



REHOBOTH BEACH BOARD OF COMMISSIONERS

Support Document Packet

REGULAR MEETING:

November 20, 2015

****DISCLAIMER****

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City of Rehoboth Beach

Sharon Lynn
City Manager

slynn@cityofrehoboth.com



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229 Rehoboth Avenue, P.O. Box 1163
Rehoboth Beach, Delaware 19971
Telephone 302-227-4641
Fax 302-227-4643
www.cityofrehoboth.com

PUBLIC NOTICE

THE COMMISSIONERS OF REHOBOTH BEACH

Regular Meeting

Second Floor of Rehoboth Beach Volunteer Fire Company

Friday, November 20, 2015; 7:00 p.m.

AGENDA

1. Call to Order
2. Invocation, Pledge of Allegiance and Roll Call
3. Approval of Agenda
4. Correspondence
5. Approval of Minutes – Workshop Meeting held on April 6, 2015
Special Workshop Meeting held on April 13, 2015
Workshop Meeting held on May 4, 2015
Regular Meeting held on October 16, 2015
Executive Session held on October 16, 2015
Workshop Meeting held on November 9, 2015
6. Report of Police Department
7. Report of Rehoboth Beach Volunteer Fire Company
8. Report of Building and Licensing Department
9. Report of Planning Commission
10. Old Business
 - A. Consider adoption of an ordinance to amend Chapter 46 of the City Code related to bringing the City's personnel code and procedures into conformance with current standards.
 - B. Provide an update and discuss the status of the City Hall Project with a representative of the EDiS Company, the City's construction representative.
11. New Business
 - A. Update on audio/video programming for the Commissioners' Room and other areas in the new City Hall – Commissioner Mills.
 - B. Consider accepting the recommendation of the Audit Committee approving the audit as prepared by the auditing firm Barbacane, Thornton & Co. for the City's fiscal year ended March 31, 2015.
12. City Manager's Report
 - A. Approval of Street Aid Expenditures
13. Committee Report
14. City Solicitor's Report
15. Commissioner Announcements/Comments
16. Discuss items to include on future agendas.
17. Citizen Comment

18. Adjournment

AGENDA ITEMS MAY BE CONSIDERED OUT OF SEQUENCE

Citizen comment regarding Old Business, New Business and Committee Reports will be heard during each agenda topic after initial discussion by the Commissioners at the discretion of the Chair and prior to any vote being taken. Speakers shall state their name and address. Comments are limited to three minutes or at the discretion of the Chair. Comments on non-agenda items will be heard under "Citizen Comment".

*For additional information or special accommodations, please call (302) 227-6181 (TDD Accessible) 24-hours prior to the meeting.

**Next scheduled meeting – (Workshop) Monday, December 7, 2015; 9:00 a.m.

amw: 11/13/15; posted 11/13/15

pc (via Fax) Cape Gazette, Coast Press, Delaware State News



**CITY OF REHOBOTH BEACH
POLICE DEPARTMENT**

229 REHOBOTH AVENUE
REHOBOTH BEACH, DE 19971

KEITH W. BANKS
Chief of Police
Phone: (302)227-2577
Fax: (302)227-6054
www.rehobothpolice.org

**CITY OF REHOBOTH BEACH COMMISSIONERS' MEETING
November 20, 2015**

POLICE REPORT FOR THE MONTH OF OCTOBER 2015

Total Charges for the Month	254
Adult Arrests	251
Juvenile Arrests	3

Court	Criminal	Traffic	Civil	Total
JP 2	7	6	0	13
JP 3	20	4	0	24
JP 14	0	18	0	18
Alderman 37	3	167	1	171
Family	0	1	0	1
Common Pleas	3	0	0	3
Superior	11	0	0	11
VAC	0	13	0	13
Other	0	0	0	0
Totals	44	209	1	254

Revenue from Fines, Court Costs, Permits, Parking Violations & Meters	
Fines collected from Alderman Court 37	No data provided
Court costs from Alderman Court 37	No data provided
Parking Dept. fines collected from Permits	\$4,515.00
Parking Dept. fines collected from Parking Violations	\$3,610.00
Parking Dept. fines collected from Meters	\$43,445.00

