

ARTICLE II

Budget

[Adopted 11-13-2013 by Ord. No. 2013.10.09-013 as Ch. 9 of the 2013 Code]

§ 25-2. Submission date.

The City Manager shall submit to the City Council, on or before **April 15** of each year, his/her recommended itemized budget estimates of the revenue and expenditures for the next fiscal year for the various departments, functions and funds of the City of Dover. The School Board shall submit to the City Manager, for inclusion in his/her proposed budget, on or before **March 15** of each year, its recommended budget amounts for revenue and expenditures for the next fiscal year of the various functions and funds of the School Department.

§ 25-3. Adoption date.

The budget shall be finally adopted not later than **June 15**, prior to the beginning of the fiscal year commencing July 1.

§ 25-4. Schedule of fees.

- A. As part of the annual budget adoption procedure, the Finance Department shall submit a proposed fee schedule of all permits, licenses, and other fees and charges by the City (excluding the School Department). Following the budget adoption, said fees will become effective upon the date so indicated. Any fee schedule established by state statute shall automatically adjust the fee schedule without action by the City Council. The fee schedule shall be submitted with the City Manager's budget on or before **April 15** of each year.
- B. Changes to the fee schedule can be made at any time during the fiscal year by the Council in accordance with the budget amendment procedure.
- C. The fee schedule shall hereafter supersede fees listed in any existing ordinances and all fee adjustments will be made pursuant to this article.
- D. The omission of any fees currently charged by the City in error from the fee schedule shall not prevent the City from collecting the fees until such time as the omission is corrected. **[Amended 2-12-2020 by Ord. No. 2020.01.08-001]**
- E. The effective date of the fee schedule shall be July 1 of the new fiscal year, unless otherwise noted in the fee schedule.

§ 25-5. Limitation on budget increase.

The implementation of § C6-3 including § C6-3.1 of the Dover Charter, as amended, shall be accomplished using the following principles and time deadlines:

- A. The proposed budget of the City Manager shall be the default budget pursuant to RSA 49-C:23.

- B. The City Manager shall notify the School Department/School Board by February 1 of each year of the calculation of the property tax levy consistent with the three-year inflation rate average of the Boston Consumer Price Index.
- C. The School Board shall notify the City Manager by March 15 of each year of the estimated non-property-tax revenues and the final spending amount for the School Department/School Board for inclusion in the City Manager's proposed budget.