



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, October 19, 2011**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cheney led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. CITY MANAGER'S GOALS

Mayor Trefethen said they would go over the Proposed City Manager Expectations one by one and he would ask if there was a consensus for each one.

1. Continue to carefully monitor the FY2012 budget and report on any financial concerns as they may arise during the course of the fiscal year.

There was Council consensus.

2. Develop and present a proposed FY2013 budget prior to April 15, 2012 accordance with the tax cap and guidance to be provided by the City Council.

There was Council consensus.

3. Complete the upgrade of broadcast capability in City Council Chambers to include enhanced video and audio along with improved presentation capabilities for board members and public audience prior to July 1, 2012.

City Manager Joyal gave an overview of the project.

There was Council consensus.

4. Continue to communicate with the community through hosting of periodic meetings along with exploring new methods to increase interaction and participation by citizens in local governance and community forums.

There was Council consensus.

5. Keep the City Council informed regarding community problems and actions taken.

There was Council consensus.

6. Keep response time to citizen concerns reasonable and follow-up on what has been done by departments to meet their needs.

There was Council consensus.



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7. Attend workshops and participate in other education opportunities for a minimum of 40 CEU's to support ongoing professional development. Inform City Council of professional development activities ~~completed throughout the fiscal year~~ as completed and reported in the City Manager's Report.

The Council discussed how often they would like to be informed about the City Manager's professional development.

There was consensus as amended.

8. Continue to develop working relationships with other governmental entities for potential cost savings opportunities and efficiencies in service delivery including regionalization of services that may be appropriate at the County and/or State level, as well as with neighboring communities. Provide periodic reports to the City Council.

There was Council consensus.

9. Continue to support a closer working relationship with the School Department and all other City Departments. Further explore and pursue opportunities where City and Schools can combine and/share services for the benefit of the community. Provide periodic reports to the City Council.

There was Council consensus.

10. Support local businesses to aid in the community's economic growth by working in conjunction with local economic development groups and business organizations.

There was Council consensus.

11. Provide quarterly reports of energy savings realized from ongoing energy efficiency improvements.

There was Council consensus.

12. Prepare annual tax cap calculation and develop a five year municipal budget forecast to present prior to January 30, 2012 reflecting continuing budget efficiencies going into the FY2013 budget season.

Councilor Cheney started a discussion regarding the financial software tools to help in forecasting.

City Manager Joyal recommended that the Council have a workshop on forecasting in March, 2012.

There was Council consensus.

13. Complete the implementation of remaining utility and miscellaneous billing, cash receipting, and tax billing/title modules of financial management system prior to July 1, 2012.

There was Council consensus.

14. Update and post online the pavement management plan and 3 year pavement overlay schedule reflecting adjustments required by currently available funding levels prior to November 30, 2011.

There was Council consensus.



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15. Continue to pursue permitting and development of public water supply in conjunction with water control issues at Willand Pond and provide regular quarterly updates to the City Council beginning February, 2012.

There was Council consensus.

16. Develop and present a proposed six-year CIP program that conforms with the adopted financial policies and seeks to maintain new debt service requirements at or below the amount being retired each year. Present prior to October 31, 2011.

There was Council consensus.

17. Develop and deliver during December, 2011 an orientation program for incoming 2012-2013 City Council members. Seek to coordinate and provide joint sessions with incoming School Board members for overlapping information needs

There was Council consensus.

~~18. Investigate and pursue implementation of ATM machines in various municipal buildings and provide ability for citizens to utilize credit cards for completing various municipal transactions both on-line and in person at service locations. Implementation plan to be presented to City Council prior to May 31, 2012.~~

Mayor Trefethen started a discussion regarding this goal actually being two separate projects, and separating the goal.

City Manager Joyal explained both projects and the issues that need to be resolved by the Council.

18a. Investigate and pursue implementation of ATM machines in various municipal buildings. Implementation plan to be presented to City Council prior to May 31, 2012.

18b. Provide a plan for citizens to utilize credit cards for completing various municipal transactions both on-line and in person at service locations. Implementation plan to be presented to City Council prior to May 31, 2012.

There was consensus as amended.

19. Develop and present prior to July 1, 2012 a comprehensive fleet replacement program including a multi-year schedule for all rolling stock utilized by municipal departments in conjunction with CIP.

There was Council consensus.

The Council discussed other topics they might want as a City Manager goal.

Mayor Trefethan said the list will be updated and put in a resolution on the October 26, 2011 agenda.



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8. CITIZEN'S FORUM

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

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

9. ADJOURNMENT

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