

CITY OF HARRINGTON

RESOLUTION 16-R-19

A RESOLUTION AUTHORIZING FUNDING OF UP TO \$2,115,000 OF A GENERAL OBLIGATION BOND TO FINANCE THE COST OF WATER SYSTEM IMPROVEMENTS AND ESTABLISHING THE TIME AND PLACE FOR A SPECIAL ELECTION THEREON

WHEREAS, the City Council of the City of Harrington has determined that it is in the City's best interest to make improvements to the City's water system; and

WHEREAS, the City Council has determined that it would be advantageous to finance a portion of the water system improvements in order to accept the offered United States Department of Agriculture (USDA) grant of two hundred one thousand dollars (\$201,000); and

WHEREAS, the City pursuant to Section 16.3 of 69 Del. Laws Ch. 115, as amended, (the "Charter") proposes to issue up to two million one hundred fifteen thousand dollars (\$2,115,000) maximum principal amount of the City's general obligation bonds in order to pay costs of the design and construction of improvements to the water system including larger water mains, fire hydrants, water connections, service laterals, valves, meters, and connections on Liberty Street, South DuPont Highway, and Clark Street; a new supply well, elevated storage tower, and associated control and disinfection systems; and pay the costs of issuance of the bond (collectively, the "Project"); and

WHEREAS, the City has applied for and the USDA has offered the City a grant and loan package for the Project in the amount of a grant for two hundred one thousand dollars (\$201,000) and a loan for two million one hundred fifteen thousand dollars (\$2,115,000); and

WHEREAS, the Charter of the City of Harrington allows for long-term borrowing for certain projects with voter approval under § 16.3; and

WHEREAS, the City Council adopted Resolution 16-R-16 on August 15, 2016 (the "Initial Resolution"), which gave notice to the residents and property owners that the City proposed to issue up to two million one hundred fifteen thousand dollars (\$2,115,000) maximum principal amount through the issuance of a general obligation bond (the "Bond") of the City to complete the Project and pay the costs of issuance of the bonds and provided the following information regarding the loan:

Amount of Borrowing: Total principal amount not to exceed two million one hundred fifteen thousand dollars (\$2,115,000).

Municipal Purpose: Improving the City's water system qualifies as a municipal purpose for which the City Council may make long-term borrowings with voter approval under Section 16.3.1 of the Charter because the Project is for the following purposes:

- (1) Erecting, extending, enlarging, maintaining, or repairing any plant, building, machinery, or equipment for the handling, production, manufacture, supply, treatment or distribution of water and the condemning or purchasing of any lands, easements, and rights-of-way which may be required therefore (Section 16.3.1 (b)); and
- (2) Paying all expenses deemed necessary for the issuance of said bonds (Section 16.3.1 (e)).

Manner of Securing: The funds are to be borrowed through a general obligation bond of the City of Harrington issued to the USDA and secured on the full faith and credit and taxing power of the City to pay the principal and interest on the bond.

Other Facts Deemed Pertinent: The loan is part of a principal forgiveness/grant and loan package from both DNREC and the USDA and the City must issue the debt in order to receive the principal forgiveness/grant of an aggregate amount of two million sixty-seven thousand one hundred dollars (\$2,067,100).

WHEREAS, pursuant to the Initial Resolution, notice of a public hearing on September 6, 2016 on the proposed borrowing was published and posted as required in § 16.3.4 (b) of the Charter as follows:

- Published August 21, 2016 in the Delaware State News
- Published August 24, 2016 in the Harrington Journal
- Posted August 24, 2016 at City Hall, Harrington Public Library, Harrington Parks & Recreation, Post Office, and Byler's (Liberty Plaza)
- Posted on August 26, 2016 on the City's website

NOW, THEREFORE, BE IT RESOLVED that having conducted the public hearing, after notice, in accordance with § 16.3.4 (c) of the Charter, the City Council hereby determines to proceed with the proposed borrowing and issuance of the Bond in an amount not to exceed two million one hundred fifteen thousand dollars (\$2,115,000) maximum principal amount to fund the Project; and

BE IT FURTHER RESOLVED that the City Council hereby orders that a special election be held on October 25, 2016 (the "Special Election") for the purpose of voting for or against the proposed borrowing. The Special Election

shall be conducted at the Price Community Center, 103 Dorman Street, Harrington, Delaware and the polls shall open at 12:00 p.m. and shall close at 7:00 p.m.; and

BE IT FURTHER RESOLVED that at such Special Election, any person entitled to vote in the regular municipal election if it were held on the date of the Special Election shall be entitled to one vote. Pursuant to § 6.2 of the Charter, those entitled to vote in a regular municipal election shall include any person who on the date do the election is a resident of the City, a United States citizen, is eighteen (18) years of age or older, and is registered under state law. A “resident” shall mean any person who has been residing in the City prior to the date of the election; and

BE IT FURTHER RESOLVED that absentee ballots will be accepted by contacting the Clerk of Council, or her designee, and by following the rules set forth by § 6.6.2 of the Charter of the City of Harrington and Chapter 16, Elections, of the Code of the City of Harrington; and

BE IT FURTHER RESOLVED that the City Council hereby directs that notice of such Special Election be published and posted as required by the Charter, § 16.3.4(d)(1)-(2) by:

- (i) publication once a week for three successive weeks prior to the date of the Special Election in a newspaper of general circulation in the City; and
- (ii) posting in at least three (3) public places in the City.

BE IT FURTHER RESOLVED that pursuant to § 16.3.4(g), the Mayor, by and with the advice and consent of the majority of the City Council, shall appoint three (3) persons to act as a Board of Special Election (the “Board of Special Election”) with respect to the Special Election; and

BE IT FURTHER RESOLVED that the Board of Special Election shall keep a true and accurate list of all person voting in the Special Election and shall count the votes for and against the proposed borrowings and shall announce the results thereof. The Board of Special Election shall make a certificate of the number of votes cast for and against the proposed borrowings and the number of void votes and shall deliver the same to the City Council. The certificate shall be retained with the papers of the City; and

BE IT FURTHER RESOLVED that pursuant to § 16.3.4 of the Charter, the City Council hereby directs that the Clerk of Council cause the notices of the Special Election to be published and posted as provided herein and by the Charter and to take such other actions as are necessary or appropriate and in

the best interest of the City to effectuate the resolutions adopted above and the requirements of the Charter.

NOW, THEREFORE, BE IT FURTHER RESOLVED that this Resolution was passed by a majority of the City Council of the City of Harrington on this 6th day of September 2016.

Anthony R. Moyer, Mayor

Attest: _____
Kelly Blanchies, Clerk of Council

Date

<u>Council Member</u>	<u>Vote</u>
Vice Mayor Duane E. Bivans	_____
Charles W. Bauger, Jr.	_____
Robert Dean Helsel	_____
Eric Marquis	_____
Amy L. Minner	_____
Micah Parker	_____

CITY OF HARRINGTON

RESOLUTION 16-R-20

A RESOLUTION AUTHORIZING FUNDING OF UP TO \$1,866,100 OF A GENERAL OBLIGATION BOND TO FINANCE THE COST OF WATER SYSTEM IMPROVEMENTS AND ESTABLISHING THE TIME AND PLACE FOR A SPECIAL ELECTION THEREON

WHEREAS, the City Council of the City of Harrington has determined that it is in the City’s best interest to make improvements to the City’s water system; and

WHEREAS, the City Council has determined that it would be advantageous to finance a portion of the water system improvements in order to accept the offered Delaware Department of Natural Resources and Environmental Control (DNREC) principal forgiveness of one million eight hundred sixty-six thousand one hundred dollars (\$1,866,100); and

WHEREAS, the City pursuant to Section 16.3 of 69 Del. Laws Ch. 115, as amended, (the “Charter”) proposes to issue up to one million eight hundred sixty-six thousand one hundred dollars (\$1,866,100) maximum principal amount of the City’s general obligation bonds in order to pay costs of the design and construction of improvements to the water system including larger water mains, fire hydrants, water connections, service laterals, valves, meters, and connections on Liberty Street, South DuPont Highway, and Clark Street; a new supply well, elevated storage tower, and associated control and disinfection systems; and pay the costs of issuance of the bond (collectively, the “Project”); and

WHEREAS, the City has applied for and DNREC has offered the City a loan and principal forgiveness package for the Project in the amount of one million eight hundred sixty-six thousand one hundred dollars (\$1,866,100) of which the entire principal amount will be forgiven at the completion of the construction of the Project; and

WHEREAS, the Charter of the City of Harrington allows for long-term borrowing for certain projects with voter approval under § 16.3; and

WHEREAS, the City Council adopted Resolution 16-R-17 on August 15, 2016 (the “Initial Resolution”), which gave notice to the residents and property owners that the City proposed to issue up to one million eight hundred sixty-six thousand one hundred dollars (\$1,866,100) maximum principal amount through the issuance of a general obligation bond (the “Bond”) of the City to complete the Project and pay the costs of issuance of the bonds and provided the following information regarding the loan:

Amount of Borrowing: Total principal amount not to exceed one million eight hundred sixty-six thousand one hundred dollars (\$1,866,100).

