COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole met on November 14, 2018 at 6:02 p.m., with Councilman Hare presiding in the absence of Council President Slavin. Members of Council present were Mr. Sudler (departed at 6:58 p.m.), Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Polce (departed at 6:58 p.m.), and Mr. Lindell (departed at 6:14 p.m., and returned at 6:15 p.m.). Mr. Anderson was absent. Mayor Christiansen was also present (departed at 7:01 p.m.). Civilian members present for their Committee meetings were Mr. Caldwell and Dr. Warfield (*Parks, Recreation, and Community Enhancement*), and Mr. Shevock (*Legislative, Finance, and Administration*). Mr. Garfinkel and Mr. Shelton (*Safety Advisory and Transportation*), Mrs. Doyle and Ms. Scarborough (*Utility*) were absent.

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

The Council Committee of the Whole met with Councilman Hare presiding in the absence of Council President Slavin.

AGENDA ADDITIONS/DELETIONS

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

Update on the 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 October 2018" **(Attachment #1)** and the Preliminary Draft Goals and Recommendations for the 2019 Dover Comprehensive Plan.

Mr. Polce expressed his appreciation that there was one single voice used throughout the document. He noted that he had paid particular attention to the Economic Development and Housing and Community Development sections, and thought that a majority of the goals in the Economic Development section were spot-on. Referring to Economic Development Goal 9 - Promote the revitalization and redevelopment of the Center City, Mr. Polce indicated that he would like the City to incorporate the word "enterprise zones." He explained that he thought it was important for the City to be more innovative and that it was critical to success that members think of things like enterprise zones when incentivizing private development through federal, state, and local tax reimbursements.

Mr. Polce stated that he was very happy to see that the City was linking the plan for health in all of the work related to Housing and Community Development. He explained that he thought that it was important that the City was looking at how health and housing are combined and how socioeconomic status and demography impact health and quality health outcomes. Mr. Polce expressed his appreciation that staff captured those points.

Responding to Mr. Sudler, Mayor Christiansen stated that the Economic Development Committee (EDC) reviewed the draft Economic Development section of the Plan and made some

recommendations during their meeting of November 14, 2018. He noted that they discussed partnering with the County and Kent Economic Partnership regarding workforce development.

Mr. Sudler asked when the Comprehensive Plan would most likely be ready. In response, Mrs. Melson-Williams stated that they set a goal to have an initial draft for most of the plan chapters completed by early December, and anticipate that a draft plan will be issued in January or February for review by the PLUS process and Planning Commission. She informed members that PLUS is the State agency review process that compares the City's document to the checklist of requirements for comprehensive plans. Mrs. Melson-Williams explained that once the draft plan is issued, it becomes a public document and begins the formal review process. She stated that staff wants to ensure that they are putting out the best product to start the process, noting that it is a lot more complicated to rearrange and rewrite whole sections once the draft is issued. Mrs. Melson-Williams advised that staff is on track to have the final document completed before summer 2019.

Mr. Hugg requested members of Council to provide their input prior to the Christmas holiday.

Mr. Neil complimented staff on the proposed name change for Garrison Oak Technical Park and requested that they consider a foreign zone.

Mr. Hare suggested providing the draft to Council during their Retreat in January. Responding, Mrs. Melson-Williams stated that staff could certainly aim for that, explaining that it is always better to have a general endorsement of the document before it is submitted to PLUS. She noted that the goals and recommendations are a big piece of the document, and the chapters contain a lot of the background information. Mr. Hugg stated that he thought that the Plan would be an ideal document to have for the Council Retreat since it touches so much of what the City does and what they hope to achieve. He advised that staff would certainly have the document in a form that Council could review during their Retreat, even if it is preliminary.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee met with Chairman Lewis presiding.

AGENDA ADDITIONS/DELETIONS
Mr. Neil moved for approval of the agenda, seconded by Mr. Lindell and unanimously carried.

Proposed Ordinance #2018-12 Amending Chapter 70 - Offenses and Miscellaneous Provisions, Section - 70-5 Aggressive Panhandling and Appendix F - Fees and Fines (Sponsors: Hare and Polce)
The committee deferred this item during their meeting of October 23, 2018.

Mr. Polce explained that Proposed Ordinance #2018-12 was developed in response to some of the concerns regarding ongoing panhandling, not only in the downtown community but at many of the City's local restaurants and businesses, most often gas stations. He indicated that Council will have some very critical decisions to make in the coming months regarding big projects that will redefine

the way the City does business and, in order to do that, members must ensure that the community is safe and that the perception is that the community is safe.

Mr. Polce reviewed Proposed Ordinance #2018-12, explaining that it is rooted in Title 11 - Crimes and Criminal Procedure of the Delaware State Code. He stated that the ultimate goal is to provide the City's police with more discretion in these matters, in order to reduce panhandling. Mr. Polce noted that it would also ensure that panhandlers are aware that the City is proactively engaging the community in saying "you can't continue to harass patrons." He explained that this would provide an opportunity for the police to meet panhandlers without automatically arresting them. Mr. Polce stated that there were probably a number of underlying issues within the panhandling community, ranging from mental illness to substance use disorder to homelessness. He advised that this would provide a tool to engage the community.

Mr. Polce informed members that he previously discussed this matter with Police Chief Marvin Mailey, who had raised warranted concerns, and he assured him that he would not force the ordinance through the process without proper consultation from the Police Department. Mr. Polce noted that the Police Department does a tremendous amount of work with very little resources and one of the major issues is that the City continues to ask the Department to do more without really considering their resources and how resources are continuing to be expanded without having proper funding.

Police Chief Marvin Mailey stated that he understood that Mr. Polce was trying to do what he perceived was in the best interest of the City; however, the Police Department was opposed to Proposed Ordinance #2018-12 for many reasons. He advised that 11 Del. C. §1321 states that "a person is guilty of loitering when the person loiters, remains or wanders about in a public place for the purpose of begging" or there are other mitigating factors that deal with other criminal acts, so to allow loitering in certain locations between certain times would be in conflict with the Delaware Code.

Chief Mailey stated that he also reached out to Mr. Steve Wells, the head prosecutor for Kent County, who advised that he is not aware of any legislation change or any alteration to the law that would allow for panhandling. Chief Mailey advised members that police officers take an oath to uphold the U.S., federal, state, and local laws and it causes problems when an officer is put in a situation where he has opposing directions. He stated that he understands that the intent of the Proposed Ordinance is to give officers more leeway; however, he explained that officers have leeway in the fact that when they typically contact a panhandler, they will ask them to move on and after that they can progress from a warning all the way to an arrest. Additionally, Chief Mailey advised that managing the permits and tracking the violations would be taxing on their already strained resources. He also noted that panhandling is one of the top five problems that he hears about at civic association meetings, town hall meetings, and from homeowner associations.

