LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE AGENDA

JANUARY 12, 2015 - 6:00 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

PUBLIC COMMENTS ARE WELCOMED ON ANY ITEM AND WILL BE PERMITTED AT APPROPRIATE TIMES. WHEN POSSIBLE, PLEASE NOTIFY THE CITY CLERK (736-7008 OR E-MAIL AT CITYCLERK@DOVER.DE.US) SHOULD YOU WISH TO BE RECOGNIZED.

AGENDA ADDITIONS/DELETIONS

1. **DOVER POLICE DEPARTMENT - PERMISSION TO INCREASE AUTHORIZED STRENGTH OF POLICE OFFICERS FROM 92 TO 102**
   (DUE TO TIME CONSTRAINTS, THIS ITEM HAS BEEN PLACED ON THE COUNCIL AGENDA FOR THE MEETING BEING HELD LATER IN THE EVENING)

2. **REVIEW OF TRAINING, CONFERENCE, AND TRAVEL POLICY**
   (STAFF RECOMMENDS APPROVAL OF THE PROPOSED AMENDMENTS TO THE POLICY)

3. **REVIEW OF EFFECTIVENESS OF THE SAFE COMMUNITIES ORDINANCE** (REQUEST OF COUNCILMAN ANDERSON)

4. **UPDATES**
   A. **CERTIFIED LOCAL GOVERNMENT APPLICATION**
      (STAFF RECOMMENDS APPROVAL OF THE APPLICATION AND THAT THE APPLICATION BE FORWARDED TO THE STATE HISTORIC PRESERVATION OFFICE, ACCOMPANIED BY A LETTER FROM THE MAYOR)
   B. **"SAFE WHISTLES" NATIONAL RECREATION AND PARK ASSOCIATION RECOMMENDED GUIDELINES FOR CREDENTIALING VOLUNTEERS (BACKGROUND SCREENING FOR YOUTH COACHES AND SPORTS OFFICIALS FOR ALL CITY RECREATION OFFERINGS)**
      (DURING THEIR MEETING OF NOVEMBER 25, 2013, COUNCIL APPROVED THE COMMITTEE'S RECOMMENDATION THAT BACKGROUND CHECKS BE PERFORMED FOR ALL PARKS AND RECREATION VOLUNTEERS AND CONTRACTORS, INCLUDING OFFICIALS, WHO WILL BE WORKING DIRECTLY WITH YOUTH, EVERY THREE (3) YEARS, AND THAT STAFF IMPLEMENT A STAGGERED APPROACH THAT WOULD REQUIRE COMPLIANCE BY OFFICIALS BY A CERTAIN DATE IN 2014)

5. **ADJOURNMENT BY 7:00 P.M.**

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

ACTION FORM

PROCEEDING: Legislative, Finance, and Administration Committee	**AGENDA OF:** 01-12-2015
DEPARTMENT OF ORIGIN: Police Department	**DATE SUBMITTED**: 12-18-2014
PREPARED BY: Captain Tim Stump, Administrative Division Commander	
SUBJECT: Addition of 10 police officers to the workforce, bringing the authorized strength to 102.	
EXHIBITS: Permission to Recruit Form, Hiring Justification Outline, and Wage and Benefit Information Form for Employee Hiring and Transfers	
TIMETABLE: Due to time constraints with enrolling new recruits into the March 2015 Academy, we are asking for consideration by City Council on 01-12-2015	
RECOMMENDED ACTION: **Committee and Council Approval to Increase authorized strength to 102 officers**	

BACKGROUND AND ANALYSIS

The Dover Police Department's authorized strength is currently 92 officers. It is essential for the department to maintain the appropriate number of personnel to provide all levels of safety for the citizens of Dover. However, due to the demands and needs of local businesses and citizens of this city, we are in need of additional officers to effectively serve this community. Currently 23 officers, or 25%, of the sworn police officers in the department are eligible to retire which would create major issues if there were to be a mass exodus. We need to focus our efforts on enhancing our Community Policing practices. Programs such as Neighborhood Watch, PAL (Police Athletic League), and Safety Awareness meetings will be implemented or improved upon. These programs will help create an even stronger bridge between our department and the community we serve. During manpower shortages, the Community Policing Unit is the first unit that is depleted as we continually transfer members of that unit back to the Patrol Unit or other Special Units.

In 2012 we conducted a Workload Assessment and according to the Bartell Formula, which is used to determine manpower needs, it revealed that we are in need of 12 additional police officers. As a result, we are asking for 10 new police officers. We would like this to be done in two waves. A group of 5 new officers would attend the Delaware State Police Academy in March of 2015 and the remaining 5 would attend in September of 2015.

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PERMISSION TO RECRUIT REQUEST

TO: CITY MANAGER **DATE:** JANUARY 12, 2015

FROM: CHIEF PAUL M. BERNAT **DEPARTMENT:** DOVER POLICE DEPARTMENT

TITLE OF POSTION: Police Officer **NUMBER OF POSITIONS REQUESTED: 10**

TYPE OF POSITION: (select one)

Regular Full-Time	☒	Regular Part-Time	☐
Temporary Full-Time	☐	Temporary Part-Time	☐

START EMPLOYMENT ON: **Five (5) recruits to start academy in March of 2015 and five (5) to start academy in September of 2015, for a total of 10.**

OPENING IS DUE TO: (select one)

Termination	☐	Transfer	☐	Retirement	☐
Promotion	☐	Resignation	☐	New Position	☒

Other: **N/A**

NAME OF PREVIOUS EMPLOYEE: **N/A**

***TYPE OF RECRUITMENT DESIRED:** *All out-of-house job postings will be advertised in local newspapers (State News & Dover Post), website and Dover TV.*

PLEASE INDICATE ADDITIONAL WEBSITES OR PROFESSIONAL ORGANIZATIONS FOR RECRUITMENT:
Along with the publications listed above, we will also advertise in the News Journal.

Paul M. Bernat

Department Head Signature

Approved ☐ Denied ☐	Financial & Budgetary Review Completed ☐
City Manager	Controller

Hiring Justification Outline

1. **Explain the principal function of this job.**

   The principal function of this position is to ensure security for the citizens of Dover. The new hire would be responsible for enforcing the laws of the State of Delaware within the limits of the City of Dover.

2. **Explain why this position is critical and cannot go unfilled or postponed**.

   The department's authorized strength is currently 92 officers. It is essential for the department to maintain personnel to provide all levels of safety for the citizens of Dover. However, due to the demands and needs of local businesses and citizens of this city, we are in need of additional officers to effectively serve the community. Currently 25% (23 officers) of the sworn police officers in the department are eligible to retire which would create major issues if there were to be a mass exodus. We need to focus our efforts on enhancing our Community Policing practices. Programs such as Neighborhood Watch, PAL (Police Athletic League), and Safety Awareness meetings will prove more effective. During manpower shortages CPU is the first unit that is depleted as we always transfer members of that unit back to Patrol. In 2012 we conducted a Workload Assessment and according to the Bartell Formula, it revealed that we are in need of 12 additional police officers to support the complaint load. As a result, we are asking for a total of 10 new police officers. We would like this to be done in two waves. A group of 5 new officers would attend the Delaware State Police Academy in March of 2015 and the remaining 5 would attend in September of 2015.

3. **How would City services diminish if this position were not filled or postponed at this time?**

   The demands on the Police Department are becoming greater with a variety of services requested. We are turning down requests on a more frequent basis with the strain on the current manpower and without an increase in our authorized strength; we are going to continue to struggle to fill these needs and will become unable to continue to provide the level of services the citizens are accustomed to receiving.

4. **Are there other employees whose ability to perform would be diminished by not filling or postponing this position?**

   Yes, the department's performance would diminish overall by not maintaining staffing needs to provide security and safety for all citizens within the City of Dover.

5. **Is there a person that can be promoted into these positions and whose position is less critical at this time and can go unfilled permanently or temporarily?**

   No. These positions will be that of a new police officer.

6. **Can one or more existing employees absorb the duties of these positions?**

   No. Please see above.

7. **Could a temporary person be hired to fill these positions for 60 days?**

   No, due to the intense amount of training required to be a Dover Police Officer, and the costs involved in sending recruits to the Delaware State Police Academy, it is not feasible to fill these positions temporarily.