Patrol Data, Door Checks, Police & Dispatch Hours	
Vehicle Patrol Hours	1082
Bike Patrol Hours	197
Miles Patrolled	5677
Foot Patrol Hours	563
Commercial Door Checks	1278
Residential Door Checks	764
Total Man-Hours/Police & Dispatch	5186

CRIMINAL CHARGES

Assault	5
Attempted Shoplifting	1
Criminal Mischief	4
Disorderly Conduct	10
Failure to Register as Sex Offender	1
Indecent Exposure	1
Identity Theft	3
Lewdness	1
Offensive Touching	2
Possession of Marijuana	1
Possession of Paraphernalia	1
Reckless Endangerment	2
Shoplifting <\$1,500	2
Theft <\$1,500	5
Trespassing	2
Unlawful Use of Credit Card	3
TOTAL CHARGES	44

TRAFFIC CHARGES

Bicycle Violation	2
Cell Phone While Driving	12
Disregard Traffic Control Device	14
Driving While Suspended/Revoked	8
DUI	4
Expired License	4
Fail to Change Address	1
Fail to Provide Information	1
Fail to Surrender	3
Fail to Signal	3
Fail to Yield	1
Fictitious Registration	2
Headlights Required	4
Hit and Run	1
Inattentive Driving	3
No Insurance	27
No License in Possession	2
No Registration in Possession	10
No Valid License	2
Seatbelt Required	2
Speed	66
Suspended License	2
Suspended Registration	4
Unregistered Motor Vehicle	27
Unsafe Backing	2
Unsafe Lane Change	1
Unsafe Passing	1
TOTAL	209

CIVIL CHARGES

Disturb Peace	1
TOTAL CHARGES	1

ARREST COMPARISON WITH PREVIOUS YEAR

MONTH / YEAR / TOTAL

October 2014: 326

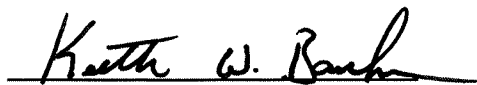
October 2015: 254

+/-: 72

PERSONNEL AS OF THIS REPORT

1 Chief
2 Lieutenants
4 Sergeants
1 Cpl. /Detective
7 Corporals
1 Patrolman First Class
1 Patrolman
0 Seasonal Patrolmen
1 Adm. Asst. to Chief of Police
1 Part-time Police Clerk
1 Dispatch Supervisor
8 Full-time Dispatchers
2 Part-time Dispatchers

Officers	Police Administration	Dispatch
14	5	11


Keith W. Banks
Chief of Police

BUILDING INSPECTOR'S REPORT

Building Permit Summary - October 1-October 31, 2015

Permit Type	Permits	Bldgs	Construction Cost	Avg. Proj. Cost
New Construction				
Residential	4	4	1,923,848.00	480,962.00
Multi-Family				
Commercial				
Additions				
Residential	2	2.00	745,400.00	372,700.00
Multi-Family				
Commercial				
Alterations,Repairs,Conversions				
Residential	41	41	2,500,025.09	60,976.22
Multi-Family	9	9	165,904	18,433.78
Commercial	13	13	257,447.00	4,873.92
Permit Processing Fees				
Signs	1	1		\$20.00
Fences	3	3		\$60.00
Sheds				
Moving	2	2		\$40.00
Demolitions				
Institutions/Schools				
Tree Permits	13	13		\$260.00
Plumbing Permits	9	9	\$660.00	\$73.33
Building Permits	58	58		\$1,060.00
Copies	1	1		\$3.00
Major Jobs				
Board of Adjustment Meeting	1	1		
Restaurant Applications				
Notice of Violations	26	26		
Inspections/Meetings				
Building Inspections	54	54		
Plumbing Inspections	13	13		
Building Re-Inspection				
Tree Meetings	5	5		
New Projects -Discussions with Applicants	48	48		

BUDGET YEAR 2015-2016 \$458,738.00

2014/2015	April	May	June	July	August	September	October
Permit Fee	\$ 158,850.28	\$43,115.42	\$46,563.09	\$78,828.37	\$69,409.30	\$68,982.20	\$97,094.00
Value	\$ 5,108,447.61	\$1,302,014.75	\$155,377.55	\$3,520,332.20	\$2,649,600.02	\$2,508,224.00	\$5,604,864.09
# of Permits	123	100	74	73	83	82	86
Processing Fee	\$ 2,700.00	\$2,200.00	\$1,920.00	\$1,180.00	\$1,660.00	\$1,640.00	\$1,720.00

