

**CITY OF DOVER, DELAWARE  
COUNCIL COMMITTEE OF THE WHOLE MEETING  
Tuesday, June 29, 2021 at 6:00 PM**

---

*Virtual via WebEx*

---

**AGENDA**

Public comments are welcomed on any item and will be permitted at the appropriate time. When possible, please notify the City Clerk (736-7008 or email at [cityclerk@dover.de.us](mailto:cityclerk@dover.de.us)) should you wish to be recognized.

**VIRTUAL MEETING NOTICE**

**This meeting will be held electronically. Public participation information is as follows:**

**Dial:** 1-408-418-9388

**Link:** <https://rb.gy/8bq15a>

**Event number:** 173 158 4782

**Event password:** DOVER (if needed)

If you are new to WebEx, get the app now at <https://www.webex.com/> to be ready when the meeting starts.

**CALL COUNCIL COMMITTEE OF THE WHOLE MEETING TO ORDER**

**LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE**

**ADOPTION OF THE AGENDA**

**ACTIONABLE ITEMS**

**1. Discussion - Fiscal Year 2021 Audit Program (Lori Peddicord, Controller/Treasurer)**

(Staff recommendation: Acceptance of the audit program)

**2. National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL)  
Restoring Central Dover Community Renewal Plan - Request for American Rescue Plan Act (ARPA) Funds (Will Grimes, Director of Operations, NCALL)**

(Recommendation: Refer to staff for qualification of supplemental ARPA appropriation.)

**LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE CONTINUED****ACTIONABLE ITEMS CONTINUED****3. North Bradford Street – Street, Sidewalk and Tree Plan (Phase 1) (Sharon Duca, Public Works Director)**

(Staff recommendation: Authorize staff to proceed with proposed action plan including performing curb and paving work following the July 7, 2021 public meeting.)

**4. City Manager Search****A. Consultant/Head Hunter or In-house****B. Review of Job Description****C. Process For Offer/Acceptance and Presentation of Recommended Candidate to Council for Confirmation****D. Travel Expenses for In-person Interviews****5. Selection of Interview Committee for City Manager and City Clerk****ADJOURNMENT OF THE LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE****SAFETY ADVISORY AND TRANSPORTATION COMMITTEE****ADOPTION OF THE AGENDA****INFORMATIONAL ITEMS****6. Strategies for a Safer Dover (Councilman Ralph L. Taylor, Jr.)****A. Debriefing of Townhall meeting on Tuesday, June 22, 2021****B. Review citizens concerns****C. Review of feasibility of strategies suggested during the meeting****D. Clarity on the purpose of the proposed Mobile Command Center****ADJOURNMENT OF THE SAFETY ADVISORY AND TRANSPORTATION COMMITTEE****ADJOURNMENT OF THE COUNCIL COMMITTEE OF THE WHOLE**

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(e)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING

# FISCAL YEAR 2021 AUDIT PROGRAM

Presented by:

Lori Peddicord

Controller/Treasurer

June 29, 2021

CLA (CliftonLarsonAllen LLP)

Timonium, MD 21093

Awarded the Contract for Audit Services  
for FY's 2017-2021

# What will be Covered

- ▣ Primary purposes/ matters to be communicated:
  - Planned scope and timing of the audit
  - Auditor's responsibility
  - Findings from the audit

# Timing of the Audit

- ▣ To clearly communicate an overview of the audit scope and the timing of the audit.
  - Audit will encompass the Governmental, Business-Type and Major Funds of the City of Dover
  - Single Audit if the entity expends \$750(k) or more in federal funds
    - ▣ Includes the Schedule of Expenditure of Federal Awards
  - Limited scope of review and analysis:
    - ▣ Management's discussion and analysis
    - ▣ Budgetary comparison schedule(s)
    - ▣ GASB-required supplementary pension & OPEB schedules
    - ▣ Combining & individual fund schedule(s)

# Timing of the Audit (Cont.)

- ▣ To provide timely observations arising from the audit that are relevant to oversight of the financial reporting process.
  - Reasonableness of significant estimates
  - Evaluating accounting policies used
- ▣ To obtain relevant audit-related information from those charged with governance.

