COUNCIL COMMITTEE OF THE WHOLE
AGENDA

JANUARY 24, 2017 - 6:00 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA, DOVER, DELAWARE

PUBLIC COMMENTS ARE WELCOMED ON ANY ITEM AND WILL BE PERMITTED AT APPROPRIATE TIMES. WHEN POSSIBLE, PLEASE NOTIFY THE CITY CLERK (736-7008 OR E-MAIL AT CITYCLERK@DOVER.DE.US) SHOULD YOU WISH TO BE RECOGNIZED.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

AGENDA ADDITIONS/DELETIONS

1. **REPORT ON INITIAL ASSESSMENT OF PUBLIC SAFETY ISSUES RELATED TO HOLDING PUBLIC MEETINGS IN THE CITY COUNCIL CHAMBERS, CITY HALL, AND 5 EAST REED STREET**

2. **QUARTERLY BRIEFING ON DOVER/KENT COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO) PROJECTS**
   (COMMITTEE ACTION NOT REQUIRED ON THE BELOW ITEMS)
   A. **DOWNTOWN DOVER PARKING STUDY**
   B. **GARRISON OAK TRAFFIC STUDY**

3. **BICYCLE AND PEDESTRIAN SUBCOMMITTEE RECOMMENDATIONS**
   A. **WALK21 INTERNATIONAL CHARTER FOR WALKING**
      (STAFF RECOMMENDS AUTHORIZATION TO SIGN THE CHARTER ON BEHALF OF THE CITY OF DOVER)
   B. **PROPOSED RESOLUTION NO. 2017-01 - COMPLETE STREETS**
      (STAFF RECOMMENDS ADOPTION OF THE PROPOSED RESOLUTION)

4. **ADJOURNMENT OF SAFETY ADVISORY AND TRANSPORTATION COMMITTEE MEETING**

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

AGENDA ADDITIONS/DELETIONS

1. **DISCUSSION - USE OF LEVY COURT CHAMBERS**

2. **POSSIBLE MOVE OF COUNCIL COMMITTEE OF THE WHOLE MEETINGS TO MONDAY EVENINGS**

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE (CONTINUED)

3. EVALUATION OF REQUEST FOR PROPOSALS - DOVER BROADCAST AND PRODUCTION EQUIPMENT (RFP 17-0016CC)

(STAFF RECOMMENDS AWARDING THE CONTRACT TO TOTAL VIDEO PRODUCTIONS FOR THE CITY OF DOVER BROADCAST AND PRODUCTION EQUIPMENT, RFP #17-0016CC, FOR THE AMOUNT OF $160,589.00 AND AWARDING THE CONTRACT TO TELVUE AS A SOLE SOURCE PROVIDER IN CONTINUATION OF SERVICES THAT PROVIDES THE ABILITY TO STREAM TO TELEVISION LIVE AND RECORDED VIDEO IN THE AMOUNT OF $8,740.00 WITH A CREDIT TO EXISTING EQUIPMENT AND POTENTIAL TO REDUCE OVERALL ANNUAL COSTS WITH REDUCTION IN EXPENSE FOR FIVE (5) YEAR AGREEMENT.)

4. PERMISSION TO RECRUIT - FULL-TIME BUDGET ANALYST

(STAFF RECOMMENDS AUTHORIZATION TO BEGIN THE RECRUITMENT PROCESS FOR THE POSITION OF BUDGET ANALYST IN THE CITY MANAGER'S OFFICE)

5. ADJOURNMENT OF LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING

ADJOURNMENT OF COUNCIL COMMITTEE OF THE WHOLE MEETING

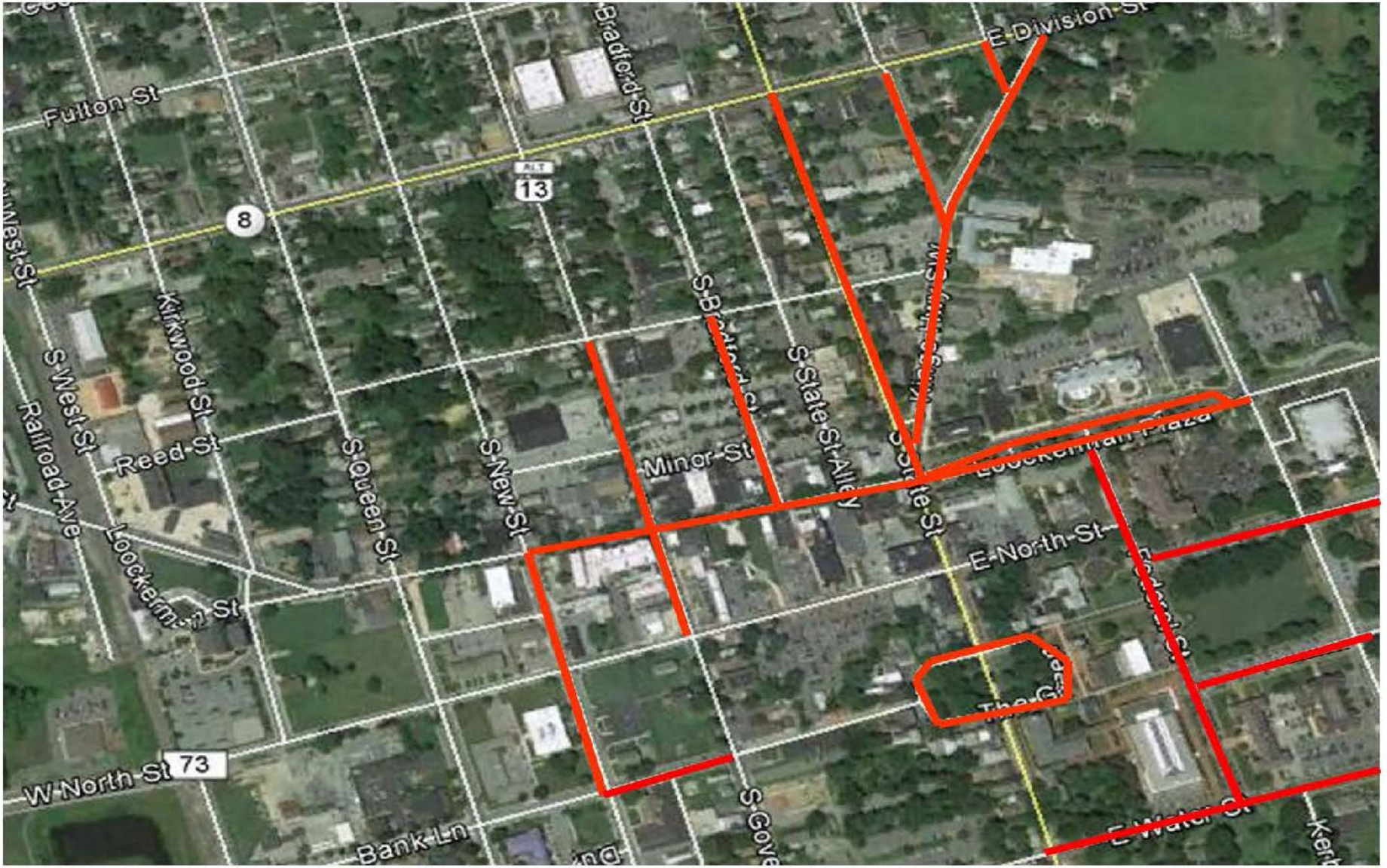
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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(E)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING.

