LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

A G E N D A

July 25, 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 and Recommendation - Filling Critical Positions
   A. Police Dispatchers (2)

2. Review of Grant Applications
   A. FY11 Edward Byrne Justice Assistance Grant Program
   B. FY10 Buffer Zone Protection Program Grant (DEMA)

3. Public Comment Period

4. Adjournment by 7:00 P.M.

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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.

Permission to Recruit

To: Carleton E. Carey
Mayor

Date: July 13, 2011

From: James E. Hosfelt
Chief of Police

Permission to recruit: 1 person

Type of Position: (PF) PP TF TP

Title of Position: Dispatcher

Start employment on: Upon Approval

Opening is due to: Resignation of Employee

Termination, Transfer, Promotion, (Other:)
Resignation of Dispatcher M Bradley Holloway

M Bradley Holloway
(name of previous employee)

Type of recruitment desired:

Currently None. In-house job posting, if none, current dispatcher hiring list, if none, if none, advertised in News Journal, Delaware State News, Dover Post.
(name of publication)

Note: All out-of-house job postings will be advertised in the Delaware State News

Other: City and Departmental Website

Chief James Hosfelt

☐ APPROVED ☐ DENIED

Mayor of the City of Dover

Hiring Justification Outline

1. Explain the principal function of this job.

This position is a Communications Dispatcher. The responsibilities include dispatching police complaints by means of the 800 MHz radio system. Answering 911 emergency phones calls and non emergency phone calls. The position is also requires some computer knowledge due to the fact they will be tasked with data input and retrieval from the state and federal computer systems.

2. Explain why this position is critical and cannot go unfilled or postponed.

The departments authorized strength is currently 12 dispatchers. It is essential for the department to maintain personnel to provide all levels of safety for the citizens of Dover. This position is a critical part of the City of Dover's emergency services system and the workload and the importance of this position dictates its necessity to be filled. However due to the recent resignation of a dispatcher the authorized strength has dropped to 10 dispatchers. At this time the department maintains an active roster of qualified applicants for hire as positions become available.

3. How would City services diminish if this position were not filled or postponed at this time?

Answering emergency calls would be delayed and the police department would be unable to provide the level of service we currently provide to the citizens of our city.

4. Are there other employees whose ability to perform would be diminished by not filling or postponing this position?

Yes, officers would be delayed in their response to calls for service and emergency calls as a result of not filling this position.

5. Is there a person that can be promoted into this position and whose position is less critical at this time and can go unfilled permanently or temporarily?

No. There are no employees within the department who have expressed an interest in this position. This position is critical to the department and the City's emergency services. Training for the position takes several months.

6. Can one or more existing employees absorb the duties of this position?

This would require overtime expense for the City and would only be a short term fix. The dispatchers are essential emergency personnel who handle large volumes of calls during a shift, not filling this position would create hardship on the other dispatchers.

7. Could a temporary person be hired to fill this position for 60 days?

This is not a viable option due to the amount of training, and the background investigation needed for this position. To expend this amount of time and expense for a 60 day temp would not be prudent.

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Mayor

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Chief of Police

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Title of Position: Dispatcher

Start employment on: Upon Approval

Opening is due to: Resignation of Employee

Termination, Transfer, Promotion, (Other:)
Resignation of Dispatcher Harry Whiteman

Harry Whiteman
(name of previous employee)

Type of recruitment desired:

Currently None. In-house job posting, if none, current dispatcher hiring list, if none, if none, advertised in News Journal, Delaware State News, Dover Post.
(name of publication)

Note: All out-of-house job postings will be advertised in the Delaware State News

Other: City and Departmental Website

Chief James Hosfelt

☐ APPROVED ☐ DENIED

Mayor of the City of Dover

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This is not a viable option due to the amount of training, and the background investigation needed for this position. To expend this amount of time and expense for a 60 day temp would not be prudent.

ACTION FORM

PROCEEDING: 7/25/11 Legislative and Finance Committee	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Police	**DATE SUBMITTED:** 7/5/11
PREPARED BY: Captain Steven Getek / Administrative Division Commander	
SUBJECT: FY11 Edward Byrne Justice Assistance Grant Program	
REFERENCE: Grant Funding	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller/Treasurer	
EXHIBITS: None	
EXPENDITURE REQUIRED: $72,020.00	**PROJECT BUDGET:** $0.00
FUNDING SOURCE (Dept./Page in CIP & Budget): USDOJ Grant (as noted above)	
TIMETABLE: After approval is received from the Council, the Police Department will spend the funds according to the city purchasing policy.	
RECOMMENDED ACTION: Approve the grant project as requested.	

