

**MINUTES
WORKSHOP
DOVER CITY COUNCIL
CITY COUNCIL CHAMBERS
WEDNESDAY
APRIL 19, 2000
7:00 P.M.**

Members Present:

Mayor Boc, Mayor Pro-Tem Berry, Councilors Andrews Parker, Dunnington, Hindle, Mayberry, Nossiff, Reese, and Schmidt were all present.

1. BUDGET REVIEW:

The Mayor opened the workshop meeting and explained how we will go about the budget process to the new City Councilors, as well as, to the citizens. He stated, we would be adopting the budget on or before June 15th as required in the City Charter. Tonight will be a review of the following departments:

A. CITY MANAGER OVERVIEW

City Manager Beecher gave the general overview of the City by referring to page 23 of the proposed FY2001 budget. The total proposed amount for this year's budget is \$61,577,336 or a 12.3% increase over last year's general fund budget.

B. CITY COUNCIL

The City Manager asked Mike Joyal to present the City Council and Executive Department's budgets. Joyal stated it starts on page 109-112. Berry asked if we were obligated to increase the amount of subsidy requested from the COAST bus service. Joyal stated we are not. Hindle asked why is there a difference in the City Council's salary from prior years. Joyal stated it is due to a transition in City Councilors over the years.

C. EXECUTIVE

Joyal reviewed the executive department's budget starting on page 115, he highlighted the increases in each of the 5 divisions: City Manager, City Clerk, Elections, Legal, and Business Assistance. He also presented a handout (Exhibit 1 in the WS folder of April 19, 2000)

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Mayberry asked about the Flexible Spending Accounts. He also asked about telecommunications and does the line item #4531, include the cost of the customer service telephone to be placed in the hallway of City Hall. He went on to ask Joyal about who participates in Staff development training. Dunnington had questions about the separate item for legal expense in both the City Council as well as the City Manager's budget. Joyal went on to explain the different instances a legal advisor would be used as opposed to a regular City Attorney. The City Manager also explained the City's reasoning for not hiring a full time City Attorney as he feels most attorneys are specialized and the current system works well and is the most cost effective. Mayberry asked when should we start making changes to this budget. The Mayor explained that usually the changes are made on the night of the budget adoption. Berry would like to address some of the items presented tonight for a few minutes after the presentations. The Mayor tried to explain the alternatives to going line by line. Joyal went on to highlight the City Clerk's budget on page 123, then he explained the increases in the Election budget. He continued with the Legal division's budget on page 131. Reese asked about the \$30,000 line item #4334 in the Legal Departments budget. The City Manager stated we hire several firms in the area depending on the issue. Joyal went on to explain the Business Assistance budget, stating it was up an overall 10% from last year. He pointed out the line item increases. Andrews Parker asked if Beth Thompson keeps track of how many people contact her over the year. Beth stated she does not as most contacts are from the Internet. Mayberry asked Beth about the Trade Shows she attends. The City Manager explained that this total budget has been cut in half since he came to Dover 8 years ago. He feels that the growth in the last five years has been mostly local companies that have expanded and that is where most of the money in this budget is spent.

D. HUMAN SERVICES

Janet Poulin, Human Services Director thanked every one for her new office location, in the old Dover Junior High School. She stated it is working out well and they finally have the space to have the whole department under one roof, that is, welfare as well as youth services. Poulin went over a handout, (Exhibit 2 in the WS folder of April 19, 2000) stating the actual budget starts on page 361. She explained her secretary will be starting to do double duty for both youth and the welfare division so that will save some dollars. She went on to give an overview of her budget. After a few questions from councilors including Dunnington asking if the \$135,000 in line item 4441 is from a grant. Poulin stated that she gets payments from recoveries such as: SSI, Medicare funds, State enhancement

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funds and the clients if they are able and this amounts to about \$25,000. With that she concluded her presentation.

E. FINANCE

The City Manager asked Jeff Harrington to give an overview of the Finance Department's budget. Harrington passed out a handout , (Exhibit 3 in the WS folder of April 19, 2000). Harrington went on to highlight the increase in his 3 divisions, finance, tax assessment and tax collection. Berry asked if the City needed to comply with GASB (Government Accounting Standards Board) and at what rate does the City assess at. Harrington stated 76%. Berry asked if the new proposed person in assessing will be making changes on an annual basis. Harrington stated with the addition of the new person, it would make the reassessment solvent. Schmidt asked if the assessment would be area by area.

