



BUDGET Revealed

YOUR GUIDE TO THE BUDGET PROCESS AND COMMUNITY FINANCES

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No. 4 | Thursday, March 31, 2015

Budget sessions continue at this week's City Council workshop

The City Council will hold a budget workshop session on Wednesday, April 1, 2015, at 7 p.m., in Council Chambers at City Hall. The workshop agenda can be [viewed here](#).

The workshop is one of several City Council workshops, meetings and public hearings on the fiscal year 2016 proposed budget scheduled over the next month and a half. Wednesday's workshop will focus on five departments: School Department, Executive Department, Finance Department, Planning and Community Development and DoverNet.

Each department will make a presentation to the City Council, reviewing the proposed departmental budget, followed by questions and answers.

April 1 Presentations At a Glance

Education

The Education component of the proposed budget totals \$52,496,341, an increase of \$4,367,237, or 9.1 percent. The Education budget represents several divisions, including student support services, instructional programs, administrative services, facilities and operations and transportation. Another category, "Other," includes support services not directly related to previous accounts, such as the costs of unemployment compensation, general liability coverage, workers' compensation, severance pay, physical exams, immunizations, criminal records checks, and



City of Dover
New Hampshire

Proposed Budget
Fiscal Year 2016

As submitted to the City Council
By City Manager J. Michael Joyal, Jr.

**UPCOMING
BUDGET**

MEETINGS:

**Wednesday, April 1
7 p.m.**

City Council Workshop
Budget review

**Wednesday, April 8
7 p.m.**

City Council Meeting
School budget
public hearing

**Wednesday, April 15
7 p.m.**

City Council Workshop
Budget review

**Wednesday, April 22
7 p.m.**

City Council Meeting
City budget public hearing

**Wednesday, April 29
7 p.m.**

City Council Workshop
Budget review

**Wednesday, May 6
7 p.m.**

City Council Workshop
Budget review
and
Special Meeting
Budget adoption

**Wednesday, May 13
7 p.m.**

City Council Meeting
Budget adoption, if not
adopted on May 6

FOR MORE
INFORMATION:

Budget Revealed

technology. It also includes the first year of debt service for the Dover High School and Career Technical Center renovation project. The amount of proposed debt service is \$2,086,500. With debt service included in the proposed budget, the Education component of the budget is over the tax cap, which requires a two-thirds majority vote of the City Council to adopt.

The Education budget can be [viewed here](#).

Executive

The Executive Department proposed budget totals \$849,566, an increase of \$39,461, or 4.9 percent. The Executive Department budget includes the following divisions: the City Manager's office, General Legal Counsel and Economic Development.

The Executive Department budget can be [viewed here](#).

Finance

The Finance Department proposed budget totals \$1,741,824, an increase of \$109,111, or 6.7 percent. The Finance Department budget includes the following divisions: Finance and Accounting, Tax Assessment, City Clerk and Tax Collection Office and the Election Division.

This Finance Department budget proposes funding to restore hours of operation at City Hall to five days a week, while retaining extended hours Monday through Thursday.

The Finance Department budget can be [viewed here](#).

Planning and Community Development

The Planning and Community Development proposed budget totals \$635,173, an increase of \$122,839, or 24 percent. The Planning and Community Development budget includes the following divisions: Planning and the Community Development Fund.

The Planning and Community Development budget proposes funding to begin site improvements for the adopted Waterfront Tax Increment Financing Plan and additional planning staff hours to facilitate a revised development plan.

The Planning and Community Development budget can be [viewed here](#).

DoverNet

The DoverNet portion of the proposed budget totals \$795,211, an increase of \$150,809, or 23 percent. DoverNet addresses the improved use of information technology in the delivery of municipal services, which



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promote greater efficiency, effectiveness and accessibility of community information and services. The proposed budget includes funding for additional staff hours within Information Technology to address the growing demand and significance of these services.

DoverNet is included in the "Other Charges" category. This category also includes funds such as Miscellaneous General Government, which manages funds not directly attributable to a department, including the budget for unforeseen emergencies, severance pay for employees and changes to tax assessments resulting from the abatement process. The proposed Miscellaneous General Government Budget is \$985,720, a decrease of \$199,242, or reduction of 16.8 percent.

The budget for "Other Charges," including DoverNet, can be [viewed here](#).

BY THE NUMBERS

Appropriations	Amount	% Total
General Fund	102,043,895	79.5%
Special Revenue	11,758,131	9.2%
Proprietary Funds	14,564,937	11.3%
Total	128,366,963	100.0%

The fiscal year 2016 proposed budget is \$128,366,963, an increase over the previous year of \$7,555,710, or 6.3 percent. The General Fund accounts for 79.5 percent of the operational spending and incorporates the spending in such areas as Police, Fire, Community Services and the School Department.