Chief Mailey expressed concern that the City might assume some liability if they allow panhandling and then someone is hurt, harmed, injured, or a victim of a crime as a result of them opening their wallet to give someone money.

Responding to Mr. Lindell, Chief Mailey stated that alternatives to the legislation would be verbal warnings and departmental focus on problem areas. Chief Mailey discussed at length staffing in the downtown area to improve safety.

Mr. Polce moved to table consideration of Proposed Ordinance #2018-12. The motion was seconded by Mr. Sudler and unanimously carried.

Mr. Hare moved for adjournment of the Safety Advisory and Transportation Committee meeting, seconded by Mr. Neil and unanimously carried.

Meeting adjourned at 6:58 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Chairman Hare presiding.

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

Evaluation of Proposals - Diversity and Inclusion Study
Mrs. Donna Mitchell, City Manager, reviewed the background and analysis regarding the evaluation of proposals for the Diversity and Inclusion Study. She noted that this was requested by Council last year and a budget amendment was completed last fiscal year for $90,000. Mrs. Mitchell stated that staff recommended approval of the award to Ivy Planning Group for up to $45,000 plus travel costs; therefore, she was only proposing to carry-forward $50,000 from FY 2018-2019 and this was included in the Project Carry-Forward Budget Balances and Proposed Ordinance #2018-13 - 2018-2019 Budget Ordinances - First Amendment item scheduled for consideration during the latter part of the meeting.

Mr. Hare asked how this study would differ from the study previously completed by Delaware State University. Responding, Mrs. Mitchell stated that she could not recall whether Delaware State University had completed a diversity study for the City in the past; however, the City did reach out to them the first time the Request for Proposals (RFP) was done.

Mr. Neil moved to recommend approval of the award to Ivy Planning Group for up to $45,000 plus travel costs, as recommended by staff. The motion was seconded by Mr. Shevock and unanimously carried.

Annual Review of Investment Policy
Mrs. Donna Mitchell, City Manager, advised members that the City's Investment Policy Statement is scheduled for annual review. She stated that staff did not have any recommended changes to the Policy.

Responding to Mr. Neil, Mrs. Mitchell advised that the City is making money.

Mr. Shevock moved to recommend approval of the City of Dover, DE Investment Policy Statement, as presented (Attachment # 2). The motion was seconded by Mr. Neil and unanimously carried.

Project Carry-Forward Budget Balances and Proposed Ordinance #2018-13 - 2018-2019 Budget Ordinances - First Amendment

Mrs. Donna Mitchell, City Manager, reviewed the project carry-forward budget balances and Proposed Ordinance #2018-13 - 2018-2019 Budget Ordinances - First Amendment. She stated that this is the first budget amendment for FY 2018-2019 from the carry-forward balances from last fiscal year. Mrs. Mitchell explained that the adjustments primarily reflect the budget balances carried forward for multi-year projects. She advised that there were also two (2) operational items: $50,000 for the diversity study, and $50,000 for Fleet Maintenance for police vehicle parts and materials.

Mrs. Mitchell explained that Fleet Maintenance was now servicing the police vehicles instead of utilizing an outside automotive firm. Mrs. Mitchell stated that the proposed total carry-forward budget balance adjustment was $6,572,000.

Staff recommended approval of the proposed budget amendments totaling $6,572,000 for fiscal year 2019.

Mr. Neil moved to recommend approval of the proposed budget amendments totaling $6,572,000 for fiscal year 2019 and adoption of Ordinance #2018-13 (Attachment #3), as recommended by staff. The motion was seconded by Mr. Shevock and unanimously carried.

Mr. Neil moved for adjournment of the Legislative, Finance, and Administration Committee meeting. The motion was seconded by Mr. Shevock and unanimously carried.

Meeting adjourned at 7:03 p.m.

Mr. Lindell moved for adjournment of the Council Committee of the Whole meeting. The motion was seconded by Mr. Lewis and unanimously carried.

Meeting adjourned at 7:03 p.m.

William F. Hare
Acting Chair

WFH/TM/dd/jt
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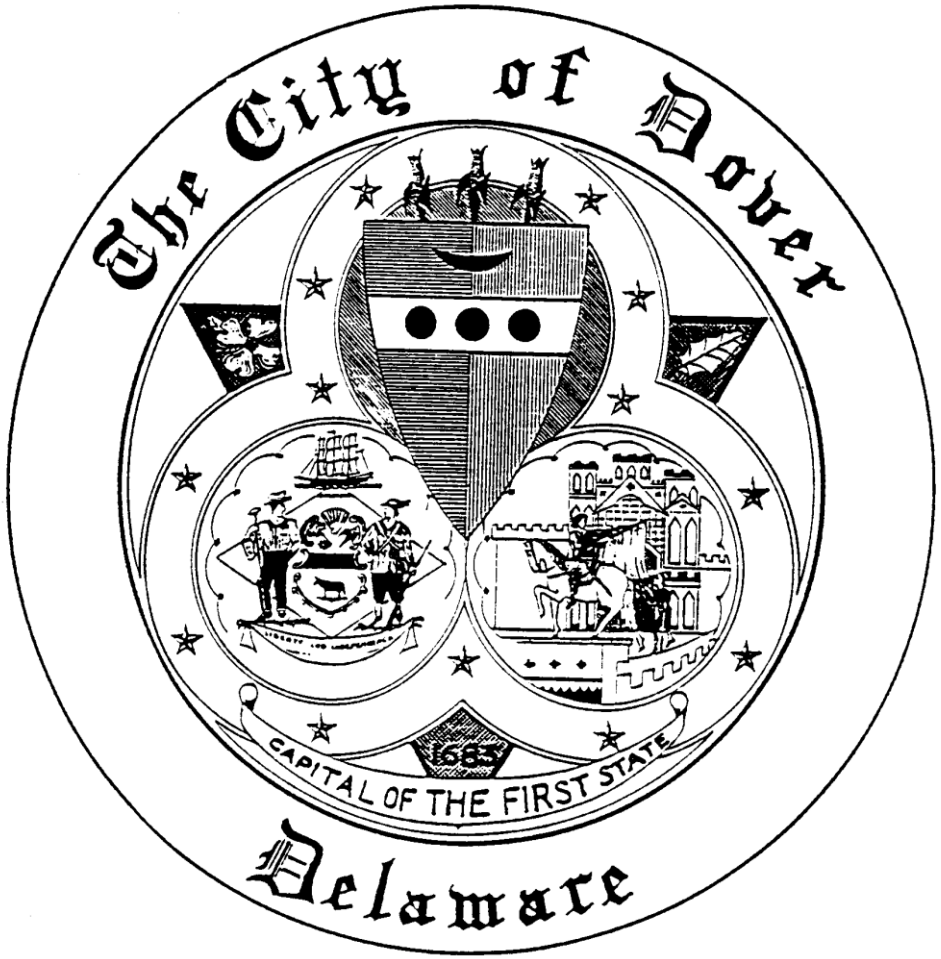
Attachments
Attachment #1 - Presentation entitled "City of Dover, Delaware, 2019 Comprehensive Plan, Project Update October 2018"
Attachment #2 - City of Dover, DE Investment Policy Statement, as presented by Mrs. Donna Mitchell, City Manager
Attachment #3 - Proposed Budget Amendments for Fiscal Year 2019 and Ordinance #2018-13

