

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on June 25, 2018 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Polce, Mr. Hare, and Mr. Lindell.

Staff members present were Deputy Police Chief Stump, Ms. Peddicord, Mrs. Mitchell, Mr. Hugg, Fire Chief Carey, Deputy City Solicitor Pepper, and Mrs. McDowell. Mayor Christiansen was also present.

OPEN FORUM

The Open Forum was held at 7:00 p.m., prior to commencement of the Official Council Meeting. Council President Slavin 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 Bishop Thomas L. Holsey, followed by the Pledge of Allegiance and a moment of silence for Mrs. Jeanette Leary, mother of former Council President Thomas J. Leary.

AGENDA ADDITIONS/DELETIONS

Mr. Neil moved for approval of the agenda, seconded by Mr. Lewis and unanimously carried.

Mr. Neil moved for approval of the Consent Agenda, seconded by Mr. Hare and carried by a unanimous roll call vote.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF JUNE 11, 2018

The Minutes of the Regular Council Meeting of June 11, 2018 were unanimously approved by motion of Mr. Neil, seconded by Mr. Hare and bore the written approval of Mayor Christiansen.

PUBLIC HEARING/RESOLUTION NO. 2018-04 APPROVING ISSUANCE OF CERTAIN BONDS OR NOTES BY ROBBINS HOSE COMPANY NO. 1 OF DOVER, DELAWARE

A public hearing was duly advertised to consider Resolution No. 2018-04 Approving Issuance of Certain Bonds or Notes by Robbins Hose Company No. 1 of Dover, Delaware. During their Regular meeting of June 11, 2018, members of Council deferred this item to allow time to review the revisions presented by Ms. Lori Peddicord, Controller/Treasurer.

Ms. Peddicord advised that Resolution No. 2018-04 had been revised to reflect the amount of \$635,300. She noted that staff was working with a local bank on the closing documents, and she estimated that the fire apparatus would be delivered in the middle of July.

Public Hearing

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

Mr. Hare moved for adoption of Resolution No. 2018-04. The motion was seconded by Mr. Neil and Resolution No. 2018-04 was unanimously adopted, as follows:

A RESOLUTION PROPOSING APPROVING ISSUANCE OF CERTAIN BONDS OR NOTES BY THE ROBBINS HOSE NO. 1 OF DOVER, DELAWARE

WHEREAS, the Robbins Hose Company No. 1 of Dover, Delaware (the "Company") is a fire company organized and existing under the laws of the State of Delaware; and

WHEREAS, the Company has provided and continues to provide firefighting services to an area within the City of Dover, Delaware (the "City"); and

WHEREAS, the Company has advised the City that the Company proposes to issue up to \$ 635,300.00 of bonds or notes of the Company (the "Bonds") for the purpose of financing a portion of the costs of a new 2018 Pierce Enforcer Pumper/Engine thereon for the Company (the "Project"); and

WHEREAS, it is the intent of the Company that the interest on the Bonds qualify for exclusion from gross income of the owners thereof for federal income tax purposes pursuant to Sections 103 and 150 of the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, pursuant to Sections 103 and 147 of the Code, interest on the Bonds will not qualify for exclusion from gross income of the owners thereof for federal income tax purposes unless the issuance of the Bonds is approved by the applicable elected representative of a governmental unit with which the Company has entered into an agreement, after a public hearing to consider the issuance of the Bonds has been conducted, following reasonable public notice; and

WHEREAS, the City and the Company previously entered into an Agreement (the "Agreement") pursuant to which the Company agreed, among other things, to provide exclusive firefighting services to the City; and

WHEREAS, notice of the requisite public hearing was published in the Delaware State News, a newspaper of general circulation in the City, and on June 11, 2018, the City Council of the City of Dover conducted a public hearing on behalf of the Company for the purpose of considering the issuance of the Bonds;

NOW, THEREFORE, BE IT RESOLVED that the Issuer hereby resolves and declares its intent under Treasury Regulation § 1.150-2 to issue its bonds (the "Bonds") to finance the capital costs of the Project, together with costs of issuance and reasonably required reserves, subject to the following conditions:

1. The maximum principal amount of Bonds expected to be issued to finance the Project is \$635,300.00.
2. Pending issuance of the Bonds, the Issuer may finance the Project with other funds which will be reimbursed with the proceeds of the Bonds, provided that (a) the Bonds shall not be

used to reimburse any expenditure paid more than 60 days prior to the present date; (b) the Bonds shall not be issued more than 18 months after the later of (i) the date of the first expenditure to be reimbursed with the proceeds of the Bonds, or (ii) the date the Project is placed in service; and (c) in no event may the Bonds be issued more than three years after the date of the first expenditure to be reimbursed with the proceeds of the Bonds; and provided further that the limitations of this paragraph 2 shall not apply to qualified "preliminary expenditures" as permitted by Treasury Regulation § 1.150-2(f).

3. Issuance of the Bonds shall be subject to documentation acceptable to the officers of the Issuer providing for payment of principal, interest, and redemption price of the Bonds.

BE IT FURTHER RESOLVED that the Council of the City of Dover, Delaware, for the sole purpose of qualifying the interest payable on the Bonds of the Company for exclusion from the gross income of the owners thereof for federal income tax purposes pursuant to Section 103 of the Code, does hereby approve the issuance of bonds or notes by the Company in a maximum aggregate principal amount of up to \$635,300.00 for the purpose of financing a portion of the costs of the Project, provided, that such bonds or notes shall be an obligation of the Company and shall never be a debt of the City and the City shall not be liable for any payment on such bonds or notes.

ADOPTED: JUNE 25, 2018

COUNCIL COMMITTEE OF THE WHOLE REPORT - JUNE 12, 2018

The Council Committee of the Whole met on June 12, 2018 at 6:00 p.m., with Council President Slavin presiding. Members of Council present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Cole (departed at 7:11 p.m. and returned at 7:12 p.m.), Mr. Polce (departed at 7:09 p.m. and returned at 7:10 p.m.), and Mr. Lindell (departed at 7:24 p.m. and returned at 7:25 p.m.). Mr. Lewis and Mr. Hare were absent. Mayor Christiansen was also absent. Civilian members present for their Committee meetings were Mr. Caldwell and Dr. Warfield (*Parks, Recreation, and Community Enhancement*), Mrs. Doyle (*Utility*), and Mr. Shevock and Dr. Stewart (*Legislative, Finance, and Administration*). Mr. Garfinkel (*Safety Advisory and Transportation*) and Ms. Scarborough (*Utility*) were absent.

**PARKS, RECREATION, AND
COMMUNITY ENHANCEMENT COMMITTEE**

The Parks, Recreation, and Community Enhancement Committee met with Chairman Sudler presiding.

Presentation - Summer in the Parks

Mrs. Margery Cyr, Library Director, stated that it is no secret that the ability to read is one of the keys to a successful life and is surely the key to success in school. She advised that public libraries around the world work hard at preventing the summer slide, which is a phenomenon that occurs to elementary and middle school students when they stop reading during the summer. Mrs. Cyr stated that the Dover Public Library offers opportunities for reading and engagement during the summer;

however, they have worried about changes in today's environment, which make visiting the library on a regular basis difficult for many families. She explained that they struggle with creating a plan to bring library services out into the community for the benefit of those who need the services most, but can't get there for one reason or another. Mrs. Cyr stated that the Parks and Recreation Department is blessed with 33 City parks and they have long wished for an opportunity to bring active programming into the parks during the summer, but had been challenged with limited resources to do so. She informed members that last winter, the Library and Parks and Recreation Department met to discuss how to meet these needs with the limited resources of both departments and staff agreed to collaborate on a project called Tuesday in the Park.

Mrs. Cyr reviewed a flier regarding Tuesday in the Park, explaining that on Tuesdays, beginning June 19, 2018 at 11:00 a.m., the Library and the Parks and Recreation Department will offer programs that combine reading enrichment and physical activities. She noted that the programs would take place at Mallard Pond Park, Dover New Street Park, and Dover Park, and children, youth and families are encouraged to participate.

Mrs. Cyr stated that the Dover Police Athletic League (P.A.L.) has struggled with some of the same issues for service that the Library and Parks and Recreation Department are facing. She reviewed a flier regarding Upcoming Dover P.A.L. Events, noting that on Fridays, beginning July 6, 2018 at 10:00 a.m., the Police Athletic League will offer physical activity and fun for all ages. Mrs. Cyr stated that the Friday P.A.L. events would be held at People's Church, Dover Park, Mayfair Park, and Schutte Park.

Mrs. Cyr informed members that the Library, Parks and Recreation Department, and Dover P.A.L. are very excited about this opportunity to bring events for families into the parks this summer. She expressed her hope that members would join them in the parks and help them spread the word about this amazing opportunity for the community.

Mr. Neil indicated that he thought this was a terrific set-up of programs throughout the entire City that would be spectacular for the entire community. He expressed his hope that the word gets out and that the crowds come, noting that he thinks the people will enjoy it.

Responding to Mr. Anderson, Mrs. Cyr stated that she would be happy to email the fliers to members in PDF and jpeg formats, so they can use them however they want to.

Referring to the reading enrichment program at 11:00 a.m. at Dover Park, Mr. Sudler asked what accommodations would be made if it rains, noting that there is no center. Responding, Mrs. Cyr explained that all of the programs are outside at all of the parks, and the only park that has an inside facility is Schutte Park, which will be used

for a P.A.L. event. She noted that all of the events are subject to the weather and they do have lots of pop-up tents that they are planning to take with them. Mrs. Cyr stated that they have an opportunity to move some of them into the Library; however, that is not really ideal because the purpose is to bring the events out into the community.

UTILITY COMMITTEE

The Utility Committee met with Chairman Cole presiding.

Annexation Request - 3074 North DuPont Highway, Owned by Jesse L. Allen

Mrs. Sharon Duca, Public Works Director/City Engineer, reviewed the Petition to Annex and Rezone Property located at 3074 North DuPont Highway, owned by Jesse L. Allen. She explained that although the annexation has been going through the appropriate process as contained within the Code, she wanted to clarify the comments provided by the Public Works Department regarding the water and sewer availability for the site. Mrs. Duca stated that she is not aware of what the applicant or owner intends to utilize the property for, or the basis of their request for wanting to annex into the City. She advised that the site is not currently provided public water and sewer. Mrs. Duca explained that City of Dover water and sewer are available within 200 feet of the property and the Delaware Department of Natural Resources and Environmental Control (DNREC) would not typically allow onsite water and sewer within that proximity. She advised that installation of City services would require approval from the Delaware Department of Transportation (DelDOT) to bore under Route 13. Mrs. Duca stated that DelDOT does not want utilities in their rights-of-way any longer; therefore, this would require a special approval from DelDOT.

Mrs. Duca informed members that due to the fact that it would have to be bored and the County force main, which is already having issues, lies in the median, there will have to be particular caution and requirements and it would be highly unlikely that they would be able to obtain gravity sewer, which means they would need grinder pump connection. She explained that, depending on what they want to utilize the site for, they may need a two-inch connection for a standard usage or, if they are building a larger building or if the use of the building would require a sprinkler system, as per the Fire Marshal, that could require an eight-inch main to be run across. Mrs. Duca stated that the tentative costs at this point to provide service only to the property, which would be born by the applicant, would be \$85,000 for the sewer and a two-inch line connection or \$100,000 if an eight-inch line.

Mrs. Duca noted that, through Kent County, Tidewater provides sewer and water to residences to the east and they also have an interconnection from the City through Wilmington University to provide supplemental water to that area if needed. Mrs. Duca advised that the closest water and sewer on the east side that is the City's, is at Wilmington University, explaining that there is water at Wilmington University and they have a pump station that is City owned but associated with that site because there is no gravity sewer. She stated that there is also a force main near the Wawa

which serves the Wawa and other properties south; however, based upon an analysis that was done when the Sonic went in prior to the Starbucks, that force main is pretty much at a capacity and would not be able to receive additional flow. Mrs. Duca explained that the distances to either location on the east side of the highway are greater than 600 feet and would most likely have to run in the right-of-way, which would require DeIDOT approval and also be very expensive, similarly to crossing the highway.

Mrs. Duca stated that these are items that Council and the applicant may want to consider as part of the overall annexation because it may affect what is proposed for the site.

Mr. Neil indicated that he thought that this annexation request seemed premature unless these issues are worked out. He asked if it made any sense to proceed with the annexation, unless the owner wants the property annexed without the availability of water and sewer. Responding, Mrs. Duca explained this was why Public Works Department staff recommended that the applicant should probably review this information to determine if this is still a path forward that they would like, particularly if their original intent was to receive City water and sewer. She noted that for commercial properties it is typically the developer's responsibility to provide the water and sewer to their property. Mrs. Duca stated that the City does not provide individual service at its expense and if the City wanted to expand service to the east side of the highway, it would be much more expensive than what's proposed here and would also go into Tidewater districts.

Mr. Neil asked how the Committee should proceed with this request other than a motion to defer it until such time as the applicant can resolve the issues that Mrs. Duca has reviewed. Responding, Mr. Cole advised that no action was required by the Committee at this time. Mrs. Duca stated that this was informative and that it was her belief that this information was being provided to the applicant since it is scheduled for consideration by the Development Advisory Committee and Planning Commission, and would also be coming back to City Council for consideration at a future meeting.

Mr. Slavin noted that, as a matter of procedure, the proper action would be for the Committee to move this matter forward with no recommendation, which would allow the normal annexation process to continue.

The Committee recommended moving the annexation request forward with no recommendation.

During the Council meeting, Mr. David Hugg, Director of Planning and Community Development, advised that a number of issues and concerns were raised during the Committee meeting; however, members felt that the annexation request should move forward through the process. He noted that, during its meeting of June 18, 2018, the Planning Commission recommended approval of the

annexation with the proposed C-4 (Highway Commercial) zone. Mr. Hugg advised that the annexation request was scheduled for a public hearing before City Council on July 9, 2018.

Mr. Anderson expressed concerns with the cost of extending utilities to the property. Responding, Mr. Hugg stated that the applicant was fully aware of those limitations and the potential cost, noting that they were discussed during the Planning Commission meeting. He noted that the applicant also understands that annexation does not guarantee that utilities would be provided by the City. Mr. Hugg advised that, if the property is annexed, the owner may continue to use the onsite well and septic system as long as they continue to meet the Department of Natural Resources and Environmental Control's (DNREC) requirements. He stated that if, at some point, the property owner needs or wants public water or sewer, his options are then either to allow the City to plan to extend to those facilities or, potentially, if the City is not at a position where it wishes to extend the utilities for a single customer, Tidewater Utilities is nearby and it is potentially feasible for him to access those utilities as well.

Mr. Cole moved to forward the request through the process. The motion was seconded by Mr. Neil and carried with Mr. Anderson voting no.

