COUNCIL COMMITTEE OF THE WHOLE
AGENDA

AUGUST 23, 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. **VIABILITY OF THE SHOTSPOTTER GUNSHOT DETECTION AND LOCATION SERVICE** (DEFERRED DURING THE MEETING OF JULY 26, 2016 PENDING FURTHER INFORMATION)

2. **DEBRIEFING/POST-MORTEM ON FIREFLY MUSIC FESTIVAL (PRESENTATIONS BY THE DEPARTMENT OF PLANNING AND INSPECTIONS AND THE DOVER POLICE DEPARTMENT)**
   (COMMITTEE ACTION NOT REQUIRED)

3. **PRIORITIZATION OF CITY OF DOVER STATE CAPITAL TRANSPORTATION PROGRAM (CTP) PROJECTS**
   (STAFF RECOMMENDS APPROVAL OF THE RECOMMENDED PRIORITY RANKING FOR THE COMING YEAR)

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

(MEETING WILL CONVENE UPON ADJOURNMENT OF THE UTILITY COMMITTEE MEETING)

AGENDA ADDITIONS/DELETIONS

1. **ADDITION TO THE DOVER POLICE DEPARTMENT VEHICLE FLEET**
   (STAFF RECOMMENDS ALLOWING THE POLICE DEPARTMENT TO TAKE OWNERSHIP OF THE VEHICLE AND ADD IT TO THE FLEET)

2. **REVENUE POLICY FOR EXTRA DUTY/VOLUNTARY OVERTIME**
   (STAFF RECOMMENDS APPROVAL OF THE REVISED REVENUE POLICY-EXTRA DUTY/VOLUNTARY OVERTIME RATES)

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE (CONTINUED)

3. **APPLICATION FOR RURAL ECONOMIC DEVELOPMENT GRANT THROUGH U.S. DEPARTMENT OF AGRICULTURE (USDA)**

   (STAFF RECOMMENDS THAT THE COMMITTEE AND CITY COUNCIL AUTHORIZE STAFF TO PROCEED WITH THE APPLICATION FOR FUNDS AND THE ESTABLISHMENT OF A LOAN FUND. IF COUNCIL WOULD LIKE FURTHER REVIEW OF THE FUNDING RECIPIENTS FOR THE FIRST ROUND OF FUNDING, STAFF REQUESTS THAT THIS ROLE BE ASSIGNED TO THE ECONOMIC DEVELOPMENT COMMITTEE)

4. **REQUESTS FOR ADDITIONAL EXTENSIONS**

   A. **BANKING AND CASH MANAGEMENT SERVICES AGREEMENT**

      (STAFF RECOMMENDS AUTHORIZING THE CONTROLLER/TREASURER TO EXTEND THE WSFS BANK AND CASH MANAGEMENT SERVICES AGREEMENT THROUGH AUGUST, 2017)

   B. **ADP CONTRACT**

      (STAFF RECOMMENDS AUTHORIZING THE CONTROLLER/TREASURER TO EXTEND THE ADP CONTRACT THROUGH DECEMBER 1, 2018, UNLESS THE ERP IMPLEMENTATION RESULTS IN AN EARLIER CANCELLATION)

5. **EVALUATION OF REQUEST FOR PROPOSALS - ELECTRONIC BILL PRESENTMENT AND BILL PAYMENT SERVICES (EBPP)**

   (STAFF RECOMMENDS AWARDING A ONE (1) YEAR CONTRACT TO INVOICECLOUD FOR AN ESTIMATED 1ST YEAR ANNUAL COST TO THE CITY OF $67,000. THIS 1ST YEAR ESTIMATED ANNUAL COST INCLUDES A 14% GROWTH IN CUSTOMER USE. THE PROPOSED CONTRACT FOR ELECTRONIC BILL PRESENTMENT AND BILL PAYMENT SERVICES INCLUDES AN OPTION TO RENEW EACH YEAR FOR FOUR (4) SUBSEQUENT YEARS.)

6. **UNCOLLECTIBLE RESERVE ADJUSTMENTS AND DEMOLITION COST RECOVERY** (DEMOLITION COST RECOVERY DISCUSSION ITEM PROPOSED DURING THE FY 2015/16 BUDGET REVIEW; DEFERRED DURING THE SAFETY ADVISORY AND TRANSPORTATION COMMITTEE MEETING OF JUNE 22, 2015)

   (STAFF RECOMMENDS AUTHORIZING THE CONTROLLER/TREASURER TO RECORD AN ADJUSTMENT OF $300,000 EACH AS A RESERVE FOR ESTIMATED UNCOLLECTIBLE RECEIVABLES FOR FISCAL YEAR 2016, THEREBY REDUCING THE BUDGET BALANCE IN THE GENERAL FUND AND THE INVENTORY RESERVE BALANCE IN THE ELECTRIC FUND)

7. **DISCUSSION OF DUTIES AND ASSIGNMENTS OF CITY PERSONNEL**

   (DEFERRED DURING THE MEETING OF JULY 26, 2016 PENDING MEMBERS' RECEIPT OF INFORMATION)

8. **DESIGNING AND EXPANDING RECRUITMENT FOR CITY COMMITTEES, COMMISSIONS, AND BOARDS**

   (REFERRED TO THE COMMITTEE BY CITY COUNCIL DURING THE REGULAR COUNCIL MEETING OF JULY 11, 2016)

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

ADJOURNMENT OF COUNCIL COMMITTEE OF THE WHOLE MEETING

/TM

S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\COMMITTEE-AGENDAS\2016\08-23-2016 CCW.WPD

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.

MEMORANDUM

City of Dover
P.O. Box 475
Dover, Delaware 19903
Phone: 302.736.7010 Fax: 302.736.4217

Date: August 17, 2016

To: Safety Advisory and Transportation Committee

From: Ann Marie Townshend, AICP, Director of Planning & Community Development

RE: Debriefing/Post-Mortem Firefly Music Festival

The 2016 Firefly Music Festival was held June 15 through June 19 in the Woodlands located at the Dover International Speedway. This is the first year that the festival was completely inside the City of Dover limits. Overall, the event went smoothly, but staff has identified a number of areas where improvements can be made in future years, both in the pre-event permitting and the implementation. This Department of Planning and Inspections enjoys great communication with both Dover International Speedway and Redfrog in regards to the planning and execution of the event, and we are confident that we will continue this positive relationship.

The Fire Marshal's Office worked 152 hours from Wednesday through Sunday of the festival to ensure the safety of the citizens and visitors in the lots and festival grounds utilized for the Firefly Music Festival. Employees from the Code Enforcement Division were also utilized. This office also attends regular meetings throughout the year for the planning of the event. Staff completed a fire and life safety inspection prior to the event beginning. They oversaw the load-in of the camping areas to ensure compliance with code requirements. They performed checks on occupant loads of the enclosed tents. For the three acts that utilized pyrotechnic displays, the Fire Marshal's Office staff met with the authorized pyrotechnics vendors during the morning of the show to ensure compliance. Staff was also on stage during the pyrotechnics to ensure compliance. There was an occurrence where staff had to place the pyrotechnics on hold until the firing device could be re-secured. There was no direct interference with the performance. There was a fire at one of the food vendor locations due to a leaking/loose gas connection.

Several issues were identified by the Department of Planning and Inspections staff for which we will work with Dover International Speedway and Redfrog to improve for future events. The Fire Marshal's Office provided a memo to Dover International Speedway to identify these issues and will be meeting with them in the near future to review them.

For future camping permit submissions, the camping plans will need to more clearly identify whether each camping lot is for tents or recreational vehicles. The two types of camping cannot be intermingled within a lot. There are several camping areas in Lot 18 (which was recently annexed), where there are no improved surfaces for camping access. The Fire Marshal's Office has provided a recommended phasing for the addition of these roads which are necessary for emergency access. Staff will review this with Dover International Speedway. This is likely to require Planning Commission approval.

The Fire Marshal's Office oversaw the load-in and had to intervene to ensure that the code requirements were followed. If issues are not corrected during load-in, it is very difficult to move campers and tents after they are placed. Our staff will coordinate closely with Dover International Speedway staff and contractors to improve the load-in process going forward.

The Department of Planning and Inspections staff will continue to work with Dover International Speedway to effectively plan for future festivals and events in this area.

Special Preparation Instructions & Debriefing/Post-Mortem on Firefly Music Festival

Presented by Lt. Christopher Hermance

Safety Advisory & Transportation Committee Meeting

August 23, 2016




FIREFLY
music festival
JUNE 16-19, 2016
THURSDAY | TWO DOOR CINEMA CLUB
ALUNAGEORGE • ROBERT DELONG • OH WONDER • JACK GARRATT • FELIX JAEHN • JAI WOLF
SKIZZY MARS • ARKELLS • WHILK & MISKY • LANY • KITTENS • BOT • CAVERNS • LAUV • WILLIAM BOLTON
HOLLIS BROWN • ELLIOT ROOT • TWIN LIMB • CLEOPOLD • NEW SOUND BRASS BAND • TYLER BOONE
FRIDAY | KINGS OF LEON
ELLIE GOULDING • DISCLOSURE • TAME IMPALA • OF MONSTERS & MEN • LUDACRIS • PORTER ROBINSON
FITZ AND THE TANTRUMS • FLOGGING MOLLY • VINCE STAPLES • GUSTER • SAINT MOTEL • THE WOMBATS
THE WHITE PANDA • RÜFÜS DU SOL • BOY & BEAR • GALLANT • NIGHT RIOTS • KALEO • FINISH TICKET • CIVIL TWILIGHT
THE LONELY BISCUITS • CHEAT CODES • POWERS • HEYDAZE • KANEHOLLER • GENERIK • SUN CLUB CONNELL CRUISE
SAM JAMES • THE SHELTERS • TEEN MEN • DIRTY DISHES • AMFMS • TYLER BOONE • WEATHERS
SATURDAY | FLORENCE & THE MACHINE · DEADMAUS
DEATH CAB FOR CUTIE • M83 • A$AP ROCKY • CHVRCHES • THE NEIGHBOURHOOD • FETTY WAP • TCHAMI
CATFISH & THE BOTTLEMEN • ST. LUCIA • ATLAS GENIUS • THE STAVES • PEPPER • PELL • PARSON JAMES • MOON TAXI
CHAIRLIFT • VANIC • SIGALA • PVRIS • COLEMAN HELL • COIN • FINISH TICKET • JEREMY LOOPS • SON LITTLE • QUILT
SLAPTOP • JAHKOY • CAVERNS • GNASH • STRANGERS YOU KNOW • MAJOR & THE MONBACKS • MAIL THE HORSE
SUNDAY | MUMFORD & SONS
BLINK-182 • MAJOR LAZER • THE 1975 • EARTH WIND & FIRE • GROUPLOVE
TROMBONE SHORTY & ORLEANS AVENUE • MØ • NATHANIEL RATELIFF & THE NIGHT SWEATS • ELLE KING
THE STAVES • THE STRUTS • WET • GOLDLINK • LOUIS THE CHILD • HIPPIE SABOTAGE • HAYDEN JAMES
NOAH GUNDERSEN • SWIM DEEP • JAMES HERSEY • D.R.A.M. • MARC SCIBILIA • GIBBZ • TRANSVIOLET • COBI
LAURA STEVENSON • MOTEL RADIO • ISAAC GRACIE • CITY OF THE SUN
THE WOODLANDS
of Dover, De

Dover Police Mission Statement During Firefly

To secure and deploy the law enforcement resources necessary to protect and serve the interest of the citizens and the City of Dover, while preserving the peace and ensuring that pedestrian and vehicular traffic flow in an orderly and systematic manner during the four days involving the Firefly Music Festival Weekend.

Dover Police Objectives During Firefly

- To maintain a professional, courteous presence during all activities associated with the event.
- Identify, control and/or remove conditions that could threaten the public safety.
- Practice pro-active policing ideas while addressing any criminal activity with the appropriate law enforcement response.
- Network with and employ the assistance of other law enforcement agencies as needed to ensure public safety and smooth flow of traffic.