City of Dover, Delaware 2019 Comprehensive Plan

Project Update October 2018

2019 Comprehensive Plan Project

Planning for a
Bigger, Better Dover!



compplan@dover.de.us
Planning Office at 736-7196

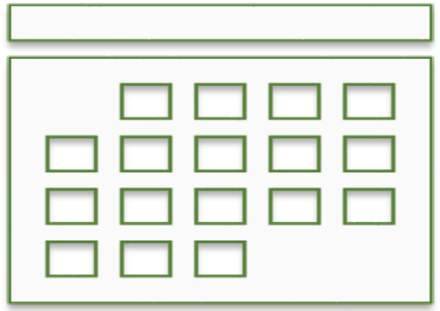
Overview of Approach to Project



- Current Plan:
  - 2008 Comprehensive Plan (as amended)
    - Adopted February 9, 2009
    - Series of Amendments (2009-2016)
- Requirements for Comprehensive Plans
  - *Delaware Code, Title 22 and 29*
  - State of Delaware Comprehensive Plan Checklist
- 2019 Comprehensive Plan Project
  - 2018-2019 Major Goal of Department of Planning & Inspections

Project Schedule

- Due Date: February 9, 2019
- Request for Extension: Submitted in September 2018 and awaiting consideration
- Project Team:
  - Planning Staff
  - Resources
  - Participants
  - Reviewers



Project Schedule

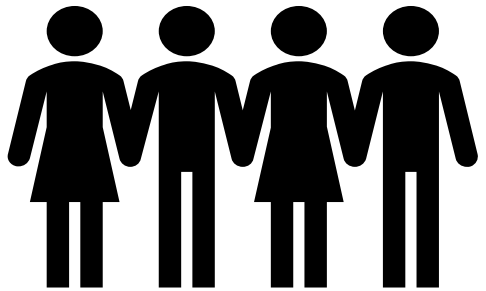
- Phases (5 Components):
  - Information Gathering
  - Plan & Map Development
  - Consideration of Plan Recommendations
  - Formal Review & Adoption Process
  - Plan Implementation

Tasks to Date

- Project Team Meetings ongoing
- Meeting with City Department and Divisions
- Meeting with State Agencies and other groups
- Outreach Letters to Municipalities and County
- Release of Preliminary Draft Goals & Recommendations
- Release of Preliminary Draft Map Series

Engagement Activities

- Events & Activities
  - Reporting on Goals & Recommendations
  - Survey Questionnaire
  - Events
  - Open House Event – August 23rd
  - Presentation to Wesley College class



Information Sources

- *2008 Comprehensive Plan* (as amended)
- Website for 2019 Comprehensive Plan Project
- Email for Comprehensive Plan
- City Departments and State Agencies
- Delaware Population Consortium Annual Projection Series

Information Sources

- 2008 Comprehensive Plan (as amended)

https://www.cityofdover.com/comprehensive-plan-4005

- 2019 Comprehensive Plan Project

https://www.cityofdover.com/2019-comprehensive-plan

- Email: compplan@dover.de.us

Current Activities

- Follow-up Meetings with City Departments and State Agencies
- Release of Preliminary DRAFT documents
- Staff Review of Preliminary DRAFT documents
- Meetings with Municipalities & County
- Continue Chapter Writing & Map Development

Consideration of Plan Recommendations

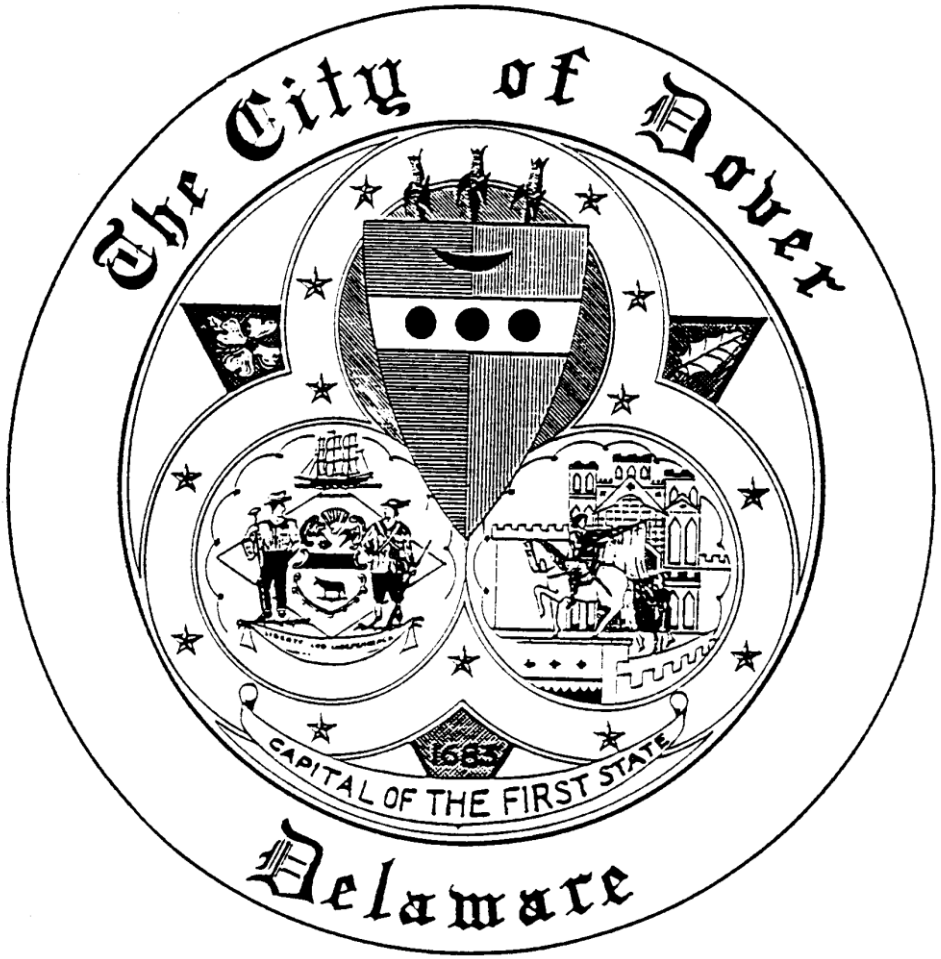
- **Review of Preliminary Draft Document and Maps**
  - **Preliminary DRAFT Goals & Recommendations**
  - **Preliminary DRAFT Land Development Plan Map Series**
  - **Preliminary DRAFT Annexation Plan Map Series**

Future Activities:

- Engagement Events
- General Endorsement of DRAFT Plan by Planning Commission and City Council

2019 Comprehensive Plan Project

Planning for a
Bigger, Better Dover!



compplan@dover.de.us
Planning Office at 736-7196

City of Dover, DE

Investment Policy Statement

Dated October 23, 2018

1.0 Governing Authority

It is the policy of the City of Dover to invest public funds under its control in a manner that will provide the highest investment return consistent with the maximum safety of principal, while meeting cash flow needs of the City. The investment program shall conform to all state and local statutes governing the investment of public funds.

