

CITY OF ROCHESTER
NOTICE of PUBLIC MEETING:
FINANCE COMMITTEE

Meeting Information

Date: August 14, 2018
Time: 7:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Unfinished Business**
- 4. New Business**
 - 4.1 Assessing CAMA Software Conversion (page 2)**
 - 4.2 Asset Management ESRI Contract (page 3)**
 - 4.3 City Clerk Dog Licensing Software (page 4)**
 - 4.4 SOS Recovery Funding (page 5)**
- 5. Reports from Interim Director of Finance & Administration**
 - 5.1 Monthly Financial Report (page 6)**
- 6. Other**
- 7. Adjournment**

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Assessing Department CAMA System Software Conversion

Date Submitted: August 8, 2018

Name of Person Submitting Item: Jonathan Rice, Chief Assessor

E-mail Address: jonathan.rice@rochesternh.net

Meeting Date Requested: August 14, 2018

Issue Summary Statement: The current version of CAMA system software is aging and in need of updating/replacement.

Recommended Action: Immediately embark on the process of completing a CAMA system software conversion.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name:

Asset Management Project CIP – Finance Office Requested Funding Source change

Date Submitted: August 8, 2018

Name of Person Submitting Item: Peter C. Nourse, PE

E-mail Address: peter.nourse@rochesternh.net

Meeting Date Requested: August 14, 2018

Issue Summary Statement: The Asset Management Software purchases were budgeted as bonded Water Fund, Sewer Fund and Highway General Fund in the FY19 CIP. When it was time to execute the contract for the ESRI purchase, there was discussion that software purchases should not be bonded and the City Manager suggested that the item go to the Finance Committee for discussion and recommendation to the full City Council.

Recommended Action:

Recommend a funding source change to the following accounts

15013010-773800-19521 \$60,000 bond to cash

55016010-773800-19521 \$60,000 bond to cash

55026020-773800-19521 \$60,000 bond to cash

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: City Clerk & Chief Information Officer – Dog Licensing Software

Date Submitted: August 8, 2018

Name of Person Submitting Item: Kelly Walters, City Clerk

E-mail Address: kelly.walters@rochesternh.net

Meeting Date Requested: August 14, 2018

Issue Summary Statement: The current dog licensing software is outdated and in need of immediate replacement. This software must be reliable because Civil Forfeiture and other related dog fines are imposed onto residents dependent upon the information being provided through the existing software. In the past two months the dog database has malfunctioned on a weekly basis and one time in particular an entire day's work could not be recovered.

Recommended Action: Immediately replace the dog database software.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: SOS Recovery Grant Authorization

Date Submitted: August 9, 2018

Name of Person Submitting Item: Referred to Finance from full City Council

E-mail Address:

Meeting Date Requested: August 14, 2018

Issue Summary Statement: Authorization of a \$25,000 Grant to SOS Recovery to be used in connection with rehabilitation and counseling services provided by SOS Recovery within the City of Rochester. Link to the Resolution:

<https://www.dropbox.com/s/t0yz2ureyujo1pz/SOS%20Recovery%20Resolution.docx?dl=0>

Recommended Action: None

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Monthly Financial Statements Summary – as of July 31, 2018.

For the full detail report, click here: [July 2018 Financial Detail Report](#)