# Auditor's Responsibility

- Expression of opinions
  - Whether the financial statements are fairly presented
  - Whether in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).
  - Limited procedures are performed on the Required Supplementary Information
    - Whether in accordance with generally accepted auditing standards (U.S. GAAS).

# Auditor's Responsibility (Cont.)

- Additional Objectives Include:
  - Internal control reporting:
    - Over financial reporting and compliance with provisions of laws, regulations, contracts and award agreements
    - Over compliance related to reporting of major programs and;
    - Compliance with federal statutes, regulations and federal awards



## Findings from the Audit

- ▣ The auditor's views about findings or issues that the auditor considers to be significant and relevant to those charged with governance regarding their oversight of the financial reporting process.
- ▣ These will be communicated to management upon completion of the audit.

# Audit Calendar

2021 Audit Calendar																				
MAY						JUNE						JULY								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			Return of samples	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	Prelim PBC listing	13	14	15	13	Test of controls	15	16	17	18	19	11	12	13	14	15	16	17
16	Detail Audit Plan Submitted	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	Provide listings to Auditor	29	27	28	29	Measure Fuel @ plant			25	26	27	28	29	30	31	
30	31																			
AUGUST						SEPTEMBER						OCTOBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						Provide listings to Auditors for June samples	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	samples & PBC Listing received	14	15	16	17	18	10	Continue gathering and start uploading to Portal	12	13	14	Finish Uploading to portal	16
22	23	24	25	26	27	28	19	Start gathering all PBC requests/samples					25	17	Test of Controls Started	19	20	21	22	23
29	30	31				26	27	28	29	30			24	25	26	27	28	Test of Controls Completed	30	
													31							
NOVEMBER						DECEMBER						Holidays - Green								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	Draft Schedules/ Statements to auditor*	2	3	4	Draft CAFR Complete **	6				1	2	3	4							Meetings with Auditors if requested by LFA
7	Draft CAFR to City Clerk	9	10	11	12	13	5	CAFR Sent to GFOA	7	8	9	10	11							Key Dates in Yellow
14	15	16	17	18	19	20	12	13	14	15	16	17	18							*This can be achieved if the actuary reports are received at beginning of October if not, then it can be achieved by 2 weeks after reports are received (unless we do a streamlined version of booking the 67/68/73/74 adjustments.
21	Final chgs from Auditor	23	Final Changes made to CAFR	25	26	27	19	20	21	22	23	24	25							
28	LF&A Meeting	30				26	27	28	29	30	31									
	Final CAFR completed by November 24 (includes all Sections and TOC)																			

# QUESTIONS ???

# ARPA Assistance Request for Restoring Central Dover

COUNCIL COMMITTEE OF THE  
WHOLE MEETING

Tuesday, June 29, 2021 at 6:00 PM



[WWW.NCALL.ORG](http://WWW.NCALL.ORG)



Item 2.





# OUR REQUEST

NCALL is respectfully requesting funding to expand or introduce equity-focused programs in the target area of Central Dover, and in several local rental communities.

Areas of focus will include Public Health, Economic Development and Housing.



Item 2.



# PUBLIC HEALTH RESPONSE

Expand NCALL's opioid outreach services and crisis intervention work to provide health related services to targeted neighborhoods.



