



CITY OF DOVER

AD-HOC FINANCIAL POLICY REVIEW COMMITTEE - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Office of the City Manager – 288 Central Ave.
Meeting Date: Thursday, July 29, 2010
Meeting Time: **4:30 PM**

Members Present: Mayor Scott Myers, City Councilor Catherine Cheney, John Leggett, School Board Member Ken Appel, Paul Kageleiry, Finance Director Dan Lynch and City Manager Mike Joyal

Members Absent: None

Meeting commenced at approximately 4:35 pm.

1. Approval of Minutes

a. **06/24/2010 Minutes**

b. **07/20/2010 Minutes**

Motion to approve minutes Appel/Leggett. Unan.

2. Discuss Stabilization Funds

Mayor Myers begins a discussion regarding development of policies relating to stabilization funds. Examples include maintenance of undesignated fund balances, establishment of funds to address OPEB, health insurance, snow removal or any other uncontrollable cost items that are prone to fluctuate from year to year. Policy relating to undesignated fund balance was addressed in discussions at a prior meeting.

Mayor Myers notes that it is difficult to address the establishment of stabilization funds in the absence of dedicated revenue streams due to the initial impact they have on operating budgets. Leggett indicates there is a need to prioritize to determine what stabilization funds should be funded first so they can be realistically achieved.

Kageleiry suggests there may be opportunities to utilize economic development tools to create new property tax revenues that could be dedicated to build stabilization funds over time.

Committee members agree that OPEB, capital reserves, health insurance and snow removal are areas to focus on funding for stabilization. There is a need to instill discipline in the budgeting process and with decision makers to allow for funding to be allocated. Committee members prioritize the building of stabilization funds by focusing first on undesignated General Fund balance, then OPEB, then capital reserve, and finally health insurance. If surplus shows up in one year, the surplus should be used to achieve funding goals more rapidly. If budget results come up short in any one year, the following year should be budgeted to keep progress in achieving goals. One time revenues should be targeted to stabilization funds whenever they become available.



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3. Citizen Forum

No citizens present

4. Set Upcoming Meeting Agenda/Schedule

Next meetings planned for August 12th and then August 26th at 4:30pm. Discussion to focus on debt related policies.

5. Adjourn

Cheney/Leggett, Unan.

Meeting adjourns at approximately 6:10pm.