LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on July 25, 2011 at 6:00 p.m. with Chairman McGlumphy presiding. Members present were Mr. Anderson, Mr. Hare, Dr. Jones, and Mr. Shevock. Members of Council present were Mr. Hutchison (arrived at 6:04 p.m.) and Council President Leary. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Shevock moved for approval of the agenda, seconded by Mr. Hare and unanimously carried.

Review and Recommendation - Filling of Critical Positions

During their meeting of February 23, 2009, members recommended approval of a Hiring Freeze for Fiscal Year 2008-2009, but to allow the hiring of critical positions through the review and approval of the Legislative, Finance, and Administration Committee and City Council. It was suggested that there be a "standing" agenda item to consider the filling of critical positions and, if there were no positions to consider, the item could be removed.

Communications Dispatcher - Police Department

Police Chief James Hosfelt reviewed a request to recruit two (2) Communications Dispatchers for the Police Department 911 Center to fill vacancies that will be created by the resignation of two (2) employees. He explained that he intends for these positions to first be posted in-house, city-wide to determine if there are dispatchers currently employed in other departments who may be interested. He indicated that if there are no interested in-house candidates, he would then refer to the list of one (1) or possibly two (2) candidates from the last testing cycle. If neither of these options result in filling the positions, Chief Hosfelt stated that he would then request to advertise the positions through the paper and local media.

Mr. Hare questioned if the positions would be posted in-house for 30 days. Responding, Chief Hosfelt stated that he would follow Human Resources' guidelines.

Mr. Hare stated that he did not believe that there were established guidelines regarding the length of time required for in-house postings and suggested that 30 days would provide enough time.

In addition to the hiring justification outline provided, he noted that last year the dispatch center handled over 115,000 calls, 35,000 of which were 911 emergency calls. Chief Hosfelt stated that in the last two (2) pay cycles, 65 hours of overtime pay was expended to cover these two (2) positions.

Chief Hosfelt provided members with Payroll Information for Hiring Replacements ***(Attachment #1)*** and indicated that the top two (2) tables reflect the cost breakdown for dispatchers (noting that the other tables address other positions). He explained that the pension fund payout consists of employee contributions which do not affect the City's Budget.

Dr. McGlumphy relayed appreciation for the Payroll Information for Hiring Replacements and suggested that this be considered a model for any department submitting a request for filling critical positions.

Mr. Hare moved to recommend approval of the request to recruit two (2) Communications Dispatchers for the Police Department 911 Center by posting in-house for a minimum of 30 days prior to publicly advertising the positions, as recommended by staff. The motion was seconded by Mr. Shevock and unanimously carried.

Review of Grant Application - FY11 Edward Byrne Justice Assistance Grant Program

Police Chief James Hosfelt advised members that the Dover Police Department recently received its annual allocation from the Office of Justice Programs (OJP) for the 2011 Justice Assistance Grant (JAG). Similar to previous years, the Dover Police Department was identified as a disparate funding agency, along with the Smyrna Police Department and Kent County, because there is no law enforcement function at the county level, unlike New Castle County in northern Delaware. Chief Hosfelt explained that this disparate condition requires the submission of a joint grant application for the three (3) agencies. Since the Dover Police Department will be receiving the largest share of the grant, it will serve as the fiscal and administrative agent and all funds for the grant will be disbursed through City of Dover accounts; however, Smyrna Police Department expenses will still be controlled and approved by the City of Smyrna.

Chief Hosfelt reminded members that this is a recurring grant and there are no costs to the City associated with the grant. He reviewed the breakdown of funds and the items that the Dover Police Department plans to purchase with the funds, as follows:

Department	Amount
Dover Police Department	
– two (2) police cruisers with computer and lighting equipment	$60,051.00
Smyrna Police Department	
– police motorcycle and other equipment	11,969.00
GRAND TOTAL	$72,020.00

Chief Hosfelt explained that the Department planned to use the funds to replace two (2) vehicles that were currently being utilized by supervisors and had accumulated many miles. He noted that these vehicles were previously planned for replacement; however, proposed funding was eliminated from the budget.

Staff recommended approval of the grant project as requested.

Responding to Mr. Shevock, Chief Hosfelt reiterated that the City of Smyrna will be responsible for their purchases and the payments for those purchases.

Mr. Hare moved to recommend approval of the FY11 Edward Byrne Justice Assistance Grant Program, as recommended by staff. The motion was seconded by Dr. Jones and unanimously carried.

