LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

A G E N D A

October 10, 2011 - 6:00 P.M. - Council Chambers - City Hall - City of Dover

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

AGENDA ADDITIONS/DELETIONS

1. Review of Cell Phone Use *(Deferred by Committee on 9/29/11 Due to Time Constraints)*

2. Review of Take-Home Vehicle Use *(Deferred by Committee on 9/29/11 Due to Time Constraints)*

3. Disposal of Excess Property - US 13 Sewer Main Extension - Schwartz Pumping Station

4. Review, Consolidation and/or Elimination of City Committees, Commissions, and Boards - Historic District Commission

5. Public Comment Period

6. Adjournment by 7:00 P.M.

/tm
S:\AGENDAS & MINUTES\Committee-Agendas\2011\10-10-2011 LF&A.wpd

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

CITY OF DOVER
DEPARTMENT OF FINANCE
PROCEDURE MANUAL

TITLE: **City or Employee Owned Cellular Phone Assignment and Usage**

PROCEDURE # F320
DATE: February 3, 2009

I. PURPOSE:

The use of cellular telephones provides improvement to customer service, is helpful when other means of communication is not readily available, and enhances department's efficiencies and safety. Possessing a cellular telephone may be a job requirement when the employee must be available to respond to issues when he/she is not physically located at his/her workstation.

The purpose of this procedure is to provide for the uniform administration of City owned cellular telephone assignment and usage, and governing the use and reimbursement for employee owned cellular telephones to conduct City business within each department. The City of Dover reserves the right to make changes to these procedures as circumstances warrant.
This procedure is meant to provide a uniform mechanism for the review and certification:

- of cellular telephone charges
- the reimbursement of non-business call charges to the City
- annual reimbursement for employee owned cell phones.

II. CELLULAR TELEPHONE ASSIGNMENT:

Cellular telephones are not a personal benefit and will only be provided to those employees who have demonstrated need. All employees who are issued cellular telephones are expected to use them responsibly.

The discretion over cellular telephone assignments is delegated to the respective Department Director. The assignment of cellular telephones is to be documented on the approved Communication Devices Service Request form (Attachment 1 – FORM56) with City Manager approval required.

Employees to whom a cellular telephone is assigned are to be provided a copy of this procedure. Employees to whom a cellular telephone is assigned must formally accept responsibility for the device and the attendant responsibilities imposed by this procedure as represented by his or her signature on the Communication Devices Service Request form, Section IV.

The Communication Devices Service Request form is to be retained in the section files with an electronic copy to the Accounts Payable office.

On an annual basis, the Department Director or designee shall review the list of authorized cellular telephone users, complete the Annual Department Director Cell Phone Review Report form (Attachment 4 – FORM57) due to the Finance Department on June 1 annually for the employees or positions authorized to use cellular telephones, and review the usage of each cellular telephone within his/her department to determine whether the assigned calling plan (including number of minutes associated with the plan) is appropriate for each employee. At that time, any changes to the calling plan will be made, to ensure that each employee is participating in the most economical plan.

This will permit calling plans to be expanded or reduced, based on job requirements and actual usage. When ensuring the employee has the most economical plan, personal telephone use minutes shall not be included in that analysis.

The Finance Department will conduct periodic reviews of cellular phone usage and send the results of their analysis to the Department Director and City Manager.

III. EMPLOYEE OWNED CELLUAR TELEPHONE QUALIFICATIONS:

The Department Director will determine which employees qualify for the reimbursement. The following criteria will be used to make this determination:

- Employee is a key staff member needed in the event of an emergency.
- Employee is frequently away from access to traditional land-based phone service.
- Employee is involved in frequent off on-call activity where contact by cell phone is essential.
- Nature of employee's work is critical to the operation of the City's business and immediate response is required.
- Employee's assigned work requires substantial travel and contact by cell phone is essential.
- Level of business use is significant.
- Necessary for the employee to be in direct communication with contractors, customers, and state agencies.

IV. CELLULAR TELEPHONE USAGE:

Cellular telephones are a convenience and a time saver. Cellular telephones are to be used only when access to conventional landlines is not readily available and the urgency of the call outweighs the time necessary to locate another telephone instrument.

City provided cellular telephones are not intended for personal use; however, extended work schedules, emergencies or other special circumstances may, on occasion, necessitate non-City business calls to make family arrangements. Personal cellular telephone use is permitted but shall be limited to infrequent, incidental, and/or emergency use, in situations directly related to City business.

Non-City business calls are to be reimbursed by the employee to whom the telephone is assigned, in accordance with Section V of this procedure. When personal cellular telephone usage is justified as work related or necessary because of unusual circumstances, the employee is not required to reimburse the cost of cellular telephone calls to City as long as the calls are within the total plan minutes. If calls exceed the plan minutes, City employees are required to pay for all personal cellular telephone calls incurred during the billing cycle.

Text messaging and photographic features are to be authorized by the Department Director. This procedure applies to all features allowable for use with a cellular telephone.

V. SECURITY;

Cellular telephones are not a secure form of communication. Sensitive conversations must be either postponed until a conventional landline can be used or sufficiently "guarded" to inhibit understanding by possible interlopers.

Reasonable precautions must be used to guard against conversation trespass and "cloning" fraud to include the use of Personal Identification Numbers (PIN) or authenticated equipment as warranted.

Cellular telephone accounts that have been "cloned" must be reported to the carrier within 24 hours of the time the fraud is identified. Any cellular telephone which has been "cloned" must have a PIN assigned when the account is cleared and service is reinstated.

Each employee issued a City-owned cellular telephone is responsible for its reasonable care. In the event of loss or damage to the telephone, the employee shall be held personally responsible for replacement or repair of the cellular telephone unless the employee can demonstrate that reasonable care to protect and safeguard the telephone was exercised. If the employee has exercised reasonable care, the City will repair or replace the telephone.

Employees are expected to exercise care when using cell phones so as not to endanger themselves or others. Use of cell phones while operating a motor vehicle is discouraged. Employees must adhere to all federal, state, and local rules, regulations and laws regarding the use of cellular telephones while driving.

VI. CERTIFICATION OF CHARGES:

Department Directors will designate a person or persons responsible for distributing copies of cellular telephone bills to employees each month. The cellular telephone bills will be distributed within seven days of receipt to each employee to whom a cellular telephone is assigned.
Cellular telephone bills are to be reviewed by the person to whom the device is assigned. The bills are to be examined to identify evidence of illegal cloning, usage or trespass. Employees to whom cellular telephones are assigned will certify each billing, by annotating and signing the service provider's billing statement or invoice. The employee's notes and signature on the telephone bill will be considered the employee's attestation of the following:

- They have examined the charges for accuracy.
- There is no apparent evidence of illegal usage or cloning.
- They have identified any non-business calls and have provided a reimbursement settlement when required, according to this policy.
- All other calls represented on the billing are appropriate and made in the conduct of, and pursuant to City business.

If the plan minutes are exceeded, employee reimbursements for personal cellular telephone calls are due on a monthly basis. The employee shall reimburse the City for personal use of the cellular telephone at the rate shown on the billing statement, plus roaming charges, if applicable. In the event that the billing statement does not list a specific amount for identified personal telephone calls, the employee shall reimburse the City at the per minute rate for calls exceeding the plan minutes, plus roaming charges, if applicable. If the billing statement does not include a record of incoming

telephone calls, the cellular telephone user shall estimate the number of minutes for incoming calls and reimburse the City at the per minute rate for exceeding the plan minutes.

The invoice review must be accomplished, and reimbursement received, within 30 days of the receipt of the subject billing.

VII. REIMBURSEMENT FOR QUALIFYING EMPLOYEE OWNED CELLULAR TELEPHONE

Qualifying employees will receive a one-time reimbursement check in the amount of $15.00 per month; reimbursement to be paid at the end of each fiscal year for the prior year's usage or pro-rated appropriately.

Reimbursement does not constitute an increase in base pay, and will not be included in the calculation of percentage increases to base pay due to annual salary increases, job upgrading, or other similar calculations. This reimbursement is not taxable income and is not subject to withholding.

To be considered for this type of cell phone use and reimbursement, an employee's supervisor shall consider whether the employee's business need for a cell phone meets the required criteria and then shall submit a *Cell Phone Reimbursement and Authorization Request* and *Agreement* signed by the employee and supervisor, then forwarded to the Department Director for consideration.

If approved, the Department Director shall submit a completed *Cell Phone Reimbursement and Authorization Request (see Attachment 2),* and proof of cell phone coverage to the Finance Department.

If there is a change in an employee's responsibilities that would disqualify them from continuing to receive the supplemental compensation, the supervisor must immediately take the necessary steps to terminate the supplemental compensation, effective with the date that the employee's responsibilities changed.

Supervisors shall conduct an annual review and document the continued qualification for the supplemental compensation. Regardless of when the supplemental compensation is established, it will cease at the end of the fiscal year (June 30). A new *Cell Phone Reimbursement and Authorization Request Form* shall be submitted to the Department Director for consideration. The cost of the reimbursement is a departmental expense.

Qualifying employees receiving reimbursement shall acquire and maintain an active cell phone service that provides national coverage and has an activated voicemail feature. Qualifying employees will provide their supervisors with a copy of one month's cell phone statement to document the specified coverage and ownership of account. Qualifying employees must be the primary owner of the cell phone plan to be eligible for reimbursement.

Qualifying employees shall notify the Department Director within 15 days of any changes in his/her cell phone service during the fiscal year. The employee's cell phone number shall be provided to the Department Director for placement on contact/directory lists. The employee shall be available by cell phone while on duty.

The Department Director will provide a list of authorized employees, reimbursement amount and a copy of each employee's cell plan for the current fiscal year to Finance by June 1.

VII. NON-COMPLIANCE:

Employee's assigned cellular telephones shall comply with this Procedure as a condition of continued usage of cellular telephone privileges. Misuse of a City issued cellular telephone will result in revocation of those privileges, possible disciplinary action up to and including discharge, and/or criminal charges.

IX. EFFECTIVE DATE

This procedure shall become effective February 3, 2009.

DISTRIBUTION: Department Directors
Central Services Procurement Manager
Mayor
City Manager
Finance Procedure Manual

ATTACHMENT 1

TELEPHONE & CELLULAR PHONE SERVICE REQUEST FORM

To be completed for all telephone and cellular phone purchase, changes, additional equipment purchase and/or cancellations. **RECEIPTS ARE REQUIRED FOR ALL PURCHASES**. Copy of completed form should be forwarded to Finance-AP.

THIS SECTION TO BE COMPLETED BY REQUESTING DEPARTMENT

Request made by: _____ Date: _____

Department: _____ Division: _____

Service for the Following Employee(s):
_____

Reason for Request:
_____

Type of Service Needed: ____ Phone Purchase ____ New Plan ____ Additional Equipment Purchase

____ Additions ____ Deletions ____ Cancel Plan ____ Changes

Plan Requested:
_____

Assigned New Phone to Existing Account:
_____

G/L Account to be Charged: _____ Contact Person: _____

_____ _____
Department Head Approval Date

THIS SECTION TO BE COMPLETED BY PURCHASER

Received by: _____ Date Received: _____

Costs for: Installation $_____ Equipment $_____ Other _____ $_____

TOTAL COSTS $_____

Remarks: _____

THIS SECTION TO BE COMPLETED BY CITY MANAGER AND FINANCE-CONTROLLER/TREASURER

_____ _____
City Manger Approval Signature Finance-Controller/Treasurer

_____ Approved _____ Not Approved

Form56

Cell Phone Reimbursement and Authorization Request Form

Complete this form to request reimbursement for cell phone expenses. The completed form must be signed and submitted to your immediate supervisor. The supervisor will submit to the Department Director for approval.

Qualifying employees will receive a one-time reimbursement check in the amount of $180.00 payable (15.00 per month) or the cost to the employee if less; reimbursement to be paid at the end of each fiscal year for the prior year's usage.

Employees are required to provide proof/documentation (copy of monthly cell phone invoice showing coverage and employees name as owner of account.)

Cell Phone Provider_____

Cell Phone Number_____ (will be published in contact listings)

Cell Phone Coverage:

Type of Plan: _____ Monthly Cost: $_____

- I confirm that I will use the above phone for work-related purposes. I agree to provide this cell phone number to appropriate people/organizations who may need to contact me on the job, or on call. I further agree to carry this cell phone and keep it turned on at all times while on duty. A copy of signed form should be forwarded to Finance - Accounts Payable.

Print Employee Name: _____

Employee Signature: _____

Supervisor Signature: _____

Department Director Recommending Signature: _____

___Approved ____Not Approved

If not approved, reason: _____

Date: _____

ATTACHMENT 3

City of Dover
Mobile Phone Reimbursement Agreement

This procedure is designed to govern the relationship between the city and an employee regarding reimbursement for business use of a personal mobile phone. Under the terms of this agreement, the city may elect to reimburse an employee for business use of a personal mobile phone in lieu of providing the employee with a city-owned mobile phone. The following clauses are agreed to by the city and the employee:

- The option of reimbursing an employee for mobile phone use rather than providing a city-owned phone is at the sole discretion of the city and the employee's supervisor. Reimbursement will be provided on a schedule determined by the Finance Department.
- Provision of a mobile phone is not an employee benefit. It is a business tool issued by the city for the purpose of conducting city business. Therefore, the reimbursement in lieu of a city-issued phone is offered under the same conditions and for the same purpose. It may be revoked at any time for any reason by the city, and is subject to annual budgetary approval.
- An employee's shared use of a personal phone for both city and personal business does not imply that personal use of the phone is acceptable during an employee's time at work. Personal use during working hours is only acceptable on an occasional basis for specific purposes, and can be curtailed or prohibited at a supervisor's discretion.
- The city will not compensate an employee for the cost of new equipment, and will not be held liable for damage or repair costs of equipment.
- The amount of reimbursement will not be influenced by the amount the service is used for business purposes. Unusually high activity on the line of service due in part to its use for business purposes will not entitle the employee to an increase in the reimbursement amount.
- The phone number to be used by the employee on their personal mobile phone must be a local phone call from the City of Dover. The phone number must not be changed throughout the term of employment unless approved by the Department Director.
- The phone number for the personal service may be distributed by the supervisor as he/she sees fit for the purposes of the city. The fact that the phone line is also the personal number for the employee will not be considered when deciding how to distribute the number.
- The employee will be expected to answer the phone in an appropriate fashion for business purposes. Likewise, voicemail greetings will acknowledge the full name of the employee and be appropriate for business purposes.
- The applicable provisions contained in the City's Cellular Phone Assignment and Usage, Procedure # F320, Dated February 3, 2009, or latest revision, shall apply to this procedure without restating.
- This agreement may be amended at anytime by the city.
- A copy of signed agreement should be forwarded to Finance - Accounts Payable.

I, the undersigned, have reviewed this policy and agree to abide by its terms.

_____ _____

Employee Signature Date

ATTACHMENT 4

City of Dover
Annual Department Director Cell Phone Review Report
(Due Annually to Finance on June 1)

To: Finance - Accounts Payable

I, _____ have reviewed the cell phone use of _____
(Department Director) (Department)

and determined the following:

_____ List of authorized users has been reviewed and approved (Attached).

_____ Determined that assigned calling plans are appropriate or have been Changed to an appropriate plan as needed.

_____ Spot reviews of monthly bills indicate that employees are following the policy.

_____
Department Head Signature

_____
Date

Form57

ATTACHMENT 5

CITY OF DOVER
CELL PHONE ASSIGNMENT NUMBER & SIGNATURE

To be signed upon receipt a list of authorized users for the City of Dover Cell Phone Device.

