CITY OF DOVER
HOSPITALITY & CIVIC FUNCTION POLICY

A. PURPOSE

There are occasions when the judicious extension of hospitality in connection with official City of Dover business is in the best interests of the City of Dover, hereinafter referred to as *"City."* There are also occasions where attendance at civic events and functions which are not sponsored by the City are in the best interests of the City, and thus may require attendance. This policy outlines City policy and procedures governing the manner and extent to which the City's employees, public officials, and appointees may extend hospitality while attending civic functions and events.

II. SCOPE

This policy applies to all hospitality and civic function expenses incurred by the City regardless of the source of funding, and to all City employees, public officials and appointees to City Boards, Commissions and Committees.

III. ALLOWABLE EXPENSES AND APPROVAL

A. Allowable Expenses and Occasions

Expenses for hospitality and civic functions must be directly related to, or associated with the conduct of ~~official~~ City business. If the occasion is not sponsored by an organization of which the City sponsors or is a member of, then the occasion must serve a clear City interest ~~business purpose~~, with negligible personal benefit derived by the official host or other City employees, public officials, and appointees. In addition, the expenditure of funds for hospitality and civic functions should be cost effective and in accordance with the best use of public funds.

Examples of Prohibited/Restricted Expenses:

- Personal Memberships
- Political Expenses
- Holiday Gatherings for non-City affiliated organizations
- ~~Fundraising~~ Non-budgeted Cash Donations

B. Approval of Transactions

When determining whether a hospitality or civic event expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.

C. Payment of Expenses

The Finance Department shall process the payment of hospitality and civic functions expenses upon receipt of the invitation, invoice, or proper support documentation, as determined by Finance, with the signature of the Mayor, a Member of Council, and/or City Manager.

Approved by Council: ~~March 24, 2005~~ (To be revised when approved)

City of Dover

MAYOR AND COUNCIL

April 12, 2011

Ms. Lisa Hastings, Board Chair, CDCC
435 North DuPont Highway
Dover, DE 19901

Ms. Hastings:

Thank you for expressing your concern regarding the Governor's proposal to de-authorize State Bond Funds authorized for a civic center in the City of Dover.

During their regular meeting of April 11, 2011, City Council approved the recommendation of the Legislative, Finance, and Administration Committee and authorized the formation of a committee to meet with and encourage State Legislators, the Bond Bill Committee, and the Governor to ensure that a significant portion of the $6M, currently authorized for the construction of a civic center, be specifically allocated for an economic development project within the City of Dover that will benefit every resident of the State of Delaware, such as the construction of a combined-cycle natural gas generator at, or infrastructure that will be necessary to, the Garrison Tract, and that this allocation be accomplished in this legislative year, ending July 1, 2011.

On behalf of the members of City Council, we appreciate your continued efforts in support of economic development initiatives for the City of Dover and Kent County.

Sincerely,

Kenneth L. Hogan
Council President

Carleton E. Carey, Sr.
Mayor

KLH/CEC/dld
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