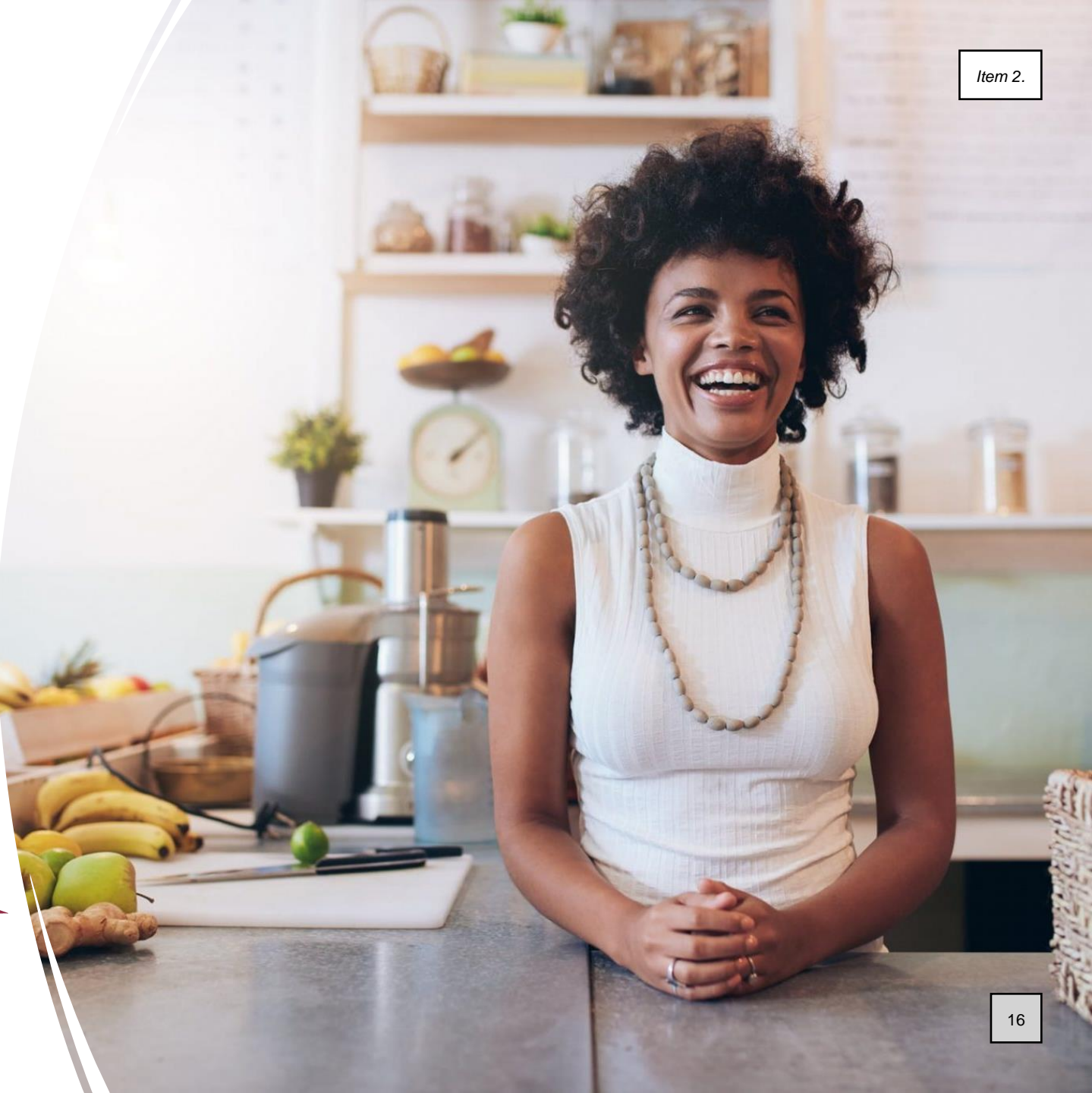
# PUBLIC HEALTH RESPONSE cont.

- Interventions proposed include an opioid site-based program; mini-stations for health services such a vaccinations, COVID testing; and programs for youth at local community centers.
- Partners include Bayhealth, PAL, and Dover Housing Authority



# ECONOMIC DEVELOPMENT

- Expand Launcher program from two to four classes per year and add a class for young entrepreneurs.
- Provide seed money for current students and graduates.

