LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE
A G E N D A

JANUARY 13, 2014 - 5:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify the City Clerk (736-7008 or e-mail at CityClerk@dover.de.us) should you wish to be recognized.

AGENDA ADDITIONS/DELETIONS

1. **Transfer of Davis Estate Donation to the Dover Library Foundation**
   (The City Manager Recommends That the Proceeds of the Davis Estate, in the Total Amount of $61,735.80, Be Transferred to the Dover Library Foundation. This Recommendation Is Supported by the Dover Library Foundation. In Addition, the City Manager Recommends the Drafting of a Policy That Will Outline How Future Donations of this Nature Will Be Handled.)

2. **Proposed Plan to Cover Dangerous Building Demolition Costs**
   (Staff Recommends Authorizing the City Manager to Transfer Unused Salary and Benefits in the Amount of $20,000 from the Planning Division, as Well as Other General Fund Divisions Throughout the City, to the Demolition Budget. This Authorization Will Increase the Demolition Budget from $140,000 to $250,000 for FY 2014.)

3. **Proposed Ordinance #2014-01 - Amendment to Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes; Appendix C - Downtown Redevelopment, Article II - Definitions and Article III - Eligibility; and Appendix E - Commercial and Industrial Building Redevelopment, Article II - Eligibility *(Amendments Would Require Compliance with Section 1-13 - Clean Hands; Provide for Revocation of the Incentives for Beneficiaries Who Are Delinquent on Obligations to the City; and Make Tax Exempt Properties Ineligible for the Incentives.)***
   (Staff Recommends Adoption of Ordinance #2014-01)

4. **Request for Infrastructure Reimbursement - Wesley College**
   (Staff Recommends Authorizing the City Manager to Reimburse Wesley College for the Expenses Incurred in the City's Right-of-Way ($24,500 per Letter Dated December 20, 2013) Provided That Community Transportation Funds in an Amount Equal to or Greater than $24,500 Can Be Secured from Area Legislators to Replace the Funding Associated with the Reimbursement. The Reimbursement Will Be Issued Using General Fund Dollars Associated with the City's Concrete Construction and Replacement Program (Project # ST1402))

5. **Proposed Grant-In-Aid Policy**

6. **Adjournment by 7:00 p.m.**

/tm S:\AGENDAS-MINUTES-PACKETS\Committee-Agendas\2014\01-13-2014 LF&A.wpd

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

ACTION FORM

PROCEEDING: Legislative, Finance & Administration Committee Meeting
DEPARTMENT OF ORIGIN: Library **DATE SUBMITTED**: 01/02/2014
PREPARED BY: Margie Cyr, Library Director
SUBJECT: Transfer of Davis Estate Donation to the Dover Library Foundation
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: Controller
EXHIBITS: N/A
EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**:
TIME TIMETABLE: Upon City Council approval.
RECOMMENDED ACTION: The City Manager recommends that the proceeds of the Davis estate in the total amount of $61,735.80 be transferred to the Dover Library Foundation. This recommendation is supported by the Dover Library Foundation. In addition, the City Manager recommends the drafting of a policy that will outline how future donations of this nature will be handled.

BACKGROUND AND ANALYSIS

The Dover Public Library is an heir to the estate of Sata Davis and a beneficiary of the Frank Davis Trust. Mrs. Davis passed away in early 2013. Her will has made its way through the legal process; and the estate's executor, Patricia Mercer, has sent the Library's portion of the estate as dictated by the will. This totals $61,735.80 ($28,965.12 [Sata Davis] + $32,770.68 [Frank H. Davis]). Currently, the funds have been deposited in an escrow account held by the City of Dover.

Mr. William Pepper, Esq., Assistant City Solicitor, was asked to review the will(s) to determine the Davis' intent for the use of their gift. Mr. Pepper indicated that it seemed clear that the decedent's intent was to benefit the library.

A motion was made at the December 12, 2013, Dover Library Foundation Board meeting to "request the Dover City Council transfer the funds from the Davis Estate bequeathed to the Dover Public Library [$61,735.80] to the Dover Library Foundation to support its mission in accordance with its bylaws." The vote was unanimous, with the City Manager abstaining from voting on the matter.

The topic of future donations was also discussed at the Dover Library Foundation Board meeting. All current fund raising uses the Dover Library Foundation as the beneficiary; however, there are likely instances where the Dover Public Library will continue to be identified as a beneficiary for years to come. A second motion was made "to direct the Library Director to work with the City Manager and Council liaison to craft a policy to be proposed to the City Council which will determine how future contributions to the Dover Public Library will be handled." This vote was also unanimous, with the City Manager abstaining from voting on the matter. A policy to address future donations will be presented once it can be drafted and reviewed.

The City Manager recommends that the proceeds of the Davis estate gifted to the Dover Public Library be transferred to the Dover Library Foundation.

ACTION FORM

PROCEEDING: Legislative, Finance & Administration Committee
DEPARTMENT OF ORIGIN: City Manager's Office **DATE SUBMITTED**: 01/03/2014
PREPARED BY: Scott D. Koenig, P.E., City Manager
SUBJECT: Proposed Plan to Cover Dangerous Building Demolition Costs
APPROVALS: Controller
EXHIBITS: Exhibit A – Tabulation of Current & Anticipated Demolition Expenses – FY-2014
EXPENDITURE REQUIRED: $250,000 for FY-2014 **AMOUNT BUDGETED**: $140,000 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: Upon Council Approval.
RECOMMENDED ACTION: Authorize the City Manager to transfer unused salary and benefits in the amount of $20,000 from the Planning Division as well as other General Fund divisions throughout the City to the demolition budget. This authorization will increase the demolition budget from $140,000 to $250,000 for FY-2014.

BACKGROUND AND ANALYSIS

In an effort to improve the quality of life in various neighborhoods throughout the City, staff has placed a continuous effort of the removal of dangerous buildings. This fiscal year has been very active compared to previous years as property owners have not responded to the Council's dangerous building declarations by fixing the identified problems with the various properties; therefore, the City has been required to carry out the demolition orders on the properties. To date, we have spent or committed as much as $175,000 to the demolition efforts. Since the original budget was $140,000 for these efforts during FY-2014, the City Manager is proposing to adjust the budget to continue the demolition actions through the remainder of the fiscal year. Exhibit A identifies $250,000 of estimated demolition expenses for FY-2014.

The $110,000 shortfall in the demolition budget can be made up by transferring $20,000 in unused salary and benefits from the Planning Office to the demolition budget and the remainder to come from other General Fund division personnel budgets. These funds are available due to a vacant Planner II position which has been vacant for approximately four (4) months. This will allow the City to continue our proactive approach to improving the quality of life throughout the City. The requested amendment and prior history is below as follows:

City of Dover
Demolition Program
10 Year History

Fiscal Year	Original Budget	Revised Budget	Actual
2014	$ 140,000	$ 250,000	$ 167,188
2013	$ 150,000	$ 150,000	$ 103,820
2012	$ 100,000	$ 100,000	$ 103,143
2011	$ 50,000	$ 120,000	$ 105,502
2010	$ 50,000	$ 50,000	$ 35,135
2009	$ 50,000	$ 50,000	$ 37,937
2008	$ 50,000	$ 50,000	$ 1,309
2007 (1)	$ 25,750	$ 185,750	$ 141,226
2006	$ 24,250	$ 24,525	$ 22,859
2005	$ 19,700	$ 19,700	$ 10,345

(1) 2007 included 212 Green Blade Drive

As of this writing, the Director of Planning & Community Development expects the demolition budget request for FY-2015 to be in the range of $150,000 - $175,000.