Preparations

Elevated Threat Level Instructions

Special Event Uniform

Strict Enforcement Actions

Support Dover Downs Security Operations

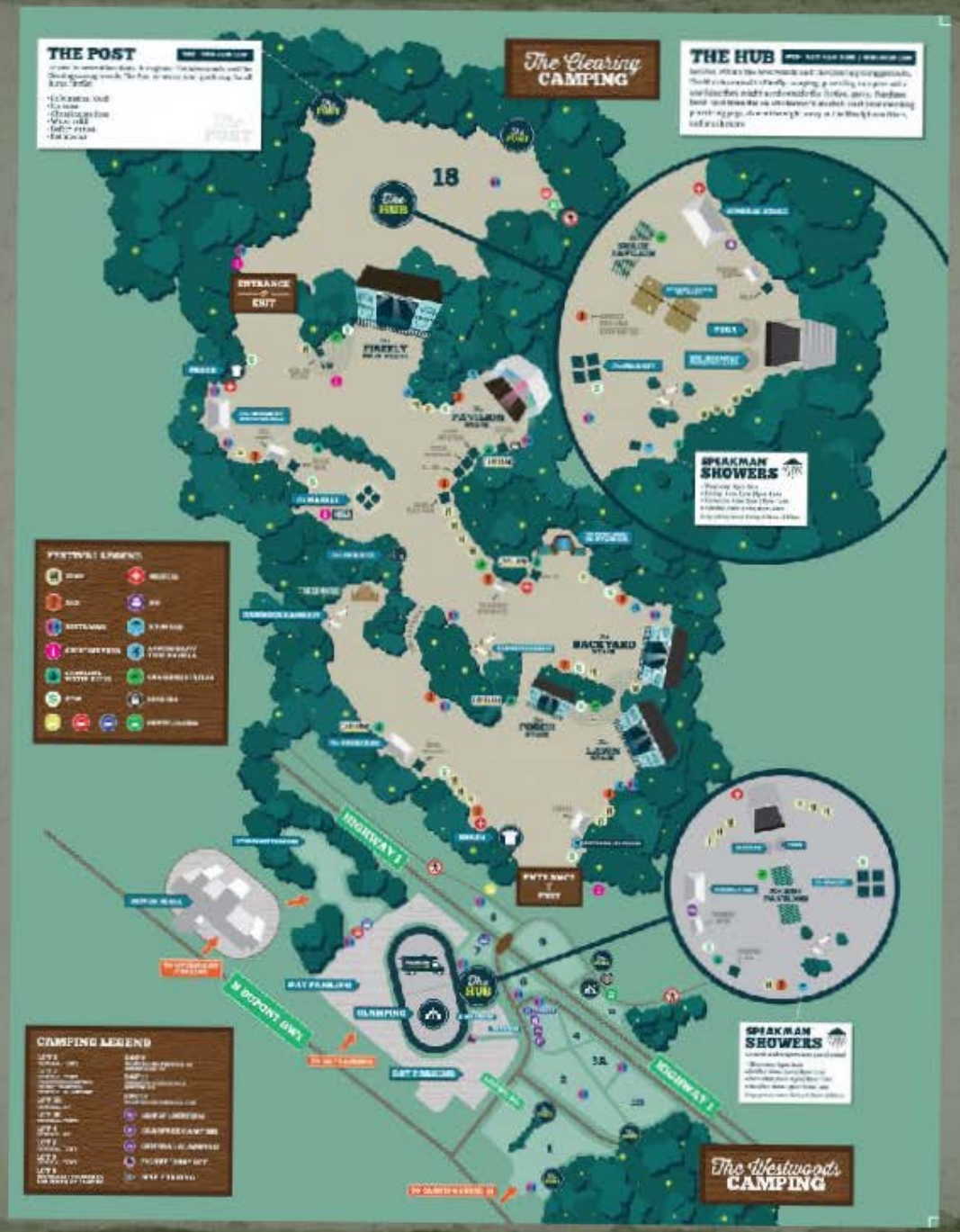
Officer Instructions

Command Post/Secondary Public Safety Compound

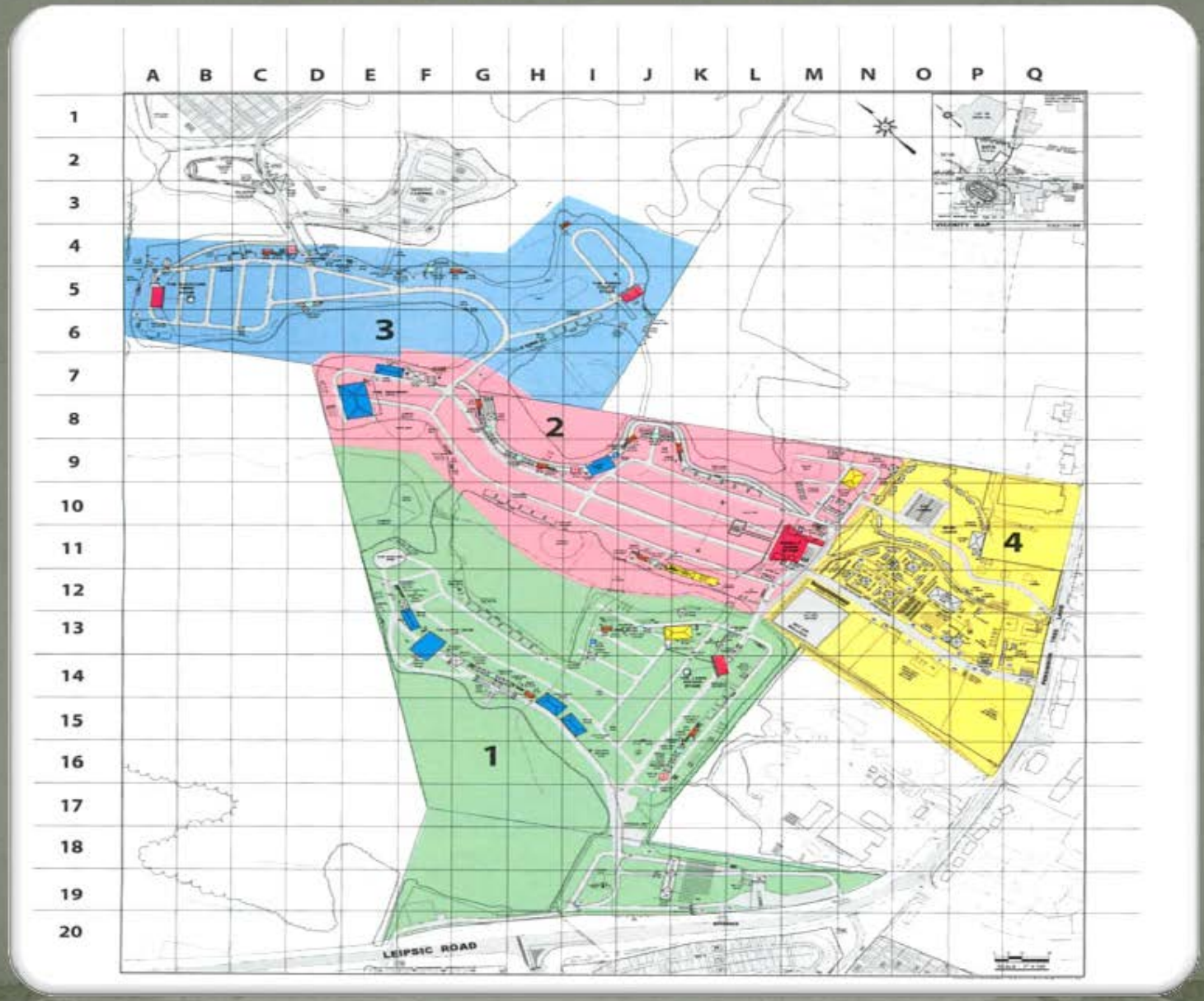
Communications

Logistics

Intelligence


THE POST
The Clearing CAMPING
THE HUB
18
The HUB
ENTRANCE
EXIT
FIREFLY
PAVILION
BACKYARD
SPEAKMAN SHOWERS
HIGHWAY 1
GLAMPING
The HUB
SPEAKMAN SHOWERS
CAMPING LEGEND
The Westwoods CAMPING

GRID MAP


A B C D E F G H I J K L M N O P Q
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
3
2
4
1
LEIPSIC ROAD

Wednesday:
Load In



Thursday:
2nd Day of Load In & 1st Day of Festival







Friday:
2nd Day of Festival

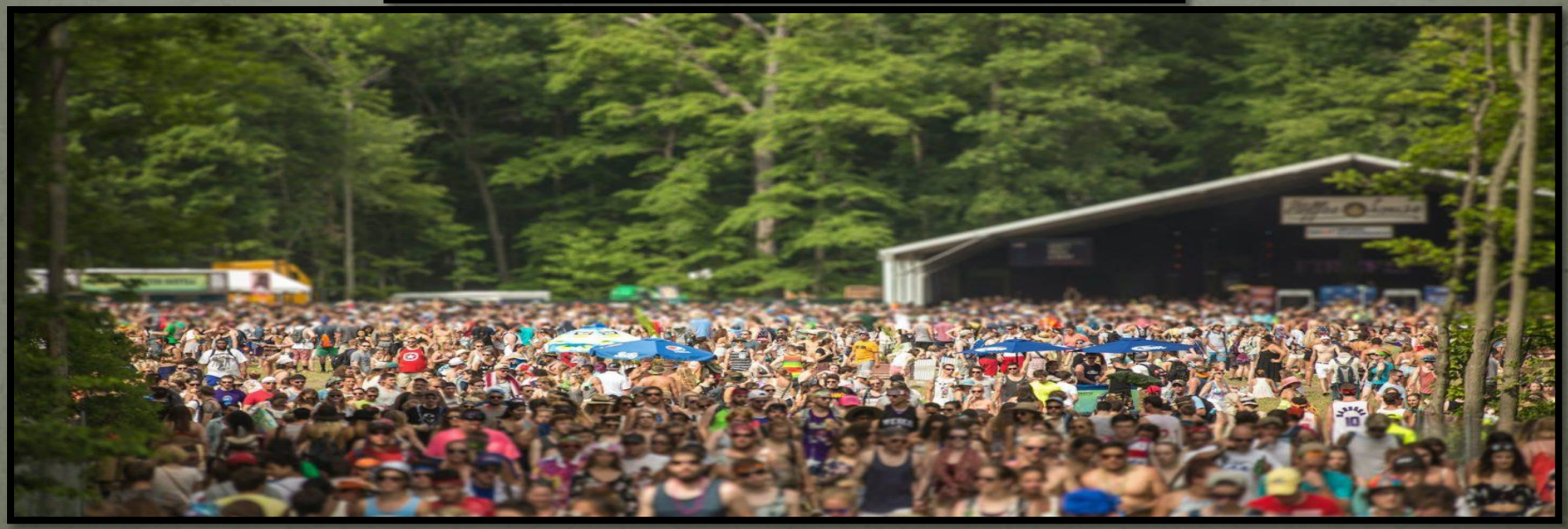






Saturday:
3rd Day of Festival





Sunday:
Final Day of Festival







POLICE AGENCIES INVOLVED:

Dover Police Department - As the primary law enforcement agency we managed and deployed other law enforcement agencies as needed and retained law enforcement management responsibility for events that occurred in our jurisdiction. We were also utilized to monitor, direct, and control traffic (pedestrian and vehicle) ingress and egress to the event in conjunction with the Delaware State Police, Delaware Department of Transportation and Dover Downs International Speedway and provided law enforcement/security at the venue. DPD officers spent 2,894.5 hours working this event at a cost of $170,657.50

Delaware State Police - As the secondary law enforcement agency, they managed, deployed and retained law enforcement management responsibility for events that occurred in their jurisdiction. They were also utilized to monitor, direct, and control traffic (pedestrian and vehicle) ingress and egress to the event in conjunction with the Dover Police Department, Delaware Department of Transportation and Dover Downs International Speedway and provided law enforcement/security at the venue.

Dewey Beach Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot, festival grounds and camping areas.

Smyrna Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot, festival grounds and camping areas.

Capitol Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot, festival grounds and camping areas.

Bridgeville Police Department – was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Laurel Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Felton Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Milford Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot, festival grounds and camping areas

Wyoming Police Department - was utilized to conduct security at festival grounds cash house and was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Camden Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot, festival grounds and camping areas.

Delaware State Police Explosive Ordinance Division (EOD) – was utilized to respond to and deal with any suspicious packages or items found or left in and around the grounds of the festival area and as well as Dover Downs property.

Delaware Alcohol Tobacco Enforcement (DATE) – staffed the event and provided uniformed and non-uniformed staff to monitor DATE compliance and assist with the interior event security and U/C operations.

Delaware Joint Terrorism Task Force (JTTF) – was utilized to provide undercover operations dealing with security issues in the parking areas and inside of the venue.

Dover Police Department Drug, Vice, Organized Crime Unit (DVOC) – was utilized to assist with security issues in the venue and the parking areas surrounding the venue. DVOC officers were used to identify any potential drug/crowd related problems.

Clayton Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Selbyville Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Delmar Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Milton Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot, festival grounds and camping areas.

Dagsboro Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot, festival grounds and camping areas.

Georgetown Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot, festival grounds and camping areas.

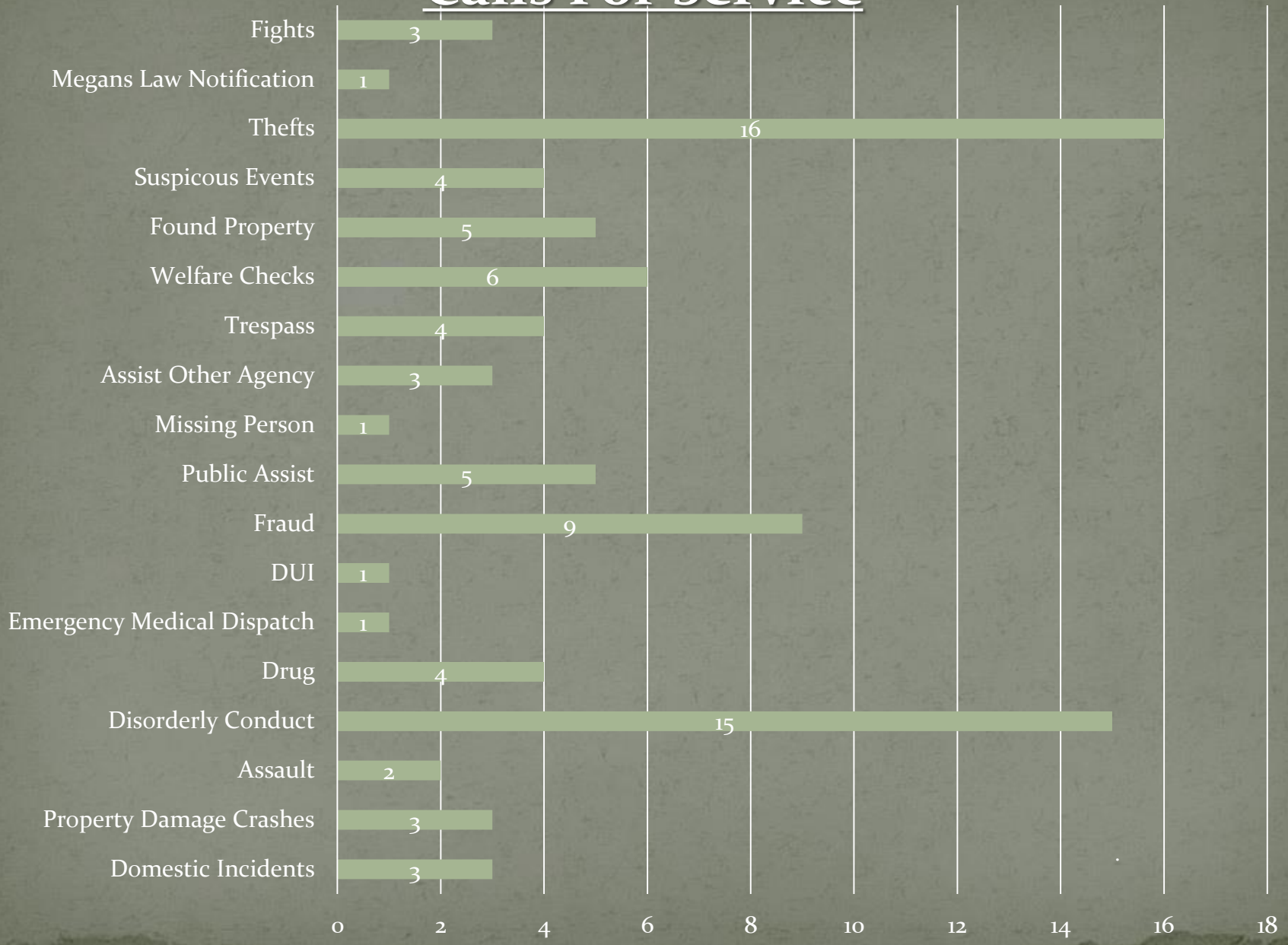
1767.5 hours of support was provided by the 19 supporting Municipal Police Agencies.

1346 hrs. Camping - 1471 hrs. Festival – 1391 hrs. Traffic – 454 Command & Control

TOTAL 4662 HOURS



Calls For Service



ITEMS REQUIRING IMPROVEMENT:

At the conclusion of the Firefly Music Festival, it was determined that there were several issues that needed to be addressed and corrected for the 2017 Firefly Festival. Some of the issues that arose during the weekend which will be addressed in the upcoming meetings are as follows:

- There needs to be consistency with regards to the parking and camping area names which in all operations have assigned numbers while Red Frog gave names. Officers did not know which number coincided to each Red Frog area name.

- There needs to be extra duty officer assigned to the event that strictly handles the tele serve complaints stemming from the festival.

- Break the Camp and Speedway Rove patrols up with the control points to provide breaks to the control points.

- It is recommend that Control Points 1 & 2 are manned full time, 24 hrs. once Leipsic Road goes to hard closure. (1200 hrs. Thursday – 0300 hrs. Monday) This will provide better security against potential threats and traffic enforcement.

- An improvement needs to be made to signage in the festival for locating land marks for point of reference for emergency response.

ITEMS REQUIRING IMPROVEMENT:

- Escorts, any and all motorcycle escorts will be a predetermined extra duty with a minimum of two officers per extra. Times recommend are 1400 to 0200 hrs.