Evaluation of Bids - Delaware Tech Pump Station Replacement

Mrs. Sharon Duca, Public Works Director/City Engineer, reviewed the background and analysis regarding the evaluation of bids for the Delaware Tech Pump Station Replacement.

Staff recommended awarding the contract to Teal Construction, Inc., for the City of Dover Delaware Tech Pump Station Replacement Project, Bid #18-0025PW, for the amount of \$355,118.

Mr. Sudler asked what the second lowest bid was and what the variation in the service would be between the two (2) contractors. Responding, Mrs. Duca stated that the second lowest bid was from George & Lynch, Inc. in the amount of \$446,710.00 and, since these were bids, all of the contractors evaluated met all of the bidders qualifications and these are based upon price.

Mr. Neil applauded staff, noting that he had observed that all of the bids being considered by the Committee during the meeting came in under budget, with the exception of one. He stated that he thought that this fit into the comprehensive plan of what the City is supposed to be doing in terms of these structures.

The Committee recommended approval of staff's recommendation.

By consent agenda, Mr. Neil moved to award the contract to Teal Construction, Inc., for the City of Dover Delaware Tech Pump Station Replacement Project, Bid #18-0025PW, for the amount of \$355,118, as recommended by the Committee. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

Evaluation of Bids - North State Street Water Main Replacement

Mrs. Sharon Duca, Public Works Director/City Engineer, reviewed the background and analysis regarding the evaluation of bids for the North State Street Water Main Replacement.

Staff recommended awarding the contract to Gateway Construction, Inc., for the City of Dover North State Street Water Main Replacement Project, Bid #18-0028PW, for the amount of \$163,480.

Mr. Anderson asked how many recent contracts the City had with Gateway Construction, Inc. Responding, Mrs. Duca stated that the City had a few contracts with Gateway Construction, Inc. over the years, on various types of projects. She noted that they do all kinds of work and, for the most part, they had been responsive.

Mr. Sudler thanked staff for their insight, noting that he thought it was a good call to assess and address this future problematic situation.

The Committee recommended approval of staff's recommendation.

By consent agenda, Mr. Neil moved to award the contract to Gateway Construction, Inc., for the City of Dover North State Street Water Main Replacement Project, Bid #18-0028PW, for the amount of \$163,480, as recommended by the Committee. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

Evaluation of Bids - Silver Lake Pump Station Replacement

Mrs. Sharon Duca, Public Works Director/City Engineer, reviewed the background and analysis regarding the evaluation of bids for the Silver Lake Pump Station Replacement. She noted that it is the second of the three pump stations that are part of the Revolving Loan Fund package that the Department has been working on. Mrs. Duca advised that this pump station has exceeded its useful life and there will be some capacity adjustments, which will be funded through the impact fee reserves.

Staff recommended awarding the contract to Teal Construction, Inc., for the City of Dover Silver Lake Pump Station Replacement Project, Bid #18-0026PW, for the amount of \$422,338.

Mr. Sudler asked Mrs. Duca for her opinion regarding why a lot of the bids were now coming in under budget. In response, Mrs. Duca stated that two (2) of the key factors that staff deals with relating to the bids are the time of year when they bid them out in relation to construction work, and the overall types of work being done in the area. In regard to the time of year, she explained that there can be a variation of price if contractors are already knee deep in projects and it would cost more for them to mobilize more crews to get these jobs done. Mrs. Duca, referring to the types of work being done in the area, stated that if there are lulls with private work on the utility side, the City could get better prices on jobs. She advised members that staff has found that they can often get better prices by bidding a combination of projects

out at the same time because contractors will be able to anticipate getting more work and be able to book their time better. Mrs. Duca reminded members that they had previously bid the Bradford Street and William Street water main replacement in the same bid. She stated that it is about trying to find appropriate combinations and keeping an eye on the market at the same time.

The Committee recommended approval of staff's recommendation.

By consent agenda, Mr. Neil moved to award the contract to Teal Construction, Inc., for the City of Dover Silver Lake Pump Station Replacement Project, Bid #18-0026PW, for the amount of \$422,338, as recommended by the Committee. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

Evaluation of Bids - Walker Woods Pump Station Replacement

Mrs. Sharon Duca, Public Works Director/City Engineer, reviewed the background and analysis regarding the evaluation of bids for the Walker Woods Pump Station Replacement. She noted that it is the third of the three pump stations that are part of the Revolving Loan Fund package that the Department has been working on. Mrs. Duca advised that this is the remaining infrastructure item that the City retained after the redevelopment of the Walker Woods development that started a couple of years ago.

Staff recommended awarding the contract to Teal Construction, Inc., for the City of Dover Walker Woods Pump Station Replacement Project, Bid #18-0027PW, for the amount of \$525,000.

The Committee recommended approval of staff's recommendation.

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

Evaluation of Bids - Water Treatment Plant Process Improvements

Mrs. Sharon Duca, Public Works Director/City Engineer, reviewed the background and analysis regarding the evaluation of bids for the Water Treatment Plant Process Improvements. She noted that there were concerns about the efficiency of being able to remove iron magnesia and that type of thing out of the shallow wells because this is the unconfined aquifer, and explained that the upgrades will improve the overall efficiency of the Plant.

Mrs. Duca reminded members that the design for the upgrades went through a value engineering assessment through White Marsh, which was previously approved by the Committee and Council. She advised that, taking into account the operational requirements of the City of Dover, it was determined that this is the most appropriate design, although it is more expensive than originally thought before the design was complete. Mrs. Duca explained that the City Manager had included these funds within the budget, starting next year and it would also be partially funding through

a loan from the Revolving Fund. She stated that, at this point, with the appropriate planning, staff was within the budget requirements for this project and would be able to proceed with the loan as required. Mrs. Duca informed members that this project is expected to take over the next year or so to complete.

Staff recommended awarding the contract to Johnston Construction Company for the Water Treatment Plant Process Improvements, Bid #18-0014PW, for the amount of \$5,972,851.

Mr. Anderson asked what was meant by the note that Bearing Construction and Johnston Construction Company provided extensions of their bids. Responding, Mrs. Duca explained that when the City originally put this project out to bid, the contractors had to hold the price for 90 days; however, due to the fact that the City wanted to go through the Value Engineering Assessment to make sure we were on the right track, we had to ask the contractors if they would hold their bid prices for a longer period of time. She stated that not all of the contractors held their prices but the final selection was made from those who did.

Mr. Polce noted that he understood that the Drinking Water State Revolving Fund is a federal-state partnership and match, and asked if there is a maximum allocation request that the City can make for the Drinking Water State Revolving Fund. In response, Mrs. Donna Mitchell, City Manager, advised members that there probably is a maximum allocation; however, the City is evidently not exceeding it because the Water Advisory Committee reviews this and tells the City whether or not they are eligible for funds, and they authorized these funds.

Mr. Sudler stated that he wanted to personally thank those contractors who held their bid, explaining that, as a contractor, he knows that contractors really do not want to hold a bid price because materials go up, and there are all kinds of variables when it comes to a bid.

The Committee recommended approval of staff's recommendation.

By consent agenda, Mr. Neil moved to award the contract to Johnston Construction Company for the Water Treatment Plant Process Improvements, Bid #18-0014PW, for the amount of \$5,972,851, as recommended by the Committee. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

Evaluation of Proposals - Puncheon Run Wastewater Engineering

Mrs. Sharon Duca, Public Works Director/City Engineer, reviewed the background and analysis regarding the evaluation of proposals for the Puncheon Run Wastewater Engineering. Mrs. Duca explained that this is one (1) of the City's larger pump stations and has a grit removal system that takes care of some of the solids and other inappropriate matter that is located within the wastewater stream.

Staff recommended awarding the contract to Pennoni Associates for the Puncheon Run Wastewater Engineering, Bid #18-0023PW, for the amount of \$47,900.

Mr. Sudler asked what the difference in the life span was for the current system versus the proposed new system. Responding, Mrs. Duca explained that part of the design is to provide the proposal on the new system. She stated that, in general, most things that they can choose from today have a better life span than what would have been put in the station 30 years ago. Mrs. Duca advised that one (1) of the key components of the design is testing the waste stream to see if there are any particular components that need to be taken into consideration for the materials that are used as part of the design, for instance, if something could be more corrosive, that could jeopardize the life span.

The Committee recommended approval of staff's recommendation.

By consent agenda, Mr. Neil moved to award the contract to Pennoni Associates for the Puncheon Run Wastewater Engineering, Bid #18-0023PW, for the amount of \$47,900, as recommended by the Committee. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

Evaluation of Proposals - Water Treatment Plant Construction Support

Mrs. Sharon Duca, Public Works Director/City Engineer, reviewed the background and analysis regarding the evaluation of proposals for the Water Treatment Plant Construction Support. She explained that construction support is required because the level of the project being performed is outside the background of most of the City's inspection staff and with the complexity of this station, staff would like people who are proficient in this area to make sure the construction is done properly and inspected.

Staff recommended awarding the contract to Duffield Associates for the Construction Support related to the Water Treatment Plant Process Improvements, Bid #18-0018PW, for the amount of \$298,500.

Mr. Polce noted that the \$7M budget for this project included the construction phase and construction support phase. He stated that \$7M seemed great and asked how the City was generating these budgeted numbers and whether they were benchmarked accordingly. Responding, Mrs. Donna Mitchell, City Manager, advised that this project was originally budgeted for \$2.7M and they had gone through the State Revolving Loan Fund for approval of that budget. She explained that when they got the engineering estimates, it was up to \$6M. Mrs. Mitchell informed members that staff was able to divert \$2M from the Wastewater Fund budget that had been budgeted for a water tower for the west side of Dover for which they were never able to get easements, and they received approval to increase the State Revolving Fund loan to \$4M. She stated that the loan was for \$4M and the rest of the funding was coming from the Water/Sewer Fund, impact fees, etc.

The Committee recommended approval of staff's recommendation.

By consent agenda, Mr. Neil moved to award the contract to Duffield Associates for the Construction Support related to the Water Treatment Plant Process Improvements, Bid #18-0018PW, for the amount of \$298,500, as recommended by the Committee. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Council President Slavin presiding in the absence of Chairman Hare.

Discussion - Fiscal Year 2018 Audit Program

Ms. Lori Peddicord, Controller/Treasurer, reviewed a presentation entitled "Auditor's Responsibility for Communicating with Audit Committee," dated June 12, 2018.

Mr. Polce stated that it was his assumption that the City did compliance audits as well as financial audits and asked what the typical audit requests were. In response, Mrs. Donna Mitchell, City Manager, stated that for the financial audit, the auditors will audit the City for compliance with internal controls and those types of things. She noted, however, that they will not do compliance audits for grant funds or those types of things. Mrs. Mitchell stated that the City does not have a State auditor's office compliance audit. She advised that they will audit any grants that are greater than a certain threshold, which she believes was currently \$750,000, and if the City does not exceed that threshold, it will not have an audit. Mrs. Mitchell stated that the City did not have an audit the past couple of years because it did not exceed that threshold, noting that the Community Development Block Grant (CDBG) fund is only approximately \$300,000. She advised the revolving fund loans are partly federal monies and, due to the size of the loans, the City would see audits in the future.

The Committee recommended acceptance of the report.

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

Proposed Amendments to Employee Handbook - City of Dover Personnel Policy, Article VII - Ethical Conduct, Section 6 - Harassment and Discrimination, Section 7 - Acceptable Use of Communications and Computer Systems (New), Section 8 - Social Networking: Personal Online/Internet Content Policy (New), and Section 9 - Pregnant Workers Fairness Act Guidelines (New)

Mrs. Kim Hawkins, Director of Human Resources, reviewed the proposed amendments to the Employee Handbook - City of Dover Personnel Policy. She noted that currently Section 6 - Harassment and Discrimination, was limited to one (1) line and, in today's market and employment field, it really needed to be enhanced tremendously. Mrs. Hawkins stated that the proposed amendments provide very good details of what to do if an employee is experiencing harassment and/or discrimination within the work environment, including who to report it to, what will happen once it's been reported, and the action that will be taken when the

investigation is complete. Mrs. Hawkins advised that Section 7 - Acceptable Use of Communications and Computer Systems, was a current City policy that is distributed to all new employees and since she was bringing forward other amendments for consideration, she thought it was a good opportunity to include it in the Employee Handbook - City of Dover Personnel Policy. In regard to Section 8 - Social Networking: Personal Online/Internet Content Policy, Mrs. Hawkins explained that this new section was very similar to what is currently implemented for officers by the Police Department. She advised that this section basically states that employees need to make it clear when they are on social websites that their opinions are not the opinions of the City of Dover. She noted that the City is not restricting an employee's ability to communicate on social media; the City just wants them to differentiate between personal thoughts and those of a City of Dover employee. Mrs. Hawkins informed members that Section 9 - Pregnant Workers Fairness Act Guidelines, is a summary of the State law which was implemented by the State of Delaware in 2014. She noted that this is already in place and adhered to in the City and, like the Social Networking Policy, she thought it was the appropriate time to bring it forward with these additional changes.

Staff recommended approval of the proposed amendments.

Mr. Sudler, referring to Section 8 - Social Networking: Personal Online/Internet Content Policy, asked what tangible tool the City would use to measure achievement in regard to the required regulation. He asked if there was an example to provide employees of what is and is not acceptable, such as "Before I say anything, please note, for the record, that this is my own personal opinion and not the opinion of the City, although I am in a position with the City." Responding, Mrs. Hawkins stated that she did not include any examples in Section 8, explaining that it would basically be self-reported or if someone happened to see someone else making inappropriate comments and representing themselves as a City of Dover employee, and not clearly identifying that their comments are their own personal opinions, they would need to report it so it could be investigated. Mr. Sudler expressed concern that people having leeway to interpret the policy could lead to possible litigation and suggested the inclusion of a clear and precise example to which everyone could refer. Mr. Slavin stated that he would caution against using examples because then the examples become the only thing that things are measured against; however, he noted that it was Mrs. Hawkins' decision as the Human Resources Director.

Mr. Anderson thanked Mrs. Hawkins, noting that he thought she had done a superb job with the proposed amendments. He stated that he did not think the amendments went too far on one side or the other, but seemed to bring clarity in modern times, without infringing upon people's daily lives. Mr. Anderson noted that he had one concern with the word "morale" in subparagraph 3 of the proposed new Section 8. Social Networking: Personal Online/Internet Content Policy. He explained that he thought that "morale" should be removed from the sentence "Could be reasonably interpreted as having an adverse effect upon City morale, discipline, and operation of the agency, safety of staff or perception of the public" because any supervisor could interpret morale any way they want, including constructive criticism or venting

on something important. Mr. Anderson noted that a lot of times problems are found early because someone says something that happened in their daily lives; however, people could be afraid to say anything if it's interpreted that broadly.

