LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on January 9, 2012 at 5:30 p.m. with Chairman McGlumphy presiding. Members present were Mr. Anderson, Mr. Hare, Dr. Jones, and Mr. Shevock. Members of Council present were Mrs. Russell (arrived at 5:51 p.m.), Mr. Bonar, Mr. Hutchison (arrived at 5:52 p.m.), Mr. Lynn, Mrs. Williams, and Council President Leary. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Shevock moved for approval of the agenda, as presented, seconded by Mr. Anderson and unanimously carried.

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 ***(Attachment #1)***, 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.

Mr. Anderson moved to recommend acceptance of the Summary Review and Recommendations for the DHRC, as presented, seconded by Dr. Jones and unanimously carried.

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.

Mr. Anderson moved to recommend that the proposal be tabled to allow the Downtown Dover Partnership (DDP) Board to submit a response, seconded by Dr. Jones and unanimously carried.

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.

Mr. Hare moved to table the matter to allow further discussion, possibly in executive session, seconded by Dr. Jones and unanimously carried.

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.

Mr. Hare moved to recommend 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, seconded by Mr. Anderson and unanimously carried.

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.

Mr. Hare moved to recommend approval of the revised Travel Policy *(Attachment #2)*, seconded by Mr. Anderson and unanimously carried.

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.

Mr. Anderson moved to recommend endorsement of the City's sponsorship of the Delaware New Jobs Infrastructure Fund Grant Application, seconded by Mr. Hare and unanimously carried.

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.

Mr. Hare moved to recommend 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. The motion was seconded by Mr. Shevock and unanimously carried.

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.

Mr. Hare moved for adjournment, seconded by Mr. Shevock and unanimously carried.

Meeting Adjourned at 7:00 P.M.

William P. McGlumphy
Chairman

WPM/TM/jg/js/dd
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Attachments to Original and File Copy
Attachment #1 - Summary Review and Recommendations for the DHRC, dated January 6, 2012
Attachment #2 - Revised Training, Conference, and Travel Policy

DOVER HUMAN RELATIONS COMMISSION – 2011

Chairman's Review and Recommendations

Submitted by: Roy Sudler, Jr.

1/6/2012

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As a summary and follow up to the DHRC – 2011 Annual Report which was submitted December 21, 2011, the following self-review and recommendations are being offered for consideration as to how the DHRC could operate more effectively within the purview of its mission. Stated in the City's code, Article II, Sec. 58-31, the DHRC was established to effectively help the City meet the following needs:

(1) The need for an environment of fairness and respect among its citizens;
(2) The need for ways to effectively measure and monitor community relations, particularly those that are sources of intergroup conflict;
(3) The need for all segments of the community to understand and appreciate positive intergroup relations;
(4) The need for programs and services to help prevent and resolve community issues and improve human relations; and
(5) The need for developing ways of anticipating, preparing for, and relieving community tensions arising from intergroup conflict.

Recognizing that the above needs have been long-term and deep-rooted, the DHRC realizes that there are no "ready-made, quick fixes," and solutions cannot be accomplished by the DHRC alone. The key words in our stated purpose are "to help the City." With that thought in mind, I offer the following observations and recommendations.

<u>Summary:</u>

The Commission has hosted special meetings and forums during the year in response to complaints and disruptive incidences within the Dover community. These meetings were conducted in an open and non-threatening manner, with the intention of objectively reviewing the circumstances and handling of various situations. The Commission has often asked questions and sought information from the Dover Police Department and others in an effort to determine whether the handling of situations appeared to treat everyone fairly, and in a manner which helped to create an environment of fairness, dignity and respect. The Commission has also collaborated with other community agencies, organizations, City and State officials in seeking ways of addressing identified needs and concerns regarding human relations and relieving tensions arising from intergroup conflict within the City. An example of this was displayed when the DHRC was effectively used as a mediator in

resolving an alleged unfair treatment claim against the City's Housing Code Enforcement Division. The Commission was able to reflect the individual's concerns while conveying to him how important it was for him to be in compliance with the codes. Today, both parties are working together in an effort to permanently resolve this matter.

Recommendations:

(1) That an in-depth discussion be held with City Council and the DHRC to clarify the intended goals and expectations of the Commission, as described in (Code 1981, & 2-20; Ord. of 2-11-2002). This should insure that each group has the same understanding of the purpose, functions, responsibilities, and expectations of the Commission. As Councilwoman, Sophia Russell stated, "the Dover Human Relations Commission would function more effectively through clearer detailed guidelines and procedures for the Commission."

