



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, June 1, 2011**
Meeting Time: **To follow Workshop Session**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PUBLIC HEARINGS**
6. **CITIZEN'S FORUM**

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

7. **UNFINISHED BUSINESS**
 - A. **RESOLUTION: FISCAL YEAR 2012 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM**
SPONSORED BY MAYOR MYERS BY REQUEST
8. **NEW BUSINESS**
 - A. **RESOLUTION: FISCAL YEAR 2011 BUDGET AMENDMENT #1**
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 8, 2011)
SPONSORED BY MAYOR MYERS BY REQUEST
9. **ADJOURNMENT**



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.A.

Resolution Number: **R – 2011.04.13 – 49**
Resolution Re: Fiscal Year 2012 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on April 13, 2011; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2012, (July 1, 2011 through June 30, 2012);

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 2012, 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			General Fund
2100	Community Development Fund			Special Revenue
2210	Drug Investigation Fund			Special Revenue
2220	Dover Housing Auth Policing			Special Revenue
2245	DHHS Assistance Programs			Special Revenue
2250	Youth Tobacco & Alcohol Awareness			Special Revenue
2290	Emergency Management Fund			Special Revenue
2800	School Cafeteria Fund			Special Revenue
2820	School Dept. of Education Grants			Special Revenue
2900	School Special Pgms & Grants Fund			Special Revenue
3207	Public Safety Special Details			Special Revenue
3213	Parking Activity Fund			Special Revenue
3320	Residential Solid Waste Fund			Special Revenue
3381	McConnell Center Fund			Special Revenue
3410	Recreation Programs			Special Revenue
3455	Library Fines Fund			Special Revenue
3500	OPEB Liability Fund			Special Revenue
3810	School Tuition Program Fund			Special Revenue
3825	School Alternative Education Fund			Special Revenue
3830	School Facilities Fund			Special Revenue
5300	Water Fund			Enterprise
5320	Sewer Fund			Enterprise
6100	DoverNet Fund			Internal Service
6110	Central Stores Fund			Internal Service
6310	Fleet Maintenance Fund			Internal Service
6800	Workers Compensation Fund			Internal Service
	Totals		<u>0</u>	<u>0</u>



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2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2011 as provided by law for the departments, transfers to and from reserves and between other funds, and public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include _____ for City operations, _____ for School Department operations, _____ for Debt Service and _____ 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 2011 (Fiscal Year 2012).
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 2012 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2011, the Water and Sewer User Fees will be \$_____ and \$_____, respectively.
7. Effective July 1, 2011, 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, 2011, 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, 2011, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2011, the Finance Director 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, 2011, all fees and charges represented within the budget and the associated schedule of fees is adopted.
12. Effective July 1, 2011, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose.
13. Effective July 1, 2011, revenues from the sale of city property are appropriated for their established and intended use.



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14. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
15. In accordance with RSAs 674:8 and 674:21-V(b), the FY12-17 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.

Note: This resolution requires a favorable majority vote of all members for passage, after duly advertised public hearings 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 April 27, 2011

City Budget hearing Wednesday May 25, 2011

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Scott Myers By request
Approved as to Legal Form:	Allan B. Krans, Sr. City Attorney		
Recorded by:	Karen Lavertu City Clerk		

DOCUMENT HISTORY:

Document Created by: Finance Department
Document Posted on: May 27, 2011

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Resolution Re: Fiscal Year 2012 Budget Appropriations, Fees and Capital Improvements Program

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor Dean Trefethen, At Large		
Councilor Robert Carrier, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Jan Nadelka, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Gina Cruikshank, Ward 6		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		



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Resolution Number: **R – 2011.04.13 – 49**

Resolution Re: Fiscal Year 2012 Budget Appropriations, Fees and Capital Improvements Program

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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 8.A.

Resolution Number: **R – 2011.06.01 - 73**
Resolution Re: Fiscal Year 2011 Budget Amendment #1

- WHEREAS: The City Council adopted the FY11 Budget on June 2, 2010; and
- WHEREAS: Some non-school departments have incurred expenditures not originally anticipated as part of the budget a supplemental appropriation is necessary to cover expenditures not originally anticipated in the department budgets
- WHEREAS: The current amount of compensated absences payments in Fiscal Year 2011 resulting from employee retirements is \$334,591;

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

Pursuant to C6-6 of the City Charter, the FY11 Budget is amended to appropriate an amount necessary to fund compensated absences payments in Fiscal Year 2011 resulting from employee retirements. The FY11 budget is amended as follows:

<u>Account</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Amendment</u>	<u>Amended Budget</u>
1000.1.190.41991.4295.00000	Compensated Absences	\$193,000	\$383,000	\$576,000
1000.1.190.41991.3918.00000	Transfer from Trusts	0	\$383,000	\$383,000

FURTHER BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Manager is authorized to request from the Board of Trustees of Trust Funds a transfer in an amount up to \$383,000 from the City Employees Benefit Reserve to the General Fund to fund compensated absences payments in Fiscal Year 2011 resulting from employee retirements.

REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6. PUBLIC HEARING AND CITY COUNCIL VOTE TO BE SCHEDULED FOR JUNE 8, 2011.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Scott Myers
By Request

Approved as to Legal Form: Allan B. Krans, Sr.
City General Counsel

Recorded by: Karen Lavertu
City Clerk



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Agenda Item#: 8.A.

Resolution Number: **R – 2011.06.01 - 73**

Resolution Re: Fiscal Year 2011 Budget Amendment #1

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor, Dean Trefethen, At Large		
Councilor Robert Carrier, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Jan Nedelka, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Gina Cruikshank, Ward 6		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		



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Agenda Item#: 8.A.

Resolution Number: **R – 2011.06.01 - 73**

Resolution Re: Fiscal Year 2011 Budget Amendment #1

RESOLUTION BACKGROUND MATERIAL:

Each year there is an amount appropriated in the City budget for payments associated with the buy-down of compensated absences balances of City employees. This annual appropriation is utilized to manage the liability associated with accrued balances of compensated absences. From time to time this annual appropriation is utilized to fund the payment associated with the payout of accrued compensated absences when an employee retires from employment with the City.

However, in fiscal year 2011 the City has currently had 13 long term employees retire. These employees at the time of their retirement each had an accumulated level of compensated absences that were required to be paid by the City at the time the employee left employment.

This request for a supplemental appropriation is necessary to cover this expenditure that was not originally anticipated in City budget at the time it was adopted in June 2010.

The amount of supplemental appropriation being requested is based on current payouts made by the city plus an amount to accommodate an estimated additional 2 to 3 employee retirements.

This supplemental appropriation will be financed by a transfer (withdrawal) from the City Employees Benefit Reserve. This Capital Reserve Fund was established by the City Council in 2001 for the purpose of funding accrued compensated leave balances and the City Manager is designated as the agent to expend monies in the fund (carry out the purpose of the fund). The City Employees Benefit Reserve has a current balance of \$522,899.

In June 2011 the City Manager will request from the Board of Trustees of Trust Funds a transfer to be made from the City Employees Benefit Reserve to reimburse the City General Fund for an amount up to \$383,000.