

# CITY OF DOVER FY2010 PROPOSED BUDGET

General Government

Presented to the City Council  
on April 15, 2009

2009.04.15 FY2010 Proposed Budget Presentation



# CITY OF DOVER FY2010 PROPOSED BUDGET

City Council, Function 41110

Presented to the City Council by  
J. Michael Joyal Jr., City Manager  
on April 15, 2009

2009.04.15 FY2010 Proposed Budget Presentation



# CITY OF DOVER FY2010 PROPOSED BUDGET

City Manager's Office, Function 41320

Presented to the City Council by  
J. Michael Joyal Jr., City Manager  
on April 15, 2009

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# CITY OF DOVER FY2010 PROPOSED BUDGET

Business Assistance, Function 46510

Presented to the City Council by  
J. Michael Joyal Jr., City Manager  
on April 15, 2009

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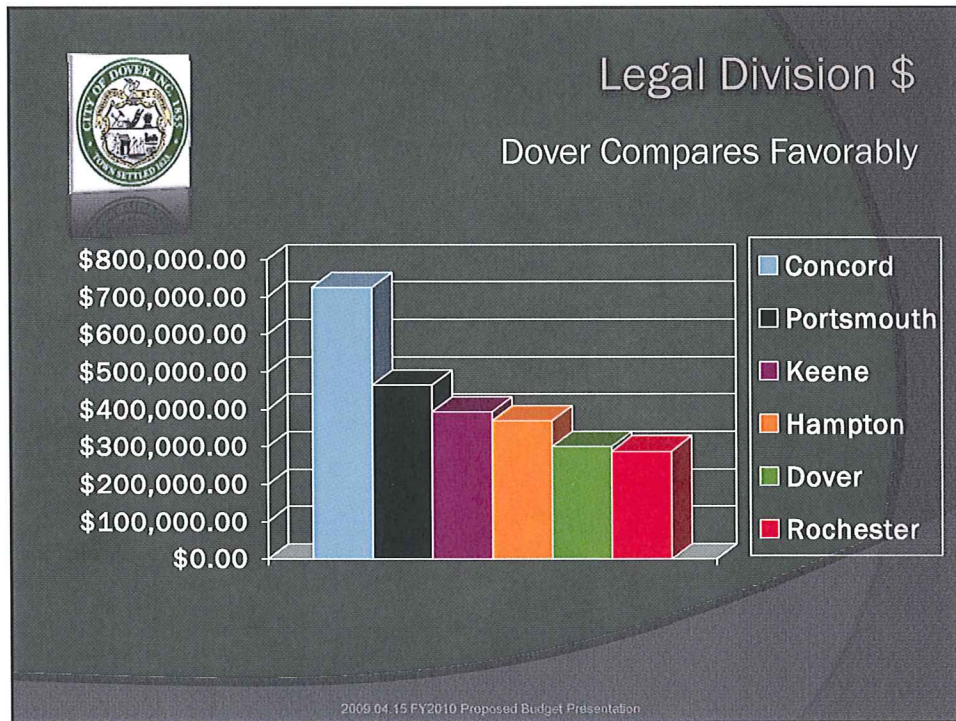


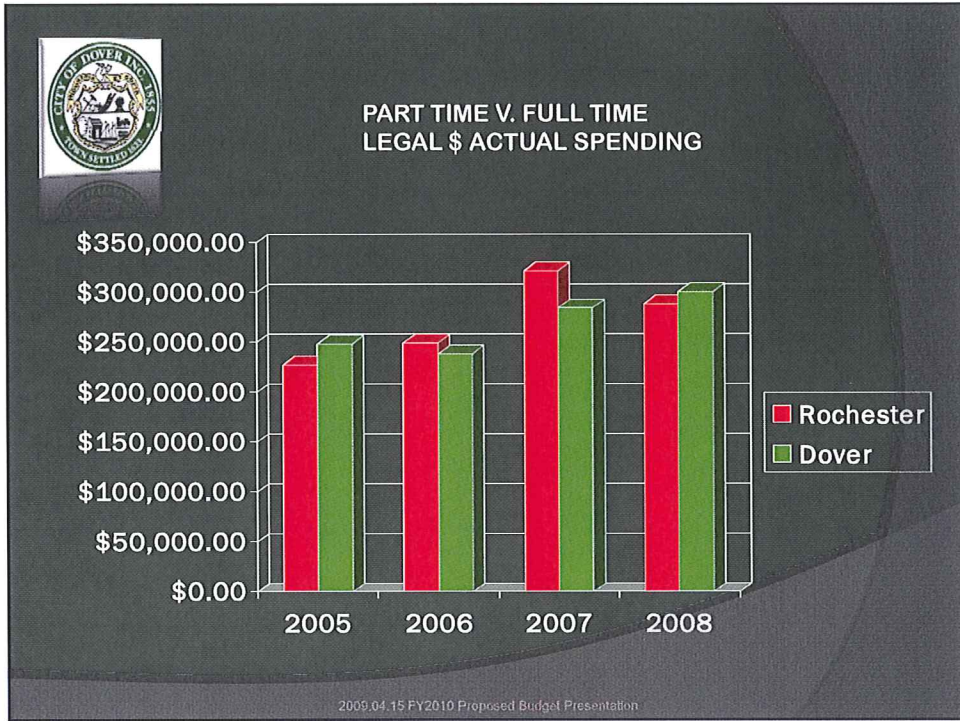
# CITY OF DOVER FY2010 PROPOSED BUDGET

Legal Division, Function 41530

Presented to the City Council by  
Allan Krans, City Attorney  
on April 15, 2009