Municipal Purpose: Improving the City's water system qualifies as a municipal purpose for which the City Council may make long-term borrowings with voter approval under Section 16.3.1 of the Charter because the Project is for the following purposes:

- (1) Erecting, extending, enlarging, maintaining, or repairing any plant, building, machinery, or equipment for the handling, production, manufacture, supply, treatment or distribution of water and the condemning or purchasing of any lands, easements, and rights-of-way which may be required therefore (Section 16.3.1 (b)); and
- (2) Paying all expenses deemed necessary for the issuance of said bonds (Section 16.3.1 (e)).

Manner of Securing: The funds are to be borrowed through a general obligation bond of the City of Harrington issued to DNREC and secured on the full faith and credit and taxing power of the City to pay the principal and interest on the bond.

Other Facts Deemed Pertinent: The loan is part of a principal forgiveness/grant and loan package from both DNREC and the USDA and the City must issue the debt in order to receive the principal forgiveness/grant of an aggregate amount of two million sixty-seven thousand one hundred dollars (\$2,067,100).

WHEREAS, pursuant to the Initial Resolution, notice of a public hearing on September 6, 2016 on the proposed borrowing was published and posted as required in § 16.3.4 (b) of the Charter as follows:

- Published August 21, 2016 in the Delaware State News
- Published August 24, 2016 in the Harrington Journal
- Posted August 24, 2016 at City Hall, Harrington Public Library, Harrington Parks & Recreation, Post Office, and Byler's (Liberty Plaza)
- Posted on August 26, 2016 on the City's website

NOW, THEREFORE, BE IT RESOLVED that having conducted the public hearing, after notice, in accordance with § 16.3.4 (c) of the Charter, the City Council hereby determines to proceed with the proposed borrowing and issuance of the Bond in an amount not to exceed one million eight hundred sixty-six thousand one hundred dollars (\$1,866,100) maximum principal amount to fund the Project; and

BE IT FURTHER RESOLVED that the City Council hereby orders that a special election be held on October 25, 2016 (the "Special Election") for the purpose of voting for or against the proposed borrowing. The Special Election shall be conducted at the Price Community Center, 103 Dorman Street, Harrington, Delaware and the polls shall open at 12:00 p.m. and shall close at 7:00 p.m.; and

BE IT FURTHER RESOLVED that at such Special Election, any person entitled to vote in the regular municipal election if it were held on the date of the Special Election shall be entitled to one vote. Pursuant to § 6.2 of the Charter, those entitled to vote in a regular municipal election shall include any person who on the date of the election is a resident of the City, a United States citizen, is eighteen (18) years of age or older, and is registered under state law. A "resident" shall mean any person who has been residing in the City prior to the date of the election; and

BE IT FURTHER RESOLVED that absentee ballots will be accepted by contacting the Clerk of Council, or her designee, and by following the rules set forth by § 6.6.2 of the Charter of the City of Harrington and Chapter 16, Elections, of the Code of the City of Harrington; and

BE IT FURTHER RESOLVED that the City Council hereby directs that notice of such Special Election be published and posted as required by the Charter, § 16.3.4(d)(1)-(2) by:

- (i) publication once a week for three successive weeks prior to the date of the Special Election in a newspaper of general circulation in the City; and
- (ii) posting in at least three (3) public places in the City.

BE IT FURTHER RESOLVED that pursuant to § 16.3.4(g), the Mayor, by and with the advice and consent of the majority of the City Council, shall appoint three (3) persons to act as a Board of Special Election (the "Board of Special Election") with respect to the Special Election; and

BE IT FURTHER RESOLVED that the Board of Special Election shall keep a true and accurate list of all person voting in the Special Election and shall count the votes for and against the proposed borrowings and shall announce the results thereof. The Board of Special Election shall make a certificate of the number of votes cast for and against the proposed borrowings and the number of void votes and shall deliver the same to the City Council. The certificate shall be retained with the papers of the City; and

BE IT FURTHER RESOLVED that pursuant to § 16.3.4 of the Charter, the City Council hereby directs that the Clerk of Council cause the notices of the Special Election to be published and posted as provided herein and by the Charter and to take such other actions as are necessary or appropriate and in the best interest of the City to effectuate the resolutions adopted above and the requirements of the Charter.

NOW, THEREFORE, BE IT FURTHER RESOLVED that this Resolution was passed by a majority of the City Council of the City of Harrington on this 6th day of September 2016.

Anthony R. Moyer, Mayor

Attest: _____
Kelly Blanchies, Clerk of Council

Date

<u>Council Member</u>	<u>Vote</u>
Vice Mayor Duane E. Bivans	_____
Charles W. Bauger, Jr.	_____
Robert Dean Helsel	_____
Eric Marquis	_____
Amy L. Minner	_____
Micah Parker	_____

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ACTION FORM

PROCEEDING: City Council Special Meeting	
DEPARTMENT OF ORIGIN: City Hall	DATE SUBMITTED: 08/30/2016
PREPARED BY: Kelly Blanchies, Clerk of Council	
SUBJECT: Appointment of Special Election Board and Workers	
REFERENCE: N/A	
RELATED PROJECT: Special Election for Water System Improvements Referendum	
REVIEWED BY:	
EXHIBITS: None	
EXPENDITURE REQUIRED: N/A	AMOUNT BUDGETED: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A	
TIME TIMETABLE: Resolutions for Special Election on agenda for approval at the September 6, 2016 City Council Special Meeting. Special Election proposed for October 25, 2016.	
RECOMMENDED ACTION: Motion to accept the appointments of the Special Election Board and workers as presented.	

BACKGROUND AND ANALYSIS

The election workers from the regular election have all agreed to work the special election.

Election Board:

Joan Knaub

Jean Miller

Carolyn Porter

Viva Poore, Inspector

Joyce Dyer, Clerk

Brenda DeLong, Clerk

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CITY OF HARRINGTON

RESOLUTION 16-R-18

A RESOLUTION APPROVING THE APPLICATION FOR NO MATCH GRANT FUNDING FROM THE DNREC/DHSS WASTEWATER AND DRINKING WATER ASSET MANAGEMENT INCENTIVE PROGRAM

WHEREAS, City Council approval is requested for the application for no match grant funding from the Department of Natural Resources and Environmental Control (DNREC) and Delaware Health and Social Services (DHSS) Wastewater and Drinking Water Asset Management Incentive Program; and

WHEREAS, the funding will be used to implement two asset management programs for the City's wastewater system and drinking water system; and

WHEREAS, the asset management program will include knowing the current state of the City's utilities; determining the performance of the utilities; identifying the elements that are most critical or have a lack of redundancy; performing life cycle cost analysis; and long term planning; and

WHEREAS, two no match grants will be pursued, one for the wastewater system asset management program in the amount of one hundred thousand dollars (\$100,000) and another for the water system asset management program in the amount of one hundred thousand dollars (\$100,000); and

WHEREAS, it is not anticipated that additional City funds will be required during the initial five year project period.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Harrington approves the application for two no match grants from the DNREC/DHSS Wastewater and Drinking Water Asset Management Incentive Program.

NOW, THEREFORE, BE IT FURTHER RESOLVED that this Resolution was passed by a majority of the City Council of the City of Harrington on this 15th day of August 2016.

Anthony R. Moyer, Mayor

Attest: _____
Kelly Blanchies, Clerk of Council

Date

REMINGTON & VERNICK ENGINEERS AND AFFILIATES

EDWARD VERNICK, PE, CME, President
CRAIG F. REMINGTON, PLS, PP, Vice President

6
EXECUTIVE VICE PRESIDENTS
Michael D. Vena, PE, PP, CME (deceased 2006)
Edward J. Walberg, PE, PP, CME
Thomas F. Beach, PE, CME
Richard G. Arango, PE, CME

**DIRECTOR OF OPERATIONS
CORPORATE SECRETARY**
Bradley A. Blubaugh, BA, MPA

SENIOR ASSOCIATES
John J. Cantwell, PE, PP, CME
Alan Dittenhofer, PE, PP, CME
Frank J. Seney, Jr., PE, PP, CME
Terence Vogt, PE, PP, CME
Dennis K. Yoder, PE, PP, CME, LEED
Charles E. Adamson, PLS, AET
Kim Wendell Bibbs, PE, CME
Marc DeBlasio, PE, PP, CME
Leonard A. Faiola, PE, CME
Christopher J. Fazio, PE, CME
Kenneth C. Ressler, PE, CME
Gregory J. Sullivan, PE, PP, CME
Richard B. Czekanski, PE, CME, BCEE