Cell Phone #	Employee Name (Print)	Employees Signature

CITY OF DOVER VERIZON WIRELESS CELL PHONES

VENDOR #	DEPARTMENT	USER	TITLE
6526	CUSTOMER SERVICES	JEFF PEARSON	FIELD SERVICE REP II
6526	CUSTOMER SERVICES	NANCY SWAGGARD	FIELD SERVICE REP III
6526	CUSTOMER SERVICES	TOM OLSEN	FIELD SERVICE REP
5769	CENTRAL SERVICES	ON CALL	WAREHOUSE
5769	CENTRAL SERVICES	PETE GREGG	PURCHASING AGENT
5769	CENTRAL SERVICES		DIRECTOR
7852	CITY CLERK	USB MODEM	
6364	INFO TECHNOLOGY	ANDREW SIEGEL	DIRECTOR
7319	ECONOMIC DEV	BILL NEATON	DIRECTOR
7811	FINANCE	DONNA MITCHELL	DIRECTOR
151	MAYOR	CARLETON E CAREY	MAYOR
2448	PARKS & REC	SHERWANDA RACHAL	RECREATION SPECIALIST
3753	PARKS & REC	ZACHERY CARTER	DIRECTOR
6139	PLANNING	ED GRAVES	INSPECTOR I
6139	PLANNING	GIS MOBILE	AIR CARD
6139	PLANNING	AIRCARD	AIR CARD
6139	PLANNING	**VACANT POSITION**	EMERGY MGT COORD
6139	PLANNING	BROADBAND	BROADBAND
6139	PLANNING	BROADBAND	BROADBAND
6139	PLANNING	BROADBAND	BROADBAND
6139	PLANNING	TIM TARAILA	INSPECTOR I
6139	PLANNING	DAVID MCGINNIS	INSPECTOR I
6139	PLANNING	AIRCARD	AIR CARD
6139	PLANNING	ANN MARIE TOWNSHEND	DIRECTOR
6013	PUBLIC SERVICES	WESLEY ROAN	PW OPERATIONS MGR
6013	PUBLIC SERVICES		SANITATION DEPT SUPERVISOR
6013	PUBLIC SERVICES	PERRY SAMMONS	STREET DEPT SUPERVISOR
6013	PUBLIC SERVICES	PAUL THOMPSON	PW INSPECTOR I
5259	PUBLIC SERVICES	BROADBAND	BROADBAND
5259	PUBLIC SERVICES	BROADBAND	BROADBAND
5259	PUBLIC SERVICES	SAM GONZALEZ	FIRE MARSHALL - I
5259	PUBLIC SERVICES	TIMOTHY MULLANEY	FIRE MARSHALL - II
5259	PUBLIC SERVICES	DAVE TRUAX	FIRE MARSHALL - III
5688	PUBLIC SERVICES	ED MARTIN	INSPECTOR I
5688	PUBLIC SERVICES	MIKE MCGREGGOR	INPSECTOR I
5688	PUBLIC SERVICES	GREG AKERS	CHIEF BLDG INSPECTOR

CITY OF DOVER VERIZON WIRELESS CELL PHONES

VENDOR #	DEPARTMENT	USER	TITLE
5688	PUBLIC SERVICES	CHRIS SCOTT	INSPECTOR I
2384	PUBLIC SERVICES	BILL COOPER	GROUNDS
4279	PUBLIC SERVICES	SCOTT KOENIG	PUBLIC SVC MANAGER
967	PUBLIC UTILITIES	STEVEN MOXLEY	T&D ENGINEER COORD
4212	PUBLIC UTILITIES	GARY LAWSON	ELEC FIELD ENGINEER
159	PUBLIC UTILITIES	ON CALL	W/W ON CALL PHONE
1230	PUBLIC UTILITIES	ROBERT SEE	P/U INSPECTOR
1230	PUBLIC UTILITIES	LEE RIDGWAY SR	P/U CONSTRUCTION II
967	PUBLIC UTILITIES	SHARON DUCA	W/WW MANAGER
967	PUBLIC UTILITIES	RALPH MCDOUGALL	W/WW SUPERVISOR
967	PUBLIC UTILITIES	SYSTEM OPERATIONS	EMERGENCY CALLS
967	PUBLIC UTILITIES	STEVE ENSS	ENG SUPERINTENDENT
967	PUBLIC UTILITIES	AREN WRIGHT	ENGINEER CREWLEADER
967	PUBLIC UTILITIES	SCOTT FOWLER	OPER/CONST MANAGER
967	PUBLIC UTILITIES	RON LUNT	DIRECTOR
967	PUBLIC UTILITIES	ON CALL	ELECTRIC RELAY
967	PUBLIC UTILITIES	JOHN MUMFORD	P/U INSPECTOR
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	PAUL COOKSON	
4860	POLICE	TIMOTHY STUMP	CAPTAIN
4860	POLICE	VEHICLE PHONE CNT	VEHICLE PNONE CNT
4860	POLICE	BLUE LIGHT PROGRAM	SCHUTTE PARK/PITTS CTR
4860	POLICE	BLUE LIGHT PROGRAM	WHITE OAK PLAYGROUND
4860	POLICE	BLUE LIGHT PROGRAM	WHITE OAK SOCCER FLD
4860	POLICE	JAMES HOSFELT	CHIEF OF POLICE
4860	POLICE	DIANE GLENN	VICTIM SVC CORRDINATOR
4860	POLICE	BEN COUNSELMAN	ADMIN DIV COMMANDER
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	BLUE LIGHT PROGRAM	SILVER LAKE PARK BEACH
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	PAUL BERNAT	MCPL
4860	POLICE	BLUE LIGHT PROGRAM	SILVER LAKE BOAT RAMP
4860	POLICE	STEVEN GETEK	MAJOR
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE

CITY OF DOVER VERIZON WIRELESS CELL PHONES

VENDOR #	DEPARTMENT	USER	TITLE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
4860	POLICE	CDMA LINE	IN CAR COMPUTER LINE
7730	POLCE	DET ROBERT ROSWELL - CI	FEDERAL FORTEITURE FUND
7730	POLCE	SGT JASON PIRES - DVOC	FEDERAL FORTEITURE FUND
7730	POLCE	DET KEVIN STREAOWICK - CI	FEDERAL FORTEITURE FUND
7730	POLCE	CAPT TIMOTHY STUMP	FEDERAL FORTEITURE FUND
7730	POLCE	SGT ERIC RICHARDSON - CI	FEDERAL FORTEITURE FUND
7730	POLCE	DET LAWRENCE SIMPKISS - CI	FEDERAL FORTEITURE FUND
7730	POLCE	TRANSFERRED TO PATROL	FEDERAL FORTEITURE FUND
7730	POLCE	DET CHRISTOPHER BUMGARNER - TAC	FEDERAL FORTEITURE FUND
7730	POLCE	DET DAVID SPICER - CI	FEDERAL FORTEITURE FUND
7730	POLCE	DET JEFFREY GOTT - CI	FEDERAL FORTEITURE FUND
7730	POLCE	DET JENNIFER KING - CI	FEDERAL FORTEITURE FUND
7730	POLCE	DET JEFFREY MELVIN - CI	FEDERAL FORTEITURE FUND
7730	POLCE	DET SCOTT HURD - DVOC	FEDERAL FORTEITURE FUND
7730	POLCE	DET JORDAN MILLER - DVOC	FEDERAL FORTEITURE FUND
7730	POLCE	LT DANIEL MCKEOWN - CI	FEDERAL FORTEITURE FUND
7730	POLCE	MCPL PAUL BERNAT	FEDERAL FORTEITURE FUND

2011 EMPLOYEE CELL PHONE REIMBURSEMENT AGREEMENT

REIMBURSEMENT TO BE PAID AT THE END OF EACH FISCAL YEAR FOR THE PRIOR YEAR'S USAGE

A NEW CELL PHONE REIMBURSEMENT & AUTHORIZATION FORM SHALL BE SUBMITTED AT THE BEGINNING OF EACH FISCAL YEAR

EMPLOYEE	DEPARTMENT	TYPE OF PERSONAL PLAN	MONTHLY COST OF PLAN	MONTHS OF REIMB ($15 PER MNTH)	AMOUT OF REIMB.
CHERYL RUSSELL	ASSESSOR OFFICE	AT & T FAMILY PLAN NATION & INTERNET	$150.00	12	$180.00
JAMES C. KEENER	ASSESSOR OFFICE	VERIZON 450 MONTHLY - 250 MESSAGES	$44.99	12	$180.00
RAY WHEATLEY	PUBLIC UTILITIES	VERIZON FAMILY SHARE PLAN 1400	$120.69	12	$180.00
BILL HEWLETT	PUBLIC UTILITIES	AT & T FAMILY PLAN & BUSINESS	$88.00	12	$180.00
RICHARD GARDNER	PUBLIC UTILITIES	VERIZON FAMILY SHARE PLAN 1400	$48.00	12	$180.00
JAMIE ROY	INFORMATION TECH	SPRINT UNLIMITED	$85.00	7	$105.00
ANDREW SIEGEL	INFORMATION TECH	VERIZON FAMILY SHARE PLAN	$126.37	7	$105.00
ALAN RACHKO	POLICE	VERIZON NATIONWIDE TALK	$107.67	12	$180.00
ROBERT SCOTT	POLICE	VERIZON NATIONWIDE TALK	$133.00	12	$165.00
YTD TOTAL REIMB					**$1,455.00**

CITY OF DOVER DEPARTMENT MONTHLY CELL PHONE SUMMARY
FISCAL YEAR 2010

MONTH	CUSTOMER SERVICES	CENTRAL SVCS	CITY MANAGER	INFO TECH	MAYOR	PARKS & REC	FIRE MARSHALL	PLANNING & INSPECTION	P & R DPN	POLICE	PUBLIC UTILIITES	PUBLIC WORKS	TAX ASSESSOR	ECONO DEV
JULY	164.50	66.01	68.44	155.43	68.89	20.31	156.95	517.37	49.28	2,058.04	500.92	310.91	2.76	68.89
AUGUST	164.50	63.28	68.44	156.14	68.89	20.31	174.01	438.76	49.82	1,599.21	646.69	172.97	23.07	68.89
SEPTEMBER	164.50	63.86	68.90	156.14	68.89	20.31	267.39	532.59	49.28	1,796.48	429.26	315.04	(7.19)	68.89
OCTOBER	164.20	63.18	69.42	155.97	68.83	20.28	106.28	495.29	49.39	1,807.24	448.45	462.57	CANCELLED CELLPHONES	68.83
NOVEMBER	207.75	68.67	69.94	155.97	77.54	20.28	156.25	469.17	49.31	1,605.24	457.61	363.13	CANCELLED CELLPHONES	68.83
DECEMBER	207.75	71.79	68.88	155.97	77.54	20.28	158.29	471.65	49.21	1,628.00	457.21	362.38	CANCELLED CELLPHONES	68.83
JANUARY	208.50	71.02	69.48	156.33	77.69	20.35	156.77	472.01	49.95	1,982.29	447.40	362.56	CANCELLED CELLPHONES	224.34
FEBRUARY	208.50	69.26	69.94	156.33	307.68	20.35	156.52	478.73	49.45	1,876.00	401.80	243.48	CANCELLED CELLPHONES	172.71
MARCH	208.50	69.83	286.25	152.69	77.69	20.35	156.77	471.37	49.53	1,915.43	402.97	373.74	CANCELLED CELLPHONES	66.99
APRIL	208.95	68.84	60.19	154.32	77.78	20.39	157.27	472.63	49.69	1,861.02	406.63	245.99	CANCELLED CELLPHONES	92.78
MAY	122.89	69.26	60.29	154.32	77.88	20.49	157.47	508.53	49.53	1,820.21	384.63	374.40	CANCELLED CELLPHONES	93.57
JUNE	125.67	69.39	60.29	154.32	77.88	20.49	158.73	471.43	49.61	0.00	394.02	377.90	CANCELLED CELLPHONES	92.88
YTD TOTAL	**$2,156.21**	**$814.39**	**$1,020.46**	**$1,863.93**	**$1,127.18**	**$244.19**	**$1,962.70**	**$5,799.53**	**$594.05**	**$19,949.16**	**$5,377.59**	**$3,965.07**	**$18.64**	**$1,156.43**

GRAND TOTAL $46,049.53

2010 EMPLOYEE CELL PHONE REIMBURSEMENT AGREEMENT

EMPLOYEE	DEPARTMENT	TYPE OF PLAN	MONTHLY COST OF PLAN	PAY DATE OF REIMBURSEMENT	AMOUT OF REIMB.
CHERYL RUSSELL	ASSESSOR OFFICE	AT & T FAMILY PLAN NATION & INTERNET	$150.00	June 23, 2010	$180.00
JAMES C. KEENER	ASSESSOR OFFICE	VERIZON 450 MONTHLY - 250 MESSAGES	$44.99	June 23, 2010	$180.00
RAY WHEATLEY	PUBLIC UTILITIES	VERIZON FAMILY SHARE PLAN 1400	$120.69	June 23, 2010	$165.00
BILL HEWLETT	PUBLIC UTILITIES	AT & T FAMILY PLAN & BUSINESS	$88.00	June 23, 2010	$165.00
RICHARD GARDNER	PUBLIC UTILITIES	VERIZON FAMILY SHARE PLAN 1400	$48.00	June 23, 2010	$165.00
ROBERT SCOTT	POLICE	VERIZON FAMILY SHARE CONNECT PLAN	$119.99	July 7, 2010	$105.00
YTD REIMBURSEMENT					**$960.00**

CITY OF DOVER
DEPARTMENT OF FINANCE
PROCEDURE MANUAL

TITLE: Municipal Vehicle Use Procedure **PROCEDURE # F-362**
DATE: March 1, 2009

PURPOSE: Establishes the official vehicle use procedures for the employees and officials of the municipal government of Dover, Delaware. Vehicles exempt from this policy are listed in Appendix C.

SCOPE: The procedure applies to any person operating a vehicle for the purpose of conducting official functions of the municipal government.

PROCEDURE ARTICLES:

1. City vehicles will be parked at the employee's residence during the off-duty period. During the off-duty period, the assigned vehicle will not be used for personal convenience.
2. Employees may be assigned after hour duties in accordance with the contents of their assigned job description, or employment contract.
3. Employees assigned a city vehicle by employment contract are required to maintain a monthly log of vehicle mileage with a break out of business and personal usage for tax purposes. The mileage logs must be reported to the Finance Department by December 1st each year as outlined below for compliance with the Internal Revenue Service regulations.
4. Use of City general-purpose vehicles will be in accordance with applicable federal, state, and local statutes, regulations, and city municipal codes. Employees assigned a general-purpose vehicle while on call is required to live in Kent County.
5. No employee shall request or be permitted the use of City general-purpose vehicles for personal convenience when such vehicles are provided for use in the conduct of official business as a matter of policy.
    A. Each employee shall endeavor to pursue a course of conduct, which will not raise suspicion among the public that they are engaging in acts which are in violation of the public trust and which will reflect unfavorably upon the City. No employee or official shall use his public office to secure unwarranted privileges or perquisites during the use of City general-purpose vehicles, or use the vehicle for political purposes.
    B. No City general-purpose vehicle shall be operated for the purpose of travel to a residence, store or restaurant for any meal, unless it is in route to the job site.
    C. No City general-purpose vehicle shall be operated for providing travel for passengers in such vehicle for the purpose of any meal at a residence or restaurant. This principal does not apply to public works and utility vehicles that are utilized to transport work crews to and from job sites.
    D. City general-purpose vehicles may be authorized, on a case-by-case basis, for the operator and passengers to travel to and from appropriate meals when performing official municipal government business. Prior approval of the operator's immediate supervisor is required.

E. Any personal convenience use of a city general-purpose vehicle will be reimbursed to the city. The manner of the valuation of such expense shall be determined by Controller/Treasurer

F. City general-purpose vehicles authorized for commuting shall be charged at the rate of $1.50 for each one-way commute trip.

1. Authorized commuting charges will be a taxable compensation and included in the employee's gross salary.

2. Employees performing on-call duties will incur the commute charge when a general-purpose vehicle is used to commute, unless required in their job description.

