



CITY OF DOVER

CITY COUNCIL -MINUTES

Meeting Type: Council Orientation
Meeting Location: Mcconnell Center Cafeteria
Meeting Date: December 17,2007
Meeting Time: 7:00 pm

9B

1. ORIENTATION FOR COUNCIL

The Councilors returned for the second part of the orientation. Councilors Keays was absent. The City manager and City Attorney were present. The City Attorney discussed the difference between Roberts Rules and local rules. Per Roberts rule there is an absolute duty to vote however there is a right to abstain when there is a conflict of interest. Local rule 6A states that you are excused if something in charter allows or if the presiding officer (mayor) decides to allow. This should be considered when this Council is making their rules in January as it currently allows the mayor to make a conflict decision. It is best to catch the conflict early so that you do not engage in discussion. You must declare conflict and explain-however the explanation can be general. If you are unsure then you can discuss with Counsel, however ultimately the decision rests with the individual and must look at the individual facts of each

The mayor requested that each Councilor email the Mayor with thoughts and ideas on adopting rules so that he can send them out to everyone as a working document. He stressed that decorum, civility, and respect are expected. The meeting arrangements have changed with various councils. If rules are not adopted on January 7th then they can recess and re-meet so that the vote can continue to be 5/4 to allow passage. Otherwise changes require 6/3 majority vote. Draft minutes must be made available within 5 days.

Roll call votes are normally taken for issues concerning spending, non-routine votes, and ordinances. Council has the ability to suspend rules. If an amendment to a resolution is offered then that is all that can be spoken to until after the vote. The resolution can then be discussed. Public Hearings are held for ordinances, budget and CIP items. Items are also offered on the consent calendar. If nothing is pulled for additional comment then the entire block can be voted on. If items are pulled then vote on the items as a block that were not pulled and then discuss pulled items.

The first meeting of each month will have a manager's report. This includes an overview, departmental activities. performance measures and financial reports.



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The second meeting of each month will have any updates on legal activity and quarterly will have economic development. This report is extensive however let the City Manager know if additional information is needed.

To have items placed on the agenda it needs to be submitted by noon on the Wednesday 1 week before the meeting. The full agenda is available by noon on that Friday. City Manager would like rules to change to have ordinances and resolutions brought to the City Manager. These need to be seen by the City Attorney and Finance Director for review and consistency. Please try to plan ahead to meet these deadlines. Also, please contact Mayor and Deputy Mayor as a courtesy. City staff can assist with formatting resolutions. The City Attorney can show how resolutions would appear and help explore alternatives.

Customer service was discussed. Complaints need to be resolved. Often constituents will call Councilors with issues. Councilors may not be able to answer the questions. Please take contact information and relay to the City Manager for follow up. Please do not jump to conclusions and be careful how you intervene. Go to the City Manager and not directly to individual departments. Staff can be intimidated by Councilors and it can go against the Charter.

City Manager is a Council employee. Councilors can talk to department heads however the staff works directly for the City Manager. The City Manager is accountable to ensure the accuracy of answers.

Goals and expectations of the City Manager were discussed.

Establishing budget and authority to raise money and spend money were discussed. Two ways to finance debt service: taxes and fees. The development of a Capitol Improvement Plan (CIP) is a 6 year plan that is reevaluated yearly. This CIP ties back to the Master Plan. It is usually started in July with the 6 year plan proposed in October/November. This has been deferred until January this time. The first step in January will be to look at plan and adopt so that the City can plan ahead. This CIP information will be used to build the annual operating budget,



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which is being developed now. The School Department will submit budget to City Manager by March 15, 2008. The proposed City budget will be submitted by April 15, 2008.

The financial statements of the city were discussed next. The City Council must be aware of the financials. City accounting practices follow GASP rules of fund accounting and are done on a modified accrual basis. Water/Sewer and Arena are different. There are supported by user fees. The balance sheet shows aggregate of funds. The General fund is tax supported. Then there are Special Revenue funds which are grant supported. Agency funds are being held on behalf of another agency. Internal Service are items such as Workers Compensation, Dovertnet and Trust funds.

It is crucial that the unrestricted fund equity be monitored as it will be 5-6 million dollars at the end of the year. All cash is held in the General fund. The McConnell Center has a negative unreserved fund balance. The Arena owes the General fund 3.2 million dollars that is currently a loan to be paid back at a later time. The City Council has no discretion over Trust funds except for reserve trusts. Councilors were provided detail examples of current financial information.

Ratification of employee labor agreements was discussed next. Public employees have the right to unionize. The City must negotiate in good faith. The City Council can only vote on the cost of the contract. There are currently 7 bargaining units in City.

This meeting was adjourned at 10 pm.