8. **Grade / Salary Information**

   Patrolman / POL-01 $45,999.47 X 10

Dover Police Department

FY15-FY16 Police Officer Payroll Costs

Cost for Ten Officers: Five Hires in Mar 15 and Five Hires in Sep 15

Item	Rate	FY15 (Mar-Jun 15) 5 Officers	FY16 (Annual) 10 Officers	FY17 (full year) 10 Officers	FY18 (full year) 10 Officers	FY19 (full year) 10 Officers	Total 5-Year Cost	Remarks
Salary	annual	76,245	465,933	541,770	565,620	588,360	2,237,928	FOP union contract rates
Unscheduled Overtime	bgt amt*	9,034	49,809	54,500	54,500	54,500	222,343	
Shift Differential	bgt amt*	1,587	8,750	9,575	9,575	9,575	39,062	
Social Security	6.20%	4,727	28,889	33,590	35,070	36,480	138,756	
Medicare	1.45%	1,106	6,754	7,860	8,200	8,530	32,450	
Health Insurance	set amt*	22,834	125,902	137,758	137,758	137,758	562,010	employee + spouse
Life Insurance	0.19%	143	868	1,010	1,050	1,090	4,161	
Worker's Compensation	3.95%	3,008	18,388	21,380	22,320	23,220	88,316	
AD&D	0.04%	28	165	200	200	210	803	
Vision Insurance	set amt*	66	366	400	400	400	1,632	
OPEB	11.90%	9,073	55,448	64,470	67,310	70,010	266,311	
Retirement	13.50%	10,293	62,897	73,140	76,360	79,430	302,120	
Total Benefits		61,899	358,236	403,883	412,743	421,203	1,657,964	
Total Salary + Benefits		138,144	824,169	945,653	978,363	1,009,563	3,895,892	
Training, Uniforms, Equipment & Ammo		55,260	55,260	2,700	6,860	6,860	126,940	
Totals		193,404	879,429	948,353	985,223	1,016,423	4,022,832	

City of Dover
Wage and Benefit Information for Employee Hiring and Transfer Request

DEPARTMENT/DIVISION ORIGINATING REQUEST: POLICE

HIDE COLUMNS

Position	Current Grade/Step	Reason	Person	Separation Date	FY15 Wages Budgeted	FY15 Benefits Budgeted	FY15 Total Budgeted Wages & Benefits	% Year Wages Used	# Mos. Benefits Used	To Date Wages Paid	To Date Benefits Paid	Lump Sum Vacation/Sick Payment	FY14 Total Paid To Date	Balance	Remarks
Accessions													-		
Budgeted Retirements	($220,700 budgeted and				220,700.00	-	220,700.00	n/a	-	-	-	54,040.30	137,596.68	83,103.32	includes pmts to Fortney,
Totals							**220,700.00**						**137,596.68**	**83,103.32**	

Position	Position	Reason		Hire Date	FY15 Salary	FY15 Benefits	Total Pay	% Year Wages Needed	# Mos. Benefits Needed	Wages	Benefits		Total Pay Needed	Remarks
New Positions														
Police Officer	Ptlm	New Hire	TBD	3/1/15	45,999.00	37,649.69	83,648.69	33.2%	4.0	15,248.98	12,481.13		27,730.11	
Police Officer	Ptlm	New Hire	TBD	3/1/15	45,999.00	37,649.69	83,648.69	33.2%	4.0	15,248.98	12,481.13		27,730.11	
Police Officer	Ptlm	New Hire	TBD	3/1/15	45,999.00	37,649.69	83,648.69	33.2%	4.0	15,248.98	12,481.13		27,730.11	
Police Officer	Ptlm	New Hire	TBD	3/1/15	45,999.00	37,649.69	83,648.69	33.2%	4.0	15,248.98	12,481.13		27,730.11	
Police Officer	Ptlm	New Hire	TBD	3/1/15	45,999.00	37,649.69	83,648.69	33.2%	4.0	15,248.98	12,481.13		27,730.11	
Totals					**229,995.00**	**188,248.45**	**418,243.45**			**76,244.92**	**62,405.65**		**138,650.57**	
Balance													**($55,547.25)**	

12/15/14 current balances

Officer	retire date	sick hrs	vac hrs	total hrs	Paid #	hrly rate	Paid $
Fortney	**8/16/14**	**1433**	**212**	**1645**	**1015**	**42.21**	**42,843.15**
Humphrey	**10/11/14**	**1274.5**	**292**	**1566.5**	**1255**	**43.06**	**54,040.30**
Harrington	**10/30/14**	**876.5**	**69**	**945.5**	**945.5**	**43.06**	**40,713.23**
Total							**137,596.68**
Budget / Balance						**220,700.00**	**83,103.32**

DO NOT DELETE

FY15 start 7/1/14

6/30/15

The dates in this column are used in the formulas at left.

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CITY OF DOVER
TRAINING, CONFERENCE & TRAVEL POLICY

A. INTRODUCTION

1. Purpose

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

2. Scope

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

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

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

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

3. Responsibility

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

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

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

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

Required signatures for expenses are:

- Employee
- Supervisor
- Department Director or Council Designee

B. TRAINING AND CONFERENCE REGISTRATION FEES

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

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

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

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

C. TRAVEL AUTHORIZATION

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

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

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

D. TRANSPORTATION: COMMON CARRIER

1. General

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

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

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

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

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

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

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

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

2. Air Travel

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

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

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

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c. Conference Airfare Arrangements

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

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

3. Rail Travel

1. Accommodations

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

E. TRANSPORTATION: PASSENGER VEHICLES

1. City-Owned Vehicles

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

2. Use of Privately-Owned Vehicles

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

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

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

3. Rental Cars

a. General

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

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

b. Vehicle Size

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

c. Insurance

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

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

d. Refueling Before Return

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

e. Reservations

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

F. LODGING

1. General

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

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2. Accommodation

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

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

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

3. Conference Lodging Arrangements

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

4. Occupancy Tax

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

G. MEAL ALLOWANCES

1. General

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

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

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

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

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

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

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

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

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

H. CASH ADVANCES

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

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

The City will pay in advance the following costs:

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

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

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

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

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

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

I. TRAVEL EXPENSE REIMBURSEMENT

1. General

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

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

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

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

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

2. Receipt Requirements and Other Reimbursement Criteria

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

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

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

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

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

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

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

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

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

h. Other Reimbursement Categories

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

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

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

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

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

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

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

3. Non- Reimbursable Expenses

The City shall not reimburse expenses for the following:

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

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

J. CHARTER AND CODE OF CONDUCT

All City of Dover policies are subject to the City of Dover Charter Part 1, Subpart A, Article II, Section 12 "Compensation and expenses - Mayor and Council and other elected or appointed officials", whereas, "Members of the council, mayor and other elected or appointed officials shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by city ordinance or policy" and; Part II Code of Ordinances Chapter 2, Article 1, Division 4 "Code of Conduct", which is "applicable to all elected and appointed officials and to all employees of the City of Dover."

K. INTERNAL REVENUE CODE - DEFINITION OF PUBLIC OFFICIAL

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

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

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

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

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

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

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

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

L. REVIEW & REVISION

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

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EXHIBITS

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

REVISION RECORD

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

EXHIBIT A

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CITY OF DOVER
TRAVEL REQUEST AND ITINERARY

EMPLOYEE TRAVELING _____ REQUEST DATE _____

BUSINESS PURPOSE _____

DEPARTMENT _____ TRAVEL DESTINATION AND DATES _____

ITEMIZED EXPENSES

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

MEALS: M & IE RATE $ _____

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

$0.00
TOTAL EXPENSE

EMPLOYEE SIGNATURE _____ DATE _____

DEPARTMENT HEAD APPROVAL _____ DATE _____

CITY MANAGER OR COUNCIL DESIGNEE APPROVAL _____ DATE _____

Finance Form 47

EXHIBIT B

CITY OF DOVER
TRAVEL EXPENSE REPORT FORM

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

PURPOSE OF TRIP _____

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

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

SIGNATURE OF PERSON INCURRING EXPEN _____ DATE _____

DEPARTMENT HEAD SIGNATURE (For Certification) _____ DATE _____

FINANCE DEPARTMENT - AUDIT _____ DATE _____

FINANCE - FINAL ACTION _____ DATE _____

ACCOUNT NUMBER _____

Form 30

TOTAL EXPENSES $ -

LESS PAID BY CITY: $ -

REGISTRATION _____ _____

HOTEL _____ _____

AIRFARE _____ _____

TRAVEL ADVANCE _____ _____

DUE EMPLOYEE _____

DUE CITY _____

EXHIBIT C

CITY OF DOVER
DEPARTMENT OF FINANCE

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

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

This Part to be Completed by the Operator

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

This Part to be Completed by the Occupant

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

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

Date(s) of Occupancy _____

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

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

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

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

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ACTION FORM

PROCEEDING: Legislative, Finance and Administration Committee
DEPARTMENT OF ORIGIN: Planning **DATE SUBMITTED**: 1/2/15
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning & Community Development
SUBJECT: Certified Local Government Application
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: N/A
EXHIBITS: CLG Application Materials
EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIME TIMETABLE: Submission of Application to State Historic Preservation Office by 1/31/2014
RECOMMENDED ACTION: Staff recommends that the Committee recommend approval of the application and forwarding the application to the State Historic Preservation Office, to be accompanied by a letter from the Mayor.

