# LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

# A G E N D A

**August 11, 2008 - 6:00 P.M. - Council Chambers** - City Hall - City of Dover

***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 Tmcdowell@dover.de.us) should you wish to be recognized.***

AGENDA ADDITIONS/DELETIONS

1. Comprehensive Review of the City's Donation Policy and Contributions Provided by the City to Various Organizations

2. Request for Proposals - Banking Services Agreement

3. Proposed Ordinance Authorizing Staff to Permit Relocation of Non-Conforming Signs (South Governors Avenue)

4. Review of Job Description - City Assessor and Assistant City Assessor

5. Space Plan Update

6. Adjournment by 7:00 P.M.

/tm
S:\ClerksOffice\Agendas&Minutes\Committee-Agendas\2008\08-11-2008 LF&A.wpd

*THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.*

# City of Dover
# Finance Department – Information Notes
# July 28, 2008

---

To: Members of Legislative, Finance, & Administrative Committee

From: Donna Mitchell, Controller/Treasurer

Copy: Mayor, City Council, City Manager, & City Clerk

Subject: Community Leader and Organization Recognition Policy

---

Attached for your review is the above mentioned policy. Below you will find contributions to non-profit organizations as approved in the annual budget and included in the monthly budget reports when the contributions are made.

African American Festival – To support the City's diversity goal we co-sponsor this event as follows:

| | | |
|---|---|---|
| FY06 | Booth Rental | $100.00 |
| FY07 | Jazz Performer | $2,500.00 |
| FY08 | Booth Rental & Sponsorship | $15,000.00 |
| FY09 | Booth Rental & Sponsorship | $15,000.00 Budget |

Kent County Tourism & Central Delaware Economic Council – The previous City Manager agreed several years ago to provide a contribution to Kent County Tourism for their work on Old Dover Days. Central Delaware Economic Council has been provided annual appropriations for their work on economic development for the City of Dover. The current history is as follows:

| Tourism | | CDEDC | |
|---|---|---|---|
| FY06 | $10,000.00 | FY06 | $15,000.00 |
| FY07 | $10,000.00 | FY07 | $16,000.00 |
| FY08 | $15,000.00 | FY08 | $16,000.00 + $2,500 study |
| FY09 | $15,000.00 Budget | FY09 | $16,000.00 Budget |

Robbins Hose Fire Department – In recognition of the Robbins Hose Company's support of the City with the volunteer fire department, the City provides appropriations for dispatch services, operating cost and capital expenditures. The current history is as follows:

| | |
|---|---|
| FY06 | $948,785 |
| FY07 | $1,188,173 |
| FY08 | $938,324 (unaudited) |
| FY09 | $1,012,210 Budget |

The City Manager also from time to time, authorizes in-kind services, such as building maintenance for DDDC, brick laying for the Greater Dover Committee, and other work performed by City crews. These services are neither tracked nor quantified. We have also in the past accepted tickets from the Schwartz Center in exchange for assistance with their electric account.

**CITY OF DOVER**
**FINANCIAL POLICIES**

# Community Leader and Organization Recognition Policy

## I. PURPOSE

The purpose of this policy is to provide guidance on recognition provided to outside agencies and organizations. As a general rule, the City of Dover will not normally give gifts or awards. However, there are occasions when recognition in the form of a gift and/or award is in the best interest of the local community. On these occasions, the City Council, Mayor, or their designee may recognize, by gift~~s~~ or award~~s, to~~ individuals, organizations, or entities who/which provide a written request and meet the following criteria:

A) Charitable organizations or entities which provide or have provided donations of goods or services to the government of the City and/or for the benefit of all of the citizens of the City; or non-profit fundraising events sponsored by organizations or entities which provide or have provided donations of goods or services to the government of the City and/or for the benefit of all of the citizens of the City;

B) Special guests of the City, including representatives from other government entities, visitors from other countries, retiring local business and community leaders, and departing local business and community leaders who have made a significant contribution to the City.

C) Retiring members of the armed forces stationed at Dover Air Force Base and departing senior officers or senior enlisted members of the armed forces, or other service members at Dover Air Force Base who have made a significant contribution to the City.

D) Elected City officials and appointees leaving City service. (No written request required)

E) Any other individual, organization, or entity specifically approved by City Council or the Mayor.

## II. PERMITTED GIFTS/AWARDS & RESTRICTIONS

A) Gifts and awards consist of plaques, Dover cups, coins, golf shirts, and certificates or any other item approved by City Council and the Mayor.

B) No cash donations are permitted. Cash payments to any organization for the City's use of their facilities are considered a business expense, not a recognition gift or award and therefore this policy does not apply to these payments.

C) Unless otherwise approved by City Council and the Mayor, the aggregate value of any awards or gifts presented to any one individual, organization, or entity during any calendar year shall not exceed one-hundred dollars ($100.00).

D) The value of any gift or award should be reasonable, proportional to the contribution made, and in accordance with other City policies and directives.

E) No personal benefit should be provided to the grantor of the gift by the grantee.

F) This policy shall not restrict "get well" and sympathy expressions.

## III. REPORTING REQUIRMENT

Gifts and/or awards given will be included in the monthly report issued by the Finance Department for public review.

## IV. CHARTER AND CODE OF CONDUCT

All City of Dover policies are to subject to the City of Dover Charter Part II Code of Ordinances Chapter 2, Article 1, Division 4 "Code of Conduct", which is "**applicable to all elected and appointed officials and to all employees of the City of Dover."**

## V. POLICY ADHERENCE

In consideration of these guidelines and policies, one's interpretation should be on a strict, rather than loose, construction basis, and obviously, the objective should not be to rationalize ways and means for circumvention.

## VI. REVIEW & REVISION

The City of Dover Community Leader and Organization Recognition Policy will be reviewed every three years by the Mayor and City Council.

**DISTRIBUTION**

1. Mayor, Council, City Manager
2. Department Heads
3. Finance Staff
3. Finance Policy Manual

ADOPTED: February 2, 2004

**TO: Tim Slavin**, Chairman, Legislative, Finance and Administration Committee

FROM: Gene Ruane

August 6, 2008

RE: Organizations and the City of Dover's Donation Policy and Contributions provided by the City to Various Organizations

I understand that the Legislative, Finance and Administration Committee will review the City's Donation Policy and Contributions Provided by the City to Various Organizations at its meeting on Monday, August 11, 2008.

I therefore submit the following thoughts and opinions for the Committee's consideration as this review is made.

**Equity**

The city can not equitably give gifts and or financial contributions to the hundreds of organizations, whether charitable, educational or social, which "provide donations, goods, or services "for the benefit of all the citizens of the city".

One only has to look in the "blue pages" of the local telephone directory, or in the Dover Post's Annual Survey of Dover area Organizations to see that the city can not possibly contribute fairly to all these organizations and/or entities.

While limiting the eligible recipients to "charitable" organizations may narrow the overall number of eligible recipient organizations , there are still too many organizations in the city which can qualify, even if the Council can achieve a consensus about what "charitable" means (a near impossible task, I would suspect).

What does "charitable" mean anyway? Is it the same as "non-profit"? Does it mean any organization that has received a 501(c) 3 status from the federal IRS? Does it mean that an organization has to have received this IRS status to be eligible?

It is my understanding that there are over one-half million IRS-determined "public charities" operating in fields that cover a vast and complex set of objectives; and, many of these have local affiliates here in the Dover area.

The further delineation suggested in the policy, namely, that an eligible organization has to have provided" donations, goods, or services" "for the benefit of **all** the citizens of the city? (Emphasis added) only raises another question. How does the city determine whether an organization does indeed provide such benefits to **all** citizens? Does this mean its membership is open to all, if it is a membership organization? Does it mean that any citizen can receive the organizations donations, goods, or services?

Most organizations have some kind of criteria which individuals must meet before they can enroll as members or receive benefits of the organization, thus preventing all citizens from being eligible. Without such criteria, the organization would be over whelmed and its resources drained in a very short period.

The delineation that an eligible organization or entity is one which "provides or has provided donations, goods, or services to the government of the City" raises a host of similar questions, including the fact that the IRS has a specific set of regulations regarding such "quid quo pro" contributions.

**Value Congruence**

Organizations typically embody unique expressions of community values; and, their missions and objectives vary greatly even when they are "in the same line of work."

The values of the organization with respect to its mission, objectives, and treatment of employees, beneficiaries, and other publics may or may not be congruent with the city's values or with the different set of values to which the Mayor and/or individual Councilpersons subscribe.

For example, some organizations have a diverse membership and/or a diverse group of beneficiaries of their services, while others do not.

Some organizations provide services, or advocate (and even lobby) for positions as part of their objectives which some Dover citizens and/ or individual Councilpersons may disagree or strongly oppose. Contributions from city funds are seen as supporting these values and/or positions.

Operating objectives and values of a given organization may be important to one Councilperson or to the Mayor, but these same objectives and values are not necessarily important to another Councilperson or to the Mayor.

**Charitable Choice and Faith-Based Organizations**

Many organizations which might request contributions from the city may also be "faith-based". While the Mayor and/ or individual Council members might welcome an opportunity to make financial contributions to such faith based organizations from city revenue, others might justifiably find such contributions highly "problematic". Anyone who has been following this debate at the national level will recognize that people who care deeply about religious liberty and about the provision of effective social services disagree about such "charitable choice". The debate has too many legal, philosophical, and ethical dimensions to outline here, but this debate has to be considered when the council examines its gift/contributions policy.

**Effective Allocation of Limited Resources**

Some organizations are managed efficiently and effectively, while others are not; so that without having objective criteria that measures this, the city will not know whether its contributions have been used effectively by recipient organizations.

If the city does not have information about an organizations' past operating effectiveness, its financial health, the reasonableness of its objectives, and its institutional capacity to achieve objectives, and a system for choosing between organizations that share a similar mission or focus, the Mayor and/or Council cannot allocate the city's financial resources effectively.

**Competing Organizations and Equal Opportunity**

There are numerous organizations in the Dover area that share a similar mission and focus and serve the same beneficiaries. If a policy permits the Mayor and/or Council to allocate financial resources to "organizations", then, all eligible organizations must be given equal opportunity to compete for these limited resources.

The Mayor and/or Council cannot allocate its resources fairly or effectively unless it establishes a specific timeframe and allocation method for all requests for support from charitable organizations . Such a system has to first identify specific objectives and categories of services to be supported to meet these objectives. And then, identify all organizations that can meet these objectives and allow equal opportunity for all these organizations to compete for the limited resources. And decisions for such allocations have to be made in a public session.

In the absence of such a system, the Mayor and/or Council are simply responding reactively and sporadically to requests for donations, rather than seeking out and regularly supporting organizations that effectively perform work that the city values.

**Citizen Expectations and Contractual Services**

When citizens contribute to the city's revenue through taxes, fees, etc., I believe they do so with the expectation that the revenue will be used to provide city services and maintain the infrastructure that are necessary for the city to carry out the mission for which it has been established.