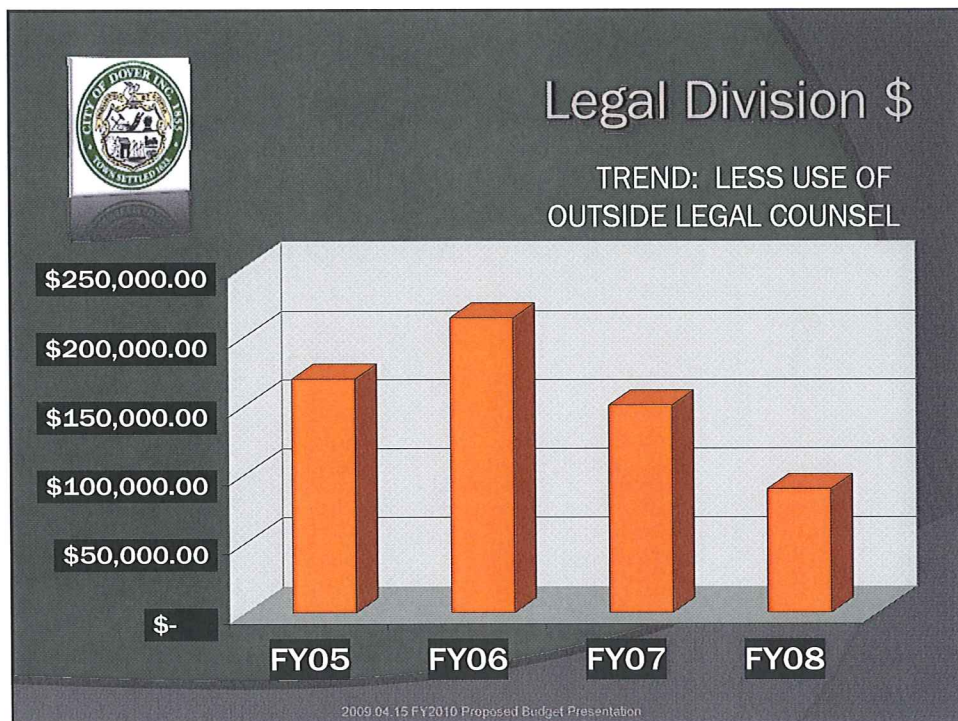
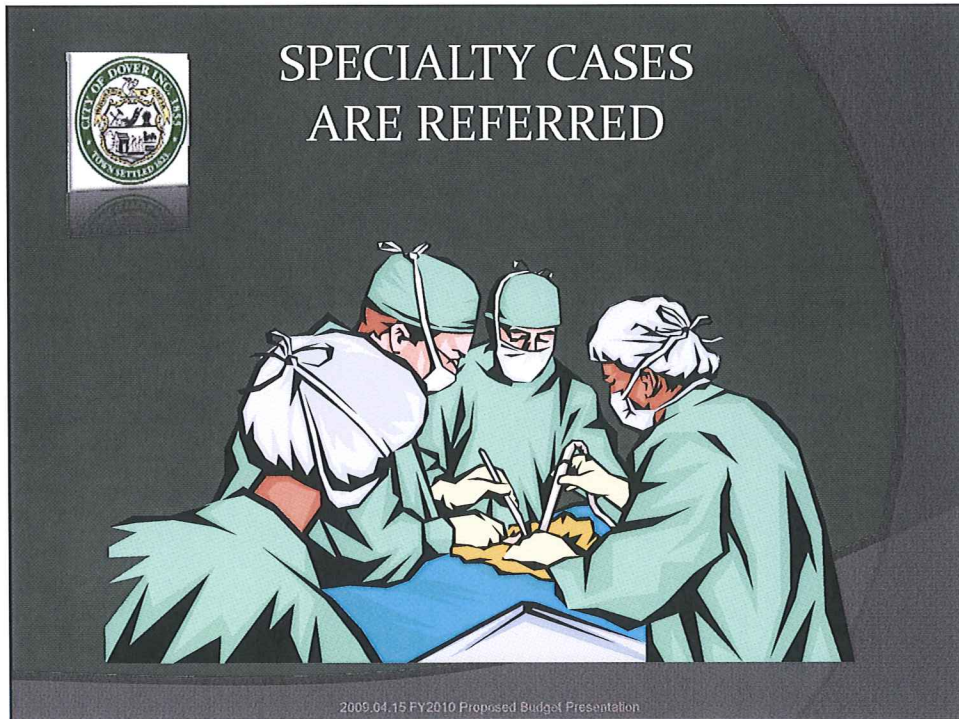
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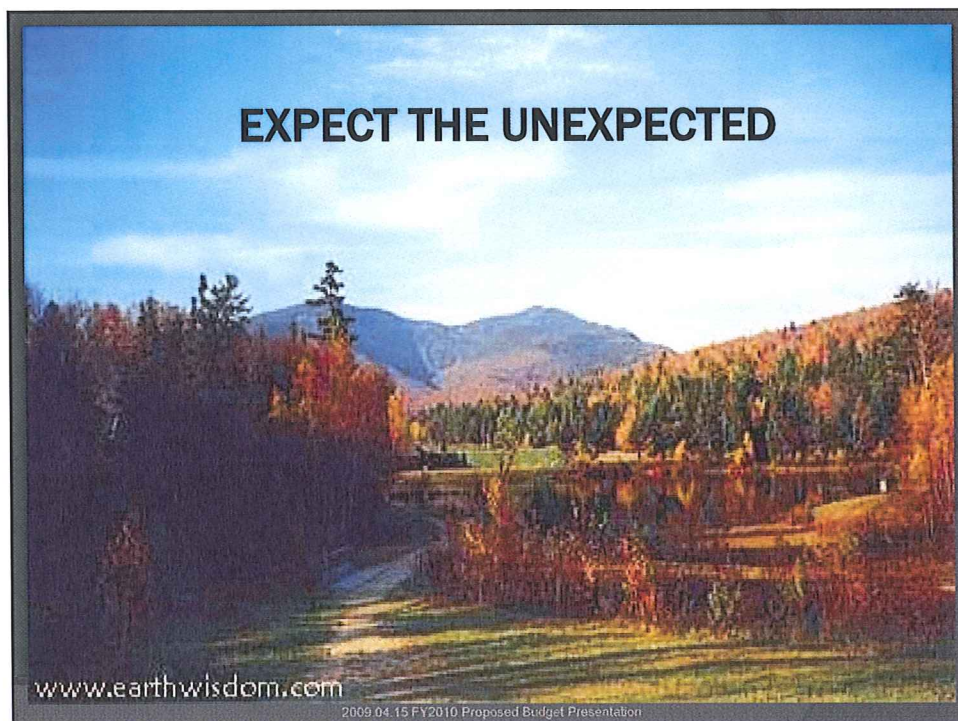
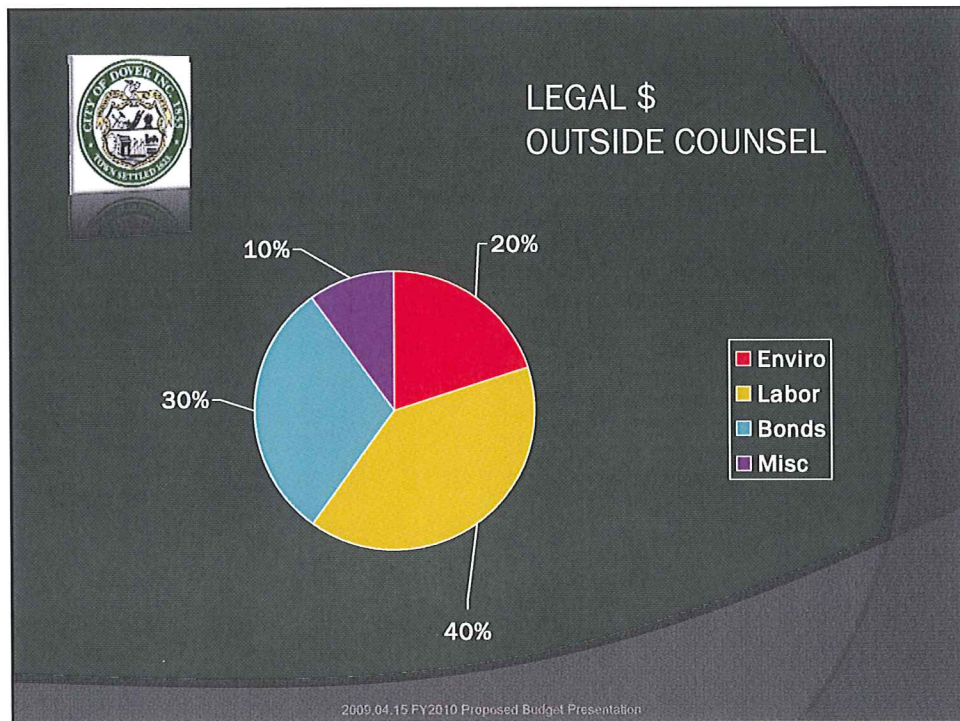