Revenues Summary – General Fund, Enterprise Funds

| ACCOUNT DESCRIPTION | REVISED ESTIM REV | ACTUAL YTD REVENUE | REMAINING REVENUE | % COLL |
|--------------------------------|-------------------------|-------------------------|-------------------------|-------------|
| 11031 CITY CLERK REVENUE | \$ 113,210.00 | \$ 12,657.25 | \$ 100,552.75 | 11.2 |
| 11061 BUSINESS OFFICE REVENUE | \$ 100,000.00 | \$ - | \$ 100,000.00 | 0.0 |
| 11062 BUSINESS OFFICE REVENUE | \$ 1,000.00 | \$ - | \$ 1,000.00 | 0.0 |
| 11071 TAX COLLECTOR REVENUE | \$ 31,147,131.00 | \$ 13,365,153.58 | \$ 17,781,977.42 | 42.9 |
| 11081 GENERAL OVERHEAD REVENUE | \$ 3,759,605.00 | \$ 743,213.76 | \$ 3,016,391.24 | 19.8 |
| 11082 GENERAL OVERHEAD REVENUE | \$ 1,547,810.00 | \$ - | \$ 1,547,810.00 | 0.0 |
| 11101 PLANNING | \$ 16,250.00 | \$ - | \$ 16,250.00 | 0.0 |
| 11201 REV LEGAL OFFICE | \$ 50,000.00 | \$ 8.00 | \$ 49,992.00 | 0.0 |
| 12011 POLICE CITY REVENUE | \$ 277,850.00 | \$ 10,783.49 | \$ 267,066.51 | 3.9 |
| 12021 FIRE CITY REVENUE | \$ 23,000.00 | \$ 254.50 | \$ 22,745.50 | 1.1 |
| 12022 FIRE STATE REVENUE | \$ 52,668.00 | \$ - | \$ 52,668.00 | 0.0 |
| 12031 DISPATCH CENTER | \$ 60,290.00 | \$ - | \$ 60,290.00 | 0.0 |
| 12041 CODE ENFORCEMENT REVENUE | \$ 394,025.00 | \$ 29,365.00 | \$ 364,660.00 | 7.5 |
| 13011 PUBLIC WORKS REVENUE | \$ 33,700.00 | \$ 1,721.50 | \$ 31,978.50 | 5.1 |
| 13012 STATE HIGHWAY SUBSIDY | \$ 610,000.00 | \$ 190,383.51 | \$ 419,616.49 | 31.2 |
| 14011 WELFARE REVENUE | \$ 5,000.00 | \$ - | \$ 5,000.00 | 0.0 |
| 14021 RECREATION REVENUE | \$ 122,000.00 | \$ 74,603.79 | \$ 47,396.21 | 61.2 |
| 14031 LIBRARY REVENUE | \$ 16,050.00 | \$ 947.55 | \$ 15,102.45 | 5.9 |
| 1000 GENERAL FUND | \$ 38,329,589.00 | \$ 14,429,091.93 | \$ 23,900,497.07 | 37.6 |
| | | | | |
| ACCOUNT DESCRIPTION | REVISED ESTIM REV | ACTUAL YTD REVENUE | REMAINING REVENUE | % COLL |
| 5001 WATER ENTERPRISE FUND | \$ 6,937,368.00 | \$ 429,538.93 | \$ 6,507,829.07 | 6.2 |
| 5002 SEWER ENTERPRISE FUND | \$ 8,759,805.00 | \$ 355,901.74 | \$ 8,403,903.26 | 4.1 |
| 5003 ARENA ENTERPRISE FUND | \$ 393,979.00 | \$ 676.76 | \$ 393,302.24 | 0.2 |

Note: Water and Sewer Fund Revenues Collected appear to fall short by one quarter each fiscal year until final quarterly billings are posted in September of the following fiscal year.