Remington & Vernick Engineers
232 Kings Highway East
Haddonfield, NJ 08033
(856) 795-9595
(856) 795-1882 (fax)

**Remington, Vernick
& Vena Engineers**
9 Allen Street
Toms River, NJ 08753
(732) 286-9220
(732) 505-8416 (fax)

3 Jacama Boulevard, Suite 300-400
Old Bridge, NJ 08857
(732) 955-8000
(732) 591-2815 (fax)

**Remington, Vernick
& Walberg Engineers**
845 North Main Street
Pleasantville, NJ 08232
(609) 645-7110
(609) 645-7076 (fax)

4907 New Jersey Avenue
Wildwood City, NJ 08260
(609) 522-5150
(609) 522-5313 (fax)

**Remington, Vernick
& Beach Engineers**
922 Fayette Street
Conshohocken, PA 19428
(610) 940-1050
(610) 940-1161 (fax)

73 West Main Street, Rear
Mechanicsburg, PA 17055
(717) 766-1775
(717) 766-0232 (fax)

1000 Church Hill Road, Suite 220
Pittsburgh, PA 15205
(412) 263-2200
(412) 263-2210 (fax)

Univ. Office Plaza, Bellevue Building
262 Chapman Road, Suite 105
Newark, DE 19702
(302) 266-0212
(302) 266-6208 (fax)

**Remington, Vernick
& Arango Engineers**
The Presidential Center
Lincoln Building, Suite 600
101 Route 130
Cinnaminson, NJ 08077
(856) 303-1245
(856) 303-1249 (fax)

300 Peshon Avenue, 3rd Floor
Secaucus, NJ 07094
(201) 624-2137
(201) 624-2136 (fax)

August 18, 2016

City of Harrington
106 Dorman Street
Harrington, DE 19952

Attn: Teresa Tieman, City Manager

**Re: Letter of Recommendation
2016 Road Program-Hanley Street-From Reese Avenue to Mispillion Street
City of Harrington
Our File# DKHNT047**

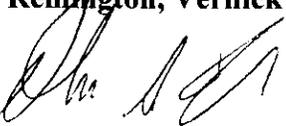
Dear Teresa:

Remington, Vernick & Beach Engineers (RVB) has reviewed the bids received on August 12, 2016 for this project, and has found no discrepancies in the bid submitted by the apparent low bidder, Jerry's, Inc. (hereafter referred to as "Contractor").

The Contractor submitted their bid for the Base Bid work in the amount of \$109,691.50. Since this amount is wholly funded with CTF funds, this work will be exempt from prevailing wage inclusion. A copy of the bid tabulation is enclosed for your reference.

RVB recommends award of the Base Bid in the total amount of \$109,691.50, contingent upon funds being available. Should you have any questions, please feel free to contact our office at (302) 266-0212.

Very truly yours,
Remington, Vernick & Beach Engineers


Thomas G. Wilkes, P.E.
City Engineer

AUG 22

Enclosure

cc: Jerry's, Inc.
Thomas F. Beach, P.E., C.M.E.
Christopher J. Fazio, P.E. C.M.E.
Ray Ruczynski, Manager of Construction Inspection Services

S:\City of Harrington\DKHNT047 - 2016 Road Program\FORMS\DKHNT047-letter of recommendation 8.18.16.doc

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Remington, Vernick, and Beach Engineers Bid Tabulation

PROJECT NAME:

2016 Road Program - Hanley Street - from Reese Avenue to Mispillion Street

PROJECT NUMBER:

DKHNT047

CLIENT:

City of Harrington

#	DESCRIPTION	QUANTITY & UNITS	UNITS PRICE	TOTAL
Base Bid				
1	INITIAL EXPENSE	1 LS	\$3,500.00	\$3,500.00
2	MAINTENANCE AND PROTECTION OF TRAFFIC	1 LS	\$2,500.00	\$2,500.00
3	SAWCUTTING	250 LF	\$4.00	\$1,000.00
4	HOT MIX PATCHING (2.5")	350 SY	\$38.00	\$13,300.00
5	PAVEMENT - MILLING (1.5")	3500 SY	\$4.64	\$16,240.00
6	OVERLAY, HOT-MIX, HOT-LAID BITUMINOUS CONCRETE, TYPE C (1.5")	300 TONS	\$87.73	\$26,319.00
7	CONCRETE CURB RAMPS W/TRUNCATED DOMES	6 EA	\$4,895.00	\$29,370.00
8	PCC CURB AND INTEGRAL CURB AND GUTTER	225 LF	\$50.00	\$11,250.00
9	CONCRETE SIDEWALKS (4") (R AND R)	350 SF	\$17.75	\$6,212.50
TOTAL CONSTRUCTION COST				\$109,691.50

Jerry's Paving

~ City of Harrington ~

June 20, 2016

Harrington Fire Company
20 Clark Street
Harrington, DE 19952

FY 2017 Agreement with the City of Harrington and the Harrington Fire Company

The City will include with the City's payroll schedule two (2) EMT-B with a repayment schedule as follows:

- Full time regular hours, not to exceed a total of 2080 hours per year, at the rate of \$18.44 and \$15.34, will be reimbursed to the City at 50%
- All overtime shall be reimbursed to the City at 100%
- FICA will be reimbursed to the City at 50%
- Pension will be reimbursed to the City at 50%
- Health Benefits will be reimbursed to the City at 50% based on the coverage that all City employees are receiving
- Any increase in wage requested by Fire Company will be reimbursed to the City at 100% (July 1, 2016 through June 30, 2017 amount to be reimbursed by the Fire Company at 100% shall be \$1.58 and \$.50 respectively).

Fire Company will reimburse the City on a monthly basis after receiving an invoice from the City.

In addition the City agrees to give a total of \$3,000 per year for fuel. To be paid in four adjustments of \$750 at the end of each quarter (September, December, March, and June).

This agreement shall be in effect from July 1, 2016 through June 30, 2017. It shall be reviewed annually at budget review. It is requested that a representative from the Fire Company shall be present.

City of Harrington

Harrington Fire Company

City of Harrington

Harrington Fire Company

City of Harrington
MINUTES
City Council Workshop
June 9, 2015

Public Comments

There were no Public Comments.

A workshop with the Harrington City Council was held at Harrington City Hall, 106 Dorman Street, on June 9, 2015 and was attended by the following: Mayor Anthony R. Moyer; Vice Mayor Duane E. Bivans; Council Member Fonda Coleman; Council Member Eric Marquis; Council Member Amy Minner; Council Member Charles W. Porter; Council Member Kenneth W. Stubbs; Norman Barlow, Chief of Police; Teresa Tieman, City Manager; Dean Gary, Accountant; and Kelly Blanchies, Clerk of Council.

Also present: Cheryl Lahman and Jennifer Antonik.

Mayor Moyer called the meeting to order at 6:31 p.m.

The Pledge of Allegiance was given.

Budget

The City Manager stated that healthcare costs will go down starting in September.

Discussion occurred regarding a one-time gift to the Harrington Fire Company of three thousand dollars (\$3,000) that would be in addition to the three thousand dollars (\$3,000) that is part of the annual contract with the Fire Company.

The City Manager stated that the backhoe was removed from the Capital Improvement Budget based on feedback received.

The City Manager stated that the Council needs to decide on the cost of the manufactured home license. Mayor Moyer stated that he is concerned about raising the amount paid by those on a fixed income and asked if a sticker could be issued when the taxes are paid instead. The City Manager stated that is possible. Council Member Porter asked if the due date for the license would be the same as it is for taxes.

Council Member Porter suggested starting the fee at two hundred twenty-five dollars (\$225) and adjusting it next year if necessary.

Police Contract

The Police Resource Manager stated that the officers are not asking for anything more than what the other City employees receive. Council Member Porter thanked the officers for cooperating with the City and helping when financial times were difficult.

A MOTION was made by Council Member Porter, seconded by Council Member Minner, to accept the police contract as presented. The MOTION passed unanimously.

Fire Department Contract

Kenny Brode stated that the Fire Department has agreed to the contract. Mayor Moyer stated that he asked for an additional three thousand dollars (\$3,000) be allotted to the Fire Department this year only. Mr. Brode stated that the Fire Department appreciates the additional funds.

A MOTION was made by Council Member Porter, seconded by Council Member Coleman, to accept the Fire Department contract. The MOTION passed unanimously.

Resolution 15-R-06 – Adopting a revised FY 2015 Budget and FY 2016 Budget

Mayor Moyer read Resolution 15-R-06.

Council Member Porter thanked the City Manager and Accountant for a well prepared budget. Mayor Moyer stated that the City Council has done a good job too.

A MOTION was made by Council Member Porter, seconded by Council Member Coleman, to adopt Resolution 15-R-06.

Council Member Minner stated that she would like to see the City Council volunteer to work on the City Hall improvements.

