REGULAR COUNCIL MEETING

The Regular Council Meeting was held on December 8, 2014 at 7:30 p.m. with Council President Bonar presiding. Council members present were Mr. Anderson, Mr. Dixon, Mr. Perza, Mr. Slavin, Mrs. Williams, Mr. Hare, and Mr. Hutchison.

Council staff members present were Police Chief Bernat, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Deputy Fire Chief Hall, Deputy City Solicitor Pepper, and Mrs. McDowell. Mayor Christiansen was also present.

OPEN FORUM

The Open Forum was held at 7:15 p.m., prior to commencement of the Official Council Meeting. Council President Bonar declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

There was no one present wishing to speak during the Open Forum Segment.

The invocation was given by Reverend Theodore Henderson, followed by the Pledge of Allegiance.

Mr. Slavin noted the recent passing of Representative Clifford G. "Biff " Lee, who served many years in the State legislature. Although Representative Lee was elected to serve the Laurel area, Mr. Slavin stated that his service in the General Assembly was for all of Delaware and that he always had the best interest of all of Delaware in mind. Mr. Slavin requested that Representative Lee's family be kept in mind during this time.

Council President Bonar indicated that Representative Lee had served with distinction in the General Assembly for 22 years following his retirement after 20 years of service as a Delaware State Police Officer.

AGENDA ADDITIONS/DELETIONS

Mr. Slavin requested the deletion of Item #9 - Grant-In-Aid Policy Clarification, explaining that he would be meeting with staff to discuss this matter further.

Mr. Hutchison moved for approval of the agenda, as amended, seconded by Mr. Anderson and unanimously carried.

Mr. Slavin requested that Item #1B - Special Council Meeting of November 17, 2014 be added to the Consent Agenda, explaining that his concerns had been resolved.

Mr. Slavin moved for approval of the consent agenda, as amended, seconded by Mr. Dixon and carried by a unanimous roll call vote.

ADOPTION OF MINUTES - COUNCIL WORKSHOP OF NOVEMBER 12, 2014

The Minutes of the Council Workshop of November 12, 2014 were unanimously approved by motion of Mr. Slavin, seconded by Mr. Dixon and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF NOVEMBER 17, 2014

The Minutes of the Special Council Meeting of November 17, 2014 were unanimously approved by motion of Mr. Slavin, seconded by Mr. Dixon and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF NOVEMBER 24, 2014

The Minutes of the Regular Council Meeting of November 24, 2014 were unanimously approved by motion of Mr. Slavin, seconded by Mr. Dixon and bore the written approval of Mayor Christiansen.

CERTIFICATE OF CONGRATULATIONS - DOVER CR RAIDERS JR. PEE WEE POP WARNER FOOTBALL - EASTERN REGIONAL CHAMPIONS

The following Certificate of Congratulations was read into the record by the City Clerk:

CERTIFICATE OF CONGRATULATIONS

The Mayor and Council of the City of Dover do hereby present this Certificate of Congratulations to

COACH DANNY WAITE & THE DOVER CR RAIDERS JR. PEE WEE POP WARNER FOOTBALL TEAM

for your hard work and dedication on winning the Mid Atlantic Division III Championship

The City of Dover extends its congratulations on this very memorable event

December 8, 2014

Mayor Christiansen presented the Certificate to Mr. Danny Waite, Coach for the Dover CR Raiders. The Mayor recognized those team members in attendance and everyone gave them a round of applause for their achievement.

Mr. Waite thanked the City for the recognition and presented a signed helmet and jersey to be proudly displayed in the Mayor's Office.

RESOLUTION NO. 2014-15/PRESENTATION - CITY OF DOVER GOLD MEDAL - GALE E. VOSHELL

Mrs. Traci McDowell, City Clerk, read proposed Resolution No. 2014-15 into the record.

By motion of Mr. Hare, seconded by Mr. Hutchison, Council unanimously adopted Resolution No. 2014-15, as follows:

WHEREAS, on December 17, 2013, an eastbound vehicle on West North Street near the intersection of West Street, driven by an 82-year-old female, left the roadway and became immobilized on the railroad tracks; and

WHEREAS, while driving past the area, Mr. Gale E. Voshell noticed the vehicle on the tracks with its lights on. Unsure whether the vehicle was occupied, he became concerned and returned to the scene and observed the railroad crossing gates go down, heard a train whistle, and saw the train approaching from the north; and

WHEREAS, Mr. Voshell rushed to help the elderly operator from the vehicle and ushered her away from the railroad tracks. When they had attained a distance of approximately 20 feet from the vehicle, Mr. Voshell shielded the victim from flying debris and possible explosion as the train struck the rear of the car, propelling the car down the tracks and destroying it. Mr. Voshell's quick thinking and courageous actions saved the victim from injury and averted what could have been a tragic loss, and he deserves special recognition by the governing body of this City.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council recognize that Mr. Voshell risked his own life to save the life of another, and in recognition of his heroic actions, the Mayor and Council award Mr. Gale E. Voshell a City of Dover Gold Medal and direct the City Clerk to make this Resolution a part of the permanent records of the City of Dover.

ADOPTED: DECEMBER 8, 2014

Mayor Christiansen presented the Resolution and a City of Dover Gold Medal to Mr. Gale E. Voshell in recognition of his acts of heroism. Mr. Voshell was joined by his wife and Ms. Jean Spry, who was the occupant of the vehicle on the railroad tracks. Mayor Christiansen announced that this day, December 8th, was Ms. Spry's 83rd birthday.

Mr. Voshell thanked the City for the recognition, indicating his hope that anyone would stop and help someone in need and that he was simply in the right place at the right time. He commended the Dover Police Department for the quick response, noting that they were only seconds behind him.

Mrs. Spry relayed appreciation to Mr. Voshell, stating that he is her "angel".

PUBLIC HEARING - CABLE FRANCHISE RENEWAL

A public hearing was set for this time and place to consider the Cable Franchise Renewal for the City of Dover. Council President Bonar advised members that this public hearing was being held pursuant to Section 626 of the federal Cable Act, which sets forth the process for franchise renewal. He noted that the City's current franchise with Comcast was set to expire at the end of the year and that the City was beginning the process of renewing the franchise. Mr. Bonar explained that this public hearing was part of the preliminary portion of franchise renewal in which the City reviews the cable operator's past performance and identifies the City's future cable-related community needs. As such, as part of this public hearing, comments were invited from any citizens wishing to speak regarding either or both of the aforementioned subjects.