Mr. Anderson moved to recommend that the proposed new Section 8. Social Networking: Personal Online/Internet Content Policy, subparagraph 3, be amended to strike the word "morale." The motion was seconded by Mr. Neil.

Mr. Neil stated that he thought that morale is subjective and was not sure how it would be interpreted. He noted that he agreed with the rest of the amendments and thought that staff did a marvelous job.

The Committee recommended that the proposed new Section 8. Social Networking: Personal Online/Internet Content Policy, subparagraph 3, be amended to strike the word "morale".

The Committee recommended approval of the amendments to the Employee Handbook - City of Dover Personnel Policy, as amended, and with the notation and suggestions from Mr. Sudler.

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

Proposed Amendments to Appendix B - Zoning

Mr. David Hugg, Director of Planning and Community Development, advised members that the following three (3) proposed amendments to Appendix B - Zoning of the Dover Code were part of an ongoing effort to address issues as staff works its way through the zoning ordinance and the day-to-day application process. He explained that these text amendments would ultimately be part of one (1) ordinance amendment to make it more efficient in terms of recording the changes.

Text Amendment: Creation of IPM3 Zone (Industrial Park Manufacturing - Industrial Aviation and Aeronautics Center)(MI-18-05) Amending Article 3 - District Regulations, (New) Section 20B - Industrial Park Manufacturing Zone - Industrial Aviation and Aeronautics Center (IPM3) and Section 24 - Planned Neighborhood Design Option [(PND)]; Article 4 - Zoning Bulk and Parking Regulations, Section 4.16 - M, IPM Zones; Article 5 - Supplementary Regulations, Section 8 - Performance Standards; and Article 12 - Definitions

Mr. David Hugg, Director of Planning and Community Development, reviewed the background regarding the text amendments related to the creation of a new IPM3 Zone (Industrial Park Manufacturing - Industrial Aviation and Aeronautics Center), which is intended primarily to permit businesses in aviation and aeronautics-related industries. The proposed text amendments would also create bulk standards for the new zone and make minor changes to the performance standards to ensure uses in the IPM3 zone are covered under them.

Staff recommended adoption of the proposed amendments.

Mr. Slavin stated that the date for the public hearing and final action was noted as August 13, 2018; however, it would take place during the Regular Council Meeting on August 27, 2018.

The Committee recommended adoption of the proposed amendments, as recommended by staff.

By consent agenda, Mr. Neil moved for approval of the Committee's recommendation, seconded by Mr. Hare and carried by a unanimous roll call vote. (The First Reading of the ordinance will take place during the latter part of the meeting).

Text Amendment: Replacement of Maximum Parking Requirement (MI-18-06) Amending Article 4 - Zoning Bulk and Parking Regulations, Section 4.15 - [C-3, C-4, R-C, IO, and CPO Zones.] and Section 4.16 - M, IPM Zones; and Article 6 - Off-Street Parking, Driveways and Loading Facilities, Section 3 - Required Off-Street Parking Spaces

Mr. David Hugg, Director of Planning and Community Development, reviewed the background regarding the text amendments related to removing the maximum parking requirement. The proposed text amendments would remove the maximum parking space limitation given in Article 6 of the Zoning Ordinance, and replace it with new maximum lot coverage limitations for several zones where excessive parking lot size is of particular concern, including the C-3, C-4, RC, IPM, IPM-2, and M Zones, which would limit the amount of impervious surface on the property. Mr. Hugg advised members that these proposed amendments had been discussed with the development community and they like it because it gives them the flexibility to work with a broader standard.

Staff recommended adoption of the proposed amendments.

Mr. Slavin stated that the date for the public hearing and final action was noted as August 13, 2018; however, it would take place during the Regular Council Meeting on August 27, 2018.

The Committee recommended adoption of the proposed amendments, as recommended by staff.

By consent agenda, Mr. Neil moved for approval of the Committee's recommendation, seconded by Mr. Hare and carried by a unanimous roll call vote. (The First Reading of the ordinance will take place during the latter part of the meeting).

Text Amendment: Vehicle Signs (MI-18-07) Amending Article 5 - Supplementary Regulations, Section 4 - Supplementary Sign Regulations

Mr. David Hugg, Director of Planning and Community Development, reviewed the background regarding the text amendments related to vehicle signs. The proposed text amendment would give the city planner guidance on whether or not a vehicle sign is permitted. Under current Code, vehicle signs are always permitted except where the vehicle is inoperable or being used for the sole purpose of signage and the

proposed amendments provide a list of criteria which the city planner may use to determine if a vehicle is being used for the sole purpose of signage.

Staff recommended adoption of the proposed amendments.

Mr. Slavin stated that the date for the public hearing and final action was noted as August 13, 2018; however, it would take place during the Regular Council Meeting on August 27, 2018.

Mr. Sudler asked if there is a time frame that a vehicle can be parked or a time tracking system. Responding, Mrs. Dawn Melson-Williams, Principal Planner, explained that staff looked at some examples and line 529 of the proposed text amendments provides a series of criteria, which includes references to time, for example, what is happening with the vehicle during normal business hours, and whether it is regularly parked there. She advised that it does not include a specific number of days or time frame because the series of criteria are what the city planner would look to, to make a decision about whether or not it's being solely used as a sign, and not having other functions such as delivery, etc. Mr. Sudler suggested that a time track would add clarity.

Mr. Anderson expressed concern regarding these text amendments, explaining that the 2012 amendments had addressed complaints from businesses regarding the City's sign regulations. He advised members that one of the intentions of the 2012 amendments to the sign ordinance was to ensure that people could promote their businesses by allowing them to park vehicles where they can be seen, when the vehicles are legitimately used for business deliveries and sales crew. Mr. Anderson noted that it is not okay to put a sign on vehicle that is up on blocks, unregistered, or inoperable, because then it is not legitimately being used for the business. He expressed concern that these amendments may, inadvertently, be reversing the previous amendments, noting that a lot of businesses, particularly small businesses, had benefitted from not having to worry about where to park their vehicles when they are trying to operate their businesses.

Mr. Anderson expressed concern that the proposed amendments did not specify how many of the criteria are to be used, which could be confusing. He stated that he was particularly concerned with lines 539-541 of the proposed text amendments, noting that he thought that any vehicle that is wrapped would meet this criteria. Mr. Anderson asked Mr. Hugg to explain the criteria and where a wrapped vehicle would fit it.

Responding to Mr. Anderson, Mr. Hugg stated that he could go back and look at what happened in 2012 and why the particular language was stricken. He explained that the intent of the proposed text amendments was not to prohibit someone who has a legitimate business use of a vehicle with a sign on it from parking in front of their business or legally parking anywhere. Mr. Hugg indicated that the intent is to address vehicles that are used solely for signage, explaining that there are several businesses in the area which are currently using vehicles for permanent directional

signage. He advised that part of the problem is that many business owners do not have the luxury of being able to park a vehicle in front of their business, so they have to go through a very rigorous process to get business signs, while their neighbor can essentially beat the system because they are able to park a vehicle out by the road. Mr. Hugg stated that staff has tried to introduce judgment back into the ordinance in regard to when a vehicle is clearly being used for signage and when it's being used for business purposes.

Mr. Anderson stated that he had definite concerns regarding lines 539-541 of the proposed text amendments, especially when combined with lines 536-538, which state that "...it is not necessary that any one of or all the listed criteria be present to determine that the vehicle is inoperable or being used for the sole purpose of displaying signage." He asked for an explanation to alleviate his concerns.

Mr. Sudler noted that a great example of a stationary vehicle used to promote a business was the large vehicle at Mission BBQ, which is rarely moved and he had observed parked on the grass several times and reported. He expressed concern that when staff begins implementing these changes, other agencies may begin to scrutinize how strict staff's enforcement with Mission BBQ has been. Mr. Sudler cautioned staff to make sure that the ordinance is enforced across the board. Responding, Mr. Hugg noted that a local Mexican restaurant has a large truck that is used as a sign and never moves, whereas Mission BBQ's vehicle is at least a type of utility vehicle. He explained that staff can issue a citation for a violation for vehicles that are parked on the grass, regardless of signage.

Mr. Hugg explained that currently there were more than eight (8) businesses that he was aware of that were using vehicles for signage and there is not a good mechanism for staff to make an argument that they are being used solely for signage, unless the vehicle is clearly inoperable.

Mr. Sudler noted that he had seen the Mission BBQ vehicle move and knew that they used it because he had seen it smoking. Likewise, he stated that the Mexican restaurant uses their vehicle for catering and is sometimes parked around the back of the business. Mr. Sudler explained that the bottom line was that the City needed to develop a concrete example to use across the board, so that individuals won't feel like they're targeted or unfairly treated.

In response to Mr. Neil, Mr. Hugg advised that Kent County Tourism's vehicle called "The Villager" falls into a grey area. He explained that if it's routinely moved or used for some ongoing business purpose and not simply parked and left in the same position, it would be allowable under these changes, however, it is one that could arguably be considered a vehicle sign.

Mr. Shevock asked how it would be handled if Mission BBQ were to somehow lift their vehicle on top of their building. Responding, Mr. Hugg advised that this would not fall under these provisions because it would be considered a sign at that point, which may or may not be permitted under the City's sign ordinance. He explained

that there are provisions regarding the size of signs, how they can be placed, the number that can be on a building, etc. Mr. Hugg stated that he did not think that the City would want to start allowing businesses to place vehicles on top of buildings, which would create problems like he had seen in other parts of the country.

Mr. Anderson reiterated his concerns regarding the proposed text amendments, noting that he believes business is good and being able to promote a business is a good thing. He indicated that he thought that there were a number of areas of code enforcement that the City was behind on, however, he did not think this was an area that members needed to address to make the City better and more livable. Mr. Anderson stated that businesses being able to prosper is a social benefit to the City. He noted that part of the intent of the 2012 changes to the sign ordinance was that staff would not be able to enforce it, except in extreme circumstances, and he was happy to hear that the intent was being reached. Mr. Anderson stated that he thought that many business owners and churches in the City would have legitimate concerns with these proposed amendments.

Mr. Sudler stated that he agreed with Mr. Anderson that the City is open for business; however, he explained that he did not think that the proposed amendments would take the City backward. Mr. Sudler stated that he is a firm believer in regulations and he thinks this is a good way to do it because a lot of the vehicles on the highway can obstruct the vision of someone turning, which could create a traffic issue.

Mr. Neil noted that the ordinance was not being written in granite and, depending on the public reaction, members can always go back and revisit it again.

Mr. Lindell echoed the sentiments of Mr. Sudler and Mr. Neil. He stated that he thought that there was an obvious issue which the Planning Department was trying to address. Mr. Lindell noted that Council still had time to review and make adjustments to these proposed amendments prior to adoption of the ordinance and, even if Council adopts them, changes can be made if issues and complaints arise. He explained that his is the process of governing, you see an issue, you try to deal with it, if other issues arise from that, you deal with them as they come.

The Committee recommended adoption of the proposed amendments, as recommended by staff.

By consent agenda, Mr. Neil moved for approval of the Committee's recommendation, seconded by Mr. Hare and carried by a unanimous roll call vote. (The First Reading of the ordinance will take place during the latter part of the meeting).

**COUNCIL COMMITTEE OF THE WHOLE
(All Members of All Committees)**

The Council Committee of the Whole met with Council President Slavin presiding.

Update on 2019 Comprehensive Plan Project

Mr. David Hugg, Director of Planning and Community Development, and Mrs. Dawn Melson-Williams, Principal Planner, reviewed a presentation entitled “City of Dover, Delaware, 2019 Comprehensive Plan, Project Update June 2018.” Members were provided with a copy of the City of Dover 2019 Comprehensive Plan Survey available at <https://www.surveymonkey.com/r/2YPJPV2>. In addition to the survey, members were asked to complete an evaluation of the implementation of the 2008 Comprehensive Plan using the charts entitled “Evaluation of 2008 Goals and Recommendations.”

Mr. Sudler noted that there were constituents on Queen Street who were interested in the comprehensive development plan for that area. He noted that there is housing for the local institutions, including Wesley College or Delaware State University, etc., and the owners of property in the area around 101 North Queen Street asked him to look into the comprehensive objectives for that area. Responding, Mr. Hugg stated that he would be glad to review this information with Mr. Sudler. Mr. Hugg noted that he had failed to mention that staff had identified five (5) target zones downtown in which major activities may take place, one (1) of which he is referring to as the new neighborhoods, which are basically located in the general area north and south of Division Street, where the City is working with the National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL), Habitat for Humanity, and Restoring Central Dover. He indicated that they would welcome the opportunity to share what they are thinking and to receive input from these property owners as well. Mr. Sudler stated that they really want to know what the City is planning so they can tailor their plans around that and know what is and isn't permissible. He noted that he would contact Mr. Hugg to schedule a meeting.

Mr. Polce noted that the data is critically important to this process. He expressed concern that the survey would be collecting non-identifiable data, since this would increase the probability for duplication of survey responses. Mr. Polce cautioned against dispersing the survey using Survey Monkey and in paper format because it would dilute the data and have an impact on what staff hopes to achieve. Referring to the survey questions, Mr. Polce noted that there were some inconsistencies with the way the questions were framed that could inherently have biases. He indicated that everyone must be mindful on how data influences their decisions as policy makers and stake holders, and encouraged them to take another look at what data they're trying to collect, how they're collecting it and how it's going to shape the proposal. In response, Mr. Hugg explained that they were using the same survey that had been used in 2003 and 2008 to ascertain if there are any trends. He noted that he is not a great believer in open ended surveys but hopefully they will provide reaffirmation or indicate a change regarding the top ten issues.

Mr. Anderson noted that many other municipalities similar in size to Dover bring in firms to help complete their comprehensive plans and asked if the City was doing it all in-house. Responding, Mr. Hugg stated that the City had purchased the professional version of Survey Monkey, which provided a lot of opportunities and had some assistance from Strongpoint Marketing; however, the majority of the work

was being done in-house. He explained that the City already has a good plan, so they can take the time to refine it, instead of reinventing the wheel. Mr. Hugg indicated that the five (5) staff members in the Planning Department ought to know enough about the community or people who they can ask about the community to complete the project in-house, so paying someone from outside the City would not be the right way to go.

Mr. Anderson suggested, from a marketing point of view, that the City may want to consider moving away from using the word “target” and instead using a term like dream or dreaming zones. He noted that this was one of the more frequent statements he had heard in the neighborhoods.

Mr. Hugg expressed his thanks to the staff involved in the Comprehensive Plan project, noting that they are a great group.

Mr. Slavin reminded all Council and civilian Committee members of the mandatory ethics training being held on June 26, 2018 at 5:00 p.m.

