COMPENSATION COMMISSION

A G E N D A

July 12, 2011 - 3:00 P.M. - City Hall Conference Room - City Hall - City of Dover

AGENDA ADDITIONS/DELETIONS

1. Election of Chair

2. History of Establishment of Compensation Rates for City Officials

3. City Council and Mayor Responsibilities
   A. Results of Survey - City Council Responsibilities
   B. Mayor's Responsibilities
   C. Committee/Commission/Board Service

4. Comparison of City Salary/Reimbursement Rates for Mayor, Council and Other Paid Commission/Committee Members with Other Local Governments

5. Adjournment

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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.

HISTORY OF COMPENSATION - MAYOR, CITY COUNCIL AND PAID COMMITTEES AND COMMISSIONS

The following are a series of excerpts from Council and Committee Meetings that reflect a history of compensation for the Mayor, Council, and paid members of City Committees and Commissions. This information is not comprehensive, as it does not include every action taken by Council regarding reimbursement, but reflects many of Council's major decisions on this topic. Each heading in red text indicates a decision made by Council, followed by a history of the actions that led to the decision.

July 27, 2009: Reduced Council Members' salaries by 10% and the Mayor's salary by $900 for a one-year period.

An Excerpt from the Minutes of the City Council Meeting of July 27, 2009:

Ordinance #2009-16 - Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201 (2) - Compensation and Expenses for Mayor, Council, Employees, and Other Elected or Appointed Officials; Council Members Generally

Mr. Leary moved that the Final Reading of the proposed ordinance be acknowledged by title only, seconded by Mr. McGiffin and unanimously carried.

The proposed ordinance would reduce City Council's annual salary by 10% in accordance with their motion of June 22, 2009.

Council President Williams reminded members of City Solicitor Rodriguez' opinion regarding this amendment. Since the ordinance setting Council's salary was in effect at the time each current member took office, it cannot be changed without the consent of the individual members. The ordinance can be adopted by a majority affirmative vote; however, if a member does not vote favorably for its adoption, their salary will not be reduced. Likewise, any amendment to reduce the Mayor's salary would require the Mayor's concurrence for adoption.

Due to the economic times and since employees and Council have taken reductions, Mayor Carey requested that members include a reduction in the amount of $900 for the Mayor's salary.

Mr. Hogan noted that the proposed ordinance does not specify that the reduction would be effective for one (1) year; therefore, the amendment would be making a permanent change. He explained Council's difficulty in making changes of this nature and relayed disappointment that the one (1) year effectiveness was not included, since he felt that was the original agreement.

Mr. Leary moved to amend the proposed ordinance to include a $900 reduction in the Mayor's salary, seconded by Mr. McGiffin and carried by a unanimous roll call vote.

Mr. Hogan moved to amend the proposed ordinance to indicate that the reduction in salary expires after one (1) year, seconded by Mrs. Russell.

Responding to Mr. Slavin, Mr. Hogan indicated that after one (1) year, the salary would revert to its previous amount. Council President Williams explained that an ordinance would be required to be presented to Council for consideration.

The motion to amend the proposed ordinance to indicate that the reduction in salary expires after one (1) year was carried by a roll call vote of eight (8) yes and one (1) no (Mr. Leary).

Mr. Slavin moved for adoption of Ordinance #2009-16, as amended. The motion was seconded by Mr. Leary and by a unanimous roll call vote, Council adopted the following ordinance:

CITY OF DOVER PROPOSED ORDINANCE #2009-16

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201 - Compensation and expenses for mayor, council, employees and other elected or appointed officials, Subsection (2) - Councilmembers generally, be amended to read as follows:

Sec. 2-201. Compensation and expenses for mayor, council, employees and other elected or appointed officials.

In accordance with section 12 of the Charter, authorizing the council to establish compensation and expenses for the mayor and councilmembers, city employees and other elected or appointed officials, the following fees are hereby established:

(1) *Mayor.* The mayor shall receive an annual salary of $45,000.00. For the period beginning July 27, 2009 and ending July 26, 2010, the mayor shall receive an annual salary of $44,100. In addition, the mayor shall receive an expense allotment of up to $5,000.00, to be included in the city's annual budget, for miscellaneous expenses, to be reimbursed upon submission of receipts or proper documentation. Expenses in excess of this amount shall only be permitted by council approval. The mayor shall be entitled to all benefits customary to an employee of the city, except pension benefits, and sick and vacation leave.

(2) *Councilmembers generally.* Each councilmember shall receive an annual salary of $7,416, to be paid monthly. For the period beginning July 27, 2009 and ending July 26, 2010,each councilmember shall receive an annual salary of $6,674.40, to be paid monthly. The council president shall receive an annual salary of $8,652, to be paid monthly. For the period beginning July 27, 2009 and ending July 26, 2010, the council president shall receive an annual salary of $7,786.80, to be paid monthly. Councilmembers shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by ordinance or policy.

(3) *Councilmembers hearing appeals.* Members of the council sitting to hear appeals from the municipal assessment shall receive $50.00 for per diem reimbursement for expenses for the preparation and attendance of each meeting of the assessment appeals committee.

(4) *Nonemployee election officers.* Each person not a city employee appointed to serve as an election judge for any municipal election shall receive $200.00 for per diem reimbursement for each election attended. Each person chosen to serve as a clerical assistant for any municipal election shall receive $150.00 for per diem reimbursement for each election attended.

(5) *Employee election officers.* Employees of the city appointed to serve as election judges or officials for any municipal election shall receive $150.00 for per diem reimbursement for expenses for each municipal election attended in addition to their regular salary.

(6) *Appointee to council committee.* Each appointed member to any city council committee, not serving an elected term to any city office, shall receive $75.00 for preparation and attendance at each committee meeting to which the member is appointed.

(7) *Employee on council committee.* For any city employee appointed to a council committee shall receive $25.00 for reimbursement for expenses per diem for each meeting attended which is held after 5:00 p.m. on a scheduled workday or at any time on a weekend or city-approved holiday.

(8) *Planning commission.* Each appointed member of the planning commission shall receive $100.00 per diem reimbursement for expenses to be paid monthly for preparation and attendance at each meeting of the planning commission.

(9) *Board of adjustment.* Each appointed member of the board of adjustments shall receive $75.00 per diem reimbursement for expenses to be paid monthly for preparation and attendance at each meeting of the board of adjustment, to become effective July 1, 2007.

ADOPTED: JULY 27, 2009

An Excerpt from the Minutes of the City Council Meeting of June 22, 2009:

Budget Ordinances - 2009/2010 City of Dover Budget and Downtown Dover Business Improvement District - Cash Receipts/Budget FY 2009-2010

Mr. McGlumphy moved that the Final Reading of the proposed ordinances be acknowledged by title only, seconded by Mr. Hogan and unanimously carried.

Mr. McGlumphy moved for adoption of the 2009/2010 City of Dover Budget Ordinances and Downtown Dover Business Improvement District - Cash Receipts/Budget FY 2009-2010. The motion was seconded by Mr. Leary.

Mr. Slavin reminded members that he voted against the budget during the Budget Hearing and he also intended to vote against its adoption. He stated that his "no" vote should not be interpreted as meaning that those voting "yes" are wrong or that he disagrees with them - he had no better budget to propose.

Mr. Slavin expressed concerns regarding the use of furloughs, which would reinflate the budget for FY 2010/11; depleting the Rate Stabilization Fund and locking in to a Water/Wastewater hike for next year; reducing ambulance and police service; deferring maintenance and replacement of equipment; and lack of a safety net in the case of a downturn in revenues from the State.

Mr. Slavin noted that there were possible electric, water, and wastewater rate hikes for 2011 and the possibility of a tax increase.

Mr. Slavin stated that, by utilizing furloughs, they were effectively asking for pay cuts for City employees and suggested that Council lead by example.

Mr. Slavin moved to amend the Budget Ordinance to include a five percent (5%) reduction in City Council salaries from the current Fiscal Year level. The motion was seconded by Mr. Hogan.

Mr. Salters moved to amend the motion by changing five percent (5%) to ten percent (10%). Mr. Hogan withdrew his second to the motion and Mr. Leary seconded the amendment to the motion.

The motion to amend the Budget Ordinances to include a ten percent (10%) reduction in City Council salaries was carried by a roll call vote of seven (7) yes, one (1) no (Mr. McGlumphy), and one (1) absent (Mr. Ruane).

June 25, 2007: Provided reimbursement to the members of the Board of Adjustments at the rate of $75.00 per meeting attended. Planning Commission reimbursement remained at $100.00.

An Excerpt from the Minutes of the City Council Meeting of June 25, 2007:

FINAL READING - PROPOSED ORDINANCES

SECTION 2-201 - COMPENSATION AND EXPENSES FOR MAYOR, COUNCIL, EMPLOYEES AND OTHER ELECTED OR APPOINTED OFFICIALS

Mr. Slavin moved for adoption of the following ordinance, seconded by Mr. Carey and carried by a unanimous roll call vote.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Section 2-201 - Compensation and expenses for mayor, council, employees and other elected or appointed officials, of the Dover Code be amended by deleting Paragraph (8) it in its entirety and inserting in lieu thereof the following to read as follows:

(8) Planning commission. Each appointed member of the planning commission shall receive $100.00 per diem reimbursement for expenses to be paid monthly for preparation and attendance at each meeting of the planning commission.

(9) Board of Adjustments. Each appointed member of the board of adjustments shall receive $75.00 per diem reimbursement for expenses to be paid monthly for preparation and attendance at each meeting of the board of adjustments, to become effective July 1, 2007.

ADOPTED: JUNE 25, 2007

An Excerpt from the Minutes of the City Council Meeting of June 11, 2007:

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - MAY 29, 2007

The Legislative, Finance, and Administration Committee met on May 29, 2007, with Chairman Salters presiding.

Consideration of Reimbursement for Board of Adjustment Members

At the request of members of the Board of Adjustments, Councilmen Salters and Carey, and Council President Williams submitted an amendment to Chapter 2, Article IV, Section 2-201, Compensation and Expenses for Mayor, Council, Employees, and Other Elected or Appointed Officials, of the Dover Code for member's consideration. This amendment would provide each appointed member of the Board of Adjustments $75.00 per diem reimbursement for expenses to be paid quarterly for preparation and attendance at each meeting of the Board of Adjustments, similar to like committees and commissions of the City of Dover.

The committee recommended adoption of the proposed ordinance amendment.

Mr. Salters advised members that, due to a change in the processing of payroll, it is more efficient to pay committee and commission members monthly rather than quarterly; therefore, staff recommended revising the proposed ordinance amendment to reflect monthly payment rather than quarterly payment. In addition, it has come to staff's attention that the payment for the Planning Commission members should be revised to reflect monthly payment rather than quarterly payment.

Mr. Salters moved for approval of the proposed revisions to the ordinance amendments, as recommended by staff, seconded by Mr. Carey and unanimously carried. *(The First Reading of the ordinances will take place during the latter part of the meeting.)*

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FIRST READING - PROPOSED ORDINANCES

Council President Williams reminded the public that copies of the proposed ordinance are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Final action by Council on the proposed ordinances will take place during the Council Meeting of June 25, 2007.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of the Ordinance Amendment as read by the City Clerk, by title only, as follows:

1. Section 2-201 - Compensation and Expenses for Mayor, Council, Employees and Other Elected or Appointed Officials

June 24, 2002: Established City Council Member salaries at $7,416 annually, Council President at $8,652 annually, and removed the annual increase for Council that was based on employee rate of increase.

An Excerpt from the Minutes of the City Council Meeting of June 24, 2002:

FINAL READING - PROPOSED ORDINANCE:

Section 2-70(2) - Council Compensation
Mr. Speed moved for adoption of the following ordinance, seconded by Mr. Ruane and carried by a roll call vote of six (6) yes, three (3) no (Mr. Pitts, Mr. McGlumphy, and Mr. Salters):

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Article III - City Council, Division I - Generally, Section 2-70 - Compensation and Expenses for Mayor, Council, Employees and Other Elected or Appointed Officials, be amended by deleting Subsection 2 in its entirety and inserting in lieu thereof the following:

(2) Each council member shall receive an annual salary of seven thousand four hundred sixteen dollars ($7,416.00), to be paid monthly. The Council president shall receive an annual salary of eight thousand six hundred fifty two dollars ($8,652.00), to be paid monthly. Council members shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by ordinance or policy.

ADOPTED: JUNE 24, 2002

An Excerpt from the Minutes of the City Council Meeting of June 10, 2002:

LEGISLATIVE AND FINANCE COMMITTEE REPORT:

Proposed Ordinance Amendment Section 2-70(2) - Council Compensation
Due to the current economic situation and the City's budgetary constraints, members considered an amendment to Section 2-70(2) of the Dover Code that would eliminate the annual increase for members of Council for July 1, 2002. Mr. McGlumphy explained that the amendment refers strictly to this year's annual increase, which is the result of discussion that occurred during the budget review process. The committee recommended adoption of the amendment to Section 2-70(2) of the Dover Code.

Mr. Salters moved for approval of the committee's recommendation under consent agenda, seconded by Mr. McGlumphy.

Mr. Speed explained his feeling that the ordinance, as written, has the Council's salary predicated upon the increase in salary for our employees, which creates a conflict of interest since Council sets the amount of the increase.

Mr. Speed moved to amend the motion to eliminate the annual increase entirely and that the current salaries be specified at their current rate, so that the ordinance would read as follows: "Each council member shall receive an annual salary of seven thousand four hundred sixteen dollars ($7,416.00),

to be paid monthly. The Council president shall receive an annual salary of eight thousand six hundred fifty two dollars ($8,652.00), to be paid monthly. Council members shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by ordinance or policy." The motion was seconded by Mr. Ruane and carried by a roll call vote of six (6) yes, three (3) no (Mr. Pitts, Mr. McGlumphy, and Mr. Salters).

For the record, Mr. McGlumphy stated that he is aware that there is an election year approaching and that there are some council members that will be running again who have not been able to fulfill promises made to the voting public, which he feels is the reason the amendment has been proposed.

The motion for adoption of the amendment to Section 2-70(2) of the Dover Code , as amended, was carried by a roll call vote of six (6) yes, three (3) no (Mr. Pitts, Mr. McGlumphy, and Mr. Salters). *(The First Reading of the ordinance will take place during the latter part of the meeting).*

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FIRST READING - PROPOSED ORDINANCES

Mr. Salters moved to waive the reading of the proposed ordinances before Council, seconded by Mr. Truitt and unanimously carried. Council President Carey reminded the public that copies of the proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Final action by Council on the proposed budget ordinances will take place during the Council Meeting of June 24, 2002.

Mr. Salters moved for acknowledgment of the First Reading of the following proposed ordinances, by title only, seconded by Mr. Truitt and unanimously carried:

➢ Section 2-70(2) - Council Compensation

January 22, 2011: Increased rate of reimbursement for election workers.

An Excerpt from the Minutes of the City Council Meeting of January 22, 2001:

FINAL READING - PROPOSED ORDINANCES

The First Reading of the following proposed ordinances was accomplished during the Council Meeting of January 8, 2001.

Section 2-70 - Compensation and Expenses for Mayor, Council, Employees and Other Elected or Appointed Officials, Paragraphs (4) and (5)

Mrs. Malone moved that the final reading of the proposed ordinance be acknowledged by title only, seconded by Mr. Carey and unanimously carried.

Mr. Salters moved for adoption of the following ordinance, seconded by Mr. McGlumphy and carried by a unanimous roll call vote:

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Paragraphs (4) and (5) of Section 2-70 of the Dover Code be amended by deleting them in their entirety and inserting in lieu thereof the following:

(4) For each person not a city employee appointed to serve as an election judge for any municipal election for per diem reimbursement for expenses for each election attended - Two hundred dollars ($200.00). For each person chosen to serve as a clerical assistant for any municipal election for per diem reimbursement for each election attended - One hundred fifty dollars ($150.00).

(5) For employees of the city appointed to serve as election judges or officials for any municipal election for per diem reimbursement for expenses for each municipal election attended in addition to their regular salary - One hundred fifty dollars ($150.00).

ADOPTED: January 22, 2001

An Excerpt from the Minutes of the City Council Meeting of January 8, 2001:

ELECTION BOARD REPORT

The Election Board met on December 11, 2000 with Chairman Leary presiding.

Review of Section 2-70(4) and (5) of the Dover Code - Compensation for Election Officials

The Election Board reviewed Section 2-70(4) and (5) of the Dover Code relative to compensation for election officials, along with information regarding the development and amendments to those sections. It was noted that, historically, the City has set the rate of compensation for election officials to correspond with the State of Delaware. It was just recently brought to staff's attention that the State has instituted an increase in compensation. This has not been an issue since there has not been an election for the past few years; however, with the upcoming referendum, it was felt that this matter should be considered.

During the Election Board Meeting, the City Clerk, Mrs. Green, advised members that it has been somewhat difficult to acquire election workers in the past. She stated that election workers must arrive at 6:30 a.m. and remain at the polling place until after 8:00 p.m. when the polls close, working a total of approximately 14 consecutive hours.

In discussing this matter, members relayed concern with the compensation and questioned the rate per hour, feeling that these workers could receive the same compensation working at a fast food restaurant. Considering the responsibilities involved, it was felt that the compensation for Election Judges should be set at $200 and Election Clerks set at $150.

Mr. Leary advised members that the Election Board recommended adoption of an ordinance to amend Section 2-70(4) and (5) of the Dover Code that would allow for the compensation for Election Judges to be set at $200 and Election Clerks to be set at $150.

Mrs. Malone moved for approval of the Election Board's recommendation, seconded by Mr. Weller and unanimously carried. The First Reading of the ordinance will take place during the latter part of the meeting.

Mrs. Malone moved for acceptance of the Election Board Report, seconded by Mr. Gorman and unanimously carried.

