 107.04	$ 107.13		100.1%
Purchased/Generated MWh	725,818	324,336		44.7%
All In MWh Supply & Generation	$ 69.36	$ 70.99		102.3%

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

	Budget	YTD	Balance	42% Budget
Beginning Balance - Projects (unaudited)	$ 241,200	$ -	$ 241,200	0.0%
Beginning Balance - Library (unaudited)	$ (74,700)	$ -	$ (74,700)	0.0%
Revenues				
State Grant - Other	15,000	-	15,000	0.0%
Interest Earnings	-	6,775	(6,775)	0.0%
Income from Sale of Assets	-	2,102	(2,102)	0.0%
Transfer from General Fund for Projects	1,278,300	639,150	639,150	50.0%
Transfer from Parkland Reserve	95,000	-	95,000	0.0%
Subtotal Revenues	1,388,300	648,027	740,273	
State Grant - Library	-	108,044	(108,044)	0.0%
Library Construction Donations	-	5,150	(5,150)	0.0%
Subtotal Library Project Receipts	-	113,194	(113,194)	0.0%
Total Revenues	1,388,300	761,221	627,079	54.8%
Total Beginning Balance & Revenue	**$ 1,554,800**	**$ 761,221**	**$ 793,579**	49.0%
Expenditures				
Fire	$ 238,500	$ 238,515	$ (15)	100.0%
Grounds Maintenance	50,100	30,249	19,851	60.4%
Library	-	6,512	(6,512)	0.0%
Recreation	95,000	-	95,000	0.0%
Code Enforcement	30,000	-	30,000	0.0%
Police	257,300	198,774	58,526	77.3%
Streets	251,500	143,684	107,816	57.1%
Sanitation	402,100	-	402,100	0.0%
Information Technology	7,000	-	7,000	0.0%
Facilities Management	17,800	-	17,800	0.0%
Procurement & Inventory	55,000	-	55,000	0.0%
Total Expenditures	1,404,300	617,734	786,566	44.0%
Budget Balance - Projects	150,500	-	150,500	0.0%
Total Budget Balance & Expenditures	**$ 1,554,800**	**$ 617,734**	**$ 937,066**	39.7%
Reserve Balances				
Capital Asset Replacement Reserve	$ 512,000	$ 508,710		
Parkland/Recreation	$ 110,000	$ 203,475		

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

	Budget	YTD	Balance	42% Budget
Beginning Balance - Water (unaudited)	$ 1,620,000	$ -	$ 1,620,000	0.0%
Beginning Balance - Wastewater (unaudited)	$ 660,900	$ -	$ 660,900	0.0%
Revenues				
Bond Proceeds - Water	-	3,000,000	(3,000,000)	0.0%
Bond Proceeds - Wastewater	-	1,005,960	(1,005,960)	0.0%
State Loan-Wastewater 2010	-	62,000	(62,000)	0.0%
Interest Earned	25,000	17,477	7,523	69.9%
Transfer from Operating Fund for Water	1,200,000	600,000	600,000	50.0%
Transfer from Operating Fund for Wastewater	1,330,000	665,000	665,000	50.0%
Transfer from Impact Fee Reserve - Water	390,000	-	390,000	0.0%
Total Revenues	2,945,000	5,355,147	(2,410,147)	181.8%
Total Beginning Balance & Revenues	**$ 5,225,900**	**$ 5,355,147**	**$ (129,247)**	102.5%
Expenses				
Water	$ 1,476,800	$ 479,727	$ 997,073	32.5%
Wastewater	1,251,000	201,990	1,049,010	16.1%
Water Construction	90,000	-	90,000	0.0%
Total Expenses	2,817,800	681,717	2,136,083	24.2%
Budget Balance - Working Capital - Water	1,655,700	-	1,655,700	0.0%
Budget Balance - Working Capital - Wastewater	752,400	-	752,400	0.0%
Total Budget Balances	2,408,100	-	2,408,100	0.0%
Total Budget Balances & Expenses	**$ 5,225,900**	**$ 681,717**	**$ 4,544,183**	13.0%
Reserve Balances				
Capital Asset Replacement - Water	$ 513,000	$ 506,839		
Capital Asset Replacement - Wastewater	$ 512,300	$ 505,679		

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

	Budget	YTD	Balance	42% Budget
Beginning Balance (unaudited)	$ 3,091,000	$ -	$ 3,091,000	0.0%
Revenues				
Interest Earnings	25,200	5,395	19,805	21.4%
Transfer from Electric Revenue Fund	5,448,600	2,724,300	2,724,300	50.0%
General Service Billing	440,000	101,153	338,847	23.0%
Total Revenues	5,913,800	2,834,920	3,078,880	47.9%
Total Beginning Balance & Revenues	**$ 9,004,800**	**$ 2,834,920**	**$ 6,169,880**	31.5%
Expenses				
Electric Generation	$ 2,117,800	$ 141,272	$ 1,976,528	6.7%
Transmission/Distribution	1,100,000	88,825	1,011,175	8.1%
Electrical Engineering	2,405,800	502,694	1,903,106	20.9%
Total Expenses	5,623,600	732,791	4,890,809	13.0%
Budget Balance - Working Capital	3,381,200	-	3,381,200	0.0%
Total Budget Balance & Expenses	**$ 9,004,800**	**$ 732,791**	**$ 8,272,009**	8.1%
Reserve Balances				
Depreciation Reserve	$ 9,977,100	$ 9,882,945		
Future Capacity Reserve	$ 10,131,400	$ 10,031,842		

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

	Budget	YTD	Balance	42% Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Revenue	500,000	(2)	500,002	0.0%
Interest Earned	500	215	285	43.0%
Total Revenues	500,500	213	500,287	0.0%
Total Beginning Balance & Revenues	**$ 500,500**	**$ 213**	**$ 500,287**	0.0%
Expenses				
Program Expenses - Del Dot	$ 500,000	$ 296,506	$ 203,494	59.3%
Budget Balance - Working Capital	500	-	500	0.0%
Total Budget Balances & Expenses	**$ 500,500**	**$ 296,506**	**$ 203,994**	59.2%

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

	Budget	YTD	Balance	42% Budget
Beginning Balance (unaudited)	$ 100	$ -	$ 100	0.0%
Revenues				
Grants Received	413,000	111,383	301,617	27.0%
Interest Earned	-	359	(359)	0.0%
Total Revenues	413,000	111,742	301,258	27.1%
Total Beginning Balance & Revenues	**$ 413,100**	**$ 111,742**	**$ 301,358**	27.0%
Expenses				
Program Expenses/Supplies	$ 191,000	$ 16,441	$ 174,559	8.6%
Computer Hardware	60,000	137	59,863	0.2%
Telephone/Fax	15,000	7,307	7,693	48.7%
Training/Conference/Food/Travel	36,000	-	36,000	0.0%
Consulting/Audit Fees	1,000	-	1,000	0.0%
Contractual services	-	3,272	(3,272)	0.0%
Operating Transfers - Out	110,000	27,435	82,565	24.9%
Total Expenses	413,000	54,592	358,408	13.2%
Budget Balance - Working Capital	100	-	100	0.0%
Total Budget Balances & Expenses	**$ 413,100**	**$ 54,592**	**$ 358,508**	13.2%