Mr. Sudler moved for acceptance of the Council Committee of the Whole Report, seconded by Mr. Cole and unanimously carried.

BOARD OF ASSESSMENT APPEALS EXEMPTION REPORT - MAY 29, 2018

The Board of Assessment Appeals reconvened at 1:00 pm, by Chairman William Garfinkel. Board Members present were: Chairman William Garfinkel, Board Members Tom Burns, James Galvin, Todd Stonesifer as well as City Deputy Solicitor William W Pepper Sr., Esquire. Staff present were City Assessor Cheryl A. Bundeck and Administrative Assistant Annette Hart.

Exemptions

Central Delaware Habitat for Humanity

<u>Locations:</u>	<u>Exempt Request:</u>
26 N New Street	\$ 11,000
120 N Kirkwood Street	\$ 10,800
18 N New Street	\$ 66,300
15 N New Street	\$106,800

BACKGROUND AND ANALYSIS

An exemption request for the above referenced properties was submitted to the Assessor's Office.

Once these properties are complete and the ownership is transferred, the properties will be added back to the tax rolls. (As a supplemental billing)

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

Mr. Simpson, Executive Director, was present for the hearing.

Mr. Simpson explained that 18 and 15 N New Street are scheduled for demolition, permits have been applied for and approved. The structure on 26 N New Street has already been demolished and 120 N Kirkwood Street was purchased as a vacant lot. He assured the board that all 4 lots would rebuild by the end of 2019.

Chairman Garfinkel asked the Assessor what the City's recommendations are, at which time Mrs. Bundek replied that the organization meets all criteria to be exempt and has been approved for exemptions in the past.

Mr. Stonesifer made the motion to approve the exemption for the four (4) properties, which was seconded by Mr. Burns. Motion carried 4-0

By consent agenda, Mr. Neil moved for approval of the Board's recommendation, seconded by Mr. Hare and carried by a unanimous roll call vote.

Mrs. Bundek informed the appellant, that the City Council has the final decision and that a certified letter with the date of the Council Hearing would be mailed.

NCALL

<u>Locations:</u>	<u>Exempt Request</u>
20 N Kirkwood Street	\$55,300
22 N Kirkwood Street	\$39,900
26 N Kirkwood Street	\$30,500
28 N Kirkwood Street	\$26,000
43 S Kirkwood Street	\$48,700
45 S Kirkwood Street	\$52,500
20 S Queen Street	\$35,800
60 S Queen Street	\$35,600
18 S Queen St.	\$12,000

BACKGROUND AND ANALYSIS

An exemption request for the above referenced properties was submitted to the Assessor's Office.

Once these properties are complete and the ownership is transferred, the properties will be added back to the tax rolls. (As a supplemental billing)

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

Patricia Kelleher, Real Estate Development Manager was present for the hearing.

Ms. Kelleher told the board that the organization is an Affordable Housing Agency and has been in Dover since 1942. She also talked about their project called "Restoring Central Dover", which is a community development project focusing on revitalizing Dover's Central Core. Part of this project is to build affordable housing for "First Time Home Buyers". With this being a new project, the organization has closed on two homes this past year and is nearing the end of construction on others. The organization recently purchased these nine (9) properties to really make an impact on the community. Ms. Kelleher told the board that the City of Dover has been very supportive, she also mentioned that the "Restoring Central Dover" has been used as a basis for the City's DDD application.

Chairman Garfinkel asked what the status of these properties is.

Ms. Kelleher told the board that the buildings were boarded up after the organization purchased them, that asbestos has been removed and that all should be demolished within two (2) to three (3) weeks. She also told the board that her organization is working closely with CDHFH, revitalizing Downtown Dover.

Chairman Garfinkel asked if the organization was holding the mortgages for the properties they sold, at which time Ms. Kelleher told him, that they do not.

Chairman Garfinkel asked the Assessor what the City's recommendations are, at which time Mrs. Bundek replied that the organization meets all criteria to be exempt and has been approved for exemptions in the past.

Mr. Stonesifer asked to be recused from the vote.

Mr. Barnes wanted to know when all nine (9) properties would be ready to go back on the market. Ms. Kelleher told him, that they all should be done in approximately twenty-four (24) months.

Mr. Burns made the motion to go with the cities recommendation to exempt the properties. Mr. Galvin seconded the motion. Motion carried 3-0 (1 recusal).

By consent agenda, Mr. Neil moved for approval of the Board's recommendation, seconded by Mr. Hare and carried by a unanimous roll call vote.

Mrs. Bundek informed the appellant, that the City Council has the final decision and that a certified letter with the date of the Council Hearing would be mailed.

Brandywine Valley SPCA Inc.

<u>Location</u>	<u>Exempt Request</u>
1757 Horsepond Road	\$76,600

BACKGROUND AND ANALYSIS

This property was originally owned by Kent County Prevention Cruelty Animals; sold to a private owner in 2012. It was tax exempt until the July 2012 billing. It has been purchased by Brandywine Valley SPCA Inc. in May 2018.

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

Laura Page, Community Engagement Manager for the organization was present for the hearing.

She started the hearing by going over the history of the organization, which has been around for almost 90 years, operation in Pennsylvania. The organization is currently providing pet care for at risk families in Pennsylvania as well as the whole state of Delaware. Ms. Page explained that there currently is a charge for boarding if an animal is retained by the organization which is the reason they purchased this property, so pets may be held there until their owners can pick them up. The organization has received a grant in the amount of \$300,000 to help with renovations. The organization also helps families who struggle to feed their pets with free pet food, pet items such as cat litter as well as free vet care.

Ms. Page told the board that the organization recently had a free vaccination clinic on The Green in Dover, because they did not have a facility in the area, at which time, approximately 1,600 pets were vaccinated. The organization also offers free or low-cost spay and neuter services to low income families.

Chairman Garfinkel asked the Assessor what the City's position is, she replied that the city has no position other than that this property had been exempt in the past.

Mr. Galvin asked how many animals the facility was going to be able to hold? Ms. Page said, that she would not be able to tell until the necessary renovation had been made.

Mr. Burns made the motion to approve the exemption, which was seconded by Mr. Galvin. Motion carried 4-0.

By consent agenda, Mr. Neil moved for approval of the Board's recommendation, seconded by Mr. Hare and carried by a unanimous roll call vote.

Mrs. Bundek informed the appellant, that the City Council has the final decision and that a certified letter with the date of the Council Hearing would be mailed.

Dover Church of Christ

<u>Location</u>	<u>Exempt Request</u>
1156 S Governors Avenue	\$163,600

BACKGROUND AND ANALYSIS

An exemption request was submitted to the Assessor's Office.

No information was provided during the 2017 Exempt Audit. Pilgrim Holiness Church did not respond to our requests. This property was Exempt prior to the audit. When the bills were sent out this year, we were notified that this should in fact be under Church of Christ. Kent County Assessment did some research and informed us that they made the name change to Dover Church of Christ.

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

No one was present for the hearing. Therefore, the board waited a while to discuss the exempt request. After it was apparent that nobody from the organization would show, the board proceeded to discuss the request.

The Assessor went over the background and analysis.

Mr. Stonesifer asked if the property was exempt with Kent County, Mrs. Bundek told him that it was.

Chairman Garfinkel asked if notification had been mailed to the church.

Mrs. Bundek explained that a notification letter had been mailed via Certified Mail - Return Receipt Requested but had not been signed for. She told the board that the letter was returned to the office. She also mentioned that an email was sent to the minister of the church informing him of the date and time of the meeting.

Chairman Garfinkel pointed out that there seems to be a pattern, because nobody responded to the letters mailed during the 2016 Exempt Audit. Mrs. Bundek explained that the owner of record at that time was Pilgrim Holiness Church and that the minister told her during a visit to the office, that he did not open those letters because they were not addressed to him.

Mr. Burns asked if the property had been exempted in the past, which it had been up until the 2016 Audit.

Mr. Stonesifer asked if the taxes had been paid. Mrs. Bundek told him that they are not paid yet, because the church is waiting for the outcome of the hearing.

Chairman Garfinkel suggested to deny the exempt request, because nobody from the church was present for the hearing. He suggested to wait for the church to appeal to Council.

Mr. Stonesifer disagreed, he felt the board had information to discuss and should make a ruling on this.

The Deputy City Solicitor pointed out that the property should be exempt, because it falls within the Delaware Code.

Mr. Burns made the motion that the exemption should be continues, Mr. Galvin seconded the motion. Motion passed 3-1.

By consent agenda, Mr. Neil moved for approval of the Board's recommendation, seconded by Mr. Hare and carried by a unanimous roll call vote.

The Salvation Army

<u>Location</u>	<u>Exempt Request</u>
1278 Forrest Avenue	\$1,462,700

BACKGROUND AND ANALYSIS

An exemption request was submitted to the Assessor's Office.

The Salvation Army purchased this property in January 2015. They have paid taxes on this property since they've owned it.

This property is exempt with Kent County.

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

No one was present for the hearing. Therefore, the board waited a while to discuss the exempt request. After it was apparent that nobody from the organization would show, the board proceeded to discuss the request.

The Assessor went over the background and analysis.

Mr. Stonesifer asked for Mr. Peppers opinion, who told the board that in his opinion the property should be exempt.

Mr. Stonesifer made the motion to accept the exempt request which was seconded by Mr. Burns.

Motion carried 4-0.

By consent agenda, Mr. Neil moved for approval of the Board's recommendation, seconded by Mr. Hare and carried by a unanimous roll call vote.

Wilmington University

<u>Location</u>	<u>Exempt Request</u>
3282 N DuPont Hwy.	\$12,237,700
3282 N DuPont Hwy. (Rear)	\$ 6,247,700

BACKGROUND AND ANALYSIS

It was requested by some members of Council to verify the exemption status.

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

Present were: Bill Manning, Attorney; Heather O'Connell, Vice President and CFO; Christian Trowbridge, General Council; and Andy Lugan, responsible for everything Real Estate.

Mr. Manning told the City that the University had been exempt from taxes since 2006. He mentioned that in 2016 the University received paperwork from the City of Dover regarding an exempt audit. The paperwork was filled out and returned as requested by the City.

Mr. Manning was wondering if it was something in the questionnaire, which prompted the board to request a hearing with the University.

Chairman Garfinkel asked if any of the buildings on the campus were not used for educational purposes.

Mr. Manning explained that there are three (3) buildings on the property, one of those buildings is used for storage and that the other two are used for classes. He also mentioned that the University does rent some rooms to other non-profit organizations for educational purposes only. He offered to provide information regarding the organizations who rented, when and how much they paid in rental fees.

Chairman Garfinkel asked if the Assessor had any questions, she had none.

Mr. Pepper, Esq. was asked if he had any comments, at which time he told the board that the University is clearly entitled to the exemption.

Mr. Stonesifer made the motion no action be taken, which was seconded by Mr. Galvin. Motion carried 4-0.

By consent agenda, Mr. Neil moved for approval of the Board's recommendation, seconded by Mr. Hare and carried by a unanimous roll call vote.

Mrs. Bundeck informed the appellant, that the City Council has the final decision and that a certified letter with the date of the Council Hearing would be mailed.

Calvary Baptist Church of Dover

<u>Location</u>	<u>Exempt Request</u>
2285 Forrest Ave.	\$1,881,800

BACKGROUND AND ANALYSIS

It was requested by some members of Council to verify the exemption status.

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

Leon Battle, Chairman of the Trustee Board, was present.

Chairman Garfinkel asked what the property was used for.

Mr. Battle told the board that the congregation bought this piece of land to build a new church.

Mr. Burns asked if construction would begin soon? Mr. Battle explained that construction would not start for a couple more years, because the church is still raising money.

Chairman Garfinkel asked if the church was renting the property to a farmer for farming.

Mr. Battle told the board that the land has been rented to the farmer they purchased it from until last year.

Mr. Burns wanted to know if the congregation currently owns a church.

Mr. Battle told him that their current church is located on Queen Street.

Mr. Burns was questioning why a small church would buy a 76-acre lot to build a church they have no money for?

Mr. Galvin pointed out that this piece of land is zoned R10.

Mr. Battle told the board that the church did attempt to start building on the lot approximately ten (10) years ago but could not start because the loan did not go through.

Mr. Galvin went over the permits listed on the property record card, verifying that an attempt had been made.

Mr. Burns asked the city solicitor about his opinion.

Mr. Pepper, Esq. explained that the property is currently not held by way of investment. He pointed out that the cost for a \$4,000,000 church would be quite substantial.

Chairman Garfinkel asked Mr. Pepper Esq. if the property should be exempt if the church is not using it for income property. In Chairman Garfinkel's opinion the church should keep record of when the land is farmed by the farmer and how much was paid in rental fees.

Mr. Pepper Esq. told the board that the property cannot be used for profit, but the income from the farming could be used to help maintain the land, because the property is located within the City of Dover city limits and would be subject to the City's maintenance code and would be required to be cut up to 4-5 times a year, which could be quite substantial for a lot that size.

Mr. Burns asked Mr. Pepper Esq., if the property was not held by way of investment and is owned by a church it should be exempt. Mr. Pepper replied with a yes.

Mr. Burns asked Mr. Battle if it was the intent of the church to raise money to build a new church, he also pointed out the that the congregation has 2 pieces of collateral one being the vacant land the other one the Church on Queen Street. Mr. Battle told the board that they are still in the process of raising money.

Mr. Burns made the motion to continue the exemption which was seconded by Mr. Stonesifer.

By consent agenda, Mr. Neil moved for approval of the Board's recommendation, seconded by Mr. Hare and carried by a unanimous roll call vote.

Mrs. Bundek informed the appellant, that the City Council has the final decision and that a certified letter with the date of the Council Hearing would be mailed.

Delaware State University

<u>Location</u>	<u>Exempt Request</u>
1200 N DuPont Hwy (portion)	\$235,893,000 (portion)

BACKGROUND AND ANALYSIS

It was requested by some members of Council to verify the exemption status.

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

Robert Shrove, Vice President and Denese Lindsey AVP for Finance

Ms. Lindsey explained that the property in question is part of the University's tillable land, which is used for overflow parking for some of the University's major events such as graduations and football games. The lot is also used twice a year for race parking, plus tent sales for one of the car dealerships in the City of Dover. The money raised at these events is used for the University's scholarship program.

Mr. Pepper asked for Ms. Lindsey to elaborate on the acreage required for the tillable land.

Ms. Lindsey did not have specific numbers with her but did let the Board know of other tillable pieces of land owned by the University.

When asked by Mr. Pepper how long it has been since this piece of land has been tilled, Ms. Lindsey explained that it has been approximately 15 year and went on by explaining that the field is also used by the Field and Track team.

Mr. Burns asked if the IRS from 990 would show how much income this property generated in 2017. Ms. Lindsey told him that it does.