2.0 Scope

This Investment Policy Statement (the "Policy") applies to all financial assets of the City of Dover for which the City retains direct or indirect daily control. Funds for which the City has retained outside fund manager(s) shall also be governed by this Policy or, in the case of bond proceeds, related governing bond documents.

2.1 Accounts

2.1.1 Cash and Liquidity Accounts: The majority of the City's cash balance available for investment is maintained in the cash and liquidity accounts. These accounts will be managed and invested by investment managers, selected by the City Council through competitive bid, in order to maximize the return to the City while, at the same time, providing for safety of principal and sufficient liquidity for the City to meet its cash needs. The City will manage its short-term investments to ensure sufficient liquidity and prevent their premature sale for the purpose of covering expenditures. Short-term investments should mature at face value in sufficient amounts to meet any liquidity needs.

2.1.2 Reserve Cash (Intermediate) Account: To the extent cash is not expected to be needed on short notice, the City shall invest such funds in the Reserve Cash Account. This fund shall be managed and invested by an investment manager or managers**,** selected by the City Council after a competitive bid, in order to maximize the return on said money to the City while providing for the safety of principal.

All of the City of Dover's funds are accounted for in its Comprehensive Annual Financial Report. Those funds to which this Policy applies include (excluding the Deferred Compensation Plan and Pension Trusts):

2.2 Funds

2.2.1 General Fund
2.2.2 Capital Project Funds
2.2.3 Special Revenue Funds
2.2.4 Enterprise Funds
2.2.5 Internal Service Funds
2.2.6 Any new fund created by the City Council, unless specifically exempted

3.0 Objectives

The primary objectives of the City of Dover's investment activities, in order of importance shall be:

3.1 Safety

Preservation of principal is the foremost objective of the investment program. To attain this objective, funds shall be diversified among securities of high credit quality and liquidity, so that risk of loss of principal is minimized.

3.2 Liquidity

The City's investments shall be made for such periods as to enable the City to meet all operating requirements that may be scheduled or reasonably anticipated.

3.3 Return on Investments

A goal of the investment program shall be to maximize investment return within the constraints of Sections 3.1 and 3.2.

4.0 Delegation of Authority

Authority to manage the City of Dover's investment program is derived from this Policy, which is approved by City Council, and "Dover Code, PART I, Subpart A, Article II, Section 17" (attachment B) which states in part that "The Controller/Treasurer shall be the custodian of all of the City funds."

The City's Controller/Treasurer shall:

1) Review this Policy annually and recommend changes, if any, to City Council;
2) Be charged with implementing the Policy, and may delegate authority to make investments to an investment advisor. The Controller/Treasurer shall be responsible for all investment transactions and shall establish controls to regulate the activities of the investment advisor, if any.
3) Ensure that records of the City's investment activities are kept for ten years.

5.0 Prudence, Ethics and Conflicts of Interest

Any official of the City or investment advisor/manager empowered to make investments on behalf of the City of Dover shall comply with the following:

5.1 "Prudent Person" Rule

Investment decisions shall be made with the judgment and care which persons of reasonable intelligence, under circumstances prevailing at the time the investment is made, would exercise in the management of their own investments assuming that their objectives are those shown in Section 3.0 of this policy.

5.2 Ethics and Conflict of Interest

The delegate authorized to make City investments shall act at all times in an ethical manner, and shall not engage in activity that could impair or be perceived to impair their ability to make impartial investment decisions. They shall disclose to the Mayor and City Council any material interests in financial institutions with which the City has financial dealings, and which may be related to the performance of the investment program. Employees and officers shall refrain from undertaking personal investment transactions with the same individual(s) with whom business is conducted on behalf of the City.

6.0 Authorized Institutions and Dealers

All broker/dealers that desire to become qualified for investment transactions with the City shall meet the following:

1. Primary dealers and regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule)
2. Capital of at least $25,000,000 or capital of $5,000,000 for firms incorporated in the State of Delaware
3. Registered as a dealer under the Securities Exchange Act of 1934
4. Member of the Financial Industry Regulatory Authority (FINRA)
5. Registered to sell securities in the State of Delaware
6. Engaged in the business of effecting transactions in U.S. government, federal agency, and corporate securities for at least five (5) consecutive years

To the extent the City utilizes the services of an outside Investment Advisor, it shall be the responsibility of the Investment Advisor to maintain an approved list of brokers.

7.0 Safekeeping and Custody

To ensure that securities are deposited in an eligible financial institution prior to the release of funds, all trades of marketable securities will be executed by delivery vs. payment ("DVP").

Further, all securities will be held by an independent third-party custodian, in the name of the City, and evidenced by safekeeping receipts in the City's name. The custodian shall provide daily confirmation of held securities as well as a monthly transactions and holdings report.

8.0 Authorized Investments and Trading of Securities

The Controller/Treasurer or authorized delegate may invest only in the types of securities listed below. The maximum stated maturity of any security shall be limited to 10 years at settlement, unless otherwise stated. The maximum average maturity of the portfolio shall be seven years. For asset backed and Agency mortgage backed securities, the maximum maturity shall be defined as the weighted average life ("WAL"). WAL is a convention that estimates the expected weighted amount of time, in years, for the principal amount of an issue to be fully paid. For Agency mortgage backed securities, WAL shall be limited to 10 years, measured at the settlement date, provided by Bloomberg Financial Markets. For asset backed securities, the average life must not exceed two years, except for such securities that are subject to periodic reset of coupon or interest rate - - these may have an average life not to exceed three years.

8.1 United States Government Securities

Marketable securities issued by the U.S. Government and supported by the full faith and credit of the U. S. Treasury either by statue or an opinion of the attorney general of the United States. The maximum maturity shall be limited to 10 years. Up to 100% of the portfolio may be invested in this sector.