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

	Budget	YTD	Balance	42% Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	270,100	139,184	130,916	51.5%
Total Revenues	270,100	139,184	130,916	51.5%
Total Beginning Balance & Revenues	**$ 270,100**	**$ 139,184**	**$ 130,916**	51.5%
Expenses				
Program Expenses/Supplies-State Grants	$ 28,000	$ 3,499	$ 24,501	12.5%
Program Expenses/Supplies-Federal Grants	-	2,500	(2,500)	0.0%
Office Supplies	24,000	9,801	14,199	40.8%
Printing/Duplicating	8,900	2,740	6,160	30.8%
Postage	100	-	100	0.0%
Books	124,900	11,248	113,652	9.0%
Furniture	4,700	599	4,101	12.7%
Audio Visual Supplies	74,000	20,125	53,875	27.2%
Training/Conference/Food/Travel	3,500	210	3,290	6.0%
Office Equipment/Repairs & Maintenance	2,000	1,811	189	90.6%
Total Expenses	270,100	52,533	217,567	19.4%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 270,100**	**$ 52,533**	**$ 217,567**	19.4%

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

	Budget	YTD	Balance	42% Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	31,800	5,540	26,260	17.4%
Total Revenues	31,800	5,540	26,260	17.4%
Total Beginning Balance & Revenues	**$ 31,800**	**$ 5,540**	**$ 26,260**	17.4%
Expenses				
Contractual Services	$ 31,800	$ 5,540	$ 26,260	17.4%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 31,800**	**$ 5,540**	**$ 26,260**	17.4%

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

	Budget	YTD	Balance	42% Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	244,800	12,179	232,621	5.0%
Interest Earnings	-	21	(21)	0.0%
Total Revenues	244,800	12,200	232,600	5.0%
Total Beginning Balance & Revenues	**$ 244,800**	**$ 12,200**	**$ 232,600**	5.0%
Expenses				
Current Year Closing Cost/Down Payment Program	$ 40,000	$ -	$ 40,000	0.0%
Current year Dover Interfaith Ministry	27,500	7,273	20,227	26.4%
Current Year MHDC Emergency Home Repair	40,000	-	40,000	0.0%
Current Year Elizabeth W Murphy School	39,700	12,858	26,842	32.4%
Current Year NCALL Research Inc.	8,900	-	8,900	0.0%
Current Year Milford Housing H/O Rehabilitation	39,700	-	39,700	0.0%
Current Year Salaries	49,000	5,929	43,071	12.1%
NSP Expense	-	66,218	(66,218)	0.0%
Total Expenses	244,800	92,278	152,522	37.7%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 244,800**	**$ 92,278**	**$ 152,522**	37.7%

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

	Budget	YTD	Balance	42% Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	55,630	22,837	32,793	41.1%
Recreation Revenue	33,000	7,270	25,730	22.0%
Total Revenues	88,630	30,107	58,523	34.0%
Total Beginning Balance & Revenues	**$ 88,630**	**$ 30,107**	**$ 58,523**	34.0%
Expenses				
Temporary Help/Benefits	$ 33,000	$ 12,734	$ 20,266	38.6%
Program Expenses/Supplies	55,630	11,172	44,458	20.1%
Total Expenses	88,630	23,906	64,724	27.0%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 88,630**	**$ 23,906**	**$ 64,724**	27.0%

Monthly Report
November 2013

Economic Development Office

2013_11 Economic Development

- Calpine Weekly Conference Calls
- Site visit to The Greene Turtle with City Manager and Owner to discuss alternatives for water connection
- Teleconference with Senator Carper's office regarding a site visit to the new Dick's Sporting Goods location
- Discussed property tax abatement issues with Reuben Salters
- Attended United Way fundraiser at Grotto Pizza
- Met with Philipp Utz to discuss next steps in finalizing land purchase agreement
- Attended DAC meeting regarding Uzin Utz
- Attended the Kent County is Open for Business Forum at Levy Court
- Met with Secretary Alan Levin to discuss numerous economic development issues and to update him on infrastructure improvements at the Garrison Tract
- Attended Royal Farms ribbon-cutting
- Attended the DEEDS Meeting at the Chase Center
- Along with the Mayor, hosted delegation of Chinese business people at City Hall; made presentation about business strategies in Delaware; made a presentation about availability of properties at the Garrison Tract
- Teleconference with Barb DeHaven to prepare for a site visit by German manufacturing company
- Discussed with Alan Perry availability at the SunRoc Building and made arrangements with him to meet with myself and representatives from the German manufacturing company to tour the building
- Attended Central Delaware Chamber Board Meeting
- Attended the Ribbon-cutting ceremonies at Parke-Green Galleries
- Along with the Executive Director of the DDP, made the Semi-Annual presentation on the Benchmarks for the Economic Development Office to the Parks and Recreation Committee
- Attended Leads Group Meeting at R&R Commercial Realty
- Teleconference with Nick Rodriguez regarding land purchase and incentive agreement for Uzin Utz
- Discussed changes in the Garrison Tract gas delivery agreement with Shane Breakie from Chesapeake Utilities
- Attended final meeting with Convocation Center Feasibility Study Group; made recommendations and suggestions on moving forward
- Took U.S. Senator Tom Carper on a tour of Dick's Sporting Goods
- Met with German manufacturing company and DEDO, made presentation regarding availability of properties in central Delaware; toured the SunRoc Building with Alan Perry and DEDO Representatives; toured the Garrison Tract with DEDO and representatives of the German manufacturing company
- Teleconference with Joe Myers of NCALL regarding Wells Fargo grant and its connection to an economic inclusion study; reviewed with Joe the goals and guidelines for the grant
- Teleconference with Phil McGinnis regarding the " Dover Master Plan"
- Provided the Haul schedule to Utility Committee members, City Manager and Mayor for heavy equipment going to the Garrison Energy Center
- Reviewed revised purchase agreement for Uzin Utz with City Manager and set-up future meeting with City Solicitor to discuss revisions

- Met with Dr. Michael Casson to discuss comprehensive economic development strategy and how to revitalize the initiative
- Called Deputy Director at DEDO to discuss the CEDS Project
- Attended second Plant Managers meeting at Kent County Levy Court and gave overview of economic development initiatives
- Attended Kent County Tourism Board Meeting and provided overview of economic development initiatives
- Attended Food Innovation District Steering Committee Meeting
- Discussed water testing procedures with owner of the Greene Turtle
- Forwarded Chesapeake Utility proposal to Bill Pepper for comments
- Met with City Solicitor and City Manager to revise purchase agreement for Uzin Utz; forwarded email to City Solicitor highlighting the revisions and clarifying the source water overlay protection zone in the agreement
- Discussion with Clay Hammond on minority business opportunities with Bayhealth
- Teleconference with Uzin Utz attorney's office in Philadelphia to discuss revisions in purchase agreement, asking for their language in the agreement to change the transfer of property prior to permitting

Measures:

- 1 Maintain an unemployment rate for the City of Dover that is lower than national and state averages

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Projected**
Results	<10% unemployment rate in June 2012 8.2% - US Rate 6.8 % - DE Rate 8.6% - City of Dover Rate June 2012 – Actual	< 10% unemployment rate in June 2013 7.6% - US Rate 7.3% - DE Rate 9.8% - City of Dover Rate June 2013 Actual	<10% unemployment rate in June 2014 7 % - US Rate 6.5 % - DE Rate 7.2% - City of Dover Rate November 2013 Actual

- 2 Monitor number of contacts with small businesses and with out-of-town companies interested in locating in Dover

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Projected**
Results	≥20 contacts with potential small businesses; **10 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **9 Contacts YTD**	≥20 contacts with potential small businesses; **18 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **7 Contacts YTD**	≥20 contacts with potential small businesses; **8 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **7 Contacts YTD**

2013_11 Economic Development (Perez)