Mr. Burns asked if the School had any plans on developing this land. Ms. Lindsey told him that the school had thought about it a few years ago, but never did anything with it.

Mr. Galvin asked if the decision not to build on this land was because the University was required to have so many acres of tillable land. Ms. Lindsey was not sure what the reason was.

Chairman Garfinkel asked if there is a requirement as to how many acres tillable land the school owns, Ms. Lindsay said that there was, but she did not know how many acres that would be. She offered to get that number to the board.

Mr. Burns asked if only the net income of the proceeds from the lot are going to the Foundation and are they documented. Ms. Lindsey told the Board that these numbers are documented and offered to provide the documents to the board. Mr. Burns wanted to make sure that this property is used for the benefit of the students and not just used as income producing property.

Mr. Galvin asked if there is a written agreement, Ms. Lindsey explained that this is a practice and a written procedure.

Mr. Burns asked if the parking for Dover Downs and the tent sale for the car dealership were long term. Ms. Lindsey told the board that they are not and that in fact the revenue generated from the race parking has been going down substantially in the last few years.

Mr. Burns made the motion to maintain the exemption which was seconded by Mr. Stonesifer. Motion carried 4-0.

By consent agenda, Mr. Neil moved for approval of the Board's recommendation, seconded by Mr. Hare and carried by a unanimous roll call vote.

Chairman Garfinkel asked if a copy of the procedures could be emailed to the Assessor's office.

Mrs. Bundek informed the appellant, that the City Council has the final decision and that a certified letter with the date of the Council Hearing would be mailed.

RESOLUTION NO. 2018-05 AUTHORIZING THE SALE OF UP TO \$18,000,000 ELECTRIC REVENUE REFUNDING BONDS OF THE CITY OF DOVER

Ms. Lori Peddicord, Controller/Treasurer, advised that Resolution No. 2018-05 would authorize the refunding of the 2008 Electric Revenue Bonds, noting that the City would recognize a savings of approximately \$2M.

By motion of Mr. Hare, seconded by Mr. Neil, Resolution No. 2018-05 was unanimously adopted, as follows:

A RESOLUTION AUTHORIZING THE SALE OF UP TO \$18,000,000 ELECTRIC REVENUE REFUNDING BONDS OF THE CITY OF DOVER

WHEREAS, pursuant to Chapter 158, Volume 36, Laws of Delaware, as amended (the "City Charter") and Chapter III, Volume 52, Laws of Delaware, as amended (collectively, the "Enabling Acts"), the City of Dover (the "City") is authorized to issue revenue bonds for the purpose of financing and refinancing improvements to its electric system; and

WHEREAS, pursuant to the Enabling Acts, the City adopted a Resolution on December 23, 1985, as subsequently supplemented (the "Original Bond Resolution") in order to issue various series of electric revenue bonds; and

WHEREAS, the Original Bond Resolution was amended and restated by a Resolution adopted on August 23, 2004 (the "Bond Resolution"); and

WHEREAS, the City issued The City of Dover, Delaware \$22,200,000 Electric Revenue Bonds, Series 2008 (the "2008 Bonds") pursuant to the Bond Resolution as supplemented by Resolutions adopted on March 10, 2007 and July 14, 2008; and

WHEREAS, the City desires to issue additional revenue bonds pursuant to the Bond Resolution in order to refund the 2008 Bonds; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Dover, Delaware (the "Council") as follows (at least three fourths of all members thereof concurring therein):

1. The Council authorizes the sale of the City's electric revenue refunding bonds pursuant to the Bond Resolution in the aggregate principal amount of up to \$18,000,000 (the "2018 Bonds") for a project (the "Project") consisting of: (a) the refunding of the 2008 Bonds; and (b) the payment of the costs of issuing the 2018 Bonds.
2. The 2018 Bonds shall be sold in a competitive sale in such manner, subject to such terms and at such price as the Mayor and Controller/Treasurer shall determine shall be in the best interest of the City.
3. The Mayor and the Controller/Treasurer are each authorized to accept a bid received in connection with a competitive sale so long as the bid provides for at least a 3% savings for the City.

4. The City declares its official intent within the meaning of Income Tax Regulation §1.150-2 to issue up to \$18,000,000 aggregate principal amount of its 2018 Bonds to finance the Project.
5. The 2018 Bonds shall be issued in one or more series, shall bear interest at such rates, shall be payable and shall mature at such times, shall contain such provisions for optional and mandatory redemption, shall be in such form, certificated or book entry, and shall contain such other terms and conditions as the Mayor and Controller/Treasurer shall determine shall be in the best interest of the City.
6. The Mayor and Controller/Treasurer are authorized to prepare and distribute a Preliminary Official Statement in connection with the offering and sale of the 2018 Bonds and to deem such Preliminary Official Statement final for the purposes of Rule 15c2-12 of the Securities and Exchange Commission and to finalize and distribute an Official Statement.
7. The Mayor and Controller/Treasurer are each authorized to enter into a contract with one or more purchasers of the 2018 Bonds providing for the City to issue and sell said bonds in accordance with the terms of said contract and this Resolution.
8. Upon entering into a contract to issue and sell the 2018 Bonds, the Mayor shall promptly inform the Council of the terms thereof whereupon the Council shall adopt a Resolution confirming the terms thereof.
9. The City hereby covenants for the benefit of holders of the 2018 Bonds that, so long as any 2018 Bonds are outstanding, it will file, or cause to be filed, all financial information, operating data and notices of material events in order to comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission with respect to the 2018 Bonds.
10. The City Clerk shall forth with cause to be published once in a newspaper published in the City a notice in substantially the following form:

"NOTICE"

"NOTICE IS HEREBY GIVEN that the City Council of the City of Dover, Delaware on June 25, 2018 pursuant to Chapter 111, Volume 52, Delaware Laws, as amended, adopted a resolution entitled as follows:

‘A RESOLUTION AUTHORIZING THE SALE OF UP TO \$18,000,000 ELECTRIC REVENUE REFUNDING BONDS OF THE CITY OF DOVER’

The purpose of the issuance of said bonds is to provide funds to finance or refinance certain improvements to the City'S electric system.

Any action or proceeding to contest the validity of said resolution or any of its provisions must be commenced within thirty (30) days after the publication of this notice.

After the expiration of such period of limitation, no right of action or defense founded upon the invalidity of said resolution or any of its provisions shall be asserted, nor shall the validity of such resolution or any of its provisions be open to question in any court upon any ground whatever, except in an action or proceeding commenced within such period.

By order of the City Council of the City of Dover, Delaware."

11. The Mayor, Controller/Treasurer and Clerk of Council are hereby authorized and directed to take all action deemed by them as necessary and appropriate to carry out the intent of this resolution.
12. This resolution shall take effect immediately upon its passage and approval by the Mayor.

ADOPTED: JUNE 25, 2018

**APPOINTMENT RECOMMENDED BY COUNCIL PRESIDENT SLAVIN -
DANA T. SHELTON - SAFETY ADVISORY AND TRANSPORTATION COMMITTEE -
ONE-YEAR TERM TO EXPIRE MAY 2019**

Council President Slavin recommended the appointment of Mr. Dana T. Shelton to serve on the Safety Advisory and Transportation Committee for a one-year term to expire May 2019.

By consent agenda, Mr. Neil moved for approval of the appointment of Mr. Shelton, as recommended by Council President Slavin. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

FIRST READING - PROPOSED ORDINANCE #2018-06 - ZONING TEXT AMENDMENTS

Council President Slavin reminded the public that copies of the proposed ordinance were available at the entrance of the Council Chambers, on the City's website at www.cityofdover.com under "Government," or by contacting the City Clerk's Office at 736-7008 or cityclerk@dover.de.us. Since the ordinance amends the Zoning Code, a public hearing is required. Staff recommended referral of the amendments to the Planning Commission on July 16, 2018 and that a public hearing be set for the Council Meeting of August 27, 2018 at 7:30 p.m., at which time final action by Council will take place.

Mr. David Hugg, Director of Planning and Community Development, advised that the amendments were being proposed in an effort to streamline and improve the ordinance by addressing uses that are not regulated or permitted and to clarify instances where confusion or other issues result in a lot of waivers. He noted that the amendments would create an IPM3 zoning district which would provide for aviation and aeronautic uses as the primary use and would apply to portions or all of the existing park at the end of Horsepond Road that abuts the Dover Air Force Base and includes the civil air terminal and the Kent County Aeropark.

Mr. Hugg advised that the amendments would address vehicle signage and some lack of clarity relating to the term of "solely used for advertising purposes". This amendment would include

criteria that would allow the City Planner to make a determination about when a vehicle with a sign painted on it is actually being used as a sign, as opposed to a vehicle engaged in business or trade.

Mr. Hugg stated that the amendments would eliminate the current 125% maximum parking provision that, in practice, has proved to be an unreasonable restriction on certain kinds of uses. He noted that good examples are doctors' offices, restaurants, banks, and uses that have a high peak for parking demand and for which 125% of the space allowance may not be adequate. Mr. Hugg noted that staff would substitute a land coverage calculation related to how much the property could be used totally for buildings and parking as an alternative. He advised that this issue was brought to his attention previously by the development community and it has been the subject of a number of waivers granted by the Planning Commission in order to allow those uses to be located in Dover.

Mr. Lewis moved to refer the amendments to the Planning Commission on July 16, 2018 and to set a public hearing before City Council for August 27, 2018 at 7:30 p.m., as recommended by staff. The motion was seconded by Mr. Neil and unanimously carried.

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

PROPOSED ORDINANCE #2018-06 AMENDING APPENDIX B - ZONING, ARTICLE 3 - DISTRICT REGULATIONS; ARTICLE 4 - ZONING BULK AND PARKING REGULATIONS, ARTICLE 5, SUPPLEMENTARY REGULATIONS, ARTICLE 6 - OFF-STREET PARKING, DRIVEWAYS AND LOADING FACILITIES, AND ARTICLE 12 - DEFINITIONS
(Legislative, Finance, and Administration Committee)

FINAL READING - PROPOSED ORDINANCE #2018-05

The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of June 11, 2018. Council President Slavin reminded members of the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or on the City's website at www.cityofdover.com under "Government."

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

Mrs. Donna Mitchell, City Manager, advised that the amount for plant operations (line number 456) was reduced by \$236,000 in the Final Reading. She noted that the reduction was attributed to some personnel changes in the plant budget.

Noting that there had been revisions to the State's budget regarding streets, Mr. Anderson requested Mrs. Mitchell to explain how that would impact the City. Responding, Mrs. Mitchell advised that it appears that the Municipal Street Aid (MSA) may be increased and, if so, the City should receive more MSA than what was budgeted for. She noted that if additional MSA were received, a budget amendment would be presented to City Council. Mrs. Mitchell advised that her current plan would be to apply those funds toward the street program.

By motion of Mr. Neil, seconded by Mr. Hare, Council, by a unanimous roll call vote, adopted Ordinance #2018-05 (Exhibit #1).

CITY MANAGER'S ANNOUNCEMENTS

Mrs. Donna Mitchell, City Manager, announced that phase one of the installation of the LED lights, has been implemented and she encouraged members to go by and see them. She noted that she had received positive comments from the Police Department regarding the improvement in the lights.

Mrs. Mitchell thanked staff for their hours of dedicated service during the Firefly Music Festival. She noted that the Police, Public Works, Emergency Management, and Planning and Inspections staff put in a lot of hours, did a great job, and were a real help.

Mrs. Mitchell reminded members of the upcoming Fourth of July celebration.

COUNCIL MEMBERS' ANNOUNCEMENTS

Council President Slavin announced that mandatory ethics training would be held the following night in the Council Chambers. He also wished Councilman Hare a happy birthday on July 6th.

Mr. Neil advised that he and Mr. Cole have asked for comments from the residents of the Third District regarding the Firefly Music Festival and that he would provide a written report to both the City Manager and the Director of Planning and Community Development when the report is compiled. He noted that the residents of Wild Meadows recognize the economic benefit of the festival to both the City and the State and they recognize the efforts that Red Frog and Dover Motorsports have made to make it as comfortable for them as possible.

Mr. Anderson reminded the public that every 10 years the City of Dover updates its Comprehensive Plan and there is currently a survey available to gather input from those who live, work, worship, or learn in the City. Responding to Mr. Anderson, Mr. David Hugg, Director of Planning and Community Development, advised that staff was in the middle of the research and data collection activities associated with the Comprehensive Plan. He noted that they are repeating the survey technique that was utilized in 2003 and 2008. Mr. Hugg advised that they had received over 100 responses from a wide range of ages, incomes, residents, and non-residents. He noted that the survey was available online and at City Hall, the Library, Weyandt Hall, and the Pitts Center. He requested members to encourage their neighbors and friends to take the opportunity to fill out the survey, noting that it is one way to get an idea of what the expectations and needs and desires of the residents of the City of Dover are as they look 10 years in the future.