Review of Grant Application - FY10 Buffer Zone Protection Program Grant (DEMA)

Police Chief James Hosfelt reviewed a sub-grant award received from the Delaware Emergency Management Agency (DEMA) with funds provided by the Federal Emergency Management Agency (FEMA). He noted that all funds for the grant will be accounted for through the City's financial system (HTE) and administered by the Dover Police Department. He outlined the agencies, items, and amounts approved on this grant, as follows:

Agency	Purpose	Cost
City of Dover	Physical security enhancements	$ 20,000.00
Dover Downs	Physical security enhancements	137,500.00
Dover Police Department	License Plate Reader	32,500.00
TOTAL		$190,000.00

Staff recommended approval of the project and purchase as requested. Police Chief Hosfelt noted that there are no costs to the City associated with this grant.

Responding to Mr. Hare, Police Chief Hosfelt stated this grant will allow for the purchase of one (1) license plate reader. Responding to Mr. Shevock, Police Chief Hosfelt confirmed that information is obtained through the license plate reader instantaneously; therefore officers will have immediate access to information, such as whether a vehicle is stolen, etc.

In response to Dr. Jones, Police Chief Hosfelt explained that the physical security enhancements for Dover Downs include items such as jersey barrier walls, new fencing around propane tanks, etc. He stated that Dover Downs was approved for the grant and will make such purchases and the City of Dover will administer the grant.

Dr. Jones moved to recommend approval of the FY10 Buffer Zone Protection Program Grant (DEMA), as recommended by staff. The motion was seconded by Mr. Hare and unanimously carried.

Public Comment Period

There was no one present wishing to speak during the public comment period.

Mr. Hare moved for adjournment, seconded by Mr. Shevock and unanimously carried.

Meeting adjourned at 6:13 P.M.

Respectfully submitted,

William P. McGlumphy
Chairman

WPM/jg/js/ac/dd/tm
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Attachment
Attachment #1 - Payroll Information for Hiring Replacements

DOVER POLICE DEPARTMENT

Payroll Information for Hiring Replacements

DEPT 542	Position	Separation Date	FY12 Salary	FY12 Benefits	Total Pay	% Year Used	Salary Used	Pension Fund Payout *	General Fund Payout	FY12 Pay Used	Balance	Remarks
Civilian Personnel												
Whiteman, Harry	Dispatcher	7/20/11	48,826.57	13,393.43	62,220.00	5.2%	3,230.00	15,500.00	327.74	3,557.74	58,662.26	health care = employee
Holloway, Brad	Dispatcher	7/7/11	48,826.57	14,024.65	62,851.22	1.6%	1,030.35	15,000.00	4,073.34	5,103.69	57,747.53	health care = employee
Totals					**125,071.22**					**8,661.43**	**$116,409.79**	

* payout estimates obtained from HR (Kim Hawkins) - **DOES NOT AFFECT CITY FUNDS BUDGETED** & not included in calculations below

** esitmate based on # hours sold back

DEPT 542	Position	Hire Date	FY12 Salary	FY12 Benefits	Total Pay	% Year Needed	Total Pay Needed	Remarks
New Positions								
Replacment Hire	Dispatcher	9/1/11	33,136.56	11,933.93	45,070.49	82.8%	37,312.46	health care = employee
Replacment Hire	Dispatcher	9/1/11	33,136.56	20,836.73	53,973.29	82.8%	44,682.81	health care = family
Totals					**99,043.79**		**$81,995.27**	
Balance							**$34,414.53**	

DEPT 543	Position	Separation Date	FY12 Salary	FY12 Benefits	Total Pay	% Year Used	Salary Used	Retire/Sep Payout *	General Fund Payout **	FY12 Pay Used	Balance	Remarks
Law Enforcement Personnel												
Ranger, Danny	CPL	8/30/11	69,954.86	26,728.06	96,682.92	16.4%	15,849.66		26,304.00	42,153.66	54,529.26	
Boyce, Christopher	Ptlmn	7/15/11	49,912.23	34,721.21	84,633.44	3.8%	3,237.34		2,752.94	5,990.28	78,643.16	
Totals					**181,316.36**					**48,143.94**	**$133,172.42**	

* payout estimates obtained from HR (Kim Hawkins)

** esitmate based on # hours sold back

DEPT 543	Position	Hire Date	FY12 Salary	FY12 Benefits	Total Pay	% Year Needed	Total Pay Needed	Remarks
New Positions								
Replacment Hire	Ptlmn	9/1/11	47,053.71	29,277.25	76,330.96	82.8%	63,192.02	health care = family
Replacment Hire	Ptlmn	9/1/11	47,053.71	29,277.25	76,330.96	82.8%	63,192.02	health care = family
Totals					**152,661.92**		**$126,384.05**	
Balance							**$6,788.37**	

ATTACHMENT #1
LF&A Committee Meeting of 07/25/2011