COUNCIL COMMITTEE OF THE WHOLE
AGENDA

SEPTEMBER 27, 2016 - 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.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

(MEETING WILL CONVENE AT 6:00 P.M. AND WILL NOT EXCEED 45 MINUTES IN LENGTH)

AGENDA ADDITIONS/DELETIONS

1. **REQUEST FOR FOUR-WAY STOP SIGN - WYOMING AVENUE AND WESTVIEW TERRACE**
   (STAFF RECOMMENDS THE INSTALLATION OF THE FOUR-WAY STOP CONDITION AT THE INTERSECTION OF WYOMING AVENUE AND WESTVIEW TERRACE; HOWEVER, FINAL ACTION SHOULD CONSIDER ANY PUBLIC TESTIMONY RECEIVED AT THE COMMITTEE MEETING.)

2. **ADJOURNMENT OF SAFETY ADVISORY AND TRANSPORTATION COMMITTEE MEETING**

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

(MEETING WILL CONVENE UPON ADJOURNMENT OF THE SAFETY ADVISORY AND TRANSPORTATION COMMITTEE MEETING AND WILL NOT EXCEED 45 MINUTES IN LENGTH)

AGENDA ADDITIONS/DELETIONS

1. **ANNUAL REVIEW OF INVESTMENT POLICY**
   (STAFF RECOMMENDS APPROVAL OF THE PROPOSED CHANGES)

2. **DISCUSSION OF DUTIES AND ASSIGNMENTS OF CITY PERSONNEL**
   (DEFERRED DURING THE MEETING OF AUGUST 23, 2016 UNTIL SEPTEMBER 27, 2016)

3. **DESIGNING AND EXPANDING RECRUITMENT FOR CITY COMMITTEES, COMMISSIONS, AND BOARDS**
   (DEFERRED DURING THE MEETING OF AUGUST 23, 2016 UNTIL SEPTEMBER 27, 2016 TO ALLOW THE IDEAS TO BE SOLIDIFIED, MR. LEWIS AND MR. ANDERSON TO REVIEW AND REFINE IT FURTHER, AND FOR MRS. SASS AND THE CITY CLERK'S OFFICE TO WORK TOGETHER)

4. **ADJOURNMENT OF LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING**

ADJOURNMENT OF COUNCIL COMMITTEE OF THE WHOLE MEETING

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(E)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING.

ACTION FORM

PROCEEDING: Safety Advisory & Transportation Committee
DEPARTMENT OF ORIGIN: City Manager's Office **DATE SUBMITTED**: September 21, 2016
PREPARED BY: Scott D. Koenig, P.E., City Manager
SUBJECT: Request for 4-Way Stop Sign – Wyoming Avenue and Westview Terrace
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: Scott D. Koenig, P.E., City Manager
EXHIBITS: Exhibit #1 – Petition for 4-Way Stop condition at Wyoming Avenue and Westview Terrace received on July 9, 2016; Exhibit #2 – Speed Bin Chart
EXPENDITURE REQUIRED: $300.00 (EST.) **AMOUNT BUDGETED**: $16,000.00 (All Signs) **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 110-1800-544 (Streets Division Operating Budget)
TIME TIMETABLE: Install within thirty (30) days of final approval
RECOMMENDED ACTION: Staff recommends the installation of the 4-way stop condition at the intersection of Wyoming Avenue and Westview Terrace; however, final action should consider any public testimony received at the committee meeting.

BACKGROUND AND ANALYSIS

Councilman William F. Hare forwarded a petition that he received regarding a request to install a 4-way stop condition at the intersection of Wyoming Avenue and Westview Terrace to staff. The engineering staff in the Department of Public Works determined that a 4-way stop is justified at this location based on the current Manual on Uniform Traffic Control Devices (MUTCD). In addition, there have been consistent speeding complaints on this section of road. Speed monitoring signs have been installed previously but the dangerous conditions have persisted. Staff has no objections to the request and had made preparations for the installation of the 4-way stop at the referenced intersection. After roadside message boards were placed to alert motorists to the upcoming stop installation, several complaints and/or concerns were voiced by area residents regarding the planned installation. This item has been placed on the committee agenda to received public comment and final direction on the request.

Exhibit #1

apk 7.12.2016

Richard & Sharon Cook
516 Wyoming Avenue
Dover, De 19904-4353

Rec. 7/9/16

Mr. William F. Hare
Councilman
2nd District; Dover, De

Dear ~~Mr. Hare,~~ Bill

The attached Petition with continuation sheet contains names of residents of Wyoming Avenue, and Westview Terrace who request stop signs to be installed at the east-west intersection of Wyoming Avenue and Westview Terrace. Signature support of the rationale to slow down traffic on Wyoming Avenue is clear. The potential public safety benefits to the residents of Wyoming Avenue in slowing traffic are self-evident. Also, installing east-west stop signs at that intersection will aid drivers' decisions when turning from Westview Terrace onto Wyoming Avenue either into the glare of morning sum, or into the glare of the evening sun, (based on time of day vision/line of sight).

Further, installing stop signs on Wyoming Avenue at the Westview Terrace intersection is reasonable to reduce speeding on Wyoming Avenue since that intersection is about half way between New Burton Road and Governor's Avenue. Finally, this request makes sense since there are already electronic speed indicator signs at both ends of Wyoming Avenue; logically those signs aren't installed because traffic moves too slowly along Wyoming Avenue. Your assistance with this is greatly appreciated.

Sincerely,

Dick Cook

Dick Cook
516 Wyoming Avenue

1 Attached Petition (two pages)

Petition

The following residents of Wyoming Avenue and Westview Terrace, Dover, De request installation of stop signs on the <u>east-west intersection</u> of Wyoming Avenue and Westview Terrace. This request is based on public safety needs and concerns of the residents.

	Printed Name	Signature	Address
1.	SHARON COOK	Sharon M. Cook	516 Wyoming Avenue
2.	Richard Cook	R. Cook	516 Wyoming Avenue
3.	JANPRATHERT	Sandra Hubert	515 Wyoming Ave.
4.	RAYMOND HEBERT	Raymond Hebert	515 WYOMING AVE
5.	VERONICA ROSABAUGH	Veronica Rosabaugh	509 Wyoming Ave 509 WYOMING AVE
6.	Theodore Henderson		
7.	Ralph Taylor	Ralph Taylor	1017 Westview Terr
8.	Debbie Grinstead	D. Grinstead	320 Wyoming Ave
9.	Alan Grinstead	Alan Grinstead	320 Wyoming Ave.
10.	Jill Cravens	Jill Cravens	237 Wyoming Ave.

Petition Cont.

Jeff VADAKIN
540 Wyoming Ave
Dover, De 19904

12. TANYA HORVATH Tanya Horvath 421 WYOMING AVE DOVER

13. WILLIAM F. HARE William F. Hare 965 Westview Terrace Dover

14. JAY L LUTZ 527 WYOMING AVE

15. Bobbette K. Lutz Bobbette K. Lutz 527 Wyoming Ave.

16. Charles E. Venable 962 Westview Terr. Dover

17. DAVID LEES 1014 WESTVIEW TER

18. Marsha M. Lees Marsha M. Lees 1014 WESTVIEW TERRACE

19. Linda Unterkofler Linda Unterkofler 523 Wyoming Ave

20. Beverly Henderson Beverly Henderson 506 Wyoming Ave

Exhibit #2

MetroCount Traffic Executive
Speed Bin Chart

SpeedBin-36 -- English (ENU)

Datasets:

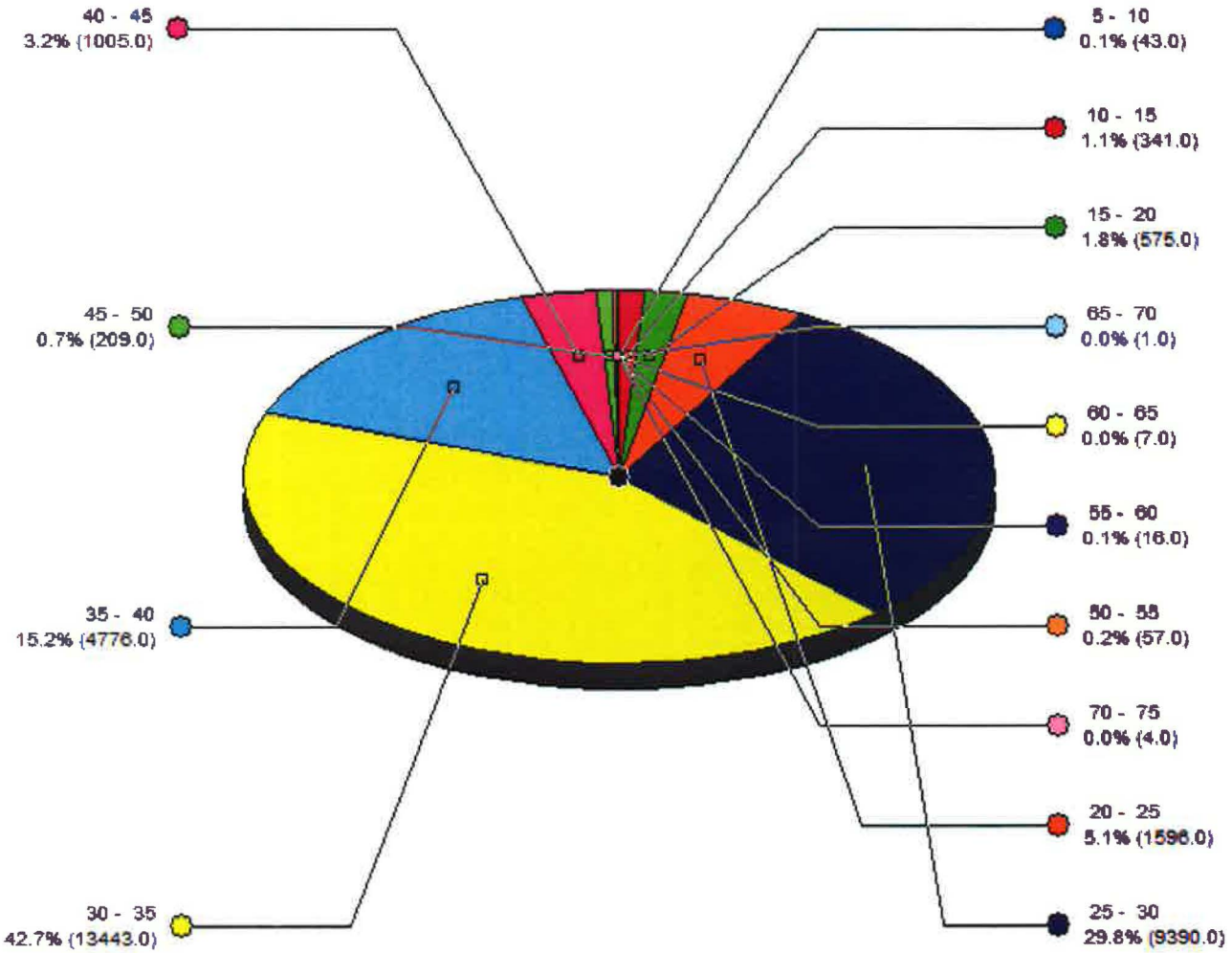
Site: **[Wyoming Ave] MCSetup factory setup**
Attribute:
Direction: 6 - West bound A>B, East bound B>A. **Lane:** 0
Survey Duration: 7:50 Tuesday, August 16, 2016 => 11:00 Friday, August 26, 2016,
Zone:
File: Wyoming Ave 0 2016-08-26 1100.EC0 (Plus)
Identifier: KM44MXD0 MC56-L5 [MC55] (c)Microcom 19Oct04
Algorithm: Factory default axle (v4.06)
Data type: Axle sensors - Paired (Class/Speed/Count)

Speed Bins

Speed	Bin		vMult	n * vMult
0 - 5	-	-	-	-
5 - 10	43	0.1%	0.00	0.00
10 - 15	341	1.1%	0.00	0.00
15 - 20	575	1.8%	0.00	0.00
20 - 25	1596	5.1%	0.00	0.00
25 - 30	9390	29.8%	0.00	0.00
30 - 35	13443	42.7%	0.00	0.00
35 - 40	4776	15.2%	0.00	0.00
40 - 45	1005	3.2%	0.00	0.00
45 - 50	209	0.7%	0.00	0.00
50 - 55	57	0.2%	0.00	0.00
55 - 60	16	0.1%	0.00	0.00
60 - 65	7	0.0%	0.00	0.00
65 - 70	1	0.0%	0.00	0.00
70 - 75	4	0.0%	0.00	0.00
75 - 80	0	0.0%	0.00	0.00
80 - 85	-	-	-	-
85 - 90	-	-	-	-
90 - 95	-	-	-	-
95 - 100	-	-	-	-

Speed Bin Chart

SpeedBin-39 (Non metric) **Site:**Wyoming Ave.0.1WE
Description: MCSetup factory setup
Filter time: 7:51 Tuesday, August 16, 2016 => 11:00 Friday, August 26, 2016
Filter: Cls(1 2 3 4 5 6 7 8 9 10 11 12 13) Dir(NESW) Sp(6,99) Headway(>0) Span(0 - 328.084)
Scheme: Vehicle classification (Scheme F3)
Total=31463



City of Dover, DE

Investment Policy Statement

Dated ~~September 8~~ _____, 2016~~4~~

1.0 Governing Authority

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

2.0 Scope

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

2.1 Accounts

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

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

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

2.2 Funds

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

3.0 Objectives

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

3.1 Safety

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

3.2 Liquidity

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

3.3 Return on Investments

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

4.0 Delegation of Authority

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

The City's Controller/Treasurer shall:

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

5.0 Prudence, Ethics and Conflicts of Interest

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

5.1 "Prudent Person" Rule

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

5.2 Ethics and Conflict of Interest

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

6.0 Authorized Institutions and Dealers

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

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

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

7.0 Safekeeping and Custody

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

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

8.0 Authorized Investments and Trading of Securities

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

8.1 United States Government Securities

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

8.2 Government Agency Securities

Debt securities issued by government-sponsored enterprises ("GSE"), federal agencies, federal financing banks, and instrumentalities of the U.S. Government. The maximum maturity shall be limited to 10 years. Up to ~~100~~50% of the portfolio

may be invested in this sector, with a maximum of 20% in any one issuer.

8.3 Certificates of Deposit and Time Deposits

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

If not insured by the FDIC:

- The banking institution must have assets of not less than $5 billion; and
- Issuers must have a short-term rating in the highest category by ~~of A-1 by~~ Standard & Poor's, ~~or P1 by~~ Moody's, or Fitch and a long-term rating of at least the "A" category ~~of AA~~ by Standard & Poor's ~~or Aa by~~Moody's, or Fitch.

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

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

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

8.4 Corporate Debt Instruments

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

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

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

8.4.3 Commercial Paper shall be limited to a final ~~stated~~ maturity of 270 days. This sector shall not exceed 25% of the total portfolio. Issuers shall be rated in the highest short-term category by ~~at least A-1 by~~ Standard & Poor's ~~or P-1 by~~ Moody's, or Fitch.

8.4.4. Bankers' Acceptances shall be limited to a final maturity of 365 days. This sector shall not exceed 25% of the City's Portfolio. Issuers shall be rated in the highest short-term rating by ~~at least A-1 by~~ Standard & Poor's, ~~or P1 by~~Moody's, or Fitch.

8.4.5 Corporate bonds and debentures shall be limited to a final ~~stated~~ maturity of 10~~5~~ years. This sector shall not exceed 50% of the total portfolio. Issuers shall hold a long-term rating of at least the "A" category by S&P, ~~or A2 by~~Moody's, or Fitch.

8.5 Repurchase Agreements

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

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

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

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

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

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

8.6 Registered Investment Companies (Money Market Funds)

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

8.7 Mortgage-Backed Securities

Mortgage-backed securities issued by the following: Government National Mortgage Association (GNMA), Federal National Mortgage Association (FNMA)

or Federal Home Loan Mortgage Association (FHLMC). This sector, combined with the asset backed security sector, shall not exceed ~~50~~10% of the total portfolio.

8.8 Asset Backed Securities

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

8.~~8~~9 Municipal Obligations

Taxable and tax-exempt securities issued by state and local governments and public authorities in the United States. The maximum stated maturity of any investment in this sector shall be limited to 10~~5~~ years at time of purchase. This sector shall not exceed 30% of the City's portfolio. No single issuer shall exceed 5% of the City's portfolio. Issuers shall be rated in at least the "A" category by Standard & Poor's ~~or A2 by~~ Moody's, or Fitch. Additionally Issuers in the short term market (under one year) shall be rated at a minimum of "mig-1" or "sp-1" for Moody's and S&P.