October 9, 2000: Increased salary for City Council members to $7,200 annually and Council President to $8,400 and provided for an annual increase equal to the City's employee pool for raises.

An Excerpt from the Minutes of the City Council Meeting of October 9, 2000:

FINAL READING - PROPOSED ORDINANCE

The First Reading of the following proposed ordinance was accomplished during the Council Meeting of September 25, 2000.

Article III - City Council, Division I - Generally, Section 2-70 - Compensation and Expenses for Mayor, Council, Employees and Other Elected or Appointed Officials

Mrs. Malone moved that the final reading of the proposed ordinance be acknowledged by title only, seconded by Mr. Salters and unanimously carried.

Mrs. Malone moved for adoption of the ordinance, seconded by Mr. Pitts.

Mr. Truitt indicated his satisfaction with a compensation that is ample reimbursement of expenses. His reward for serving as a member of Council is to help people by doing everything in his power to provide a clean, friendly, and safe City, offer the opportunity to raise families and become good citizens, opportunity for good jobs and housing, and to provide healthy environments. It is his belief that a Council that can do the most for the citizens of Dover is one comprised of non-partisan members, with civic minded individuals that place the citizens' welfare above their own income. Mr. Truitt explained that he feels obligated in voting no for the proposed pay increase, especially with automatic annual salary increases and with it becoming effective prior to current members running for re-election.

On a call for the question by Mr. Salters, the motion for adoption of the following ordinance was carried by a roll call vote of seven (7) yes, two (2) no (Mr. Truitt and Mr. Carey):

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Article III - City Council, Division I - Generally, Section 2-70 - Compensation and Expenses for Mayor, Council, Employees and Other Elected or Appointed Officials, be amended by deleting Subsection 2 in its entirety and inserting in lieu thereof the following:

> (2) Each council member shall receive an annual salary of seven thousand two hundred dollars ($7,200.00), to be paid monthly, with an annual increase equal to the city employee's pool for raises, effective October 10, 2000. The Council president shall receive an annual salary of eight thousand four hundred dollars ($8,400.00), to be paid monthly, with an annual increase equal to the city employee's pool for raises, effective October 10, 2000. Council members shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by ordinance or policy.

ADOPTED: October 9, 2000

For record purposes, Council President Christiansen noted that a letter submitted by Mr. James Hosfelt (303 Pebble Valley Place, Dover) was placed on Council's desks regarding this matter, as follows:

"In addition to being a city resident, I am also a city employee and President of Lodge#15, City of Dover, Fraternal Order of Police.

I am here to night to offer my individual support as well as the support of the FOP #15 to the distinguished members of City Council.

Over the last few months, there has been much criticism considering the proposed ordinance to increase pay for City Council.

I must admit, initially I also thought it was a drastic increase. But the more I considered the amount of time that you must spend on city related business, it all started to make sense to me.

If we consider population, the City of Dover is the second largest city in the state, at the same time, if we consider square milage it is the largest city in the state. So why shouldn't you be paid a salary commensurate with the second largest municipality in the state.

I believe Council President Christiansen said it best when he was quoted saying, "There is a price for public service". It is a fact that you get what you pay for.

In closing, I would like to remind everyone that pay increases are sometimes necessary to attract quality people to particular jobs. Councilman Gorman's concern for the quality of future Council members is legitimate. I along with my brothers and sisters of the Fraternal Order of Police agree that City Council's pay should fall between that of Wilmington and Newark's.

Thank you."

In addition, Council President Christiansen referenced information provided to members by the City Clerk's Office obtained via a telephone call from Mrs. Johnson (948 Jawd Drive, Dover) relaying her concerns regarding this matter, as follows:

(1) As a longtime resident of the community (and taxpayer) she is opposed to pay increase.

(2) Feels that citizens should vote (taxpayers) to decide for or against pay increase.

(3) Suggested that other means should be considered to bring about interest for serving City. Suggested that a survey be conducted of citizens.

(4) It was her feeling that working people can't make meeting to voice opposition.

(5) Most current members are retired and receive a pension. If the job is so much, she questioned if the position shouldn't be filled by hiring employees to do the job. This would also give people in the community jobs that are needed.

(6) She also felt that there should be term limits for serving as a member of Council.

An Excerpt from the Minutes of the City Council Meeting of September 25, 2000:

Discussion - Council Compensation

Members considered a proposal submitted by Mr. Gorman for a compensation increase for members of City Council. He suggested the possibility of a sub-committee being formed to evaluate the job, compensation, etc., and that a recommendation be presented within 30 days of being appointed. Mr. Gorman offered the following option for consideration:

- Increase compensation to $600.00 per month, with an annual increase equal to the city employee's pool for raises.
- The President of Council would keep the same percent difference he has currently.
- Any new member of Council, in succeeding years, would start at $600.00 per month.

During the committee meeting, Mr. Gorman reminded members that for the past few years, Council has been running for office unopposed. Citizens either feel that current members are doing a wonderful job or there is a lot of apathy in the community. In order to move forward, Mr. Gorman felt that the City needs to cultivate a larger interest by increasing the civic awareness of the many talented citizens in the community. A random survey indicated that individuals simply feel that the time and money are not worth the giving of their time civically to serve as a member of City Council. Mr. Gorman stated that he is proud of the work done by members of Council, and that it is time to provide a remuneration system to members that befits their contributions to this City.

The committee recommended adoption of an ordinance amending Section 2-70 of the Dover Code to increase the Council compensation to $600.00 per month, with an annual increase equal to the city employee's pool for raises, and that the Council President keep the same percent difference he has currently, to become effective immediately.

Mr. Salters moved for approval of the committee's recommendation, seconded by Mrs. Malone.

Mr. Truitt explained his opposition to the recommendation for an increase in Council compensation. It was his feeling that an increase in compensation will not be effective in ascertaining interest among the citizenry to serve in office. Those that have a desire to serve do so because they want to give to the City. The current compensation, in his opinion, more than reimburses members for any expenses as a result of their duties. In reviewing the history of Council's compensation, Mr. Truitt noted that it was doubled in 1998 and that Council is wishing to double it once again only a couple of years later. He felt that action regarding this matter should be postponed until truly needed and urged members to oppose the proposed ordinance amendment.

On a call for the question by Mrs. Malone, the motion approving the adoption of an ordinance amending Section 2-70 of the Dover Code was carried by a roll call vote of seven (7) yes, two (2) no (Mr. Carey and Mr. Truitt). (The First Reading of the ordinance will take place during the latter part of the meeting).

Mr. Salters moved for acceptance of the Legislative and Finance Committee Report, seconded by Mrs. Malone and unanimously carried.

January 10, 2000: Sets compensation for appointed members (who are not serving an elected term) to City Council Committees at $75.00 per meeting and at $100.00 for members of the Planning Commission.

An Excerpt of the Minutes of the City Council Meeting of January 10, 2000:

FINAL READINGS - PROPOSED ORDINANCES

The First Readings of the following proposed ordinances were accomplished during the Council Meeting of December 13, 1999.

Mr. Weller moved that the final readings of the proposed ordinances be acknowledged by title only, seconded by Mr. Leary and unanimously carried.

At the request of Council President Christiansen, the majority of members (show of hands) indicated that separate roll call votes should be taken on the following ordinances:

Chapter 2 - Administration, Article III - City Council, Section 2-70 - Compensation and Expenses for Mayor, Council, Employees and Other Elected or Appointed Officials, Subsection (6) - Civilian Committee Members

Mr. Truitt moved for adoption of the following ordinance, seconded by Mr. Leary and carried by a roll call vote of six (6) yes, three (3) no (Mr. Pitts, Mr. Carey, and Mrs. Malone):

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Subsection (6) of Section 2-70 - Compensation and expenses for mayor, council, employees and other elected or appointed officials, be amended, as follows:

(6) For each appointed member to any city council committee not serving an elected term to any city office for preparation and attendance at each committee meeting to which the member is appointed--Seventy five dollars ($75), effective January 1, 2000;

ADOPTED: January 10, 2000

Chapter 2 - Administration, Article III - City Council, Section 2-70 - Compensation and Expenses for Mayor, Council, Employees and Other Elected or Appointed Officials, Subsection (8) - Planning Commission Members

Mr. Lambert moved for adoption of the following ordinance, seconded by Mr. Leary and carried by a roll call vote of six (6) yes, three (3) no (Mr. Pitts, Mr. Carey, and Mrs. Malone):

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Subsection (8) of Section 2-70 - Compensation and expenses for mayor, council, employees and other elected or appointed officials, be amended, as follows:

(8) For each appointed member of the planning commission per diem reimbursement for expenses to be paid quarterly for preparation and attendance at each meeting of the planning commission-- One hundred dollars ($100), effective January 1, 2000.

ADOPTED: January 10, 2000

An Excerpt from the Minutes of the City Council Meeting of December 13, 1999:

LEGISLATIVE AND FINANCE COMMITTEE REPORT
The Legislative and Finance Committee met on November 22, 1999 with Chairman Salters presiding.

Proposed Ordinance Amendments - Chapter 2 - Administration, Article III - City Council, Section 2-70 - Compensation and Expenses for Mayor, Council, Employees and Other Elected or Appointed Officials
As a result of the Council Meeting of November 8, 1999, committee members considered proposed ordinances that would amend Section 2-70, Subsection (2) - Council Members and Council President, Subsection (6) - Civilian Committee Members, and Subsection (8) - Planning Commission Members, as follows:

Subsection (2) - Council Members and Council President
"Each council member shall receive an annual salary of seven thousand eight hundred dollars ($7,800), to be paid monthly, effective January 1, 2000. The council president shall receive an annual salary of nine thousand dollars ($9,000), to be paid monthly, effective January 1, 2000. Council members shall receive reimbursement for actual and necessary expenses incurred when an official business as prescribed by ordinance or policy."

Subsection (6) - Civilian Committee Members
"For each appointed member to any city council committee not serving an elected term to any city office for preparation and attendance at each committee meeting to which the member is appointed - Seventy five dollars ($75), effective January 1, 2000."

Subsection (8) - Planning Commission Members
"For each appointed member of the planning commission per diem reimbursement for expenses to be paid quarterly for preparation and attendance at each meeting of the planning commission - One hundred dollars ($100), effective January 1, 2000."

Considering the discussions that have occurred since the Council Meeting, several alternatives were offered for the committee's review.

Mrs. Malone stated her feeling that the original recommendation of the Legislative and Finance Committee is the proposal that should be adopted. Considering the current demands of the positions and to be fair to all members, she felt that the increases should become effective January 1, 2000, as has been recommended.

During the committee meeting, Mr. Lambert reiterated his feeling that not only is the amount of the increase in salary for Council too high, any increase should not occur mid-term. It was his feeling that the earliest any salary increase for members of Council should occur would be after each member's current term of office. He reminded members that according to the information obtained from the National League of Cities, the current salaries for City Council is average; therefore, he could not justify an increase at this time.

Mr. Lambert also felt that members should consider the possibility of the City's short-fall in next year's beginning balance, stating that the perception of constituents will be that the short-fall is due to the increase in salaries. Should a pay increase be approved for members of City Council, Mr. Lambert again stated that he would not accept the increase.

After much discussion, the committee recommended adoption of ordinances that would amend Section 2-70, as follows:

Subsection (2) - Council Members and Council President
"Each council member shall receive an annual salary of five thousand dollars ($5,000), to be paid monthly, effective May 14, 2001. The council president shall receive an annual salary of five thousand seven hundred and fifty dollars ($5,750), to be paid monthly, effective May 14, 2001. Council members shall receive reimbursement for actual and necessary expenses incurred when an official business as prescribed by ordinance or policy. The salary of the council president and council members shall be reviewed every three (3) years upon adoption."

Subsection (6) - Civilian Committee Members
"For each appointed member to any city council committee not serving an elected term to any city office for preparation and attendance at each committee meeting to which the member is appointed - Seventy five dollars ($75), effective January 1, 2000."

Subsection (8) - Planning Commission Members
"For each appointed member of the planning commission per diem reimbursement for expenses to be paid quarterly for preparation and attendance at each meeting of the planning commission - One hundred dollars ($100), effective January 1, 2000."

Mr. Salters moved for approval of the committee's recommendation by consent agenda, seconded by Mr. Leary.

Mr. Truitt stated his opposition to any increase at this time, reminding members of the information obtained from the National League of Cities, which indicated that the current salaries for City Council is average. He also noted the salaries of nearby, comparable cities such as Newark, Delaware (currently $3,600 - becomes $5,400 per year to become effective May 1, 2000); Salisbury, Maryland ($5,000 per year); Annapolis, Maryland ($8,500 per year); and Vineland, New Jersey ($5,000 per year). Mr. Truitt stated that by including the nearby, comparable cities with the information obtained from the National League of Cities, the average pay for serving as a member of council would be $5,063. Although this supports the committee's recommendation, he explained that his opposition is due to poor timing.

Responding to Mr. Lambert, Council President Christiansen explained that at this time, the recommendation of the committee is being reported for approval and that each member of Council will have the opportunity to vote separately during the first readings of the proposed ordinances schedule to occur later in the meeting. However, another alternative would be to allow discussion during the committee's recommendation should members wish to do so and if any of the ordinances are not recommended for approval, the first reading of the ordinance will not be held during the latter part of the meeting.

It was the consensus that discussion and separate votes should be taken during the committee's report rather than at the first reading of the proposed ordinances. Therefore, the motion to approve the committee's recommendation by consent was voided and separate action taken, as follows:

Subsection (2) - Council Members and Council President

Mr. Salters moved for adoption of the proposed ordinance amendment to Section 2-70, Subsection (2) - Council Members and Council President, as recommended by the committee. The motion was seconded by Mr. Weller and failed by a roll call vote of four (4) yes, five (5) no (Mr. Lambert, Mr. Truitt, Mr. Carey, Mrs. Malone, and Mr. Weller). Council President Christiansen noted that agenda item #11-A-a1, First Reading - Section 2-70, Subsection (2) has been eliminated as a result of the above action.

Subsection (6) - Civilian Committee Members

Mr. Salters moved for adoption of the proposed ordinance amendment to Section 2-70, Subsection (6) - Civilian Committee Members, as recommended by the committee. The motion was seconded by Mr. Weller and carried by a roll call vote of six (6) yes, three (3) no (Mr. Pitts, Mr. Carey, and Mrs. Malone). (The First Reading of the ordinance will take place during the latter part of the meeting).

Subsection (8) - Planning Commission Members

Mr. Salters moved for adoption of the proposed ordinance amendment to Section 2-70, Subsection (6) - Planning Commission Members, as recommended by the committee. The motion was seconded by Mr. Leary and carried by a roll call vote of five (5) yes, four (4) no (Mr. Pitts, *Mr. Truitt, Mr. Carey, and Mr. Weller). (The First Reading of the ordinance will take place during the latter part of the meeting).

(Note for record purposes: After the meeting, Mr. Truitt contacted the City Clerk and indicated that he had inadvertently voted no for the proposed ordinance amendment to Section 2-70, Subsection (8). It is noted that the vote does not change the result of the motion).

February 24, 1997: Established an annual salary of $45,000 and a $5,000 expense allotment for the Mayor, an annual salary of $3,600 for Council members, and an annual salary of $4,200 for the Council President.

An Excerpt from the Minutes of the City Council Meeting of February 24, 1997:

FINAL READING - PROPOSED ORDINANCES

The First Reading of the following proposed ordinances was accomplished during the Council Meeting of February 10, 1997.

Mr. Leary moved that the final reading of the proposed ordinances be acknowledged by title only, seconded by Mr. Lambert and unanimously carried.

Noting that there are two parts to the amendment to Section 2-70, Mr. Fenimore moved that each paragraph be considered separately, seconded by Mr. Lambert and unanimously carried.

Section 2-70, Paragraph (1) - Mayor

Mr. Hare moved for adoption of the following ordinance, seconded by Mrs. Malone.

Mr. Truitt stated that Section 14 of the City Charter defines the duties of the Mayor. It alludes to powers and duties inferred and imposed by Charter and ordinance. The citizens and business people are asking what the Mayor will be doing in addition to his present duties to warrant $45,000 per year. He stated that there is no question in his mind that the Mayor will earn every cent of the salary, but stated that Council should define the duties more specifically, without tying his hands. He suggested such duties as being available to the public, in his office, at least two or more hours per day, five days per week, and available by telephone when he has to be out of the office during regular daytime working hours, exceptions not withstanding. Mr. Truitt stated that he agrees with the concept and is comfortable with the salary, but he is not comfortable with passing the ordinance without the duties of the Mayor expressed. Mr. Truitt suggested that the Legislative and Finance Committee meet, with all members of Council present, to brainstorm the duties issue before the ordinance is passed.

Mr. Truitt moved that the ordinance be tabled until the above proposal is accomplished and that an amended proposal, including enhanced duties and responsibilities, be returned for consideration and approval at the next meeting. The motion was seconded by Mr. Pitts and failed by a vote of three (3) yes (Mr. Truitt, Mr. Pitts and Mr. Fenimore), and six (6) no (Mr. Lambert, Mr. Leary, Mrs. Malone, Mr. Salters, Mr. Hare and Mr. Christiansen).

Mr. Lambert stated that when this issue came up in the past, it was a different proposal in that it always included a proposal to assign the Mayor more responsibilities, such as having the City Manager report to the Mayor. He has always opposed such a proposal and continues that opposition. It is his fear that by assigning specific duties and responsibilities to the Mayor, it could possibly upset the delicate balance of power that we have in Dover. He stated that he will agree to some very general guidelines but he opposes any proposal to spell out in too much detail the duties and responsibilities of the Mayor. He reminded Council that the Governor of the State of Delaware has no job description and as a member of City Council, he has no job description. When a candidate runs for the position of Mayor, he or she run on a platform. In that platform, he tells the people what he plans to do and he is elected or not elected based on that platform. He reiterated that he will not support any proposal to strengthen the power of the Mayor, because

he fears it will have a negative effect on our very successful City Manager form of government.