2014/2015	November	December	January	February	March	Yearly Total	
Permit Fee						\$562,842.66	
Value						\$20,848,860.22	
# of Permits						621	
Processing Fee						\$13,020.00	



November 18, 2015

TO: Mayor and Commissioners

FROM: David M. Mellen
Chair, Planning Commission

SUBJECT: Planning Commission Report to the Board Of Commissioners
(for the Commissioner's Friday, November 20, 2015 meeting)

A meeting of the Planning Commission was held on Friday, November 13, 2015 from 3:00 p.m. to 5:00 p.m. Recently re-appointed members Konesey, Patterson and Strange were welcomed.

Commission members in attendance were: Paull Hubbard, Jan Konesey, Joyce Lussier, Francis Markert, David Mellen, Michael Strange.

Absent: Brian Patterson, Harvey Shulman, Lynn Wilson

Also in attendance: Glenn Mandalas, City Solicitor
Dam Molina, Building and Licensing

1. Following a report from Dam Molina (B&L) that all conditions had been met related to providing proper screening and separation between the C-3 commercially zoned property and the adjacent R-1 property, the Planning Commission voted their final approval for the Minor Subdivision of Application No. 0815-02. The Minor Subdivision Request for the properties located at 1028 and 1030 Scarborough Avenue Extended, Lot Nos. 28 & 30, Block Scarborough Avenue Extended, into four (4) lots with a portion of Lot Nos. 28 & 30 becoming Lot No. 1, a lot of 5,963 square feet; a portion of Lot Nos. 28 & 30 becoming Lot No. 2, a lot of 5,000 square feet; a portion of Lot Nos. 28 & 30 becoming Lot No. 3, a lot of 5,100 square feet and Lot No. 30 becoming Lot No. 4, a lot of 11,040 square feet, had been approved conditionally at the Planning Commission's October meeting. The City Solicitor will notify the applicant of the Commission's action. (Vote: Unanimous)
2. A Preliminary Review of Application No. 1015-03 was held on the matter of the Partitioning Request for the property located at 300 Bayard Avenue consisting of Lot Nos. 13, 14, 15 & 16, Block 30, into two (2) lots with Lot Nos. 13 & 14 becoming one (1) lot of 5,010 square feet and Lot Nos. 15 & 16 becoming one (1) lot of 6,969 square feet. The Partitioning has been requested by Jeffrey M. Garrison of Garrison Homes LLC, on behalf of Joseph A. Mathews, Executor of Nancy E. Mathews Estate, owner of the property.

Following a report from the Building Inspector, public comment and discussion by the Planning Commission, the application was found to be substantially complete, and a vote was taken to move the application to a full Public Hearing at our December 11th meeting. (Vote: Unanimous)

3. The Chair reported that the final version of the State mandated five year review of the CDP has been filed with the State Office of Planning, and copies of the Review and supporting documents had been supplied to the Mayor, Commissioners and City Manager.

4. The Chief Building Inspector provided a status update on the Baymart project application and requested that it be placed on the December Planning Commission agenda to initiate the Site Plan Review process.

Project documentation was distributed to the Planning Commission members. The Chair briefly explained/described the various documentation items and indicated the Commission's procedural process that will be followed, beginning with a 'preliminary review', which will begin at our December meeting.

5. The Planning Commission, after adequate discussion, took action to modify Item #2 of its Bylaws to provide more flexibility in the defined Regular Meeting time. The Planning Commission prefers to hold its meetings in the afternoon, rather than in the evening. The designated day will remain as the second Friday of the month. It is expected that the meeting time will start at 3:00 p.m. and last, if needed, until 6:00 p.m.
6. At this time, there are no new Partitioning Requests that have been submitted. The Planning Commission will schedule its next regular meeting for December 11, 2015. This meeting will commence at 3:00 p.m.