6. The Finance Department will prepare an annual analysis of the expenses of City general-purpose vehicles used for commuting purposes for cost comparison purposes (see Appendix D).

A. The analysis shall set forth a standard cost rate per mile of travel encompassing all expenses incurred in the operation of general-purpose vehicles.

B. The standard rate will be the comparative rate used for cost analysis to qualify alternative proposals to achieve the most cost effective solution of general-purpose vehicle proposals and considerations.

C. No costs associated with an employee's wages or benefits will be included in the calculation for the standard cost rate per mile of travel.

7. The Finance Department has prescribed a form to record the detail factors associated with the daily use and monthly use of general-purpose vehicles to conduct city business including Commute Trip Mileage in Appendix E. Appendix F is the form prescribed by the Internal Revenue Service for daily use. The employee may choose which form is conducive to their personal use, and return the form to the Finance Department.. The forms are implemented to insure proof of compliance with applicable federal regulations.

A. As an alternative, the approved form may be contained in a computerized format and printed at the time of need.

B. The records of general-purpose vehicle travel will be maintained by the Payroll Office and will be readily available to City Auditors, City Council, City management staff, and the general public.

C. Employees failing to submit properly completed vehicle travel forms timely will be taxed at the current mileage reimbursement rate as outlined in the City's travel policy times an estimated mileage as determined by the Finance Department.

8. When not in use or assigned a City vehicle, all general purpose vehicles will be parked at a municipal government parking location.

9. City general-purpose vehicles may be authorized for commuting use when:

A. A general-purpose vehicle will be authorized for commuting purposes when the employee has been assigned responsibility for on-call duties or emergency response. On-call and emergency response use does not constitute a federal or state taxable benefit.

B. The City Manager may authorize vehicle use for Non-Emergency Use provided the employee can demonstrate that the actual number and nature of call-ins during the previous year warrants such approval for the benefit of the citizens and not the personal convenience of the municipal person. An authorization form must be completed and signed by the City Manager. Non-Emergency use constitutes taxable wages to the employee and federal and state taxes for both the employee and the City.

C. The Director of the employee(s) being assigned on-call or emergency status is responsible for maintaining and providing updated lists of all personnel assigned City vehicles to the Human Resources Director by November 1st each year. The list shall contain the following elements:

1. identification of the municipal person authorized to commute,
2. the one way mileage between the municipal person's residence and normal place of work,
3. the control information of the authorized general purpose vehicle,
4. the normal duty hours of the authorized municipal person, reason or need for an on-call vehicle.
5. the telephone contact information of the authorized municipal person,
6. the designation of the employee's use – on-call, emergency, or commute.

D. The Finance Department shall receive from Human Resources a master list of all employees and the vehicle assigned that are authorized use of City vehicles before November 30th each year. For those employees applicable, the payroll office will complete the calculation to determine the taxable commuting wages for each employee.

The Payroll office will then send notification to each employee with approved use of a city general-purpose vehicle for commuting. The notification will include the amounts to be charged to gross salary, the rule allowing the charge, and the method of determining the charged value.

10. Employee(s) assigned City general purpose vehicles will care for vehicles in a responsible manner.

A. Failure to provide responsible care can result in disciplinary action.

B. The use of any tobacco products is prohibited when accompanied by non-smoking passengers in any take-home vehicle.

C. All persons shall wear seat belts while operating or riding in any City vehicle.

D. The employee shall provide written disposition of the assigned vehicle while on extended vacation to their immediate supervisor.

E. When operating a City vehicle, the employee must have in his/her possession or the vehicle the vehicle registration, insurance card, a City issued identification card, and a valid driver's license.

F. Employees are required to close vehicle windows and lock doors when the vehicle is not in use. This measure will help ensure that the vehicle is not stolen as well as safeguarding the contents of the vehicle. Vehicle keys must be removed and properly

secured when the vehicle is in use. The City is not responsible for personal property in the vehicle.

11. All City over-the-road vehicles, except those used as surveillance cars, shall have permanently affixed to each front door an official City emblem.

12. To provide internal control and audit documentation with policies and procedures, each employee that is assigned a city vehicle for commute purposes will have on file in the Payroll Office the following:

    A. "Authorization to Use a City Vehicle" (see Article 6) to be used by the Finance Department to report on W-2 forms the value of daily commuting as an employee fringe benefit.

    B. "Statement of Personal Usage for City Provided Vehicles" (see Article 7) to validate personal mileage and insure compliance with federal and state regulations.

    C. These forms are to be provided to the Finance Department on or before December 1st each year. This will provide the payroll department time to make any necessary adjustments to the estimated vehicle usage amount entered at the start of the calendar year. For federal and state tax purposes, vehicle use is calculated on a calendar year.

    D. **For those employees that follow the commute rule:** The City has elected to tax the benefit and pay the respective taxes on each bi-weekly payroll period, based on the calculation in the Authorization Form (see Appendix D). Changes to the estimated vehicle usage amount entered at the start of the year should not be expected unless significant changes occurred in your driving pattern.

    E. **For those employees that follow the per mile or lease value rule:** An employer may treat the value of the benefits provided during the last two months of the calendar year as paid during the subsequent calendar year. The City has adopted this policy. The value of the benefit is calculated for the period of November 1 (of previous year) to October 31 (of current year).

13. Policy exemptions and exceptions:

    A. Robbins Hose Company No. 1 vehicles are not owned by the City of Dover, and therefore the City is not required to ensure compliance with the Internal Revenue Code.

    B. The City currently has three employees with Fire Marshal duties. All three employees are assigned a clearly marked emergency response vehicle for rotation of on-call duties. When one or more Fire Marshal employees are not on call, the City owned vehicle is not to be used for commuting purposes, except for the Chief Fire Marshal. Any other exceptions must be substantiated with historical records of experience.

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

ATTACHMENTS:

Appendix A – Definitions

Appendix B – City of Dover Related Policies

Appendix C – Explanation of Regulations

Appendix D – Authorization of Vehicle Use Form

Appendix E – Statement of Personal Usage for City Provided Vehicles Form (Monthly Use Log)

Appendix F – Vehicle Mileage Log (Daily Use Log)

APPENDIX A

DEFINITIONS:

Primary Place of Employment

the official work location a municipal person is normally assigned to or working at

General Purpose Vehicle

a vehicle that is not specifically designed and used for specialized applications and may be used for personal convenience.

Commuting

taking an employer-provided vehicle to or from a work site and the employee's residence. The reporting of commuting miles should be based on the distance from an employee's home to their work site and not to a city vehicle storage facility.

Commute Trip Mileage

the mileage to/from a municipal person's residence to their office or site to perform normally scheduled work.

Personal Convenience

anything fitting or suited to the municipal person's beneficial welfare, which shall also mean any money, thing of value, or any other economic benefit of any kind or nature whatsoever.

Official

shall mean any elected or appointed official of the City of Dover and all members of any committee, commission or board appointed by the Mayor of the City of Dover or appointed by the City Council.

Official Responsibility

shall mean any direct administrative or operating authority at any level, either exercisable alone or with others, either personally or through subordinates to approve, disapprove, recommend or otherwise direct action on behalf of the City of Dover.

APPENDIX B

CITY OF DOVER RELATED POLICIES

The following in an excerpt from the City of Dover Employee Handbook:

USE OF CITY SUPPLIES AND EQUIPMENT

City equipment, materials, tools and supplies shall not be available for personal use nor be removed from City property except in the conduct of official City business.

Vehicles owned by the City shall be cared for by an employee in the same responsible way that an employee would care for their personal vehicle. Lack of care can result in disciplinary procedures. Such vehicles are to be used exclusively for official City business, except when by special approval. Use of vehicles for commuting to and from work shall usually be limited to an employee who is subject to an emergency call back to work.

No individual shall operate or ride in a City vehicle except as is required for the conduct of City business.

The following is an excerpt of Division 4 – Code of Conduct, Section 2-10, Prohibitions Relating to Conflicts of Interest, Subsection (f) – Abuse of Office, Paragraph (3), of the Dover Code:

(3) No city official or employee shall request or permit the use of city owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided for the use of such official or employee in the conduct of official business as a matter of municipal policy.

APPENDIX C

EXPLANATION OF APPLICABLE REGULATIONS

FEDERAL LAW

Under IRS (IRC ss 274(d)) regulations, the imputed value of personal use of an employer-provided vehicle must be included in the employee's gross pay and is taxable for income and social security purposes. Employees and employers are required to keep records substantiating the personal use of an employer-provided vehicle and the business use of the vehicle.

Even if an individual is exempt under state law from the state reimbursement requirement, the amount of the benefit that is added to an employee's gross pay is still considered a taxable fringe benefit for IRS purposes. However, the reimbursement to the City can reduce the imputed value of personal use of the employer-provided vehicle by the amount of reimbursement.

The Internal Revenue Service has issued rules and regulations detailing how employees will be taxed on employer provided vehicles used for commuting purposes.

The value of employer-provided road vehicles used by State employees for commuting and personal use are fringe benefits and must be included in wages for Income Tax and Social Security tax purposes. However, when the employee pays the employer the fair market value for the personal use of the vehicle, no income results to the employee. Partial payment reduces the employee's income by the amount of the payment. The amount added to wages is not considered salary for the purposes of computing retirement benefits. The term "road vehicle" means any motorized wheeled vehicle manufactured primarily for use on public streets, roads, and highways.

The following employer-provided vehicles are to be excluded:

a) Clearly marked police and fire vehicles;
b) Delivery trucks with seating only for the driver, or only for the driver plus a folding jump seat;
c) Flatbed trucks; any vehicles designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds;
d) Passenger buses used as such with a capacity of at least 20 passengers
e) Ambulances used as such or hearses used as such;
f) Bucket trucks ("cherry pickers");
g) Cranes and derricks;
h) Forklifts;
i) Cement mixers;
j) Dump trucks (including garbage trucks);
k) Refrigerated trucks;
l) Tractors and other special purpose farm vehicles;
m) Combines
n) School buses used as such;
o) Qualified moving vans;
p) Qualified specialized utility repair trucks (other than a van or pick-up truck)
q) Officially authorized uses of unmarked vehicles by law enforcement officers or arson investigators who are full-time employees, authorized to carry fire arms, execute search warrants and make arrests.
r) Such other vehicles the (IRS) commissioner may, from time to time, designate.

Under the regulations, the employer is exempt from withholding taxes, other than Social Security, if the employer notifies the employee that the employer is not withholding and the employer includes the value in the employee's W-2. The regulations also allow payment of Social Security Taxes annually.

An employer may treat the value of the benefits provided during the last two months of the calendar year as paid during the subsequent calendar year.

RECORDKEEPING REQUIREMENTS

The law implements the record-keeping standard of "adequate records or sufficient evidence" to support any credit or deduction claimed for business use for an employer-provided vehicle. Examples of acceptable substantiation would be account books, diaries, logs, receipts, bills, trip sheets, expense forms or statements by disinterested witnesses. Records must substantiate the time, date, place, purpose and cost of travel with written evidence having more probative value than oral substantiation.

The city has a policy that city-owned vehicles cannot be used for personal use except for commuting purposes.

TAXATION RETURN QUESTIONS

Compliance is tracked by the IRS through a series of questions included on tax return forms. Taxpayers are required to state the amount of personal use of an employer-provided vehicle and that business use can be substantiated. Employees must provide this information to their employers who in turn are required to keep those reports on file for corroborative purposes. Audits are also conducted by the IRS to track compliance.

CALCULATING VALUE AND REPORTING FOR GOVERNMENT CONTROL EMPLOYEES

Governmental control employees = elected officials or any employee whose compensation equals or exceeds $110,700.

These officials may not use the commuting value method but can determine the value of the benefit using the annual lease value rule or the vehicle cents-per mile rule.

CALCULATING VALUE AND REPORTING FOR GOVERNMENT NON-CONTROL EMPLOYEES

A City employee who is (1) provided a City-owned vehicle to drive to and from work for valid business reasons (ability to respond to emergency calls); (2) prohibited from using the vehicle for personal use; except for commuting, and (3) not a governmental control employee as defined above may use the vehicle cents-per-mile method, the $1.50 per commute method, or the annual lease value method.

Once either method is adopted, the employer and the employee must use this valuation technique for all subsequent periods until circumstances change. The types of excluded vehicles listed on pages 1 and 2 of this appendix are exempt from taxation. An employee provided with any other type of vehicle is subject to taxation on the commuting value.

See the Finance Department for examples of each method of calculation.

Appendix D

City of Dover
Authorization of Vehicle Use

Employee's Name	Department/Division	License Number/State/Expiration
Vehicle #	**Year/Make/Model**	

	Calculation of City Cost		Calculation of Fringe Benefit	
Maintenance Costs: gasoline, oil, tires, batteries, parts, service, labor, and depreciation expressed as a cost per mile in accordance with federal regulations	0.611	Rate per Mile	260	Total workdays
	785.40	Projected Annual Mileage	(12)	Less Holidays
	479.88	Total Maintenance (A)	(10)	Less Vacation Days
Overhead: Insurance and administrative expressed as a cost per mile at 15% of maintenance rate	0.0249	Rate per Mile		
	785.40	Projected Annual Mileage		Total days for calculated fringe
	19.56	Total Overhead (B)	238	benefits
Social Security & Medicare taxes paid on the greater of cost per mile calculation or daily commute calculation at 7.65%	54.62	Additional cost of City contribution for FICA (C)	$ 3.00	Times $1.50 Commute Rate (at two daily commutes)
	$ 554.06	Total City Cost (A,B & C)	$ 714.00	Annual Benefit
Decision Factor The selection method will be based on the most advantageous financial position for the City of Dover.			$ 27.46	Bi-weekly Pay Adjustment/26 wks

City Code Section 2 - 10 (f) (3)

No City official or employee shall request or permit the use of city owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided for the use of such official or employee in the conduct of official business as a matter of municipal policy.

City Manager's Signature

I certify that I have read the above and understand my responsibilities for use of a City vehicle. A copy of the City of Dover Vehicle Use Policy has been provided to me.

Employee Signature

Form# 101-1

Appendix E

City of Dover

Statement of Vehicle Personal Usage

Employee's Name: _____ **Calendar Year:** _____

Vehicle #: _____ **Vehicle Year/Make/Model:** _____

	Beginning Mileage	Ending Mileage	Total Miles	Personal Commute	Business Commute	# of Commutes
January			0.0			-
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

Form# 101-2

_____
Signature of Employee/Official

Employee Name_____ Daily Vehicle Mileage Log Appendix F

Assigned Vehicle #_____
Year_____ Make _____
Model _____

Month		Year			Odometer Reading					
Day	Desinations	Bus	Pers	Purpose	Begin	End	Trip	MPG's & Cost	Parking & Toll Costs	Misc. Expense
Forward the balances from the previous page if it is for the same month										
					Subtotal of the page					
					Total for the month					

BUS/PERS: Please check the appropiate box as to whether this trip is Business (BUS) or Personal (PERS).
Trip: This is the difference between "Begin" and "End" Odometer Readings.
MPG's & Cost: This column is to be used for gasoline purchased from somewhere other than at the City of Dover Warehouse, that you would put in for reimbursement.