8.~~9~~10 State of Delaware Investments Pool

8.~~9~~10.1 Delaware Local Government Investment Pool (DELGIP) -The investment in this pool is permitted in relation to the City's cash flow and the guidelines set forth by the State of Delaware. The investment in this pool will not exceed 25% of the total funds available and will be monitored by the City's Finance Department on a monthly basis.

8.~~9~~10.2 Delaware Local Government Retirement Investment Pool (DELRIP) The investment in this pool is permitted in relation to the City's Post-Retirement Benefits Fund. The investment in this pool will not exceed 25% of the total funds available and will be monitored by the City's Finance Department on a monthly basis.

8.1~~0~~1 Trading Securities

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

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

8.12~~1~~ Internal Control on such transactions

8.12~~1~~.1 An investment report will be provided to the Council on a quarterly basis.

8.1~~1~~2.2 All investment reporting documents will be provided to the independent auditors.

8.1~~1~~2.3 Investment records will be kept by the City for ten (10) years.

8.1~~1~~2.4 The trading shall not involve any hedge, derivatives and/or borrowing funds for trading purposes.

A summary of permitted investments is below:

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

9.0 Collateralization of City Deposits

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

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

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

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

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

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

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

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

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

10.0 Policy Considerations

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

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

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

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

11.0 Internal Controls

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

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

12.0 Performance Standards

The City of Dover's investment decisions shall be made with the objective of obtaining a rate of return commensurate with the investment risk constraints and the cash flow needs. On a quarterly basis, the Controller/Treasurer shall compare the City's portfolio against the

Merrill Lynch 0-5 Year U.S. Treasury Index, in terms of time-weighted total return and average duration for the period under review.

13.0 Reporting

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

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

14.0 Investment Policy Adoption

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

LEGEND

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

ATTACHMENT A

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody

state--the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on March 25, 2013 at 7:30 p.m. with Council President Leary presiding. Council members present were Mr. Anderson, Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Bonar, Mr. Hare, and Mr. Hutchison. Mrs. Williams was absent.

Council staff members present were Police Chief Hosfelt, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Fire Chief West, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Anderson requested that Item #5A - Legislative, Finance, and Administration Committee Report - March 11, 2013 - Permanent Assignment of Duties Associated with Interim Managerial Plan and Organizational Changes be removed from the Consent Agenda.

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - MARCH 11, 2013

The Legislative, Finance, and Administration Committee met on March 11, 2013 with Chairman Lynn presiding.

Permanent Assignment of Duties Associated with Interim Managerial Plan and Organizational Changes

Mr. Scott Koenig, City Manager, reminded members that in December of 2011, he requested and implemented a number of organizational changes related to several staff vacancies and the changing needs of the City's organization. He noted that since that time, a number of staff positions had been filled while others had been vacated through resignation or retirement.

Mr. Koenig reviewed and requested support of permanent changes to staff assignments, salary and organizational structure, as follows:

Public Works

Under the original Interim Plan, Ms. Sharon Duca, P.E. was elevated to the position of Interim Public Works Director. Since that time, Ms. Duca has been offered and accepted the position of Public Works Director. One of her tasks has been to review the organizational structure of the reformed Public Works Department. In June 2012, the Public Utilities Operations/Construction Manager resigned from his position. Instead of filling this position, which supervised the City's construction crew in addition to other duties, the staff members that formerly reported to the position were placed under the supervision of the Water/Wastewater Maintenance Supervisor, Mr. Ralph McDougall. Originally, their assignments were related mostly to general maintenance items. In February 2013, the construction crew aspect of their duties was re-activated to begin construction of a new water line to support the Garrison Farm Development. New projects will continue to be assigned to this crew under the supervision of Mr. McDougall. Since the construction crew was not formerly the responsibility of the Water/Wastewater Maintenance Supervisor, the

Director of Public Works had requested a review of the position to ensure internal equity in pay with respect to other positions given the new duties. The Water/Wastewater Maintenance Supervisor position is a Labor Grade 122. Human Resources completed an internal review of this position related to other positions within the Department of Public Works. They also reviewed the salary range with respect to a similar position at Kent County. Based upon this review, staff recommended that the salary for this position be increased from $54,576 to $61,000. This is an increase of $6,424 or 11.77%. The effective date of this salary change should be retroactive to February 1, 2013.

Mr. Koenig advised members that currently, there is still one (1) remaining position in the Department of Public Works that is receiving a managerial bonus related to the Interim Plan from December 2011. Due to recent retirements, a formal recommendation will be forthcoming in the next several months regarding this position and others within the department.

Information Technology

Mr. Koenig advised members that upon his appointment as Interim City Manager, he was informed of the capacity that Mr. Andy Siegel was serving in the Information Technology Department. In August 2010, Mr. Siegel was temporarily upgraded to the position of Interim Information Technology Director by the former City Manager. His salary was placed at the entry level value of $76,314 for the grade of the Director's position. Earlier this year, Mr. Koenig decided to offer Mr. Siegel the position of Information Technology Director, thus removing the interim label; however, no adjustment to his salary was made. Upon review of the circumstances, he was made aware that he had made no consideration for the roughly 2.5 years that Mr. Siegel served as the Interim Director. If Mr. Siegel had been credited with 2.5 years of experience in the salary offer for the Director's position, the salary offer would have been $82,059; therefore, he recommended that his salary be increased from $76,314 to $82,059, an increase of $5,745 or 7.53%. He felt that the recommended salary should be retroactive to the date of promotion to the Director's position.

Finance

Since becoming the City Manager, Mr. Koenig advised members that a large bulk of the responsibility of preparing the City's Annual Budget had been shifted to the staff in the Finance Department. This was an effort to reduce duplication of effort and centralize budgeting efforts. With the retirement of the former Senior City Administrator in the City Manager's office, it would have been necessary to hire additional staff to assist with the budget preparation and management. The transfer of the budget preparation function to the Finance Department has made it unnecessary to hire additional staff in the City Manager's office. The Controller personally assumed much of the budget functions in prior years and opted to not accept compensation for these additional duties. Instead, the Controller offered a portion of the proposed managerial bonus to the Financial Reporting and Accounting Manager (Labor Grade 125), Mrs. Tracey Lisiecki, in the amount of $175 per month. This was done on a temporary basis and the bonus ceased in October 2012. The Human Resources Director has reviewed the position based on internal equity within the organization. Staff recommended the salary for this position be increased from $68,835.24 to $71,600. This is an increase of $2,764.76 or 4.01%.

Planning

In 2011 as part of the Interim Plan, the Director of Planning and Community Development, Mrs. Ann Marie Townshend, accepted the managerial responsibilities for the following divisions: Life Safety, Building Inspections, and Economic Development. These areas represented ten (10) positions and were in addition to her regular permanent responsibilities for Planning, Community Development and Code Enforcement. A managerial bonus of $350 per month was implemented to compensate Mrs. Townshend for these additional responsibilities. Her current salary ($91,775) plus the monthly managerial bonus ($350) equates to annual compensation of $95,975.

In June of 2012, the Dover City Council voted to assign the oversight of the Economic Development Office and its three (3) employees to the Mayor. Also in June of 2012, Mr. Zachary Carter elected to retire from the City. Mr. Carter served as the Director of Parks and Recreation. Upon Mr. Carter's retirement, the Library function became a direct report to the City Manager. In addition, discussions between the City Manager and Mrs. Townshend resulted in the temporary assignment of managerial oversight for the Parks and Recreation staff to Mrs. Townshend. Mrs. Townshend has been serving as the Department Head for the Parks and Recreation function since July 1, 2012. Mr. Koenig provided a summary of the Parks and Recreation functions.

Mr. Koenig advised members that the assignment of these duties to Mrs. Townshend has allowed the City to eliminate the Parks and Recreation Director position from the budget. This amounts to an annual salary savings of roughly $81,000 per year. The City also has realized a saving in benefit load over and above the $81,000 in annual salary. Mrs. Townshend has requested consideration of the following annual salary: Current Salary ($91,775) + Current Managerial Bonus ($4,200) + Parks and Recreation Function ($11,340) = $107,315. Based on a business case review, the salary request of $11,340 to continue the managerial oversight of the Parks and Recreation Division is the lowest cost option. The City cannot hire managerial staff for less than $11,340 in salary. In viewing the current organizational structure of the City, the Parks and Recreation function cannot be easily assigned to another manager and the facts support that the assignment to the Director of Planning and Community Development has been a benefit to the City. Since the Director of Planning and Community Development is a Council-appointed position, the City Council must endorse the transfer of the managerial responsibilities as well as the proposed salary. The total increase from $91,775 to $107,315 is $15,540 or 16.93%. Currently, Mrs. Townshend's position is the sixth highest paid position in the City. If the request is approved, the position will become the fourth highest paid position in the City.

Summary

As a follow up to the December 2011 Interim Managerial Plan which saved the City an estimated $215,000 in annual salary, Mr. Koenig requested salary increases for those positions served by specific members of City staff who have taken on additional duties or permanent assignments since the Interim Managerial Plan was placed into action, as follows:

Position	Current	Adjusted	Difference	Percent Increase
Water/Wastewater Supervisor	$54,576	$ 61,000	$ 6,424	11.77
Information Technology Director	$76,314	$ 82,059	$ 5,745	7.53
Fin. Reporting & Acct. Manager	$68,835	$ 71,600	$ 2,765	4.01
Director of Planning & Insp.	$91,775	$107,315	$15,340	16.93

Mr. Koenig indicated that the salary increases total $30,274. Total budgetary impact would be salary plus 40% load, which is roughly $42,383.60. Funding for these increases would need to be covered by unused salary in the current year and would need to be budgeted for in FY-2014.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, read the following statement into the record:

"Thank you for the opportunity to explain my compensation proposal. The details of the proposal are in the packet, so I will not go over each and every detail, but I would like to highlight and clarify a few items.

- *Throughout my seven years with the City of Dover, I have been a devoted employee and have always worked hard to make sure that my efforts and those of my staff are in the best interest of the City. This is my home too, and I am firmly committed to making Dover a great place to live and work.*

- *As outlined in the proposal, there have been added responsibilities to my position over the years that I have enthusiastically accepted, including the addition of economic development responsibilities in 2008, and again in 2011; and the management of the City's Municipal Storm Sewer Permit and reversing the City's non-compliance with the permit.*

- *In December 2011, I was officially assigned oversight of Building Inspections, Licensing and Permitting, and Fire Marshal's Office and compensated with a $350/month bonus, total of $4,200 annually. I had been providing oversight for these areas without added compensation since Mr. Koenig was appointed interim City Manager in June 2011.*

- *In July 2012, I gladly accepted oversight of the Recreation Division following Zach Carter's retirement. I indicated that I did not believe it necessary to delay the responsibilities until compensation could be worked out because I was well aware of the City's fiscal challenges, and I wanted to get a sense of what the demands of the new responsibilities would be.*

- *For the last eight months, I have managed the Recreation Division, working closely with staff to evaluate the business operations, to reverse the declining revenues and to improve our programming – as stated at a recent seminar I attended, to make better best. We have had great success.*

- *We have restructured the City's summer camp program so that it will make money instead of lose money – while making the program better for meeting the needs of working families by adding extended day camp. Our prices are still far less than many other camps, but we will make money instead of lose money on the program.*
- *We have improved our outreach with the schools regarding our programming and seen an increase in participation.*
- *We have adjusted our field rental fee schedule.*
- *I have given staff the support needed to try new ideas and see if they work, including offering birthday party packages at the Pitts Center, and improving partnerships with other sports and recreation providers in the region.*

- *All the while, I have continued working with the business community to modernize and simplify our zoning ordinance; continued our tough approach to code enforcement and addressing vacant and dangerous buildings; worked with the Police Department to develop our proposed Safe Communities program; worked with the Capital School District and DelDOT to address safe pedestrian access to the new High School; worked closely with Planning and Inspection staff to ensure that our business operation remains strong and improved it in a number of areas; and taken on many other projects and issues.*

- *The City does not have to hire a Parks and Recreation Director, which is a savings of a minimum of $72,000 per year plus associated benefits. And our Recreation programs are thriving.*

- *For me personally, this has meant more hours put in to get the job done, including many evenings and weekends.*

- *What is the value of this to the City? The savings of eliminating the department head position (nearly $100,000 when benefits are factored in) combined with the business improvements we are implementing.*

- *My request is for $11,340 annual salary for the Recreation function and $4,200 annual salary (my existing bonus amount) for the oversight of Licensing and Permitting, Fire Marshal's Office, and Building Inspection, for total of $15,540. And yes, technically speaking it is a 16.9% salary increase, but if the bonus is factored in, the increase is 11.8% over my current compensation."*

Responding to Mr. Shevock, Mr. Koenig stated that the salaries for the vacated positions were eliminated from the FY2013 Budget; therefore, there was no unused salary for the Senior City Administrator or the Parks and Recreation Director.

In response to Mr. Hare regarding salary comparisons for the positions, Mr. Koenig stated that the Water/Wastewater Supervisor position was compared to the City of Dover Water Production Supervisor, who is paid slightly higher but the technical requirements differ. He indicated that Kent

County salary ranges were reviewed and were similar to the salary increases that staff recommended. In regard to the IT Director position, he explained that when the employee was assigned to the Interim IT Director position, he was paid the minimum amount; however, if the City had actually recruited to fill the IT Director's position and the employee had been selected within the four (4) to six (6) months, the salary would have been appropriate. He explained that there was a 2½ year lapse between the time the employee began serving as the Interim IT Director and when he was actually offered the permanent Director's position. As a result, this employee acquired 2½ years experience serving as a Director that he was not credited for in the salary calculation. He further explained that if a person had been selected from outside the City's employment to fill the position and that individual had 2½ years of experience serving as an IT Director, the City would credit the individual for this experience as a Director in developing their salary.

Referring to the IT Director, Mr. Hare suggested that the employee be provided a one-time bonus ($5,500-$6,000), noting that his salary was considerably less than $76,000 2½ years ago, and he questioned if his salary would have been set at the higher level if this individual had been selected at that time. Responding, Mr. Koenig stated that in every other instance when an employee is promoted, their years of experience are considered and salaries are offered accordingly. In the case of the IT Director, this did not occur and the recommendation would correct this error.

The Committee recommended approval of staff's recommendation for the permanent assignment of duties as outlined by the City Manager.

During the Council meeting, Mr. Hare reiterated his feeling that action regarding this matter should be deferred until the City's budget was approved and that any increase in compensation should be accomplished through some form of a bonus system until that time.

Mr. Lynn moved for approval of the Committee's recommendation, seconded by Mr. Anderson.

Mr. Anderson indicated that he concurred with Mr. Hare and, therefore, would not support the Committee's recommendation. Mr. Bonar advised members of his concurrence in this regard as well.

The motion to approve the Committee's recommendation for the permanent assignment of duties as outlined by the City Manager failed by a roll call vote of five (5) no (Anderson, Dixon, Perza, Bonar, and Hare), three (3) yes (Lynn, Hutchison, and Leary), and one (1) absent (Williams).

Mr. Lynn suggested that the recommendations of the City Manager be considered individually.

Mr. Anderson moved to reconsider the recommendations of the City Manager individually, seconded by Mr. Perza and carried by a roll call vote of five (5) yes (Anderson, Lynn, Perza, Hutchison, and Leary), three (3) no (Dixon, Bonar, and Hare), and one (1) absent (Williams).

In response to Mr. Perza, Mr. Koenig stated that of the four (4) positions identified in the recommendation, only (1) was currently receiving a bonus. He stated that, under the proposal, all four (4) salaries would be adjusted and there would be no more bonus payments. He explained that

the only bonus paid was to the Planning Director, as a result of her taking on an additional division on December 11, 2012.

Responding to Mr. Hare, Mr. Koenig explained that the proposal was being recommended since it had been demonstrated that the total amount of funding for salaries that would be cut from the budget for these positions would exceed $300,000, plus the overhead load. In addition, it was his feeling that this proposal would resolve a fairness and equity issue that he would prefer to resolve now rather than later during the budget consideration.

Responding to Council President Leary, Mr. Koenig confirmed that 345 full-time employees were proposed for the next fiscal year, compared to an estimated 370 five (5) years ago. He indicated that this recommendation would reduce the employee head count as well as salary and benefit costs. Council President Leary reminded members that one (1) of the positions was formerly occupied by an individual who retired at a salary level of approximately $80,000 plus benefits, and that the individual who assumed those duties had realigned contracts, found internal cost savings, and would be provided an increase of approximately $1,000 per month. Council President Leary noted that the savings from contract re-negotiations and the Human Resources issues more than exceeded the proposed increase in salary over a one (1) year period. As a result, he felt that if the proposal were approved, the City would be ahead $80,000.