- Provided technical assistance to nine (9) prospective small business individuals on overall business development within the City of Dover and the Downtown Dover Business District
- Provided technical assistance to five (5) prospective small business individuals on locating available space within the City of Dover and Downtown Business District to lease
- Provided technical assistance to two (2) pre-approved small business owner (applicant) in preparing, completing and submitting small business loan application to be processed
- In collaboration with the YWCA Delaware conducted one (1) small business development training sessions on Business Basics for four (4) participants
- Disseminated via email, DDP website and Facebook Small Business Development workshops and Vendor Day Workshop sponsored by DE Office of Supplier Diversity and scheduled to be held on December 11th to our network partners; and special event information to the Business Community in Dover
- Represented the ED Office at the Kent County Open for Business Forum on November 7th
- Represented the ED Office and attended the Royal Farms Grand Opening on November 8th
- Assisted the Public Relations Officer from Royal Farms with the Press Release of the Royal Farms Grand Opening on November 8th
- Provided technical assistance to Allison Taylor Levine from Delaware Community Foundation on obtaining information for their annual report
- Provided technical assistance to Dotty Rhoads from Delaware Welcome Center (I-95/Newark DE) on obtaining marketing information of the City of Dover to be displayed at the Visitor's Center

2013_11 Downtown Dover Partnership (Perez)

- Coordinated media (newspaper announcement), website, social media press releases and logistics of series of Special Events which occurred during this reporting period which included:
  - Home for the Holidays Event
  - Winter Wonderland Project
  - Capital Holiday Celebration
  - Shop Small Business Saturday
  - Home for the Holidays Parade
  - First Friday in November' 13.
- Continued working with the DDP Executive Director on the development of the Program Annual Report' 13- Final Draft
- Continued working with the DDP Executive Director on the development of program's new Website Loading Phase
- Continued working with the DDP Executive Director and the Marketing Committee on the coordination of Second Quarter Special Events and Fund Raising
- Continued working with the DDP Executive Director and DEDO on providing Small Business Development Technical Assistance to the selected POP-UP Project candidate at 138 W. Loockerman Street
- Assisted Design Committee with Logistics of the Tray Project' 13
- Continued working with the Design Committee on collecting needed materials for the creation of the Façade Report
- Coordinated a series of Photo-Ops including the Frist Friday Gives Back in November' 13
- Coordinated the logistics for grand opening of Parke Green Galleries on November 12th

Dover Fire Department



FIRE REPORT

NOVEMBER 2013

FY 12-13 City Funded Account Balance Sheet

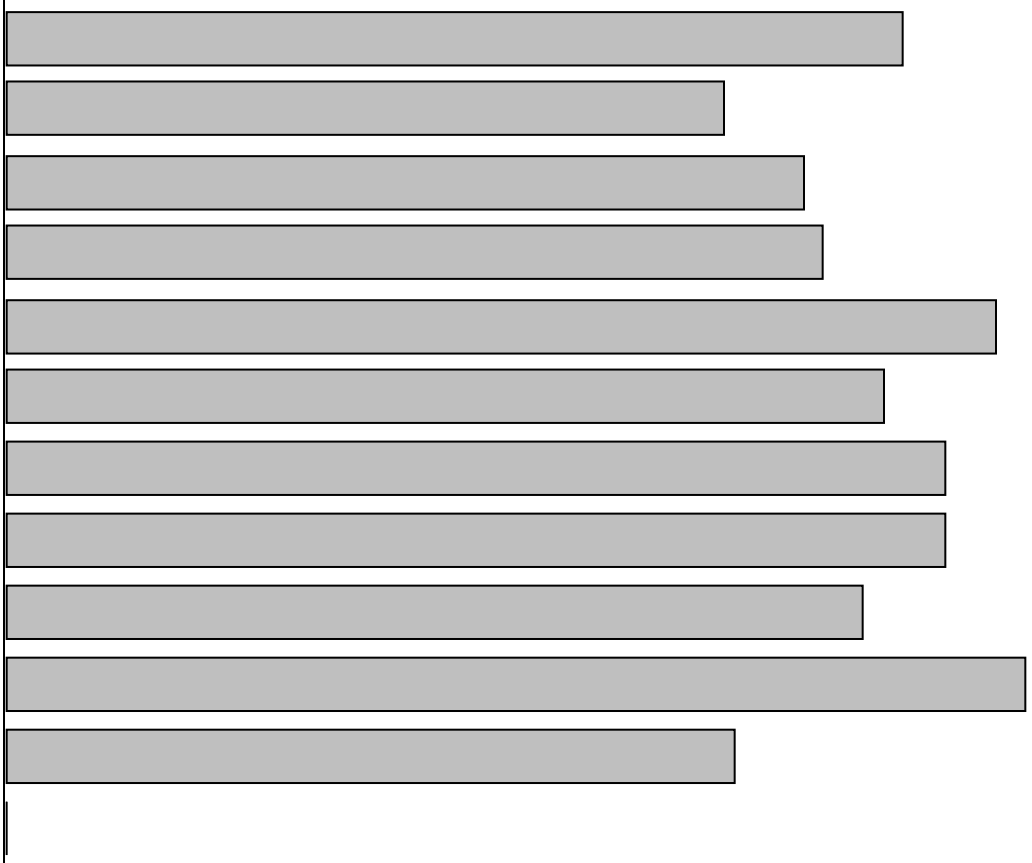
ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 67,000.00	$ 60,167.10	$ 6,832.90
Building Maintenace Supplies	$ 1,650.00		$ 1,650.00
Contractual Services	$ 16,587.00		$ 16,587.00
Electricity	$ 51,820.00	$ 18,216.07	$ 33,603.93
Gasoline	$ 19,050.00	$ 9,905.55	$ 9,144.45
Heating Expenses- Gas	$ 20,000.00	$ 1,080.81	$ 18,919.19
Medical Supplies	$ 700.00		$ 700.00
Office Supplies	$ 2,500.00	$ 183.63	$ 2,316.37
Other Equipment Repairs	$ 4,000.00	$ 1,337.63	$ 2,662.37
Program Expenses	$ 36,630.00	$ 15,139.75	$ 21,490.25
Radio Repairs	$ 2,000.00	$ 706.00	$ 1,294.00
Safety & Security	$ 2,150.00	$ 149.65	$ 2,000.35
Small Tools	$ 4,800.00	$ 577.94	$ 4,222.06
Telephone	$ 13,340.00	$ 3,257.68	$ 10,082.32
Training & Travel	$ 8,815.00	$ 4,928.50	$ 3,886.50
Uniforms & Firefighting Gear	$ 27,100.00	$ 910.35	$ 26,189.65
Water/ Sewer	$ 3,150.00	$ 1,245.12	$ 1,904.88

Balance as of: 11/30/13

Alarms by Month of Year

Dover Fire Department

Time Period From 01/01/2013 to 11/30/2013



Month	Totals
January	89
Febuary	71
March	79
April	81
May	98
June	87
July	93
August	93
September	85
October	101
November	72
December	0
No Date	0
Total Calls	949