They understand that some services may be contracted out and that non-profit organizations might be engaged to provides certain services under such contracts.

However, as noted already, these types of contractual allocations have to be done in a systematic way in accordance with established program guidelines, as for example, when the city allocates federal Community Development Block Grant revenue.

## Other Citizen Expectations

Citizens do not expect the city to randomly allocate its revenue in response to requests for contributions from organizations, whether their cause is worthy or not.

Citizens do not expect the Mayor and/or the Council to view city revenue as a kind of United Way Fund that is to be distributed to favorite charities.

Citizens believe that such decisions are personal choices that each citizen will or will not make from their own resources and according to their own values.

## Potential Conflict of Interest

Because the Mayor and/or Council members may directly belong to the requesting organization or otherwise are affiliated with them in some way( e.g., their church, their family) they can not make decisions about which organization should be funded w/o being potentially involved in either actual or perceived "conflicts of interest.

Therefore, these interests and/or affiliations should always be revealed and procedures followed in the voting that are in accordance with our Code of Conduct.

# ACTION FORM

| | |
|---|---|
| **PROCEEDING**: City Council | **AGENDA ITEM NO: 2** |
| **DEPARTMENT OF ORIGIN**: Finance | **DATE SUBMITTED**: 08/11/08 |
| **PREPARED BY**: Donna Mitchell, Controller/Treasurer | |
| **SUBJECT**: Banking & Cash Management Services | |
| **APPROVALS**: City Council | |
| **EXHIBITS**: Evaluation Scores & Analysis | |
| **EXPENDITURE REQUIRED**: Bank fees are netted against interest income.<br>**AMOUNT BUDGETED**: N/A<br>**FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A | |
| **TIMETABLE**:Dependent upon Council Approval | |
| **RECOMMENDED ACTION**: To approve bank service recommendation. | |

## BACKGROUND

The City solicited proposals for bank services. We received proposals from four banks. The proposals were evaluated by a team selected from the Finance and Administrative Services Departments. A considerable amount of information was requested in the RFP and additional information was submitted to the City in response to four addendums. The RFP required each bank to submit their current audited financial statement including footnotes and the auditor's opinion. It also required each bank to submit their current Securities and Exchange Commission Form 10K or Form 10Q. The submission and review of these statements are imperative to the City of Dover's due diligence to ensure the security of the City's assets. The RFP requested a copy of each bank's 'SAS' 70. This statement is prepared by independent auditors and attests to the banks internal controls in regards to their on line banking tools which will be utilized by the City of Dover. This last piece of due diligence ensures the City of Dover's funds are safe guarded while being transferred using the banks on line software

We received a mix of responses in regards to the City's requirement to submit the above reports. The mix of responses is reflected in the Summary Scoring Sheet attached. In today's economy, especially with all of the changes occurring in the banking industry, it is critical the City of Dover perform as much due diligence as possible before selecting a bank.

We also gave each bank the opportunity to meet with our banking RFP selection team to present their proposal. This provided each potential bank the opportunity to share additional information that could be helpful to the analysis process. It also gave the team an opportunity to finalize any outstanding questions.

We scored all the proposals on several factors that included content, service, technology, future enhancements, government banking experience and the qualifications of the team assigned to the City of Dover. The pricing score is based on a calculation that includes the proposed net earnings using each banks net service fees and interest rates applied to 2008's average balance and transaction activity. All four banks provided interest bearing accounts. Two of the banks submitted no fee proposals by reducing the interest by specified basis points.

References were checked on the two highest scoring banks with good results.

## RECOMMENDATION

The Finance Department recommends awarding the City's banking services to Citizens Bank.

**City of Dover**
**Finance Department**

**Bank Services RFP**

**Evaluation Scores**

| | Potential Points | Citizens | Commerce Bank North | Wachovia | Wilmington Trust |
|---|---|---|---|---|---|
| **Technical/Service/Experience** Quality, Reputation, Experience in banking, quality and expertise of staff in government banking capacity to meet all cash management needs, response time, location of branch & availability, record of performance in all forms of banking esp government completeness of proposal-were all RFP questions addressed , including submission of requested current reports, familiarity with City, and content of response. | 0 - 77 | 70 | 58 | 64 | 68 |
| **Price** | 0 - 23 | 21 | 20 | 14 | 16 |
| Total Scores | 100 | 91 | 78 | 78 | 84 |
| Interest less fees | | | | X | X |
| Interest/Waived Fees - | | X | X | | |
| *Per Uniform Bank Performance Reports | | | | | |

The scoring sheet above reflects the summarized average total from responses. It has been the City of Dover's practice to include the condensed scoring sheet.

FIRST READING

CITY OF DOVER
ORDINANCE #2008-37

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

WHEREAS, the Delaware Department of Transportation is making significant changes to Governors Avenue which includes acquisition of additional right-of-way from property owners and widening of the roadway which will require many signs to be moved, many of these signs already being legal non-conforming signs; and

WHEREAS, the necessity for relocation of the signs is not being caused by the property owners but by the widening of the roadway over which the property owners have no control; and

WHEREAS, Council has determined that the sign relocation for each individual property owner should be controlled by the City Planner and her staff working with each individual property owner for relocation of the signs upon the condition that there cannot be any increase in the non-conformity of each sign; and

WHEREAS, the final approval by the City Planner and her staff for each individual sign shall be conclusive for the property owner to maintain the sign at its approved location and condition.

NOW, THEREFORE, BE IT ORDAINED that:

1. The City Planner and her staff shall oversee the relocation of non-conforming signs required to be relocated due to the widening of South Governors Avenue and in accordance with the terms of this Ordinance, she and her staff shall issue final approval for the relocation of each sign upon the condition that the signs shall remain legal non-conforming, as the case may be, and there is no increase in their non-conformity.

**SYNOPSIS**

The proposed ordinance would allow the City Planner to administratively approve relocation of legal non-conforming signs that must be relocated due to the South Governors Avenue improvements, so long as the degree of non-conformity not be increased.

DRAFT

# ACTION FORM

| | |
|---|---|
| **PROCEEDING**: Legislative, Finance and Administration Committee | **AGENDA ITEM NO.:** 07/28/2008 |
| **DEPARTMENT OF ORIGIN**: Human Resources | **DATE SUBMITTED**: 07/18/2008 |
| **PREPARED BY**: Kim Hawkins | |
| **SUBJECT**: Job Description for City Assessor and Assistant City Assessor | |
| **REFERENCE**: International Association of Assessing Officer (IAAO)/Research and Technical Assistance report | |
| **RELATED PROJECT**: IAAO Management Audit of Assessor's Department | |
| **APPROVALS**: n/a | |
| **EXHIBITS**: Excerpts from the IAAO final report | |
| **EXPENDITURE REQUIRED**: $ 0 | **AMOUNT BUDGETED**: n/a |
| **FUNDING SOURCE (Dept./Page in CIP & Budget)**: _____ | |
| **TIMETABLE**: _____ | |
| **RECOMMENDED ACTION**: Review and approval of the revised job descriptions | |

## BACKGROUND AND ANALYSIS:

The International Association of Assessing Officers (IAAO) was hired to perform a management audit of the City's Assessor's Office. In the final report that was presented to Council, the IAAO made several suggestions for changes to the Assessor and Assistant City Assessor's job description. The recommendations have been incorporated into the current job descriptions for review and approval by the appropriate City committee and Council. Suggested changes are highlighted, deletions are striked through and question to appropriate committee is noted in red font.

**CITY OF DOVER**
**POSITION DESCRIPTION**

**TITLE: CITY ASSESSOR**

**FLSA: Exempt**

## GENERAL DESCRIPTION

The essential function of the position within the organization is to oversee operations of the Dover Tax Office. The position is responsible for staff supervision, planning, training, mass appraisal of real property, billing and collections, and preparing reports. The position formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials. The position shall be directly responsible to the mayor and council. The City Assessor shall function under the administration of 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.*

Analysis and interpretation of statutes, codes, rules and regulations related to the assessment practice in the State of Delaware and City of Dover.

Publishes, signs and makes available to the public the Assessment roll of the City of Dover.

Defends assessed values through informal, formal and legal appeals.

Analysis of assessment/appraisal performance through the use of descriptive statistics.

Oversight of the revaluation process and any vendor work product.

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Assesses all real property in the City of Dover; ~~calculates, publishes, and submits effective tax rates for adoption by the City.~~

Participates in development and implementation of goals, objectives, policies, procedures, and priorities relating to tax assessment and collection for the City.

~~Oversees billing and collections, ensuring operations comply with applicable City guidelines and regulations~~.

Sets up and maintains record/filing system; processes daily paperwork including property cards, reports, memos, requisitions, and personnel information.

Interacts with taxpayers to provide information for area of responsibility or to discuss and resolve complaints or problems; provides in-house assessment updates.

Gathers and maintains information/data to support periodic and special reports and papers for the area of responsibility.

Attends or conducts staff, Council, and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills.

**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.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

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

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

**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.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers and software used for programming custom applications or the application of custom or commercial financial , accounting, or other complex software or systems.

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

Requires responsibility for achieving major economies or preventing major losses through the assessment and management of the City's taxes.

**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 some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

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

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

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

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

**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 work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous 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 severe impact - affects entire organization, other activities/organizations, the general public, and a wide geographic area; loss of data and revenue is highly likely.

## 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 finance, business administration (or a closely related field) or equivalent years of experience.

**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 an IAAO accreditation or ability to acquire accreditation with 1 year (or an equivalent documented accreditation or certification)

Certification shall include either an Assessment Administration Specialist (AAS) or Certified Assessment Evaluator (CAE) from the International Association of Assessing Officers, or the ability to acquire within one (1) year.

**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 four years of related experience with appraisal of real property in a mass appraisal environment.

## AMERICANS WITH DISABILITIES REQUIREMENTS

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

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery or 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 extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, and traffic.

**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.

**CITY OF DOVER**
**POSITION DESCRIPTION**

**TITLE: ASSISTANT CITY ASSESSOR**

**FLSA: Non-Exempt**

Shall the City implement the changes suggested by the IAAO in regards to hiring an additional Residential Assessment Technician, the Assistant City Assessor would become Exempt.

## GENERAL DESCRIPTION

The essential function of the position within the organization is to assist with operations management for the Dover Tax Office. The position is responsible for assisting with staff supervision, planning, training, appraisal of real property, billing, and collections, and for preparing reports. The position works under general supervision independently developing work methods and sequences. The position is supervised and reports directly to the City Assessor.

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

Assist with the analysis of assessment/appraisal performance through the use of descriptive statistics.

Assist with the oversight of the revaluation process and any vendor work product.

Assist with the analysis and interpretation of statutes, codes, rules and regulations related to the assessment practice in the State of Delaware and the City of Dover.

Assist with defending assessed values through informal, formal and legal appeals.

Assists with staff supervision, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Assesses real property in the City of Dover as directed by the Assessor.