City of Dover
FY14 Demolition Costs

Exhibit A - Tabulation of Current & Anticipated Demolition Expenses - FY-2014

Address	Council Action	CAF Estimate	Demo Start	Contractor	Amount	Balance
						$ 140,000.00
231 N. Queen Street	4/8/2013	$10-15K	7/18/2013	Gateway	$ 8,900.00	
					$ 8,900.00	**$ 131,100.00**
423 Cecil Street	4/22/2013	$10-15K	7/2/2013	AIM	$ 2,160.00	
				Compliance	$ 1,195.00	
				Gateway	$ 6,800.00	
					$ 10,155.00	**$ 120,945.00**
528 Fulton Street	5/28/2013	$10-15K	8/19/2013	Gateway	$ 4,800.00	
				AIM	$ 400.00	
				Compliance	$ 2,757.50	
					$ 7,957.50	**$ 112,987.50**
427 W. Division Street	6/24/2003	$10-15K	9/9/2013	Compliance	$ 3,455.00	
				Larimore	$ 6,630.00	
				AIM	$ 1,650.00	
					$ 11,735.00	**$ 101,252.50**
45 S. Queen Street	7/8/2013	$15-20K	10/8/2013	Sunnyfield	$ 6,969.00	
				Compliance	$ 3,512.50	
				Fishers Environmental	$ 2,640.00	
					$ 13,121.50	**$ 88,131.00**
123 Blue Beach Drive	9/9/2013	$10-18K		Sunnyfield	$ 4,780.00	
				Compliance	$ 300.00	
					$ 5,080.00	**$ 83,051.00**
24 N. New Street	10/28/2013	$20-25K	12/9/2013	Design Contracting	$ 17,900.00	
				Marble	$ 75.00	
				Compliance	$ 8,156.25	
				AIM	$ 8,350.00	
					$ 34,481.25	**$ 48,569.75**
710 Slaughter Street	9/9/2013	$15-20K	11/5/2013	Gateway	$ 6,800.00	
				Compliance	$ 2,587.50	
				Astec	$ 2,300.00	
					$ 11,687.50	**$ 36,882.25**
67 S. Queen Street	7/8/2013	$30-40K	12/2/2013	Gateway	$ 8,200.00	
				AIM	$ 1,100.00	
				Compliance	$ 850.00	
				Compliance	$ 3,050.00	
					$ 13,200.00	**$ 23,682.25**
238 Railroad Avenue	8/12/2013	$58K	11/8/2013	Delaware Mulch & Stone	$ 58,000.00	
					$ 58,000.00	**$ (34,317.75)**
92 Orchard Avenue	5/28/2013	$10-15K	6/15/2013	Alex Cleaning Service	$ 500.00	
640 Nimitz Road	None	n/a		Marble	$ 300.00	
451 Barrister Place	None	n/a		Marble	$ 150.00	
312 W. Loockerman St.	None	n/a		Marble	$ 128.00	
Miscellaneous	None	n/a		Wyoming Millwork	$ 142.22	
					$ 1,220.22	**$ (34,360.75)**
43 S. Kirkwood Street	7/8/2013	$15-20K			$ 15,000.00	$ (49,360.75)
101 S. Queeen Street	7/8/2013	$15-20K			$ 15,000.00	$ (64,360.75)
TBD Residential					$ 15,000.00	$ (79,360.75)
TBD Residential					$ 15,000.00	$ (94,360.75)
TBD Residential					$ 15,000.00	$ (109,360.75)

COMMITTEE ACTION FORM

PROCEEDING: Legislative, Finance and Administration Committee
DEPARTMENT OF ORIGIN: Planning & Inspections/City Manager's Office **DATE SUBMITTED**: January 3, 2014
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning & Community Development
SUBJECT: Proposed Ordinance #2014-01
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: City Manager, Deputy City Solicitor, City Clerk
EXHIBITS: Proposed Ordinance #2014-01
EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: Forward to City Council for First Reading on 1/27/14 and Final Reading and Action on 2/10/14
RECOMMENDED ACTION: Staff recommends the Committee forward the ordinance to City Council with a recommendation for adoption.

BACKGROUND AND ANALYSIS

The City offers incentives to certain qualifying industries, businesses, and homeowners to expand or locate within the limits of the City, and business and property owners to improve their properties. These incentives are addressed in Chapter 102 – Taxation, Appendix C – Downtown Redevelopment, and Appendix E – Commercial and Industrial Building Redevelopment of the City of Dover Code of Ordinances.

The City offers tax abatement incentives to certain qualifying industries and businesses to expand or locate in the City, and persons purchasing residential real property (where they will reside) within a designated area. Additionally, in the Downtown Redevelopment Target Area, eligible projects may receive a full waiver of building permit fees, a full waiver of City impact fees (for multi-story mixed use development), and abatement of the property taxes on the improvements for a period of ten years. For commercial and industrial buildings, where there are renovations to establish a new business, projects may receive a 50% reduction in building permit fees, a 50% reduction in any applicable City impact fees, and abatement of the property taxes on the improvements for a period of ten years.

In recent years, some of the beneficiaries of these incentives have become delinquent on City taxes. Currently there is no mechanism to revoke the outstanding incentives if property owners are delinquent. The proposed amendments would require compliance with the City's Clean Hands Ordinance and provide for the revocation of approved but unrealized incentives if the beneficiary of the incentives becomes delinquent on obligations owed to the City. The proposed amendments reference and are consistent with the City Clean Hands Ordinance, which prevents the City from issuing permits or establishing services for property owners who are delinquent on obligations to the City.

The proposed ordinance would also make tax exempt properties ineligible for the incentives.

CITY OF DOVER PROPOSED ORDINANCE #2014-01

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

That Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes, Section 102-111 - Purpose, be amended by inserting the blue, bold text and deleting the text indicated in red, bold, strikeout, as follows:

In the ~~**option**~~ **opinion** of city council, the abatement of city real estate taxes for certain qualifying industries and businesses defined herein best promotes the public welfare by providing incentives for them to expand or locate in the city, thereby creating new employment opportunities for the citizens of the city and ultimately strengthening the city's tax base.

BE IT FURTHER ORDAINED:

That Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes, be amended by adding a new Section 102-118 - Revocation of Eligibility, to read as follows:

Sec. 102-118 - Revocation of Eligibility

The beneficiary of the incentives provided by this Article must remain current on all obligations due the City. If, at any time after the incentives have been granted, the beneficiary of the incentives becomes delinquent on any of the obligations listed in Section 1-13(b), the city manager shall revoke the eligibility for any portion of the incentives not yet received by the beneficiary. Notice shall be given to such beneficiary in writing.

For the purposes of this section, the beneficiary of the incentives shall include the person or artificial entity that receives the incentive and the owner of one-half or greater interest in an artificial entity that receives the incentive.

BE IT FURTHER ORDAINED:

That Appendix C - Downtown Redevelopment, Article II - Definitions, be amended by deleting it in its entirety and inserting in lieu thereof the following:

The following words, terms and phrases, when used in this ordinance, shall have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning:

Section 1. Beneficiary of the incentives.

The *beneficiary of the incentives* shall include the person or artificial entity that receives the incentive and the owner of one-half or greater interest in an artificial entity that receives the incentive.

Section 2. Downtown Dover Partnership.

The *Downtown Dover Partnership* shall be established for the purpose of fostering redevelopment within the target area.

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Section 3. Eligible project.

Eligible project shall mean a new construction or renovation which:

(a) Is located within the target area; and

(b) The fair market value of the materials to be used in and the labor to be performed on the project exceeds the sum of $15,000.00; and

(c) Is for commercial, office, or a residential use; and

(d) Conforms to the intent of this ordinance.

In order for a residential use to be an eligible project, the object of the construction or renovation must be a dwelling unit as defined in article 12 of the City of Dover zoning ordinance [appendix B]. Construction or renovation of accessory buildings as defined in article 12 of the City of Dover zoning ordinance [appendix B] shall not be eligible for development incentives. Construction or renovation which constitutes ordinary replacement or routine maintenance shall not qualify as an eligible project.

Section 4. Target area.

Target area shall mean that part of the city more particularly described as follows:

Beginning at a point at the intersection of the centerlines of Cecil and North State Streets, then continuing on the centerline of North State Street in a southerly direction to the intersection of the centerline of State Street and an extension of the centerline of Delaware Avenue, then continuing on the centerline and an extension of the centerline of Delaware Avenue in an easterly direction to the point of intersection of an extension of the centerline of Delaware Avenue and the St. Jones River, then following the centerline of the St. Jones River in a southerly direction to the point of intersection of the centerline of the St. Jones River and the southerly property line of lands now or formerly of the Catholic Diocese of Wilmington, being the site of Holy Cross Roman Catholic Church, then proceeding in a westerly direction along said property line to the easterly right-of-way line of South State Street (U.S. Route 13-A), then crossing the right-of-way line of South State Street in a westerly direction and joining the centerline of Hope Street and proceeding in a westerly direction to the centerlines of Hope Street and South Governors Avenue, then proceeding in a southerly direction along the centerline of South Governors Avenue to the point of intersection of the centerlines of South Governors Avenue and Dover Street, then proceeding in a westerly direction along the centerline of Dover Street to the point of intersection of the centerlines of Dover Street and Westview Terrace, then continuing in a northerly direction on the centerline of Westview Terrace to the point of intersection of the centerline of Westview Terrace and New Burton Road, then proceeding in a northeasterly direction on the centerline of New Burton Road to the point of intersection of New Burton Road and West Street, then continuing in a northerly direction along the westerly right-of-way line of West Street to the point of intersection of the westerly side of the right-of-way of West Street and the northerly property line of lands now or formerly of Dover Rent-All, Inc., then continuing in a westerly direction along said property line to the point of intersection of said property line and the lands of Conrail Railroad, then proceeding in a northerly direction along the easterly right-of-way line of Conrail Railroad in a northerly direction to the point of intersection of the centerline of West North Street and then westerly along the centerline of West North Street to a point of intersection with an extension of the westerly property line of lands now

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or of late of Michael Nash, being the site of the former Diamond Ice Company, then proceeding in a northerly direction along the westerly property line of the Nash property and in a line extending to the intersection of the southerly property line of lands now or of late Paul T. and Aiko Moore, and then northwesterly and then northerly along the southern and western property line of the Moore property and extending north to an intersection with the centerline of Lincoln Street, and then easterly along the centerline of Lincoln Street to a point of intersection of an extension of the westerly property line of lands now or formerly of Frank Moore et al., and then northerly along the western property of Frank Moore et al. and extending to a point of intersection with the centerline of Forest Street, then easterly along the centerline of Forest Street to a point of intersection with an extension of the westerly property of the lands now or formerly of the Salvation Army, and then northerly and easterly along the western and north property line of the Salvation Army property to the point of intersection with lands now or of late Conrail Railroad, then northerly along the westerly property line of Conrail Railroad and extending to a point of intersection with the centerline of West Division Street, and then easterly along the centerline of East Division Street to the intersection of the easterly right-of-way line of Conrail Railroad, and then northerly along the easterly right-of-way line of Conrail Railroad to the intersection of the right-of-way of Conrail Railroad and the northerly property line of lands now or of late of Southern States Cooperative, Inc., then proceeding in an easterly direction a distance of 52.76 feet to the northeasterly corner of the lands now or of late of Southern States Cooperative, Inc., then proceeding in a southerly direction along the easterly property line of lands now or of late of Southern States Cooperative, Inc., to the point of intersection of said property and the centerline of Cecil Street, then proceeding in an easterly direction along the centerline of Cecil Street to the point of beginning, being the point of intersection of the centerline of Cecil and North State Streets.