8.2 Government Agency Securities

Debt securities issued by government-sponsored enterprises ("GSE"), federal agencies, federal financing banks, and instrumentalities of the U.S. Government.

The maximum maturity shall be limited to 10 years. Up to 50% of the portfolio may be invested in this sector, with a maximum of 20% in any one issuer.

8.3 Certificates of Deposit and Time Deposits

8.3.1 Domestic Institutions: Issued or endorsed by a domestic bank, or a savings and loan association, organized and supervised under the laws of the United States and denominated in U.S. dollars; provided, however, that deposits are fully insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC").

If not insured by the FDIC:

- The banking institution must have assets of not less than $5 billion; and
- Issuers must have a short-term rating in the highest category by Standard & Poor's, Moody's, or Fitch and a long-term rating of at least the "A" category by Standard & Poor's, Moody's, or Fitch.

The maximum maturity of any investment in this sector shall be limited to 10 years at trade settlement. This sector shall not exceed 25% of the total portfolio. No single issuer shall exceed 5% of the City's portfolio.

8.3.2 Delaware-Domiciled Institutions: Issued by or endorsed by any bank or savings association domiciled in the State of Delaware and organized and supervised under federal or State of Delaware banking laws which does not meet the requirements of Section 8.3.1 hereto; provided, however, that:

- For each of the latest two years, the bank or association has had a return on total average assets of 0.50% or greater and an average capital ratio (defined as total equity capital to total assets) of at least 1 to 20, or the instrument is secured as set forth in Section 9, "Collateralization of City Deposits," hereto; and
- Not more than the lesser of $10 million or 25% of an issuer's total equity capital, may be invested in any one issuer. (Investments due to mature in one business day may be excluded from the computation of this percentage.)
- The Board expressly affirms that, consistent with these guidelines, Delaware banks and savings associations should be considered as a source of investment.
- The maximum stated maturity of any investment in this sector shall be limited to 10 years at time of purchase. This sector shall not exceed 20% of the total portfolio. No single issuer shall exceed 5% of the City's portfolio.

8.4 Corporate Debt Instruments

Such instruments include commercial paper bankers' acceptances, and non-convertible senior debt securities (bonds and debentures).

8.4.1 Corporate securities must be denominated/issued in US dollars. Many foreign corporations issue debt/securities in the US market, in US dollars.

8.4.2 No single issuer shall exceed 5% of the City's portfolio.

8.4.3 Commercial Paper shall be limited to a final maturity of 270 days. This sector shall not exceed 25% of the total portfolio. Issuers shall be rated in the highest short-term category by Standard & Poor's, Moody's, or Fitch.

8.4.4. Bankers' Acceptances shall be limited to a final maturity of 365 days. This sector shall not exceed 25% of the City's Portfolio. Issuers shall be rated in the highest short-term rating by Standard & Poor's, Moody's, or Fitch.

8.4.5 Corporate bonds and debentures shall be limited to a final maturity of 10 years. This sector shall not exceed 50% of the total portfolio. Issuers shall hold a long-term rating of at least the "A" category by Standard & Poor's, Moody's, or Fitch.

8.5 Repurchase Agreements

The underlying collateral shall consist of U.S. government and/or GSE securities provided, however, that:

8.5.1 All repurchase agreements must be governed by a written master repurchase agreement;

8.5.2 Agreements will be entered into only with respect to underlying securities in which the investment manager may otherwise invest as described above, and only with a recognized U.S. Government/broker or a bank which meets the requirements set out under paragraph Section 8.3.1 or 8.3.2 above;

8.5.3 In the case of repurchase collateral held in book-entry form in the Federal Reserve System, all deliveries of securities must be made, for the transfer thereof, through the Federal Reserve book-entry system to the account designated by the investment manager for such purpose. Securities held in certificated form must be delivered to the investment manager or a custodian as directed by the investment manager.

8.5.4 Any collateral employed under this paragraph shall be counted towards the applicable maximum limits set forth within these guidelines for such type of investment, and such collateral shall be valued at market at not less than 103 percent of the maturity value of the agreement and marked-to-the-market as requested by the investment manager.

8.5.5 Repurchase agreements shall be limited to a maximum maturity of 90 days from date of purchase. This sector shall not exceed 50% of the total portfolio. No single issuer shall exceed 25% of the City's portfolio.

8.6 Registered Investment Companies (Money Market Funds)

No single fund shall exceed 25% of the City's portfolio. Money market funds shall be rated AAA by Standard & Poor's. A current prospectus must be obtained before investing in any money market fund, and current holdings reports must be maintained at least each month.

8.7 Mortgage-Backed Securities

Mortgage-backed securities issued by the following: Government National Mortgage Association (GNMA), Federal National Mortgage Association (FNMA) or Federal Home Loan Mortgage Association (FHLMC). This sector, combined with the asset backed security sector, shall not exceed 10% of the total portfolio.

8.8 Asset Backed Securities

These investments include auto loan receivables, credit card receivables, home equity loans, and manufactured housing loans. These can be fixed or floating rate and must be rated in the highest long-term category by Standard & Poor's, Moody's, or Fitch. This sector, combined with the mortgage-backed security sector, shall not exceed 10% of the City's portfolio. No single issuer shall exceed 5% of the City's portfolio.

8.9 Municipal Obligations

Taxable and tax-exempt securities issued by state and local governments and public authorities in the United States. The maximum stated maturity of any investment in this sector shall be limited to 10 years at time of purchase. This sector shall not exceed 30% of the City's portfolio. No single issuer shall exceed 5% of the City's portfolio. Issuers shall be rated in at least the "A" category by Standard & Poor's, Moody's, or Fitch. Additionally, Issuers in the short term market (under one year) shall be rated at a minimum of "mig-1", "f1" or "sp-1" for Moody's, Fitch and Standard &Poor's.

8.10 State of Delaware Investments Pool

8.10.1 Delaware Local Government Investment Pool (DELGIP) -The investment in this pool is permitted in relation to the City's cash flow and the guidelines set forth by the State of Delaware. The investment in this pool will not exceed 25% of the total funds available and will be monitored by the City's Finance Department on a monthly basis.

8.10.2 Delaware Local Government Retirement Investment Pool (DELRIP) The investment in this pool is permitted in relation to the City's Post-Retirement Benefits Fund. The investment in this pool will not exceed 25% of the total funds available and will be monitored by the City's Finance Department on a monthly basis.

8.11 Trading Securities

The Controller/Treasurer is hereby authorized to sell securities prior to their stated maturity date in the following circumstances:

1. A security with declining credit may be sold prior to its maturity to minimize loss of principal;
2. A security swap may be executed if it would improve the quality, yield, or target duration of the portfolio;
3. Securities may be sold to provide needed liquidity.