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

Meeting adjourned at 7:54 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of June 25, 2018, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM

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Exhibits

Exhibit #1 - Ordinance #2018-05 - Fiscal Year 2018/2019 City of Dover Budget Ordinances

**CITY OF DOVER ORDINANCE # 2018-05
2018-2019 BUDGET ORDINANCES**

1 **BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:**
 2 The amount hereinafter named aggregating Forty Nine Million Three Hundred Seventy-Nine Thousand
 3 Two Hundred dollars (\$49,379,200) or so much thereof as may be necessary are hereby appropriated
 4 from current revenues and other funds for the use by several departments of the Municipal Government
 5 for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

		2017/18	2018/19
		REVISED	BUDGET
6	GENERAL FUND		
7	CASH RECEIPT SUMMARY FOR 2018-2019		
8			
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10	BEGINNING BALANCE	\$ 6,072,200	\$ 5,399,700
11	RECEIPTS		
12	FINES AND POLICE REVENUE	598,300	751,600
13	LIBRARY REVENUES	100,000	100,000
14	KENT COUNTY BOOK REIMBURSEMENT	300,000	300,000
15	BUSINESS LICENSES	1,467,000	1,470,000
16	PERMITS AND OTHER FEES	1,956,000	1,969,000
17	MISCELLANEOUS CHARGES	77,200	57,000
18	POLICE EXTRA DUTY	492,100	510,000
19	PROPERTY TAXES	13,132,600	13,274,400
20	RECREATION REVENUE	152,400	150,000
21	FRANCHISE FEE	683,300	685,600
22	SANITATION FEES	3,080,400	3,095,400
23	RENT REVENUE - GARRISON FARM	97,600	97,900
24	COURT OF CHANCERY FEES	1,400,500	1,439,500
25	INVESTMENT INCOME	172,800	137,900
26	RECEIPTS SUBTOTAL	23,710,200	24,038,300
27	INTERFUND SERVICE RECEIPTS		
28	INTERFUND SERVICE RECEIPTS W/WW	1,716,100	1,764,600
29	INTERFUND SERVICE RECEIPTS ELECTRIC	3,660,100	3,875,500
30	INTERFUND SERVICE RECEIPTS SUBTOTAL	5,376,200	5,640,100
31	GRANTS:		
32	POLICE RELATED/EXTRA DUTY	60,000	90,000
33	POLICE PENSION GRANT	415,000	466,000
34	GREEN ENERGY GRANT	98,500	98,500
35	MISC GRANT REVENUE	25,000	25,000
36	HISTORIC DISTRICT GRANT	6,500	-
37	GRANTS SUBTOTAL	605,000	679,500
38	TRANSFERS FROM:		
39	TRANSFER TAX	1,482,400	1,459,300
40	MUNICIPAL STREET AID	673,100	665,300
41	CIVIL TRAFFIC PENALTIES	511,800	497,000
42	WATER/WASTEWATER	900,000	1,000,000
43	ELECTRIC	10,000,000	10,000,000
44	TRANSFERS FROM SUBTOTAL	13,567,300	13,621,600
45	TOTAL REVENUES	43,258,700	43,979,500
46	TOTAL BEGINNING BALANCE & REVENUE	\$ 49,330,900	\$ 49,379,200

2018-2019 BUDGET ORDINANCES

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE FOR 2018-2019

	2017/18 REVISED	2018/19 BUDGET
DEPARTMENT EXPENSES		
CITY CLERK	\$ 440,700	\$ 442,500
COUNCIL	155,100	144,800
TAX ASSESSOR	241,200	244,500
FIRE	774,900	789,800
GROUNDS MAINTENANCE	1,101,200	1,195,000
LIBRARY	1,715,800	1,767,400
RECREATION	811,500	1,000,600
LIFE SAFETY	500,900	504,200
CODE ENFORCEMENT	452,100	610,500
PLANNING	568,000	568,200
INSPECTIONS	724,800	568,100
POLICE	16,713,300	16,737,500
POLICE EXTRA DUTY	560,000	600,000
STREETS	1,202,100	1,409,100
SANITATION	2,566,600	2,475,200
CITY MANAGER	820,500	1,005,200
INFORMATION TECHNOLOGY	781,200	731,000
FINANCE	1,038,900	946,200
PUBLIC WORKS - ADMINISTRATION	720,100	720,800
FACILITIES MANAGEMENT	633,200	652,900
PUBLIC WORKS - ENGINEERING	278,800	277,600
PROCUREMENT & INVENTORY	610,600	726,000
FLEET MAINTENANCE	840,200	832,500
CUSTOMER SERVICE	1,174,700	1,197,100
HUMAN RESOURCES	448,700	485,600
MAYOR	119,300	173,700
DEPARTMENT SUBTOTALS	35,994,400	36,806,000
OTHER EXPENSES		
DEBT SERVICE	443,100	500,000
CONTRIBUTION TO DDP	150,000	150,000
MISCELLANEOUS GRANT RELATED EXP	25,000	25,000
INSURANCE	735,000	735,000
RETIREES HEALTH CARE	2,063,000	1,894,900
OTHER EMPLOYMENT EXPENSES	70,900	500,000
BANK & CREDIT CARD FEES	21,000	28,000
UNCOLLECTIBLES - TRASH AND OTHER	100,000	100,000
STREET LIGHTS	810,000	815,000
OTHER EXPENSE SUBTOTAL	4,418,000	4,747,900
TRANSFERS		
TRANSFER TO CAPITAL ASSET RESERVE	214,700	-
TRANSFER TO CAPITAL FUND - PROJECTS	1,368,700	3,013,800
APPROP. TO THE POLICE PENSION FUND	811,500	585,000
APPROP. POLICE PENSION - STATE GRANT	415,000	466,000
TRANSFER TO ELECTRIC I & E FUND	-	200,000
APPROP. TO THE GENERAL PENSION FUND	698,900	-
TRANSFER TO INVENTORY WRITE-OFFS	10,000	-
TRANSFERS SUBTOTAL	3,518,800	4,264,800
TOTAL EXPENDITURES	43,931,200	45,818,700
CURRENT YEAR BALANCE	5,399,700	3,560,500
TOTALS	\$ 49,330,900	\$ 49,379,200

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

104 ADOPTED: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2018-2019**

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BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Four Million Four Thousand Three Hundred dollars
(\$4,004,300) 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, 2018 and ending June 30, 2019:

REVENUES

	2017/18 REVISED	2018/19 BUDGET
BEGINNING BALANCE - PROJECTS	\$ 1,637,200	\$ 521,700
REVENUES		
STATE GRANTS - Other	63,000	-
INTEREST EARNINGS	8,300	-
TRANSFER FROM GENERAL FUND	1,368,700	3,013,800
TRANSFER FROM PARKLAND RESERVE	235,800	80,000
TRANSFER FROM CAPITAL ASSET RESERVE	418,300	388,800
SUBTOTAL PROJECT RECEIPTS	2,094,100	3,482,600
TOTAL FUNDING SOURCES	2,094,100	3,482,600
TOTAL BEGINNING BALANCE AND REVENUES	\$ 3,731,300	\$ 4,004,300

EXPENSE SUMMARY

	2017/18 REVISED	2018/19 BUDGET
EXPENDITURES		
CITY CLERK	\$ 156,200	\$ -
FIRE	145,700	222,500
GROUND	62,500	188,000
RECREATION	331,800	536,100
POLICE	379,900	512,000
STREETS	1,977,000	2,215,000
SANITATION	42,000	34,400
INFORMATION TECHNOLOGY	63,600	57,600
FACILITIES MANAGEMENT	25,100	28,800
DEPARTMENT SUBTOTAL	3,183,800	3,794,400
TRANSFERS		
TRANSFERS TO PARKLAND RESERVE	25,800	-
TRANSFERS SUBTOTAL	25,800	-
TOTAL EXPENDITURES	3,209,600	3,794,400
BUDGET BALANCE	521,700	209,900
TOTAL BUDGET BALANCE & EXPENDITURES	\$ 3,731,300	\$ 4,004,300

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: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**GENERAL FUND CONTINGENCY
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

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BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Seven Hundred Sixty Thousand dollars (\$760,000) 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, 2018 and ending June 30, 2019:

CASH RECEIPTS

	2017/18 REVISED	2018/19 BUDGET
BEGINNING BALANCE	\$ 743,600	\$ 751,300
INTEREST EARNED	10,800	8,700
TOTALS	\$ 754,400	\$ 760,000

EXPENSE SUMMARY

	2017/18 REVISED	2018/19 BUDGET
CARRY FORWARD TO NEXT YEAR	754,400	\$ 760,000
TOTALS	\$ 754,400	\$ 760,000

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: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**GOVERNMENTAL CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

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

177 The amount hereinafter named aggregating Nine Hundred Ninety-Nine Thousand Six Hundred dollars

178 (\$999,600) or so much thereof as may be necessary are hereby appropriated from current revenues

179 and other funds for the use by several departments of the Municipal Government for the fiscal year

180 beginning July 1, 2018 and ending June 30, 2019:

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CASH RECEIPTS

182

2017/18

2018/19

183

REVISED

BUDGET

184 **BEGINNING BALANCE**

\$ 1,576,100 \$ 1,388,400

185 **RECEIPTS**

186 INTEREST EARNINGS

18,500

-

187 TRANSFER FROM GENERAL FUND

214,700

-

188 **TOTAL RECEIPTS**

233,200

-

189 **TOTALS**

\$ 1,809,300 \$ 1,388,400

190

EXPENSE SUMMARY

191

2017/18

2018/19

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REVISED

BUDGET

193 TRANSFER TO GOVERNMENTAL CAPITAL PROJECTS FUND

\$ 418,300

\$ 388,800

194 CARRY FORWARD TO NEXT YEAR

1,391,000

999,600

195 **TOTALS**

\$ 1,809,300 \$ 1,388,400

196 The City Manager is hereby authorized, without further approval of the City Council, to make

197 interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any

198 department with the exception of any transfers prohibited by City Procedure #F306.

199 ADOPTED: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**PARKLAND/RECREATION RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

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

204 The amount hereinafter named aggregating Fifty-Three Thousand Nine Hundred dollars (\$53,900) or so
205 much thereof as may be necessary are hereby appropriated from current revenues and other funds for
206 the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2018
207 and ending June 30, 2019:

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OPERATING REVENUES

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210

211 **BEGINNING BALANCE**

	2017/18 REVISED	2018/19 BUDGET
	\$ 336,300	\$ 133,900

212 INTEREST INCOME

	4,900	-
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213 **TOTALS**

	\$ 341,200	\$ 133,900
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214

OPERATING EXPENSES

215

216

217 TRANSFER TO GOVERNMENTAL CAPITAL PROJECTS FUND

	2017/18 REVISED	2018/19 BUDGET
	\$ 235,800	\$ 80,000

218 CURRENT YEAR BALANCE

	105,400	213,900
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219 **TOTALS**

	\$ 341,200	\$ 133,900
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220 The City Manager is hereby authorized, without further approval of the City Council, to make
221 interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any
222 department with the exception of any transfers prohibited by City Procedure #F306.

223 ADOPTED: JUNE 25, 2018

224

CITY OF DOVER ORDINANCE # 2018-05

225

WATER/WASTEWATER FUND

226

REVENUES AND BUDGET FOR 2018-2019

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

228 The amount hereinafter named aggregating Nineteen Million One Hundred Sixty-Two Thousand Seven

229 Hundred dollars (\$19,162,700) or so much thereof as may be necessary are hereby appropriated from

230 current revenues and other funds for the use by several departments of the Municipal Government for

231 the fiscal year beginning July 1, 2018 and ending June 30, 2019:

232

233

234 BEGINNING BALANCE - WATER

	2017/18 REVISED	2018/19 BUDGET
--	----------------------------	---------------------------

235 BEGINNING BALANCE - WASTEWATER

\$ 1,680,500 \$ 1,991,200

236 **TOTAL BEGINNING BALANCES**

1,399,700 1,680,900

3,080,200 3,672,100

237 **BASE REVENUE**

238 WATER SERVICES

5,794,100 5,897,400

239 WASTEWATER SERVICES

3,643,400 3,620,600

240 WASTEWATER TREATMENT SERVICES

2,842,900 2,819,300

241 GROUNDWATER INFLOW ADJUSTMENT

1,818,100 1,813,100

242 WATER TANK SPACE LEASING

359,800 400,600

243 WATER IMPACT FEES

905,500 450,000

244 WASTEWATER IMPACT FEES

816,300 420,000

245 INTEREST - WATER

12,700 7,600

246 INTEREST - WASTEWATER

12,700 7,600

247 MISCELLANEOUS SERVICE FEE

48,000 54,400

248 **TOTAL REVENUES**

16,253,500 15,490,600

249 **TOTAL BEGINNING BALANCES AND REVENUES**

\$ 19,333,700 \$ 19,162,700

2018-2019 BUDGET ORDINANCES

250

251

WATER/WASTEWATER FUND - EXPENSES AND BUDGET BALANCE FOR 2018-2019

252

DIRECT EXPENSES

254 ENGINEERING & INSPECTION

255 WATER DEPARTMENT

256 WASTEWATER DEPARTMENT

257 WATER TREATMENT PLANT

258 **DIRECT EXPENDITURE SUBTOTAL**

2017/18

REVISED

2018/19

BUDGET

\$ 523,300 \$ 502,400

650,300 750,000

981,000 986,200

1,791,100 1,805,800

3,945,700 4,044,400

OTHER EXPENSES

260 DEBT SERVICE - WATER

261 DEBT SERVICE - WASTEWATER

262 RETIREES HEALTH CARE

263 OTHER EMPLOYMENT EXPENSES

264 OPEB UNFUNDED LIABILITY

265 KENT COUNTY TREATMENT CHARGE

266 INTERFUND SERVICE FEES

267 BANK & CREDIT CARD FEES

268 BOND ISSUE COSTS

269 **OTHER EXPENSES SUBTOTAL**

524,600 520,500

612,800 611,200

242,200 215,500

4,000 30,000

144,800 41,400

3,740,500 3,750,000

1,716,100 1,764,600

26,000 28,000

40,000 40,000

7,051,000 7,001,200

TRANSFER TO:

271 GENERAL FUND FROM WATER

272 GENERAL FUND FROM WASTEWATER

273 WATER IMP AND EXT

274 WASTEWATER IMP AND EXT

275 SEWER IMPACT FEE RESERVE

276 WATER IMPACT FEE RESERVE

277 ELECTRIC IMP AND EXT

278 GENERAL EMPLOYEES PENSION

279 **TRANSFER TO SUBTOTAL**

500,000 500,000

400,000 500,000

1,586,500 1,800,000

1,586,500 1,800,000

203,500 -

380,900 -

- 298,000

7,500 -

4,664,900 4,898,000

280 **TOTAL EXPENSES**

15,661,600 15,943,600

BUDGET BALANCES

282 BUDGET BALANCE WATER

283 BUDGET BALANCE WASTEWATER

284 **BUDGET BALANCE SUBTOTALS**

1,991,200 1,937,750

1,680,900 1,281,350

3,672,100 3,219,100

285 **TOTAL CURRENT YEAR BALANCES AND EXPENSES**

\$ 19,333,700 \$ 19,162,700

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

289 ADOPTED: JUNE 25, 2018

290

CITY OF DOVER ORDINANCE # 2018-05

291

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND

292

CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019

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

294 The amount hereinafter named aggregating Eleven Million Five Hundred Forty-Eight Thousand Nine
295 Hundred dollars (\$11,548,900) or so much thereof as may be necessary are hereby appropriated from
296 current revenues and other funds for the use by several departments of the Municipal Government for
297 the fiscal year beginning July 1, 2018 and ending June 30, 2019:

