

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday
**APRIL 22, 1998
7:00 PM**

The Mayor opened the meeting and explained that there were three items on the agenda.

CIP

Trash Bags, and Workshop – Police Budget

1. ROLL CALL:

Members Present: Councilor Berry, Councilor Jalbert, Councilor Johnson, Councilor Landry, Mayor Pro Tem Perry, Councilor Rawding, Councilor Wilson, Mayor Wil Boc.
Councilor Reese – absent.

Rawding questioned the order of the items on the agenda. The Mayor requested the order of the items be changed.

2. Resolution RE: Award of Replacement Purchase Order for Dover Trash Bags. Sponsored by Mayor Wil Boc, by Request

Perry moved to adopt, seconded by Berry.

The City Manager stated the vendor was not able to perform the specifications that were set and would recommend we award the contract to the second lowest bidder, Set Point of Massachusetts.

Rawding asked what the vendor was not able to perform.

The City Manager stated it was a packaging issue that the vendor couldn't perform. It is an inconvenience to the purchaser of the bags. This was specified in the specifications.

Berry asked are we changing the color?

The City Manager stated, no, not at this time.

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday

APRIL 22, 1998

7:00 PM

Perry moved to adopt, seconded by Berry.
Motion passed on a 7-0 roll call vote.

Jalbert moved to recess, seconded by Perry.

The motion passed on a 7-0 vote.

At this time the Mayor moved to proceed to the Budget until Councilor Reese arrived.

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday
**APRIL 22, 1998
7:00 PM**

1. BUDGET WORKSHOP:

Police Department

Chief Fenniman stated as we begin he briefly reviewed the various divisions. Administration, Support Service Division, Field Operations Division.

He stated when we developed the budget, we used the Strategic Plan for 1997 – 2005. The Strategic Plan – was made up of a committee of officers, people in the police department and 14 citizens.

He reviewed the committee's recommendations.

Staffing – the citizens recommended 57 officers in place by the year 2005, the Police Department recommended 50 officers by the year 2002. The FBI current numbers are 1.9 officers per 1,000 population.

Technology – continue our Computer Enhancement and the Radio System Update and Replacement.

Equipment – the committee requested a Reasonable Vehicle Replacement Plan at least four cars per year, specifically to keep the maintenance costs down)

Police Service – Continuing Policing Services, Pro Active Crime Prevention reduced the crime rate significantly of 40% in the last eight years.

Training – Continue Training in crime scene and evidence processing.

Facility – Prepare to design and construct a new facility by the year 2005.

Chief Fenniman stated the Budget was submitted to the City Manager. Increased staffing via grants, maintaining current programs, continued vehicle replacement, begin Mobile Data Terminal (MDT) replacement and complete mobile radio replacement were our goals for this year.

The Chief stated the City Manager requested \$175,954 in reductions. To do this it would be necessary to cut the two new officers from federal grants because we could not meet the matching funds. He also stated to do this it would be

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday
**APRIL 22, 1998
7:00 PM**

necessary to cut all new vehicles in the budget and delay the accreditation fee payment and cut the overtime budget by \$30K.

The Chief stated the overall budget is up 3.7%.

He went on to present each Division:

Personnel Services at present consists of 37 Sworn Officers

4 – Grant Funded Officers

251 Clerical hours of civilian staff

He stated there is a \$34K reduction in overtime.

The Chief continued by reviewing response time trends for non-emergency calls as follows:

1994 – 17 minutes
1995 – 23 “ “
1996 – 25 “ “
1997 – 26 “ “
1998 – 27 “ “

The Chief reviewed account #4200 supplies and materials, he stated the City Manager proposed \$101,709. In account #4300 charges and services, the City Manager proposed \$405,709. Also in this account, the City Manager recommended \$32,847 COPS Grants (2) \$4,590 CALEA Fee be deleted.

Account #4400 – Capital Outlay, the City Manager proposed \$46,775.

The Chief continued by discussing the Cost Containment Study of 7/23/1993 which recommended four vehicles a year in a vehicle replacement program. The Chief reviewed the actual number of cruisers purchased over the years.

He also explained the various grant, volunteer and charities programs.

He stated Volunteers assist us with Walk-in reporting, River Walk Crime Watch, Senior Citizens Volunteer program.

MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS
Wednesday
APRIL 22, 1998
7:00 PM

The Chief discussed outside service which is offset with revenue.

He stated the Dover Police Department will continue to provide the citizens of Dover in a professional manner. That's what we've become known for.

The Chief asked the Council to seriously look at the staffing issue and the vehicle replacement program.

Rawding stated he has three things. First, the attorney, Mr. Wattendorf, Rawding stated the idea has been bantered around that maybe we need a full-time city attorney. Is having a part-time prosecutor hindered your operation?

The Chief stated, yes it has, we now have a police officer off the street to assist. The Chief stated his service is invaluable.

Secondly, Rawding asked did the City Manager get a new cruiser.

The Chief stated, no.

Rawding's third question related to overtime and the use of police officer.

The Chief explained that we have two overtime accounts; one is outside services that is offset by revenue.

Rawding also asked with all the extra overtime projects, do we have enough officers to work overtime without them being stressed or overworked?

The Chief stated absolutely not. We have internal rules for the officers that limit the number of hours they can work. The primary overtime is for the City of Dover. Outside projects are secondary.

Rawding stated what a stellar police department Dover has.

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday
**APRIL 22, 1998
7:00 PM**

Wilson stated he is concerned with the vehicle replacement program. He stated he needs help understanding the number of vehicles versus people available to drive them.

Chief Fenniman explained that there are nine legitimate cars and staff to drive the vehicles. He added, we never have nine operational at one time.

Wilson was concerned with the \$150K in Capital Improvements Program for radio communications when the Police Department may be moving.

The Chief explained, the first year of the CIP was because the console crashed. He added we must have the console and portables. He also noted the console was designed to be moved in the future.

Jalbert asked what is the size of the community and the urban sprawl and how has it changed between 1990 and 1998 and is there an increase in the response time.

Chief Fenniman stated the population is 27K with an increase in calls for service.

Jalbert asked regarding Attorney Wattendorf. If you use an officer, how much time? What percent of the officer's time is this?

The Chief stated it is 100% of the officer's time.

Jalbert asked if Attorney Wattendorf was returned in full capacity, would we put the officer back on the street?

The Chief stated, yes.

Jalbert asked regarding vehicle replacement and idle time. How many idling hours per year. The Chief stated 4500 engine hours. He noted the hour meters have been taken off.

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday
**APRIL 22, 1998
7:00 PM**

Reese asked if the 20% outside service charge is enough or should we look at increasing the percent since the charge is factored in to retirement calculations. The Chief agreed.

The Mayor asked Chief Fenniman if he would like the council to add into his budget \$99,860 for cruisers and two police officers.

Landry asked the Chief to explain 1800 canceled call for services.

The Chief stated due to no units available, we dispatch on a priority system and these are the less serious calls (non-life threatening).

The Mayor thanked the Chief for his presentation and stated we will now move on to the CIP.

- 3. Resolution RE: Appropriation for FY99 Capital Improvements Program and Authorization for Bonding. Sponsored by Mayor Wil Boc by Request.**

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday
**APRIL 22, 1998
7:00 PM**

Perry moved to adopt, seconded by Berry.

Berry moved to delete #14, which would decrease the budget down by \$175K, seconded by Rawding. Motion passed on an 8-0 vote.

Perry moved to combine #12, 13, 15, 16, and 17 to equal \$725K reduced from \$885K. The City Manager requested to at least separate the land. This will change the funding to **\$705K** reduced from \$885K. Removed land #11.

Perry agreed, seconded by Berry.

Berry stated we need to call these the School Improvement Program per the Financial Director.

Berry stated because the School did not prioritize, he is suggesting a lump sum and the School can pick and choose which is not important. He also noted they can't add any items.

Rawding stated he can't support the amendment, he stated he is willing to step up to the plate and make specific recommendations.

Rawding stated he can support:

School window/doors - \$350K, which he considers is the most important.

Dover High School Athletic Fields – he stated both lights and track need to be replaced. \$235K

He can't support pavement sidewalk \$50K, neither can he support the science/arts rooms for \$120K and he stated he would support asbestos removal for \$50K his priorities total \$635K.

Johnson also believes the School Board should have set the priority, he stated he will support Perry's recommendation.

