COMPENSATION COMMISSION

A G E N D A

July 26, 2011 - 3:00 P.M. - City Hall Conference Room - City Hall - City of Dover

AGENDA ADDITIONS/DELETIONS

1. Review of Compensation Rates - Kent County and Town of Smyrna

2. Review of Compensation Paid by the City to Members of Committees, Commissions, and Boards and Election Workers During Previous Years

3. Continued Research and Discussion Regarding City of Dover Compensation for Public Officials

4. 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.

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
Average Square Miles/Council Member	2.48	0.908	1.07	0.125	1.58
Average 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
Average Square Miles/Council Member	1.075	0.62	1.03	0.692	0.702
Average 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

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H/Compensation Committee/Survey

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
Average Square Miles/Council Member	1.202	0.104	0.897	2.58	2.28
Average 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

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Compensation Commission
July 2011

	Smyrna Delaware	**Kent County Delaware**
Month of General Election	April	November
Population	10,092 in 2008	162,310
# of Districts	3	6
# of Council Members	6	7
Average Square Miles/Council Member	0.97	600.73 sq. mi/6=100.12
Average Resident/Council Member	1,682	27,052
Frequency Required City Meetings	2x per Month	4x per Month
Mayor Compensation	$25 per meeting	n/a
Council President Compensation	n/a	$29,180/yr
Council Member Compensation	$25 per meeting	$29,180/yr
Board of Assessment Appeals Compensation	$81.21/1x per yr (net $75)	$9,000/yr
Board of Adjustment Compensation	n/a	$100/meeting
Planning Commission Compensation	n/a	$100/meeting
Appointee Council Committee Compensation	n/a	$100/meeting
Employee on Council Committee	comp time	$0
Non-Employee Election Judge Compensation	$81.21 per election/voter registration (net $75)	n/a
Non-Employee Election Clerical Asst Comp.	n/a	n/a
Employee Election Officer Compensation		n/a
Benefits offered to Mayor/Council Members	No	Yes

Appointed by Mayor & Approved by Council

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City of Dover
Annual Payments to Mayor/Council/Committee Members/Commissions

	2007	2008	2009	2010	2011
Mayor					
Wages	$45,000	$45,174	$45,174	$44,333	$45,111
FICA	3,214	3,514	3,505	3,456	3,515
Health Insurance	7,988	4,795	6,135	6,584	7,474
L.I.D. Insurance	0	226	340	337	337
Worker's Compensation	238	84	202	235	235
Discretionary Account	3,784	4,232	4,331	5,010	4,954
Total	$60,224	$58,025	$59,687	$59,955	$61,626
Council & Committees					
Wages - Council	$66,429	$65,427	$67,185	$60,608	$68,313
Wages - Committees	8,175	11,050	8,925	10,425	8,775
FICA	5,708	5,798	5,823	5,434	5,886
Worker's Compensation	620	339	349	377	406
Total	$80,932	$82,614	$82,282	$76,844	$83,380
Planning Commission & Board of Adjustment					
Wages	$14,100	$19,354	$23,409	$14,100	$11,975
FICA	1,079	1,481	1,791	1,079	916
Worker's Compensation	75	103	124	75	63
Total	$15,253	$20,937	$25,324	$15,253	$12,955
2009 includes Comprehensive Plan meetings					
2010 & 2011 reduction in quarterly workshops and several absences					
Total Committees - Wages only	*$22,275*	*$30,404*	*$32,334*	*$24,525*	*$20,750*

City of Dover
Annual Payments to Election Workers

Election Year	Number of Election Workers ($150.00 each)		Number of Election Board ($200.00 each)		Total Compensation
2011 Regular Municipal Election	38		5		$6,700
2010 Regular Municipal Election	39		5		$6,850
2009 Regular Municipal Election	37		5		$6,550
2008 Regular Municipal Election *(The First (1st) District Council Seat was the only seat contested)*	12		1		$2,000
2007 Special At-Large Election *Only one (1) pollling place was utilized for this Election)*	21		1		$3,350
2007 Special Mayoral Election	38		5		$6,700
2007 Regular Municipal Election *(The First District Council Seat was the only seat contested)*	11		1		$1,850

M E M O R A N D U M

TO: Compensation Commission

FROM: Denise Devine, Assistant City Clerk

DATE: July 19, 2011

SUBJECT: Function of Election Board Members



We felt it important to bring to your attention a changes that have occurred in the function of the City's Election Board over the last few years. Attached is an excerpt from the City's Code of Ordinances which details the full responsibilities of the Election Board. In brief, members of this Board are charged with overseeing municipal elections and serving as an advisory board to Council on election-related matters.