BACKGROUND

The Dover Police Department recently received its annual allocation from the Office of Justice Programs (OJP) for the 2011 Justice Assistance Grant (JAG). Similar to previous years, Dover Police Department was identified as a disparate funding agency along with Smyrna Police Department and Kent County because there is no law enforcement function at the county level, unlike Newcastle County in northern Delaware.

The disparate condition above requires the submission of a joint grant application for the three agencies. Since Dover Police Department will be receiving the lion's share of the amount, we will serve as the fiscal and administrative agent for the grant. This means that all funds for the grant will be disbursed through City of Dover accounts; however, Smyrna Police Department expenses will still be controlled and approved by the City of Smyrna.

The table below shows the breakout of funds and the items the Dover Police Department plans to purchase with these funds.

Department	**Amount**
Dover Police Department – supplemental computer upgrades and enhancements	$60,051.00
Smyrna Police Department – police motorcycle and other equipment	11,969.00
Grand Total	$72,020.00

ACTION REQUESTED

The Legislative and Finance Committee approve the receipt of this grant.

Department Grant Application Analysis Form
For Use in Evaluating Grant Opportunities

General Information

Department: Police Staff Contact: Capt Getek

Grant/Project Title: FY11 Byrne Memorial Justice Assistance Grant (JAG)

Brief Grant/Project Description: Recurring formula based Federal grant program which provides funds for various Law Enforcement programs. This grant is a joint grant with Smyrna Police Department. Dover Police Department serves as the administrative agency and completes all the reports and documentation required.

Application Information

Due Date: 7/21/11 New ☐ Related Grants:

Recurring ☒ Previous years' grants

Anticipated Award Date: 9/1/11 Anticipated Notification Date: 9/1/11

Start Date: 9/1/11 End Date: 9/30/14

Award Amount: $72,020.00 Cash ☐ Reimbursement ☒

Approx. reimbursement turn-a-around time 1-2 weeks

Council Approval Needed: Yes ☐ No ☒

(Council approval is needed for grant projects > $25,000, when match amounts equal or exceed $25,000, or when expressly required by the granting authority.)

Which apply?
- Match amount ☐
- Project shortage ☐
- Other grant requirement ☐

Grant/Project Costs

Budget Category	Award Amt	Match Amt	Match Source
Contractual			
Equipment/Supplies			
Indirect Cost (ie, vehicle repairs, mileage, IT, telephone)			
Personnel			
Additional Personnel/Over-time (ie, support costs, administrative salaries)			
Travel/Training			
Capital Dover PD, 2-police interceptors & equipment	$60,051.00	$0.00	Not Applicable
Smyrna PD, 1-Harley Davison Motorcycle)	11,969.00	0.00	Not Applicable
Other (ie, informant/buy money)			
Total	$72,020.00	$ 0.00	
	GRANT TOTAL	$72,020.00	**Award + Match**

Department Grant Application Analysis Form

For Use in Evaluating Grant Opportunities

Other Information

1. Are any of this project's costs included in the City budget?
   Yes, insurance, vehicle maintenance and gasoline costs will be absorbed in the current budget. No increases to the budget will be necessary as these two vehicles will be replacing existing vehicles in the Police Department fleet.

   Since grant funds are funding the replacement of the two vehicles and a large portion of the equipment, the city will realize a savings in the short term since the action defers the city's cost for replacing them for five years.

   The costs associated with Smyrna Police Department vehicles have no impact on our city's budget.

2. Are there any long-term costs or commitments?
   Vehicle insurance, maintenance and gasoline, but no budget increases will be needed. In addition, this grant is an annual recurring grant, so no additional audit costs should be incurred.

3. How will this program/project be funded after the grant expires?
   Not Applicable.

4. What is the maximum amount of funds available from this funding source?
   The amounts shown on the preceding table are the maximum amounts available.

5. If the Department receives only a portion of the amount requested, how will the project be funded?
   The funds are explicitly authorized for Dover PD's use, so the full amount will be available.

6. Are there other departments in the City eligible for this funding?
   No.

7. Are other departments in the City willing to collaborate on this project?
   Not Applicable.

8. Will this project duplicate or compete with other services or programs provided by the City or other local agency?
   No.

