

# CITY OF DOVER BUDGET WORKSHOP MEETING

**Date: July 31, 2013 @ 6:00 p.m.**  
**Dover City Hall**  
**699 Lakeshore Ave., Dover Id 83825**

## **CALL TO ORDER**

Mayor Curless called the meeting to order at 6:08 p.m.

## **PLEDGE OF ALLEGIANCE**

Present at this meeting:

Council Members: Annie Shaha, Denise Travis and Marguerite Burge (telephonic presence)

Staff: Ronda L. Whittaker (City Clerk), Dagmar Breymann and Bryan Quayle (City Engineer).

Public Present: See Sign-in Sheet.

## **NEW BUSINESS:**

### **Review of 2013/2014 City Budget:**

Mayor Curless requested Dagmar Breymann to begin with her Income Report.

There was discussion related to the following:

### **INCOME**

**Total Income was discussed:** Mrs. Breymann reported that the total income of \$990,538. She advised that there were still two increments of \$30,000 that had not been included. Bryan stated the he and Dagmar had gone over the issues. He stated that one of the \$30,000 increments comes from Dover Bay Development and the other comes from DURA as part of the mediation settlement and advised that since it is still on the table, the City needed to have those figures in the Budget, which would be within the general funds. He stated that he thought it came in two \$15,000 increments, one after they receive the January payments and the other in July. Dagmar stated that she had not recalled seeing the two increments, but did see one \$30,000 check and that she was instructed to deposit those funds into Administration. She stated that she did not want to put those funds into the Budget as it was part of the mediation and there was no guarantee that the City would receive them. Councilwoman Shaha stated that those funds were not part of the mediation in any way. She stated that she did not see the funds in the worksheet, but did see a business registration revenue entry of \$15,000 and was confused as to why it would be there. She went on to explain that she did see a \$30,000 entry under Development Fees for DURA and an entry of \$10,000 for Dover Bay Impact Fees and an entry of \$15,000 in the Dover Bay Development Fees line. Mayor Curless stated that he thought that the Registration Revenue was high. Councilwoman Travis concurred that the entry was high. **It was decided to delete the Business Registration Revenue line (-\$15,000).**

**Certificate of Occupancy (CO) line was discussed:** Councilwoman Shaha expressed her concern that the CO line went from \$300 to \$1,200. Bryan explained that it had been decided that the City was going to use a 12 count for building permits as there could be some out buildings and such built and the CO number should match. **It was decided to keep the line as is.**

Mayor Curless reported the Total County Revenue line had now gone from \$182,000 to \$161,090.

**Dover Bay Impact Fees were discussed:** Councilwoman Shaha stated that the total revenue for the impact fees should be \$12,000 to count for 12 building permits. Bryan explained that not all permits would be subject to the impact fee. Councilwoman Shaha referred to the P&Z sheet which had an impact fee entry of \$14,000 and the Parks sheet had an impact fee entry of \$5000 and stated that she was concerned that the total sheet was not matching. Bryan suggested that the revenue should show in the P&Z because the revenue comes from the permit fees. Mrs. Breyman confirmed that she should remove the Dover Bay Impact Revenue of \$5,000 from the Parks Department. **It was decided to decrease the line from \$19,004 to \$8,000 (-\$2,000).**

Mayor Curless confirms that the total line would now reflect a decrease from \$49,004 to \$38,004.

**DURA GEO Cost and Grant Income-Intake lines were discussed: It was decided that 100 percent of the grants should be entered instead of only 8 percent, and that a category of Grant Income be created naming one line for GEO Bags and the other Intake Project.** Bryan stated that the lines should be named Grant/Loan. Peggy suggested naming the line alternative funding. Mayor Curless stated that he wanted to name the lines as probable income and advised that if the budget is increased over 3% that the City would have to go to an election to raise funds. **It was decided to name the lines: GEO Bags – Grant/Loan and Intake Project – Grant/Loan.**

**P&Z Department Revenues were discussed: It was decided to rename the line to P&Z Department Fees.**

**Sewer Revenues were discussed:** Councilwoman Shaha stated that Hookup Fees needed to be budgeted. **It was decided that as previously discussed 10 hookup fees should be budgeted.** Dagmar asked if she should remedy the figures out at 70/30. Councilwoman Shaha stated that the full amount should be budgeted in. Mrs. Breyman stated that she had sought consultation from a CPA as to the 30/70 split and was told that it was correct to only enter the 30%. Councilwoman Shaha and Bryan disagreed and stated once more that 100 percent of the income should be entered. **It was agreed to put 100% of 10 hookup fees and associated inspection fees totaling \$88077.50 into the budget.**

**Water Revenues were discussed: It was decided to budget water hookup fees and associated inspection fees at 10 each totaling \$80,727.50. Mayor Curless suggested moving the Grant lines into the Sewer and Water division of the budget.**

Mayor Curless stated that there would be a total change in the budget due to the additions and deductions. He asked if that total income should include the Grants or be separated out. Bryan stated that there should not be a concern about the 3% rule as it only pertains to the Property Tax issue. Mrs. Breyman advised separating the total and the grant lines to make it clear. Councilwoman Shaha disagreed. Mayor Curless confirmed the necessity of separate lines. Bryan concurs with Councilwoman Shaha. Mayor Curless confirmed that the lines needed to be separate – Total and Probable Grants. Mrs. Breyman expressed her concern that if the grants were received did she need to change the line name. Councilwoman Burge asked why probable was being

used. Bryan advised that the individual spread sheets were not published; they are just a worksheet. **Mrs. Breymann confirmed that there will be two total lines.** Bryan stated that it could be a subtotal.