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday

APRIL 22, 1998

7:00 PM

Wilson will vote no for the taxpayers. He stated it was only a few weeks ago we voted, yes, for the kindergarten and the middle school. He stated we retired some debt this year. We should not go over that with the exception of the school.

Jalbert stated he supports the amendments and feels sidewalks should be in the budget and feels probably the asbestos could be delayed. He stated what we haven't done is support our infrastructure.

Berry stated we are retiring \$2.6 million and the current request is for \$2.63 million. He stated 1/3 of this is the school. He stated he is also voting for the taxpayers of Dover. He stated he feels what was proposed in the amendment is a reasonable approach to the education portion. Now we should determine what should be done on the city side.

Landry stated he is not entirely sure but feels most everyone would find \$2.6 million acceptable, maybe we should go line by line. He also stated he can support the track but not the lights, he added that pavement of sidewalks and asbestos removal should be in the operating budget.

Rawding stated procedurally, he sees no reason for chucking part of the CIP. He believes the public wants to see each item.

Perry addressed why he proposed putting the school together. He stated these items are, in fact, the responsibility of the School Board. We are only financially responsible. He stated he would not support the athletic facility but feels the rest of the items he can support.

Jalbert stated we are fortunate to have former School Board members on this board. We were not elected to manage the School Board.

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday
**APRIL 22, 1998
7:00 PM**

Wilson asked the council to recommend a smaller number, he stated he concurs with Councilor Jalbert's logic.

Wilson moved to amend the first amendment to reduce the first amendment from \$705K to \$535K, seconded by Rawding.

Rawding stated he asked the School Board to prioritize the list and they failed to do so. Rawding stated he will yield to \$535K. He hopes the money goes to the projects brought up tonight.

Johnson stated this amendment doesn't include his priority, which is science and arts for \$120K. He stated this is too severe of a reduction.

Berry agreed with Johnson that this is too severe a cut.

Jalbert stated the difference is 1.3¢ on the tax rate. He stated he didn't care if the School Board brought a priority list.

Rawding stated we must try to stay affordable to all. As leaders, if we chose to be loose with taxpayers money and if we don't watch our pennies neither will the rest of the city. He doesn't want to spend more than \$2.6 million.

Motion to reduce to \$585K. Motion failed on a 3-5 vote. In favor Wilson, Landry, Rawding.

Landry stated he can't support asbestos removal and sidewalks but Landry moved to amend to fund \$635K, seconded by Wilson. Motion failed on a 3-5 vote. In favor Landry, Wilson, Rawding.

Motion to reduce to \$705K. Motion passed on a 5-3 vote.

The City Manager noted we are now at a decrease of \$275K.

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday
**APRIL 22, 1998
7:00 PM**

Rawding stated he feels if we give money to the school side, then that means we have to take money from the city side. He suggested we go through this process step by step and make further amendments.

The Mayor asked if there were any amendments to Item #1 – Seeing none.

Item #2

Wilson moved to remove #2 - \$150K, seconded by Rawding.

The Chief stated last year there was \$135K to begin the communication rehabilitation. The \$150K is to continue the program.

Perry asked can we postpone ½ of this? The Chief stated, the base station will cost \$45K and to finish the console it will cost \$30K, for a total of \$75K.

Perry stated there is another \$75K. The Chief stated, that is to bring the fire department online. The City Manager feels splitting this would be a mistake.

Chief Bibber stated last year we had money, but gave it up to the police so they could get their section done completely. We need to get the fire department updated.

Jalbert stated this is safety and life issue. We don't want to play with this. Rawding will support Police Data Radio.

Motion failed on a 2-6 vote. Perry and Wilson in favor.

Item #3 - Feasibility Study - \$50K.

Berry moved to remove, seconded by Perry. Motion passed on an 8-0 vote.

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday
**APRIL 22, 1998
7:00 PM**

Item #4 - South End Fire Station Bay Addition for \$127,500.
Wilson made a motion to remove, seconded by Landry.

Wilson stated the sale of the second ladder would not have an impact on insurance. He stated the only reason why we need to add a bay is because of the ladder truck.

Berry doesn't feel we should do away with this item. He would have to support keeping this item in the budget.

Rawding stated in keeping with our long-term goals, it is going to be imperative to improve the south end. He stated the south end is growing.