BACKGROUND AND ANALYSIS

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

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

Division of Historical and Cultural Affairs
21 The Green
Dover, DE 19901
T: (302) 736-7400
http://history.delaware.gov/

Delaware's Certified Local Government (CLG) Program Application

Instructions:

1. Local governments must submit this completed application along with the requested materials to be considered for Certified Local Government (CLG) status. For detailed information regarding the CLG Program's benefits, requirements and procedures, please review *Delaware's Certified Local Government (CLG) Program Guidelines*.
2. Typed responses are preferred.
3. SUBMIT APPLICATION TO:

   Certified Local Government Coordinator
   Division of Historical and Cultural Affairs
   21 The Green
   Dover, DE 19901

Local Government:	City of Dover, Delaware

Primary CLG Contact	*(Optional) Please specify who will be the local government's primary point of contact for the CLG Program.*
Name:	Ann Marie Townshend, AICP Dawn Melson-Williams, AICP
Title:	City Planner (Ann Marie) Principal Planner (Dawn)
Phone:	(302) 736-7196
Email:	atownshend@dover.de.us dmelson@dover.de.us

Mailing Address:	City of Dover Department of Planning & Inspections 15 Loockerman Plaza P.O. Box 475 Dover DE 19903

Application Prepared By	*(Leave blank if same as Primary CLG Contact noted above)*
Name:	---
Title:	---
Phone:	---
Email:	---
Mailing Address:	---

Request by Local Government's Chief Elected Official

1. Attach a signed letter from the local government's chief elected official requesting to participate in the CLG Program.

   ☐ (check to confirm)

Historic Zoning Ordinance (Ordinance):

1. Attach a copy of the local government's ordinance that allows for the designation and protection of historic properties.

   ☒ (check to confirm)

2. Does the ordinance include each of the provisions outlined in Section III.A of *Delaware's Certified Local Government (CLG) Program Guidelines*?

   ☒ Yes / ☐ No

Local Historic Preservation Review Commission (Commission):

1. What is the name of the Commission assigned to carry out the provisions of the ordinance?

_____City of Dover Historic District Commission_____

2. Is the Commission responsible for all of the duties outlined in Section III.B of *Delaware's Certified Local Government (CLG) Program Guidelines*?

☒ Yes / ☐ No

3. Does the Commission consist of at least five (5) members?

☒ Yes / ☐ No

4. Attach resumes for all current members of the Commission that demonstrate their interest, experience, or knowledge in historic preservation.

☒ (check to confirm)

5. Do any members of the Commission meet the Secretary of the Interior's Professional Qualifications Standards outlined in Appendix A of *Delaware's Certified Local Government (CLG) Program Guidelines*? If yes, specify the number of Commissioners meeting the applicable fields below:

☒ Yes / ☐ No

__1__ *History*

_____ *Archaeology*

__1__ *Architectural History*

__1__ *Architecture*

6. Attach a copy of the Commission's by-laws or rules of procedure.

i. Are they publicly available? If so, describe:

☒ Yes / ☐ No

The *By-Laws of the Historic District Commission of the City of Dover* are available in hardcopy format by contacting the Department of Planning & Inspections Office, City Hall at 15 Loockerman Plaza, Dover, Delaware or phone (302) 736-7196.

ii. Do they include a section prohibiting conflict of interest? If so, describe:

☒ Yes / ☐ No

Specifically within the By-Laws, Section 12 – Conflict of Interest is defined. "A conflict of interest shall at a minimum be any vested interest by a member or a member's immediate family in a project being reviewed by the Commission or ownership in property by a member or a member's immediately family that is within 200 feet of a project being reviewed." Where a conflict of interest exists, the member cannot vote on any Architectural Review Certificate application.

iii. Does the Commission hold at least four (4) regularly scheduled meetings per year?

☒ Yes / ☐ No

Survey and Inventory

1. Does the local government agree to maintain a publicly available list and map of locally-designated landmarks and local historic districts?

☒ Yes / ☐ No

2. If undertaken, does the local government agree to conduct historic property surveys in accordance with the SHPO's most recent survey guidelines and, upon completion, submit copies of all forms and reports?

☒ Yes / ☐ No

Public Participation:

1. Are the Commission's meetings announced by public notice with an agenda, open to the public, and conducted in accordance with the Delaware Freedom of Information Act (29 Del. C. §100)?

☒ Yes / ☐ No

2. Does the local government maintain publicly-available minutes of the Commission's decisions and actions, including applicable standards and criteria for reaching such determinations?

☒ Yes / ☐ No

3. Are all of the Commission's decisions and actions made in a public forum and all affected applicants notified of such determinations?

☒ Yes / ☐ No

4. Does the local government agree to participate in the review of National Register nominations as outlined in Section III.D.5 of *Delaware's Certified Local Government (CLG) Program Guidelines*?

☒ Yes / ☐ No

Historic Zoning Ordinance (Ordinance)

The ordinances for the City of Dover that allows for the designation and protection of historic properties are found within the *City of Dover Code of Ordinances Appendix B: Zoning Ordinance*. The following sections of the *Zoning Ordinance* as currently adopted are provided as reference:

- *Zoning Ordinance*, Article 3 - District Regulations, Section 21 - Historic district (H)

- *Zoning Ordinance*, Article 8 – Enforcement and Penalties, Section 3 – Duties of the city planner and Section 4 – Violations and penalties

- *Zoning Ordinance*, Article 10 – Planning Commission, Section 3 – Historic district commission and architectural review and Section 4 – Development information requirements

- *Zoning Ordinance*, Article 12 – Definitions (Excerpt of Definitions associated with Historic District activities.)

In addition, the Historic District design guidelines and standards document which serves as the guiding document for review of applications for Architectural Review Certification by the City Planner (Staff) and the Historic District Commission is the *Design Standards and Guidelines for the City of Dover Historic District Zone.* This document is available in a hardcopy format from the Department of Planning and Inspections and in pdf format on the Department's page of the City's website www.cityofdover.com.

Article 3 - District Regulations

Section 21. - Historic district (H).

21.1 *Purpose.* The purpose of this historic district regulation is to preserve and enhance that unique character and value of the old portion of Dover as an area of special charm and interest. It is particularly intended that the regulations prevent, in the historic district, any change of conditions that would be deemed to be a disfigurement or degradation of the present unique visual and architectural qualities of the district.

21.2 [*Use and bulk requirements.*] In the historic district, use[s] and bulk shall be governed by those provisions of this ordinance related to the zone designation of each property, except those aspects of building height, bulk and setback that are subject to architectural review as set forth in article 10, section 3 of this ordinance.

21.3 [*Architectural review certificate.*] An architectural review certificate shall be required for the demolition, construction, reconstruction, alteration or restoration of any new or existing structure or where general exterior repairs are made within the historic district, as provided in article 10, section 3 of this ordinance.

21.4 [*Amendments, supplements and repeals.*] The city council shall not take any action to amend, supplement, or repeal the historic district in accordance with article 10, section 5, amendments, without a report by the historic district commission in accordance with article 10, section 3.3, unless the historic district commission fails to render such a report within 75 days after its regularly scheduled meeting following referral by the city council.

21.5 [*Signs.*] Signs shall meet the regulations found in article 5, section 4, supplementary sign regulations.

(Ord. of 3-24-1986; Ord. of 7-26-1993; Ord. of 2-12-2001)

Article 8 – Enforcement and Penalties

Section 3. - Duties of the city planner.

3.1 It shall be the duty of the city planner to enforce the provisions of this ordinance and all of the rules, conditions and requirements adopted or specified pursuant thereto.

3.2 It shall be the duty of the city planner to interpret the provisions of this ordinance. Appeals of the city planner(s interpretation shall be heard by the board of adjustment in accordance of article 9

3.3 The city planner shall maintain files, open to the public, of all applications filed, along with plans submitted therewith pursuant to this appendix.

3.4 The city planner shall maintain files, open to the public, of all complaints of violations of provisions of this of this ordinance, as well as any action taken as a result of this complaint. The names of complainants shall not be open to the public.

3.5 The city planner and his duly authorized assistants shall have the right to enter upon any land that is the subject of an application under this appendix during any reasonable hour, as necessary in the execution of the requirements of this appendix.

(Ord. of 4-28-2008(2))

Charter reference— Power of city to appoint building inspector and prescribe his powers and duties, subpart A, § 22.

Section 4. - Violations and penalties.

4.1 Violation of any provision or requirement of this ordinance or violation of any statement, plan, application, permit or certificate approved under the provisions of this ordinance shall be considered a misdemeanor.

