



CITY COUNCIL-BUDGET WORKSHOP
TUESDAY, APRIL 12TH, 2022 @ 2:00 p.m.
DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO

MINUTES

- I. **CALL TO ORDER AND ROLL** Mayor Eskridge called the meeting to order at 2:10 p.m. Roll call established – Councilors Bledsoe, Glass, Hoffman, and Parkin in attendance. Also attending Deputy Clerk-Camp and Finance Manager-Pilkington.
- II. **BUDGET WORKSHOP** General Fund. Pilkington inquired about Mayor and Councilors expectations for FY 2023 budget. Bledsoe requested budget deadlines on outlook calendar. Glass requested an emergency services budget line. Mayor asked about funding for Historical Committee. Pilkington told Mayor that supplies needed for the Dover Historical Committee will be taken out of general fund as admin expenses.
- Income:** Pilkington declares that nothing should be proposed on income until the updated budget manual is received from AIC.
- Expenses:**
- Cap Expenditures Budgeted-** Pilkington reminded Council that funding for the PO was approved. The City has spent \$267,000.00 to date on this project. The funds borrowed from the sewer fund have not been transferred yet. Council discussed a new port-o-potty and to investigate a new contract for services. All in favor for staff to research this option.
- Accountant-** No comment.
- Auditor-** Pilkington pointed out that this was \$2,000 more than last year. No comment.
- Advertising & Promotion:** Pilkington informed Council that this line item is appropriate. Hoffman asked about future Historical Committee Ordinance costs. Pilkington assured him that the Dover Historical Committee will not have Ordinances at this time.
- Building Permit & Plan Review:** No comment.
- Contributions (SPOT)-** No comment.
- Dues and Subscriptions-** Pilkington analyzed various dues and subscriptions. Pilkington suggested that the POAC contract not be renewed next FY as it has been difficult to get artwork changed out- staff suggested that the City invite residents and/or the Historical Committee to display their artwork in City Hall quarterly. All agree to make the decision when the current POAC contract is up.
- Engineering Services-** Pilkington assured Council that a reimbursement from TAP can be expected per the City Engineer- amount was not discussed.
- General Liability Insurance-** No comment.
- Misc. Expense-** Pilkington explained that she has not been able to make contact with the Sherriff's office to verify that the amount the City pays them for services will remain the same for next FY.
- Building and Grounds-** Pilkington reviewed repairs in City Hall and the City Park that need to be addressed. She proposed hiring a full-time maintenance employee- this employee will support any maintenance needs for City Hall, WTP, and WWTP. She stated that the full-time maintenance position would cost the city approximately \$42,000. Hoffman requested that this line item be left at \$45,000.

Approved by Council at meeting held on 5/12/2022 (TC)

Software Licensing and Support- Pilkington listed various office supplies that are needed and suggests that \$10,000 for this line would be more appropriate.

Postage and Delivery- Pilkington informed Council and Mayor that the PO announced an upcoming increase in postage, but unsure when this goes into effect. She suggested that Council consider an increase for this item. All in favor to increase this line item to \$1,000.

Repairs, Maintenance, and Supplies- Pilkington stated that the city no longer employs a cleaning service at City Hall- City Hall staff has been cleaning. She informed Council that the cleaning service the city previously employed was unsatisfactory, and staff has been unsuccessful at finding another cleaning services with availability and within budget. All are opposed to staff cleaning City Hall and are in favor to increase this line item to \$17,000.

Travel Expenses: No comment.

Utilities- No comment.

Gross Wages- Hoffman expressed that Council pay should be increased to at least \$400/month. Mayor, Bledsoe, Parkin, and Glass agree that Council pay should remain the same. Pilkington informed Council and Mayor that the City Clerk no longer has a need for an intern- the Deputy Clerk has taken on previous intern duties. Staff proposed hiring adolescents that live within Dover for light park maintenance. All agree that it is a liability if unsupervised.

Payroll- Pilkington proposed that the City Pay for City employee vision and dental beginning next FY. All in favor.

Planning and Zoning- No comment.

III. **ADJOURNMENT** Glass motioned to adjourn the meeting at 4:25 p.m. 2nd by Bledsoe. All in favor.