Council President Bonar noted that the franchise renewal was the best opportunity for municipalities to assert their rights with respect to their cable operator and to obtain important benefits in return for granting the cable operator the right to use their public rights-of-way. These benefits include:

1. A State-of-the-Art Cable System now and in the future;
2. Strong Customer Service Standards;
3. Free Services to Community Facilities;
4. Better Reporting Requirements from the Cable Operators;
5. Maximized Franchise Fees;
6. Franchise Grants;
7. An Educational and Governmental (EG) Channel;
8. Legal Protections of the Rights-of-Way; and
9. Better Mechanisms to Enforce the Franchise Agreement.

Council President Bonar indicated that those benefits mentioned were just some of the potential benefits available through franchise renewal, explaining that citizens could address those items or any other cable-related items that the felt were important to them.

Mrs. Williams felt that the City had the responsibility to monitor the quality of the services given to the subscribers and questioned if the agreement included such authority or some method to accomplish such responsibility. Responding, Deputy City Solicitor Pepper indicated that some oversight was provided to the City in prior agreements. He stated that he had not had the opportunity to review the current agreement; however, he felt confident that language could be included, if not already present, that would give the City the authority to monitor the quality of services provided.

Mr. Hare advised members that he had personally had an ongoing issue with Comcast for approximately four (4) to five (5) months in that he had been charged for additional equipment that he does not have. He had continuously been told that Comcast would research the serial numbers and contact him; however, he stated that they did not respond and, as a result, he was continuously visiting them to complain about the issue. Mr. Hare indicated that he had to pay for equipment that he does not have for about 1½ years. If this was the type of customer service provided by Comcast, Mr. Hare felt that the agreement should include some type of oversight by the City.

Council President Bonar indicated that, due to a conflict of interest, he would be refraining from voting on this issue. In response to the concern relayed by Mr. Hare, Mr. Bonar stated that he would provide a telephone number to call the public advocate to resolve the issue, or that he would make the telephone call on Mr. Hare's behalf.

In response to Mrs. Williams, Council President Bonar explained that the franchise agreement is in territory that is unregulated by the Division of the Public Advocate and the Public Service Commission; however, as the Delaware Public Advocate, Mr. Bonar stated that he could be contacted regarding any concerns related to cable television. He noted that Comcast had a new representative for the area, Mr. Chris Comer, and that he had found Mr. Comer to be very responsive to inquiries.

Council President Bonar declared the public hearing open. There being no one present wishing to speak, Council President Bonar declared the hearing closed.

PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2014-23 - REZONING REQUEST FOR PROPERTY LOCATED AT 603 WEST DIVISION STREET

A public hearing was duly advertised for this time and place to consider the rezoning of property located at 603 West Division Street, consisting of two (2) parcels (16,538$^{+/-}$ s.f. and 14,465$^{+/-}$ s.f.), owned by West Division Holdings, LLC. The property was currently zoned M (Manufacturing), subject to COZ-1 (Corridor Overlay Zone) and the proposed zoning was C-3 (Service Commercial), subject to the COZ-1 (Tax Parcel: ED-05-076.08-01-19.00-000 and ED-05-076.08-01-19.01-000; Fourth Council District; Planning Reference: Z-14-03).

Mr. Hare moved that the Final Reading of Proposed Ordinance #2014-23 be acknowledged by title only, seconded by Mr. Hutchison and unanimously carried. *(The First Reading of the ordinance was accomplished during the Council Meeting of October 27, 2014.)*

Planner's Review

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the petition to amend the zoning district and the findings and recommendations of the Planning Commission. She noted that the Planning Commission recommended approval of the rezoning request.

Public Hearing

Council President Bonar declared the public hearing open. There being no one present wishing to speak, Council President Bonar declared the hearing closed.

Mr. Hare moved for approval of the rezoning request, as recommended by the Planning Commission. The motion was seconded by Mr. Slavin and, by a unanimous roll call vote, Council adopted Ordinance #2014-23, as follows:

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF TWO (2) PARCELS OF PROPERTY LOCATED AT 603 WEST DIVISION STREET

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of two (2) parcels of property described below from M (Manufacturing Zone) and subject to the COZ-1 (Corridor Overlay Zone) to C-3 (Service Commercial Zone) and subject to the COZ-1 (Corridor Overlay Zone).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from M (Manufacturing Zone) and subject to the COZ-1 (Corridor Overlay Zone) to C-3 (Service Commercial Zone) and subject to the COZ-1 (Corridor Overlay Zone) on two (2) parcels of property located at 603 West Division Street, on the north side of West Division Street just west of the railroad tracks, consisting of 16,538 S.F.+/- and 14,465 S.F.+/-, owned by West Division Holdings, LLC. (Tax Parcel: ED-05-076.08-01-19.00-000 and ED-05-076.08-01-19.01-000; Planning Reference Z-14-03)

ADOPTED: DECEMBER 8, 2014

DOVER HUMAN RELATIONS COMMISSION REPORT - OCTOBER 28, 2014

The Dover Human Relations Commission met on October 28, 2014 with Chairman Wilson presiding.

DHRC Committee Meeting Reports

Mr. Wilson requested Ms. Smith to begin with her overview of the Communications Committee report, noting that she had another commitment.

By unanimous consent, members considered DHRC Committee Meeting Reports in reverse order.

Communications Committee

Ms. Smith, Chair, reviewed the Communications Committee Meeting report, dated Thursday, October 13, 2014. She informed members that she and Ms. Stewart had examined the DHRC page on the City's website and felt that improvements were needed to catch users' attention. She advised members that in considering how to clearly communicate the missions, message, and value of the DHRC, the Committee encountered conflicts in the message of the City of Dover DHRC Strategic Plan 2015-2018. This led to questions regarding whether the DHRC would handle complaints and whether it would focus on City workers only. If the DHRC would serve constituencies beyond City workers, Ms. Smith stated that the Committee was uncertain of the identities of these constituencies and what the DHRC's message to them would be. She indicated that the Committee felt these questions needed to be answered before a branding plan could be developed. Ms. Smith shared suggestions for additions to the DHRC portion of the website, including a message from the Chair and a link to allow users to sign up (include name and email address) for blasts, events, newsletters, and links to partnering organizations when these relationships are created in the future. She stated that other communication ideas included an electronic newsletter similar to the Dover Public Library's newsletter, a letter of invitation to potential DHRC partnership organizations, press releases to the media, and submission of opinions to newspapers by commissioners (after providing them to the DHRC for their review and approval).