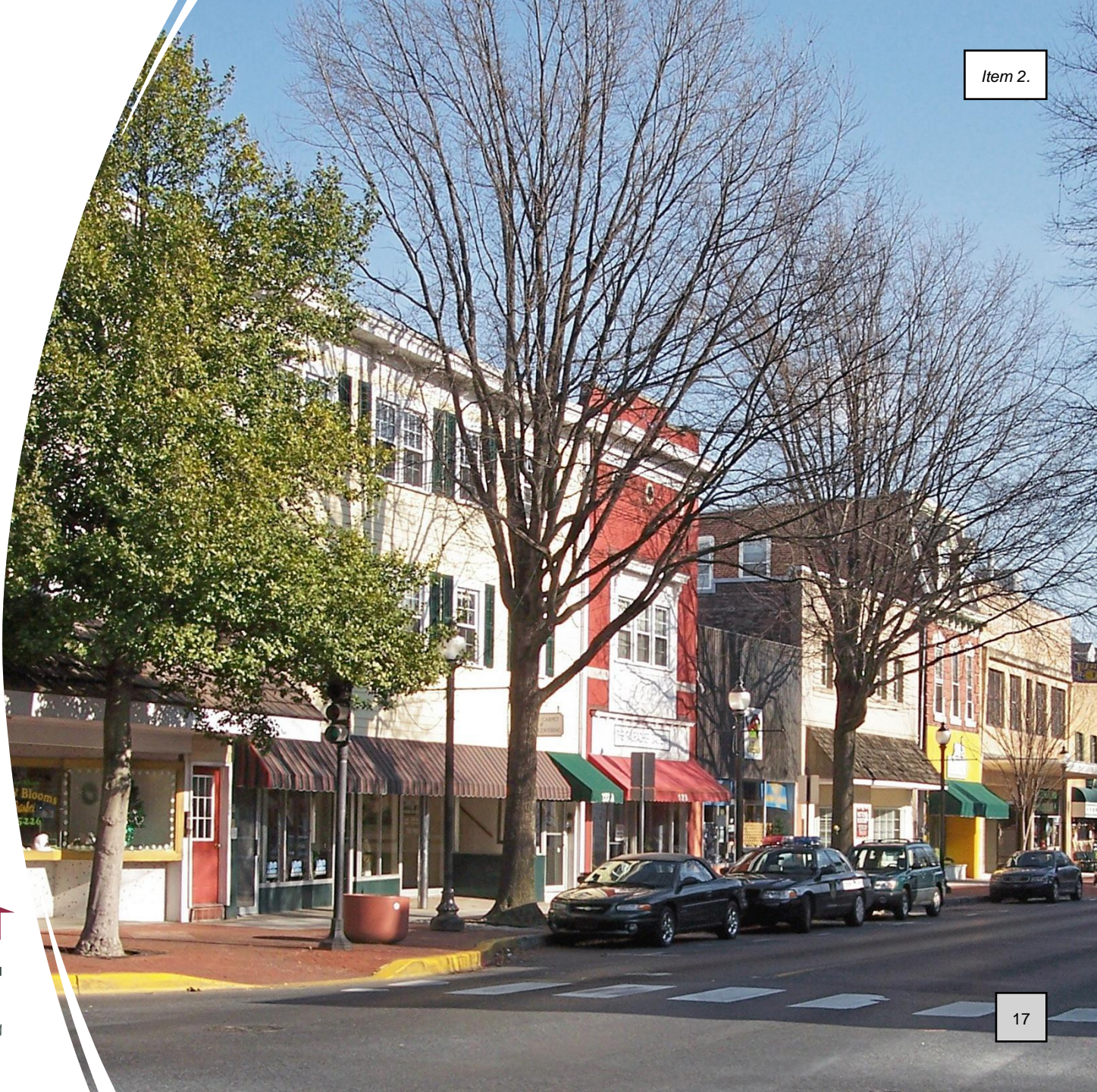




# ECONOMIC DEVELOPMENT

cont.

