LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

A G E N D A

August 27, 2007 - 5:30 P.M. - Council Chambers - City Hall - City of Dover

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify the City Clerk (736-7008 or e-mail at Tmcdowell@dover.de.us) should you wish to be recognized.

AGENDA ADDITIONS/DELETIONS

1. Budget Process Post-Mortem/Review

2. Budget Schedule for FY 09 budget (*For Publication by September 1st*)

3. Overview of Allocated Services Departments

4. Discussion - Council Policy Statement Regarding Cost of Living Allowances (COLA)

5. Adjournment by 7:00 P.M.

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

CITY OF DOVER
2008-2009 TENTATIVE BUDGET CALENDAR

11/07/07	Budget kick-off meeting
11/12/07 – 01/08/08	Departments' budget preparation
11/30/07	New position proposals/revised classification requests due to HR
12/03/07 – 12/07/07	Human Resources returns position requests to depts.; meeting with Tony, Terry, and Frank re: requests
12/18/07 – 12/21/07	Salary budget packets distributed
01/04/08	– Salary budgets returned to City Manager's Office, including revised classifications and new positions – Estimated PFP scores for non-bargaining employees due to City Manager's Office
01/14/08 – 02/01/08	Revenue review by Revenue Committee
01/14/08 – 02/15/08	Work on mid-year review (Terry, Donna)
01/25/08	**Council Retreat/Budget Goals**
01/31/08	Entry lockout on ALL years
01/31/08	Review Council Retreat budget revisions with departments
01/28/08 – 02/08/08	Draft budget adjusted as per Council Retreat
02/11/08 – 03/14/08	Review draft budget with departments; assemble final draft budget
03/03/08	**Present mid-year review, revenue forecasts, Retreat and budget input review to Council and LF&A.**
3/17/08 – 04/04/08	Budget team balances budget; makes adjustments w/dept. heads as needed
04/07/08 – 04/25/08	Printing of draft budget
04/28/08 – 05/02/08	Final draft budget and CD to Council; news conference
05/05/08 – 05/30/08	Budget review meetings as needed (members of LF&A Committee invited).
06/02/08 – 06/06/08	Budget post-mortem meeting
06/09/08	Electric public hearing; first reading of draft budget
06/23/08	Second reading of draft budget
07/01/08	Fiscal Year 2006-2007 budget goes into effect

SPECIAL COUNCIL MEETING
BUDGET REVIEW
A G E N D A S

May 14, 15, 16, 21, and 22, 2008

Council Chambers - City Hall - City of Dover

AGENDA ADDITIONS/DELETIONS

WEDNESDAY, MAY 14, 2008 - 6:00 P.M. (Adjourn by 9:00 P.M.)

1. Introduction and Presentation	(6:00 - 6:30 p.m.)
2. Revenue	(6:30 - 7:00 p.m.)
3. P.F.P. Salary Calculations (Non-Bargaining Employees)	(7:00 - 7:30 p.m.)
4. Break - 15 minutes	(7:30 - 7:45 p.m.)
5. Review of 2008/2009 Draft Budget - Water/Wastewater Fund	
A. Water	(7:45 - 8:00 p.m.)
B. Wastewater	(8:00 - 8:15 p.m.)
C. Engineering/Inspections	(8:15 - 8:30 p.m.)
D. Water Construction	(8:30 - 8:45 p.m.)
E. Water Treatment Plant	(8:45 - 9:00 p.m.)

THURSDAY, MAY 15, 2008 - 6:00 P.M. (Adjourn by 9:00 P.M.)

1. Review of 2008/2009 Draft Budget - General Fund	
A. Mayor	(6:00 - 6:10 p.m.)
B. Council	(6:10 - 6:20 p.m.)
C. City Manager	(6:20 - 6:30 p.m.)
D. Central Services	(6:30 - 6:40 p.m.)
E. City Clerk	(6:40 - 6:50 p.m.)
F. Customer Service	(6:50 - 7:05 p.m.)
G. Finance	(7:05 - 7:15 p.m.)
H. Fire	(7:15 - 7:25 p.m.)
I. Human Resources	(7:25 - 7:40 p.m.)
Break - 15 minutes	(7:40 - 7:55 p.m.)

1. Review of 2008/2009 Draft Budget - General Fund
   - J. Information Technology (7:55 - 8:05 p.m.)
   - K. Park, Recreation and Library (8:05 - 8:20 p.m.)
   - L. Police (8:20 - 8:30 p.m.)
   - M. Tax Assessor (8:30 - 8:40 p.m.)
   - N. Public Services (8:40 - 9:00 p.m.)
     - n-1. Public Services Administration
     - n-2. Planning
     - n-3. CDBG
     - n-4. Inspections
     - n-5. Grounds
     - n-6. Sanitation
     - n-7. Streets

FRIDAY, MAY 16, 2008 - 6:00 P.M. (Adjourn by 9:00 P.M.)

1. Review of 2008/2009 Draft Budget - Electric Fund
   - A. Administration (6:00 - 6:15 p.m.)
   - B. Electric T & D (6:15 - 6:30 p.m.)
   - C. Electric Engineering (6:30 - 6:45 p.m.)