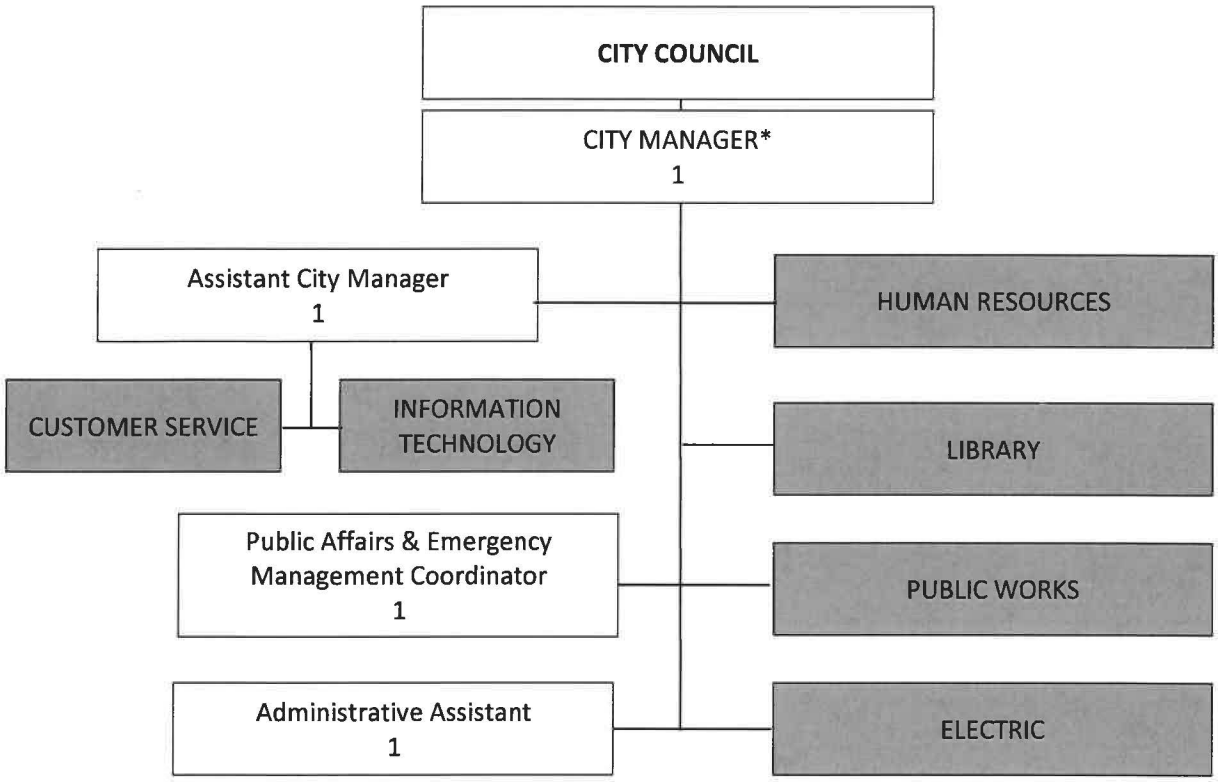
Concurring, Mr. Lynn stated that his support was not offered in an effort to rush to spend money but rather to realize a bargain. He also noted that, as mentioned in the material provided, there were some exemplary issues of employee selflessness. As an example, he stated that there were instances of department heads being given an opportunity for extra earnings and declining in order to protect other employees, and others who had assumed additional department head responsibilities. He reiterated that there was an equity and fairness issue and cautioned members that the City could not afford to lose talent, which had recently occurred in the Electric Department.

Mr. Perza explained that the City sets salaries based on what the City can afford to pay and if an employee were to leave the City's employment, several individuals would be in line to fill the position. Although it was not the City's desire to lose an employee and this would not be the intent if salary increases were not provided, he stated that the City must live within the financial reality of the current economy. After further discussions with the City Manager, he agreed that it would be beneficial for the City to approve staff's recommendation since it would save the City additional funds in the near future, explaining his preference would be to consolidate the positions rather than hire additional people at this time.

Mr. Perza moved for approval of the Committee's recommendation, rather than voting on each recommendation individually, as a result of the additional information provided by the City Manager. The motion was seconded by Mr. Bonar and carried by a roll call vote of five (5) yes (Lynn, Perza, Bonar, Hutchison, and Leary), three (3) no (Anderson, Dixon, and Hare), and one (1) absent (Williams).

City Manager

Fiscal Year 2017 Organization Chart

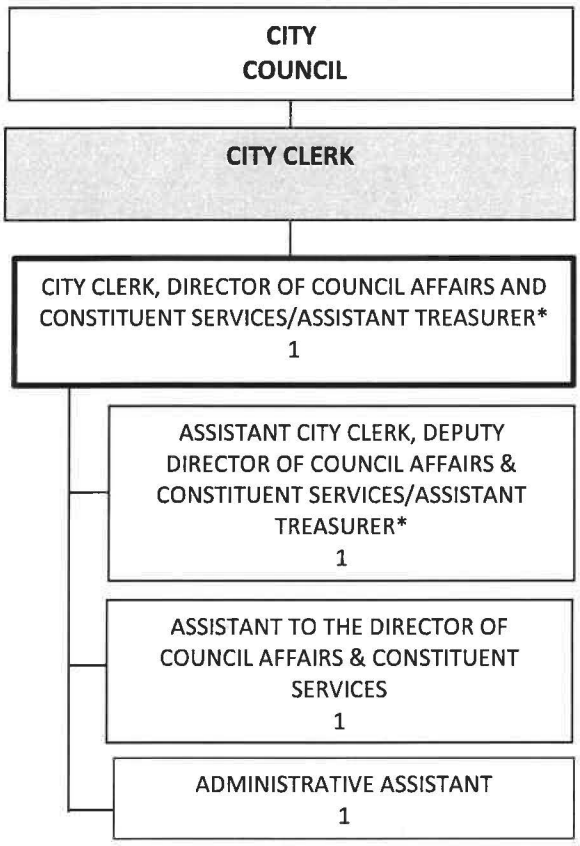


*Appointed by Council

FY 2017 DRAFT ANNUAL OPERATING BUDGET – DOVER, DELAWARE

City Clerk

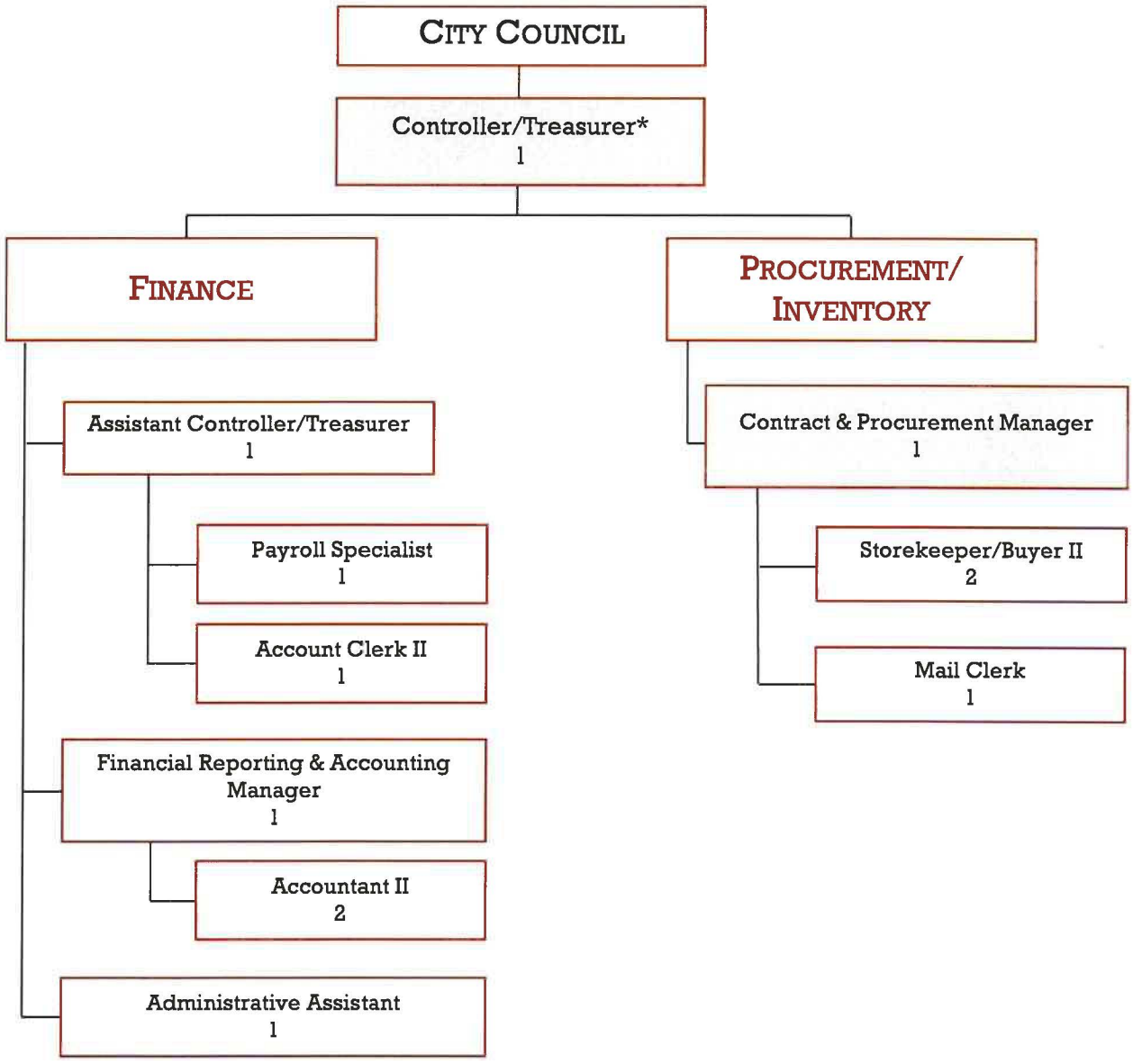
Fiscal Year 2017 Organizational Chart



*Appointed by Council

Finance

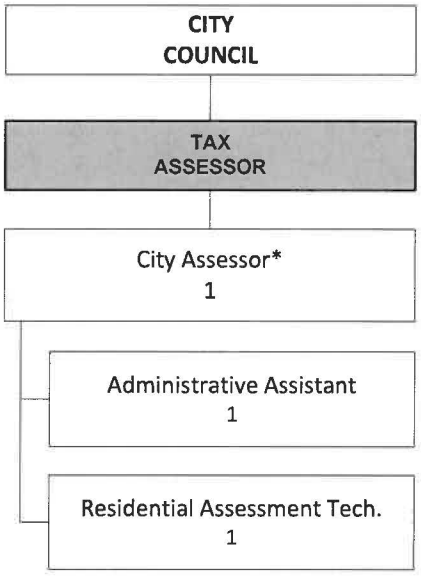
Fiscal Year 2017 Organizational Chart



* Appointed by Council

Tax Assessor

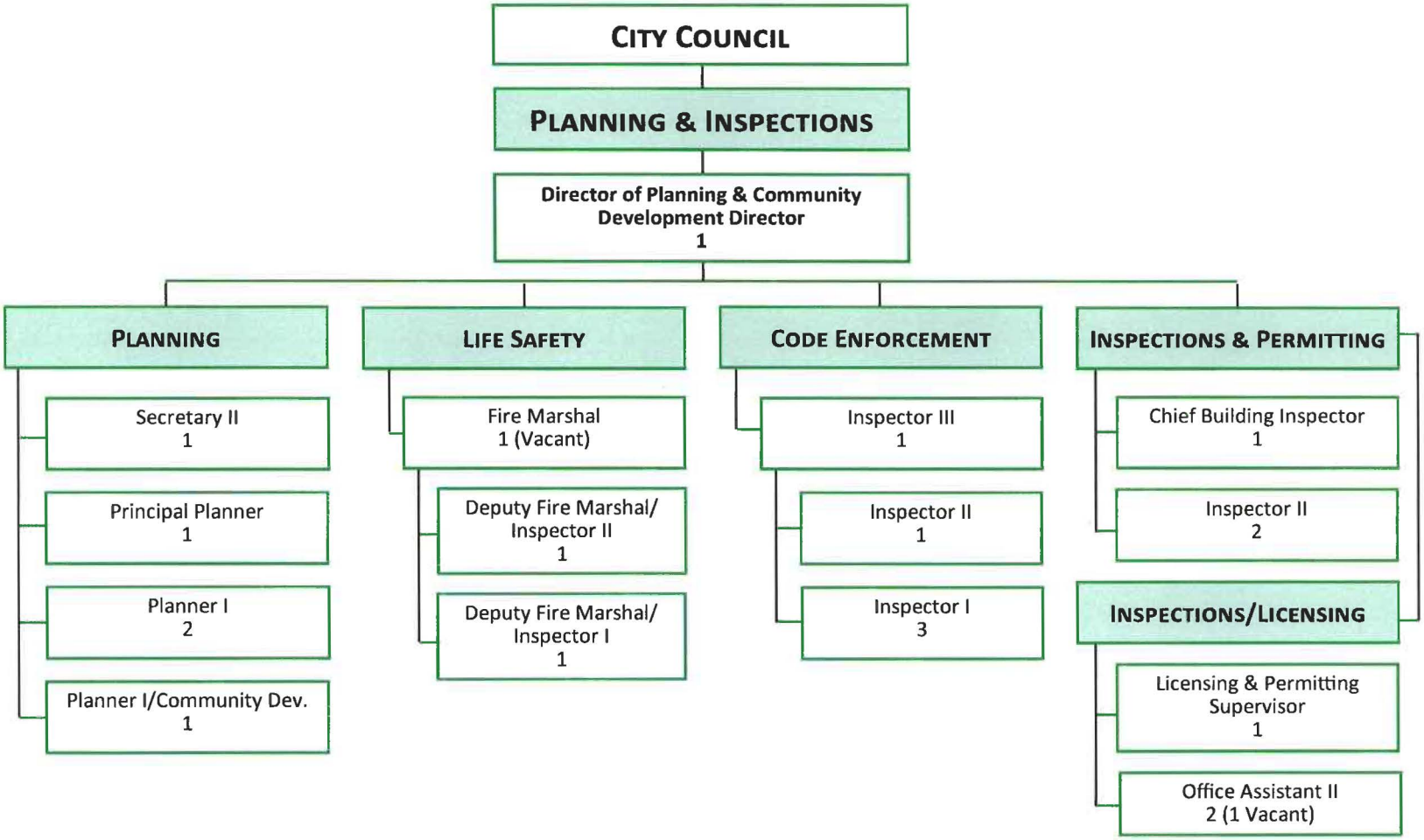
Fiscal Year 2017 Organization Chart



* Appointed by Council

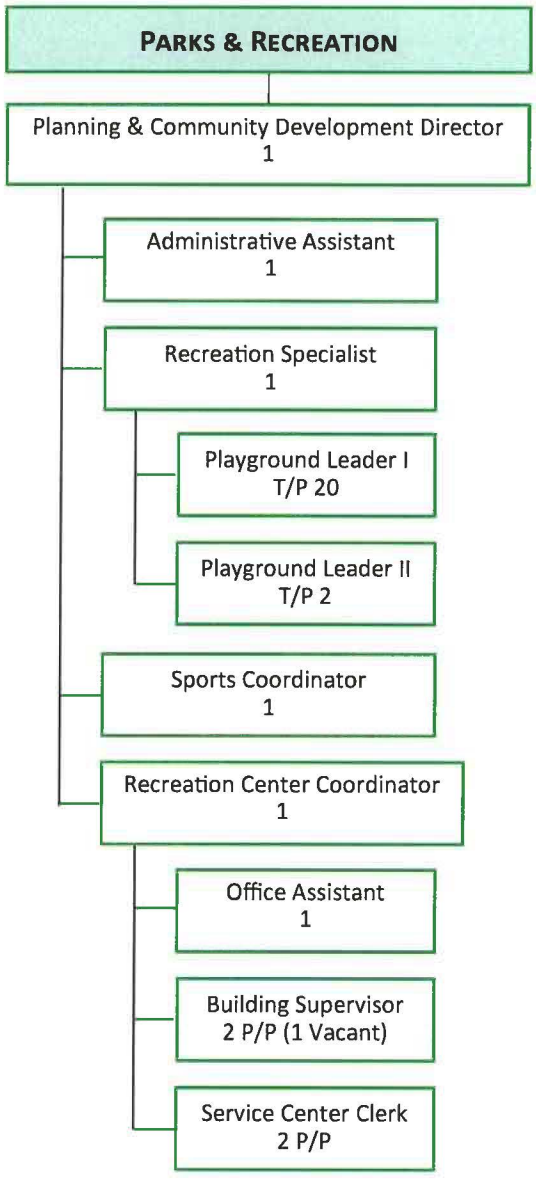
Planning & Inspections

Fiscal Year 2017 Organization Chart



Parks & Recreation

Fiscal Year 2017 Organization Chart



CITY OF DOVER, DELAWARE
COMMITTEES, COMMISSIONS, AND BOARDS

The City of Dover encourages citizen participation in government processes and welcomes your interest in serving on a City committee, commission, or board. Citizens who serve on boards and commissions help to enhance diversity and ensure quality services to meet the needs of our growing City. Their activities help shape and influence public policy, because they lend a more diverse viewpoint for the City Council to consider. If you are interested in serving as a member of a committee, commission, or board, please submit an application for consideration at the following link: Submit Application Here

A list of the City of Dover committees, commissions, and boards is provided below. For additional details, including membership, please click on the committee link from the list. Agendas, packets, and minutes for all meetings are available at the following link: All Municipal Meetings.