- Offer Journeyman Skills/ Trade Courses and Certification
- Support for the Center for Urban Revitalization and Entrepreneurship (CURE)



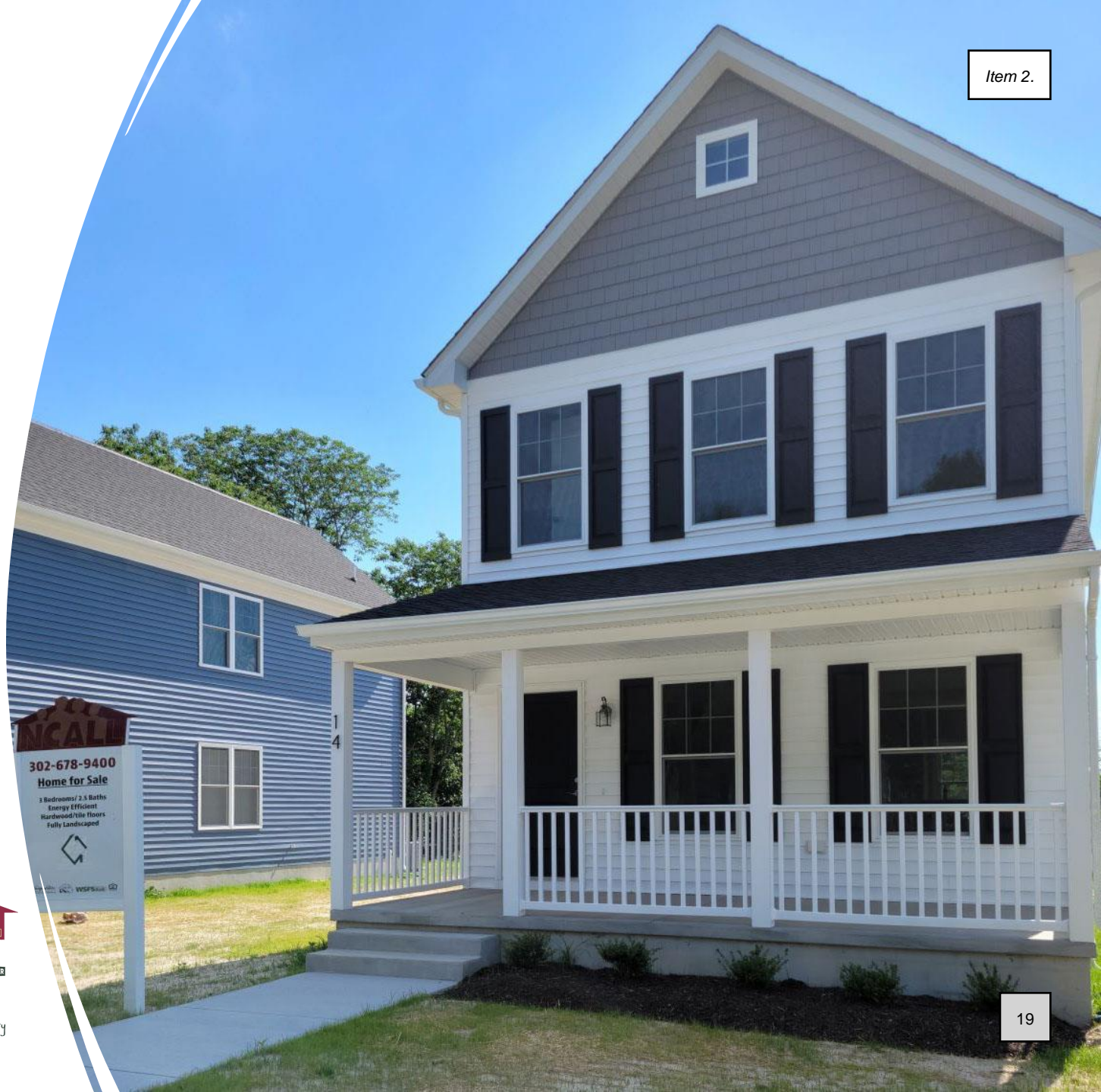


# HOUSING

Predevelopment funds requested to develop mixed income and mixed use rental housing opportunities.

# HOUSING cont.

- Funding to provide comprehensive renovations for existing homeowners in Central Dover
- Underwrite block-wide façade makeovers for existing homeowners



Please consider our request:

- Public Health: \$100,000
- Economic Development: \$165,000
- CURE Building: \$200,000
- Housing Improvements: \$200,000
  
- Total Request: \$665,000



[WWW.NCALL.ORG](http://WWW.NCALL.ORG)



Thank you!