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 11/01/2013 to 11/30/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		1	1.59%	$0	0.00%
113 Cooking fire, confined to container		8	12.70%	$0	0.00%
131 Passenger vehicle fire		2	3.17%	$0	0.00%
142 Brush or brush-and-grass mixture fire		1	1.59%	$0	0.00%
150 Outside rubbish fire, other		1	1.59%	$0	0.00%
151 Outside rubbish, trash or waste fire		1	1.59%	$0	0.00%
154 Dumpster or other outside trash receptacle fire		1	1.59%	$0	0.00%
	Totals	15	23.81%	$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	0	0.00%	$0	0.00%
3 Rescue & Emergency Medical Service Incident					
300 Rescue, EMS incident, other		2	3.17%	$0	0.00%
322 Motor vehicle accident with injuries		1	1.59%	$0	0.00%
352 Extrication of victim(s) from vehicle		1	1.59%	$0	0.00%
353 Removal of victim(s) from stalled elevator		1	1.59%	$0	0.00%
	Totals	5	7.94%	$0	0.00%
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		1	1.59%	$0	0.00%
413 Oil or other combustible liquid spill		1	1.59%	$0	0.00%
424 Carbon monoxide incident		1	1.59%	$0	0.00%
440 Electrical wiring/equipment problem, other		1	1.59%	$0	0.00%
445 Arcing, shorted electrical equipment		1	1.59%	$0	0.00%
	Totals	5	7.94%	$0	0.00%
5 Service Call					
554 Assist invalid		1	1.59%	$0	0.00%
561 Unauthorized burning		1	1.59%	$0	0.00%
571 Cover assignment, standby, moveup		1	1.59%	$0	0.00%
	Totals	3	4.76%	$0	0.00%
6 Good Intent Call					
600 Good intent call, other		8	12.70%	$0	0.00%
611 Dispatched & canceled en route		5	7.94%	$0	0.00%
651 Smoke scare, odor of smoke		2	3.17%	$0	0.00%
	Totals	15	23.81%	$0	0.00%
7 False Alarm & False Call					
700 False alarm or false call, other		5	7.94%	$0	0.00%
710 Malicious, mischievous false call, other		1	1.59%	$0	0.00%
721 Bomb scare - no bomb		1	1.59%	$0	0.00%
730 System malfunction, other		1	1.59%	$0	0.00%
735 Alarm system sounded due to malfunction		1	1.59%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		4	6.35%	$0	0.00%
744 Detector activation, no fire - unintentional		1	1.59%	$0	0.00%
745 Alarm system activation, no fire - unintentional		6	9.52%	$0	0.00%
	Totals	20	31.75%	$0	0.00%
8 Severe Weather & Natural Disaster					

Incident Type Report (Summary)

Dover Fire Department

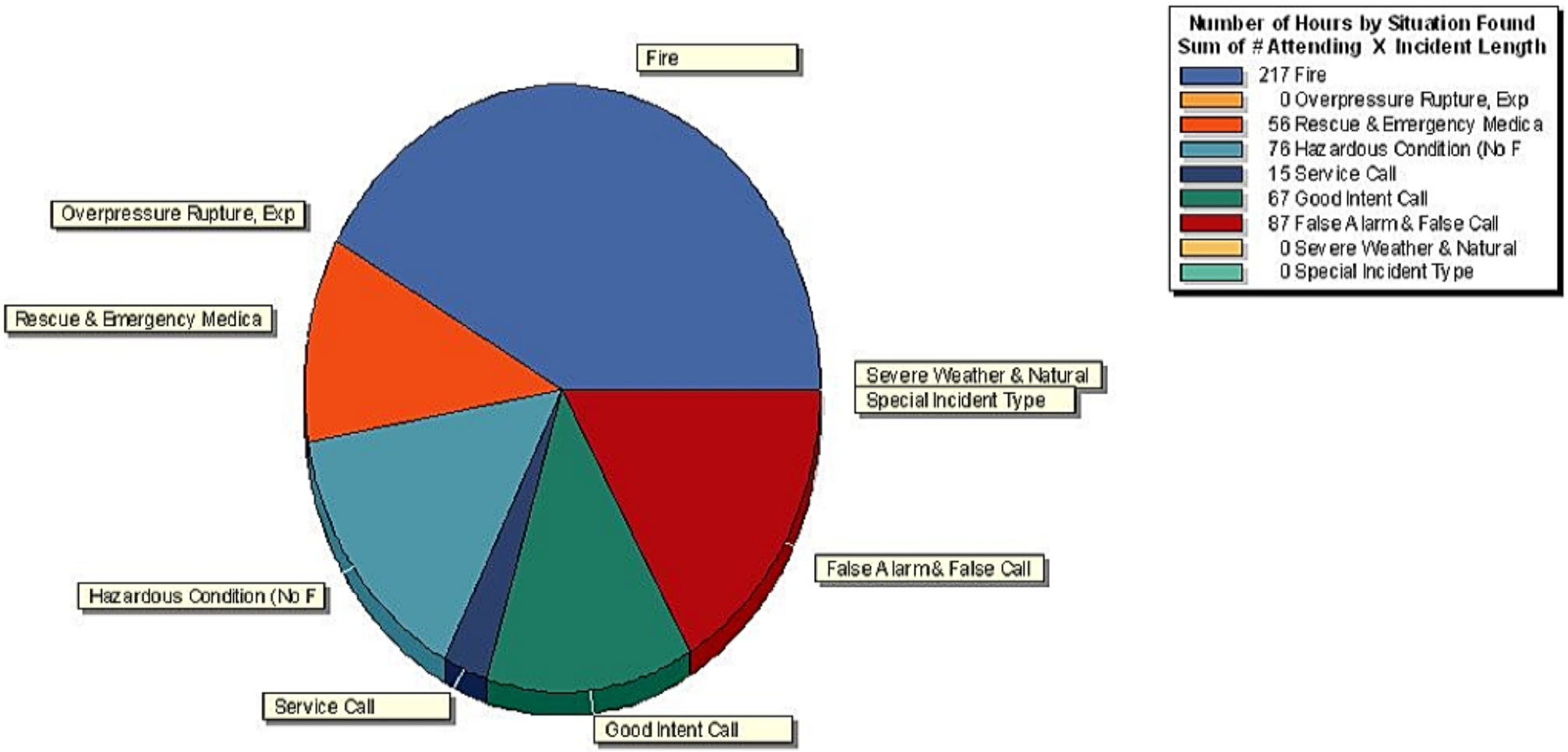
Date Range: From 11/01/2013 to 11/30/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
	Totals	0	0.00%	$0	0.00%
9 Special Incident Type					
	Totals	0	0.00%	$0	0.00%
	Totals	63		$0	