- Dispatchers: A dispatcher is needed at the public safety compound Festival trailer. This dispatcher would enter and dispatch all DIV 1, 2 and 3 complaints from approx. 1200 hrs. until 0300 hrs. This will save time and create clarity in transmission of complaints without any "middle" personnel. All Dispatchers who are scheduled to take part in the event will receive formal training on the the ISS24-7 program.

- Determine and secure an area dedicated to Dover Police Department equipment such as gators and fuel and personnel transport vehicles in the public safety compound. This equipment will be housed at this location and not at the JOC as in years past.

- Thefts in the camp grounds. Recommend portable lockers with some type of lock to be placed in the area of the showers though out the facility. Better prepare the fencing on the south side of camp grounds to prevent breaches from the Bacon Avenue area.

- Requesting the purchase of new headsets that will work with the new radio systems. Motorola APX-6000 platform.

- Last minute changes to the parking placards in reference bridge access caused confusion and additional work to the Officers manning the control point access positions. Access should be agree upon prior to the event and not conflicted at any time during the event.

ITEMS REQUIRING IMPROVEMENT:

- Chain of command issue and conflicting orders between Red Frog and Dover Downs reference festival units patrolling the grounds. This directive was overridden by staff once the problems were realized. It did however confuse the festival officers as to their responsibilities. This practice needs to be clarified and solidified with Red Frog prior to the 2017 event. Dover Downs will work issues that arise and when needed it will be passed through them and processed in the JOC. Red Frog will not override DPD authority directly.

- Master Firefly gate keys should be issued and installed on each golf cart key ring to give officers access through secured gates when need for rapid response. Dover Downs states they will put that process in place.

CONCLUSION:

Considering the size of the event, from the Dover Police public safety standpoint, the 2016 Firefly Music Festival did not have any major issues. The communication and understanding of everyone's role during this festival has improved every year and as a result the overall day to day operations and safety of the event has also improved. Meetings to plan for the 2017 Firefly Festival began July 27, 2016, at 1000 hours.

QUESTIONS?



MEMORANDUM

City of Dover
P.O. Box 475
Dover, Delaware 19903
Phone: 302.736.7010 Fax: 302.736.4217

Date: August 17, 2016

To: Safety Advisory and Transportation Committee

From: Ann Marie Townshend, AICP, Director of Planning & Community Development
Scott D. Koenig, P.E., City Manager

RE: 2016 Transportation Prioritization

Each year, the City Council develops priorities for capital improvements to State transportation infrastructure and shares these priorities with the Secretary of Transportation for consideration as the Department of Transportation develops the State's Capital Transportation Plan. We have reviewed the priorities that were set in September 2015 by City Council, and we recommend the following priority ranking for the coming year. The priorities stated below include an addition to last year's list, which is a North U.S. Route 13 Service Road behind Dover Mall. The Safety Advisory and Transportation Committee received a presentation on this proposal at their meeting on June 28, 2016.

1. **Construction of Sidewalks within the Walk Zone of the New Dover High School** – Now that the Dover High School has been operational for a full school year, the critical sidewalk gaps that were identified in the Dover High Pedestrian Study performed by the Dover/Kent County MPO continue to be a high priority. The critical gaps that are of highest priority to the City and most critical in providing safe access to the school are listed below:
    a. Mifflin Road
    b. South Side of Route 8 West of Mifflin Road

    Students are routinely seen walking within the roadway and shoulder on the side of Route 8 between the Dover High School and Mifflin Road and along Mifflin Road. The City is concerned about the safety of pedestrians in this area. While there is currently no funding in place, the City believes that this is a safety issue that must be addressed.

2. **Kenton Road Corridor Upgrades** – Upgrading Kenton Road, including the addition of sidewalks along the road, continues to be a priority for the City. This project is currently in the Capital Transportation Plan.

3. **Loockerman Street/Forest Street Improvements** – This project has been a priority for the City to help spur redevelopment and improved traffic flow on the west side of Dover. It was initially identified in the West Side Redevelopment study performed in 2001. This project is currently

funded in the Capital Transportation Plan. With the Downtown Development District Program, the implementation of this project is a priority for the City.

4. **Garrison Oak Connector Road** – Due to the increased activity and interest in the Garrison Oak Technical Park, the planning and construction of this connection to Delaware Route 1 is increasingly important. This project is not currently in the Capital Transportation Plan.

5. **North U.S. Route 13 Service Road** – The North Route 13 Service Road would run parallel to Route 1 between Leipsic Road and Scarborough Road. It would help to remove some of the traffic from U.S. Route 13 and would provide economic benefit to the Dover Mall and expansion of development on the mall property. This project is not currently in the Capital Transportation Plan.

6. **College Road Corridor Upgrades** – This project is intended to upgrade College Road to include sidewalks and other road improvements. This project is not currently in the Capital Transportation Plan.

7. **Route 8/Hazlettville Road Connector** – This is planned to be a north/south access road that was identified in the Delaware 8 Concept Plan and Operations Study. With the construction of the new Dover High School, the construction of this connection is important to providing access to the school without causing additional burden on other roads in the area. This project is not currently in the Capital Transportation Plan.

8. **Crawford Carroll Avenue Extension** – The extension of Crawford Carroll Avenue south toward the Delaware State University Campus becomes a more critical priority with Delaware State University's lease of the Sheraton Hotel property. The extension of the Crawford Carroll Avenue will help avoid use of US Route 13 for local trips between the Sheraton property and the Delaware State University Campus. This project is included in the Capital Transportation Plan.

9. **Kings Highway/Route 13 Intersection Improvements** – The intersection of Kings Highway, US Route 13, and White Oak road needs improvement to meet an acceptable level of service standard. The current condition of the intersection hinders redevelopment of properties in this vicinity. This project is not in the Capital Transportation Plan.

10. **US Route 13 Service Road Corridor** – The construction of service roads along US Route 13 is a project that will help to alleviate congestion on US Route 13. This project is not in the Capital Transportation Plan.

11. **US Route 13 Sidewalk Construction** – Construction of sidewalks along US 13 continues to be a priority. This project is not in the Capital Transportation Plan. Construction of sidewalks is required when properties develop.

In addition to these projects, the City is also in support of implementation of the Bicycle and Pedestrian Plans developed by the Dover/Kent County MPO and approved by City Council in 2016. We are appreciative of the construction of Capital City Trail segments by the Department of Transportation and the active participation on the part of the Department in our efforts to make Dover more bicycle and pedestrian friendly. We are also appreciative of the Departments support of planning and construction of segments of the Senator Bikeway. These projects will be beneficial to the quality of life of Dover residents.

We look forward to discussing this prioritization with the Committee on August 23, 2016.

ACTION FORM

PROCEEDING: Legislative, Finance, and Administration Committee **AGENDA OF:** 08-23-2016
DEPARTMENT OF ORIGIN: Police Department **DATE SUBMITTED**: 08-04-2016
PREPARED BY: Captain Tim Stump, Administrative Division Commander
SUBJECT: Addition to the Dover Police Department Vehicle Fleet
EXHIBITS: 1) Copy of U.S. Marshals Service FY16 JLEO Vehicle Order Form With Instructions
TIMETABLE: Final Approval by City Council on September 12, 2016
RECOMMENDED ACTION: Allow Police Department to take ownership of the vehicle and add it to the fleet

BACKGROUND AND ANALYSIS

The police department routinely assigns officers to a variety of Special Federal Task Forces which ultimately benefits both agencies. Currently we have one officer assigned to the United States Marshal's Service which, as part of their (JLEO) Joint Law Enforcement Operations, purchases vehicles for the supporting agencies. On August 1, 2016, Corporal Pete Martinek signed the agreement to take ownership and ordered a 2017 Ford F150XL. The vehicle is being purchased by the U.S. Marshals Service and is valued at $31,000. It will become property of the City of Dover and we will be taking full responsibility and ownership of same when it arrives. I have attached a copy of the U.S. Marshals Service FY16 Vehicle Order Form with Instructions and frequently asked questions.

/tm

U.S. Marshals Service

FY16 JLEO Vehicle Order Form

PLEASE TYPE OR PRINT CLEARLY

DATE: AUGUST 1, 2016
DISTRICT ORG. CODE: 015

1.

USMS District/RFTF	District of Delaware
USMS POC Name:	SDUSM William David
Phone:	302-573-6176 x 6550
Email:	william.david@usdoj.gov

Please ensure mailing address provided is appropriate to appear on vehicle paperwork and is for a location where paperwork will be received and forwarded to the correct Division/POC. Certificate of origin will be mailed to the address you provide. Vehicle paperwork is legal documentation of ownership.

2. AGENCY VEHICLE DOCUMENT MAILING INFO

Agency:	Dover Police Department				
Registration Name, if different:	City of Dover				
Mailing Address:	400 S. Queen St.				
City:	Dover	**State:**	DE	**Zip:**	19904
Attn/POC:	Peter Martinek				
Phone:	302-632-8865	**Email:**	peter.martinek@usdoj.gov		

3.

RECEIVING MVO/RESPONSIBLE PARTY (Please print):	Peter Martinek
RECEIVING MVO/RESPONSIBLE PARTY SIGNATURE:	

Responsible party guarantees that they have reviewed this order for accuracy. By signing, the agency agrees to accept ownership of the vehicle. Once order is placed, vehicle is and shall remain the exclusive property of your agency. Refer to JLEO Memorandum of Understanding for detailed explanation of vehicle/equipment purchases.

4. **USMS Pre-Built Vehicle Options – Complete and Forward to USMS**

QTY	JLEO OPTION NO.	DESCRIPTION (MAKE, MODEL)	COLOR
1	14	Ford F150 XL	Magnetic

IMPORTANT – PLEASE READ BEFORE PLACING A VEHICLE ORDER

- **Confirm all information before submitting this form; once ordered, information is final**
- **All vehicles will be delivered to the nearest available dealership, using GSA's approved dealership locators. MVO/Responsible Party will be responsible for vehicle pickup.**
- **TFO's must provide a copy of this order form and the vehicle delivery FAQs to all relevant contacts.**
- **Registration and Titling of vehicles is the responsibility of the receiving agency.**

Allow 120-160 days for vehicle delivery.

FY16 JOINT LAW ENFORCEMENT OPERATIONS (JLEO) VEHICLE PURCHASES

The funding to provide vehicles to state and local Joint Law Enforcement Operations participants has been approved and allocated for FY16. The ordering process will be the same as in FY15 – please review the important points below:

1) **The USMS purchases vehicles through GSA at no cost to the receiving agency.** Vehicle and equipment purchases are to be contracted for and titled in the name of the state or local law enforcement agency. Vehicles and equipment purchased for state and local law enforcement agencies with asset forfeiture monies provided by the USMS must remain available for exclusive use of the assigned task force officers of the participant agency for the duration of the task force. Upon termination of the JLEO agreement, usage and disposition of such vehicles are at the discretion of the state or local law enforcement agency.

2) **Once an order form is submitted for a vehicle, the recipient CANNOT be changed**. If an agency is unsure whether they can accept the car, DO NOT proceed with the order until the necessary approvals are obtained from state/local government agencies. When a car is ordered through GSA, the receiving state/local agency's information is passed to the manufacturer as the legal owner of the finished vehicle. The USMS does not and cannot take ownership of a JLEO-purchased vehicle at any time.

3) **Vehicles will not be delivered directly to the recipients**. GSA has a network of dealers that receives cars for them and the delivery location will be the closest GSA-associated dealership to the address provided by the state and local agencies. To avoid issues with dealerships failing to contact recipients when a vehicle is delivered, IOD staff will be monitoring the vehicle shipment status and will notify district/RFTF POC's when a vehicle is shown as delivered in GSA's system.

4) **The "Responsible Party" signature on the form is required.** This must be a representative of the state/local participating agency who is authorized to allow a vehicle acquisition. By signing, they are accepting the vehicle on behalf of their agency and they are responsible for confirming that the agency can claim ownership of the vehicle when it is delivered.

5) **Titling, registration and insurance of the vehicles are the state and local agencies' responsibility.** Vehicles must be incorporated into the state/local motor pool – the USMS does not at any time have ownership over JLEO vehicles. JLEO funds cannot be used to pay for title/registration fees, inspection or insurance. Questions regarding titling/registration process should be directed to state-specific Motor Vehicles Departments.

ORDERING INSTRUCTIONS

- Select a vehicle from the list provided by the USMS.
- Complete the vehicle order form with the selected option number, make/model, color choice, and engine block heater option (check if an engine block heater is desired)
- Review the mailing/titling information with motor pool and have MVO/Responsible Party sign to verify that it is correct. By signing, agency is agreeing to accept ownership of the vehicle.
- Check the form to make sure every field is complete, including Responsible Party signature. Incomplete orders will be rejected and will not be filled unless corrected by the order deadline.
- Submit to the USMS Point of Contact for the District or Regional Fugitive Task Force.
- Vehicle paperwork (Certificate of Origin) will be mailed directly to state/local agencies at the address provided. **PLEASE ENSURE ADDRESS INFORMATION IS CORRECT.**

FREQUENTLY ASKED QUESTIONS:

1) **WE WOULD LIKE TO REQUEST DIFFERENT OPTIONS ON THE VEHICLE THAN ARE SHOWN ON THE ORDERING LIST – CAN WE CUSTOMIZE THE CARS AT ALL?**

Due to the maximum purchase price that has been set for JLEO vehicles, it is impossible to add options that do not appear on the ordering list. All the included cars have been priced with as many available options as possible without exceeding the $28,500 limit. If a state/local participant would like to request that a particular option be eliminated, please ask before the order is placed and we can try to reprice the vehicle accordingly.

2) **HOW LONG WILL IT BE BEFORE THE VEHICLE IS DELIVERED?**

GSA normally estimates a delivery timeframe of 90-120 days. FY15 orders were mostly shipped within 120 days. The period in which IOD orders cars falls between model year updates for manufacturers, so vehicles with a current (2016) model year will likely arrive more quickly than vehicles with a new (2017) model year. Model year 2017 vehicles are still in production and the build process takes a bit longer – expect 2017 vehicles to be in the 120-180 day shipment range.

3) **HOW DO WE KNOW WHEN THE CAR HAS BEEN DELIVERED?**

IOD staff will be monitoring orders through vehicle shipment and will contact USMS district/RFTF POC's when a delivery date is entered in GSA's system. If you encounter problems with a dealership, please contact your USMS District or Regional POC immediately so that we can address questions and issues (and escalate to GSA if necessary).

4) **WE SUBMITTED AN ORDER FORM TO IOD, HOW DO WE KNOW WHEN THE ORDER HAS BEEN PLACED WITH GSA?**

Orders are placed as soon as possible, usually within 3-5 days after IOD receives them. Once GSA has processed the order through their AutoChoice system, an email confirmation is generated with a file attachment that serves as the invoice for the order. This confirmation must be provided when picking up the vehicle upon delivery, and it will also be needed as proof of purchase for titling/registration.

Once an order has been placed through GSA it cannot be changed. The manufacturers accept orders from GSA as the legal ownership information for the vehicles. This means that when an order form is submitted it should be considered the final and correct order for the state/local participant.