City of Dover (IRS approved form)

Form# 101-3

City of Dover
Vehicle Usage
Authorized On-Call/Emergency Employees
Calendar Year 2011

Department: _____

City Manager Approval: _____

Submitted by: _____

Date: _____

Employee's Name	One Way Mileage from Employee's Residence to Work	Vehicle Number	Normal Duty Hours of Employee	Employee's Telephone Number	Designation of Use: On-Call or Emergency
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

City of Dover
Vehicle Usage
Authorized On-Call/Emergency Employees
Calendar Year 2011

Department: _____

City Manager Approval: _____

Submitted by: _____

Date: _____

Employee's Name	One Way Mileage from Employee's Residence to Work	Vehicle Number	Normal Duty Hours of Employee	Employee's Telephone Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Calendar Year 2011
Tax Documentation

Mitchell, Donna

From: Mitchell, Donna
Sent: Thursday, January 06, 2011 6:04 PM
To: DePrima, Tony
Cc: Hawkins, Kim; Teal, Peggy; Lunt, Ron; Koenig, Scott; Baker, Ed; Carey Sr., Carleton
Subject: Vehicle Usage Logs
Attachments: Info fr Faw Casson.pdf

Tony,

As a follow up to my email a couple of weeks ago, I have now spoken with our Audit Firm's Tax Accountant and he has confirmed that we need to have employee's maintain vehicle usage logs for all employee's that are not "On-Call" employee's and receive on-call pay. This includes employee's who take home a vehicle in case of an emergency. These employee's are to log all dates and mileage each time they are called in for an emergency. The attached file was sent to me after my discussion with Faw Casson.

The log has to be maintained as the vehicle is used. It should include the beginning and ending odometer reading for each use. If the vehicle is used for commuting only, then the usage can be done weekly. The calculations used for the taxable benefit are based on the cost standards we establish and we can take into consideration the employee's annual accrual of vacation and holidays when considering work days for the upcoming year.

Beginning next week we will need anyone who is not "on-call" (will not be paid on-call pay) and takes home a City vehicle to maintain this log. The log will be provided to the Finance Department upon their departure or the end of the calendar year. We will send out a reminder at the end of each year.

Our records indicate the following persons should be maintaining a vehicle use log (sample logs are attached to the Vehicle Use Procedure I sent out to all department heads in December). The log should include the odometer reading on the first of January and the end of December.

Mayor Carey – The Mayor provides us with a log and is in compliance.
Anthony DePrima
Wesley Roan
Ed Baker
Pete Gregg – no longer takes vehicle home. DSM 1/7/11
Ron Lunt
Stephen Enss
Ralph McDougall

I don't believe Scott Koenig and Ann Marie take home a City vehicle so they are not listed. If I have missed anyone, please let me know. As soon as we are done with the ADP payroll conversion, we will complete the vehicle usage calculations and get them out to the applicable individuals.

This email will be on file to demonstrate that we have requested compliance.

Thank you,

Donna S. Mitchell, CPA
Controller/Treasurer
City of Dover
5 E. Reed Street
Weyandt Hall, Suite 300
Dover, DE 19901
Office (302) 736-7018
Fax (302) 760-4930

11-22-10
FW:
TONY
CITY MGR

City of Dover
Vehicle Usage
Authorized On-Call/Emergency Employees
Calendar Year 2011

Department: Central Services

City Manager Approval:

Submitted by: Ed Baker

Date: November 22, 2010

V#128
2004 FORD CROWN VICTORIA
TAG # 985731

Employee's Name	One Way Mileage from Employee's Residence to Work	Vehicle Number	Normal Duty Hours of Employee	Emp Telephone Number	On Call or Emergency
1. ED BAKER	1 MILE	128	7-3:30	736-1296	CITY-WIDE NON-/EMERGENCY
2. PETE GREGG	3.5 MILES	124	7-3:30	735-8904	WHSE/NORTH STREET/EMERGENCY
3. FLOYD ANDERSON	1 MILE	124/125 123	7-3:30	678-9129	WHSE/NORTH STREET/EMERGENCY
4. WENDY VOSSBERG	10 MILES	124/125 123	7:30-4:00	535-2492	WHSE/NORTH STREET/EMERGENCY
5. SCOTT TUSON	5 MILES	124/125 123	7-3:30	678-8058	WHSE/NORTH STREET/EMERGENCY
6. BARRY WOLFGANG	8 MILES	124/125 123	7-3:30	670-4756	WHSE/NORTH STREET/EMERGENCY
7.					
8.					

City of Dover
Vehicle Usage
Authorized On-Call/Emergency Employees
Calendar Year 2011

Department: Public Services

City Manager Approval:

Submitted by: Scott D. Koenig, Public Services Manager

Date: November 17, 2010

Employee's Name	One Way Mileage from Employee's Residence to Work	Vehicle Number	Normal Duty Hours of Employee	Employee's Telephone Number	Designation of Use: On-Call or Emergency
1. Wesley Roan	3	332	7:00 a.m. to 3:30 p.m.	264-9590 270-9137	Supervisor
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

V# 332

2003 CHEVROLET SILVERADO PICKUP

TAG# C105709

Rec'd 12/6/10

Vehicle Log

On-Call/Emergency
Calendar Year 2011

Approved 11/30/10

Department: Public Utilities Department
Submitted by: Lisa C. Gardner, Departmental Budget & Staff Supervisor
Date: November 23, 2010

Employee's Name Electric	One Way Mileage from Employee's Residence to Work	Vehicle Number	Normal Duty Hours of Employee	Employee's Telephone Number	Designation of Use: On-Call Emergency
1. Dave Boyd	17.0	Varies	7 – 3:30 pm.	284-9593	On Call
2. Randy Boyd	25.0	Varies	7 – 3:30 pm.	398-4198	On Call
3. Dave Carden	17.0	Varies	7 – 3:30 pm.	653-4134	On Call
4. Matthew Clendaniel	16.0	Varies	7 – 3:30 pm.	335-2874	On Call
5. Ronald Cotton	8.0	Varies	7 – 3:30 pm.	698-3522	On Call
6. Matthew Espil	21.0	Varies	7 – 3:30 pm.	284-4493	On Call
7. John Grinstead	2.0	Varies	7 – 3:30 pm	678-9253	On Call
8. Bill Hewlett	18.0	Varies	7 – 3:30 pm.	284-2202	On Call
9. Dave Hiser	1.5	Varies	7 – 3:30 pm.	698-9063	On Call
10. Greg Hiser	3.0	Varies	7 – 3:30 pm.	734-7092	On Call
11. Chad Larimore	26.0	Varies	7 – 3:30 pm.	398-6213	On Call
12. Mark Lloyd	4.0	Varies	7 – 3:30 pm.	387-1236	On Call
13. Ronald Lunt	8.0	701	7 – 3:30 pm.	382-7846	Non-Emergency
14. Dave Morgan	23.0	Varies	7 – 3:30 pm.	398-0760	On Call
15. William Myers	1.0	Varies	7 – 3:30 pm.	674-2098	On Call
16. Tim Porter	5.0	Varies	7 – 3:30 pm.	697-1875	On Call
17. Brian Robbins	12.0	Varies	7 – 3:30 pm.	284-2220	On Call
18. Rodney Rodrigue	4.0	Varies	7 – 3:30 pm.	241-1893	On Call
19. Stephen Sapp	13.0	Varies	7 – 3:30 pm.	233-2708	On Call
20. Curtis Scott	6.0	Varies	7 – 3:30 pm.	674-9095	On Call
21. James Vinson	18.0	Varies	7 – 3:30 pm.	284-9049	On Call

One More

22. Dennis Wimer	26.0	Varies	7 – 3:30 pm.	422-2380	On Call
23. Tom Embert	5.0	Varies	7 – 3:30 pm.	284-3276	On Call
24. Scott Jones	10.0	Varies	7 – 3:30 pm.	492-0878	On Call
25. Eric Long	9.0	Varies	7 – 3:30 pm.	698-1742	On Call
26. Ernie Long	9.0	Varies	7 – 3:30 pm.	698-1942	On Call
27. John Thompson	7.0	Varies	7 – 3:30 pm.	698-0496	On Call
28. Stephen Enss	12.0	#770	7 – 3:30 pm.	492-0176	Non-Emergency
Water/Wastewater/Construction	One Way Mileage from Employee's Residence to Work	Vehicle Number	Normal Duty Hours of Employee	Employee's Telephone Number	Designation of Use: On-Call Emergency
29. Carl Acton, Jr.	7.0	695	7 – 3:30 pm.	943-8330	On Call
30. Victor Brown	12.0	695	7 – 3:30 pm.	674-5859	On Call
31. Robert Carson	1.0	695	7 – 3:30 pm.	674-3567	On Call
32. John Durk, Jr.	.5	695	7 – 3:30 pm.	734-1577	On Call
33. Raughley Lloyd	11.0	695	7 – 3:30 pm.	492-0221	On Call
34. Joel Martin	9.0	695	7 – 3:30 pm.	736-1326	On Call
35. Ralph McDougall	8.0	668	7 – 3:30 pm.	697-9436	Non-Emergency
36. Andrew McNatt	17.0	695	7 – 3:30 pm.	450-2275	On Call
37. John Mumford	23	695	7 – 3:30 pm.	398-9766	On Call
38. George O'Neal	9.0	695	7 – 3:30 pm.	697-3156	On Call
39. Wayne Oeller	12	695	7 – 3:30 pm.	284-8071	On Call
40. Gordon Ridgeway	5.0	695	7 – 3:30 pm.	653-4995	On Call
41. Shawn Ridgeway	9.0	695	7 – 3:30 pm.	730-8149	On Call
42. Emanuel Ridgway	6.0	695	7 – 3:30 pm.	734-5488	On Call
43. Emanuel Ridgway, Sr.	6.0	695	7 – 3:30 pm.	736-5011	On Call
44. Michael Robbins	14.0	695	7 – 3:30 pm.	335-0767	On Call
45. Keith Sanders	4.0	695	7 – 3:30 pm.	674-1953	On Call
46. Michael Scheers	9.0	695	7 – 3:30 pm.	242-2945	On Call
47. Dale Scotton, Jr.	4.0	695	7 – 3:30 pm.	734-9187	On Call
48. Donald Scotton	8.0	695	7 – 3:30 pm.	653-7218	On Call

RECEIVED JAN 27 2011 Appendix D

City of Dover
Authorization of Vehicle Use

Employee's Name	Department/Division	License Number/State/Expiration
Edwin Baker	Central Services 110-2500-552	985731/DE/12/31/11
Vehicle #	**Year/Make/Model**	**Calendar Year Benefit**
#128	2004 Ford Crown Victoria	2011

From: 1526 Forest Street
To: 135 Electric Ave = 1.0 miles

Maintenance Costs: gasoline, oil, tires, batteries, parts, service, labor, and depreciation expressed as a cost per mile in accordance with federal regulations

Overhead: Insurance and administrative expressed as a cost per mile at 15% of maintenance rate

Social Security & Medicare taxes paid on the greater of cost per mile calculation or daily commute calculation at 7.65%

Decision Factor
The selection method will be based on the most advantageous financial position for the City of Dover.

Calculation of City Cost		
0.166		Rate per Mile
444.00		Projected Annual Mileage
73.70		Total Maintenance (A)
0.0249		Rate per Mile
444.00		Projected Annual Mileage
11.06		Total Overhead (B)
50.95		Additional cost of City contribution for FICA (C)
$ 135.71		Total City Cost (A,B & C)

Mileage determined via Mapquest or other internet available software, rounded down to nearest 10th. Same method applied to all.

Calculation of Fringe Benefit	
260	Total workdays
(11)	Less 2011 Holidays
(27)	Less Vac/Pers Days Eligible for in 2011
222	Total days for calculated fringe benefits
$ 3.00	Times $1.50 Commute Rate (at two daily commutes)
$ 666.00	Annual Benefit
$ 25.62	2011 Bi-weekly Pay Adjustment/26 wks 2010 = $25.62

City Code Section 2 - 10 (f) (3)

No City official or employee shall request or permit the use of city owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided for the use of such official or employee in the conduct of official business as a matter of municipal policy.

City Manager's Signature

I certify that I have read the above and understand my responsibilities for use of a City vehicle. A copy of the City of Dover Vehicle Use Policy has been provided to me.

Edwin Baker
Employee Signature

Prepared by: D Mitchell 1/24/11

Form# 101

RECEIVED JAN 28 2011

Appendix D

City of Dover
Authorization of Vehicle Use

Employee's Name	Department/Division	License Number/State/Expiration
Ron Lunt	Public Utilities 480-8400-564	PC454470/DE/12/31/11
Vehicle #	**Year/Make/Model**	**Calendar Year Benefit**
#701	2008 Ford Escape	2011

From: 171 Apoorva Lane, Smyrna
To: 860 Buttner Pl = 8.0 miles

Maintenance Costs: gasoline, oil, tires, batteries, parts, service, labor, and depreciation expressed as a cost per mile in accordance with federal regulations

Overhead: Insurance and administrative expressed as a cost per mile at 15% of maintenance rate

Social Security & Medicare taxes paid on the greater of cost per mile calculation or daily commute calculation at 7.65%

Decision Factor
The selection method will be based on the most advantageous financial position for the City of Dover.

Calculation of City Cost		
0.166		Rate per Mile
1,872.00		Projected Annual Mileage
310.75		Total Maintenance (A)
0.0249		Rate per Mile
1,872.00		Projected Annual Mileage
46.61		Total Overhead (B)
52.56		Additional cost of City contribution for FICA (C)
$ 409.92		Total City Cost (A,B & C)

Mileage determined via Mapquest or other internet available software, rounded down to nearest 10th. Same method applied to all.

Calculation of Fringe Benefit	
260	Total workdays
(6)	Less 2011 Holidays
(25)	Less Vac/Pers Days Eligible for in 2011
229	Total days for calculated fringe benefits
$ 3.00	Times $1.50 Commute Rate (at two daily commutes)
$ 687.00	Annual Benefit
$ 26.42	2011 Bi-weekly Pay Adjustment/26 wks 2010 = $26.42

City Code Section 2 - 10 (f) (3)

No City official or employee shall request or permit the use of city owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided for the use of such official or employee in the conduct of official business as a matter of municipal policy.

City Manager's Signature

I certify that I have read the above and understand my responsibilities for use of a City vehicle. A copy of the City of Dover Vehicle Use Policy has been provided to me.

Employee Signature

Prepared by: D Mitchell 1/24/11

Form# 101

RECEIVED JAN 28 2011

Appendix D

City of Dover
Authorization of Vehicle Use

Employee's Name	Department/Division	License Number/State/Expiration
Steve Enss	Public Utilities - Electric Engineering 480-8300-563	341406/DE/12/31/11
Vehicle #	**Year/Make/Model**	**Calendar Year Benefit**
#7	2008 Dodge Avenger	2011

From: 244 Enss Road
To: 860 Buttner Place = 12.1 miles

Maintenance Costs: gasoline, oil, tires, batteries, parts, service, labor, and depreciation expressed as a cost per mile in accordance with federal regulations

Overhead: Insurance and administrative expressed as a cost per mile at 15% of maintenance rate

Social Security & Medicare taxes paid on the greater of cost per mile calculation or daily commute calculation at 7.65%

Decision Factor
The selection method will be based on the most advantageous financial position for the City of Dover.

Calculation of City Cost		
0.166	Rate per Mile	
5,372.40	Projected Annual Mileage	
891.82	Total Maintenance (A)	
0.0249	Rate per Mile	
5,372.40	Projected Annual Mileage	
133.77	Total Overhead (B)	
50.95	Additional cost of City contribution for FICA (C)	
$ 1,076.54	Total City Cost (A,B & C)	

Mileage determined via Mapquest or other internet available software, rounded down to nearest 10th. Same method applied to all.

Calculation of Fringe Benefit	
260	Total workdays
(6)	Less 2011 Holidays
(32)	Less Vac/Pers Days Eligible for in 2011
222	Total days for calculated fringe benefits
$ 3.00	Times $1.50 Commute Rate (at two daily commutes)
$ 666.00	Annual Benefit
$ 25.62	2011 Bi-weekly Pay Adjustment/26 wks 2010 = $25.96

City Code Section 2 - 10 (f) (3)

No City official or employee shall request or permit the use of city owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided for the use of such official or employee in the conduct of official business as a matter of municipal policy.