4.2 The owner, general agent or contractor of a building, premises, or part thereof, where such a violation had been committed or does exist, shall be guilty of such misdemeanor.

4.3 Any agent, contractor, architect, builder, corporation or other person who commits, takes part or assists in such violation shall be guilty of such misdemeanor.

Article 10 – Planning Commission

Section 3. - Historic district commission and architectural review.

3.1 *Historic district commission established.*

3.11 *Creation and purpose.* There shall be a historic district commission for the purpose of assisting the planning commission and city planner in reviewing applications for architectural review certifications as specified in subsection 3.2; and for making recommendations for designation of historic district zones; and for establishing guidelines for the preservation and conservation of historic district zones; and for advising other officials and departments in the City of Dover in matters concerning historic preservation; and for reviewing all proposed National Register nominations in the City of Dover; and for acting as a liaison on behalf of the City of Dover to individuals and organizations concerned with historic preservation; and for carrying out programs of historic preservation education in the City of Dover.

3.12 *Appointment.* The commission shall consist of five members nominated by the mayor and approved by the city council, who are residents of the City of Dover and who have demonstrated special interest, experience, or knowledge in history, architecture, or historic preservation. Two of the members, to the extent available, shall be professional members representing the professions of architecture, history, archaeology, planning, historic preservation or related disciplines. At least two members shall be residents of the district, and at least one shall represent the business within the district.

3.13 *Term.* The members of the commission shall serve for three-year staggered terms. Vacancies shall be filled within 60 days in accordance with subsection 3.12.

3.14 *Organization.* The commission shall meet at least four times per year in a place that is advertised in advance and open to the public and shall keep minutes of its meetings that are available to the public. All review decisions shall be made in public. The commission shall establish bylaws for its general procedure, which shall include a section addressing conflicts of interest. The commission shall produce an annual report of its activity that is kept on file for public review with the city planning office.

3.2 *Architectural review certification.*

3.21 *Effect of architectural review certificate.* No building permit or certificate of occupancy may be issued for any structure in the historic district until an architectural review certificate is issued as required under article 3, section 21, subsection 21.3 for the historic district.

3.22 *Architectural review certification by the city planner.*

(A) An architectural review certificate for specific classes of building permits, including fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25.

(B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.

(C) All decisions of the city planner pursuant to this subsection shall be documented on the building permit. When the city planner grants a conditional approval under this section, all conditions of approval shall be set forth in writing on the building permit. In the event of a denial, the reasons for such denial shall be documented in a written notice of decision which shall identify all elements of the application found to be contrary to the provisions or intent of this section.

(D) An applicant may appeal the decision of the city planner to the historic district commission and such appeal shall be considered as an architectural review certification application to the historic district commission and shall meet all of the requirements set forth in subsection 3.23.

3.23 *Architectural review certification by the historic district commission.*

(A) The historic district commission shall issue architectural review certificates for the construction or demolition of single-family and two-family homes, and nonresidential structures or additions involving a gross floor area of 3,000 square feet or less, after review of the proposed construction and after a determination that the construction is in general accordance with the standards set forth in subsection 3.25 below.

(B) All applications to the historic district commission for architectural review certification shall be subject to the procedures set forth in subsection 3.26.

(C) All decisions of the historic district commission pursuant to this subsection shall be formalized in a written notice of decision. When the commission grants a conditional approval under this subsection, all conditions of approval shall be set forth in writing in the notice of decision. In the event of a denial, the notice of decision shall state the reasons for denial and shall identify all elements of the application found to be contrary to the provisions or intent of this subsection.

(D) An applicant may appeal the decision of the historic district commission to the planning commission, and such appeal shall be considered as an architectural review certification application to the planning commission and shall meet all of the requirements set forth in subsection 3.24 and subsection 3.26.

3.24 *Architectural review certification by the planning commission.*

(A) The planning commission shall issue architectural review certificates referred or appealed to it, upon review of the recommendations of the historic district commission and upon a determination that the proposed construction is in accordance with the standards set forth in subsection 3.25.

(B) All applications to the planning commission for architectural review certification shall be subject to the procedures set forth in subsection 3.26.

(C) All decisions of the planning commission pursuant to this subsection shall be formalized in a written notice of decision. When the planning commission grants a conditional approval under this subsection, all conditions of approval shall be set forth in writing in the notice of decision. In the event of a denial, the notice of decision shall state the reasons for denial

and shall identify all elements of the application found to be contrary to the provisions or intent of this subsection.

3.25 *Architectural review standards.*

(A) An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.

(B) The city planner, historic district commission or planning commission shall not consider normal maintenance and repair (see Definitions, article 12), interior arrangement, or building features not subject to public view.

3.26 *Procedures for an architectural review by the historic district commission and/or planning commission.*

(A) *Architectural preapplication meeting.* Prior to action on any application for an architectural review certificate, the applicant shall meet in person with the city planner or his delegated representative. The purpose of such conference shall be to discuss the proposed construction or other action requiring the certificate in order to determine what information is useful in the determination of conformity with the provisions and intent of the historic district regulation as expressed in this article.

(B) *Application and fee.* The application to the historic district commission for an architectural review certificate and related information shall be submitted to the city planner at least 30 days prior to the historic district commission meeting at which review is requested and shall be accompanied by a fee as provided for in Appendix F—Fees and Fines.

(C) *Public hearing.* Prior to the review and action on an architectural review certification, the historic district commission shall hold a public hearing subject to the following public notification procedures:

(1) The applicant shall advertise the public hearing newspaper of general circulation at least 15 days prior thereto.

(2) The applicant shall notify, by mail, all property owners within 200 feet of the extreme limits of the subject property as their names appear on the municipal tax record at least 15 days prior thereto.

(3) The applicant shall post a notice outlining the date, time, place, and nature of the hearing in a conspicuous location on the property. Such notice shall be designed in accordance with standards set forth by the planning commission.

(4) The applicant shall provide the planning office with a copy of the notice, verification of newspaper publication, a date-stamped photo of the property posting, and post office mail receipts indicating date of mailing for all letters on or before the meeting date.

(5) Said notices shall state the date, time, and place of the hearings before the historic district commission, a brief description of the project and shall state that a copy of the application and plan is on file with the planning office for public review.

(6) If the planning commission is reviewing a project in accordance with other sections of this article, then the public hearing notice on those applications must also give notice of architectural review certification.

(D) *Application information.* The applicant shall provide such information and documents listed below which will satisfactorily illustrate the proposed action as indicated in the architectural preapplication meeting required in subsection 3.26(A):

(1) All plan elements required in subsection 2.5.

(2) Plans and specifications indicating existing and proposed development, including structures, architectural elevation drawings, trees and any other landscaping, existing and proposed, including the general design, location and orientation of structures in relation to curb line, right-of-way line and neighboring buildings, colors, and materials to be used on exterior surfaces, detailed plans for any signs, photographs of the existing site and neighboring buildings, and such other information as will enable the historic district commission or planning commission to determine conformity with the ordinance.

(E) *City planner report.* For each application to the planning commission the city planner shall issue a report to the planning commission including comments from other agencies detailing how the application conforms to the requirements of the zoning ordinance and other provision of city and state codes. This report shall not be deemed to represent a comprehensive list of all city and state code requirements. The city planner shall transmit copies of the proposed site development plan and the city planner's report at least seven days prior to the date of the meeting at which approval of the site development plan is to be requested.

(F) *Historic district commission action.* The historic district commission shall act to review and render a recommendation to approve any such application within 45 days of transmittal to the commission or within such additional time as may be consented to by the applicant. The recommendation of the historic district commission shall be forwarded to the planning commission and acted upon by the planning commission in conjunction with action on the associated site development plan. If a site development plan application is not filed in accordance with the provisions of subsection 2.4 of this article within one year of recommendation, the recommendation shall expire. The historic district commission may grant a one-year extension of its recommendation upon written request by the applicant. Such request shall be made in writing to the planning office at least thirty days prior to the expiration of the historic district commission's recommendation.

(G) *Substantial amendments.* Substantial amendments to an application or an architectural review certificate shall be acted upon in the same manner as the original plan.

(H) *Expiration of architectural review certification issued by the historic district commission.*

(1) Architectural review certification approval shall expire on the last day of the 12th month after the date of approval if construction of the work authorized or use permitted has not started or unless an extension of time is applied for by the applicant and granted by the historic district commission. Approval shall also expire if the construction of work authorized has stopped for a period of one year unless an extension of time is applied for and granted by the historic district commission.

(2) Request for extension of approval shall be made no later than 30 days prior to the final approval expiration date. Upon receipt of such request, the matter shall be considered at the next regularly scheduled meeting of the historic district commission.

