

**2016 CHARTER REVIEW COMMISSION
MOTION SUMMARY
May 12, 2016**

ITEM 1. Roll Call

Chairwoman Santos called the 2016 Charter Review Commission Meeting to order at 6:00 p.m.

Members Present: Megan Cochran, Stephanie Steinbeck, Cathy Falter, Charlotte Joseph, Mayor Carolyn Kay Riggle, Vice-Chairman Dan Bennington, and Chairwoman Mary Jane Santos

Members Absent: Jeremy Byers and Jack Hillborn

Staff Present: Dean Stelzer, Finance Director, Darren Shulman, City Attorney and David Moser, Assistant City Attorney

Motion to Excuse: Mayor Riggle moved to excuse Mr. Byers and Mr. Hillborn, seconded by Vice-Chairman Bennington. Motion approved by a 7-0 vote.

ITEM 2. Approval of the Motion Summary for the meeting held April 28, 2016, as recorded and transcribed.

Motion: Ms. Steinbeck moved to approve the Motion Summary for the meeting held April 28, 2016, as recorded and transcribed, seconded by Ms. Falter. Motion approved by a 7-0 vote.

ITEM 3. Review of Submissions from the Public

ITEM 4. Review drafts of Commission requested changes to Articles 3 and 4

Sec. 45. SALARY OF MAYOR.

The Commission recommends proceeding with no changes.

Sec. 46. CITY MANAGER; QUALIFICATIONS, ABSENCE OR DISABILITY.

The Commission recommends proceeding with no changes.

Sec. 47. TERM, SUSPENSION AND REMOVAL OF CITY MANAGER.

The Commission recommends proceeding with no changes.

Sec. 50. APPOINTMENT, SUSPENSION, AND REMOVAL OF SUBORDINATES OF CITY MANAGER.

The Commission recommends proceeding with no changes.

ITEM 5. Review of Delaware City Charter, Articles 15-20

ARTICLE XI. DEPARTMENT OF PUBLIC WORKS.

Sec. 66. ESTABLISHMENT; APPOINTMENT OF DIRECTOR
Mr. Shulman to provide new language in reference to department.

Sec. 67. DUTIES OF DIRECTOR OF PUBLIC WORKS.
The Commission recommends proceeding with no changes.

ARTICLE XII. PUBLIC PARKS AND RECREATION.

Sec. 68. MAINTENANCE AND CONDUCT OF FACILITIES;
ADMINISTRATION.
The Commission recommends proceeding with no changes.

ARTICLE XIII. PUBLIC UTILITIES.

Sec. 69. ADMINISTRATION; RATES.
The Commission recommends proceeding with no changes.

ARTICLE XIV. PURCHASING AND INVENTORY.

Sec. 70. DESIGNATION AND DUTIES GENERALLY OF PURCHASING
AGENT.
Mr. Shulman presented to the Commission recommended changes. The
Commission recommends that Mr. Shulman to bring forward for review at the
next regularly scheduled meeting.

Sec. 71. PURCHASING REGULATIONS.
Mr. Shulman presented to the Commission recommended changes. The
Commission recommends that Mr. Shulman to bring forward for review at the
next regularly scheduled meeting.

Sec. 72. INVENTORY OF CITY PROPERTY.
The Commission recommends proceeding with no changes.

ARTICLE XV. CONTRACTS

Sec. 73. COMPETITIVE BIDDING REQUIRED; EXCEPTIONS; REPORT OF
CONTRACTS.
The Commission recommends proceeding with no changes

Sec. 75. AUTHORITY OF MAKE CONTRACTS AND AGREEMENT.
The Commission recommends proceeding with grammar changes.

ARTICLE XVI. APPROPRIATION BUDGETING.

Sec. 76. BUDGET MESSAGE AND ORDINANCE; FORM AND CONTENT OF BUDGET.

The Commission recommends proceeding with recommended changes.

Sec. 77. HEARINGS; COPIES OF BUDGET.

The Commission recommends proceeding with recommended changes to acknowledge availability of budget electronically.