Planning Commission Chairman David Mellen will attend and present the Planning Commission's report and is prepared to answer any questions that the Board of Commissioners may have concerning this report or other activities of the Commission.

cc: City Manager
City Solicitor
Building Inspector
Planning Commission



DRAFT

“Update on the use of audio/visual technologies in the new municipal building including the use of video cameras to broadcast selected meetings.”

For Commissioners’ Regular Meeting
of November 20, 2015

— Commissioner Mills

DRAFT

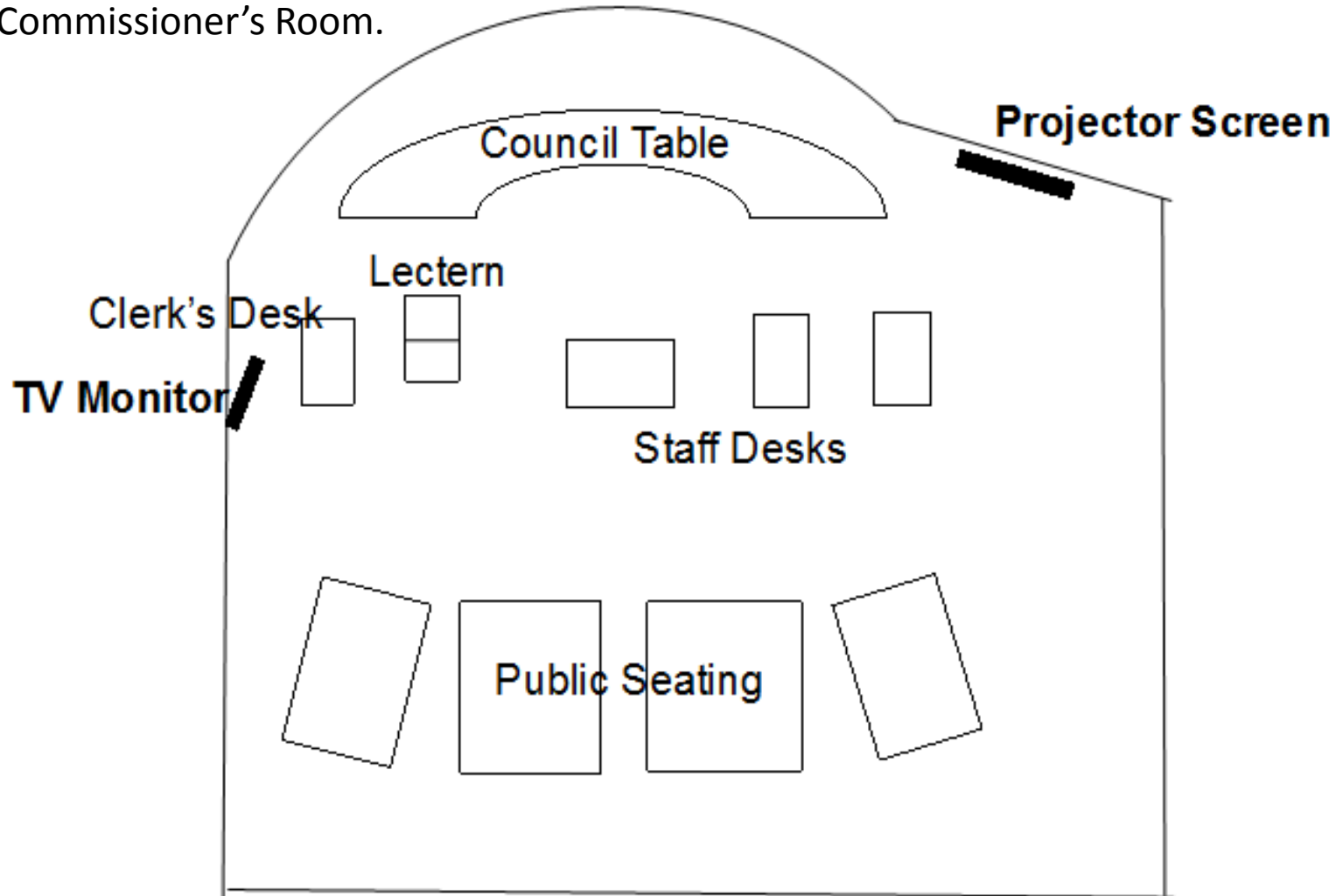


Objectives.