COMMITTEES, COMMISSIONS, AND BOARDS
Awards Committee
Board of Adjustment
Board of Assessment Appeals
Compensation Commission
Construction Code Appeals Committee
Dover Fourth of July Celebration Committee
Dover Housing Authority
Dover Public Library Advisory Commission
Dover/Kent County MPO Council
Downtown Dover Partnership Board of Directors
Economic Development Committee
Election Board
Ethics Commission
General Employee Pension Plan Board of Trustees

Greater Dover Arts Council
Historic District Commission
Human Relations Commission
Kent County Tourism Board of Directors
Kent Economic Partnership Board of Directors
Legislative, Finance, and Administration Committee
Other Post-Employment Benefits (OPEB) Board
Parks, Recreation and Community Enhancement Committee
Planning Commission
Police Pension Plan - Retirement Committee
Property Maintenance Code Board of Appeals
Public Advisory Committee of the Dover/Kent County MPO
Safety Advisory and Transportation Committee
Silver Lake Commission
St. Jones Greenway Commission
Technical Advisory Committee of the Dover/Kent County MPO
Utility Committee

AWARDS COMMITTEE

The Awards Committee shall make recommendations to the City Council for awards of the City of Dover Medal.

ENABLING LEGISLATION:	City of Dover Code, Chapter 2 - Administration, Article I - In General, Section 2-1(f)
NUMBER OF MEMBERS:	Three (3) members
APPOINTED BY:	Mayor
CHAIR SELECTED BY:	Mayor
APPOINTMENT REQUIREMENTS:	N/A
APPOINTMENT RESTRICTIONS:	No City employee, retired employee, volunteer firefighter, or appointed or elected official shall be eligible to serve.
REPORTING REQUIREMENTS:	N/A
TERM LENGTH/EXPIRATION:	N/A
MEETING DATE/TIME/LOCATION:	Called as needed/Location to be announced
COMPENSATION FOR MEMBERS:	Members serve without compensation.
CONTACT INFORMATION:	City Clerk's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7008 cityclerk@dover.de.us

CURRENT MEMBERS AND TERM EXPIRATION

Mrs. Peggy Angel
Mr. Ronald R. Gough
Mrs. Georgia Van Sant

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BOARD OF ADJUSTMENT

To review appeals by any person aggrieved or by any officer, department, board or bureau of the City affected by any decision of the administrative officer.

ENABLING LEGISLATION:	City of Dover Code, Appendix B - Zoning, Article 9 - Board of Adjustment; 22 Del. C. § 301 et seq. and §§ 321-323
NUMBER OF MEMBERS:	No less than three (3) nor more than five (5)
APPOINTED BY:	Mayor/Confirmed by City Council
CHAIR SELECTED BY:	Elected by membership
APPOINTMENT REQUIREMENTS:	Shall be a resident of the City. Shall have knowledge of the problems of urban and rural development (22 Del. C. §§ 321-323)
APPOINTMENT RESTRICTIONS:	At the time of appointment and throughout the term of office, shall not be candidates nor members of the legislative body nor employees of the City (22 Del. C. §§ 321-323)
REPORTING REQUIREMENTS:	N/A
TERM LENGTH/EXPIRATION:	Three (3) years (staggered)/July
MEETING DATE/TIME/LOCATION:	Third (3rd) Wednesday of each month/9:00 a.m./City Hall Caucus Room (unless specified otherwise on agenda/notice)
COMPENSATION FOR MEMBERS:	Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(a)(9) - Compensation and expenses for mayor, council, employees and other elected or appointed officials
CONTACT INFORMATION:	Department of Planning and Community Development 15 Loockerman Plaza Dover, DE 19901 (302) 736-7196 PlanningandInspections@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

K.C. Sheth, Chair (7/19)
Arthur G. Ericson, Vice Chair (7/17)
William A. Hufnal (7/19)
James N. Keller (7/18)
Richard D. Senato (7/18)

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BOARD OF ASSESSMENT APPEALS

Shall hear the appeals of all taxpayers dissatisfied with the assessment of their properties.

ENABLING LEGISLATION: City of Dover Charter, Article IV - Financial Affairs, Section 47 - General Assessment; Levy on Utility Property; City of Dover Code - Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessment Appeals

NUMBER OF MEMBERS: Not less than three (3) civilian members

APPOINTED BY: Designated by City Council

CHAIR SELECTED BY:

APPOINTMENT REQUIREMENTS: Shall be qualified voters of the city and have experience in the state in one of the following fields:

(1) Real estate brokerage of sales; (2) Property appraisal/assessments; (3) Real property law; (4) Accounting.

APPOINTMENT RESTRICTIONS: N/A

REPORTING REQUIREMENTS: Shall report their findings

TERM LENGTH/EXPIRATION: Four (4) years (staggered)/March

MEETING DATE/TIME/LOCATION: Appeals hearings set by City Council during the first meeting in March. Notice of the posting of the copies of the general assessment and of the place and time of the meetings of the board of assessment appeals shall be published in at least one issue of a newspaper published in the city / City Hall Conference Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(a)(3) - Compensation and expenses for mayor, council, employees and other elected or appointed officials

CONTACT INFORMATION:
City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Thomas Burns, Real Estate Brokerage of Sales (3/17)
James Galvin, Undesignated (3/17)
William Garfinkel, Undesignated (3/17)
John Kelly, Accounting (3/18)
Todd Stonesifer, Real Estate Brokerage of Sales (3/18)
James Welsh, Property Appraisal/Assessments (3/18)

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COMPENSATION COMMISSION

To consider compensation for the Mayor, City Council, and paid members of City Committees and Commissions.

ENABLING LEGISLATION: City of Dover Code - Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201 - Compensation and Expenses for Mayor, Council, Employees and Other Elected or Appointed Officials (b) - Compensation Commission

NUMBER OF MEMBERS: Five (5) members. The Controller/Treasurer and Human Resources Director shall serve as ex-officio, nonvoting members.

APPOINTED BY: One (1) member appointed by the Mayor, one (1) member appointed by the Council President, and three (3) members appointed by City Council members

CHAIR SELECTED BY: Elected by membership

APPOINTMENT REQUIREMENTS: Members shall be city residents who are registered to vote in city elections.

APPOINTMENT RESTRICTIONS: Members cannot be reappointed within the next two (2) years.

REPORTING REQUIREMENTS: Report due to council six (6) months prior to the regular municipal election

TERM LENGTH/EXPIRATION: Two (2) years/Annual City Council Meeting

MEETING DATE/TIME/LOCATION: Called as needed/City Hall Conference Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION:
City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Mayor's Appointment:
- ~~K. C. Sheth~~ (5/15) (VACANCY)

Council President's Appointment:
- ~~P. Raquel Bushweller~~ (5/15) (VACANCY)

Council Appointments:
- James Brockton (5/17)
- Clarence (Bud) Wagner II (5/17)
- Jean C. Taylor (5/18)

Controller/Treasurer, Donna S. Mitchell (ex-officio, nonvoting member)
Human Resources Director, Kimberly Hawkins (ex-officio, nonvoting member)

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CONSTRUCTION CODE APPEALS COMMITTEE

To hear appeals of decisions of the building inspector or fire marshal with respect to the provisions of Chapter 22 - Buildings and Building Regulations, Chapter 46 - Fire Prevention and Protection, and Chapter 50 - Floods.

ENABLING LEGISLATION: City of Dover Code - Chapter 22 - Buildings and Building Regulations, Article I - In General, Section 22-1 - Construction Code Appeals Committee

NUMBER OF MEMBERS: Three (3) members

APPOINTED BY: Council President

CHAIR SELECTED BY:

APPOINTMENT REQUIREMENTS: City Manager and two (2) Elected City Officials

APPOINTMENT RESTRICTIONS: N/A

REPORTING REQUIREMENTS: The determination by the committee shall be final in all cases

TERM LENGTH/EXPIRATION: One (1) year/Annual City Council Meeting

MEETING DATE/TIME/LOCATION: Called as needed/City Hall Conference Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION: City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Councilman David L. Anderson (5/17)
Councilman Brian E. Lewis (5/17)
City Manager, Scott D. Koenig (ex-officio member)

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DOVER FOURTH OF JULY CELEBRATION COMMITTEE

Operates independently in terms of raising and expending funds for the City of Dover 4th of July Celebration.

ENABLING LEGISLATION: Council Motion of December 8, 2003

NUMBER OF MEMBERS: Not less than five (5) and not more than nine (9)

APPOINTED BY: Mayor/Confirmed by City Council

CHAIR SELECTED BY: Mayor serves in an ex-officio capacity as Chairman

APPOINTMENT REQUIREMENTS:

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: One (1) year/Annual City Council Meeting

MEETING DATE/TIME/LOCATION: Called as needed/City Hall Caucus Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION:
Mayor's Office
15 Loockerman Plaza
Dover, DE 19901
302-736-7005
rchristiansen@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Greg Patterson, President/Vice Chair (5/17)
Mayor Robin R. Christiansen, Chair (ex-officio member)
Andrea Maucher, Vice-President (5/17)
Jennifer Helms, Treasurer/Secretary (5/17)
Ann Marie Townshend (5/17)
Susan Betts (5/17)
Gail Nemcic (5/17)
Karen Nickerson (5/17)
Sarah Zimmerman (5/17)

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DOVER HOUSING AUTHORITY

To promote and protect the health, safety, morals and welfare of the public.

ENABLING LEGISLATION: 31 Del. C. §§ 4301 and 4322, inclusive; City of Dover Code - Chapter 22 - Buildings and Building Regulations, Section 22-2 - Housing authority created; purpose

NUMBER OF MEMBERS: Six (6) members

APPOINTED BY: Three (3) members appointed by the Governor and three (3) members appointed by the Mayor (Staggered terms)

CHAIR SELECTED BY: Elected by membership

APPOINTMENT REQUIREMENTS: Shall be residents of the area in which the authority operates

APPOINTMENT RESTRICTIONS: Not more than two (2) appointees of the Governor or of the Mayor at any one (1) time shall be from the same political party or subdivision thereof.

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: Six (6) years/August 15

MEETING DATE/TIME/LOCATION: Meets the fourth (4th) Tuesday of each month/Dover Housing Authority 76 Stevenson Drive, Dover, DE 19901

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION:
Mayor's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7005
rchristiansen@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Mayor's Appointments:
- Mark Harmon (8/15/21)
- Enrico LePore (8/15/18)
- Cherritta L. Matthews (8/15/17)

Governor's Appointments:
- Audrey Daniels (7/28/16)
- Phillip McGinnis (8/26/16)
- Sandra Mifflin-Taylor (7/9/19)
- Ami Sebastian-Hauer, Executive Director

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DOVER PUBLIC LIBRARY ADVISORY COMMISSION

To assist the City in the administration and supervision of its public library facility; consider major policies proposed by staff and provide Council with advice on such policies prior to implementation, all grant requests and Long Range Plan, etc.

ENABLING LEGISLATION: Resolution - Adopted: November 13, 1989

NUMBER OF MEMBERS: Five (5) members
Library Director, Director of Community Services, City Manager, and President of The Friends of Dover Library invited to attend all meetings

APPOINTED BY: Mayor/Confirmed by City Council

CHAIR SELECTED BY: President and Vice-President elected during reorganizational meeting each July

APPOINTMENT REQUIREMENTS: N/A

APPOINTMENT RESTRICTIONS: N/A

REPORTING REQUIREMENTS: N/A

TERM LENGTH/EXPIRATION: Five (5) years (staggered)/June 16th
One (1) Member of Council appointed as a Liaison Member during the Annual City Council Meeting.

MEETING DATE/TIME/LOCATION: Third (3rd) Tuesday (alternate months beginning w/January)/5:00 p.m./Dover Public Library (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION: Dover Public Library
35 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7030
Library@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Councilman Scott W. Cole (Council Liaison Member) (5/17)
Zachery Carter (6/17)
Lois J. Dunning (6/20)
Gertrude Jackson (6/18)
Beth Petit De Mange (6/19)
Jill B. Street (6/21)

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DOVER/KENT COUNTY MPO COUNCIL

To provide a forum for transportation planning and establish transportation programs and policies for Dover urbanized metropolitan area.

ENABLING LEGISLATION: By-Laws

NUMBER OF MEMBERS: Six (6) voting members, as follows: Delaware Governor's appointee; DelDOT Secretary, or appointee; DelDOT Delaware Transit Corporation Director; City of Dover Mayor, or appointee; Kent County Levy Court President, or appointee; and Kent County Municipalities' representative, and two (2) non-voting members as follows: Division Administrator, Federal Highway Administration; and Regional Administrator, Federal Highway Administration.

APPOINTED BY:

CHAIR SELECTED BY: Elected by membership

APPOINTMENT REQUIREMENTS:

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: Kent County Municipalities' representative - Two (2) years/January

MEETING DATE/TIME/LOCATION: http://doverkentmpo.delaware.gov/events/

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION:
Mayor's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7005
rchristiansen@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION
Mayor Robin R. Christiansen

For full membership, please visit the Dover/Kent County MPO Website at:
http://doverkentmpo.delaware.gov/doverkent-county-mpo-council/

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DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS

ENABLING LEGISLATION: City of Dover Code, Appendix C - Downtown Redevelopment, Article II - Definitions, Section 2 - Downtown Dover Partnership; Articles of Incorporation; DDP By-laws

NUMBER OF MEMBERS: Twenty-one (21) directors appointed from two (2) categories, as follows:

Governmental Agency Appointees: Five (5) individuals, either elected or appointed from within the government of the City of Dover including the Mayor (ex-officio), City Manager, the City Planner, and three (3) members of City Council (these individuals shall be nominated by the Mayor and confirmed by City Council and will serve on the Board at the pleasure of the Mayor and Council); and five (5) representatives from State government, including one (1) appointed by the Mayor and confirmed by City Council; two (2) appointed by the Governor (one (1) from the Office of Economic Development, and one (1) from the Office of the Secretary of State); the elected State Senator from the 17th Senatorial District; and the elected Representative from the 31st Representative District.

Private Sector Appointees: Individuals in the second category will be nominated by the Mayor and confirmed by City Council and shall consist of eleven (11) representatives from the private sector with strong ties and commitment to revitalization of the downtown Dover area who should not now hold full-time elected or appointed public office. Members in this category must include a resident of the downtown Dover area or an adjoining neighborhood, a downtown cultural arts representative, a downtown business owner, a downtown retailer, a real estate professional whose practice includes the downtown Dover area, a financial services professional whose practice includes the downtown Dover area, the chief executive officer of Bayhealth or his/her designee, the president of Wesley College or his/her designee, and three (3) undesignated representatives. At least five (5) of these individuals must also either own a commercial property within the Business Improvement District or be designees of such owners.

TERM LENGTH/EXPIRATION: **Governmental agency appointees**: Individuals, other than the state government members appointed by the Governor, shall remain as Board Members so long as deemed appropriate by the Mayor and City Council, and so long as they continue to be either elected or appointed officials within the government of the City of Dover/City Council Annual Meeting in May

Private sector appointees: Three (3) Years/City Council Annual Meeting in May

MEETING DATE/TIME/LOCATION: Fourth (4th) Wednesday/7:30 a.m. (Annual Meeting 2nd week in June)/Dover Public Library (unless otherwise specified)

COMPENSATION FOR MEMBERS: Members serve without compensation

CityClerk@cityofdover.com accepts e-mail on behalf of the Downtown Dover Partnership

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

City of Dover Government (5) - Appointed by the Mayor and Confirmed by City Council

City Manager, Scott D. Koenig (5/17)
City Planner, Ann Marie Townshend (5/17)
Councilman David L. Anderson (5/17)
Councilman William F. Hare (5/17)
~~Councilman James E. Hosfelt, Jr. - Council Representative (5/16)~~ (VACANCY)
Mayor Robin R. Christiansen (ex-officio member)

State Government (5)

~~Laura Simmons, State of Delaware Representative (5/15) - Appointed by the Mayor and Confirmed by City Council~~ (VACANCY)
Diane Laird, Office of Economic Development (5/15) - Appointed by the Governor
Timothy A. Slavin, Office of the Secretary of State (5/15) - Appointed by the Governor
Brian Bushweller, State Senator - 17th District
Sean M. Lynn, State Representative - 31st District

Private Sector (11) - Appointed by the Mayor and Confirmed by City Council

John Tinsley - Commercial Property Owner (5/18)
Wendie Vestfall - Downtown Cultural Arts Representative (5/18)
Gregory V. Moore, **President** - Downtown Business Owner/Commercial Property Owner Designee (5/18)
Maxine Lewis - Downtown Retailer/Commercial Property Owner Designee (5/17)
Michael Harrington - Real Estate Professional Whose Practice Includes Downtown Area/Commercial Property Owner (5/16)
Todd Stonesifer - Resident of Downtown Area (5/17)
Paul Lakeman - Chief Executive Officer of Bayhealth Foundation (5/17)
Robert E. Clark, II - President of Wesley College (5/17)
Anita Evans - Undesignated Representative/Financial Services Professional Whose Practice Includes Downtown Area (5/17)
Lucy Findlay - Undesignated Representative/Commercial Property Owner Designee (5/17)
Mitch May - Undesignated Representative/Commercial Property Owner (5/17)

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ECONOMIC DEVELOPMENT COMMITTEE

Promote the economic interests of the City of Dover, formulate recommendations to Council and staff, and coordinate with staff, other government bodies and institutions, the business community, and the public on economic development matters.