Previously, Election Board members served concurrently as election judges and voting machine operators (election clerks). In that capacity, they assisted voters in voting and were also available onsite in the event that any election-related concerns surfaced. However, we were advised by the State of Delaware Department of Elections (Kent County) that changes in the election law prohibit election board members from working as election clerks. Consequently, City Election Board members ceased functioning as voting machine operators and continued to act as election judges. They remained in the polling place throughout the day to monitor election activities.

Last year, the Department of Elections advised our office that Election Board members should not spend the day in the polling place during the election. The Department felt that it was inappropriate for Board members to interact with voters during the election. In addition, they stated their opinion that members would be better able to deal with potential election concerns as a group in an unbiased way if their perception was not colored by their experiences and interactions in the polling place during the election. Their advice was that Board members should observe the voting machine certification and the opening of the polls at the beginning of the day, oversee the counting of absentee ballots, and observe the closing of the polls and verification of results at the end of the day. During the remainder of the day, they should be available on an on-call basis in the event that any concerns were to arise.

At this point, the duties of the Election Board are to oversee the inspection of voting machines at the Department of Elections prior to the election, the opening of the polling place, the counting of the absentee ballots in the afternoon on Election Day, the closing of the polls, and the certification of machine totals. They are on call to provide advice if a dispute or problem arises during the day. In addition, they typically hold one (1) follow-up meeting to review election records and certify election results.

We hope this information is useful in your deliberations regarding compensation.

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Function of the Election Board

An Excerpt from City of Dover Charter, Subpart A. Article II. Mayor and Council

Section 8. - Election board; counting of votes; determination of winners; tie votes; persons eligible to vote; voter registration; official ballots and voting machines; absentee ballots.

There is hereby created an election board which shall be a non-elected body to oversee the municipal elections, as well as to serve as an advisory board to Council on such matters as voter registration, municipal elections, election rules and regulations, and polling locations for City elections. The board shall be composed of five members, serving three-year terms, to be appointed by the Mayor and confirmed by council at the Annual Meeting, or as necessary to fill vacancies as they occur. One member shall be appointed from each district into which the city has been divided for election purposes, and one member shall be appointed on an at-large basis. The City Clerk shall serve as a liaison member of the board. Upon expiration of the term of appointment, a member shall serve until his/her successor has been duly appointed. If a vacancy occurs during the term of any member of the election board, a person residing in the same numbered district shall be appointed to fill the remainder of said term. Members serve without salary, but shall be paid a per diem allowance as specified by City ordinances.

To be eligible for appointment to the election board, each prospective member shall be a citizen of the United States, a registered voter within the City, and have resided within the geographical boundaries of the City for one year preceding the appointment. The Mayor and members of Council, their parents, spouse, or children, shall not be eligible for appointment to the election board.

When the polls are closed, the election board shall publicly count the votes and shall certify the results of the election to each of the persons selected and to the council. The candidate for the office of mayor who receives the highest number of votes cast for that office shall be declared to be elected mayor; the candidate for the office of at-large councilman who receives the highest number of votes cast for that office shall be declared to be elected at-large councilman; and the candidates for the offices of councilmen from each district who receive the highest number of votes cast by voters who reside in that district and cast votes for councilmen of that district shall be declared to be elected to that office. In the event of a tie vote for any office, a special election for said office(s) only shall be held within 30 days and the registration books shall remain closed until the outcome of the special election is determined.

(Amd. of 7-12-2005 (S.B. 126); Amd. of 7-8-2009 (S.B. 165, §§ 9, 10))