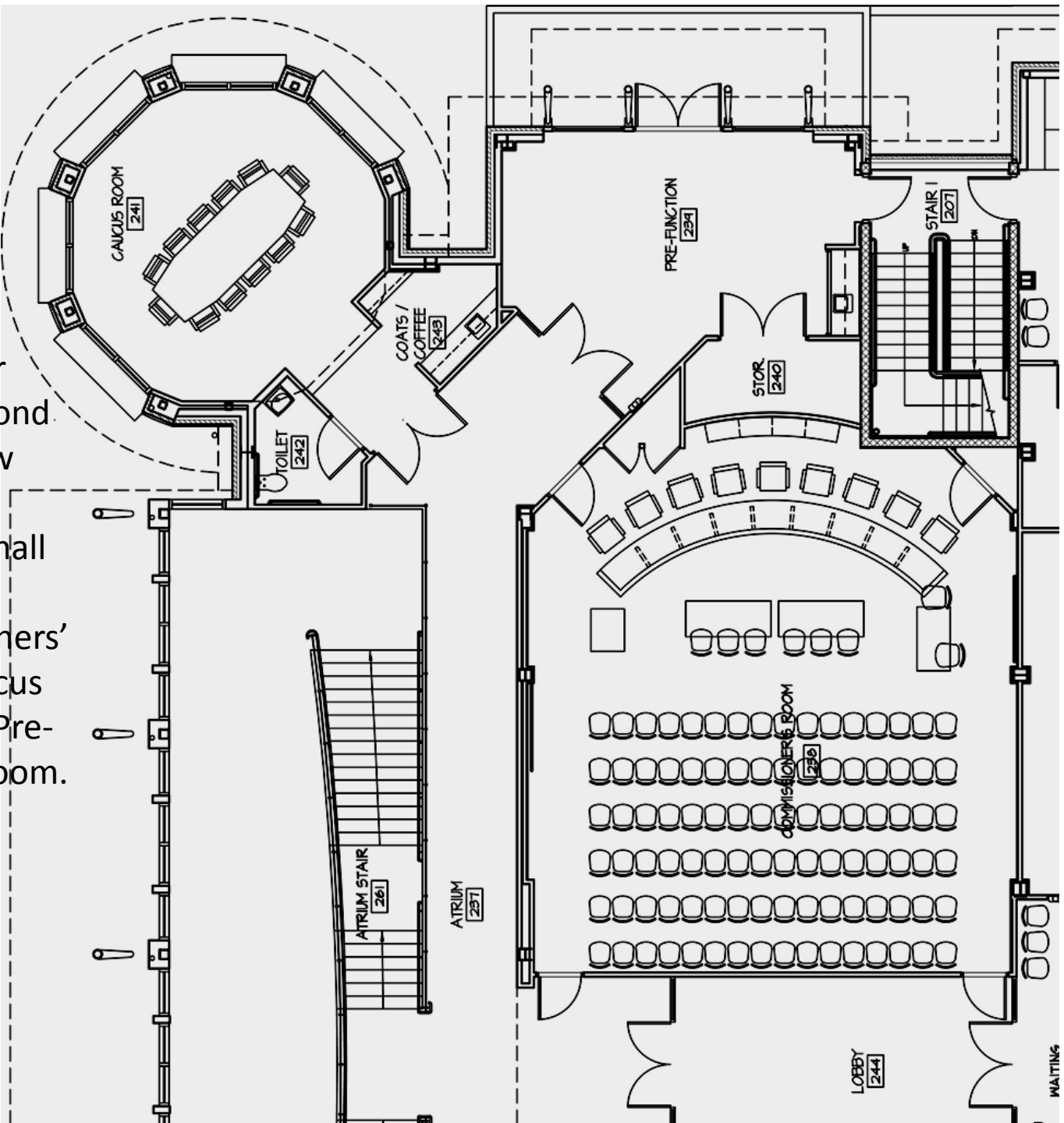
- **Update on use of A/V technologies in the new municipal building focusing on the Commissioners' Room**
- **Present draft video policy**

Ocean City, Maryland, Council Chambers

Photographs in this presentation are of the Ocean City, MD council chambers and their audio/visual system. The O.C. chambers are similar in layout to the Commissioner's Room.



