CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type:	Special Meeting
Meeting Location:	Council Chambers, City Hall
Meeting Date:	**Wednesday, April 5, 2023**
Meeting Time:	**To follow Workshop Session**

1. **CALL TO ORDER**

2. ~~**MOMENT OF SILENCE**~~

3. ~~**PLEDGE OF ALLEGIANCE**~~

4. **ROLL CALL ATTENDANCE**

5. **PUBLIC FORUM**

   Citizens are invited to speak on the subject matter of the Special Meeting. Statements shall be limited to five minutes.

6. **OLD BUSINESS**

   A. **FISCAL YEAR 2024 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM**
   SPONSORED BY MAYOR CARRIER BY REQUEST

7. **ADJOURNMENT**

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 6.A.

Resolution Number: **R – 2023.02.15 – 029**

Resolution Re: Fiscal Year 2024 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted the proposed FY2024 budget to the City Council on February 15, 2023; and

WHEREAS: The Proposed FY2024 budget submitted to the City council, as required by City Charter, contains the Dover School District's proposed Budget Amounts for FY2024; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of various fund for Fiscal Years 2024, (July 1, 2023 through June 30, 2024);

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 2024, 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	146,705,670	146,705,670	General Fund
2100	Community Development Fund	324,500	324,500	Special Revenue
2210	Drug Investigation Fund	177,852	177,852	Special Revenue
2220	Dover Housing Auth Policing	101,912	101,912	Special Revenue
2245	DHHS Assistance Programs	450,520	450,520	Special Revenue
2250	Youth Tobacco & Alcohol Awareness	118,940	118,940	Special Revenue
2800	School Cafeteria Fund	1,729,405	1,729,405	Special Revenue
2820	School Dept. of Education Grants	4,100,000	4,100,000	Special Revenue
2950	School Special Pgms & Grants Fund	175,000	175,000	Special Revenue
3207	Public Safety Special Details	215,355	215,355	Special Revenue
3213	Parking Activity Fund	1,475,021	1,475,021	Special Revenue
3320	Residential Solid Waste Fund	1,951,210	1,951,210	Special Revenue
3381	McConnell Center Fund	860,214	860,214	Special Revenue
3410	Recreation Programs	433,750	433,750	Special Revenue
3455	Library Fines Fund	28,250	28,250	Special Revenue
3500	OPEB Liability Fund	1,628,970	1,628,970	Special Revenue
3710	Downtown Dover TIF Fund	865,636	865,636	Special Revenue
3715	Waterfront TIF Fund	984,510	984,510	Special Revenue
3810	School Tuition Program Fund	125,000	125,000	Special Revenue
3830	School Facilities Fund	137,500	137,500	Special Revenue
5300	Water Fund	7,166,833	7,166,833	Enterprise
5320	Sewer Fund	10,162,954	10,162,954	Enterprise
6100	DoverNet Fund	1,969,942	1,969,942	Internal Service
6110	Central Stores Fund	97,982	97,982	Internal Service
6310	Fleet Maintenance Fund	1,333,083	1,333,083	Internal Service
6800	Workers Compensation Fund	501,906	501,906	Internal Service
	Totals	183,821,915	183,821,915	

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2023 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 $51,208,270 for City operations, $72,040,446 for School Department operations, $13,033,094 for Debt Service and $10,423,860 for County Tax.

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

4. 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 2023 (Fiscal Year 2024).

5. 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 2024.

6. For water consumption per hundred cubic feet (HCF) effective July 1, 2023, the Water and Sewer User Fees will be $6.59 and $10.26, respectively.

7. Effective July 1, 2023, 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.

8. Effective July 1, 2023, 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.

9. Effective July 1, 2023, any new funds represented in the budget are established for the purposes enumerated within the budget.

10. Effective July 1, 2023, 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.

11. Effective July 1, 2023, 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 the same fund or agency within his/her department. A receiving transferee "fund or agency" within the meaning C6-8 includes any other necessary funding purposes or need within that department, whether or not money is appropriated in the existing budget.

12. Effective July 1, 2023, all fees and charges represented within the budget and the associated schedule of fees is adopted. The elimination of Library Overdue Fines is adopted for FY2024.

13. Effective July 1, 2023, 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.

14. Effective July 1, 2023, in accordance with RSA 31:95-e, the City Manager is authorized to accept on behalf of the City gifts of personal property which may be offered to the City consistent with the parameters of the City Charter.

15. Effective July 1, 2023, revenues from the sale of city property are appropriated for their established and intended use.

16. Effective July 1, 2023, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.

17. Effective July 1, 2023, 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, 2023, 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 FY2024-29 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 2024 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 $984,481.00 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 $139,000.00, 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 2024 COAST Bus grant subsidy.

24. The sum of $35,507.00, 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 fund eligible Transportation Center operating costs for Fiscal Year 2024.

25. 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 2024.

26. 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 April 15th prior to the beginning of the next fiscal year.
Resolution to be referred to Public Hearings as follows:
School Department Budget hearing Wednesday, March 15, 2023
City Budget hearing Wednesday, March 22, 2023

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

CITY OF DOVER	CITY OF DOVER - RESOLUTION
	Agenda Item#: 6.A.
	Resolution Number: **R – 2023.02.15 – 029**
	Resolution Re: Fiscal Year 2024 Budget Appropriations, Fees and Capital Improvements Program

DOCUMENT HISTORY:

First Reading Date:	02/15/2023	Public Hearing Date:	School – 03/15/2023 City – 03/22/2023
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
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.