City Manager's Signature

I certify that I have read the above and understand my responsibilities for use of a City vehicle. A copy of the City of Dover Vehicle Use Policy has been provided to me.

Employee Signature

Prepared by: D Mitchell 1/24/11

Form# 101

RECEIVED JAN 28 2011

Appendix D

City of Dover
Authorization of Vehicle Use

Employee's Name	Department/Division	License Number/State/Expiration
Ralph McDougall	Public Utilities - Electric Engineering 412-6800/6900-568/569	C59360/DE/12/31/11
Vehicle #	**Year/Make/Model**	**Calendar Year Benefit**
#698	2008 Ford F250	2011

From: 88 Hazlettville Road
To: 710 William Street = 8.1 miles

Maintenance Costs: gasoline, oil, tires, batteries, parts, service, labor, and depreciation expressed as a cost per mile in accordance with federal regulations

Overhead: Insurance and administrative expressed as a cost per mile at 15% of maintenance rate

Social Security & Medicare taxes paid on the greater of cost per mile calculation or daily commute calculation at 7.65%

Decision Factor
The selection method will be based on the most advantageous financial position for the City of Dover.

Calculation of City Cost		
0.166	Rate per Mile	
3,596.40	Projected Annual Mileage	
597.00	Total Maintenance (A)	
0.0249	Rate per Mile	
3,596.40	Projected Annual Mileage	
89.55	Total Overhead (B)	
50.95	Additional cost of City contribution for FICA (C)	
$ 737.50	Total City Cost (A,B & C)	

Mileage determined via Mapquest or other internet available software, rounded down to nearest 10th. Same method applied to all.

Calculation of Fringe Benefit	
260	Total workdays
(11)	Less 2011 Holidays
(27)	Less Vac/Pers Days Eligible for in 2011
222	Total days for calculated fringe benefits
$ 3.00	Times $1.50 Commute Rate (at two daily commutes)
$ 666.00	Annual Benefit
$ 25.62	2011 Bi-weekly Pay Adjustment/26 wks 2010 = $25.62

City Code Section 2 - 10 (f) (3)

No City official or employee shall request or permit the use of city owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided for the use of such official or employee in the conduct of official business as a matter of municipal policy.

City Manager's Signature

I certify that I have read the above and understand my responsibilities for use of a City vehicle. A copy of the City of Dover Vehicle Use Policy has been provided to me.

Employee Signature

Prepared by: D Mitchell 1/24/11

Form# 101

Annual Lease Value Calculation

Employee Name	**Mayor Carleton Carey Sr.**
Assigned Vehicle #	**2**
Year/Make/Model	**2000 Ford Taurus 4 Dr**
Calendar Year of:	**2011**

Fair Market Value (FMV) of vehicle			$	4,575.00
Annual lease value per IRS Table 3-1		A	$	1,600.00
Total miles Driven				6,286
Subtract: Total business miles driven				5,259
Total Personal Miles Driven				**1,027**
Personal Use % (personal miles divided by total miles)	**1,027**	**B**		**16%**
Personal Annual Lease Value $1,600 @ 16%		**C**	**$**	**261.46**
If employer pays for fuel **Multiply # of Personal miles driven by 5.5 cents per mile**	**1,027 x .055 =**	**D**	**$**	**56.50**
Total Employee Taxable Income (C+D)			**$**	**317.96**
Bi-weekly Pay Adjustment/26 weeks			**$**	**12.23**

Beginnng Odometer Reading	37,146.3
Ending Odometer Reading	43,432.2
Total Miles Driven	6,285.9

Personal Mileage per logs	
4.8 miles commuting @ 214 trips per log	1,027.2

Mayor's daily mileage logs maintained in Payroll office

Prepared by: D Mitchell 1/24/11

The Power of Vehicle Information
NADAguides.com

☒ Close Window

1/24/2011

2000 Ford Taurus

Sedan 4D SE

NADAguides.com Price Report

	Rough Trade-In	Average Trade-In	Clean Trade-In	Clean Retail
Base Price	$900	$1,500	$2,000	$3,650
Mileage: 43,432 miles	$1,000	$1,000	$1,000	$1,000
Options:				
W/out Pwr Door Locks	-$75	-$75	-$75	-$75
Aluminum/Alloy Wheels	Std.	Std.	Std.	Std.
TOTAL PRICE	$1,825	$2,425	$2,925	$4,575

Standard Equipment

Standard Equipment Details

Engine Specifications
Type: Gas V6
Size: 3.0L/181
Horsepower: 155 @ 4900 RPM
Torque: 185 @ 3950 RPM

Drive Train
Drive Train: Front Wheel Drive
Transmission: 4 speed Automatic w/OD, Electronic

Safety
Air Bag-Driver-Front
Air Bag-Passenger-Front
Air Bag-Side-Body-Front
Brakes-ABS-4 Wheel
Brakes-Type-Front Disc/Rear Drum
Engine Immobilizer/Vehicle Anti-Theft System
Headlights-Daytime Running lights
Locks-Child Safety Rear Door
Traction Control
Trunk-Emergency Release

Comfort & Convenience
Air Cond-Front
Cruise Control
Keyless Entry
Locks-Pwr
Mirrors-Pwr Driver
Mirrors-Pwr Passenger
Mirrors-Vanity-Driver
Mirrors-Vanity-Passenger
Pedals-Adjustable
Rear Seat Heat Ducts
Seat Trim-Cloth
Seat-Pwr-Driver

CHESAPEAKE UTILITIES CORPORATION

RECEIVED DEC 22 2010

DIVISION _____ Mileage Reports 2010

NAME Carlton L Cargle Jr. VEHICLE # _____ EMPLOYEE # _____ Rec'd 12/21/10

DATE	COMMUTING	OTHER PERSONAL MILES	COMPANY MILES	ON CALL MILES	OTHER MILES	OTHER DESCRIPTION	ENDING ODOMETER READING
1-1	0						37,146.3
1-2	0						
1-3	0						
1-4	0						
1-5	4.8						37,160.0
1-6	4.8						37,192.2
1-7	4.8						37,202.2
1-8	4.8						37,222.0
1-9	0						
1-10	0						
1-11	4.8						37,242.2
1-12	4.8						37,352.2
1-13	4.8						37,370.2
1-14	4.8						37,384.2
1-15	4.8						37,449.1
1-16	0						"
1-17	0						"
1-18	0						"
1-19	4.8						37,456.2
1-20	4.8						37,425.0
1-21	4.8						37,487.2
1-22	4.8						37,500.4
1-23	0						"
1-24	0						"
1-25	4.8						37,515.2
1-26	4.8						37,529.2
1-27	4.8						37,546.2
1-28	4.8						37,632.2
1-29	4.8						37,662.2
1-30	0						
1-31	0						
	19						

Annual Lease Value Calculation

Employee Name		**Anthony DePrima**	
Assigned Vehicle #		**1**	
Year/Make/Model		**2005 Ford Escape**	
Calendar Year of:		**2011**	
Fair Market Value (FMV) of vehicle	Odometer 34,851		$ 14,775.00
Annual lease value		A	$ 4,100.00
Total miles Driven			6,448
Subtract: Total business miles driven			-
Total Personal Miles Driven			**6,448**
Personal Use %	**6,448**	**B**	**100%**
(personal miles divided by total miles)			
Personal Annual Lease Value 6600x.46		**C**	**$ 4,100.00**
If employer pays for fuel			
Multiply # of Personal miles driven			
by 5.5 cents per mile	**6,448 x .055 =**	**D**	**$ 354.64**
Total Employee Taxable Income			**$ 4,454.64**
(C+D)			
Bi-weekly Pay Adjustment/26 weeks			**$ 171.33**

Prepared by: D Mitchell 1/24/2011

I agree with calculation of having 100% of the value added to my pay. ~~No~~ 10's will be necessary

Anthony S. DePrima

11/24/11

The Power of Vehicle Information
NADAguides.com

Close Window

2005 Ford Escape

1/24/2011

Utility 4D Hybrid (4WD, 4 Cyl.)

NADAguides.com Price Report

	Rough Trade-In	Average Trade-In	Clean Trade-In	Clean Retail
Base Price	$7,125	$8,225	$9,125	$12,075
Mileage: 34,851 miles	$2,700	$2,700	$2,700	$2,700
Options:				
Aluminum/Alloy Wheels	Std.	Std.	Std.	Std.
4 Cyl. Engine	Std.	Std.	Std.	Std.
TOTAL PRICE	$9,825	$10,925	$11,825	$14,775

Standard Equipment

Standard Equipment Details

Engine Specifications
Type: Gas/Electric I4
Size: 2.3L/140
Horsepower: 133 @ 6000/94 @ 5000 RPM
Torque: 124 @ 4250 RPM
Max Towing Capacity: 1000

Drive Train
Drive Train: 4-Wheel Drive
Transmission: 1 speed CVT Automatic

Safety
Air Bag-Driver-Front
Air Bag-Passenger Switch (On/Off)
Air Bag-Passenger-Front
Air Bag-Side-Body-Front
Air Bag-Side-Head-Front
Alarm System
Brakes-ABS-4 Wheel
Brakes-Type-4 Wheel DISC
Headlights-Daytime Running lights
Locks-Child Safety Rear Door

Comfort & Convenience
Air Cond-Front
Cruise Control
Keyless Entry
Locks-Pwr
Mirrors-Pwr Driver
Mirrors-Pwr Passenger
Mirrors-Vanity-Driver
Mirrors-Vanity-Passenger
Navigation System
Reading Lamps-Front
Rear Seat Heat Ducts

Memorandum

Office of the City Manager
PO Box 475
Dover, DE 19903
Phone: (302) 736-7005
FAX: (302) 736-7002
E-mail tdeprima@dover.de.us

To: **Donna Mitchell**

From: **Anthony J. DePrima, AICP**
City Manager

Date: **December 14, 201**

Subject: **2010 Vehicle usage**

This is the standard format for mileage information that I have been providing to payroll in the past:

Total miles in 2010 (Dec 1 to Dec 1) = 6448

Weekend Personal Miles - 6448*21.91% (based on 2004 usage analysis)	= 1413
Weekday Commute – 7 times a week *48 weeks*3.6miles per trip	= 1210
University Delaware trips 100 miles *15 trips	= 1500
Total Personal Miles	= 4123
% of total miles	63%

Per audit on 1/6/11 Need to maintain log. Cannot use 2004 usage. Calendar 2011 to be done via log. City Manager agreed.

Cc: Kim Hawkins

c:Tony/City Manager\Admin\Vehiclemileagereport2010

ACTION FORM

PROCEEDING: Legislation, Finance & Administration Committee
DEPARTMENT OF ORIGIN: City Manager's Office **DATE SUBMITTED**: 10/03/2011
PREPARED BY: Scott D. Koenig, P.E., Interim City Manager
SUBJECT: Disposition of City Owned Land – Property Located at 1536 North DuPont Highway
REFERENCE: N/A
RELATED PROJECT: Route 13 Interceptor Project
APPROVALS: Controller
EXHIBITS: Exhibit A – Map; Exhibit B – Public Utility Easement; Exhibit C – Procedure for Sale and Disposition of Real Property.
EXPENDITURE REQUIRED: $ N/A **AMOUNT BUDGETED**: $ N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: Complete property transfer, if approved, after Council action
RECOMMENDED ACTION: Authorize the City Manager to sell the property located at 1536 North DuPont Highway to the C.F. Schwartz Motor Co., Inc. for $1.00 under Exception C of the Land Disposal Policy.

BACKGROUND AND ANALYSIS

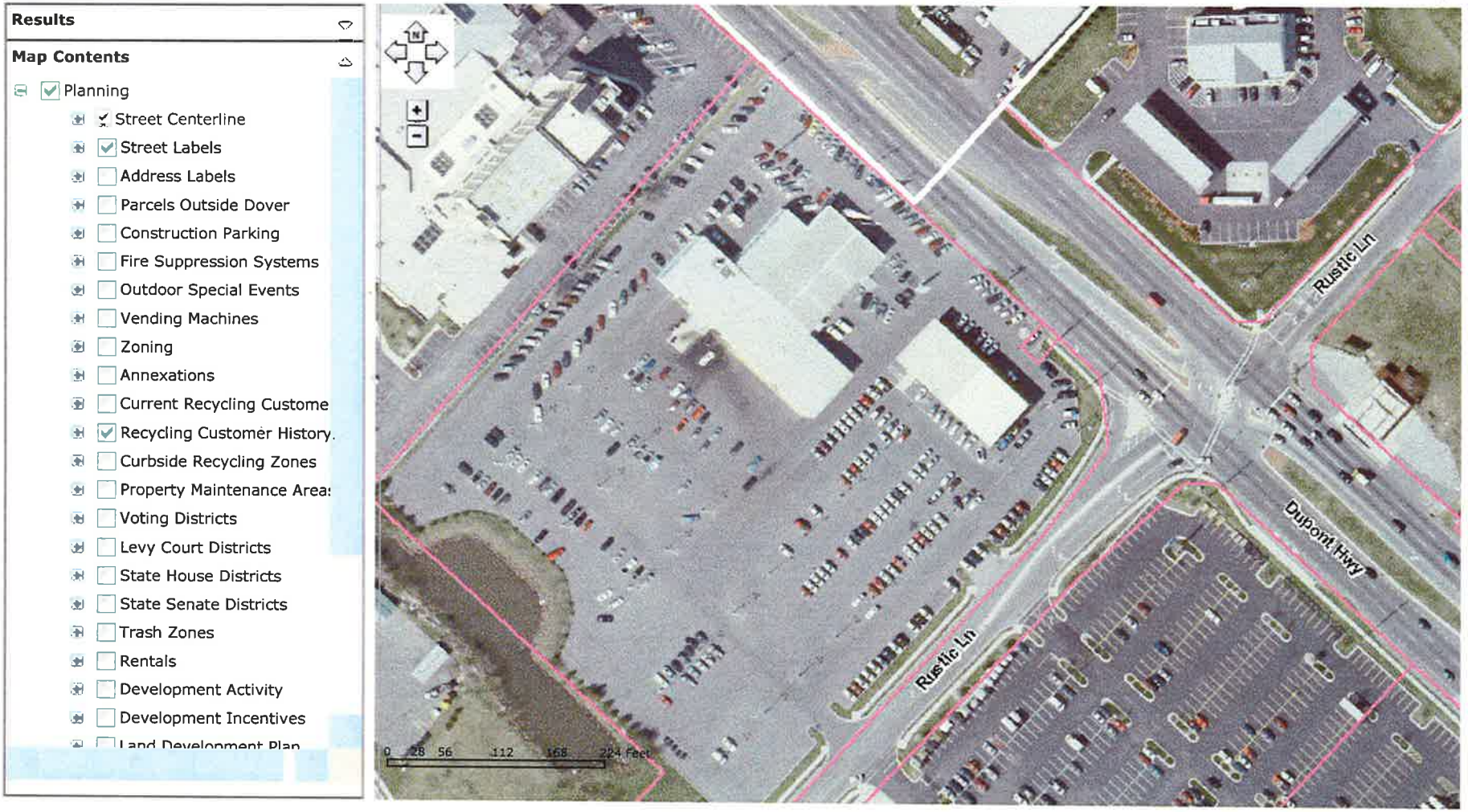
As part of planned design and construction of the Route 13 Sanitary Sewer Interceptor Project, the City of Dover entered into a public utility easement agreement with the C.F. Schwartz Motor Co., Inc. Currently, the City of Dover owns a small parcel of land at 1536 North DuPont Highway (Tax Parcel # ED05-57.00-01-07.00 - See Exhibit A). This is the location of the former Schwartz Sanitary Sewer Pumping Station. The construction of the Route 13 Interceptor Project has allowed the City to abandon and remove the old pumping station. As a result of the abandonment, the City of Dover does not need to retain ownership of this small parcel of land. The land is surrounded on three (3) sides by land owned by the C.F. Schwartz Motor Co., Inc. The fourth side abuts the right-of-way of U.S. 13. The signed easement agreement anticipated the abandonment of the pump station as well as the transfer of this parcel back to C.F. Schwartz Motor Co., Inc.