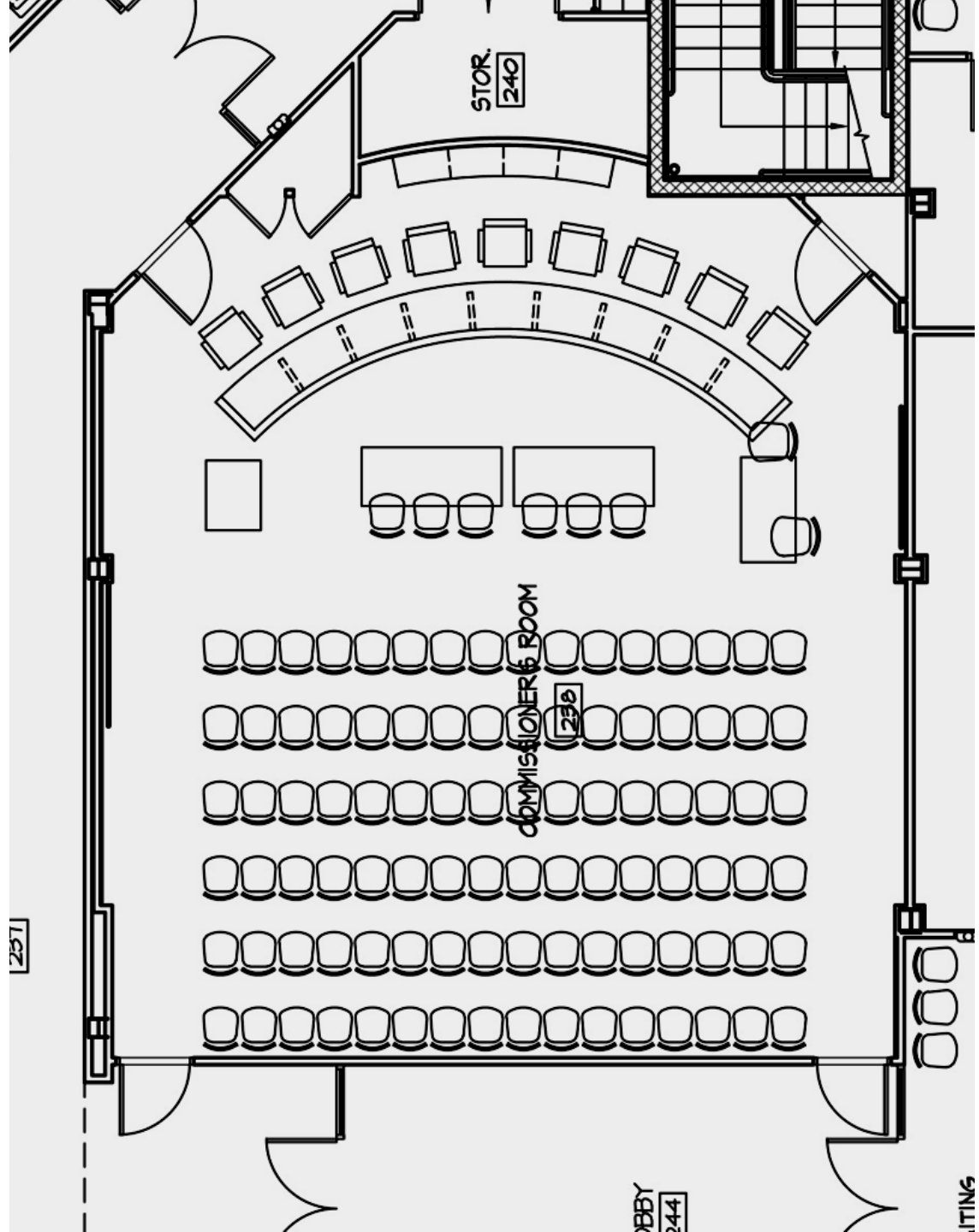
For layout only—not to scale



Partial floor plan of second floor of new Rehoboth Beach city hall showing Commissioners' Room, Caucus Room and Pre-Function Room.

Partial floor plan of second floor of new Rehoboth Beach city hall showing Commissioners' Room.

