COMPENSATION COMMISSION

The Compensation Commission meeting was held on June 21, 2011 at 4:00 p.m. with Mr. Hogan presiding. Members present were Mr. Cook, Mr. Perza, Mrs. Webb, Mrs. Hawkins (Human Resources Director), and Mrs. Mitchell (Controller/Treasurer). Dr. Williams was absent.

City Clerk's Office Note: This is the first meeting of the Compensation Commission, which was established by City Council on October 26, 2009 through the adoption of Ordinance #2009-23, amending Chapter 2 - Administration - Article IV - Officers and Employees - Division I. Generally - Section 2-201, by adding a new Subsection (b) Compensation commission, to the Dover Code.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, members agreed to amend the agenda by adding a new Item #4A, Election of Chair. Mr. Cook moved for approval of the agenda, as amended, seconded by Mrs. Webb and unanimously carried.

Self Introductions of Membership

Members introduced themselves and provided a brief background summary, as follows:

- Mr. Hogan advised members that he is a former Council member, with seven (7) years tenure, whose term expired in May 2011. He is also a retired educator who worked at Delaware Technical and Community College.

- Mr. Cook stated that he retired from the Federal Government as a Director of Civilian Personnel after 17 years of service. He is a University of Delaware graduate and a resident of the City since November 1974.

- Mrs. Mitchell indicated that she is the City Controller/Treasurer and is serving as an ex-officio member of the Commission.

- Mrs. Hawkins advised members that she is the City Human Resources Director, with prior experience in the Payroll Office. She stated that she has been working for the City for 15 years. Mrs. Hawkins noted that she is an ex-officio member of the Commission.

- Mr. Perza stated that he has lived in Dover his entire life, was born at Kent General Hospital, lives on State Street, and works in downtown Dover as an attorney.

- Mrs. Webb indicated that she retired from the Dover Proctor & Gamble plant ten (10) years ago. She stated that she spent her entire 30-year career in finance, accounting, budget management, and forecasting. She noted that she is originally from northeastern Pennsylvania and moved to Dover in 1999.

Welcome by Council President Leary and Explanation of the Committee's Purpose

Mr. Hogan advised members that Council President Leary was unable to attend the meeting and requested Mr. Hogan to welcome members on his behalf. Mr. Hogan expressed his appreciation to members for agreeing to serve the City in this capacity.

Mr. Hogan explained that the purpose of the Commission is to consider compensation for the Mayor, City Council, and paid members of City committees and commissions and to make recommendations to Council in this regard. He noted that the Commission consists of five appointed (5) members, in addition to the Controller/Treasurer and the Human Resources Director, who serve as non-voting, ex-officio members. He reminded members that they will serve a two (2) year term. Mr. Hogan stated that the Commission will meet as needed in order to provide a recommendation to Council in October 2011, six (6) months prior to the next municipal election, which is scheduled for April 2012.

Adoption of *Robert's Rules of Order Newly Revised* - Parliamentary Authority for Conducting Meetings

Mr. Cook moved for adoption of *Robert's Rules of Order Newly Revised* as the parliamentary authority for conducting meetings of the Commission, seconded by Mr. Hogan and unanimously carried.

Election of Chair

Mr. Cook requested that the election of a Chair be postponed until a future meeting. Noting the absence of Dr. Williams, Mrs. Webb concurred. Mr. Perza also agreed, suggesting that the election be delayed until members develop a "background" with each other.

By unanimous consent, members agreed to postpone the election of a Chair until a subsequent meeting.

Discussion - Meetings Dates and Times, Meeting Format, Etc.

Noting the requirement to schedule a Public Hearing (possibly in mid-September), prior to providing a report to Council in October, Mr. Perza suggested the following dates and times be established for subsequent meetings:

July 12, 2011
July 26, 2011
August 9, 2011
August 23, 2011

By unanimous consent, members agreed to meet at 3:00 p.m. on the dates and times proposed by Mr. Perza.

Mr. Perza suggested that information be obtained from other municipalities regarding compensation rates for elected officials and committee members.

In response to Mr. Cook regarding the history of the establishment of rates of compensation, Mr. Hogan stated that compensation rates for Council have evolved over time. Mrs. Mitchell recalled that Council members' salaries were last raised in approximately 2000, when payment was doubled from $300 to $600 monthly, with an inflation factor added. She stated that the salary escalator was subsequently removed. Mr. Hogan requested that the Clerk's Office provide information regarding the history of how compensation rates were established.

Responding to Mr. Cook, Mr. Hogan stated that the time that Council members devote to City business varies widely; however, he estimated that at least 10-15 hours per week are required, with additional hours dedicated by the Council President.

Mrs. Mitchell noted that City Council members are called upon to review a great deal of information which is provided to them in meeting packets and that additional time is required to respond to constituents. Mr. Hogan concurred, noting that members are also required to serve on various Council committees, commissions, and boards. He suggested that Council members be consulted to obtain input regarding their responsibilities and time commitment related to their service.

By unanimous consent, members agreed to request the Clerk's Office to survey City Council members to obtain information regarding the scope of their responsibilities.

Mr. Hogan requested that the Clerk's Office provide members information regarding the function and membership structure of the various committees involved.

Mr. Perza questioned how the scope of responsibilities performed by Kent County Levy Court Commissioners compares to that of City Council, noting that Levy Court Commissioners receive significantly more compensation. Mr. Hogan noted that Levy Court Commissioners also receive a pension and benefits after five (5) years of service.

Mrs. Hawkins advised members that she recently performed an employee salary survey and obtained population figures for ten (10) local municipalities from the Planning Department. She suggested this information might prove useful in helping members to determine comparable municipalities and offered to provide it to members.

Mrs. Mitchell stated that she and Mrs. Hawkins would develop a survey to be issued to various municipalities to obtain rate comparisons. She proposed that, when making comparisons, factors to be considered should include the size of population, form of government, and whether the municipality administers electric or water/sewer utilities.

After much discussion, members developed a list of municipalities that could be surveyed to obtain rate comparisons, as follows:

Newark	Seaford	Easton, Maryland
Wilmington	Georgetown	Chestertown, Maryland
Middletown	Annapolis, Maryland	Salisbury, Maryland
Lewes	Chester, Pennsylvania	New Castle
Magnolia	New Town, Pennsylvania	Milford

Mr. Perza suggested that locations in New Jersey not be considered since much of Delaware statute originates in Pennsylvania. Mrs. Webb concurred, noting that the cost of living is also much higher in New Jersey. Mr. Perza suggested consulting municipalities in Delaware and on the Eastern Shore of Maryland, as well as some municipalities in Pennsylvania that are similar in size to Dover.

Responding to Mrs. Webb, Mr. Hogan stated that, if the Commission's recommendations are approved by Council, rate changes would go into effect in May 2012.

Mr. Perza moved for adjournment, seconded by Mrs. Webb and unanimously carried.

Meeting Adjourned at 4:52 P.M.

Respectfully submitted,

Kenneth L. Hogan
Member

KLH/JS/ac/dd
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