(3) In considering a request for an extension of approval, the historic district commission shall consider, but not be limited to, the following:
   (a) Whether the project has been delayed for reasons beyond the control of the applicant, excluding economic or financial reasons.
   (b) Whether the applicant has made substantial progress toward obtaining final approvals.
   (c) Whether there have been any significant changes in the surrounding neighborhood.
   (d) Whether there has been any related amendments to the zoning map or text, or the comprehensive plan, or if any waivers or variances have been granted.

(4) Requests for extensions shall be submitted in writing to the planning office.

(5) Under no circumstances shall the historic district commission grant extensions beyond 24 months from the date of first approval.

3.3 *Historic district amendments.*

3.31 *Historic district commission review required.* Any motion or petition to amend, supplement, or repeal a historic district by the city council in accordance with section 5, Amendments, shall require a report by the historic district commission as set forth in article 3, subsection 21.4.

3.32 *Review criteria for placing individual structures in a historic district.* The historic district commission may recommend that an individual structure or property be placed in an existing contiguous historic district or be placed in a historic district specifically created for the property or structure upon considering the following criteria and factors:

(A) Significant value as part of the historical, cultural, artistic, social, ethnic or other heritage of the nation, state or community;

(B) Association with an important person or event in national, state, or local history.

(C) Representative of the distinguishing characteristics of an architectural type inherently valuable for the study of a period, style, craftsmanship, method of construction or use of indigenous material;

(D) Notable work of a master builder, designer, architect, or artist whose individual genius has influenced an era;

(E) The desire of the owner to have the property designated;

(F) Increased potential of economic or community development.

3.33 *Review criteria for amendments or creation of new historic districts.* The historic district commission may recommend amendments to an existing historic district, recommend repeal of an existing historic district or recommend the creation of a new historic district upon considering the following criteria:

(A) Any criteria listed in subsection 3.32.

(B) Distinctive character or homogeneity of architectural design or dates of construction throughout the area.

(C) Identifiable by clear and distinctive boundaries.

(D) Repetition of distinguishing architectural or land use characteristics throughout the area.

3.34 *Public hearing required.* For all proposed amendments to the boundary of the historic district, the historic district commission shall hold a public hearing subject to the following public notification procedures:

(A) The planning office shall advertise the public hearing in a newspaper of general circulation at least 15 days prior thereto.

(B) The planning office shall notify, by mail, all directly affected property owners and all property owners within 200 feet of the extreme limits of the properties proposed for addition to or removal from the district as their names appear on the municipal tax record at least 15 days prior thereto.

3.4 *Demolition by neglect.*

3.41 *Responsibility of property owners.* Property owners of properties within the historic districts shall not allow their buildings to be demolished by neglect (see Definitions, article 12) by failing to provide ordinary maintenance or repair.

3.42 *Responsibility of the historic district commission.* The historic district commission shall monitor the condition of historic properties and existing buildings in the historic district to determine if they are being demolished by neglect by failing to provide ordinary maintenance and repair (see Definitions, article 12). In the event that the commission determines a demolition by neglect is occurring, it shall carry out the following:

(A) Determine and set forth steps required to remedy the situations or defects.

(B) Direct the city planner to inform the property owners of its findings, determination, and recommended remedies.

(C) In the event that the property owners fail to commence work within the reasonable time allotted by the commission, the commission may direct

the building inspector to begin proceedings under chapter 22, buildings, and building regulations, article XI, dangerous buildings, of the Code of Ordinances for the City of Dover to bring about the repair or demolition of the building.

3.43 *Responsibility of the city planner.* The city planner shall notify the historic district commission of buildings within the historic district that have been referred to him by the building inspector that meet the definition of dangerous buildings under the provisions of chapter 22 Buildings and Building Regulations, article XI Dangerous Buildings, of the Code of Ordinances for the City of Dover. In such cases the commission shall determine if the building is being demolished by neglect. Before referring a property to the commission for consideration as demolition by neglect, the city planner shall give written notice to the owner, occupant, mortgagee, lessee, agent, and all other persons having an interest in said building, as shown by the records of the recorder of deeds of the county, to appear before historic district commission at the time, date and location specified.

(Ord. No. 2011-14, 8-8-2011)

Section 4. - Development information requirements.

4.1 In order to more effectively evaluate the probable impact of proposed development and thereby to carry out the purposes of this ordinance when making decisions and recommendations regarding development proposals, the planning commission, historic district commission, or city planner may adopt a standard set of information requirements, which may be updated from time to time as necessary.

4.2 The information requirements shall be administered by the city planner and shall be a part of submission requirements for all applications to the planning commission.

(Ord. No. 2011-14, 8-8-2011)

Excerpt of Definitions associated with Historic District activities.

Article 12 - Definitions

Unless otherwise expressly stated, the following terms shall, for the purpose of this ordinance, have the following meanings. Words used in the present tense include the future. The singular includes the plural and the plural includes the singular. The word "person" includes a corporation, association or partnership, as well as an individual. The word "lot" includes the word "plot." The term "occupied" or "used," as applied to any building, shall be construed as though followed by the words "or intended, arranged or designed to be occupied or used":

Accessory building: A building or use clearly incidental or subordinate to, and customar[il]y in connection with, the principal building or use on the same lot.

Applicant: A landowner or developer, as hereinafter defined, who has filed application for development, including his heirs, successors and assigns.

Architectural review certificate: A signed and dated document indicating the approval of the City of Dover Planning Commission, or the historic district commission, or city planner upon the authority of the historic district commission, for alteration, construction, relocation, or demolition within the historic district.

Building: Any combination of materials forming a construction. The term "building" is not intended to include underground construction which permits the use of the ground above as if no construction existed. The term "building" shall include the term "structure," as well as the following:

(a) Signs;

(b) Fences;

(c) Walls, except retaining walls projecting above the ground not more than three feet at the higher ground level and not more than 6½ feet at the lower ground level;

(d) Radio and television antennae, except for such antennae installed on the roof of a building and extending not more than 15 feet above the highest level of the roof of such building; and

(e) Porches, carports, bins and other similar structures;

(f) All areas used for outdoor display and storage of products for sale on the site for more than 14 consecutive days or 21 days in a calendar year. Excluded from this definition are approved motor vehicle, boat and trailer sales establishments; contractors' yards; nurseries and landscaping material sales (where the sale of these materials is the primary use on the lot); wholesale building supply stores and lumber yards; or similar uses.

Demolition by neglect: Improper maintenance or lack of maintenance of a building, structure or object which results in substantial and widespread deterioration of the building, structure or object which threatens the likelihood of preservation and which presents a threat to the public safety, health and welfare of the immediate community.

Historic district: The geographic areas of Dover that have been designated by the City of Dover, and graphically illustrated on the official zone map of the City of Dover, as possessing a significant concentration of properties, buildings, structures or objects associated with and representative of the historical development of Dover and which meet at least one of the following criteria:

(a) Exemplifies or reflects the broad cultural, political, economic, or social history of Dover, Kent County, the State of Delaware, or the United States of America; or

(b) Is associated with the lives of persons of historic importance or with events of historic significance to Dover, Kent County, the State of Delaware, or the United States of America; or

(c) Embodies distinguishing architectural characteristics which are invaluable resources for the study, understanding and appreciation of periods, styles, society, methods of construction, craftsmanship and the use of indigenous materials; or

(d) Represents the notable work of master builders, designers or architects whose designs, construction and craftsmanship have been recognized as distinctive and whose work has influenced the period of time in which they lived.

Historic district design guidelines and standards: The document adopted by the City of Dover Planning Commission as being the source reference document for construction and maintenance of buildings, structures and additions within the Dover Historic District and which is the guiding document for the historic district commission and city planner in their review of applications for architectural review certification.

National Register of Historic Places: A federal list of cultural resources worthy of preservation, authorized under the National Historic Preservation Act of 1966 as part of a national program to coordinate and support public efforts to identify, evaluate, and protect the nation's historic and archaeological resources. The national register program is administered by the state historic preservation office and by the National Park Service under the department of the interior.

Ordinary maintenance and repair: Work performed to prevent deterioration of a building, structure or object, or any part thereof, by restoring the building, structure or object as nearly as practical to its original condition prior to such deterioration or damage by using replacement materials and applications, wherever possible, of the kind used in original construction.

Public view: That which can be seen readily from a public street, public building or public property, excluding views from alley rights-of-way.

Charles A. Salkin

15 Maple Lane
Dover, Delaware 19901
302/678-1175
chazz18@verizon.net

Education

The Pennsylvania State University, Bachelor of Science in Parks and Recreation, Park Administration Option, 1975.
The Pennsylvania State University, 32 graduate credits toward MS in Parks and Recreation Planning, minor in Landscape Architecture, 1975-76.
North Carolina State University, three-credit certification program in Park Maintenance-Management, 1981-82.
Greenville (Pennsylvania) High School, Academic Diploma, 1971.