Two perspectives of the Commissioners' Room follow.







Ocean City, MD



Ocean City, MD



12:39

Current System Source: Staff PC 1
Current Record Source: Morino Camera

System Power

Device	Status	Power
Power Supply	OK	On
Hard Drive	OK	On
Memory	OK	On
Mouse	OK	On
Keyboard	OK	On
Webcam	OK	On
Network Card	OK	On
Sound Card	OK	On
Video Card	OK	On
System Fan	OK	On
Advanced Control	OK	On

System and Settings

Monday, October 18, 2010 1:00 PM - Network and City Council

Section

- Home
- Settings
- System
- Users
- Groups
- Roles
- Permissions
- Advanced

Ocean City, MD

January	February	March	April	May	June
SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

2015

 (410) 289-7739
 www.ocdc.org

July	August	September	October	November	December
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12 39

Current Room Source: Staff PC 1
 Current Record Source: Movina Camera

System Power

Press & hold for
 1 second to turn
 power on or off.

System Power

System is
 On
 Off

Power Status

- Video Projector On
- Big Screen Monitor On
- Dias Monitors On
- Clerk & Staff Monitors On
- Lectern Monitor On
- Audio Amplifier #1 Off
- Audio Amplifier #2 Off

Manual Control

- On / Off
- On / Off
- On / Off
- On / Off
- On / Off
- On / Off
- On / Off

Audio / Video Sources

Computer Sources

Recording Controls

System Power

Advanced Controls

Blank (mute)
Room Video

Program
Volume

Mute
Program
Audio

Help

Exit

CRESTRON

Ocean City, MD

AUDIO



Every area in council chambers is miked



VIDEO



**Multiple
cameras**

VIDEO



Ocean City, MD



Visual Presenter / Document projector



January	February	March	April	May	June
SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4	1 2	1 2 3 4 5 6
4 5 6 7 8 9 10	8 9 10 11 12 13 14	8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13
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25 26 27 28 29 30 31	22 23 24 25 26 27 28	29 30 31	26 27 28 29 30	24 25 26 27 28 29 30	28 29 30

2015

 (410) 289-7739
 www.ocdc.org

July	August	September	October
SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS
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Ocean City, MD

12:41

Current Room Source: Document Camera
 Current Record Source: Movina Camera



Touch for full screen view

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Room Video

Close
Page

Recording System

Not Recording
 Preparing File
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Recording

Press & hold
for 1 second
to set system
to default's

Camera Preset Positions

Switch to
Manual Control

- Recording Source
- Left Side Dais
 - Right Side Dais
 - Lectern
 - Staff Desk's
 - Center Table
 - Document Camera
 - Current Room Source
 - Moving Camera



CRESTRON

Recording Source

Ocean City, MD

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Right Side
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Lectern

Staff
Desk's

Center
Table

Document
Camera

Current Room
Source

Moving
Camera

Ocean City, MD

Ocean City

Mayor and City Council
Work Session

October 13, 2015 • 1:00 PM

This meeting is in Executive Session and will return shortly...
See Agenda for Details

00:38:04

Encoder1 »

Recent Documents

Tasks

Details

- Meeting List 10/13/2015 1:00 P_ x
- Minutes Maker - Tuesday, October 13, 2015 1:00 PM - Mayor and City Council
- Click for Meeting Timeline
- 1. Call to Order
 - 2. Notice and Report on Closed Ses
 - A. 1458 : Closed Session Notic
 - 3. Acknowledgements and Recognit
 - A. 1453 : Retirement Recognitio
 - 4. Comments from the Public
 - A. 1457 : Public Comments
 - 5. New Business
 - A. 1455 : Bid Opening Horse Dr
 - B. 1454 : Bid Solicitation Reque
 - C. 1428 : FY-16 Contribution to
 - D. 1456 : Bid Award Recommen
 - E. 1445 : Sinapuxent Ave Bike
 - F. 1452 : Fire Headquarters Bul
 - 6. Adjourn

Section

Sections are used to organize and outline the Minutes

Title: Call to Order

Comments & Discussion

Started

Duration

minutes

This Section has 1 Items with Errors.