Participates in development and implementation of goals, objectives, policies, procedures, and priorities relating to tax assessment and collection for the City.

~~Assists with billing and collections, ensuring operations comply with applicable City guidelines and regulations.~~

Sets up and maintains record/filing system; processes daily paperwork including property cards, reports, memos, requisitions, and personnel information.

Interacts with taxpayers to provide information for area of responsibility or to discuss and resolve complaints or problems; provides in-house assessment updates.

Gathers and maintains information/data to support periodic and special reports for the area of responsibility.

Attends or conducts staff and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills.

**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.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

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

Persuades or influences others in favor of a service, course of action, or point of view.

**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.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers and software used for programming custom applications or the application of custom or commercial financial , accounting, or other complex software or systems.

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

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

**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 for the safety and health of others.

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

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

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

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**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 skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional 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 work unit and may affect other units or citizens.

## EDUCATION AND EXPERIENCE REQUIREMENTS

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

Requires associate's degree or the equivalent of two years of college or specialized vocational training in finance, business administration, or a closely related field or equivalent years of experience.

**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 however an IAAO accreditation or ability to acquire accreditation within 1 year (or an equivalent documented accreditation or certification) is preferred.

**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 two years of related experience with appraisal of real property in a mass appraisal environment.

## 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.

ability to generate net income for their owners and the possibility of future appreciation in value. The Income Approach to Valuation is the most commonly used methodology, by both assessors and fee appraisers, to value these types of property. Critical to this approach to valuation is accurate income and expense information concerning the property being valued. Also critical to this approach is information concerning other comparable properties or typical property's operating income and expenses. Although there are national services that publish this type of information, the information is at best regional information that needs to be verified and adjusted to the local City of Dover real estate market to ensure accurate individual valuations for the taxpayers of Dover.

***Recommendations – Adequacy of Staffing***

- The City may wish to consider that the three year reassessment be completed by a combination of in-house valuations for one to three family residential properties and outside contractors for the apartments, commercial and industrial properties and valuation modeling. This model of conducting a revaluation is often a transitional model between using outside services completely for reassessment and complete in-house reassessment. If the City staffs the Assessor's Office with an additional Residential Assessment Technician and a full time clerk it is possible for the City to perform the reassessment with the more limited assistance of an outside contractor.

***Recommendations - Training Budget***

- Consider increasing the training budget to three to four percent of the budget to enhance the professional level of the office.

***Recommendations - Human Resources***

- Increase salary levels of the position of Assessor and Assistant Assessor by six (6) to ten (10) percent over the current salaries in the FY 2009 proposed budget.
- Job descriptions for the education requirement for appraisers should include more mass appraisal courses for the Residential Assessment Technician.
- Future hiring should give consideration to the appraisers with mass appraisal background and experience, especially for the supervisory positions of Assistant Assessor and Assessor.
- Job descriptions for the Assistant Assessor and Assessor positions should include analysis of assessment/appraisal performance through the use of descriptive statistics and language regarding the oversight of the revaluation process and vendor work product.

***Recommendations - Planning***

- It is recommended that the Assessor's Office staff, under the leadership of the new Assessor (when the position is filled), review and update a specific plan of action to meet the City's and Department's goals. The City may wish to implement and

It is important to note that the City of Dover performs revaluations on a three-year cycle, which is not accomplished in the surrounding counties, cities or towns. In fact according to Kent County, the Town of Wyoming taxes property at 60% of its 1987 assessment or approximately 33.3% of current market value, the Town of Kenton taxes property at 100% of its 1992 assessed value or approximately 69.6% of current market value, and the City of Milford taxes property at 100% of its 2002 assessed value or approximately 87.7% of current market value. Kent County taxes properties at 60% of market value based on a 1987 valuation.

The City of Dover taxes property at 100% of its 2005 assessed value or approximately 96.9% of current market value.

***Recommendations - Training Budget***

- Consider increasing the training budget to three to four percent of the budget to enhance the professional level of the office.

- If the recommendation of the hiring of an additional appraiser is implemented, the two residential appraisers, Assessor and Assistant Assessor should attend data collection training together to improve the consistency of the data.

**Human Resources**

The Assessor's Office follows the same Personnel policies and procedures as used in all other departments in the City of Dover. The job descriptions for the Assessor's Office are comprehensive and reflective of what the individuals in those positions are actually performing. Typical language providing the exchange of experience and/or education can be added to expand the candidates qualified for the positions.

The salaries of the Assessor's Office were analyzed in comparison with similar and surrounding jurisdictions which share the same "job market". Information was provided from various sources including data from the study performed by the University of Delaware. Salaries are competitive in this market place at the lower end of the spectrum, using the recently proposed levels from the Director of Human Resources. However it should be noted that the salaries available/analyzed were based upon responses dated October 2006, and require an increase of 6-10% over existing proposed budgets.

The Assessor's Office should be oriented to a mass appraisal rather than a single property appraisal environment. In the job descriptions for the Assistant Assessor and Assessor positions, additional descriptives should be provided to include analysis of assessment/appraisal performance through the use of statistics. There is ultimately no way a jurisdiction can affordably do single property values and maintain any modicum of equity within the tax roll. It is important to understand the differences between single property appraisals versus mass appraisals. See the discussion in the Appraisal Methodology section of this report.

In our interviews all staff demonstrated a thorough knowledge of their job and the importance of those responsibilities in the assessment process. Current staff appears capable of performing their duties in a timely manner to accomplish the goals of the assessor and the City leaders.

***Recommendations - Human Resources***

- Increase salary levels for the position of Assessor and Assistant Assessor by six (6) to ten (10) percent over the current salaries in the FY 2009 proposed budget.
- Job descriptions for the education requirement for appraisers should include more mass appraisal courses for Residential Assessment Technician.
- Future hiring should give consideration to the appraisers with mass appraisal background and experience, especially for the supervisory positions of Assistant Assessor and Assessor.
- Job descriptions for the Assistant Assessor and Assessor positions should include analysis of assessment/appraisal performance through the use of descriptive statistics and language regarding the oversight of the revaluation process and vendor work product.
- The job description of the position of Assessor should mirror the language in the City Code in the area of reporting authority. That is, it should state that the Assessor "....shall be directly responsible to the mayor and council. The city assessor shall function under the administration of the city manager."
- The job description for the Assistant Assessor should state that the position reports directly and is supervised by the Assessor.
- Language providing for experience credit in lieu of years of education can be added to expand the candidates qualified for positions. For example, three or four years experience in assessment could equate to a year of formal education beyond a high school degree.
- Other recommended changes to the current job description:

  *Primary Duties Should INCLUDE:*

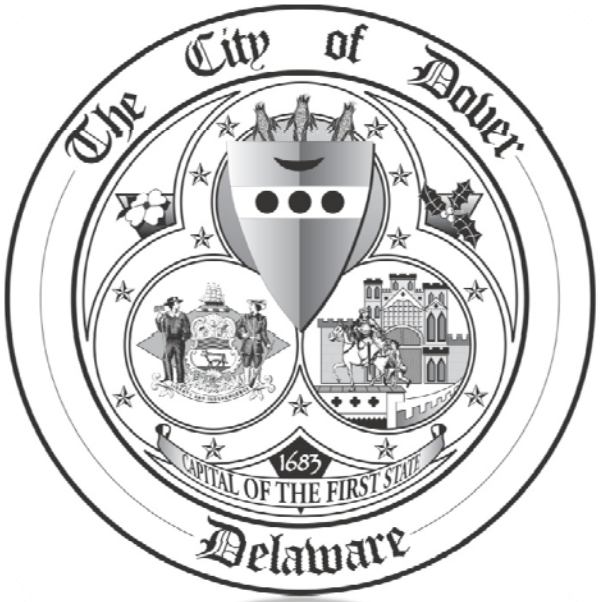
  Analysis and Interpretation of Statutes, Codes, Rules and Regulations related to the Assessment Practice in the State of Delaware and City of Dover.

  Experience should include appraisal of real property in a mass appraisal environment.

  Publishes, signs and makes available to the public the Assessment roll of the City of Dover.

  Defends assessed values through informal, formal and legal appeals.

  Certification shall include either an Assessment Administration Specialist (AAS) or Certified Assessment Evaluator (CAE) from the International




# The City of Dover
# Facility Space Plan
# 2006 – 2016

*(Revised/Updated July 2008)*

# Goal

- Ten Year Plan for City buildings that will create spaces and places for the City's elected officials and employees to provide quality services to the citizens.

# What does 2008 update/revision include?

- Shows completed projects;
- Adds a new library;
- Adds Public Utilities expansion;
- Changes to City Hall Annex plan due to:
  - Planning & Inspections growth more than expected, required more space;
  - Organization of Public Services changed, need for Public Works addition at William Street.

# How was the Study Done?

- Facility Space Committee: City Manager, City Clerk, Central Services Director;
- Committee toured all City buildings;
- All department heads were interviewed;
- Conducted a needs assessment and proximity matrix;
- Created measured drawings of buildings;
- Consulted with architect as needed.

# Space Needs Study Results
## 2006

| Department | Existing Sq. Ft. | 1 – 2 Years | Public Accessibility | Highest Immediate Priority | Long Range | Future Sq. Ft. |
|---|---|---|---|---|---|---|
| **City Clerk** | 597 | not enough space – reception area, counter space | Important | Reception Area | Reception area, counter space, workstation, maybe Mayor's responsibilities will be closer to Council | 700 |
| **City Manager/ Mayor** | 1,450 | | Important | | One additional office | 1,600 |
| **Finance** | 1,197 | One additional office | Low | Office for Ray Cola | Additional office, audit room | 1,500 |
| **Human Resources** | 560 | Storage, interview room | Somewhat | Interview Room | Additional office, interview room | 850 |
| **Planning/Inspections** | 2,464 | Storage, more privacy, separation for inspectors | Important | | Consolidation of department into one area/more inspectors | 3,500 |
| **Customer Service – Budgets** | 248 | Storage | None | Larger office for Director | Larger office area | 400 |
| **Customer Service** | 3,502 | Storage, document imaging area, conference room | Important | Meter Readers area | May actually reduce | 4,400 |
| **Public Works – Admin./Eng.** | 1,230 | Directors office to small, larger reception area, larger engineer's offices, small conference room | Somewhat | Office Space | Large offices with one additional office, move closer to supervisors & consolidate supervisors into one location | 1,550 |

# Space Needs Study Results
## Continued

| Department | Existing Sq. Ft. | 1 – 2 Years | Public Accessibility | Highest Immediate Priority | Long Range | Future Sq. Ft. |
|---|---|---|---|---|---|---|
| **Tax Assessor** | 551 | | Somewhat | | May need less space | 500 |
| **Council Chambers** | 2,015 | Restructure for better viewing and media presentations | Important | Restructure for better viewing & media presentations | One new office | 700 |
| **Information Technology** | 1,618 | One additional office | None | GIS person | Windows, less space for computers getting smaller | 1,800 |
| **Police Department** | | No space for computer/radio equipment, interview room converted to offices | Important | Communication and IT equipment room | Move into 2nd floor | |
| **Parks & Recreation** | 1,171 | | Important | Relieve overcrowding | | |
| **Caucus Room** | 447 | Bigger room/better media presentation | | | Ability to divide into 2 rooms | 1,800 |
| **Council Work/Meeting Room** | 247 | No private space to meet public when other needs room | Important | APD | An internal office | 400 |
| **Library 2008** | ? | Planning/Design | High | Inadequate space | New Library | 52,000 |
| **Public Utilities Bldg.** | ? | Security Improvement /Inspection Space | Somewhat | Secure Access | Expansion, Secure Dispatch Center | ? |

# Types of Needs Revealed 2006

- Lack of space for public and customers
- Lack of working space for employees
- Poor locations
- Substandard space
- Lack of storage space
- Lack of security

# Space for Public & Customers

- City Hall lacks large flexible space for informal meetings;
- City Council Chambers not suitable for presentations;
- City Council Chambers not handicap accessible;
- City Clerks Office & Public Works lack reception areas;
- Human Resources lacks space for employee interviews;
- City Council does not have private room for meetings;

✔Tax Office isolation causes necessity for locked doors.

# Employee Work Areas

- I/T: LAN (Network) Analyst lacks space\workbench;
- New GIS Coordinator needs office;
- Meter Readers: highly over crowded;
- Finance:  Offices too small, Senior Accountant needs private office;
- Inspections: Inspectors overcrowded, no space for budgeted Planner.

# Employee Work Areas
## Continued

- ✔ Public Works (Administration & Engineering): Offices for director & engineers too small;
- Public Works: Supervisors far from administration;
- ✔ Recreation Department: Secretarial space is over crowded and Weed & Seed Coordinator space too small;
- Police Department: Lack interview rooms (converted into offices).

# No Space for Future Growth

Currently no space for additional employees in Weyandt Hall, City Hall, and Parks & Recreation building.

# Substandard Space

- ✔ I/T in basement that lacks windows for natural light, humid;
- Grounds Department in old PWII, poor conditions throughout;
- Grounds Department in flood plain;
- Recreation building over 30 years old without renovation, in poor condition;
- ✔ Police do not have sufficient space for new communications and computer equipment center.

# Lack of Storage Space

- Human Resources - materials
- Planning and Inspections – files
- Customer Service – materials/files
- Information Tech – material
- City Manager – files

# Lack of Security

## June 2005 Vulnerability Assessment

### City Hall & Weyandt Hall

- Blast Resistant Windows Needed
- ✔ Install Fire Suppression System – I/T ONLY
- Install Alarm System
- ✔ Improve Surveillance with CCTV
- ✔ Restrict Access - key entry, visitor logs, etc. – CITY HALL
- Relocate Mail Room – separate with blast hard walls
- HEPA filters to Air Handling System
- Add emergency back up power system

# Three Phases of the Study

- Phase I – Immediate needs
- Phase II – Intermediate needs 2-5 years
  - City Hall, Weyandt Hall
  - Recreation Renovation
  - Police 2nd Floor Expansion
  - Library
- Phase III – Long Range needs 5-10 years
  - City Hall, Weyandt Hall Consolidation
  - Move Grounds Department
  - Public Utilities Administration Expansion

# Phase I – Immediate Needs

These were solved last year or will be solved this fiscal year:

- ✔ Meter Reading space enlarged – Weyandt Hall
- ✔ GIS Coordinator office space – Weyandt Hall
- ✔ Flat Screen Monitors added to Council Chambers
- ✔ Police Communication & Data Center to 2nd Floor

# Phase II – Intermediate Needs

- ✔ Move I/T to 3rd floor of Weyandt Hall;
- ✔ Move Finance to 3rd floor of Weyandt Hall;
- ✘ Relocate HR in City Hall for more space - DROPPED;
- Build large meeting room in City Hall;
- ✘ Move Public Works to Williams Street Facility - DROPPED;
- 

Expand and Renovate Inspections;
- Renovate Recreation Offices (Independent Project);
- Police 2nd Floor Expansion (Independent Project);
- Build new Library.

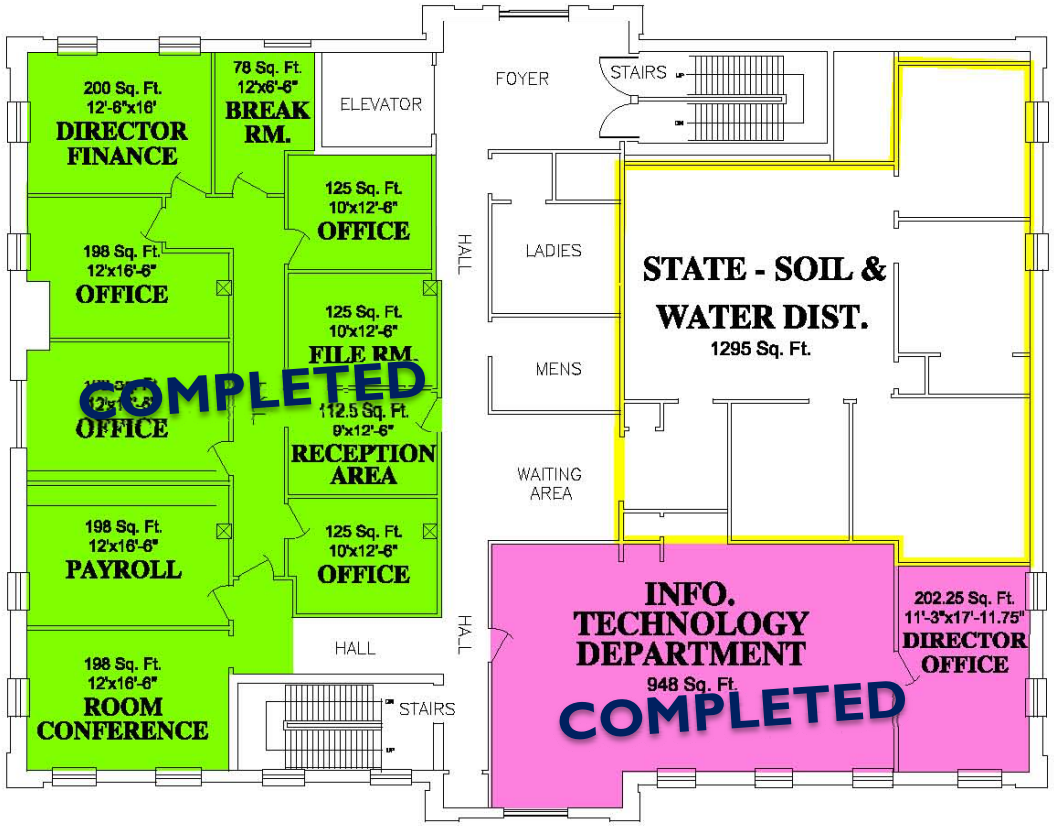
# Move I/T to 3rd Floor of Weyandt Hall

- ✔ Move I/T staff only to 3rd floor where Delaware Bankers are currently located;
- ✔ Solves substandard location in basement;
- ✘ Integrates GIS Coordinator into I/T - DROPPED;
- ✔ Basement offices converted for storage and LAN Analyst Shop.

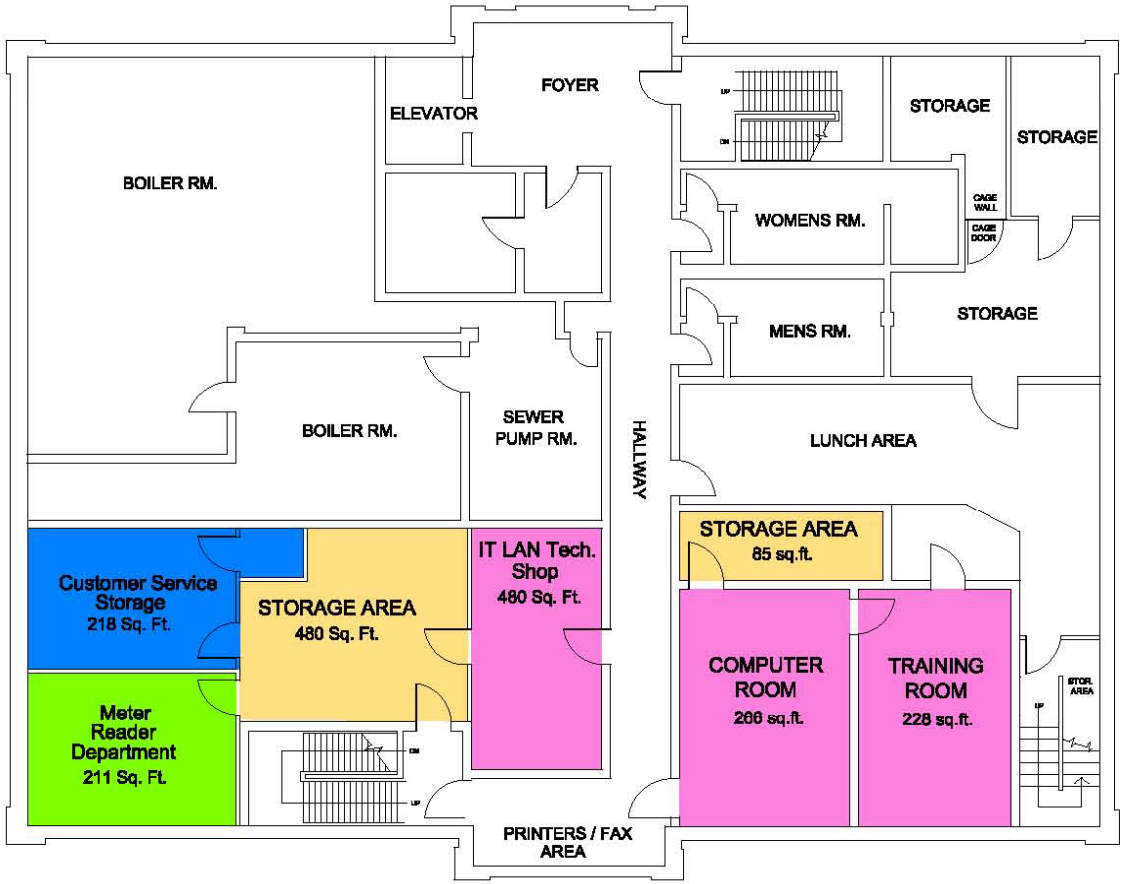
# Move Finance to 3rd Floor of Weyandt Hall

- ✔ Move Finance to space currently rented by Attorney's;
- ✔ Increase square footage by 650 to 1,847 relieving current overcrowding;
- ✔ Storage area in basement (former I/T space).

# 3rd Floor - Weyandt Hall



# Basement at Weyandt Hall



# Relocate HR in City Hall for More Space

- ~~Move Human Resources to former Finance space~~;
- ~~Increases square footage by 394 to 954 to meet need;~~
- ~~Solves the need for interview space;~~
- ~~Creates room for expansion~~;
- Enables the creation of an additional City Hall meeting room;
- New meeting room, will allow HR to use Caucus Room for interviews and trainings.

# Relocate City Clerk

- ~~Relocate the Clerk's Office across hall to former Finance space, adds 20 square feet;~~
- Clerk Staff remains in same location;
- This move enables the space needed for new meeting room in City Hall;
- Space lost due to expansion of Planning.

# Large Meeting Room in City Hall

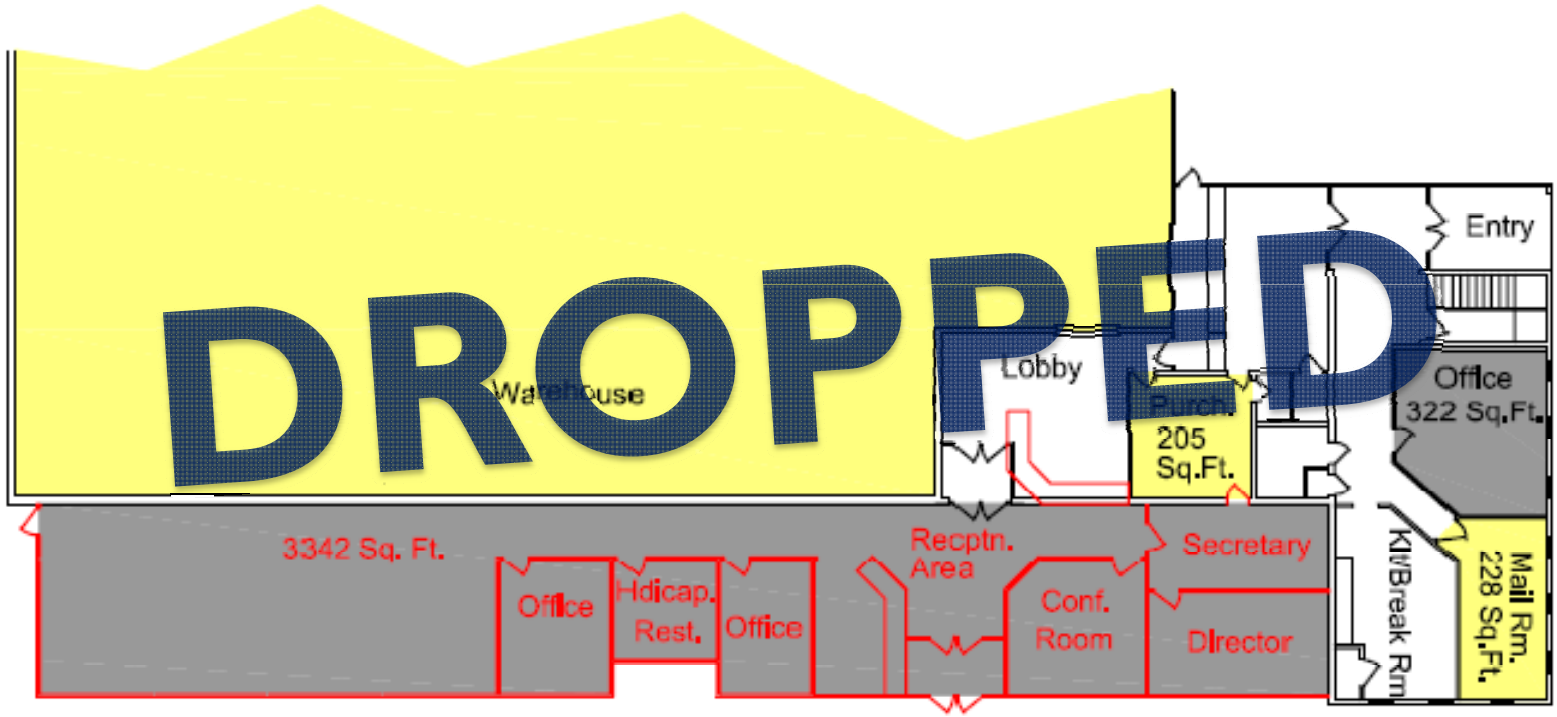
- ~~Space now occupied by Human Resources and City Clerk- 2006;~~
- Space now occupied by Planning – 2008;
- Build a 645 square foot meeting room (Caucus Room is only 441 square feet);
- New room would be outfitted for electronic presentations with presentation boards and easels;
- Folding tables and chairs for easy configuration of space for different meetings.

# Public Works to Williams Street Facility

- Move Public Works Administration and Engineering to new addition at William Street Warehouse;
- Increase space from 1,230 to 3,450 square feet, allowing for future expansion;
- Relocates management and engineers closer to work crews and supervisors;
- Enables expansion of Planning and Inspections;
- Increase available storage space by converting loft to storage for HR, Clerk & Planning.