Based upon the above facts, the City Manager's Office has determined that this parcel of land is excess in nature and that the disposal of such land would be beneficial to the City of Dover and hereby requests that the Dover City Council consider the disposal of this parcel of land in the amount of $1.00.

Help

Dover Planning Map Application

Search Tools Print 1:2,130 Go



TAX PARCEL NO.: ED-05-057.00-01-06.00

Prepared by:
City of Dover
PO Box 475
Dover, DE 19903

PUBLIC UTILITY EASEMENT

THIS INDENTURE made this 30th day of July, A.D. 2009, BETWEEN C.F. Schwartz Motor Co. Inc., ("Grantor"), Party of the first part,

AND

THE CITY OF DOVER ("Grantee"), party of the second part,

KNOW ALL MEN BY THESE PRESENTS that the undersigned grantor, C.F. Schwartz Motor Co. Inc., being the owner of the land hereinafter described for and in consideration of the sum of One Dollar ($1.00), the receipt whereof is hereby acknowledged, and for other good and valuable consideration as outlined hereinafter, do hereby grant and convey unto the City of Dover (hereinafter "City") its successors and assigns, rights of way, easements and free access for ingress and egress to these premises and every part thereof at all times for purpose of installing, maintaining and operating its sanitary sewer system, including all manholes, and cleanouts on the land of the undersigned located in Kent County, State of Delaware more particularly described as follows:

All that certain piece, parcel or tract of land situate in Kent County, State of Delaware, and being a PERMANENT PUBLIC UTILITY EASEMENT, 20 feet wide across lands of C.F. Schwartz Motor Co. Inc. and being more particularly described follows, to wit:

BEGINNING at a point in the line with lands of C.F. Schwartz Motor Co, Inc. and lands of the City of Dover, said point of beginning 77.00 feet from the centerline of U.S. Route 13, measured at right angles;

THENCE from said Point of Beginning the following six (6) courses and distances:

1) Running along the Southwesterly Right of Way of U.S. Route 13, (77' feet from centerline) South 39°57'39"East a distance of 52.87 feet to a point, intersection of the Northwesterly Right of Way of West Rustic Lane (width varies) and the said Southwesterly Right of Way of U.S. Route 13;
2) Along said Northwesterly Right of Way of West Rustic Lane, South 01°16'09'' West a distance of 59.02 feet to a point;
3) Running through lands of C.F. Schwartz Motor Co, Inc. South 40°42'58" West a distance of 31.64 feet to a point;
4) Continuing to run through lands of C.F. Schwartz Motor Co. Inc., North 01°31'02" East a distance of 76.02 feet to a point;
5) Still continuing to run through lands of C.F. Schwartz Motor Co. Inc., North 39°42'46" West a distance of 45.35 feet to a point corner to lands of the City of Dover;
6) Along the line of lands of the City of Dover, North 50°17'14" East a distance of 20.00 feet to the said point and place of beginning.

Containing within said metes and bounds 2,332 square feet or 0.054 acres of land, be they the same more or less. The above described is shown on the attached exhibit titled SANITARY SEWER EASEMENT EXHIBIT C.F. SCHWARTZ MOTOR CO. TO THE CITY OF DOVER, dated July 16, 2008 prepared by the KCI, Technologies, Inc. The easement boundary and the provided 8" sewer stubs are also shown on the plans titled ROUTE 13 INTERCEPTOR, Sheet S-3, dated September 5, 2008, last revised July 10, 2009 prepared by KCI Technologies, Inc.

PURPOSES: To install, construct, reconstruct, and maintain pipes, and collection and distribution lines, including all valves, manholes, meter pits, and related appurtenances, together with the right of ingress and egress over Grantor's other lands as may be required for enjoyment of the rights herein granted. The undersigned agrees that facilities installed on the above-described land at the City's expense shall remain the property of the City, removable at the option of the City. The City covenants and agrees to install and maintain its facilities and equipment in an orderly manner and any areas disturbed will be restored to their original conditions by the City.

Notwithstanding the grant of the aforesaid PERMANENT PUBLIC UTILITY EASEMENT, the Grantor reserves unto itself and its successors, heirs and assigns the full use and enjoyment of the Property, including parking and displaying of vehicles for sale; provided that the Grantor shall not construct or permit the construction of any building, structure or other improvement within the boundaries of the aforesaid

PERMANENT PUBLIC UTILITY EASEMENT without prior written consent of the Grantee, which consent shall not be unreasonably delayed, withheld or conditioned. The existing concrete or asphalt pavement removed for the purposes of the utility installation must be replaced in kind. All disturbed areas will be replaced with either new concrete or new asphalt paving, not a temporary asphalt patch. This easement agreement is for the installation of public utilities. The Grantee will retain ownership of the installed utilities and the Grantor shall retain ownership of the parcel described within the meets and bounds of this easement agreement. The existing building restriction lines will remain as 30' from the property line. The building restriction line will be measured from the property line and will not be measured from the 20' wide easement boundary. If the proposed sewer project does not move forward within 5 years from the date of signature, the easement agreement will be voided. If the project does move forward then the easement will remain in place and the existing pumping station parcel will be deeded back to the Grantor, C.F. Schwartz Motor Co. Inc.

Dated: July 30, 2009. By: _____
(Grantors)

Dated: July 30, 2009. By: _____
(Grantee)

STATE OF DE)
) SS:
COUNTY OF KENT)

Witness my hand and official seal this 30th day of July, 2009.

_____
Notary Public

LINDA SCHWARTZ CHI
MY COMMISSION EXPIRES
12-21-2010
NOTARY PUBLIC
State of Delaware

Witness my hand and official seal this 30th day of July, 2009.

_____
Notary Public

Aren J. Wright
MY COMMISSION EXPIRES
September 16, 2011
NOTARY PUBLIC
State of Delaware

Approved. 10/14/14

PROPOSED PROCEDURE

FOR SALE AND DISPOSITION OF REAL PROPERTY

1. PURPOSE

To establish a policy for the City of Dover regulating the sale and disposition of excess lands.

2. LAWS AND POLICIES

City of Dover Code of Ordinances, Chapter 2, Article IV, Section 2-99, authorizes the sale and disposal of excess property.

This policy will standardize the procedure for disposal of excess City owned real property.

3. DETERMINATION

A City Staff member, upon determining that a City owned parcel of land is excess in nature and that the disposal of such land would be beneficial to the City of Dover, will request, through the Legislative and Finance Committee, that the Dover City Council consider disposal of such land.

4. STANDARD METHOD OF DISPOSITION

A. The Legislative and Finance Committee, upon receiving a request to dispose of excess real property, shall, prior to making a recommendation to the Dover City Council, request all pertinent information including, but not limited to, the following:

a-1) determination that subject parcel is not required by any other City department.

a-2) written explanation of why subject parcel is now surplus.

a-3) determination of whether a zoning change would enhance the sale value of subject parcel and recommend said change if warranted.

a-4) determine if parcel's exact location and size is known and, if not, recommend whether said parcel should be surveyed by the City prior to any sale attempts.

B. Dover City Council, after receiving a positive recommendation from the Legislative and Finance Committee to dispose of a surplus parcel of land, shall, as part of its deliberations:

b-1) determine if disposal of the parcel is in the City's best interests.

b-2) determine if disposal by sale, gift, or some other means would best serve the City's interests.

b-3) determine if the City Planner should be requested to initiate rezoning procedures.

b-4) publicize the pertinent information concerning the surplus parcel and its availability for purchase to the general public at least once a week for two weeks in a local newspaper.

b-5) make public, and a part of the record, all written correspondence received and, after the publicizing requirements of Section 4, Paragraph B(4) are met, hold a public hearing to receive any other citizen input.

C. Dover City Council, after voting to proceed with the sale of surplus land, shall determine:

c-1) if an unbiased appraisal is needed to establish a minimum acceptable price.

c-2) whether to sell the parcel by public auction or by sealed bid, and what the minimum acceptable offer will be.

c-3) the degree and scope of advertising, with a minimum of exposure being advertisement once a week for two weeks in a newspaper of general circulation within the county.

c-4) whether the circumstances of and surrounding a particular sale may be such that the best interests of the City would be served by listing the property for sale with a licensed real estate agent.

D. City Staff shall, with Council direction:

d-1) arrange for advertisement of the sale

d-2) draft the sale bill setting out a description of the parcel to be sold, time, date, and place of sale or bid opening, the terms and conditions of sale, and the City's reservation of acceptance or rejection of any or all bids received at the time of sale or bid opening.

d-3) order and distribute a sufficient number of sale bills for posting and distribution in the County Courthouse, at the site, and in the general area of the parcel.

d-4) obtain the services of a professional auctioneer if said sale is to be a public auction.

d-5) conduct the sale and submit the results to Dover City Council.

d-6) obtain the services of a licensed real estate agent if sale is to be brokered.

E. Dover City Council, after confirming the sale, shall:

e-1) request the City Solicitor to prepare a deed for execution and to arrange for final settlement with the purchaser at which time the City will deliver the deed, the purchaser will pay all balances due, and the City Solicitor will record said deed, in the Recorder of Deeds Office for Kent county.

F. If any excess parcel of land is too small or irregular in shape to be of any value to anyone other than an abutting owner, it may be sold to such owner at either its fee appraised fair market value, or at its fair market value as established by the City's assessment records, whichever Council shall select. The costs of the appraisal and all legal costs shall be paid by the owner requesting the conveyance.

G. Costs of Conveyance

Unless otherwise specified by Dover City Council, all fees and costs, legal or otherwise, associated with the sale and conveyance of all excess lands shall be paid by the purchaser.

5. EXCEPTIONS TO STANDARD METHOD OF DISPOSITION

Exception A.

Sale to an abutting owner: When, in the opinion of City Council, a public sale would be detrimental to the lands of an abutter, and/or that a public sale would place the abutter at undue risk; or that the combination of abutter's land and City's land would be substantially greater in value than that of the sum of the parcels considered individually, Dover City Council may direct the City Assessor to have prepared one or more unbiased fee appraisals of the parcel. Thereafter, the subject land will be offered for sale to the said abutter at the appraisal price, plus the appraisal fees, plus the legal costs. In the event the offer is not accepted, a public sale may be ordered.

Examples of detrimental affect might be when the surplus City parcel lies between an abutting property and the street and development of the parcel would obstruct visibility of the abutter's property, of when the surplus parcel is zoned multi-family and abuts a single family parcel.

Exception B.

Trade of lands: A trade of lands may be approved when it is shown beyond doubt that such a trade will be equal to or better than the lands to be traded either on a "square foot for square foot" measure and/or on a "dollar for dollar" measure.

Exception C.

Conveyance of odd shaped and/or unbuildable parcels: City acquisitions for roads, utility usages, etc. may, after such usage is accomplished, leave a small strip of land that is odd shaped and unbuildable. Dover City Council may approve the conveyance of this strip of land to an abutting property owner on request of said owner. The price for these lands shall be at the same cost basis as that paid by the City. If conveyance is made in excess of two years after the date of City acquisition, then the consideration shall either be based on a price established by an unbiased fee appraisal made on the basis of the value added to the abutting property by the acquisition of said lands, or on the City's cost basis for the parcel adjusted for inflation, whichever Dover City Council shall select. All fees, legal or otherwise, associated with the conveyance are to be paid by the purchaser.

Exception D.

Donation of Land to Non-Profit Organizations: If, in the opinion of Dover City Council, the donation of a parcel of excess land to a non-profit organization would be in the best interest of the City of Dover, Council then reserves unto itself the right to make such donation.

MEMORANDUM

Department of Planning & Community Development
P.O. Box 475
Dover, Delaware 19903
Phone: 302.736.7196 Fax: 302.736.4217

Date: October 4, 2011

To: Legislative, Finance & Administration Committee

From: Ann Marie Townshend, AICP

RE: Discussion Regarding Historic District Commission

In considering the elimination and consolidation of boards and commissions within the City of Dover, the role of the Historic District Commission is now a matter of discussion. In order for the Legislative, Finance and Administration Committee and City Council to determine the future of the Historic District Commission, an understanding of the history and role of the Historic District and the Historic District Commission is necessary.

The Historic District Zone was adopted as part of the *Zoning Ordinance* in 1961, and the Architectural Review Certificate process involved the Planning Commission. In July 1993, the City created the Historic District Commission and the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The Historic District Zone was expanded in 1997 to include an area along West Loockerman Street.

By its composition, the Historic District Commission includes members with both professional expertise and financial stake (residential and business) in the City's Historic District Zone. According to Appendix B – Zoning, Article 10 – Planning Commission, Section 3 – Historic District Commission:

> 3.12 Appointment. The commission shall consist of five members nominated by the mayor and approved by the city council, who are residents of the City of Dover and who have demonstrated special interest, experience, or knowledge in history, architecture, or historic preservation. Two of the members, to the extent available, shall be professional members representing the professions of architecture, history, archaeology, planning, historic preservation or related disciplines. At least two members shall be residents of the district, and at least one shall represent the business within the district.

If the Historic District Commission were eliminated, presumably the review of Architectural Review Certification would revert to the Planning Commission, with some approvals administrative under the City Planner. The Planning Commission, by the City's Charter, has a composition that represents geography, not professional background or specifically a background in history or architecture. The Planning Commission is made up of two members from each City Council district and one member at-large.

One reason that the City is reviewing the role of the various boards and commissions is that as resources become more limited, the need to improve efficiency and most appropriately allocate scarce staff resources becomes

increasingly important. Additionally, there has periodically been criticism by some in the community that the review by the Historic District Commission adds an additional step in the process of land development. This extra step is seen by some as something that slows economic growth and adds less predictability and expediency to the land development process.

While the review role of the Historic District Commission does create a step in the process of development and redevelopment within the Historic District Zone, this additional step helps to protect the historical integrity of valuable resources such as The Green and Constitution Place (State Street between Loockerman and Water Streets). Preservation of these areas and their character is a benefit to the local economy, as heritage tourism brings visitors to the downtown area. Ensuring that the character of the City's historic resources is protected should be part of the decision on how to proceed with the Historic District Commission.

By virtue of its composition, the Historic District Commission is better qualified to make recommendations with regards to preservation of historic architecture and new construction that complements the character of the Historic District Zone than the Planning Commission, who by its composition is not required to have a background in history or architecture.

If it is the desire of the Legislative, Finance and Administration Committee and ultimately City Council to eliminate the Historic District Commission, a number of amendments to the *City of Dover Code of Ordinances* will be required. The Planning Office recommends that if this is the decision of City Council, the code amendments include an amendment to *Dover Code*, Chapter 82 – Planning Commission, to ensure that the Planning Commission includes members with the background necessary to ensure that the City's valuable historic resources are protected.

A more detailed history and summary of the Historic District Commission's role, including application volume, code references, current membership, and a map of the Historic District Zone are attached.

City of Dover Historic District Commission

Historic District

Historic District Zone (H) established 1961.

- As part of the adoption of the *Zoning Ordinance* for the City of Dover on November 27, 1961, the Historic District Zone (H) was included. The purpose and use regulations were described in Article III Section 3.10 and the boundaries of the Historic District were depicted on the Zoning Map. An Architectural Review Certificate was required for a demolition, erection, reconstruction, alternation, restoration or exterior repairs on properties within the Historic District. For a Building Permit to be issued, the project was required to have an Architectural Review Certificate. Article X Section 10.3 described the Architectural Review Certification process which involved Planning Commission review.
    - By April 21, 1975 a review fee $10 was in place for ARC. Also a renumbering of code sections had occurred; now Article 3 Section 21 and Article 10 Section 3.
    - July 12, 1982: The review fee was increased to $50 for ARC.
    - March 24, 1986: Text Amendment was adopted changing the purpose statement, the use regulations, and the considerations for issuance of Architectural Review Certifications. The Code was amended to allow for waivers of the building height, bulk and setbacks as part of Architectural Review Certification. This was part of a series of updates throughout the *Zoning Ordinance*.