Mayor Curless advised that this is the last workshop before the publication of the proposed budget. Bryan suggested using last year's publication to enter what will be published. Councilwoman Travis expresses her concern that there have been changes to the budget and council may not have a chance to discuss the results before publication. Mayor Curless expressed that only the totals will be published not the worksheets. Mrs. Breymann handed out a copy of last year's proposed budget which names the budget line names.

There was discussion about the other revenue line and where the grant funds would be entered. Councilwoman Shaha confirmed that other revenue would be the grant/loans and would match the expenditures. Mrs. Breymann asked about the Transportation Fund expenditure and revenue lines and whether they should be entered into the budget. Mayor Curless confirms that they only need to be included in the publication and she would get the information needed from SPOT's CPA.

Mayor Curless asked if there were any other changes needed. He stated that if there were no other changes made at this meeting, then the proposed budget would be prepared and published. Councilwoman Burge asked if the changes should be clarified. Mayor Curless stated that we had gone over the worksheets several times now and that if there are other changes speak now.

## **EXPENSES**

The City Clerk asked if the wage increase needed to be addressed. Mrs. Breymann stated that she was not comfortable with the numbers.

**Building Permit and Plan Revenue were addressed:** Councilwoman Shaha expressed her concern that Building Permit and Plan Revenue is at \$36,000 and the budget is showing \$8,000 more expenses than revenue. There is confusion about what figures she is looking at. Bryan stated that only 35% of the Building revenue is retained by the City to cover the expenses of staff charges, etc. The Plan Review should be a wash. Mayor Curless stated that he thought that the budget was okay number wise, but that maybe the Building Permit and Plan Review should be separate lines to clarify the 35% hold on the plan review issue. Bryan confirmed that the building permit reflects 65% of what the building permit revenue was and the building plan review would stay the same. **It is decided that the Building Permit & Plan Review be separated to show the 35% hold.**

**Engineering Services Capitalization Fees were addressed: It was decided move the Capitalization Fees into their perspective departments– Geo as Sewer and Intake as Water.**

**Engineering Services were addressed:** Bryan stated that most of the engineering services would be within the water and sewer departments. Councilwoman Shaha stated that \$5,400 had been entered into administration and \$500 in P&Z and nothing in Water. Mrs. Breymann explained that \$1,200 should be for Sewer and nothing for streets and \$6,000 in Water. Councilwoman Shaha confirmed \$6,000 in Water, \$5,400 in admin, \$1,200 in Sewer, and \$500 in P&Z. Mayor Curless expressed that the City may need engineering services within the Street Department due to the culvert issue. Councilwoman Shaha asked if there should be engineering funds allotted to the Street Department. Mrs. Breymann suggested \$500. Mayor Curless stated that the expense will come up this year and will not affect this budget. **It was confirmed that nothing should be allotted to the Street Department. – Total Engineering Services - \$13,100.**

**Legal Services were addressed.** Councilwoman Shaha stated that the total did not match. There was \$18,000 allotted in Administration and another \$2,000 had been allotted to P&Z. Mrs. Breymann stated that she thought that Legal Services in P&Z were eliminated. **It was decided to leave the P&Z expense and adjust the total line to \$20,000.**

**Accounting Services were addressed** - Audit was discussed: Councilwoman Shaha expressed her concern that the rates will go up. It was confirmed that the agency was bound by contract not to exceed \$7,000. Mayor Curless stated that the City had not received anything from them expressing a rate increase. **It was decided to leave it as is.**

**Planning & Zoning Department was addressed:** Councilwoman Shaha reminded Mayor Curless that he had asked council to consider expenses related to the Department. Councilwoman Burge advised leaving it as is for now and address the issue at a later time. Councilwoman Travis stated that other cities employ a full-time P&Z at the same rate that we pay for a part-time position. Councilwoman Shaha stated that Council slacks at identifying where the hours are spent to justify the expense. She also stated that she felt that Bryan fills in the 100 hour allotment for the position. She went on advising that the City will need Bryan for specific projects and that the City might consider a paid for performance scenario for the water project. She recommended lowering the salary expense for P&Z and enter into some sort of paid for performance contract. She stated the maybe 10% of the water hookup project could be considered. Councilwoman Burge stated that she thought that the City needed to give Bryan better direction as to what the City needs of him, but did not feel that the budget workshop is the right time to address this issue. She suggested another workshop. Councilwoman Shaha stated that she was just addressing a request from the Mayor. Councilwoman Burge asked if council wanted to change the budget at this time. Councilwoman Shaha stated that she would not make that decision and just thought this issue needed to be addressed. Mayor Curless stated that the salary was set at the a time when development was coming on hard and Ralph was going to pay \$15,000. Bryan stated that the mediation still was set at \$30,000. He stated that the City does need to be aware that when Ralph stops paying the City would be in a situation of trying to come up with the funds and suggested that the budget will show the totals. Councilwoman Burge stated that a workshop is needed for the Engineer and the Planner.

Councilwoman Shaha stated her concern about the budget totaling. Councilwoman Travis asked Mayor if Councilwoman Shaha and he might look at the proposed budget before publication just as a second review. Mayor Curless stated that Mrs. Breymann would get the figures in as soon as possible and if it did not balance out then there would need to be another meeting. Councilwoman Burge stated that it should be left up to Mrs. Breymann to ask for a second eye.

## **ADJOURNMENT**

**A motion was made a motion by Councilwoman Burge to adjourn the Council Meeting, Councilwoman Travis seconded the motion, all in favor, motion carried.**

Mayor Curless adjourned the meeting at 7:49 p.m.

Submitted by,  
Ronda L. Whittaker

**DRAFT**