In response to suggestions that have been made, Mr. Salters suggested that a meeting of City Council (as a Committee of the Whole) and all other interested parties, be scheduled for March 18, 1997 at 7:00 p.m. to review any possible changes that may be deemed necessary relative to the duties and responsibilities of the Mayor.

In clarifying his position, Mr. Truitt stated that he agrees completely with Mr. Lambert and completely supports the City Manager form of government. His previous motion was not meant to suggest that he favored a strong Mayor form of government but that, while the City maintains the current structure, that we also define the duties, in general terms, of the Mayor.

Mr. Fenimore expressed appreciation to the Legislative and Finance Committee for their work on this subject and to its Chairman for attempting to address the concerns of defining the duties of the Mayor by suggesting that a meeting be held to address this issue. Mr. Fenimore expressed his hope that former Mayors and Council members will participate in this meeting. However, he stated that a meeting to discuss possible duties and responsibilities of the Mayor should be held prior to approval of the compensation ordinance.

Mr. Hare reminded all members of Council that during the discussion stages of this topic by the Legislative and Finance Committee, the Chairman requested input and written suggestions from all members of Council for consideration by the committee members. Not one member of Council submitted any suggestions or proposals for the committee's review. Mr. Hare felt it unfair to the committee members that other members of Council criticize the committee's proposal during the final stages of action.

Mr. Pitts agreed that the Chairman of the Legislative and Finance Committee requested his suggestions during review of this issue. However, he offered no suggestions to the committee because he made it clear from the beginning that he did not support the proposal for a full-time Mayor.

On a call for the question on the motion by Mr. Salters, the motion to approve the following ordinance was approved by a roll call vote six (6) yes, three (3) no (Mr. Pitts, Mr. Truitt and Mr. Fenimore):

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That the Dover Code be amended by deleting Sec. 2-70, paragraph (1) in its entirety and inserting in lieu thereof the following:

Sec. 2-70. Compensation and Expenses - Mayor, Council, Employees and Other Elected or Appointed Officials.

In accordance with Section 12 of the Charter, authorizing Council to establish compensation and expenses for the Mayor and Council members, city employees and other elected or appointed officials, the following fees are hereby established:

(1) The mayor shall receive an annual salary of $45,000, effective May 11, 1998. In addition, the mayor shall receive an expense allotment of up to five thousand dollars ($5,000.00), to be included in the city's annual budget, for miscellaneous expenses, to be reimbursed upon submission of receipts or proper documentation. Expenses in excess of this amount shall only be permitted by Council approval. The mayor shall be entitled to all benefits customary to an employee of the City with the exception of pension benefits and sick and vacation leave.

ADOPTED: February 24, 1997

Section 2-70 - Paragraph (2) and (9) - Council
Mr. Salters moved for approval of the following ordinance, seconded by Mrs. Malone and by a roll call vote of six (6) yes, three (3) no (Mr. Pitts, Mr. Fenimore and Mr. Christiansen), the following ordinance was approved:

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That the Dover Code be amended by deleting Sec. 2-70, paragraph (2) and paragraph (9) and inserting in lieu thereof the following:

Sec. 2-70. Compensation and Expenses - Mayor, Council, Employees and Other Elected or Appointed Officials.

In accordance with Section 12 of the Charter, authorizing Council to establish compensation and expenses for the Mayor and Council members, city employees and other elected or appointed officials, the following fees are hereby established:

(2) Each Council member shall receive an annual salary of $3,600, to be paid monthly, effective May 11, 1998. The Council President shall receive an annual salary of $4,200, to be paid monthly, effective May 11, 1998. Council members shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by ordinance or policy.

ADOPTED: February 24, 1997

An Excerpt from the Minutes of the City Council Meeting of February 10, 1997:

Remuneration - Mayor and Council
Mr. Salters reported that the Legislative and Finance Committee met on January 14, 1997 and on January 27, 1997 to discuss the issue of remuneration of Mayor and Council.

Prior to the report of the committee, Council President Christiansen reported that correspondence has been received on this issue and he assured the public that copies of all letters have been disseminated to all members of Council and to the Mayor and are a part of the official record.

City Charter

Referring to the request to the General Assembly to amend Chapter 12 of the City Charter, the committee recommended approval of the following language:

Section 12. COMPENSATION AND EXPENSES - MAYOR AND COUNCIL AND OTHER ELECTED OR APPOINTED OFFICIALS.

The Council shall determine the annual salary and emoluments of the Mayor and Council and other elected or appointed officials by ordinance. Members of the Council, the Mayor and other elected or appointed officials shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by City ordinance or policy.

Referring to the proposed language for Chapter 12 of the City Charter, Mr. Hare asked if Council could legally change the annual salary of the Mayor during the course of the term of office. Mr. Fenimore stated that it was his understanding that the language would permit such a change in the event City Council felt it necessary. He requested that the City Solicitor submit a legal opinion on this question prior to an official vote by City Council. (The City Solicitor submitted a written opinion that City Council could change the annual salary during the course of the term of office for the Mayor. A copy of this opinion is on file with the Office of the City Clerk.)

Mr. Salters moved that City Council request that the General Assembly amend Chapter 12 of the City Charter as recommended by the committee. The motion was seconded by Mr. Leary and unanimously carried.

Mayor

Referring to Sec. 2-70, paragraph (1) of the City Code, the committee recommended deletion of the paragraph and insertion in its place, the following:

(1) The mayor shall receive an annual salary of $45,000, effective May 11, 1998. In addition, the mayor shall receive an expense allotment of up to five thousand dollars ($5,000.00), to be included in the city's annual budget, for miscellaneous expenses, to be reimbursed upon submission of receipts or proper documentation. Expenses in excess of this amount shall only be permitted by Council approval.

Mr. Salters moved for approval of the committee's recommendation, seconded by Mr. Leary.

Mr. Lambert stated his appreciation to the committee for their hard work on this subject. He stated that he supports the concept, feeling that the Mayor's role is already a full-time position and that this action simply compensates the Mayor for the time given on behalf of the City. However, he feels that the proposal goes too far in the area of salary and although it is not mentioned in the motion, it is assumed that the Mayor will be provided a City vehicle. Mr. Lambert moved to amend the motion to reflect a salary of $40,000 and the use of a City vehicle, with the remaining language of the original motion to remain. The motion was seconded by Mr. Truitt but failed by a roll call vote of five (5) no, four (4) yes (Mr. Lambert, Mr. Truitt, Mr. Hare and Mr. Christiansen).

Mr. Fenimore commended the committee members for their hard work in preparing a compensation package for the position of Mayor. As to the merits of the issue, Mr. Fenimore stated that the question remains as to what will be different to the citizens of Dover if this motion is approved, other than a transfer of money. Since the proposed motion does not include any proposed changes to the duties and responsibilities of the Mayor, Mr. Fenimore stated his feeling that the net sum result to the citizens of Dover will be zero. Absent a proposal for enhanced duties and responsibilities for the Mayor and a real change in how our City government works, Mr. Fenimore stated that action to compensate the Mayor is inappropriate. He explained

that this is the reason he attempted to delete the agenda item on remuneration for Mayor and Council. He also believes that as we are nearing the 1997 municipal election, this would be a perfect time for our candidates, as well as all members of Council, to have discussions with our voters to determine if they support the concept of a paid Mayor. He does not recommend a referendum on the matter, but that more time be allotted in order to garner the opinions of the citizens.

Mr. Fenimore moved to table the motion, seconded by Mr. Truitt. On a call for the question on the motion to table the main motion, the motion failed by a roll call vote of six (6) no, three (3) yes (Mr. Pitts, Mr. Truitt and Mr. Fenimore).

Mr. Hare reminded members of Council that this issue has been debated for many years with three citizen groups commissioned over the years to review the matter. He stated his feeling that it will be very positive for the citizens of Dover to have more access to the Mayor. If, however, it is later determined that it is not, he stated his hope that the City Council will have the fortitude to make the necessary changes. He stated that this is not an easy decision to make and regardless of how the Council members vote, it will not please everyone. It was his feeling that each member of Council must vote in accordance with their own research on the matter and on what they feel is best for the citizens of Dover. He stated that each member of Council should already have some idea of the opinions of their constituents on this matter and did not feel that additional time during the campaign period should be necessary.

Mr. Fenimore reminded members of Council that they should not vote based upon their feelings, but based upon the structure they feel best serves this city. He urged members of Council to delay a vote on this matter until after they have had an opportunity to determine the wishes of our citizens.

Mr. Truitt stated his concern with the motion since it does not address the duties of the Mayor. He also voiced concern that the proposal does not guarantee that the Mayor will devote his time to this position on a full-time basis. He felt that the proposal should stipulate that the Mayor cannot hold down another full-time or part-time job while serving as Mayor of Dover.

Mr. Truitt moved to amend the motion to require that language be devised, and submitted to Council on March 10th, to establish the duties and responsibilities of the Mayor and to stipulate that the Mayor be prohibited from having any other full or part time position while serving as Mayor of Dover. The motion was seconded by Mr. Fenimore for purposes of discussion.

Mr. Leary noted that Council has already agreed that the Charter should be amended to provide City Council the authority to adopt its own ordinances regarding this issue. If the proposed Charter amendment is approved by the General Assembly, then City Council can change the ordinances as they see fit. As a courtesy to any member of Council that would like to explore changes to the proposed package, Mr. Leary offered to cosponsor any proposals for consideration at a future Legislative and Finance Committee meeting. He requested that members of Council that support defining the role of the Mayor make specific recommendations to the committee for its consideration.

Council President Christiansen stated that the City of Dover has been very fortunate to have such dedicated public servants elected as our Mayor. He stated his support for the concept of a paid Mayor, but urged Council to determine the duties and responsibilities for the Mayor. Responding to questions by Mr. Fenimore, Council President Christiansen stated his opinion that his concerns could be addressed by ordinance rather than by amending the City Charter.

Mr. Salters stated that it is very difficult to devise a job description for the chief executive officer of any organization. He stated that he would support some general guidelines for the position of Mayor, but he does not support a detailed job description. Agreeing with Mr. Salters, Mr. Lambert stated that the Governor of the State of Delaware has no job description. Our State legislators have no job descriptions and City Council members have no job descriptions. He stated that every elected official is held accountable to the voters. He voiced concern that a detailed job description would tie the hands of a Mayor and would reduce the Mayor's creativity.

Mr. Truitt clarified that his motion does not call for a job description. It calls for a defined statement of what the Mayor is expected to do.

On a call for the question by Mr. Salters on the amending motion, the motion failed by a roll call vote of seven (7) no, two (2) yes (Mr. Truitt and Mr. Christiansen).

Mr. Pitts stated that he feels the proposal is too excessive for the taxpayers to absorb and therefore will not support the motion.

On a call for the question on the main motion by Mr. Leary, the motion was approved by a roll call vote of six (6) yes, three (3) no (Mr. Pitts, Mr. Truitt and Mr. Fenimore). (The First Reading of the ordinance will take place during the latter part of the meeting.)

City Council

After review by the committee during meetings on January 14, 1997 and January 26, 1997 of a proposal for remuneration to City Council, the Legislative and Finance Committee recommended that Section 2-70, paragraph (9) be deleted and that paragraph (2) be amended as follows:

(2) Each Council member shall receive an annual salary of $3,600, to be paid monthly, effective May 11, 1998. The Council President shall receive an annual salary of $4,200, to be paid monthly, effective May 11, 1998. Council members shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by ordinance or policy.

Mr. Salters moved for approval of the committee's recommendation, seconded by Mrs. Malone.

Mr. Truitt moved to amend the motion to set the annual salary of Council at $2,400. The motion failed due to the lack of a second.

The main motion was approved by a roll call vote of five (5) yes, four (4) no (Mr. Leary, Mr. Truitt, Mr. Fenimore and Mr. Christiansen). (The First Reading of the ordinance will take place during the latter part of the meeting.)

Mr. Salters stated that the committee recommended that paragraph nine (9) be deleted and that paragraphs three (3) through eight (8) remain the same. Mr. Salters moved for approval of the committee's recommendation, seconded by Mr. Leary and carried by a roll call vote of eight (8) yes, one (1) no (Mr. Truitt).

Mr. Salters moved for acceptance of the Legislative and Finance Committee Report, seconded by Mr. Leary and unanimously carried.

FIRST READING - PROPOSED ORDINANCES

Mr. Hare moved to waive the reading of the proposed ordinances before Council, seconded by Mr. Leary and unanimously carried. Council President Christiansen reminded the public that copies of the proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Final action by Council on the proposed ordinances will take place during the Council Meeting of February 24, 1997.

Mr. Hare moved for acknowledgment of the first reading of the following proposed ordinances, by title only, seconded by Mr. Leary and unanimously carried:

SEC. 2-70. COMPENSATION AND EXPENSES - MAYOR, COUNCIL, EMPLOYEES AND OTHER ELECTED OR APPOINTED OFFICIALS (It is noted that this action is contigent upon approval by the General Assembly of the proposed amendment to Section 12 of the City Charter.)

Minutes from the Council Committees Meeting of January 14, 1997:

COUNCIL COMMITTEES

A Special Legislative and Finance Committee Meeting was held on January 14, 1997 at 7:00 p.m., with Council President Christiansen presiding. Members of Council present were Mr. Lambert, Mr. Pitts, Mr. Leary, Mr. Truitt, Mrs. Malone, Mr. Fenimore, Mr. Salters, Mr. Hare and Mayor Hutchison.

AGENDA ADDITIONS/DELETIONS

Mr. Schaefer moved to approve the agenda, seconded by Mr. Hare and carried with Mr. Leary voting no.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee met with Chairman Salters presiding. Members present were Councilmen Leary and Hare and Mr. Schaefer and Mr. Merritt.

Mr. Salters explained that the special meeting was called to discuss remuneration levels of the Mayor and members of City Council. He offered the following remarks:

> "In the dynamic change of the American system of politics and the differential of opinion as that change takes place, one is daring and considered a risk taker should he or she dare to change customs and "the way things have been done in the past". There cannot be progress without sacrifice of something that has been a standard part of the old. Our Council and our City are faced with inevitable change. Technology and the social and economic changes which have swept our country during the past 25 years have propelled us into a position, as the State Capital, of dominant leadership. We have been at the forefront of one of the most dramatic changes in the electric energy field. We have made the transition from a cumbersome, yet economically viable, electric system through a vision of leadership and a place of prominence in innovations in this highly competitive field.

Our Council/Manager form of government has served us well. However, our system is at a point where some feel adjustments are needed. It is not merely sufficient to have a Mayor and Council in name which do not command the honor of serving without inconvenience and financial hardship on those who serve with distinction. It is not sufficient to relegate the chief officer of the City and the Council to inadequate compensation for services which are more than well compensated by other forms of state and local governments. How can we continue to ignore the studies and requests of our citizens to implement a fair form of compensation for our elected officials?

We must have fair and equitable debate about the financial adjustments which have been suggested. We must also give fair consideration to both sides of this proposition. We are a Council which has worked well together. There is not one of us that takes the duties of our office lightly. Every viewpoint is important; every detail must be considered. The time has come for this Council to take a stand and decide whether we wish to have more highly qualified individuals seek elected positions in our form of government.

Adjustments in the salary scale may very well be the catalyst which will encourage more contested races in our local elections. Men and women of courage make the difficult decisions which fuel our system of government. Our task must be to act with dispatch in regards to the subject. Let us debate and decide with the sense of duty and dignity which leave no questions or concerns unanswered."

Mr. Hare suggested that this topic be reviewed with an open mind and that no decisions be made until after everyone has had an opportunity to express their opinions. He stated the following:

"The time has come to consider enhancing the responsibilities of and compensation for the position of Mayor. I believe the citizens would benefit from enhanced responsibilities of the Mayor. If sufficiently compensated, a Mayor would have the time and opportunity to oversee and participate in legislative matters that effect the City and could attend meetings of various organizations that have a direct effect on the City of Dover. It would provide the opportunity for coordination of activities of all levels of government and the time needed to work with local businesses on current issues and on business/economic development for the future of Dover. Most importantly, it would allow a Mayor to be more available to our citizens.

With regards to fair compensation to members of City Council, no change has been made since 1987 when the compensation was increased from $10 per meeting to $75 per meeting. Although members of Council are public servants that serve in their positions for the sole purpose of contributing to the betterment of our community, some form of compensation should be made toward the time and expenses incurred in the duties as a Council representative of the City of Dover."

Mr. Hare moved that Section 2-70 of the City Code be amended to provide for enhanced responsibilities and remuneration for the position of Mayor to the level of a $35,000 annual salary, expense account as approved by the budgetary process, use of a City vehicle, and that Section 2-70 of the City Code be amended to provide for remuneration for members of Council at a level of $400 per month, to be paid on a monthly basis, with both amendments to become effective May 11, 1998. (He noted that this would require an amendment to the City Charter.) The motion was seconded by Mr. Schaefer.

Mr. Leary asked Mr. Hare how he arrived at the figure of $400 per month for Council. Mr. Hare stated that Newark City Council members receive $300 per month and it was his feeling that since Dover is larger than Newark, Dover Council members have greater responsibilities. He reminded members that the $400 figure is only a proposal and he is open to the suggestions of others.

