



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, April 20, 2011**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Weston led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Myers, Deputy Mayor Trefethen, Councilor Carrier, Councilor Cheney, Councilor Cruikshank, Councilor Garrison, Councilor Hooper, Councilor Nedelka and Councilor Weston.

Also present: City Manager Joyal, General Legal Counsel, and City Clerk Lavertu.

5. BUDGET PRESENTATIONS

Mayor Myers gave an overview of the budget process and schedule.

A. SCHOOL DEPARTMENT

Superintendent Jean Briggs-Badger gave a PowerPoint presentation to the Council regarding the School Department's budget.

Mayor Myers clarified to the citizens that the Council only has bottom line authority on the School Department's budget.

Deputy Mayor Trefethen asked about the adequacy grant staying the same.

Superintendent Briggs-Badger said the State is looking at the formula, but the amount is stable for the next two years.

Deputy Mayor Trefethen spoke about his concerns that .7% for repairs and maintenance is not enough. He said he would like to see the line item increased so some can be put in reserve.

Superintendent Briggs-Badger agreed. She said Unico contract covers a lot of maintenance and they do a great job.

Deputy Mayor Trefethen asked about the new line item for transportation services for homeless people.

Superintendent Briggs-Badger spoke about the federal law that requires the school provide transportation to homeless students to their school of record if they are in a Dover shelter. She said there are currently 60 students that are using this service.

Councilor Nedelka referred to the \$170,000 in capital reserve funding put aside in the achievement level budget, and asked if it was dropped.

Superintendent Briggs-Badger said it had been dropped.

Councilor Nedelka asked if the Dover teachers have stepped forward to put their step increases back into the budget.

Superintendent Briggs-Badger said they have started discussions with the teachers' union.



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Councilor Weston referred to the \$182,000 the School will be receiving for the high performance school program at Horne Street School, and asked Superintendent Briggs-Badger for information on the breakdown, time periods, and how it will affect the School Department's budget.

Superintendent Briggs-Badger said they just found out that morning about the unanticipated revenue and she will be updating the budget.

Councilor Garrison asked about the retirement system and what percentage from the State was budgeted for in the School Department's budget.

Superintendent Briggs-Badger said the budget reflects 35% coming from the State for the retirement system.

Councilor Carrier asked about enrollments from Barrington and Nottingham.

Superintendent Briggs-Badger said students are opting to go to Oyster River and Coe Brown. She said they are down 40 students.

Mayor Myers asked what was driving the 8% increase in special programs.

Superintendent Briggs-Badger said it referred to special education and she will get specifics for the Council.

Mayor Myers referred to discussions regarding putting the \$170,000 debt service interest into a capital reserve account, because Garrison School renovations have been delayed and the money won't be spent, and asked if that has been established.

Superintendent Briggs-Badger said it hasn't been established. She used the analogy that food had to be put on the table and not saved for a rainy day.

Mayor Myers went on the record with his concerns, because it will only put the School behind next year.

Superintendent Briggs-Badger spoke about using the \$600,000 in School impact fees instead.

Mayor Myers said \$600,000 was a drop in the bucket, especially because they are also renovating the high school in a few years. He asked about the 9% increase in utility costs.

Superintendent Briggs-Badger said she would get that information for the Council.

Mayor Myers said he cannot support this increase.

B. CITY PERSONNEL OVERVIEW

City Manager Joyal gave an overview on personnel changes to the Council.

Mayor Myers started a discussion on the proposed five furlough days for City workers and said the Council should find the money elsewhere in the budget. He asked the City Manager what the difference in full-time equivalents was from 2006 to this proposed budget. City Manager Joyal said in 2006 there were 306 full-time equivalents and the 2012 proposed budget has 286 full-time equivalents, averaging 3 to 4 full-time position reductions per year. He referred the Council to Page 32 of the Budget book and continued his presentation on personnel costs.