8.12 Internal Control on such transactions

8.12.1 An investment report will be provided to the Council on a quarterly basis.

8.12.2 All investment reporting documents will be provided to the independent auditors.

8.12.3 Investment records will be kept by the City for ten (10) years.

8.12.4 The trading shall not involve any hedge, derivatives and/or borrowing funds for trading purposes.

A summary of permitted investments is below:

Investment Type	Sector Limit	Issuer Limit	Maturity Limit	Credit Quality Minimum
United States Government Securities	100%	100%	10 Years	N/A
Government Agency Securities	50%	20%	10 Years	N/A
Mortgage-Backed Securities	Combined 10% limit	N/A	10 Year WAL	N/A
Asset Backed Securities		5%	2 Year WAL	Highest long-term rating by Fitch, Moody's or S&P
Municipal Obligations	30%	5%	10 Years	Long-term rating of at least "A" by S&P, Moody's, or Fitch For issuers in short term market, rating of at least "mig-1", "f1 or "sp-1" for Moody's, Fitch & S&P
FDIC-Insured Deposits	25%	5%	10 Years	N/A
Certificates of Deposit and Time Deposits (not insured by FDIC)	25%	5%	10 Years	Highest short-term rating by Fitch, Moody's or S&P. Long-term rating of at least "A" by S&P, Moody's, or Fitch
Delaware-Domiciled Institutions	20%	5%	10 Years	N/A
Commercial Paper	25%	5%	270 Days	Highest short-term rating by Fitch, Moody's or S&P
Bankers' Acceptances	25%	5%	365 Days	Highest short-term rating by Fitch, Moody's or S&P
Corporate Bonds and Debentures	50%	5%	10 Years	Long-term rating of at least "A" by S&P, Moody's, or Fitch
Repurchase Agreements	50%	25%	90 days	N/A
Registered Investment Companies (Money Market Funds)	100%	25%	N/A	AAAm by S&P
Delaware Local Government Investment Pool	25%	N/A	N/A	N/A
Delaware Local Government Retirement Investment Pool	25%	N/A	N/A	N/A

9.0 Collateralization of City Deposits

If the City deposits funds in any financial institution, those funds will be subject to the following collateralization requirements. The financial institution shall:

9.1 Collateralize the City's daily ledger balance(s) if, for any quarter during the most recent eight quarters the bank has not met both of the following two criteria:

- Return on total average assets of 0.50 percent or greater.
- Average capital ratio (total equity to total assets) of 5.00 percent or greater.

9.2 If either criterion in paragraph 9.1 is not satisfied collateral must be pledged and shall consist of one or more of the following securities:

- U.S. Government securities
- U.S. Government agency securities
- Federal Home Loan Board letters of credit
- State of Delaware securities
- Mortgage backed securities as referenced in Section 8.7
- Securities of a political subdivision of the State of Delaware with a Moody's rating of "A" or better

9.3 Ensure that the securities pledged as collateral (except for Federal Home Loan Board letters of credit) have a market value equal to or greater than 102 percent of the ledger balance(s) in the account(s) marked to market each day.

9.4 Ensure that securities pledged as collateral are housed at the Federal Reserve Bank or a mutually agreed upon third party depository. (The trust department of the winning vendor will not be acceptable.)

9.5 Provide reports on a monthly basis to the City Finance Department detailing the collateral pledged.

9.6 Provide a Call Report (Consolidated Report of Condition and Income, FFIEC 031) on a quarterly basis to the City Finance Department.

10.0 Policy Considerations

If securities owned by the City are downgraded by either Standard & Poor's, Fitch or Moody's to a level below the quality required by this Policy, it shall be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.

If a security is downgraded two grades below the level required by the Policy, the security shall be sold immediately.

If a security is downgraded one grade below the level required by this Policy and matures within 6 months, the security may be held to maturity. The Controller/Treasurer may determine to sell the security if it is determined that there is a probability of default prior to maturity.

If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the Controller/Treasurer.

11.0 Internal Controls

The Controller/Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The Controller/Treasurer shall also establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Prohibition of physical delivery securities
- Clear, written delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers

12.0 Performance Standards

The City of Dover's investment decisions shall be made with the objective of obtaining a rate of return commensurate with the investment risk constraints and the cash flow needs. On a quarterly basis, the Controller/Treasurer shall compare the City's portfolio against the Merrill Lynch 0-5 Year U.S. Treasury Index, in terms of time-weighted total return and average duration for the period under review.

13.0 Reporting

At the end of each calendar quarter, the Controller/Treasurer will submit a report of all quarter-ending investments to the Mayor and City Council. Reports shall include the following:

- Listing of individual securities held as of last day of reporting period, sorted by sector
- Par, market, and amortized cost values of each security
- Coupon, current yield, and final stated maturity date of each security

14.0 Investment Policy Adoption

The City of Dover's investment policy will be adopted by the City Council after review and recommendation of the Legislative and Finance Committee. The policy will be reviewed at least once every year by the Legislative and Finance Committee, which is charged with considering the existing policy and any recommendations to modify the policy. Any modifications to the policy must be approved by the City Council. **LEGEND**

1. Original approval by City Council - November 14, 1988
2. Revised policy approved by City Council - March 7, 2005
3. City Council Approved with No Changes – April 14, 2008
4. Revised policy approved by City Council – July 25, 2011
5. Revised policy approved by City Council – August 12, 2013.
6. Revised policy approved by City Council – September 8, 2014
7. Revised policy approved by City Council – October 10, 2016
8. Revised policy approved by City Council – October 23, 2017

ATTACHMENT A

GLOSSARY

AGENCIES: Federal agency securities, otherwise known as "Government Sponsored Enterprises."

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

BANKERS ACCEPTANCE: A short-term credit investment which is created by a non-financial firm and whose payment is guaranteed by a bank.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMMERCIAL PAPER: An unsecured obligation issued by a corporation or bank to finance its short-term credit needs. Maturities typically range from one (1) to 270 days.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the City of Dover. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

CORPORATE BONDS: A debt security issued by a corporation based in the United States of America. Such bonds usually have a par value of $1,000, have a term maturity, and are traded on a major exchange.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns, in an attempt to limit risk.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to $250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-a-vis member commercial banks.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FMHM mortgages. The term "passthroughs" is often used to describe Ginnie Mae's.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumable be purchased or sold.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MORTGAGE-BACKED SECURITIES (MBS): An investment instrument that represents ownership of, and is backed by, an individual interest in a pool of mortgages such as those issued by Ginnie Mae or Freddie Mac. Principal and interest from the individual mortgages is used to pay principal and interest on the MBS.