Historic District Commission created on July 26, 1993.

- Adoption of the Ordinance establishing the Historic District Commission to assist the Planning Commission with Architectural Review Certificates. Text amendments to Article 3 Section 21 and Article 10 Section 3 create the Commission and outline the purpose and review responsibilities of the Historic District Commission.
    - A series of work sessions and public hearings with the Planning Commission developed the ordinances and associated *Design Standards and Guidelines* document. (MI-93-09)
    - The *Design Standards and Guidelines for the City of Dover Historic District Zone* were developed by John Milner Associates, Inc. (a consultant hired in 1992) with funding from a grant from the National Park Service, U.S. Department of the Interior. City Planning Staff, the State Historic Preservation Office, the Friends of Old Dover, Main Street Dover, and other interested parties participated in the development of the document. The *Design Standards and Guidelines* provide guidance for the review process of Architectural Review Certification for construction projects in the Historic District.
- Architectural Review Certification review, depending on the type and scale of project, may be completed by the City Planner, Historic District Commission, or Planning Commission with Recommendations from the Historic District Commission. Certain types of ARC review require a fee of $250. More detailed information on the review process including public hearing requirements is made part of the procedures.
- The Review Procedures for the expansion of and the creation of new Historic Districts are established in the *Zoning Ordinance*, Article 10 Section 3.3. Also procedures for

Demolition by Neglect determination are established in the *Zoning Ordinance*, Article 10 Section 3.4

Historic District Zone (H) expanded in 1997.

- The boundaries of the Historic District Zone were expanded to include properties along West Loockerman Street. The original boundaries of the Historic District established in 1961 are generally described as extending from just north of Division Street south to South Street inclusive of the properties fronting on South State Street and The Green then east to the St. Jones River. The expansion of the Historic District was approved through a public hearing process with the Historic District Commission, Planning Commission, and City Council. The additional area of the expansion included properties fronting on West Loockerman Street to the railroad corridor and areas of South Governors Avenue, South Bradford Street, North Street, and Bank Lane in the vicinity. The areas of expansion included many commercial and residential properties listed in the National Register of Historic Places as part of the Victorian Dover Historic District. (MI-97-19)

Update of Architectural Review Procedures adopted on August 8, 2011.

- The Architectural Review Certification procedures were recently updated and clarified as part of an overall update to the application procedures for the Planning Commission as described in Article 10 of the *Zoning Ordinance.* (Ordinance #2011-14 with PC Amendment #11, MI-11-06). The amendments included measures to clarify and streamline certain review processes and also expanded the public notification requirements.
    - For the Architectural Review Certification process, it clarified the types of projects eligible for review by the City Planner (as part of a Building Permit process), projects requiring review by the Historic District Commission, and projects requiring recommendations from the Historic District Commission with review by the Planning Commission. It also clarifies the appeal process and approval expiration timeframes.
    - Public notification consists of a mailed notice to property owners within 200 feet of subject site, a legal advertisement of the hearing in newspaper, and physical posting of the property.

History of Establishment

Historic District Commission was established in 1993 and *Design Standards and Guidelines for the City of Dover Historic District Zone* adopted. The Historic District Commission consists of five (5) members appointed by the mayor and approved by City Council. There are specific professional, residency, and interest qualifications for the members. (Article 10 Section 3). The following code excerpt gives the purpose of the Historic District Commission:

> Article 10 Section 3.1 Historic district commission established.
> 3.11 Creation and purpose. There shall be a historic district commission for the purpose of assisting the planning commission and city planner in reviewing applications for architectural review certifications as specified in subsection 3.2; and for making recommendations for designation of historic district zones; and for establishing guidelines for the preservation and conservation of historic district zones; and for advising other officials and departments in the City of Dover in matters concerning

historic preservation; and for reviewing all proposed National Register nominations in the City of Dover; and for acting as a liaison on behalf of the City of Dover to individuals and organizations concerned with historic preservation; and for carrying out programs of historic preservation education in the City of Dover.

The Historic District Commission:

- Members must meet specific professional, residency and interest qualifications.
- Member terms are for three years.
- Members do not receive compensation.
- Meetings are held on the third Thursday of each month at 3:00pm in the City Hall Conference Room or Council Chambers.
- Required to meet at least quarterly in public session. Meeting Minutes are required.
- Planning Office is the support staff to the Historic District Commission.

Appointments

The current membership of the Historic District Commission is listed below:

C. Terry Jackson, Resident (7/2014), Vice-Chairman
George M. Fisher, IV, Professional (7/2014)
Charles A. Salkin, Resident (7/2013)
Richard Scrafford, Professional (7/2013), Chairman
Joseph McDaniel, Business Rep. (7/2014)

Dover Code of Ordinances References

Appendix B: *Zoning Ordinance*, Article 3 Section 21. Historic district (H)

Appendix B: *Zoning Ordinance*, Article 10 Section 3. Historic district commission and architectural review

Dover Code of Ordinances, Chapter 102 Taxation, Article V. Tax Credits for Historic Properties

Historic Preservation Planning

Historic Preservation Planning is part of a comprehensive approach to land use planning. Recent Comprehensive Plans for the City of Dover have included specific chapters devoted to Historic Preservation. Title 22, Chapter 7 Section 702 of *Delaware Code* requires municipalities (over 2,000 in population) to include planning for the protection of historic and cultural resources in their comprehensive plans. In the current plan, the *2008 Comprehensive Plan* this information is presented in Chapter 6 - Historic Preservation and associated Map 6-1. The *2008 Comprehensive Plan* includes sets forth goals and a series of recommendations for each goal. The Historic Preservation Goals are as follows:

Historic Preservation	**Goal 1:** Preserve and Protect Historic Resources **Goal 2:** Provide and Promote Incentives for Preservation Activities **Goal 3:** Increase Public Information on Historic Resources **Goal 4:** Collaborate with Diverse Groups and Governments

2008 Comprehensive Plan, excerpt from Table 1-1: Plan Chapter Goals

Summary of Application Activities

The following chart lists the number of applications for Architectural Review Certification heard by the Historic District Commission. Since 1994 a total of 102 applications have been considered by the Historic District Commission (Commission established in 1993).

Year	Applications	Year	Applications	Year	Applications
1994	4	2000	7	2010	11
1995	3	2001	9	2011	4 ytd.
1996	2	2002	6		
1997	4	2003	11		
1998	5	2004	7		
1999	3	2005	2		
		2006	9		
		2007	7		
		2008	4		
		2009	4		

The following chart provides information on the Permits with Architectural Review Certifications (ARC) issued for construction activities within the Historic District. Information for the last three calendar years (2009-2011 year to date) is provided from the Building Permits and Sign Permits issued by the Department. Depending on the type of construction activity, the ARC Review for each project may be eligible for Staff Review, Historic District Commission Review, or Historic District Commission Recommendation with Planning Commission Review. For applications involving Historic District Commission or Planning Commission review such ARC review may have occurred in prior years during the development plan review process which occurs prior to actual permit submission. Also some projects require multiple Building Permits for their construction activities.

	2009	**2010**	**2011***
Building Permits – ARC Review by Staff	23	20	11
Building Permits – ARC Review by HDC	2	4	4
Building Permits – ARC Review by HDC/PC	0	0	8
Sign Permits – ARC Review by Staff	16	18	16
Sign Permits – ARC Review by HDC	1	0	2
TOTALS	43	42	41

*2011 Information reported through September 30, 2011.

Historic Preservation Activities & Recognition

- City of Dover Tax Credit Program for Historic Properties
- National Register of Historic Places: Dover Green Historic District, Victorian Dover Historic District, Little Creek Hundred Rural Historic District, and 12 individually listed properties in Dover
- 2008 Preserve America Community designation
- 2009 Great Places in America: Public Spaces – The Green, Dover
- First State Heritage Park at Dover
- Downtown Dover Partnership (a recognized Main Street program)
- State Scenic Byway: Harriet Tubman Underground Railroad Byway (designated corridor travels through Dover)

Attachments:

- Code Excerpts from *Zoning Ordinance*
- Zoning Map of Historic District
- *2008 Comprehensive Plan*, Plan Goals: Historic Preservation

Excerpts of Appendix B: Zoning Ordinance pertaining to the Historic District and Historic District Commission:

Article 3 – District Regulations

Section 21. – Historic district (H).

21.1 Purpose. The purpose of this historic district regulation is to preserve and enhance that unique character and value of the old portion of Dover as an area of special charm and interest. It is particularly intended that the regulations prevent, in the historic district, any change of conditions that would be deemed to be a disfigurement or degradation of the present unique visual and architectural qualities of the district.

21.2 [Use and bulk requirements.] In the historic district, use[s] and bulk shall be governed by those provisions of this ordinance related to the zone designation of each property, except those aspects of building height, bulk and setback that are subject to architectural review as set forth in article 10, section 3 of this ordinance.

21.3 [Architectural review certificate.] An architectural review certificate shall be required for the demolition, construction, reconstruction, alteration or restoration of any new or existing structure or where general exterior repairs are made within the historic district, as provided in article 10, section 3 of this ordinance.

21.4 [Amendments, supplements and repeals.] The city council shall not take any action to amend, supplement, or repeal the historic district in accordance with article 10, section 5 amendments, without a report by the historic district commission in accordance with article 10, section 3.3, unless this historic district commission fails to render such a report within 75 days after its regularly scheduled meeting following referral by the city council.

21.5 [Signs.] Signs shall meet the regulations found in article 5, section 4, supplementary sign regulations.

(Ord. of 3-24-1986; Ord. of 7-26-1993; Ord. of 2-12-2001)

Article 10 – Planning Commission

Section 3. Historic district commission and architectural review.

3.1 Historic district commission established.

3.11 Creation and purpose. There shall be a historic district commission for the purpose of assisting the planning commission and city planner in reviewing applications for architectural review certifications as specified in subsection 3.2; and for making recommendations for designation of historic district zones; and for establishing guidelines for the preservation and conservation of historic district zones; and for advising other officials and departments in the City of Dover in matters concerning historic preservation; and for reviewing all proposed National Register nominations in the City of Dover; and for acting as a liaison on behalf of the City of Dover to individuals and organizations concerned with historic preservation; and for carrying out programs of historic preservation education in the City of Dover.

3.12 Appointment. The commission shall consist of five members nominated by the mayor and approved by the city council, who are residents of the City of Dover and who have demonstrated special interest, experience, or knowledge in history, architecture, or historic preservation. Two of the members, to the extent available, shall be professional members representing the professions of architecture, history, archaeology, planning, historic preservation or related disciplines. At least two members shall be residents of the district, and at least one shall represent the business within the district.

3.13 Term. The members of the commission shall serve for three-year staggered terms. Vacancies shall be filled within 60 days in accordance with subsection 3.12 of this section.

3.14 Organization. The commission shall meet at least four times per year in a place that is advertised in advance and open to the public and shall keep minutes of its meetings that are available to the public. All review decisions shall be made in public. The commission shall establish bylaws for its general procedure, which shall include a section addressing conflicts of interest. The commission shall produce an annual report of its activity that is kept on file for public review with the city planning office.

3.2 Architectural review certification.

3.21 Effect of architectural review certificate. No building permit or certificate of occupancy may be issued for any structure in the historic district until an architectural review certificate is issued as required under article 3, section 21, subsection 21.3 for the historic district.

3.22 Architectural review certification by the city planner.

(A) An architectural review certificate for specific classes of building permits, including fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25.
(B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.
(C) All decisions of the city planner pursuant to this subsection shall be documented on the building permit. When the city planner grants a conditional approval under this section, all conditions of approval shall be set forth in writing on the building permit. In the event of a denial, the reasons for such denial shall be documented in a written notice of decision which shall identify all elements of the application found to be contrary to the provisions or intent of this section.
(D) An applicant may appeal the decision of the city planner to the historic district commission and such appeal shall be considered as an architectural review certification application to the historic district commission and shall meet all of the requirements set forth in subsection 3.23.

3.23 Architectural review certification by the historic district commission

(A) The historic district commission shall issue architectural review certificates for the construction or demolition of single-family and two-family homes, and nonresidential structures or additions involving a gross floor area of 3,000 square feet or less, after review of the proposed construction and after a determination that the construction is in general accordance with the standards set forth in subsection 3.25 below.
(B) All applications to the historic district commission for architectural review certification shall be subject to the procedures set forth in subsection 3.26.
(C) All decisions of the historic district commission pursuant to this subsection shall be formalized in a written notice of decision. When the commission grants a conditional approval under this subsection, all conditions of approval shall be set forth in writing in the notice of decision. In the event of a denial, the notice of decision shall state the reasons for denial and shall identify all elements of the application found to be contrary to the provisions or intent of this subsection.
(D) An applicant may appeal the decision of the historic district commission to the planning commission, and such appeal shall be considered as an architectural review certification application to the planning commission and shall meet all of the requirements set forth in subsection 3.24 and subsection 3.26.

3.24 Architectural review certification by the planning commission.

(A) The planning commission shall issue architectural review certificates referred or appealed to it, upon review of the recommendations of the historic district commission and upon a determination that the proposed construction is in accordance with the standards set forth in subsection 3.25.
(B) All applications to the planning commission for architectural review certification shall be subject to the procedures set forth in subsection 3.26.
(C) All decisions of the planning commission pursuant to this subsection shall be formalized in a written notice of decision. When the planning commission grants a conditional approval under this subsection, all conditions of approval shall be set forth in writing in the notice of decision. In the event of a denial, the notice of decision shall state the reasons for denial and shall identify all elements of the application found to be contrary to the provisions or intent of this subsection.

3.25 Architectural review standards.

(A) An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.
(B) The city planner, historic district commission or planning commission shall not consider normal maintenance and repair (see definitions, article 12), interior arrangement, or building features not subject to public view.

3.26 Procedures for an architectural review by the historic district commission and/or planning commission.

(A) Architectural preapplication meeting. Prior to action on any application for an architectural review certificate, the applicant shall meet in person with the city planner or his delegated representative. The purpose of such conference shall be to discuss the proposed construction or other action requiring the certificate in order to determine what information is useful in the determination of conformity with the provisions and intent of the historic district regulation as expressed in this ordinance.
(B) Application and fee. The application to the historic district commission for an architectural review certificate and related information shall be submitted to the city planner at least 30 days prior to the historic district commission meeting at which review is requested and shall be accompanied by a fee as provided for in Appendix F--Fees and Fines.
(C) Public hearing. Prior to the review and action on an architectural review certification, the historic district commission shall hold a public hearing subject to the following public notification procedures:
    (1) The applicant shall advertise the public hearing newspaper of general circulation at least 15 days prior thereto.
    (2) The applicant shall notify, by mail, all property owners within 200 feet of the extreme limits of the subject property as their names appear on the municipal tax record at least 15 days prior thereto.
    (3) The applicant shall post a notice outlining the date, time, place, and nature of the hearing in a conspicuous location on the property. Such notice shall be designed in accordance with standards set forth by the planning commission.
    (4) The applicant shall provide the planning office with a copy of the notice, verification of newspaper publication, a date-stamped photo of the property posting, and post office mail receipts indicating date of mailing for all letters on or before the meeting date.
    (5) Said notices shall state the date, time, and place of the hearings before the historic district commission, a brief description of the project and shall state that a

copy of the application and plan is on file with the planning office for public review.

(6) If the planning commission is reviewing a project in accordance with other sections of this article, then the public hearing notice on those applications must also give notice of architectural review certification.

(D) Application information. The applicant shall provide such information and documents listed below which will satisfactorily illustrate the proposed action as indicated in the architectural preapplication meeting required in subsection 3.26(A):

(1) All plan elements required in subsection 2.5.