Expenditures – General Fund, Enterprise Funds

| ACCOUNT DESCRIPTION | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|--------------------------------|-------------------------|------------------------|------------------------|-------------------------|-------------|
| 11000051 CITY MANAGER | \$ 438,369.00 | \$ 50,831.60 | \$ 51,828.96 | \$ 335,708.44 | 23.40 |
| 11012351 ECONOMIC DEVELOPMENT | \$ 480,918.00 | \$ 44,008.30 | \$ 56,406.01 | \$ 380,503.69 | 20.90 |
| 11020050 MUNICIPAL INFORMATION | \$ 634,414.00 | \$ 54,767.91 | \$ 35,808.18 | \$ 543,837.91 | 14.30 |
| 11030051 CITY CLERK | \$ 307,946.00 | \$ 20,359.22 | \$ 23,676.55 | \$ 263,910.23 | 14.30 |
| 11040050 ELECTIONS | \$ 49,277.00 | \$ 1,575.00 | \$ 5,584.00 | \$ 42,118.00 | 14.50 |
| 11050070 ASSESSORS | \$ 438,675.00 | \$ 30,422.29 | \$ 12,247.00 | \$ 396,005.71 | 9.70 |
| 11060051 BUSINESS OFFICE | \$ 532,313.00 | \$ 52,202.72 | \$ 1,838.88 | \$ 478,271.40 | 10.20 |
| 11063151 HUMAN RESOURCES | \$ 179,129.00 | \$ 10,641.13 | \$ 20,560.00 | \$ 147,927.87 | 17.40 |
| 11070070 TAX COLLECTOR | \$ 352,603.00 | \$ 29,671.47 | \$ 11,390.10 | \$ 311,541.43 | 11.60 |
| 11080050 GENERAL OVERHEAD | \$ 900,352.00 | \$ 9,680.34 | \$ 86,983.00 | \$ 803,688.66 | 10.70 |
| 11090050 PB CITY WIDE 50 | \$ 655,952.00 | \$ 42,831.41 | \$ 4,426.54 | \$ 608,694.05 | 7.20 |
| 11090051 PB CITY HALL 51 | \$ 60,635.00 | \$ 2,828.31 | \$ 9,311.06 | \$ 48,495.63 | 20.00 |
| 11090052 PB OPERA HOUSE 52 | \$ 44,815.00 | \$ 2,729.21 | \$ 18,271.54 | \$ 23,814.25 | 46.90 |
| 11090054 PB CENTRAL FIRE 54 | \$ 10,959.00 | \$ 1,377.25 | \$ 4,871.75 | \$ 4,710.00 | 57.00 |
| 11090055 PB GONIC FIRE 55 | \$ 10,544.00 | \$ 1,651.06 | \$ 5,365.85 | \$ 3,527.09 | 66.50 |
| 11090056 PB LIBRARY 56 | \$ 18,920.00 | \$ 3,542.50 | \$ 12,806.79 | \$ 2,570.71 | 86.40 |
| 11090057 PB DPW GARAGE 57 | \$ 11,874.00 | \$ 2,337.25 | \$ 7,431.75 | \$ 2,105.00 | 82.30 |
| 11090059 PB ER FIRE STATION 59 | \$ 750.00 | \$ - | \$ - | \$ 750.00 | 0.00 |
| 11090061 PB HISTORICAL MUSEUM | \$ 1,440.00 | \$ - | \$ 915.20 | \$ 524.80 | 63.60 |
| 11090063 PB HANSON POOL 63 | \$ 5,005.00 | \$ 378.13 | \$ 151.87 | \$ 4,475.00 | 10.60 |
| 11090064 PB GONIC POOL 64 | \$ 7,380.00 | \$ 139.87 | \$ 92.63 | \$ 7,147.50 | 3.20 |
| 11090065 PB EAST ROCHESTER POO | \$ 2,650.00 | \$ 206.57 | \$ 160.93 | \$ 2,282.50 | 13.90 |
| 11090068 PB GROUNDS 68 | \$ 9,285.00 | \$ 521.44 | \$ 336.37 | \$ 8,427.19 | 9.20 |
| 11090069 PB DOWNTOWN 69 | \$ 17,000.00 | \$ - | \$ 4,500.00 | \$ 12,500.00 | 26.50 |
| 11090070 PB REVENUE BUILDING 7 | \$ 22,170.00 | \$ 2,388.26 | \$ 7,853.50 | \$ 11,928.24 | 46.20 |
| 11090071 PB PLAYGROUNDS 71 | \$ 1,000.00 | \$ - | \$ - | \$ 1,000.00 | 0.00 |
| 11090075 PB NEW POLICE STATION | \$ 21,160.00 | \$ 2,890.75 | \$ 11,048.24 | \$ 7,221.01 | 65.90 |