Employment

6/92 to 10/13 (retired)
Director, Delaware Division of Parks and Recreation.
Direct all aspects of the Division's four main functions: Administration; Planning, Preservation and Development; Park Operations and Maintenance; and Cultural and Recreation Services. Oversee management of a statewide system of parks, preserves, cultural and historic sites, interpretive centers and greenways totaling over 27,000 acres at 32 sites. Provide technical, planning and financial assistance to public and private agencies for parks, recreation, conservation and open space preservation. Supervise a staff of 197 full-time and over 600 part-time employees. Manage an annual operating budget of over $18 million and a typical capital budget of over $12 million. Serve as the State Liaison Officer for the federal Land and Water Conservation Fund and ex-officio member of the state Open Space Council.

1/92 to 5/92
Assistant Director, Delaware Division of Parks and Recreation.

3/85 to 1/92
Manager, Technical Services Section, Delaware Division of Parks and Recreation.
Responsible for planning and directing professional, technical and support staff of 20 in the following major program areas: state park planning and development; outdoor recreation planning and grants; land protection; and natural and cultural heritage programs.

Major Accomplishments:

- Established the Delaware Land and Water Conservation Trust Fund
- Established and capitalized the Delaware State Park Trust Fund
- Implemented the Bellevue State Park Master Plan
- Founded the Delaware Natural Heritage Inventory
- Developed the "Greenspace for Delaware's Future" Plan
- Initiated the Delaware Greenways Program
- Organized the state Open Space/Land Protection Program

2/82 to 3/85
Chief, Office of Recreation Resources, Delaware Division of Parks and Recreation. Administered and coordinated statewide recreation planning; grants and community technical assistance; natural heritage programs; and cultural resource planning. Served as Division coordinator for Section 504 handicapped-accessibility projects. Directed the implementation of the Natural Areas Program through the Office of Nature Preserves. Initiated the non-Game Wildlife, Endangered Species and Natural Areas Preservation Fund, or "tax checkoff."

8/79 to 1/82
Chief, Office of Grants and Community Assistance, Delaware Division of Parks and Recreation. Administered the federal Land and Water Conservation Fund providing over $2 million annually to state and local agencies for outdoor recreation acquisition and development projects. Provided technical assistance to municipal parks and recreation agencies.

8/78 to 8/79
Director, Young Adult Conservation Corps (YACC), Bellevue State Park, Delaware Division of Parks and Recreation. Administered a full-time, year-round program employing 21 young people doing projects in park maintenance, development and conservation. Responsible for project planning, budget, personnel, discipline, work schedules, purchasing and maintaining equipment, training, counseling and public relations.

7/77 to 7/78
Environmental Coordinator, Huntingdon County, Pennsylvania. Oversaw county civic improvement and recycling programs. Responsibilities included park development, community beautification, hiking trail development and the Huntingdon County Recycling Project. Administered CETA grants, supervised CETA and Green Thumb workers, coordinated projects with federal, state and municipal agencies and conducted public education programs.

7/76 to 7/77
Recreation Planner, Huntingdon (PA) Area Council of Governments and the Huntingdon Borough Recreation Committee. Employed by a four-municipality planning region responsible for the preparation of a comprehensive plan for recreation and park services. Also, responsible for the organization of a full-time recreation agency for the Borough. Served as Local Project Coordinator for two state-funded municipal park development projects.

9/71 to 7/76
Student Employment at the Pennsylvania State University
Graduate Supervisor, Stone Valley Recreation Area
Senior Practicum with the Pennsylvania Department of Community Affairs,
Bureau of Recreation and Conservation
Intramural Athletic Official

Summer/71 and Summer/72
General Laborer and Clerk, Pymatuning State Park, Bureau of State Parks, Pennsylvania Department of Environmental Resources.

Professional Activities

National Association of State Park Directors, 1992 to 2013, Board of Directors, President, 2005-2007.
Northeast State Park Directors, 1992 to 2013.
National Recreation and Park Association.
National Association of State Outdoor Recreation Liaison Officers, President, 2001-2003.
Delaware State Review Board for Historic Preservation, 1985-1996.
Preservation Delaware, Inc., Co-Founder, 1992, Vice President, 1993, Board of Advisors.
Delaware Humanities Council, 1999-2002
Delaware Recreation and Parks Society, 1979 to present, President, 1983.

Honors and Certifications

Paul Harris Fellow, 2007
Gubernatorial Appointee, State Boundary Commission, 2006-present.
National Association of State Park Directors, Distinguished Service Award, 2004.
Delaware Nature Society, Natural Areas Preservation Achievement Award, 2003.
Delaware Tourism Hall of Fame for Outstanding Individual Achievement, 1999.
Certificate of Merit, Department of Natural Resources and Environmental Control, 1992.
Research Fellowship, Delaware Humanities Forum, 1989.
George T. Sargisson Fellow Award, Delaware Recreation and Parks Society, 1988.
Outstanding Member, Delaware Recreation and Parks Society, 1981.
Accessible Building Award, Delaware Architectural Accessibility Board, 1981.
Outstanding Senior in Park Administration, The Pennsylvania State University, 1975.
Professional Certification by the Delaware Recreation and Parks Society, 1979, and the Pennsylvania Recreation and Parks Society, 1976.

Current Community Involvement

Dover Historic District Commission, 2010-present, Vice Chair, 2013-present.
Wesley College Institutional Review Board, Community Member, 2010-present.
Kent County Conservancy, Inc., Co-founder, 2005, President, 2014-
Delaware Nature Society, Conservancy Committee, 2004-present.

ANN BAKER HORSEY
7 THE GREEN
DOVER, DELAWARE 19901
302-734-2744

Born Ottumwa, Iowa October 21, 1950

EDUCATION

1974	MA, University of Iowa, Related Arts/Historic Interior Design. Thesis "The Historic Textiles of Iowa's Old Capitol 1842-1857".
1973-74	Graduate Research Assistant, Dept. of Home Economics. Conducted research on restoration and acquired furnishings for Old Capitol for Bicentennial of 1976.
1972	BA, University of Iowa, Related Arts with Honors, Dept. of Home Economics.

HONORS

Phi Beta Kappa, Mortar Board, Senior Home Economics Recognition Award, Finkbine Award for Leadership, Omicron Nu Honor Society and National Governing Board, Angel Flight Regional President

MUSEUM EXPERIENCE

1976-Present **Curator of Collections**, Delaware State Museums, Historical and Cultural Affairs, Dover, DE.

Hired to furnish the State House for the Bicentennial of 1976 using interior preservation standards. Position oversees the management of the historic collections to include catalog, research, conservation, interpretation, and exhibits. Designed and managed complete integration of the 15 collections systems statewide and supervised 8 catalogers and one clerk typist. +Research and contract management for interior restoration of Buena Vista, John Dickinson Plantation, Belmont Hall, Loockerman Hall, Johnson Victrola Museum, The Governors House, Hall House. +Research, resource management, and construction of historic clothing for interpreters at Dickinson Plantation. +Research, inventory and installation of collections, and trust agreement with the donor and for the Sewell C. Biggs Museum. +Inaugurated and managed conservation program for the collections and wrote procedures for the care of the interior environment. +Designed and curated various exhibits, notably *Stitches of Art and Comfort: Delaware Quilts 1740-2002* and *Rolled, Beaten, Cast, and Cut: Delaware Silver.* +Written grant requests for AAM and IMLS. +Design Co-Chair Hall House Designer Showcase. +Procured and managed major acquisitions of sound equipment, art, furniture and decorative arts. +Official calligraphy for Governor and Secretary of State.

1975 **Cataloger**, National Trust for Historic Preservation, Woodrow Wilson House, Washington, DC.

1975 **Research** for National Society Colonial Dames restoration of and publication of *Plum Grove, Residence of Governor Robert Lucas.* Iowa City, IA.

FURTHER EDUCATION

1975 Seminar for Historical Administrators, Williamsburg, VA.
1976 Summer Institute for the Decorative Arts, Winterthur, DE.
1976-present Various workshops, seminars, conferences on collections management, conservation, period living, textiles and clothing.
2004-08 Management Development Institute Certificate Program

PUBLICATIONS

1979 *The State House Dover, Delaware* The Magazine Antiques

PROFESSIONAL and COMMUNITY AFFILIATIONS

National Alliance for American Quilts
Co-Principal Delaware Quilt Documentation Project
National Trust for Historic Preservation
Friends of Old Dover Board, Chair Old Dover Days for years
Dover Heritage Trail Board
Dover Art League Board
Rehoboth Art League Board and Collections Committee
Delaware Agricultural Museum Collections Committee
Friends of Woodburn Board
Dover Planning Commission for 12 years
Main Street Dover/Downtown Dover Partnership
Washington Calligraphers Guild
Victorian Society of America
Wesley United Methodist Church, Chair of Trustees and Church Council
Delaware Choral Society

Charles Terry Jackson, II

Education

University of North Carolina at Chapel Hill
Bachelor of Science in Instructional Relations — *1963*
School of Law — *1964*

1971

North Carolina State University
Bachelor of Architecture

Experience Summary

Retired - Former Owner of Jackson Architects, Inc. — *1983-2011*

- Firm provided architectural design and planning services in Delaware and Eastern Shore of Maryland.
- Office located in Downtown Dover, Delaware.