Manpower Hours by Sitation Found

Date Range: From 11/1/2013 to 11/30/2013

Dover Fire Department



Incident Run Log

Dover Fire Department

Date Range: From 11/01/2013 to 11/30/2013
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
11/01/2013	30046	2013-000879	02:42	421	NEW CASTLE AVE		Building fire
11/02/2013	30046	2013-000880	00:17	255	WEBBS LN	C	Malicious, mischievous false call, other
11/02/2013	30046	2013-000881	21:36	19	N GOVERNORS AVE		Dispatched & canceled en route
11/03/2013	30046	2013-000882	10:39	1910	WHITEOAK RD		Rescue, EMS incident, other
11/03/2013	30046	2013-000883	14:49	430	KINGS HWY NE	1	Passenger vehicle fire
11/03/2013	30046	2013-000884	20:22	1317	GARFIELD DR		
11/04/2013	30046	2013-000885	10:33	1061	N DUPONT HWY		Dispatched & canceled en route
11/04/2013	30046	2013-000886	11:33	1200	N DUPONT HWY		False alarm or false call, other
11/04/2013	30046	2013-000887	12:38	1412	College rd		Passenger vehicle fire
11/05/2013	30046	2013-000888	21:01	255	WEBBS LN	E	Arcing, shorted electrical equipment
11/06/2013	30046	2013-000889	10:28	255	WEBBS LN	E	Good intent call, other
11/06/2013	30046	2013-000890	11:55	15	LOOCKERMAN PLAZA		Bomb scare - no bomb
11/06/2013	30046	2013-000891	13:42	844	TOWNSEND BLVD		Dispatched & canceled en route
11/06/2013	30046	2013-000892	15:08	866	N DUPONT HWY		Outside rubbish, trash or waste fire
11/06/2013	30046	2013-000893	18:28		S STATE ST		Oil or other combustible liquid spill
11/08/2013	30046	2013-000894	06:55	800	N STATE ST		Good intent call, other
11/08/2013	30046	2013-000895	07:18	417	W DIVISION ST		Smoke scare, odor of smoke
11/08/2013	30046	2013-000896	10:36	3000	PINE CABIN RD BLDG G		Smoke detector activation, no fire - unintentional
11/08/2013	30046	2013-000897	10:58	2735	FORREST AVE		
11/08/2013	30046	2013-000898	11:06	120	S GOVERNORS AVE		Alarm system activation, no fire - unintentional
11/08/2013	30046	2013-000899	13:36	622	FAIRVIEW AVE		Alarm system activation, no fire - unintentional
11/08/2013	30046	2013-000900	18:01	1368	ROSE VALLEY SCHOOL RD		Extrication of victim(s) from vehicle
11/09/2013	30046	2013-000901	20:32	1133	S LITTLE CREEK RD		Unauthorized burning
11/10/2013	30046	2013-000902	11:52	1570	N DUPONT HWY		Good intent call, other
11/10/2013	30046	2013-000903	17:44	10	FAIRWAY LAKES DR	A	Cooking fire, confined to container
11/11/2013	30046	2013-000904	04:29	1614	HAZLETTVILLE ROAD		Cover assignment, standby, moveup
11/11/2013	30046	2013-000905	07:02	308	TRIBBITT ST		Cooking fire, confined to container
11/11/2013	30046	2013-000906	12:26	2075	SHARON HILL RD		Brush or brush-and-grass mixture fire
11/11/2013	30046	2013-000907	13:29		Lynnhaven dr		Good intent call, other
11/12/2013	30046	2013-000908	00:44	101	BABB DR		Cooking fire, confined to container
11/12/2013	30046	2013-000909	08:33	215	W LOOCKERMAN ST		Outside rubbish fire, other
11/12/2013	30046	2013-000910	16:13	708	WILLIAM STREET		Alarm system sounded due to malfunction
11/12/2013	30046	2013-000911	16:22	413	COURT ST	J	Cooking fire, confined to container
11/12/2013	30046	2013-000912	22:45	415	COUNTRY DR		Smoke detector activation, no fire - unintentional
11/13/2013	30046	2013-000913	00:07	708	WILLIAM ST		System malfunction, other
11/13/2013	30046	2013-000914	13:42	402	KESSELRING AV		False alarm or false call, other
11/13/2013	30046	2013-000915	22:47	1200	N DUPONT HWY		False alarm or false call, other
11/16/2013	30046	2013-000916	07:39	51	WEBBS LN	DD	Good intent call, other
11/16/2013	30046	2013-000917	12:04	51	WEBBS LN	Z	Good intent call, other
11/17/2013	30046	2013-000918	06:18	930	WHATCOAT DR		Cooking fire, confined to container
11/17/2013	30046	2013-000919	09:58	820	CARVEL DR	D	
11/17/2013	30046	2013-000920	13:54	1700	N DUPONT HWY BLDG L		Dumpster or other outside trash receptacle fire
11/17/2013	30046	2013-000921	22:36	125	SPRINGFIELD WAY		Dispatched & canceled en route
11/18/2013	30046	2013-000922	13:06	301	WALKER RD		False alarm or false call, other
11/18/2013	30046	2013-000923	23:39		SR1 & EXIT 93		Rescue, EMS incident, other
11/19/2013	30046	2013-000924	16:29	10	FAIRWAY LAKES DR	B	Carbon monoxide incident
11/20/2013	30046	2013-000925	17:43	51	WEBBS LN	AA	Hazardous condition, other
11/21/2013	30046	2013-000926	18:40	955	S STATE ST		Alarm system activation, no fire - unintentional
11/22/2013	30046	2013-000927	13:56	225	S STATE ST		Alarm system activation, no fire - unintentional
11/22/2013	30046	2013-000928	15:07	1045	N DUPONT HWY		Motor vehicle accident with injuries
11/22/2013	30046	2013-000929	20:21	110	SUSAN PL		
11/23/2013	30046	2013-000930	10:08	640	S STATE ST		Cooking fire, confined to container
11/23/2013	30046	2013-000931	14:28	120	N STATE ST		Removal of victim(s) from stalled elevator
11/24/2013	30046	2013-000932	11:44	144	KINGS HWY	1	
11/24/2013	30046	2013-000933	16:57	36	COURTSIDE DR	A	Cooking fire, confined to container
11/25/2013	30046	2013-000934	07:26	255	WEBBS LN	B	Alarm system activation, no fire - unintentional
11/25/2013	30046	2013-000935	10:42	402	COWGILL ST		
11/25/2013	30046	2013-000936	12:27		NEW BURTON RD & WEBBS LA		Dispatched & canceled en route
11/25/2013	30046	2013-000937	12:33	758	N DUPONT HWY		

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
11/25/2013	30046	2013-000938	16:25	320	W DIVISION ST		
11/25/2013	30046	2013-000939	17:50	51	WEBBS LN	J	Smoke detector activation, no fire - unintentional
11/27/2013	30046	2013-000940	10:57	391	N DUPONT HWY		False alarm or false call, other
11/27/2013	30046	2013-000941	15:09	1480	MCKEE RD		Cooking fire, confined to container
11/28/2013	30046	2013-000942	12:48	32	W LOOCKERMAN ST		Detector activation, no fire - unintentional
11/28/2013	30046	2013-000943	20:46	106	WESTOVER DR		
11/29/2013	30046	2013-000944	14:48	3610	SOUTH LITTLE CREEK ROAD		Assist invalid
11/29/2013	30046	2013-000945	22:03	21	N STATE ST		Smoke detector activation, no fire - unintentional
11/29/2013	30046	2013-000946	23:29	234	S GOVERNORS BLVD		Good intent call, other
11/30/2013	30046	2013-000947	18:24	413	COURT ST	A	Smoke scare, odor of smoke
11/30/2013	30046	2013-000948	22:06	214	ORCHARD AVE.		Good intent call, other
11/30/2013	30046	2013-000949	22:56	909	N DUPONT HWY		Alarm system activation, no fire - unintentional
11/30/2013	30046	2013-000950	23:06	125	TRAFALGAR DR		Electrical wiring/equipment problem, other

Total Incidents: 72

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

	Type	Date	Num	Name	Memo	Split	Amount	Balance
Ordinary Income/Expense								
Income								
City Quarterly Deposit								
	Deposit	11/04/2013	0231410		2nd Quarter Check	City Fund Account	70,325.00	70,325.00
Total City Quarterly Deposit							70,325.00	70,325.00
Total Income							70,325.00	70,325.00
Expense								
Apparatus Repairs & Maintenance								
	Check	11/02/2013	973	Atlantic Emergency Solutions	MOR3511MOP- Pump Test L-1	City Fund Account	264.00	264.00
	Check	11/02/2013	973	Atlantic Emergency Solutions	MOR3764MOP- Engine Light-E-3	City Fund Account	247.50	511.50
	Check	11/02/2013	973	Atlantic Emergency Solutions	MOR3774MOP- Coolant Leak- E-3	City Fund Account	240.33	751.83
	Check	11/02/2013	973	Atlantic Emergency Solutions	MOR3730MOP- Wheel noise-E-3	City Fund Account	756.25	1,508.08
	Check	11/02/2013	974	DPC Emergency Equipment	Invoice- 72425	City Fund Account	3,896.18	5,404.26
	Check	11/23/2013	985	Atlantic Emergency Solutions	MOR3579MOP	City Fund Account	431.60	5,835.86
	Check	11/23/2013	985	Atlantic Emergency Solutions	MOR3602MOP	City Fund Account	420.66	6,256.52
	Check	11/23/2013	985	Atlantic Emergency Solutions	MOR3755MOP	City Fund Account	3,208.42	9,464.94
	Check	11/23/2013	985	Atlantic Emergency Solutions	MOR3844MOP	City Fund Account	334.35	9,799.29
	Check	11/23/2013	985	Atlantic Emergency Solutions	MOR3608MOP	City Fund Account	1,108.79	10,908.08
	Check	11/23/2013	990	Delaware Tire	Invoice # 222307- Tires for foam trailer	City Fund Account	463.30	11,371.38
	Check	11/23/2013	991	Kunkel Auto Supply	Invoice # 056431023- Soap	City Fund Account	52.29	11,423.67
Total Apparatus Repairs & Maintenance							11,423.67	11,423.67
Electricity								
	Check	11/23/2013	986	City of Dover Utility	Acct # 44255-31966	City Fund Account	498.85	498.85
	Check	11/23/2013	987	City of Dover Utility	Acct # 44343-32052	City Fund Account	2,553.07	3,051.92
Total Electricity							3,051.92	3,051.92
Gasoline								
	Check	11/23/2013	988	City of Dover	October Unleaded fuel	City Fund Account	512.42	512.42
	Check	11/23/2013	988	City of Dover	October Bio-Diesel	City Fund Account	1,446.22	1,958.64
	Check	11/23/2013	988	City of Dover	September Unleaded fuel	City Fund Account	671.26	2,629.90