5) **WE PLACED AN ORDER BUT THE AGENCY CHANGED ITS MIND OR MAY HAVE ISSUES ACCEPTING THE CAR – CAN WE CHANGE THE RECIPIENT?**

An order can only be cancelled or changed BEFORE it has been entered into GSA's system and passed on to the manufacturer. Once IOD staff enters the order, it is out of the hands of GSA or the USMS to change. The manufacturers will not change the ownership of a vehicle that has been scheduled for production. Consider any order form signed by the state/local agency and sent to IOD to be final. When a "responsible party" of the agency has signed, they are accepting the car on behalf of the agency. **If there is ANY uncertainty about whether they can accept a new vehicle, they need to confirm this with their own state/local governing authorities before proceeding.**

6) WHERE DO WE GET THE TITLE/REGISTRATION? SHOULD THE DEALER PROVIDE IT?

State/local agencies must obtain the title/registration through their state Motor Vehicles Division and make arrangements for temporary plates if necessary. GSA deliveries are considered "courtesy deliveries" and dealerships working with GSA are not acting in their normal selling role. They cannot process vehicle paperwork because they are not the selling party in the transaction. Most will not provide plates, either.

Once the Certificate of Origin is received, the state/local agency can proceed with their state titling and registration requirements. A Certificate of Origin (COV or MCO) is the legal proof of ownership for the vehicle and will be sent from the manufacturer directly to the mailing address provided on the order form. Certificates of Origin are mailed as soon as the vehicle has been produced and should arrive before the vehicle is delivered to a dealership. If an agency has not received the COV when they are notified a vehicle has been delivered, please contact IOD staff.

****A NOTE ON ODOMETER DISCLOSURES:** Since the receiving state/local agency is the first owner of record for the vehicle, their own fleet/motor pool can complete and sign the odometer disclosure. In this case, the manufacturer is transferring the car directly to their ownership and there is no "seller" to complete the form.

7) IS THERE AN INVOICE SHOWING THE PURCHASE PRICE?

The order confirmation from GSA serves as the invoice or bill of sale. IOD staff can provide copies of the GSA documentation.

8) THE DEALERSHIP ASKED FOR A FEE TO RELEASE THE VEHICLE – HOW DO THEY GET PAID?

All the dealerships that receive GSA vehicles are entitled to a courtesy delivery fee which is paid by GSA. These fees are prepaid as part of the vehicle order and GSA is responsible for payments to the receiving dealership. **If a dealership has questions about how to receive their courtesy fee, please provide them with a copy of the vehicle order and direct them to call GSA at 703-605-CARS (2277). DO NOT PAY ANY FEE DIRECTLY TO THE DEALERSHIP.**

9) WE WENT TO PICK UP THE VEHICLE AND IT IS NOT WHAT WE ORDERED/OPTIONS DO NOT SEEM CORRECT – WHAT SHOULD WE DO?

Please make sure whoever picks up the vehicle CAREFULLY inspects it before accepting it at the dealership. Bring a copy of the original order form, the Certificate of Origin, and the GSA order confirmation. If anything does not seem correct, DO NOT take delivery. If a state/local TFO has an issue picking up a car they should contact their USMS supervisor. USMS staff can contact IOD so it can be brought to GSA's attention.

10) WHO SHOULD WE CONTACT WITH ADDITIONAL QUESTIONS?

USMS supervisors or vehicle POC's should field any questions. If issues need to be escalated to GSA, please contact IOD and the USMS will work with our designated GSA contacts for a resolution.

ACTION FORM

PROCEEDING: Legislative, Finance & Administrative Committee
DEPARTMENT OF ORIGIN: Finance **DATE SUBMITTED:** 3/17/16
PREPARED BY: Donna Mitchell, Controller/Treasurer
SUBJECT: Revenue Policy for Extra Duty/Voluntary Overtime
REVIEW: Chief of Police, City Manager & Controller/Treasurer
APPROVALS: City Council
EXPENDITURE REQUIRED: N/A **FUNDING SOURCE**:
TIMETABLE: Effective upon Council approval
RECOMMENDED ACTION: Staff recommends approval of the Revised Revenue Policy - Extra Duty/Voluntary Overtime Rates.

During the Legislative, Finance & Administrative Committee of March 17, 2016 the Revenue Policy for Extra Duty/Voluntary Overtime was amended to reflect revised rates to coincide payroll increases. At that time the following language was included –

We are not including at this current time any change to the special event rate until an analysis is completed for the next two special events. Depending on the mix of officers assigned to these duties, we may not need to change this rate.

After analyzing the two special events as mentioned, it has been determined that a rate modification is in order. The revised policy includes:

- Change to effective date – page 6 of 10. Since pay changes don't always coincide with the adoption of the budget and are more in line with contract negotiations, this paragraph was amended to strike the wording "during the adoption of the annual budget".

- Notice to Customers – Page 7 of 10. Included language to notify the customers that "The billing rates are subject to change based on Cost of Service (Council) approved rates at the time the service is rendered". This would enable the City to charge revised rates when approved rather than the rates in effect at the time the contract was signed. (Possibly 2 or 3 months ago.)

- Billing Rates – Page 10 of 10. The Special Event Rate recommended will change from $59.00 to the following –
    - Police Officer $65.00
    - Dispatcher @ Straight Time $26.00
    - Dispatcher @ Over Time $37.00

CITY OF DOVER
REVENUE POLICY
POLICE EXTRA DUTY / VOLUNTARY OVERTIME

I. POLICY

The City of Dover Police Department recognizes the need for individuals and businesses to have the services of police officers for special events or other functions that would not be part of routine patrol. The Department will ensure that these needs are met by permitting officers to work for these employers in their capacity as Dover Police Officers. Additionally, the Department shall seek to secure grant funding to compensate officers for voluntary patrols in and around specific areas of the city, supplementing the normal activities of the Department.

II. PURPOSE

It is the purpose of this document to outline the extra duty billing rates and procedures to our customers and granting agencies.

III. RESPONSIBILITIES

The Special Enforcement Unit Commander will be the Extra Duty Coordinator and will assign clerical support as well.

The Extra Duty Coordinator shall be responsible for ensuring that all requests conform to this Procedural Notice, City ordinances, and to oversee compliance with departmental regulations.

The Chief of Police will determine if an extra duty request is a “must fill” position, due to safety concerns to the public or to police. When this occurs, and no one has volunteered to work the position, the Extra Duty Coordinator will be responsible for assigning this extra duty job to an officer.

The Extra Duty Coordinator will be responsible for determining the adequate number of officers to staff an event.

In cases where the staffing was underestimated the on-site supervisor or working shift commander, at an event may, at his discretion, notify the employer and the extra duty coordinator that additional officers are needed. Regardless of whether or not the employer was able to be notified, the on-site supervisor may call in additional officers and the employer will be billed accordingly.

Examples of “Special Events” requiring extra duty assignments include, but are not limited to, events:

1. That require a City of Dover permit
2. Involve temporary road closures
3. Require right of way closures
4. Bicycle or foot races or walks
5. Active traffic control- where an officer is actively/physically engaged in directing vehicular or pedestrian traffic
6. Other special events

IV. REQUESTS FOR EXTRA DUTY OFFICERS

Any individual or private firm may request extra duty officers for work within the city limits of Dover. Requests must be received between the hours of 8:00 am and 4:00 pm Monday through Friday and can be mailed, emailed, faxed or brought in person to the Dover Police Department. Applications must be received seven (7) days before the event. Any requests made less than seven (7) days in advance are only processed with the understanding that the assignment may not be filled. These requests will be directed to the Extra Duty Coordinator, who will ensure that the requesting party understands the payment and cancellation procedures.

The Extra Duty Coordinator will try to accommodate any schedule requests made by the employer if made within one hour prior to the time of the event.

It shall be the responsibility of the Extra Duty Coordinator to review all requests and the work required. The extra duty request will be denied if:

A. The employment is prohibited by State Law, City Ordinance, or Dover Police Department Rules & Regulations.

B. The employment presents a potential risk of injury due to the lack of officers being requested for the assignment.

C. The request requires the officer to act in any capacity other than a law enforcement official.

D. The final determination of whether a permit is approved rests with the Extra Duty Coordinator. While efforts will be made to comply with the assignment duties as defined by the business representatives, the Dover Police Department maintains exclusive rights in determining the number of officers required in order to maintain a safe environment for all and dictate placement and duties.

E. On occasion, specific staffing levels and officer placement are influenced by City of Dover Ordinances and unique circumstances identified by the City of Dover Council regarding zoning approval for individual establishments and land parcels.

F. Major re-occurring special events within the City of Dover may involve more defined and detailed staffing and planning processes that may be outlined in a memorandum of understanding at the discretion of the Chief of Police or his designee. Any separate agreements must adhere to the requirements of the Extra Duty Revenue/Voluntary Overtime Policy and all other City of Dover personnel and financial policies and procedures as promulgated by the City Council, City Manager, or Controller Treasurer.

V. PAYMENT METHODS

Billing and processing for all extra duty accounts will be handled in accordance with current City of Dover finance policies.

A. Non-Recurring permits

Employers who are using the extra duty services one time, or are determined by the Extra Duty Coordinator as a high risk customer, must pay for services before the assignment commences.

Officers can work additional hours with permission granted by the shift commander or extra duty coordinator. If this should occur, the extra duty employer must pay the additional charges on the next business day to the Extra Duty Coordinator. To prevent this, the employer may pay for extra hours and if unused, will be reimbursed.

No officer is allowed to accept monies from an extra duty employer.

B. City Sponsored Events

The cost of police personnel to maintain safety for the actual event, those officers assigned to traffic and/or crowd control, will be absorbed by the City of Dover.

City sponsored events will be staffed by officers scheduled during the hours of the event. For events that required additional staffing levels, regular overtime will be schedule and paid to those officers that actually work overtime.

C. Extra Duty for Non City Sponsored Events

The Extra Duty Coordinator will schedule officers to work non-city sponsored events. The expense associated with this extra duty will be the responsibility of the event organizers. The Coordinator may also arrange for additional requests for police services, such as money escorts or overnight security.

VI. REPORTING PROCEDURES

The officer may elect to go directly to the job site and report to the point of contact identified on the assignment worksheet. That contact (or his/her designee) will be responsible for completing the time-on-duty and time-off-duty sections, along with the Extra Duty Employer section of the assignment worksheet. If the officer elects to do this, he/she must contact the on-duty Shift Supervisor by telephone to be input into the CAD system.

VII. FAILURE TO APPEAR FOR EXTRA DUTY

An employer, upon realizing that the officer failed to appear, should notify the extra duty coordinator at (302)- 736-7145 immediately and also call the on duty shift commander at *(*302)736-7111.

VIII. CANCELLATIONS OF EXTRA DUTY

A. Extra duty assignments will not be canceled less than one hour prior to the scheduled start time, except as authorized by a Unit or Division Commander, during regular duty hours, or after regular duty hours, the On-Call Lieutenant.

B. In the case of a departmental need or community emergency, the Chief of Police or designee may cancel any extra duties assignments. The extra duty officers would then be immediately available for service to the department.

IX. PROCEDURE FOR CANCELLATIONS OF EXTRA DUTY ASSIGNMENTS NOTIFICATIONS

A. Cancellations by the extra duty employer should be made at least one hour before the time the assignment is scheduled to begin. If cancellation is made in less than an hour (with the exception of a natural disaster) the customer will be charged and the assigned officers will be paid a minimum of 3 hours as per the FOP Union contract. When an extra duty assignment is canceled by an extra duty employer the following procedure will be followed:

1. The person who receives the cancellation notice will document in the extra duty book, the date and time the cancellation call was received, and they will initial next to this entry.

2. The person will then notify the officer who had signed up for the extra duty assignment.

    a. This notification will be by leaving the officer a voice mail message stating the particular extra duty assignment was canceled.

    b. If the cancellation notice was received after normal working hours and the assignment is for the next business day the person receiving the notification will comply with the above steps but they will also attempt to contact the officer at the officer's residence.

3. The person's initials next to the entry will signify that his person did in fact notify the officer.

B. When an extra duty assignment is canceled for inclement weather the following procedure will be followed:

1. The officer who has signed up for the extra duty assignment will be responsible for contacting the On Duty Supervisor at least one (1) hour prior to the start of the extra duty assignment. The On Duty Supervisor will make the determination if an extra duty assignment will be canceled due to inclement weather at this time.

2. If extra duty assignments are going to be canceled due to inclement weather in advance of the assignment, the officer making the decision to cancel the assignment will ensure that the officers are notified in advance if possible. (ie: leaving the officer a message at his residence if possible, if not then a voice mail message)

3. Officers are required to check their voicemail one (1) hour prior to the scheduled start time of all assignments unless notified previously.

C. A phone message will be left for the Extra Duty Coordinator advising of the cancellation and that the officer(s) were in fact notified.

D. Some extra duty assignments will be canceled regularly due to inclement weather where others such as grant-related extra duty assignments are generally not canceled for inclement weather, unless such weather is severe. Officers are expected to be prepared to adapt to existing weather conditions.

X. DISCONTINUATION OF SERVICE

If the Chief of Police or his designee or the Extra Duty Coordinator, determines that it is in the best interest of the department to discontinue an extra duty service, the customer employer will be immediately notified.

XI. BILLING POLICY

A. Billing rates for Fiscal Year 2015 are as indicated in Attachment 4.

B. Officers pay rates for extra duty assignments, regardless of type, are governed by the Collective Bargaining Agreement.

C. The City of Dover will pay the officers wages as well as pay for worker's compensation and general liability insurance, administrative resource costs, automobile fuel, maintenance and insurance. An overhead rate is added to the contractual Extra Duty rate to cover these cost.

D. Officers working an extra-duty assignment will be paid a 3-hour minimum. If the assignment is not canceled according to policy, or if the officer is released from the assignment less than 3 hours from the start time, he/she will receive three (3) hours pay at the extra duty rate.

E. If an officer is late to the assignment for any reason, the officer will be paid only for actual hours worked.

F. Officers are held strictly accountable for their extra duty assignment worksheets, as this is the source document by which officers are paid. The customer or designee must sign the worksheet upon completion of the assignment. For large assignments, the customer must sign the master worksheet that covers all the officers on that assignment. Officers will be compensated for extra duty assignments during the pay period in which the worksheet is submitted to payroll.

G. If an officer must work additional hours on an extra duty assignment, the customer is responsible for payment of the additional costs, as long as the overage is due to the extra duty assignment and is necessary.

H. At the conclusion of the extra duty assignment, the officer should place the assignment worksheet in the payroll mailbox, but no later than the officer's next scheduled workday.

Loss of an extra duty assignment worksheet may result in a delay of payment to the officer, or may cause the officer to forfeit pay. Reproduction of assignment worksheets may be done with the approval of the Extra Duty Coordinator. The officer will have sole responsibility for obtaining the proper signatures/dates/times. All employees working extra duty are required to submit accurate assignment worksheets. The accuracy of these assignment sheets is critical in ensuring appropriate employee compensation. The employee's signature must match the printed name of the employee assigned the duty. The editing of extra duty worksheets by the employee is permitted for the purpose of adding accurate information.

G. Any officer who falsifies any portion of the extra duty assignment worksheet will be subject to discipline under General Order 26, Code of Conduct.

XII. WORKERS' COMPENSATION/LIABILITY

The City of Dover is self- insured for general liability and statutory workers' compensation coverage. Police officers assigned to extra duty work are afforded workers compensation coverage.