NOTE: This amendment deletes Section 2, Reserved, (which read: Section 2. Reserved. Editor's note - An ordinance adopted Jan. 10, 2000, repealed section 2 which pertained to the eligibility period and derived from an ordinance adopted March 13, 1995, and an ordinance adopted Jan. 11, 1999.) and re-orders the definitions alphabetically.

BE IT FURTHER ORDAINED:

That Appendix C - Downtown Redevelopment, Article III - Eligibility, be amended by inserting the bold, blue text and deleting the text indicated in bold, red, strikeout, as follows:

~~**Section 1. Issuance of building permit.**~~

~~**Issuance of a city building permit for an eligible project must be obtained during the eligibility period.**~~

NOTE: The eligibility period expired on December 31, 1999 and was repealed by an ordinance adopted January 10, 2000.

Section ~~2~~ **1**. ~~[~~Development incentive eligibility.~~]~~

In order to be eligible for development incentives, the owner of an eligible project must agree to contribute ten percent of the total value of the incentives received to the Downtown Dover Partnership for reinvestment in downtown Dover.

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Section ~~3~~ **2**. ~~[~~Development incentive ineligibility.~~]~~

An otherwise eligible project shall be ineligible for development incentives if:

(a) An application for ~~[~~a~~]~~ building permit for the project ~~[~~was~~]~~ filed prior to the effective date of this ordinance; or

(b) Construction or renovation commenced prior to the effective date of this ordinance; **or**

(c) Issuance of the certificate of occupancy and/or the completion and finalization of the building permit occurs before the application for development incentives is received~~.~~**; or**

(d) The subject property is exempt from City of Dover real estate taxes; or

(e) The beneficiary of the incentives is delinquent on any of the obligations listed in Section 1-13(b).

Section 3. Revocation of Eligibility

The beneficiary of the incentives provided by this Appendix must remain current on all obligations due the City. If, at any time after the incentives have been granted, the beneficiary of the incentives becomes delinquent on any of the obligations listed in Section 1-13(b), the city manager shall revoke the eligibility for any portion of the incentives not yet received by the beneficiary. Notice shall be given to such beneficiary in writing.

BE IT FURTHER ORDAINED:

That Appendix E - Commercial and Industrial Building Redevelopment, Article II - Eligibility, be amended by inserting the bold, blue text and deleting the text indicated in bold, red, strikeout, as follows:

Section 1. Eligible project.

Eligible project shall mean the renovation and establishment of a business in an existing commercial or industrial building or tenant space which:

(a) Is a minimum of 5,000 square feet of floor area; **and**

(b) The fair market value of the materials to be used in and the labor to be performed on the project exceeds the sum of $15,000.00; **and**

(c) Is for commercial, industrial, or office use; **and**

(d) The establishment of a new business is proposed; and

(e) Conforms to the intent of this ordinance.

Construction or renovation of accessory buildings as defined in Appendix B - Zoning, Article 12 - Definitions, of the Dover Code of Ordinances shall not be eligible for redevelopment incentives.

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Construction or renovation which constitutes ordinary replacement or routine maintenance shall not qualify as an eligible project. Construction of new buildings shall not qualify as an eligible project.

Section 2. Redevelopment incentive ineligibility.

An otherwise eligible project shall be ineligible for redevelopment incentives if:

(a) An application for a building permit for the project was filed prior to the effective date of this ordinance; or

(b) Construction or renovation commenced prior to the effective date of this ordinance; **or**

(c) Issuance of the certificate of occupancy and/or the completion and finalization of the building permit occurs before the application for redevelopment incentives is received; **or**

(d) Construction or renovation commenced prior to the issuance of a building permit by the city of Dover; **or**

~~**(e) Applications for incentives provided in this ordinance shall be subject to the provisions of Chapter 1 - General Provisions, Section 1-13 - Denial of permits or approvals for failure to comply with requirements for payment, actions, or filings.**~~

(e) The subject property is exempt from City of Dover real estate taxes; or

(f) The beneficiary of the incentives is delinquent on any of the obligations listed in Section 1-13(b).

For the purposes of this section, the beneficiary of the incentives shall include the person or artificial entity that receives the incentive and the owner of one-half or greater interest in an artificial entity that receives the incentive.

Section 3. Revocation of eligibility.

The beneficiary of the incentives provided by this Appendix must remain current on all obligations due the City. If, at any time after the incentives have been granted, the beneficiary of the incentives becomes delinquent on any of the obligations listed in Section 1-13(b), the city manager shall revoke the eligibility for any portion of the incentives not yet received by the beneficiary. Notice shall be given to such beneficiary in writing.

For the purposes of this section, the beneficiary of the incentives shall include the person or artificial entity that receives the incentive and the owner of one-half or greater interest in an artificial entity that receives the incentive.

ADOPTED: *

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SYNOPSIS

The proposed ordinance would amend the Downtown Redevelopment incentives, the Commercial and Industrial Building Redevelopment incentives, and the Tax Abatement incentives to require compliance with Section 1-13 - Clean Hands, and provide for revocation of the incentives for beneficiaries who are delinquent on obligations to the City. It would also make tax exempt properties ineligible for the incentives.

(SPONSORS: Hutchison and Koenig)

Actions History

01/13/2014 - Introduced at Legislative, Finance, and Administration Committee

Draft

ACTION FORM

PROCEEDING: Legislative, Finance & Administration Committee	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: City Manager's Office	**DATE SUBMITTED**: 01/03/2014
PREPARED BY: Scott D. Koenig, P.E., City Manager	
SUBJECT: Request for Infrastructure Reimbursement – Wesley College	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager and Controller	
EXHIBITS: Exhibit A – Letter from Dr. William Johnston, President of Wesley College & Support Documents, Exhibit B – Action Form from 09/13/2013.	
EXPENDITURE REQUIRED: $24,500 **AMOUNT BUDGETED**: N/A	
FUNDING SOURCE (Dept./Page in CIP & Budget): Street/Sidewalk Program - $24,500 to be replaced by a Community Transportation Fund Agreement in an amount equal to or greater than $24,500.	
TIMETABLE: Reimbursement to Wesley College to be made upon Council Approval.	
RECOMMENDED ACTION: Authorize the City Manager to reimburse Wesley College for the expenses incurred in the City's right-of-way ($24,500 per letter dated December 20, 2013) provided Community Transportation Funds in an amount equal to or greater than $24,500 can be secured from area legislators to replace the funding associated with the reimbursement. The reimbursement will be issued using General Fund dollars associated with the City's Concrete Construction and Replacement Program (Project # ST1402).	

BACKGROUND AND ANALYSIS

In December of 2012, the Dover City Council approved a construction contract in the amount of $96,411.75 with Corrado Construction, Co., to construct the Wesley College Streetscape Enhancement – Phase I. The project was funded by a Community Transportation Funds agreement in the amount of $148,604. In September 2013, City Council approved a final change order on the project which increased the total project cost to $125,574.34. In December of 2013, the City Manager received a request from Wesley College to be reimbursed for work that was completed within the City's North State Street Alley West right-of-way. This work was originally planned to be included in Phase I of the Streetscape Enhancement; however, scheduling conflicts between the College and the City prevented this work from being included in the scope of work for the Streetscape Enhancement – Phase I.

The City Manager and officials from Wesley College have met with representatives from DelDOT to determine whether these costs could be added to the Community Transportation Fund agreement; however, the expenses occurred before the agreement was signed; therefore, these expenses cannot be added to the current agreement. Senator Bonini has indicated that he is willing to fund other public improvements within the City in an amount at least equal to the requested reimbursement; therefore, the City of Dover would not incur a net expense on the reimbursement. There are a number of sidewalk projects in the downtown area that can be funded using Community Transportation Funds.

The City Manager is requesting authorization from City Council to reimburse Wesley College for the expenses incurred in the City's right-of-way ($24,500 per letter dated December 20, 2013) provided Community Transportation Funds in an amount equal to or greater than $24,500 can be secured from area legislators to replace the funding associated with the reimbursement. The reimbursement will be issued using General Fund dollars associated with the City's Concrete Construction and Replacement Program (Project # ST1402).

Exhibit A

Wesley
COLLEGE

December 20, 2013

Mr. Scott Koenig
City Manager
City Hall - 15 Loockerman Plaza
Dover, DE 19903

Dear Scott,

Wesley College is requesting to be reimbursed $24,500 for storm drain and paving work in the public right of way completed in August 2012. The work was originally to be completed by the City of Dover in concert with a project at Wesley College but scheduling conflicts prevented its completion.

The work included extending a storm water line under the alley to a new City parking lot and paving the alley after the underground work had been completed. This work was done while the College was doing work in the adjoining College parking lot. Storm water drains from the new City parking lot under the alley then under the College parking lot. Installing this line in two phases would have required the City to re-excavate and repair portions of the College parking lot. This would have been inconvenient for our students and expensive for the City.

Attached please find a sketch outlining the work performed, an Invoice from Whiting Turner for the work, a Schedule of Values, and a Wage Certification. Total cost for this work was $24,500.

Wesley College is quite pleased with the outcome of this parking lot project and thank you and the City Council for partnering with the State and Wesley College to make it a reality. We are hopeful that the final financial piece of the project can be resolved soon. Please be in contact with me or Mr. Rick Richardson, Director of Physical Plant (736-2461) if there are any additional questions, or you desire additional information.

Most sincere thanks,

William N. Johnston Ed.D.
President of the College

CC: Chris Wood
Ron Reck
Rick Richardson

Exhibit A

INVOICE

THE WHITING-TURNER CONTRACTING COMPANY

(INCORPORATED)

131 Continental Drive, Suite 404
Newark, Delaware 19713
(302) 292-0676

To: Wesley College
120 N. State Street
Dover, DE 19901

ATTN: Ron Reck
NET DUE 30 DAYS

INVOICE DATE	12/12/2013
W-T JOB NO. *	13712
INVOICE NO. *	Misc -01
CUSTOMER'S ORDER NO	
W-T CONTACT PERSON	Josh George
PHONE NO.	302-292-0676

Wesley College Street Scape - Phase 1 alley work

Please see attached breakdown and certified Payroll

TOTAL DUE **$24,500.00**

PLEASE REMIT TO:

1. ELECTRONICALLY: (Preferred) PNC Bank, N.A.
   ABA via Fedwire #054000030 or ABA via ACH #054000030 ACCT. #5501311889 or
2. EXPRESS DELIVERY: THE WHITING-TURNER CONTRACTING COMPANY
   300 E. Joppa Road Baltimore, MD 21286-3048
3. U.S. MAIL: THE WHITING-TURNER CONTRACTING COMPANY
   P.O. BOX 17596 Baltimore, MD 21297

* Please refer to these numbers with your payment

Exhibit A

Wesley Streetscape PH I Performed under College Contract

Task	Unit	Quantity	Unit Cost	Total
Site Demolition	LS	1	$3,611	$3,611
15" RCP	LF	144	$78	$11,205
Storm Drain Struct	EA	2	$1,768	$3,611
Install SSMH	LS	1	$4,086.00	$4,086
New Curb	LF	81	$26.35	$2,134
Earthwork	LS	1	$872.00	$872
Layout	LS	1	$2,171.00	$2,171
Patch Pavement	LS	1	$12,661.70	$12,662
			Total	**$40,352**

Exhibit A

Job: 13-1501 Wesley College Prev Wage Adj For The Period Ending 01-12-13

4358 Esteban Flores-Cruz — 28 Curlew Circle Newark, DE 19702

	01-06 Sun	01-07 Mon	01-08 Tue	01-09 Wed	01-10 Thu	01-11 Fri	01-12 Sat	Total Hours	Rate	Cash Fringe	Hrly Fringe	Adj Rate	Gross This Job	Total Gross	FWH FICA	SWH SUI/SDI	Other Deducts	Net
579-34-4613 Hispanic Male																		
M - 5 Laborers Reg	24.00							24.00	16.00	17.64	3.56	37.20	807.35	1,162.19	163.63	39.00	61.97	897.59
Laborers OT	3.50							3.50	24.00	28.24	3.56	55.80	182.84					
													990.19					

4395 Carlos Rodas-Vasquez — 102 Albury Avenue Georgetown, DE 19947

	01-06 Sun	01-07 Mon	01-08 Tue	01-09 Wed	01-10 Thu	01-11 Fri	01-12 Sat	Total Hours	Rate	Cash Fringe	Hrly Fringe	Adj Rate	Gross This Job	Total Gross	FWH FICA	SWH SUI/SDI	Other Deducts	Net
581-06-3943 Hispanic Male																		
S - 6 Laborers Reg	4.00							4.00	14.00	23.20		37.20	148.80	92.80	7.10			85.70
													148.80					

4396 Elfego Perez — 19 Carriage Lane Georgetown, DE 19947

	01-06 Sun	01-07 Mon	01-08 Tue	01-09 Wed	01-10 Thu	01-11 Fri	01-12 Sat	Total Hours	Rate	Cash Fringe	Hrly Fringe	Adj Rate	Gross This Job	Total Gross	FWH FICA	SWH SUI/SDI	Other Deducts	Net
603-58-8167 Hispanic Male																		
M - 5 Laborers Reg	4.00							4.00	14.00	20.05	3.15	37.20	136.20	430.20	32.16		9.92	388.12
													136.20					

4406 Wilquin Morales — 19862 County Seat Hwy Georgetown, DE 19947

	01-06 Sun	01-07 Mon	01-08 Tue	01-09 Wed	01-10 Thu	01-11 Fri	01-12 Sat	Total Hours	Rate	Cash Fringe	Hrly Fringe	Adj Rate	Gross This Job	Total Gross	FWH FICA	SWH SUI/SDI	Other Deducts	Net
617-49-0274 Caucasian Male																		
S - 4 Laborers Reg	1.00							1.00	16.00	17.95	3.25	37.20	33.95	1,307.95	259.93	53.66	9.92	984.44
													33.95					

4409 Joaquin Flores — 28 Curlew Circle Newark, DE 19702

	01-06 Sun	01-07 Mon	01-08 Tue	01-09 Wed	01-10 Thu	01-11 Fri	01-12 Sat	Total Hours	Rate	Cash Fringe	Hrly Fringe	Adj Rate	Gross This Job	Total Gross	FWH FICA	SWH SUI/SDI	Other Deducts	Net
211-86-5231 Hispanic Male																		
S - 4 Laborers Reg	24.00							24.00	15.00	19.00	3.20	37.20	815.98	1,161.33	212.05	44.54	11.84	892.89
Laborers OT	3.50							3.50	22.50	30.10	3.20	55.80	184.10					
													1,000.08					

4441 Matthew Bradway — 195 Hogate Blvd Salem, NJ 08079

	01-06 Sun	01-07 Mon	01-08 Tue	01-09 Wed	01-10 Thu	01-11 Fri	01-12 Sat	Total Hours	Rate	Cash Fringe	Hrly Fringe	Adj Rate	Gross This Job	Total Gross	FWH FICA	SWH SUI/SDI	Other Deducts	Net
142-90-5074 Caucasian Male																		
S - 0 Laborers Reg	16.00							16.00	13.00	24.20		37.20	595.20	387.20	72.77	11.37		303.06
													595.20					

5339 Larry Austin — 811 S. Coss Street Middletown, DE 19709

	01-06 Sun	01-07 Mon	01-08 Tue	01-09 Wed	01-10 Thu	01-11 Fri	01-12 Sat	Total Hours	Rate	Cash Fringe	Hrly Fringe	Adj Rate	Gross This Job	Total Gross	FWH FICA	SWH SUI/SDI	Other Deducts	Net
221-72-5189 Caucasian Male																		
S - 1 Operating Enginr Reg	24.00							24.00	23.00	27.05	5.76	55.81	1,201.12	1,721.20	429.59	82.09	95.98	1,113.54
Operating Enginr OT	3.50							3.50	34.50	43.45	5.76	83.72	272.83					
													1,473.95					

5345 Gordon N Wellings — 206 East Bradford Court Middletown, DE 19709

	01-06 Sun	01-07 Mon	01-08 Tue	01-09 Wed	01-10 Thu	01-11 Fri	01-12 Sat	Total Hours	Rate	Cash Fringe	Hrly Fringe	Adj Rate	Gross This Job	Total Gross	FWH FICA	SWH SUI/SDI	Other Deducts	Net
222-42-4908 Caucasian Male																		
M - 3 Operating Enginr Reg	4.00							4.00	28.00	23.94	3.87	55.81	207.76	1,215.76	198.26	46.21	9.92	961.37
													207.76					

Exhibit A

Job: 13-1501 Wesley College Prev Wage Adj For The Period Ending 01-12-13

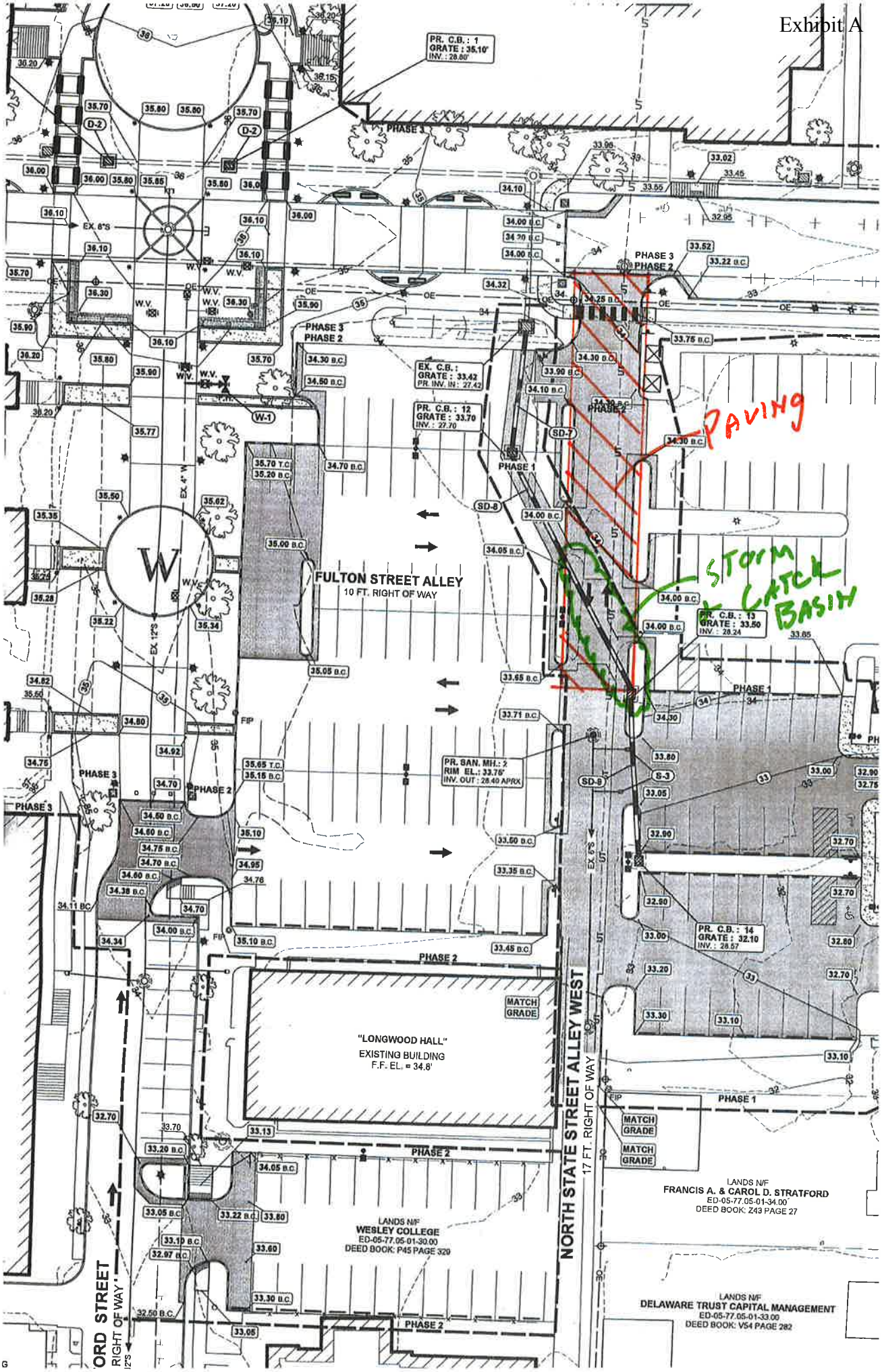
5392 Jerry Marcum 1281 Farm Lane Viola, DE 19979

	01-06 Sun	01-07 Mon	01-08 Tue	01-09 Wed	01-10 Thu	01-11 Fri	01-12 Sat	Total Hours	Rate	Cash Fringe	Hrly Fringe	Adj Rate	Gross This Job	Total Gross	FWH FICA	SWH SUI/SDI	Other Deducts	Net
221-44-0062 Caucasian Male																		
S - 1 Operating Enginr Reg	16.00							16.00	21.00	34.81		55.81	892.96	556.96	99.98	17.89		439.09
													892.96					

Totals for Wesley College Prev Wage Adj

01-06-13 Sunday	01-07-13 Monday	01-08-13 Tuesday	01-09-13 Wednesdy	01-10-13 Thursday	01-11-13 Friday	01-12-13 Saturday	Total Hours	Gross This Job	Total Gross		Deductions	Net
127.50	.00	.00	.00	.00	.00	.00	127.50	5,479.09	8,035.59	FWH	865.32	6,065.80
										FICA	610.16	
										SWH	294.76	
										SDI	.00	
										Other	199.55	

Exhibit A


PAVING
STORM CATCH BASIN
FULTON STREET ALLEY
10 FT. RIGHT OF WAY
NORTH STATE STREET ALLEY WEST
17 FT. RIGHT OF WAY
"LONGWOOD HALL"
EXISTING BUILDING
F.F. EL. = 34.8'
PR. C.B. : 1
GRATE : 35.10'
INV. : 28.80'
EX. C.B. :
GRATE : 33.42
PR. INV. IN : 27.42
PR. C.B. : 12
GRATE : 33.70
INV. : 27.70
PR. SAN. MH. : 2
RIM EL.: 33.76'
INV. OUT : 28.40 APRX
PR. C.B. : 13
GRATE : 33.50
INV. : 28.24
PR. C.B. : 14
GRATE : 32.10
INV. : 28.57
PHASE 1
PHASE 2
PHASE 3
MATCH GRADE
LANDS N/F
WESLEY COLLEGE
ED-05-77.05-01-30.00
DEED BOOK: P45 PAGE 329
LANDS N/F
FRANCIS A. & CAROL D. STRATFORD
ED-05-77.05-01-34.00
DEED BOOK: Z43 PAGE 27
LANDS N/F
DELAWARE TRUST CAPITAL MANAGEMENT
ED-05-77.05-01-33.00
DEED BOOK: V54 PAGE 282

ACTION FORM

PROCEEDING: Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works - Streets	**DATE SUBMITTED**: 9/13/13
PREPARED BY: Sharon Duca, P.E., Public Works Director / City Engineer	
SUBJECT: Change Order for Wesley College Streetscape Enhancement Phase 1	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager and Controller	
EXHIBITS: Exhibit 1 (Site Plan), Attachment A (Prior Approved Change Orders), Attachment B (Change Order Submission)	
EXPENDITURE REQUIRED: $5,805.17 (Original Approved Bid and prior approved Change Orders- $119,769.17) **AMOUNT BUDGETED**: $700,000* **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Community Transportation Funds - $148,604 *The City budget includes $700,000 for potential CT Agreements that get approved throughout the year.	
TIMETABLE: Upon approval, project should be completed within two (2) weeks.	
RECOMMENDED ACTION: Staff recommends City Council approval of change order request, submitted by Corrado Construction in the amount of $5,805.17, and authorize staff to execute the request.	

BACKGROUND AND ANALYSIS

This project, which was approved by Council on December 10, 2012, began in earnest in mid-March 2013. The contractor, Corrado Construction, Co., has experienced significant unforeseen challenges that needed addressed in order to accomplish the project assigned to them by the City of Dover. A total of four (4) change orders have been previously submitted to the City of Dover, please refer to Attachment B for specific information on each change order. Per the *City of Dover Purchasing Policy & Procedures*, Amended February 28, 2011, section 3.10.B.i, the City Manager is authorized to approve change orders up to twenty-five percent (25%) of the original purchase amount. Any change order that exceeds twenty-five (25%) of the original purchase amount shall require City Council Approval. For this particular project, the threshold would be $120,514.69. The table below represents a summary of all change orders for this project:

Date	Description	Change Order Amount	Total Project Budget	Cumulative Change Order % against Original Bid
12/10/12	CAF Approved	n/a	$96,411.75	n/a
4/17/13	Change Order #2 Approved – Excavation/Material Removal	$10,131.00	$107,098.57	10.5%
4/17/13	Change Order #3 Approved – Additional Backfill Material	$2,294.60	$109,393.17	12.8%
6/26/13	Change Order #4 Approved – Storm Sewer Conflict Adjustments	$10,376.00	$119,769.17	23.6%
9/13/13	Change Order #5 Request – Concrete & Asphalt Quantity Corrections	$5,805.17	$125,574.34	29.7%

Note: Change Order #1 was denied by the City of Dover.

The proposed change order (see Attachment C) would put the total project total at $125,574.34, which is greater than the project threshold of $120,514.69, therefore, requiring Council approval. Staff believes that change order #5 is reasonable and is needed to properly finish the project. In accordance with the City of Dover Purchasing Policy & Procedures, Section 3.10, staff respectfully requests Council Approval for this Change Order.

City of Dover
Finance Department
PO Box 475
Dover DE 19903-0475
Phone: (302-736-7018
FAX: (302) 760-4930
E-Mail: dmitchell @dover.de.us

MEMORANDUM

To: Legislative, Finance & Administrative Committee

From: Donna Mitchell, Controller/Treasurer

Copy: City Council Members, Mayor Carey, Scott Koenig, and Traci McDowell

Date: December 30, 2013

Subject: Grant-In-Aid Policy & Procedures

In response to recent discussions regarding City contributions and grants to other entities, attached for your consideration is a Grant-In-Aid Policy & Procedures. The draft policy and procedures were developed using the State of Delaware's current policy and procedures.

The following documents are attached for your review, discussion and acceptance.

1. Current Information from the General Assembly's web site regarding Grant-In-Aid and its purpose.
2. FY20xx Grant-In-Aid Application Instructions
3. Grant-In-Aid Application Form Packet
4. Community Leader and Organization Recognition Policy (current policy)
5. Grant-In-Aid Instructions – Power Point Presentation

Please note, City Council can deviate from City policies and procedures unless they are legally adopted by ordinance, required by City Charter, or required by State or Federal legislation. This item is scheduled for discussion during the Legislative, Finance, & Administration Committee Meeting of January 13, 2014. Please feel free to contact me if you have any questions at 302-736-7018. Thank you.

STATE OF DELAWARE
GRANTS-IN-AID INFORMATION

Grant in Aid is an appropriation made by the General Assembly to support the activities of non-profit organizations which provide services to the citizens of Delaware. The purpose of Grant in Aid is to provide supplemental funding to service agencies and should not be construed as a sole source of funding.

To qualify for Grant in Aid, an agency must have a 501-C3 tax exempt status from the Internal Revenue Service and have been incorporated in the State of Delaware for at least two years prior to the beginning of the fiscal year for which they are applying. Agencies are to submit the original application and a copy as well as their most recent audit. **Applications are mailed on July 1 or the first business day of July and due in the Office of the Controller General by the close of business on November 1 or the first business day of November.**

Each category is assigned a team of legislators from the Joint Finance Committees. The teams review the applications assigned to that group and make funding recommendations to the full Committee. Decisions regarding Grant in Aid are made by the Joint Finance Committee in late June. Historically, the Grants-in-Aid bill is the final appropriations bill enacted by the legislature on June 30th.

Grant in Aid categories:

Each category is assigned a team of legislators from the Joint Finance Committee. The teams review the applications assigned to that group and make funding recommendations to the full Committee.

Historically, decisions regarding Grant in Aid have been made after the operating and capital budgets have been finalized. The categories are:

- Aging
- Health, Handicapped and labor
- Arts, Cultural and Tourism
- Neighborhood and Community Services
- Alcohol and Drug Abuse
- Family and Youth Services
- Veterans
- Fire Companies
- Senior Centers

Notification of Joint Finance Meetings to discuss Grant in Aid are posted on the internet and provided to the media. Meetings are open to the public. Please check the Joint Finance Committee Public Hearing page to view the schedule.

Workshop Information

The Office of the Controller General conducts a workshop in September for participants to assist them in completing the application.

CITY OF DOVER

FY 2015 GRANT-IN-AID APPLICATION INSTRUCTIONS

Funding Requests Are Due No Later Than 4:30 p.m., Friday, November 1, 20xx.

City of Dover
Finance Department
P.O. Box 475
Dover, Delaware 19903
OR
Finance Department
Weyandt Hall
5 E. Reed Street, Suite 300
Dover, Delaware 19901

Applications can be downloaded from the City website

To save the document to your computer from the website you must do the following:

- Go the http://
- Click on the Grant-In-Aid Application link;
- Right-click on the Word document (FY15 GIA Application.doc);
- Left click on Save As or Save Target As;
- Select where to save the file.

For technical assistance for downloading document please call the Finance Department at 302-736-7015.

DRAFT

FUNDING REQUESTS ARE DUE ON OR BEFORE FRIDAY NOVEMBER 1, 20xx.

This funding request format has been designed to provide for a tightly focused and informative presentation of the organization's request for funds based on a clear statement of the organization's purpose (or goals and objectives); a concise description, the financing requirements, and anticipated accomplishments for each of the programs or services being offered to meet these purposes; and the resulting total organization projections of income and expenses.

PLEASE READ ALL THE MATERIAL CAREFULLY BEFORE PREPARING THE REQUEST.

Additional supplemental material may be requested by the Grant-in-Aid Committee.

We are requesting that each organization provide the **original** and **one copy** of the funding request **and one copy of your most recent audit and the audit's management letter.**

DO NOT SUBMIT TAX FORMS.

Please number each page and indicate organization name on each page. Please do not staple your application.

GENERAL DIRECTIONS

1. Fiscal Year - Your budget request from the State of Delaware is for the period July 1, 2014 through June 30, 2015.

   Information involving audited data or historical financial data will be based on your organization's fiscal year. The information for prior year would be taken from your organization's audit.

   PLEASE NOTE:

   Organizations using fiscal years should apply the following:

Prior Year -	FY 2013
Current Year -	FY 2014
Proposed Year -	FY 2015

   Organizations using calendar years should apply the following:

Prior Year -	2012
Current Year -	2013
Proposed Year -	2014

DRAFT

2. Rounding Figures - All figures should be rounded to the nearest hundred dollar.

3. Labeling - Please type the organization name clearly on each form as the forms may be separated during processing.

4. COMPLETE ENTIRE APPLICATION - ANSWER ALL QUESTIONS; EXPLAIN WHY A PARTICULAR QUESTION MAY NOT APPLY TO YOUR ORGANIZATION.

5. Forward completed application by November 1, 20xx, to:

Finance Department
Weyandt Hall
P.O. Box 475
Dover, Delaware 19903

OR

Controller/Treasurer
Weyandt Hall
5 E. Reed Street, Suite 300
Dover, Delaware 19901

DRAFT

GUIDELINES FOR FY 2015 GRANTS-IN-AID

A. No funds will be appropriated for Child Day Care.

B. No funds will be appropriated for the purpose of relocation, purchasing buildings or rehabilitation or renovation of buildings.

C. In order for an organization to be considered for a Grant-In-Aid for FY 2015, the organization must:

1. Be incorporated, non-profit (or under umbrella of parent organization which is incorporated, non-profit). Your organization must be incorporated and in operation for at least two years prior to July 1, 2014.

2. Have By-laws that clearly state the purpose of the Corporation and include definition of duties of Board of Directors.

3. Have an active, community-represented, volunteer Board of Directors that sets policies, goals and objectives, and maintains minutes of regularly scheduled meetings and any special meetings. Have programs that are unduplicated, and satisfy unmet human needs of the community.

4. Have personnel policies, including job descriptions and classifications.

5. No organization shall use Grant-in-Aid funding to pay any part of an elected official's salary.

6. Have competent executives, competent staffing and reasonable facilities.

7. Practice non-discrimination.

8. Have accounting (budget) procedures and an annual audit.

9. Use funds in accordance with the application.

10. Demonstrate community support.

11. Request funds only for a program which does not receive full funding from other sources of revenue.

DRAFT

Instructions: Form 1

MANAGEMENT ORGANIZATION

Official Name:	Indicate legal name of organization on Incorporation Certificate or other legal documents. Please list any additional names your organization uses-if a trade name or other operating name is used.
Address of Management Office:	Where should correspondence and checks, etc., be forwarded? **If you use a P.O. Box, please include your street address.**
Physical Address	This is to be provided in case a site visit by a member of the City Council or their staff is required.
Contact Representative:	List name, address, daytime phone number and e-mail address of the individual who would best be able to provide any additional information that may be requested.
Indicate:	Names of Directors and Officers.

Instructions: Form 2

ORGANIZATION BACKGROUND

Please provide the organization background in a concise narrative as follows:

1. Organization mission statement;
2. **Organization location(s), days and hours of operation.**

DRAFT

Instructions: Form 3

REVENUE

This form requests the total revenue for your organization.

Note that the categories are by sources of revenue as follows:

Federal Government
State Government
City Government
In-Kind City Services (estimated value)
Investment
Sale of Materials Dues
Contributions or Donations
Miscellaneous Other

Also, Federal Government and State Government require further breakdowns as shown on the form. Be sure to include details on all sources for Federal and State Government revenues.

The total of all revenue should be shown on the Total Revenue Line.

Note that the GIA received for the prior and current fiscal years is requested. However, for the proposed year, Grant in Aid under City of Dover is blanked out. The GIA for the proposed fiscal year is to be reflected on Form 6, Line 6.

Instructions: Form 4

DISBURSEMENTS

This form is used to report all disbursements by your organization by category of disbursements.

The top portion of the page is used to report operating expenses of your organization.

The lower portion is used to report non-expense disbursements by various categories.

Total Expenses and the Total Non-Expense Disbursements should be reported on the Total Disbursement line at the bottom of the form.

DRAFT

Instructions: Form 5

FEDERAL & STATE GRANTS

This form requests a reporting of all funding your organization has received through the Federal & State Grants.

List the project name, fiscal year in which the award was made, and the amount.

DRAFT

Instructions: Form 6

SUMMARY

This report consolidates the revenue (Form 3) and disbursements (Form 4).

Line 1 Total revenue from Form 3.

Line 2 Total disbursements from Form 4.

Line 3 Operating surplus/deficit - difference between Line 1 and Line 2.

Line 4 Carryover - This line should reflect for the previous year's column the available balance from the beginning of the year.

For the current year's balance, this line should reflect the amount on Line 5 for the previous year.

For the proposed year, this line should reflect the amount on Line 5 for the current year.

Line 5 Net surplus/deficit - combine Lines 3 and 4.

Line 6 Grant-in-Aid Request. Please show awards for the previous year and current year in the first two columns. The amount of the Grant-in-Aid your organization is requesting should be reflected on this line for the proposed year.

If you are using more than one Form 7, the total of all these forms (Form 7, Line 12) should total Form 6, Line 6.

Line 7 **The total of all your programs (Line 7) should equal your Proposed Year Grant-in-Aid Request (Line 6).**

DRAFT

Instructions: Form 7

PROGRAM INFORMATION

Note: One page is required for each program.

Line 1 Program Name & Target Population: indicate name of program and who the service is targeting. How do you make the target population aware of the service?

Line 2 Program Description - indicate the activities associated with this program.

Line 3 Which other community organizations provide this or similar services? Indicate what other community organizations are providing similar services.

Line 4 How will the program obtain its objective & how will the outcomes be measured? Describe how these activities will address the program description and how you will measure your success.

Line 5 What progress has been made in the past year to achieve program objectives? How successful were you in the last year in meeting program objectives?

Line 6 Number of people served.

Line 7 Service measure - what measurable means are there to reflect the service provided.

Example: Hours of training provided, nights of shelter provided.

Line 8 Amount of service provided - this should reflect the total number of people served by the measure selected.

Example: If ten people (the same people or different people) were trained for five hours per day, 250 days per year, the amount of service would be 12,500 hours of training.

Line 9 Program revenue.

Line 10 Program disbursements

Line 11 Difference between Lines 9 and 10.

Line 12 Program Grant-in-Aid - Proposed year should reflect that portion of Form 6, Line 6 that applies to this program.

DRAFT

Instructions: Form 8

SCHEDULE OF POSITIONS & SALARIES

Please list all positions filled by your organization, the number of employees in each position, and the salary and salary range of each position.

Instructions: Form 9

LETTER OF BOARD APPROVAL

Indicate that your organization meets the provisions of the six conditions and the date that the application was approved by the Board of Directors of your organization.

FINANCIAL STATEMENT – Form 10

A copy of an audit along with the management letter or a compilation statement, by a Certified Public Accountant or independent Public Accountant, is requested. If this is unavailable, please complete the Sample Forms (A-B-C) in order to comply with the request for an audit.

The audit and the management letter or compilation statement should be for the fiscal year most recently completed.

DO NOT SEND TAX FORMS IN PLACE OF AN AUDIT OR FINANCIAL STATEMENTS.

DRAFT

CITY OF DOVER
GRANT-IN-AID APPLICATION FORM

FY 2015

FUNDING REQUESTS ARE DUE NO LATER THAN (TIME, DAY, DATE).

Official Name of Organization: _____

Date of Incorporation: _____

9 digit Federal Employer Identification No.: ☐☐☐☐☐☐☐☐☐

Contact Representative: _____

Phone Number (daytime): _____

E-mail address: _____

	YES	NO
Are you a first time applicant?	☐	☐
Did you receive a Grant-in-Aid Award in Fiscal Year 2014?	☐	☐
If yes, does this application include a request to fund a new program?	☐	☐
Is your organization receiving or has your organization received Grant in Aid from other government agencies?	☐	☐

If yes, what is the total amount of Grant in Aid money received from other government agencies? $ _____

FORM 1

ORGANIZATION: _____ YEAR: 2015

MANAGEMENT ORGANIZATION

Official Name of Organization: _____

Address of Management Office: _____

_____

Street Address or Location: _____

Physical Location of organization for site visits _____

Phone Number: _____

Contact Representative:

Name: _____

Address: _____

Phone Number: (Daytime) _____

E-Mail Address: _____

Names of Board of Directors and Daytime Telephone Numbers:

_____

_____

_____

_____

Names of Officers and Daytime Telephone Numbers

_____

_____

_____

_____

FORM 2

ORGANIZATION: _____ YEAR: 2015

ORGANIZATION BACKGROUND

ORGANIZATION
MISSION STATEMENT: _____

_____

_____

_____

_____

_____

ORGANIZATION LOCATION(s) where services are actually provided, days and hours of operation for site visits.

_____

_____

_____

_____

_____

_____

FORM 3

ORGANIZATION: _____ YEAR: 2015

REVENUE

Revenue Source	Previous Year	Current Year	Proposed Year
FEDERAL GOVERNMENT			
MEDICARE			
MEDICAID			
GRANTS			
OTHER			
STATE GOVERNMENT			
GRANT IN AID			
CONTRACTS BY STATE AGENCY			
CITY OF DOVER			
GRANT IN AID			**XXXXXXXXXX**
OTHER (LIST)			
INVESTMENTS			
DIVIDENDS & INTEREST			
SALE OF ASSETS			
SALE MATERIALS			
DUES			
CONTRIBUTIONS or DONATIONS			
MISCELLANEOUS			
TOTAL REVENUE			

FORM 4

ORGANIZATION: _____ YEAR: 2015

DISBURSEMENTS

	Previous Year	Current Year	Proposed Year
EXPENSES			
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone and Fax			
Postage			
Rent			
Utilities			
Repairs and Maintenance			
Printing and Publications			
Travel, Conferences and Meetings			
Dues			
Assistance to Individuals			
Grants and Awards (other than Grant in Aid)			
Other (List)			
Miscellaneous			
TOTAL EXPENSES			
NON-EXPENSE DISBURSEMENTS			
Equipment			
Vehicles			
Mortgage/Loans			
Investments			
Other			
TOTAL NON-EXPENSE DISBURSEMENTS			
TOTAL DISBURSEMENTS			

FORM 5

ORGANIZATION: _____ YEAR: 2015

5A. FEDERAL & STATE GRANTS

If you are a Federal/State Grant Recipient, please complete this form;

Name of Project	Fiscal Year	Amount
		$

FORM 6

ORGANIZATION: _____ YEAR: 2015

SUMMARY

		Previous Year	Current Year	Proposed Year
1	TOTAL REVENUE on Form 3			
2	TOTAL DISBURSEMENTS on Form 4			
3	OPERATING SURPLUS/DEFICIT			
4	CARRYOVER			
5	NET SURPLUS/DEFICIT			
6	**GRANT IN AID REQUEST**			

	Programs from Form 7 to be funded through Grant in Aid in FY 2015	Amount Requested
7	**TOTAL (THIS LINE SHOULD EQUAL LINE 6 OF PROPOSED YEAR COLUMN)**	

FORM 7

ORGANIZATION: _____ YEAR: 2015

PROGRAM INFORMATION

1. Program Name & Target Population: _____
2. Program Description: _____
3. Which other community organizations provide this or similar services? _____
4. How will the program obtain its objective & how will the outcomes be measured? _____
5. What progress has been made in the past year to achieve the program's objectives? _____

		Previous Year Award	Current Year Award	Proposed Year Request
6.	Number of People Served			
7.	Service Measure			
8.	Amount of Service			
9.	Program Revenue			
10.	Program Disbursements			
11.	Surplus/Deficit			
12.	Amount of Grant in Aid Requested for this Program			

FORM 8

ORGANIZATION: _____ YEAR: 2014

SCHEDULE OF ALL POSITIONS AND SALARIES SUPPORTING ACTUAL EXPENSES AND BUDGET ESTIMATES FOR AGENCY STAFF

Position Title	Number of Positions	Salary Range	Previous Salary	Current Salary	Proposed Salary
		$	$	$	$

FORM 9

ORGANIZATION: _____ YEAR: 2014

(ORGANIZATION)

AGREES:

1. To submit funding requests on the forms provided at the times designated and to participate in the allocations review process.

2. To provide an annual certified audit and other financial statements, service figures, and reports or audits as required by the City of Dover.

3. To cooperate with other organizations, both voluntary and public, in responding to the needs of the community and in promoting high standards of efficiency and effectiveness.

4. To submit accurate information with this application. NOTE: Any misstatement of facts may forfeit any remaining balance of grants due and/or future grants.

5. That this organization meets the criteria established (City Council will need to establish criteria for eligibility) and uses any Grant-in-Aid appropriated by the City Council in accordance with those provisions and any additional restrictions that may be set forth in the Grant-in-Aid policy.

6. This agency agrees to provide the City Controller/Treasurer with financial or programmatic information upon request.

This agreement has been read and approved at the meeting of the governing body of the

_____
(ORGANIZATION'S NAME AND DATE)

BY:

_____
(President or Chairman) DATE

Daytime Phone Number: _____

_____
(Executive Director) DATE

FORM 10

COPY OF MOST RECENT AUDIT

PREPARED BY INDEPENDENT CERTIFIED

PUBLIC ACCOUNTANT OR PUBLIC ACCOUNTANT

SAMPLE A-B-C ATTACHED MAY BE SUBSTITUTED FOR ABOVE IF RECENT AUDIT IS NOT AVAILABLE.