Roll was called on the motion to adopt Resolution 15-R-06: 6 Yes, 0 No (Bivans – Yes, Coleman – Yes, Marquis – Yes, Minner – Yes, Porter – Yes, Stubbs – Yes). The MOTION passed unanimously.

Public Comments

Jason Dean thanked the City Council for adopting the budget with no tax increase. Mr. Dean stated that the flashing speed limit sign is distracting and that motion on signs is fine.

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**CITY OF HARRINGTON
ORDINANCE NO. 16-12**

AN ORDINANCE AMENDING CHAPTER 440, ZONING, OF THE CODE OF THE CITY OF HARRINGTON TO ALLOW A FIRST FLOOR MANAGER'S APARTMENT IN HOTELS AND MOTELS

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

Section 1. That § 440-86 C (6) shall be amended by deleting the existing subsection and substituting in lieu thereof the following:

(6) Hotels and motels. One apartment, which may be located on the first floor, is allowed for use by the manager of the hotel or motel.

Repealer. All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

Effective Date. The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

Anthony R. Moyer, Mayor

Attest: _____
Kelly Blanchies, Clerk of Council

Date of Adoption: _____

SYNOPSIS

This Ordinance amends Chapter 440 to add a first floor manager's apartment in hotels and motels as a permitted use.

First Reading: _____

Public Hearing: _____

Second Reading: _____

Chapter 440. Zoning

Article IX. Service Commercial Zone (C-3)

§ 440-86. Use regulations.

- A. In the Service Commercial Zone (C-3), no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.
- B. Purpose. The purpose of the C-3 Zone is to provide for highway-oriented retail, automotive, and heavier service-type business activities which ordinarily require main-highway locations and cater to transient as well as to local customers.
- C. Permitted uses. The following uses are permitted in the C-3 Zone:
- (1) All uses permitted in the Neighborhood Commercial (C-1) Zone or the Central Commercial (C-2) Zone, provided that all C-1 and C-2 regulations are complied with, respectively.
 - (2) Drive-through facilities designed primarily to provide goods and services to persons while they are in automobiles.
 - (3) Motor vehicle sales, repair, service and storage, including boat or farm equipment (see § 440-87D).
 - (4) Motor vehicle filling stations (see § 440-87D).
 - (5) Car washes.
 - (6) Motels.
 - (7) Funeral homes.
 - (8) Kennel and veterinary boarding hospitals.
 - (9) Supermarkets.
 - (10) Shopping centers.
 - (11) Nurseries, commercial greenhouses, and garden and agriculture supply sales.
 - (12) Wholesale, storage, and warehouse facilities.
 - (13) Laundry, dry-cleaning, or clothes-pressing establishments.
 - (14) Transit stations.
 - (15) Transshipment, distribution, and trucking terminals.



iCompass

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AGENDA TOOLS**



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BUSINESS HOURS

Our regular business hours are from Monday to Friday, 6:30 AM to 5:00 PM (PST).

Emergency support is also available 24 hours a day, 7 days a week via our toll free number.

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Council/Board Agenda Tools

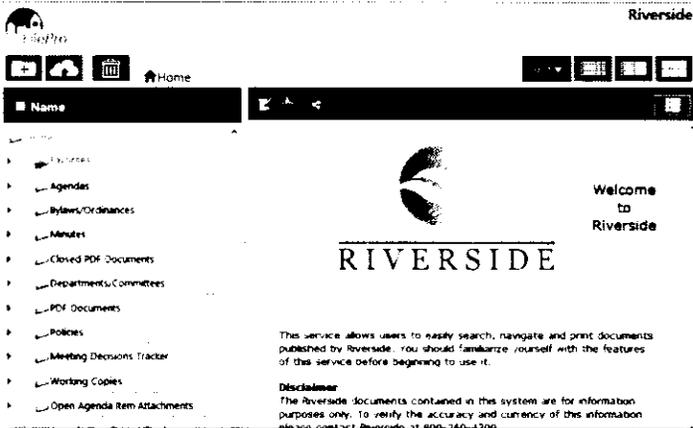
Introduction

Welcome to the Council/Board Agenda Tools tutorial. The tools available make locating and reviewing agendas simple. Use these tools to prepare for upcoming meetings within your organization. Depending on your organization, you may have one tool available, or all four.

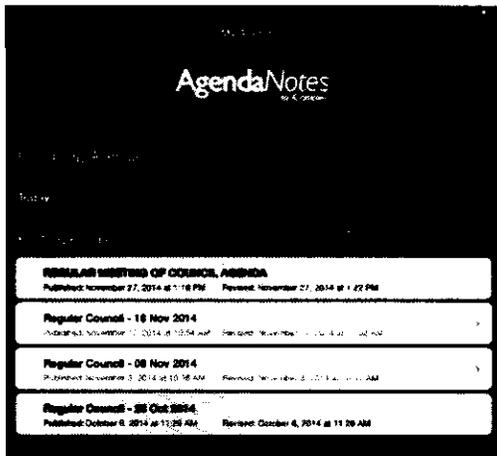
Note: Your administrator indicates which tool(s) to use.

To view an agenda you need to be familiar with at least one agenda viewing tool:

- Document Center: Review, save, and print agendas from your PC, Mac, or mobile device.



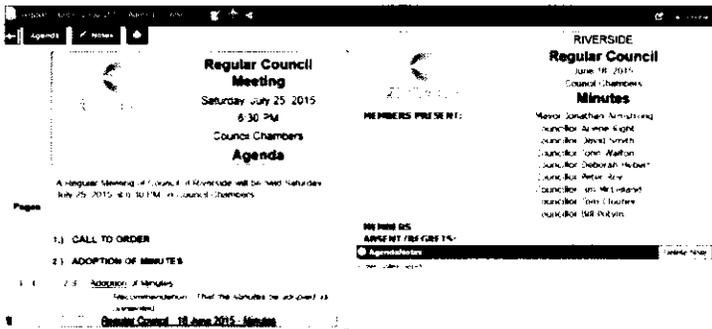
- AgendaNotes iPad App: Review and annotate agendas directly through your iPad.



- CivicWeb Portal: Review, save, and print agendas from your PC, Mac, or mobile device.



- AgendaNotes Web: Review and take notes on agendas using any device with a web browser.



What you need:

- A PC, Mac, or mobile device for Document Center, CivicWeb Portal, and AgendaNotes Web
- An iPad for AgendaNotes iPad
- Internet Access
- Your CivicWeb site address
- Your CivicWeb user information

Document Center

Document Center is an internet-based storage system. Document Center can store/share many types of documents and may be publically accessible. Agendas are published into the Document Center.

Open Document Center to:

- View documents
- Save documents
- Print documents

Document Center holds a variety of files, including:

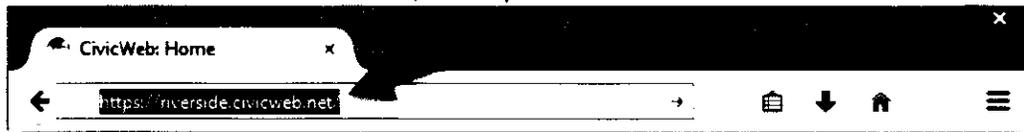
- Agendas
- Minutes
- Records
- Policies
- Other documents

Open Document Center

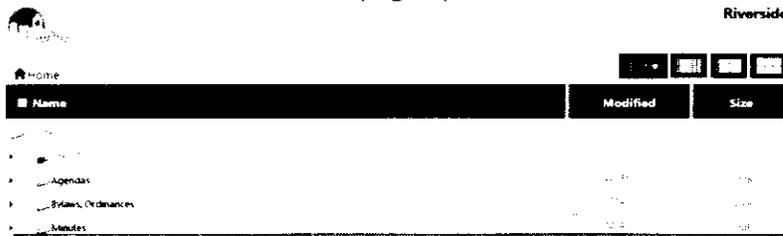
To begin viewing agendas and other documents through Document Center, you must first open the Document Center CivicWeb site. This site address is provided by your administrator, and looks similar to <organizationname>.civicweb.net.

● To open Document Center:

1. Open an internet browser, for example, Internet Explorer.
In the address bar of the browser, enter your CivicWeb site address.



The Document Center home page opens.



2. Click **Sign In** at the top of the page.
A sign-in pop-up appears.
3. Type in your **Username** and **Password**.
4. Select **Remember me next time** if you would like the page to remember you.



5. Click **Sign In**.

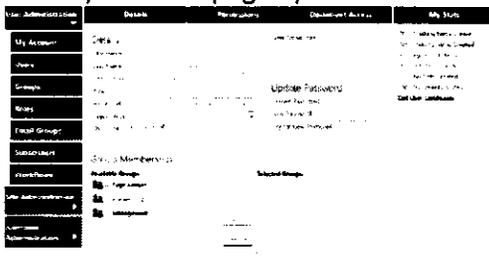
Change your Password

When logged in for the first time, keep your password secure by changing it to something only you know. You can also change your password at any time using this same method.