Mr. Schaefer stated there has been significant growth in the City of Dover over the last several years. With the completion of the Route #1 By-Pass over the next two to three years, it is anticipated that this level of growth will continue at an accelerated rate. This type of growth has caused a wide range of changes in Dover such as the need for a new police station, which is moving forward, and the need for a new West Dover Fire Station, which is now complete. Mr. Schaefer reminded the public that last year, the Mayor lobbied the State Bond Committee attempting to procure $400,000 toward costs of the new Police Station. The actual amount procured was $250,000, which is money that would never have been pursued if the Mayor had not taken this initiative. The City and State are growing very rapidly and political issues are presented almost daily that require adequate representation from someone representing the City of Dover. The City Manager is responsible for the day to day operations of the City and should not be expected to fill this role. This role is most certainly one that should be filled by the Mayor. Mr. Schaefer referred to such matters as the MPO, where the planning taking place today will have an effect on the City of Dover for many years to come. It is extremely important that the City have adequate representation in such matters. He stated that the social aspects associated with the Mayor's position is extremely time consuming. He cited many instances of requests for the presence of the Mayor such as business openings, functions of the many organizations in our community and our schools, retirements, award ceremonies, etc. This alone is a lot for one person to bear without even giving consideration to the need of the Mayor to be a part of the business aspect of the community. Mr. Schaefer stated that compensation at a level of $35,000 and the use of a vehicle is reasonable. On the issue of City Council remuneration, Mr. Schaefer stated that the same applies to members of Council in regards to the time-consuming aspect of requests for their presence. Attendance at Council Meetings is only a small part of the time given to the responsibility of representing the citizens of Dover. He reminded the public that members of Council often attend civic association meetings and other meetings where issues concerning their constituents may be addressed, as well as spending time with constituents both in person and by telephone.

Mr. Schaefer stated that since the proposal would not take effect until May 11, 1998, it will have no direct effect on anyone currently sitting on Council or on the Mayor. The time lapse also allows ample time for everyone to decide if they wish to run for office under the proposed format.

Mr. Leary stated that the motion combines the issues of remuneration levels of City Council and the Mayor and stated his feeling that they should be separate issues. Referring to Mr. Salters' earlier remarks, Mr. Leary stated his opinion that our past traditions do matter and he feels that our citizens expect us to hold onto them as long as possible. This does not mean that we will never make changes, but we should try to hold onto them and nurture them as long as possible. He has always felt that the compensation given to Council is not for the purpose of gaining something, but is to ensure that they do not lose anything. He cited such expenses as gas for traveling to a rezoning site, telephone calls, an occasional meal when luncheons/dinners are required, attendance at the Mayor's Prayer Breakfast, employee retirements, etc. Mr. Leary stated his feeling that the current requirements of City Council do not merit the kind of remuneration increase proposed and feels the current level is adequate.

Referring to the proposal for the Mayor, Mr. Leary stated his support for the proposal for the position of Mayor. He reminded Council that he has supported this proposal in the past and he continues to do so. It was his opinion, however, that the proposal for an annual salary of $35,000 is insufficient.

Mr. Lambert conveyed his agreement with the proposal for the Mayor's position. He stated that there are many things going on in Dover on a daily basis and he felt that a Mayor should be available to address them on a daily basis. He stated that he supports the current proposal over others offered in the past since the current proposal makes no change to the power structure of the City.

As for the Council remuneration issue, Mr. Lambert stated that the current system, based upon Council Meeting attendance, is unfair. He cited circumstances where a member of Council may be out of town on City business, making it impossible to attend a Council Meeting. The Council member would not receive compensation even though they were performing City business. If meeting attendance of an elected official is poor, the problem will be handled through the electorate process. Mr. Lambert stated that fulfilling the responsibility of City Council requires a significant amount of time, often requiring him to leave his job to do something for the City as well as taking up a significant amount of his evening hours. He supports an increase in compensation, but only if the change becomes effective upon completion of terms of all current elected officials. An effective date of May 1998 ensures that current members of Council are not increasing their own salaries.

Council President Christiansen stated his opinion that the Mayor should be the Chief Executive of the City and suggested that the Charter be changed accordingly. Referring to economic development issues, he stated that although the City Manager and members of Council participate in these issues, business officials want to meet with the highest elected official of the City. In order to participate under our current guidelines, the Mayor must take time off from his job which is not always possible. Although he supports enhanced responsibilities for the Mayor, he felt it would be wrong to pay a salary for the position without creating a job description that outlines the responsibilities of the Mayor.

Mrs. Malone offered the following remarks:

> "I agreed to cosponsor discussion on review of Mayor and Council remuneration to allow all of us an opportunity to voice our feelings on the subject. I do not, however, agree with the entire proposal of Councilman Hare which was distributed along with the agenda.
>
> The City of Dover has experienced rapid growth over the past several years and perhaps the time has come for a paid Mayor. During the last couple of years, the City of Dover has lost opportunities for funding that has gone to other municipalities. If the Mayor were available to spend more time at Legislative Hall acting as a lobbyist on our behalf, there is a possibility that the City of Dover could garner more grants and funding for items such as recreation, streets, etc.
>
> I realize that it takes a significant commitment of time for the Mayor to fulfill the challenges of the position and I support the proposal for a paid Mayor. I do not, however, agree with a Mayor, or any elected official, receiving all employee benefits, including a pension. I object to any reference to a "full-time" paid Mayor. The term "full-time" infers that a Mayor could not hold down another job, which I feel would be discriminatory and would limit the position to self-employed and/or independently wealthy individuals. A Mayor should work as many hours as it takes to fulfill the obligations of the position, which very probably includes a combination of daytime, evening and weekend hours, and the Mayor should be fairly compensated for this commitment of time.
>
> Relative to the proposal for an increase in the compensation to Council, I am sure that each of us agrees that our commitment is for the good of the community and is certainly not for monetary gain.

> We should receive adequate compensation for the costs involved in serving our citizens in a professional manner. There has been no increase in Council compensation since 1987 when a major increase was approved, increasing the per meeting amount from $10 to $75. We should review cost of living increases more often so that when an adjustment is made, it does not require a significant increase.
>
> For the betterment of the City of Dover, we should address this sensitive issue and make a final decision regardless of how difficult this may be for some of us."

Mr. Fenimore stated his desire to have open communication on the two issues, but requested that they be separated so that each issue is addressed on its own merits. Referring to the proposal for compensation to City Council, he stated that he agrees with Mr. Leary that the compensation should ensure that members of Council do not lose money due to their obligations as a Council representative. He stated his opposition to any move that would encourage citizens to run for the office of City Council based upon a compensation consideration, but stated no opposition to an inflationary increase for members of Council.

Referring to the position of Mayor, Mr. Fenimore stated that he is open to discussion on enhanced responsibilities and compensation for the Mayor. Some have alluded that there is a need to have the Mayor act as the chief lobbyist for the City of Dover. Mr. Fenimore stated that our state representatives receive $27,500 for working six months of the year. A salary of $35,000 equates roughly to what is paid to the Director of Main Street Dover. There has been discussion that an annual salary for the Mayor would motivate more highly qualified people to seek office. He stated that compensation should not be the motivation for seeking public office. However, he stated his opinion that setting the salary at $35,000 for the position of Mayor would be cutting out an entire class of people from running for Mayor. People that are in their working prime would not be able to perform the duties of Mayor for an annual salary of $35,000. He cited situations where a citizen may be able to take a leave of absence from their positions or business in order to serve the public for a few years. Most people could not consider leaving their jobs, which is their primary means of making a living, in order to serve this City. Mr. Fenimore suggested that if the City needs this full-time, enhanced Mayoral position, then consideration should be given to setting the annual salary at a higher level.

Mr. Pitts stated that during his visits at the Modern Maturity Center, he has received comments from citizens that they do not support a paid Mayor. He stated that until the opinions of his constituents change, he cannot support the proposal.

Mr. Truitt also expressed concern with the motion including action on both the Mayor and Council Members. He felt that they are two separate issues that should be voted upon separately, in accordance with their individual merits. Referring to the compensation for members of Council, Mr. Truitt stated that he did not feel there is a need for increased compensation other than a cost of living increase. Referring to the proposal for the Mayor, Mr. Truitt stated his opinion that there should be a written description of job responsibilities for this position. It was his feeling that whatever action is taken, it should include some sort of automatic cost of living adjustment so that this matter does not need to be revisited as often. Mr. Truitt felt that additional review is needed before taking any definitive action.

Mr. Lambert also voiced his opinion that the two issues should be separated, especially if it is possible that the Council issue could hold up action on the compensation for the Mayor. He reiterated his feeling that the City needs to have representation from the Mayor on a daily basis.

Mr. Hare stated that the current compensation package for City Council provides for reimbursement of expenses related to meeting attendance. However, there are instances when a member of Council has to take off from work in order to represent the City at required functions, meetings, seminars, etc. The current compensation package does not include any reimbursement to the Council member if they take the time off from work without pay or as a vacation day or personal leave. The proposal may come closer to compensation for this time. Referring to Mr. Truitt's recommendation for additional study, Mr. Hare stated that this matter has been studied by three different committees over a course of several years. Referring to the motion, Mr. Hare stated that he would be willing to split the two issues, but not to the extent that action on the issues would be delayed for further study.

Mr. Fenimore stated that he certainly does not suggest that the matter be studied to death, but he requested that the Legislative and Finance Committee bring a complete and comprehensive proposal to Council for action on both issues.

Opening the meeting for public comment, Mr. Salters recognized former Mayor, Crawford J. Carroll. Mayor Carroll stated that he sent a letter to Mayor and Council on this issue, as well as having co-signed a letter from Chamber of Commerce representatives. He stated that it is sometimes difficult to see change when you are a part of it. The City of Dover has significantly grown over the last few years and for those of us that live here, this change may be difficult to see. He stated the need for representation at Legislative Hall, stating that although the Delaware League of Local Governments represents all Delaware municipalities, Dover is large enough that it needs additional and specific representation. Mayor Carroll reviewed the many projects he was involved with during his tenure as a Council member and as the Mayor of Dover which consisted of more than 30 years as a public servant. The time he spent on City issues was time that he was away from his own business. Although he does not know the amount, he stated that he is sure that it cost him money, both personally and professionally. He elaborated on the need for economic development in our community, citing the increase to our economy when such businesses as General Foods and Scott Paper were encouraged to locate in Dover. Mayor Carroll stated that there are instances when citizens and company officials want to talk with the Mayor who is the highest elective official in the City of Dover. It is his opinion that the Mayor should be available on a daily basis to accommodate those that wish to meet with him. He stated that this type of availability takes a significant amount of time.

Alluding to the discussion on a job description for the Mayor, Mayor Carroll stated that there is no need for a job description for an elected official. The title alone is explanatory of the duties and responsibilities of the position. He felt sure that the voters would take care of any elected official that is unsure of their duties or responsibilities.

Mr. Dennis McGlynn addressed the committee, stating that he co-signed a letter on behalf of the Central Delaware Chamber of Commerce, in support of a paid Mayor. The Central Delaware Chamber of Commerce represents 800 businesses in the Central Delaware area. Although the letter addresses a "full-time" paid Mayor, Mr. McGlynn noted that some members of Council take exception to the term "full-time". He explained that it is not important to the Chamber members how the term is phrased, stating that they are more concerned about the availability of the Mayor to the business community. They urge the City of Dover to do everything possible to deal with the challenges and take advantage of the opportunities that come with the significant growth that we have been experiencing in our community. Mr. McGlynn stated that the Central Delaware Economic Development Council spends a significant amount of time soliciting businesses from outside our area to locate in Kent County, bringing jobs and economic development along with it. The Mayor's role in this endeavor can be very pivotal. He alluded specifically to the negotiations that brought

Sunroc to Dover and that have kept some of our larger corporations in Dover. Access to the Mayor's office is vital to the business community and Mr. McGlynn stated that there are times when quick access is essential. He stated that many years ago, Dover Downs ran their car races with a lot of volunteers. Eventually, they grew to a point where they could no longer depend upon volunteers. As a business, you need people to be where you want them, when you want them there, and subscribing to the philosophies of the company. The City operates as a business and we have been very fortunate to have an excellent administrative staff. This was made possible by Council doing what was necessary to attract and retain these quality people to the City. Looking at the legislative and executive side of the picture, the key decision makers are volunteers. He stated his opinion that the City has become too large to operate with volunteers. The business community wants the best, most talented people available to shape our community. They want the Mayor to be available on a regular, daily basis to address the needs of the community and to help foster economic growth; they feel that the Mayor should be over in Legislative Hall soliciting increased levels of support from the State of Delaware; and they feel the Mayor should be fairly and reasonably compensated for these responsibilities. As to the issue of compensation to Council, Mr. McGlynn stated that it is clearly an issue of fairness. There has been no change to Council compensation in more than 10 years which certainly is unfair to the members of Council. Mr. McGlynn stated that he realizes that this is a difficult and sensitive issue for City Council but the business community supports the City of Dover and will support a paid Mayor and increased compensation to members of City Council.

In the spirit of compromise, Mr. Hare withdrew his original motion as did Mr. Schaefer his second.

Mr. Hare moved to recommend that Section 2-70 of the City Code be amended to reflect Council compensation at a level equal to that of Newark which is $300 per month, payable on a monthly basis, effective May 11, 1998, and that an increase of $50 per month be added to the Council salary every 10 years thereafter. The motion was seconded by Mr. Salters.

Assuming a 3.5% rate of inflation over a period of 10 years, Mr. Leary stated that a cost of living adjustment would result in members of Council receiving approximately $100 per meeting, or $200 per month. He stated his opinion that $300 is too high.

The motion was approved with Mr. Leary voting no.

Mr. Hare moved to recommend that Section 2-70 of the City Code be amended to provide for enhanced responsibilities/full-time for the Mayor's position, effective May 11, 1998, with compensation to be recommended by the Legislative and Finance Committee, along with additional input from four civilians (one from each Council district) for a report to City Council within 60 days. The motion was seconded by Mr. Salters.

Asked how the citizens would be appointed to serve on the committee and if they would vote, Mr. Hare stated that the two Council representatives of each district could appoint one person to represent their district. The civilian members would not be permitted to vote. After discussion, Mr. Hare withdrew the motion as did Mr. Salters the second.

Mr. Hare moved to recommend that the Legislative and Finance Committee prepare a compensation package for the position of Mayor, to be brought before Council within 30 days. The motion was seconded by Mr. Schaefer and unanimously carried.

Mr. Leary voiced his hope that this issue would not be reported to City Council until such time as a complete package is prepared for submission to Council for action.

Mr. Leary moved to adjourn, seconded by Mr. Hare and unanimously carried.

Meeting Adjourned at 8:50 P.M.

Respectfully submitted,

Robin R. Christiansen
Council President

RRC/

June 27, 1994: Established an annual salary of $5,000 and an annual expense allotment of $5,000 for the Mayor.

An Excerpt from the Minutes of the City Council Meeting of June 27, 1994:

FINAL READING - PROPOSED ORDINANCES

The First Reading of the following proposed ordinances was accomplished during the Council Meeting of June 13, 1994. Mr. Hare moved that the final reading of the proposed ordinances be acknowledged by title only, seconded by Mr. Leary and unanimously carried.

Mr. Hare moved for adoption of the following ordinance, seconded by Mr. Leary and carried by a unanimous roll call vote (Mr. Lambert absent):

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That the Dover Code be amended by deleting paragraph 1 of Section 2-70 (Reimbursement of Expenses) in its entirety and by inserting in its place the following:

(1) The Mayor shall receive a salary of five thousand dollars ($5,000) annually. In addition, the Mayor shall receive an expense allotment of up to five thousand dollars ($5,000), to be included in the City's annual budget, for miscellaneous expenses, to be reimbursed upon submission of receipts or proper documentation. Expenses in excess of this amount shall only be permitted by Council approval.

ADOPTED: June 27, 1994

Mr. Hare moved for adoption of the following ordinance, seconded by Mr. Leary and carried by a unanimous roll call vote (Mr. Lambert absent):

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That the Dover Code be amended by deleting Section 17-1 in its entirety and inserting in its place the following:

(1) There is hereby created a Planning Commission. The members of the Planning Commission shall be appointed by the Mayor subject to confirmation by Council. The Planning Commission shall consist of nine members serving three year terms, two members shall be selected from each Council district and one member shall serve from the City at-large. The terms of the members shall be arranged so that each year the terms of three members shall expire, the expiration date to be on June 1. Incumbent members of the Planning Commission shall continue to serve beyond the expiration of their term until a successor is appointed by the Mayor and confirmed by Council.

ADOPTED: June 27, 1994

An Excerpt from the Minutes of the City Council Meeting of June 13, 1994:

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee met on May 24, 1994 with Chairman Salters presiding.

Proposed Charter Changes

During the past several months, members of Council have discussed proposed Charter changes which relate to the City Manager reporting to the Mayor and other increased responsibilities of the Mayor. Council deferred action on the proposed Charter changes until after the 1994 Municipal Election.

Rather than amending the Charter as previously considered, Mr. Salters suggested that the Office of the Mayor be strengthened by amending the Code.

Council President Christiansen felt that since the Mayor's Office is listed in the City Charter as the Chief Executive of our City, the Mayor should share more in the responsibility of the daily operations of the City. He stressed, however, that the Mayor should not interfere with the professionalism of the City Manager. The Mayor should assist the City Manager and serve as ombudsman.

Mr. Hare advised members that the City currently does not have a true City Manager form of government since we have a Mayor and Council President. He suggested that the City return to a City Manager form of government whereby Council is led by the Mayor and the Mayor presides over Council meetings as the Chief Executive Officer for the City.

Although Mr. Lambert felt that the current form of government should be maintained, he felt that the Mayor should be more visible and have a more active role in the policy making of the City.

Mayor Hutchison stated that the Mayor is elected by the people just like members of Council. Feeling that it is extremely important that the Mayor and Council work as a team, he felt that the Mayor should be in the flow of the day to day operations of the City. Mayor Hutchison stated that the Mayor has just as much responsibility to the citizens of the City as each member of Council. He noted that the current table of organization indicates the citizens of Dover and then Members of Council with the Mayor's Office off to the right. Mayor Hutchison requested that the table of organization be modified with the citizens of Dover at the top, then the Mayor, the Council President, Members of City Council and the others remain as are currently shown. This would provide the City Manager with the responsibility of reporting to the Mayor as well as City Council.

