CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type:	Special Meeting
Meeting Location:	Council Chambers, City Hall
Meeting Date:	**Wednesday, May 1, 2019**
Meeting Time:	**To 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. FISCAL YEAR 2020 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM
SPONSORED BY MAYOR WESTON BY REQUEST

7. ADJOURNMENT

Resolution Number: **R – 2019.03.27 – 039**
Resolution Re: Fiscal Year 2020 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on March 27, 2019; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2020, (July 1, 2019 through June 30, 2020);

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 2020, 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	120,693,964	120,693,964	General Fund
2100	Community Development Fund	473,169	473,169	Special Revenue
2210	Police Dept. of Justice Grants	135,063	135,063	Special Revenue
2220	Dover Housing Auth Policing	117,928	117,928	Special Revenue
2245	DHHS Assistance Programs	126,548	126,548	Special Revenue
2250	Youth Tobacco & Alcohol Awareness	145,853	145,853	Special Revenue
2800	School Cafeteria Fund	1,649,000	1,649,000	Special Revenue
2820	School Dept. of Education Grants	3,174,007	3,174,007	Special Revenue
2950	School Special Pgms & Grants Fund	489,000	489,000	Special Revenue
3207	Public Safety Special Details	438,401	438,401	Special Revenue
3213	Parking Activity Fund	1,019,725	1,019,725	Special Revenue
3320	Residential Solid Waste Fund	1,047,582	1,047,582	Special Revenue
3381	McConnell Center Fund	933,929	933,929	Special Revenue
3410	Recreation Programs	479,480	479,480	Special Revenue
3455	Library Fines Fund	52,114	52,114	Special Revenue
3500	OPEB Liability Fund	1,784,861	1,784,861	Special Revenue
3710	Downtown Dover TIF Fund	868,551	868,551	Special Revenue
3715	Waterfront TIF Fund	234,588	234,588	Special Revenue
3810	School Tuition Program Fund	125,000	125,000	Special Revenue
3830	School Facilities Fund	196,500	196,500	Special Revenue
5300	Water Fund	5,865,263	5,865,263	Enterprise
5320	Sewer Fund	8,179,325	8,179,325	Enterprise
6100	DoverNet Fund	1,468,994	1,468,994	Internal Service
6110	Central Stores Fund	103,286	103,286	Internal Service
6310	Fleet Maintenance Fund	1,044,605	1,044,605	Internal Service
6800	Workers Compensation Fund	468,944	468,944	Internal Service
	Totals	151,315,680	151,315,680	

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2019 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 $41,248,017 for City operations, $57,294,443 for School Department operations, $12,853,698 for Debt Service and $9,297,806 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 2019 (Fiscal Year 2020).

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 2020 .

6. For water consumption per hundred cubic feet (HCF) effective July 1, 2019, the Water and Sewer User Fees will be $5.40 and $9.05, respectively.

7. Effective July 1, 2019, 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, 2019, 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, 2019, any new funds represented in the budget are established for the purposes enumerated within the budget.

10. Effective July 1, 2019, 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, 2019, all fees and charges represented within the budget and the associated schedule of fees is adopted.

12. Effective July 1, 2019, 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, 2019, revenues from the sale of city property are appropriated for their established and intended use.

14. Effective July 1, 2019, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.

15. Effective July 1, 2019, 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. Effective July 1, 2019, revenues from the fees collected by the Youth to Youth Program from participant fees, speaking engagement fees, and program presentation fees are appropriated for established Youth to Youth program expenses and functions.

17. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.

18. In accordance with RSAs 674:8 and 674:21-V(b), the FY2020-25 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.

19. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2020 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.

20. The sum of $1,253,900 representing budgeted transfers to fund 30% of the OPEB Annual Required Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.

21. The sum of $ 180,540, 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 2020 COAST Bus grant subsidy.

22. The sum of $60,000, 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 2020.

23. The sum of $200,000, currently held in custody by the City of Dover Board of Trustees of Trust Funds in the School Facilities Improvement Capital Reserve is hereby appropriated for use by the Dover School District for Fiscal Year 2020 Debt Service payments associated with Dover High School and Regional Career Technical Center construction project.

24. The sum of $40,000, 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 2020 Debt Service payments associated with Downtown Parking Garage project as budgeted in the Downtown Dover TIF Fund.

25. The sum of $50,000, currently held in custody by the City of Dover Board of Trustees of Trust Funds in the School Information Technology Capital Reserve is hereby appropriated for use by the City of Dover School District for Fiscal Year 2020 Information Technology capital outlay as budgeted in the School District's General Fund budget.

26. The sum of $75,000, currently held in custody by the City of Dover Board of Trustees of Trust Funds in the School Curriculum Capital Reserve is hereby appropriated for use by the City of Dover School District for Fiscal Year 2020 Curriculum capital outlay as budgeted in the School District's General Fund budget.

27. 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 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 10, 2019
City Budget hearing Wednesday, April 24, 2019

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:	Susan Mistretta City Clerk		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 6.

Resolution Number: **R – 2019.03.27 – 039**
Resolution Re: Fiscal Year 2020 Budget Appropriations, Fees and Capital Improvements Program

DOCUMENT HISTORY:

First Reading Date:	03/27/2019	Public Hearing Date:	School – 04/10/2019 City – 04/24/2019
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
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.