The Proprietary Funds are the next largest group, making up nearly 11.3 percent of the City's spending. This group is self-supporting and includes the Water and Sewer Utility Funds, and the Internal Service Funds. The Internal Service Funds are grouped in this section as they have the same basis of accounting, with City departments as their primary customer. Special Revenue Funds are funds whose revenues are restricted to specific areas of spending, representing 9.2 percent of spending of the City. Many are federal grants, such as the Community Development Block Grant and the School Federal Education Funds. Other Special Revenue Funds were established by the City Council, such as the Parking Activity Fund, Residential Solid Waste Fund, and OPEB Liability Fund.

The FY16 budget presents the newly established

Downtown Dover TIF Fund and the Waterfront TIF Fund. Both these funds are utilized for accounting for the costs of financing public improvements in each of the respective TIF districts.

(This information appears on Page 21 (12-2) of the fiscal year 2016 proposed budget. The proposed FY2016 budget can be [viewed here.](#))

EFFICIENCY AND COST-SAVINGS INITIATIVES

Each year, City staff implements and follows budget initiatives and best practices that help reduce costs and improve efficiency across all services and operations. The cost-savings initiatives have saved the City millions of dollars over the last several years. Many of these efforts will or have the potential to reduce costs for years to come.

These savings are largely the result of the hard work and creativity of City staff and department heads, in concert with the funding decisions made by recent City Councils. Each edition of Budget Revealed will highlight some of these cost-savings initiatives.

Library taps technology, innovation and donations to reduce costs, improve services

An average of 613 people per day visited the library in 2014, which serves nearly 4,000 people per week. Circulation totaled 286,512 items, including books, periodicals, DVDs, music CDs, books-on-CD, and, the fastest-growing category: downloadable audio books and eBooks, which now top 1,500 downloads per month by cardholders through the website. People no longer have to physically visit the library to get their books. This service saves significant patron time and staff time as well.

The Library provided almost 24,000 hours of free Internet access to the public on its in-house computers. This figure does not count the hours of wireless (Wi-Fi) access provided throughout the building for those with their own devices. 14,556 people of all ages attended free programming such as movies, lectures, story hours, book clubs, craft sessions, etc. The Library loaned its 16 museum passes 1,191 times, saving Dover families countless dollars in admission fees. The library's website averages 5,966 hits per day from patrons, remote users, and historical researchers.

The Friends of the Library continue to supplement the

library budget with about \$15,000 donated annually for programs, speakers, museum passes, equipment, signage, and tuition reimbursement for library staff.

In technology areas, the library has implemented a variety of efficient, effective, convenient, and cost-saving innovations:

- A self-checkout station at the Adult Circulation Desk for patrons who wish to do it themselves;
- Website software that enables patrons to reserve museum passes in advance and to self-register for library programs;
- Manually operated door counters were replaced with electronic versions which automatically record and compute visitor counts;
- New timing software for public Internet computers monitors usage, and a self-printing coin-op station was made available for public and Wi-Fi printing;
- Public computers were converted to zero clients for easier upgrades and maintenance;
- A new online catalog interface was introduced which makes it easier for patrons to find desired materials;
- Initiation of an internship program with UNH and URI has garnered the library qualified helpers in the IT and Library Science fields at no cost to the City.

Additionally, the library has made use of the Strafford County House of Correction's work release program for two major projects: 1.) Physically setting up thousands of books for the annual book sale in October; and 2.) shoveling off the library addition's flat roof in February. Both of these projects were essential, yet incurred no cost to the City.

BUDGET PRESENTATIONS

City Manager J. Michael Joyal, Jr. presented to the FY2016 proposed budget to the City Council on Wednesday, March 26, 2015. The presentation can be viewed by clicking on the image below.

FY2016 Proposed Budget



Presentation to the City Council
by City Manager J. Michael Joyal, Jr.

March 25, 2015

For more information and multimedia resources related to the budget, visit [Budget Revealed here](#).

DID YOU KNOW?

- **Dover** is the **fastest-growing** city in New Hampshire and is among the youngest in median age of population. Dover continues to show a **10.4 percent growth rate** in households with children under the age of eighteen. The labor force of Dover has **continued to grow about 1 percent per year** with slight variations above and below that trend line.
- Dover's local current unemployment rate is 4 percent which is 0.1 percent lower than this time last year. The City's **unemployment rate has consistently been lower** than that of the United States as a whole, (7 percent) and the State of New Hampshire (5.1 percent).
- In combination with the current economic environment and unemployment levels the median **per capita income in Dover** was \$32,038, median household income was \$57,083, and median family income was \$81,615.

BUDGET RESOUCCRES

Want to know more? Check out this Budget Revealed session, hosted by City Manager J. Michael Joyal, Jr. In

this video, the city manager details the budget process.

This session can also be seen on Channel 22. For upcoming times, tune in to DNTV Channel 22.

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