MUNICIPAL NOTES AND BONDS: Securities issued by a state, city, or local government to finance operations or special projects.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state--the so-called legal list. In other states the trustee may invest in a security if it is one which

would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: A measure of worth, either at security or aggregate portfolio level, over a period of time. There are many return conventions, including but not limited to yield to maturity at cost, yield to maturity at market, yield to worst, time weighted total return, dollar weighted total return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

REVERSE REPURCHASE AGREEMENT: The purchase of a security by a dealer with the agreement to sell it back to the seller at a fixed price at a later date. Typically used by owners of securities to finance short-term needs without having to liquidate the security.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

TIME DEPOSITS: A savings account or CD held for a fixed term or with the understanding that the customer can withdraw only by giving advanced notice.

TREASURY BILLS: A short-term (less than one year) non-interest bearing discount security issued by the U.S. Treasury department to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BOND: Long-term U.S. Treasury securities having initial maturities of more than 10 years.

TREASURY NOTES: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1: also called net capital rule and net capital ratio.

Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

VARIABLE RATE MASTER DEMAND NOTES: A floating rate security with initial maturities and indexed rates chosen by the investor. The interest rate is adjusted periodically, usually off a standard such as that prevailing on a Treasury Bill or the prime interest rate.

YIELD: The rate of annual income return on an investment, expressed as a percentage.

INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security.

NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

ATTACHMENT B

Dover, Delaware, Code of Ordinances >> PART I - CHARTER AND RELATED LAWS

PART I - CHARTER AND RELATED LAWS [1]

Subpart A - CHARTER

PREAMBLE [3]

We the people of the City of Dover, under the constitution and laws of the state of Delaware, in order to secure the benefits of local self-government and to provide for an honest and accountable council-manager government, do hereby adopt this charter and confer upon the city the following powers, subject to the following restrictions, and prescribed by the following procedures and governmental structure. By this action, we secure the benefits of home rule and affirm the values of representative democracy, professional management, strong political leadership, citizen participation, and regional cooperation.

ARTICLE I. - POWERS OF THE CITY

ARTICLE II. - MAYOR AND COUNCIL

Sec. 17. - Controller/treasurer.

At the annual meeting the council shall elect a controller/treasurer to hold office until the next annual meeting of the council, or until his/her successor has been duly chosen and qualified, but subject to removal at any time by the council.

The controller/treasurer shall be the custodian of all the city funds and shall deposit them in a banking institution designated by the council.

(Amd. of 7-12-2005 (S.B. 126); Amd. of 7-8-2009 (S.B. 165, § 15))

ACTION FORM

PROCEEDING: Council Committee of the Whole
DEPARTMENT OF ORIGIN: City Manager **DATE SUBMITTED:** 11/12/18
PREPARED BY: Donna Mitchell, City Manager
SUBJECT: Project Carry-Forward Budget Balances & Proposed Budget Amendments
REVIEWED BY: City Manager & Controller/Treasurer
APPROVALS: Council Committee of the Whole
EXHIBITS: Exhibit A – Capital Investment Plan Amendments
EXPENDITURE REQUIRED: As per the attached Exhibit & Draft Ordinance **AMOUNT BUDGETED**: N/A
TIMETABLE: Upon Council approval
RECOMMENDED ACTION: Staff recommends approval of the proposed Budget Amendments totaling $6,572,000 for Fiscal Year 2019.

The proposed budget amendment includes adjustments to the Capital Project budgets (see Exhibit A) and two adjustments for Fleet Maintenance – police vehicle parts and materials $50,000, and an adjustment to Human Resources – Consulting for Diversity & Inclusion $50,000.

All of the items included in the budget amendment are funding through the prior year Ending Budget Balance as follows:

Fund	Budget Balance Adjustment
General Fund	$100,000
Governmental – Capital Projects Fund	$1,092,200
Water – Capital Projects Fund	$2,719,000
Wastewater – Capital Projects Fund	$832,900
Electric – Capital Projects Fund	$1,648,000
Community Transportation	$179,900
Total:	$6,572,000

City of Dover
Fiscal Year 2018/2019 Budget
First Amendment
Capital Investment Plan Amendments