DOWNTOWN DOVER PARKING STUDY

January 24, 2017

STUDY AREA


Fulton St
Bradford St
E Division St
8
13
S West St
Railroad Ave
Kirkwood St
Reed St
S Queen St
S New St
Minor St
S State St Alley
E North St
W North St
73
Bank Ln

SCOPE

- ✓ Is there enough parking?
- ✓ How to communicate available parking?
- ✓ Is the current fee structure adequate?
- ✓ Is a parking garage warranted?



EXISTING CONDITIONS

- ✓ On-Street Counts (10 Focus Blocks)
- ✓ Off-Street Counts (5 City Lots)
- ✓ Occupancy
- ✓ Turnover
- ✓ Duration



EXISTING CONDITIONS









PUBLIC INVOLVEMENT

- ✓ Steering Committee
- ✓ Public Workshops (3)
- ✓ Individual Business Meetings
- ✓ DDP (Parking Committee)



CHANGES TO EXISTING PARKING

- ✓ New Development = New Demand
- ✓ Gain/Loss of Parking
- ✓ Transportation Improvements





POTENTIAL ALTERNATIVES

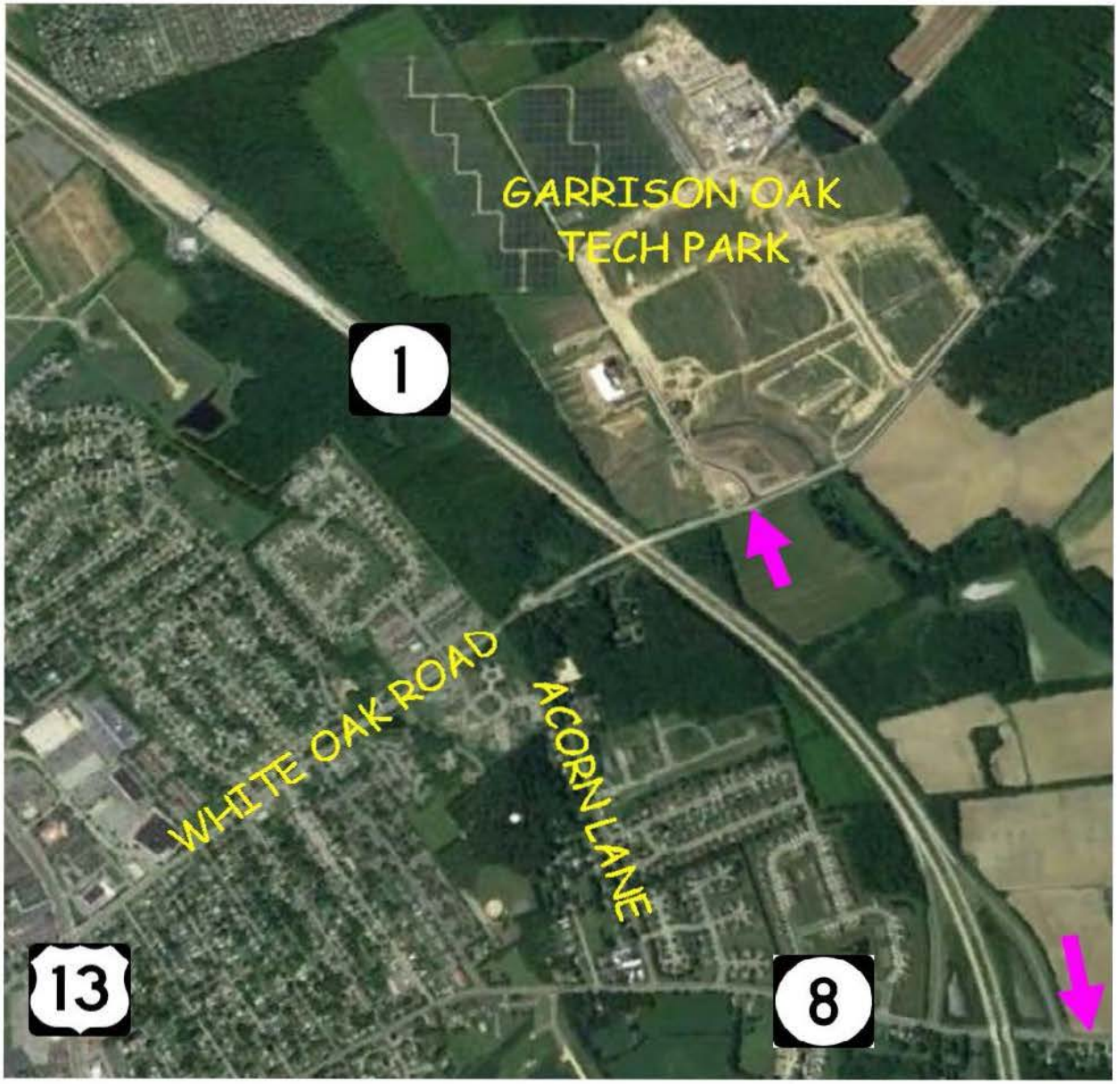
- ✓ Technology (Apps, Smart Meters)
- ✓ Shared Parking (Private Property)
- ✓ Changes in Regulations/Policies
- ✓ Reconfiguration of Parking
- ✓ New Lots/Parking Garage
- ✓ Zoning Changes



GARRISON OAK TRAFFIC STUDY

January 24, 2017

STUDY AREA



ACORN LANE



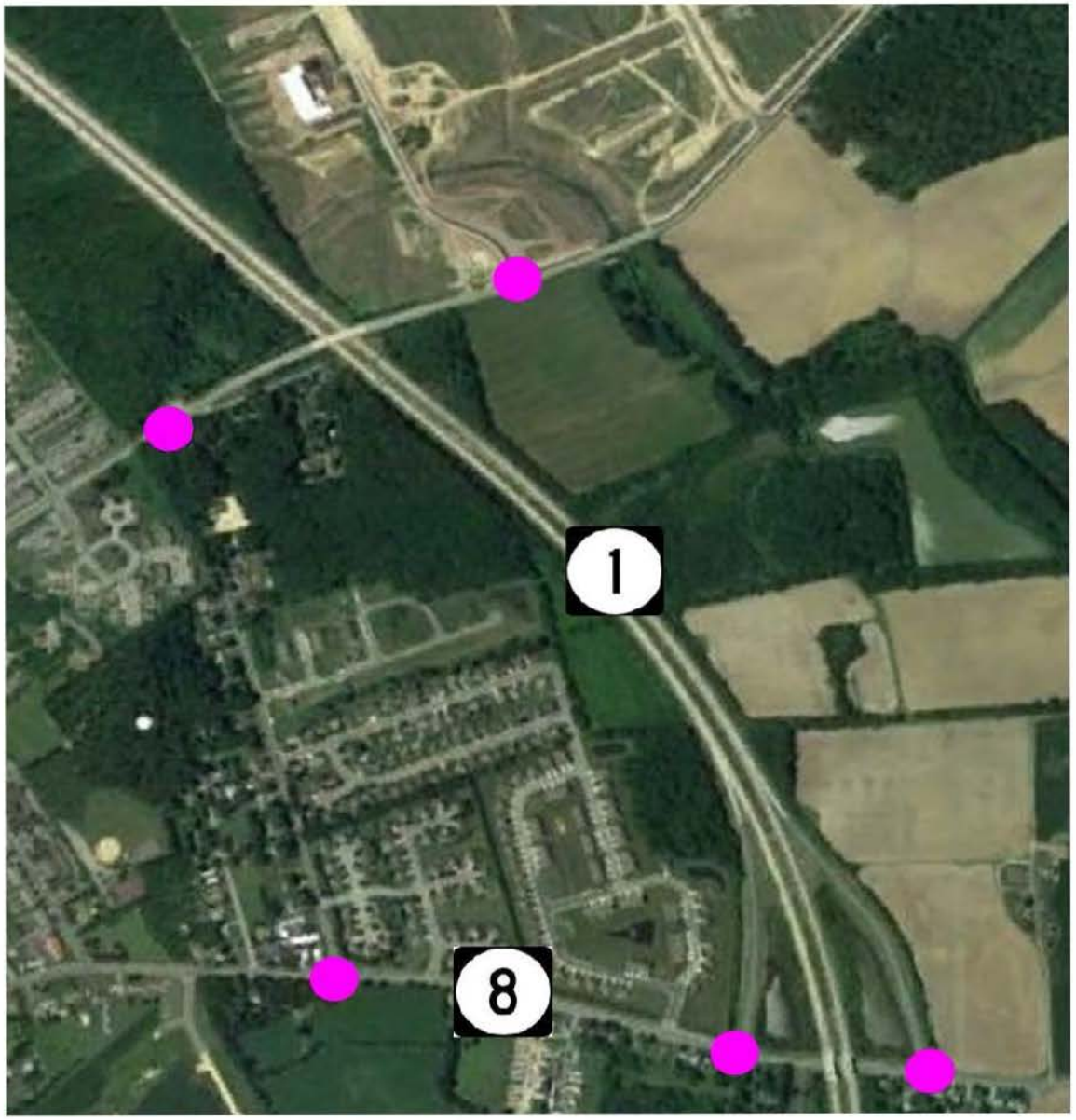
RESIDENTIAL

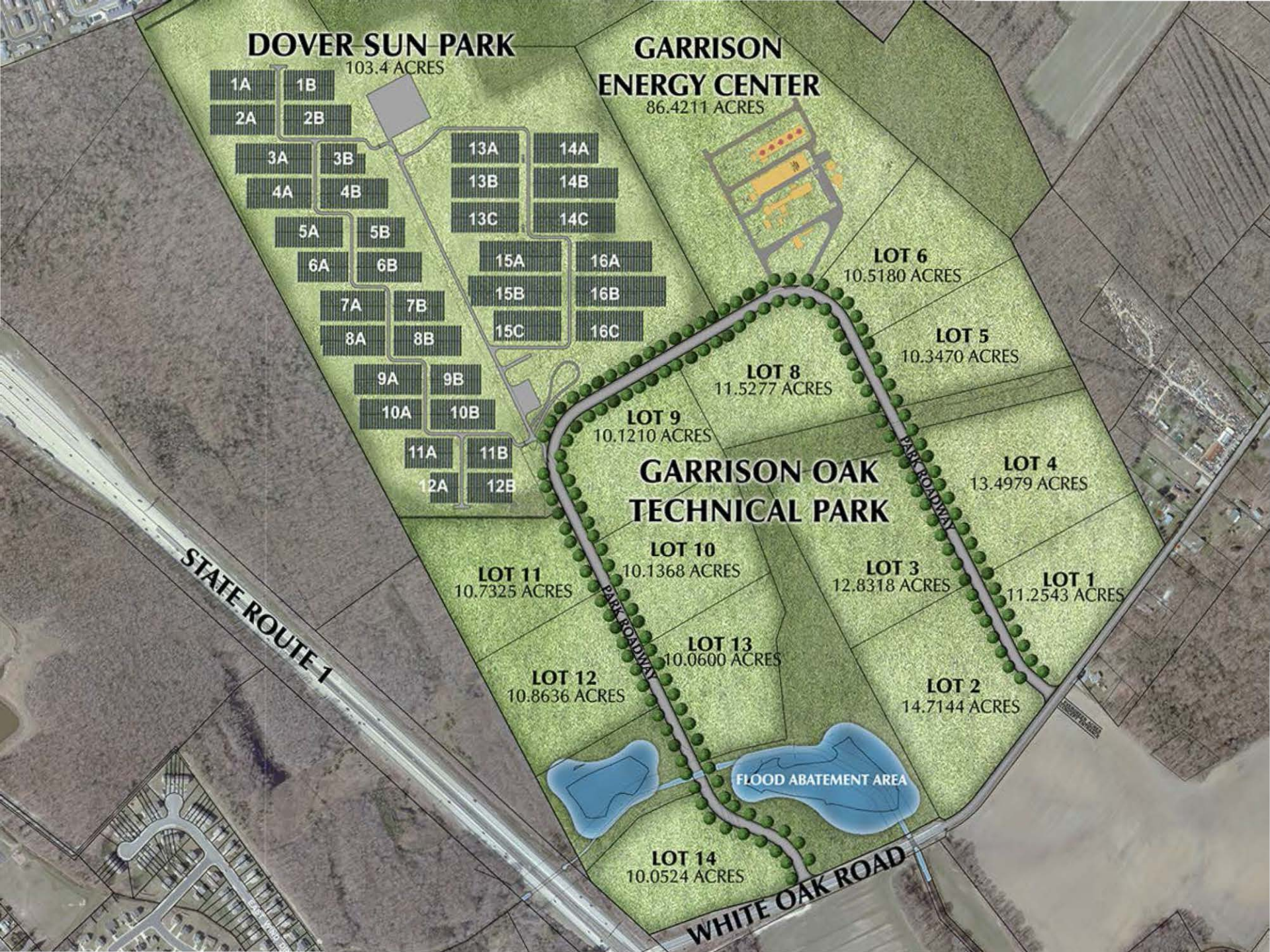
LOW SPEEDS

MINIMAL SHOULDERS



TRAFFIC COUNT LOCATIONS



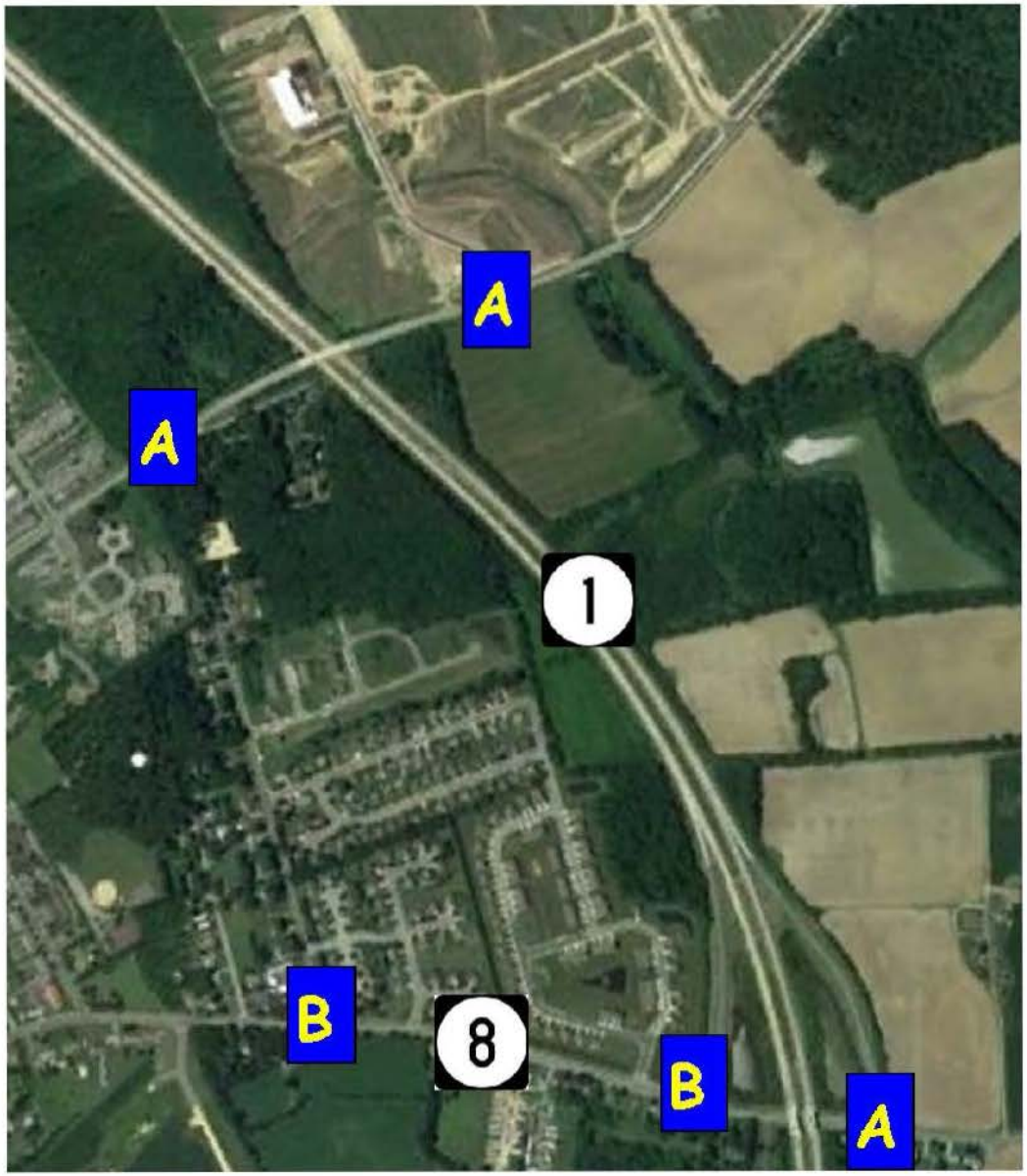

DOVER SUN PARK
103.4 ACRES
1A
1B
2A
2B
3A
3B
4A
4B
5A
5B
6A
6B
7A
7B
8A
8B
9A
9B
10A
10B
11A
11B
12A
12B
13A
13B
13C
14A
14B
14C
15A
15B
15C
16A
16B
16C
GARRISON
ENERGY CENTER
86.4211 ACRES
LOT 6
10.5180 ACRES
LOT 5
10.3470 ACRES
LOT 8
11.5277 ACRES
LOT 9
10.1210 ACRES
GARRISON OAK
TECHNICAL PARK
LOT 4
13.4979 ACRES
LOT 10
10.1368 ACRES
LOT 11
10.7325 ACRES
LOT 3
12.8318 ACRES
LOT 1
11.2543 ACRES
LOT 13
10.0600 ACRES
LOT 12
10.8636 ACRES
LOT 2
14.7144 ACRES
PARK ROADWAY
PARK ROADWAY
STATE ROUTE 1
FLOOD ABATEMENT AREA
LOT 14
10.0524 ACRES
WHITE OAK ROAD

SCENARIOS

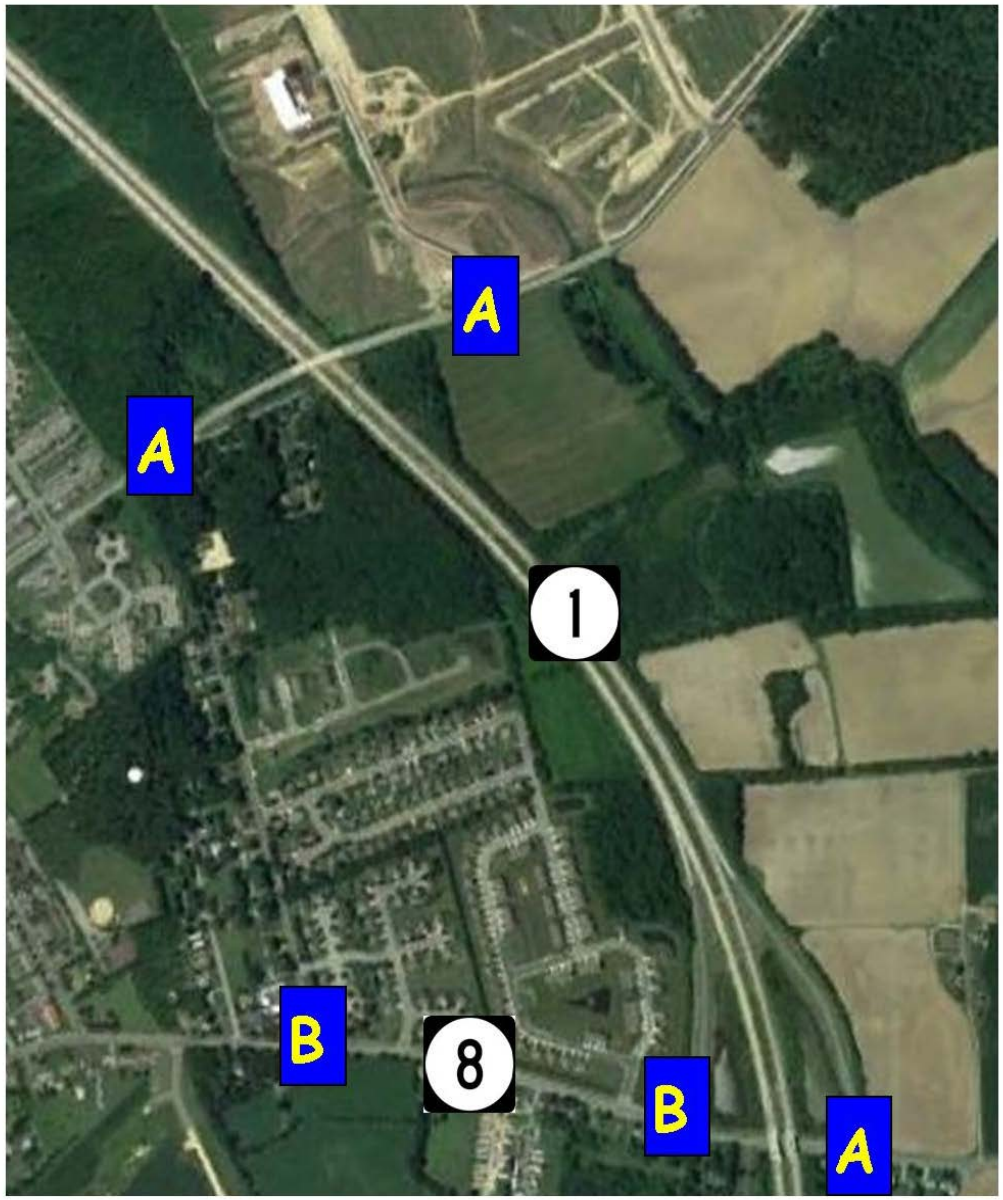
- ✓ Existing (Includes Advantech)
- ✓ 50% Build Out
- ✓ 75% Build Out
- ✓ 100% Build Out (Includes Bay Village)



EXISTING LEVEL OF SERVICE



PROJECTED LEVEL OF SERVICE



100% BUILD OUT

ASSUMES BAY VILLAGE (400+ UNITS)

ACTION FORM

PROCEEDING: Safety Advisory and Transportation Committee
DEPARTMENT OF ORIGIN: Planning & Inspections/Parks & Rec. **DATE SUBMITTED**: 1/17/17
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning & Community Development
SUBJECT: International Charter for Walking
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: N/A
EXHIBITS: International Charter for Walking
EXPENDITURE REQUIRED: **N/A** **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: Following approval by City Council, staff would sign onto the Charter on behalf of the City of Dover.
RECOMMENDED ACTION: Staff recommends that the Committee authorize staff to sign the Charter on behalf of the City of Dover.

BACKGROUND AND ANALYSIS

The Walk21 International Charter for Walking includes a set of strategic principles related to improving communities through promoting walking as a form of transportation. These principles include:

1. Increased inclusive mobility
2. Well designed and managed spaces and places for people
3. Improved integration of networks
4. Supportive land-use and spatial planning
5. Reduced road danger
6. Less crime and fear of crime
7. More supportive authorities
8. A culture of walking

These principles are consistent with many of the principles promoted through Dover's various planning efforts, the Comprehensive Plan, and the *Zoning Ordinance*. The Bicycle and Pedestrian Subcommittee has recommended that the City sign the Walk21 International Charter for Walking to demonstrate our commitment to the principles articulated in the charter and to fostering an environment that is safe and appealing for pedestrians.



International Charter for Walking

Creating healthy, efficient and sustainable communities where people choose to walk

I/We, the undersigned recognise the benefits of walking as a key indicator of healthy, efficient, socially inclusive and sustainable communities and acknowledge the universal rights of people to be able to walk safely and to enjoy high quality public spaces anywhere and at anytime. We are committed to reducing the physical, social and institutional barriers that limit walking activity. We will work with others to help create a culture where people choose to walk through our commitment to this charter and its strategic principles:

1. ***Increased inclusive mobility***
2. ***Well designed and managed spaces and places for people***
3. ***Improved integration of networks***
4. ***Supportive land-use and spatial planning***
5. ***Reduced road danger***
6. ***Less crime and fear of crime***
7. ***More supportive authorities***
8. ***A culture of walking***

Signed .....

Name .....

Position .....

Date .....

www.walk21.com

International Charter for Walking

Walking is the first thing an infant wants to do and the last thing an old person wants to give up. Walking is the exercise that does not need a gym. It is the prescription without medicine, the weight control without diet, and the cosmetic that can't be found in a chemist. It is the tranquilliser without a pill, the therapy without a psychoanalyst, and the holiday that does not cost a penny. What's more, it does not pollute, consumes few natural resources and is highly efficient. Walking is convenient, it needs no special equipment, is self-regulating and inherently safe. Walking is as natural as breathing.

John Butcher, Founder Walk21, 1999

Introduction

We, the people of the world, are facing a series of inter-related, complex problems. We are becoming less healthy, we have inefficient transport systems and our environments are under increasing pressure to accommodate our needs. The quality and amount of walking as an everyday activity, in any given area, is an established and unique primary indicator of the quality of life. Authorities keen to create healthier and more efficient communities and places can make significant advancements by simply encouraging more walking.

Built on extensive discussions with experts throughout the world this Charter shows how to create a culture where people choose to walk. The Charter may be signed by any individual, organisation, authority or neighbourhood group who support its vision and strategic principles regardless of their formal position and ability to independently progress their implementation.

Please support this Charter by signing it and encouraging friends, colleagues, government bodies, and national and local organisations to work with you to help create healthy, efficient and sustainable walking communities throughout the world.

Background

Commuters scurry; shoppers meander; bush-walkers trek; lovers stroll; tourists promenade... but we all walk. Walking is a fundamental and universal right whatever our ability or motivation and continues to be a major part of our lives, yet in many countries people have been walking less and less. Why walk when you can ride? Walking has stopped being a necessity in many parts of the world and become a luxury. Walking seems too easy, too commonplace, too obvious and indeed too inexpensive an activity to pursue as a way of getting to places and staying healthy. We choose not to walk because we have forgotten how easy, pleasurable and beneficial it is. We are living in some of the most favoured environments man, as a species, has ever known, yet we respond by taking the ability to walk for granted.

As a direct result of our inactivity we are suffering from record levels of obesity, depression, heart disease, road rage, anxiety, and social isolation.

Walking offers health, happiness and an escape. It has the ability to restore and preserve muscular, nervous, and emotional health while at the same time giving a sense of independence and self-confidence. The more a person walks the better they feel, the more relaxed they become, the more they sense and the less mental clutter they accumulate. Walking is good for everyone.

Vision

To create a world where people choose and are able to walk as a way to travel, to be healthy and to relax, a world where authorities, organisations and individuals have:

- ***recognised the value of walking;***
- ***made a commitment to healthy, efficient and sustainable communities; and***
- ***worked together to overcome the physical, social and institutional barriers which often limit people's choice to walk.***

Principles and Actions

This International Charter identifies the needs of people on foot and provides a common framework to help authorities refocus their existing policies, activities and relationships to create a culture where people choose to walk.

Under each strategic principle, the actions listed provide a practical list of improvements that can be made in most communities. These may need adding to in response to local need and this is encouraged.

1. *Increased inclusive mobility*

People in communities have the right to accessible streets, squares, buildings and public transport systems regardless of their age, ability, gender, income level, language, ethnic, cultural or religious background, strengthening the freedom and autonomy of all people, and contributing to social inclusion, solidarity and democracy.

ACTIONS

- Ensure safe and convenient independent mobility for all by providing access on foot for as many people as possible to as many places as possible particularly to public transport and public buildings
- Integrate the needs of people with limited abilities by building and maintaining high-quality services and facilities that are socially inclusive

2. *Well designed and managed spaces and places for people*

Communities have the right to live in a healthy, convenient and attractive environment tailored to their needs, and to freely enjoy the amenities of public areas in comfort and safety away from intrusive noise and pollution.

ACTIONS

- Design streets for people and not only for cars, recognising that streets are a social as well as a transport space and therefore, need a social design as well as engineering measures. This can include reallocating road space, implementing pedestrian priority areas and creating car-free environments to be enjoyed by all, supporting social interaction, play and recreation for both adults and children
- Provide clean, well-lit streets and paths, free from obstruction, wide enough for their busiest use, and with sufficient opportunities to cross roads safely and directly, without changing levels or diversion
- Ensure seating and toilets are provided in quantities and locations that meet the needs of all users
- Address the impact of climate through appropriate design and facilities, for example shade (trees) or shelter
- Design legible streets with clear signing and on-site information to encourage specific journey planning and exploration on foot
- Value, develop and maintain high quality and fully accessible urban green spaces and waterways

3. *Improved integration of networks*

Communities have the right to a network of connected, direct and easy to follow walking routes which are safe, comfortable, attractive and well maintained, linking their homes, shops, schools, parks, public transport interchanges, green spaces and other important destinations.

ACTIONS

- Build and maintain high-quality networks of connected, functional and safe walking routes between homes and local destinations that meet community needs
- Provide an integrated, extensive and well-equipped public transport service with vehicles which are fully accessible to all potential users
- Design public transport stops and interchanges with easy, safe and convenient pedestrian access and supportive information

4. *Supportive land-use and spatial planning*

Communities have the right to expect land-use and spatial planning policies which allow them to walk to the majority of everyday services and facilities, maximising the opportunities for walking, reducing car-dependency and contributing to community life.

ACTIONS

- Put people on foot at the heart of urban planning. Give slow transport modes such as walking and cycling priority over fast modes, and local traffic precedence over long-distance travel
- Improve land-use and spatial planning, ensuring that new housing, shops, business parks and public transport stops are located and designed so that people can reach them easily on foot
- Reduce the conditions for car-dependent lifestyles (for example, reduce urban sprawl), re-allocate road space to pedestrians and close the missing links in existing walking routes to create priority networks

5. *Reduced road danger*

Communities have the right for their streets to be designed to prevent accidents and to be enjoyable, safe and convenient for people walking – especially children, the elderly and people with limited abilities

ACTIONS

- Reduce the danger that vehicles present to pedestrians by managing traffic, (for example, by implementing slower speeds), rather than segregating pedestrians or restricting their movements
- Encourage a pedestrian-friendly driving culture with targeted campaigns and enforce road traffic laws
- Reduce vehicle speeds in residential districts, shopping streets and around schools
- Reduce the impact of busy roads by installing sufficient safe crossing points, ensuring minimal waiting times and enough time to cross for the slowest pedestrians
- Ensure that facilities designed for cyclists and other non-motorised modes do not compromise pedestrian safety or convenience

6. *Less crime and fear of crime*

Communities have the right to expect an urban environment designed, maintained and policed to reduce crime and the fear of crime.

ACTIONS

- Ensure buildings provide views onto and activity at street level to encourage a sense of surveillance and deterrence to crime
- Conduct pedestrian audits by day and after dark to identify concerns for personal security and then target areas for improvements (for example, with brighter lighting and clearer sightlines)
- Provide training and information for transport professionals to increase awareness of the concerns of pedestrians for their personal security and the impact of such concerns on their decisions to walk

7. More supportive authorities

Communities have the right to expect authorities to provide for, support and safeguard their ability and choice to walk.

ACTIONS

- Commit to a clear, concise and comprehensive action plan for walking, to set targets, secure stakeholder support and guide investment and includes the following actions:
- Involve all relevant agencies (especially transport, planning, health, education and police), at all levels, to recognise the importance of supporting and encouraging walking and to encourage complementary policies and actions
- Consult, on a regular basis, local organisations representing people on foot and other relevant groups including young people, the elderly and those with limited ability
- Collect quantitative and qualitative data about walking (including the motivations and purpose of trips, the number of trips, trip stages, time and distance walked, time spent in public spaces and levels of satisfaction)
- Integrate walking into the training and on-going staff professional development for transport and road safety officers, health practitioners, urban planners and designers
- Provide the necessary ongoing resources to implement the adopted action plan
- Implement pilot-projects to advance best-practice and support research by offering to be a case study and promoting local experience widely
- Measure the success of programmes by surveying and comparing data collected before, during and after implementation

8. A culture of walking

Communities have a right to up-to-date, good quality, accessible information on where they can walk and the quality of the experience. People should be given opportunities to celebrate and enjoy walking as part of their everyday social, cultural and political life.