298

CASH RECEIPTS

299

2017/18 **2018/19**

300

REVISED **BUDGET**

301

BEGINNING BALANCE - WATER

\$ 4,836,100 \$ 2,275,200

302

BEGINNING BALANCE - WASTEWATER

1,008,500 88,300

303

TOTAL BEGINNING BALANCES

5,844,600 2,363,500

304

REVENUES

305

STATE LOAN FUND - WATER

- 4,000,000

306

STATE LOAN FUND - WASTEWATER

- 1,033,900

308

TRANS FR OPERATING FUND - WATER

1,586,500 1,800,000

309

TRANS FR OPERATING FUND - WW

1,586,500 1,800,000

310

TRANSFER FR WATER IMPACT FEE

48,700 40,400

311

TRANSFER FR WASTEWATER IMPACT FEE

- 421,100

312

INTEREST INCOME

93,200 90,000

307

MISC RECEIPTS

7,400 -

313

TOTAL REVENUES

3,322,300 9,185,400

314

TOTAL BEGINNING BALANCES & REVENUES

\$ 9,166,900 \$ 11,548,900

315

EXPENSE SUMMARY

316

2017/18 **2018/19**

317

REVISED **BUDGET**

318

WATER

1,742,000 \$ 515,300

319

WASTEWATER

2,569,500 2,505,200

320

WATER TREATMENT PLANT

2,468,200 4,000,000

321

TOTAL EXPENSES

6,779,700 7,020,500

322

BUDGET BALANCE - WATER

2,275,200 3,645,300

323

BUDGET BALANCE - WASTEWATER

88,300 883,100

324

CURRENT YEAR BALANCE SUBTOTALS

2,363,500 4,528,400

325

TOTAL BUDGET BALANCES & EXPENSES

\$ 9,143,200 \$ 11,548,900

326

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

329

ADOPTED: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**WATER/WASTEWATER CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

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BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating One Million Sixty-Nine Thousand Two Hundred dollars (\$1,069,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

CASH RECEIPTS

	2017/18 REVISED	2018/19 BUDGET
BEGINNING BALANCE - WATER	\$ 527,200	\$ 531,200
BEGINNING BALANCE - WASTEWATER	526,000	530,000
TOTAL BEGINNING BALANCES	1,053,200	1,061,200
RECEIPTS		
INTEREST EARNINGS - WATER	7,700	4,000
INTEREST EARNINGS - WASTEWATER	7,600	4,000
TOTAL RECEIPTS	15,300	8,000
TOTALS	\$ 1,068,500	\$ 1,069,200

EXPENSE SUMMARY

	2017/18 REVISED	2018/19 BUDGET
CURRENT YEAR BALANCE - WATER	\$ 534,900	\$ 535,200
CURRENT YEAR BALANCE - WASTEWATER	533,600	534,000
CURRENT YEAR BALANCE SUBTOTALS	1,068,500	1,069,200
TOTALS	\$ 1,068,500	\$ 1,069,200

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

ADOPTED: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**WATER/WASTEWATER IMPACT FEE RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

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BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Five Million Five Hundred Forty-Seven Thousand Eight Hundred dollars (\$5,547,800) 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, 2018 and ending June 30, 2019:

CASH RECEIPTS

	2017/18 REVISED	2018/19 BUDGET
BEGINNING BALANCE - WATER	\$ 652,500	\$ 657,500
BEGINNING BALANCE - WASTEWATER	3,540,600	4,848,500
TOTAL BEGINNING BALANCES	4,193,100	5,506,000
RECEIPTS		
INTEREST EARNINGS - WATER	4,200	5,000
INTEREST EARNINGS - WASTEWATER	42,100	36,800
TOTAL RECEIPTS	46,300	41,800
TOTALS	\$ 4,239,400	\$ 5,547,800

EXPENSE SUMMARY

	2017/18 REVISED	2018/19 BUDGET
TRANSFER TO I & E FUND FROM WATER IMPACT FEES	\$ 48,700	\$ 40,400
TRANSFER TO I & E FUND FROM WASTEWATER IMPACT FEES	-	421,100
CURRENT YEAR BALANCE - WATER	608,000	622,100
CURRENT YEAR BALANCE - WASTEWATER	3,582,700	4,464,200
CURRENT YEAR BALANCE SUBTOTALS	4,190,700	5,086,300
TOTALS	\$ 4,239,400	\$ 5,547,800

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: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**WATER/WASTEWATER CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

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BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Five Hundred Thirty-Eight Thousand dollars (\$538,000) 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, 2018 and ending June 30, 2019:

CASH RECEIPTS

	2017/18 REVISED	2018/19 BUDGET
BEGINNING BALANCE - WATER	\$ 251,700	\$ 255,100
BEGINNING BALANCE - WASTEWATER	\$ 278,300	282,300
TOTAL BEGINNING BALANCES	530,000	537,400
RECEIPTS		
INTEREST EARNINGS - WATER	\$ 3,500	400
INTEREST EARNINGS - WASTEWATER	4,100	200
TOTAL RECEIPTS	7,600	600
TOTALS	\$ 537,600	\$ 538,000

BUDGET SUMMARY

	2017/18 REVISED	2018/19 BUDGET
CURRENT YEAR BALANCE - WATER	255,200	\$ 255,500
CURRENT YEAR BALANCE - WASTEWATER	282,400	282,500
CURRENT YEAR BALANCE SUBTOTALS	537,600	538,000
TOTAL EXPENSES AND CURRENT YEAR BALANCES	\$ 537,600	\$ 538,000

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: JUNE 25, 2018

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CITY OF DOVER ORDINANCE # 2018-05

421

ELECTRIC REVENUE FUND

422

REVENUES AND BUDGET FOR 2018-2019

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

424 The amount hereinafter named aggregating Ninety-Two Million Nine Hundred Fifty-Nine Thousand One

425 Hundred dollars (\$92,959,100) or so much thereof as may be necessary are hereby appropriated from

426 current revenues and other funds for the use by several departments of the Municipal Government for

427 the fiscal year beginning July 1, 2018 and ending June 30, 2019:

428

2017/18

2018/19

429

REVISED

BUDGET

430 **BEGINNING BALANCE**

\$ 22,252,500 \$ 12,393,600

431 DISTRIBUTION OF EARNINGS - PCA CREDIT

(6,208,900) (2,877,400)

432 **BEGINNING BALANCE - ADJUSTED**

16,043,600 9,516,200

433 **BASE REVENUE**

434 DIRECT SALES TO CUSTOMER

80,598,200 81,192,600

435 UTILITY TAX

1,190,200 1,299,100

436 MISCELLANEOUS REVENUE

490,800 524,300

437 RENT REVENUE

132,400 104,500

438 GREEN ENERGY

132,300 127,400

439 INTEREST EARNINGS

206,000 195,000

440 **TOTAL REVENUES**

82,749,900 83,442,900

441 **TOTAL BEGINNING BALANCE & REVENUES**

\$ 98,793,500 \$ 92,959,100

2018-2019 BUDGET ORDINANCES

442

ELECTRIC REVENUE FUND EXPENSES AND BUDGET BALANCE FOR 2018-2019

443

444

EXPENSES

2017/18

2018/19

REVISED

BUDGET

446	POWER SUPPLY	\$ 22,557,900	\$ 24,232,900
447	SOLAR ENERGY	2,661,300	2,685,400
448	SOLAR RENEWAL ENERGY CREDITS	371,200	392,300
449	POWER SUPPLY MANAGEMENT	835,000	1,085,000
450	REC'S (Renewable Energy Credits)	578,300	309,600
451	RGGI (Regional Greenhouse Gas Init.)	64,000	54,000
452	PJM CHARGES - ENERGY	6,024,400	5,394,600
453	PJM CHARGES - TRANSMISSION & FEES	6,900,200	6,921,000
454	CAPACITY CHARGES	10,482,500	16,663,400
455	SUB-TOTAL POWER SUPPLY	50,474,800	57,738,200
456	PLANT OPERATIONS	6,146,500	6,216,000
457	GENERATIONS FUELS	817,400	778,400
458	PJM SPOT MARKET ENERGY	(958,100)	(1,089,100)
459	PJM CREDITS	(535,400)	(454,400)
460	CAPACITY CREDITS	(7,120,100)	(14,589,000)
461	GENERATION SUBTOTAL	(1,649,700)	(9,138,100)
462	POWER SUPPLY & GENERATION SUBTOTAL	48,825,100	48,600,100
463	DIRECT EXPENDITURES		
464	TRANSMISSION/DISTRIBUTION	3,609,700	3,673,500
465	ELECTRICAL ENGINEERING	1,247,900	1,223,500
466	ADMINISTRATION	777,000	625,400
467	METER READING	393,500	401,800
468	SYSTEMS OPERATIONS	656,700	690,700
469	DIRECT EXPENDITURE SUBTOTALS	6,684,800	6,614,900
470	OTHER EXPENSES:		
471	UTILITY TAX	1,190,200	1,299,100
472	ALLOW FOR UNCOLLECTIBLES	250,000	250,000
473	CONTRACTUAL SERVICES - RFP'S	250,000	-
474	LEGAL EXPENSES	125,000	-
475	RETIREES HEALTH CARE	820,300	721,400
476	OTHER EMPLOYMENT EXPENSES	80,600	163,800
477	PENSION UNFUNDED LIABILITY	1,234,500	-
478	OPEB UNFUNDED LIABILITY	1,000,000	-
479	GREEN ENERGY PAYMENT TO DEMEC	132,300	127,400
480	INTERFUND SERVICE FEES	3,660,100	3,875,500
481	INTEREST ON DEPOSITS	17,000	17,500
482	BANK & CREDIT CARD FEES	324,500	327,000
483	DEBT SERVICE	1,605,500	1,584,700
484	OTHER EXPENSES SUBTOTAL	10,690,000	8,366,400
485	TRANSFER TO:		
486	IMPROVEMENT & EXTENSION	5,000,000	6,400,000
487	GENERAL FUND	10,000,000	10,000,000
488	TRANSFER TO DEPRECIATION RESERVE	-	2,500,000
489	RATE STABILIZATION RESERVE	5,200,000	-
490	TRANSFER TO SUBTOTAL	20,200,000	18,900,000
491	TOTAL EXPENSES	86,399,900	82,481,400
492	BUDGET BALANCE - WORKING CAPITAL	12,393,600	10,477,700
493	TOTALS	\$ 98,793,500	\$ 92,959,100

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

497 ADOPTED: JUNE 25, 2018

498

CITY OF DOVER ORDINANCE # 2018-05

499

**ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

500

501 **BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:**
502 The amount hereinafter named aggregating Fifteen Million Seven Hundred Eighty-Nine Thousand Nine
503 Hundred dollars (\$15,789,900) or so much thereof as may be necessary are hereby appropriated from
504 current revenues and other funds for the use by several departments of the Municipal Government for the
505 fiscal year beginning July 1, 2018 and ending June 30, 2019:

506

REVENUES

507

2017/18

2018/19

508

REVISED

BUDGET

509

BEGINNING BALANCE

\$ 10,365,700 \$ 8,332,100

510

REVENUES

511

TRANSFER FROM ELECTRIC

5,000,000

6,400,000

512

TRANSFER FROM WATER/WASTEWATER

-

298,000

513

TRANSFER FROM GENERAL FUND

-

200,000

514

GENERAL SERVICE BILLING

370,000

450,000

516

INTEREST EARNINGS

109,800

109,800

517

TOTAL REVENUES

5,479,800

7,457,800

518

TOTALS

\$ 15,845,500 \$ 15,789,900

519

EXPENSE SUMMARY

520

2017/18

2018/19

521

EXPENSES

REVISED

BUDGET

522

ELECTRIC ADMINISTRATION

\$ 8,500

\$ 1,175,200

523

ELECTRIC GENERATION

2,816,600

1,546,000

524

TRANSMISSION AND DISTRIBUTION

1,725,500

1,383,000

525

ELECTRICAL ENGINEERING

1,485,100

2,245,500

526

ELECTRICAL METERING

36,000

-

527

ERP SYSTEM

1,441,700

548,000

528

TOTAL EXPENSES

7,513,400

6,897,700

529

BUDGET BALANCE

8,332,100

8,892,200

530

TOTAL BUDGET BALANCE & EXPENSES

\$ 15,845,500 \$ 15,789,900

531

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.

534

ADOPTED: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**ELECTRIC UTILITY CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

535

536

537

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

539 The amount hereinafter named aggregating Eight Hundred Seventy Seven Thousand Three Hundred dollars

540 (\$877,300) or so much thereof as may be necessary are hereby appropriated from current revenues and

541 other funds for the use by several departments of the Municipal Government for the fiscal year

542 beginning July 1, 2018 and ending June 30, 2019:

543

CASH RECEIPTS

544

2017/18

2018/19

545

REVISED

BUDGET

546 **BEGINNING BALANCE**

\$ 862,500 \$ 871,400

547 **RECEIPTS**

548 INTEREST EARNINGS

13,800

5,900

549 **TOTAL RECEIPTS**

13,800

5,900

550 **TOTALS**

\$ 876,300 \$ 877,300

551

EXPENSE SUMMARY

552

2017/18

2018/19

553

REVISED

BUDGET

554 **CURRENT YEAR BALANCE**

879,300 \$ 877,300

555 **TOTALS**

\$ 876,300 \$ 877,300

556 The City Manager is hereby authorized, without further approval of the City Council, to make

557 interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any

558 department with the exception of any transfers prohibited by City Procedure #F306.

559 ADOPTED: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**ELECTRIC UTILITY DEPRECIATION RESERVE
SOURCES AND USE OF FUNDS FOR 2018-2019**

560

561

562

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

564 The amount hereinafter named aggregating Fifteen Million Nine Hundred Fifty-Eight Thousand Nine
565 Hundred dollars (\$15,958,900) or so much thereof as may be necessary are hereby appropriated from
566 current revenues and other funds for the use by several departments of the Municipal Government for
567 the fiscal year beginning July 1, 2018 and ending June 30, 2019:

568

CASH RECEIPTS

569

570

571 **BEGINNING BALANCE**

	2017/18 REVISED		2018/19 BUDGET
	\$ 13,038,300	\$	13,173,700

572 INTEREST EARNINGS

208,700

285,200

573 TRANSFER FROM ELECTRIC OPERATING FUND

-

2,500,000

574 **TOTALS**

	\$ 13,247,000	\$	15,958,900
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BUDGET SUMMARY

575

576

577 **CURRENT YEAR BALANCE**

13,247,000

\$

15,958,900

578 **TOTALS**

	\$ 13,247,000	\$	15,958,900
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579 The City Manager is hereby authorized, without further approval of the City Council, to make
580 interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any
581 department with the exception of any transfers prohibited by City Procedure #F306.

582 ADOPTED: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**ELECTRIC UTILITY FUTURE CAPACITY RESERVE
SOURCES AND USE OF FUNDS FOR 2018-2019**

583

584

585

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

587 The amount hereinafter named aggregating Thirteen Million Three Hundred Thirty Thousand Two
588 Hundred dollars (\$13,618,800) or so much thereof as may be necessary are hereby appropriated from
589 current revenues and other funds for the use by several departments of the Municipal Government
590 for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

591

CASH RECEIPTS

592

593

594 **BEGINNING BALANCE**

	2017/18 REVISED	2018/19 BUDGET
BEGINNING BALANCE	\$ 13,193,200	\$ 13,330,200

595 INTEREST EARNINGS

INTEREST EARNINGS	211,200	288,600
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596 **TOTALS**

TOTALS	\$ 13,404,400	\$ 13,618,800
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597

BUDGET SUMMARY

598

599

600 **CURRENT YEAR BALANCE**

CURRENT YEAR BALANCE	13,404,400	\$ 13,618,800
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601 **TOTALS**

TOTALS	\$ 13,404,400	\$ 13,618,800
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602 The City Manager is hereby authorized, without further approval of the City Council, to make
603 interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any
604 department with the exception of any transfers prohibited by City Procedure #F306.