Project #	Title	Fiscal Year 2018 Original CIP Budget	Fiscal Year 2018 Revised CIP Budget	Prior Fiscal Year Expenses	Carry Forward Balance	FY 2019 Year Budget	Revised FY 19 CIP Budget
---	Police Vehicle Parts (Fleet Maintenance)	$ -	$ -	$ -	$ 50,000	$ -	$ -
---	Consulting for Diversity/Inclusion (Human Resources)	-	-	-	50,000	-	-
	Total General Operating Fund	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ -**	**$ -**
---	Kubota Tractor and Mower (Grounds)	$ 62,500	$ 62,500	$ -	$ 62,500	$ -	$ 62,500
---	Dodge Van (Facilities Mgmt)	25,100	25,100	-	25,100	-	25,100
PD1800	Police Station Roof Repair	38,300	38,300	-	38,300	-	38,300
PD1801	Police Station Impound Lot	51,000	51,000	6,400	44,600	74,000	118,600
PD1802	Condenser Replacement in Computer Room	14,800	14,800	7,376	7,400	-	7,400
PR1402	Schutte Park Land Improvements	190,000	190,000	2,259	187,700	70,000	257,700
PR1701	Dover Park - Master Plan	60,000	60,000	41,226	18,700	140,000	158,700
PR1800	Park & Playground Improvements	66,000	33,000	13,134	13,100	-	13,100
ST1504	Old PW2 Site Improvements	77,900	77,900	32,537	45,300	-	45,300
ST1801	FY18 Street and Alley Program	950,000	649,500	-	649,500	-	649,500
	Streets Division	$ 1,535,600	$ 1,202,100	$ 102,932	$ 1,092,200	$ 284,000	$ 1,376,200
	Total General Capital Project Fund	**$ 1,535,600**	**$ 1,202,100**	**$ 102,932**	**$ 1,092,200**	**$ 284,000**	**$ 1,376,200**
	Total Increase in General Cap Proj Fund				**$ 1,092,200**		
CT1829	Mobile Radar Signs	$ 12,200	$ 12,200	$ -	$ 12,200	$ -	$ 12,200
CT1833	FY18 Paving Proj-Hope St from Gov Ave to State St	88,600	88,600	-	88,600	-	88,600
TE0601	TCSP Lincoln Park	79,100	79,100	-	79,100	-	79,100
	Total Community Transportation Fund	**$ 179,900**	**$ 179,900**	**$ -**	**$ 179,900**	**$ -**	**$ 179,900**
	Total Increase in Comm Transportation Fund				**$ 179,900**		
---	Cat Loader	$ 156,300	$ 160,800	$ -	$ 160,800	$ -	$ 160,800
WQ1804	N State St Water Main Replacement	94,000	94,000	4,000	90,000	-	90,000
	Water Division	$ 250,300	$ 254,800	$ 4,000	$ 250,800	$ -	$ 250,800
	Total Increase in Water Division				$ 250,800		
WW1806	Puncheon Run Pump Station Improvements	$ 70,000	$ 70,000	$ -	$ 70,000	$ -	$ 70,000
WW1807	Pump Station #7 Emergency Clean Up	-	320,400	277,006	43,400	-	43,400
II1801	College Road	43,400	43,400	-	43,400	-	43,400
II1802	Overlook Eastlake Garden	35,500	33,500	-	33,500	-	33,500
II1803	Fox Hall	44,600	16,500	-	16,500	-	16,500
II1804	Downtown Dover	116,900	61,700	-	61,700	-	61,700
II1805	Wesley College Area	132,200	93,000	-	93,000	-	93,000
II1806	Rodney Village	539,600	471,400	-	471,400	-	471,400
	Wastewater Division	$ 982,200	$ 1,109,900	$ 277,006	$ 832,900	$ -	$ 832,900
	Total Increase in Wastewater Division				$ 832,900		
WD1609	WTP Process Improvements	$ -	$ 2,475,700	$ 7,410	$ 2,468,200	$ 4,000,000	$ 6,468,200
	Water Treatment Plant Division	$ -	$ 2,475,700	$ 7,410	$ 2,468,200	$ 4,000,000	$ 6,468,200
	Total Increase in Water Treatment Plant Division				$ 2,468,200		
	Total Water/Wastewater I & E Fund	**$ 1,232,500**	**$ 3,840,400**	**$ 288,416**	**$ 3,551,900**	**$ 4,000,000**	**$ 7,551,900**
	Total Increase in Water/Wastewater I & E Fund				**$ 3,551,900**		
EG1701	VanSant Unit 11 Major Overhaul	$ 1,548,000	$ 1,942,200	$ 1,790,953	$ 82,000	$ -	$ 82,000
EG1803	VanSant Fire Suppression System Upgrade	235,000	235,000	105,862	30,000	-	30,000
	Electric Generation	$ 1,783,000	$ 2,177,200	$ 1,896,815	$ 112,000	$ -	$ 112,000
	Total Increase in Electric Generation				$ 112,000		
FIN	Purchase of ERP System	$ 1,500,000	$ 2,441,700	$ 932,631	$ 1,509,000	$ 548,000	$ 2,057,000
		$ 1,500,000	$ 2,441,700	$ 932,631	$ 1,509,000	$ 548,000	$ 2,057,000
EE1807	McKee Run Plant Alternate Power	100,000	50,000	22,941	27,000	-	27,000
	Engineering Division	$ 100,000	$ 50,000	$ 22,941	$ 27,000	$ -	$ 27,000
	Total Increase in Engineering				$ 27,000		
	Total Electric I & E Fund	**$ 3,383,000**	**$ 4,668,900**	**$ 2,852,386**	**$ 1,648,000**	**$ 548,000**	**$ 2,196,000**
	Total Increase in Electric I & E Fund				**$ 1,648,000**		
	Total Carryforward balances from FY 2018				**$ 6,572,000**		

CITY OF DOVER ORDINANCE # 2018-13
2018-2019 BUDGET ORDINANCES - FIRST AMENDMENT

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating One Hundred Thousand dollars ($100,000) or so much thereof as may be necessary are hereby appropriated from prior year budget balance for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

GENERAL FUND
CASH RECEIPT SUMMARY FOR 2018-2019

	2018/19 ADJUSTMENT
TOTAL BEGINNING BALANCE & REVENUE	**$ 100,000**

2018-2019 BUDGET ORDINANCES - FIRST AMENDMENT

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE FOR 2018-2019

DEPARTMENT EXPENSES	**2018/19 ADJUSTMENT**
FLEET MAINTENANCE	50,000
HUMAN RESOURCES	50,000
DEPARTMENT SUBTOTALS	**100,000**

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:

2018-2019 BUDGET ORDINANCES - FIRST AMENDMENT

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2018-2019

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

The amount hereinafter named aggregating One Million Ninety Two Thousand Two Hundred dollars ($1,092,200) or so much thereof as may be necessary are hereby appropriated from prior year budget balance for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

REVENUES

	2018/19 ADJUSTMENT
BEGINNING BALANCE - PROJECTS	**$ 1,092,200**

EXPENSE SUMMARY

EXPENDITURES	**2018/19 ADJUSTMENT**
GROUNDS	62,500
RECREATION	219,500
POLICE	90,300
STREETS	694,800
FACILITIES MANAGEMENT	25,100
DEPARTMENT SUBTOTAL	**1,092,200**
TOTAL EXPENDITURES	**1,092,200**

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:

2018-2019 BUDGET ORDINANCES - FIRST AMENDMENT

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2018-2019

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

The amount hereinafter named aggregating Three Million Five Hundred Fifty One Thousand Nine Hundred dollars ($3,551,900) or so much thereof as may be necessary are hereby appropriated from prior year budget balance for the use by several departments of the Municipal Government for the fiscal year begining July 1, 2018 and ending June 30, 2019:

CASH RECEIPTS

	2018/19 ADJUSTMENT
BEGINNING BALANCE - WATER	$ 2,719,000
BEGINNING BALANCE - WASTEWATER	832,900
TOTAL BEGINNING BALANCES	**3,551,900**

EXPENSE SUMMARY

EXPENSES	2018/19 ADJUSTMENT
WATER	$ 250,800
WASTEWATER	832,900
WATER TREATMENT PLANT	2,468,200
TOTAL EXPENSES	**3,551,900**

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

ADOPTED:

2018-2019 BUDGET ORDINANCES - FIRST AMENDMENT

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

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

The amount hereinafter named aggregating One Million Six Hundred Forty Eight Thousand dollars ($1,648,000) or so much thereof as may be necessary are hereby appropriated from prior year budget balance for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

REVENUES

	2018/19 ADJUSTMENT
BEGINNING BALANCE	**$ 1,648,000**

EXPENSE SUMMARY

EXPENSES	2018/19 ADJUSTMENT
ELECTRIC GENERATION	112,000
ELECTRICAL ENGINEERING	27,000
ERP SYSTEM	1,509,000
TOTAL EXPENSES	**1,648,000**

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:

2018-2019 BUDGET ORDINANCES - FIRST AMENDMENT

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

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

The amount hereinafter named aggregating Five Hundred Seventy Thousand Nine Hundred dollars ($179,900) or so much thereof as may be necessary are hereby appropriated from prior year budget balance 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

		2018/19 REVISED
PRIOR YEAR BALANCE	**$**	179,900
TOTALS	**$**	**179,900**

OPERATING EXPENSES

		2018/19 REVISED
PROGRAM EXP. GRANT RELATED	$	179,900
TOTALS	**$**	**179,900**

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

ADOPTED: