 <p>CITY OF DOVER</p>	CITY OF DOVER – ORDINANCE		Agenda Item#:
	Ordinance Number:	O – 2014-03-12-nn	
Ordinance Title:	Chapter 5, Boards, Commissions and Committees		
Chapter:	5		

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 5 entitled “Boards, Commissions and Committees”

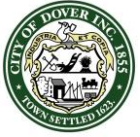
2. AMENDMENT

Chapter 5 entitled “Boards, Commissions and Committees” is hereby amended as follows:

BOARDS, COMMISSIONS AND COMMITTEES

CHAPTER 5

- 5-1. Establishment.**
- 5-2. Board of Health.**
- 5-3. Cemetery Board.**
- 5-4. Library Board of Trustees.**
- 5-5. Recreation Advisory Board.**
- 5-6. Dover Arena Commission.**
- 5-7. Personnel Advisory Board.**
- 5-8. Planning Board.**
- 5-9. Dover Utilities Commission.**
- 5-10. Zoning Board of Adjustment.**
- 5-11. Trustees of the Trust Funds.**
- 5-12. Solid Waste Advisory Commission.**

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- 5-13. Dover Arts Commission.**
- 5-14. Transportation Advisory Commission.**
- 5-15. Joint Fiscal Committee.**
- 5-16. Dover Business and Industrial Development Authority.**
- 5-17. McConnell Center Advisory Committee.**
- 5-18. Parking Commission.**
- 5-19. Conservation Commission.**
- 5-20. Dover Pools Advisory Committee.**
- 5-21. Dover Housing Authority.**
- 5-22. Energy Commission.**
- 5-23. Downtown Dover TIF Advisory Board.**

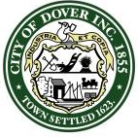
[HISTORY: Adopted by the City Council of the City of Dover on 11-13-2013 by Ord. No. 2013.10.09-10 on 11-13-2013, derived from Article IV Ch. 3, Administrative Code, Generally Amended by the City Council of the City of Dover on 07-14-10 by Ord. No. 2010.06.23-10; Other amendments noted where applicable.]
 GENERAL REFERENCES – Conservation Commission – See Ch. 14; Licensing Board – See Ch. 35; Planning Board – See Ch. 41

5-1. Establishment. [Amended 04-27-83 by Ord. No. 10-83]

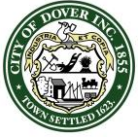
A. There shall be the following boards, commissions and committees in the City of Dover:

- (1) Board of Health
- (2) Cemetery Board

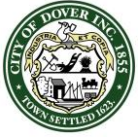
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- (3) Library Board of Trustees
- (4) Recreation Advisory Board
- (5) Dover Arena Commission
- (6) Personnel Advisory Board
- (7) Planning Board
- (8) Dover Utilities Commission
- (9) Zoning Board of Adjustment
- (10) Trustees of the Trust Funds
- (11) Building Code Board of Appeals
- (12) Solid Waste Advisory Commission
- (13) Dover Arts Commission
- (14) Transportation Advisory Commission
- (15) Joint Fiscal Committee
- (16) Dover Business and Industrial Development Authority
- (17) McConnell Center Advisory Committee
- (18) Parking Commission
- (19) Conservation Commission
- (20) Dover Pools Advisory Committee
- (21) Dover Housing Authority
- (22) Energy Commission
- (23) Downtown Dover TIF Advisory Board