ENABLING LEGISLATION: During the Special Council Meeting - Budget Review of May 26, 2016, City Council dissolved the City's Economic Development Office and created an Economic Development Committee within the City. Resolution No. 2016-XX - Adopted: *

NUMBER OF MEMBERS: Five (5) Members

APPOINTED BY: N/A

CHAIR SELECTED BY: N/A

APPOINTMENT REQUIREMENTS: The Mayor (ex-officio, nonvoting member) to serve as the Committee Chair; the City Manager, or the City Manager's designee; the Chair of the Legislative, Finance, and Administration Committee; a designee of the Downtown Dover Partnership (DDP); and the City Planner

APPOINTMENT RESTRICTIONS: N/A

REPORTING REQUIREMENTS: Provide monthly reports to City Council

TERM LENGTH/EXPIRATION: N/A

MEETING DATE/TIME/LOCATION: Called as needed/City Hall Conference Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION:
Mayor's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7005
rchristiansen@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Mayor Robin R. Christiansen, Chair (ex-officio, nonvoting member)
City Manager, Scott D. Koenig
Chair of the Legislative, Finance, and Administration Committee, William F. Hare
Designee of the Downtown Dover Partnership, Gregory V. Moore
City Planner, Ann Marie Townshend

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ELECTION BOARD

To oversee the municipal elections, as well as to serve as an advisory board to Council on such matters as voter registration, municipal elections, election rules and regulations, and polling locations for City elections.

ENABLING LEGISLATION: Resolution - Adopted: November 12, 1990; City of Dover Charter, Article II - Mayor and Council, Section 8 - Election board; counting of votes; determination of winners; tie votes; persons eligible to vote; voter registration; official ballots and voting machines; absentee ballots.

NUMBER OF MEMBERS: Five (5) members and the City Clerk (Liaison Member)

APPOINTED BY: Mayor/Confirmed by City Council

CHAIR SELECTED BY: Elected by membership

APPOINTMENT REQUIREMENTS: One (1) member shall be appointed from each district into which the City has been divided for election purposes, and one member shall be appointed on an at-large basis. Each member shall be a citizen of the United States, a registered voter within the City, and have resided within the geographical boundaries of the City for one (1) year preceding the appointment.

APPOINTMENT RESTRICTIONS: The Mayor and members of Council, their parents, spouse, or children, shall not be eligible for appointment to the election board.

REPORTING REQUIREMENTS: N/A

TERM LENGTH/EXPIRATION: Three (3) years/Annual Meeting. Upon expiration of the term of appointment, a member shall serve until his/her successor has been duly appointed.

MEETING DATE/TIME/LOCATION: Called as needed/City Hall Conference Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201 - Compensation and expenses for mayor, council, employees and other elected or appointed officials (a)(4)

CONTACT INFORMATION:
City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

At-Large:	William Garfinkel, Chair (5/17)
First District:	Anita L. McDowell Boyer (5/18)
Second District:	Cherrita L. Matthews (5/18)
Third District:	Curtis E. Raymond (5/19)
Fourth District:	M. Milford Caldwell (5/16)

Traci A. McDowell, City Clerk (Liaison Member)

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ETHICS COMMISSION

To administer and implement the Code of Conduct.

ENABLING LEGISLATION: City of Dover Code, Chapter 30 - Code of Conduct and Ethics Commission, Article III - Ethics Commission, Section 30-71 - Established; composition; removal; terms of office; vacancies; chairperson; quorum; compensation; legal counsel.

NUMBER OF MEMBERS: Five (5) members

APPOINTED BY: Mayor/Confirmed by City Council

CHAIR SELECTED BY: Elected by membership

APPOINTMENT REQUIREMENTS:

APPOINTMENT RESTRICTIONS: No member of the commission shall hold any elected or appointed office under the government of the United States or the state, county, or city.

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: Five (5) year staggered terms/July 31st (and until his successor has been appointed and has qualified)

MEETING DATE/TIME/LOCATION: Called as needed/City Hall Conference Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION:
City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Thomas C. Jackson, Chair (7/18)
Robin F. Case (7/16)
Gary Coy (7/20)
Andrew S. Moreland (7/17)
Nancy J. Shevock (7/19)

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GENERAL EMPLOYEE PENSION PLAN BOARD OF TRUSTEES

To manage the city employees pension plan.

ENABLING LEGISLATION: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 7 - General Employee Pension Plan, Subdivision II - Board of Trustees, Section 2-361 - 2-370

NUMBER OF MEMBERS: Seven (7) members, as follows: City Manager (1), Controller/Treasurer (1), Elected City Officials (2), Pension Plan Participants (3)

APPOINTED BY: City Manager and Controller/Treasurer - Ex Officio
Elected City Officials - Council President/Confirmed by City Council
Pension Plan Participants - Elected by Eligible Employees

CHAIR SELECTED BY: Elected by membership

APPOINTMENT REQUIREMENTS: Members elected by eligible employees must be participants of the General Employee Pension Plan

APPOINTMENT RESTRICTIONS: N/A

REPORTING REQUIREMENTS: N/A

TERM LENGTH/EXPIRATION: Elected by Eligible Employees - Three (3) years/June 30th (or until his successor shall be elected and qualified)
Elected City Officials - One (1) year/Annual Council Meeting

MEETING DATE/TIME/LOCATION: Quarterly (February, May, August, and November)/9:00 a.m./City Hall Council Conference Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION: City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Councilman David L. Anderson (5/17)
Councilman Brian E. Lewis (5/17)
City Manager, Scott D. Koenig (ex-officio member)
Controller/Treasurer, Donna S. Mitchell (ex-officio member)
Elected Members:
- Robert Gedney (6/19)
- Kristen Mullaney (6/18)
- Teresa Tieman (Chair) (6/17)

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GREATER DOVER ARTS COUNCIL

To assist with the development and promotion of cultural programs; to provide the community with quality cultural and educational entertainment experiences and opportunities to explore the arts of visual displays, music, theatre, and dance performances.

ENABLING LEGISLATION: Resolution - Adopted: May 26, 1998

NUMBER OF MEMBERS: No less than eight (8) nor more than 12

APPOINTED BY: Mayor

CHAIR SELECTED BY: Mayor

APPOINTMENT REQUIREMENTS: N/A

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS: N/A

TERM LENGTH/EXPIRATION: Two (2) years/June 1st

MEETING DATE/TIME/LOCATION: Called as needed/City Hall Caucus Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION:
Dover Public Library - Karen DeMarco
35 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7030
karen.demarco@lib.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Chevis Anderson, Chair (6/16)
Sydney Arntz (6/17)
N. Taylor Collins (6/16)
Caroline Greene (6/16)
Charles Guerin (6/17)
Paul Janiga (6/17)
Tracey Miller (6/17)
Cheryl Scheir (6/16)
Cynthia Witt (6/16)
Sarah Zimmerman (6/17)

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HISTORIC DISTRICT COMMISSION

To assist Planning Commission and Planner in reviewing applications for architectural review certifications, designation of historic district zones; guidelines for preservation and conservation of historic district, & other historic preservation matters.

ENABLING LEGISLATION: City of Dover Code, Appendix B - Zoning, Article 10 - Planning Commission, Section 3 - Historic district commission and architectural review

NUMBER OF MEMBERS: Five (5) members

APPOINTED BY: Mayor/Confirmed by City Council

CHAIR SELECTED BY: Chair and Vice-Chair are Elected by membership in November

APPOINTMENT REQUIREMENTS: Shall be residents of the City of Dover who have demonstrated special interest, experience, or knowledge in history, architecture, or historic preservation. Two (2) 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 (2) members shall be residents of the district, and at least one (1) shall represent the business within the district.

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS: The commission shall produce an annual report of its activity that is kept on file for public review with the city planning office.

TERM LENGTH/EXPIRATION: Three (3) year staggered terms/July 26th. Vacancies shall be filled within 60 days in accordance with subsection 3.12.

MEETING DATE/TIME/LOCATION: Third (3rd) Thursday at 3:00 p.m./Shall meet at least four (4) times per year in a place that is advertised in advance and open to the public./City Hall Conference Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION:
Department of Planning and Inspections
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7196
planningandinspections@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Joseph McDaniel, (Vice Chair) Business Rep./Resident (7/17)
Eric S. Czerwinski, Professional (7/19)
Ann Baker Horsey, Professional/Resident (7/17)
C. Terry Jackson, Professional/Resident (7/17)
Richard Scrafford, Professional (7/19)

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HUMAN RELATIONS COMMISSION

To promote and develop an environment of fairness and respect among its citizens; develop ways to measure and monitor community relations; prevent and resolve issues of human relations, etc.

ENABLING LEGISLATION: City of Dover Code, Chapter 58 - Human Relations, Sec. 58-32. - Established; composition; appointment; representation; holding other office; removal from office; terms of office; vacancies; reappointments (b).

NUMBER OF MEMBERS: Nine (9) members

APPOINTED BY: Council President based upon recommendations of Council/Confirmed by City Council

CHAIR SELECTED BY: Elected by membership

APPOINTMENT REQUIREMENTS: Resident of the City. Two (2) members shall be selected from each council district and one (1) member shall serve from the city at-large

APPOINTMENT RESTRICTIONS: No member of the commission shall hold any elected or appointed office under the government of the United States or the state, county, or city.

REPORTING REQUIREMENTS: The commission shall report to the City Council on a quarterly basis regarding its affairs. An annual report of its accomplishments and a summary of its recommendations shall be provided to the Mayor and the City Council.

TERM LENGTH/EXPIRATION: Three (3) year staggered terms and until a successor is appointed/February

MEETING DATE/TIME/LOCATION: Quarterly/City Hall Council Chambers (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION:
City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

At-Large:	Lynne Sadusky (2/17)
First District:	~~Jackie Griffith~~ (2/17) (VACANCY)
	~~S. Renee Smith~~ (2/17) (VACANCY)
Second District:	Dianne Bogle (2/17)
	Theodore Henderson, Chair (2/17)
Third District:	James McGiffin (2/17)
	Wanda Mullen (2/17)
Fourth District:	~~Jane Hicks~~ (2/17) (VACANCY)
	~~Kenneth Roach~~ (2/17) (VACANCY)

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KENT COUNTY TOURISM BOARD OF DIRECTORS

The Kent County Delaware Convention and Visitors Bureau's mission is to strengthen the County's economy by promoting the area's unique spirit and travel experience to visitors as a year-round, overnight destination for conventions, meetings and leisure travel. This includes assisting with the development of products, packaging and marketing opportunities that showcase Kent County's lodging industry, attractions, eateries, retail establishments as well as sports and recreation, while also supporting preservation and quality of life for all those living and working in Kent County.

ENABLING LEGISLATION: By-Laws

NUMBER OF MEMBERS: One (1) Representative of City government

APPOINTED BY: Council President/Confirmed by City Council

CHAIR SELECTED BY: The BOD shall elect the officers of the BOD

APPOINTMENT REQUIREMENTS: The Kent County Levy Court and City of Dover positions shall continue as long as each organization continues to contribute no less than $10,000 annually toward KCDCVB's operating budget.

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS: N/A

TERM LENGTH/EXPIRATION: One (1) year/Annual Council Meeting

MEETING DATE/TIME/LOCATION: Third (3rd) Thursday of Each Month (Except August) at 7:30 a.m. unless otherwise determined by the President with appropriate notice to BOD members/Location of meetings will vary at the pleasure of the BOD to include sites relevant to current or future businesses and attractions.

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION:
City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT CITY OF DOVER MEMBERSHIP NAMES AND TERM EXPIRATION

Councilman Fred A. Neil (5/17)

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KENT ECONOMIC PARTNERSHIP BOARD OF DIRECTORS

To advise the Kent County Levy Court on various aspects of business retention and attraction as well as economic development initiatives to promote better employment opportunities for Kent County residents.

ENABLING LEGISLATION: By-Laws

NUMBER OF MEMBERS: Thirteen (13) voting members, consisting of two (2) classes of directors, as follows:
Class A Directors: shall be the persons holding the following offices, or the office holder's designee: President of the Levy Court of Kent County, President of the Council of the City of Dover, the Mayor of the Town of Smyrna, the Mayor of the City of Milford, the Director of the Delaware Economic Development Office, and the Chair of the Central Delaware Chamber of Commerce.
Class B Directors: The remaining members of the Board shall be Class B directors and shall be appointed by the Kent County Levy Court from the community and shall be chosen, insofar as possible, to represent a cross-section of the business community and municipalities of Kent County.
The County Administrator for Kent County shall serve as a non-voting Ex Officio Member of the Board and shall be entitled to attend and participate in all meetings of the Board of Directors.

APPOINTED BY: **Class A Directors**: elected and/or appointed in accordance with prevailing statutory requirements or organizational policies and procedures established by their respective organizations. **City of Dover Council President's designee**: Appointed by Council President/Confirmed by Council
Class B Directors: Kent County Levy Court

CHAIR SELECTED BY: Elected by Board

APPOINTMENT REQUIREMENTS:

APPOINTMENT RESTRICTIONS: Class B directors shall serve no more than two successive four (4) year terms, but may be eligible for re-appointment to additional four (4) year terms in accordance with the Board's selection process.

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: **Class A Directors**: Terms of service run concurrent with their respective terms in elected or appointed office. **City of Dover Council President's designee**: One (1) year/Annual Council Meeting
Class B Directors: All Class B directors appointed or reappointed after Fiscal Year 2015 shall serve four (4) years terms.
Directors may be removed with or without cause at any time by the affirmative vote of a two-thirds (2/3) majority of the entire Board of Directors.

MEETING DATE/TIME/LOCATION: Third (3rd) Thursday of Each Month/8:00 a.m./555 Bay Road

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION: City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT CITY OF DOVER MEMBERSHIP NAMES AND TERM EXPIRATION

Councilman David L. Anderson (Council President's designee) (5/17)

For full membership, please visit the Kent Economic Partnership Website at:
http://www.kentpartnership.org/index.cfm?fuseaction=trees.pageDetails&p=1514-2-2440

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LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

To advise Council on Charter and Code amendments, and other legislative matters; financial matters; administrative issues, policies, procedures, and operations; and matters relating to Mayor, Council, and Offices of City Manager, Finance, City Clerk, etc.

ENABLING LEGISLATION: City of Dover Code, Chapter 2 - Administration, Article III - Standing Council Committees, Division 2 - Legislative, Finance, and Administration Committee, Division 2 - Legislative, Finance and Administration Committee

NUMBER OF MEMBERS: Five (5) members

APPOINTED BY: Council President (4)/Committee Chair (1)/Confirmed by City Council

CHAIR SELECTED BY: Council President

APPOINTMENT REQUIREMENTS: Three (3) of the Members shall be elected City officials. Two (2) others shall be City residents.

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: One (1) year/Annual Council Meeting

MEETING DATE/TIME/LOCATION: Tuesday following the Second (2nd) & Fourth (4th) Monday/6:00 p.m. (Council Committee of the Whole Until May 31, 2017)/City Council Chambers

COMPENSATION FOR MEMBERS: Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(6) - Compensation and expenses for mayor, council, employees and other elected or appointed officials

CONTACT INFORMATION:
City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Councilman William F. Hare, Chair (5/17)
Councilman Scott W. Cole (5/17)
Councilman Roy Sudler, Jr. (5/17)
Courtney Stewart (Appointed by Council President) (5/17)
Daniel T. Shevock (Appointed by Committee Chair) (5/17)

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OTHER POST-EMPLOYMENT BENEFITS (OPEB) BOARD

This Board shall adopt a trust agreement for the OPEB Fund (and may amend the trust agreement from time to time), shall take all actions necessary and appropriate to establish and maintain the OPEB Fund, and shall have control and management of the OPEB Fund and may utilize its powers pursuant to this chapter in the administration of the OPEB Fund.