ACTIONS

- Actively encourage all members of the community to walk whenever and wherever they can as a part of their daily lives by developing regular creative, targeted information, in a way that responds to their personal needs and engages personal support
- Create a positive image of walking by celebrating walking as part of cultural heritage and as a cultural event, for example, in architecture, art-exhibitions, theatres, literature readings, photography and street animation
- Provide coherent and consistent information and signage systems to support exploration and discovery on foot including links to public transport
- Financially reward people who walk more, through local businesses, workplaces and government incentives

ADDITIONAL ACTIONS

Please write actions for your local needs or circumstances in the space below.

Developed in the framework of the WALK21 international conference series
October 2006

Walk21 are grateful to many people for their assistance with the production of this Charter, and to you for your personal commitment to helping create healthy, efficient and sustainable walking communities throughout the world.

For more information on walking visit www.walk21.com

Or email us at info@walk21.com

PROPOSED COUNCIL RESOLUTION NO. 2017-01

A RESOLUTION PROPOSING THE COMPLETE STREETS POLICY

WHEREAS, Complete Streets are designed and operated to assure safety and accessibility for all the users of the public right-of-way, and to reduce congestion by providing safe travel choices that encourage non-motorized transportation and transit; and

WHEREAS, Complete Streets policies acknowledge the benefits and value for the public health and welfare of reducing vehicle miles traveled and increasing transportation by walking, bicycling, and public transportation;

WHEREAS, Complete Streets support economic growth and community stability by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities; and

WHEREAS, Complete Streets enhance safe walking and bicycling options for school-age children, furthering the objectives of the national Safe Routes to School programs and the Centers for Disease Control and Prevention's Physical Activity Guideline; and

WHEREAS, the City of Dover has worked with the Delaware Department of Transportation and the Dover/Kent County Metropolitan Planning Organization to plan for and construct bicycle and pedestrian improvements both within road rights-of-ways and through parks, to help develop an interconnected network for pedestrians and cyclists; and

WHEREAS, the City of Dover annually directs resources to improving the sidewalk system through the City's Capital Improvement Plan, and through provisions of the Zoning Ordinance, Subdivision Regulations, and development review process requires sidewalks, landscaping, and other site design features to provide for safe amenities for bicyclists and pedestrians; and

WHEREAS, the City of Dover coordinates closely with the Department of Transportation as the State's Complete Streets policy is applied to projects within the City of Dover; and

WHEREAS, the implementation of code requirements, maintenance of sidewalks, and coordination with the Department of Transportation result in a policy of Complete Streets in the City of Dover;

Draft

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Dover, that The City of Dover is committed to implementing the code requirements and policies to ensure a network of Complete Streets in Dover that achieves principles of connectivity; fosters walkable, bikable, and transit-friendly communities; and reduces automobile dependency.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2017\DRAFT\Resolution No. 2017-01 - Complete Streets Policy.wpd

ROBIN R. CHRISTIANSEN	TIMOTHY A. SLAVIN
MAYOR	COUNCIL PRESIDENT

Actions History

01/24/2017 - Scheduled for Introduction - Council Committee of the Whole/Safety Advisory and Transportation Committee

Draft

ACTION FORM

PROCEEDING: Council Committee of the Whole	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: City Manager's Office	**DATE SUBMITTED**: 01/19/2017
PREPARED BY: Kay Sass, Public Affairs and Emergency Management Coordinator	
SUBJECT: Dover Broadcast and Production Equipment	
REFERENCE: RFP #17-0016CC	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Sole Source Letter	
EXPENDITURE REQUIRED: $164,089.00	**FY2017 REMAINING GRANT**: $170,124.54
FUNDING SOURCE (Dept./Page in CIP & Budget): Grant from Verizon Franchise Agreement	
TIME TABLE: Notice to proceed to be issued immediately upon Council approval. Project anticipated to be completed in sixty (60) calendar days.	
RECOMMENDED ACTION: Award the contract to Total Video Productions for the City of Dover Broadcast and Production Equipment, RFP #17-0016CC, for the amount of $160,589.00. Award the contract to TelVue as a sole source provider in continuation of services that provides the ability to stream to television live and recorded video in the amount of $8,740.00 with a credit to existing equipment and potential to reduce overall annual costs with reduction in expense for five (5) year agreement.	

BACKGROUND AND ANALYSIS

For many years Comcast has provided the City of Dover with the recording and distribution of content for Dover City Council meetings. During the recent negotiations with Comcast, they wanted to move away from providing this service. In May of 2016 staff started looking at the needs and requirements to continue the broadcast.

The RFP Meeting was sent out by Procurement Manager Pete Gregg in accordance with the City's purchasing policy by the City's Purchasing Agent under RFP#17-0016CC on November 3, 2016 and closed on November 28, 2016. A Mandatory preapproval meeting was held for Q&A on November 14, 2016 three vendors expressed interest, ultimately two (2) submitted for proposal. Proposals were opened on November 28, 2016. The City of Dover received two (2) proposals shown in the table below:

CONTRACTOR	LOCATION	BASE BID
VISUAL SOUND, INC.	BALTIMORE, MD	$195,794
TOTAL VIDEO PRODUCTIONS	**MICKELTON, NJ**	**$151,849**

City staff reviewed the submissions and found that Total Video Productions submission met all requirements for the qualifications of the project. The staff recommends awarding the contract to Total Video Productions, not to exceed the amount of $160,546.00 for the Broadcast and Equipment Project. In addition, staff recommends to continue to use Telvue as the sole source vendor in the amount of $8,740.00 for FY 17. To be paid through the reserve until we need to start budgeting for it.

TELVUE | TelVue Corporation
16000 Horizon Way, Suite 500
Mt. Laurel, NJ 08054

Sept. 1, 2016

Sole Source Statement

To Whom it may concern:

TelVue's server software is proprietary and it runs on PC server hardware and video decoders specially selected by TelVue for optimal performance.
Our business model is straightforward: the TelVue servers are offered only by TelVue, because we don't release proprietary code separately from the hardware. This proposed system upgrade for the city of Dover, DE is the only one that is compatible in terms of "parts."

As above, it is our proprietary software for content management and scheduling that we alone service and support. TelVue is the only company that can offer Dover, DE a trade in credit for its existing playback system, against the retail purchase price of a new one. TelVue is also able to offer Dover, DE applicable municipal discounting against retail pricing as well, making this proposal and its options better than any others.

