



CITY OF DOVER

CITY COUNCIL - AGENDA

REVISED

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, June 4, 2014**
Meeting Time: **To immediately follow Workshop Session**

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

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

6. **UNFINISHED BUSINESS**
 - A. **RESOLUTION: FISCAL YEAR 2015 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM**
SPONSORED BY MAYOR WESTON BY REQUEST
7. **NEW BUSINESS**
 - A. **RESOLUTION: SETTING VOTING HOURS FOR THE SEPTEMBER 9, 2014 STATE PRIMARY AND THE NOVEMBER 4, 2014 GENERAL ELECTION**
SPONSORED BY MAYOR WESTON BY REQUEST
8. **ADJOURNMENT**



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 6.A.

Resolution Number: **R – 2013.04.23 – 42**
Resolution Re: Fiscal Year 2015 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on April 9, 2014; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2015, (July 1, 2014 through June 30, 2015);

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 2015, 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	94,264,390	94,264,390	General Fund
2100	Community Development Fund	536,635	536,635	Special Revenue
2210	Drug Investigation Fund	101,173	101,173	Special Revenue
2220	Dover Housing Auth Policing	109,347	109,347	Special Revenue
2245	DHHS Assistance Programs	188,157	188,157	Special Revenue
2800	School Cafeteria Fund	1,524,919	1,524,919	Special Revenue
2820	School Dept. of Education Grants	2,736,174	2,736,174	Special Revenue
2900	School Special Programs Fund	48,000	48,000	Special Revenue
3207	Public Safety Special Details	310,181	310,181	Special Revenue
3213	Parking Activity Fund	627,936	627,936	Special Revenue
3320	Residential Solid Waste Fund	992,113	992,113	Special Revenue
3381	McConnell Center Fund	808,150	808,150	Special Revenue
3410	Recreation Programs	485,276	485,276	Special Revenue
3455	Library Fines Fund	58,852	58,852	Special Revenue
3500	OPEB Liability Fund	1,564,477	1,564,477	Special Revenue
3810	School Tuition Program Fund	147,044	147,044	Special Revenue
3825	School Alternative Education Fund	663,682	663,682	Special Revenue
3830	School Facilities Fund	172,131	172,131	Special Revenue
5300	Water Fund	4,852,957	4,852,957	Enterprise
5320	Sewer Fund	7,196,422	7,196,422	Enterprise
6100	DoverNet Fund	644,402	644,402	Internal Service
6110	Central Stores Fund	105,154	105,154	Internal Service
6310	Fleet Maintenance Fund	796,579	796,579	Internal Service
6800	Workers Compensation Fund	670,772	670,772	Internal Service
	Totals	119,604,923	119,604,923	



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CITY OF DOVER - RESOLUTION

Agenda Item#: 6.A.

Resolution Number: **R – 2013.04.23 – 42**

Resolution Re: Fiscal Year 2015 Budget Appropriations, Fees and Capital Improvements Program

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2014 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 \$32,240,178 for City operations, \$44,131,355 for School Department operations, \$9,912,389 for Debt Service and \$7,980,468 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 2014 (Fiscal Year 2015).
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 2015 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2014, the Water and Sewer User Fees will be \$4.69 and \$7.28, respectively.
7. Effective July 1, 2014, 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, 2014, 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, 2014, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2014, 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, 2014, all fees and charges represented within the budget and the associated schedule of fees is adopted.
12. Effective July 1, 2014, 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.
13. Effective July 1, 2014, revenues from the sale of city property are appropriated for their established and intended use.



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CITY OF DOVER - RESOLUTION

Agenda Item#: 6.A.

Resolution Number: **R – 2013.04.23 – 42**
Resolution Re: Fiscal Year 2015 Budget Appropriations, Fees and Capital Improvements Program

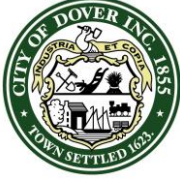
14. Effective July 1, 2014, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.
15. Effective July 1, 2014, the City Manager is authorized during the fiscal year to initiate Recreation Special Programs fee discount promotional events to generate revenue and program participation.
16. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
17. In accordance with RSAs 674:8 and 674:21-V(b), the FY15-20 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
18. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2015 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 if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
19. The sum of \$870,632 representing budgeted transfers to fund 20% of the OPEB Annual Required Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.
20. The sum of \$152,828 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 2015 COAST Bus grant subsidy.
21. The sum of \$200,000 collected for school impact fees by the Dover Planning Department currently held in custody by the City of Dover Board of Trustees of Trust Funds is hereby appropriated for use by the Dover School District for Fiscal Year 2015 Debt Service payments associated with Woodman Park School and Horne Street School expansion projects.

Note: This Resolution requires a two- thirds majority vote to adopt pursuant to Dover Charter C6-3.1, unless school General Fund revenues are increased or school General Fund appropriations are decreased to result in school 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 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 May 14, 2014

City Budget hearing Wednesday May 21, 2014



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 6.A.