**60/180 RULE  
SAVES  
\$200,000**

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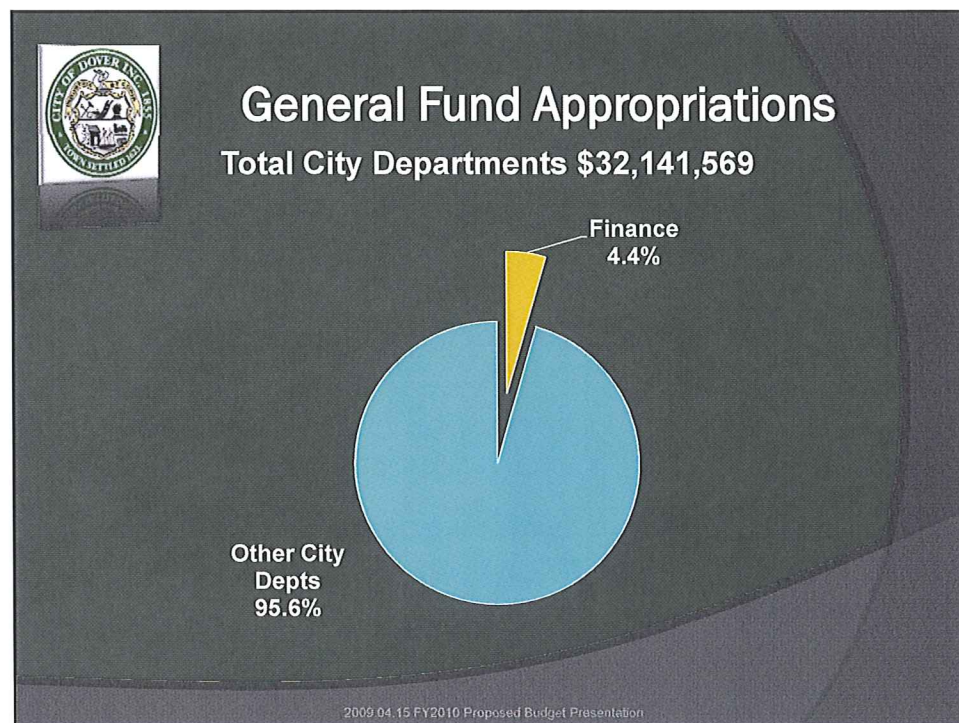
## CITY OF DOVER

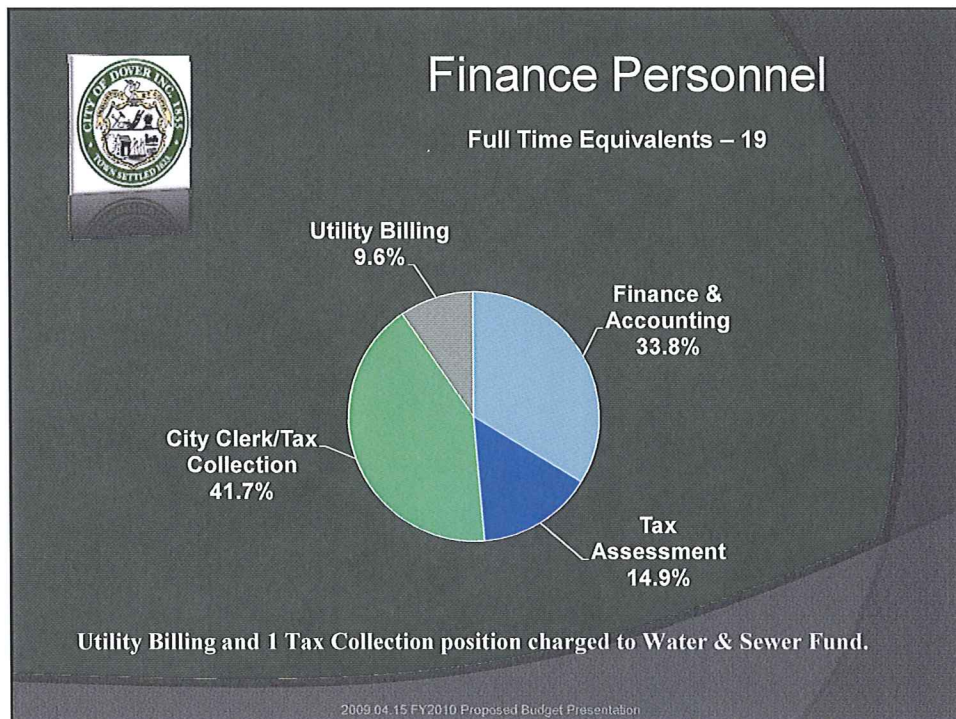
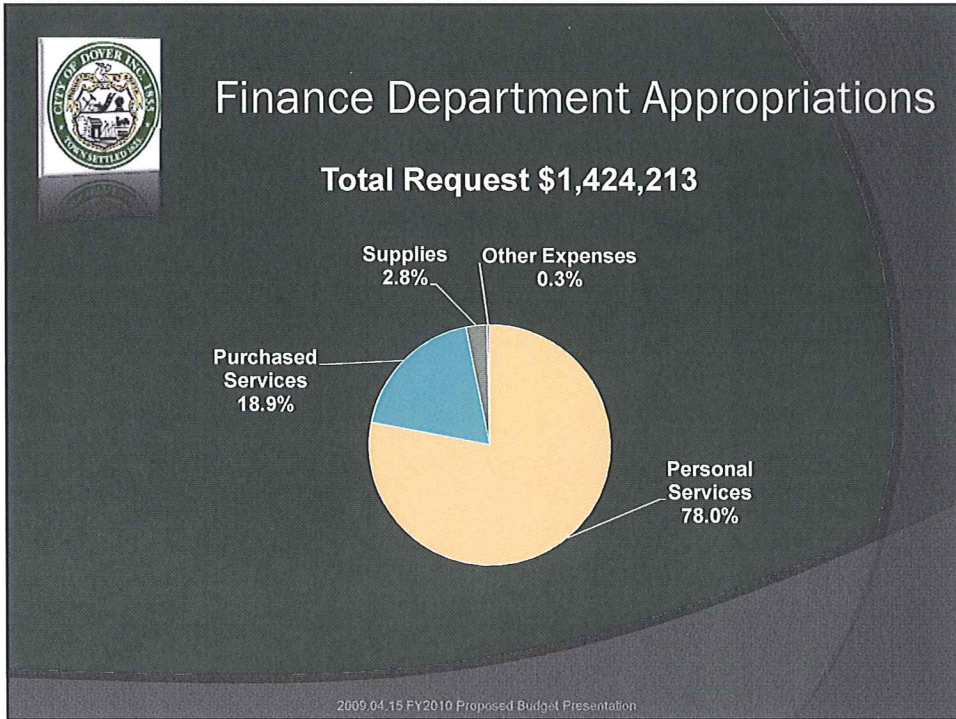
### FY2010 PROPOSED BUDGET

Finance Department Organization  
Finance – Function 41511  
Tax Assessment – Function 41513  
City Clerk/Tax Collection – Function 41520  
Elections – Function 41525

Presented to the City Council by  
Daniel R. Lynch, Finance Director  
on April 15, 2009

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## Finance Department Finance & Accounting Major Responsibilities

- Annual Budget preparation and control
- Capital Improvements Program preparation
- Debt financing and reporting to credit agencies
- Cash management
- Preparation of Financial Statements and CAFR
- Reporting to Federal and State Agencies
- Audit and processing of accounts payable, payroll and cash receipts
- General Ledger & bank statement reconciliation
- Trust Fund administration

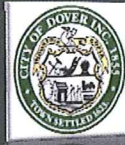
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## Finance Department Tax Assessment Major Responsibilities

- Assessment of properties at market value
- Administration of tax exemptions and credits
- Field inspection of all properties
- Valuation of new building construction and subdivisions/mergers
- Maintain CAMA database and tax maps

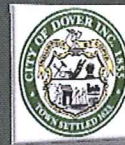
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## Finance Department City Clerk/Tax Collection Major Responsibilities

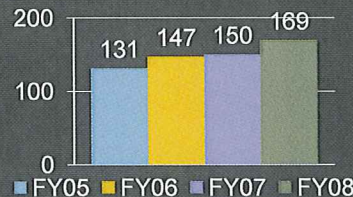
- Process & issue motor vehicle permits & title applications
- Collect property tax, motor vehicle permit and utility payments and daily deposit and accounting of collections
- Dutifully record and preserve the Vital Records of the City
- Report Vital Statistic records to the State
- Serve as Election Officials for all elections held in the City

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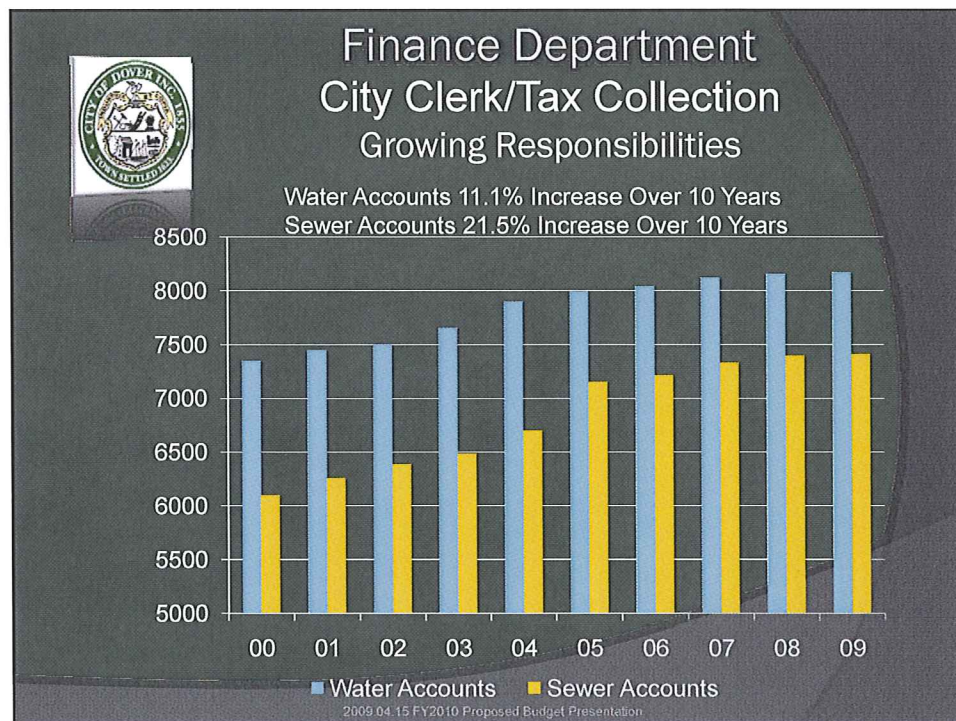
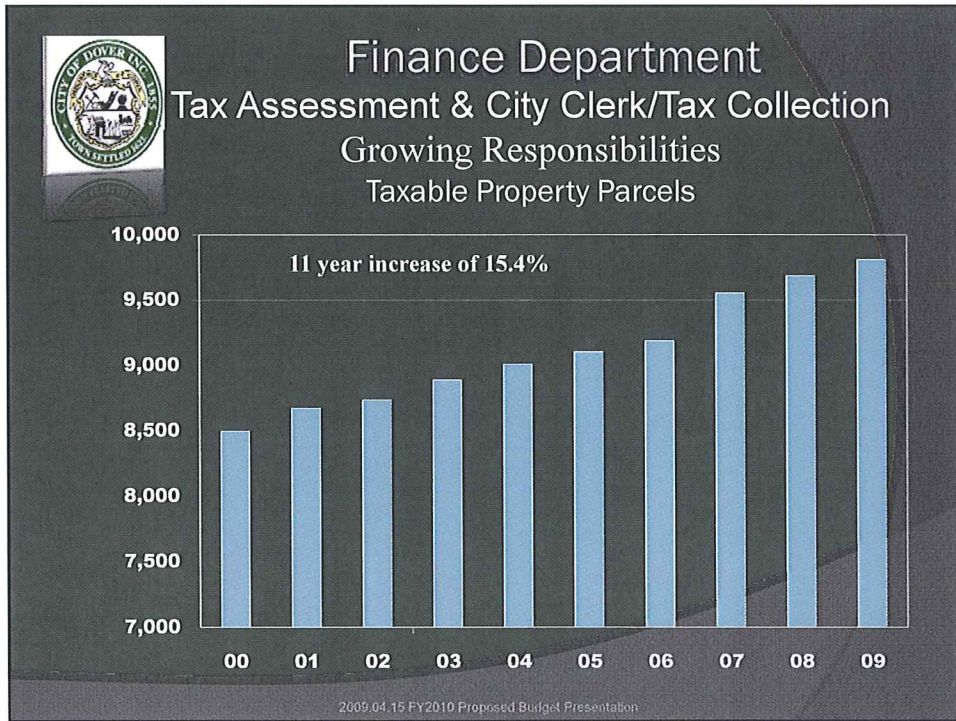
## Finance Department Finance & Accounting Growing Responsibilities

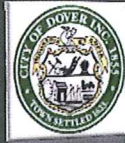
**Administered Funds:**  
Additional Grant Funds  
Additional Trust Funds



**Financial Reporting Requirements:**  
GASB 34 – Financial Reporting Model  
GASB 45 – OPEB Liability  
GASB 54 – Fund Balance Reporting  
COSO Model – Internal Control Reporting  
FTC – Red Flag Rules & Identity Theft Prevention Program

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## Finance Department Growing Responsibilities

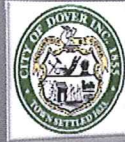
### **TAX ASSESSMENT DIVISION:**

- Five Year Assessment Certification Process by State of NH
- USPAP (Uniform Standards of Professional Appraisal Practice) Report
- Five Year Updates of Elderly Exemptions, Veteran Credits, and Current Use Documentation
- Assessing Standards Board Reporting

### **CITY CLERK/TAX COLLECTION DIVISION:**

- Implementation of MAAP – NH DMV Motor Vehicle Registration System
- Election Net – Secretary of State Online Voter Registration System
- NHVRIN – Secretary of State Vital Records Information Network

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## CITY OF DOVER FY2010 PROPOSED BUDGET

Planning & Community Development, Function41910

Presented to the City Council by  
Christopher G. Parker, AICP, Director  
on April 15, 2009

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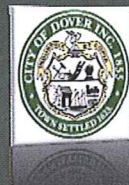


## Planning and Community Development

### Departmental Philosophy

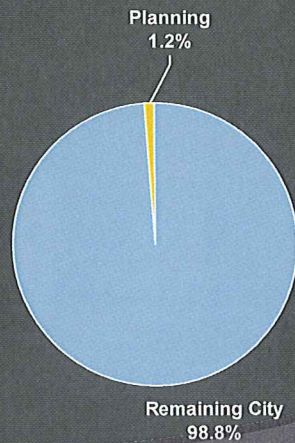
"Growth is inevitable and desirable, but destruction of community character is not. The question is not whether your part of the world is going to change. The question is how." -- Edward T. McMahon, The Conservation Fund

