CITY OF DOVER - RESOLUTION

Agenda Item#: 6.

Resolution Number: **R – 2021.04.14 – 056**
Resolution Re: Fiscal Year 2022 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted the proposed FY2022 budget to the City Council on April 14, 2021; and

WHEREAS: The Proposed FY2022 budget submitted to the City Council, as required by City Charter, contains the Dover School District's proposed budget amounts for FY2022; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2022, (July 1, 2021 through June 30, 2022);

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

1. The annual budget for the City of Dover for Fiscal Year 2022, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund	129,137,793	129,137,793	General Fund
2100	Community Development Fund	351,316	351,316	Special Revenue
2210	Drug Investigation Fund	101,402	101,402	Special Revenue
2220	Dover Housing Auth Policing	127,768	127,768	Special Revenue
2245	DHHS Assistance Programs	188,698	188,698	Special Revenue
2800	School Cafeteria Fund	1,650,000	1,650,000	Special Revenue
2820	School Dept. of Education Grants	3,017,709	3,017,709	Special Revenue
2950	School Special Pgms & Grants Fund	175,000	175,000	Special Revenue
3207	Public Safety Special Details	318,688	318,688	Special Revenue
3213	Parking Activity Fund	1,280,325	1,280,325	Special Revenue
3320	Residential Solid Waste Fund	1,795,485	1,795,485	Special Revenue
3381	McConnell Center Fund	865,727	865,727	Special Revenue
3410	Recreation Programs	461,920	461,920	Special Revenue
3455	Library Fines Fund	41,198	41,198	Special Revenue
3500	OPEB Liability Fund	1,839,739	1,839,739	Special Revenue
3710	Downtown Dover TIF Fund	865,436	865,436	Special Revenue
3715	Waterfront TIF Fund	407,173	407,173	Special Revenue
3810	School Tuition Program Fund	125,000	125,000	Special Revenue
3830	School Facilities Fund	195,000	195,000	Special Revenue
5300	Water Fund	6,458,828	6,458,828	Enterprise
5320	Sewer Fund	9,000,677	9,000,677	Enterprise
6100	DoverNet Fund	1,367,533	1,367,533	Internal Service
6110	Central Stores Fund	100,472	100,472	Internal Service
6310	Fleet Maintenance Fund	1,104,620	1,104,620	Internal Service
6800	Workers Compensation Fund	499,064	499,064	Internal Service
	Totals	161,476,571	161,476,571	

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2021 as provided by law for the departments to perform their functions, transfers to and from reserves and between other funds, and for public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include $44,959,679 for City operations, $61,684,795 for School Department operations, $12,648,107 for Debt Service and $9,845,212 for County Tax.

3. The Dover School District's proposed budget amounts for FY2022, as submitted to the City Council on April 14, 2021, were proposed at an amount equal to the FY2021 City Council adopted appropriations, reduced and increased, as the case may be for debt service, contracts, and other obligations previously incurred or mandated by law. By approving this resolution, and in hereby adopting and approving a FY 2022 appropriation for the Dover School District at an amount less than the proposed amounts for FY 2022 as submitted on April 14, 2021, the City Council is rejecting and deciding not to fund the Dover School District portion of the proposed budget amount submitted to the City Council on April 14, 2021. For the avoidance of any doubt, the Dover School District's approved FY 2022 appropriation constitutes and reflects the City Council's decision not to fund the School Board's proposed budget within the meaning of Article XIV(A)(1)(B) of the Collective Bargaining Agreement Between the Dover School Board and the Dover Teacher's Union NEA-New Hampshire, NEA, September 1, 2019 through August 31, 2022.

4. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.

5. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2021 (Fiscal Year 2022).

6. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2022.

7. For water consumption per hundred cubic feet (HCF) effective July 1, 2021, the Water and Sewer User Fees will be 5.95 and $9.64, respectively.

8. Effective July 1, 2021, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.

9. Effective July 1, 2021, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.

10. Effective July 1, 2021, any new funds represented in the budget are established for the purposes enumerated within the budget.

11. Effective July 1, 2021, the City Manager is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.

12. Effective July 1, 2021, within the parameters of City Charter C6-8, the head of any non-school department, with the approval of the City Manager, may transfer any unspent balance or any portion thereof from one fund or agency within his/her department to another fund or agency within his/her department. A receiving transferee "fund or agency" within the meaning of C6-8 includes any other necessary funding purposes or need within that department, whether or not money is appropriated in the existing budget.

13. Effective July 1, 2021, all fees and charges represented within the budget and the associated schedule of fees is adopted.

14. Effective July 1, 2021, in accordance with RSA 31;95-b and RSA 21-P:43, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose. The City Manager, within the parameters of City Charter provision C6-8, is authorized to transfer funds within a department to provide for local match as required by grant awards.

15. Effective July 1, 2021, revenues from the sale of city property are appropriated for their established and intended use.

16. Effective July 1, 2021, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.

17. Effective July 1, 2021, the City Manager is authorized during the fiscal year to initiate Recreation Special Programs fee discount for promotional events to generate revenue and program participation.

18. Effective July 1, 2021, revenues from the fees collected by the Youth to Youth Program from participant fees, speaking engagement fees, and program presentation fees are appropriated for Youth to Youth program expenses and functions.

19. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.

20. In accordance with RSAs 674:8 and 674:21-V(b), the FY2022-27 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.

21. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2021 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, in addition to Citizens Bank and NHPDIP, other banks located within the City of Dover or banks authorized per RSA 48:16 (*City Treasurer Duties*), if deemed most advantageous to the City and in compliance with the City's adopted investment policy.

22. The sum of $1,158,831.00, representing budgeted transfers to fund 30% of the OPEB Actuarial Determined Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.

23. The sum of $129,493.00, collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to COAST for Fiscal Year 2022 COAST Bus grant subsidy.

24. The sum of $66,000.00, collected as Vehicle Reclamation Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Vehicle Reclamation Reserve is hereby appropriated for use by the City of Dover for payments associated with the collection, disposal, recycling or reclamation of vehicle or other waste material for Fiscal Year 2022.

25. In accordance with RSA 80:52-c *Electronic Payments*, the City Treasurer is authorized to accept payments of City Department fees, property taxes, utility bills by use of credit card or other means of electronic payments.

Note: This Resolution requires a two- thirds majority vote to adopt pursuant to Dover Charter C6-3.1, unless General Fund revenues are increased or General Fund appropriations are decreased to result in the General Fund property tax levy being in compliance with budget limitation tax cap. This Resolution requires an advertised public hearing for each of the City and School budgets to be separated by at least 24 hours and held at least seven days in advance of final adoption. Final adoption of the budget by the City Council shall occur not later than June 15th prior to the beginning of the next fiscal year.
Resolution to be referred to Public Hearings as follows:
School Department Budget hearing Wednesday, May 12, 2021
City Budget hearing Wednesday, May 26, 2021

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Robert Carrier By Request
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
Recorded by:	Susan M. Mistretta City Clerk		

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DOCUMENT HISTORY:

First Reading Date:	04/14/2021	Public Hearing Date:	May 12, 2021 – School Portion May 26, 2021 – City Portion
Approved Date:	06/02/2021	Effective Date:	06/02/2021

DOCUMENT ACTIONS:

City Manager Joyal listed the amendment and asked for motions to approve them.

1st amendment: General Fund - both Estimated Revenues and Appropriations is amended to be $129,029,496
Deputy Mayor Ciotti made the motion to make the above change; seconded by Councilor O'Connor.
Roll Call Vote: 9/0.

2nd amendment: Totals - both Estimated Revenues and Appropriations is amended to be $161,368,274.
Deputy Mayor Ciotti made the motion to make the above change; seconded by Councilor Shanahan.
Roll Call Vote: 9/0.

3rd amendment: Item #2 City Operations amended to be $44,959,679
Deputy Mayor Ciotti made the motion to make the above change; seconded by Councilor O'Connor.
Roll Call Vote: 9/0.

4th amendment: Item #2 School Department Operations amended to be 61,576,498.
Deputy Mayor Ciotti made the motion to make the above change; seconded by Councilor Shanahan.
Roll Call Vote: 9/0.

Councilor Shanahan moved to add $108,297 to the School Department's budget; seconded by Councilor Thibodeaux.
Roll Call Vote: 7/2; Passed. Deputy Mayor Ciotti and Councilor Cullen were opposed.

City Manager Joyal went over the amendments needed to reflect the addition of $108,297 to the School Department's budget. He asked for motions to reflect the changes.

5th amendment: General Fund - both Estimated Revenues and Appropriations is now amended to be $129,137,793
Deputy Mayor Ciotti made the motion to make that change; seconded by Councilor Shanahan.
Roll Call Vote: 9/0.

6th amendment: Totals - both Estimated Revenues and Appropriations is now amended to be $161,476,571.
Deputy Mayor Ciotti made the motion to make that change; seconded by Councilor O'Connor.
Roll Call Vote: 9/0.

7th amendment: Item #2 School Department Operations is now amended to be 61,684,795.
Deputy Mayor Ciotti made the motion to make that change; seconded by Councilor Shanahan.
Roll Call Vote: 9/0.

Deputy Mayor Ciotti moved for the adoption of the amended Resolution; seconded by Councilor Shanahan.
Roll Call Vote: 7/2; Passed. Councilor Shanahan and Councilor Williams were opposed.

VOTING RECORD Date of Vote: 06/02/2021	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Ciotti	X	
Councilor Michelle Muffett-Lipinski, Ward 1	X	
Councilor Deborah Thibodeaux, Ward 3	X	
Councilor Marcia Gasses, Ward 4	X	
Councilor Dennis Shanahan, Ward 5		X
Councilor Fergus Cullen, Ward 6	X	
Councilor John O'Connor, At Large	X	
Councilor Lindsey Williams, At Large		X
Total Votes:	7	2
Ordinance does pass.		

RESOLUTION BACKGROUND MATERIAL:

This resolution adopts the budget for various funds for the next fiscal year, as well as setting utility rates, authorizing grant, subsidy and membership payments, computer maintenance contracts, transfers between funds, setting fees for various services, authorizing signing of grant applications and appropriations thereof, approval of the investment policy and adopting the six year Capital Improvements Program, as required by State Statute to support assessment of impact fees.