(2) Plans and specifications indicating existing and proposed development, including structures, architectural elevation drawings, trees and any other landscaping, existing and proposed, including the general design, location and orientation of structures in relation to curb line, right-of-way line and neighboring buildings, colors, and materials to be used on exterior surfaces, detailed plans for any signs, photographs of the existing site and neighboring buildings, and such other information as will enable the historic district commission or planning commission to determine conformity with the ordinance.

(E) City planner report. For each application to the planning commission the city planner shall issue a report to the planning commission including comments from other agencies detailing how the application conforms to the requirements of the zoning ordinance and other provision of city and state codes. This report shall not be deemed to represent a comprehensive list of all city and state code requirements. The city planner shall transmit copies of the proposed site development plan and the city planner's report at least seven days prior to the date of the meeting at which approval of the site development plan is to be requested.

(F) Historic district commission action. The historic district commission shall act to review and render a recommendation to approve any such application within 45 days of transmittal to the commission or within such additional time as may be consented to by the applicant. The recommendation of the historic district commission shall be forwarded to the planning commission and acted upon by the planning commission in conjunction with action on the associated site development plan. If a site development plan application is not filed in accordance with the provisions of subsection 2.4 of this article within one year of recommendation, the recommendation shall expire. The historic district commission may grant a one-year extension of its recommendation upon written request by the applicant. Such request shall be made in writing to the planning office at least thirty days prior to the expiration of the historic district commission's recommendation.

(G) Substantial Amendments. Substantial amendments to an application or an architectural review certificate shall be acted upon in the same manner as the original plan.

(H) Expiration of architectural review certification issued by the historic district commission.

(1) Architectural review certification approval shall expire on the last day of the 12th month after the date of approval if construction of the work authorized or use permitted has not started or unless an extension of time is applied for by the applicant and granted by the historic district commission. Approval shall also expire if the construction of work authorized has stopped for a period of one year unless an extension of time is applied for and granted by the historic district commission.

(2) Request for extension of approval shall be made no later than 30 days prior to the final approval expiration date. Upon receipt of such request, the matter shall be considered at the next regularly scheduled meeting of the historic district commission.

(3) In considering a request for an extension of approval, the historic district commission shall consider, but not be limited to, the following:

(a) Whether the project has been delayed for reasons beyond the control of the applicant, excluding economic or financial reasons.
(b) Whether the applicant has made substantial progress toward obtaining final approvals.
(c) Whether there have been any significant changes in the surrounding neighborhood.
(d) Whether there has been any related amendments to the zoning map or text, or the comprehensive plan, or if any waivers or variances have been granted.

(4) Requests for extensions shall be submitted in writing to the planning office.
(5) Under no circumstances shall the historic district commission grant extensions beyond 24 months from the date of first approval.

3.3 Historic district amendments.

3.31 Historic district commission review required. Any motion or petition to amend, supplement, or repeal a historic district by the city council in accordance with section 5, amendments, shall require a report by the historic district commission as set forth in article 3, subsection 21.4.

3.32 Review criteria for placing individual structures in a historic district. The historic district commission may recommend that an individual structure or property be placed in an existing contiguous historic district or be placed in a historic district specifically created for the property or structure upon considering the following criteria and factors:

(A) Significant value as part of the historical, cultural, artistic, social, ethnic or other heritage of the nation, state or community;
(B) Association with an important person or event in national, state, or local history.
(C) Representative of the distinguishing characteristics of an architectural type inherently valuable for the study of a period, style, craftsmanship, method of construction or use of indigenous material;
(D) Notable work of a master builder, designer, architect, or artist whose individual genius has influenced an era;
(E) The desire of the owner to have the property designated;
(F) Increased potential of economic or community development.

3.33 Review criteria for amendments or creation of new historic districts. The historic district commission may recommend amendments to an existing historic district, recommend repeal of an existing historic district or recommend the creation of a new historic district upon considering the following criteria:

(A) Any criteria listed in subsection 3.32.
(B) Distinctive character or homogeneity of architectural design or dates of construction throughout the area.
(C) Identifiable by clear and distinctive boundaries.
(D) Repetition of distinguishing architectural or land use characteristics throughout the area.

3.34 Public hearing required. For all proposed amendments to the boundary of the historic district, the historic district commission shall hold a public hearing subject to the following public notification procedures:

(A) The planning office shall advertise the public hearing in a newspaper of general circulation at least 15 days prior thereto.
(B) The planning office shall notify, by mail, all directly affected property owners and all property owners within 200 feet of the extreme limits of the properties proposed for addition to or removal from the district as their names appear on the municipal tax record at least 15 days prior thereto.

3.4 Demolition by neglect.

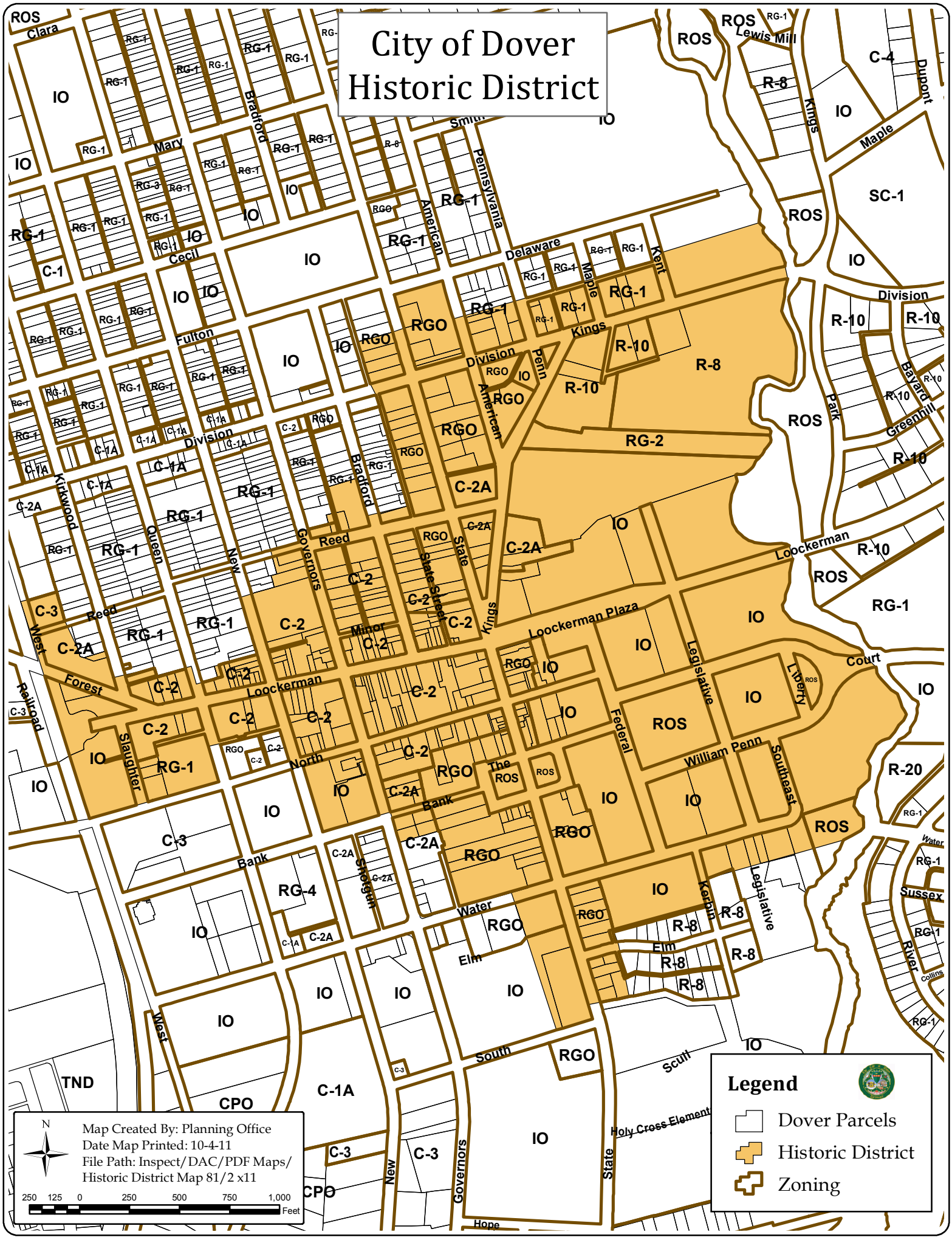
3.41 Responsibility of property owners. Property owners of properties within the historic districts shall not allow their buildings to be demolished by neglect (see definitions, article 12) by failing to provide ordinary maintenance or repair.

3.42 Responsibility of the historic district commission. The historic district commission shall monitor the condition of historic properties and existing buildings in the historic district to determine if they are being demolished by neglect by failing to provide ordinary maintenance and repair (see definitions, article 12). In the event that the commission determines a demolition by neglect is occurring, it shall carry out the following:

(A) Determine and set forth steps required to remedy the situations or defects.
(B) Direct the city planner to inform the property owners of its findings, determination, and recommended remedies.
(C) In the event that the property owners fail to commence work within the reasonable time allotted by the commission, the commission may direct the building inspector to begin proceedings under chapter 22, buildings, and building regulations, article XI, dangerous buildings, of the Code of Ordinances for the City of Dover to bring about the repair or demolition of the building.

3.43 Responsibility of the city planner. The city planner shall notify the historic district commission of buildings within the historic district that have been referred to him by the building inspector that meet the definition of dangerous buildings under the provisions of chapter 22 buildings and building regulations, article XI dangerous buildings, of the Code of Ordinances for the City of Dover. In such cases the commission shall determine if the building is being demolished by neglect. Before referring a property to the commission for consideration as demolition by neglect, the city planner shall give written notice to the owner, occupant, mortgagee, lessee, agent, and all other persons having an interest in said building, as shown by the records of the recorder of deeds of the county, to appear before historic district commission at the time, date and location specified.

(Ordinance as adopted 8-8-2011)


City of Dover
Historic District
Legend
Dover Parcels
Historic District
Zoning
Map Created By: Planning Office
Date Map Printed: 10-4-11
File Path: Inspect/DAC/PDF Maps/
Historic District Map 81/2 x11
250 125 0 250 500 750 1,000
Feet
N
Clara
Mary
Bradford
Cecil
Fulton
Division
Kirkwood
Queen
New
Reed
Governors
State
Kings
Penn
American
Pennsylvania
Delaware
Maple
Kent
Loockerman
Loockerman Plaza
Minor
West
Railroad
Forest
Slaughter
North
Bank
Shotgun
Water
Elm
South
Scull
Holy Cross Element
Hope
Lewis Mill
Dupont
Bayard
Greenhill
Park
Legislative
Federal
Liberty
Court
William Penn
Southeast
Kerpin
Sussex
River
Collins
IO
RG-1
RG-2
RG-3
RG-4
RGO
C-1
C-1A
C-2
C-2A
C-3
R-8
R-10
R-20
SC-1
ROS
TND
CPO

Part II – Plan Goals: Historic Preservation

Goal 1: *Preserve and Protect Historic Resources*

Preserve and provide better protection for historic resources including individual properties and historic districts in order to maintain community character and the plan for integration of these places into everyday use.

Recommendation 1: Identification and Designation of the Dover Historic District Zone

Identify areas and study properties/areas for potential future local Historic District designation as individual structures in a Historic District or the creation of new Historic Districts. The local Historic District designation criterion is established in the *Zoning Ordinance*.

- Evaluate properties of interest and concentrated areas of historic resources for local Historic District designation
- Evaluate for local Historic District designation those areas currently listed in and/or eligible for the National Register of Historic Places
- Evaluate proposed annexation areas for historic resources to address needs for preservation and protection

Recommendation 2: Stewardship of Historic Resources

Encourage stewardship activities by public and private owners of historic resources to ensure the long-term care, protection, preservation, and continued existence of historic resources.

- Encourage appropriate stewardship of historic resources in City building projects and infrastructure improvements located within designated historic districts or projects impacting historic properties.
- Develop strategies within disaster response plans for the consideration of historic resources.

Recommendation 3: Evaluation of Design Standards and Guidelines

- Evaluate and update the "*Design Standards and Guidelines for the City of Dover Historic District Zone.*" This document was originally developed and adopted in 1992.
- Evaluate and consider the standards and guidelines in regards to the levels of protection for The Green and the Loockerman Street historic contexts.

Recommendation 4: Architectural Review Certification Process

Evaluate the existing regulatory process and procedure for Architectural Review Certification for properties located within the designated local Historic District Zone (H) including the process for review and approval of waivers and requests for demolition.

Recommendation 5: Impact of Development Activity on Historic Resources

Explore other strategies, activities, and incentive programs to assist in the preservation and protection of historic resources in order to balance the needs of preservation and revitalization. These activities may involve regulatory measures such as ordinance or

code amendments, flexible building codes for rehabilitation, form based zoning codes, etc.

- Develop and/or improve incentives and ordinances that encourage the use of historic structures
- Focus planning initiatives on Downtown Dover to strengthen Loockerman Street and the adjoining areas while maintaining the balance of preservation and development activity

Recommendation 6: Support of Historic Resources

There are a variety of approaches that can support and recognize historic resources.

- Support consideration of historic resources in development activities from infill projects to land annexation.
- Continue to identify, assist, and review the nominations of eligible properties to the National Register of Historic Places.
- Explore opportunities to conduct and/or update the Delaware Cultural Resource Survey for properties located within City limits.
- Ensure the diversity of the community as reflected in the City's history, architecture, and demographics are reflected in the preservation efforts
- Recommend completion of a Self-Assessment for the Historic District Commission to identify other strategic planning needs.

Goal 2: *Provide and Promote Incentives for Preservation Activities*

Provide and promote incentives for public and private preservation activities and the protection of residential and non-residential historic properties including incentives to encourage continual use, on-going maintenance of such properties, and appropriate in-fill project design.

Recommendation 7: Tax Credit Program for Historic Properties

Evaluate and improve the process for the City's Tax Credit Program for Historic Properties.

Recommendation 8: Increase Participation in Resource-Bearing Programs

Increase participation in resource-bearing programs (Certified Local Government Program and the Scenic & Historic Highways Program).

- Continue process to complete application to achieve Certified Local Government (CLG) status in the National Park Service's Certified Local Government program.
- Identify corridors for evaluation and consideration for designation in Delaware's Scenic & Historic Highways Program and support initiatives by other groups working to achieve such designation.

Goal 3: *Increase Public Information on Historic Resources*

Increase and promote dissemination of information on preservation activities, the value and significance of historic resources, and historic and cultural heritage tourism opportunities to the general public and elected/appointed officials.

Recommendation 9: Public Outreach Education

Initiate educational programs on historic and cultural resources for the general public and elected/appointed officials.

- Develop and/or update written and digital materials (brochures, process guides, web-based postings, GIS mapping, etc.) on such topics as the local Historic District Zone, historic resources, the Historic District Commission, the Architectural Review Certification process, and the City's Tax Credit Program for Historic Properties.
- Conduct workshop training with for the Historic District Commission and Planning Commission on preservation topics and the Architectural Review Certification process.
- Identify and implement methods of on-going communication with historic property owners and interested groups.

Goal 4: *Collaborate with Diverse Groups and Governments*

Partner and collaborate with special interest groups, within municipal government, and state and federal government agencies regarding preservation activities, cultural activities and heritage tourism.

Recommendation 10: Assistance and Support of Interest Groups

- Continue to coordinate with and assist government agencies/ officials and preservation interest groups. Examples of these groups and agencies include the City Council, Planning Commission, Downtown Dover Partnership, Preservation Delaware, the Division of Historical & Cultural Affairs (State Historic Preservation Office), and the First State Heritage Park at Dover.
- Build relationships with the historic preservation programs at Delaware State University, Wesley College, and the University of Delaware