ENABLING LEGISLATION: City of Dover Code, Chapter 2 - Administration, Article VI - Other Post-employment Benefits Fund, Section 2-503 - Management of the OPEB fund

NUMBER OF MEMBERS: Five (5) members

APPOINTED BY: Council President (two elected city officials)/Confirmed by City Council

CHAIR SELECTED BY:

APPOINTMENT REQUIREMENTS: The board shall be comprised of the controller/treasurer, human resources director, city manager, and two elected city officials

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: One (1) year/Annual City Council Meeting

MEETING DATE/TIME/LOCATION: Called as needed/City Hall Conference Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION: City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Councilman Scott W. Cole (5/17)
Councilman James E. Hosfelt, Jr. (5/17)
City Manager, Scott D. Koenig (Chair) (ex-officio member)
Controller/Treasurer, Donna Mitchell (ex-officio member)
Human Resources Director, Kim Hawkins (ex-officio member)

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PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE

To advise Council on parks, playgrounds, open space, and other recreational facilities and programs; matters relating to community enhancements; and matters related to Offices of Parks & Recreation, Planning, Community Development, Library, etc.

ENABLING LEGISLATION:	City of Dover Code, Chapter 2 - Administration, Article III - Standing Council Committees, Division 3 - Parks, Recreation, and Community Enhancement Committee, Division 3 - Parks, Recreation and Community Enhancement Committee
NUMBER OF MEMBERS:	Five (5) members
APPOINTED BY:	Council President (4)/Committee Chair (1)/Confirmed by City Council
CHAIR SELECTED BY:	Council President
APPOINTMENT REQUIREMENTS:	Three (3) of the Members shall be elected City officials. Two (2) others shall be City residents.
APPOINTMENT RESTRICTIONS:	
REPORTING REQUIREMENTS:	
TERM LENGTH/EXPIRATION:	One (1) year/Annual Council Meeting
MEETING DATE/TIME/LOCATION:	Tuesday following the Second (2nd) & Fourth (4th) Monday/6:00 p.m. (Council Committee of the Whole Until May 31, 2017)/City Council Chambers
COMPENSATION FOR MEMBERS:	Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(6) - Compensation and expenses for mayor, council, employees and other elected or appointed officials
CONTACT INFORMATION:	City Clerk's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7008 cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Councilman Roy Sudler, Jr., Chair (5/17)
Councilman David L. Anderson (5/17)
Councilman James E. Hosfelt, Jr. (5/17)
M. Milford Caldwell, Jr. (Appointed by Council President) (5/17)
Ann Baker Horsey (Appointed by Committee Chair) (5/17)

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PLANNING COMMISSION

For the development, improvement, and beautification of the City.

ENABLING LEGISLATION: City of Dover Charter, Article II - Mayor and Council, Section 23 - Power of Council to Create City Planning Commission; Members Generally; City of Dover Code, Chapter 82 - Planning, Section 82-1 - Planning Commission; and 22 Del. C. § 701

NUMBER OF MEMBERS: Nine (9) members

APPOINTED BY: Mayor/Confirmed by City Council

CHAIR SELECTED BY: Mayor

APPOINTMENT REQUIREMENTS: Two (2) members shall be appointed from each Council district and one (1) from At-Large, with staggered terms. Must be residents of the City

APPOINTMENT RESTRICTIONS: No member may hold at the same time, any elected City office.

REPORTING REQUIREMENTS: N/A

TERM LENGTH/EXPIRATION: Three (3) Years/June 1st; incumbent members shall continue to serve beyond the expiration of their term until a successor is appointed by the mayor and confirmed by the council.

MEETING DATE/TIME/LOCATION: Third (3rd) Monday/7:00 p.m./City Hall Council Chambers (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(a)(8) - Compensation and expenses for mayor, council, employees and other elected or appointed officials

CONTACT INFORMATION:
Planning and Inspections
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7196
PlanningandInspections@cityofdover.com

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

At-Large:	Dr. Bobby Jones (6/17)
First District:	Kathleen Welsh, Vice Chair (6/19)
	~~Col. Robert D. Welsh~~ (6/17) (VACANCY)
Second District:	Thomas Holt (6/18)
	Andrea Maucher (6/18)
Third District:	Dean Holden (6/18)
	Fred Tolbert, Chair (6/17)
Fourth District:	John H. Baldwin, Sr. (6/19)
	Kenneth Roach(6/19)

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POLICE PENSION PLAN - RETIREMENT COMMITTEE

To manage the City's Police Pension Plan.

ENABLING LEGISLATION: City of Dover Code, Chapter 62 - Law Enforcement, Article III - Pension Plan, Division 2 - Retirement Committee, Section 62-101 - 62-105

NUMBER OF MEMBERS: Seven (7) members, as follows: City Manager (1), Police Chief (1), Elected City Officials (2), Pension Plan Participants (3)

APPOINTED BY: City Manager and Police Chief - Ex-Officio
Elected City Officials - Council President/Confirmed by City Council
Pension Plan Participants - Elected by members of the Police Pension Plan/Confirmed by City Council

CHAIR SELECTED BY: Elected by membership

APPOINTMENT REQUIREMENTS: Members elected by members of the police pension plan must be participants of the Police Pension Plan

APPOINTMENT RESTRICTIONS: N/A

REPORTING REQUIREMENTS: N/A

TERM LENGTH/EXPIRATION: Elected by members of the Police Pension Plan - Three (3) year staggered terms/January 31st
Elected City Officials - One (1) year/Annual Council Meeting

MEETING DATE/TIME/LOCATION: Quarterly (February, May, August, and November)/9:00 a.m./City Hall Conference Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION: City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Councilman David L. Anderson (5/17)
Councilman Brian E. Lewis (5/17)
City Manager, Scott D. Koenig (ex-officio member)
Chief of Police, Paul Bernat (ex-officio member)
Elected Members:
- (Ret. Captain) John Sigler, Chair (1/19)
- (Ret. Lt.) Timothy Mullaney, Sr. (1/17)
- (Ret. Cpl.) Martin Stallings (1/18)

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PROPERTY MAINTENANCE CODE BOARD OF APPEALS

To review appeals of the building inspectors decisions with regards to property maintenance issues, including vacant buildings.

ENABLING LEGISLATION: City of Dover Code, Chapter 22 - Buildings and Building Regulations, Article VII - Property Maintenance Code, Section 22-225 - Property Maintenance Code Board of Appeals

NUMBER OF MEMBERS: Three (3) members

APPOINTED BY: Mayor/Confirmed by City Council

CHAIR SELECTED BY:

APPOINTMENT REQUIREMENTS: City Manager; a resident generally selected as a representative of homeowners; and a representative of the local real estate industry association

APPOINTMENT RESTRICTIONS: N/A

REPORTING REQUIREMENTS: Decisions of the board shall be final

TERM LENGTH/EXPIRATION: One (1) year/Annual City Council Meeting

MEETING DATE/TIME/LOCATION: Called as needed/City Hall Conference Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION: City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

City Manager, Scott D. Koenig (ex-officio member)
Representative of Homeowners, Adam M. Perza (5/17)
Representative of Local Real Estate Industry Association, Charles Martin (5/17)

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PUBLIC ADVISORY COMMITTEE OF THE DOVER/KENT COUNTY MPO

Serves as an advisory to the MPO on issues of interest to the Dover/Kent MPO Council and the PAC through public participation.

ENABLING LEGISLATION:	Dover/Kent MPO By-Laws; and Dover/Kent County MPO Public Advisory Committee By-Laws
NUMBER OF MEMBERS:	Eleven (11) members (Alternates)
APPOINTED BY:	State - 4; County - 6; City - 3 by Mayor/Confirmed by City Council
CHAIR SELECTED BY:	Elected by membership
APPOINTMENT REQUIREMENTS:	Must reside in the area governed by the MPO
APPOINTMENT RESTRICTIONS:	
REPORTING REQUIREMENTS:	The chairman of the PAC shall report to the MPO Council on recommendations and other matters adopted by the PAC.
TERM LENGTH/EXPIRATION:	Two (2) years/July
MEETING DATE/TIME/LOCATION:	http://doverkentmpo.delaware.gov/events/
COMPENSATION FOR MEMBERS:	Members serve without compensation
CONTACT INFORMATION:	Mayor's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7005 rchristiansen@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION (*CITY APPOINTEES ONLY*):
Dr. Carlton L. Cannon, Jr. (7/16)
Jonathan Contant (7/17)
John S. Grady (7/17)
Karen McGloughlin (At-Large Alternate) (7/17)

For full membership, please visit the Dover/Kent County MPO Website at:
http://doverkentmpo.delaware.gov/the-public-advisory-committee-pac/

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SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

To advise Council on public safety issues, policies, procedures and operations relative to emergency operations, and fire and police services; matters related to Police and Fire Departments, Department of Inspections, etc.

ENABLING LEGISLATION: City of Dover Code, Chapter 2 - Administration, Article III - Standing Council Committees, Division 4 - Safety Advisory and Transportation Committee, Division 4 - Safety Advisory and Transportation Committee

NUMBER OF MEMBERS: Five (5) members

APPOINTED BY: Council President (4)/Committee Chair (1)/Confirmed by City Council

CHAIR SELECTED BY: Council President

APPOINTMENT REQUIREMENTS: Three (3) of the Members shall be elected City officials. Two (2) others shall be City residents.

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: One (1) year/Annual Council Meeting

MEETING DATE/TIME/LOCATION: Tuesday following the Second (2nd) & Fourth (4th) Monday/6:00 p.m. (Council Committee of the Whole Until May 31, 2017)/City Council Chambers

COMPENSATION FOR MEMBERS: Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(6) - Compensation and expenses for mayor, council, employees and other elected or appointed officials

CONTACT INFORMATION:
City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Councilman James E. Hosfelt, Jr., Chair (5/17)
Councilman James L. Hutchison, Sr. (5/17)
Councilman Brian E. Lewis (5/17)
Dana Shelton (Appointed by Council President) (5/17)
Thomas J. Keller, Jr. (Appointed by Committee Chair) (5/17)

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SILVER LAKE COMMISSION

To consider matters related to Silver Lake and the St. Jones River Watershed, including Fork, Mudstone, Penrose, and Cahoon Branches, and Puncheon Run; open spaces and park lands; and water activities, to include swimming, boating, skiing, and fishing.

ENABLING LEGISLATION: Resolution - Adopted August 27, 1990

NUMBER OF MEMBERS: Seven (7) members

APPOINTED BY: Mayor/Confirmed by City Council

CHAIR SELECTED BY: Elected by membership

APPOINTMENT REQUIREMENTS:

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: One (1) year/Annual City Council meeting

MEETING DATE/TIME/LOCATION: Called as needed/City Hall Caucus Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION: ParksandRecreation@cityofdover.com accepts e-mail on behalf of the Silver Lake Commission

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Dean Holden, Chair (5/17)
Nicholas Adams (5/17)
Tricia Arndt (5/17)
James Burcham (5/17)
Zachery Carter (5/17)
Lyle Allen Jones (5/17)
Ann Marie Townshend (5/17)

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ST. JONES GREENWAY COMMISSION

To preserve and enhance the cultural, historical, natural, recreational, educational, and economic resources of the St. Jones River Watershed; to communicate and promote the value of Greenways to present and future residents.

ENABLING LEGISLATION: By-Laws

NUMBER OF MEMBERS: Nine (9) members and City Parks & Recreation Director (Ex-Officio)

APPOINTED BY: State (3), County (4), City (2)/Mayor/Confirmed by City Council

CHAIR SELECTED BY:

APPOINTMENT REQUIREMENTS: Resident

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: Three (3) years/December 31st

MEETING DATE/TIME/LOCATION: Called as needed/Location will be specified on the agenda/notice

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION: ParksandRecreation@cityofdover.com accepts e-mail on behalf of the St. Jones Greenway Commission

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION (CITY APPOINTEES ONLY)

James Burcham (12/18)
Michael P. Mercer (12/18)
City Parks and Recreation Director, Ann Marie Townshend (ex-officio member)

For full Membership, please visit the Kent County website at:
http://www.co.kent.de.us/parks-recreation/st-jones-greenway.aspx

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TECHNICAL ADVISORY COMMITTEE OF THE DOVER/KENT COUNTY MPO

ENABLING LEGISLATION: By-Laws (Dover/Kent MPO)

NUMBER OF MEMBERS: 18+

APPOINTED BY:

CHAIR SELECTED BY:

APPOINTMENT REQUIREMENTS: Employees of member governments and related agencies

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: N/A

MEETING DATE/TIME/LOCATION: http://doverkentmpo.delaware.gov/events/

COMPENSATION FOR MEMBERS: Members serve without compensation.

CONTACT INFORMATION:
Mayor's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7005
rchristiansen@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION
For full membership, please visit the Dover/Kent County MPO Website at:
http://doverkentmpo.delaware.gov/technical-advisory-committee-tac-2/

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UTILITY COMMITTEE

To advise Council on the installation, maintenance, repair, etc. of electric, water, sewer, streets, and other infrastructures; utility rates, code amendments; utility issues, policies, procedures, etc.; and matters related to Electric and Public Works Departments.

ENABLING LEGISLATION:	City of Dover Code, Chapter 2 - Administration, Article III - Standing Council Committees, Division 5 - Utility Committee
NUMBER OF MEMBERS:	Five (5) members
APPOINTED BY:	Council President (4), Committee Chairperson (1)/Confirmed by City Council
CHAIR SELECTED BY:	Council President
APPOINTMENT REQUIREMENTS:	Three (3) of the members shall be elected city officials, and the two (2) remaining members shall be city residents.
APPOINTMENT RESTRICTIONS:	N/A
REPORTING REQUIREMENTS:	N/A
TERM LENGTH/EXPIRATION:	One (1) year term/Annual City Council Meeting
MEETING DATE/TIME/LOCATION:	Tuesday following the Second (2nd) & Fourth (4th) Monday/6:00 p.m. (Council Committee of the Whole Until May 31, 2017)/City Council Chambers
COMPENSATION FOR MEMBERS:	Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(a)(6) - Compensation and expenses for mayor, council, employees and other elected or appointed officials
CONTACT INFORMATION:	City Clerk's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7008 cityclerk@dover.de.us

CURRENT MEMBERSHIP NAMES AND TERM EXPIRATION

Councilman Scott W. Cole, Chair (5/17)
Councilman James L. Hutchison, Sr. (5/17)
Councilman Fred A. Neil (5/17)
Lester L. Blakeman, Sr. (Appointed by Council President) (5/17)
Tricia Arndt (Appointed by Committee Chair) (5/17)

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CITY OF DOVER, DELAWARE

APPLICATION FOR COMMITTEE, COMMISSION, OR BOARD APPOINTMENT

Section 1 - Basic Information		
Full Name (Prefix/Title, Last, First, MI, Suffix/Designation)		
Address (No., Street, City, State, Zip)		
City of Dover residency is required for appointment to the Board of Adjustment, Compensation Commission; Dover Housing Authority; Election Board; Historic District Commission; Human Relations Commission; Legislative, Finance, and Administration Committee; Parks, Recreation and Community Enhancement Committee; Planning Commission; Property Maintenance Code Board of Appeals; Safety Advisory and Transportation Committee; St. Jones Greenway Commission; and Utility Committee.		
Phone (home)	Phone (cell)	E-Mail
1st 2nd 3rd 4th	I am / I am not registered to vote	
Council District	Voter registration is required for appointment to the Election Board.	
Please list any elected or appointed office that you currently hold under the government of the United States or the State, County, or City. No member of the Ethics Commission or Human Relations Commission shall hold any elected or appointed office under the government of the United States or the State, County, or City. No member of the Board of Adjustment, at the time of appointment and throughout the term of office, shall be candidates nor members of the legislative body nor employees of the City.		

Section 2 - Employment Experience - Please provide your professional work history (most recent first)		
Employer/Company	**Position/Title**	**Start and End Dates**

Section 3 - Professional Licenses and Certificates		
License/Certificate	**Date Issued/Date Expires**	**Status** (active, inactive, pending)

Section 4 - Education - Please provide your complete educational backgrounds. Dates do not have to be exact.

	School	Certificate, Diploma, or Degree	Dates Attended
High School			
College			
Other			

Section 5 - Organizations/Society Memberships, Previous Experience Serving on Committees, Community/Volunteer Experience - Please list all organizations and societies of which you have been, or are currently, affiliated.

Organization Name	Previous	Current

Section 6 - Questionnaire

Please provide the name of the Committee, Commission, or Board on which you are interested in serving. See Committee, Commission, and Board Listing.