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C. EXECUTIVE

City Manager Joyal gave an overview of the Executive Department's proposed budget. General Legal Counsel Krans gave an overview of the Legal Department's proposed budget.

Economic Development Director Barufaldi gave an overview on the Economic Development Department's proposed budget. He asked the Council to restore his budget back up to \$130,000.

Mayor Myers said he would like to see the budget for Economic Development restored, or the Council can consider changing the reduction amount to \$10,000 instead of \$30,000. Councilor Cheney said both Economic Development and Teen Center should be reevaluated.

D. FINANCE

City Manager Joyal gave an overview of the Finance Department's proposed personnel budget.

Finance Director Lynch spoke about the personnel reduction in his department, which was paid for out of the sewer fund. He said it is predicated by the need to reduce the impact to the sewer rate. He said it will be putting pressure on personnel within the Finance Department to address those functions that still need to be completed. He spoke about the proposed furlough days and the affect on the City Clerk/Tax Collection office and the citizens' need for the office to be open.

Councilor Nedelka asked about the implementation of the new financial software.

Finance Director Lynch said they have had concerns and they are working on solving them.

Mayor Myers asked about the new Treasurer position and what their duties will include.

Finance Director Lynch they will be responsible for capital reserve trust funds, debt management and cash management.

Councilor Nedelka asked what it costs the City to process an auto registration when someone walks in, mails it in, or processes it online. He asked if there was a marketing opportunity to encourage people to mail in their renewal registrations, or process them online to reduce operational costs.

Finance Director Lynch said the department has saturated that opportunity, and felt the percentage they were getting through the mail and online was good.

City Manager Joyal said they have worked on dealing with peak times in the City Clerk/Tax Collection office. He said it has been difficult to get people to transition to using the mail or online system. He said they hope to have the new Treasurer address the possibility of accepting credit cards online, which he felt will make people more comfortable with using the online system.

City Clerk Lavertu said a lot people try to renew online, but because of State statutes any change to the registration requires proof, and therefore cannot be completed.

Finance Director Lynch spoke about the combination of the City Clerk and Tax Collection office functions, along with other functions that help other departments.

Councilor Garrison started a discussion regarding a Bill in the legislature that would allow New Hampshire Car Dealers to register new cars.



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Councilor Weston asked if stickers were available online.
City Clerk Lavertu said they pay for the registration online, but they still have to be processed in the office, and then registration and stickers are mailed to the citizen.
Councilor Weston asked when the Treasurer's position will be filled.
Finance Director Lynch said he had hoped to say it was filled, but they plan to restart their search in May.

E. PLANNING

City Manager Joyal gave an overview of the Planning Department's proposed personnel budget.
Planning Director Parker gave an overview of the Planning Department's proposed budget.

F. MISCELLANEOUS GENERAL GOVERNMENT

City Manager Joyal gave an overview on the Miscellaneous General Government proposed budget. He said part of this area consists of costs related to payouts for employee retirements or layoffs. He said this may need to be increased if more layoffs occur as they go through the budget process. He spoke about the General Government Contingency, and said the recommendations from the Financial Policy Review Committee have been implemented into the proposed budget. He referred to transfers out of the General Fund budget to other funds, and outline them to the Council.

6. CITIZEN'S FORUM

Citizens are invited to speak on the subject matter of the Workshop. Statements shall be limited to five minutes.

David Bamford, 296 Gulf Road: He spoke about his properties in Dover and said they were 99.72% occupied because of what Dover is all about. He said his second largest expense is property taxes, but said if the City wasn't performing then his occupancy rate wouldn't be 99.72%. He considers his property taxes an investment, and said the City has to investment in education and economic development.

Mayor Myers, seeing no one else wishing to speak, closed the Citizen's Forum.

7. ADJOURNMENT

Deputy Mayor Trefethen moved to adjourn; seconded by Councilor Weston.
Vote: 9/0.