DROPPED

# Warehouse - Public Works Addition

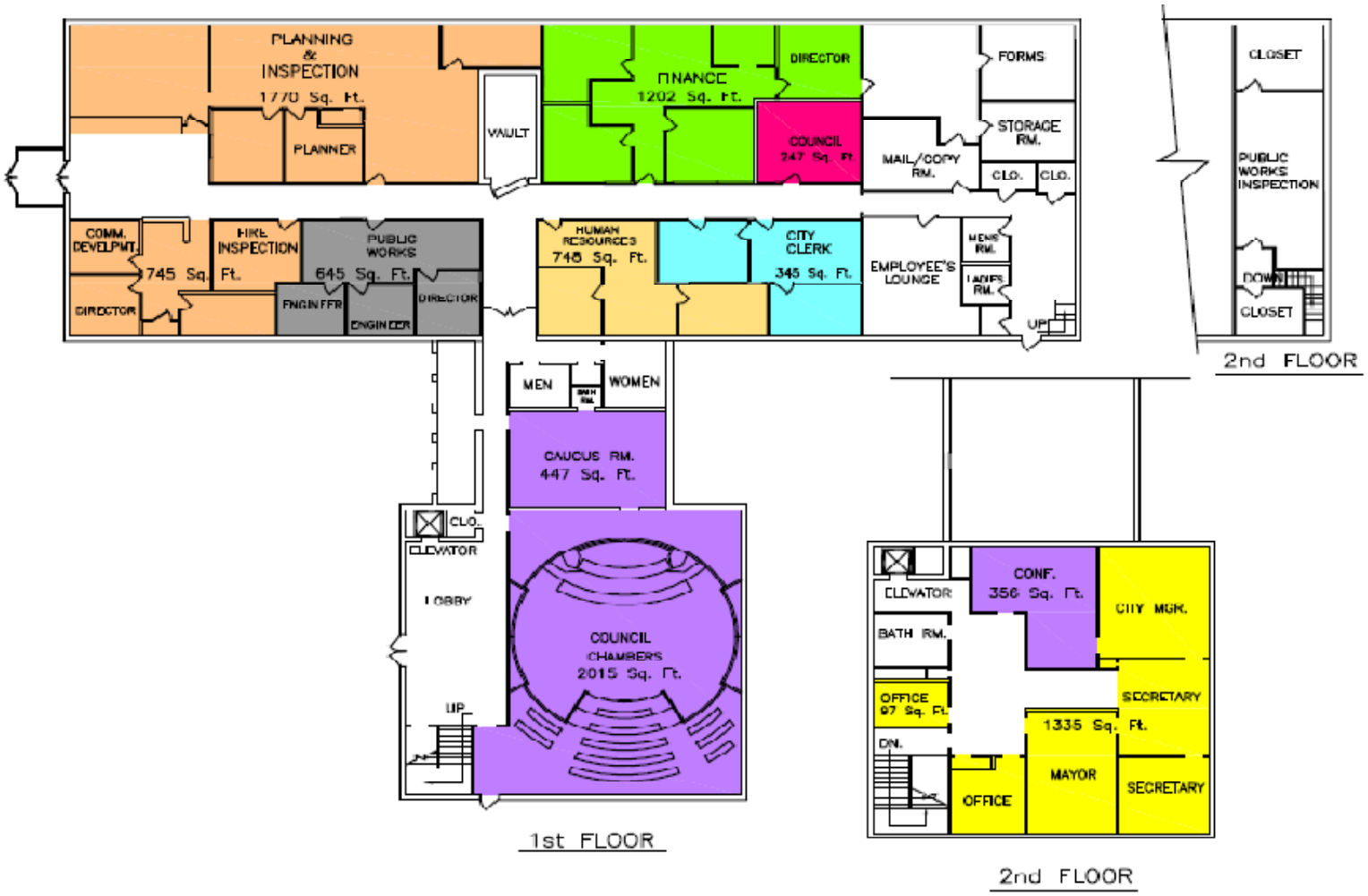



First Floor

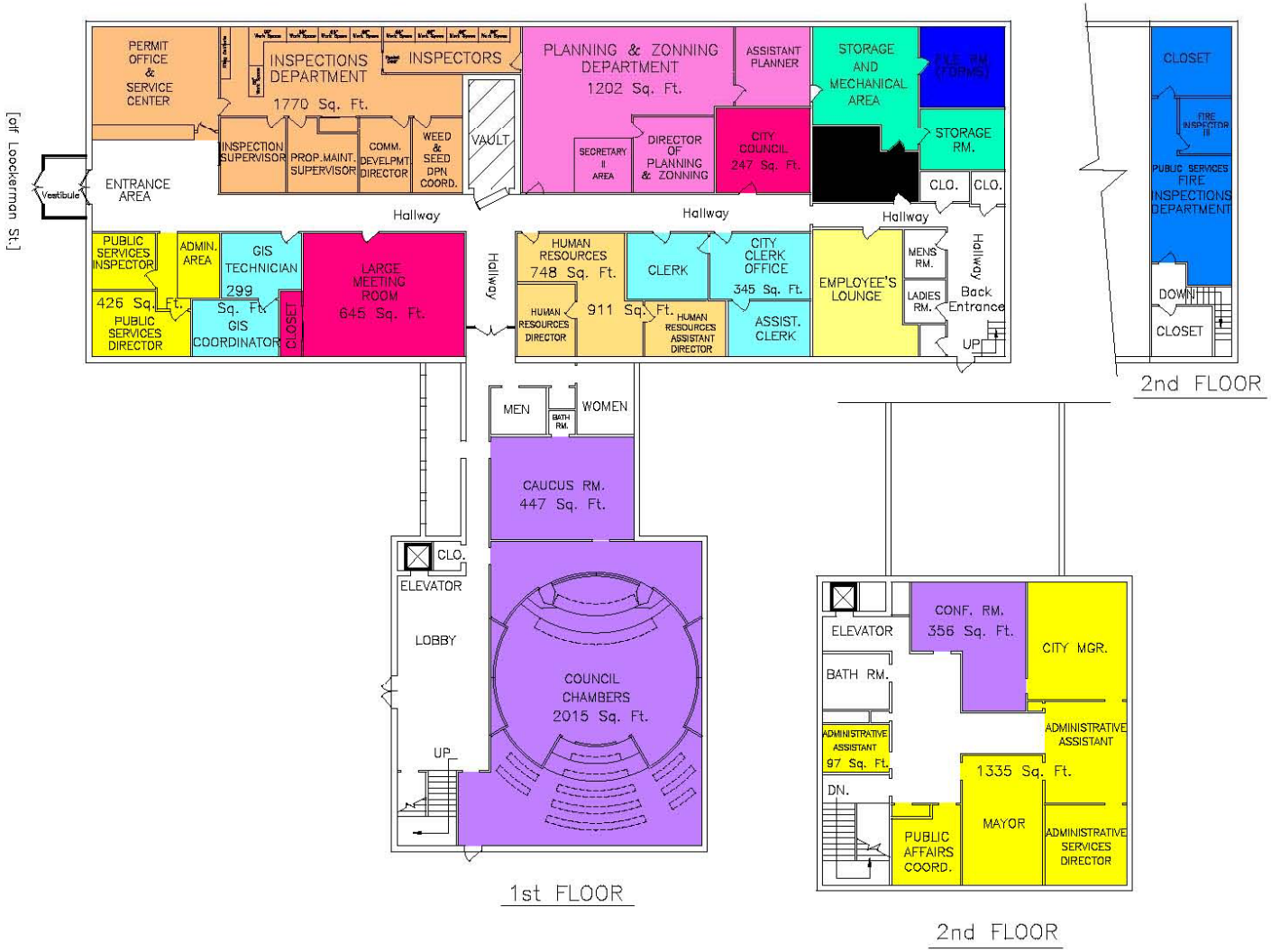
# Expand and Renovate Inspections

- Expand Planning and Inspections into former ~~Public Works area~~ Finance space;
- Adds 622 square feet to total of 3,186 square feet;
- Relieve overcrowding;
- Creates space for new planner budgeted;
- Assign storage in loft area.

# City Hall – 2006 Floor Plan



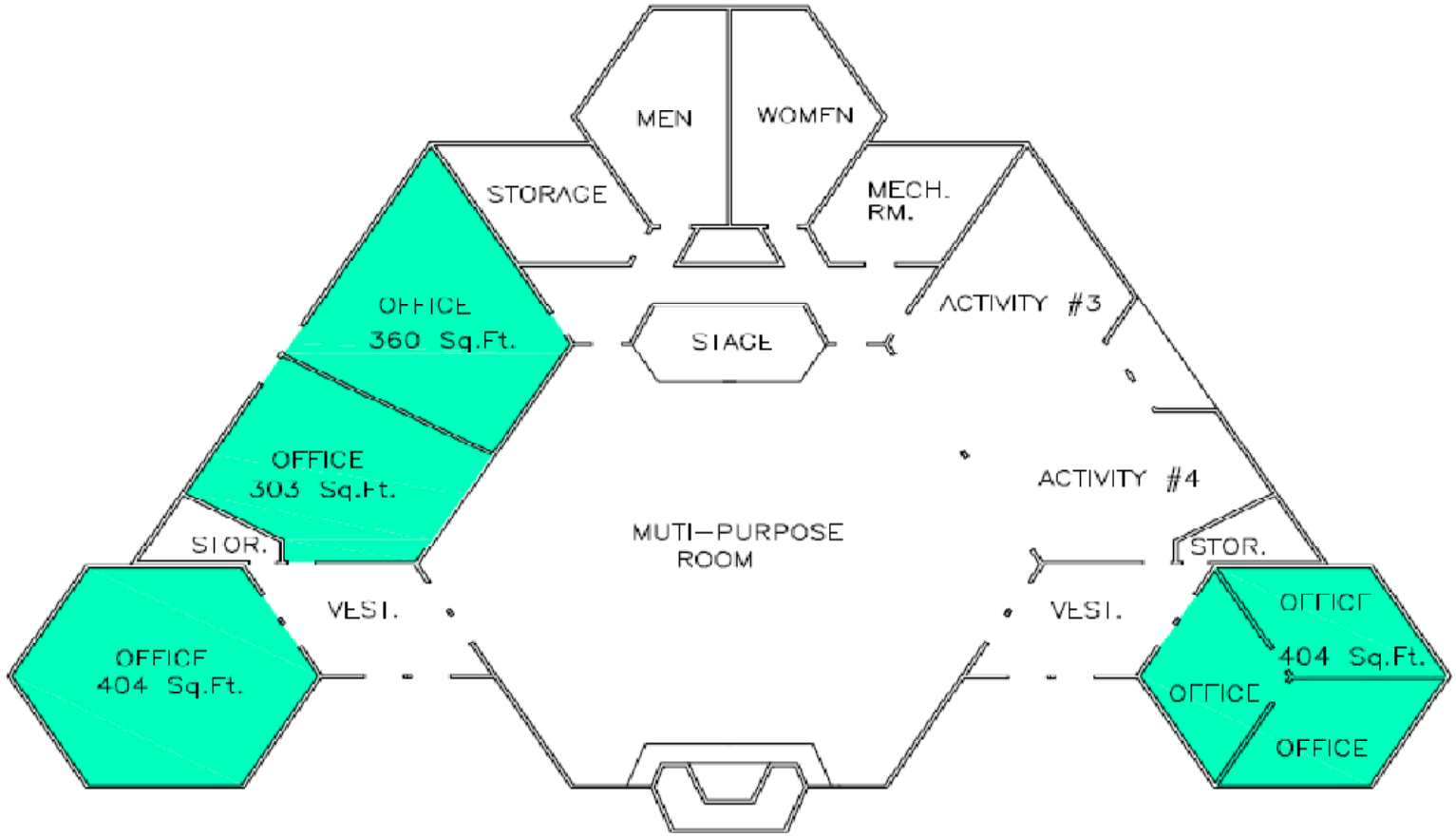
# City Hall – Proposed Floor Plan



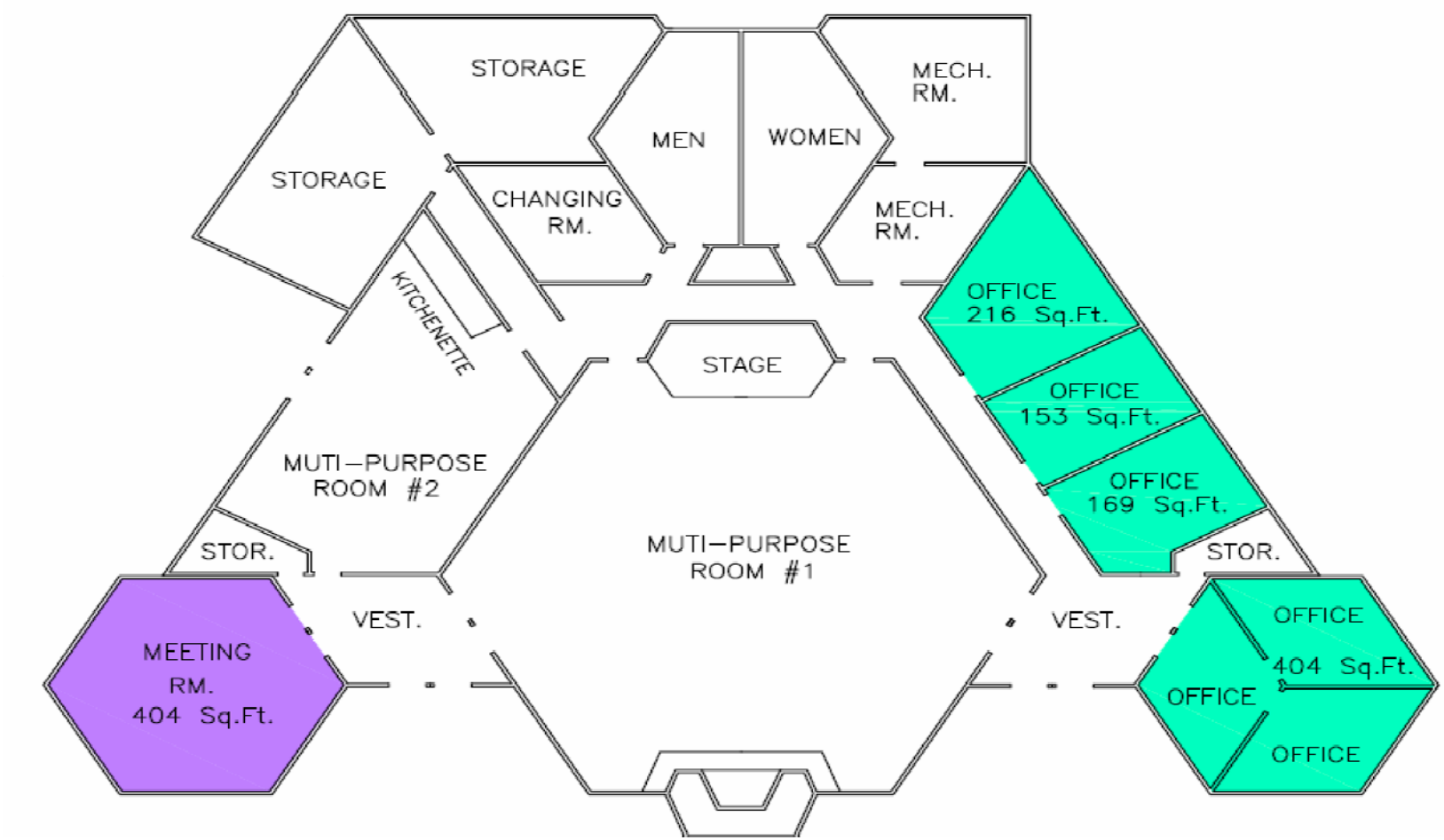
# Renovate Recreation Offices (Independent Project)

- Consolidate offices on north side;
- Establish two multiple purpose room on south side;
- Remove active rooms (pool tables);
- Create accessible restrooms;
- Build small storage addition.