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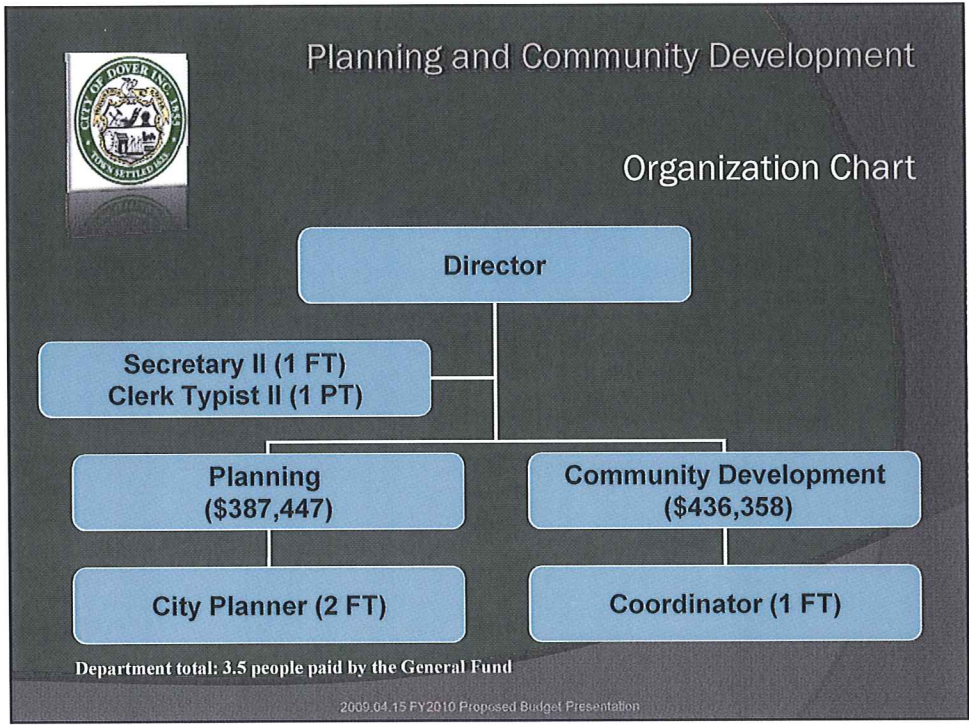



## Planning and Community Development

General Fund Department Requests  
Total City Department Requests \$32,141,569



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### Planning and Community Development Planning Division Cost Centers

Cost Centers		Staff Positions
Personal Services	\$347,126	• .90 Planning Director
Capital Outlay	\$0	• 1 City Planner
Purchased Services	\$34,006	• .30 City Planner (Zoning)
Other Expenses	\$1,815	• .1 CDBG (Energy)
Supplies	\$4,500	• .70 Secretary
<b>Total:</b>	<b>\$387,447</b>	• .5 Clerk Typist

**3.5 FTE**

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## Planning and Community Development

### Planning Division Tasks

- Maintain and implement the City's Master Plan
- Maintain and administer the review process for development and subdivision of land
- Staff 20+ public boards and commissions
- Enforce Zoning, Subdivision and Site Plan Regulations
- Serve as an information source on the City Development Process for the public
- Represent the City on regional and state committees and projects
- Conduct research and grant writing

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## Planning and Community Development

### Planning Division Projects

- Master Plan Update
- Zoning and Land Use Regulations Amendments
- Community Trail\Rapid Transit System
- Cochecho River Dredging
- Waterfront Redevelopment
- Willand Pond
- Impact Fee Development
- Conservation and Land Preservation Initiatives
- City Hall Relocation
- And more...

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## Planning and Community Development


### Community Development Division Cost Centers

Personal Services	\$132,640
Capital Outlay	\$0
Purchased Services	\$5,009
Public Facilities	\$206,562
Public Services	\$66,419
Rehab/Weatherization	\$25,000
Supplies	\$728
<b>Total:</b>	<b>\$436,358</b>

#### Staff Positions

- .10 Planning Director
- 1 Coordinator
- .3 Secretary
- ◎ 1.4 FTE

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## Planning and Community Development

### Community Development Division Tasks

- ◎ Develop City's 5 year "Consolidated Plan"
- ◎ Develop 1 year "Action Plan", use of funds.
- ◎ Administer Housing and Economic Loan Programs
- ◎ Assure compliance with HUD, regulations including: Federal Statutes, Federal Labor Standards and Davis Bacon Wages, Environmental Review and Request for Release of Funds, Citizen's Participation.
- ◎ Act as liaison between the Planning Board and grant applicants.
- ◎ File Compliance Reports to HUD and DOL
- ◎ Cash management and IDIS drawdown.

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## Planning and Community Development

### Community Development Division Projects

- McConnell Center Tenant Build-out.
- Reroofing at Head Start Building
- Re-roofing and parking improvements at the HUB
- Housing Rehabilitation.
- Subrecipient Monitoring.
- Set up activities and projects in Integrated Disbursement and Information System (IDIS).
- Oversight of Energy Infrastructure Upgrades and Grants

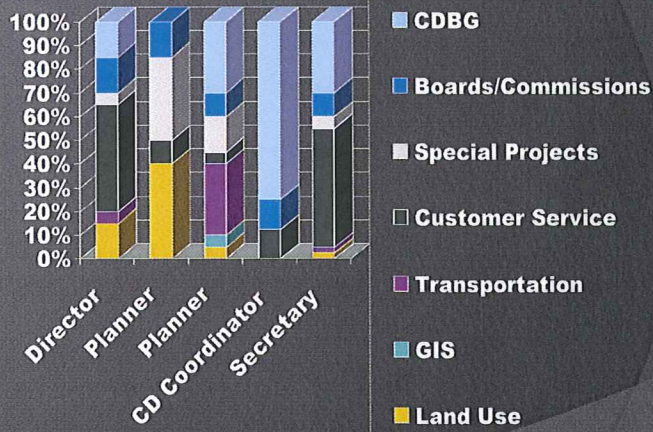
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## Innovations

- Created "working foreman" management style
- Placed the cost of development on the developer.
- Made applications available online for users to download.
- Placed plans online for abutters to review
- Added part time clerk for minutes, reducing overtime
- Increased utilization of non-general fund sources to pay for employees.

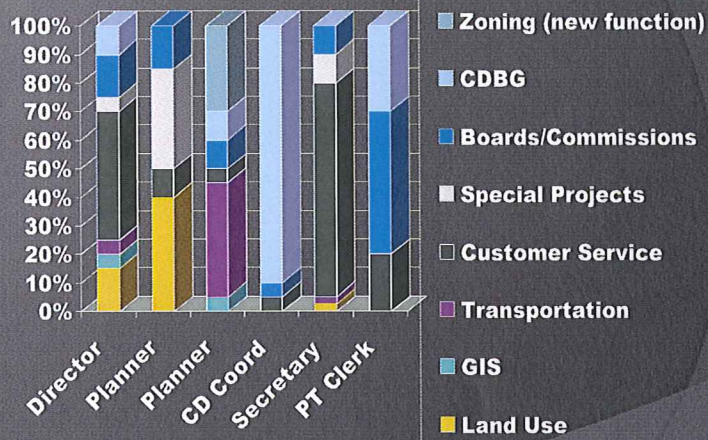
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## Planning Division FY08



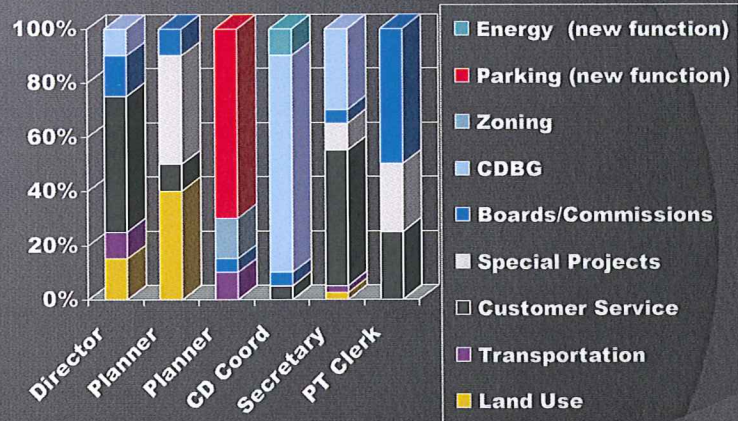
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## Planning Division FY09



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## Planning Division FY10




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## Impacts

- Reduction in transportation projects
- Elimination of GIS participation
- Reduction of planning board meetings
- Reduction of support offered to conservation projects
- Reduction of support for special projects

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# CITY OF DOVER FY2010 PROPOSED BUDGET

DoverNet, Function 49200

Presented to the City Council by  
Annie Dove, Director of Information Technology  
on April 15, 2009

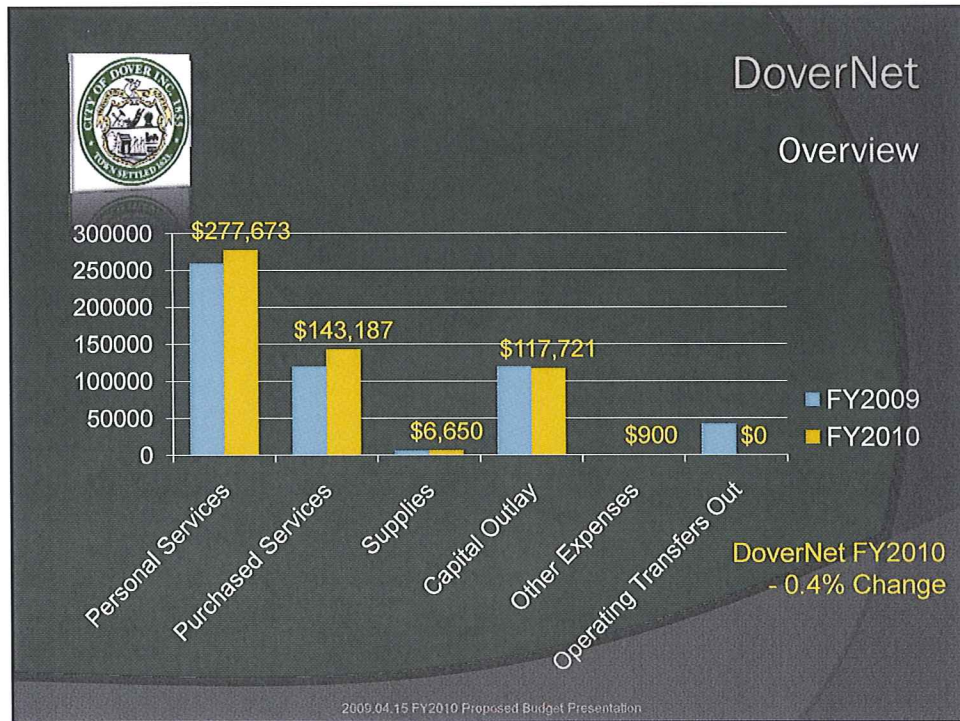
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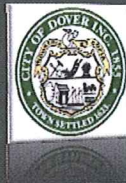
## DoverNet Overview

- DoverNet = Office of Information Technology
- We plan, install, support...
  - Telecommunications (Voice, Data, Cable)
  - Networking Hardware
  - Server Systems and Applications
  - Municipal Client Systems
  - Special Projects

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- 
- DoverNet Personnel**
- Office consists of three people: Microsoft & Cisco certified employees.
    - IT Director – part-time
    - IT Administrator – full-time
    - Webmaster – part-time
  - With supporting help from IT liaisons, most wearing multiple hats, throughout City.
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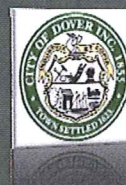
## DoverNet

### Personnel

- Impact of FY2010 Budget
  - Two staff members will be reducing hours
  - Second FY request for part-time IT Technician declined
  - Additional off-hours coverage support required by salaried individuals

Effects of limited staff start at the top => Slower service times, limited service delivery, slower project roll-out

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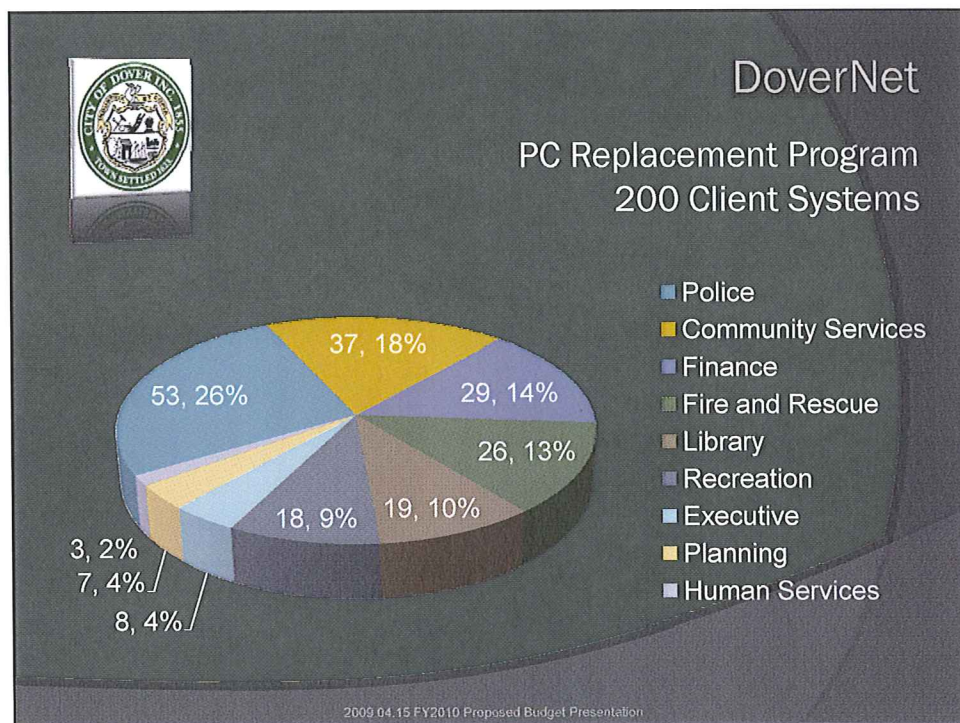
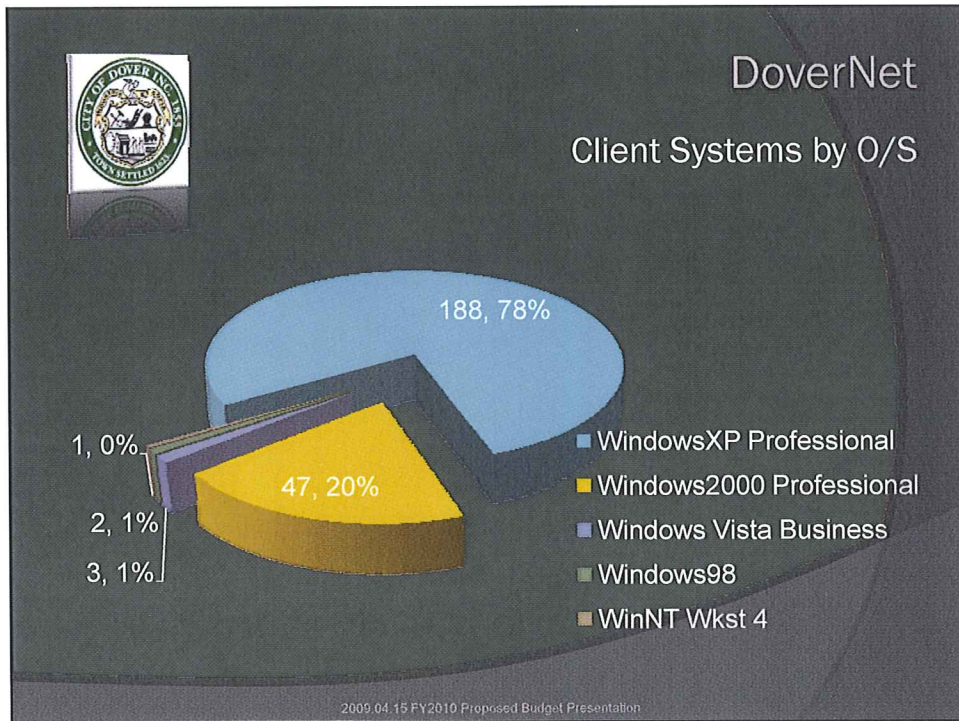


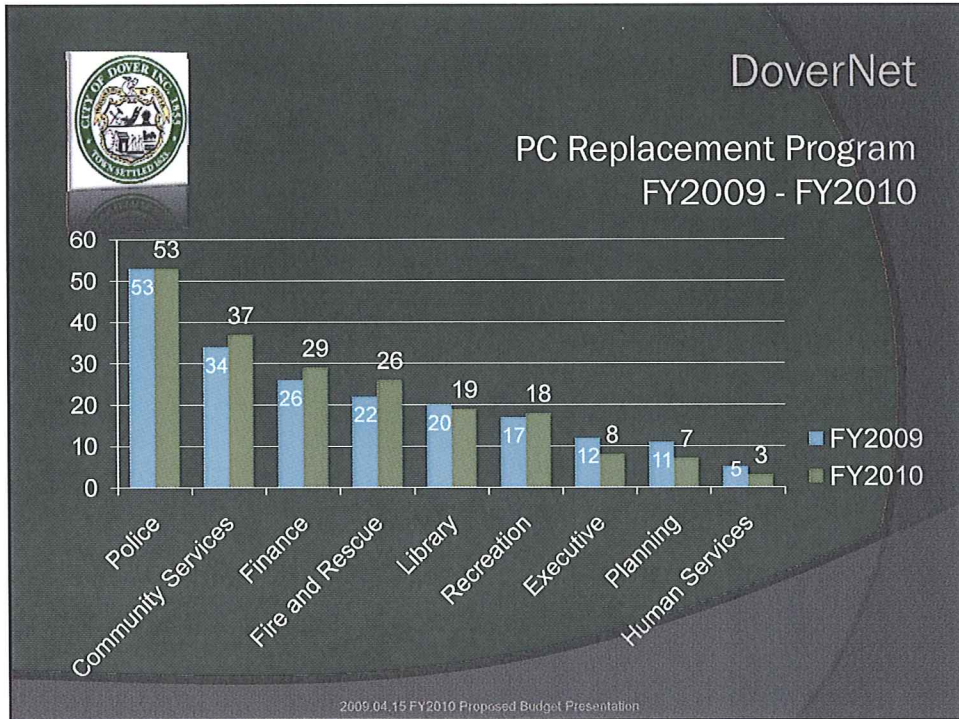
## DoverNet

### Maintenance


- Slight Decrease in Maintenance Budget
  - Symantec Anti-Virus renewal costs will return in FY2011 Budget
  - Total count of DoverNet-insured clients systems remains at 200. No cost increase in DoverNet PC Replacement Program.
  - Maintaining very conservative ten (10) year rotation in client replacement program.

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- 
- DoverNet**  
Capital Outlay
- Key Capital Outlay Projects
    - Document Archival Server - Redundancy
    - Firewall Replacement
  - Capital Outlay Project Adjustments
    - Remove large format scanner purchase, \$15K
    - Add cost of imaging services, \$2K
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## DoverNet

### Five Year Review - Network

- Networking
  - Replace ISDN with Private DSL – January 2004
  - Replace firewall – September 2005
    - IPsec tunnels, VLANs, VPNs
  - Assist with School filtering solution – April 2007
  - Discontinue Dover Dial-Up – December 2007
  - Comcast Technology Grant – March 2008
    - Leverage speed / redundancy

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## DoverNet

### Five Year Review - Network

- Reducing recurring costs, increasing service

Location	Initial Cost	Repl Cost	Disconnect Date	Current Date	# Months	Mo Savings	Savings
Woodman	\$ 136.00	\$ 60.00	January-04	March-09	62	\$ 76.00	\$ 4,712.00
FGC	\$ 136.00	\$ 60.00	April-04	March-09	59	\$ 76.00	\$ 4,484.00
Garrison	\$ -	\$ 30.00	April-05	March-09	47	\$ (30.00)	\$ (1,410.00)
Substation	\$ 136.00	\$ 60.00	May-04	April-08	47	\$ 76.00	\$ 3,572.00
	\$ 136.00	\$ -	May-08	March-09	10	\$ 136.00	\$ 1,360.00
Arena	\$ 136.00	\$ -	September-04	March-09	54	\$ 136.00	\$ 7,344.00
Internet	\$ 600.00	\$ 300.00	September-04	February-07	29	\$ 300.00	\$ 8,700.00
	\$ 600.00	\$ 375.00	March-07	March-09	24	\$ 225.00	\$ 5,400.00
Stables	\$ -	\$ 60.00	February-05	August-08	42	\$ (60.00)	\$ (2,520.00)
	\$ 60.00	\$ -	September-08	March-09	6	\$ 60.00	\$ 360.00
Home	\$ 136.00	\$ 60.00	May-05	March-09	46	\$ 76.00	\$ 3,496.00
WWTF	\$ 136.00	\$ 100.00	December-05	December-07	24	\$ 36.00	\$ 864.00
	\$ 136.00	\$ -	January-08	March-09	14	\$ 136.00	\$ 1,904.00
DMS T1	\$ 450.00	\$ 120.00	July-06	March-09	32	\$ 330.00	\$ 10,560.00
Dover DialUp	\$ 850.00	\$ 36.00	December-07	March-09	15	\$ 814.00	\$ 12,210.00
Central Fire	\$ -	\$ 60.00	September-08	March-09	6	\$ (60.00)	\$ (360.00)
<b>Savings in Recurring Costs 2004 - 2009:</b>						<b>\$ 48,826.00</b>	

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## Department

### Five Year Review - Servers

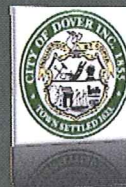
#### On the Server Side

- Replacement of core network servers
- Replacement of document archival solution
- Replacement of application servers
- Replacement of web server
- Replacement of file servers

Our servers use current and covered technology.

This newer technology allows for centralized management and efficient administration.

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## Department


### Five Year Review – Applications

#### Applications

Standardizing. Integration of new application into current procedures. Using products that can serve citizens and municipal operations without additional personnel.