XIII. EFFECTIVE DATE

This Procedure shall become effective upon adoption of City Council. Rates will be reviewed on an annual basis and revised upon Council approval ~~during the adoption of the annual budget~~.

Attachment 1

NOTICE TO CUSTOMERS

The officers are at all times subject to the policies and procedures of the City of Dover and the rules and regulations governing employees of the Dover Police Department (DPD). A customer has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer. Those duties never supersede DPD policy or procedures and employers of the extra duty officers should so be advised. Extra duty officers remain under the exclusive control of the department and accountable for strict adherence to departmental rules and regulations. Any conflicting rules of employers of extra duty officers will be disregarded. The officer shall refuse to perform any duties deemed to be in conflict with the guidelines established by the Dover Police Department. As determined by the Department, officers may be recalled from extra duty to on-duty status.

This permit is for Law Enforcement work only and does not exempt customers from obtaining other necessary permits for this event.

The City of Dover Police Department is NOT obligated to provide extra duty services. A permit will not be issued to any person, firm, or organization whose offices, members, business, or operations are questionable or for any event of a potentially compromising nature. The billing rates quoted are subject to change based on Cost of Service approved rates at the time the service is rendered.

Dover Police Department officers are NOT permitted to receive cash from customers for any reason whatsoever.

The undersigned customer agrees, individually and on behalf of the named applicant, to promptly pay for extra duty services rendered. Further, the undersigned agrees, individually and on behalf of the named applicant to pay all costs, expenses and attorney's fees incurred in the collection of any sums due hereunder.

Paul M. Bernat.
Chief of Police

I have read and understand the "Extra Duty Conditions of Permit" and "Notice To Customers"

_____

Customer-Individually and as Authorized Representative Date

_____

Federal ID

Attachment 2

DOVER POLICE DEPARTMENT
BILLING INFORMATION FORM

TO: DEPARTMENT OF FINANCE

FROM: Dover Police Department **Date:** 8/19/16

THIS SECTION TO BE COMPLETED BY THE FINANCE DEPARTMENT	PLEASE BILL AS FOLLOWS		
	TYPE OF ACCOUNT	CODE	ACCOUNT NUMBER

THIS SECTION TO BE COMPLETED BY THE OPERATING DEPARTMENT

VENDOR:

WORK DONE ON:

LOCATION: As Requested

DESCRIPTION OF WORK DONE: Police services

 # HOURS:

DETAIL OF CHARGES

LABOR:

OVERHEAD:

VEHICLE:

TOTAL BILL:

MANUAL PAYMENT INTRUCTIONS: Take this invoice to the City of Dover Customer Services Department located at 5 East Reed Street, Dover DE 19901. *Only cash, money order or certified funds payments will be accepted*.

AUTHORIZED SIGNATURE

FINANCE DEPARTMENT

RECEIVED BY _____ **RECEIVED ON** _____

KEYED BY _____ **VERIFIED BY** _____

Attachment 3

Dover Police Department Extra Duty Request Form

Type of Event: _____

Number of people attending: _____

Location of event: _____

Dates & Times Requested: _____

Billing Information:

Name: _____

Address: _____

Phone #'s: Cell #_____ Work #_____

Contact person at the event: _____

Contact person cell #: _____

Person(s) requesting officer(s): _____

Signature of requesting person: _____

The responsible party will be charged a 3-hour minimum (per officer) if the assignment is not canceled one (1) hour before the assigned start time. If the officer(s) are released from the assignment less than three (3) hours from the start time, he/she will receive three (3) hours pay. To cancel an assignment, dial (302) 736-7111.

Official use only, do not write below

Number of officers assigned: _____

Times officers assigned: _____to_____

Approved: _____

Return this form or fax it to: Special Enforcement Unit Commander.
Fax # (302) 672-1842, any additional questions, dial (302) 736-7145

Attachment 4

City of Dover	
Officer Extra Duty Billing Rates for Grant Related Events	
Grant related events are billed for actual wages and benefits	
Officer Extra Duty Billing Rates for Office of Highway Safety Grants	
Federal Approved Rate	$50.00

City of Dover			
Officer Extra Duty Billing Rates for Special Events (Spectator's over 5,000)			
	Officer		Total
	Billing	Overhead	Hourly
	Rate	Rate	Rate
Special Event Rate – Officers	$62.00	$3.00	$65.00
Special Event Rate – Dispatchers S/T	$23.00	$3.00	$26.00
Special Event Rate – Dispatchers O/T	$34.00	$3.00	$37.00

City of Dover			
Officer Extra Duty Billing Rates for Non-Special Events			
	Officer		Total
	Billing	Overhead	Hourly
	Rate	Rate	Rate
Extra Duty Rate	$59.00	$8.00	$67.00

Vehicles Actively Used on Extra Duty Jobs - Hourly Rate	$ 16.25

PROCEEDING: Council Committee of the Whole – Legislative, Finance & Administration Committee
DEPARTMENT OF ORIGIN: Planning & Inspections/City Manager **DATE SUBMITTED**: 8/15/16
PREPARED BY: Ann Marie Townshend, AICP, Director, Planning & Community Development
SUBJECT: Application for Rural Economic Development Grant through USDA
REFERENCE: N/A
RELATED PROJECT: Downtown Development District
REVIEWED BY: City Manager
EXHIBITS: Rural Economic Development Loan and Grant Program Fact Sheet
EXPENDITURE REQUIRED: $360,000 **AMOUNT BUDGETED**: $0 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: $300,000 from USDA Grant; $60,000 City Funds (20% match)
TIME TIMETABLE: Application due to USDA Delaware Office on September 30, 2016
RECOMMENDED ACTION: Staff recommends that the Committee and City Council authorize staff to proceed with the application for funds and the establishment of a loan fund. If Council would like further review of the funding recipients for the first round of funding, staff requests that this role be assigned to the Economic Development Committee.

BACKGROUND AND ANALYSIS

Under the U.S. Department of Agriculture's (USDA) Rural Economic Development Loan and Grant (REDLG) program, local utilities can apply for loan or grant funds to establish revolving loan funds that help to create rural jobs. The City of Dover is an eligible applicant as a rural utility provider. Staff began the process of determining Dover's eligibility for funding through the program after we learned of Smyrna's success with using the program for downtown revitalization. At least one prospective business owner has approached the City about using funds through REDLG to help with business start-up costs in the downtown. Volunteers with Destination Downtown Dover have been working to recruit new businesses to downtown Dover and may have other potential businesses interested in utilizing the funding. Volunteers with Destination Downtown Dover have also been working with USDA to learn about the program and how Dover might benefit.

Under the program, Dover can request $300,000 in grant funding to establish a revolving loan fund. The City would provide a 20% match ($60,000), which would also become part of the loan fund. In this program, the City is known as the intermediary, and we would loan the funds to the ultimate recipient with a ten-year term at 0% interest. Based on the discussions to date, the loan fund would likely be administered by the Planning Office, similarly to the Community Development Block Grant (CDBG) program. The City previously managed a business loan program funded through CDBG.

There are no funds budgeted for the City's match in the FY2017 budget, as staff was not aware of our eligibility for these funds until recently. If approved, the allocation of the match would need to be addressed through the first budget amendment for FY17.

The application for the funds is due to the USDA Delaware office on September 30, 2016. With this application, the initial projects must be identified in the application.

United States Department of Agriculture

Rural Economic Development Loan & Grant Program

What does this program do?

The Rural Economic Development Loan (REDL) and Grant (REDG) programs provide funding to rural projects through local utility organizations. Under the REDLoan program, USDA provides zero interest loans to local utilities which they, in turn, pass through to local businesses (ultimate recipients) for projects that will create and retain employment in rural areas. The ultimate recipients repay the lending utility directly. The utility is responsible for repayment to the Agency.

Under the REDGrant program, USDA provides grant funds to local utility organizations which use the funding to establish revolving loan funds (RLF). Loans are made from the revolving loan funds to projects that will create or retain rural jobs. When the revolving loan fund is terminated, the grant is repaid to the Agency.

Who may apply for this program?

To receive funding under the REDLG program (which will be forwarded to selected eligible projects) an entity must be described as:

- Any former Rural Utilities Service (RUS) borrower who borrowed, repaid or pre-paid an insured, direct, or guaranteed loan
- Nonprofit utilities that are eligible to receive assistance from the Rural Development Electric or Telecommunication Programs; or
- Current Rural Development Electric or Telecommunication Programs Borrowers

What is an eligible area?

Intermediaries may use Rural Economic Development Loan & Grant (REDLG) funds to lend for projects in rural areas or towns with a population of 50,000 or less.

How much funding is available to intermediaries?

- Up to $300,000 in grants may be requested for establishment of the RLF
- Up to 10% of grant funds may be applied toward operating expenses over the life of the RLF
- Up to $1 million in loans may be requested

The intermediary applies to USDA for funding support on behalf of specified local projects. Projects may commence after application submission, but there is no guarantee of approval. USDA funds are issued to the intermediary at project completion.

What are the terms for the intermediary?

- 10 years at 0%
- Grants require 20% match from the intermediary
- Grant funds must be repaid to USDA upon termination of the RLF

How may funds be used?

REDLG intermediaries pass the funding to ultimate recipients on to eligible projects. Examples of eligible projects include:

- Business incubators
- Community development assistance to nonprofits and public bodies (particularly job creation or enhancement)
- Facilities and equipment for education and training for rural residents to facilitate economic development
- Facilities and equipment for medical care to rural residents
- Start-up venture costs, including, but not limited to financing fixed assets such as real estate, buildings (new or existing), equipment, or working capital
- Business expansion
- Technical assistance

NOTE: 7 CFR, Part 4280.27 and 7 CFR, Part 4280.30 list ineligible uses

How much funding is available to business and community borrowers (ultimate recipients) through the RLF?

An ultimate recipient may request up to 80% of project cost using REDLG funds, with the remainder provided by the ultimate recipient or the intermediary

What are the terms on the RLF loan to the ultimate recipient?

- Interest rate is 0%
- Maximum term is 10 years
- Up to 80% of project cost, with 20% from either the ultimate recipient or the intermediary
- The intermediary may incorporate interest rates or administrative loan fees after the funds have been loaned out and revolved once. First time around all loans are at zero interest.
- Repayment may be deferred up to two years

How do we get started?

Applications for this program are accepted through your local office year round. Program Resources are available online (includes forms needed, guidance, certifications etc.)

Who can answer questions?

Contact your local office.

What governs this program?

- Basic Program – 7 CFR, Part 4280
- Loan Servicing – 7 CFR, Part 4280 and 2 CFR Part 200
- This program is authorized by the Rural Electrification Act of 1936

Why does USDA Rural Development do this?

The REDLG programs provide financing to eligible RUS electric or telecommunications borrowers to promote rural economic development and job creation projects..

NOTE: Because citations and other information may be subject to change, please always consult the program instructions listed in the section above titled "What Law Governs this Program?" You may also contact your local office for assistance.

You will find additional forms, resources, and program information at www.rd.usda.gov

ACTION FORM

PROCEEDING: Legislative, Finance & Administrative Committee
DEPARTMENT OF ORIGIN: Finance **DATE SUBMITTED**: 08/23/16
PREPARED BY: Donna Mitchell, Controller/Treasurer
SUBJECT: Banking & Cash Management Services
APPROVALS: City Council
REVIEW: City Manager
EXHIBITS:
EXPENDITURE REQUIRED: $0 **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: Upon Council Approval
RECOMMENDED ACTION: To authorize the Controller/Treasurer to extend the WSFS Bank & Cash Management services agreement through August, 2017.

BACKGROUND

The City awarded a three year contract for bank and cash management services to WSFS Bank in August 2012. The contract included a provision for two 1-year extensions with Council approval. The Finance Department missed the original expiration of the contract on August 2015. Authorization to extend the contract through August 31, 2016 was approved in December 2015.

In reviewing the Proposals received for Bill Presentment Services (on-line bill payment and lookup features – Item #4 on this evenings agenda), we put a hold on the draft proposal we were working on for bank services. We have also conducted research on updated best practices for banking and merchant services (credit card vendors). We are still in the process of completing this analysis and would request approval of the second 1-year extension on our current bank services contract.

ACTION FORM

PROCEEDING: Legislative, Finance & Administrative Committee
DEPARTMENT OF ORIGIN: Finance **DATE SUBMITTED**: 8/23/16
PREPARED BY: Donna Mitchell, Controller/Treasurer
SUBJECT: ADP Time & Attendance, Payroll, and Human Resources ERP system
APPROVALS: City Council
REVIEW: City Manager
EXHIBITS: Exhibit A – ADP, LLC Guaranteed 36 Month Price Agreement
EXPENDITURE REQUIRED: FY16 $108,002.51 **AMOUNT BUDGETED**: $99,500 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 110-2300-517-30-31 Page 245
TIMETABLE: Upon Council approval
RECOMMENDED ACTION: To authorize the Controller/Treasurer to extend the ADP contract through December 1, 2018, unless the ERP implementation results in an earlier cancellation.

BACKGROUND

In December of 2015, City staff requested the authorization to negotiate an extension of the current ADP contract in light of the City's efforts to evaluate alternative Enterprise Resource Planning systems (ERP).

Based on conversations with other municipalities and consultants working on ERP projects, they estimate a 24 month time frame from the date of a contract award to full implementation. In order to maintain our current processes through the evaluations and possible implementation of a new ERP system, staff believes the 3-year extension would be appropriate.

The price increases over current cost provided by ADP is as follows –

12/1/16	No Increase
12/1/17	1.5 percent
12/1/18	2.0 percent

FY17 – estimated $103,800
FY18 – estimated $104,700
FY19 – estimated $107,800

Please note, we are requesting ADP change the date on their proposal to December 31, rather than December 1. If agreed, we will make this administrative change.

ACTION FORM

PROCEEDING: Legislative, Finance & Administrative Committee
DEPARTMENT OF ORIGIN: Finance **DATE SUBMITTED**: 08/23/16
PREPARED BY: Donna Mitchell, Controller/Treasurer
SUBJECT: Electronic Bill Presentment and Bill Payment
APPROVALS: City Council
REVIEW: City Manager
EXHIBITS: Fee Service Schedule and Vendor Screen Shots
EXPENDITURE REQUIRED: Annual Estimated Cost 1st Year $67,000 **AMOUNT BUDGETED**: $315,000 (All Customer related bank fees) **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Operating Expense
TIMETABLE: Upon Council Approval
RECOMMENDED ACTION: Award a one (1) year contract to InvoiceCloud for an estimated 1st year annual cost to the City of $67,000. This 1st year estimated annual cost includes a 14% growth in customer use. The proposed contract for Electronic Bill Presentment and Bill Payment services includes an option to renew each year for four (4) subsequent years.

BACKGROUND

The Finance Department requested proposals for Electronic Bill Presentment and Bill Payment Services (EBPP) on June 28, 2016, RFP #16-0043FN. The awarded vendor will provide EBPP services for, but not limited to, Utility and Property Tax Customers.

We reviewed each of the proposals for customer ease of use, the capability of offering specialized bill payment services and a number of methods with which to communicate with customers, quality of service, marketing support services, capability of integration with the City's current business practices and systems, vendor experience and qualifications.