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

	Type	Date	Num	Name	Memo	Split	Amount	Balance
	Check	11/23/2013	988	City of Dover	September Bio-Diesel	City Fund Account	1,240.61	3,870.51
Total Gasoline							3,870.51	3,870.51
Heating Expenses- Gas								
	Check	11/03/2013	980	Chesapeake Utilities	Station 2 from 09/25 to 10/28	City Fund Account	71.84	71.84
	Check	11/09/2013	982	Chesapeake Utilities	Station 1 from 10/04 to 11/05	City Fund Account	494.10	565.94
Total Heating Expenses- Gas							565.94	565.94
Office Supplies								
	Check	11/03/2013	981	City of Dover	Postage charges for Sept	City Fund Account	12.88	12.88
	Check	11/23/2013	988	City of Dover	October postage	City Fund Account	19.78	32.66
	Check	11/23/2013	988	City of Dover	Certified letter charges	City Fund Account	6.11	38.77
Total Office Supplies							38.77	38.77
Other Equipment Repairs								
	Check	11/02/2013	978	Witmer Public Safety	Invoice- 1505107	City Fund Account	163.35	163.35
Total Other Equipment Repairs							163.35	163.35
Radio Repairs								
	Check	11/09/2013	984	Magnum	Headset repaired- Ladder 1	City Fund Account	341.00	341.00
	Check	11/23/2013	992	Magnum	Repairs to siren at Wesley College field	City Fund Account	317.50	658.50
Total Radio Repairs							658.50	658.50
Small Tools								
	Check	11/02/2013	976	Kunkel Auto Supply	Inv-056426980	City Fund Account	48.54	48.54
	Check	11/02/2013	976	Kunkel Auto Supply	Inv-056426981	City Fund Account	119.44	167.98
	Check	11/02/2013	976	Kunkel Auto Supply	Inv-056427117	City Fund Account	7.47	175.45
	Check	11/23/2013	993	M&T Bank	Paint for small tools	City Fund Account	36.17	211.62
Total Small Tools							211.62	211.62
Telephone								
	Check	11/02/2013	979	Verizon Wireless	Wireless charges from 09/21 to 10/20	City Fund Account	169.06	169.06
	Check	11/03/2013	981	City of Dover	Verizon phone charges for Sept	City Fund Account	268.22	437.28

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

	Type	Date	Num	Name	Memo	Split	Amount	Balance
	Check	11/03/2013	981	City of Dover	Cavalier phone charges for Sept	City Fund Account	24.89	462.17
	Check	11/23/2013	988	City of Dover	October Verizon phone charges	City Fund Account	268.27	730.44
	Check	11/23/2013	988	City of Dover	October Cavalier phone charges	City Fund Account	18.44	748.88
	Check	11/29/2013	997	Verizon Wireless	Wireless charges from 10/21 to 11/20	City Fund Account	169.06	917.94
Total Telephone							917.94	917.94
Training & Travel Expenses								
	Check	11/02/2013	975	Delaware State Fire School	Invoice- 14-1562	City Fund Account	1,260.00	1,260.00
	Check	11/02/2013	977	Public Agency Training Council	FD Admin Investigations and FF Discipline	City Fund Account	275.00	1,535.00
	Check	11/24/2013	994	Delaware State Fire School	Basic F/F Skills & Vehicle Anatomy	City Fund Account	795.00	2,330.00
	Check	11/29/2013	995	Priority Dispatch Corporation	EFD license renewal	City Fund Account	118.50	2,448.50
Total Training & Travel Expenses							2,448.50	2,448.50
Uniforms								
	Check	11/23/2013	989	Choice Clean Gear	Professional cleaning of turn out gear	City Fund Account	52.95	52.95
	Check	11/29/2013	996	Dover Army-Navy Store	Cheif & Deputy uniform alterations.	City Fund Account	123.60	176.55
Total Uniforms							176.55	176.55
Water/Sewer								
	Check	11/09/2013	983	Sharp Water Culligan	Invoice-479524	City Fund Account	20.00	20.00
	Check	11/09/2013	983	Sharp Water Culligan	Invoice-482940	City Fund Account	20.00	40.00
	Check	11/09/2013	983	Sharp Water Culligan	Invoice-483190	City Fund Account	2.00	42.00
	Check	11/23/2013	986	City of Dover Utility	Acct # 44253-31964	City Fund Account	29.62	71.62
	Check	11/23/2013	987	City of Dover Utility	Acct # 44345-32054	City Fund Account	61.25	132.87
	Check	11/23/2013	987	City of Dover Utility	Acct # 44341-32050	City Fund Account	11.54	144.41
Total Water/Sewer							144.41	144.41
Total Expense							23,671.68	23,671.68
Net Ordinary Income							46,653.32	46,653.32
Net Income							**46,653.32**	**46,653.32**

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

November 2013

DEPARTMENT OF POLICE

James E. Hosfelt, Jr.
Chief of Police
F.B.I.N.A.

400 South Queen Street
Dover, Delaware 19904
302/736-7111
Fax 302/672-1842

December 31, 2013

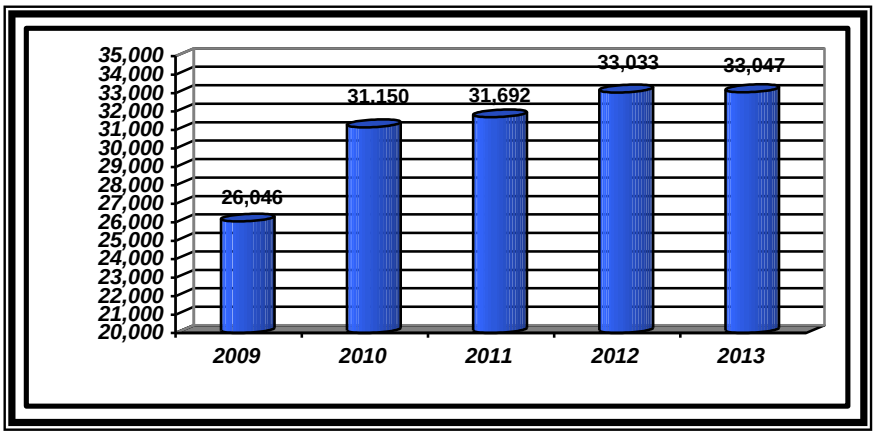
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