- Document Archival
- GIS
- Mail Server
- Enterprise Work Order
- WebTrac
- Web Server

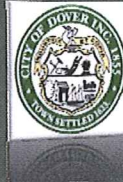
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DoverNet  
Five Year Review - Projects

- Projects
  - McConnell Center Renovation – Sept 2006
  - Bouchard Treatment Plant– July 2007
  - Liberty North End Fire Station – October 2008
  - City Hall Office Moves – 2008 / 2009
  - Public Wireless Deployment
    - Dover Public Library – July 2005
    - Dover Arena – September 2005
    - Dover Public Wireless Project – August 2008
    - McConnell Center cafeteria – Nov 2008

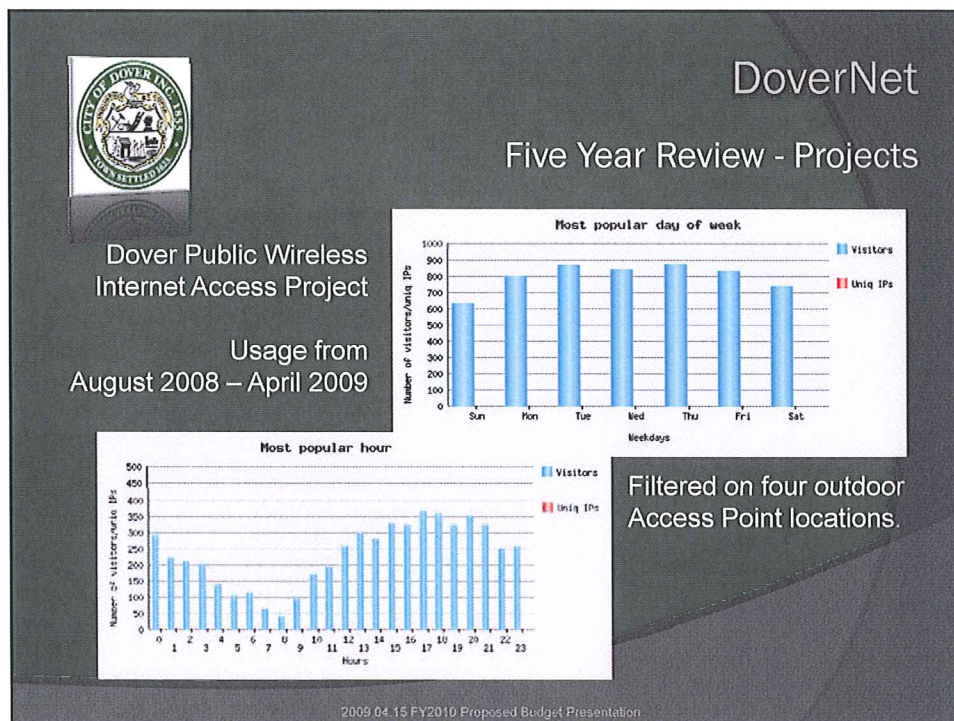
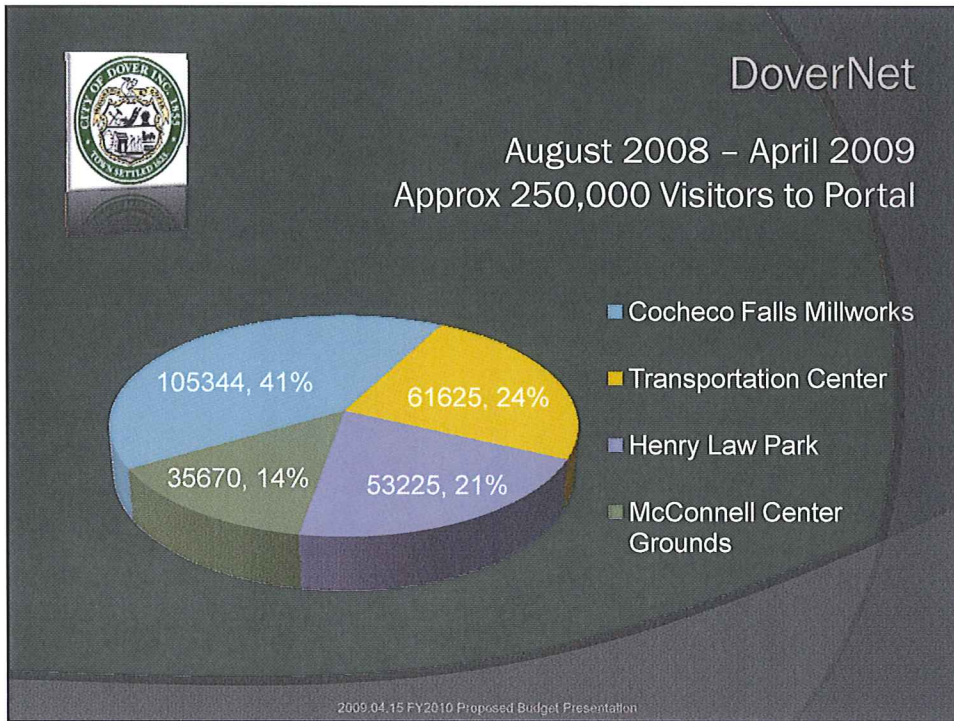
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DoverNet  
Five Year Review - Projects

- Dover Public Wireless Internet Access Project
  - <http://www.doverwireless.net>
  - Greater Dover Chamber of Commerce, Dover Main Street, City of Dover collaborative project
  - NH Division of Economic Development Telecom & Technology Matching Grant
  - Project completed August 2008

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## DoverNet

### DoverNet Public Wireless - Cochecho Falls Millworks



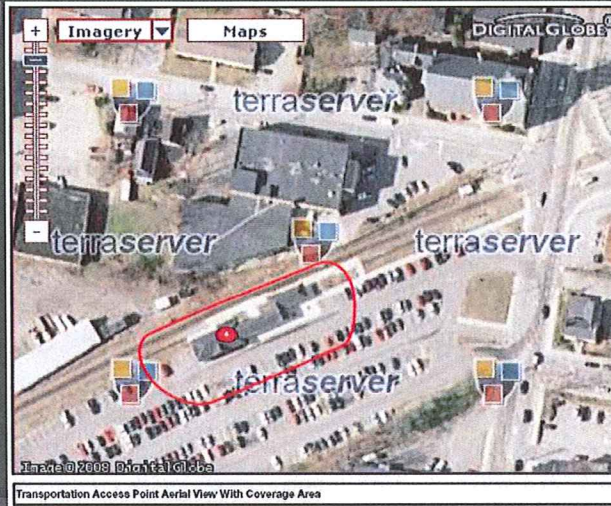
Cochecho Access Point Aerial View With Coverage Area

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## DoverNet

### DoverNet Public Wireless - Transportation Center




Transportation Access Point Aerial View With Coverage Area

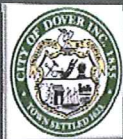
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 DoverNet

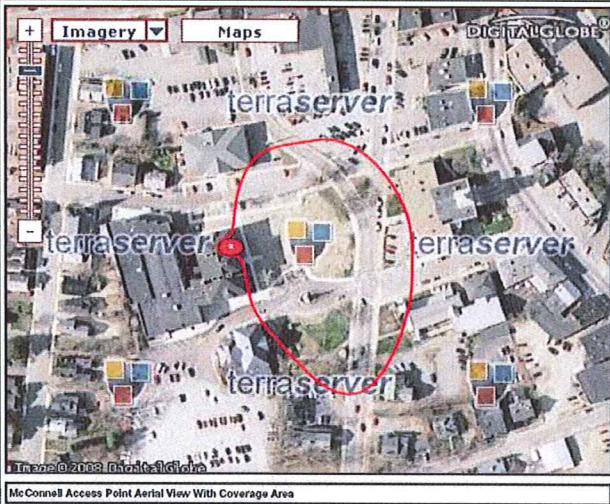
DoverNet Public Wireless – Henry Law Park



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 DoverNet

DoverNet Public Wireless – McConnell Center



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DoverNet

Conclusion

- Review

- Snapshot of FY2010 Proposed Budget
- History of Recurring Cost Reductions & Operational Changes Completed in Past to Keep Costs Down Moving Forward
- Review of Additional Projects Completed by Information Technology Office

*Thank you for your time!*

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