Registered Architect (Previous)

- Member of American Institute of Architects and previously holding registration certificates in Delaware (1980-2011) and Maryland

Memberships & Affiliations

- Delaware Board of Architects – Past Chair
- NCARB – M & E Exam Committee
- American Institute of Architects
- Delaware Society of Architects
- Friends of Old Dover
- Dover Historic District Commission - Member 1993-present, Past Chair and Vice Chairman
- Biggs Museum of American Art – Trustee Emeritus
- State Review Board for Historic Preservation – Past President
- Delaware State Arts Council – Past Member
- Main Street Dover – Past President

Joseph S McDaniel, III
54 The Green
Dover, DE 19901

Education:
High School: Fishburne Military School, Waynesboro Virginia.

Received B.A. in American History from Washington and Lee University, Lexington Virginia in 1965.

Military Career
US Army 1966-1968 serving as an Armor Officer and also served in US Army Reserve from 1968 to 1979 attaining rank of Major.

Career History
Began career as Financial Consultant in Dover in 1968, Vice President and Financial Advisor at Merrill Lynch. Very interested in civic affairs in Dover and Delaware.

Board Memberships and Commissions
Former Senior Warden, Christ Episcopal Church in Dover
Former Chairman Dover Library Commission
Former member and Vice Chairman of Delaware State Library Commission
Former President Greater Dover Committee
Former Chairman of Mayoral Salary group
Former member Garrison Tract Commission
Former board member of St. Andrews School
Former Vice President of Dover Rotary Club
Former Board member of Greater Dover Foundation
Member Downtown Dover Partnership
Board President of the Elizabeth W. Murphey School

Personal Information
- Married to Carey C McDaniel. Two Children: Carey McDaniel Koppenhaver and J. Stites McDaniel IV and two grandchildren.
- Resident of Downtown Dover living in the Historic District at 54 The Green.

Richard Scrafford
266 Pine Valley Road
Dover, DE 19904
(302) 734-7899
Dick.scrafford@comcast.net

Education:

Received B.S. in Civil Engineering from Pennsylvania State University, University Park Pennsylvania in 1954.

Military Career

US Air Force 1954-1984 attaining rank of Colonel

Served as head of the Civil Engineering Squad at the Dover Air Force Base for 12 years (1972-1984).

Squad received the award for Best Civil Engineering Squad in the Air force in 1981.

Career History

Director of Public Works, City of Dover, 1984-1995

Oversaw the implementation of the current trash collection system.
Oversaw the installation of new water and sewer service throughout the city.
Oversaw the installation and upgrades of city wells and pump stations.

Consultant, 1995 - present

Manages the farm land properties for an Investment Company

Board Memberships and Commissions

Former member of Friends of Old Dover
Member of the Capital School District Construction and Renovation Programs Committee
Former member of the Library Commission
Member of the Dover Rotary Club, Former President
Member of the Holy Cross Cemetery Committee

Interests

Ensure the continued growth of the City of Dover while maintaining its historical significance.

BY-LAWS OF THE HISTORIC DISTRICT COMMISSION

OF

CITY OF DOVER

OBJECTIVES

Section 1. The objectives and purposes of the Historic District Commission of the City of Dover, Delaware, are those set forth in Dover Code, Appendix B, Article 10, Section 3, and amendments and supplements, thereto, and those powers and duties delegated to the Historic District Commission by the City Council of the City of Dover pursuant to such statute.

POWERS. DUTIES AND PROCEDURES

Section 2. The duties, powers and procedures of the Historic District Commission are as set forth in the following documents:

(a) The Ordinance adopted by the City Council establishing such Historic District Commission;

(b) The building Zone Ordinance as to matters relating to the Architectural Plan Review Certification process, the designation of Historic District boundaries, historic preservation and the establishment of standards and guidelines for preservation and conservation of Historic District zones.

OFFTCERS

Section 3.1 The officers of the Historic District Commission shall consist of a Chairman and a Vice-Chairman.

Section 3.2 The Chairman shall preside at the meetings and hearings of the Historic District Commission and shall have the duties usually conferred upon a presiding officer. He shall continue to exercise the prerogatives of an individual member of the Commission while performing the duties of presiding officer.

Section 3.3 The Vice Chairman shall be the presiding officer in the absence of the Chairman.

RECORDING AND CORRESPONDING SECRETARY

Section 4. The Commission shall appoint a Secretary who shall not be a member of the Historic District Commission or an officer, and shall have the following duties and responsibilities:

(a) Prepare agenda for all meetings with the Chairman and provide notice of meetings to Commission members.

(b) Keep minutes of all meetings, and records of the Commission.

(c) Act as agent for the Commission in receiving submissions, applications, correspondence, etc.

(d) Act as agent for the Commission in arranging for notice of public hearings and notifying interested parties of Commission actions as authorized by the Commission.

OFFICIAL RECORDS

Section 5. The City Clerk shall be the official custodian of the records of the Historic District Commission and shall make them available to the public as provided by law. The City Clerk may designate the office of the Secretary of the Commission or the Planning Office as the place where such records shall be kept.

ELECTIONS OF OFFICERS

Section 6.1 The officers shall be elected by the Historic District Commission at the annual organization meeting which shall be the regular scheduled meeting in November of each year.

Section 6.2 A candidate receiving a majority vote of the entire membership of the Historic District Commission shall be declared elected and shall serve for one year or until his or her successor shall take office.

Section 6.3 Vacancies in offices shall be filled by the Historic District Commission at any scheduled or special meeting.

Section 6.4 The Chairman and Vice-Chairman may serve two appointed terms. (Six Years).

MEETINGS

Section 7.1 The Historic District Commission shall hold one regular public meeting during each calendar month. The Chairman may cancel a regular meeting upon determination that there is no pending business or new application for Architectural Review Certificates; however at a minimum the Commission shall meeting quarterly.

Section 7.2 The monthly meeting date for the coming year shall be established by a majority of the Commission at its organization meeting of the year. The date of the public meeting can be changed during the year by a majority of the Commission.

Section 7.3 The Commission will consider all applications concerning matters within its jurisdiction only at its public meetings. All items to be submitted for consideration at any public meeting shall be submitted in complete form for Commission consideration not less than thirty days prior to said meeting. No items submitted subsequent to this time shall be placed upon the Agenda except by a majority vote of the Commission members present at such meeting. The

official date of receipt of any matter presented to the Commission shall be the date of the first public meeting at which such matter is received for consideration. Any maximum time periods established by the Zoning Ordinance or other local laws limiting the time for consideration of any matter by the Historic District Commission shall commence on such date of receipt.

Section 7.4 A majority of the membership of the Commission shall constitute a quorum. The Commission may act on any matter by a majority vote of such quorum.

Section 7.5 All formal votes to record the decision of the Commission on any matter referred to it shall be taken only by a quorum at a public meeting. By a majority vote of those members present the Commission may convene in executive session. However, all formal votes to record the Commission's decision shall only be taken during periods in which such meetings are open to the public.

Section 7.6 Special meeting may be called by the Chairman or by a majority of the Commission, providing not less than 24 hours notice by writing or telephone is given to eachmember of the Commission. Such meetings shall be executive sessions at which no formal votes shall be taken.

Section 7.7 All public and special meetings shall be held in the City Hall or other public facility with proper public notification.

AGENDA

Section 8. The Secretary shall prepare the proposed Agenda for each public meeting, with the Chairman not less than ten days prior to the date of such meeting, and shall transmit a copy of such Agenda to each Commission member on such date of preparation. No items will appear on such proposed Agenda except those for which applications or written requests have been received not less than thirty days prior to the date of the public monthly meeting as set forth in

Section 7 above. The Commission may amend the proposed Agenda by a majority vote of those members present.

Section 9.1 The order of business at public meetings shall be a follows:

(a) Roll Call.

(b) Adoption of Minutes of previous meetings.

(c) Approval of Agenda

(d) Communications

(e) Report of Officers and Committees

(f) Old Business

(g) New Business

(h) Referrals, Administrative Reviews, Petitions, Applications and Other Matters presented by the public.

Section 9.2 The order of business at special meetings shall be as determined by theCommission.