To change your password:

1. Place your mouse over *your name* at the top of the page.
2. Click **My Account**.

The My Account page opens.



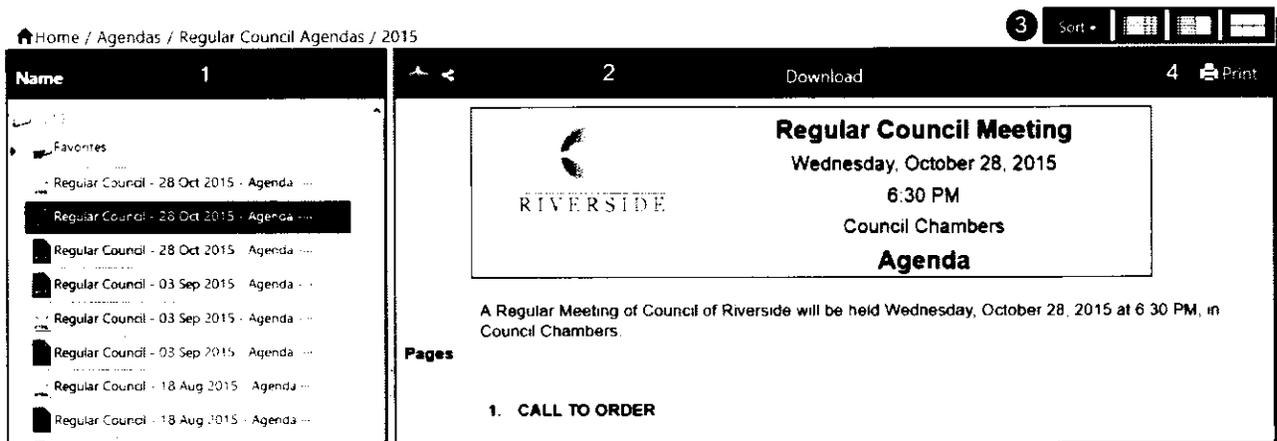
3. Type in your **Current Password**.
4. Type in your **New Password** and then repeat your new password again.
Your password must be a minimum of six characters and/or numbers.

Details		Permissions
Details		<div style="border: 1px solid black; padding: 5px;"> <p>Update Password</p> <p>Current Password:</p> <p>New Password:</p> <p>Repeat New Password:</p> </div>
First Name	Terisa	
Last Name	Morris	
User Name	TERISA	
Title		
Email Address	terisa.garrison@cityofriverside.com	
Department	City Clerk's Admin Dept	
Show user in Pick Lists?	Yes	

5. Click **Save**.

Document Center Navigation

Document Center is divided into four main sections which allow you to search and review documents.



The screenshot shows a web interface for document management. At the top, there is a breadcrumb trail: Home / Agendas / Regular Council Agendas / 2015. A toolbar contains a 'Sort' dropdown, a grid view icon, a list view icon, and a print icon. The main area is split into two panes. The left pane, labeled 'Name', shows a list of documents with columns for 'Name' and '1'. The right pane, labeled '2', shows a preview of a document titled 'Regular Council Meeting' for Wednesday, October 28, 2015, at 6:30 PM in the Council Chambers. Below the title, it says 'Agenda' and 'A Regular Meeting of Council of Riverside will be held Wednesday, October 28, 2015 at 6:30 PM, in Council Chambers.' The first item in the agenda is '1. CALL TO ORDER'.

1. **Table of Contents:** Documents and folders are listed here.
2. **Toolbar:** The toolbar has several options:
 - **Favorite:** Favorite a document or folder by clicking the star.
 - **Share:** Share to social media sites and email by clicking the share button.
 - **Print:** Print the document by clicking the print button.

Note: The tool bar appears differently for each view.

3. **View and Sort Options:** Sort the order which documents and folders appear and switch through each view option to see which works best for you.
4. **Preview Pane:** Displays the selected document.

Note: The preview pane may be hidden depending on the view selected.

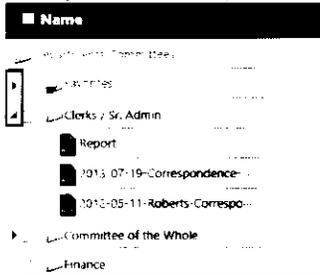
Find Documents

Before the meeting starts, it is a best practice to review the agenda and take notes prior to the meeting. Use Document Center to find the agenda you need to prepare for the meeting.

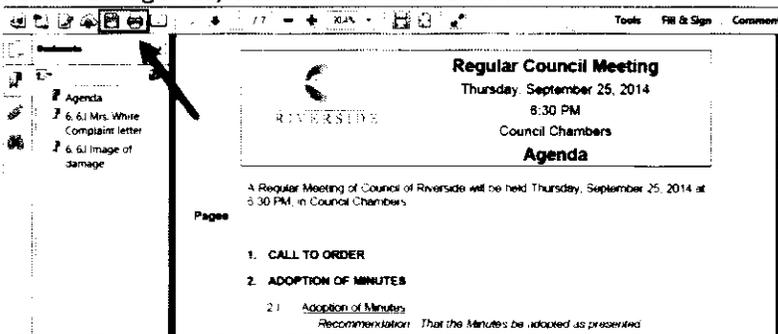
Note: Document location is provided by your administrator.

To find your documents:

1. Use the **Table of Contents** on the left side to find the correct folder.
2. To review the Table of Contents, do the following:
 - **Expand folders** by clicking **▸** on the left
 - **Collapse folders** by clicking **▾** on the left



3. To view the document, click on it in the table of contents.
4. To print a document, click **Print** in the toolbar.
This Print option does not apply to PDF.
5. For a PDF agenda, use the PDF viewer tools:



- To save, click .
- To print, click .

Note: These icons may vary depending on your browser.

AgendaNotes iPad

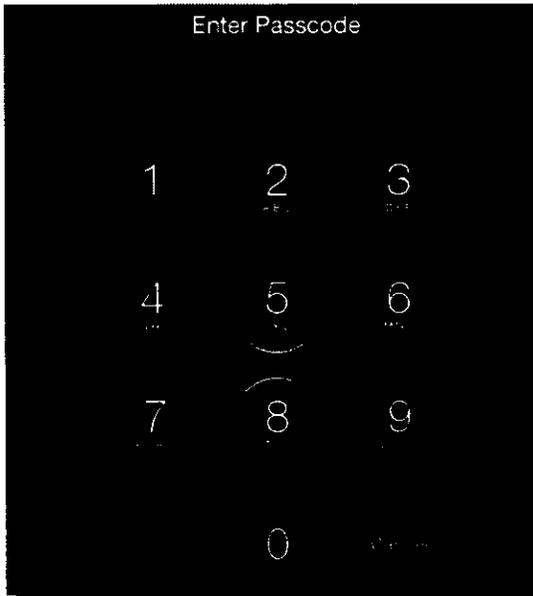
The AgendaNotes iPad app connects to CivicWeb to display agendas on your iPad. With AgendaNotes, you can even annotate directly onto the agenda from your iPad screen.

Install AgendaNotes iPad

Before starting to work with AgendaNotes iPad, the application must be downloaded from the App store and installed on the iPad. Once this is done, the application does not need to be installed again.

● To install AgendaNotes iPad:

1. Turn on your iPad and swipe to unlock it.
2. If the iPad has a passcode, enter the number.



3. Find and tap on the **App Store** icon.



4. Search for **AgendaNotes** at the top right of the App Store search bar.

5. Tap the **Download Cloud** to install AgendaNotes onto your iPad.



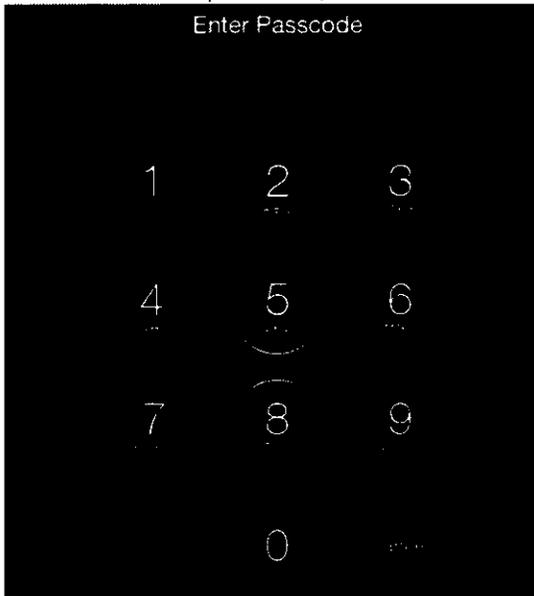
6. Tap **Open**.

Open AgendaNotes iPad

To begin viewing agendas and other documents through AgendaNotes iPad, you must access the AgendaNotes application on your iPad.