Ocean City, MD



Ocean City, MD

Click for Meeting Timeline

- 1. Call to Order
- 2. Notice and Report on Closed Ses
 - A. 1458: Closed Session Notic
- 3. Acknowledgements and Recognitio
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 - A. 1455: Bid Opening Horse Dr
 - B. 1454: Bid Solicitation Reque
 - C. 1428: FY-16 Contribution to
 - D. 1456: Bid Award Recommen
 - E. 1445: Sinepuxent Ave Bike**
 - F. 1452: Fire Headquarters Buil
- 6. Adjourn



Agenda Item 1445

Proposal for Sinepuxent Avenue Bike Route presented by City Engineer

Title: 1445: Sinepuxent Ave Bike Route

Vote Result:

Add Work Item

Comments & Discussion _____ Started _____ Duration: _____ minutes

This type of item requires a Vote result.

01:46:05

Encoder1

Recording

2015/10/13 01:00 PM
Mayor and City Council-Work Session

Pause Stop

Recent Documents

Tasks

Details

Ocean City, MD



Ocean City, MD

Agendas and Minutes

File Edit View Lists Tools Reports Window Help

New | Save & Close | Search | Changes

Meeting List 10/13/2015 1:00 P...

Minutes Maker - Tuesday, October 13, 2015

Click for Meeting Timeline

- 1. **Call to Order**
- 2. **Notice and Report on Closed Ses**
 - A. 1458 : Closed Session Notic
- 3. **Acknowledgements and Recogni**
 - A. 1453 : Retirement Recognitio
- 4. **Comments from the Public**
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- 5. **New Business**
 - A. 1455 : Bid Opening Horse Dr
 - B. 1454 : Bid Solicitation Reque
 - C. 1428 : FY-16 Contribution to
 - D. 1456 : Bid Award Recommen
 - E. 1445 : Sinepuent Ave Bike
 - F. 1452 : Fire Headquarters Buil
- 6. **Adjourn**

Agenda Item

Presentation of Design Chang

Title: 1452 : Fire Headquarters Building R

Vote Result:

Add Work Item

Comments & Discussion

02:04:23

Encoder1 »

Recording

2015/10/13 01:00 PM
Mayor and City Council-Work
Session

Pause Stop



ADA Compliance



Assistive Listening Systems

This image is a symbol of an assistive listening system. These systems help transmit sounds to audibly impaired individuals through the use of headsets or hearing aids, and may include infrared systems, loop systems, and FM systems. It is possible to obtain portable assistive listening systems from the same vendors who supply this equipment for large conferences and meetings.

ADA Compliance





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DATE: November 19, 2015
VERSION: One
AUTHOR: Commissioner Stan Mills with Sharon Lynn and Ann Womack
RE: **Draft** policy for video records of public meetings, online availability and retention.

It shall be the responsibility of the City Secretary to maintain the video recording as follows:

1. Video recordings shall be uploaded onto the City website within five (5) business days after the meeting.
2. Video recordings shall be made only for the Board of Commissioners workshop, regular and special meetings to start.

Video recording opportunities can be expanded at some point in the future to other meetings with concurrence of the City Manager in consultation with the City Secretary and of the Board of Commissioners.
3. Video recordings shall be conducted when possible; however, if video recording equipment malfunctions or is non-functional and awaiting service, then no recording will be made.
4. Video recordings shall not be editable by City staff.
5. Video recordings shall not be live-streamed.
6. Video recordings shall be accessible via the City website for a period of six months.
7. Video recordings removed from the City website by the City Secretary or designee shall be expunged and no longer available to view or retrieve copies.
8. Online access to video recordings is free. Costs to prepare electronic copies of a video recording are determined under the City's FOIA policy.

October 20, 2015

Honorable Samuel R. Cooper
City of Rehoboth Beach
229 Rehoboth Avenue
Rehoboth Beach, DE 19958

Dear Mayor Cooper:

This is to notify you that on Wednesday, September 23, 2015 the Audit Committee for the City of Rehoboth Beach, comprised of members Donald Derrickson, Jay Lagree and James Harty, voted to accept the audit for the time period April 1, 2014 to March 31, 2015 as prepared by Barbacane, Thornton and Company.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Donald Derrickson', with a long horizontal flourish extending to the right.

Donald Derrickson
Chairman, Audit Committee