605 ADOPTED: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**ELECTRIC UTILITY INSURANCE STABILIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2018-2019**

606

607

608

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

610 The amount hereinafter named aggregating Seven Hundred Eighty Eight Thousand Two Hundred dollars
611 (\$788,200) or so much thereof as may be necessary are hereby appropriated from current revenues and
612 other funds for the use by several departments of the Municipal Government for the fiscal year
613 beginning July 1, 2018 and ending June 30, 2019:

614

CASH RECEIPTS

615

616

617 **BEGINNING BALANCE**

	2017/18 REVISED		2018/19 BUDGET
	\$ 774,700	\$	764,811

618 INTEREST EARNINGS

	12,400		23,389
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619 **TOTALS**

	\$ 787,100	\$	788,200
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BUDGET SUMMARY

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623 **CURRENT YEAR BALANCE**

	2017/18 REVISED		2018/19 BUDGET
	787,100	\$	788,200

624 **TOTALS**

	\$ 787,100	\$	788,200
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625 The City Manager is hereby authorized, without further approval of the City Council, to make
626 interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any
627 department with the exception of any transfers prohibited by City Procedure #F306.

628 ADOPTED: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**ELECTRIC UTILITY RATE STABILIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2018-2019**

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

633 The amount hereinafter named aggregating Nine Million Eight Hundred Forty Eight Thousand Seven

634 Hundred dollars (\$9,848,700) or so much thereof as may be necessary are hereby appropriated from

635 current revenues and other funds for the use by several departments of the Municipal Government

636 for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

637

CASH RECEIPTS

638

2017/18

2018/19

639

REVISED

BUDGET

640 **BEGINNING BALANCE**

\$ 10,637,400 \$ 9,798,700

641 INTEREST EARNINGS

170,200

50,000

642 TRANSFER FROM ELECTRIC OPERATING FUND

5,200,000

-

643 **TOTALS**

\$ 16,007,600 \$ 9,848,700

644

BUDGET SUMMARY

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2017/18

2018/19

646

REVISED

BUDGET

647 TRANSFER TO ELECTRIC FUND

\$ 6,208,900 \$ 2,877,400

647 **CURRENT YEAR BALANCE**

9,798,700

6,971,300

648 **TOTALS**

\$ 16,007,600 \$ 9,848,700

649 The City Manager is hereby authorized, without further approval of the City Council, to make

650 interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any

651 department with the exception of any transfers prohibited by City Procedure #F306.

652 ADOPTED: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**MUNICIPAL STREET AID FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

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

The amount hereinafter named aggregating Six Hundred Sixty-Five Thousand Four Hundred dollars (\$665,400) 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, 2018 and ending June 30, 2019:

CASH RECEIPTS

	2017/18 REVISED	2018/19 BUDGET
BEGINNING BALANCE	\$ 100	\$ 100
STATE GRANT	673100	665,300
TOTALS	\$ 673,200	\$ 665,400

BUDGET SUMMARY

	2017/18 REVISED	2018/19 BUDGET
TRANSFER TO GENERAL FUND	673,100	\$ 665,300
CURRENT YEAR BALANCE	100	100
TOTALS	\$ 673,200	\$ 665,400

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: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**REALTY TRANSFER TAX FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

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BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating One Million Four Hundred Fifty-Nine Thousand Three Hundred dollars (\$1,459,300) 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, 2018 and ending June 30, 2019:

CASH RECEIPTS

	2017/18 REVISED	2018/19 BUDGET
BEGINNING BALANCE	\$ -	\$ -
REALTY TRANSFER TAXES	1,482,400	1,459,300
TOTALS	\$ 1,482,400	\$ 1,459,300

BUDGET SUMMARY

	2017/18 REVISED	2018/19 BUDGET
TRANSFER TO GENERAL FUND	1,482,400	\$ 1,459,300
CURRENT YEAR BALANCE	-	-
TOTALS	\$ 1,482,400	\$ 1,459,300

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: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**WORKERS COMPENSATION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

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

The amount hereinafter named aggregating Two Million Three Hundred Seventy-Five Thousand Seven Hundred dollars (\$2,375,700) 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, 2018 and ending June 30, 2019:

OPERATING REVENUES

	2017/18 REVISED	2018/19 BUDGET
BEGINNING BALANCE	\$ 1,257,700	\$ 1,444,700
INTEREST INCOME	22,500	22,500
PREMIUM FROM CITY	904,300	908,500
TOTALS	\$ 2,184,500	\$ 2,375,700

OPERATING EXPENSES

	2017/18 REVISED	2018/19 BUDGET
PROGRAM EXPENSES/SUPPLIES - CLAIMS	\$ 565,000	\$ 550,000
INSURANCE	110,800	110,000
STATE OF DEL - SELF INSURANCE TAX	39,000	39,000
CONTRACTUAL SERVICES	25,000	25,000
TOTAL EXPENSES	739,800	724,000
CURRENT YEAR BALANCE	1,444,700	1,651,700
TOTALS	\$ 2,184,500	\$ 2,375,700

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: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**COMMUNITY TRANSPORTATION IMPROVEMENT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

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

734 The amount hereinafter named aggregating Five Hundred Seventy Thousand Nine Hundred dollars
735 (\$570,900) or so much thereof as may be necessary are hereby appropriated from current revenues
736 and other funds for the use by several departments of the Municipal Government for the fiscal year
737 beginning July 1, 2018 and ending June 30, 2019:

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OPERATING REVENUES

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741 **PRIOR YEAR BALANCE**

742 GRANTS REVENUE

743 **TOTALS**

	2017/18 REVISED	2018/19 BUDGET
	\$ 70,900	\$ 70,900
	500,000	500,000
	\$ 570,900	\$ 570,900

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OPERATING EXPENSES

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747 PROGRAM EXP. GRANT RELATED

748 CURRENT YEAR BALANCE

749 **TOTALS**

	2017/18 REVISED	2018/19 BUDGET
	\$ 500,000	\$ 500,000
	70,900	70,900
	\$ 570,900	\$ 570,900

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

753 ADOPTED: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**LIBRARY GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

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

The amount hereinafter named aggregating Two Hundred Eighty-Nine Thousand Five Hundred dollars (\$289,500) 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, 2018 and ending June 30, 2019:

OPERATING REVENUES

	2017/18 REVISED	2018/19 BUDGET
PRIOR YEAR BALANCE	\$ 18,900	\$ -
STATE GRANT	280,800	287,900
FEDERAL GRANT	1,800	1,600
TOTALS	\$ 301,500	\$ 289,500

OPERATING EXPENSES

	2017/18 REVISED	2018/19 BUDGET
STATE GRANTS		
FURNITURE/FIXTURES	\$ 5,500	\$ 5,500
OFFICE SUPPLIES	28,000	25,000
PRINTING AND DUPLICATING	13,700	12,500
PROGRAM EXPENSES/SUPPLIES	25,500	26,100
BOOKS	128,800	126,000
COMPUTER SOFTWARE	2,500	2,000
COMPUTER HARDWARE	5,300	3,500
AUDIO VISUAL SUPPLIES	79,000	79,000
POSTAGE	200	100
TRAINING/CONF/FOOD/TRAV	4,200	4,000
OFF EQP/REPAIRS & MAINT	4,000	2,000
OTHER EQUIP - LEASE	2,100	2,200
SUBTOTAL EXPENSES STATE GRANTS	298,800	287,900
FEDERAL GRANTS		
PROGRAM EXPENSES/SUPPLIES	2,700	1,600
SUBTOTAL EXPENSES FEDERAL GRANTS	2,700	1,600
GRAND TOTAL EXPENSES	301,500	289,500
CURRENT YEAR BALANCE	-	-
TOTALS	\$ 301,500	\$ 289,500

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: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

POLICE GRANTS FUND

CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019

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

The amount hereinafter named aggregating Four Hundred Fifty-Six Thousand Five Hundred dollars (\$456,500) 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, 2018 and ending June 30, 2019:

OPERATING REVENUES

	<u>2017/18</u>		<u>2018/19</u>
	REVISED		BUDGET
PRIOR YEAR BALANCE	\$ 121,600	\$	63,500
STATE AND FEDERAL GRANTS RECEIVED	671,900		393,000
TOTALS	\$ 793,500	\$	456,500

OPERATING EXPENSES

	<u>2017/18</u>		<u>2018/19</u>
	REVISED		BUDGET
EXPENDITURES			
PERSONNEL EXPENDITURES			
CADET PROGRAM SALARIES	11,900	\$	11,900
CADET PROGRAM FICA	900		900
CADET PROGRAM W/COMP	700		700
MATERIALS AND SUPPLIES			
POLICE EQUIPT & PROG SUPP	365,900		317,000
ADMINISTRATIVE EXPENDITURES			
CELL PHONE CHARGES	20,000		20,000
CONTRACTUAL SERVICES	210,000		-
TRAINING	25,000		15,000
AUDIT FEES	1,000		1,000
TOTAL EXPENDITURES	635,400		366,500
OTHER FINANCING USES			
OPERATING TRANSFERS-OUT	100,000		90,000
TOTAL FINANCING USES	100,000		90,000
CURRENT YEAR BALANCE	58,100		-
TOTALS	\$ 793,500	\$	456,500

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

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

ADOPTED: JUNE 25, 2018

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CITY OF DOVER ORDINANCE # 2018-05

678

ELECTRONIC RED LIGHT SAFETY PROGRAM

679

CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019

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

681 The amount hereinafter named aggregating Four Hundred Ninety-Seven Thousand One Hundred dollars

682 (\$497,100) or so much thereof as may be necessary are hereby appropriated from current revenues

683 and other funds for the use by several departments of the Municipal Government for the fiscal year

684 beginning July 1, 2018 and ending June 30, 2019:

685

CASH RECEIPTS

686

2017/18

2018/19

687

REVISED

BUDGET

688 **BEGINNING BALANCE**

\$ 100 \$ 100

689 POLICE FINES

511,800 497,000

690 **TOTALS**

\$ 511,900 \$ 497,100

691

BUDGET SUMMARY

692

2017/18

2018/19

693

REVISED

BUDGET

694 TRANSFER TO GENERAL FUND

511,800 \$ 497,000

695 **CURRENT YEAR BALANCE**

100 100

696 **TOTALS**

\$ 511,900 \$ 497,100

697 The City Manager is hereby authorized, without further approval of the City Council, to make

698 interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any

699 department with the exception of any transfers prohibited by City Procedure #F306.

700 ADOPTED: JUNE 25, 2018

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CITY OF DOVER ORDINANCE # 2018-05

837

CDBG GRANT FUND

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CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019

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

840 The amount hereinafter named aggregating Two Hundred Thirty-Two Thousand Eight Hundred dollars

841 (\$232,800) or so much thereof as may be necessary are hereby appropriated from current revenues

842 and other funds for the use by several departments of the Municipal Government for the fiscal year

843 beginning July 1, 2018 and ending June 30, 2019:

844

OPERATING REVENUES

845

2017/18

2018/19

846

REVISED

BUDGET

847

PRIOR YEAR BALANCE

\$ 2,100 \$ 2,500

848

CDBG GRANTS RECEIVED

318,700 230,300

849

TOTALS

\$ 320,800 \$ 232,800

850

OPERATING EXPENSES

851

2017/18

2018/19

852

REVISED

BUDGET

853

EXPENDITURES

854

PRIOR YEAR CONNECTION SUPP PROGRAM

\$ 6,800 \$ -

855

PRIOR YEAR CLOSING COST/DOWN PAYMENT PROGRAM

11,800 -

856

PRIOR YEAR MHDC HOMEOWNER REHAB.

35,900 -

857

PRIOR YEAR MHDC EMERGENCY HOME REPAIR

15,000 -

858

CURRENT YEAR CLOSING COST/DOWN PAYMENT PROGRAM

70,000 70,000

859

CURRENT YEAR CONNECTION SUPP PROGRAM

3,000 5,000

860

CURRENT YEAR DOVER INTERFAITH MINISTRY

24,000 22,000

861

CURRENT YEAR MHDC EMERGENCY HOME REPAIR

26,000 29,200

862

CURRENT YEAR HABITAT FOR HUMANITY

21,300 20,000

863

CURRENT YEAR MHDC HOMEOWNER REHAB.

40,000 38,000

864

CURRENT YEAR ADMIN EXPENSE

64,900 46,100

865

TOTAL EXPENDITURES

318,700 230,300

866

CURRENT YEAR BALANCE

2,500 2,500

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CURRENT YEAR BALANCE NSP

6,300 6,300

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TOTALS

\$ 321,200 \$ 232,800

870 The City Manager is hereby authorized, without further approval of the City Council, to make

871 interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any

872 department with the exception of any transfers prohibited by City Procedure #F306.

873 ADOPTED: JUNE 25, 2018

CITY OF DOVER ORDINANCE # 2018-05

**SUBSTANCE ABUSE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019**

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

878 The amount hereinafter named aggregating One Hundred Six Thousand Seven Hundred dollars (\$106,700)

879 or so much thereof as may be necessary are hereby appropriated from current revenues and other funds

880 for the use by several departments of the Municipal Government for the fiscal year beginning

881 July 1, 2018 and ending June 30, 2019:

882

OPERATING REVENUES

883

884

885 **PRIOR YEAR BALANCE**

886 STATE GRANTS RECEIVED

887 RECREATION REVENUE

888 **TOTALS**

	2017/18 REVISED	2018/19 BUDGET
PRIOR YEAR BALANCE	\$ 87,400	\$ 45,700
STATE GRANTS RECEIVED	28,000	28,000
RECREATION REVENUE	33,000	33,000
TOTALS	\$ 148,400	\$ 106,700

889

OPERATING EXPENSES

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891

892 **EXPENDITURES**

893 TEMPORARY HELP/BENEFITS

894 PROGRAM EXPENSES/SUPPLIES

895 **TOTAL EXPENDITURES**

896 **CURRENT YEAR BALANCE**

897 **TOTALS**

	2017/18 REVISED	2018/19 BUDGET
EXPENDITURES		
TEMPORARY HELP/BENEFITS	67,700	\$ 67,700
PROGRAM EXPENSES/SUPPLIES	35,000	35,000
TOTAL EXPENDITURES	102,700	102,700
CURRENT YEAR BALANCE	45,700	4,000
TOTALS	\$ 148,400	\$ 106,700

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

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

902 ADOPTED: JUNE 25, 2018