CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type:	Special Meeting
Meeting Location:	City Hall, Council Chambers
Meeting Date:	**Wednesday, April 2, 2025**
Meeting Time:	**To Immediately Follow Workshop Meeting**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PUBLIC FORUM**

   Taxpayers, Business owners, and Residents 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 2026 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 – 2025.02.12 - 21**
	Resolution Re: Fiscal Year 2026 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted the proposed FY2026 budget to the City Council on February 12, 2025; and

WHEREAS: The Proposed FY2026 budget submitted to the City Council, as required by City Charter, contains the Dover School District's proposed Budget Amounts for FY2026; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of various fund for Fiscal Years 2026, (July 1, 2025 through June 30, 2026);

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 2026, 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	Estimated Revenue	Appropriations	Fund Type
1000	General Fund	169,004,444	169,004,444	General Fund
2100	Community Development Fund	321,800	321,800	Special Revenue
2210	Drug Investigation Fund	143,431	143,431	Special Revenue
2220	Dover Housing Auth Policing	181,767	181,767	Special Revenue
2245	DHHS Assistance Programs	696,769	696,769	Special Revenue
2250	Youth Tobacco & Alcohol Awareness	200,000	200,000	Special Revenue
3207	Public Safety Special Details	264,325	264,325	Special Revenue
3213	Parking Activity Fund	1,785,264	1,785,264	Special Revenue
3320	Residential Solid Waste Fund	0	0	Special Revenue
3381	McConnell Fund	861,230	861,230	Special Revenue
3410	Recreation Programs	493,600	493,600	Special Revenue
3455	Library Fines Fund	16,134	16,134	Special Revenue
2800	School Cafeteria Fund	1,838,238	1,838,238	Special Revenue
2820	School Dept. of Education Grants	3,360,000	3,360,000	Special Revenue
2950	School Special Pgms & Grants Fund	175,000	175,000	Special Revenue
3810	School Tuition Program Fund	125,000	125,000	Special Revenue
3830	School Facilities Fund	137,500	137,500	Special Revenue
3710	Downtown Dover TIF Fund	867,793	867,793	Special Revenue
3715	Waterfront TIF Fund	1,099,660	1,099,660	Special Revenue
3500	OPEB Liability Fund	1,843,509	1,843,509	Special Revenue
5300	Water Fund	8,629,412	8,629,412	Enterprise
5320	Sewer Fund	10,847,150	10,847,150	Enterprise
6100	DoverNet Fund	2,103,796	2,103,796	Internal Service
6110	Central Stores Fund	97,683	97,683	Internal Service
6310	Fleet Maintenance Fund	1,849,990	1,849,990	Internal Service
6800	Workers Compensation Fund	613,794	613,794	Internal Service
	Total Budget	207,557,289	207,557,289	

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2025 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 $60,891,748 for City operations, $83,958,173 for School Department operations, $12,460,486 for Debt Service and $11,694,037 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 2025 (Fiscal Year 2026).

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 2026.

6. For water consumption per hundred cubic feet (HCF) effective July 1, 2025, the Water and Sewer User Fees will be $7.96 and $11.28, respectively.

7. Effective July 1, 2025, 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, 2025, 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, 2025, any new funds represented in the budget are established for the purposes enumerated within the budget.

10. Effective July 1, 2025, 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, 2025, 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, 2025, 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 FY2026.

13. Effective July 1, 2025, 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, 2025, 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, 2025, revenues from the sale of city property are appropriated for their established and intended use.

16. Effective July 1, 2025, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.

17. Effective July 1, 2025, 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, 2025, 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 FY2026-FY2031 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 2026 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 $957,883.00 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 $290,000.00, 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 2026 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 2026.

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 2026.

26. The sum of $120,000.00, collected as Current Use/Land Use Change Tax and currently held in the Conservation Commission Fund is hereby appropriated for use by the City of Dover to fund a portion of the Planning Department's administrative staff support of the Conservation Commission. The Conservation Commission approved use of the funding at their February 10, 2025 meeting.

27. The sum of $20,000.00, currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Jeremy B. Guppey Trust for is hereby appropriated for use by the City of Dover for Fiscal Year 2026 Welfare rental assistance and/or emergency shelter payments as budgeted in the City's General Fund budget.

28. The sum of $107,025.00, currently held by the City of Dover Board of Trustees of Trust Funds in the Opioid Abatement Trust Fund is hereby appropriated for use by the City of Dover Police Department for Fiscal Year 2026 Community Response & Engagement program costs consistent with the purpose of the trust fund as budgeted in the City's Police Grants Fund portion of the budget.

29. The sum of $14,544.00, currently held by the City of Dover Board of Trustees of Trust Funds in the General Cemetery Maintenance Trust is hereby appropriated for use by the City of Dover for Fiscal Year 2026 Pine Hill Cemetery maintenance of graves costs budgeted in the City's General Fund budget.

30. The sum of $33,456.00, currently held by the City of Dover Board of Trustees of Trust Funds in the Perpetual Care Trusts is hereby appropriated for use by the City of Dover for Fiscal Year 2026 Pine Hill Cemetery perpetual care of graves costs as budgeted in the City's General Fund budget.

31. Effective June 30, 2025, the City Council hereby dissolves the Residential Solid Waste Special Revenue Fund into the General Fund.

32. 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, February 26, 2025
City Budget hearing Wednesday, March 12, 2025

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:	Jerrica Vansylyvong-Bizier City Clerk		

CITY OF DOVER	**CITY OF DOVER - RESOLUTION**
	Agenda Item#: 6.A.
	Resolution Number: **R – 2025.02.12 - 21**
	Resolution Re: Fiscal Year 2026 Budget Appropriations, Fees and Capital Improvements Program

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does | does not 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.