2. Discussion - COLA Increase for Retirees (6:45 - 7:00 p.m.)

   Break - 15 minutes (7:00 - 7:15 p.m.)

3. Final Discussion/Action and Wrap-Up (7:15 - 9:00 p.m.)

WEDNESDAY, MAY 21, 2008 - 6:00 P.M. (Adjourn by 9:00 P.M.) (ONLY IF NEEDED)

1. Council Budget Markup Work Sessions (6:00 - 7:15 p.m.)

2. Break - 15 minutes (7:30 - 9:00 p.m.)

THURSDAY, MAY 22, 2008 - 6:00 P.M. (Adjourn by 9:00 P.M.) (ONLY IF NEEDED)

1. Council Budget Markup Work Sessions (6:00 - 7:15 p.m.)

2. Break - 15 minutes (7:30 - 9:00 p.m.)

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Legislative, Finance, & Administration Committee

Service Department Allocations

August 27, 2007

City of Dover
Administrative & Service Department Allocations

Service Department	Methodology (Updated Annually)	Fiscal Year 2007 General Fund	Fiscal Year 2007 W/WW Fund	Fiscal Year 2007 Electric Fund	Fiscal Year 2008 General Fund	Fiscal Year 2008 W/WW Fund	Fiscal Year 2008 Electric Fund
City Council	Assets & Revenues by Fund - figures used from the most recent audit	19.80%	15.90%	64.30%	19.60%	14.20%	66.20%
City Clerk	Assets & Revenues by Fund - figures used from the most recent audit	19.80%	15.90%	64.30%	19.60%	14.20%	66.20%
Mayor	Assets & Revenues by Fund - figures used from the most recent audit	19.80%	15.90%	64.30%	19.60%	14.20%	66.20%
City Manager	Assets, Revenues, Personnel (ex. Police) by Fund - figures used from the most recent audit	19.80%	15.90%	64.30%	36.00%	13.60%	50.40%
Treasurer/Finance	Assets, Revenues, Personnel by Fund - figures used from the most recent audit; Added personnel in FY08;	19.80%	15.90%	64.30%	39.00%	12.40%	48.60%
Human Resources	Wages, Benefits & Personnel by Fund - figures used from the most recent audit	70.90%	9.70%	19.40%	76.50%	9.00%	14.50%
Insurance	Assets, Revenues & Number of Personnel by Fund	36.60%	14.20%	49.20%	38.40%	12.50%	49.10%
Information Technology	Computer Equipment by Fund; Invoices/Permits by Fund; Module Maintenance by Fund;	55.80%	13.60%	30.60%	55.60%	13.40%	31.00%
Customer Service	Number of bills issued by Fund; Collections by fund; Work orders per fund; (Main sources: Utilites/Taxes/Trash)	19.20%	20.50%	60.30%	20.70%	20.00%	59.30%
Central Services - Purchasing & Warehouse	Each Funds average inventory balance by month for most recent audited year; Inventory receipts by fund; Number of items in stock by fund;	8.60%	7.10%	84.30%	10.30%	8.30%	81.40%
Facilities Management	Custodian salary per facility by Fund; Sq. footage per facility by Fund;	63.10%	5.40%	31.50%	62.40%	6.20%	31.40%
Fleet Maintenance	Work orders by Fund; Preventive Maintenance by	51.60%	18.10%	30.30%	59.20%	18.90%	21.90%
Public Services - Grounds	Calculations of estimated hours per employee as developed by P.W. Director; FY07 Adjusted to reflect Christmas Lights as a General Fund function;	84.00%	4.00%	12.00%	82.00%	4.00%	14.00%
(FY08 Public Services Administration)	FY08 - Changed to 100% General Fund with re-organization	59.10%	40.90%	---	100.00%	---	---
Public Works - Construction (FY08 - Public Utilities Construction)	FY04 - Changed to 100% Water/Wastewater Fund	---	100.00%	---	---	100.00%	---
Public Works - Engineering & Inspection (FY08 Public Utilities Engineering & Inspection)	FY04 - Changed to 100% General Fund FY08 - Changed to 100% Water/Wastewater with re-organization	100.00%	---	---	---	100.00%	---
Public Utilities - Administration	FY08 Operating Budgets & Headcount	---	---	---	---	24.70%	75.30%
Public Utilities - System Operations	Estimated hours per Utililites Manager; Water Treatment Plant has its own SCADA system, so water percentage is reduced;	---	---	---	Water	6.00%	82.00%
					Wastewater	12.00%	

City of Dover

Administrative & Service Department Allocations

Overall Impact of Methodology Changes & Annual Updates

	Prior to Formulas FYO4 Overall %	After Formulas FY04 Overall %	FY07 Overall %	FY08 Overall %
General Fund	33.2%	41.2%	43.6%	45.7%
Water & Wastewater Fund	20.0%	16.9%	17.5%	19.3%
Electric Fund	46.8%	41.9%	38.9%	35.0%
Total	100.0%	100.0%	100.0%	100.0%