Provide any special knowledge, education, experience, qualities or talent that qualify you to serve on the committee, commission or board listed above.

Please explain why you wish to serve on this committee, commission, or board.

Please describe what skills you have that would enhance the productivity of the committee, commission, or board.

Do you, your spouse, or any immediate family members have any potential conflicts of interest (personal or financial) that could require you to recuse yourself from votes of the committee, commission, or board for which you are applying? If yes, please explain.

No Yes	

Do you, your spouse, or any immediate family members own real property, personal property, financial holdings or receive income from any source which might present, or appear to present, a conflict of interest with your requested appointment? If yes, please explain.
No Yes
Have you, your spouse, or any immediate family members ever been affiliated (as an officer, owner, director, trustee, partner, advisor, or consultant) with any institutions (corporations, firms, partnerships, business enterprises, non-profit organization, etc.) which might present, or appear to present, a potential conflict of interest with your requested appointment? If yes, please explain.
No Yes
Do you have a personal or business relationship with any members of City Council, members of any City committees, commissions, or boards, or employees of the City of Dover? If yes, please list them.
No Yes
Have you ever been registered or served as a lobbyist (paid or unpaid) with the State of Delaware or any government organization? If yes, please list the organizations you represented.
No Yes
Have you been convicted of a misdemeanor or felony as an adult? If yes, please explain.
No Yes
Are you currently under any federal, state, or local investigation for violation of a criminal law? If yes, please explain.
No Yes
Please list three references that are not related to you and would be able to speak to your ability to serve on this committee, commission, or board.
I acknowledge that I am in good financial standing with the City of Dover, which includes being current on all taxes, utilities, and other obligations owed to the City. Yes No
I acknowledge that applications are public documents and are subject to disclosure under the Freedom of Information Act of the State of Delaware if requested. Yes No
I certify that the information submitted in this application is true to the best of my knowledge and recognize that if any of the information included in this application is false, my application may be disqualified from consideration. If any information in this application changes during the consideration process or during my term if appointed, I agree to submit the updated information to the City Clerk's Office to be appended to my application as soon as possible. Yes No
Signature Date

The following questions are optional. They will enable the appointing authority to consider the appointment of a diverse group of individuals.
Are you a person with a disability? Yes No Do you have a relative with a disability Yes No
Please describe your gender
Please describe your ethnicity

CITY OF DOVER, DELAWARE
COMMITTEES, COMMISSIONS, AND BOARDS

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The City of Dover encourages citizen participation in government processes and welcomes your interest in serving on a City committee, commission, or board. Citizens who serve on boards and commissions help to enhance diversity and ensure quality services to meet the needs of our growing City. Their activities help shape and influence public policy, because they lend a more diverse viewpoint for the City Council to consider.

A list of the City of Dover committees, commissions, and boards is provided below. For additional details, including membership, please click on the committee link from the list. Agendas, packets, and minutes for all meetings are available at the following link: All Municipal Meetings.

COMMITTEES, COMMISSIONS, AND BOARDS
Awards Committee
Board of Adjustment
Board of Assessment Appeals
Compensation Commission
Construction Code Appeals Committee
Dover Fourth of July Celebration Committee
Dover Housing Authority
Dover Public Library Advisory Commission
Dover/Kent County MPO Council
Downtown Dover Partnership Board of Directors
Election Board
Ethics Commission
General Employee Pension Plan Board of Trustees
Greater Dover Arts Council

Historic District Commission
Human Relations Commission
Kent County Tourism Board of Directors
Kent Economic Partnership Board of Directors
Legislative, Finance and Administration Committee
Other Post-Employment Benefits (OPEB) Board
Parks, Recreation and Community Enhancement Committee
Planning Commission
Police Pension Plan - Retirement Committee
Property Maintenance Code Board of Appeals
Public Advisory Committee of the Dover/Kent County MPO
Safety Advisory and Transportation Committee
Silver Lake Commission
St. Jones Greenway Commission
Technical Advisory Committee of the Dover/Kent County MPO
Utility Committee

AWARDS COMMITTEE

The Awards Committee shall make recommendations to the City Council for awards of the City of Dover Medal.

ENABLING LEGISLATION:	City of Dover Code, Chapter 2 - Administration, Article I - In General, Section 2-1(f)
NUMBER OF MEMBERS:	Three (3) members
APPOINTED BY:	Mayor
CHAIR SELECTED BY:	Mayor
APPOINTMENT REQUIREMENTS:	N/A
APPOINTMENT RESTRICTIONS:	No City employee, retired employee, volunteer firefighter, or appointed or elected official shall be eligible to serve.
REPORTING REQUIREMENTS:	N/A
TERM LENGTH/EXPIRATION:	N/A
MEETING DATE/TIME/LOCATION:	Called as needed/Location to be announced
COMPENSATION FOR MEMBERS:	Members serve without compensation.
CONTACT INFORMATION:	City Clerk's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7008 cityclerk@dover.de.us

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BOARD OF ADJUSTMENT

To review appeals by any person aggrieved or by any officer, department, board or bureau of the City affected by any decision of the administrative officer.

ENABLING LEGISLATION:	City of Dover Code, Appendix B - Zoning, Article 9 - Board of Adjustment; 22 Del. C. § 301 et seq. and §§ 321-323
NUMBER OF MEMBERS:	No less than three (3) nor more than five (5)
APPOINTED BY:	Mayor/Confirmed by City Council
CHAIR SELECTED BY:	Elected by membership
APPOINTMENT REQUIREMENTS:	Shall be a resident of the City. Shall have knowledge of the problems of urban and rural development (22 Del. C. §§ 321-323)
APPOINTMENT RESTRICTIONS:	At the time of appointment and throughout the term of office, shall not be candidates nor members of the legislative body nor employees of the City (22 Del. C. §§ 321-323)
REPORTING REQUIREMENTS:	N/A
TERM LENGTH/EXPIRATION:	Three (3) years (staggered)/July
MEETING DATE/TIME/LOCATION:	Third (3rd) Wednesday of each month/9:00 a.m./City Hall Caucus Room (unless specified otherwise on agenda/notice)
COMPENSATION FOR MEMBERS:	Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(a)(9) - Compensation and expenses for mayor, council, employees and other elected or appointed officials
CONTACT INFORMATION:	Department of Planning and Community Development 15 Loockerman Plaza Dover, DE 19901 (302) 736-7196 PlanningandInspections@dover.de.us

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BOARD OF ASSESSMENT APPEALS

Shall hear the appeals of all taxpayers dissatisfied with the assessment of their properties.

ENABLING LEGISLATION:	City of Dover Charter, Article IV - Financial Affairs, Section 47 - General Assessment; Levy on Utility Property; City of Dover Code - Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessment Appeals
NUMBER OF MEMBERS:	Not less than three (3) civilian members
APPOINTED BY:	Designated by City Council
CHAIR SELECTED BY:	
APPOINTMENT REQUIREMENTS:	Shall be qualified voters of the city and have experience in the state in one of the following fields: (1) Real estate brokerage of sales; (2) Property appraisal/assessments; (3) Real property law; (4) Accounting.
APPOINTMENT RESTRICTIONS:	N/A
REPORTING REQUIREMENTS:	Shall report their findings
TERM LENGTH/EXPIRATION:	Four (4) years (staggered)/March
MEETING DATE/TIME/LOCATION:	Appeals hearings set by City Council during the first meeting in March. Notice of the posting of the copies of the general assessment and of the place and time of the meetings of the board of assessment appeals shall be published in at least one issue of a newspaper published in the city / City Hall Conference Room (unless specified otherwise on agenda/notice)
COMPENSATION FOR MEMBERS:	Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(a)(3) - Compensation and expenses for mayor, council, employees and other elected or appointed officials
CONTACT INFORMATION:	City Clerk's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7008 cityclerk@dover.de.us

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COMPENSATION COMMISSION

To consider compensation for the Mayor, City Council, and paid members of City Committees and Commissions.

ENABLING LEGISLATION:	City of Dover Code - Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201 - Compensation and Expenses for Mayor, Council, Employees and Other Elected or Appointed Officials (b) - Compensation Commission
NUMBER OF MEMBERS:	Five (5) members. The Controller/Treasurer and Human Resources Director shall serve as ex-officio, nonvoting members.
APPOINTED BY:	One (1) member appointed by the Mayor, one (1) member appointed by the Council President, and three (3) members appointed by City Council members
CHAIR SELECTED BY:	Elected by membership
APPOINTMENT REQUIREMENTS:	Members shall be city residents who are registered to vote in city elections.
APPOINTMENT RESTRICTIONS:	Members cannot be reappointed within the next two (2) years.
REPORTING REQUIREMENTS:	Report due to council six (6) months prior to the regular municipal election
TERM LENGTH/EXPIRATION:	Two (2) years/Annual City Council Meeting
MEETING DATE/TIME/LOCATION:	Called as needed/City Hall Conference Room (unless specified otherwise on agenda/notice)
COMPENSATION FOR MEMBERS:	Members serve without compensation
CONTACT INFORMATION:	City Clerk's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7008 cityclerk@dover.de.us

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DOVER FOURTH OF JULY CELEBRATION COMMITTEE

Operates independently in terms of raising and expending funds for the City of Dover 4th of July Celebration.

ENABLING LEGISLATION:	Council Motion of December 8, 2003
NUMBER OF MEMBERS:	Not less than five (5) and not more than nine (9)
APPOINTED BY:	Mayor/Confirmed by City Council
CHAIR SELECTED BY:	Mayor serves in an ex-officio capacity as Chairman
APPOINTMENT REQUIREMENTS:	
APPOINTMENT RESTRICTIONS:	
REPORTING REQUIREMENTS:	
TERM LENGTH/EXPIRATION:	One (1) year/Annual City Council Meeting
MEETING DATE/TIME/LOCATION:	Called as needed/City Hall Caucus Room (unless specified otherwise on agenda/notice)
COMPENSATION FOR MEMBERS:	Members serve without compensation
CONTACT INFORMATION:	Mayor's Office 15 Loockerman Plaza Dover, DE 19901 302-736-7005 rchristiansen@dover.de.us

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DOVER HOUSING AUTHORITY

To promote and protect the health, safety, morals and welfare of the public.

ENABLING LEGISLATION:	31 Del. C. §§ 4301 and 4322, inclusive; City of Dover Code - Chapter 22 - Buildings and Building Regulations, Section 22-2 - Housing authority created; purpose
NUMBER OF MEMBERS:	Six (6) members
APPOINTED BY:	Three (3) members appointed by the Governor and three (3) members appointed by the Mayor (Staggered terms)
CHAIR SELECTED BY:	Elected by membership
APPOINTMENT REQUIREMENTS:	Shall be residents of the area in which the authority operates
APPOINTMENT RESTRICTIONS:	Not more than two (2) appointees of the Governor or of the Mayor at any one (1) time shall be from the same political party or subdivision thereof.
REPORTING REQUIREMENTS:	
TERM LENGTH/EXPIRATION:	Six (6) years/August 15
MEETING DATE/TIME/LOCATION:	Meets the fourth (4th) Tuesday of each month/Dover Housing Authority 76 Stevenson Drive, Dover, DE 19901
COMPENSATION FOR MEMBERS:	Members serve without compensation
CONTACT INFORMATION:	Mayor's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7005 rchristiansen@dover.de.us

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DOVER PUBLIC LIBRARY ADVISORY COMMISSION

To assist the City in the administration and supervision of its public library facility; consider major policies proposed by staff and provide Council with advice on such policies prior to implementation, all grant requests and Long Range Plan, etc.

ENABLING LEGISLATION:	Resolution - Adopted: November 13, 1989
NUMBER OF MEMBERS:	Five (5) members Library Director, Director of Community Services, City Manager, and President of The Friends of Dover Library invited to attend all meetings
APPOINTED BY:	Mayor/Confirmed by City Council
CHAIR SELECTED BY:	President and Vice-President elected during reorganizational meeting each July
APPOINTMENT REQUIREMENTS:	N/A
APPOINTMENT RESTRICTIONS:	N/A
REPORTING REQUIREMENTS:	N/A
TERM LENGTH/EXPIRATION:	Five (5) years (staggered)/June 16th One (1) Member of Council appointed as a Liaison Member during the Annual City Council Meeting.
MEETING DATE/TIME/LOCATION:	Third (3rd) Tuesday (alternate months beginning w/January)/5:00 p.m./Dover Public Library (unless specified otherwise on agenda/notice)
COMPENSATION FOR MEMBERS:	Members serve without compensation
CONTACT INFORMATION:	Dover Public Library 35 Loockerman Plaza Dover, Delaware 19901 (302) 736-7030 Library@dover.de.us

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DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS

ENABLING LEGISLATION: City of Dover Code, Appendix C - Downtown Redevelopment, Article II - Definitions, Section 2 - Downtown Dover Partnership; Articles of Incorporation; DDP By-laws

NUMBER OF MEMBERS: Twenty-one (21) directors appointed from two (2) categories, as follows:

Governmental Agency Appointees: Five (5) individuals, either elected or appointed from within the government of the City of Dover including the Mayor (ex-officio), City Manager, the City Planner, and three (3) members of City Council (these individuals shall be nominated by the Mayor and confirmed by City Council and will serve on the Board at the pleasure of the Mayor and Council); and five (5) representatives from State government, including one (1) appointed by the Mayor and confirmed by City Council; two (2) appointed by the Governor (one (1) from the Office of Economic Development, and one (1) from the Office of the Secretary of State); the elected State Senator from the 17th Senatorial District; and the elected Representative from the 31st Representative District.

Private Sector Appointees: Individuals in the second category will be nominated by the Mayor and confirmed by City Council and shall consist of eleven (11) representatives from the private sector with strong ties and commitment to revitalization of the downtown Dover area who should not now hold full-time elected or appointed public office. Members in this category must include a resident of the downtown Dover area or an adjoining neighborhood, a downtown cultural arts representative, a downtown business owner, a downtown retailer, a real estate professional whose practice includes the downtown Dover area, a financial services professional whose practice includes the downtown Dover area, the chief executive officer of Bayhealth or his/her designee, the president of Wesley College or his/her designee, and three (3) undesignated representatives. At least five (5) of these individuals must also either own a commercial property within the Business Improvement District or be designees of such owners.

TERM LENGTH/EXPIRATION: **Governmental agency appointees**: Individuals, other than the state government members appointed by the Governor, shall remain as Board Members so long as deemed appropriate by the Mayor and City Council, and so long as they continue to be either elected or appointed officials within the government of the City of Dover/City Council Annual Meeting in May
Private sector appointees: Three (3) Years/City Council Annual Meeting in May

MEETING DATE/TIME/LOCATION: Fourth (4th) Wednesday/7:30 a.m. (Annual Meeting 2nd week in June)/Dover Public Library (unless otherwise specified)

COMPENSATION FOR MEMBERS: Members serve without compensation

CityClerk@cityofdover.com accepts e-mail on behalf of the Downtown Dover Partnership

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ELECTION BOARD

To oversee the municipal elections, as well as to serve as an advisory board to Council on such matters as voter registration, municipal elections, election rules and regulations, and polling locations for City elections.

ENABLING LEGISLATION:	Resolution - Adopted: November 12, 1990; City of Dover Charter, Article II - Mayor and Council, Section 8 - Election board; counting of votes; determination of winners; tie votes; persons eligible to vote; voter registration; official ballots and voting machines; absentee ballots.
NUMBER OF MEMBERS:	Five (5) members and the City Clerk (Liaison Member)
APPOINTED BY:	Mayor/Confirmed by City Council
CHAIR SELECTED BY:	Elected by membership
APPOINTMENT REQUIREMENTS:	One (1) member shall be appointed from each district into which the City has been divided for election purposes, and one member shall be appointed on an at-large basis. Each member shall be a citizen of the United States, a registered voter within the City, and have resided within the geographical boundaries of the City for one (1) year preceding the appointment.
APPOINTMENT RESTRICTIONS:	The Mayor and members of Council, their parents, spouse, or children, shall not be eligible for appointment to the election board.
REPORTING REQUIREMENTS:	N/A
TERM LENGTH/EXPIRATION:	Three (3) years/Annual Meeting. Upon expiration of the term of appointment, a member shall serve until his/her successor has been duly appointed.
MEETING DATE/TIME/LOCATION:	Called as needed/City Hall Conference Room (unless specified otherwise on agenda/notice)
COMPENSATION FOR MEMBERS:	Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201 - Compensation and expenses for mayor, council, employees and other elected or appointed officials (a)(4)
CONTACT INFORMATION:	City Clerk's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7008 cityclerk@dover.de.us

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ETHICS COMMISSION

To administer and implement the Code of Conduct.

ENABLING LEGISLATION: City of Dover Code, Chapter 30 - Code of Conduct and Ethics Commission, Article III - Ethics Commission, Section 30-71 - Established; composition; removal; terms of office; vacancies; chairperson; quorum; compensation; legal counsel.