Karen Speakman, Executive Director, [kspeakman@ncall.org](mailto:kspeakman@ncall.org)  
Chanda Jackson, Restoring Central Dover Program Manager, [cjackson@ncall.org](mailto:cjackson@ncall.org)  
Will Grimes, Director of Operations, [wgrimes@ncall.org](mailto:wgrimes@ncall.org)  
Patricia Kelleher, Real Estate Development Director, [pkelleher@ncall.org](mailto:pkelleher@ncall.org)  
(302) 678-9400





**CITY OF DOVER, DELAWARE**  
**ACTION FORM**

**PROCEEDING:** Council Committee of the Whole (Leg & Fin)

**DEPARTMENT OF ORIGIN:** Public Works

**SUBMITTED ON:** June 17, 2021

**PREPARED BY:** Sharon J. Duca, P.E., Public Works Director

**REVIEWED BY:** Matt Harline, Assistant City Manager and Lori Peddicord, Controller / Treasurer

**SUBJECT:** North Bradford Street – Street, Sidewalk and Tree Plan (Phase 1)

**TIMETABLE:** Proceed with curb and paving work following Council approval and the July 7, 2021 public meeting.

**RELATED PROJECT:** FY 2020 Street and Alley Program

**REFERENCE:** CIP – General Fund Projects

**EXPENDITURE REQUIRED:** pending

**AMOUNT BUDGETED:** \$548,974.18 (remaining)

**FUNDING SOURCE (Dept./Page in CIP & Budget):** Department of Public Works – CIP Project ST2001 Street, Concrete and Alley Program, Account No.: 101-12-18-35-000-54031.

**STAFF RECOMMENDATION:**

Authorize staff to proceed with proposed action plan including performing curb and paving work following the July 7, 2021 public meeting.

**BACKGROUND AND ANALYSIS:**

On February 10, 2020, City of Dover City Council awarded the FY 2020 Street and Alley Repaving Program to George & Lynch, Inc. This work consists of replacing cracked and damaged curbs, sidewalks and drainage inlets as well as milling off the existing asphalt surface and replacing it with new asphalt. The final phase of this program consists of over half a mile of North Bradford Street from Walker Road to just south of Mary Street, adjacent to Wesley College.

As part of the Street and Alley Repaving Program, trees are identified that must be removed to facilitate the street rehabilitation. Tree removal is necessary when manipulation of the root structure during the concrete and asphalt rehabilitation process will damage the tree. On North Bradford Street, however, seventy-five (75) trees were identified as requiring removal and bids we sought to remove the trees based upon a field review by a third-party certified arborist. The original bid for tree removal was so high (in part due to the heavy workload for tree-trimming companies after the August 4<sup>th</sup> tornado) that the project was delayed. A public input phase was planned but never put in action due to COVID restrictions.

The typical construction sequence for a roadway is to address the cracked and damaged curbs, sidewalks and drainage inlets first. This leaves the repaving of the asphalt surface last to ensure that pavement cuts required for concrete installation are done first as pavement cuts will shorten the life of the asphalt surface. To facilitate the concrete work, trees effecting the infrastructure are either removed or roots are pruned.

Due to the large number of trees affecting the infrastructure on North Bradford Street, an alternative approach is proposed that will allow for asphalt street improvements to proceed, while a thorough re-evaluation of the street trees and the sidewalk repair/replacement is conducted. This approach includes the following:

- Remove and replace damaged curbs and curbing along driveway aprons. (Curbing that is overgrown or damaged by trees will not be addressed to minimize tree work required due to curbing and avoid cutting the pavement at a later date. Fifty-six trees are affecting the curb within the project area.)
- Remove and replace curbing and flatwork at necessary intersections to ensure ADA compliance.
- Mill and overlay the pavement section for the project area. (Eight trees are affecting the pavement surface, however, the contractor may be able to work around the trees. The health of the trees will need to be monitored on a regular basis.)
- Evaluate remaining sidewalk areas that are damaged and/or effected by trees to determine alternative methodologies to achieve ADA compliance and preserve as many trees as possible. Survey work may be required if additional right-of-way is needed. Input will be received from additional tree experts including the State's Urban Forestry Coordinator.