Responding to Ms. Smith, Mr. Wilson confirmed that members of the press receive notifications of DHRC meetings.

Ms. Smith shared the Committee's ideas for suggested first steps for the Communications Committee, including following up on the Diversity, Respect and Harassment Awareness training recently organized for City of Dover employees by the City's Human Resources Department, determining if there were human rights and diversity issues in the City of Dover government, surveying the community regarding their perception of the DHRC, and providing a forum for City employees in order to determine their views on needs. Ms. Smith stated that the Communications Committee was unsure if some of these suggestions would overlap with the responsibilities of other committees.

Mr. Wilson thanked Ms. Smith and Ms. Stewart for their efforts. He stated that there would be a meeting of all committee chairs to ensure that they were all on the same page, on target, and that their functions would mesh with the Strategic Plan and assured members that their questions would be answered.

Mr. Ruane complimented Ms. Smith on the Committee's report. He questioned if Objective D.1 of the Strategic Plan, relating to providing an update on the Commission's activities, progress, and accomplishments to the Dover City Council, had been examined and Ms. Smith confirmed that this would be part of the Committee's responsibility and would work synergistically with the newsletter, since information delivered to City Council would also be delivered to the public.

Mr. Ruane noted that the DHRC enabling legislation required a quarterly report to Council and the Strategic Plan assigned this task to the Communications Committee, although the report would come from the Chair.

Mr. Ruane stated that there would be overlap between committees, for example, in regard to the City's recent employee diversity training, as this would be one of the subjects of an assessment and evaluation by the Government Policy, Programs, and Practices Committee. In regard to Objective C.1, "Define when a diversity, inclusion and or a human relations issue exists and specify the types of these issues that will be accepted by the Commission; and, identify and implement a process for receiving and responding to such issues by taking action to correct or improve the situation," Mr. Ruane noted that it remained an objective of the Commission as a whole to deal with that challenge. It was his understanding that this would not be handled in the form of a complaint document.

Mr. Wilson stated that this point could be raised by the Government Policy, Programs, and Practices Committee. He expressed the need to coordinate all committees and requested those committees presenting verbal reports to provide them in print so that the information would be specifically included in the record.

Education Committee Report

Members were provided the Education Committee Report, entitled, "City of Dover Human Relations Commission Strategic Plan". Mr. Henderson, Chair, reviewed the

report, stating that he and Mrs. Sadusky addressed Objective B.4, in regard to the external education process for the public, and Objective D.3, relating to an internal education process and program for City Council, the City administration, and the members of the DHRC. Mr. Henderson indicated that one of the best ways to educate people is through communication about the various issues that cause division. The Education Committee suggested that forums, workshop, and annual observances should be initiated to communication. In regard to forums, Mr. Henderson noted that some events were already in place and the DHRC could take advantage of this. He stated that workshops could provide both external and internal education and could be similar to the City's recent Diversity, Respect and Harassment Awareness training. He indicated that, due to the large number of issues pertaining to cultural diversity, this could be an ongoing process. He explained that such training could be led by experts in the community, noting that some members of the DHRC, including Ms. Smith and Mr. Wilson, had experience in this area. Referring to annual observances, Mr. Henderson suggested that the DHRC honor various and diverse groups by inviting representatives to participate in annual observances, which could be held both internally and externally.

Mr. Henderson indicated that differences can be overcome through the education process and that showing how much people have in common would bridge gaps. He stressed that it would be key for education to be an ongoing process and suggested looking at resources available in the local community.

Mr. Wilson noted that the Education Committee report tied in very strongly with the Communication Committee and that it would be necessary for all members to work together on all the initiatives being developed.

Mr. Ruane concurred that the information being presented by the various committees was dovetailing. He noted that the Government Policy, Programs, and Practices Committee had struggled with the objective concerning conflict resolution and had deferred discussing it due to their feeling that they were not educated enough to move forward at this time. He hoped that the Education Committee would address and identify a resource to educate the Committee on this topic. Mr. Ruane stated that he did not have some of the knowledge or skills needed to meet some of the objectives in the Strategic Plan and DHRC statutes, such as conflict resolution, how to conduct a workshop, etc., and suggested members jot down those objectives where training was needed. He noted that it would also be important to ask Council if opportunities should be provided to educate City Council on topical areas. Mr. Ruane suggested that Council be invited to DHRC sessions and felt it important to keep Council in the learning curve.

Mr. Wilson acknowledged the need for training for members of the DHRC but expressed his opinion that most workshops should be open to the public since there were others in need of education, for example, individuals who want to obtain jobs but do not know how to apply or present themselves in a correct manner.

Mrs. Sadusky reminded members that, during the Commission meeting held on September 23, 2014, Mr. Ken Abraham, Dover Interfaith Mission for Housing (DIMH), reviewed a presentation on the DIMH Re-Entry Opportunity Program. Referring to Mr. Wilson's comment regarding the importance of assistance for those seeking jobs, Mrs. Sadusky questioned if Mr. Wilson intended that the DHRC become involved in these types of programs. Responding, Mr. Wilson stated that some individuals need to understand how to access not only jobs but Social Security, Veterans Administration services, transportation, etc. He suggested, if workshops were held, that the DHRC think beyond its own members and City Council and consider the general public. He felt that the public should be informed when workshops were available since they could also learn through their attendance.

Ms. Smith suggested that the DHRC partner with other organizations in regard to these workshops. The DHRC's name could be included so that the public would understand the branding and message of the Commission. A part of the value that the DHRC would bring to the community would be to help all people have access to this type of training.

Mr. McGiffin stated that the DHRC, because of its affiliation with the City, would be able to attract attention to training that its partners may not be able to.

Mr. Wilson reminded members that, during the DHRC meeting held on September 23, 2014, Ms. Michelle Hughes, Head of Adult Services, Dover Public Library, provided information regarding the Dover Public Library Changing America Exhibit to be held from January 7 - February 20, 2015 and invited members to serve on a steering committee to develop public programs around the exhibit. Mr. Wilson expressed his opinion that the DHRC may have "dropped the ball" in partnering with the Dover Public Library on this exhibit and stated his hope that this would not happen again in terms of not following through on volunteer opportunities. He felt that when the DHRC commits to a partnership, it would be important to ensure that there are objectives, criteria, and strategies to do so.

Responding to Ms. Smith as to whether partnering with the library was a lost opportunity, Mr. Wilson stated that it was not.

Community Engagement Committee

Mr. Roach, Chair, advised members of the need for the community to understand who the DHRC is and what the Commission does. In his experience, people in the community typically want to know "who you are and what can you do for me," and this must be determined in order for the community to "buy in" and bridge the gap. He noted that there was no one present at the current DHRC meeting from the community and expressed his opinion that it was an individual and collective responsibility of the Commission members to bring people to listen and give input, rather than assuming what is needed. Mr. Roach felt that the DHRC could not offer anything until it is known what is and is not needed and that determining community

needs is the first priority. He advised members that he had spoken with Mr. Darryl Tingle, Executive Director, Greater Dover Boys and Girls Club, about the upcoming closing of the Boys and Girls Club in Mr. Roach's community and the process of closing the facility had been slowed down. Mr. Roach explained that he did this as a member of the community who saw a need for kids, rather than as a DHRC commissioner; however, he felt that commissioners should identify to their communities that commissioners have resources available outside those of a typical person in the community. In regard to resource linkage, Mr. Roach stated that it was hard to speak to someone about employment when their basic needs for food and shelter were not being met. He felt it important to find out which churches have relevant programs, where there are soup kitchens, etc., and that this information be made accessible, other than through the newspaper and internet, which may not be available to many. Mr. Roach suggested that commissioners hold individual forums, possibly in churches, basements, local Boys and Girls Clubs, etc., where they could sit down with people in their community to gain information.

In terms of getting the DHRC's message out, Mr. Roach suggested the use of social media, including a DHRC webpage with biographies for each commissioner which would allow the community to know them. Information on other important topics could also be provided to the community, such as informing residents about the importance of registering to vote.

Ms. Hicks stressed the necessity of commissioners being visible and speaking to the community, noting that there are many low-income housing developments in the City. She stressed that commissioners must "plant a seed," make themselves known, and prove that they are involved. Ms. Hicks stated that it should be known that the DHRC is here to make an effort to bring change, which starts with each community, indicating that this must be accomplished gradually through effective communication. She encouraged the use of technology and cell phone messaging.

Responding to Ms. Smith regarding how the DHRC would use text messaging, Mr. Roach clarified that the intent would be to use text messaging to communicate with leaders of community organizations, such as the principal of Dover High School, to ask them to announce DHRC events. The goal would be to engage the community, build relationships, and then educate.

Government Policy, Programs, and Practices Committee

Mr. Ruane, Chair, stated that the Government Policy, Programs, and Practices Committee met on October 9th and again on October 16th with Mr. Wilson present. The Committee focused on Objective A.1, "Work to ensure that the City of Dover has and utilizes policies, programs, ordinances, organizational practices, specialized resources and appropriately trained employees to support diversity, inclusiveness and cultural competency in its organization and services," but members felt that some parts of Objectives A.2, related to building on the DHRC's partnership with the Dover Police Department, and C.3, in regard to reviewing City ordinances, could also

be partly addressed during an assessment that was planned by the Committee in regard to Objective A.1. He reiterated that the Committee did not address Objective C.4, regarding intergroup and community conflict; however, they recognized that it needed to be addressed.

Mr. Ruane reviewed the Preliminary Draft Work Plan for Completing Long-Term Objective A.1 of the Strategic Plan 2015-2018, dated October 16, 2014, noting that the subject of the work plan was to assess the City of Dover government, structure, organization, employees, and officials. He explained that the Committee recommended, when looking at the internal diversity and inclusiveness of the City of Dover, that the City be asked from the top down what was being done to promote such inclusion and to combat social exclusion in the community. This would go beyond looking at the City in terms of recruitment and diversity of its employee base to asking whether there is adequate programming to address things like homelessness, unemployment, etc., that exclude people from the mainstream. Mr. Ruane stated that the Committee's major emphasis would be on the City structure and the City as an organization and those who would be evaluated would be advised. The Committee planned to meet with the Mayor, City Council, and City Manager to explain the objectives and obtain their agreement for the leadership in the City government to work with the Committee as it does the assessment.

Mr. Ruane explained that an excerpt from *Reinventing Diversity: transforming organizational community to strengthen people, purpose, and performance,* by Howard J. Ross, would be used to develop an assessment of the City, noting that Chapter 12, "Creating Cultures that Work" provided a series of questions which the Committee felt could easily be adapted for the DHRC's purposes. Mr. Ruane encouraged members to review Chapter 12, noting that the author had performed these types of surveys with organizations throughout the country. He cautioned members that the assessment was a very large task and there was a question as to whether resources were available to accomplish it. Mr. Ruane indicated that it would be necessary to ask City leadership if the DHRC had the option to use outside resources, such as academic resources, etc. He stated that a timetable for the assessment would have to be determined in relation to the objectives of other committees.

Mr. Wilson expressed the desire to put something in print that would put a halt to the questions "who are we, what are we doing, and how will we do it" in relation to the DHRC. He requested that the Government Policy, Programs, and Practices Committee develop a firm definition of diversity and, taking into consideration all of the information that had previously been provided by the Commissioners, define the role and responsibilities of the commission and commissioners, if possible before December 1st.

Responding, Mr. Ruane stated that some of this had been accomplished, noting that a definition of diversity was included in the Strategic Plan. If someone asked a DHRC member what they are promoting and what diversity means, it was

Mr. Ruane's hope that the answer would be drawn from the material in the Strategic Plan that the DHRC had accepted and adopted.

In response to Mr. McGiffin Mr. Wilson confirmed that it was his desire to have a single document with a small, easily digestible description of what the DHRC means by diversity, the role of the Commission, and the role of individual commissioners.

Referring to the recommendations in regard to the DHRC Authority and Complaint Process/Formulation of Complaint Process and Form provided by Mr. Nicholas Rodriguez, City Solicitor, during the September 23, 2014 DHRC meeting, Mr. Henderson stated that he had a better understanding of what he could not do as a commissioner, as communicated by the City Solicitor, than what he could, noting that he would continue to work on this. He stated that the DHRC Strategic Plan was "brilliant" but complicated.

Mr. Wilson suggested that each Committee develop one (1) project, perhaps for the months of January and February, to test their ability to work together and solidify the responsibilities of the chair and committee. He felt that this could be tested through an activity, event, or workshop. He noted that the Strategic Plan was complicated, but if each committee looked at what they, as well as the other committees, were being charged with, the Commission could move forward.

Mr. Ruane expressed frustration with the struggle that members were expressing as a result of the information provided by the City Solicitor. He stated his opinion that the complaint issue was "behind us" and his hope that this would be perceived as an open rather than a closed door. He stated that the DHRC had opportunities to influence policy, programs, and behavior. He emphasized that the DHRC members were not case workers and he wished to promote their ability to influence City government, which would create opportunities.

Mr. Wilson stated that he did not wish to belittle the needs of community members in need of assistance, suggesting that the DHRC could have references in print, or resource people available for those who communicate needs. He indicated frustration that the DHRC would not be receiving complaint forms but felt that members should think beyond the box of what the City Solicitor had said. He stressed the importance of moving forward with the Strategic Plan and with new ideas to help all people within the community.

Mr. McGiffin explained that the City Solicitor was charged with encouraging the City to avoid risk. He advised members that the City Solicitor typically tells the City what it cannot do and rarely tells the City what it should do; this was the message that was conveyed. Mr. McGiffin stated that Mr. Rodriguez had indicated that using a complaint form would incur risk; therefore, in Mr. Rodriguez's opinion, members of the DHRC could do what they wished, so long as they did not do what they were told not to do.

Ms. Smith stated that members appreciated the efforts of Mr. Ruane and the Government Policy, Programs, and Practices Committee. She understood Mr. Ruane's frustration and stated that she did not feel that the issue was as much about a complaint form as about clarity. She felt that some of the terminology being used was not clear in terms of how members were communicating what they were feeling and experiencing.

Mr. Wilson concurred that members wished to obtain clarity and reiterated his request that the Government Policy, Program, and Practices Committee perform their assignment as soon as possible.

Responding, Mr. McGiffin expressed confidence that he could accomplish this task.

Update - Diversity, Respect & Harassment Awareness Training for City of Dover Employees

Mr. Wilson requested members to provide their comments regarding the Diversity, Respect & Harassment Awareness Training recently provided to City of Dover employees to the City Clerk's Office by November 7, 2014 and asked the Clerk's Office to pass them to Mr. Ruane to be used by the Government Policies, Programs, and Practices Committee. He indicated that these comments should not be released to Council or the public until finalized.

Clarifying, Mr. Ruane asked members to put their thoughts regarding the training sessions in writing; however, he noted that this training would be only a small piece of what was hoped to be a larger diversity program and process in the City. The Committee wished to examine the City's whole recruitment process, and observations from the training session would be incorporated in the full report to be provided to the City.

Review of Re-entry Opportunity Program Letter to City Council

Mr. Wilson referred to the letter from Mrs. Kim Hawkins, Human Resources Director dated October 8, 2014 , regarding the Re-entry Program/Dover Interfaith Mission/Ken Abraham. He stated that Mrs. Hawkins had clearly indicated that the City's recruitment process is a professional and legal process that is the responsibility of Mrs. Hawkins and the City. Mr. Wilson stated that the Commission had no voice in this matter.

Mr. Wilson reminded members that Item 2B - Updates, State of Delaware Human Relations Commission Liaison and Item 4 - Recommendation of DHRC Liaisons to Dover Public Library were removed from the agenda. However, Mr. Wilson advised members that, after much discussion in the Government Policy, Programs, and Practices Committee meeting, it was recommended that a DHRC liaison to the State of Delaware Human Relations Commission (SHRC) not be designated as this was deemed unnecessary. He stated that the DHRC would interact with the SHRC on an as-needed basis, as determined by the DHRC, and the SHRC realized this. These interactions would include, but not be limited to, providing information on DHRC

events, programs, and workshops and seeking information that may benefit the DHRC mission and objectives as well as coordinating information needed for community support. Referring to the recommendation of DHRC Liaisons to Dover Public Library, Mr. Wilson stated that the Government, Practices, and Policies Committee recommended that no DHRC liaison be designated for the Dover Public Library. Mr. Wilson informed members that Commissioner Ruane serves on the Dover Public Library Advisory Commission; however, he stressed the need for commissioners to be committed, as district representatives, to library assistance.

Discussion - DHRC 2015-2018 Strategic Plan

Mr. Ruane stated his feeling that the DHRC was off to a good start with Committee meetings and suggested that when a meeting is held with the committee chairs, efforts could be coordinated and the next steps for the committees could be formulated. He reminded members that there were objectives for the DHRC as a whole, including objectives about funding for the DHRC and how to develop additional resources for the Commission itself. Mr. Ruane felt that Strategic Plan Objectives C.1, C.2, D.4, and D.5 would present challenges for the Commission.

As Chair of the Government Policy, Programs, and Practices Committee, Mr. Ruane requested that another member be added to this Committee, noting that the Committee consisted of himself and Mr. McGiffin and he felt that there should be at least three (3) members.

Mr. Henderson offered to serve on this Committee.

Mr. Roach requested the input of all members in regard to the Community Engagement Committee.

Mr. Wilson thanked all committee chairs for their reports and stated that he would like to meet with the chairs before January. He requested that chairs email suggested dates for this purpose before November 22, 2014. Mr. Wilson stated that it was desired for chairs to provide information on what they are doing as a committee, and then open the discussion for everyone to be involved. He noted that all members were invited to attend the meetings with the chairs. He felt that one (1) or two (2) community events should be put on to let people know that the DHRC was present and active. Mr. Wilson reminded members that Rev. Dr. Martin Luther King, Jr. Day was coming up and questioned what would be done for these special days in 2015, and how the DHRC could be effective in that regard.

Ms. Smith suggested that the DHRC not only have a table but be on the platform for the Alpha Phi Alpha Rev. Dr. Martin Luther King, Jr. Prayer Breakfast, scheduled to be held at the Modern Maturity Center, and make its presence known in terms of saying and doing something that day in front of the community.

Mr. Roach suggested making an announcement regarding a community workshop at the event. Responding, Mr. Wilson stated that it would be up to Mr. Roach as the

chair of the Community Engagement Committee how the DHRC would work with the Alpha Phi Alpha Fraternity at the Breakfast.

Mr. McGiffin indicated that he works with experts in the field of housing discrimination that are charged to do community outreach. He offered to make available a program on housing discrimination, if deemed appropriate. He stated that this would not involve a cost as long as there was a free location and a flexible time slot.

Mr. Roach suggested the possibility of providing information about the DHRC at the Prayer Breakfast and soliciting community input, which could include a brief community survey on diversity.

Mr. Wilson suggested that the particulars of Mr. Roach's recommendation be worked out before December so that information could go into the event program, noting that money would be needed to advertise in the program.

Commission Members' Announcements

Mr. McGiffin advised members that the State was investigating the facilities of the Family Court in Dover and Georgetown which, he stated, were woefully insufficient, and the Chief Justice had an initiative to actively consider consolidating these courts in a location that would straddle the county line, such as Milford. Family Court would be taken out of Dover, which Mr. McGiffin felt would be a great disservice to anyone who uses it, particularly the poorer segment of the community, and a huge mistake. He informed members that this change was not imminent and could take years, but he felt that members should be conscious of this and be prepared to do something if and when the time comes.

Mr. Ruane provided members with an article from The News Journal, entitled "Kent group to support families, friends of gays," dated October 20, 2014, and an information sheet regarding Parents and Friends of Lesbians and Gays (PFLAG). He explained that PFLAG was trying to establish a new chapter in Dover and met for the first time last week. Mr. Ruane attended the meeting and felt that the organization was off to a good start in formulating their goals and agenda. He advised members that there were existing groups in Rehoboth and Wilmington and a need for one (1) in Kent County for parents who are finding out for the first time that their child is gay or lesbian and struggling with how to continue to love their child. Mr. Ruane stated that this support group would meet again on November 18, 2014 and indicated that the Community Engagement Committee may wish to have outreach to this group, which could be helpful to someone in this situation.

Mr. Ruane provided members with an article from The News Journal, entitled "How Delaware's racial mix is changing," dated October 22, 2014, noting that this was part of a continuing series regarding changing demographics in Delaware counties, as well as a graphic depicting the diversity index for Kent County, Delaware, from the USA Today website (www.usa.today.com). Mr. Ruane felt that this information

might be helpful to all members, particularly the Community Engagement Committee, in understanding the current status of diversity in the area. He advised members that The News Journal would follow up on November 2, 2014 with information regarding the impact of the demographics.

Ms. Smith advised members that she serves on the governor-supported Commission on Early Education and the Economy and felt that this Commission lacked adequate diversity. She questioned if members had knowledge of anyone with a Hispanic or Asian background who might be able to serve on this Commission since these populations were not represented. She indicated that those on the Commission were mainly CEOs of major corporations, banking institutions, etc., and that appointments were very selective. As a member of the Commission, Ms. Smith had worked with many major corporations and visited several early childhood education centers. She expressed her hope that the DHRC could talk about the significance of diversity, not only in terms of adults, but how children could be taught to embrace diversity.

Mr. Wilson expressed his hope that members would get a chance to visit some of the programs and institutions in their districts, such as the Dover Interfaith Mission for Housing, to examine the operations and needs in regard to diversity. He encouraged members to look at their districts in terms of community engagement and consider which entities they should visit that would go along with the Strategic Plan.

By consent agenda, Mr. Slavin moved for acceptance of the Dover Human Relations Commission Report, seconded by Mr. Dixon and carried by a unanimous roll call vote.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - NOVEMBER 24, 2014

The Legislative, Finance, and Administration Committee met on November 24, 2014 with Chairman Slavin presiding.

Dover Human Relations Commission - Request for Authorization and Funding to Attend Rev. Dr. Martin Luther King, Jr. Prayer Breakfast and to Place an Advertisement in the Souvenir Booklet

Annually, the Zeta Rho Lambda Chapter of the Alpha Phi Alpha Fraternity sponsors a Rev. Dr. Martin Luther King, Jr. Prayer Breakfast. During the October 28, 2014 Dover Human Relations Commission (DHRC) meeting, members discussed the possibility of attending the Prayer Breakfast on January 19, 2015 and placing an advertisement in the souvenir booklet.

Mr. Slavin advised members that Mr. Cecil Wilson, Chairman of the DHRC, had submitted an amendment to his original request earlier in the day, asking that the Committee consider only the request for funding to place an advertisement in the souvenir booklet. Mr. Slavin stated that the cost for a full page advertisement would be $125.

Mayor Christiansen informed members that funds were available in the Mayor's automobile account, since he only utilizes the City vehicle for out-of-town trips, which are rare. He noted that Mrs. Donna Mitchell, Controller/Treasurer, had confirmed his ability to transfer funds within the accounts in the Mayor's budget. Mayor Christiansen offered to take responsibility for placing a full page advertisement in the souvenir booklet on behalf of the Mayor, Council, and DHRC.

Mr. Hutchison stated that he strongly embraced and supported this request, and expressed his pride in the DHRC and their commitment to this event.

The Committee recommended acceptance of the Mayor's offer to place a full page advertisement in the 2015 Rev. Dr. Martin Luther King, Jr. Prayer Breakfast souvenir booklet on behalf of the Mayor, Council, and Dover Human Relations Commission.

Mr. Anderson expressed his gratitude to the Mayor for his offer to place the advertisement.

Mr. Slavin encouraged all members of Council to attend the prayer breakfast.

By consent agenda, Mr. Slavin moved for approval of the Committee's recommendation, seconded by Mr. Dixon and carried by a unanimous roll call vote.

Report of the Ad Hoc Financial and Operational Advisory Committee

Council President Bonar read the following statement into the record:

> Some months ago, I asked for Council's permission to establish a president's advisory counsel on city finances and organization.
>
> This group that was appointed met several times, suffered the resignation of one eminently qualified member, but has, nonetheless, come up with significant information that I wanted to share with you this evening.
>
> The City of Dover, although we are lucky to have reserves to cover it, continues down a path that within a few years will lead us to significant financial distress, unless we as Council take drastic, if not almost draconian, actions to reverse some of the financial perils that we have facing us in the future.
>
> As of now, it is estimated that our budget will continue to be stressed because we have allowed ourselves to go for years without a meaningful tax increase or a significant reduction in our spending. We have tried every way possible by reductions in force and consolidation of positions and we've done a fairly decent job holding our own, but we have avoided taking on the 'sacred cows' that in some people's view permeate city government spending.

We have an unfunded pension liability of more than $120 million. We have water lines, sewer lines, and roads that need to be repaired and maintained. We have to decide whether or not we can continue to provide some of the services to our residents that we now do, or perhaps privatize them or make them enterprise funds and run them like a business is run. That would require a significant change in attitude and direction from a service-oriented city to one that runs its varied departments like a business, covering expenses while making a profit to enhance our ability to improve our facilities.

In our view, we have redundant fire and police dispatching operations that may, in my view, need to be revamped. The Kent County 911Center is equipped and willing to absorb our emergency dispatch centers with no reduction in effectiveness.

We have a trash collection system that is absolutely second to none and we provide this service at a reasonable cost and do things for our residents that most other cities do not do. If you want a sofa removed, put it out and we pick it up for free. If you have an old refrigerator, put it out and we get rid of it for you. In many cities, that service alone would cost you $50 or $100, and the question is, do we continue to provide that service or begin to charge for it.

Our overtime is running out of control and we must reign it in. Our Police Department alone racks up a half million dollars or more a year in overtime. Some of it, in the view of the Committee, could be eliminated by going back to eight hour shifts. Working our current schedules with 12 hour shifts is simply costing us too much money.

These are all items that are obviously open for debate and discussion. Do we continue to provide a parks and recreation service? In my view, that's a necessity for the youth of our City, but the fact of the matter is that it really isn't a necessity, it is a service that we as a City provide.

We have a city manager form of government, with a mayor's position that has only authority over the police department and a veto if needed. We need to put that department, as well as every other department, I believe, under the city manager if we are going to continue with a strong city manager form of government.

It's been said we need to put a million dollars a year away for our streets, water and sewer systems and we've not been putting money away for that. There is another two or three million dollars a year that we're avoiding, rather than being responsible and preparing for emergencies while keeping our systems up to date. In today's society

there is no excuse for brown water to keep cropping up when it rains heavily, we flush the lines, or there's a big fire in town. While the water is still safe to drink, (there is no question about that because public health has said so) it is still brown and it does stain the laundry of some of our citizens, and there is absolutely no excuse for that.

Our planning and zoning process, in my view, is a hindrance on how we attract new businesses in town. Taking three to six months or more to get approvals and proceed with a project, in my view, is inexcusable. We've talked about it for a half a decade, that I'm aware of. If a developer comes in, they should be able to walk out the door with a clear cut list to follow, one that tells him/her (a) whether or not he can do a project and (b) sets out clear steps that he/she must follow to get it accomplished. I haven't seen concrete examples of that being done. It should be as simple as one, two, three; follow the roadmap and you can get your business or development up and running and here's how you do it. That, in my view, is being business friendly.

Now I will admit that being part of this body sometimes has challenges and there are changes that need to be made. Change can be difficult and painful or it can be painless if we work together as a team. Don't tell me repeatedly that change can't come. It's time, in our view, to take on some of these 'sacred cows' before they come back to kick us in the teeth. It's up to us, as members of Council, to be willing to do that and not just talk about it.

In the view of some members of this Financial and Operational Advisory Committee, within three to five years, this City will be faced with a situation in which it has a paramount financial problem, and it is not beyond the realm of possibility that within a decade or less, we could be facing the same peril some other cities have suffered and had to declare bankruptcy. I, for one, do not want to see that happen in the City of Dover, and I certainly hope that none of us do. I am confident that none of you do.

This has been an interesting process with this Committee. We lost the former Controller General because of the way we have to do business, because we are transparent here in city government. I believe that is a positive thing on our behalf, but there are some ways that we have to do business that preclude us from getting things done that might be a little bit [easier] to accomplish otherwise.

I thank you very much for the opportunity. This Committee will be disbanded and we will continue to look at some of the suggestions that they bring forward to us. We would appreciate all members of Council's input into the financial future of our City.

Responding to Mr. Slavin, Council President Bonar confirmed that the statement was from him and not the Committee.

Mr. Slavin voiced his observation that he was appointed to this Committee more than six (6) months ago and was never notified of a meeting or conversation and did not believe any documents had been circulated that had any kind of recommendation from Committee members. Mr. Slavin stated his appreciation for the work of the Committee and requested the City Clerk to compile a list of the Committee's meeting dates and provide the Committee's meeting minutes for his review.

Mr. Anderson thanked Council President Bonar for establishing this Committee to take on some of these tough issues and to look at the City's government structure, noting his belief that these issues needed discussion. He expressed his hope that the Ad Hoc Committee would provide a report for members of the Legislative, Finance, and Administration Committee to dissect and act on. Mr. Anderson felt this report could be an important part of discussions if the City was to move forward so that the Committee's efforts would not "end up like a lot of others."

Responding, Council President Bonar stated his appreciation for Mr. Anderson's comments and his belief that the members of the Ad Hoc Committee would probably be able to provide a report.

Mr. Anderson advised Council President Bonar that there were people who would volunteer to help the Committee if needed.

Mr. Sudler expressed concern regarding Council President Bonar's comment pertaining to parks and recreation in regard to the City's youth. Mr. Sudler stated his belief that parks and recreation is a service which is a necessity for the City's youth. He felt it important to show the City's youth that the City is going to invest in them and indicated that failure to invest in the youth may result in a negative outcome in the future.

Mr. Hare noted that Council President Bonar did not mention the Electric Department and stated that the City's electric utility was created years ago to keep the tax base low; however, he felt that keeping the electric rates low and reducing the income of the electric utility had now become the priority. Mr. Hare expressed his opinion that members should address the electric utility and determine whether or not it was time for the City to get out of the electric business.

In regard to the Police Department, Mr. Hare stated that he was unsure whether the City would need fewer officers if eight (8) hour shifts were used rather than 12-hour shifts. It was his belief that the Police Department was currently operating with approximately 11 officers on a shift; therefore, going to eight (8) hour shifts would allow for three (3) shifts of 11 officers. Mr. Hare noted that Police Chief Paul Bernat had requested increasing the number of officers to provide more floating officers and to fill gaps as they occur with retirements. Mr. Hare suggested that if this request

were embraced, $500,000 in overtime could be used to pay for additional officers and hopefully eliminate overtime. He informed members that he participated in a ride-along with the police from 6:30 p.m. to 6:30 a.m. on Friday, November 21, 2014 and saw quite a bit of what went on, noting that the officers that he accompanied exhibited extreme professionalism. Mr. Hare stated that they were called to Mapleton Square Apartments during his ride-along and had to go back to the same apartment 30 minutes later, stating that he was unsure what would have been done if something else had occurred in another part of Dover during this time. He indicated that he did not know whether eight (8) hour shifts or more officers would be the answer; however, he noted that the City of Salisbury, Maryland, had 120 police officers. Mr. Hare agreed that this should be looked at, as well as the electric utility, and the unions, which he did not believe were "sacred cows." He stated that the City's payroll had continued to rise over the past three (3) years because Council wanted to "be nice to everyone and not lay off anybody." Mr. Hare felt that if unions were granted their requests and then asked to provide a list of names of employees that would be laid off as a result, or if employees were laid off as a result of union activity, the unions might "perk up a little bit." He felt that everything should be looked at comprehensively, including those concerns mentioned by Mr. Bonar.