There was general discussion about modification to the table of organization to indicate that the City Manager also reports to the Mayor. After discussing the matter at length, the committee recommended that the current form of government be maintained, authorizing the Mayor to confer with the City Manager, with no more power than any member of Council.

Mr. Salters moved for approval of the committee's recommendation, incorporating approval of a Table of Organization as submitted by Mr. Lambert (as on file with the City Clerk's Office). The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

Proposed Ordinance Amendment - Section 2-70 of City Code - Reimbursement of Expenses - Mayor
During their Regular Meeting of March 28, 1994, Council considered the recommendation of the Citizens Committee that the salary level for the Mayor be set at $5,000 annually and the Mayor be allocated an expense account of up to $5,000 to be used for payment of expenses, with receipts or proper documentation, stipulating that expenses in excess of the $5,000 cap be permitted only by Council approval. This matter was tabled by Council on March 28, 1994.

Mr. Hare moved that the matter be removed from the table, seconded by Mr. Leary and unanimously carried.

After further discussion on the matter, the committee recommended that Section 2-70 of the City Code be amended to comply with the recommendation of the Citizens Committee.

Mr. Salters moved for approval of the committee's recommendation, seconded by Mr. Weyandt and unanimously carried. (The First Reading of the ordinance will take place during the latter part of the meeting.)

****

FIRST READING - PROPOSED ORDINANCES
Mr. Hare moved to waive the reading of the proposed ordinances before Council, seconded by Mr. Leary and unanimously carried. Council President Christiansen reminded the public that copies of the proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Final action by Council on the proposed ordinances will take place during the Council Meeting of June 27, 1994.

Mr. Hare moved for acknowledgment of the first reading of the following proposed ordinances, by title only, seconded by Mr. Leary and unanimously carried:

A. Section 2-70(1) - Reimbursement of Expenses
B. Section 17-1 - Planning Commission

An Excerpt from the Minutes of the City Council Meeting of March 28, 1994:

LEGISLATIVE AND FINANCE COMMITTEE FINANCE COMMITTEE REPORT
The Legislative and Finance Committee Finance committee met on March 15, 1994 with Chairman Salters presiding.

Report - Citizens Committee - Remuneration of Elected Officials
As requested by City Council, a committee of citizens appointed by Council President Christiansen, reviewed the remuneration level of the Mayor and City Council. Mr. Joe McDaniel, Chairman of the Citizens Committee, explained that the committee reviewed salary levels of other cities of similar population, form of government, and levels of responsibility. The Citizens Committee recommended that the salary level for the Mayor be set at $5,000 annually and the Mayor be allocated an expense account of up to $5,000 to be used for payment of expenses, with receipts or proper documentation, stipulating that expenses in excess of the $5,000 cap be permitted only by Council approval. The Committee also recommended that the salary level of City Council remain as it is currently set.

Responding to Mr. Hare, Mr. McDaniel stated that although the committee reviewed the salary level of City Council, they did not discuss reimbursement of expenses incurred by Members of Council. Mr. Hare felt that Members of City Council, along with the Mayor, should be reimbursed for expenses. As an example, he explained that as a part of the interview process for the City Manager, two members of Council visited Florida for four (4) days. Although expenses such as hotel, meals, airline tickets, and other miscellaneous expenses were reimbursed by the City, he incurred a loss of wages and vacation time.

Mr. Pitts suggested that consideration be given to reimbursing Members of Council for their attendance during committee meetings.

Mr. McDaniel stated that the Committee felt that Mayor and Members of Council should be able to perform their duties without out-of-pocket expenses. He explained that he was not aware of Council having such expenses and suggested that the committee reconvene to review the concept of Council's reimbursement of expenses.

There was some concern with the Mayor and City Staff having a conflict with interpreting the requirement of providing receipts or proper documentation. Noting that it could be impossible to obtain a receipt for every expense, Mr. McDaniel felt that proper documentation could be a note from the Mayor.

Concurring, Mr. Leary felt that the term "proper documentation" would maintain a reasonable amount of flexibility. As an example, should the Mayor be required to drive to Wilmington for an appointment, there would be some mileage and time involved for which a receipt could not be provided. Mr. Lambert felt that the citizens of Dover would hold the Mayor accountable.

The committee recommended acceptance of the Citizens Committee report to be presented to Council for approval and that Section 2-70 of the City Code be amended to comply with the recommendation.

Mr. Salters moved for approval of the committee's recommendation, seconded by Mr. Leary.

Mr. Tudor voiced concern with amending the remuneration level to the Mayor before determining exactly what the Mayor's duties will be. He moved to table action on the matter to allow further review by Council of the duties and responsibilities of the Mayor. The motion was seconded by Mr. Hare and carried by a vote of six (6) yes, two (2) no (Mr. Leary and Mr. Salters) and one (1) abstention (Mr. Hutchison).

Mr. Hare voiced his opinion that all aspects of the proposal (including remuneration levels of Mayor and Council, and proposed legislation to amend the Charter on City structure) should be voted upon as a complete package. Mr. Leary voiced his hope that this matter will be voted upon in the very near future so that Council can move on to other issues.

Mr. Salters stated that as soon as the Remuneration Committee has met and made a recommended remuneration level for City Council, the entire package will be scheduled for review by the Legislative and Finance Committee.

January 11, 1993: Increased compensation for election workers.

An Excerpt from the Minutes of the City Council Meeting of January 11, 1993:

FINAL READING - PROPOSED ORDINANCE
The First Reading of the following proposed ordinance was accomplished during the Council Meeting of December 14, 1992.

Section 2-70(4) and 2-70(5)
Mr. Leary moved that the final reading of the proposed ordinance be acknowledged by title only, seconded by Mr. Daisey and unanimously carried.

Mr. Hare moved for adoption of the following ordinance, seconded by Mr. Leary carried by a unanimous roll call vote:

BE IT ORDAINED BY TH E MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That the Dover Code is hereby amended by striking Section 2-70(4) and Section 2-70(5) in their entirety and inserting in lieu thereof the following:

(4) For each person not a city employee appointed to serve as an election judge for any municipal election for per diem reimbursement for expenses for each election attended - Seventy-five dollars ($75.00). For each person chosen to serve as a clerical assistant for any municipal election for per diem reimbursement for each election attended - Fifty-five dollars ($55.00).

(5) For employees of the city appointed to serve as election judges or officials for any municipal election for per diem reimbursement for expenses for each municipal election attended in addition to their regular salary - Fifty-five dollars ($55.00).

ADOPTED: January 11, 1993

An Excerpt from the Minutes of the City Council Meeting of City Council - December 14, 1992:

LEGISLATIVE AND FINANCE COMMITTEE REPORT:

Proposed Amendment - Section 2-70(4) & 2-70(5) - Reimbursement of Expenses - Election Workers
At the request of City Council, the General Assembly approved legislation to increase the polling hours for City of Dover elections for an additional four (4) hours. The new polling hours are from 7:00 a.m. to 8:00 p.m., which conforms with the polling hours for the federal and state elections.

To compensate for the increased working hours of election workers, staff recommended that Section 2-70(4) and 2-70(5) be amended to increase the per them fees for reimbursement of expenses for election judges and clerical assistants. The amendment would increase the reimbursement for election judges from $50 to $75 and for clerical workers from $35 to $55. These rates coincide with the rates used by the State of Delaware.

The committee recommended adoption of the proposed amendments to Section 2-70(4) and 2-70(5) of the Dover Code.

Mr. Levitt moved for approval of the committee's recommendation, seconded by Mr. Salters and unanimously carried.

November 26, 1990: Established Election Board and rate of reimbursement for election workers.

An Excerpt from the Minutes of the City Council Meeting of November 26, 1990:

FINAL READING - PROPOSED ORDINANCES

The first reading of the proposed ordinances was accomplished during the Council Meeting of November 12, 1990. Mr. VanSant moved to waive the reading of the ordinances and that they be considered by title only. The motion was seconded by Mr. Weyandt and unanimously carried.

Mr. VanSant moved for adoption of the following ordinances, seconded by Mr. Salters and carried by a unanimous roll call vote:

Section 8 - Election Board

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER IN COUNCIL MET, THAT COUNCIL REQUESTS THAT THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE AMEND THE CHARTER OF THE CITY OF DOVER, AS FOLLOWS:

Section 8 of the Charter is amended by striking the first sentence in-paragraph 2 and by inserting the following sentence in its place:

"All elections shall be held by an Election Board which shall consist of the Alderman and the necessary number of Election Board members as determined and designated by the Election Board."

ADOPTED: November 26, 1990

Section 2-70 (4) and (5) - Compensation

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Section 2-70 of the Dover Code is amended by striking subsections (4) and (5) and by inserting in their place the following subsections:

"(4) For each person, not a City employee, appointed to serve as an Election Judge for any municipal election for per diem reimbursement for expenses for each election attended - Fifty Dollars ($50.00). For each person chosen to serve as a clerical assistant for any municipal election for per them reimbursement for each election attended - Thirty-Five Dollars ($35.00).

(5) For employees of the City appointed to serve as Election Judges or officials for any municipal election for per them reimbursement for expenses for each municipal election attended in addition to their regular salary - Thirty-Five Dollars ($35.00)."

ADOPTED: November 26, 1990

An Excerpt from the Minutes of the City Council Meeting of November 12, 1990:

FIRST READING - PROPOSED ORDINANCES

Mr. Lynn moved to waive the reading of the proposed ordinances and to accomplish the first reading by title only, seconded by Mr. VanSant and unanimously carried.

Mr. VanSant moved for acknowledgment of the first reading of the following ordinances, seconded by Mr. Lynn and unanimously carried:

A. Sec.	8	-	Election Board (Request to General Assembly for Charter Change)
B. Sec.	9	-	Meetings of Mayor and Council - Generally (Request to General Assembly for Charter Change)
C. Sec.	2-70(4)(5)	-	Compensation

Council President Christiansen announced that final action on the above proposed ordinances will be considered during the Council Meeting of November 26, 1990. Copies of all proposed ordinances are available at the entrance of the Council Chambers and from the Office of the City Clerk.

August 27, 1990: Establishes reimbursement of expenses for the Mayor at a rate of $2,800 annually and the Council President at a rate of $90 per Council Meeting.

An Excerpt from the Minutes of the City Council Meeting of August 27, 1990:

FINAL READING - SECTION 2-70 - COMPENSATION - MAYOR AND COUNCIL PRESIDENT
This ordinance amends Sec. 2-70 of the City Code by amending paragraph one and by adding a new paragraph nine.

The City Clerk explained that since the Mayor no longer presides over Regular Council meetings, this amendment provides for reimbursement of expenses to the Mayor of $2,800 annually, to be paid on a quarterly basis. It provides for the Council President to receive per them reimbursement of expenses, to be paid quarterly, at the rate of $90 per regular or special Council meeting attended.

The first reading of this amendment was accomplished during the Council Meeting of August 13, 1990. No changes have been made to the amendment since the first reading. Unless altered by Council, this amendment will become effective upon its adoption.

Mr. Salters moved for approval of the following ordinance, seconded by Mr. Lynn and carried by a unanimous roll call vote (Mr. Christiansen abstaining).

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That the Dover Code is hereby amended by striking Sec. 2-70(l) in its entirety and adding a new Subsection (1) to read as follows and also by adding a new Subsection (9) to this section to read as hereinafter stated:

(1) For the Mayor for reimbursement for expenses incurred in carrying out his administrative responsibilities and presiding over the Annual Council Meeting, Quarterly Open Town Meetings, and other meetings, the sum of Two Thousand Eight Hundred Dollars ($2,800.00) annually to be paid on a quarterly basis.

(9) For the Council President for per them reimbursement for expenses to be paid quarterly for preparation and attendance at each regular or special meeting of City Council - Ninety Dollars ($90.00).

ADOPTED: August 27, 1990

An Excerpt from the Minutes of the City Council Meeting of August 13, 1990:

Mayor and Council President Compensation
Since the Mayor will no longer preside over regular and special Council meetings, and compensation for the Council President is not addressed in the City Code, the committee discussed the reimbursement of expenses for the Mayor and Council President.

Although the Mayor will no longer be presiding over regular and special Council meetings, he will be pursuing substantial administrative duties and functions. The committee requested that the City Solicitor prepare an ordinance that would change the reimbursement for expenses due the Mayor from $100 per meeting to $2,800 per year.

Feeling that the Council President should receive a higher reimbursement than Council members, since he presides over meetings, and a lower reimbursement than the Mayor, the committee suggested a $15 increase. The committee requested that the City Solicitor prepare an ordinance that would establish the reimbursement of expenses for the Council President at $90 per meeting.

The committee recommended approval of the amendments.

Mr. Weyandt moved for approval of the first reading of the following ordinance amendment, seconded by Mr. Lynn and unanimously carried:

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That the Dover Code is hereby amended by striking Sec. 2-70(l) in its entirety and adding a new Subsection (1) to read as follows and also by adding a new Subsection (9) to this section to read as hereinafter stated:

(1) For the Mayor for reimbursement for expenses incurred in carrying out his administrative responsibilities and presiding over the Annual Council Meeting, Quarterly Open Town Meetings, and other meetings, the sum of Two Thousand Eight Hundred Dollars ($2,800.00) annually to be paid on a quarterly basis.

(9) For the Council President for per them reimbursement for expenses to be paid quarterly for preparation and attendance at each regular or special meeting of City Council - Ninety Dollars ($90.00).

ADOPTED: (This constitutes the first reading of the ordinance. The final reading and Council action will take place on August 27, 1990.)

September 14, 1987: Council adopted an ordinance setting the fees for reimbursement of expenses for Mayor, Council, and related committees. Reimbursement rates were established as specified in the ordinance below.

An Excerpt from the Minutes of the City Council Meeting of September 14, 1987:

Proposed Ordinance - Reimbursement of Expenses

On June 29, 1987 Governor Michael Castle signed into law H.B. 228 which was a proposal by the City of Dover to allow for reimbursement of expenses to Mayor and Council and related committees. The legislation was revised to delete dollar amounts for reimbursement which allows the City to set the fees by ordinance and eliminates the need for legislative approval on future changes. In conjunction with H.B. 228, it is now necessary for Council to adopt an ordinance setting the fees for reimbursement of expenses.

The City Clerk submitted a proposed ordinance, Section 2-70, incorporating the fees as originally approved by Council during their meeting of April 13, 1987. The proposed ordinance was officially read into the record by the City Clerk.

Mr. Weyandt voiced objections to members of Council receiving full pay of $75 for attendance of Council Meetings even though they may not have been present at their committee meeting where much of the preparatory work is required. He suggested that the payment of $75 be broken down to allow for distribution of a portion of the fee to be allocated for attendance of a committee meeting by its members. He also expressed objections to the fee of $100 for elections judges.

Mayor Carroll stated that he had hoped that several possible Charter changes would have been acted on by Council rather than the reimbursement of expenses issue being the only piece of legislation to be considered.

Mr. VanSant and Mr. Christiansen objected to Mayor Carroll's statement, responding that members of Council have attempted to deal with proposed Charter changes and they will continue to do so in the future. However, if only one piece of legislation can be dealt with at a time, then Mr. VanSant felt that Council would have to deal with them in that manner.

Mayor Carroll reminded Council of his past suggestion that all members submit their suggestions in writing to the City Clerk so that a consensus of opinion can be determined for progressive discussions on possible Charter changes.

Mr. Weyandt informed Council that he has made plans to have the Legislative and Finance Committee address possible Charter changes at its next meeting. He intends to have the committee discuss one issue at a time in an attempt to settle each issue prior to moving on to the next one.

Mr. VanSant moved for adoption of Section 2-70 which sets fees for reimbursement of expenses, seconded by Mr. Richter. By a roll call vote of six (6) yes, two (2) no (Mr. Lynn and Mr. Weyandt), Council adopted the following ordinance:

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER IN COUNCIL MET:

SEC. 2-70 Reimbursement for Expenses

In accordance with Section 12 of the Charter authorizing Council to establish per diem fees for reimbursement for expenses to Council members and City employees and others, effective July 1, 1988, the following fees are hereby established:

1. For the Mayor for per diem reimbursement for expenses to be paid quarterly for preparation and attendance at each regular or special meeting of City Council - $100;

2. For each Council member for per diem reimbursement for expenses to be paid quarterly for preparation and attendance at each regular or special meeting of City Council - $75;

3. For members of Council sitting to hear appeals from the municipal assessment for per diem reimbursement for expenses for the preparation and attendance of each meeting of the Assessment Appeals Committee - $50;

4. For each person, not a City employee, appointed to serve as an election judge for any City municipal election for per them reimbursement for expenses for each election attended - $100;

5. For employees of the City appointed to serve as election judges or officials for any municipal election for per them reimbursement for expenses for each municipal election attended in addition to their regular salary - $25;

6. For each appointed member to any City Council committee not serving an elected term to any City office for preparation and attendance at each committee meeting to which the member is appointed - $40;

7. For any City employee appointed to a Council committee for reimbursement for expenses per diem for each meeting attended which is held after 5:00 p.m. on a scheduled work day or at any time on a weekend or City approved holiday - $25;

8. For each appointed member of the Planning Commission for per diem reimbursement for expenses to be paid quarterly for preparation and attendance at each meeting of the Planning Commission - $50.

ADOPTED: September 14, 1987

April 13, 1987: Council adopts reimbursement rates for Council Members to be recommended to the General Assembly.

An Excerpt from the Minutes of the City Council Meeting of April 13, 1987:

CHARTER AMENDMENTS - REIMBURSEMENT TO COUNCIL MEMBERS AND COUNCIL MEMBERS RUNNING FOR THE OFFICE OF MAYOR

Mr. Witt submitted the following legislation to be presented to the General Assembly of the State of Delaware that would Increase Council reimbursement for expenses in relation to attendance of Council Meetings, Tax Appeals Committee, Election Judges, etc. The legislation, when approved by the General Assembly, would be effective July 1, 1988.