● To open AgendaNotes iPad:

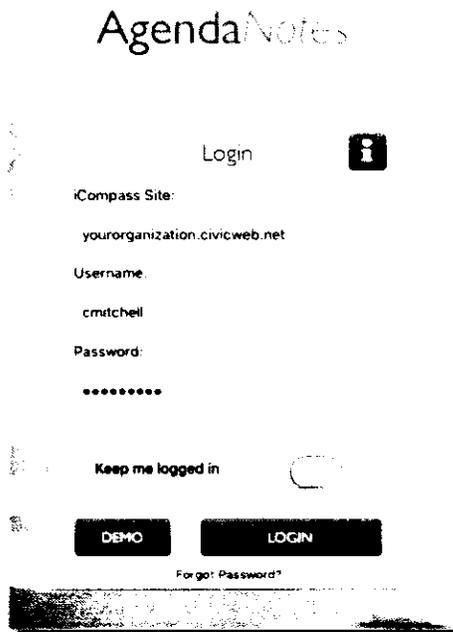
1. Turn on your iPad and swipe to unlock it.
2. If the iPad has a passcode, enter the number.



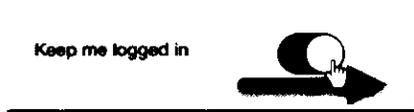
3. To open AgendaNotes, tap the **AgendaNotes** icon.



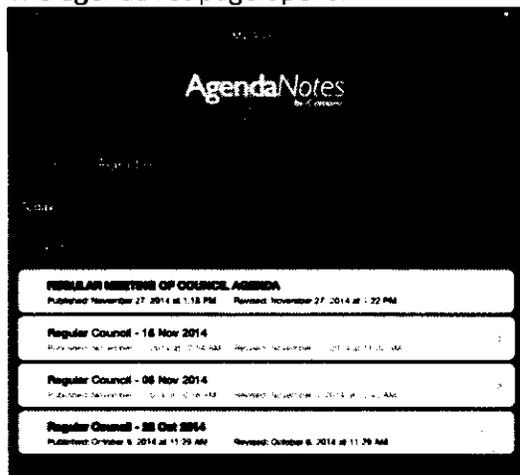
The AgendaNotes iPad app login page opens.



4. In iCompass Site, enter your CivicWeb address.
WARNING! You cannot login if you include http://, https:// or www.
5. Type in your Username and Password.
6. Swipe Keep Me Logged in to green to be remembered next time.



7. Tap Login.
The agenda list page opens.

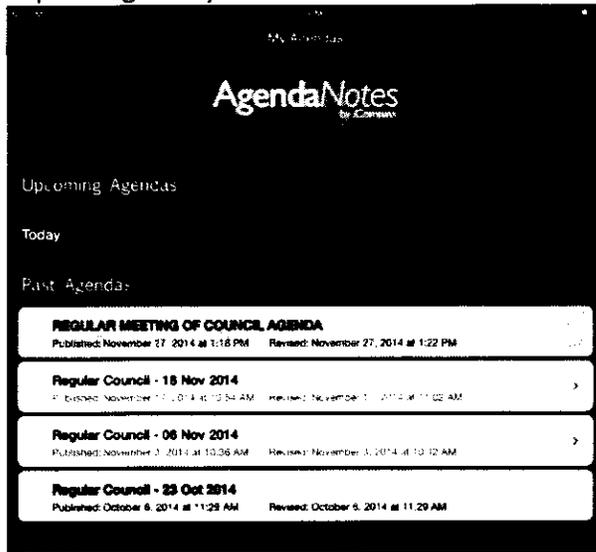


Use AgendaNotes iPad App

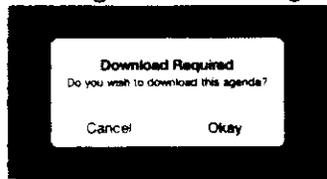
When you have logged into the AgendaNotes iPad app, you can start using the tools to view and annotate your agenda. The main screen lists all agendas that you have access to.

● To open your agenda:

1. Tap the agenda you want to view.



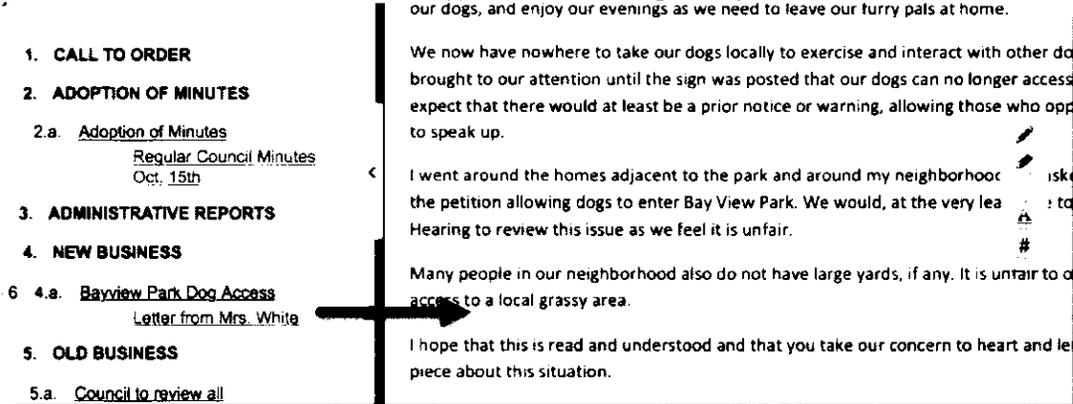
If the agenda is darker grey, tap okay to download the agenda.



Note: To save bandwidth, you can only download two agendas at a time.

2. Tap the agenda again when it is finished downloading to view it.
3. Swipe your finger up and down on the left agenda panel to scroll.

4. To view attachments, tap the blue hyperlinks in the agenda panel on the left.



Attachments and reports display in the right-side panel.

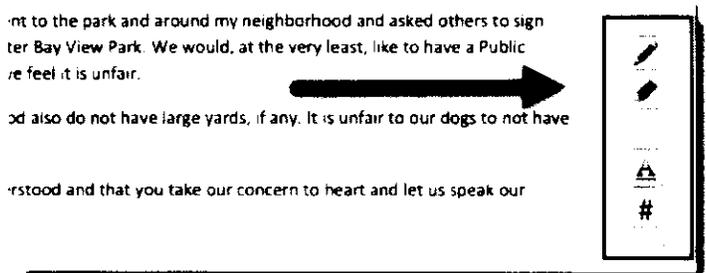
5. To hide or restore the agenda panel on the left, do the following:

- **Hide:** Swipe your finger from the left edge of the attachment to the left.
- **Restore:** Swipe your finger from the left side of the attachment to the right.

NOTE: Rotate the iPad onto its side to landscape mode to get a better view of the attachment.

Annotate the Agenda Attachments

The AgendaNotes iPad app allows you to annotate your agenda and its attachments on your iPad. When the attachment displays on the right-hand side of the screen, annotation options display on the far right within the attachment.

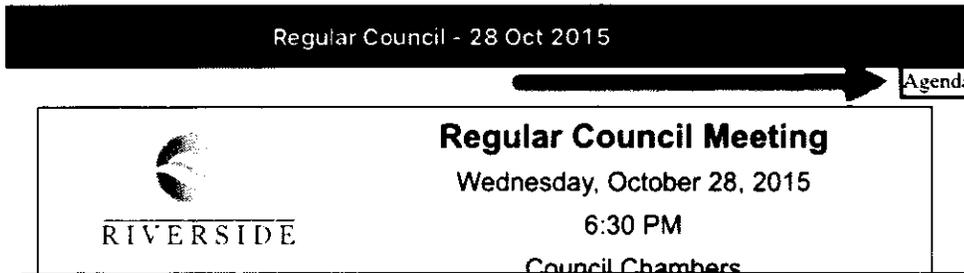


Open attachments again during and after the meeting to see your notes.

Annotate the Agenda

The AgendaNotes iPad app also allows you to annotate the agenda, and not just the attachments.

To annotate the agenda, tap the Agenda hyperlink at the top right of the agenda.



Annotation Tools

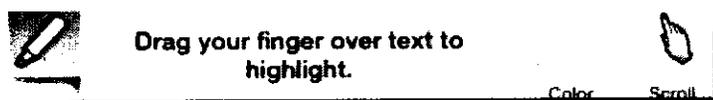
 **Pencil:** Due to the quick pace of meetings, there isn't always much time to highlight a section of text or make a clear note. Use the Pencil tool to mark around a section of text or scribble note while the meeting is being conducted.

● **To use the Pencil tool:** Tap the pencil icon and write directly onto the screen with your finger or stylus. Once you have finished writing you can undo, redo, erase, scroll, cancel, or change the color of the marking by using the tool bar at the top.