Paul Andrews, SVP-Marketing and Sales
TelVue Corporation
16000 Horizon Way, Suite 500
Mt. Laurel, NJ 08054
pandrews@telvue.com

ACTION FORM

PROCEEDING: Legislative, Finance and Administration Committee
DEPARTMENT OF ORIGIN: City Manager's Office **DATE SUBMITTED**: 01/18/2017
PREPARED BY: Scott D. Koenig, P.E., City Manager & Kim Hawkins, SPHR, Human Resources Director
SUBJECT: Permission to Recruit – Full-Time Budget Analyst
REFERENCE: N/A
RELATED PROJECT: Annual City of Dover Budget
REVIEWED BY: Scott D. Koenig, P.E., ICMA-CM, City Manager
EXHIBITS: N/A
EXPENDITURE REQUIRED: Pay Grade 122; $44,616- $61,630; Benefits $25,012 - $29,460; Total Compensation $69,628 - $91,091 **AMOUNT BUDGETED**: $0.00 **FUNDING SOURCE (Dept./CMO/Budget)**: Budget adjustments from open positions in various departments.
TIME TIMETABLE: Recruitment to begin immediately upon City Council approval.
RECOMMENDED ACTION: Authorization to begin the recruitment process for the position of Budget Analyst in the City Manager's office.

BACKGROUND AND ANALYSIS

Since September 2011, a majority of the responsibility for preparing the City's Annual Budget has been shifted to various staff members in the Finance Department. With the retirement of the former Senior City Administrator in the City Manager's office in September 2011, it would have been necessary to hire additional staff to assist with the budget preparation and management. The transfer of the budget preparation function to the Finance Department has made it unnecessary to hire additional staff in the City Manager's office for budget purposes. This was also an effort to reduce duplication of efforts and centralize the overall budget process. The Fiscal Year 2016 budget included a part-time position in the Finance Department intended to assist with the duties of the budget. This position went unfilled due to the concept of an Enterprise Resource Planning (ERP) solution being explored. The part-time position was also included in the Fiscal Year 2017 budget prepared but was removed from the draft budget to balance the budget. After five (5) years, the Controller/Treasurer desires to transfer a bulk of the duties associated with the budget back to the City Manager's office. The City Manager agrees with this change; however, an additional staff member is necessary to complete the responsibilities. The proposed position would be titled Budget Analyst. The Budget Analyst would prepare, develop, compile and administer the annual operating and multi-year capital budgets. Other duties would include regular monitoring of the budget throughout the fiscal year, monitoring various purchasing activities, completing special projects and supporting the city's strategic planning efforts. Please note, the Finance Department will continue to serve a critical role in the budget for such matters as payroll budgeting.

EXPENSE

The Human Resources Director has developed a job description and assigned a pay grade of 122 (NB). The salary range is $44,619 - $61,635 (start of range to top of middle point). The estimated benefit costs are $25,012 - $29,460. Total compensation is valued at $69,628 - $91,091 as shown on the following table:

Budget Analyst Estimated Costs			
November 2016			
Prepared by Kim Hawkins, Human Resources Director			
Wages and Benefits	**Benefit Rates**		
Hourly Rate		$21.45	$29.63
Yearly Wages		$44,616	$61,630
FICA	7.65%	3,413.12	4,714.73
Health Insurance -PPO Employee & Child(ren) 15% cost sharing	$13,131.00	13,131.00	13,131.00
Vision	$39.60	39.60	39.60
Life	0.000155	82.99	114.63
Accidental Death and Dismemberment	0.00003	16.06	22.19
Short term disability	0.44	176.00	176.00
Long term disability	0.0025	111.54	154.08
Workers Compensation	0.00324	144.56	199.68
Pension	8.00%	3,569.28	4,930.43
OPEB	9.70%	4,327.75	5,978.15
Total Benefit Cost		**$25,011.90**	**$29,460.48**
Total Compensation		**$69,627.90**	**$91,090.88**

FUNDING

This is an unbudgeted and unfunded position in the current Fiscal Year 2017 budget. It is estimated that the positon could be filled in April 2017 thus a maximum of three (3) months of salary and benefits would be need this fiscal year; therefore, $17,407 - $22,773 of funding is needed in the current year. The City Manager proposes to move salary and benefit savings from vacant positions throughout the organization to fund the position in the current fiscal year. A budget amendment will be processed after Council approval of the position.

JOB DESCRIPTION

The job description is included.

CITY OF DOVER
POSITION DESCRIPTION

TITLE: Budget Analyst

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to prepare, develop and manage ~~of~~ the annual operating budget and multi-year capital budgets, support the City's strategic planning efforts, manage special projects and contribute to policy discussions. This position will review and monitor department budgets, purchasing activities and performance indicators. The Budget Analysis will interface with all City departments on behalf of the City Manager's Office. The Budget Analyst position makes frequent decisions. Reports to the City Manager.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Prepare, develop, compile and administer the annual operating and multi-year capital budgets.

Establishes the time frame for budget preparation and disseminates budget materials for preparation
Evaluates submitted departmental proposals as to fiscal impact and prepares reports of findings for administrative review.

Financial and budget management of approved operating and multi-year capital budgets.

Supports City's strategic planning efforts.

Coordinating and monitoring budgetary and purchasing activities.

Informs appropriate staff about budget inefficiencies and works with them on the installation, maintenance, and review of proper budgetary controls.

Work with assigned departments to identify, analyze, and prioritize operational needs and revenue projections.

Perform simple to complex financial analysis to include rate modeling, multi-year budget projections and personnel cost projections.

Research and prepare reports, reviewing and interpreting statistical information, performing quantitative analysis.

Articulate policy recommendations that define the issue or problem; provide viable options; and present sound analysis justifying the recommended action/policy direction, both orally and in writing.

Facilitate consensus-building among stakeholders

Perform duties associated with special projects.

Meets attendance requirements.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinating or determining time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Giving information, guidance, or assistance to people which directly facilitates task accomplishment, may give instructions or assignments to helpers or assistants.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Operating computer applications of customer or commercial financial, accounting or administrative software systems. May involve installation and testing.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Has responsibility and opportunity for achieving wide-spread economics and/or prevent losses that has an organization-wide impact or significant impact on the general population.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility and provides minimum opportunity for exercise of care to affect safety of others in performing duties of the position.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurement, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics, deductive geometry, plane and solid, and rectangular coordinates, mathematical classifications or schemes.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads financial reports or legal documents. Speaking before professional and civic groups, participating in panel discussions and speaking extemporaneously; writing complex articles, reports and developing presentations for sophisticated audiences.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs supervisory work involving policy and guidelines, solving work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects most work unit in the organization and may affect citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires bachelor's degree in accounting, business administration, public administration, business management, human resources, or a closely related field, or equivalent.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires five years of experience.

Proficient with Microsoft Office. Experience with creating tables and graphs required.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.