AN ACT TO AMEND CHAPTER 158, VOLUME 36, LAWS OF DELAWARE, AS AMENDED, ENTITLED "AN ACT TO INCORPORATE THE CITY OF DOVER AND CHANGING THE NAME THEREOF" RELATING TO REIMBURSEMENT OF EXPENSES TO THE MAYOR AND COUNCIL, MEMBERS OF THE ASSESSMENT APPEALS COMMITTEE, MEMBERS OF THE ELECTION BOARD, AND MEMBERS OF THE PLANNING COMMISSION.

Be it enacted by the General Assembly of the State of Delaware (two-thirds of all members elected to each House thereof concurring therein);

Section 1. Amend Sec. 12, Chapter 158, Volume 36, Laws of Delaware, as amended, by deleting the entire section and substituting in lieu thereof the following:

> The Mayor shall receive $100 per diem in reimbursement for expenses to be paid quarterly for preparation and attendance at each regular or special meeting of City Council which he attends. Each Council member shall receive $75 per diem in reimbursement for expenses for the preparation and attendance of each meeting of Council, regular or special, which he attends. Any member of Council sitting to hear appeals from the municipal assessment shall be paid the sum of $50 per diem in reimbursement for expenses for preparation and attendance at each meeting of the Assessment Appeals Committee. Each person, not a City employee, appointed to serve as an election judge for any City municipal election shall receive $100 per diem for reimbursement for expenses for each election attended. Employees of the City appointed to serve as election judges or officials for any municipal election shall receive $25 per diem reimbursement for expenses for each municipal election attended in addition to their regular salary. Each appointed member to any City Council committee not serving an elected term to any City office shall receive $40 per diem reimbursement for expenses for preparation and attendance at each committee meeting to which said member is appointed. Any City employee appointed to a Council committee shall be entitled to reimbursement for expenses in the amount of $25 per diem for each meeting attended which is held after 5:00 p.m. on a scheduled work day or at any time on a weekend or City approved holiday. All payments hereunder shall be made quarterly.

Section 2. Amend Sec. 23, Chapter 158, Volume 36, as subsequently amended by Chapter 46, Volume 60, and Chapter 5, Volume 64, Laws of Delaware, by deleting in its entirety the last paragraph thereof and by substituting In lieu thereof the following:

Each appointed member of the Commission shall receive $50 per diem in reimbursement for expenses to be paid quarterly for preparation and attendance at each meeting of the Planning Commission attended.

Section 3. This legislation shall go into effect on July 1. 1988.

SYNOPSIS

This provides for reimbursement for expenses for preparing for and attending meetings for the Mayor, Councilmen, City employees, and others appointed to Council committees.

An Excerpt from the Minutes of the City Council Meeting of February 9, 1987:

Personal Expenses to Mayor, Council, Appeals Board, Civilian Committee Members, Etc.
Mr. VanSant submitted a proposal that would adjust the compensation for personal expenses to Mayor and members of Council, election judges, adding citizen participation on committees, and City employees serving on committees that meet after regular working hours.

Mr. Lynn objected to the submission of the proposal, feeling that it circumvented the committee level.

Mr. VanSant moved to approve the following proposal, stipulating that the City Solicitor prepare legislation for submission to the General Assembly. The motion was seconded by Mr. Richter and carried by a roll call vote of six (6) yes, two (2) no (Mr. Lynn and Mr. Weyandt).

1. Each appointed member of the City Planning Commission shall receive $50 per diem expenses, paid quarterly, for preparation and attendance at each Planning Commission meeting.

2. Each appointed member to the Assessment Appeals Board shall receive $50 per diem expenses, paid quarterly, for preparation and attendance at each meeting of the Appeals Board.

3. Any person, not a City employee, appointed to serve as an Election Judge for any City of Dover Municipal election shall receive $100 per diem expenses, for each such election attended. Employees of the City of Dover, appointed to serve as an Election Judge for any City of Dover Municipal election, shall receive $25 per diem expenses in addition to their regular salary, for each municipal election attended.

4. Each appointed member to any City Council Committee, not serving an elected term to any City office, shall receive $40 per diem expenses, paid quarterly, for preparation and attendance at each committee to which said member is appointed. Any City employee, appointed to a City Council Committee shall only be entitled to the $25 per diem expense if such Committee meeting is held after 5:00 p.m. on a scheduled work day or at any time on a City approved holiday.

5. The Mayor of the City of Dover shall receive $100 per diem expenses, paid quarterly, for preparation and attendance at each meeting of City Council.

6. Members elected to City Council shall receive $75 per diem expenses, paid quarterly, for preparation and attendance at each meeting of City Council.

Mr. Lynn stated that many other items were discussed during Charter review discussions; one being dual registration. At that time, it was suggested that staff prepare a report that would include necessary procedures to merge the City of Dover registration system with the State of Delaware/Kent County.

Mayor Carroll suggested that the City Clerk prepare the report for members of Council that would include the many obstacles that must be overcome to initiate a registration merger with Kent County.

Noting that the Charter Review Committee addressed many possible amendments to the Charter such as the role of Mayor and Council, at-large voting, and a ninth member of Council, Mr. Lynn wanted to advise the citizens of Dover that these items were considered in discussion by members of the committee and Council. The items as presented tonight were amendments agreed upon by the committee to submit for action by the legislative body.

Results of Survey - Council Responsibilities

	Estimated Hours Per Week								
	Member#1	Member #2	Member #3	Member #4	Member #5	Member #6	Member #7	Average*	
Attending City Council meetings	2.00	1.00	3.00+	5.00	1.00	1.50		2.25	#3 - Fluctuates with season and workload, for example budget season is significant increase. #4 - Reviewing paperwork - making calls. Talking with staff.
Attending Standing Committee meetings	2.00	2.00	3.00	4.00	1.50	1.50		2.33	#2 - Legislative, Finance and Administration Committee - 2 hours a month, Parks, Recreation, and Community Enhancement Committee - 1 hour a month, Economic Development will be 4 or 5 hours per month. Other as needed. #4 - Two meetings a month dealing with City matters.
Attending other Municipal Committee/Commission/Board Meetings	5.00	3.00	1.00	2.00	2.00	3.00		2.67	#2 - A lot more during the budget.
Attending meetings with City staff	3.00	1.50	2.00	3.00	1.00	2.00		2.08	#3 - More for President and Committee Chairs.
Reviewing packet materials in preparation for meetings	4.00	5.00	3.00	3.00	1.00	8.00		4.00	#2 - I think it will be less now that the budget is over. I bet half that time per week, but I am too new to know for sure.
Performing research on municipal matters	4.00	15.00	1.00	2.00	1.00	1.00		4.00	#2 - I have a couple of great books on urban economics, minutes, city ordinances, budget details, other municipalities, conversations with county and other officials from other jurisdictions, sit downs with energy experts. This takes more time than any other element. #3 - Delegate to staff.
Responding to constituent concerns	3.00	4.00	1.00	3.00	1.25	2.00		2.38	#4 - Doing research and meeting with staff.
Attending public events in an official capacity	5.00	6.00	1.00	4.00	4.00	4.00		4.00	#2 - Conferences on trade, Kent County open for business, gubernatorial events, legislative events, business and religious events, charitable events. Add weekend events and prayer breakfasts. #3 - More for Mayor and President.
Other (please specify below):									
Outreach	0.00	0.00	0.00	0.00	9.38	0.00		1.56	#5 - Volunteer hours dedicated to social service agencies who serve the underprivileged. Not required as a Council member, but representation by a Council member aids agencies in obtaining grant funding.
Unspecified	0.00	5.00	0.00	0.00	0.00	0.00		0.83	#2 - Communication with constitutents, Facebook, blogging, newsletter, letters to the editor, call backs, and conversations in the store, park, while walking, or elsewhere. People stop you anywhere and anytime.
Total	28.00	42.50	12.00	26.00	22.13	23.00	12.5*	25.60	

Additional Comments:

#1 - Attending to City Council business has become more than a part time job. It involves working with Council members on a regular basis, in addition to attending meetings and educational seminars, staff meetings and many hours of research to help us understand the technicalities of running City of Dover government. Despite having staff to answer some of our questions, we must perform significant research and obtain outside constituent input when deciding how to vote on a variety of issues that come before us. My personal time also involves numerous constituent and business community meetings at which I listen, obtain their views, and try to have problems resolved through various City departments. The technicalities of holding a City Council position involve much more time than the average resident can conceive.

#2 - The research is a huge chunk, I also think the budget was a huge chunk. We spent almost full time on this but some of it like the reading occurred late at night much like this survey. Some of this is also likely because I am new, getting up to speed with a new budget right after getting elected requires work. I expect the job to take more like 25 plus hours a week not 40 as time goes on. Right now I am working on 4 to 4 1/2 hours sleep.

#3 - All of the above can vary widely depending on "season" or how "hot" an issue can become. Mayor and Council President will receive more "incoming" during any given day. Standing committee chairs as well. Hard to judge per week.

#4 - Spend a lot of time getting ready for meetings. Getting back to constituent concerns.

#6 - Do not feel that Council should receive additional compensation.

#7 - Based on the time of year, i.e., budget, compensation review, it is difficult to quantify each area of responsibility. Suffice to say that 10-15 hours per month would be the average time spent excluding St. Patrick's Day parade, July 4th, Old Dover Days etc. (I don't consider those work days!)

* Breakdown of responsibilities not provided; therefore, this member's monthly hours were not included when averaging totals.

Mayor's Responsibilities		
	Estimated Hours Per Week	Comments
Attending City Council meetings	Yes	
Attending Standing Committee meetings	Yes	
Attending other Municipal Committee/Commission/Board Meetings	Yes	
Attending meetings with City staff	Yes	
Reviewing packet materials in preparation for meetings	Yes	
Performing research on municipal matters	Yes	
Responding to constituent concerns	Yes	
Attending public events in an official capacity	Yes	
Other (please specify below):	Yes	See attached information sheet.
	Yes	Oversee the Dover Police Department.
	Yes	Appoint the Police Chief.
Total	70	This was short notice; received and sent 7-5-11.
Additional Comments:		

Name: Carleton E. Carey, Sr.

Government

Type of Government
Mayor
City Council
City Manager
City Departments
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Public Documents
Ceremonial Documents
City Budget
Ordinances & Resolutions

Citizen Action Center

Mayor

Title: Mayor

First Elected: 11/1997

Current Term: 5/2008 - 5/2010

Party: Non-Partisan

Phone: Mayor's Office at 736-7005

Mailing Address:
Carleton E. Carey, Sr.
P.O. Box 475
Dover, DE 19903-0475



Mayor Carleton E. Carey, Sr.

Committees

Former Representative-at-Large
Former Member - Safety Advisory Committee Former Member - Utility Committee
Former Member - Downtown Dover Development Corporation Former Council President Former Member - Parks Recreation and Community Enhancement Former Member - Legislative and Finance Committee Former Liaison to Kent County (City/County) Committee Former Liaison to Chamber of Commerce Former Liaison to Greater Dover Committee

Achievements and Awards

City of Dover Civilian Police Academy Graduate Delaware Volunteer Fireman's Association Fireman of the Year in 1999 Inducted into the Delaware Fire Service "Firefighters Hall of Fame 2000" Honorary Commander of the 436 Civil Engineering Squadron at Dover Air Force Base in 2005 and 2006

Biographical Information

Elected to an At-Large City Council Seat Dover, DE; November 24, 1997
Elected as Mayor Dover, DE; September 18, 2007 Current Mayoral term Dover, DE; April 2008 - May 2010

Mayor Carey has been a member of Robbins Hose Co. No. 1, for 49 years. He has served as Assistant Chief, Deputy Chief, Fire Chief, Vice President and President. He also served on the Board of Directors for several years.

Current affiliations: Delaware State Fire Chief's Association Delaware Volunteer Fireman's Association Board Member of the Delaware League of Local Governments Board Member and President of Delaware Economic Development Council Kent County Fireman's Association Kent County Fire Chief's Association Blood Bank of Delaware Regional Board Member Member of the Council on Police Training Member of the Delaware Inter-Agency Council on Homelessness Honorary Wing Commander; Dover Air Force Base

Former Affiliations: Delaware State Fire Prevention Commission; 12 years (Chairman; 3 years) Engineering, Technology and Safety Management Committee; DE Technical and Community College; Stanton, DE. (12 years) Board of Directors of the Lower Delaware Home Builders Association President/Trustee for Chesapeake Utilities Corporation; Emergency Energy Recipient Program for the Elderly and Handicapped Former and Current President; Delaware Economic Development Council President; Society of American Military Engineers at Dover Air Force Base

Mayor Carey is a native resident of the City of Dover. Mayor Carey as been married to his wife, Blanche for 46 years; together they have two children: Carleton Carey, Jr., and David Carey. He was employed and retired from Chesapeake Utilities Corporation after 25 years of service in the Marketing Department and Sales Development. He has been in sales and marketing now for 46 years.

First Name*:

Last Name*:

Email*:

Phone:

Address:

City:

State:

Zip Code:

Question/ Comments:



Submit Contact Form

Government

Type of Government
Mayor
City Council
City Manager
City Departments
City of Dover Contact Form
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Ordinances & Resolutions

Type of Government

The City of Dover, Delaware, has operated under a modified Council-Manager form of government since 1929. Under this system, the Mayor and Council, nominated and elected by district by non-partisan vote, are policy makers. The Council appoints the City Manager, Tax Assessor, City Clerk/Alderman, City Treasurer, City Solicitor, Fire Marshal, Building Inspector, and City Planner who all report directly to them. The Mayor appoints the Chief of Police.



A picture of City Hall

Dover's governing body is composed of a Mayor and nine Council Members, with one Council Member elected by Council to serve as Council President. Council members are elected from four districts and serve staggered, two-year terms. One member of Council and the Mayor are elected at-large and also serve two-year terms. Various committees of the Council study and recommend actions to the full Council. These committees are made up of Council Members and Citizen Members, but must be chaired by a Council Member. The Committees currently are: Legislative and Finance Committee, Utility Committee, Safety Advisory Committee, and Parks & Recreation Committee.

City Council meetings are held in City Hall on the second and fourth Mondays of each month and are open to the public. Items for the Council agenda must be sent to the City Clerk's Office. A fifteen minute Open Forum is held prior to each Council Meeting to facilitate citizen input on matters not listed on the agenda to be discussed by Council during the course of the meeting.

Notices of meetings and agendas are on display in the Legal Bulletin in City Hall. Copies of all agendas are available from the City Clerk's Office. All regular Council meetings are televised live by Comcast Cablevision, channel 21.

Citizen Action Center

Online Services
- Citizen Action Center
- Curbside Recycling
- Community Calendar

General Information
- Bid Procurement
- Dover Fire Department
- Dover Police Department
- Property Maps
- Municipal Codes

Download and Print Forms
- Permit Fees Flyer
- Business License
- Ceremonial Document
- Fire Prevention
- Plumbing and Heating Permit
- Plumbing Fixture Sheet
- Sign Permit
- Temporary Sign Permit
- Study Revised Rates
- Rent Application
- Construction Storage
- Public Occupancy
- Special Events

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Follow the City of Dover

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Citizen Action Center

Ceremonial Documents

The Mayor and City Council of the City of Dover issue Certificates of Recognition, Proclamations, and Resolutions to commend or signify appreciation for various individuals and organizations. Available below are Ceremonial Documents the Mayor and/or City Council have issued.

Have an idea to recognize an event or person? Please review our Standard Procedures and then complete and send in our Ceremonial Application so that we may review it.

City Hall
15 Loockerman Plaza, Dover, DE 19901
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Dover Vision & Mission
VIEW THE VISION & SUCCESS FACTORS OF DOVER


Dover Guide
LEARN MORE ABOUT DOVER AND ITS HISTORY


Dover Life
LEARN THE BENEFITS OF LIVING IN DOVER


Visiting Dover
DISCOVER THINGS TO SEE AND DO IN DOVER


Dover Business
FIND BUSINESS SERVICES AND OTHER RESOURCES


City Government
LEARN ABOUT HOW DOVER'S GOVERNMENT WORKS


eGov Services
PAY YOUR BILLS ONLINE PROPERTY INFORMATION

e-Services
Online Services
Printable Forms
General Information

508 Bobby APPROVED

Mayor's Mission

In general, the Mayor is the elected representative of the citizens of Dover and is responsible for the following tasks:

- The Mayor shall be the Executive and Chief Official of the City
- Effectively represent the citizens of Dover
- Corresponds and works with citizens, business, community & elected officials on the city, federal, state and county levels to establish goals for the betterment of the community
- Promotes the economic and social interests of the City and the general welfare of the citizens
- Oversees the Police Department and appoints the Police Chief
- The Mayor should take part in meeting with the following groups ?

1. Chamber of Commerce
2. Central Delaware Economic Development Council
3. Downtown Dover Development Corporation
4. Greater Dover Committee
5. Delaware League of Local Governments
6. United States Conference of Mayors
7. Rotary
8. Kent County Tourism
9. Council on Police Training
10. Livable Delaware Advisory Council
11. Delaware Homeland Security Council
12. Delaware Emergency Management Agency Working Group (oversees distribution of federal funds for Homeland Security matters)
13. Delaware National Guard & Reserve Emergency Assistance Fund
14. Delaware Workforce Investment Board
15. Serve as the Honorary Wing Commander at Dover Air Force Base
16. Serve as President of the Delaware League of Local Governments

17. Serve as a lobbyist at Legislative Hall

- The Mayor by charter shall/can serve on all commissions and committees that the City has in place
- The Mayor shall/can have an annual prayer breakfast each year
- The Mayor shall/can have four open town meetings each year and preside at the annual Council meeting
- The Mayor should have a strong working relationship with the Council, City Manager and staff to assist them in meeting the goals and objectives of the City

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MAYOR

DEPARTMENT VISION

The Mayor is the senior elected official in the City of Dover, the elected representative of all of the citizens of Dover. The Mayor appoints the Chief of Police and is responsible for the Police Department.