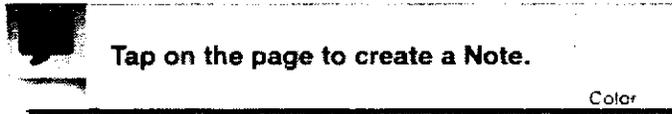
 **Highlighter:** Portions of text within the agenda or attachments may need to stand out so that you can comment on them during the meeting. Use the highlighter tool to make portions of text stand out.

● **To use the Highlighter tool:** Tap the highlighter icon and swipe across the text you want to highlight. Once you have finished, you can scroll or change the marking color.



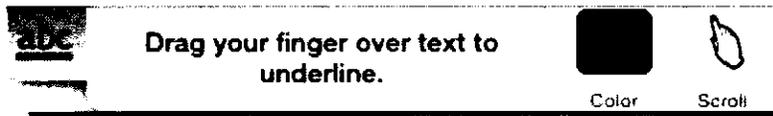
Note: Before and during a meeting there are often times when a detailed note must be made. Use the note tool to place a detailed or even basic note anywhere within the agenda or attachments.

- **To use the Note tool:** Tap the screen where you would like the note to be placed. A note icon appears anywhere you have left a note, and can be tapped again to read or edit the contents of the note. Once you have finished, you can change the note indicator color. 



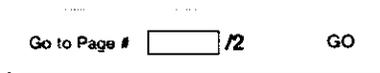
Underline: Portions of text within the agenda or attachments may need to stand out so that you can comment on them during the meeting. Use the highlighter tool to make portions of text stand out.

- **To use the Underline tool:** Tap the underline icon and swipe across the text that you want underlined. Once you have finished, you can scroll or change the marking color.



Page Skip: Meetings often move at a quick pace, and it is up to you to stay on track. If you are asked to review a specific page of an attachment during a meeting, use the page skip tool to get there fast, instead of scrolling.

- **To use the Page Skip tool:** Tap the page skip icon and enter the page number you want to go to at the top and tap GO.



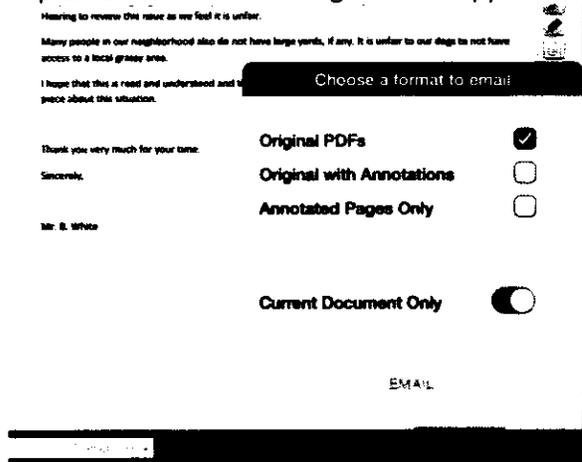
Email a Copy of the Agenda or Annotations

The agenda and annotations can be emailed from the application so that you can print the agenda, attachments, and annotations. You can use the emailed copies for your records or to print paper copies as needed.

Note: Email must already be setup on your iPad to use this option. If you do not have an Email button, you do not have this feature.

To email the agenda or annotations:

1. Tap Email at the bottom right of the application.



2. Select what you would like to email:

- **Original PDFs:** Send an original copy of the agenda and attachments.
- **Original with Annotations:** Send a copy of the original agenda, attachments, and annotations you have made.
- **Annotated Pages Only:** Send only the original attachments which have annotations.

3. To only email the attachment you are viewing, swipe **Current Document Only** to green.



4. Tap Email.

Your email page opens.

5. Add additional information into the email, if desired.

6. Tap Send.

Delete Past Agendas

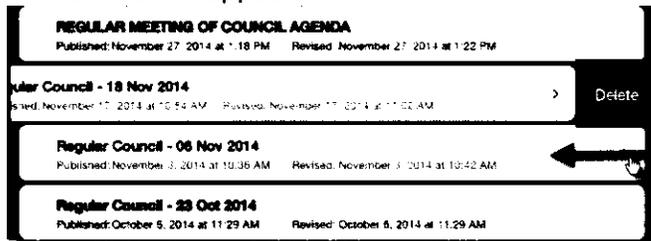
Your AgendaNotes iPad application can hold many agendas that can take up space on your iPad. Clear away old agendas that you are no longer viewing to free-up iPad space.

WARNING! If you delete the agenda your annotations are deleted as well. Annotations cannot be restored.

To delete an old agenda:

1. Open the main agenda list screen.
2. Swipe your finger on the right side of the agenda bar to the left.

A delete button appears.



3. Tap the delete button to delete the agenda.

CivicWeb Portal

The CivicWeb Portal connects with Document Center to display agendas in a user-friendly website format.

Open the CivicWeb Portal to:

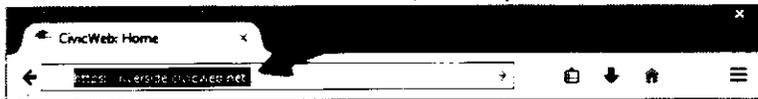
- View documents
- Save documents
- Print documents

Open the CivicWeb Portal

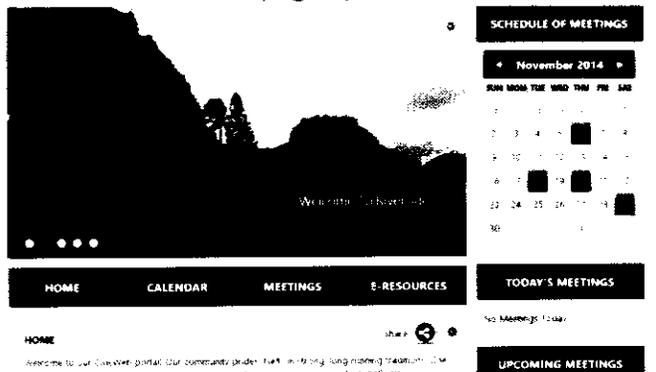
To begin viewing agendas and other documents through the CivicWeb Portal, you must first open your CivicWeb site. This site address is provided by your administrator, and looks similar to `organizationname.civicweb.net`.

● To open the CivicWeb Portal:

1. Open an internet browser, for example, Internet Explorer.
In the address bar of the browser, enter your CivicWeb site address.



The CivicWeb Portal page opens.



2. Click the **Sign In** button at the top of the page.
The sign in pop-up appears.



3. Type in your **User name** and **Password**.
4. Select **Remember me next time** if you would like the page to remember you.
5. Click **Sign In**.

Change your Password

When logged in for the first time, keep your password secure by changing it to something only you know. You can also change your password at any time using this same method.

● To change your password:

1. Place your mouse over *your name* at the top right of the page.
A drop-down menu appears.
2. Click **My Account**.
The My Account page opens.



3. Type in your **Current Password**.

- Type in your New Password and then repeat your new password again.

Details	Permissions
<p>Details</p> <p>First Name: Celina</p> <p>Last Name: Meade</p> <p>User Name: cmeade</p> <p>Title:</p> <p>Email Address: cmeade@icompasstech.com</p> <p>Department: Clerks/Sr. Admin Dept</p> <p>Show User in Pick lists? Yes</p>	<p>User Active: Yes</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Update Password</p> <p>Current Password: <input type="password" value="....."/></p> <p>New Password: <input type="password" value="....."/></p> <p>Repeat New Password: <input type="password" value="....."/></p> </div>

Your password must be a minimum of six characters and/or numbers.

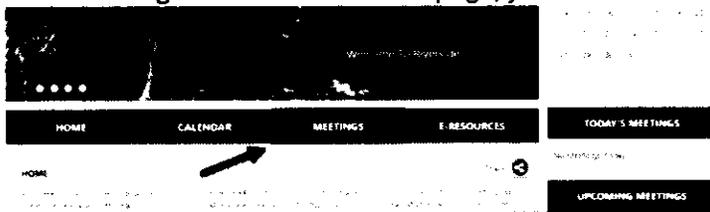
- Click Save.

Use the CivicWeb Portal

When you have logged into the CivicWeb Portal, you can start using the tools to view, download, and print your agenda.

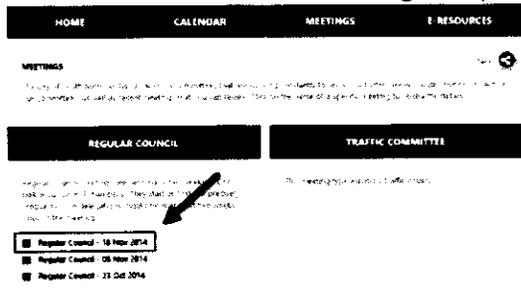
To open your agenda:

- Click Meetings at the center of the page, just below the banner.

