



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2011.10.26 – 152**
Resolution Re: Establishment of FY 2012 Expectations by Mayor and City Council for City Manager

WHEREAS: Well thought out and clearly defined expectations by the Mayor and City Council for the City Manager will aid in the establishment of an effective Council-Manager relationship; and

WHEREAS: An effective Council-Manager relationship will support the further prosperity and growth of the Dover community; and,

WHEREAS: The Dover City Council and City Manager are committed to efficiently and effectively meeting the increasingly complex and diverse needs of the Dover citizens; and,

WHEREAS: The Dover City Council and City Manager have proactively discussed ongoing expectations and priorities for the coming year;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Mayor and City Council establish the attached list of ongoing expectations for the City Manager during the ensuing year.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen

Approved as to Legal Form: Allan B. Krans, Sr.
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



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DOCUMENT HISTORY:

First Reading Date: 10/26/2011	Public Hearing Date: N/A
Approved Date: 10/26/2011	Effective Date: 10/26/2011

DOCUMENT ACTIONS:

Mayor Trefethen moved for its adoption; seconded by Councilor Nedelka.
Vote: 9/0.

VOTING RECORD		
Date of Vote: 10/26/2011	YEA	NAY
Mayor Dean Trefethen	X	
Deputy Mayor, Karen Weston, At Large	X	
Councilor Robert Carrier, Ward 1	X	
Councilor William Garrison III, Ward 2	X	
Councilor Jan Nedelka, Ward 3	X	
Councilor Dorothea Hooper, Ward 4	X	
Councilor Catherine Cheney, Ward 5	X	
Councilor Gina Cruikshank, Ward 6	X	
Councilor Dennis Ciotti, At Large	X	
Total Votes:	9	0
Resolution does pass.		



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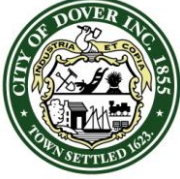
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RESOLUTION BACKGROUND MATERIAL:

The following expectations are established for the City Manager through FY2012 to be evaluated during the City Manager's annual performance evaluation.

Compiled from 10/5/2011 and 10/19/2011 Workshops

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.
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.
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.
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.
5. Keep the City Council informed regarding community problems and actions taken.
6. Keep response time to citizen concerns reasonable and follow-up on what has been done by departments to meet their needs.
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 as completed via City Manager's Report.
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.
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.
10. Support local businesses to aid in the community's economic growth by working in conjunction with local economic development groups and business organizations.
11. Provide quarterly reports of energy savings realized from ongoing energy efficiency improvements.
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.
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.
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.



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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.
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.
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
18. Investigate and pursue implementation of ATM machines in various municipal buildings. Implementation plan to be presented to City Council prior to May 31, 2012.
19. Develop 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.
20. 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.