Section 9.3 At all meetings and hearings attended by the public, the Chairman shall make a brief statement indicating the nature of each item on the Agenda, except that in the case of petitions, applications and other matters presented by the public, such statement shall be made by the person introducing the matter.

Section 9.4 Minutes of all public and special meetings of the Commission shall form part of the records of the Commission and shall be available to the public when duly adopted by the Commission.

COMMITEES

Section 10.1 The Chairman may appoint special subcommittees of the Commission from time to time as needed to investigate or research certain matters pertaining to the Historic District

Commission. Such subcommittees shall consist of at least one member of the Commission and may also consist of members of the general public. All members shall serve at the pleasure of the chairman.

PUBLIC HEARINGS

Section 11 The Commission shall hold public hearings as required by statute and applicable Ordinances of the City and the State of Delaware. In addition to those required by law, the Historic District Commission may at its discretion hold public hearing when it considers that such hearings will be in the public interest.

CONFLICT OF INTEREST

Section 12 No member shall vote on any Architectural Review Certificate application where They have a conflict of interest. A conflict of interest shall at a minimum be any vested interest by a member or a member's immediate family in a project being reviewed by the Commission or ownership in property by a member or a member's immediate family that is within 200 feet of a project being reviewed.

AMENDMENTS

Section 13 These By-Laws may be amended at any time by a majority vote of the entire membership of the Historic District Commission.

City of Dover

Background Information Form

This form must be fully completed. Please type or print legibly in ink. This is a background check that will be conducted by the City of Dover. You must complete the entire form. Indicate "none" or "DNA" (does not apply) where applicable. You will receive a copy of the results. This form should be returned to the Sports Coordinator at the City of Dover Parks & Recreation Department.

By completing and signing this form, I understand an investigation will be conducted of all information contained on this form. I also understand that the results of the investigation will be considered, along with all other information submitted on this form, in making a decision concerning my suitability as volunteer for the City of Dover. The information contained in this application is true and correct to the best of my knowledge. I further understand that inaccurate or untruthful responses to the questions contained in this form may be the basis for refusal to allow volunteer participation. I understand that all criminal background checks will be treated as confidential. I understand and authorize access to any and all information and records relating to my criminal history or criminal offense committed or alleged arrest, alleged criminal acts and criminal offenses committed. I understand if a disqualifying offense is found in a criminal background check, I will be given the opportunity to verify information and correct errors. I intend this to be a legally binding release, which I have read and understand. I understand that I may consult with an attorney before signing this document.

_____

Signature **Date**

Last Name:	**First Name:**	**MI: (Maiden/other name)**
Birthdate:	**Sex: (circle one) Male or Female**	**SSN:**
Mailing Address:		
E-mail Address:		**Phone/Cell Number:**
Current Employer: (Name & Address)		
Employer Phone #:		

List your City, County & State Of Residence For Past 7 (Seven) Years. (Most recent first.)

City	County	State	Dates

Have you ever been arrested for or convicted of a misdemeanor or felony offense? ☐ **Yes** ☐ **No**

Have you been convicted of driving while under the influence of alcohol/drugs, driving while impaired? ☐ **Yes** ☐ **No**

If you answered yes to either of the above two (2) questions, please provide the details below:

County/State of Arrest	Charge	Disposition/Year

Criminal Background Checks
Automatic Disqualifiers
For Youth Sports Volunteers

An applicant should be disqualified and prohibited from serving as a volunteer if the person has been found guilty based on a set of standards created by the National Recreation and Park Association. The listing of examples of criminal convictions listed below is not exhaustive and other crimes may be considered unacceptable. The automatic disqualification period will begin from the date of conviction. For crimes not listed below, evaluations will be made on a case by case basis by City of Dover Parks and Recreation Department staff.

SEX OFFENSES

All Sex Offenses – Regardless of the amount of time since offense.

Examples include, but are not limited to: *child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.*

FELONIES

All Felony Violence offenses within the past ten (10) years.

Examples include, but are not limited to : *murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.*

All Felony offenses other than **violence** or **sex** within the past 10 (ten) years.

Examples include, but are not limited to: *drug offenses, theft, embezzlement, fraud, child endangerment, etc.*

MISDEMEANORS

All violent misdemeanor offenses within the past five (5) years

Examples include, but are not limited to: *simple assault, battery, domestic violence, hit & run, etc.*

All misdemeanor drug & alcohol offenses within the past five (5) years.

Examples include, but are not limited to: *driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.*

Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

Examples include, but are not limited to: *contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.*

Guilty means that a person was found guilty following a trial, has entered a guilty plea, the applicant entered a no contest plea followed with a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt.

Any applicant with a pending case that is a disqualifier or could be considered a disqualifier will not be allowed to volunteer until the official adjudication of the case.

The Criminal Background Check screening process is an ongoing process and should be subject to review and changes at any time. The Criminal Background Check for Youth Sports Volunteers policy is not intended to serve as a guarantee that incidents of abuse or inappropriate behavior by coaches or other volunteers will not occur during City of Dover Parks and Recreation Department activities or events.

City of Dover Parks & Recreation

Criminal Background Checks
Automatic Disqualifiers
For Youth Sports Volunteers

By signing below, I do hereby acknowledge that I have carefully reviewed the listing of automatic disqualifiers prior to starting the Criminal Background Check.

Print Name: _____

Signature: _____

Date: _____

Policy & Procedures
Criminal Background Checks
For Youth Sports
"Safe Whistles"

I. Subject:

Criminal Background Check Policy for Youth Sports Volunteers.

II. Purpose:

The purpose of this policy is to set the guidelines, regulations and procedures for administering the Criminal Background Checks for City of Dover Parks and Recreation for all youth Sports Volunteers. This "Safe Whistles" policy will outline the process to obtain a Criminal Background Check and what the process is once a Criminal Background Check has been completed. The policy will also define any automatic disqualifiers.

III. Procedure:

The procedures listed below will be the guidelines used by all personnel within the City of Dover Parks and Recreation Department that are designated by the Director of the City of Dover Parks and Recreation Department to oversee the Criminal Background Checks for Youth Sports Volunteers.

All Criminal Background Checks for Youth Sports Volunteers shall be conducted using a nationwide search of all city and state databases.

All information shall remain confidential and will only be shared with any individual(s) that have been designated by the Director of City of Dover Parks and Recreation Department to oversee the Criminal Background Checks for Youth Sports Volunteers. This will also include the Director of the City of Dover Parks and Recreation Department.

All files pertaining to the Criminal Background Checks for Youth Sports Volunteers shall remain on file with the City of Dover Parks and Recreation Department for a minimum of 3 years from the time that the Criminal Background Check was conducted. All files shall be stored in a locked file cabinet under the control of the City of Dover Parks and Recreation Department staff.

All youth sports volunteers will be asked to head to the Sports Coordinators office to review a listing of the automatic disqualifiers and to sign a roster stating that they have seen the automatic disqualifiers before starting the Criminal Background Check process. All individuals must present a photo ID showing their legal name as it will be input on the Criminal Background Check form. All youth sports volunteers will be asked to sign the appropriate release form allowing the City of Dover Parks and Recreation Department to conduct the necessary background checks as required for the position of a youth sports volunteer and be given a copy of this policy upon request.

The Criminal Background Check process will be completed every three years. We reserve the right to require a background check more frequently if there is a lapse in volunteer service for a period exceeding nine (9) months. The volunteer applicant shall receive a written notice in the mail if the information obtained from the background check warrants a rejection or disqualification. This letter will state that the volunteer will not be allowed to volunteer in any capacity within a youth sports program administered by the City of Dover Parks & Recreation Department nor will he/she be permitted to perform in any volunteer position in any organization that participates in any youth sports program that uses City of Dover Parks and Recreation fields or facilities.

An applicant whose application has been denied may request a copy of the results of the background check. There will not be any appeals for applicants that have been rejected.

All information received from the Criminal Background Check shall be reviewed by the Director of City of Dover Parks and Recreation or his/her designee. If no convictions are found the City of Dover Parks and Recreation Department staff will notify the volunteer applicant that a background check was completed and no convictions were found that would disqualify the applicant from volunteering.

If a conviction is found the City of Dover Parks and Recreation Department Sports Coordinator will notify the City of Dover Human Resources Department who will review the Criminal Background Checks for Youth Sports Volunteers and give his/her recommendation to the Director of City of Dover Parks and Recreation or his/her designee.

An applicant should be disqualified and prohibited from serving as a volunteer if the person has been found guilty based on a set of standards created by the National Recreation and Park Association. The listing of examples of criminal convictions listed below is not exhaustive and other crimes may be considered unacceptable. The automatic disqualification period will begin from the date of conviction. For crimes not listed below, evaluations will be made on a case by case basis by City of Dover Parks and Recreation Department staff.

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