Sec. 78. APPROPRIATION ORDINANCE; TEMPORARY AND ANNUAL.

The Commission recommends proceedings with no changes.

ARTICLE XVII. CAPITAL IMPROVEMENT BUDGET AND PROGRAMS.

Sec. 79. CAPITAL PROGRAM.

The Commission recommends proceedings with no changes.

Sec. 80. ACTION BY COUNCIL ON CAPITAL IMPROVEMENTS PROGRAM.

The Commission recommends proceedings with no changes.

Sec. 81. PRESENTATION OF ANNUAL CAPITAL BUDGET.

The Commission recommends proceedings with no changes.

Sec. 82. ADOPTION OF ANNUAL CAPITAL IMPROVEMENT BUDGET.

The Commission recommends proceedings with no changes.

ARTICLE XVIII. DEPARTMENT OF FINANCE.

Sec. 83. ESTABLISHMENT; APPOINTMENT OF DIRECTOR.

The Commission recommends proceeding with recommended changes to remove effective date of.

Sec. 84. VACANCY.

The Commission recommends proceeding with recommended changes to the title.

Sec. 85. ACTING DIRECTOR OF FINANCE.

The Commission recommends proceeding with grammar changes.

Sec. 86. DUTIES GENERALLY OF DIRECTOR.

The Commission recommends proceeding with recommended changes to the title.

Sec. 87. ACCOUNTS AND PROCEDURE

The Commission recommends proceedings with no changes.

Sec. 88. APPROPRIATION ACCOUNTS.
The Commission recommends proceedings with no changes.

Sec. 89. MONTHLY FINANCIAL STATEMENT; OTHER REPORTS.
The Commission recommends proceedings with recommended changes to remove the wording “not later than the tenth day of each month” to “monthly”.

Sec. 90. SPECIAL AUDITS; ACTION ON RESULT OF SUCH AUDITS.
The Commission recommends proceeding with recommended changes.

Sec. 91. ADMINISTRATION OF TREASURY; MONEYS PAID INTO TREASURY; DEPOSIT OF CITY MONEY.
The Commission recommends proceedings with no changes.

Sec. 92. SAFEKEEPING OF SECURITIES
The Commission recommends proceedings with recommended changes to remove reference of “vault”.

Sec. 93. PREPARATION AND CERTIFICATION OF SPECIAL ASSESSMENTS.
The Commission recommends proceedings with no changes.

Sec. 94. COUNCIL MAY REQUIRE CERTAIN DUTIES OF DIRECTOR OF FINANCE.
The Commission recommends proceedings with no changes.

Sec. 95. RECORDATION OF BONDS AND NOTES.
The Commission recommends proceedings with recommended change to delete Sec. 95 from the Charter.

Sec. 96. INTERESTS AND EARNINGS BELONGING TO BOND RETIREMENT FUND.
The Commission recommends proceedings with no changes.

ARTICLE XIX. PUBLIC HEALTH

Sec. 97. BOARD OF HEALTH; COMBINATION OF HEALTH DISTRICTS.
The Commission recommends proceedings with no changes.

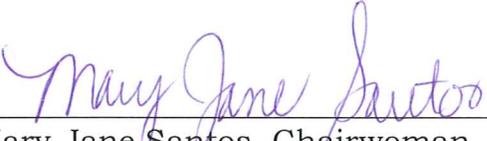
Sec. 98. HEALTH POWERS OF CITY PRESERVED.
The Commission recommends proceedings with no changes.

ITEM 6 REVIEW OF ARTICLE 21 (TIME PERMITTING)
The Commission plans to review Article 20-25 at the next regularly scheduled meeting.

ITEM 7 Next Meeting Date: May 19, 2016

ITEM 8 Adjournment

Motion: Ms. Joseph moved for the 2016 Charter Review meeting to adjourn, seconded by Ms. Cochran. The meeting adjourned at 7:49 p.m.



Mary Jane Santos, Chairwoman



Elaine McCloskey, Clerk