REGULAR COUNCIL MEETING
AGENDA

SEPTEMBER 12, 2016 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 P.M.)

THE "OPEN FORUM" SEGMENT IS PROVIDED TO EXTEND THE OPPORTUNITY TO THE GENERAL PUBLIC TO SHARE THEIR QUESTIONS, THOUGHTS, COMMENTS, CONCERNS, AND COMPLAINTS. DISCUSSION OF ANY ITEM APPEARING ON THE AGENDA AS A PUBLIC HEARING IS PROHIBITED DURING THE OPEN FORUM AS AN OPPORTUNITY WILL BE PROVIDED DURING CONSIDERATION OF THAT ITEM. CITIZEN COMMENTS ARE LIMITED TO THREE (3) MINUTES. COUNCIL IS PROHIBITED FROM TAKING ACTION SINCE THEY ARE NOT IN OFFICIAL SESSION; HOWEVER, THEY MAY SCHEDULE SUCH ITEMS AS REGULAR AGENDA ITEMS AND ACT UPON THEM IN THE FUTURE.

INVOCATION BY BISHOP THOMAS L. HOLSEY

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN HOSFELT

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

THOSE ITEMS ON THE COUNCIL AGENDA WHICH ARE CONSIDERED ROUTINE AND NON-CONTROVERSIAL SHALL BE MARKED WITH AN ASTERISK (*) AND WILL BE ACTED UPON BY A SINGLE ROLL CALL VOTE OF THE COUNCIL. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A MEMBER OF COUNCIL SO REQUESTS, IN WHICH EVENT THE MATTER SHALL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED A SEPARATE ITEM.

* 1. **ADOPTION OF MINUTES**
   - **A. SPECIAL COUNCIL MEETING OF AUGUST 22, 2016**
   - **B. REGULAR COUNCIL MEETING OF AUGUST 22, 2016**

2. **PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2016-18**

   THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF JULY 25, 2016. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS OR ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

   A. PROPOSED ORDINANCE #2016-18 AMENDING APPENDIX B - ZONING, ARTICLE 3 - DISTRICT REGULATIONS, SECTION 27 - CORRIDOR OVERLAY ZONE 1 (COZ-1), SUBSECTION 27.66 - BUILDING HEIGHT

3. **PUBLIC HEARING - PROPOSED RESOLUTION NO. 2016-10 APPROVING THE ABANDONMENT OF THE TOPAZ CIRCLE STUB STREET**

4. 90-DAY PROGRESS REPORT - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - PROPERTY LOCATED AT 1032-1058 SOUTH DUPONT HIGHWAY, OWNED BY BMDR LLC

* **5. COUNCIL COMMITTEE OF THE WHOLE REPORT - AUGUST 23, 2016**

A. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

(1) VIABILITY OF THE SHOTSPOTTER GUNSHOT DETECTION AND LOCATION SERVICE

(COMMITTEE TOOK NO ACTION)

(2) DEBRIEFING/POST-MORTEM ON FIREFLY MUSIC FESTIVAL (PRESENTATIONS BY THE DEPARTMENT OF PLANNING AND INSPECTIONS AND THE DOVER POLICE DEPARTMENT)

(COMMITTEE ACTION NOT REQUIRED)

(3) PRIORITIZATION OF CITY OF DOVER STATE CAPITAL TRANSPORTATION PROGRAM (CTP) PROJECTS

(COMMITTEE RECOMMENDED APPROVAL OF THE PRIORITY RANKING FOR THE COMING YEAR, AS RECOMMENDED BY STAFF)

B. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

(1) ADDITION TO THE DOVER POLICE DEPARTMENT VEHICLE FLEET

(COMMITTEE RECOMMENDED ALLOWING THE POLICE DEPARTMENT TO TAKE OWNERSHIP OF THE VEHICLE AND ADD IT TO THE FLEET, AS RECOMMENDED BY STAFF)

(2) REVENUE POLICY FOR EXTRA DUTY/VOLUNTARY OVERTIME

(COMMITTEE RECOMMENDED APPROVAL OF THE REVISED REVENUE POLICY - EXTRA DUTY/VOLUNTARY OVERTIME, AS RECOMMENDED BY STAFF)

(3) APPLICATION FOR RURAL ECONOMIC DEVELOPMENT GRANT THROUGH U.S. DEPARTMENT OF AGRICULTURE (USDA)

(COMMITTEE RECOMMENDED AUTHORIZING STAFF TO PROCEED WITH THE APPLICATION FOR FUNDS AND THE ESTABLISHMENT OF A LOAN FUND, AS RECOMMENDED BY STAFF. IF COUNCIL WOULD LIKE FURTHER REVIEW OF THE FUNDING RECIPIENTS FOR THE FIRST ROUND OF FUNDING, STAFF REQUESTS THAT THIS ROLE BE ASSIGNED TO THE ECONOMIC DEVELOPMENT COMMITTEE.)

(4) REQUESTS FOR ADDITIONAL EXTENSIONS

(A) BANKING AND CASH MANAGEMENT SERVICES AGREEMENT

(COMMITTEE RECOMMENDED AUTHORIZING THE CONTROLLER/TREASURER TO EXTEND THE WSFS BANKING AND CASH MANAGEMENT SERVICES AGREEMENT THROUGH AUGUST 2017, AS RECOMMENDED BY STAFF)

(B) ADP CONTRACT

(COMMITTEE RECOMMENDED AUTHORIZING THE CONTROLLER/TREASURER TO EXTEND THE ADP CONTRACT THROUGH DECEMBER 1, 2018 OR DECEMBER 31, 2018)

* **5. COUNCIL COMMITTEE OF THE WHOLE REPORT - AUGUST 23, 2016 (CONTINUED)**

B. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE (CONTINUED)

(5) EVALUATION OF REQUEST FOR PROPOSALS - ELECTRONIC BILL PRESENTMENT AND BILL PAYMENT SERVICES (EBPP)

(COMMITTEE RECOMMENDED AWARDING A ONE-YEAR CONTRACT TO INVOICECLOUD FOR AN ESTIMATED FIRST YEAR ANNUAL COST TO THE CITY OF $67,000. THIS FIRST YEAR ESTIMATED ANNUAL COST INCLUDES A 14% GROWTH IN CUSTOMER USE. THE PROPOSED CONTRACT FOR ELECTRONIC BILL PRESENTMENT AND BILL PAYMENT SERVICES INCLUDES AN OPTION TO RENEW EACH YEAR FOR FOUR (4) SUBSEQUENT YEARS.)

(6) UNCOLLECTIBLE RESERVE ADJUSTMENTS AND DEMOLITION COST RECOVERY

(COMMITTEE RECOMMENDED AUTHORIZING THE CONTROLLER/TREASURER TO RECORD AN ADJUSTMENT OF $300,000 EACH AS A RESERVE FOR ESTIMATED UNCOLLECTIBLE RECEIVABLES FOR FISCAL YEAR 2016, THEREBY REDUCING THE BUDGET BALANCE IN THE GENERAL FUND AND THE INVENTORY RESERVE BALANCE IN THE ELECTRIC FUND, AS RECOMMENDED BY STAFF)

(7) DISCUSSION OF DUTIES AND ASSIGNMENTS OF CITY PERSONNEL

(COMMITTEE DEFERRED UNTIL SEPTEMBER 27, 2016)

(8) DESIGNING AND EXPANDING RECRUITMENT FOR CITY COMMITTEES, COMMISSIONS, AND BOARDS

(COMMITTEE DEFERRED UNTIL SEPTEMBER 27, 2016 TO ALLOW THE IDEAS TO BE SOLIDIFIED, MR. LEWIS AND MR. ANDERSON TO REVIEW AND REFINE IT FURTHER, AND FOR MRS. SASS AND THE CITY CLERK'S OFFICE TO WORK TOGETHER)

* **6. ECONOMIC DEVELOPMENT COMMITTEE REPORT - AUGUST 16, 2016**

A. DISCUSSION OF PROPOSED RESOLUTION FORMALLY ESTABLISHING THE ECONOMIC DEVELOPMENT COMMITTEE

(COMMITTEE RECOMMENDED ADOPTION OF THE PROPOSED RESOLUTION, AS AMENDED)

B. ECONOMIC DEVELOPMENT COMMITTEE TRANSITION DISCUSSION

(1) PROVIDE AN ORIENTATION TO THE INITIATIVE

(COMMITTEE ACTION NOT REQUIRED)

(2) REVIEW PURPOSE OF TEAM

(COMMITTEE ACTION NOT REQUIRED)

(3) ADOPT A GOAL/VISION

(COMMITTEE DEFERRED THE FOLLOWING ITEMS: ADOPT A GOAL/VISION; IDENTIFY CHALLENGES TO THE GOAL/VISION AND DEVELOP STRATEGIES; REVIEW TEAM MEMBERSHIP TO DETERMINE IF OTHERS ARE NEEDED TO ACCOMPLISH THE GOAL/VISION; IDENTIFY MEETING ROLES; AND DISCUSS AND ADOPT GROUND RULES FOR FUTURE MEETINGS)

C. SETTING THE NEXT AGENDA AND SCHEDULING THE MEETING

(COMMITTEE SCHEDULED THE NEXT MEETING FOR TUESDAY, SEPTEMBER 13, 2016 AND FUTURE MEETINGS FOR THE SECOND AND FOURTH TUESDAYS OF EACH MONTH AT 4:00 P.M.)

* **7. MONTHLY REPORTS - JULY 2016**

- **A. CITY ASSESSOR'S REPORT**
- **B. CITY PLANNER'S REPORT**
- **C. CONTROLLER/TREASURER'S BUDGET REPORT**
- **D. FIRE CHIEF'S REPORT**
- **E. POLICE CHIEF'S REPORT**

* **8. 2016/17 STAFF APPOINTMENT - CITY COUNCIL - FIRE MARSHAL - JASON A. OSIKA**

9. CLARIFICATION OF COUNCIL ACTION OF AUGUST 8, 2016 - PROPOSAL FOR DOVER PUBLIC LIBRARY TO ADOPT A SMOKE-FREE POLICY (DEFERRED DURING THE REGULAR COUNCIL MEETING OF AUGUST 22, 2016)

10. CITY MANAGER'S ANNOUNCEMENTS

11. COUNCIL MEMBERS' ANNOUNCEMENTS

12. ADJOURNMENT

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EXECUTIVE SESSION PURSUANT TO:

29 DEL. C. §10004(B)(2) - PRELIMINARY DISCUSSIONS ON SITE ACQUISITIONS FOR ANY PUBLICLY FUNDED CAPITAL IMPROVEMENTS, OR SALES OR LEASES OF REAL PROPERTY;

29 DEL. C. §10004(B)(4) - STRATEGY SESSIONS, INCLUDING THOSE INVOLVING LEGAL ADVICE OR OPINION FROM AN ATTORNEY-AT-LAW, WITH RESPECT TO COLLECTIVE BARGAINING OR PENDING OR POTENTIAL LITIGATION, BUT ONLY WHEN AN OPEN MEETING WOULD HAVE AN ADVERSE EFFECT ON THE BARGAINING OR LITIGATION POSITION OF THE PUBLIC BODY;

29 DEL. C. §10004(B)(6) - DISCUSSION OF THE CONTENT OF DOCUMENTS, EXCLUDED FROM THE DEFINITION OF "PUBLIC RECORD" IN §10002 OF THIS TITLE WHERE SUCH DISCUSSION MAY DISCLOSE THE CONTENTS OF SUCH DOCUMENTS;

29 DEL. C. §10004(B)(9) - PERSONNEL MATTERS IN WHICH THE NAMES, COMPETENCY AND ABILITIES OF INDIVIDUAL EMPLOYEES ARE DISCUSSED, UNLESS THE EMPLOYEE REQUESTS THAT SUCH A MEETING BE OPEN