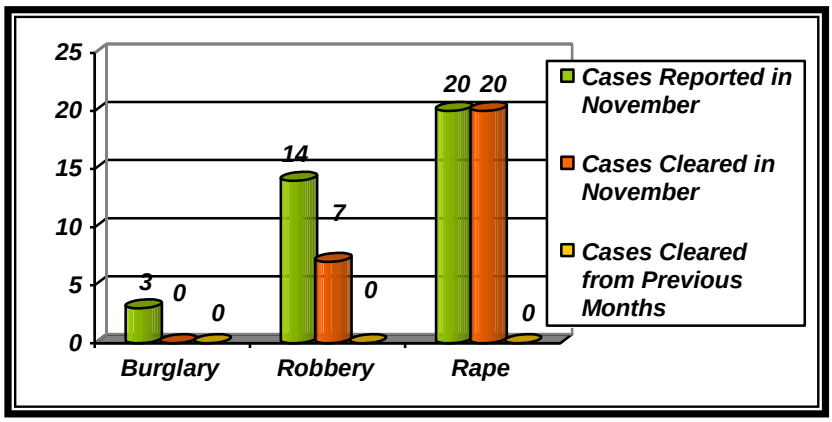
The following is the monthly report for Dover Police Department activities for the month of November 2013:

COMPLAINTS

Total complaints received through November 30th, numbered 33,033. This is an increase of 14 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

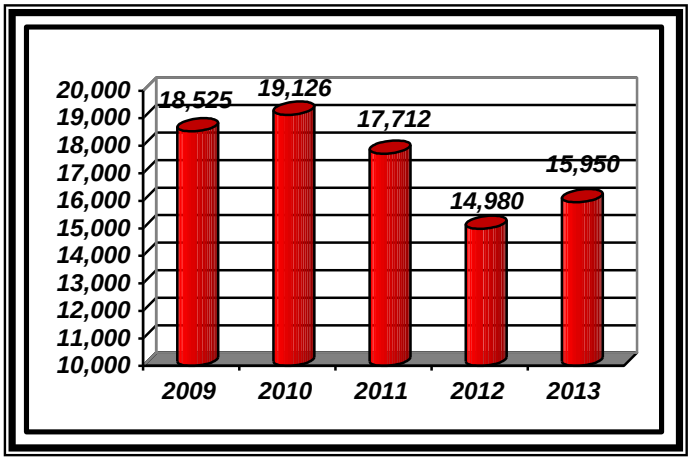


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	1
ALCOHOL VIOLATIONS/DUI'S	21
ASSIST OTHER	1
WARRANTS ON FILE	2
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	31
DRUG RELATED ARRESTS	2
LOUD MUSIC	8
MISCELLANEOUS VIOLATIONS	21
PARKING VIOLATIONS	32
PEDDLER	2
MEETINGS	148
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	1
WANTED CHECKS/CPC'S	24
TRAFFIC ARRESTS	25
WARNINGS	9
FUGITIVE	7
TOTAL CONTACTS	**335**

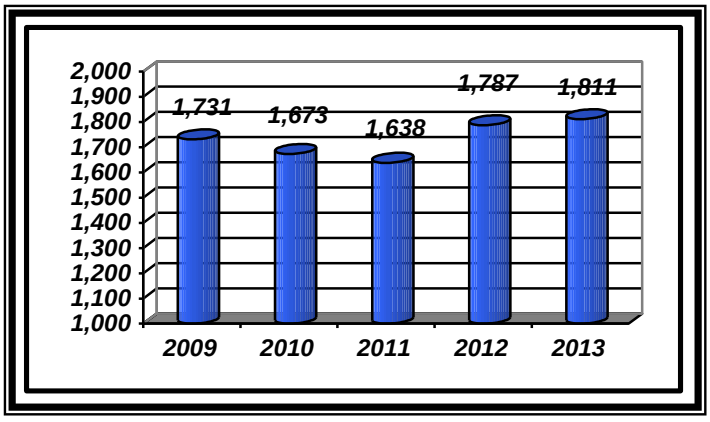
TRAFFIC ARRESTS

The department issued 15,950 traffic citations through this reporting period. This is an increase of 970 citations over the number issued during the same period last year.

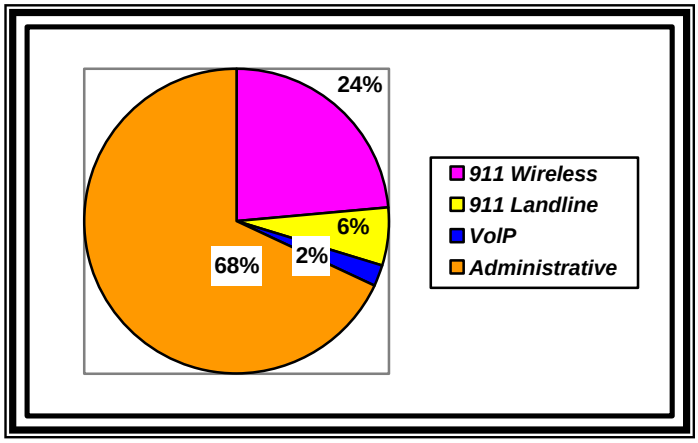


TRAFFIC CRASHES

Through November 30th, Dover Police investigated 1,811 traffic crashes. This is an increase of 24 crashes investigated during the same period last year.



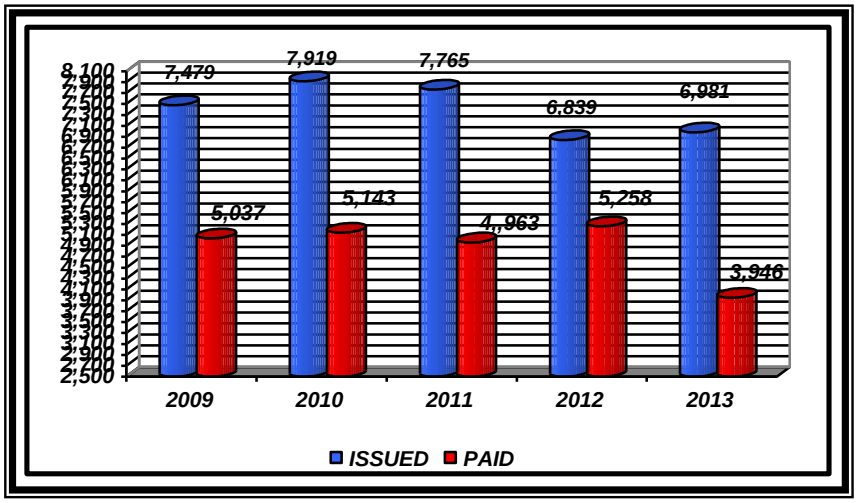
911 CENTER



During the month of November, the Dover Police Department handled a total of 8,652 calls averaging 289 calls per day. Dispatchers handled 2,111 calls on the 911 wireless lines, 567 calls on the 911 landlines, and 180 calls on the Voice Over Internet Protocol lines, the remaining 5,794 were administrative calls.

CITY ORDINANC E SUMMONS

*Through November 30th, we issued 6,981 City ordinance summons, an increase of 142 summonses over the same period last year. *Note: Of those summonses issued in November, 20 DCO's were issued for handicapped parking violations, 4 for fire lane parking violations, 80 for false alarms (0, for 1-2, 38, for 3-5 alarms, 12, for 6-9 alarms, 23, for 10-15 alarms, and 7 for 16 or more alarms) and 19 for noise violations (4 for vehicle violations and 15 for residence violations).*



Please visit our new website at www.doverpolice.org for up to date information on crimes and activities in the City of Dover.

Respectfully Submitted,

James E. Hosfelt, Jr.
Chief of Police

BAIRD
MANDALAS
BROCKSTEDT LLC

Glenn C. Mandalas
Dover Office
www.bmbde.com
glenn@bmbde.com

December 26, 2013

Scott Koenig, City Manager
City Hall - 15 Loockerman Plaza
Dover, Delaware 19903

RE: City of Dover IBEW Arbitration

Dear City Manager Koenig:

Thank you for selecting Baird Mandalas, LLC to represent the City of Dover in connection with the arbitration proceedings with the International Brotherhood of Electrical Workers Local 1238 ("IBEW"). This letter will confirm the terms of my firm's engagement. I will have primary responsibility for your representation, but I may use other firm lawyers and legal assistants as appropriate under the circumstances. The specific terms of my firm's engagement are as follows:

1. Fees and Hourly Rates: My firm's fee to prepare for and attend the arbitration proceedings between the City and IBEW shall be TWENTY THOUSAND DOLLARS ($20,000).