We received nine (9) proposals, all of which provided bill presentment services. However, several vendors required additional services and some pricing proposals were not comparable for this reason. Those firms we received proposals from are as follows:

Aliaswire	eGov Strategies LLC	Municipal Services Bureau
InvoiceCloud	Paymentus Corp	PNC Bank NA
Retail Lockbox Merchant Svs	Value Payment Systems	WSFS Bank

City of Dover
Estimated Volume Calculations
Electronic Bill Presentment and Bill Payment Services

InvoiceCloud Fee Service Schedule with estimated transaction count is as follows:

Monthly Volume	
	Credit/Debit Card Use:
5,470	Estimate based on our current customer use
770	Approximate 14% projected growth in customer use
6,240	Credit/Debit Card Transaction Count used in the presented estimate
	Echeck/ACH Use:
910	Estimate based on current customer use
1,740	Customer Service per month Bank Drafts
2,650	Echeck/ACH Transaction Count used in the presented estimate
	IVR Use:
990	Current estimated monthly IVR transactions
138	Approximate 14% projected growth in customer use
1,128	Estimate of IVR Customer Transaction Count with 14% growth over current
10,018	Total projected mixed customer use count for 1st year contract period

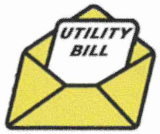
$ 67,000.00	Invoice Cloud estimated annual cost
120,216	Annual Volume
0.56	**Per item cost using the above estimated transaction counts**

$ 70,800.00	Current vendors proposed annual cost (7.3% increase over prior cost)
120,216	Estimated mixed customer use count as outlined above
0.59	**Per item cost using the above estimated transaction counts**

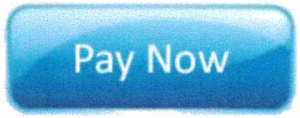
InvoiceCloud
Fee Service Schedule
Aug-16

			Number of Estimated Monthly Transactions	**Monthly Based on Estimated Counts**	7,150.00	14% increase projected
					5,470	credit card transactions per month - estimate
No One-Time Set Up Costs or Annual Recurring Fixed Costs with this vendor						
Electronic Bill Presentment & Payment						
Annual Maintenance		No chg				
One-time setup Note: Includes integration with Sunguard H T E		No chg				
Training		No chg				
Credit/Debit Cards: Visa, Mastercard and Discover - fee per item	per fee item	$ 0.60	6240	$	3,744.00	
E-check/ACH - Utility and Tax bills - fee per transaction		$ 0.50	2650	$	1,325.00	This includes the Customer Svs 1,740 per month avg Bank Drafts
Credit Card Chargeback fee (No fee if they are not handling the merchant account directly)		$ 15.00	0	$	-	
ACH Reject fee		$ 15.00	15	$	225.00	Added CU 10 per month avg returns
Customer Portal						
Annual Maintenance		No chg				
One Time Setup		No chg				
Training		No chg				
License Charges per User		No chg				
IVR - Inbound Pay by Phone (Prompts in English and Spanish)						
Annual Maintenance		No chg				
One Time Setup		No chg				
Training		No chg				
Addtl Languages other than English		No chg				
Reporting		No chg				
IVR Surcharge - fee per Pay by Phone Transaction in addition to credit/debit card or e-check fees	per transaction	$ 0.25	1128	$	282.00	Also included a 14% growth increase in the transaction count
Paperless billing						
Paperless Billing fees - fee per paperless bill, per bill cycle	Normally $.40	Waived				
			10018			
			Monthly Estimated Charges	**$**	**5,576.00**	
Annual Estimated Charges Based on Anticipated 14% increase in online transaction use				**$**	**66,912.00**	
E-Adoption payment gateway system			120216	$	0.56	

Advanced Features



Exact Replica of Bill



One-time Pay Option



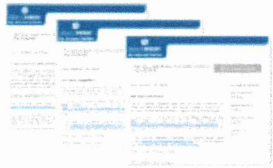
Automatic Account Linking



Scheduled Payments



Advanced Mobile Solution



Communication Engine



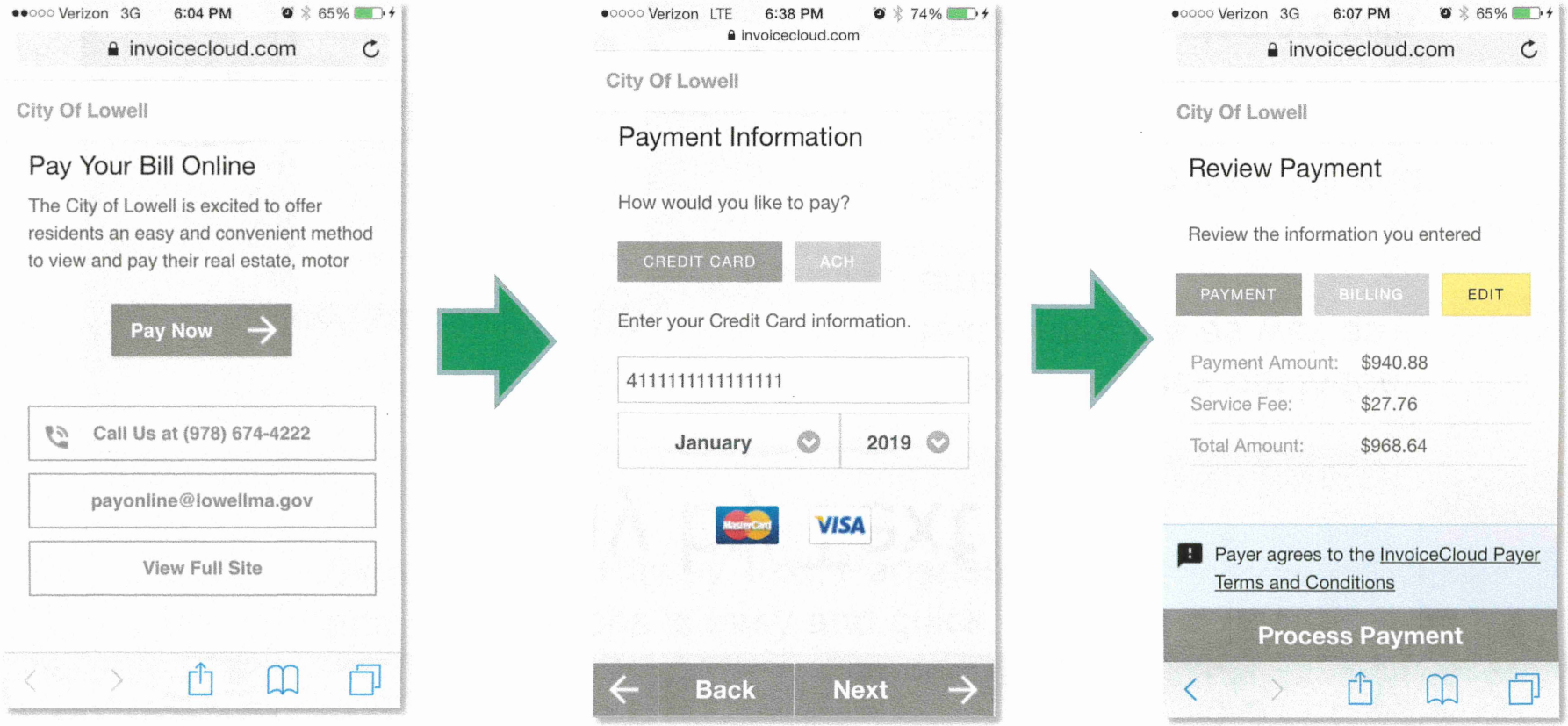
Pay By Text



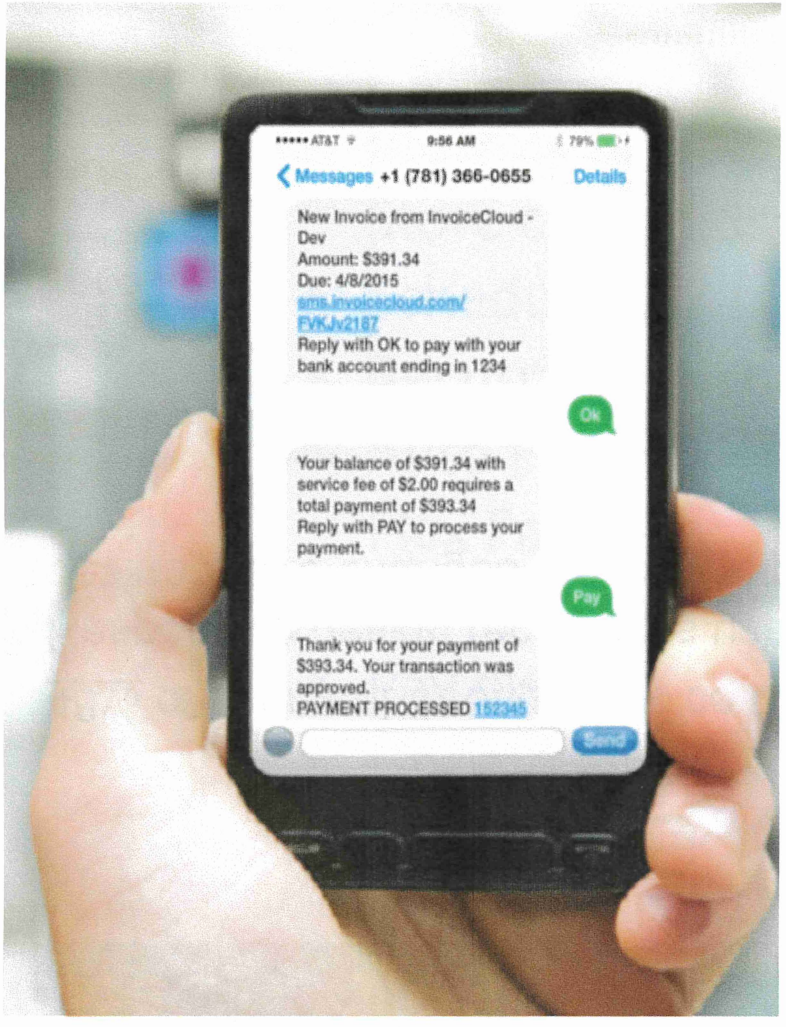
To the “Penny” Reconciliation

Mobile Optimized

- ✓ 48% of payment through Invoice Cloud are made via mobile devices
- ✓ Responsive design recognizes user's device (tablet, smartphone, desktop) and changes the user experience accordingly – no app needed

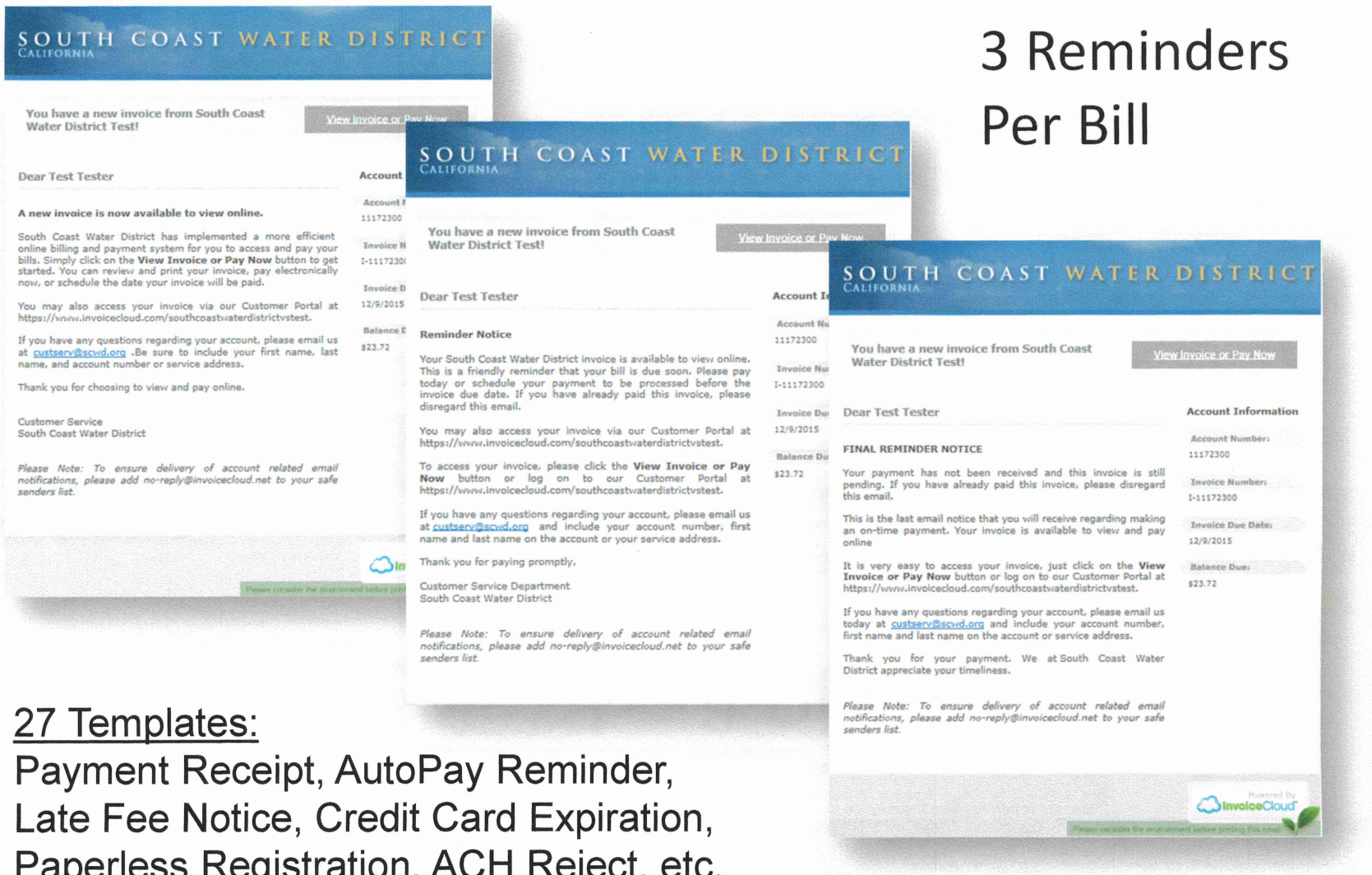


Pay by Text



- Customers may opt in for text reminders as well as email
- Tap the link to view bill and access all payment options
- Registered customers with stored credit card or ACH info can pay their bill simply by typing OK, then PAY

Customer Communication Engine

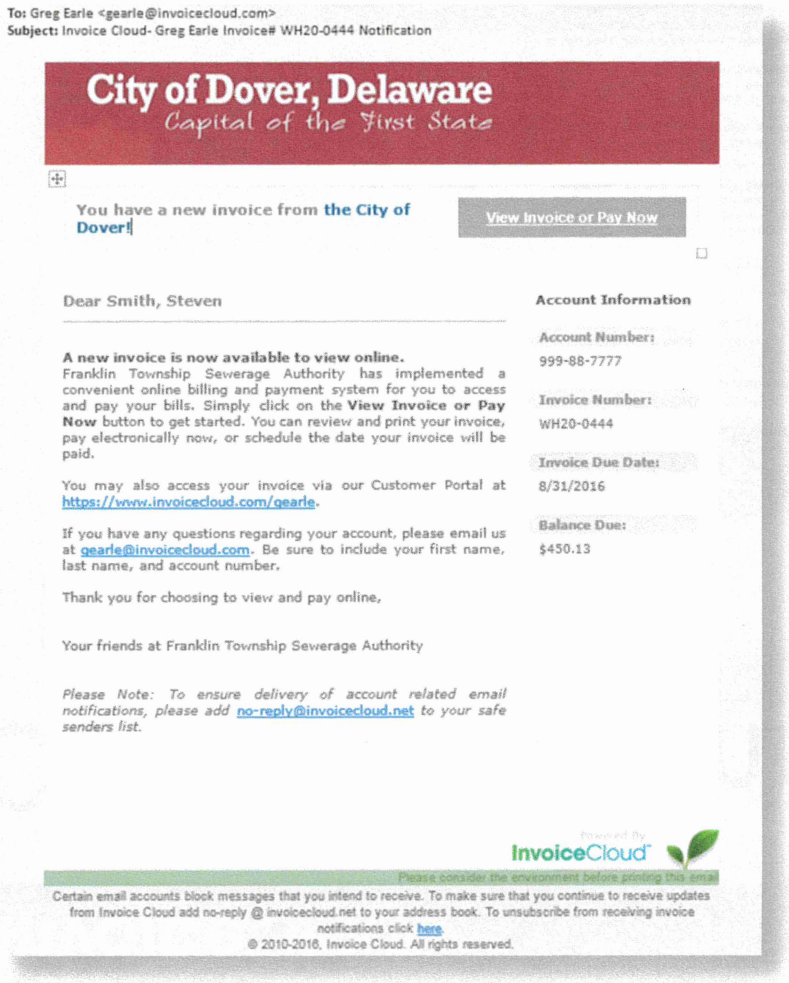


3 Reminders
Per Bill

<u>27 Templates:</u>

Payment Receipt, AutoPay Reminder,
Late Fee Notice, Credit Card Expiration,
Paperless Registration, ACH Reject, etc.