The Mayor promotes the economic and social interests of the City and the general welfare of its citizens by:

1. Interacting with private citizens, City employees, business people, and other major employers;
2. Interacting with civic and neighborhood associations;
3. Interacting with officials and representatives of other governments and lobbying said officials, as necessary, to promote the welfare of the City and its citizens;
4. Maintaining memberships and/or contacts with various organizations and committees whose purposes, services, or results significantly affect or could significantly affect the government or the citizens of the City;
5. Representing the City at various community functions;
6. Consulting with the Council on policy issues and, from time to time, offering policy initiatives;
7. Consulting with the City Manager on budgeting, policy, and operational issues;
8. Representing the City, in consultation with the Council and City Manager, regarding major projects within or near the corporate boundaries of the City;
9. Making appointments to various commissions and committees as delineated in the City Charter and elsewhere in the City Code;
10. Making other decisions and taking actions as designated within the City's Charter and Code, which may include being given the assigned authority, as necessary, to promote the safety, health, and welfare of the citizens of Dover.

MAJOR PROGRAMS

ECONOMIC DEVELOPMENT

Objective: Maintain strong ties to the local business community so that we protect the jobs we have and attract new businesses and new job opportunities to Dover. (Employment statistics sources: US Bureau of Labor Statistics and Delaware Department of Labor)

Measures:

1. Maintain the unemployment rate below five percent.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected
Results	4.6% unemployment rate as of February 2008	8.1% unemployment rate as of February 2009	≤5.0% unemployment rate

ARTICLE V. - MISCELLANEOUS PROVISIONS

Sec. 51. - Trees.
Sec. 52. -
Sec. 53. - Police; mayor to be conservator of peace.
Sec. 54. - City solicitor.
Sec. 55. - Powers of Town of Dover or town council conferred on city or city council.
Sec. 56. - Ordinances passed by town council continued in effect.
Sec. 57. - Officers of town to be initial city officers; prior actions of town council ratified.
Sec. 58. - Debts due to town to be due to city; impairment of bonds.
Sec. 59. - Printed copies of ordinances and resolutions to be proper evidence.
Sec. 60. - Repeal of prior acts.
Sec. 61. - Severability.

Sec. 51. - Trees.

Trees being among the chief beauties of the city, and their preservation requiring that they be treated with special care and intelligence, the city manager is empowered to appropriate annually an amount of money adequate for their care and preservation. The city manager may he given authority to take necessary or appropriate action to prevent injuries to trees from electric wires or from any other source or cause whatsoever, and to combat the pests and diseases to which they are subject, and when necessary to employ tree experts provided that they do not exceed the appropriation made by the council.

(Amd. of 7-12-2005 (S.B. 126))

Sec. 52. -

This section intentionally left blank.

Sec. 53. - Police; mayor to be conservator of peace.

There shall be a city police force, the number thereof and their salaries shall be determined by the council, but they shall be chosen and appointed by the mayor. The mayor is hereby vested with all the powers of a conservator of the peace within the city limits. The mayor shall appoint a chief of police subject to removal at any time by the mayor in accordance with applicable laws. The members of the police force shall be subject to his/her direction and orders delivered through the proper chain of command and in accordance with applicable laws and ordinances. They shall preserve peace and order, and compel obedience within the city limits to the ordinances of the city and the laws of the state. They shall have such other duties as the council and the mayor shall prescribe by ordinance.

Each member of the police force shall be vested with all the power and authority within the city limits and within one mile outside of said limits, (and, in the case of the pursuit of an offender, without limit) of a constable of Kent County.

(Amd. of 7-12-2005 (S.B. 126))

Copy link to clipboard

Sec. 54. - City solicitor.

At the annual meeting the council shall elect a city solicitor for the term of one year or until his/her successor has been duly chosen and qualified.

The city solicitor may be removed during his/her term by a vote of three-fourths of the members elected to the council.

The city solicitor shall be an attorney at law who shall have practiced in the State of Delaware for at least five years. The city solicitor shall be the chief legal adviser of and attorney for the city. It shall be his/her duty, either personally or by such assistants as they may designate, to attend meetings of the council; to give

Sec. 10. - Meetings of mayor and council—Procedure.

Five of the members elected to the council shall constitute a quorum to do business, but a less number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

No ordinance, resolution, motion or order shall be valid unless it shall have (1) the affirmative vote of a majority of the members elected to the council, and (2) the written approval of the mayor, or the vice-mayor in those cases where the vice-mayor is authorized to act as mayor as provided in section 15 hereof, provided that in the absence of such approval by the mayor, or the vice-mayor as the case may be, the council may, after not less than seven days nor more than 35 days after the prior vote, pass or adopt the said ordinance, resolution, motion or order which did not receive the approval of the mayor, or the vice-mayor, by the affirmative vote of two-thirds of the members elected to council.

Whenever the council shall adopt an ordinance, resolution, motion or order, it shall be the duty of the mayor, or the vice-mayor, to signify his/her approval or disapproval thereof in writing to the clerk of the council within seven days thereafter. The clerk of the council shall forthwith notify the members of the council of such approval or disapproval.

Motions to adjourn meetings of council and orders to compel the attendance of absent members shall not require the approval of the mayor or vice-mayor.

A councilman shall abstain from voting on a matter that he feels would involve the consideration of his own official conduct, on a matter in which he has a financial interest, in a matter in which he has a conflict of interest or in accordance with a policy adopted by council.

The yeas and nays shall be taken upon the passage of every ordinance and resolution and entered together with the text of the ordinance or resolution upon the journal of the proceedings of the council. The journal shall be deemed conclusive evidence of the facts stated therein except in the case of fraud.

The city council may adopt any standard code of technical regulations by reference thereto in an adopting ordinance. The procedure and requirements governing such an adopting ordinance shall be as prescribed for ordinances generally except that:

(1) The requirements for distribution and filing of copies of the ordinance shall be construed to include copies of the code of technical regulations as well as of the adopting ordinance, and

(2) A copy of each adopted code of technical regulations as well as of the adopting ordinance shall be authenticated and recorded by the city clerk.

Copies of any adopted code of technical regulations shall be made available by the city clerk for distribution or for purchase at a reasonable price.

(Amd. of 7-12-2005 (S.B. 126); Amd. of 7-8-2009 (S.B. 165, § 11))

LIST OF CITY OF DOVER COMMITTEES, COMMISSIONS, BOARDS, ETC.

(INCLUDING COUNCIL SERVICE, MAYORAL SERVICE, AND COMPENSATED MEMBERS)

Denotes City Council Member Service Required
Denotes Mayor Service Required
Denotes Compensation Received

BOARD OF ADJUSTMENT (Committee)
To review appeals by any person aggrieved or by any officer, department, board or bureau of the City affected by any decision of the administrative officer.

Enabling Legislation:	Code - Article 9, Section 1 & 22 Del. C. 321-323
Membership; Appointed by:	5; Mayor/Confirmed by Council
Other Members:	n/a
Criteria:	Members shall be residents of the City and who, at the time of appointment, shall not be candidates-elect for or incumbents of an elective public office. Staggered Terms.
Terms; Term Expires:	3 Years; July
Meeting Date/Time:	3rd Wednesday/9:00 a.m.
Meeting *Location:	Caucus Room at City Hall **unless specified otherwise on agenda/notice*
Compensation for Members:	Shall be entitled to compensation as determined by City: Section 2-201 of Dover Code. ($75.00 per diem reimbursement for expenses to be paid monthly for preparation and attendance at each meeting of the Board of Adjustment.)

Current Membership Names and Term Expiration
K.C. Sheth, Chairman (7/13)
William Hufnal (7/13)
James N. Keller (7/12)
Richard Senato (7/12)
Arthur G. Ericson, Vice Chairman (7/11)

BOARD OF ASSESSMENT APPEALS (Formerly Tax Appeals Committee)(Committee)
Shall hear the appeals of all taxpayers dissatisfied with the assessment of their properties, shall collect such information as they consider proper and necessary, and shall report their findings.

Enabling Legislation:	Charter - Sec. 47, Code - Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessment Appeals
Membership; Appointed by:	Not Less Than 3 Civilian Members; Designated by Council
Other Members:	n/a
Criteria:	Members shall be qualified voters of the city and have experience in the state in one of the following fields: (1) Real estate brokerage of sales;

(2) Property appraisal/assessments;
(3) Real property law;
(4) Accounting.

Terms; Term Expires: 4 Years, Staggered Terms; March
Meeting Date/Time: Called as Needed
Meeting *Location: To Be Announced
**unless specified otherwise on agenda/notice*
Compensation for Members: Shall be entitled to compensation as determined by City: Section 2-201 of Dover Code. ($75.00 per diem reimbursement for expenses for the preparation and attendance at each meeting of the Board of Assessment of Appeals)

Current Membership Names and Term Expiration
Thomas Burns, Real Estate Brokerage of Sales (3/13)
James Galvin, Undesignated (3/13)
William Garfinkel, Undesignated (3/13)
John Kelly, Accounting (3/14)
Todd Stonesifer, Real Estate Brokerage of Sales (3/14)
James Welsh, Property Appraisal/Assessments (3/14)

CIVILIAN PENSION BOARD (BOARD OF TRUSTEES) (Council and Employee)
To manage the city employees pension plan.

Enabling Legislation: Code - Section 2-361 - 2-370
Membership; Appointed by: 7; Pres./Confirmed by Council (2)
Other Members: City Manager and City Treasurer
Criteria: Consisting of: The City Manager; City Treasurer; Two (2) Members shall be elected City officials with a one-year terms; and Three (3) shall be elected by eligible employees with three year terms.
Terms; Term Expires: Council - 1 Year; Employees Elected - 3 Years; Council - Annual Meeting; Elected by Members - June 30th
Meeting Date/Time: As Needed
Meeting *Location: Council Chambers at City Hall
**unless specified otherwise on agenda/notice*
Compensation for Members: Shall serve without compensation.

Current Membership Names and Term Expiration
Council - David L. Bonar
Council - William P. McGlumphy
Interim City Manager, Scott D. Koenig
Controller/Treasurer, Donna S. Mitchell
Elected Members:
Kenneth Clendaniel (6/12)
Lester Blakeman (6/13)
Fran Hettinger (6/14)

CONSTRUCTION CODE APPEALS COMMITTEE (Council)

To hear appeals of decisions of the building inspector with respect to the provision of Chapter 22 of the Dover Code (Plumbing, Mechanical, and Fire Prevention). The determination by the committee shall be final in all cases.

Enabling Legislation:	Code - Section 22-1
Membership; Appointed by:	3; Council President
Other Members:	City Manager
Criteria:	Two (2) members shall be elected City officials.
Terms; Term Expires:	1 Year; Annual Meeting
Meeting Date/Time:	As Needed
Meeting *Location:	Caucus Room at City Hall **unless specified otherwise on agenda/notice*
Compensation for Members:	No compensation set.

Current Membership Names and Term Expiration

Councilman Sean M. Lynn
Councilman David L. Anderson
Interim City Manager, Scott D. Koenig

DOVER FOURTH OF JULY CELEBRATION COMMITTEE (Committee)

Operate independently in terms of raising and expending funds for the City of Dover 4th of July Celebration.

Enabling Legislation:	Council Motion - December 8, 2003
Membership; Appointed by:	Not less than 5, no more than 9; Mayor/Confirmed by Council
Other Members:	Mayor serves as Ex-officio capacity as Chairman
Criteria:	None
Terms; Term Expires:	Annual; May (City Council Annual Meeting)
Meeting Date/Time:	As Needed
Meeting *Location:	Caucus Room at City Hall **unless specified otherwise on agenda/notice*
Compensation for Members:	No compensation set.

Current Membership Names and Term Expiration

Greg Patterson, President/Vice Chairman (05/12)
Brad Holden, Vice President (05/12)
Donna Mitchell, Treasurer/Secretary (05/12)
Zachery Carter, Staff Liaison (05/12)
~~Dave Bonar~~ (VACANCY)
Elaine Brenchley (05/12)
~~Scott Cole (5/11)~~ (VACANCY)
Andrea Maucher (5/12)
Karen Nickerson (05/12)
Mayor Carleton E. Carey, Sr., Chairman (ex-officio member)

DOVER PUBLIC LIBRARY ADVISORY COMMISSION (Council and Committee)

To assist the City in the administration and supervision of its public library facility; consider major policies proposed by staff and provide Council with advice on such policies prior to implementation, all grant requests and Long Range Plan, etc.

Enabling Legislation:	Resolution - Adopted: November 13, 1989
Membership; Appointed by:	5; Mayor/Confirmed by Council
Other Members:	Library Director, Director of Community Services, City Manager, and President of The Friends of Dover Library
Criteria:	Meets Monthly. One (1) Member of Council appointed as a Liaison Member during the Annual Meeting. All other terms expire June 16th. Staggered Terms.
Terms; Term Expires:	5 Years; June 16th
Meeting Date/Time:	3rd Tuesday (alternate months beginning w/January)/5:00 p.m. (reorganize each year at their July Meeting)
Meeting *Location:	Council's Office at City Hall **unless specified otherwise on agenda/notice*
Compensation for Members:	No compensation set.

Current Membership Names and Term Expiration

Lois J. Dunning (6/15)
Beth Petit DeMange (6/14)
Gertrude Jackson (6/13)
David Lewis (6/12)
Sean M. Lynn (Council Liaison Member)
Dorothy Snyder (6/11)

DOWNTOWN DOVER PARTNERSHIP STEERING COMMITTEE (Formerly Downtown Dover Development Corporation)(Council and Committee)

To promote the public welfare of the residents of the City of Dover by promoting and furthering the development of the economic, cultural and historic resources in the downtown area, and to improve the opportunities for job creation, broaden the tax base through the development of the commercial and residential potential of the Central Dover area, and to maintain and restore the historic architectural and community qualities of the downtown area consistent with the goals of the National Main Street Program.

Enabling Legislation:	Ordinance #2008-23 - Adopted April 28, 2008; Articles of Incorporation; DDP By-laws
Membership; Appointed by:	15; Mayor/Confirmed by Council
Other Members:	Mayor - ex-officio
Criteria:	#1 - 6 City or State Government (3 Council; 1 Planner; 1 Manager; 1 State Government Representative); #2 - 9 Private Sector (1- Downtown Dover Resident, 1- Downtown Cultural Arts Representative, 1- Downtown Business Owner, 1- Downtown Retailer, 1- Real Estate Professional Whose Practice Includes the Downtown Dover Area, 1- Financial Services Professional Whose Practice Includes the Downtown Dover Area, 1- Chief Executive Officer of Bayhealth, 1- President of Wesley College, 1- Leader from the Dover Community).

Terms; Term Expires: 3 Years; May (City Council Annual Meeting)
Meeting Date/Time: 1st Thursday/7:30 a.m. (Annual Meeting 2nd week in June)
Meeting *Location: Conference Room at City Hall
**unless specified otherwise on agenda/notice*
Compensation for Members: Shall serve without compensation.

Current Membership Names and Term Expiration
Gary Patterson, President - Resident of the Downtown Dover Area (5/12)
Cindy Small - Downtown Cultural Arts Representative (5/12)
Gregory V. Moore - Downtown Business Owner (5/12)
Maxine Lewis- Downtown Retailer (5/13)
Michael Harrington - Real Estate Professional Whose Practice Includes Downtown Area (5/13)
Joseph McDaniel - Financial Services Professional Whose Practice Includes Downtown Area (5/13)
Paul Lakeman - Chief Executive Officer of Bayhealth (5/14)
Dr. William Johnston - President of Wesley College (5/14)
Anita Evans - Undesignated Representative (5/14)
Lucy Finley- Undesignated Representative (5/14)
Gerald I. H. Street - Undesignated Representative (5/14)
Mayor Carleton E. Carey, Sr. (Ex-Officio Member)
Scott D. Koenig - Interim City Manager
Ann Marie Townshend - Director of Planning and Community Development
Laura Simmons, State of Delaware Representative (5/14)
Councilwoman Sophia R. Russell - Council Representative (5/14)
Councilman David L. Anderson - Council Representative (5/14)
Councilman David L. Bonar - Council Representative (5/14)

DOVER-KENT COUNTY MPO COUNCIL (Council and Employee)
To provide a forum for transportation planning and establish transportation programs and policies for Dover urbanized metropolitan area.

Enabling Legislation: By-Laws
Membership; Appointed by: 5+; Highest Ranking Elected or Appointed Official from each: State, County, City (Mayor), DelDOT, Delaware Transit Corp., and other transportation or government agencies as designated
Other Members:
Criteria:
Terms; Term Expires: N/A; N/A
Meeting Date/Time: 1st Wednesday of Odd Months; Annual Meeting held 4th week in September/3:00 p.m. to 5:00 p.m.
Meeting *Location: Blue Hen Corporate Center and Mall, 655 Bay Road, Dover
**unless specified otherwise on agenda/notice*
Compensation for Members: N/A

Current Membership Names and Term Expiration
For full membership, please visit the Dover/Kent County MPO Website at:
www.doverkentmpo.org/about_us.html

ELECTION BOARD (Committee)
To assist Mayor and Council in matters relating to voter registration and municipal elections.

Enabling Legislation:	Resolution - Adopted: November 12, 1990; Charter - Sec. 8
Membership; Appointed by:	5; Mayor/Confirmed by Council
Other Members:	City Clerk
Criteria:	Consist of non-elected body (or relative of), citizen of U.S., regis. voter of the City, and have resided in the City for one year prior to the appointment. One member from each 4 districts and 1 from at-large
Terms; Term Expires:	3 Years; Annual Meeting
Meeting Date/Time:	As Needed
Meeting *Location:	Caucus Room at City Hall **unless specified otherwise on agenda/notice*
Compensation for Members:	Serve without salary, but shall be paid a per diem allowance as specified by City ordinance (See Section 2-201 of Dover Code). (Non-employee election officers serving as election judge shall receive $200.00 for per diem reimbursement for each election attended. Each person chosen to serve as a clerical assistant for any municipal election shall receive $150.00 for per diem reimbursement for each election attended. Employees of the City appointed to serve as election judges or officials for any municipal election shall receive $150.00 for per diem reimbursement for expenses for each municipal election attended in addition to their regular salary.)