2. Billing: My firm will provide you with monthly invoices that itemize all fees and costs expended on your behalf. All invoices are due and payable upon receipt, and any balances which remain outstanding more than 60 days may accrue interest.

3. Retainer: My firm will not require an advance retainer for this representation. If we receive any money from you that is not for fees earned or costs it will be placed into our Rule 1.15 attorney trust account and will be applied to future invoices. Any of those funds remaining in our trust account at the end of this representation will be returned to you.

4. Expedited Matters: Should you require our services on an expedited or emergency basis, we may charge at a higher rate.

5. Termination for Non-Payment: We reserve the right to terminate our attorney/client relationship for non-payment of fees and costs.

6. Costs: "Costs" include any and all out-of-pocket expenses, such as filing fees, transcript costs, expert fees, copying costs, long distance telephone calls, cellular telephone charges, and travel expenses. All costs expended on your behalf will be itemized and billed on each monthly statement.

7. Documents/files: I may send you documents, correspondence, and other information throughout the representation. These copies will be your file copies, please retain them. I will also keep the information in a file in my office, which will be my file. At the conclusion of your matter, I will close my file and store your file for approximately five years. I will destroy the file after that period unless you instruct me in writing now to keep your file longer.

8. Miscellaneous. Every effort will be made to keep you well informed as to the progress of all matters at all times. Please feel free to call at any time to discuss the present status or any other aspect of any matter.

I have made no guarantees regarding the disposition of any phase of any matters in which the City has sought or may seek my assistance, and any estimation of the probable outcome is expressed only as an opinion.

At your earliest opportunity, please countersign this agreement and return it in the enclosed envelope so that we will have a mutual memorandum of our understanding.

Very truly yours,

GLENN C. MANDALAS

GCM/lss

AGREED AND UNDERSTOOD this _____ day of _____, 2014.

BY:_____
Authorized City Official

ACTION FORM

PROCEEDING: Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works - Facilities	**DATE SUBMITTED**: 1/3/14
PREPARED BY: Sharon Duca, P.E., Public Works Director / City Engineer	
SUBJECT: Evaluation of Bids – Library HVAC Maintenance and Repair Contract	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Exhibit A - Bid Rates and Projected Costs	
EXPENDITURE REQUIRED: $39,400 over three years (projected) **AMOUNT BUDGETED**: $31,300 annually within 110-1500-523.30-31 (Library Contractual Services) **FUNDING SOURCE (Dept./Page in CIP & Budget)**: general fund	
TIMETABLE: Contract will be executed following Council approval	
RECOMMENDED ACTION: Award the bid to Statewide Mechanical, Inc. in accordance with the rates bid. The estimated cost of the contract will be $6,450.00 in FY-2014. Staff will complete any required internal budget amendments to balance the line item budget for the Library.	

BACKGROUND AND ANALYSIS

The Department of Public Works maintains blanket contracts with contractors that are required to perform services for the City through the Department. These contracts are established in accordance with the purchasing policy. These contracts are often priced as a "time, materials and equipment" type contract and may exceed $25,000 annually. This contract will provide HVAC maintenance and repair to the new Library building and includes provisions for regular and emergency call out services.

The Department of Public Works created bid documents and the bid package was advertised to the public as an Invitation to Bid in accordance with the City's purchasing policy by the City's Purchasing Agent under Bid #14-0021PW. Bids were opened on December 17, 2013. The following three (3) contractors submitted bids for the proposed Library HVAC Maintenance and Repair Contract:

BIDDER	LOCATION	ANTICIPATED 3 YEAR COST
Summit Mechanical, Inc.	Bear, DE	$68,295.00
Modern Controls, Inc.	New Castle, DE	$59,190.00
Statewide Mechanical, Inc.	**Port Penn, DE**	**$39,400.00**

City staff reviewed the bid packages and found them free of math errors and/or discrepancies. The estimated costs for the proposed contract for FY-2014 (January 14, 2014 to June 30, 2014) is $6,450.00 which represents a spring servicing of the equipment and 5 hours of each labor rate for possible emergency calls. The FY-2014 costs will be charged to 110-1500-523.30-31. It is likely that an internal budget amendment will be needed to cover these costs. The City Manager will work with the Library Director to complete the internal budget amendment after award of the contract. In conclusion staff recommends awarding the Library HVAC Maintenance and Repair Contract to Statewide Mechanical Services, Inc.

CITY OF DOVER DEPARTMENT OF PUBLIC WORKS
LIBRARY HVAC MAINTENANCE AND REPAIR CONTRACT, BID NUMBER 14-0021PW
BID RATES AND PROJECTED COSTS

	BID TABULATION														
	Yearly Servicing Rate (Spring & Fall)			Regular Rates						Emergency Call Out Rates					
				HVAC Tech Per Hour			General Laborer Per Hour			HVAC Tech Per Hour			General Laborer Per Hour		
VENDOR	**Year 1**	**Year 2**	**Year 3**	**Year 1**	**Year 2**	**Year 3**	**Year 1**	**Year 2**	**Year 3**	**Year 1**	**Year 2**	**Year 3**	**Year 1**	**Year 2**	**Year 3**
Summit Mechanical, Inc.	$18,500.00	$18,900.00	$19,300.00	$90.00	$91.00	$92.00	$69.00	$70.00	$71.00	$126.00	$127.50	$129.00	$96.50	$98.00	$99.50
ModernControls, Inc.	$14,980.00	$14,980.00	$14,980.00	$105.00	$105.00	$105.00	$85.00	$85.00	$85.00	$157.50	$157.50	$157.50	$127.50	$127.50	$127.50
Statewide Mechanical, Inc.	$8,900.00	$8,900.00	$9,400.00	$95.00	$95.00	$99.00	$65.00	$65.00	$69.00	$142.50	$142.50	$148.50	$97.50	$97.50	$103.50

	THREE (3) YEAR ANTICIPATED COSTS									
	Yearly Servicing			Additional Work*						TOTAL COST
				Regular Rates			Emergency Rates			
VENDOR	**Year 1**	**Year 2**	**Year 3**	**Year 1**	**Year 2**	**Year 3**	**Year 1**	**Year 2**	**Year 3**	
Summit Mechanical, Inc.	$18,500.00	$18,900.00	$19,300.00	$1,590.00	$1,610.00	$1,630.00	$2,225.00	$2,255.00	$2,285.00	**$68,295.00**
ModernControls, Inc.	$14,980.00	$14,980.00	$14,980.00	$1,900.00	$1,900.00	$1,900.00	$2,850.00	$2,850.00	$2,850.00	**$59,190.00**
Statewide Mechanical, Inc.	$8,900.00	$8,900.00	$9,400.00	$1,600.00	$1,600.00	$1,680.00	$2,400.00	$2,400.00	$2,520.00	**$39,400.00**

* Staff estimates ten (10) regular hours and ten (10) emergency hours annually based upon historical data.

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

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
DEPARTMENT EXPENSES		
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:

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:

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:

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:

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

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:

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:

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:

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:

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

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:

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

	ORIGINAL 2013/14 BUDGET	REVISED 2013/14 BUDGET
EXPENSES		
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:

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

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:

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

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:

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

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:

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:

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

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:

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:

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:

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

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:

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

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:

2013-2014 BUDGET ORDINANCE-FIRST AMENDMENT - CONTINUED

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:

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:

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:

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:

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: