REGULAR COUNCIL MEETING

The Regular Council Meeting was held on January 23, 2012 at 7:30 p.m. with Council President Leary presiding. Council members present were Mr. Anderson, Mrs. Russell, Dr. McGlumphy, Mr. Lynn, Mr. Bonar, Mrs. Williams, Mr. Hare, and Mr. Hutchison.

Council staff members present were Major Bernat, Ms. Russell, Mrs. Mitchell, Mrs. Townshend, Mr. Koenig, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Carey was also present.

OPEN FORUM

The Open Forum was held at 7:15 p.m., prior to commencement of the Official Council Meeting. Council President Leary declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

Mr. Anthony J. DePrima (retired City Manager), 575 Westwood Drive, advised members that in last week's *Wilmington News Journal,* he was "purposely" slandered and defamed by Mrs. Williams, who put his professional and personal integrity and ethics into question. He quoted the article in question, which stated, *"Williams said she suspects former city manager Tony DePrima, . . . was the one who told the FOP that budget plans included police raises."* Mr. DePrima explained that the underlying premise of this statement was that the City of Dover lost its arbitration case with the Fraternal Order of Police (FOP) because someone notified the union that money for raises was included the budget. Mr. DePrima indicated that he has filed a complaint with the City's Ethics Commission to consider the matter and stated his desire to address the absurdity and falsehood of this premise. He indicated that, to his recollection, the monies were never in the budget. Mr. DePrima noted that he recently spoke with Mrs. Teresa Tieman, former Senior City Administrator, who remembered clearly that all raises were removed during the City's budget hearings and indicated that this fact should have been known by Mrs. Williams.

Mr. DePrima stated that logic led him to believe that there must have been Council discussion regarding the theory of a "leak" and that this discussion probably took place during an executive session. He suggested the possibility of a breach of confidentiality if this information was disclosed publicly, which he stated was another matter for the Ethics Commission or City Council to consider.

Mr. DePrima encouraged members, if they were interested, to investigate whether there was a breach of confidentiality regarding the release of information to the FOP on someone's part and volunteered "to be the first in line for a lie detector test." However, he stated that if Council really wished to know why the City lost the arbitration case, he suggested that members meet with the economist who testified on behalf of the FOP, and request her to explain to Council what was explained to the State arbiter. Mr. DePrima indicated his concurrence with the statement by the FOP Representative, who was quoted in the newspaper as stating that "they were able to show that the City is not in as bad financial shape as some people in the Council believe."

Mr. DePrima stated that the projected $3.4M budget deficit, which is a figure that has repeatedly been quoted by staff and Council members is "old, stale, and trumped up." He felt that the truth could be found by dissecting that number. Quoting a statement that he said was made previously by Dr. McGlumphy, Mr. DePrima felt that "the citizens have a right to know."

Ms. Judy Diogo, representing the Central Delaware Chamber of Commerce (CDCC), urged members of Council to move forward with the feasibility study related to the sale of the City's electric department. She noted that CDCC members have urged CDCC staff to make this request and that their current concerns relate to the recent statements made by the Governor during the State of the State Address, which the CDCC feels have placed more urgency on the feasibility study.

Dr. Bryan Sterling, 111 Walker Road, stated that his property is located along Silver Lake. He read in the newspaper recently that the City would be enforcing new boating rules for Silver Lake. Having lived at this address for 16 years, he was made aware that his boat would no longer be permitted on Silver Lake. He questioned the possibility of an amendment or "grandfathering" specific situations, explaining that his boat is 14' and has 110 HP, which is within limits; however, it has a jet engine (impeller). As an alternative, he suggested that boats that allow for four (4) passengers be permitted, which would eliminate jets skis, jets, hover crafts, etc. He explained that his boat falls within all guidelines except for a propellor that is outside of the boat (it is located in the helm). He requested members' consideration regarding this matter.

Mr. Dean Holden (10 Rodney Road), Chairman of the Silver Lake Commission, stated that the newspaper article was misleading and explained that jet boats are not being made illegal, but rather personal watercraft that are jet driven. He assured members that jet boats will not necessarily be outlawed by the recommended amendments in the regulations.

The invocation was given by Chaplain Dixon, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

Mr. Hutchison moved for approval of the agenda as presented, seconded by Dr. McGlumphy and unanimously carried.

Mrs. Russell requested that Item #3A - Review of Silver Lake Boating Regulations, be removed from the consent agenda.

Mr. Bonar moved for approval of the consent agenda as amended, seconded by Mrs. Williams and carried by a unanimous roll call vote.

ADOPTION OF MINUTES - COUNCIL RETREAT OF NOVEMBER 9, 2011

The Minutes of the Council Retreat of November 9, 2011 were unanimously approved by motion of Mr. Bonar, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF JANUARY 9, 2012

The Minutes of the Regular Council Meeting of January 9, 2012 were unanimously approved by motion of Mr. Bonar, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF JANUARY 9, 2012

The Minutes of the Regular Council Meeting of January 9, 2012 were unanimously approved by motion of Mr. Bonar, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

PROCLAMATION - BLACK HISTORY MONTH - BLACK WOMEN IN AMERICAN CULTURE AND HISTORY

The City Clerk read the following Proclamation into the record:

WHEREAS, African American women have played countless vital roles in the making of our nation, from the American Revolution to the present; and

WHEREAS, the efforts, struggles, organization, and sacrifices of these women have made possible the achievements of contemporary black leaders; and

WHEREAS, prominent figures in American culture are Harriet Tubman, who led hundreds of slaves to freedom along the Underground Railroad; Rosa Parks, Civil Rights Movement activist; and Toni Morrison, Nobel Prize and Pulitzer Prize-winning American novelist, editor, and professor; just to name a few; and

WHEREAS, African American women have played a vital role in organized black life in churches, community groups, sororities and support organizations, which has often been overlooked; and

WHEREAS, even though African American women have been subjected to a long history of stereotypes, they have never surrendered to become victims; and

WHEREAS, the Association for the Study of African American Life and History has selected "Black Women in American Culture and History" as the 2012 National Black History Theme.

NOW THEREFORE I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE do hereby proclaim February 2012 as **BLACK HISTORY MONTH** in the City of Dover and urge all citizens to study and reflect on the value of their contributions to our community and thank them for the dedication they have shown in our city and around the country.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - JANUARY 9, 2012

The Parks, Recreation, and Community Enhancement Committee met on January 9, 2012 with Chairwoman Russell presiding.

Review of Silver Lake Boating Regulations *(Recommendation of the Silver Lake Commission)*

Mr. Dean Holden, Chairman of the Silver Lake Commission, reviewed proposed amendments to the Silver Lake Boating Regulations (Chapter 74 - Parks and Recreation, of the Dover Code), with additions depicted in red font and deletions in strikeout. He advised members that the proposed amendments were developed as a result of concerns regarding the presence of non-licensed hovercrafts on the lake, which required police response, as well as an ongoing issue with boats

without permits. Additionally, he noted that some of the proposed amendments provided for language clarification.

Mr. Holden assured members that the Silver Lake Commission held several meetings in which the public participated and that the proposed amendments were discussed at great length. He noted that one individual who attended the public meetings expressed a desire for the allowance of larger boat and motor sizes and the Commission discussed the aspects of this request in detail. He stated that the Commission felt that the proposed changes would bring the regulations up to date, address the ongoing concerns, and provide a good framework for operating on the lake.

In response to Mrs. Horsey, Mr. Holden confirmed that the proposed amendments provided for more enforceable rules and regulations. He stated that the Commission cross-checked the State Boating Regulations to assure that the proposed amendments were in compliance at the State level.

Mr. Anderson questioned why Personal Watercrafts (PWCs) were never permitted. Responding, Mr. Holden stated that he was not on the Commission when PWCs were originally included in the regulations; however, he stated that the reservations that people have expressed regarding PWCs relate to noise and safety. He stated that the City is unique in having a lake that allows water skiing, fishing, etc. and, due to the small size of Silver Lake, the lake can become crowded; therefore, allowing a wider use could increase liability to the City and danger to users. Mr. Zach Carter, Director of Parks and Recreation, stated that Silver Lake is quite shallow and PWCs stir up the sediment. He indicated that he was aware of only one lake in the State that allows PWCs and this was a private lake.

The Committee recommended adoption of Proposed Ordinance #2012-01 amending Chapter 74 - Parks and Recreation, of the Dover Code, as recommended by the Silver Lake Commission.

Due to comments made during the Open Forum Segment, Mrs. Russell requested clarification by Mr. Holden and Mr. Carter.

There being no objections, Mr. Holden and Mr. Carter were invited to address members regarding this issue.

Mr. Holden reviewed the proposed amendments to the Silver Lake Boating Regulations (Chapter 74 - Parks and Recreation, of the Dover Code), as recommended by the Silver Lake Commission. He noted that the proposed amendments provide for a $100 fine for non-permitted vessels, a change in language throughout the section from "boat" to "vessel," changes to the definitions, the addition of a permit sticker requirement for boats and trailers, a provision regarding a small craft launching area, and a prohibition of the use of "kite tubes" (inflatable devices designed to go up in the air which are pulled behind boats).

In response to Mr. Hare regarding the concerns previously relayed to members during the Open Forum Segment by Dr. Brian Sterling, Mr. Holden confirmed that the amendments would not affect the use of such boats. He noted that current and proposed regulations do not preclude outboard, inboard, or jet drive motors.

Mr. Anderson moved for approval of the Committee's recommendation for the adoption of Proposed Ordinance #2012-01 amending Chapter 74 - Parks and Recreation, of the Dover Code, as recommended by the Silver Lake Commission. The motion was seconded by Mr. Bonar and unanimously carried. *(The First Reading of Ordinance #2012-01 will take place during the latter part of the meeting.)*

Proposed Amendments to Community Development Block Grant (CDBG) Procedure

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that the City of Dover is an entitlement community under the federal Community Development Block Grant (CDBG) program. Each year, the City receives an allocation of funds directly from the Department of Housing and Urban Development (HUD) to support low and moderate income areas and the Parks, Recreation, and Community Enhancement Committee evaluates applications submitted by City departments, non-profit groups, and private property owners and allocates available funds according to funding priorities and the quality of the applications. She noted that 20% of the grant allocation plus program income can be utilized for grant administration. As the City's grant allocation declines and City funds are scarce, the City needs to look for efficiencies in program administration. Mrs. Townshend advised members that the City is expecting approximately $240,000 and that 20% of this amount, which is allocated for grant administration, would not cover all the costs involved.

Mrs. Townshend explained that staff intends to reduce the administrative burden of the CDBG program by soliciting subgrantees for multiple years. Under this proposal, subgrantees selected in the upcoming round of applications would be eligible for funds, depending on availability, for the next three funding cycles. After this period of time, the subgrantees would be selected to coincide with the length of the Consolidated Plan. She explained that this change to the program was presented to and accepted by HUD. If this approach is approved, she stated that staff would prepare an amendment to the Consolidated Plan with the upcoming round of funding allocation, and the program guidelines would be revised and brought to the Committee for their review.

Staff recommended approval of the proposed change to the subgrant procedure as presented.

The Committee recommended that the proposed amendments to the Community Development Block Grant (CDBG) procedure be implemented, as recommended by staff.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote.

Statistics Regarding Jobs and Businesses Gained and Lost in the City of Dover Since July 2011

Mr. William Neaton, Economic Development Director, reviewed the semi-annual report of employment statistics on the 14 largest employers in the Dover area and reminded members that this information is updated and presented to members on a semi-annual basis.

Mr. Neaton noted that, although there have been no major changes, with the exception of seasonal jobs, there have been some major events involving these employers. He advised members that Bayhealth - Kent General Hospital recently had a ribbon cutting on their $174M expansion

(a comprehensive cancer center and new emergency department) and that the "shell" for a third floor has been completed. He strongly urged members to tour the new facilities at the hospital, noting that it has become a premier community hospital for the region. He advised members that he will be meeting with the business and investment committee from Bayhealth and that the topic will be the expansions that are scheduled for the Milford Hospital.

Mr. Neaton indicated that there has been a modest increase in the number of full-time employees at Delaware State University (DSU) and that, during a previous meeting, it was suggested that the City attempt to develop a stronger economic development relationship with DSU. As a result, he reported that meetings have been held on a regular basis with Dr. Michael Casson. DSU was the recipient of a $500,000 grant from the United States Economic Development Association and Dr. Casson will be administering those funds. Mr. Neaton stated that Dr. Casson has requested that he serve on the advisory committee and announced that the first project DSU will undertake will be a marketing analysis and study for the Garrison Tract, which will assist with the City's efforts to market the existing properties at the tract. Mr. Neaton stated that he also met with Dr. Harry Williams, President of DSU, in an attempt to enhance the City's economic development strategies with higher learning institutions. He stated that Dr. Williams would like to revitalize the concept of a Civic Center.

Mr. Neaton advised members that, due to a retirement, there is an interim Campus Director at Delaware Technical and Community College (DTCC) and a new Director of Community Relations. He stated that DTCC has always been a good partner of the City's Economic Development Office and has provided assistance with job training.

Mr. Neaton reminded members that a recent expansion at Sam's Club doubled the number of employees; however, he stated that these are seasonal employees and he expected these numbers to decrease.

Mr. Neaton stated that he planned to visit all major employers in the City this spring, as he has done in the past, and would have a spokesperson from the City's Utilities Department attend these visits as well to address any concerns.

Mr. Neaton noted that the unemployment rate in Dover has declined dramatically over the last year and has improved more than two (2) points, from 10% to 7.7%.

Responding to Mr. Anderson regarding the recent loss of Super Fresh, Mr. Neaton stated that, according to the realtor, a supermarket is considering the location and that the realtor was confident that the building will house a supermarket in the near future. In regard to the former Playtex site, Mr. Neaton stated that discussions with the broker revealed that a site visit was planned for a potential purchaser in December; however, the visit had to be rescheduled. Regarding the federally recognized Enterprise Zone, Mr. Neaton stated that he would be meeting with Senator Coons on January 11, 2012 and he had also spoken with Senator Carper's Office staff, who indicated that the Senator was conducting research on the matter. As to the former WalMart site, Mr. Neaton stated that discussions have been held with the developer and that he was not at liberty to reveal the

proposed tenants; however, he assured members that a developer was working on a business to be housed at that location.

The Committee recommended acceptance of the Statistics Report for the City's Top Employers, as presented.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote.

UPDATES

The following updates were provided to members

Planning and Funding for New Library

Mr. Zachary Carter, Director of Parks and Recreation, advised members that construction on the new Dover Public Library was progressing rapidly and that a September opening was anticipated. A $100,000 donation was received and the contributor challenged the community to match the donation. At this point, an additional $38,000 has been received toward the match and another donation was anticipated within the next month.

Responding to Mr. Anderson, Mr. Scott Koenig, City Manager, stated that there has never been any official discussion that 10,000 square feet of the new building would not be utilized. He explained that the new library will be a 46,000 square foot facility that has been authorized by the State as a mixed use facility (library, meeting rooms, conference rooms, etc.); however, the primary use of the facility must be a library. He noted that concerns had been relayed regarding the reduction of the operation hours of the current library, which was due to the reduction in staff. He did not anticipate that the entire 46,000 square foot space would be opened when the new library is officially opened because he was unsure what the staffing situation would be at that time. He assured members that discussions in this regard will become more detailed and technical between now and September.

CDBG Program

Mrs. Tracey Harvey, Community Development Director, reported on the Status of FY2010 CDBG Projects as of December 2011.

Housing and Recovery Act of 2008 Funds (Neighborhood Stabilization Fund)

Mrs. Tracey Harvey, Community Development Director, reviewed the Update on the Housing and Recovery Act of 2008 Funds (Neighborhood Stabilization Program).

Schutte Park Space - Boys and Girls Club

Mr. Scott Brown, Board President of the Boys and Girls Club, reminded members that several years ago, the City of Dover earmarked land to be donated to the Boys and Girls Club to build a facility at Schutte Park.

Mr. Brown noted that the Boys and Girls Club's lease with the Dover Housing Authority at Simon Circle will expire in January 2013. The State of Delaware's corporate Boys and Girls Club

supports the proposed plan for the Dover facility and will be launching a $10M State-wide capital campaign, and $4.5M of this amount has been earmarked for the Dover Club facility.

Mr. Brown stated that the results of a recent feasibility study were very favorable and it was anticipated that, based on preliminary costs for a four (4) phase project, there will be enough funds to complete all but the final phase.

Mr. Wayne Sharp, Becker Morgan Group, reviewed a proposed plan for the Boys and Girls Club. He noted that the project would involve four (4) phases, as follows: Phase 1 - half of a gym, an administration area, lockers, restroom facilities, a computer room, offices, a mechanical area, classrooms, etc; Phase 2 - a four (4) classroom addition; Phase 3 - the second half of the gym and restroom facilities and lockers to support the addition; and Phase 4 - a two (2) story wing, which would consist of an eight (8) classroom addition. Members viewed a "fly-around" video depicting the proposed area and structure.

In response to Mr. Anderson, Mr. Sharp stated that if the facility is to be used as a true emergency facility, it would be necessary to re-evaluate the construction of the gymnasium area.

Responding to Mr. Carter, Mr. Brown stated that once final approval is received from the City, they will be ready to begin the process of construction. Since the current lease will expire in January 2013, he stated that the goal was to complete the project as close to that date as possible and anticipated a Spring 2013 completion date. He noted that total construction time is scheduled to be six (6) to seven (7) months, including site work.

Dover Youth Advisory Committee

Mrs. Russell reported that the Dover Youth Advisory Committee held a "Holiday Gathering." She noted that the reappointment of members was scheduled for consideration later in the evening during the Regular Council Meeting.

Mr. Anderson requested that members be provided a report on affordable housing during their next meeting

Mrs. Williams moved for acceptance of the Parks, Recreation, and Community Enhancement Committee report, seconded by Mr. Anderson and unanimously carried.

UTILITY COMMITTEE REPORT - JANUARY 9, 2012

The Utility Committee met on January 9, 2012 with Chairman Bonar presiding.

Disposition of City Owned Land and Sewer Infrastructure – Dover East Pump Station #12

Mr. Scott Koenig, City Manager, presented members with a request regarding the proposed transfer of ownership of the Dover East Sanitary Sewer Pumping Station #12 from the City of Dover to Kent County. He explained that for over five (5) years, the Grandview, M&S, and Oak Grove Mobile Home Communities have experienced various issues related to the appropriate functioning of the private sewage facilities associated with these locations. These issues led to environmental concerns as well as numerous investigations toward a means to preserve the low income housing option in the

area. In March 2011, Kent County proposed that the three (3) communities become an extension to Kent County Sewage Disposal District No. 1, including the smaller Kent County parcels immediately adjacent to the communities, as only M&S was located on a City of Dover parcel. The flow from these areas would discharge to the City's Dover East Pump Station #12. The flow would be deducted from the City's monthly Kent County wastewater bill. He assured members that the City would not lose any existing or future customers.

Mr. Koenig advised members that this proposal was negotiated and accepted by the previous administration, which allowed the County to proceed with the District expansion and to apply for the appropriate funding. Since that time, the County has been informed that they will be unable to receive the necessary funding for the project unless the scope changes. As such, they have requested to take ownership of Dover East Pump Station #12. They will upgrade the station and reroute the flow directly to the Kent County Bypass Line. In turn, they would not be required to pay City of Dover sanitary sewer impact fees for connection.

Mr. Koenig noted that, over the past few years, the abandonment of the Dover East Pump Station and the installation of an associated gravity line were included with the Capital Investment Plan (CIP). This project was to be coordinated with the construction of a new pump station in the Rojan Meadows subdivision. The project cost was $253,800. Due to the delay in the construction of this subdivision and the existing station's pressing need for an upgrade, the CIP project was to be converted from an abandonment project to an upgrade project at similar cost. Should the County's proposal be accepted, this project can instead be removed in its entirety, which would save the City $253,800. Ownership of the pump station by the County would eliminate all immediate and future operational, maintenance, and capital costs.

Mr. Koenig advised members that a parcel of land exists in conjunction with the pump station. Staff has determined that the pump station and associated parcel of land are excess in nature and their disposal would be beneficial to the City of Dover.

Staff recommended that the City Manager be authorized to sell the property located within the Dover East Mobile Home Community, in addition to the sanitary sewer pump station and associated infrastructure contained therein, to Kent County for $1.00 under Exception C of the Land Disposal Policy.

The Committee recommended approval of staff's recommendation that the property located within the Dover East Mobile Home Community, in addition to the sanitary sewer pump station and associated infrastructure contained therein, be sold to Kent County for $1.00 under Exception C of the Land Disposal Policy.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote.

Review of Utility Related Capital Investment Plan *(Electric and Water/Wastewater)*

Members reviewed a Project Tracking Report, as of November 30, 2011, for the Utility Related (Electric and Water/Wastewater) Capital Investment Plan (CIP). Mr. Scott Koenig, City Manager,

reviewed the Water/Wastewater Report and noted that the Route 13 Water Main Project was near completion and that the actual construction portion was complete.

Responding to Mr. Bonar, Mr. Koenig stated that questions raised by a customer regarding a section of the lining project in East Lake Gardens appeared to have been resolved; the customer seemed to be reasonably satisfied and no further concerns have been received by staff. He noted that there was a problem with one of the lines near the new Library site and that corrective measures have been taken to resolve the issue. Mr. Koenig advised members that it would be difficult to measure the savings from Inflow and Infiltration (I & I) removal because of the size and location of the lines; however, he stated that the City spent approximate $2M on the lining project, and he planned to obtain a calculation of the return on this investment at some point. He stated that this type of work has slowed with the completion of this project; however, will increase again as staff identifies new work.

Mr. Jeremy Johnson, Interim Electric Director, advised members that although he did not have a full command of all the Capital Projects for the Power Plant as yet, he had an understanding of all other Electric projects and did not feel there were any issues or concerns.

Responding to Mr. Bonar, Mr. Johnson stated that internal staff and IBEW representatives investigated the recent accident which caused injuries to two (2) Electric Department employees and determined that there were three (3) issues which led to the incident, as follows: 1) improper labeling on the equipment when installed; 2) proper procedures were not followed in testing equipment; and 3) the employees were not wearing proper protective equipment (fire retardant shirt, pants, gloves, safety goggles, and a hard hat). He noted that the individual who sustained the most injuries was not wearing any of the protective equipment. Mr. Johnson assured members that measures will be taken to prevent such incidents in the future.

By consent agenda, Mr. Bonar moved for acceptance of the Utility Committee Report, seconded by Mrs. Williams and carried by a unanimous roll call vote.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - JANUARY 9, 2012

The Legislative, Finance, and Administration Committee met on January 9, 2012 with Chairman McGlumphy presiding.

Report by Dover Human Relations Commission

During their meeting of September 26, 2011, the Committee recommended that the Dover Human Relations Commission (DHRC) conduct a self-review and report back within three (3) months with suggestions to make operations more effective.

As directed, Mr. Roy Sudler, Jr., Chairman of the DHRC, submitted a Summary Review and Recommendations for the DHRC, dated January 6, 2012, as a follow-up to the DHRC - 2011 Annual Report.

In response to Mr. Hare regarding the need for a Youth Commission (Recommendation #3), Mr. Sudler felt that the youth in the community could provide the DHRC with guidance and insight as to how conditions could be improved in the community. He suggested that the youth may be able to offer their perspective on the causes of gang violence, juvenile delinquency, and other disruptive behavior. He suggested that a representative of the Dover Youth Advisory Commission attend meetings of the DHRC periodically to relay such information.

Mr. Sudler advised members that the minutes of the DHRC include details regarding the accomplishments of the Commission.

In regard to the suggested youth member for the DHRC, Dr. Jones suggested that consideration be given to including more than one (1) additional member, noting that it could be very intimidating for young people when they are among adult members.

Council President Leary suggested that the City pursue Recommendations #1 and #6, which he felt were very similar.

Dr. McGlumphy thanked the DHRC for the presentation and for clarifying the purpose and role of the DHRC and wished them well in future endeavors.

The Committee recommended acceptance of the Summary Review and Recommendations for the DHRC, as presented.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote.

Staff Recommendation - Economic Development Office

Mr. Scott Koenig, City Manager, reviewed a memorandum submitted to members outlining a recommendation for restructuring the City's Economic Development Office and the Downtown Dover Partnership (DDP). It was noted that the date "February 1, 2011" on the second page of the memorandum should indicate "February 1, 2012." He explained that this was the first of a series of recommendations that he would be bringing forward regarding the City's restructuring.

Mr. Anderson relayed concerns with the recommendation, noting that the DDP has several upcoming projects worth millions of dollars, such as the North Street Project, the "old C-Moore's" building, refinancing, etc., and questioned if the recommendation should become effective with the new fiscal year rather than February 1, 2012. Responding, Mr. Koenig stated that the February 1, 2012 date is negotiable, depending upon Council's desire. He explained the necessity for staff to have a clear path forward on this issue, since staff will soon begin the development of the Fiscal Year 2013 Budget.

Mr. Anderson suggested that the proposed date for the changes be delayed to avoid risking millions of dollars in future funding with the State of Delaware. Mr. Koenig explained that any delay in the implementation of the recommendations could negatively affect staffing; therefore, the sooner the decision is made with regard to staffing and the employees are transferred accordingly, the better.

He assured members that the projects mentioned by Mr. Anderson would have staff support and that the City would not allow the DDP to fail on these projects.

In response to Mr. Anderson, Mr. Koenig indicated no objection to having the DDP comment on the recommendations; however, he reminded members that the recommendations involve City employees. He noted that the amount of the Business Improvement District (BID) tax is between $57,000 and $58,000 and that the recommendation would include transferring these funds for Fiscal Year 2013.

Mr. Koenig indicated no objection to Mr. Hare's suggestion to delay implementation of the recommendations for 60 days (until April 1st) to allow for the DDP to hire a new director.

With reference to the number of positions, Mr. Koenig stated that if the recommendations were adopted, two (2) of the three (3) positions would be eliminated in the Fiscal Year 2013 Budget (the Administrative Assistant position in the Economic Development Division and the Downtown Coordinator position). The Economic Development Manager position would be reclassified as a Coordinator in the Planning Office. This would result in the elimination of two (2) positions. Mr. Hare felt that there may be a need for an executive session to discuss this matter in further detail.

Concurring with the need to delay the recommendations, Dr. Jones relayed her concern for those employees who may be impacted by this transition and the negative impact on employee morale. She felt that this was a crucial issue that should be considered by staff. Referring to Recommendation #5, which would offer the current Downtown Coordinator a position as a union employee, Dr. Jones questioned if there were union requirements for posting the position (in-house). Responding, Mr. Koenig stated that he just received a letter from the union indicating their objections to the recommendation and, although staff had not been able to fully evaluate the objections, he advised members that in accordance with the IUE-CWA Union Contract, the City Manager has the right to assign staff.

Mr. Lynn indicated his objection to the recommendations and requested that the Committee table the matter to allow a more thorough review. He felt that it would be a critical mistake to consider assigning an economic development staff member to the Planning Office, explaining that there would be conflict of interest issues. Mr. Lynn stated that it was imperative that the integrity of Planning Office opinions (as they relate to site plans, subdivisions, conditional use, rezoning, etc.) be protected from accusations of bias. He explained that any economic development professional would cultivate projects that must go before the Planning Commission, Board of Adjustment, and City Council. If there were an economic development professional under the Planning Office, he felt that the Planning Director's independence in these matters would be compromised. In addition, it was his feeling that moving the economic development professional under the Planning Office would diminish this position.

Mr. Lynn stated his grave concerns with the entire proposal and cautioned members regarding the message that would be given to the business community, particularly in the current economic climate, that the City is not serious about economic development. He rejected the argument entirely that the proposal was budgetary. He reminded members that during a recent presentation by

Mr. William Neaton, Economic Development Director, it was stated that the revenue generated by the Economic Development Office exceeded the overhead of the Department; therefore, he questioned why the City would consider "cutting" a profitable department.

Responding to Mr. Lynn, Mr. Koenig stated no objections to moving the economic development professional position to serve under the City Manager's Office. His only reason for putting it under the Planning Office was due to the fact that the position was originally created in the Planning Office. With regard to the statement made by Mr. Neaton, Mr. Koenig stated that he has no formula that would prove that the statement is factual. Concurring that the function of the Economic Development Office was important, it was his feeling that the proposal presented was an option that supported and continued the function of economic development for the City. Although it would not continue as a "stand alone" office down the street from City Hall, he assured members that the proposal maintained the function and position, which would provide a point of contact for the City. As to the issue regarding which department the economic development position would be responsible to report to, he reiterated his agreement to change that to the City Manager's Office.

Mr. Koenig explained that, as City Manager, he must address a very large budget deficit and other issues associated with the general governance of the City. He stated that the proposal presented was developed based on all of the information that he had obtained and noted that not all information was public.

Mr. Hare stated that although Mr. Neaton had indicated that the revenue generated by the Economic Development Office exceeded the overhead of the Department, a report reflecting the details has not been provided to members. In addition, he stated that Dr. McGlumphy requested a Jobs Report which has not been provided to members. Responding, Mr. Koenig stated that the Jobs Report was submitted to the Parks, Recreation, and Community Enhancement Committee earlier in the day and that he would forward it to members of the Legislative, Finance, and Administration Committee as well.

In response to Council President Leary, Mr. Koenig stated that if the proposed changes were adopted, the City would have an Economic Development Coordinator position either within the City Manager's Office or another City office that would serve as the point of contact for all economic development activities for the City. He did not anticipate that the position would function any differently than currently, with the exception of the location of the office being within City Hall and a title change, since there would no longer be an office director.

At the request of Council President Leary, Mr. Greg Moore, President of the DDP, advised members that the City Manager's proposal had not yet been presented to the Board of Directors. However, he stated that the executive team of the DDP had reviewed and discussed it. He stated that the DDP understands that the City has budget issues and that changes must be made and the organization would like to work with the City in this regard. Mr. Moore indicated that the DDP was agreeable to reductions and felt that the memorandum presented by the City Manager would begin the process. He noted that the DDP is prepared for a reduction in staff and to hire a new Executive Director with the BID tax money. Mr. Moore stated that the only concern of the DDP was the need for administrative support and relayed the importance of having the City's Controller/Treasurer working

with the DDP funds, particularly during this period when there were funds involving incomplete projects. Reiterating that the DDP felt confident that an Executive Director could be hired with the BID tax money, he stated that with administrative help from the City, the DDP could continue with their projects, explaining that the DDP did not feel it was essential for the DDP to have three (3) staff members.

With regard to the proposed date for implementation (February 1, 2012), Mr. Moore stated concurrence with the desire to implement the change as soon as possible, explaining that it would not be fair to the DDP staff or Board of Directors to be in limbo for any length of time. He stated that the DDP would like to move forward and create a new plan. However, he requested that members provide him the opportunity to work with Mr. Koenig on a few of the issues of concern, such as administrative support, and to present the proposal to the Board of Directors to obtain their input. He stated that the next Board meeting was scheduled for February 2, 2012.

Responding to Council President Leary, Mr. Moore stated that the memorandum had been forwarded to members of the Board; therefore, he felt confident that a response could be provided soon after the Board's meeting on February 2, 2012.

Mr. Moore noted that there had been considerable debate in the City and with City Council in regard to the Economic Development Office, which he felt had affected the DDP in terms of the energy being created and work being done. Although the DDP was involved with economic development as it relates to their purchases and moving projects forward, he explained that the DDP is not the economic development office for the City and that the DDP is very focused on a very small downtown area. In this regard, he stated that the proposal submitted by Mr. Koenig would address some of the concerns of the DDP and is considered a strong move to resolve some of these issues.

Mr. Bonar stated that until staff presents details regarding the amount of money the proposal would save the City, he was not prepared to vote on the issue.

At the request of Mrs. Williams, Mr. Koenig estimated that approximately $88,000 to $100,000 would be saved in the Fiscal Year 2013 Budget, since the amount saved would consist of the salary and benefits of an Administrative Assistant position and the Downtown Coordinator position. He assured members that staff could determine these amounts and report back.

Mr. Hare requested that staff provide an income and expense report of the Economic Development Office, since its inception in 2008.

Mr. Lynn questioned what the proposal would cost the City due to the lack of a dedicated, full-time economic development position and if such a cost could be quantified, and he stated the importance of the perception of the business community that the City has someone actively recruiting businesses to the City to ensure that the City is competitive with other similarly situated municipalities. Responding, Mr. Koenig reiterated that the City of Dover would still maintain an Economic Development Office and economic development position that would receive administrative support to carry on the economic development function for the City as he described. Although there would be a change to the office location, he assured members that the function would remain the same.

Mr. Hare noted that prior to 2008, the City of Dover grew nicely; therefore, the perception of the City must have been good since the City attracted businesses such as Sam's Club, WalMart, Sunroc, etc. When the full-time Mayor position was created, he stated that the Mayor was designated to serve as the City's economic development representative to work with the City Manager and Kent County.

Responding to Mr. Hare, Mr. Lynn noted that in reviewing the Comprehensive Plan, the manufacturing industry in Kent County represented only 3% of the economy, while the fastest growing sector of the economy was the service industry. He explained that this sector does not provide the type of jobs which can support a family. He felt that these facts actually prove that the local economy has begun to crumble during the past 25 years.

The Committee recommended that the proposal be tabled to allow the Downtown Dover Partnership (DDP) Board to submit a response.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote.

Staff Recommendation - Community Development Office

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the City's Community Development Program administers funds from the Community Development Block Grant (CDBG) Program which are distributed to the City by the U.S. Department of Housing and Urban Development (HUD). In recent years, the City's funding allocation has been cut. The federal grant guidelines allow for up to 20% of the allocation to be used for program administration. As the City's allocation shrinks, the amount of money available to support program administration is proportionally reduced. The presence of the Neighborhood Stabilization Program, and administrative dollars utilized from this funding, have helped to reduce the General Fund's subsidy to the CDBG administration.

Mrs. Townshend advised members that, with anticipated funding for the upcoming program year, it was expected that the City would be able to spend less than $50,000 of the grant allocation on program administration. The Fiscal Year 2012 budget for program administration is approximately $75,000 ($72,493 comprising personnel costs). In reviewing how the City could reduce program costs and gain efficiency in expenditure of program administration funds, staff has considered streamlining the subgrant process. She noted that this proposal was submitted to the Parks, Recreation, and Community Enhancement Committee for their review earlier in the day and has been approved and accepted by HUD.

With gaining efficiency due to streamlining of program administration, staff recommended that they be authorized to restructure the Community Development Program and what is currently the Community Development Manager position to allow for this position to take on additional responsibilities outside the Community Development Program. She reminded members that one of the planners left the Planning Office in September 2011, after the Planning Office had taken on administration of the City's Municipal Separate Storm Sewer System (MS4) permit. This has added an increased burden to the existing planning staff. By moving the Community Development Program under the Planning Office and retitling the Community Development Manager position to

a Planner I, Mrs. Townshend explained that she would have more flexibility in assigning the workload among the members of the Planning Staff. If Council concurs with this reorganization, she assured members that she would work with the Principal Planner to distribute the workload associated with the CDBG program, permit review, and MS4 administration in a way that provides quality customer service, acceptable turnaround time on permit review, and staffing to ensure that the City's obligations under the MS4 permit are met.

Mrs. Townshend advised members that the employee who currently serves as the Community Development Manager has been made aware of the proposal. She noted that the Community Development Manager is a pay grade 120, and the Planner I is a pay grade 117; therefore, no pay adjustment is necessary since the employee's current salary is within the range for a Planner I.

Mrs. Townshend assured members that it is very common for Community Development and Planning to be combined, noting that the comparable position (Community Development Manager) for the State of Delaware is a professional planner. She indicated that the City of Newark employee who administers the CDBG Program is a professional planner whose job responsibilities are very similar to staff's recommendation.

Responding to Mr. Anderson, Mrs. Townshend confirmed that the recommendation would eliminate the need to fill the vacant position in the Planning Office; therefore, there would be a savings for the City in this respect. She explained that next year's budget would not include a Community Development Manager position, since that employee will occupy the Planner position currently vacant in the Planning Office. She also confirmed that the recommendation would allow the Department to operate more effectively. She stated that, upon approval by Council, the current Community Development Manager would begin training sessions in planning offered by the University of Delaware.

Mr. Hare felt that the matter should be tabled to allow further discussion in executive session.

The Committee recommended to table the matter to allow further discussion, possibly in executive session.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote.

Clarification of Action Taken on August 8, 2011 - Reconsideration of Review and Recommendation - Filling Critical Positions as a Standing Agenda Item and Review of Necessary Documentation for Requests for Filling Critical Positions

During their Regular Meeting of August 22, 2011, City Council approved the Legislative, Finance, and Administration Committee's recommendation (of August 8, 2011) to remove the Filling of Critical Positions as a standing agenda item and affirmation and adoption of the current and proposed hiring process for filling vacant or new positions, including submission of a Permission to Recruit Form, a Hiring Justification Outline Form, and a Wage and Benefit Information for Employee Hiring and Transfers Form.

Council President Leary requested clarification regarding the intent of the Committee's recommendation from August 8, 2011, noting a recent misunderstanding among members of Council and staff.

Dr. McGlumphy assured members that the actions taken by those involved in an agenda preparation meeting were not meant to usurp and that there was an apparent misunderstanding. He expressed his concern regarding the current economic situation and how it has been and will be affecting the City of Dover, as staff and Council move forward with the preparation of the City's budget.

Council President Leary again requested clarification from the Committee regarding their motion and if it was their intent that no position requests be brought forward.

Responding, Mr. Anderson felt that it was the Committee's intention to remove the standing agenda item for consideration of filling critical positions; however, he stated that such requests could be brought forward as long as the request met those very strict criteria that were established and approved by Council on August 22, 2011 for those positions that become vacant that would affect public or employee safety or cause financial harm to the City.

For clarification, Mr. Lynn suggested that the Committee take action to re-adopt their proposal, as set forth during their meeting of August 8, 2011, with an amendment to the first paragraph to replace the word "will" with "shall." It was his feeling that the amendment would eliminate any ambiguity and avoid misunderstandings in the future.

Mr. Hutchison requested that such requests be presented to the City Manager and Controller/Treasurer for their review and recommendation prior to the Committee's consideration.

The Committee recommended amending the first paragraph in the process for filling critical positions by replacing the word "will" with "shall" and that such requests be forwarded to the City Manager and Controller/Treasurer for their review and recommendation prior to the Committee's consideration.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote.

Review of Travel Policy

Members reviewed a revised City of Dover Training, Conference & Travel Policy. Mrs. Mitchell, Controller/Treasurer, advised members that after reviewing the Travel Policy, the only amendment proposed by staff at this time was to change the mileage reimbursement from .51 cents to .40 cents per mile.

The Committee recommended approval of the revised City of Dover Training, Conference & Travel Policy.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation *(Exhibit #1)*, seconded by Mrs. Williams and carried by a unanimous roll call vote.

Sponsorship of Delaware New Jobs Infrastructure Fund Grant Application by Calpine Corporation (Garrison Oak Technical Park)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that the City of Dover purchased the Garrison Oak Technical Park with funds allocated by the State Bond Bill in 1999. The City has been working on the subdivision and infrastructure construction plans associated with the Garrison Oak site since 2010, and the Dover Sun Park became operational in 2011. The State's FY 2012 budget includes $40 Million in funding for the Delaware New Jobs Infrastructure Fund to be administered by the Delaware Economic Development Office. The City had urged local legislators to support this funding, with the intent that this would support infrastructure development of the Garrison Oak Technical Park.

Mrs. Townshend explained that under the program, private businesses are the eligible grant recipients with municipal sponsorship. The City of Dover has been working with Calpine Corporation, who plans to develop a dual-fueled, combined-cycle power plant on one of the parcels of the Garrison Oak Technical Park. Calpine made a presentation on their plans to the Utility Committee on July 11, 2011. Calpine is preparing an application for funding through the Delaware New Jobs Infrastructure Fund, and staff recommended that the City of Dover be the municipal sponsor of the grant application. The funds sought would allow for construction of sewer, water and road infrastructure necessary to allow the Calpine project to move forward and to make other lots in the Garrison Oak Technical Park accessible and more marketable. If Calpine is awarded the grant, all grant funds would be transferred directly to Calpine Corporation. Once infrastructure is completed, it would be turned over to the City of Dover for ownership and maintenance.

Staff recommended endorsement of the City of Dover's sponsorship of the Delaware New Jobs Infrastructure Fund Grant Application by Calpine Corporation.

In response to Dr. McGlumphy, Mrs. Townshend reiterated that there would be no costs to the City whatsoever, since the City would not be the recipient of the grant.

Mr. Scott Koenig, City Manager, advised members that the City would be responsible for ownership and maintenance of the infrastructure once it is turned over to the City.

The Committee recommended endorsement of the City's sponsorship of the Delaware New Jobs Infrastructure Fund Grant Application.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote.

Disposition of City Owned Land - Property Located at 120 W. Loockerman Street

Mr. Scott Koenig, City Manager, advised members that the City recently received a request from the Downtown Dover Partnership (DDP), as a part of the planned design and construction of the proposed North Street improvements, to determine whether or not the parcel of land located at 120 West Loockerman Street is excess property. He stated that the parcel of land was formerly a small park and parking area that supported the downtown business district. The park and a majority of the parking area were demolished previously; therefore, this land has been mostly idle for a

number of years. Transfer of this parcel to the DDP would allow for the consolidation of a number of land parcels and would also result in a significant capital improvement in the downtown area. Ultimately, the consolidated area would include an improved plaza, parking, and several potential building sites.

Mr. Koenig stated that, in accordance with Exception D (Donation of Land to Non-Profit Organizations) of the Land Disposal Policy, City Council has the right to make a donation of a parcel of excess land to a non-profit organization if, in their opinion, the donation would be in the best interest of the City of Dover. The tax assessed value of this parcel is $113,500.

Staff recommended donating this parcel of land to the DDP in lieu of payment for the parcel since the overall project cost for all of the North Street Projects is $3,000,000. Payment for the parcel would reduce the funds available for the construction of the project and thus may reduce the overall effectiveness of the proposed project. As such, staff requested authorization to transfer the property located at 120 W. Loockerman Street to the Downtown Dover Partnership for $1.00 under Exception D (Donation of Land to Non-Profit Organizations) of the Land Disposal Policy.

Mayor Carey indicated that he had received telephone calls from several individuals who were not opposed to the disposition of the land; however, they requested that the new owners retain the dedication of property to be known as the "Bobby Chamber Walkway." Responding, Mr. Koenig stated that there is a dedication plaque and he assured members that he has had discussions with representatives of the DDP and that there are no objections to retaining such dedication.

The Committee recommended approval of staff's recommendation to authorize the City Manager to transfer the property located at 120 W. Loockerman Street to the Downtown Dover Partnership for $1.00 under Exception D of the Land Disposal Policy.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote.

Public Comment Period

Ms. Sherry Wright, of 927 S. DuPont Highway in Felton, referred to a recent incident that occurred a few weeks ago on New Street where a young man was murdered. She advised members that when the incident occurred, her son was standing by the victim. She requested that the Dover Police Department be required to take some type of sensitivity training in handling young adults, as this was a highly intense situation, and it was her opinion that the police officers did not handle the situation with consideration of those who witnessed the incident.

In response to Mr. Hutchison, Mr. Koenig indicated that he, as City Manager, is responsible for the Garrison Oak Technical Park Project. Mr. Hutchison requested that staff provide a 30-day update on the project.

By consent agenda, Mr. Bonar moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mrs. Williams and carried by a unanimous roll call vote.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - JANUARY 23, 2012

The Legislative, Finance, and Administration Committee met on January 23, 2012 with Chairman McGlumphy presiding. *(City Clerk's Office Note: Except for the following time sensitive issue, the LF&A Committee Report from January 23, 2012 will be presented to Council during their Regular Meeting of February 13, 2012 for Council's review and consideration.*)

Proposed Resolution #2012-02 - Requesting the General Assembly to Amend Article IV - Financial Affairs, Section 50 - Debt Limit, of the City of Dover Charter

During the Committee meeting held earlier in the evening, members considered Proposed Resolution #2012-02, requesting the General Assembly to amend Article IV - Financial Affairs, Section 50 - Debt Limit, of the City of Dover Charter. Mrs. Donna Mitchell, Controller/Treasurer, explained that the proposed amendment would expand and clarify the purposes for debt issuance without a referendum vote by inserting specific uses of general obligation debt which would be secured by the full faith and credit of the City. She noted that there would still be a referendum requirement when the debt issuance would exceed one-fourth of one percent of the taxable assessed value of real property.

The Committee recommended approval of Proposed Resolution #2012-02, requesting the General Assembly to Amend Article IV - Financial Affairs, Section 50 - Debt Limit, of the City of Dover Charter.

Dr. McGlumphy moved for approval of the Committee's recommendation, seconded by Mr. Bonar, and by a roll call vote of eight (8) yes and one (1) no (Mr. Anderson), Council adopted Resolution No. 2012-02, as follows:

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

That the Mayor and Council have determined that the Charter of the City of Dover should be amended to expand and clarify the purposes for which bonds may be issued without a referendum vote. Therefore, the Mayor and Council of the City of Dover respectfully request the General Assembly of the State of Delaware to amend Article IV - Financial Affairs, Section 50 - Debt Limit, paragraph (c) of its Charter, which amendments, if adopted by the General Assembly, would be as follows:

CITY OF DOVER CHARTER - ARTICLE IV - FINANCIAL AFFAIRS

Sec. 50. - Debt limit.

(a) Whenever the needs of the city shall require more money than is at the time in the city treasury from current receipts, the council shall be authorized and empowered to anticipate current revenue by borrowing such sums as shall be needed not in excess of one percent of the total taxable assessment for a general tax. The amount so borrowed shall be paid back out of current revenue received thereafter.

To exercise the power aforesaid the council shall adopt a resolution to that effect, which resolution shall require the affirmative vote of at least three-fourths of all the members of the council, and the approval of the mayor. The indebtedness created under this section shall be evidenced by the bond, or note, of the city, and the faith and credit of the city shall be deemed to be pledged thereby.

(b) The mayor and council is hereby authorized and empowered to borrow from time to time on the faith and credit of the City of Dover sums of money for such purposes as may be deemed necessary and proper by the mayor and council of the said city which purpose shall be consistent with the powers conferred upon the mayor and council of the City of Dover by the Charter thereof, as amended, for the management and maintenance of the said city and for these purposes the mayor and council shall have full power and authority to issue bonds of the said "City of Dover."

The aggregate of the amounts so borrowed together with all other bonded indebtedness for which the full faith and credit of the City of Dover has been pledged shall not at any time exceed a sum equal to five percent of the total assessed value of real property situate within the bounds of the City of Dover as such boundaries shall from time to time appear.

The said bonds shall be issued in one or more series, shall bear such date or dates, shall mature at such time or times, shall bear interest at such rate or rates, shall be payable at such time or times, and at such place or places, shall be in such denominations, and shall contain such other provisions as the mayor and council may provide and shall be set forth in the said bonds. Said bonds may or may not be coupon bonds and may be registered or otherwise as the mayor and council deem advisable.

The mayor and council shall direct and effect the preparation and sale of said bonds at such time or times, at such price or prices, and upon such terms as the said mayor and council deem advisable, and all the monies arising from the sale of said bonds shall be used for the municipal purposes of the City of Dover specified in the resolution authorizing their issue.

The form of said bonds and of any coupons which may be thereunto attached shall be as prescribed by the mayor and council, and all such bonds shall be signed by the mayor and the treasurer of the City of Dover and sealed with the corporate seal thereof. Facsimile signatures of the mayor and treasurer and a facsimile of the corporate seal may be imprinted upon such bonds and any coupons attached to said bonds in lieu of the signatures of the said mayor and treasurer in their own handwriting and of the affixing of the corporate seal itself.

Said bonds of the City of Dover shall be exempt from all state, county and municipal taxes.

The mayor and council of the City of Dover are hereby authorized and required to levy and raise by taxation in each and every year such sums of money as may be required to pay the interest accrued on said bonds while all or any of said bonds remain unpaid, and the said mayor and the city council are further authorized and required to levy and raise by taxation, from time to time such sum or sums of money as shall be needed to establish such sinking

funds as the said mayor and the city council may at their discretion authorize for the redemption of said bonds, or any of them, at or before their maturity and such sum or sums of money as shall be required to otherwise redeem any or all of said bonds at or before their maturity. Taxes for interest and for redemption of said bonds shall be levied and raised as taxes for general municipal purposes in the said city are levied and raised and shall be in addition to those levied and raised for any and all other municipal purposes.

A statement appearing in the bonds issued under the provisions of this section to the effect that the bonds have been duly authorized shall be deemed and held to be conclusive evidence in favor of the lawful holder of any such bonds that the terms and conditions of this section have been fully met and complied with.

(c) Bonds may be authorized and issued pursuant to subsection (b), without a referendum vote, by a resolution of the council which shall have the affirmative vote of three-fourths of the members thereof and the approval of the mayor, for the following purposes:

(i) To finance capital projects, including, but not limited to, public storm sewers, water mains, sewer mains, streets and public buildings provided that no more than ¼ of one percent (.25%) of taxable assessed value of real property of aggregate principal amount of general obligation bonds may be issued at any one time pursuant to this clause and any new bonds issued pursuant to this clause may not cause the total aggregate principal amount of general obligation bonds outstanding at any one time to exceed one percent of the total taxable assessment for a general tax at the time such new bonds are issued; and

(ii) To refund bonds secured by the city's full faith and credit, prior to their stated maturity, provided that (A) the present value of the aggregate principal and interest payments of the refunding bonds are not greater than the present value of the aggregate principal and interest payments on the bonds to be refunded determined by discounting at the effective interest rate on the refunding bonds, calculated based on the internal rate of return: and (B) at the time of issuance of the refunding bonds there are deposited in escrow, pledged to secure the refunded bonds, sufficient monies and/or direct obligations of, or obligation the principal of and interest on which are guaranteed by, the United States government, which, without regard to any reinvestment earnings, will be sufficient to pay when due all interest, principal and redemption price on the refunded bonds at maturity or upon earlier call for redemption.

ADOPTED: JANUARY 23, 2012

Dr. McGlumphy moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Hare and unanimously carried.

QUARTERLY REVENUE REPORT

Mrs. Mitchell, Controller/Treasurer, reviewed the Revenue Report as of December 31, 2011. She noted that the report included updated FY2012 projections and briefed members on those changes.

Responding to Mrs. Williams, Mrs. Mitchell stated that the forecasted revenues for this year in the amount of $1.2M are based on the assumption that current trends will continue; however, she anticipated that the City will be over budgeted projections due to five (5) large transfer tax receipts totaling $696,000. She cautioned members that these receipts are larger than those received for one-time receipts during most previous years and that transfer taxes are tracking lower than anticipated in the budget. Mrs. Mitchell explained that, apart from the large transfers previously mentioned, year to date receipts for residential homes totaled $266,000, which is far below budgeted projections. With regard to funds received through the Red Light Enforcement Program, she felt that these revenues would continue to decrease, explaining that once drivers are made aware of the cameras, the violations decrease.

In response to Mr. Anderson, Major Bernat confirmed that the City currently has the maximum number of Red Light Enforcement cameras permitted.

Mr. Anderson noted that the report reveals a substantial difference in revenue from projections. Responding, Mrs. Mitchell explained that the reduction in revenues totaled $618,000; however, the projected increase in revenues total $350,000, resulting in a net reduction in the amount of $268,000. She stated that changes in other revenues, such as police fines, property taxes, etc., were anticipated and these revisions had not yet been made. Mrs. Mitchell indicated that she would be working with staff regarding the possibility of making such revisions for the future.

Responding to Mr. Anderson regarding long-term delinquencies, Mr. Koenig stated that the City is owed approximately $900,000 in delinquent taxes and that $700,000 of that delinquency is for one (1) year. He anticipated that many of these delinquencies would be paid as a result of the "clean hands" ordinance. At the request of Mr. Anderson, Mr. Koenig indicated that staff could provide members with the amount of the delinquencies which are residential versus commercial.

In response to Mr. Lynn, Mr. Koenig stated that the City waits approximately two (2) years before beginning monitions procedures. He explained that the delay is due to the understanding that there is a backlog at the Sheriff's Office regarding foreclosures. Mr. Lynn suggested that the City consider becoming more aggressive with collections and that the City Solicitor's Office could assist in this matter.

Mr. Bonar urged staff and members of Council to pay close attention to legislation during the upcoming legislative year, noting that there are several issues and initiatives on the "back burner" that could have a dramatic impact on the City's ability to raise funds, as well as the City's ability to charge for electric services in the future. He suggested that a staff member within the City Manager's Office be assigned, as a priority, to monitor legislation.

Mr. Hutchison reminded members that Mayor Wright serves as the Executive Director for the League of Local Governments, which is a full-time position, and that his job is to monitor legislation that may affect municipalities.

Mr. Hare moved for acceptance of the Quarterly Revenue Report as of December 31, 2011, seconded by Mr. Hutchison and unanimously carried.

CONFIRMATION OF POLICE PENSION ELECTION - RETIRED CPL. MARTIN STALLINGS - THREE (3) YEAR TERM TO EXPIRE JANUARY 31, 2015

The term of office of Retired Cpl. Martin Stallings, on the Police Pension Board, expires on January 31, 2012. Pursuant to Section 18-47(2)(b) of the Pension Plan, notice of an election was given to all plan members. Only one nomination was received; therefore, no election was held. Chief Hosfelt nominated Retired Cpl. Martin Stallings to serve a three (3) year term, to expire on January 31, 2015.

By consent agenda, Mr. Bonar moved for approval of the nomination of Retired Cpl. Martin Stallings to serve on the Police Pension Board, with a three (3) year term to expire on January 31, 2015. The motion was seconded by Mrs. Williams and carried by unanimous roll call vote.

APPOINTMENTS RECOMMENDED BY MAYOR CAREY

Mayor Carey requested approval of the following appointments:

Human Relations Commission - Richard Senato - Term to Expire February 2015

Richard Senato *(to fill expired term of Mark S. Monroe)* for a three (3) year term to expire February 2015.

St. Jones Greenway Commission - James Burcham - Term to Expire December 2012

James Burcham *(to fill unexpired term of Robert Gorkin)* for a three (3) year term to expire December 2012.

By consent agenda, Mr. Bonar moved for approval of the appointments as recommended by Mayor Carey, seconded by Mrs. Williams and carried by a unanimous roll call vote.

FIRST READING - PROPOSED ORDINANCE #2012-01

Council President Leary reminded the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office. Final action by Council on the proposed ordinances will take place during the Council Meeting of February 13, 2012.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of the Ordinance Amendment as read by the City Clerk, by title only, as follows:

ORDINANCE #2012-01 AMENDING CHAPTER 74 - PARKS AND RECREATION, ARTICLE I - IN GENERAL, ARTICLE III - SILVER LAKE AREA, AND APPENDIX F - FEES AND FINES WITH STAFF AMENDMENT #1

FIRST READING - PROPOSED ORDINANCE #2012-02 AMENDING THE 2008 COMPREHENSIVE PLAN BY REPLACING TABLE 12-1: LAND DEVELOPMENT PLAN, MAP 13-1: ANNEXATION AREAS, AND MAP 13-2: POTENTIAL LAND USE FOR ANNEXATION AREAS

Council President Leary reminded the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office.

Members reviewed Proposed Ordinance #2012-02, which would amend the 2008 Comprehensive Plan as follows: 1) Land Development Plan Amendment - Change of land use classification for three parcels located at the southwest corner of Forrest Avenue (Route 8) and Mifflin Road from Residential Low Density to Commercial. This amendment has been requested by the affected property owners, in conjunction with a rezoning request, as specified in the 2008 Comprehensive Plan; and 2) Annexation Plan Amendment - Addition of property south of South Little Creek Road and east of Horsepond Road as a "Category 2 Annexation Area" with a land use classification of "Agriculture." This amendment has been requested by the affected property owner in anticipation of developing the property as a solar power generation facility.

Since the ordinance is an amendment to the 2008 Comprehensive Plan, a public hearing is required. Staff recommended that a public hearing be scheduled before the Planning Commission on February 21, 2012, at 7:00 p.m. and that a public hearing before City Council be set for Monday, March 12, 2012, at 7:30 p.m., at which time, final action by Council will take place.

By motion of Mrs. Williams, seconded by Mr. Bonar, Council unanimously referred the request to the Planning Commission and set a public hearing for March 12, 2012 at 7:30 p.m., as recommended by staff.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of the Zoning Ordinance Amendment as read by the City Clerk, by title only, as follows:

AN ORDINANCE AMENDING THE 2008 COMPREHENSIVE PLAN BY REPLACING MAP 12-1: LAND DEVELOPMENT PLAN, MAP 13-1: ANNEXATION AREAS, AND MAP 13-2: POTENTIAL LAND USE FOR ANNEXATION AREAS

REZONING REQUEST/FIRST READING - 4 MIFFLIN ROAD, OWNED BY PETER AND BONNIE REIDY, 24 MIFFLIN ROAD, OWNED BY ROBERT KLEWANS AND CAROL CANDOR, AND 1510 FORREST AVENUE, OWNED BY DOREEN E. LUCAS

A request was received to rezone properties located on the southwest corner of Mifflin Road and Forrest Avenue (Route 8), as follows: 4 Mifflin Road, consisting of $1.25^{+/-}$ acres, owned by Peter and Bonnie Reidy; 24 Mifflin Road, consisting of $0.55^{+/-}$ acres, owned by Robert Klewans and Carol Candor; and 1510 Forrest Avenue, consisting of $0.41^{+/-}$ acres, owned by Doreen E. Lucas. The

properties are currently zoned R-8 (One Family Residence) and subject to COZ-1 (Corridor Overlay) and the proposed zoning is C-2A (Limited Central Commercial) and subject to COZ-1.

Prior to amending the zoning ordinances and zoning map of the City of Dover, a public hearing is required.

By motion of Mrs. Williams, seconded by Mr. Bonar, Council unanimously referred the request to the Planning Commission and set a public hearing for March 12, 2012 at 7:30 p.m., as recommended by staff.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of the Zoning Ordinance Amendment as read by the City Clerk, by title only, as follows:

> AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTIES LOCATED AT 4 MIFFLIN ROAD, 24 MIFFLIN ROAD, AND 1510 FORREST AVENUE.

COUNCIL MEMBERS ANNOUNCEMENTS

There were no announcements provided by Members of City Council.

Mr. Bonar moved to adjourn into executive session to discuss legal and personnel matters, seconded by Mr. Hutchison and unanimously carried.

Meeting Adjourned at 8:05 P.M.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of January 23, 2012, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
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Exhibits Attached to Original Minutes and File Copy
Exhibit #1 - Revised City of Dover Training, Conference & Travel Policy

CITY OF DOVER
TRAINING, CONFERENCE & TRAVEL POLICY

A. INTRODUCTION

1. Purpose

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

2. Scope

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

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

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

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

3. Responsibility

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

b. Department Director/City Manager/Council Designee
   - Ensure compliance with this policy.
   - Review and approve each of their employees/official's travel approval requests and reimbursable expenses.

- Ensure sufficient funds are available for all anticipated expenses.

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

Required signatures for expenses are:
- Employee
- Supervisor
- Department Director or Council Designee

B. TRAINING AND CONFERENCE REGISTRATION FEES

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

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

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

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

C. TRAVEL AUTHORIZATION

All out-of-state travel that extends beyond one day shall be approved by the City Manager or Council Designee. All requests shall be made on the "Travel Authorization and Completion

Form" (City of Dover - Form 047 Exhibit B). A copy of the conference or meeting program must be attached to the form. The authorization form must be submitted to the City Manager or Council Designee in a reasonable amount of time prior to the traveling day.

The Department Director, City Manager, or Council designee may impose specific requirements as to the time the authorization form must be submitted prior to travel.

Employees and Officials traveling on official City business should be aware that the approval is for travel only, and is not a blanket approval of the expenses incurred.

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

D. TRANSPORTATION: COMMON CARRIER

1. General

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

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

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

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

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

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

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

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

2. Air Travel

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

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

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

c. Conference Airfare Arrangements

When attending a conference, always check conference materials to see if special airline discounts are offered. When a special airline discount rate is offered and conferees are instructed to go

directly to an airline to obtain the discount fare, the employee should compare the conference rates through the internet with all other airline rates available before scheduling airline reservations. The employee should always book the lowest fare possible. (See Section E.3. for Conference Lodging Arrangements).

3. Rail Travel

1. Accommodations

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

E. TRANSPORTATION: PASSENGER VEHICLES

1. City-Owned Vehicles

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

2. Use of Privately-Owned Vehicles

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

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

c. When two or more employees travel in a privately owned vehicle, only one mileage reimbursement will be allowed.

3. Rental Cars

a. General

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

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

b. Vehicle Size

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

c. Insurance

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

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

d. Refueling Before Return

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

e. Reservations

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

F. LODGING

1. General

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

2. Accommodation

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

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

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

3. Conference Lodging Arrangements

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

4. Occupancy Tax

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

G. MEAL ALLOWANCES

1. General

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

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

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

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

Only per diem rates as prescribed by the Federal Government for official travel will be provided for M I& E Allowance (Exhibit D).

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

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

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

The meal allowance for day trips out of the City will be reimbursed at actual cost**,** as long as it does not exceed 25% of the normal per diem per the M&IE Allowance (Exhibit D). The meal allowance for working before or

after hours as a general rule are not encouraged, but may be approved by the City Manager and/or Controller/Treasurer on a case-by-case basis. At no time can the amount exceed the allowances established.

H. CASH ADVANCES

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

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

The City will pay in advance the following costs:

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

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

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

c) **Lodging**. Upon receipt of the approved Travel authorization form, the department may submit a purchase order for lodging. The check will be made payable to the hotel and will be given to the person for whom the lodging arrangements are made. The department must provide supporting documentation including the daily lodging rates and applicable taxes along with the purchase order. Lodging reservations can be held with the use of a City Credit Card. (See City Credit Card Policy)

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

I. TRAVEL EXPENSE REIMBURSEMENT

1. General

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

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

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

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

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

2. Receipt Requirements and Other Reimbursement Criteria

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

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

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

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

e. Meals do not require receipts and are not reimbursable above the maximum daily/partial day per meal allowance.

Tips are included in the M&IE Allowance and will not be reimbursed separately.

When more than one City employee, public official, or appointee's meals are being reimbursed, each employee must submit a separate Travel Expense Reimbursement, including a receipt from the dining facility attached.

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

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

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

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

h. Other Categories

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

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

i. Gasoline and/or Other Supplies

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

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

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

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

3. Non- Reimbursable Expenses

The City shall not reimburse expenses for the following:

a. Alcoholic beverages**.**
b. In-room movies or pay television.
c. Theater tickets or nightclub entertainment.
d. Laundry.
e. Babysitting.
f. Related expenses of spouse, children and other persons accompanying the authorized employee/official.
g. Pleasure, historic or other tour related expenses. Expenses for business related tours would be reimbursed.
h. Donations and gifts made while at training, conference, or meeting.
i. Loss or damage of personal items.
j. Meals for other conference attendees.
k. Purchase of personal items.
l. Any parking or moving violation fines.
m. Any personal or pleasure travel while on City business.

J. CHARTER AND CODE OF CONDUCT

All City of Dover policies are subject to the City of Dover Charter Part 1, Subpart A, Article II, Section 12 "Compensation and expenses - Mayor and Council and other elected or appointed officials", whereas,

"Members of the council, mayor and other elected or appointed officials shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by city ordinance or policy" and; Part II Code of Ordinances Chapter 2, Article 1, Division 4 "Code of Conduct", which is "applicable to all elected and appointed officials and to all employees of the City of Dover."

K. INTERNAL REVENUE CODE - DEFINITION OF PUBLIC OFFICIAL

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

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

The office was created by the constitution or through legislation, or by a municipality or other body with authority conferred by the legislature.
The office was delegated a portion of the powers of the government body.
The powers conferred and the duties to be discharged are defined either directly or indirectly law or through legislative authority.
The duties are being performed independently and without control of a superior power other than the law.
The office has some permanency and continuity, and the officer takes an official oath.

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

L. REVIEW & REVISION

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

EXHIBITS

Exhibit A - COD Travel Expense Form 30
Exhibit B - COD Travel Request and Itinerary Form 47
Exhibit C - COD Exemption Certificate Form 99A
Exhibit D - General Service Administration Regulations - Per Diem Rates Travel Rates for Continental United States

ADOPTED: March 23, 2009
AMENDED: January 23, 2012

Exhibit A

CITY OF DOVER
TRAVEL EXPENSE REPORT FORM

NAME OF EMPLOYEE	DEPARTMENT	TRIP TAKEN TO (CITY)

PURPOSE OF TRIP

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

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

SIGNATURE OF PERSON INCURRING EXPENSE	DATE	TOTAL EXPENSES	$ -
		LESS PAID BY CITY:	$ -
DEPARTMENT HEAD SIGNATURE	DATE		
(For Certification)		REGISTRATION	$ -
		HOTEL	$ -
FINANCE DEPARTMENT - AUDIT	DATE		
		AIRFARE	$ -
FINANCE - FINAL ACTION	DATE	TRAVEL ADVANCE	$ -
		DUE EMPLOYEE	$ -
ACCOUNT NUMBER			
		DUE CITY	$ -

Form 30

Exhibit B

CITY OF DOVER
TRAVEL REQUEST AND ITINERARY

EMPLOYEE TRAVELING		REQUEST DATE

BUSINESS PURPOSE

DEPARTMENT		TRAVEL DESTINATION AND DATES

ITEMIZED EXPENSES AND TRAVEL ADVANCES

NOTE: ITINERARY AND PROOF FOR ALL TRAVEL ADVANCE REQUESTS BELOW ARE REQUIRED PRIOR TO TRAVEL.

* APPROVAL FOR SPECIAL REQUESTS ARE REQUIRED FROM FINANCE-CONTROLLER/TREASURER OR CITY MANAGER PRIOR TO TRIP *

							ESTIMATED COST:
REGISTRATION FEE:	MEALS PROVIDED BY CONFERENCE MUST BE DEDUCTED FROM M & IE RATE.						0.00
MODE OF TRAVEL AND COSTS:							
AIRLINE		ONE WAY			ROUND TRIP		0.00
AIRPORT PARKING		PER DAY			TOTAL DAYS		0.00
TRAIN		ONE WAY			ROUND TRIP		0.00
BUS		ONE WAY			ROUND TRIP		0.00
* RENTAL CAR		ONE WAY			ROUND TRIP		0.00
* PERSONAL CAR		TOTAL MILEAGE		0.40	PER MILE		0.00
* TOLLS		ONE WAY			ROUND TRIP		0.00
CITY VEHICLE		" IS ADVISE TO BE USED INSTEAD OF PERSONAL CAR"					
LODGING EXPENSES:	BREAKFAST PROVIDED BY HOTEL MUST BE DEDUCTED FROM M & IE RATE						
HOTEL		PER NIGHT		TAXES		NUM OF NIGHTS	0.00
* SHUTTLE		PER TRIP		TAXES		TOTAL TRIP	0.00
* TAXI		PER TRIP		TAXES		TOTAL TRIP	0.00
* PARKING		PER DAY		TAXES		TOTAL DAYS	0.00
MEALS:	M & IE RATE $_____ (MEALS & INCIDENTAL EXPENSES) SUBTRACT 25 % FOR EACH MEAL PROVIDED. SUBTRACT 75% FOR PARTIAL DAY OF TRAVEL.						

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

EMPLOYEE SIGNATURE		DATE	
DEPARTMENT HEAD APPROVAL		DATE	
CITY MANAGER OR COUNCIL DESIGNEE APPROVAL		DATE	

Exhibit C

CITY OF DOVER
DEPARTMENT OF FINANCE

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

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

This Part to be Completed by the Operator

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

This Part to be Completed by the Occupant

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

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

Date(s) of Occupancy _____

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

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

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

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

EXHIBIT D

Meals and Incidental Expenses (M&IE) Breakdown

The following table shows the breakdown of continental breakfast/breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals and incidental expenses while on travel. Refer to Section 301-11.18 of the Federal Travel Regulation for guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government.

NOTE: The first and last calendar day of travel is calculated at 75 percent.

The M&IE rates differ by travel location. View the per diem rate for your primary destination to determine which M&IE rates apply.

M&IE Total	$46	$51	$56	$61	$66	$71
Continental Breakfast/ Breakfast	$7	$8	$9	$10	$11	$12
Lunch	$11	$12	$13	$15	$16	$18
Dinner	$23	$26	$29	$31	$34	$36
Incidentals	$5	$5	$5	$5	$5	$5
First & Last Day of Travel						

FY 2012 Per Diem Rates - Effective October 1, 2011

State	Primary Destination	County	Season Begin Date	Season End Date	Lodging Rate	M&IE Rate
	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				**$77**	**$46**
AL	Birmingham	Jefferson and Shelby			$86	$56
AL	Gulf Shores	Baldwin	October 1	May 31	$100	$51
AL	Gulf Shores	Baldwin	June 1	July 31	$117	$51
AL	Gulf Shores	Baldwin	August 1	September 30	$100	$51
AL	Huntsville	Madison and Limestone			$87	$51
AL	Mobile	Mobile			$94	$51
AL	Montgomery / Prattville	Montgomery / Autauga			$80	$51
AR	Hot Springs	Garland			$101	$46
AR	Little Rock	Pulaski			$86	$61
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	October 1	October 31	$97	$66
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	November 1	February 29	$77	$66
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	March 1	September 30	$97	$66
AZ	Kayenta	Navajo	October 1	April 30	$79	$46
AZ	Kayenta	Navajo	May 1	September 30	$90	$46
AZ	Phoenix / Scottsdale	Maricopa	October 1	December 31	$105	$71
AZ	Phoenix / Scottsdale	Maricopa	January 1	May 31	$128	$71
AZ	Phoenix / Scottsdale	Maricopa	June 1	August 31	$80	$71
AZ	Phoenix / Scottsdale	Maricopa	September 1	September 30	$105	$71
AZ	Sedona	City Limits of Sedona	October 1	February 29	$127	$66
AZ	Sedona	City Limits of Sedona	March 1	April 30	$145	$66
AZ	Sedona	City Limits of Sedona	May 1	September 30	$127	$66
AZ	Sierra Vista	Cochise			$83	$46
AZ	Tucson	Pima	October 1	January 31	$90	$56
AZ	Tucson	Pima	February 1	May 31	$103	$56
AZ	Tucson	Pima	June 1	August 31	$77	$56
AZ	Tucson	Pima	September 1	September 30	$90	$56
AZ	Yuma	Yuma			$78	$46
CA	Antioch / Brentwood / Concord	Contra Costa			$101	$66
CA	Barstow / Ontario / Victorville	San Bernardino			$96	$56
CA	Benicia / Dixon / Fairfield	Solano			$80	$56
CA	Death Valley	Inyo			$91	$46
CA	Eureka / Arcata / McKinleyville	Humboldt	October 1	May 31	$83	$61
CA	Eureka / Arcata / McKinleyville	Humboldt	June 1	August 31	$96	$61
CA	Eureka / Arcata / McKinleyville	Humboldt	September 1	September 30	$83	$61
CA	Fresno	Fresno			$86	$61
CA	Los Angeles	Los Angeles, Orange, Ventura, and Edwards AFB, less the city of Santa Monica			$125	$71
CA	Mammoth Lakes	Mono			$114	$61
CA	Mill Valley / San Rafael / Novato	Marin			$113	$56
CA	Modesto	Stanislaus			$81	$51
CA	Monterey	Monterey	October 1	June 30	$134	$71
CA	Monterey	Monterey	July 1	August 31	$149	$71
CA	Monterey	Monterey	September 1	September 30	$134	$71
CA	Napa	Napa	October 1	November 30	$147	$66
CA	Napa	Napa	December 1	March 31	$117	$66
CA	Napa	Napa	April 1	September 30	$147	$66
CA	Oakhurst	Madera	October 1	April 30	$79	$56
CA	Oakhurst	Madera	May 1	August 31	$90	$56
CA	Oakhurst	Madera	September 1	September 30	$79	$56
CA	Oakland	Alameda			$99	$61
CA	Palm Springs	Riverside	October 1	December 31	$99	$71
CA	Palm Springs	Riverside	January 1	May 31	$115	$71
CA	Palm Springs	Riverside	June 1	August 31	$82	$71
CA	Palm Springs	Riverside	September 1	September 30	$99	$71
CA	Point Arena / Gualala	Mendocino			$90	$66
CA	Redding	Shasta			$87	$61
CA	Sacramento	Sacramento			$99	$61

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	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				**$77**	**$46**
CA	San Diego	San Diego			$133	$71
CA	San Francisco	San Francisco	October 1	October 31	$184	$71
CA	San Francisco	San Francisco	November 1	August 31	$155	$71
CA	San Francisco	San Francisco	September 1	September 30	$184	$71
CA	San Luis Obispo	San Luis Obispo	October 1	June 30	$103	$66
CA	San Luis Obispo	San Luis Obispo	July 1	August 31	$121	$66
CA	San Luis Obispo	San Luis Obispo	September 1	September 30	$103	$66
CA	San Mateo / Foster City / Belmont	San Mateo			$111	$61
CA	Santa Barbara	Santa Barbara	October 1	June 30	$139	$66
CA	Santa Barbara	Santa Barbara	July 1	August 31	$180	$66
CA	Santa Barbara	Santa Barbara	September 1	September 30	$139	$66
CA	Santa Cruz	Santa Cruz	October 1	May 31	$97	$66
CA	Santa Cruz	Santa Cruz	June 1	August 31	$131	$66
CA	Santa Cruz	Santa Cruz	September 1	September 30	$97	$66
CA	Santa Monica	City limits of Santa Monica			$169	$71
CA	Santa Rosa	Sonoma			$110	$61
CA	South Lake Tahoe	El Dorado			$118	$71
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara			$121	$56
CA	Tahoe City	Placer			$82	$61
CA	Truckee	Nevada	October 1	November 30	$96	$71
CA	Truckee	Nevada	December 1	February 29	$120	$71
CA	Truckee	Nevada	March 1	September 30	$96	$71
CA	Visalia / Lemoore	Tulare and Kings			$81	$61
CA	West Sacramento	Yolo			$100	$51
CA	Yosemite National Park	Mariposa	October 1	May 31	$127	$71
CA	Yosemite National Park	Mariposa	June 1	August 31	$166	$71
CA	Yosemite National Park	Mariposa	September 1	September 30	$127	$71
CO	Aspen	Pitkin	October 1	November 30	$104	$71
CO	Aspen	Pitkin	December 1	March 31	$207	$71
CO	Aspen	Pitkin	April 1	May 31	$111	$71
CO	Aspen	Pitkin	June 1	August 31	$150	$71
CO	Aspen	Pitkin	September 1	September 30	$104	$71
CO	Boulder / Broomfield	Boulder and Broomfield			$109	$61
CO	Colorado Springs	El Paso			$83	$66
CO	Cortez	Montezuma	October 1	May 31	$90	$51
CO	Cortez	Montezuma	June 1	August 31	$112	$51
CO	Cortez	Montezuma	September 1	September 30	$90	$51
CO	Crested Butte / Gunnison	Gunnison	October 1	May 31	$78	$51
CO	Crested Butte / Gunnison	Gunnison	June 1	August 31	$96	$51
CO	Crested Butte / Gunnison	Gunnison	September 1	September 30	$78	$51
CO	Denver / Aurora	Denver, Adams, Arapahoe, and Jefferson			$149	$66
CO	Douglas County	Douglas			$99	$61
CO	Durango	La Plata	October 1	May 31	$95	$61
CO	Durango	La Plata	June 1	September 30	$133	$61
CO	Fort Collins / Loveland	Larimer			$84	$56
CO	Glenwood Springs / Grand Junction	Garfield / Mesa			$84	$51
CO	Montrose	Montrose	October 1	May 31	$80	$56
CO	Montrose	Montrose	June 1	September 30	$95	$56
CO	Silverthorne / Breckenridge	Summit	October 1	November 30	$92	$56
CO	Silverthorne / Breckenridge	Summit	December 1	March 31	$144	$56
CO	Silverthorne / Breckenridge	Summit	April 1	September 30	$92	$56
CO	Steamboat Springs	Routt	October 1	November 30	$99	$56
CO	Steamboat Springs	Routt	December 1	March 31	$181	$56
CO	Steamboat Springs	Routt	April 1	September 30	$99	$56
CO	Telluride	San Miguel	October 1	November 30	$92	$71
CO	Telluride	San Miguel	December 1	March 31	$160	$71
CO	Telluride	San Miguel	April 1	May 31	$90	$71
CO	Telluride	San Miguel	June 1	September 30	$126	$71
CO	Vail	Eagle	October 1	November 30	$116	$71
CO	Vail	Eagle	December 1	March 31	$296	$71

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	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				**$77**	**$46**
CO	Vail	Eagle	April 1	August 31	$148	$71
CO	Vail	Eagle	September 1	September 30	$116	$71
CT	Bridgeport / Danbury	Fairfield			$113	$71
CT	Cromwell / Old Saybrook	Middlesex			$81	$61
CT	Hartford	Hartford			$104	$56
CT	Lakeville / Salisbury	Litchfield			$95	$66
CT	New Haven	New Haven			$87	$61
CT	New London / Groton	New London			$97	$61
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	October 1	October 31	$226	$71
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	November 1	February 29	$183	$71
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	March 1	June 30	$224	$71
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	July 1	August 31	$169	$71
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	September 1	September 30	$226	$71
DE	Dover	Kent	October 1	April 30	$77	$46
DE	Dover	Kent	May 1	September 30	$90	$46
DE	Lewes	Sussex	October 1	June 30	$83	$46
DE	Lewes	Sussex	July 1	August 31	$122	$46
DE	Lewes	Sussex	September 1	September 30	$83	$46
DE	Wilmington	New Castle			$114	$56
FL	Altamonte Springs	Seminole	October 1	December 31	$77	$61
FL	Altamonte Springs	Seminole	January 1	March 31	$82	$61
FL	Altamonte Springs	Seminole	April 1	September 30	$77	$61
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach	October 1	December 31	$84	$71
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach	January 1	April 30	$118	$71
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach	May 1	September 30	$84	$71
FL	Bradenton	Manatee	October 1	December 31	$80	$56
FL	Bradenton	Manatee	January 1	April 30	$97	$56
FL	Bradenton	Manatee	May 1	September 30	$80	$56
FL	Cocoa Beach	Brevard			$99	$51
FL	Daytona Beach	Volusia	October 1	January 31	$82	$51
FL	Daytona Beach	Volusia	February 1	July 31	$101	$51
FL	Daytona Beach	Volusia	August 1	September 30	$82	$51
FL	Fort Lauderdale	Broward	October 1	December 31	$124	$71
FL	Fort Lauderdale	Broward	January 1	March 31	$164	$71
FL	Fort Lauderdale	Broward	April 1	May 31	$137	$71

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	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				**$77**	**$46**
FL	Fort Lauderdale	Broward	June 1	September 30	$101	$71
FL	Fort Myers	Lee	October 1	December 31	$85	$56
FL	Fort Myers	Lee	January 1	April 30	$115	$56
FL	Fort Myers	Lee	May 1	September 30	$85	$56
FL	Fort Walton Beach / De Funiak Springs	Okaloosa and Walton	October 1	October 31	$109	$51
FL	Fort Walton Beach / De Funiak Springs	Okaloosa and Walton	November 1	February 29	$77	$51
FL	Fort Walton Beach / De Funiak Springs	Okaloosa and Walton	March 1	May 31	$121	$51
FL	Fort Walton Beach / De Funiak Springs	Okaloosa and Walton	June 1	July 31	$154	$51
FL	Fort Walton Beach / De Funiak Springs	Okaloosa and Walton	August 1	September 30	$109	$51
FL	Gainesville	Alachua			$90	$51
FL	Gulf Breeze	Santa Rosa	October 1	February 29	$97	$51
FL	Gulf Breeze	Santa Rosa	March 1	May 31	$117	$51
FL	Gulf Breeze	Santa Rosa	June 1	August 31	$128	$51
FL	Gulf Breeze	Santa Rosa	September 1	September 30	$97	$51
FL	Jacksonville / Jacksonville Beach / Mayport Naval Station	Duval and Nassau			$80	$51
FL	Key West	Monroe	October 1	November 30	$150	$71
FL	Key West	Monroe	December 1	January 31	$190	$71
FL	Key West	Monroe	February 1	April 30	$221	$71
FL	Key West	Monroe	May 1	September 30	$150	$71
FL	Kissimmee	Osceola	October 1	December 31	$77	$46
FL	Kissimmee	Osceola	January 1	May 31	$79	$46
FL	Kissimmee	Osceola	June 1	September 30	$77	$46
FL	Lakeland	Polk			$82	$46
FL	Miami	Miami-Dade	October 1	November 30	$105	$66
FL	Miami	Miami-Dade	December 1	March 31	$152	$66
FL	Miami	Miami-Dade	April 1	May 31	$125	$66
FL	Miami	Miami-Dade	June 1	September 30	$105	$66
FL	Naples	Collier	October 1	December 31	$109	$61
FL	Naples	Collier	January 1	April 30	$156	$61
FL	Naples	Collier	May 1	September 30	$96	$61
FL	Ocala	Marion			$79	$46
FL	Orlando	Orange	October 1	December 31	$97	$56
FL	Orlando	Orange	January 1	May 31	$111	$56
FL	Orlando	Orange	June 1	September 30	$97	$56
FL	Panama City	Bay	October 1	February 29	$79	$51
FL	Panama City	Bay	March 1	July 31	$103	$51
FL	Panama City	Bay	August 1	September 30	$79	$51
FL	Pensacola	Escambia			$102	$46
FL	Punta Gorda	Charlotte	October 1	January 31	$77	$51
FL	Punta Gorda	Charlotte	February 1	April 30	$85	$51
FL	Punta Gorda	Charlotte	May 1	September 30	$77	$51
FL	Sarasota	Sarasota	October 1	December 31	$87	$56
FL	Sarasota	Sarasota	January 1	April 30	$112	$56
FL	Sarasota	Sarasota	May 1	September 30	$87	$56
FL	Sebring	Highlands	October 1	December 31	$80	$46
FL	Sebring	Highlands	January 1	March 31	$120	$46
FL	Sebring	Highlands	April 1	September 30	$80	$46
FL	St. Augustine	St. Johns			$95	$56
FL	Stuart	Martin	October 1	December 31	$81	$51
FL	Stuart	Martin	January 1	April 30	$100	$51
FL	Stuart	Martin	May 1	September 30	$81	$51
FL	Tallahassee	Leon			$85	$46
FL	Tampa / St. Petersburg	Pinellas and Hillsborough	October 1	December 31	$93	$51
FL	Tampa / St. Petersburg	Pinellas and Hillsborough	January 1	April 30	$112	$51
FL	Tampa / St. Petersburg	Pinellas and Hillsborough	May 1	September 30	$93	$51
FL	Vero Beach	Indian River	October 1	January 31	$99	$51
FL	Vero Beach	Indian River	February 1	April 30	$132	$51

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	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				**$77**	**$46**
FL	Vero Beach	Indian River	May 1	September 30	$99	$51
GA	Athens	Clarke			$91	$46
GA	Atlanta	Fulton, Dekalb and Cobb			$133	$56
GA	Augusta	Richmond			$83	$51
GA	Columbus	Muscogee			$82	$46
GA	Jekyll Island / Brunswick	Glynn	October 1	November 30	$112	$56
GA	Jekyll Island / Brunswick	Glynn	December 1	March 31	$91	$56
GA	Jekyll Island / Brunswick	Glynn	April 1	September 30	$112	$56
GA	Savannah	Chatham			$95	$56
IA	Cedar Rapids	Linn			$80	$51
IA	Dallas County	Dallas			$98	$51
IA	Des Moines	Polk			$84	$51
ID	Bonner's Ferry / Sandpoint	Bonner / Boundary / Shoshone	October 1	June 30	$78	$61
ID	Bonner's Ferry / Sandpoint	Bonner / Boundary / Shoshone	July 1	August 31	$100	$61
ID	Bonner's Ferry / Sandpoint	Bonner / Boundary / Shoshone	September 1	September 30	$78	$61
ID	Coeur d'Alene	Kootenai	October 1	May 31	$81	$61
ID	Coeur d'Alene	Kootenai	June 1	August 31	$114	$61
ID	Coeur d'Alene	Kootenai	September 1	September 30	$81	$61
ID	Driggs / Idaho Falls	Bonneville / Fremont / Teton			$81	$46
ID	Sun Valley / Ketchum	Blaine	October 1	May 31	$84	$71
ID	Sun Valley / Ketchum	Blaine	June 1	August 31	$102	$71
ID	Sun Valley / Ketchum	Blaine	September 1	September 30	$84	$71
IL	Bolingbrook / Romeoville / Lemont	Will			$85	$51
IL	Chicago	Cook and Lake	October 1	November 30	$190	$71
IL	Chicago	Cook and Lake	December 1	March 31	$130	$71
IL	Chicago	Cook and Lake	April 1	June 30	$171	$71
IL	Chicago	Cook and Lake	July 1	August 31	$155	$71
IL	Chicago	Cook and Lake	September 1	September 30	$190	$71
IL	Oak Brook Terrace	Dupage			$92	$61
IL	O'Fallon / Fairview Heights / Collinsville	Bond, Calhoun, Clinton, Jersey, Macoupin, Madison, Monroe and St. Clair			$104	$56
IL	Springfield	Sangamon			$81	$56
IN	Bloomington	Monroe			$97	$56
IN	Ft. Wayne	Allen			$84	$56
IN	Hammond / Munster / Merrillville	Lake			$84	$46
IN	Indianapolis / Carmel	Marion, Hamilton			$91	$61
IN	Lafayette / West Lafayette	Tippecanoe			$82	$51
IN	Michigan City	LaPorte			$78	$56
IN	South Bend	St. Joseph			$86	$56
IN	Valparaiso / Burlington Beach	Porter			$78	$51
KS	Kansas City / Overland Park	Wyandotte / Johnson / Leavenworth			$99	$61
KS	Wichita	Sedgwick			$86	$56
KY	Boone County	Boone			$87	$51
KY	Kenton County	Kenton			$118	$56
KY	Lexington	Fayette			$100	$61
KY	Louisville	Jefferson	October 1	January 31	$97	$61
KY	Louisville	Jefferson	February 1	May 31	$109	$61
KY	Louisville	Jefferson	June 1	September 30	$97	$61
LA	Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes			$80	$61
LA	Baton Rouge	East Baton Rouge Parish			$93	$56
LA	Covington / Slidell	St. Tammany Parish			$89	$56
LA	Lafayette	Lafayette Consolidated Government			$85	$56
LA	New Orleans	Orleans, St. Bernard, Jefferson and Plaquemine Parishes	October 1	June 30	$135	$71
LA	New Orleans	Orleans, St. Bernard, Jefferson and Plaquemine Parishes	July 1	September 30	$101	$71
MA	Andover	Essex			$87	$56
MA	Boston / Cambridge	Suffolk, city of Cambridge	October 1	October 31	$221	$71
MA	Boston / Cambridge	Suffolk, city of Cambridge	November 1	March 31	$158	$71
MA	Boston / Cambridge	Suffolk, city of Cambridge	April 1	June 30	$201	$71

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MA	Boston / Cambridge	Suffolk, city of Cambridge	July 1	August 31	$183	$71
MA	Boston / Cambridge	Suffolk, city of Cambridge	September 1	September 30	$221	$71
MA	Burlington / Woburn	Middlesex less the city of Cambridge			$111	$71
MA	Falmouth	City limits of Falmouth	October 1	April 30	$98	$51
MA	Falmouth	City limits of Falmouth	May 1	June 30	$115	$51
MA	Falmouth	City limits of Falmouth	July 1	August 31	$167	$51
MA	Falmouth	City limits of Falmouth	September 1	September 30	$98	$51
MA	Hyannis	Barnstable less the city of Falmouth	October 1	June 30	$87	$56
MA	Hyannis	Barnstable less the city of Falmouth	July 1	August 31	$128	$56
MA	Hyannis	Barnstable less the city of Falmouth	September 1	September 30	$87	$56
MA	Martha's Vineyard	Dukes	October 1	June 30	$111	$71
MA	Martha's Vineyard	Dukes	July 1	August 31	$207	$71
MA	Martha's Vineyard	Dukes	September 1	September 30	$111	$71
MA	Nantucket	Nantucket	October 1	May 31	$133	$61
MA	Nantucket	Nantucket	June 1	September 30	$249	$61
MA	Northampton	Hampshire			$94	$56
MA	Pittsfield	Berkshire	October 1	June 30	$111	$61
MA	Pittsfield	Berkshire	July 1	August 31	$135	$61
MA	Pittsfield	Berkshire	September 1	September 30	$111	$61
MA	Plymouth / Taunton / New Bedford	Plymouth / Bristol			$90	$56
MA	Quincy	Norfolk			$115	$51
MA	Springfield	Hampden			$94	$51
MA	Worcester	Worcester			$93	$61
MD	Aberdeen / Bel Air / Belcamp	Harford			$83	$56
MD	Annapolis	Anne Arundel	October 1	October 31	$116	$61
MD	Annapolis	Anne Arundel	November 1	April 30	$101	$61
MD	Annapolis	Anne Arundel	May 1	September 30	$116	$61
MD	Baltimore City	Baltimore City	October 1	November 30	$145	$71
MD	Baltimore City	Baltimore City	December 1	February 29	$121	$71
MD	Baltimore City	Baltimore City	March 1	September 30	$145	$71
MD	Baltimore County	Baltimore			$97	$61
MD	Cambridge / St. Michaels	Dorchester and Talbot	October 1	October 31	$133	$61
MD	Cambridge / St. Michaels	Dorchester and Talbot	November 1	March 31	$105	$61
MD	Cambridge / St. Michaels	Dorchester and Talbot	April 1	May 31	$120	$61
MD	Cambridge / St. Michaels	Dorchester and Talbot	June 1	August 31	$164	$61
MD	Cambridge / St. Michaels	Dorchester and Talbot	September 1	September 30	$133	$61
MD	Centreville	Queen Anne			$106	$51
MD	Columbia	Howard			$105	$61
MD	Frederick	Frederick			$95	$56
MD	Hagerstown	Washington			$79	$56
MD	La Plata / Indian Head / Waldorf	Charles			$83	$51
MD	Lexington Park / Leonardtown / Lusby	St. Mary's and Calvert			$102	$61
MD	Ocean City	Worcester	October 1	October 31	$105	$71
MD	Ocean City	Worcester	November 1	March 31	$77	$71
MD	Ocean City	Worcester	April 1	May 31	$88	$71
MD	Ocean City	Worcester	June 1	August 31	$195	$71
MD	Ocean City	Worcester	September 1	September 30	$105	$71
ME	Bar Harbor	Hancock	October 1	October 31	$123	$61
ME	Bar Harbor	Hancock	November 1	June 30	$97	$61
ME	Bar Harbor	Hancock	July 1	August 31	$154	$61
ME	Bar Harbor	Hancock	September 1	September 30	$123	$61
ME	Kennebunk / Kittery / Sanford	York	October 1	October 31	$97	$56
ME	Kennebunk / Kittery / Sanford	York	November 1	March 31	$77	$56
ME	Kennebunk / Kittery / Sanford	York	April 1	June 30	$89	$56
ME	Kennebunk / Kittery / Sanford	York	July 1	August 31	$124	$56
ME	Kennebunk / Kittery / Sanford	York	September 1	September 30	$97	$56
ME	Portland	Cumberland / Sagadahoc	October 1	June 30	$92	$56
ME	Portland	Cumberland / Sagadahoc	July 1	September 30	$117	$56
ME	Rockport	Knox	October 1	June 30	$81	$56
ME	Rockport	Knox	July 1	September 30	$105	$56

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MI	Ann Arbor	Washtenaw			$90	$56
MI	Benton Harbor / St. Joseph / Stevensville	Berrien			$80	$51
MI	Detroit	Wayne			$91	$56
MI	East Lansing / Lansing	Ingham and Eaton			$81	$51
MI	Grand Rapids	Kent			$82	$51
MI	Holland	Ottawa			$82	$56
MI	Kalamazoo / Battle Creek	Kalamazoo / Calhoun			$88	$51
MI	Mackinac Island	Mackinac	October 1	June 30	$77	$66
MI	Mackinac Island	Mackinac	July 1	August 31	$80	$66
MI	Mackinac Island	Mackinac	September 1	September 30	$77	$66
MI	Midland	Midland			$88	$46
MI	Mount Pleasant	Isabella			$78	$51
MI	Muskegon	Muskegon	October 1	May 31	$77	$46
MI	Muskegon	Muskegon	June 1	August 31	$93	$46
MI	Muskegon	Muskegon	September 1	September 30	$77	$46
MI	Petoskey	Emmet	October 1	June 30	$79	$51
MI	Petoskey	Emmet	July 1	August 31	$105	$51
MI	Petoskey	Emmet	September 1	September 30	$79	$51
MI	Pontiac / Auburn Hills	Oakland			$86	$56
MI	South Haven	Van Buren	October 1	May 31	$77	$56
MI	South Haven	Van Buren	June 1	August 31	$92	$56
MI	South Haven	Van Buren	September 1	September 30	$77	$56
MI	Traverse City and Leland	Grand Traverse and Leelanau	October 1	June 30	$77	$51
MI	Traverse City and Leland	Grand Traverse and Leelanau	July 1	August 31	$120	$51
MI	Traverse City and Leland	Grand Traverse and Leelanau	September 1	September 30	$77	$51
MN	Duluth	St. Louis	October 1	October 31	$99	$56
MN	Duluth	St. Louis	November 1	May 31	$82	$56
MN	Duluth	St. Louis	June 1	September 30	$99	$56
MN	Eagan / Burnsville / Mendota Heights	Dakota			$83	$56
MN	Minneapolis / St. Paul	Hennepin and Ramsey			$121	$71
MN	Rochester	Olmsted			$101	$51
MO	Columbia	Boone			$80	$51
MO	Jefferson City	Cole			$79	$51
MO	Kansas City	Jackson, Clay, Cass, Platte			$99	$61
MO	St. Louis	St. Louis, St. Louis City and St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington			$104	$66
MO	St. Robert	Pulaski			$80	$46
MS	Gulfport / Biloxi	Harrison			$82	$56
MS	Hattiesburg	Forrest and Lamar			$84	$51
MS	Oxford	Lafayette			$96	$51
MS	Southaven	Desoto			$87	$46
MS	Starkville	Oktibbeha			$95	$46
MT	Big Sky / West Yellowstone	Gallatin	October 1	May 31	$82	$61
MT	Big Sky / West Yellowstone	Gallatin	June 1	August 31	$110	$61
MT	Big Sky / West Yellowstone	Gallatin	September 1	September 30	$82	$61
MT	Butte	Silver Bow			$89	$51
MT	Helena	Lewis and Clark			$83	$56
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	October 1	June 30	$87	$51
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	July 1	August 31	$110	$51
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	September 1	September 30	$87	$51
NC	Asheville	Buncombe	October 1	October 31	$95	$51
NC	Asheville	Buncombe	November 1	June 30	$86	$51
NC	Asheville	Buncombe	July 1	September 30	$95	$51
NC	Atlantic Beach / Morehead City	Carteret	October 1	May 31	$85	$56
NC	Atlantic Beach / Morehead City	Carteret	June 1	August 31	$116	$56
NC	Atlantic Beach / Morehead City	Carteret	September 1	September 30	$85	$56
NC	Chapel Hill	Orange			$83	$56
NC	Charlotte	Mecklenburg			$97	$51
NC	Durham	Durham			$91	$51
NC	Fayetteville	Cumberland			$94	$51

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	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				**$77**	**$46**
NC	Greensboro	Guilford			$86	$56
NC	Greenville	Pitt			$79	$51
NC	Kill Devil	Dare	October 1	May 31	$89	$61
NC	Kill Devil	Dare	June 1	August 31	$144	$61
NC	Kill Devil	Dare	September 1	September 30	$89	$61
NC	New Bern / Havelock	Craven			$93	$46
NC	Raleigh	Wake			$91	$66
NC	Wilmington	New Hanover			$91	$56
NC	Winston-Salem	Forsyth			$82	$56
NE	Omaha	Douglas	October 1	March 31	$91	$61
NE	Omaha	Douglas	April 1	June 30	$102	$61
NE	Omaha	Douglas	July 1	September 30	$91	$61
NH	Concord	Merrimack	October 1	May 31	$81	$51
NH	Concord	Merrimack	June 1	September 30	$89	$51
NH	Conway	Carroll	October 1	February 29	$120	$61
NH	Conway	Carroll	March 1	June 30	$103	$61
NH	Conway	Carroll	July 1	August 31	$145	$61
NH	Conway	Carroll	September 1	September 30	$120	$61
NH	Durham	Strafford			$97	$46
NH	Laconia	Belknap	October 1	October 31	$104	$51
NH	Laconia	Belknap	November 1	May 31	$86	$51
NH	Laconia	Belknap	June 1	September 30	$104	$51
NH	Lebanon / Lincoln / West Lebanon	Grafton / Sullivan			$103	$56
NH	Manchester	Hillsborough			$87	$56
NH	Portsmouth	Rockingham	October 1	June 30	$100	$61
NH	Portsmouth	Rockingham	July 1	September 30	$130	$61
NJ	Atlantic City / Ocean City / Cape May	Atlantic and Cape May			$96	$66
NJ	Belle Mead	Somerset			$119	$56
NJ	Cherry Hill / Moorestown	Camden and Burlington			$90	$61
NJ	Eatontown / Freehold	Monmouth			$108	$56
NJ	Edison / Piscataway	Middlesex			$108	$51
NJ	Flemington	Hunterdon			$107	$61
NJ	Newark	Essex, Bergen, Hudson and Passaic			$120	$61
NJ	Parsippany	Morris			$121	$56
NJ	Princeton / Trenton	Mercer			$119	$61
NJ	Springfield / Cranford / New Providence	Union			$95	$56
NJ	Toms River	Ocean	October 1	May 31	$77	$51
NJ	Toms River	Ocean	June 1	August 31	$105	$51
NJ	Toms River	Ocean	September 1	September 30	$77	$51
NM	Albuquerque	Bernalillo			$81	$56
NM	Las Cruces	Dona Ana			$84	$56
NM	Los Alamos	Los Alamos			$87	$51
NM	Santa Fe	Santa Fe	October 1	October 31	$105	$71
NM	Santa Fe	Santa Fe	November 1	May 31	$83	$71
NM	Santa Fe	Santa Fe	June 1	September 30	$105	$71
NM	Taos	Taos			$90	$66
NV	Incline Village / Reno / Sparks	Washoe	October 1	June 30	$94	$51
NV	Incline Village / Reno / Sparks	Washoe	July 1	August 31	$121	$51
NV	Incline Village / Reno / Sparks	Washoe	September 1	September 30	$94	$51
NV	Las Vegas	Clark			$99	$71
NV	Stateline, Carson City	Douglas, Carson City			$91	$61
NY	Albany	Albany			$104	$61
NY	Binghamton / Owego	Broome and Tioga			$92	$46
NY	Buffalo	Erie			$100	$56
NY	Floral Park / Garden City / Great Neck	Nassau			$142	$66
NY	Glens Falls	Warren	October 1	June 30	$94	$66
NY	Glens Falls	Warren	July 1	August 31	$138	$66
NY	Glens Falls	Warren	September 1	September 30	$94	$66
NY	Ithaca / Waterloo / Romulus	Tompkins and Seneca			$118	$46

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	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				**$77**	**$46**
NY	Kingston	Ulster			$105	$66
NY	Lake Placid	Essex	October 1	November 30	$108	$61
NY	Lake Placid	Essex	December 1	February 29	$126	$61
NY	Lake Placid	Essex	March 1	June 30	$99	$61
NY	Lake Placid	Essex	July 1	August 31	$151	$61
NY	Lake Placid	Essex	September 1	September 30	$108	$61
NY	Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island)	Bronx, Kings, New York, Queens, Richmond	October 1	December 31	$295	$71
NY	Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island)	Bronx, Kings, New York, Queens, Richmond	January 1	March 31	$204	$71
NY	Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island)	Bronx, Kings, New York, Queens, Richmond	April 1	June 30	$241	$71
NY	Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island)	Bronx, Kings, New York, Queens, Richmond	July 1	August 31	$216	$71
NY	Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island)	Bronx, Kings, New York, Queens, Richmond	September 1	September 30	$295	$71
NY	Niagara Falls	Niagara	October 1	May 31	$77	$51
NY	Niagara Falls	Niagara	June 1	August 31	$103	$51
NY	Niagara Falls	Niagara	September 1	September 30	$77	$51
NY	Nyack / Palisades	Rockland			$105	$61
NY	Poughkeepsie	Dutchess			$99	$66
NY	Riverhead / Ronkonkoma / Melville	Suffolk	October 1	May 31	$112	$71
NY	Riverhead / Ronkonkoma / Melville	Suffolk	June 1	August 31	$127	$71
NY	Riverhead / Ronkonkoma / Melville	Suffolk	September 1	September 30	$112	$71
NY	Rochester	Monroe			$96	$51
NY	Saratoga Springs / Schenectady	Saratoga and Schenectady	October 1	June 30	$104	$56
NY	Saratoga Springs / Schenectady	Saratoga and Schenectady	July 1	August 31	$148	$56
NY	Saratoga Springs / Schenectady	Saratoga and Schenectady	September 1	September 30	$104	$56
NY	Syracuse / Oswego	Onondaga and Oswego			$94	$56
NY	Tarrytown / White Plains / New Rochelle	Westchester			$136	$71
NY	Troy	Rensselaer			$96	$51
NY	West Point	Orange			$108	$51
OH	Akron	Summit			$87	$51
OH	Canton	Stark			$89	$51
OH	Cincinnati	Hamilton / Clermont			$118	$56
OH	Cleveland	Cuyahoga			$101	$56
OH	Columbus	Franklin			$94	$56
OH	Dayton / Fairborn	Greene, Darke and Montgomery			$82	$56
OH	Hamilton	Butler and Warren			$92	$51
OH	Medina / Wooster	Wayne and Medina			$86	$51
OH	Mentor	Lake			$86	$46
OH	Sandusky / Bellevue	Erie / Huron	October 1	January 31	$77	$46
OH	Sandusky / Bellevue	Erie / Huron	February 1	August 31	$84	$46
OH	Sandusky / Bellevue	Erie / Huron	September 1	September 30	$77	$46
OH	Youngstown	Mahoning and Trumbull			$84	$51
OK	Oklahoma City	Oklahoma			$81	$66

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OR	Ashland / Crater Lake	Jackson / Klamath			$82	$56
OR	Beaverton	Washington			$93	$51
OR	Bend	Deschutes	October 1	June 30	$89	$61
OR	Bend	Deschutes	July 1	August 31	$114	$61
OR	Bend	Deschutes	September 1	September 30	$89	$61
OR	Clackamas	Clackamas			$88	$61
OR	Eugene / Florence	Lane			$97	$51
OR	Lincoln City	Lincoln	October 1	June 30	$84	$56
OR	Lincoln City	Lincoln	July 1	August 31	$105	$56
OR	Lincoln City	Lincoln	September 1	September 30	$84	$56
OR	Portland	Multnomah			$113	$66
OR	Seaside	Clatsop	October 1	June 30	$96	$51
OR	Seaside	Clatsop	July 1	August 31	$131	$51
OR	Seaside	Clatsop	September 1	September 30	$96	$51
PA	Allentown / Easton / Bethlehem	Lehigh and Northampton			$83	$51
PA	Bucks County	Bucks			$95	$71
PA	Chester / Radnor / Essington	Delaware			$95	$51
PA	Erie	Erie			$84	$46
PA	Gettysburg	Adams	October 1	October 31	$98	$51
PA	Gettysburg	Adams	November 1	March 31	$77	$51
PA	Gettysburg	Adams	April 1	September 30	$98	$51
PA	Harrisburg / Hershey	Dauphin	October 1	May 31	$108	$51
PA	Harrisburg / Hershey	Dauphin	June 1	August 31	$134	$51
PA	Harrisburg / Hershey	Dauphin	September 1	September 30	$108	$51
PA	Lancaster	Lancaster			$95	$56
PA	Malvern / Frazer / Berwyn	Chester			$118	$51
PA	Mechanicsburg	Cumberland			$85	$56
PA	Montgomery County	Montgomery			$116	$66
PA	Philadelphia	Philadelphia	October 1	November 30	$143	$66
PA	Philadelphia	Philadelphia	December 1	August 31	$137	$66
PA	Philadelphia	Philadelphia	September 1	September 30	$143	$66
PA	Pittsburgh	Allegheny			$119	$71
PA	Reading	Berks			$86	$56
PA	Scranton	Lackawanna			$82	$56
PA	State College	Centre			$88	$56
RI	East Greenwich / Warwick / North Kingstown	Kent and Washington			$86	$56
RI	Jamestown / Middletown / Newport	Newport	October 1	October 31	$149	$71
RI	Jamestown / Middletown / Newport	Newport	November 1	April 30	$93	$71
RI	Jamestown / Middletown / Newport	Newport	May 1	September 30	$149	$71
RI	Providence / Bristol	Providence / Bristol			$121	$71
SC	Aiken	Aiken			$86	$46
SC	Charleston	Charleston, Berkeley and Dorchester			$137	$56
SC	Columbia	Richland / Lexington			$85	$51
SC	Greenville	Greenville			$79	$56
SC	Hilton Head	Beaufort	October 1	October 31	$105	$61
SC	Hilton Head	Beaufort	November 1	March 31	$87	$61
SC	Hilton Head	Beaufort	April 1	August 31	$123	$61
SC	Hilton Head	Beaufort	September 1	September 30	$105	$61
SC	Myrtle Beach	Horry	October 1	October 31	$84	$51
SC	Myrtle Beach	Horry	November 1	March 31	$77	$51
SC	Myrtle Beach	Horry	April 1	May 31	$89	$51
SC	Myrtle Beach	Horry	June 1	August 31	$126	$51
SC	Myrtle Beach	Horry	September 1	September 30	$84	$51
SD	Hot Springs	Fall River and Custer	October 1	May 31	$77	$46
SD	Hot Springs	Fall River and Custer	June 1	August 31	$110	$46
SD	Hot Springs	Fall River and Custer	September 1	September 30	$77	$46
SD	Rapid City	Pennington	October 1	May 31	$77	$51
SD	Rapid City	Pennington	June 1	August 31	$126	$51
SD	Rapid City	Pennington	September 1	September 30	$77	$51

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SD	Sturgis / Spearfish	Meade, Butte and Lawrence	October 1	May 31	$77	$51
SD	Sturgis / Spearfish	Meade, Butte and Lawrence	June 1	August 31	$114	$51
SD	Sturgis / Spearfish	Meade, Butte and Lawrence	September 1	September 30	$77	$51
TN	Brentwood / Franklin	Williamson			$97	$56
TN	Chattanooga	Hamilton			$94	$56
TN	Knoxville	Knox			$86	$56
TN	Memphis	Shelby			$93	$61
TN	Nashville	Davidson			$107	$66
TN	Oak Ridge	Anderson			$91	$46
TX	Arlington / Fort Worth / Grapevine	Tarrant / City limits of Grapevine			$139	$56
TX	Austin	Travis			$108	$71
TX	Beaumont	Jefferson			$79	$51
TX	College Station	Brazos			$93	$56
TX	Corpus Christi	Nueces			$88	$51
TX	Dallas	Dallas			$113	$71
TX	El Paso	El Paso			$88	$51
TX	Galveston	Galveston	October 1	May 31	$82	$56
TX	Galveston	Galveston	June 1	July 31	$100	$56
TX	Galveston	Galveston	August 1	September 30	$82	$56
TX	Greenville	Hunt County			$86	$51
TX	Houston (L.B. Johnson Space Center)	Montgomery, Fort Bend and Harris			$109	$71
TX	Laredo	Webb			$82	$56
TX	McAllen	Hidalgo			$84	$56
TX	Midland	Midland			$95	$51
TX	Plano	Collin			$99	$61
TX	Round Rock	Williamson			$88	$51
TX	San Antonio	Bexar			$106	$66
TX	South Padre Island	Cameron	October 1	May 31	$86	$56
TX	South Padre Island	Cameron	June 1	July 31	$106	$56
TX	South Padre Island	Cameron	August 1	September 30	$86	$56
TX	Waco	McLennan			$82	$51
UT	Moab	Grand	October 1	October 31	$104	$56
UT	Moab	Grand	November 1	February 29	$77	$56
UT	Moab	Grand	March 1	September 30	$104	$56
UT	Park City	Summit	October 1	December 31	$94	$71
UT	Park City	Summit	January 1	March 31	$163	$71
UT	Park City	Summit	April 1	September 30	$94	$71
UT	Provo	Utah			$81	$51
UT	Salt Lake City	Salt Lake and Tooele			$96	$61
VA	Abingdon	Washington			$88	$46
VA	Blacksburg	Montgomery			$95	$46
VA	Charlottesville	City of Charlottesville, Albemarle, Greene			$115	$56
VA	Chesapeake / Suffolk	Cities of Chesapeake and Suffolk	October 1	May 31	$77	$56
VA	Chesapeake / Suffolk	Cities of Chesapeake and Suffolk	June 1	August 31	$86	$56
VA	Chesapeake / Suffolk	Cities of Chesapeake and Suffolk	September 1	September 30	$77	$56
VA	Chesterfield / Henrico Counties	Chesterfield / Henrico			$83	$51
VA	Fredericksburg	City of Fredericksburg / Spotsylvania / Stafford / Caroline			$88	$56
VA	Loudoun County	Loudoun			$108	$61
VA	Lynchburg	Campbell, Lynchburg City			$80	$51
VA	Norfolk / Portsmouth	Cities of Norfolk and Portsmouth			$89	$61
VA	Prince William County / Manassas	Prince William and City of Manassas			$88	$56
VA	Richmond	City of Richmond			$112	$66
VA	Roanoke	City limits of Roanoke			$96	$51
VA	Virginia Beach	City of Virginia Beach	October 1	May 31	$89	$56
VA	Virginia Beach	City of Virginia Beach	June 1	August 31	$151	$56
VA	Virginia Beach	City of Virginia Beach	September 1	September 30	$89	$56
VA	Wallops Island	Accomack	October 1	June 30	$85	$56
VA	Wallops Island	Accomack	July 1	August 31	$127	$56
VA	Wallops Island	Accomack	September 1	September 30	$85	$56

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VA	Warrenton	Fauquier			$92	$46
VA	Williamsburg / York	James City and York Counties, City of Williamsburg	October 1	October 31	$77	$51
VA	Williamsburg / York	James City and York Counties, City of Williamsburg	November 1	August 31	$96	$51
VA	Williamsburg / York	James City and York Counties, City of Williamsburg	September 1	September 30	$77	$51
VT	Burlington / St. Albans	Chittenden and Franklin	October 1	October 31	$112	$66
VT	Burlington / St. Albans	Chittenden and Franklin	November 1	April 30	$94	$66
VT	Burlington / St. Albans	Chittenden and Franklin	May 1	September 30	$112	$66
VT	Manchester	Bennington			$86	$71
VT	Middlebury	Addison			$117	$61
VT	Montpelier	Washington			$101	$61
VT	Stowe	Lamoille	October 1	March 31	$129	$71
VT	Stowe	Lamoille	April 1	May 31	$102	$71
VT	Stowe	Lamoille	June 1	September 30	$129	$71
VT	White River Junction	Windsor	October 1	February 29	$101	$56
VT	White River Junction	Windsor	March 1	May 31	$89	$56
VT	White River Junction	Windsor	June 1	September 30	$101	$56
WA	Anacortes / Coupeville / Oak Harbor	Skagit, Island, San Juan			$89	$61
WA	Everett / Lynnwood	Snohomish			$96	$61
WA	Ocean Shores	Grays Harbor	October 1	June 30	$97	$51
WA	Ocean Shores	Grays Harbor	July 1	August 31	$117	$51
WA	Ocean Shores	Grays Harbor	September 1	September 30	$97	$51
WA	Olympia / Tumwater	Thurston			$88	$61
WA	Port Angeles / Port Townsend	Clallam and Jefferson	October 1	June 30	$93	$61
WA	Port Angeles / Port Townsend	Clallam and Jefferson	July 1	August 31	$123	$61
WA	Port Angeles / Port Townsend	Clallam and Jefferson	September 1	September 30	$93	$61
WA	Richland	Benton			$93	$46
WA	Seattle	King			$137	$71
WA	Spokane	Spokane			$87	$61
WA	Tacoma	Pierce			$105	$61
WA	Vancouver	Clark, Cowlitz and Skamania			$113	$56
WI	Appleton	Outagamie			$82	$46
WI	Brookfield / Racine	Waukesha / Racine			$88	$56
WI	Lake Geneva	Walworth	October 1	May 31	$91	$51
WI	Lake Geneva	Walworth	June 1	September 30	$118	$51
WI	Madison	Dane			$89	$56
WI	Milwaukee	Milwaukee			$97	$61
WI	Sheboygan	Sheboygan			$79	$51
WI	Sturgeon Bay	Door	October 1	June 30	$77	$56
WI	Sturgeon Bay	Door	July 1	September 30	$83	$56
WI	Wisconsin Dells	Columbia	October 1	June 30	$77	$61
WI	Wisconsin Dells	Columbia	July 1	August 31	$90	$61
WI	Wisconsin Dells	Columbia	September 1	September 30	$77	$61
WV	Charleston	Kanawha			$97	$51
WV	Morgantown	Monongalia			$82	$46
WV	Shepherdstown	Jefferson and Berkeley			$83	$51
WV	Wheeling	Ohio			$94	$46
WY	Cody	Park	October 1	May 31	$91	$51
WY	Cody	Park	June 1	September 30	$120	$51
WY	Evanston / Rock Springs	Sweetwater / Uinta			$79	$51
WY	Gillette	Campbell	October 1	May 31	$79	$51
WY	Gillette	Campbell	June 1	August 31	$88	$51
WY	Gillette	Campbell	September 1	September 30	$79	$51
WY	Jackson / Pinedale	Teton and Sublette	October 1	June 30	$113	$56
WY	Jackson / Pinedale	Teton and Sublette	July 1	August 31	$163	$56
WY	Jackson / Pinedale	Teton and Sublette	September 1	September 30	$113	$56
WY	Sheridan	Sheridan	October 1	May 31	$77	$56
WY	Sheridan	Sheridan	June 1	August 31	$88	$56
WY	Sheridan	Sheridan	September 1	September 30	$77	$56