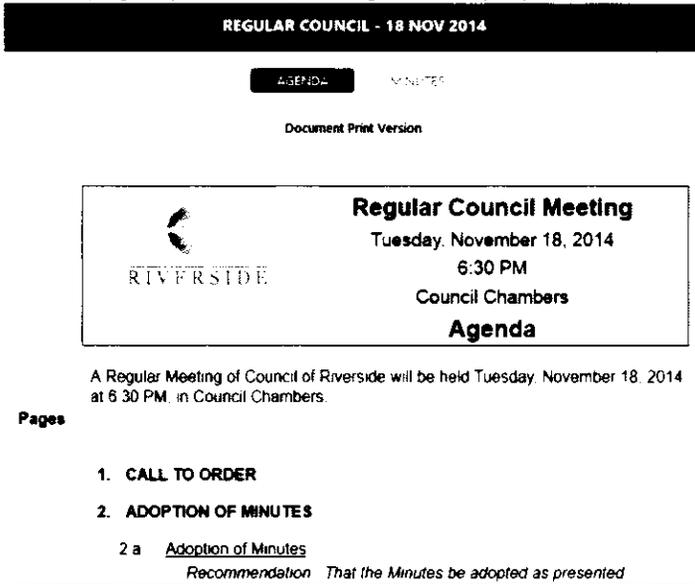


The meetings page opens below.

- Click on the name of the meeting that you would like to view.



A new page opens and your agenda displays below.



The screenshot shows a web page titled "REGULAR COUNCIL - 18 NOV 2014". At the top, there are buttons for "AGENDA" and "MINUTES", and a link for "Document Print Version". The main content area features the Riverside logo and the following text: "Regular Council Meeting", "Tuesday, November 18, 2014", "6:30 PM", "Council Chambers", and "Agenda". Below this, a paragraph states: "A Regular Meeting of Council of Riverside will be held Tuesday, November 18, 2014 at 6:30 PM, in Council Chambers." Under the heading "Pages", there is a numbered list: "1. CALL TO ORDER", "2. ADOPTION OF MINUTES", and "2 a. [Adoption of Minutes](#)". Below the link, it says "Recommendation: That the Minutes be adopted as presented".

3. Click on the blue links within the agenda to view the attachments. Attachments open in a new browser tab.



4. If desired, the document can also be printed or viewed in Splitscreen by:
- Click **Document Print Version** if you would like to view a printable version of the document.
 - Click **SPLIT-SCREEN** to open the Splitscreen version of the agenda in a new window.

Note: A Splitscreen version must be published to view in Splitscreen.

AgendaNotes Web

AgendaNotes Web is part of the Document Center. When a Splitscreen copy of an agenda is opened, a **Notes** option is available at the top left. AgendaNotes Web allows you to take notes directly through a web browser on any device.

Open AgendaNotes Web

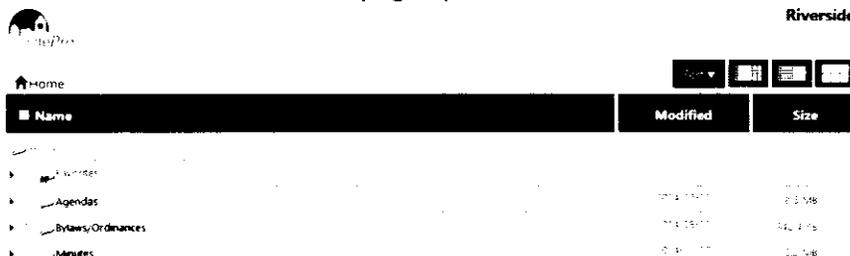
To use AgendaNotes Web, you must first open the Document Center CivicWeb site. This site address is provided by your administrator, and looks similar to `organizationname.civicweb.net`.

● To open Document Center:

1. Open an internet browser, for example, Internet Explorer.
In the address bar of the browser, enter your CivicWeb site address.



The Document Center home page opens.



2. Click **Sign In** at the top of the page.
A sign-in pop-up appears.

Note: Sign In is not required to use AgendaNotes Web, however, if an agenda is not public, you must sign in to see it.

3. Type in your Username and Password.



4. Select Remember me next time if you would like the page to remember you.
5. Click Sign In.

Change your Password

When logged in for the first time, keep your password secure by changing it to something only you know. You can also change your password at any time using this same method.

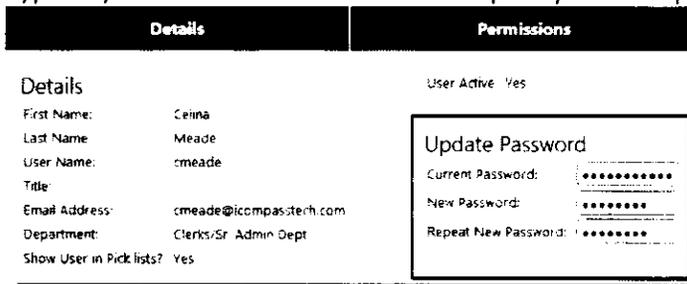
- To change your password:

1. Place your mouse over *your name* at the top of the page.
2. Click **My Account**.

The My Account page opens.



3. Type in your Current Password.
4. Type in your New Password and then repeat your new password again.



Your password must be a minimum of six characters and/or numbers.

5. Click **Save**.

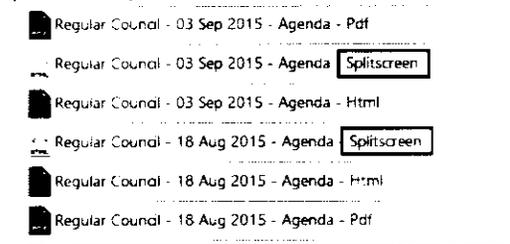
Use AgendaNotes Web

After accessing the Document Center, select the Splitscreen version agenda you would like to view and turn on the AgendaNotes tool to start taking notes.

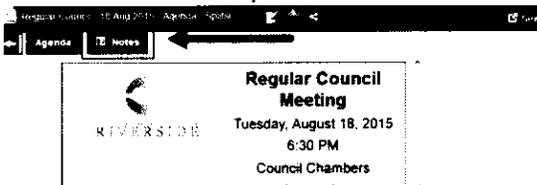
Warning! Notes are stored in the cookies/cache of your browser. Notes you made on one device do not display on another device and notes made on one browser, do not display on another browser.

To open use AgendaNotes Web:

1. Open the Splitscreen version of the desired agenda in the Document Center or CivicWeb Portal.

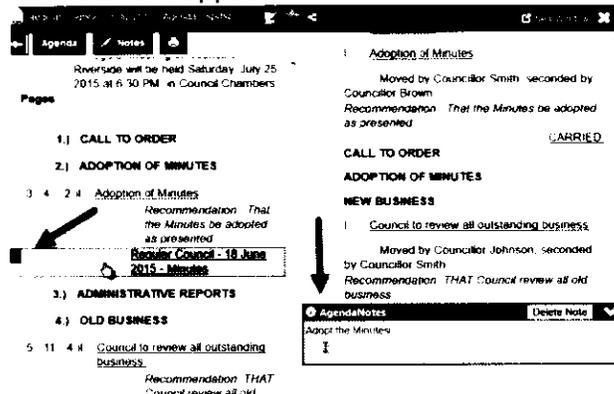


2. Click Notes at the top left.



3. Click on a Heading, Item, Recommendation, or Attachment to add or edit a note.
4. Enter your notes in the space on the right.

The note icon appears if a note has been added.

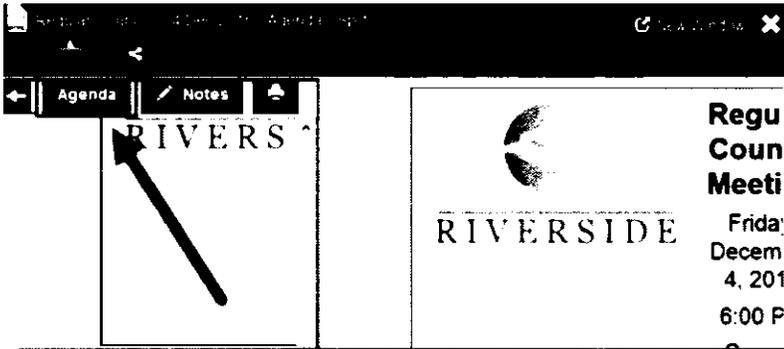


WARNING! Clearing your browser cookies and/or cache will delete all your notes.

Annotate the Agenda

AgendaNotes Web allows you to take notes on the agenda as well as on the attachments.

To take notes on the agenda, click the Agenda button at the top left while in AgendaNotes mode. This opens the agenda in the right pane and enables the notes are at the bottom.



Print Your Notes

AgendaNotes Web stores your notes within the cookies/cache of your browser. Notes you make on one device do not display on another device. Notes you make on one browser, do not display on another browser. Print your notes for record keeping or if you need to keep them for later.

● To print your notes:

1. Open the Splitscreen agenda.
2. Click Notes.
3. Click the Printer icon.