Mayor Christiansen echoed Mr. Anderson's request for a formal report from the Committee. He also thanked members of the Ad Hoc Committee and Council President Bonar for presenting the Committee's concerns "about kicking the can down the road." Mayor Christiansen expressed his opinion that the City should be creative and aggressive in looking at innovative revenues and doing what needed to be done, maybe a bit at a time, to maintain City services that citizens have become accustomed to. He felt that perhaps the City should start charging an amount for refrigerators or couches that are put out on the street. Mayor Christiansen stated his concern that if the City goes too far, it could result in illegal dumping on lots in the City and erode the City's neighborhoods. He noted that other cities that charge fees to remove refrigerators, couches, and other debris are confronting this issue. Mayor Christiansen stated his belief that the City should take a long, hard look at all of the items presented in the report of the Ad Hoc Committee and expressed gratitude that the Committee had the courage to bring this information forward.

Responding to Mayor Christiansen's comments, Mr. Sudler stated that, as a manager of Mishoe Cove, LLC, he was charged for putting out refrigerators and carpeting in excess of eight (8) feet by eight (8) feet. He expressed his opinion that, in doing business with apartment managers, it would show good faith if the City continued the system that was in place. He was unsure whether the City wanted to change the dimensions but stated his belief that the current system worked.

Mr. Hutchison expressed his opinion that, at this time, it was extremely important for the Mayor, Council, City Manager, and every department head and employee in the City to realize that they all had a responsibility in this and would have to look at the total picture, analyze it, and come back with a plan. Mr. Hutchison stated that it was clear to him that there was no way that the City of Dover could continue to move

forward without addressing the unfunded liability issue. He noted that the City had the resources and ability to address its financial problems, but it would require everyone working together to come up with solutions, emphasizing that "you can't keep spending what you don't have."

Council President Bonar stated that the purpose of the Ad Hoc Committee was to open dialogue, which he thought had been accomplished, noting that members of Council seemed to have an awareness of things that were previously overlooked. He reminded members that a new budget cycle would be beginning very soon, noting that Mrs. Donna Mitchell, Controller/Treasurer, was already working with the various City departments to develop spending ideas for the next fiscal year. In addition, Mr. Bonar stated that significant revisions in the way the City does business must be incorporated in the next budget. He indicated that, in developing the next budget, the City must "take the bull by the horns" by getting spending under control, raising revenue, and consolidating where possible, while continuing to provide the current level of service. Mr. Bonar noted that the City's Police Department was second to none but that there was always room for improvement. He stated that improvements may be difficult and members may disagree; however, difficult decisions would have to be made to do what is best for the whole. Mr. Bonar stated that he would be willing to sacrifice his council seat if it would mean Council doing the right thing and putting the City on the right financial path for the future. He reiterated that the City would be in dire financial straits in the next few years unless Council takes action to turn things around.

By consent agenda, Mr. Slavin moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Dixon and carried by a unanimous roll call vote.

MONTHLY REPORTS - OCTOBER 2014

By consent agenda, Mr. Slavin moved for acceptance of the following monthly reports, seconded by Mr. Dixon and carried by a unanimous roll call vote:

City Assessor's Report
City Manager's Report
City Planner's Report
Controller/Treasurer's Budget Report
Economic Development Office Report
Fire Chief's Report
Police Chief's Report

LETTER OF SUPPORT - HEALTHY PLANNING COALITIONS GRANT

Members were provided a draft letter of support for the Kent County Health and Nutrition Collaborative's project proposal for the American Planning Association/American Public Health Association (APA/APHA) Initiative on Collaborating for Healthy Communities. Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the APA had received a large grant from the Centers for Disease Control, which was being sub-granted through the Chapters of the APA and the APHA. The purpose of the grant was to improve community health. She stated that the Delaware Chapter of the APA had chosen to support funding projects in and around Dover. In particular, Mrs. Townshend stated that the items that had been

discussed included bike paths and bike lanes, as well as community gardens, which were consistent with the Restoring Central Dover Plan and would provide opportunities for healthy eating in areas that had traditionally not had as much access to fresh fruits and vegetables. In addition, she noted that technical assistance could be provided through the Nemours Health and Prevention Services for updating the City's Comprehensive Plan as it relates to the connections between community planning and health.

Staff recommended approval of the letter of support. Mrs. Townshend assured members that the City would not be responsible for administering the grant and would simply be a recipient.

Mr. Slavin moved for approval of the letter of support, seconded by Mr. Hare and unanimously carried.

APPOINTMENTS/REAPPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN

Mayor Christiansen requested approval of the following appointments/reappointments:

Dover Fourth of July Celebration Committee - Terms to Expire May 2015

Greg Patterson, President/Vice Chairman
Mayor Robin R. Christiansen, Chairman *(Ex-Officio Member)*
Brad Holden, Vice-President
Donna Mitchell, Treasurer/Secretary
Ann Marie Townshend, Staff Liaison
Susan Betts
Sarah Zimmerman *(to fill expired term of Elaine Brenchley)*
Andrea Maucher
Karen Nickerson

Property Maintenance Code Board of Appeals - Term to Expire May 2015

Charles Martin (Representative - Local Real Estate)

By consent agenda, Mr. Slavin moved for approval of the appointments, as recommended by Mayor Christiansen, seconded by Mr. Dixon and carried by a unanimous roll call vote.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Slavin announced that the City's Fire Chief, Matt Carey, and his wife, welcomed a new child, Claire Carey, who was born at 2:25 p.m. today.

By unanimous consent, the meeting adjourned at 8:02 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of December 8, 2014, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM/jg
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