Resolution Number: **R – 2013.04.23 – 42**
Resolution Re: Fiscal Year 2015 Budget Appropriations, Fees and Capital Improvements Program

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal Form and Compliance: Anthony Blenkinsop
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

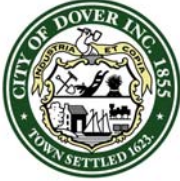
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Resolution Number: **R – 2013.04.23 – 42**

Resolution Re: Fiscal Year 2015 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#:

TO BE SUBSTITUTED IN WHOLE

Resolution Number: **R – 2013.04.23 –**
Resolution Re: Fiscal Year 2015 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on April 9, 2014; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2015, (July 1, 2014 through June 30, 2015);

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 2015, 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	94,566,240	94,566,240	General Fund
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3381	McConnell Center Fund	808,150	808,150	Special Revenue
3410	Recreation Programs	485,276	485,276	Special Revenue
3413	Skateboard Park Fund	20,000	20,000	Special Revenue
3455	Library Fines Fund	58,852	58,852	Special Revenue
3500	OPEB Liability Fund	1,564,477	1,564,477	Special Revenue
3710	Downtown Dover TIF Fund	569,792	569,792	Special Revenue
3810	School Tuition Program Fund	147,044	147,044	Special Revenue
3825	School Alternative Education Fund	663,682	663,682	Special Revenue
3830	School Facilities Fund	172,131	172,131	Special Revenue
5300	Water Fund	4,852,957	4,852,957	Enterprise
5320	Sewer Fund	7,158,576	7,158,576	Enterprise
6100	DoverNet Fund	644,402	644,402	Internal Service
6110	Central Stores Fund	105,154	105,154	Internal Service
6310	Fleet Maintenance Fund	796,579	796,579	Internal Service
6800	Workers Compensation Fund	670,772	670,772	Internal Service
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CITY OF DOVER

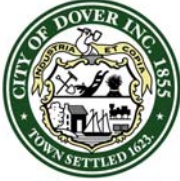
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Resolution Re: Fiscal Year 2015 Budget Appropriations, Fees and Capital Improvements Program

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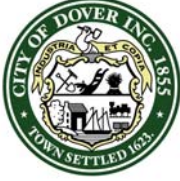
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18. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2015 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, 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.
19. The sum of \$870,632 representing budgeted transfers to fund 20% of the OPEB Annual Required Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.
20. The sum of \$152,828 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 2015 COAST Bus grant subsidy.
21. The sum of \$200,000 collected for school impact fees by the Dover Planning Department currently held in custody by the City of Dover Board of Trustees of Trust Funds is hereby appropriated for use by the Dover School District for Fiscal Year 2015 Debt Service payments associated with Woodman Park School and Horne Street School expansion projects.
22. The sum of \$569,792 currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Parking Capital Reserve is hereby appropriated for use by the City of Dover for Fiscal Year 2015 Debt Service payments associated with Downtown Parking Garage project.

Note: This Resolution requires a majority vote to adopt pursuant to Dover Charter C6-3.1. 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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

TO BE SUBSTITUTED IN WHOLE

Resolution Number: **R – 2013.04.23 –**
Resolution Re: Fiscal Year 2015 Budget Appropriations, Fees and Capital Improvements Program

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 May 14, 2014

City Budget hearing Wednesday May 21, 2014

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal Form and Compliance: Anthony Blenkinsop
General Legal Counsel

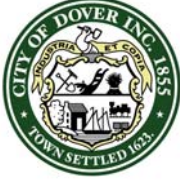
Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

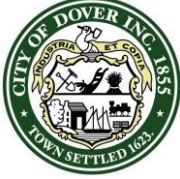
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TO BE SUBSTITUTED IN WHOLE

Resolution Number: **R – 2013.04.23 –**
Resolution Re: Fiscal Year 2015 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#: 7.A.

Resolution Number: **R – 2014.06.04 – 050**

Resolution Re: Setting Voting Hours for the September 9, 2014 State Primary and the November 4, 2014 General Election

WHEREAS: In accordance with RSA 659:4, in cities the City Council shall determine voting hours no later than 30 days prior to a state election; and

WHEREAS: The New Hampshire State Primary will be held on September 9, 2014 and General Election will be held on November 4, 2014

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

The voting hours at all Wards in the City of Dover shall be from 8:00 a.m. to 7:00 p.m. for both the State Primary and the General Election in 2014

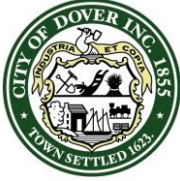
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Karen Weston
By request

Approved as to Legal Form:
and Compliance Anthony Blenkinsop
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.A.

Resolution Number: **R – 2014.06.04 – 050**
Resolution Re: Setting Voting Hours for the September 9, 2014 State Primary and the November 4, 2014 General Election

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

RSA 659:4 requires polls to be open not later than 11:00 a.m. until at least 7:00 p.m. Dover has traditionally opened polls from 8:00 a.m. to 7:00 p.m. The Moderators and Supervisors of the Checklist have been contacted in regards to these hours and are in agreement. The City Clerk also concurs with these hours. Rules regarding absentee voting will generally allow people who work during these hours to vote via absentee ballot.