ACTION FORM

PROCEEDING: 7/25/11 Legislative and Finance Committee	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Police	**DATE SUBMITTED:** 7/5/11
PREPARED BY: Captain Steven Getek / Administrative Division Commander	
SUBJECT: DEMA - FY10 Buffer Zone Protection Program Grant	
REFERENCE: Grant Funding	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller/Treasurer	
EXHIBITS: None	
EXPENDITURE REQUIRED: $190,000.00	**PROJECT BUDGET:** $0.00
FUNDING SOURCE (Dept./Page in CIP & Budget): Grant	
TIMETABLE: Upon receipt of the sub grant award acceptance statement, a Purchase Order will be created the encumber the funds for this project.	
RECOMMENDED ACTION: Council approve the project and purchase as requested.	

BACKGROUND

This a sub grant award received from the Delaware Emergency Management Agency (DEMA) with funds provided by the Federal Emergency Management Agency (FEMA).

All funds for the grant will be accounted for through the city's financial system (HTE) and administered by the Dover Police Department. The following table outlines the agencies, items and amounts approved on this grant

Agency	Purpose	Cost
City of Dover	Physical security enhancements	$20,000.00
Dover Downs	Physical security enhancements	137,500.00
Dover Police Department	License Plate Reader	32,500.00
	Total	$190,000.00

ACTION REQUESTED

The Legislative and Finance Committee approve the receipt of this grant.

Department Grant Application Analysis Form
For Use in Evaluating Grant Opportunities

General Information

Department: Police Staff Contact: Capt Getek

Grant/Project Title: DEMA - FY08 Mobile Field Force Development Grant Program

Brief Grant/Project Description: This is a vehicle asset that will be purchased by the Delaware Emergency Management Agency (DEMA) for the Dover Police Department using funds received from the Federal Emergency Management Agency (FEMA). Funds for this purchase were reallocated from reverted funds previously awarded to the Delaware State Police. DEMA will complete all purchase actions for the vehicle awarded on this grant.

Application Information

Due Date: N/A New ☒ Related Grants:

Recurring ☐ Not Applicable

Anticipated Award Date: N/A Anticipated Notification Date: 7/8/11

Start Date: N/A End Date: N/A

Award Amount: $235,089.00 Cash ☐ Reimbursement ☐ Other ☒

Approx. reimbursement turn-a-around time 1-2 weeks

Council Approval Needed: Yes ☐ No ☒

(Council approval is needed for grant projects > $25,000, when match amounts equal or exceed $25,000, or when expressly required by the granting authority.)

Which apply?
- Match amount ☐
- Project shortage ☐
- Other grant requirement ☐

* All purchasing and documentation will be handled by DEMA.

Grant/Project Costs

Budget Category	Award Amt	Match Amt	Match Source
Contractual			
Equipment/Supplies			
Indirect Cost (ie, vehicle repairs, mileage, IT, telephone)			
Personnel			
Additional Personnel/Over-time (ie, support costs, administrative salaries)			
Travel/Training			
Capital one Lenco BearCat Armored Vehicle	$235,089.00	$0.00	Not Applicable
Other (ie, informant/buy money)			
Total	$235,089.00	$ 0.00	
	GRANT TOTAL	$235,089.00	**Award + Match**

Department Grant Application Analysis Form

For Use in Evaluating Grant Opportunities

Other Information

1. Are any of this project's costs included in the City budget?
   The vehicle maintenance and gasoline will be absorbed within the Police Department budget. After discussing with HR and Finance, the estimated amount for insurance based on the vehicle's weight and value, as compared to a $215,000 electric truck, is $1,473/year.

2. Are there any long-term costs or commitments?
   Yes and theses include vehicle insurance, maintenance and gasoline. Maintenance and gasoline costs shouldn't cost more than $500/year considering the planned used of the vehicle and how its use affects the usage rates of other vehicles in the Police fleet.

3. How will this program/project be funded after the grant expires?
   Not Applicable.

4. What is the maximum amount of funds available from this funding source?
   Not Applicable.

5. If the Department receives only a portion of the amount requested, how will the project be funded?
   The funds are explicitly authorized for the purchase of this vehicle for the Dover Police Department.

6. Are there other departments in the City eligible for this funding?
   No.

7. Are other departments in the City willing to collaborate on this project?
   Not Applicable.

8. Will this project duplicate or compete with other services or programs provided by the City or other local agency?
   No.