DO NOT SEND TAX FORMS

SAMPLE A

ORGANIZAITON: _____ YEAR: 2015

BALANCE SHEETS FOR FISCAL YEARS ENDING (MONTH) 2012 AND 2013

	(MONTH), 2012	(MONTH), 2013
ASSETS		
Cash		
Accounts Receivable		
Investments – at cost		
(market value $_____)		
PROPERTY AND EQUIPMENT – at cost		
Land		
Buildings and Improvements		
Furniture and Equipment		
Transportation Equipment		
Less Accumulated Depreciation		
TOTAL ASSETS		
LIABILITIES AND FUND BALANCES		
Accounts payable and accrued expenses		
Grants designed for future periods		
Fund balances		
Undesignated		
Designated		
TOTAL LIABILITIES AND FUND BALANCES		

SAMPLE B

ORGANIZATION: _____ YEAR: 2015

STATEMENT OF SUPPORT, REVENUE AND EXPENSES

AND CHANGES IN FUND BALANCES FOR YEARS ENDING JUNE 30, 2012 AND 2013

	(MONTH), 2012	(MONTH), 2013
PUBLIC SUPPORT AND REVENUE		
Contributions		
Allocated by United Way of DE		
Fees and grants from government agencies		
Other revenue (losses)		
Investment Income		
Gain(loss) on sale of investments		
Miscellaneous		
EXPENSES		
Program Services		
Supporting Services		
Management and General		
EXCESS (DEFICIENCY) OF PUBLIC SUPPORT		
AND REVENUE OVER EXPENSES		
FUND BALANCES		
Beginning of year previously reported		
End of Year		

SAMPLE C

ORGANIZATION: _____ YEAR: 2015

STATEMENTS OF FUNCTIONAL EXPENSES YEARS ENDING (MONTH), 2012 AND 2013

	Program Services	Supporting Services	Total Expenses Year ending (MONTH), 2012
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone & Utilities			
Postage and Shipping			
Rent			
Maintenance			
Printing and Publications			
Travel			
Conferences & Meetings			
Assistance to Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous			
Depreciation			

	Program Services	Supporting Services	Total Expenses Year ending (MONTH), 2013
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone & Utilities			
Postage and Shipping			
Rent			
Maintenance			
Printing and Publications			
Travel			
Conferences & Meetings			
Assistance to Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous			
Depreciation			

CITY OF DOVER

COMMUNITY LEADER AND ORGANIZATION RECOGNITION POLICY

I. PURPOSE

The purpose of this policy is to provide guidance on recognition provided to outside agencies and organizations. As a general rule, the City of Dover will not normally give gifts or awards. However, there are occasions when recognition in the form of a gift and/or award is in the best interest of the local community. On these occasions, the City Council, Mayor, or their designee may recognize by gift or award; individuals, organizations, or entities who/which provide a written request and meet the following criteria:

A) Charitable organizations or entities which provide or have provided donations of goods or services to the government of the City and/or for the benefit of all of the citizens of the City; or non-profit fundraising events sponsored by organizations or entities which provide or have provided donations of goods or services to the government of the City and/or for the benefit of all of the citizens of the City;

B) Special guests of the City, including representatives from other government entities, visitors from other countries, retiring local business and community leaders, and departing local business and community leaders who have made a significant contribution to the City.

C) Retiring members of the armed forces stationed at Dover Air Force Base and departing senior officers or senior enlisted members of the armed forces, or other service members at Dover Air Force Base who have made a significant contribution to the City.

D) Elected City officials and appointees leaving City service. (No written request required)

E) Any other individual, organization, or entity specifically approved by City Council or the Mayor.

II. PERMITTED GIFTS/AWARDS & RESTRICTIONS

A) Gifts and awards consist of plaques, Dover cups, coins, golf shirts, and certificates or any other item approved by City Council and the Mayor.

B) No cash donations are permitted. Cash payments to any organization for the City's use of their facilities are considered a business expense, not a recognition gift or award and therefore this policy does not apply to these payments.

C) Unless otherwise approved by City Council and the Mayor, the aggregate value of any awards or gifts presented to any one individual, organization, or entity during any calendar year shall not exceed one-hundred dollars ($100.00).

D) The value of any gift or award should be reasonable, proportional to the contribution made, and in accordance with other City policies and directives.

E) No personal benefit should be provided to the grantor of the gift by the grantee.

F) This policy shall not restrict "get well" and sympathy expressions.

III. REPORTING REQUIRMENT

Gifts and/or awards given will be included in the monthly report issued by the Finance Department for public review.

IV. CHARTER AND CODE OF CONDUCT

All City of Dover policies are to subject to the City of Dover Charter Part II Code of Ordinances Chapter 2, Article 1, Division 4 "Code of Conduct", which is "**applicable to all elected and appointed officials and to all employees of the City of Dover.**"

V. POLICY ADHERENCE

In consideration of these guidelines and policies, one's interpretation should be on a strict, rather than loose, construction basis, and obviously, the objective should not be to rationalize ways and means for circumvention.

VI. REVIEW & REVISION

The City of Dover Community Leader and Organization Recognition Policy will be reviewed every three years by the Mayor and City Council.

DISTRIBUTION

1. Mayor, Council, City Manager
2. Department Heads
3. Finance Staff
3. Finance Policy Manual

ADOPTED: FEBRUARY 2, 2004

City of Dover
FY 20xx
Grant In Aid Instructions

Prepared by: Finance Department

Donna Mitchell, Controller/Treasurer

Application

- The application and instructions are available at the following website: http://
- If you need assistance downloading the application from the internet please contact the Finance Department at 302-736-7018.

Grant In Aid Cover Page

- Official Name of Organization
- Date of Incorporation
- 9 Digit Federal Employer ID Number
- Contact Representative
- Daytime Phone Number
- E-mail address
- First time applicant?
- Did you receive GIA in FY14?
- If yes, does this application include a request to fund a new program?
- Have you received GIA from other government agencies?
- If yes, amount received from other agencies?

Form 1 – Management Organization

- Official Name of Organization
- Address (where your check will be mailed) and phone number
- Physical location of service
- Contact representative
  - Name
  - Address
  - Daytime phone number
- Agency Name
- Names of Officers & Board of Directors and their daytime phone number

Form 2 – Agency Background

- Agency Mission Statement
- Agency Location(s)
  - Locations where services are actually provided, days and hours of operation for site visits.

Form 3 – Revenue

- Revenue sources for previous, current, and proposed year
- Include revenue from:
  - Federal Government
  - State Government
  - City Government
  - Other (List sources)
  - Investments
  - Sales
  - Dues
  - Contributions or Donations
  - Miscellaneous

Form 4 – Disbursements

- Expenses
  - Salaries, employee benefits, payroll taxes, etc.
- Non-expense disbursements
  - This is an expense that is not considered an operational expense.
  - For example – A principal payment on an asset (equipment, vehicle, mortgage, etc.)

Form 5 – Federal & State Grants

- If you have received other Federal or State Grants please fill out this page.
- Include the Name of Project, Year, and Funding Amount

- If you have not received these grants please go to Form 6.

Form 6 – Summary

- Summary information for previous, current, and proposed years:
  - Total Revenue (Form 3)
  - Total Disbursements (Form 4)
  - Operating Surplus/Deficit (calculated)
  - Carryover (balance from prior year)
  - Net Surplus/Deficit (calculated)
  - Grant In Aid Request
- At the bottom of the form name each program within your agency that will receive Grant In Aid Funds and the amount of your request that will go to each program.
- Note: Line 6 of the proposed year and Line 7 should be equal.

Form 7 – Program Information

- Program name and target population
- Program description
- Similar services provided by other agencies
- Describe program objectives and how outcomes are measured
- Describe the progress that has been made in the last year to achieve the program's objectives
- Lines 6 – 12 show the number of people served, service measures, amount of service, program revenue, program disbursements, surplus or deficits for the previous, current, and proposed years.
- Line 12 is the amount of funding requested for that specific program for FY2015.

Form 7 – Program Information (continued)

- Important Notes:
  - Line 12 should equal Lines 6 and 7 on Form 6
  - Use a new “Form 7” for each program
  - If more than one program is being funded through Grant In Aid the total of all Form 7’s should equal Line 6 and 7 on Form 6

Form 8 – Positions and Salaries

- Positions and Salary information for the prior, current, and proposed year:
  - Position Title
  - Number of positions
  - Salary ranges

Form 9 – Signature Page

- This form must be signed by the President or Chairman of the Board of Directors and the Executive Director

Form 10 – Audit Information

- A copy of our most recent audit prepared by an independent certified public accountant or public accountant must accompany your application.
- You may use sample forms A, B, or C if an audit is not available.

- Applications are due by _____
- THERE WILL BE NO EXTENSIONS!
- If you have questions contact
  - Donna Mitchell, Controller/Treasurer
  - Finance Department
  - 302-736-7018 or email dmitchell@dover.de.us