(2) That the DHRC work with the Mayor's Office in developing detailed written guidelines and operational procedures for exercising and accomplishing the Commission's seven (7) Powers and Duties, as delineated in Sec. 58-36. Perhaps this should include definitions, explanations, clarifications of "functions limited," ways to determine when/what they are, and even protocol for soliciting/receiving other funds.

(3) That a youth commissioner be added to the Commission. This would help to expand the Commission's inclusion of representation from the entire community. It could also help with developing ways to measure and monitor community relations.

(4) That the DHRC foster more collaborative relationships/partnerships with other appropriate groups/organizations in working to accomplish the Commission's objectives (i.e., faith-based groups, YMCA, Dover Police, NAACP, etc).

(5) That the DHRC be granted authorization to receive training for investigating and monitoring claims of unfair treatment, exclusion, and racial tension in accordance with its purpose, responsibilities, and functions. Other suggested trainings would include the Mediation Process by the Center of Community Justice in an effort to help diffuse/eradicate conflicts.

(6) That the City Solicitor conducts a workshop for DHRC members On "How to Interpret the DHRC Powers, Duties, and City Codes." This should help commission members to function more effectively within the guidelines of the DHRC's purpose.

(7) That the DHRC and City Council work together to develop and approve a Long-range Strategic Plan and Annual Operational Plan for the DHRC. This would greatly enhance the Commission's and City's ability to monitor, measure, and evaluate effectiveness of the City and the Commission in meeting its five (5) stated needs.

(8) That professional training be provided for the DHRC in "How to Develop a Strategic Plan."

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 ~~Standard Mileage Rate as set by the federal government~~ **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 Authorization 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

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 / DATE	MON	TUES	WED	THUR	FRI	SAT	SUN	TOTAL
REGISTRATION FEES								$ -
TRANSPORTATION - AIR/TRAIN								$ -
PERSONAL AUTO _____ Miles @ ~~.51~~ .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 WA			ROUND TRIP	0.00
* PERSONAL CAR		TOTAL MILE GE		0.40	PER MILE	0.00
* TOLLS		C Y			ROUND TRIP	0.00
CITY VEHICLE		IS AD SE TO BE USED INSTEAD OF PERSONAL CAR"				
LODGING EXPENSES:	BRE AST P VIDED BY HOTEL MUST BE DEDUCTED FROM M & IE RATE					
HOTEL		NIGHT		TAXES	NUM OF NIGHTS	0.00
* SHUTTLE		R TRIP		TAXES	TOTAL TRIP	0.00
* TAXI		ER 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	

DRAFT

Exhibit B

CITY OF DOVER
TRAVEL AUTHORIZATION FORM

NAME	DATE	DEPARTMENT	DATES OF TRAVEL

PURPOSE OF THE TRIP

DESTINATION	**ESTIMATED [illegible]T:**	
MODE OF TRAVEL	**A. R[illegible]n Fe**	
	B. Tra[illegible]	
LODGING	**C. M[illegible]als**	
	D. [illegible]dging	
ADVANCE REQUESTED	**E. Tolls, Parking, Mileage, etc.**	
	F. Other	
ADVANCE APPROVED		
	Total	$ -
SIGNATURE OF DEPARTMENT HEA		

EMPLOYEE'S SIG[illegible]URE	DATE	DEPT. HEAD SIGNATURE	DATE
		COUNCIL DESIGNEE/CITY MANAGER	**DATE**

Form 047

CURRENT

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.

CITY OF DOVER
TRAVEL ADVANCE WORKSHEET

Request the following travel advances for:

Employee Name | **Department** | **Trip taken to (City)**

Attach this worksheet and an itinerary to purchase order and submit to Accounts Payable.

DATES								**TOTAL**
MEALS & I E								$ -
* TOLLS								$ -
* CAR RENTAL								$ -
* MILEAGE								$ -
* GAS								$ -
* AIRPORT PARKING								$ -
* HOTEL PARKING								$ -
*GROUND TRANSPORT								$ -
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**

**** Advances must be pre-determined by Finance Director with supporting documentation.*** **(See Travel Policy; Page 8, e.)**

Please note for meals:

If an employee is traveling partial days on any calendar day, the City will prorate the applicable M & IE rate at 75%.
This applies to both day of departure and day of return.

When meals are provided by the host, the meal allowance will be reduced by 25% for each meal provided.
EXAMPLE:

FOR EACH MEAL PROVIDED: M & IE RATE $49.00, MEAL WILL BE REDUCED BY 25%, WHICH WILL EQUAL $36.75 (MEAL WAS REDUCED BY $12.25)

IF TWO MEALS ARE PROVIDED, M & IE WILL BE REDUCED BY AN ADDITIONAL $12.25.

FOR DAY OF TRAVEL & RETURN:
(See Travel Policy, Page 7, first paragraph)

Form 30b