# Existing Recreation Building



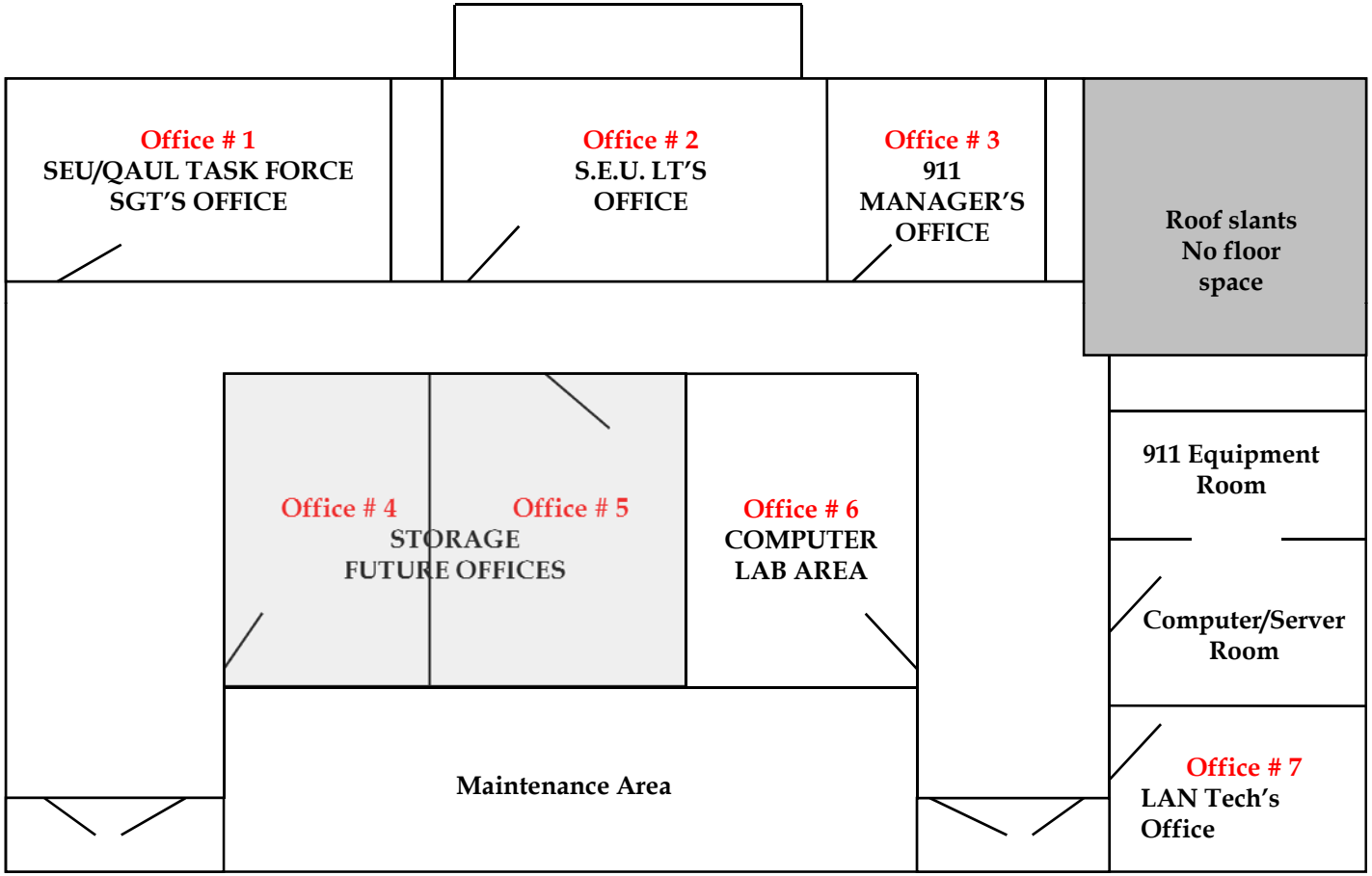
# Proposed Recreation Building



# Police Department Expansion

- Attic area was designed for future use;
- The hiring of additional personnel has resulted in three interview rooms being turned into offices;
- Expansion into attic area will enable the interview rooms to return and allow for future expansion.

# Proposed 2nd Floor Expansion - Attic



# New Library

- 52,000 square foot library proposed;
- Located on City Hall parking lot;
- Architect hired for Phase I – planning & design;
- Approximately 50% ($9.1 million) of the construction estimate is reserved.

# Phase III – Long Range

- Public Utilities Addition;
- Move Grounds Department;
- Renovate City Council Chambers;
- Build a new 12,830 square foot East Wing to City Hall;
- Demolish annex and replace with 24,300 square foot West Wing to City Hall;
- Move I/T, Finance, and Customer Service back to new wing of City Hall;
- Sell Library and Weyandt Hall buildings.

# Move Grounds Out of PWII

- Current Grounds Department in substandard space located on flood plain;
- Isolated from other Public Works Departments;
- New location to be determined (maybe William Street or Shutte Park);
- Possible funding with FEMA pre-disaster mitigation grant;
- Area can be converted to a Riverside Park.

# Existing PWII

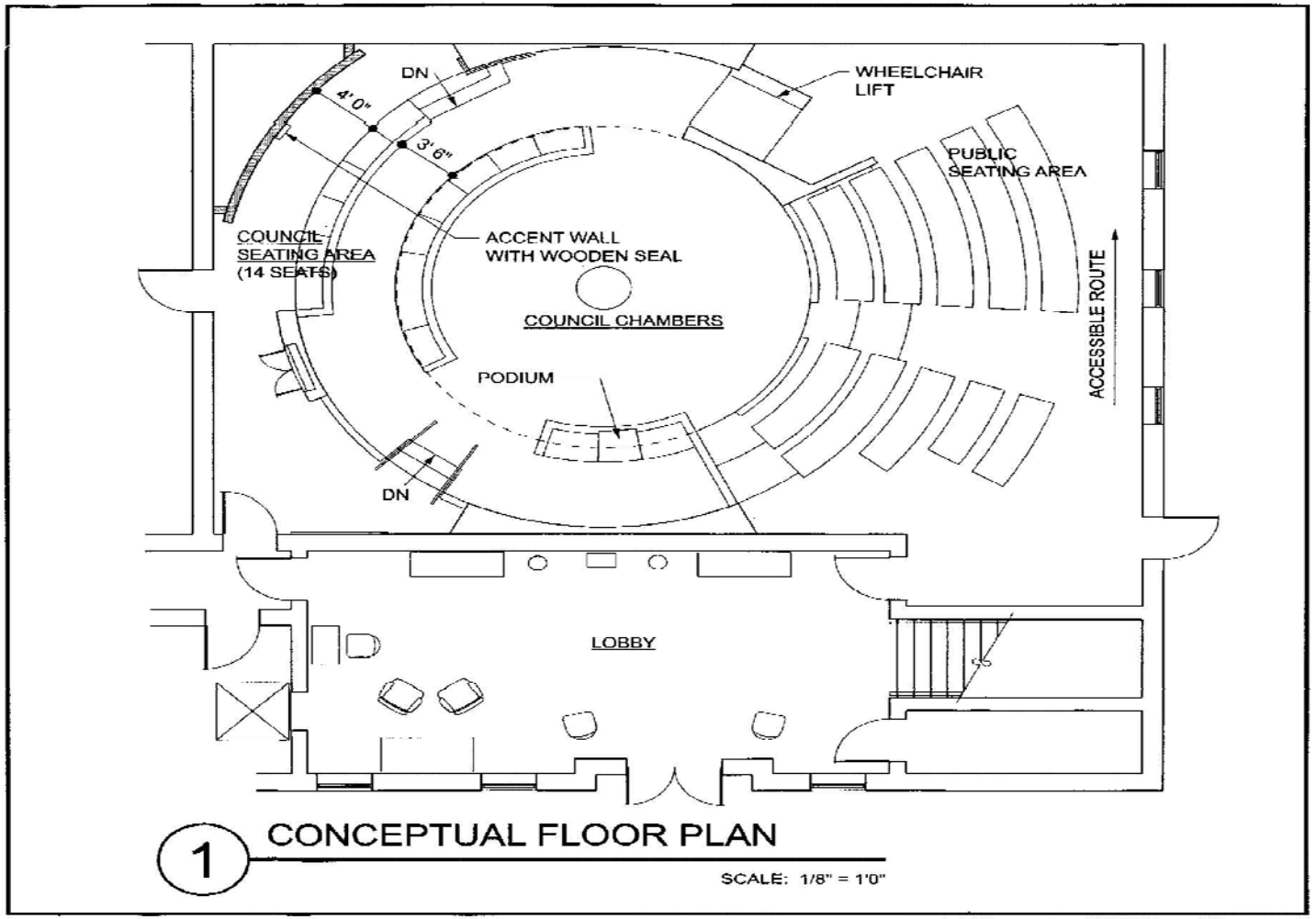




# Renovate City Council Chambers

- Permanent change to Chambers;
- Puts all Council behind one dais;
- Creates a presentation area easily seen by audience and City Council;
- Whole room to be ADA accessible;
- 59 existing public seats to increase to 67.

# New Council Chambers

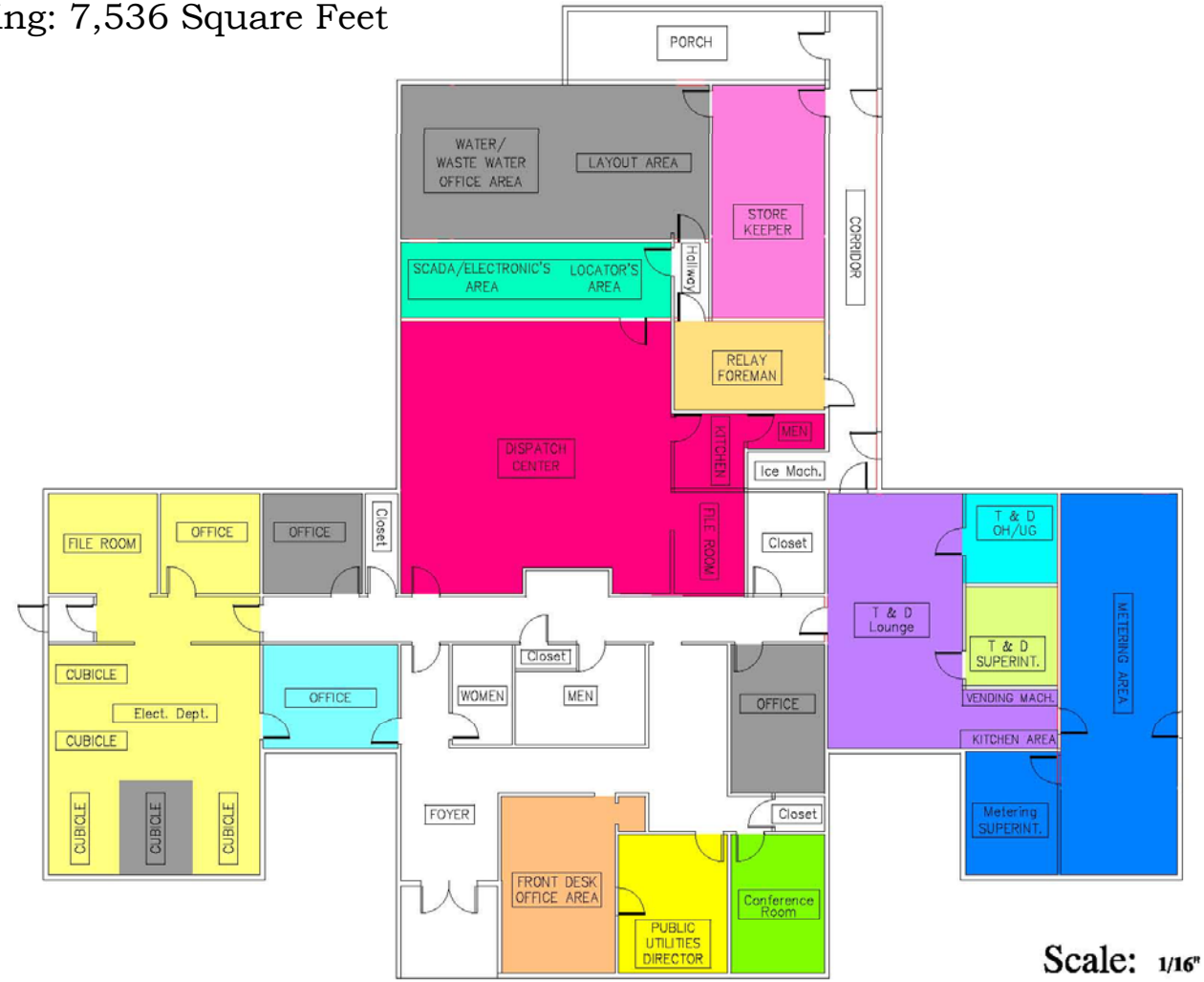


# Public Utilities Admin. Building Addition

- Build 4,708 square foot addition (includes basement);
- Move Dispatch Center to basement addition for storm fortification;
- Additional space for training room;
- Offices for Water/Wastewater Managers.