Link from Email Reminders



To: Greg Earle <gearle@invoicecloud.com>
Subject: Invoice Cloud- Greg Earle Invoice# WH20-0444 Notification

City of Dover, Delaware
Capital of the First State

You have a new invoice from the City of Dover!

View Invoice or Pay Now

Dear Smith, Steven

A new invoice is now available to view online.
Franklin Township Sewerage Authority has implemented a convenient online billing and payment system for you to access and pay your bills. Simply click on the **View Invoice or Pay Now** button to get started. You can review and print your invoice, pay electronically now, or schedule the date your invoice will be paid.

You may also access your invoice via our Customer Portal at https://www.invoicecloud.com/gearle.

If you have any questions regarding your account, please email us at gearle@invoicecloud.com. Be sure to include your first name, last name, and account number.

Thank you for choosing to view and pay online,

Your friends at Franklin Township Sewerage Authority

Please Note: To ensure delivery of account related email notifications, please add no-reply@invoicecloud.net to your safe senders list.

Account Information

Account Number:
999-88-7777

Invoice Number:
WH20-0444

Invoice Due Date:
8/31/2016

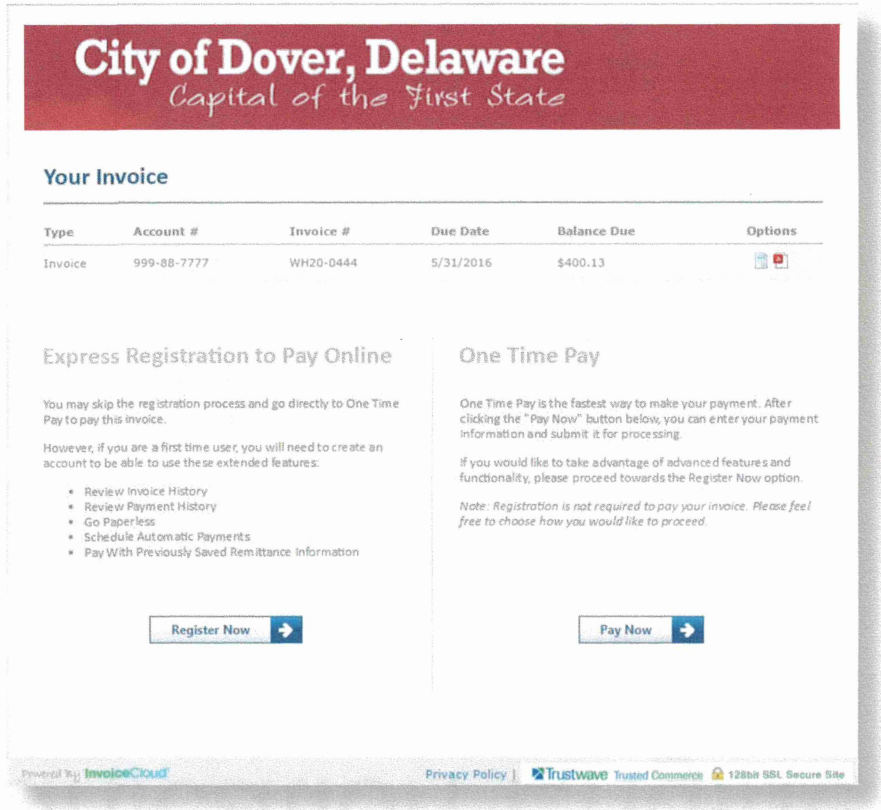
Balance Due:
$450.13

Powered By InvoiceCloud

Please consider the environment before printing this email

Certain email accounts block messages that you intend to receive. To make sure that you continue to receive updates from Invoice Cloud add no-reply @ invoicecloud.net to your address book. To unsubscribe from receiving invoice notifications click here.

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City of Dover, Delaware
Capital of the First State

Your Invoice

Type	Account #	Invoice #	Due Date	Balance Due	Options
Invoice	999-88-7777	WH20-0444	5/31/2016	$400.13	

Express Registration to Pay Online

You may skip the registration process and go directly to One Time Pay to pay this invoice.

However, if you are a first time user, you will need to create an account to be able to use these extended features:

- Review Invoice History
- Review Payment History
- Go Paperless
- Schedule Automatic Payments
- Pay With Previously Saved Remittance Information

Register Now

One Time Pay

One Time Pay is the fastest way to make your payment. After clicking the "Pay Now" button below, you can enter your payment information and submit it for processing.

If you would like to take advantage of advanced features and functionality, please proceed towards the Register Now option.

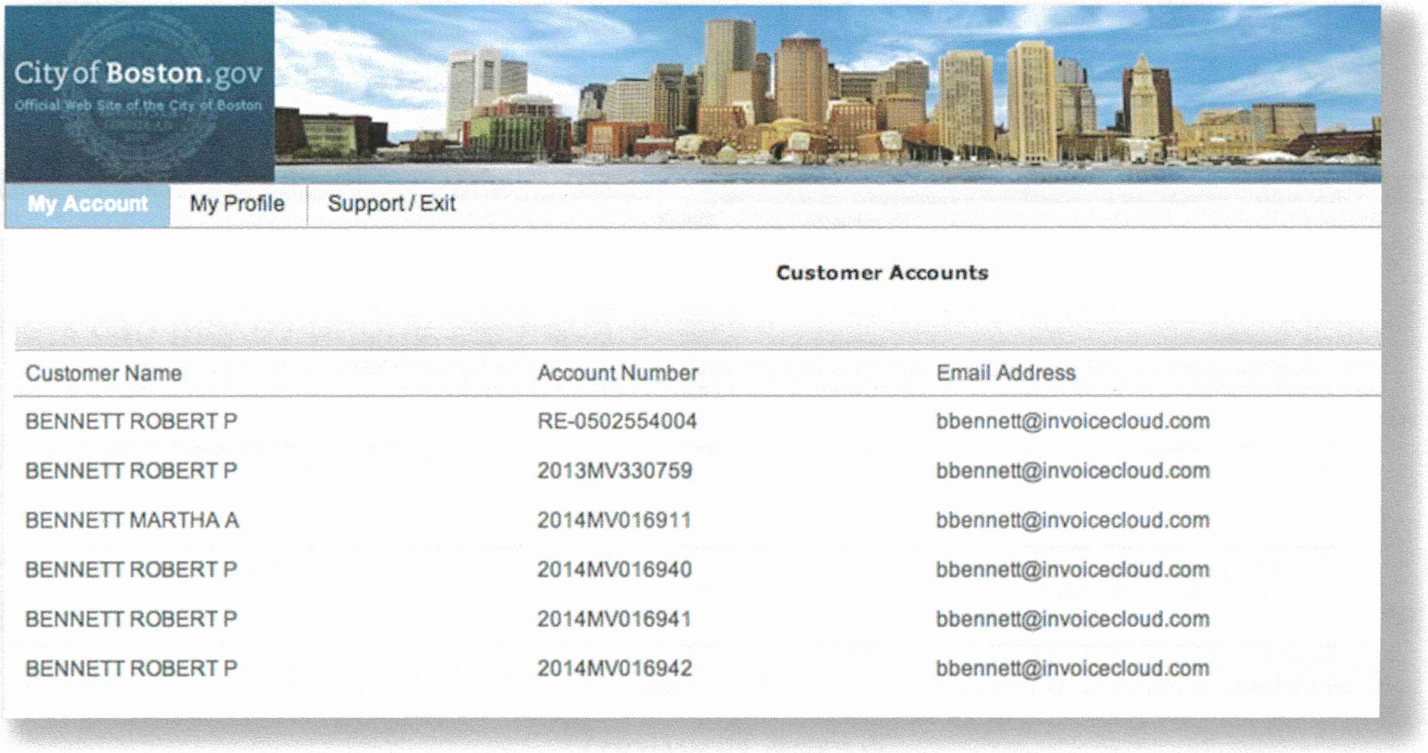
Note: Registration is not required to pay your invoice. Please feel free to choose how you would like to proceed.

Pay Now

Powered by InvoiceCloud | Privacy Policy | Trustwave Trusted Commerce | 128bit SSL Secure Site

Direct Access
to Bill Image, Payment Channel
or Registration

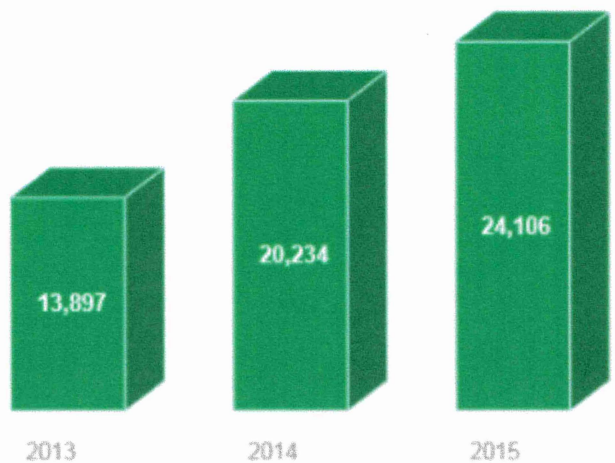
Account Linking



Automatically Link multiple accounts into one payer experience simply by registering them with the same email address and password.

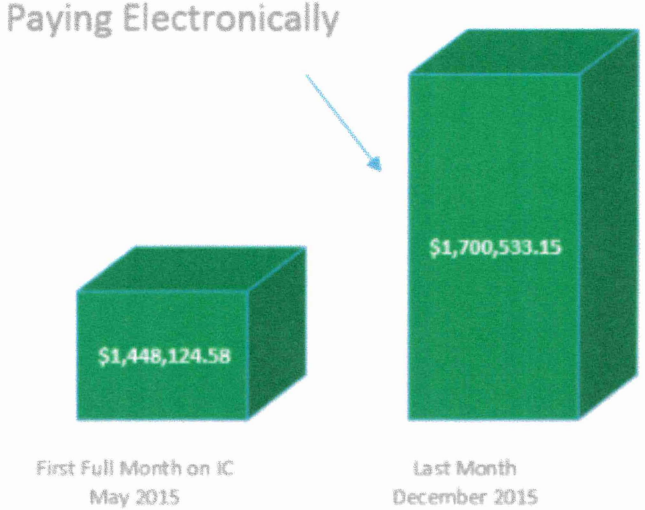
Case Studies

Cenrtal Arkansas Water
December Transactions
2013-2015
75% Increase



City of Clarksville Gas and Water
$ Volume

35 % of Customers
Paying Electronically



ACTION FORM

PROCEEDING: Legislative, Finance & Administrative Committee
DEPARTMENT OF ORIGIN: Finance **DATE SUBMITTED**: 08/23/16
PREPARED BY: Donna Mitchell, Controller/Treasurer
SUBJECT: Uncollectible Reserve Adjustments & Demolition Cost Recovery
APPROVALS: City Council
REVIEW: City Manager, City Planner
EXHIBITS: Uncollectible Reserve Audit Work Paper
EXPENDITURE REQUIRED: $300,000 each – General Fund & Electric Fund **AMOUNT BUDGETED**: General Fund $50,000; Electric Fund $200,000 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: Upon Council Approval
RECOMMENDED ACTION: To authorize the Controller/Treasurer to record an adjustment of $300,000 each as a reserve for estimated uncollectible receivables for Fiscal Year 2016, thereby reducing the Budget Balance in the General Fund and the Inventory Reserve Balance in the Electric Fund.

BACKGROUND

At the end of each fiscal year, Finance prepares the attached audit work paper to determine whether or not the City's reserve for receivables outstanding over 90 days is sufficient to cover the bad debt expense if it is determined these accounts are uncollectible.

Based on the analysis prepared for Fiscal Year Ended June 30, 2016, we are recommending a $300,000 expense be recorded for both the General Fund and the Electric Fund in order bring into alignment the reserve balances and the aged receivables over 90 days. The majority of the General Fund adjustment is related to the demolition receivables. The Electric Fund adjustment can be covered through a transfer from the Inventory Reserve with a current balance of $1.0 million. The summary of the financial activity for demolitions is provided as below.

City of Dover
Demolitions FY 2016 Activity
As of June 30, 2016

Demolitions activity in Fiscal Year 2016	Amounts	# of locations
Receivable as of 6/30/15	$ 488,889.90	36
New Demolitions billed in FY 2016	218,096.25	9
Subtotal Demolitions	706,986.15	45
Amounts collected during FY 2016	(231,091.92)	19
Amounts written off during FY 2016	(272,558.13)	14
Outstanding demolitions receivable as of 6/30/16	$ 203,336.10	12
GL Balance @ 6/30/16	$ 203,336.10	

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:

Percent

Position	Current	Adjusted	Difference	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.