A preliminary public meeting is scheduled for July 7, 2021 at 6:00 p.m. at the Dover Public Library, Meeting Room A/B. Residents will be notified of this meeting via door to door notification, the City's website, DoverTV and Facebook. This meeting will review the proposal above as well as discuss options for ADA compliance in light of tree issues throughout the project area. Additional public meetings will be scheduled as necessary.

City staff recommends proceeding with the project as outlined above.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: CITY MANAGER**

**FLSA: Exempt**

**GENERAL DESCRIPTION:**

The essential function of the position within the organization is to oversee and direct the operations of the City of Dover. The position is responsible for enforcing municipal ordinances, charter provisions and other laws and regulations; supervise staff, establishing long range plans for the City, developing policy and procedures, managing the daily operations of the City, preparing budgets, and evaluating, documenting, and reporting on events and activities to the City Council. Decision-making is the primary function of the job, affecting the organization, related organizations, and major segments of the general population; works in an evolving environment with emerging knowledge and technologies, competing priorities, and changing politics.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Responsible for creating and maintaining a productive, harmonious and respectful work environment. Diversity and inclusion is valued. Genuine concern for employee's success, hiring, training empowerment and staff development. Strong understanding of leadership principles and practices.

Develops goals, objectives, policy and procedures for City activities and programs in consultation with elected or appointed officials, senior management, department heads, and department staff.

Performs long and short range planning for the City in collaboration with the City Council, developing and implementing new programs and services to support and encourage the City's growth and development.

Directs city activities, including utilities, customer service, recreation services, human resources, contingency planning, safety, and other activities, processes, or programs.

Advises and consults with elected and appointed officials, commissions, department heads, staff agencies, civic or private groups, individuals, and others on issues, problems, strategies, policies, and procedures related to City services.

Represents the City on regional and local boards or committees and at meetings concerning City issues; makes presentations to elected or appointed officials, department heads and staff, and other public or private agencies or groups on significant City issues or programs.

Oversees administrative matters such as developing, reviewing and presenting City budgets, administering expenditures, developing and recommending City CIP, conducting special studies, managing correspondence and records, preparing routine and special reports, administering training, providing for staff technical or professional growth, and other administrative duties.



**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Formulating new concepts or theories based on original research, intellectual creativity, and ideas.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Mentoring others by advising, counseling, or guiding them regarding problems that may be resolved by legal, scientific or professional principles.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Interpreting policy and establishing methods and procedures; preparing specifications for contracts for goods and services.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility for the overall administration of fiscal and administrative policy with authority and responsibility over all departments or the direction of the organization's legal department. Reports directly to the top elected body.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility and authority for the development of policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Using mathematics involving the practical application of fractions, percentages, ratios and proportions; use algebraic solutions of equations and inequalities; descriptive statistics.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reading technical journals, financial reports and legal documents; speaking before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writing complex reports and developing presentations for audiences.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions may not exist; Requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions is catastrophic – has a widespread impact on both public and private organizations, the general public, an extensive geographic area and may impact private citizens, the community or a larger geographic area; survival of organization is threatened or widespread loss of life and severe damage is probable.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires Bachelor's degree in public administration, finance, business management, engineering or closely related field. Master's degree in public administration, finance, business management is preferred.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

ICMA credentials are preferred but not required.

Valid Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires over ten years.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Light work that involves walking and standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands, or limbs on repetitive operation of ~~mechanical or electronic~~ office equipment ~~or shop machines or tools~~ within moderate tolerances limits of accuracy.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

Primarily works in an environmentally controlled situation such as an office. Will be performing duties outside.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

#### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Updated 2-23-09, 8/2013; 6/1/20