Current Membership Names and Term Expiration
William Garfinkel, Chairman - At-Large (5/14)
Anita L. McDowell Boyer - First District (5/12)
Cherrita L. Matthews - Second District (5/12)
Goldie Legates - Third District (5/13)
Lillie M. Johnson - Fourth District (5/13)
Traci A. McDowell, City Clerk (Liaison Member)

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE (Council and Committee)
To advise Council on Charter and Code amendments, and other legislative matters; financial matters; administrative issues, policies, procedures, and operations; and matters relating to Mayor, Council, and Offices of City Manager, Finance, City Clerk, etc.

Enabling Legislation:	Code - Section 2-101 - 2-103
Membership; Appointed by:	5; 4 - Pres./Confirmed by Council; 1 - Appointed by Committee Chairperson.
Other Members:	n/a
Criteria:	Three (3) of the Members shall be elected City officials. Two (2) others shall be City residents.
Terms; Term Expires:	1 Year; Annual Meeting
Meeting Date/Time:	2nd & 4th Monday/6:00 p.m.

Meeting *Location: Council Chambers at City Hall
**unless specified otherwise on agenda/notice*

Compensation for Members: Civilian Members compensated (See Section 2-201 of Dover Code). ($75.00 for preparation and attendance at each committee meeting to which the member is appointed)

Current Membership Names and Term Expiration

Council - William P. McGlumphy, Chairman
Council - David L. Anderson
Council - William F. Hare
Daniel Shevock (Appointed by Council President)
Bobby C. Jones (Appointed by Chairperson)

OTHER POST EMPLOYMENT BENEFITS (OPEB) COMMITTEE (Council and Staff)

The Board shall be comprised of the Controller/Treasurer, Human Resources Director, City Manager, and two elected City Officials. This Board shall adopt a trust agreement for the OPEB Fund (and may amend the trust agreement from time to time), shall take all actions necessary and appropriate to establish and maintain the OPEB Fund, and shall have control and management of the OPEB Fund and may utilize its powers pursuant to this chapter in the administration of the OPEB Fund.

Enabling Legislation: Code - Chapter 2 – Administration, Article VI. Other Post-employment Benefits Fund
Membership; Appointed by: 5; 2 - Pres./Confirmed by Council; 3 City Staff (Controller/Treasurer, Human Resources Director, and City Manager)
Other Members: n/a
Criteria: The board shall be comprised of the controller/treasurer, human resources director, city manager, and two elected city officials
Terms; Term Expires: 1 Year; Annual Meeting
Meeting Date/Time: As needed
Meeting *Location: Caucus Room at City Hall
**unless specified otherwise on agenda/notice*
Compensation for Members: No compensation set.

Current Membership Names and Term Expiration

Council - William F. Hare, Chairman
Council - Beverly C. Williams
Donna Mitchell, Controller Treasurer
Kim Hawkins, Human Resources Director
Scott D. Koenig, Interim City Manager

PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE (Council and Committee)

To advise Council on parks, playgrounds, open space, and other recreational facilities and programs; matters relating to community enhancements; and matters related to Offices of Parks & Recreation, Planning, Community Development, Library, etc.

Enabling Legislation: Code - Section 2-121 - 2-123

Membership; Appointed by: 5; 4 - Pres./Confirmed by Council; 1 - Appointed by Committee Chairperson.
Other Members: n/a
Criteria: Three (3) of the Members shall be Councilmen, and two (2) members shall be City residents.
Terms; Term Expires: 1 Year; Annual Meeting
Meeting Date/Time: 2nd Monday/12:00 noon
Meeting *Location: City Hall Conference Room
**unless specified otherwise on agenda/notice*
Compensation for Members: Civilian Members compensated (See Section 2-201 of Dover Code). ($75.00 for preparation and attendance at each committee meeting to which the member is appointed)

Current Membership Names and Term Expiration
Council - Sophia R. Russell, Chairwoman
Council - David L. Anderson
Council - William F. Hare
Ann Baker Horsey (Appointed by Council President)
David A. Lewis, Jr. (Appointed by Chairperson)

PLANNING COMMISSION (Committee)
For the development, improvement, and beautification of the city.

Enabling Legislation: Charter - Section 23; Code - Section 82-1; & Del. C. 701
Membership; Appointed by: 9; Mayor/Confirmed by Council
Other Members: n/a
Criteria: No member may hold at the same time, any elected City office. Two (2) members shall be appointed from each Council district and one (1) from At-Large, with staggered terms. Must be residents of the City.
Terms; Term Expires: 3 Years; June 1st
Meeting Date/Time: 3rd Monday/7:00 p.m.
Meeting *Location: Council Chambers at City Hall
**unless specified otherwise on agenda/notice*

Compensation for Members: Members receive compensation (See Section 2-201 of Dover Code). ($100.00 per diem reimbursement for expenses for preparation and attendance at each meeting of the Planning Commission)

Current Membership Names and Term Expiration

First District:	Francis C. Nichols (6/14)
	Col. Robert D. Welsh, Vice Chairman (6/14)
Second District:	Michael J. Ambruso, Sr. (6/12)
	Thomas Holt (6/12)
Third District:	John Friedman (6/12)
	Fred Tolbert (6/14)

Fourth District:	John H. Baldwin, Sr. (6/13)
	Ron Shomo (6/13)
At-Large:	Michael Hemmig, Chairman (6/13)

POLICE PENSION BOARD (Council and Employee)
To manage the City's Police Pension Plan.

Enabling Legislation:	Code - Section 62-101 - 62-105
Membership; Appointed by:	7; Council Reps: Pres./Confirmed by Council
Other Members:	City Mgr., Chief, & 3 Elected
Criteria:	Two (2) Elected City Officials appointed at the Annual Meeting; the City Mgr & Chief; Three (3) members are elected by members of the plan and presented to Council for confirmation (Staggered Terms - January)
Terms; Term Expires:	3 Years (for plan members elected); Annual (for Council); January 31st (plan members elected); Annual Meeting (for Council)
Meeting Date/Time:	As Needed
Meeting *Location:	Caucus Room at City Hall **unless specified otherwise on agenda/notice*
Compensation for Members:	Unless otherwise agreed by the City, members shall serve without compensation.

Current Membership Names and Term Expiration
Council - David L. Bonar
Council - William P. McGlumphy
Interim City Manager, Scott D. Koenig
Chief of Police, James Hosfelt
Elected Members:
(Ret. Lt.) Timothy Mullaney, Chairman (1/14)
(Ret. Cpl.) Martin Stallings (1/12)
(Ret. Lt.) William Knotts (1/13)

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE (Council and Committee)
To advise Council on public safety issues, policies, procedures and operations relative to emergency operations, and fire and police services; matters related to Police and Fire Departments, Department of Inspections, etc.

Enabling Legislation:	Code - Section 2-141 - 2-143
Membership; Appointed by:	5; 4 - Pres./Confirmed by Council; 1 - Committee Chairperson
Other Members:	n/a
Criteria:	Composed of Three (3) City Councilmen; Two (2) City Residents.
Terms; Term Expires:	1 Year; Annual Meeting
Meeting Date/Time:	Wednesday following 4th Monday/5:00 p.m.
Meeting *Location:	City Hall Conference Room **unless specified otherwise on agenda/notice*
Compensation for Members:	Members compensation set (See Section 2-201 of Dover Code). ($75.00 for preparation and attendance at each committee meeting to which the member is appointed)

Current Membership Names and Term Expiration
Council - James L. Hutchison, Sr., Chairman
Council - Sean M. Lynn
Council - Sophia R. Russell
John J. Davis (Appointed by Council President)
Wayne Hutchison (Appointed by Chairperson)

UTILITY COMMITTEE (Council and Committee)
To advise Council on installation, maintenance, repair, etc. of electric, water, sewer, streets, and other infrastructures; utility rates, code amendments; utility issues, policies, procedures, etc.; matters related to Electric & Public Works Departments.

Enabling Legislation:	Code - Section 2-161 - 2-163
Membership; Appointed by:	5; Pres./Confirmed by Council; Committee Chairperson
Other Members:	n/a
Criteria:	Three (3) Members shall be elected City officials; Two (2) members shall be residents.
Terms; Term Expires:	1 Year; Annual Meeting
Meeting Date/Time:	2nd & 4th Monday/5:00 p.m.
Meeting *Location:	Council Chambers at City Hall **unless specified otherwise on agenda/notice*
Compensation for Members:	Members compensation set (See Section 2-201 of Dover Code). ($75.00 for preparation and attendance at each committee meeting to which the member is appointed)

Current Membership Names and Term Expiration
Council - David L. Bonar, Chairman
Council - Sean M. Lynn
Council - Beverly C. Williams
Richard K. Snaman (Appointed by Council President)
Lester L. Blakeman, Sr.,(Appointed by Chairperson)

YOUTH ADVISORY COMMITTEE (Council and Committee)
To operate as a liaison between the youth of the community, City Council, and the Parks, Recreation, and Community Enhancement Committee on issues affecting youth by involving them in social, cultural, recreational, and other drug-free and alcohol free activities and, when requested by the City Council, the committee shall give advice and assistance on matters concerning the needs of youth

Enabling Legislation:	Resolution No. 2008-11, as amended with Resolution No. 2010-03;
Membership; Appointed by:	9; City Council
Other Members:	n/a
Criteria:	between the ages of 14 and 18 years, two (2) adults, and one (1) liaison member (not required to be a Council Member, but Mrs. Russell currently serves on this Committee) who shall be chosen by the City Council to serve one (1) year terms, without compensation, and the City Council shall have the power at any

	time to alter the size of the committee by expanding or reducing its membership
Terms; Term Expires:	1 Year; January
Meeting Date/Time:	Monthly - TBD
Meeting *Location:	City Hall Conference Room **unless specified otherwise on agenda/notice*
Compensation for Members:	No compensation set.

Current Membership Names and Term Expiration

Kenneth Anderson (1/24/12)
Seadric Corbitt (1/24/12)
Kristen Dietz (1/24/12)
Chidinma Emenike (1/24/12)
Dennis Hallock, II (1/24/12)
Karly Jones (1/24/12)
Sonya Modi (1/24/12)
Valerie Provotorova (1/24/12)
Rachel Voak (1/24/12)

S:\PACKETS\2011\Misc. Committee Packets\COMPENSATION COMMITTEE\07-12-2011\LIST OF CITY OF DOVER COMMITTEES COMMISSIONS, BOARDS - PAID SERVICE.wpd

MISCELLANEOUS NON-CITY COMMITTEE APPOINTMENTS

An Excerpt from the Minutes of the Annual City Council Meeting Held on May 23, 2011:

COUNCIL PRESIDENT APPOINTMENTS - 2011/2012 MISCELLANEOUS (ANNUAL APPOINTMENTS DEFERRED DURING THE MEETING OF MAY 9, 2011)

By consent agenda, Mr. Bonar moved for approval of the Miscellaneous Committee Appointments for 2011/2012, as recommended by Council President Leary. The motion was seconded by Mrs. Williams and, by a unanimous roll call vote, the following appointments were made:

Kent County Tourism
Sophia R. Russell

Kent Economic Partnership
James L. Hutchison, Sr.

Liaison to Chamber of Commerce and Greater Dover Committee
Carleton E. Carey, Sr., Mayor
James L. Hutchison, Sr.

Liaison to Kent County (City/County Committee)
David L. Bonar
Carleton E. Carey, Sr., Mayor
Anthony J. DePrima, City Manager
William F. Hare
Thomas J. Leary, Council President
Beverly C. Williams

Compensation Commission
July 2011

	Dover Delaware	**Wilmington Delaware**	**Middletown Delaware**	**Magnolia Delaware**	**Newark Delaware**
Month of General Election	April	November	March	January	April
Population	36,047	70,851	18,871	211	31,454
# of Districts	4	8	1	1	6
# of Council Members	9	12	6	4	6
Avgerage Square Miles/Council Member	2.48	0.908	1.07	0.125	1.58
Avgerage Resident/Council Member	4,005	5,904	3,145	53	5,242
Frequency Required City Meetings	2x per Month	2x per Month	1x per Month	1x per Month	2x per Month
Mayor Compensation	$45,000/yr	Max $114,523	$3,600/yr	$0	$8,400/yr
Council President Compensation	$8,652/yr	$34,950/yr	$2,400/yr	$0	$7,000/yr
Council Member Compensation	$7,416/yr	$27,650/yr	$2,400/yr	$0	$7,000/yr
Board of Assessment Appeals Compensation	$75 per diem	$0		No	$0
Board of Adjustment Compensation	$75 per diem	$0	$75/Mtg	$0	$0
Planning Commission Compensation	$100 per diem	$0	$75/Mtg	$0	$0
Appointee Council Committee Compensation	$75 per diem	$0	$0	$0	$0
Employee on Council Committee	$25 per diem	No	No	No	No
Non-Employee Election Judge Compensation	$200		*	*	**
Non-Employee Election Clerical Asst Comp.	$150		*	*	**
Employee Election Officer Compensation	$150		*	*	**
Benefits offered to Mayor/Council Members	No		Health	No	No

* Forms a 3-7 member Volunteer Election Board Appointed by Mayor & Approved by Council Majority.

** Forms an Election Board & Compensates $50-$75/Day + $12/Hr for pre-election work

*** Mayor & Council Serve as Board of Assessment Appeals

**** Mayor $0, Solicitor $150/hr, Engineer $100/hr for Board of Adjustment Meetings

***** Forms Election Board (1) Chair @ $1,000, (2) Members @ $800.

Compensation Commission
July 2011

	Lewes Delaware	**New Castle Delaware**	**Georgetown Delaware**	**Seaford Delaware**	**Milford Delaware**
Month of General Election	May	April	May	April	April
Population	2,747	5,285	6,422	6,928	9,559
# of Districts	1	1	4	1	4
# of Council Members	4	5	4	5	8
Avgerage Square Miles/Council Member	1.075	0.62	1.03	0.692	0.702
Avgerage Resident/Council Member	687	1,057	1,606	1,385	1,195
Frequency Required City Meetings	1x per Month	1x per Month	1x per Month	2x per Month	1x per Month
Mayor Compensation	$4,000/yr	$3,750/yr	$750/yr	$3,800/yr	$4,800/yr
Council President Compensation	$3,000/yr	$3,700/yr	$500/yr	$3,000/yr	$50/Meeting
Council Member Compensation	$3,000/yr	$3,150/yr	$500/yr	$3,000/yr	$50/Meeting
Board of Assessment Appeals Compensation	***	$0	Council	***	$0
Board of Adjustment Compensation	$0	****	$0	$0	$0
Planning Commission Compensation	$0	$20/hr	$0	$0	$0
Appointee Council Committee Compensation	$0	$0	$0	$0	$0
Employee on Council Committee	No	No	No	No	No
Non-Employee Election Judge Compensation	*	*	**	$50+Meals	*
Non-Employee Election Clerical Asst Comp.	*	*	**	Staff	*
Employee Election Officer Compensation	*	*	**	Staff	*
Benefits offered to Mayor/Council Members	No	No	No	No	No

* Forms a 3-7 member Volunteer Election Board Appointed by Mayor & Approved by Council Majority.

** Forms an Election Board & Compensates $50-$75/Day + $12/Hr for pre-election work

*** Mayor & Council Serve as Board of Assessment Appeals

**** Mayor $0, Solicitor $150/hr, Engineer $100/hr for Board of Adjustment Meetings

***** Forms Election Board (1) Chair @ $1,000, (2) Members @ $800.

Compensation Commission
July 2011

	Chester Pennsylvania	**New Town Pennsylvania**	**Annapolis Maryland**	**Easton Maryland**	**Salisbury Maryland**
Month of General Election	November	November	November	May	April (2015 Nov)
Population	33,972	2,368	38,992	15,945	30,343
# of Districts	1	2	8	4	2
# of Council Members	4	6	8	5	5
Avgerage Square Miles/Council Member	1.202	0.104	0.897	2.58	2.28
Avgerage Resident/Council Member	8,493	395	4,874	3,189	6,069
Frequency Required City Meetings	2x per Month	1x per Month	1x per Month	2x per Month	2x per Month
Mayor Compensation	$46,000/yr	$0	$98,000/yr	$8,500/yr	$25,000/yr
Council President Compensation	(Mayor)	$0	(Mayor)	$6,000/yr	$12,000/yr
Council Member Compensation	$40,000/yr	$0	$12,600/yr	$5,000/yr	$10,000/yr
Board of Assessment Appeals Compensation	Council	$0	$0	$0	$0
Board of Adjustment Compensation	Council	$0	$0	$0	$0
Planning Commission Compensation	$0	$0	$0	$0	$0
Appointee Council Committee Compensation	$0	$0	$0	$0	$0
Employee on Council Committee	No	No	No	No	No
Non-Employee Election Judge Compensation	*	*	*	$12/Hr	*****
Non-Employee Election Clerical Asst Comp.	*	*	*	$12/Hr	*****
Employee Election Officer Compensation	*	*	*	(N)	*****
Benefits offered to Mayor/Council Members	Full	No	No	Health	No

* Forms a 3-7 member Volunteer Election Board Appointed by Mayor & Approved by Council Majority.

** Forms an Election Board & Compensates $50-$75/Day + $12/Hr for pre-election work

*** Mayor & Council Serve as Board of Assessment Appeals

**** Mayor $0, Solicitor $150/hr, Engineer $100/hr for Board of Adjustment Meetings

***** Forms Election Board (1) Chair @ $1,000, (2) Members @ $800.