NUMBER OF MEMBERS: Five (5) members

APPOINTED BY: Mayor/Confirmed by City Council

CHAIR SELECTED BY: Elected by membership

APPOINTMENT REQUIREMENTS:

APPOINTMENT RESTRICTIONS: No member of the commission shall hold any elected or appointed office under the government of the United States or the state, county, or city.

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: Five (5) year staggered terms/July 31st (and until his successor has been appointed and has qualified)

MEETING DATE/TIME/LOCATION: Called as needed/City Hall Conference Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION:

City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

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GREATER DOVER ARTS COUNCIL

To assist with the development and promotion of cultural programs; to provide the community with quality cultural and educational entertainment experiences and opportunities to explore the arts of visual displays, music, theatre, and dance performances.

ENABLING LEGISLATION: Resolution - Adopted: May 26, 1998

NUMBER OF MEMBERS: No less than eight (8) nor more than 12

APPOINTED BY: Mayor

CHAIR SELECTED BY: Mayor

APPOINTMENT REQUIREMENTS: N/A

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS: N/A

TERM LENGTH/EXPIRATION: Two (2) years/June 1st

MEETING DATE/TIME/LOCATION: Called as needed/City Hall Caucus Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION:

Dover Public Library - Karen DeMarco
35 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7030
karen.demarco@lib.de.us

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HISTORIC DISTRICT COMMISSION

To assist Planning Commission and Planner in reviewing applications for architectural review certifications, designation of historic district zones; guidelines for preservation and conservation of historic district, & other historic preservation matters.

ENABLING LEGISLATION: City of Dover Code, Appendix B - Zoning, Article 10 - Planning Commission, Section 3 - Historic district commission and architectural review

NUMBER OF MEMBERS: Five (5) members

APPOINTED BY: Mayor/Confirmed by City Council

CHAIR SELECTED BY: Chair and Vice-Chair are Elected by membership in November

APPOINTMENT REQUIREMENTS: Shall be residents of the City of Dover who have demonstrated special interest, experience, or knowledge in history, architecture, or historic preservation. Two (2) 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 (2) members shall be residents of the district, and at least one (1) shall represent the business within the district.

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS: The commission shall produce an annual report of its activity that is kept on file for public review with the city planning office.

TERM LENGTH/EXPIRATION: Three (3) year staggered terms/July 26th. Vacancies shall be filled within 60 days in accordance with subsection 3.12.

MEETING DATE/TIME/LOCATION: Third (3rd) Thursday at 3:00 p.m./Shall meet at least four (4) times per year in a place that is advertised in advance and open to the public./City Hall Conference Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION:
Department of Planning and Inspections
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7196
planningandinspections@dover.de.us

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HUMAN RELATIONS COMMISSION

To promote and develop an environment of fairness and respect among its citizens; develop ways to measure and monitor community relations; prevent and resolve issues of human relations, etc.

ENABLING LEGISLATION:	City of Dover Code, Chapter 58 - Human Relations, Sec. 58-32. - Established; composition; appointment; representation; holding other office; removal from office; terms of office; vacancies; reappointments (b).
NUMBER OF MEMBERS:	Nine (9) members
APPOINTED BY:	Council President based upon recommendations of Council/Confirmed by City Council
CHAIR SELECTED BY:	Elected by membership
APPOINTMENT REQUIREMENTS:	Resident of the City. Two (2) members shall be selected from each council district and one (1) member shall serve from the city at-large
APPOINTMENT RESTRICTIONS:	No member of the commission shall hold any elected or appointed office under the government of the United States or the state, county, or city.
REPORTING REQUIREMENTS:	The commission shall report to the City Council on a quarterly basis regarding its affairs. An annual report of its accomplishments and a summary of its recommendations shall be provided to the Mayor and the City Council.
TERM LENGTH/EXPIRATION:	Three (3) year staggered terms and until a successor is appointed/February
MEETING DATE/TIME/LOCATION:	Quarterly/City Hall Council Chambers (unless specified otherwise on agenda/notice)
COMPENSATION FOR MEMBERS:	Members serve without compensation
CONTACT INFORMATION:	City Clerk's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7008 cityclerk@dover.de.us

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LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

To advise Council on Charter and Code amendments, and other legislative matters; financial matters; administrative issues, policies, procedures, and operations; and matters relating to Mayor, Council, and Offices of City Manager, Finance, City Clerk, etc.

ENABLING LEGISLATION: City of Dover Code, Chapter 2 - Administration, Article III - Standing Council Committees, Division 2 - Legislative, Finance, and Administration Committee, Division 2 - Legislative, Finance and Administration Committee

NUMBER OF MEMBERS: Five (5) members

APPOINTED BY: Council President (4)/Committee Chair (1)/Confirmed by City Council

CHAIR SELECTED BY: Council President

APPOINTMENT REQUIREMENTS: Three (3) of the Members shall be elected City officials. Two (2) others shall be City residents.

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: One (1) year/Annual Council Meeting

MEETING DATE/TIME/LOCATION: Tuesday following the Second (2nd) & Fourth (4th) Monday/6:00 p.m. (Council Committee of the Whole Until May 31, 2017)/City Council Chambers

COMPENSATION FOR MEMBERS: Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(6) - Compensation and expenses for mayor, council, employees and other elected or appointed officials

CONTACT INFORMATION:

City Clerk's Office
15 Loockerman Plaza
Dover, Delaware 19901
(302) 736-7008
cityclerk@dover.de.us

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PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE

To advise Council on parks, playgrounds, open space, and other recreational facilities and programs; matters relating to community enhancements; and matters related to Offices of Parks & Recreation, Planning, Community Development, Library, etc.

ENABLING LEGISLATION:	City of Dover Code, Chapter 2 - Administration, Article III - Standing Council Committees, Division 3 - Parks, Recreation, and Community Enhancement Committee, Division 3 - Parks, Recreation and Community Enhancement Committee
NUMBER OF MEMBERS:	Five (5) members
APPOINTED BY:	Council President (4)/Committee Chair (1)/Confirmed by City Council
CHAIR SELECTED BY:	Council President
APPOINTMENT REQUIREMENTS:	Three (3) of the Members shall be elected City officials. Two (2) others shall be City residents.
APPOINTMENT RESTRICTIONS:	
REPORTING REQUIREMENTS:	
TERM LENGTH/EXPIRATION:	One (1) year/Annual Council Meeting
MEETING DATE/TIME/LOCATION:	Tuesday following the Second (2nd) & Fourth (4th) Monday/6:00 p.m. (Council Committee of the Whole Until May 31, 2017)/City Council Chambers
COMPENSATION FOR MEMBERS:	Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(6) - Compensation and expenses for mayor, council, employees and other elected or appointed officials
CONTACT INFORMATION:	City Clerk's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7008 cityclerk@dover.de.us

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PLANNING COMMISSION

For the development, improvement, and beautification of the City.

ENABLING LEGISLATION:	City of Dover Charter, Article II - Mayor and Council, Section 23 - Power of Council to Create City Planning Commission; Members Generally; City of Dover Code, Chapter 82 - Planning, Section 82-1 - Planning Commission; and 22 Del. C. § 701
NUMBER OF MEMBERS:	Nine (9) members
APPOINTED BY:	Mayor/Confirmed by City Council
CHAIR SELECTED BY:	Mayor
APPOINTMENT REQUIREMENTS:	Two (2) members shall be appointed from each Council district and one (1) from At-Large, with staggered terms. Must be residents of the City
APPOINTMENT RESTRICTIONS:	No member may hold at the same time, any elected City office.
REPORTING REQUIREMENTS:	N/A
TERM LENGTH/EXPIRATION:	Three (3) Years/June 1st; incumbent members shall continue to serve beyond the expiration of their term until a successor is appointed by the mayor and confirmed by the council.
MEETING DATE/TIME/LOCATION:	Third (3rd) Monday/7:00 p.m./City Hall Council Chambers (unless specified otherwise on agenda/notice)
COMPENSATION FOR MEMBERS:	Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(a)(8) - Compensation and expenses for mayor, council, employees and other elected or appointed officials
CONTACT INFORMATION:	Planning and Inspections 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7196 PlanningandInspections@cityofdover.com

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PROPERTY MAINTENANCE CODE BOARD OF APPEALS

To review appeals of the building inspectors decisions with regards to property maintenance issues, including vacant buildings.

ENABLING LEGISLATION:	City of Dover Code, Chapter 22 - Buildings and Building Regulations, Article VII - Property Maintenance Code, Section 22-225 - Property Maintenance Code Board of Appeals
NUMBER OF MEMBERS:	Three (3) members
APPOINTED BY:	Mayor/Confirmed by City Council
CHAIR SELECTED BY:	
APPOINTMENT REQUIREMENTS:	City Manager; a resident generally selected as a representative of homeowners; and a representative of the local real estate industry association
APPOINTMENT RESTRICTIONS:	N/A
REPORTING REQUIREMENTS:	Decisions of the board shall be final
TERM LENGTH/EXPIRATION:	One (1) year/Annual City Council Meeting
MEETING DATE/TIME/LOCATION:	Called as needed/City Hall Conference Room (unless specified otherwise on agenda/notice)
COMPENSATION FOR MEMBERS:	Members serve without compensation
CONTACT INFORMATION:	City Clerk's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7008 cityclerk@dover.de.us

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PUBLIC ADVISORY COMMITTEE OF THE DOVER/KENT COUNTY MPO

Serves as an advisory to the MPO on issues of interest to the Dover/Kent MPO Council and the PAC through public participation.

ENABLING LEGISLATION:	Dover/Kent MPO By-Laws; and Dover/Kent County MPO Public Advisory Committee By-Laws
NUMBER OF MEMBERS:	Eleven (11) members (Alternates)
APPOINTED BY:	State - 4; County - 6; City - 3 by Mayor/Confirmed by City Council
CHAIR SELECTED BY:	Elected by membership
APPOINTMENT REQUIREMENTS:	Must reside in the area governed by the MPO
APPOINTMENT RESTRICTIONS:	
REPORTING REQUIREMENTS:	The chairman of the PAC shall report to the MPO Council on recommendations and other matters adopted by the PAC.
TERM LENGTH/EXPIRATION:	Two (2) years/July
MEETING DATE/TIME/LOCATION:	http://doverkentmpo.delaware.gov/events/
COMPENSATION FOR MEMBERS:	Members serve without compensation
CONTACT INFORMATION:	Mayor's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7005 rchristiansen@dover.de.us

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SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

To advise Council on public safety issues, policies, procedures and operations relative to emergency operations, and fire and police services; matters related to Police and Fire Departments, Department of Inspections, etc.

ENABLING LEGISLATION:	City of Dover Code, Chapter 2 - Administration, Article III - Standing Council Committees, Division 4 - Safety Advisory and Transportation Committee, Division 4 - Safety Advisory and Transportation Committee
NUMBER OF MEMBERS:	Five (5) members
APPOINTED BY:	Council President (4)/Committee Chair (1)/Confirmed by City Council
CHAIR SELECTED BY:	Council President
APPOINTMENT REQUIREMENTS:	Three (3) of the Members shall be elected City officials. Two (2) others shall be City residents.
APPOINTMENT RESTRICTIONS:	
REPORTING REQUIREMENTS:	
TERM LENGTH/EXPIRATION:	One (1) year/Annual Council Meeting
MEETING DATE/TIME/LOCATION:	Tuesday following the Second (2nd) & Fourth (4th) Monday/6:00 p.m. (Council Committee of the Whole Until May 31, 2017)/City Council Chambers
COMPENSATION FOR MEMBERS:	Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(6) - Compensation and expenses for mayor, council, employees and other elected or appointed officials
CONTACT INFORMATION:	City Clerk's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7008 cityclerk@dover.de.us

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SILVER LAKE COMMISSION

To consider matters related to Silver Lake and the St. Jones River Watershed, including Fork, Mudstone, Penrose, and Cahoon Branches, and Puncheon Run; open spaces and park lands; and water activities, to include swimming, boating, skiing, and fishing.

ENABLING LEGISLATION: Resolution - Adopted August 27, 1990

NUMBER OF MEMBERS: Seven (7) members

APPOINTED BY: Mayor/Confirmed by City Council

CHAIR SELECTED BY: Elected by membership

APPOINTMENT REQUIREMENTS:

APPOINTMENT RESTRICTIONS:

REPORTING REQUIREMENTS:

TERM LENGTH/EXPIRATION: One (1) year/Annual City Council meeting

MEETING DATE/TIME/LOCATION: Called as needed/City Hall Caucus Room (unless specified otherwise on agenda/notice)

COMPENSATION FOR MEMBERS: Members serve without compensation

CONTACT INFORMATION: ParksandRecreation@cityofdover.com accepts e-mail on behalf of the Silver Lake Commission

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ST. JONES GREENWAY COMMISSION

To preserve and enhance the cultural, historical, natural, recreational, educational, and economic resources of the St. Jones River Watershed; to communicate and promote the value of Greenways to present and future residents.

ENABLING LEGISLATION:	By-Laws
NUMBER OF MEMBERS:	Nine (9) members and City Parks & Recreation Director (Ex-Officio)
APPOINTED BY:	State (3), County (4), City (2)/Mayor/Confirmed by City Council
CHAIR SELECTED BY:	
APPOINTMENT REQUIREMENTS:	Resident
APPOINTMENT RESTRICTIONS:	
REPORTING REQUIREMENTS:	
TERM LENGTH/EXPIRATION:	Three (3) years/December 31st
MEETING DATE/TIME/LOCATION:	Called as needed/Location will be specified on the agenda/notice
COMPENSATION FOR MEMBERS:	Members serve without compensation
CONTACT INFORMATION:	ParksandRecreation@cityofdover.com accepts e-mail on behalf of the St. Jones Greenway Commission

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UTILITY COMMITTEE

To advise Council on the installation, maintenance, repair, etc. of electric, water, sewer, streets, and other infrastructures; utility rates, code amendments; utility issues, policies, procedures, etc.; and matters related to Electric and Public Works Departments.

ENABLING LEGISLATION:	City of Dover Code, Chapter 2 - Administration, Article III - Standing Council Committees, Division 5 - Utility Committee
NUMBER OF MEMBERS:	Five (5) members
APPOINTED BY:	Council President (4), Committee Chairperson (1)/Confirmed by City Council
CHAIR SELECTED BY:	Council President
APPOINTMENT REQUIREMENTS:	Three (3) of the members shall be elected city officials, and the two (2) remaining members shall be city residents.
APPOINTMENT RESTRICTIONS:	N/A
REPORTING REQUIREMENTS:	N/A
TERM LENGTH/EXPIRATION:	One (1) year term/Annual City Council Meeting
MEETING DATE/TIME/LOCATION:	Tuesday following the Second (2nd) & Fourth (4th) Monday/6:00 p.m. (Council Committee of the Whole Until May 31, 2017)/City Council Chambers
COMPENSATION FOR MEMBERS:	Shall be entitled to compensation as determined by City: City of Dover Code, Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201(a)(6) - Compensation and expenses for mayor, council, employees and other elected or appointed officials
CONTACT INFORMATION:	City Clerk's Office 15 Loockerman Plaza Dover, Delaware 19901 (302) 736-7008 cityclerk@dover.de.us

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CITY OF DOVER

APPLICATION FOR COMMITTEE, COMMISSION, BOARD, ETC. MEMBERSHIP

FULL NAME:

MAILING ADDRESS:

EMAIL ADDRESS:

TELEPHONE NUMBER(S) - HOME:

WORK: OTHER:

HOW LONG HAVE YOU BEEN A CITY RESIDENT? YEARS

OCCUPATION:

APPOINTMENT TO COMMITTEE(S) DESIRED:

CURRENT OR PRIOR ELECTED/APPOINTED POSITION(S) HELD:

MEMBERSHIPS AND ACTIVITIES:

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ☐ **YES** (Check Box) ☐ **NO** (Check Box)
(If yes, please give dates and details below)

CONFLICTS OF INTEREST: Could you or any member of your family be affected financially by decisions to be made by the committee, commission, board, etc. for which you are applying? **(If yes, please give dates and details below)**

☐ **YES** (Check Box) ☐ **NO** (Check Box)

REASON FOR SEEKING APPOINTED POSITION AND/OR QUALIFICATIONS:

ADDITIONAL COMMENTS:

TO SUBMIT BY E-MAIL, CLICK THE BUTTON IN THE RIGHT-HAND CORNER OF THE FIRST PAGE OF THE FORM

OR

Print Form

MAIL COMPLETED APPLICATION TO: CITY CLERK'S OFFICE, CITY OF DOVER,
PO BOX 475, DOVER, DE 19903-0475

DELIVER COMPLETED APPLICATION TO: CITY CLERK'S OFFICE, CITY HALL
15 LOOCKERMAN PLAZA, DOVER, DE 19901