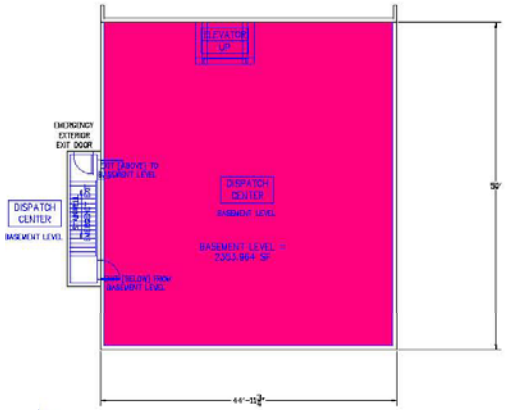
# Public Utilities Admin. Building
# Existing Floor Plan

Existing Building: 7,536 Square Feet



# Public Utilities Admin. Building
# Proposed Floor Plan

Existing Square Foot: 7,536
Proposed Square Foot: 4,708 (2nd Floor)
Total Bldg. Square Foot: 12,244







1st FLOOR
FLOOR PLAN
Scale: N.T.S.

# Build East Wing to City Hall

- Build 12,830 square foot two-story East Wing;
- Temporarily house City Clerk, Human Resources, Inspections & meeting rooms;
- Architecturally similar to current City Hall;
- Built to next generation standards for security, energy conservation, and computer technology;
- Drive thru Customer Service Window.

# Demolish Annex/Replace West Wing

- Building new 24,300 square foot West Wing;
- Architecturally mirror East Wing;
- Move Finance, I/T, Tax  Assessor, Customer Service to City Hall for most efficient and consolidated management;
- Provide enough space for 20 years of growth;
- Sell Weyandt Hall, Library and parking lot to offset costs for new library and City Hall wings.

# Total City Hall & Weyandt Hall Square Footage Created

| | | |
|---|---|---|
| ~~Public Works Addition~~ | ~~-~~ | ~~3,664~~ |
| 2½ Story East Wing | - | 12,830 |
| 2 ½ Story West Wing | - | 24,300 |
| **Total Square Footage Created** | **-** | **40,794** |
| | | |
| Replaces: City Hall Annex | - | 10,400 |
| Weyandt Hall | - | 7,800 |
| **Current Square Footage** | **-** | **18,200** |

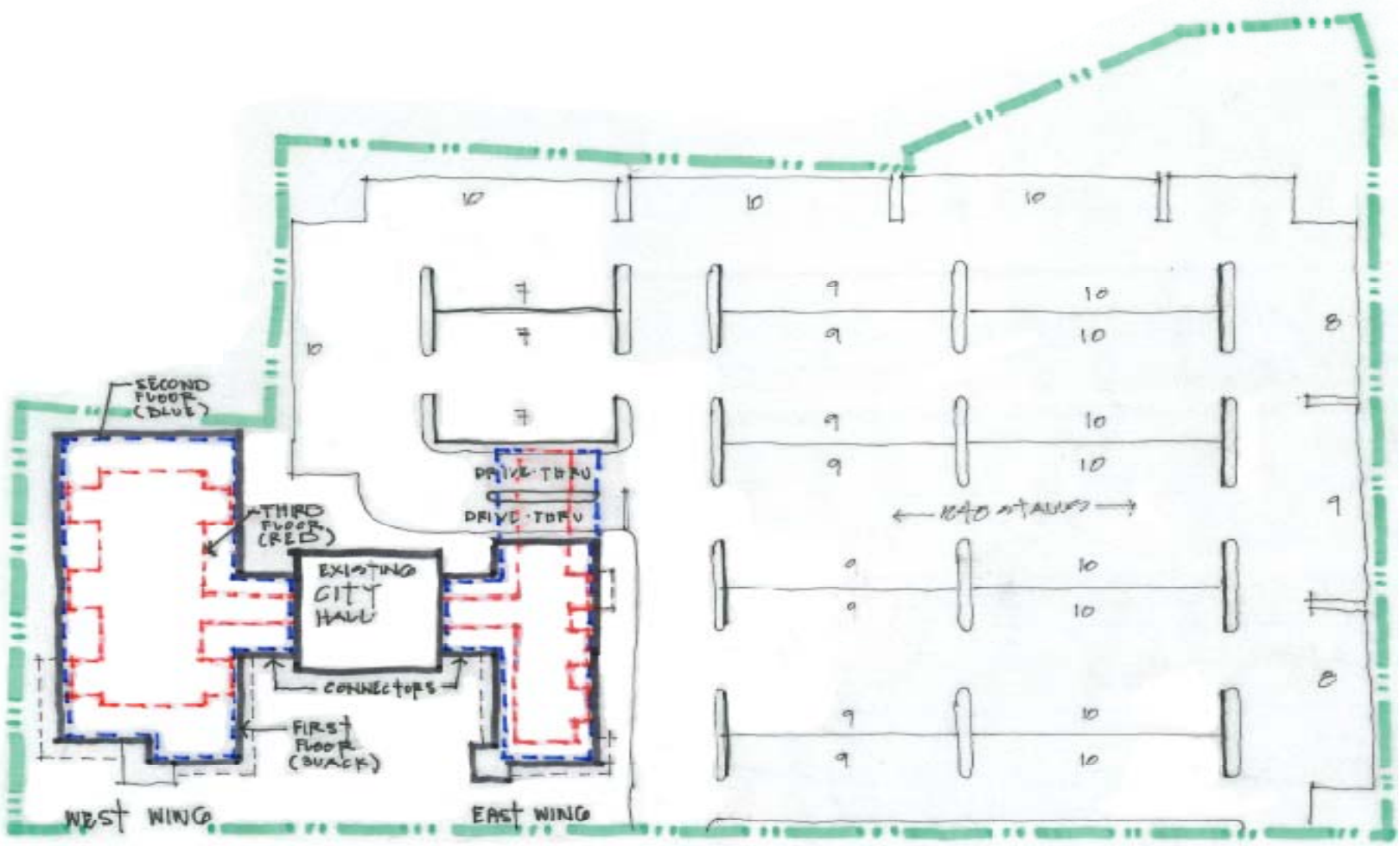
# City Hall – Parking & Square Footage

| City Hall - Parking and Sq.Ft. Ratios | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Building | 1st Floor Sq.Ft. | 2nd Floor Sq.Ft. | 3rd Floor Sq.Ft. | Total Sq.Ft. | Parking Required | | | Parking Provided | | Notes |
| | | | | | 1/200 | 1/300 | | | | |
| City Hall - Existing | | | | | | | | | | |
| Annex | 9,600 | 800 | NA | 10,400 | | | stalls | | stalls | |
| | | | | | | | | | | |
| City Hall | 2,600 | 2,600 | NA | 5,200 | | | stalls | | stalls | |
| | | | | | | | | | | |
| Connectors | 961 | NA | NA | 961 | | | stalls | | stalls | |
| | | | | | | | | | | |
| **TOTAL(Existing)** | 12,200 | 3,400 | 0 | **16,561** | **78** | **52** | | **88** | | **Note C** |
| | | | | | | | | | | |
| **City Hall - Proposed** | | | | | | | | | | |
| West Wing | 10,000 | 10,000 | 4,300 | 24,300 | | | | | | **Note B** |
| | | | | | | | | | | |
| East Wing | 4,480 | 5,600 | 2,750 | 12,830 | | | | | | **Note B** |
| | | | | | | | | | | |
| City Hall | 2,600 | 2,600 | NA | 5,200 | | | | | | |
| | | | | | | | | | | |
| Connectors | 1,540 | 1,540 | NA | 3,080 | | | | | | **Note B** |
| | | | | | | | | | | |
| **TOTAL (Proposed)** | 18,620 | 19,740 | 7,050 | **45,410** | **227** | **151** | | **246** | | **Note A & (C)** |

**Note A - Reconfiguring City lot will provide a minimum of 240 parking stalls.**
**Note B - Square Footage is estimated from sketch. Exact square footage will vary once survey and site plan is determined.**
**Note C - Parking Calculated as follows:**

| | | |
|---|---|---|
| Rear Lot - Designated on Property | 46 | (reconfigured with new construction) |
| Rear Lot - Off City Property | 26 | (reconfigured with new construction) |
| Loockerman Street - In front of City Hall | 6 | (remains with new construction) |
| East Side of City Hall | 10 | (removed with east wing addition) |
| TOTAL | **88** | |

# City Hall –Three Story Concept



# City Hall - Concept



# Space Needs Study
# Ten Year Phase Cost Matrix

| Description | Current Estimate | FY 2009 | FY 2010 | FY 2011 | FY 2012 | FY 2013 | Project Total |
|---|---|---|---|---|---|---|---|
| Public Works Addition | 180,000 | | | | | | - |
| Electric Admin Addition | 10,000 | | | | | | - |
| Parks & Recreation | 100,000 | 65,000 | | | | | **120,000** |
| Police 2nd Floor | 123,000 | | | 149,507 | | | **149,507** |
| Council Chambers | 338,000 | 50,000 | 381,383 | | | | **431,383** |
| A/V Communication | 32,000 | | 40,841 | | | | **40,841** |
| Relocate Grounds | 180,000 | | | 241,217 | | | **241,217** |
| City Hall East Wing | 2,566,000 | | | | 3,610,620 | | **3,610,620** |
| City Hall West Wing | 4,860,000 | | | | | 7,180,433 | **7,180,433** |
| Connectors | 616,000 | | | | 433,387 | 462,444 | **895,830** |
| City Hall | 312,000 | | | | | 460,966 | **460,966** |
| **Total** | **9,375,000** | **115,000** | **422,224** | **390,724** | **4,044,007** | **8,103,843** | **13,202,498** |

# Questions?