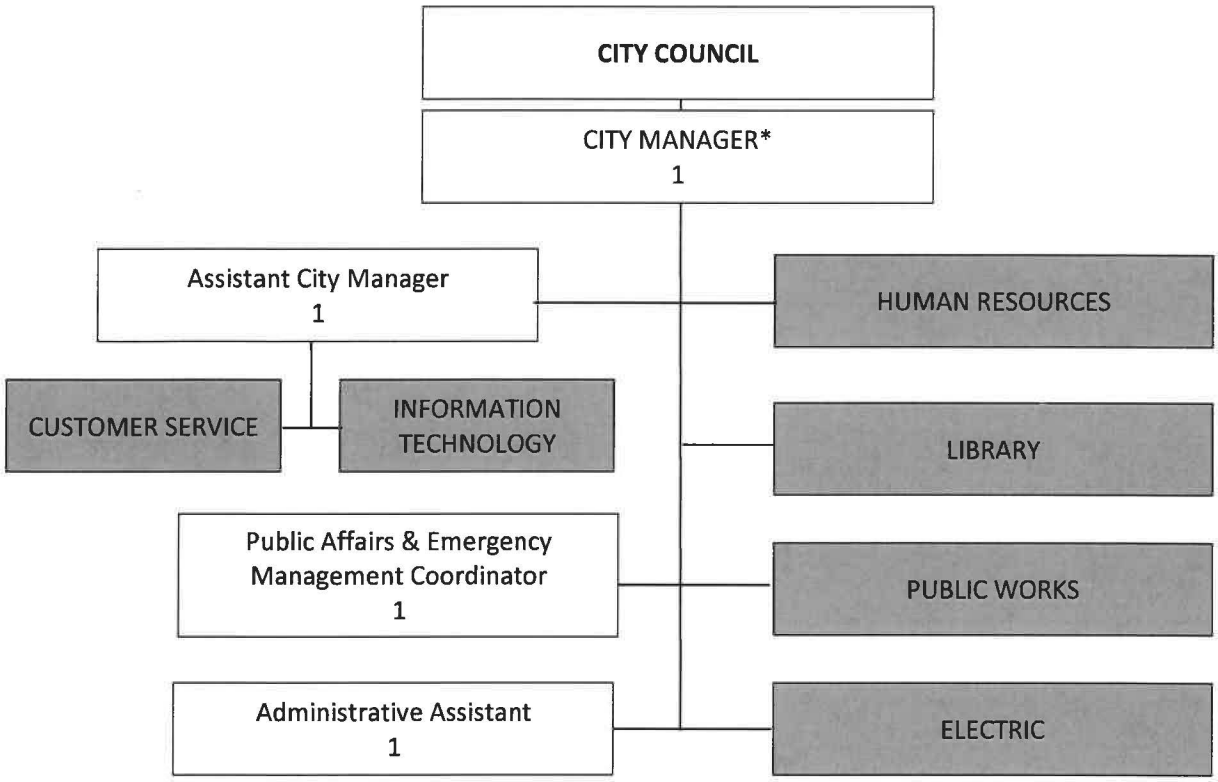
Concurring, Mr. Lynn stated that his support was not offered in an effort to rush to spend money but rather to realize a bargain. He also noted that, as mentioned in the material provided, there were some exemplary issues of employee selflessness. As an example, he stated that there were instances of 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

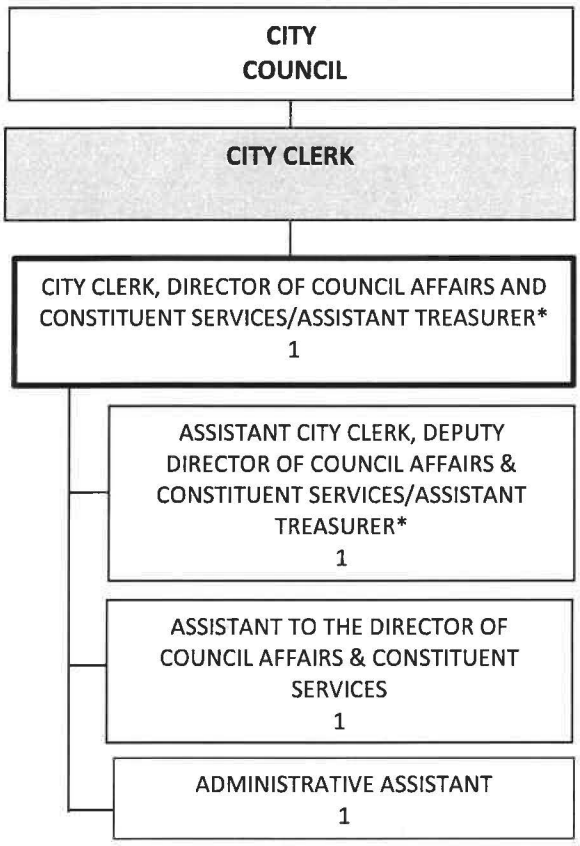


*Appointed by Council

FY 2017 DRAFT ANNUAL OPERATING BUDGET – DOVER, DELAWARE

City Clerk

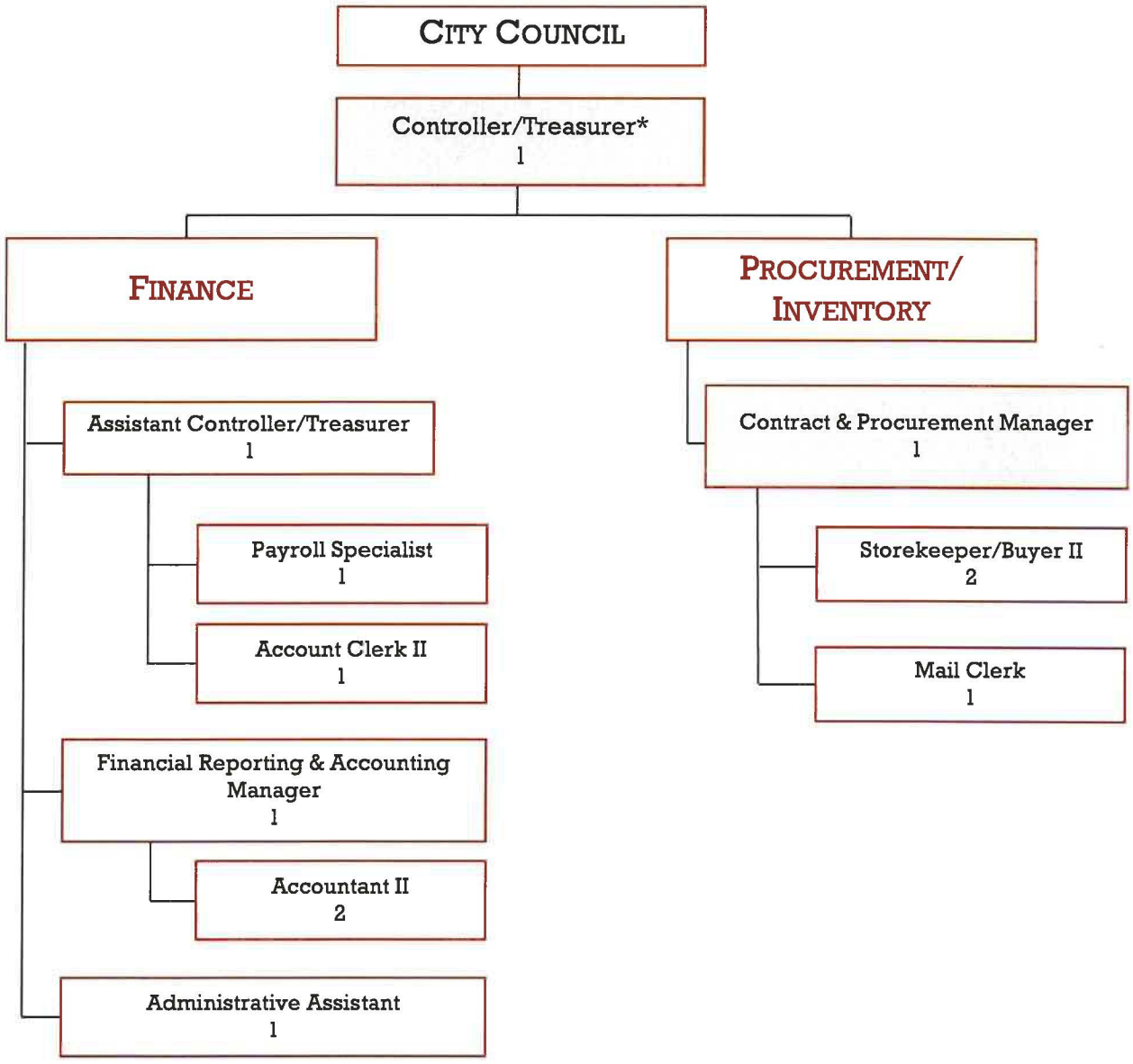
Fiscal Year 2017 Organizational Chart



*Appointed by Council

Finance

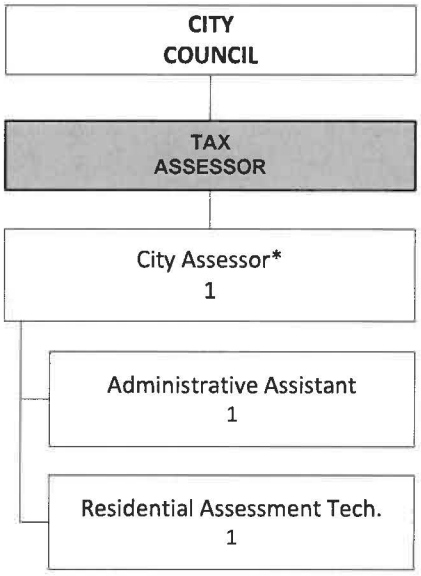
Fiscal Year 2017 Organizational Chart



* Appointed by Council

Tax Assessor

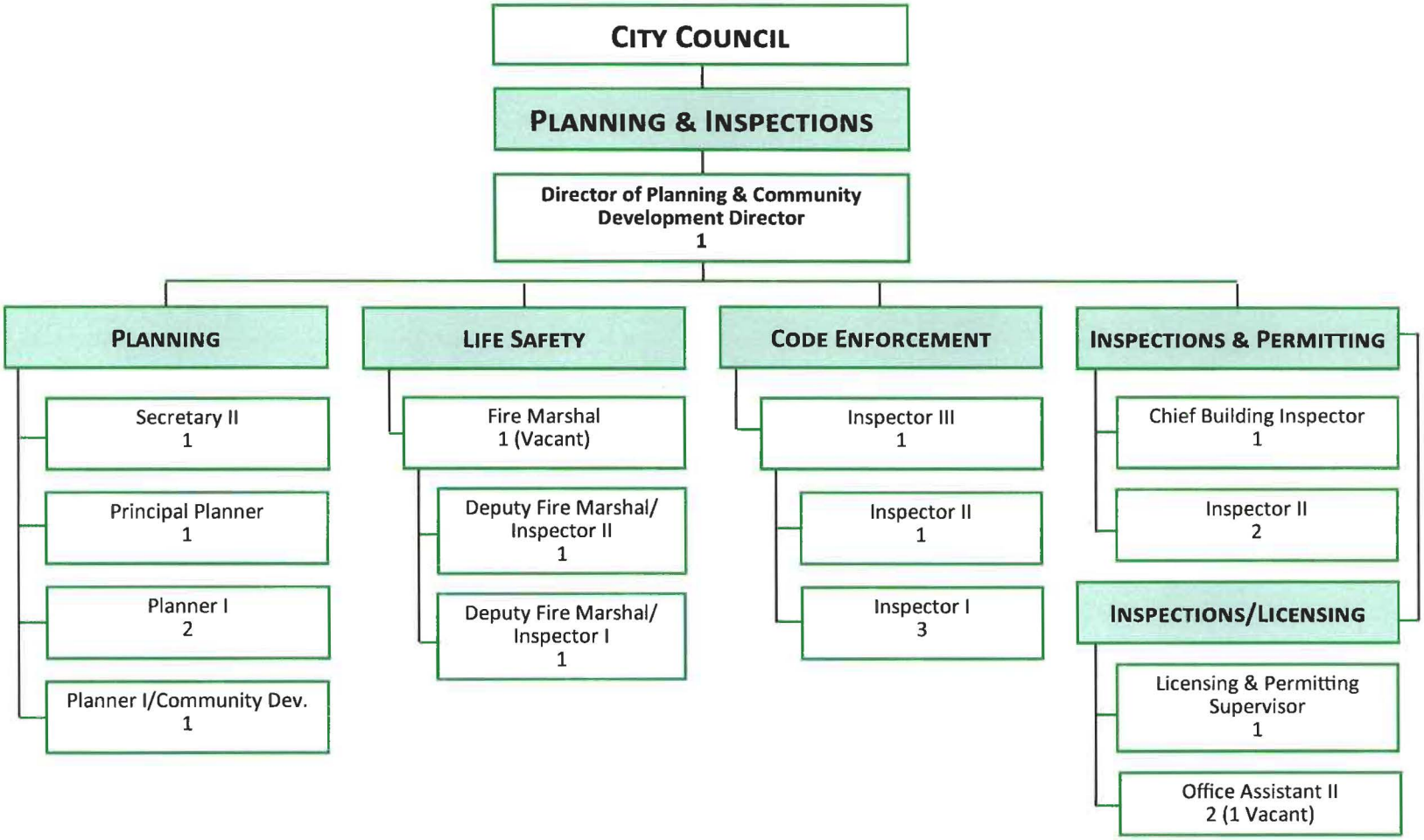
Fiscal Year 2017 Organization Chart



* Appointed by Council

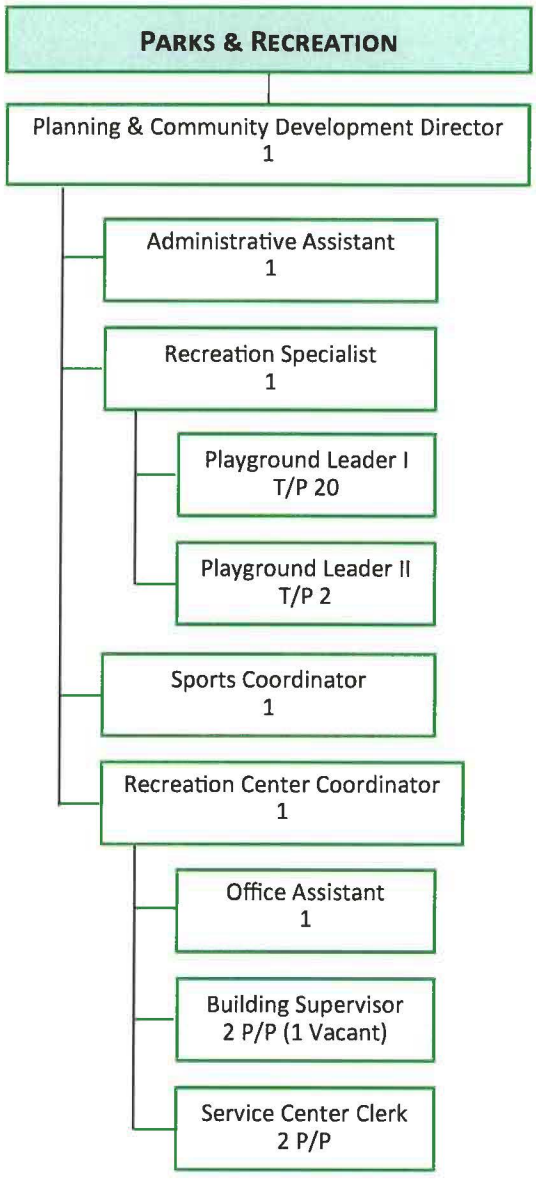
Planning & Inspections

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