Harrington stated it would be class by class. He added by State statute we have to do these assessments every 10 years. Reese asked who is assessing the property right now. Harrington stated Wil Cocorran, the City Assessor. Nossiff asked if there is a separate procedure for commercial establishments. Reese departed for the evening. Andrews Parker asked if this new person will be qualified to do all they are expecting for the salary of \$24,000 they are proposing. Cocorran stated he is hoping to get a young person out of college in the assessing field to fill the position. However Cocorran stated he will not lower the standards to get the person they need to perform the job. Berry asked how close is Dover to being a donor town. Harrington stated the \$6.60 rate would have to exceed the valueized evaluation. With a lot of growth the assessed value would go up and that would lead us to become a donor town. Schmidt asked about the State's shortfall. Andrews Parker commented the Claremont issue is not fully settled as yet. The City Manager stated the funding mechanism runs out next year. Mayberry asked about the adjusted tax rate and why don't we go to 100%. Harrington stated we are attempting to do this with quality assessments.

F. PLANNING

The City Manager asked Steve Stancel, Planning Director to present his budget. Stancel passed out a handout , (Exhibit 4 in the WS folder of April 19, 2000). Stancel stated he has a total of 9 employees, he went on to highlight the increases and what percentage of his budget is funded with CDBG entitlements. Berry commended Stancel on the accomplishments of his department and asked if Steve needed additional staffing. Stancel stated instead of hiring more staff now in the busy times, and having to keep them on in the slow times, that he would rather contract out different jobs as they did with the Master Plan. Mayberry asked

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if we have started thinking about impact fees in order to pay for a new fire department and elementary school that will soon be needed. Stancel stated the department will be focusing on this item. Berry asked if impact fees would be aimed at new construction.

G. LIBRARY

The City Manager asked Kathy Beaudoin, Library Director for her presentation. Beaudoin stated the Library has one more Sunday to be open this spring and that will be on April 30th, next Sunday they will be closed because of Easter. (Exhibit 5 in the WS folder of April 19, 2000). She went to say the Library budget is on pages 351-359 of the budget book. Her staff has come up with two words to describe the department: "Solutions and Delight". She stated over 10,000 items have been checked on Sundays this season. Dunnington asked about line item 4640 and the total amount for books. Mayberry asked how many public computers do we have. Beaudoin stated there are nine public computers with access and she has not had any problems with inappropriate access to the Internet. Mayberry also had a question about the overtime in the Library budget and wouldn't it be more economical to hire another part time person. Beaudoin feels she needs people with experience to wait on the customers on Sundays, and her staff people are willing to volunteer so she uses overtime instead of having all part time people. Andrews Parker asked if the Library is going to cable access. Beaudoin stated that like City Hall they are always connected to the Internet, therefore there is no waiting time.

The Mayor thanked Beaudoin for her presentation. He stated the next meeting will be held on Thursday, the April 27th at 6 p.m. and will be a budget presentation of the big departments: Police, Fire and Community Services. Berry asked councilors to look at their goals, and goal # 1 was setting the fund balance at 6% of the General Fund's annual budget. Also goal #10 that was trying to have our preliminary budget estimates for the City and School by October as he does not like this time crunch of two months when we could be dealing with pieces of the budget over six or seven months. He would like to address a few of the issues they have heard tonight with deductions of which he has four: 1. COAST from the Council's budget that he would like to level fund. 2. Executive budget, he would like the Staff Development fund cut by half. 3. Victims advocate, he would like this position cut from the Legal budget. 4. He also would like to cut some money

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from line item 4640, books, from the Library budget in order to do some maintenance that needs to be done at the Library. He wants the City Managers reactions to these cuts. Andrews Parker stated she sees several \$1,000 items that could be cut. The Mayor stated if we want to knock big bucks out of this budget then we would have to cut people and positions. Berry stated this would be a tough budget year. Dunnington wants to set policy. He feels their job is not to micro-manage the departments. Nossiff stated we should make lists as we go along in case we decide to micromanage or if we decide to let Mr. Beecher manage it. He would like each Councilor to keep a list of items they would like to propose to mend as we go along. Mayberry stated he somewhat agrees with Nossiff, however there is some frustration with the School budget. He stated the council is the one held accountable ultimately for the budgets. He wants to give the City Manager ideas as they go along. Berry does not want to micromanage as he feels the City Manager knows what is best to cut. They will only have the bottom line authority. Dunnington wondered if we go through and fine tune the budget with cuts, wouldn't the City Manager be able to purchase what he wants of these items six months down the road. The Mayor stated that our City Manager would never do that.

2. Adjournment

Nossiff moved seconded by all, to adjourn, Schmidt interrupted stating this is a political process and we won't have a very efficient process if we micro-manage the budget, he gave COAST bus as an example. All were in favor of adjournment at 9:50 p.m.

Judy Gaouette
CITY CLERK