| 11090077 PB OLD POLICE STATION | \$ 29,022.00 | \$ - | \$ 905.80 | \$ 28,116.20 | 3.10 |
| 11102051 PLANNING | \$ 388,048.00 | \$ 27,012.07 | \$ 7,060.00 | \$ 353,975.93 | 8.80 |
| 11200051 LEGAL OFFICE | \$ 569,274.00 | \$ 35,584.74 | \$ 4,611.01 | \$ 529,078.25 | 7.10 |
| 12010053 PD ADMINISTRATIVE SER | \$ 1,906,242.00 | \$ 130,367.69 | \$ 53,873.47 | \$ 1,722,000.84 | 9.70 |
| 12012453 PD PATROL SERVICES | \$ 4,825,787.00 | \$ 328,221.23 | \$ - | \$ 4,497,565.77 | 6.80 |
| 12012553 PD SUPPORT SERVICES | \$ 413,351.00 | \$ 28,666.67 | \$ - | \$ 384,684.33 | 6.90 |
| 12020054 FIRE DEPARTMENT | \$ 4,552,980.00 | \$ 320,473.47 | \$ 26,455.74 | \$ 4,206,050.79 | 7.60 |
| 12020055 FIRE DEPT 55 GONIC SU | \$ 28,735.00 | \$ - | \$ - | \$ 28,735.00 | 0.00 |
| 12020754 CALL FIRE | \$ 31,207.00 | \$ - | \$ - | \$ 31,207.00 | 0.00 |
| 12023354 EMERGENCY MANAGEMENT | \$ 56,168.00 | \$ - | \$ - | \$ 56,168.00 | 0.00 |
| 12030153 DISPATCH CENTER | \$ 746,982.00 | \$ 73,745.49 | \$ 3,517.47 | \$ 669,719.04 | 10.30 |
| 12040051 CODE ENFORCEMENT | \$ 580,962.00 | \$ 52,358.00 | \$ 7,111.50 | \$ 521,492.50 | 10.20 |
| 12050050 AMBULANCE | \$ 59,874.00 | \$ - | \$ - | \$ 59,874.00 | 0.00 |
| 13010057 PUBLIC WORKS | \$ 2,131,690.00 | \$ 129,701.90 | \$ 608,809.66 | \$ 1,393,178.44 | 34.60 |
| 13010957 WINTER MAINTENANCE | \$ 507,413.00 | \$ - | \$ - | \$ 507,413.00 | 0.00 |
| 13020050 CITY LIGHTS | \$ 243,000.00 | \$ 53.51 | \$ 59,237.39 | \$ 183,709.10 | 24.40 |
| 14010051 WELFARE | \$ 483,357.00 | \$ 30,338.94 | \$ 7,319.30 | \$ 445,698.76 | 7.80 |
| 14022072 RECREATION ADMINISTRA | \$ 619,037.00 | \$ 40,862.80 | \$ (1,298.95) | \$ 579,473.15 | 6.40 |
| 14022150 RECREATION PLAYGROUND | \$ 98,265.00 | \$ 37,257.86 | \$ 3,108.03 | \$ 57,899.11 | 41.10 |
| 14022250 RECREATION POOLS | \$ 81,025.00 | \$ 28,471.69 | \$ (104.15) | \$ 52,657.46 | 35.00 |
| 14030056 LIBRARY | \$ 1,233,378.00 | \$ 112,872.22 | \$ 45,350.27 | \$ 1,075,155.51 | 12.80 |
| 15000051 COUNTY TAX | \$ 6,551,172.00 | \$ - | \$ - | \$ 6,551,172.00 | 0.00 |
| 17010051 TRANSFERS/PAYMENTS DE | \$ 4,295,199.00 | \$ 390,380.55 | \$ - | \$ 3,904,818.45 | 9.10 |
| 17030050 OVERLAY | \$ 92,256.00 | \$ 37,214.14 | \$ - | \$ 55,041.86 | 40.30 |
| 17040051 TRANSFER TO CIP & OTH | \$ 2,589,630.00 | \$ - | \$ - | \$ 2,589,630.00 | 0.00 |
| 1000 GENERAL FUND | \$ 38,329,589.00 | \$ 2,171,564.96 | \$ 1,219,823.24 | \$ 34,938,200.80 | 8.80 |
| | | | | | |
| ACCOUNT DESCRIPTION | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| 5001 WATER ENTERPRISE FUND | \$ 6,937,368.00 | \$ 206,427.54 | \$ 94,244.59 | \$ 6,636,695.87 | 4.30 |
| 5002 SEWER ENTERPRISE FUND | \$ 8,759,805.00 | \$ 1,417,314.08 | \$ 226,029.90 | \$ 7,116,461.02 | 18.80 |
| 5003 ARENA ENTERPRISE FUND | \$ 393,979.00 | \$ 24,648.57 | \$ 21,926.70 | \$ 347,403.73 | 11.80 |