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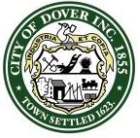
- B. All boards and commissions shall serve in an advisory capacity only, unless otherwise empowered by state statute, City Charter or ordinance.
- C. All appointments to boards, commissions and committees shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any board or commission member is absent for four (4) consecutive meetings or four (4) regular meetings in any consecutive twelve (12) month period, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority for the remainder of the term. Conditions for removal of any board member shall be defined by statute, ordinance or the Charter. [Amended 03-28-79 by Ord. No. 6-79; Amended 06-20-2001 by Ord. No. 15-2001]
- D. Any appointments made to fill a vacancy in an unfulfilled term will be for the remainder of that term.
- E. All board and commission members shall be residents of the City of Dover except for those members presently serving. All exceptions shall be approved by the City Council. [Added 06-30-99 by Ord. No. 08-99]
- F. All boards, commissions and committees shall adopt rules subject to ~~the approval~~the approval of the City Council. Rules may contain provisions for the establishment of subcommittees consisting of members appointed by the City Council.
- G. The City Council may appoint a City Councilor as an ex-officio non-voting liaison to any board, commission or committee to report to the City Council on a periodic basis unless otherwise stated.
- H. The City Council shall appoint members to boards, commissions and committees to achieve a membership consisting of staggered terms to assure continuity in the functioning of boards, commissions and committees. Exceptions to the length of the term of appointment may be made by the City Council at the time of appointment to achieve staggered terms.
- I. Staff members may be assigned as liaisons to assist the board, commission or committee at the discretion of the City Manager.
- J. The City Council may appoint ad hoc committees for special projects for limited durations.

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- K. All appointments of City councilors as regular or alternate members of a board, commission or committee shall be on an ex-officio non-voting basis, unless otherwise stated in this Chapter, said appointment shall not exceed the two-year term of office. This provision applies prospectively.
- L. All appointments to Committees, Boards and Commissions are made by the City Council unless otherwise stated in this Chapter or law.
- M. RECORDING OF MEETINGS: All public meetings of the City Council and all boards, commissions, committees and subcommittees of the City shall be video or audio recorded. This paragraph shall not apply to site walks, tours conducted by public bodies, special events and emergency meetings. In the event a recording is not an option for any reason, a public meeting shall continue without recording. A notation shall be made in the minutes of the meeting detailing the nature of the equipment failure. Written notice of the equipment failure shall be supplied to the City Manager within five (5) business days of the meeting. Recordings shall be available for public inspection not more than five (5) business days after the public meeting. Recordings shall be retained permanently or as long as the media used for the recordings permit.

5-23. Downtown Dover TIF Advisory Board.

- A. MEMBERSHIP. The Downtown Dover TIF Advisory Board shall consist of ~~eight~~ seven (87) voting members including: one (1) ~~the~~ a City Councilor; two (2) Citizen Representatives who are not owners or occupants of real property within or adjacent to with no property or tenants in the Downtown Dover TIF district; and four (4) Citizen Representatives who are owners or occupants of real property within or adjacent to which do have an interest in the Downtown Dover TIF district, including one (1) member of whom shall be recommended by the Greater Dover Chamber of Commerce and one (1) of whom shall be recommended by Dover Main Street. ~~The and~~ City Manager (or designee) shall be an ex-officio non-voting member. All members shall reside in Dover.
- B. TERMS OF MEMBERS: Members shall be appointed to terms of three (3) years. City Council Member will serve for their term and shall be appointed by the Mayor with the approval of the City Council.

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C. AUTHORITY AND DUTIES: The duties and functions of the Downtown Dover TIF Advisory Board shall be governed by in accordance with RSA 162-K:14 and as defined herein. All actions of the Authority-Advisory Board shall be authorized by resolutions of the Board passed on the affirmative votes of at least 2/3 of the Board members present and voting.

1) The Board shall advise the City Council and the District Administrator on the policies and actions for the administration of the Downtown Dover TIF District relating to planning, construction and implementation of the Development Program and the operation and maintenance of the District after the program is completed.

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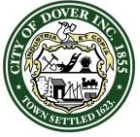
3. TAKES EFFECT

This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Councilor Catherine Cheney
Approved as to Legal Form:	Anthony Blenkinsop City Attorney		
Recorded by:	Karen Lavertu City Clerk		

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DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothy Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

The Dover City Council wishes to define the Downtown Dover TIF Advisory Board as part of their Boards, Commissions and Committees to aid the Council in their required obligations of the oversight and process of the goals of the Council in the administration of the City's TIF District.

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