Wilson stated the ladder he is discussing is the old ladder.

Motion to eliminate item #4. Motion failed on a 2-6 vote.
Perry/Wilson in favor.

Item #5 – Local Share of Transportation Plan, seeing none.

Item #6 – Public Works Facility Design.
Rawding moved to remove, seconded by Berry.

Rawding stated this is not a high priority and doesn't feel this is necessary. There are too many other issues.

Perry feels it is prudent, the building is in bad shape and this is only valuable when we can actually move it.

Berry stated he is also concerned and asked Mike Bobinsky what type of facility are we looking at and the total dollar amount is. Do we need

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday
**APRIL 22, 1998
7:00 PM**

to spend all of this money this year. Can we get by with ½ of this amount?

Bobinsky stated should we need to defer this action longer we will have to make renovations to the building itself. We will have to reinvest substantially to that facility. We are looking at a functional style facility with a metal façade. We are requesting \$167K – 5% of the overall cost.

Landry stated his bottom line is \$2.6 million, where can we compromise. Landry requested a little more detail on the structure.

Bobinsky stated the things involved are site work, traffic, architectural design and engineering. We want a building to last for 100 years. Water and sewer and drainage will also have to be designed.

Landry asked could we reduce this amount and can we do some of the work in-house?

Landry moved to amend to reduce Items #6, #18, #21 to \$100K (\$50K from the General fund, \$25K from sewer, and \$25K from water).

Seconded by Perry and Jalbert. Motion to reduce by \$67K passed on an 8-0 vote.

Item #7 – No amendment.

Item #8 – Streets and Sidewalks. Johnson moved to reduce Item #8 to \$250K, seconded by Berry.

Item #8 Amendment - Rawding moved to amend, seconded by Landry.

Rawding stated this should be \$100K sidewalks, \$200K streets. He really doesn't want a save-a-buck here.

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday
**APRIL 22, 1998
7:00 PM**

Landry asked if some of streets and sidewalks is being used for the local share Chestnut Street.

Bobinsky stated, yes. He explained the funding of the local share in Chestnut Street and Central Avenue projects.

The City Manager stated we would like to see the amount go up.

Landry asked what is the time frame for this project – Chestnut Street?

Bobinsky – We only open bids this year. The cost will be more than we anticipated.

Jalbert explained how CMAC and STP monies work and stated there is usually an 80 / 20% split.

Moved to amend \$100K sidewalks, \$200K streets.
Motion passed on a 5-3 vote.

Johnson moved to fund Item #8 as amended.
Motion passed on a 7-1 vote. Wilson opposed.

Item #9 – Heavy Equipment Replacement -

Rawding moved to remove Item #9 in its entirety by \$100K, seconded by Wilson. Wilson stated we have to shave something. This is an area we can compromise.

Jalbert stated if we don't pay now, we will pay later.

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday
**APRIL 22, 1998
7:00 PM**

Berry stated he would rather see a capital reserve fund for equipment and maintenance. He stated he is really torn on this item.

Landry stated there is no question that equipment needs to be replaced. He also stated he believes this is the perfect place to begin incorporating capital reserve in the budget and he stated he will take the heat.

Perry asked what were the items that we plan to purchase.

Bobinsky stated the 4 units which total \$150K. Two dump trucks, a sander body, and a wheel loader. Bobinsky stated we spend \$20K a year for maintenance our equipment.

Perry moved to increase Item #9 up to \$60K from \$0, seconded by Rawding.

Reese stated he will support this amendment and support the capital reserve. It is not fair to do capital reserve and not give something to the department.

Landry asked if this is the first year this item has been in the CIP? Does \$60K represent an effort to head toward a capital reserve?

Berry was very pleased to hear about the capital reserve. He feels this is the way for us to go.

Motion for \$60K passed on an 8-0 vote.

Wilson moved to accept the resolution as amended at \$2,654,100, seconded by Jalbert. Motion passed on a 5-3 vote.

Main motion as amended passed on a roll call vote of 8-0.

**MINUTES
SPECIAL MEETING
DOVER CITY COUNCIL
COUNCIL CHAMBERS**

Wednesday

APRIL 22, 1998

7:00 PM

4. ADJOURNMENT

Motion to adjourn, seconded by everyone.

KAREN L. LARSON
CITY CLERK