

CITY OF ROCHESTER
NOTICE of PUBLIC MEETING:

FINANCE COMMITTEE

Meeting Information

Date: December 8, 2020

Time: 6:30 P.M.

Location: This meeting will be conducted remotely via Microsoft Teams, with in-person public input option at Council Chambers, 31 Wakefield Street.

The Public may access the meeting by calling in to: 857-444-0744 Conference code: 843095

The meeting will also be broadcast on Atlantic Broadband Channel 26, Comcast Channel 22 and on our website: www.RochesterNH.net

Providing public access to the meeting by telephone: The public can call-in to the above number using the conference code. This meeting will be set to allow the public to “listen-in” only, and there will be no public comment taken via conference line during the meeting. If any member of the public has difficulty accessing the meeting by phone, please call 603-335-7505.

To submit public input prior to the meeting, please leave a voicemail at 603-509-1908 by noon on the day of the meeting. Or email Mark.Sullivan@RochesterNH.net by 5pm on the day of the meeting.

City of Rochester, NH
Preamble for the December 8, 2020 Finance Committee Meeting

Good Evening, as Chairperson of the Finance Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a) Public Input: Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments are encouraged to do so by the following methods:

- **Email:** Mark.Sullivan@RochesterNH.net by 5pm on the day of the meeting
- **Voicemail:** 603-509-1908 by noon on the day of the meeting

In addition to the above listed public access information, the Finance Committee will be allowing the public to enter Council Chambers and speak in person during the Public Input portion of this meeting. In an effort to adhere to CDC guidelines: please enter only at the front Wakefield Street entrance and exit on the side closest to the Police Department, and adhere to 6-foot social distancing while inside. Hand sanitizer and face masks will be available at the Wakefield Street entrance. Participants will be admitted to Council Chambers one at a time to speak, and will exit directly thereafter. Please note; the seating in Council Chambers will not be available for the public during the meeting.

At this time, I also welcome members of the public accessing this meeting remotely. The public can call-in to phone number: 857-444-0744 using conference code: 843095. This meeting will be set to allow the public to “listen-in” only, and there will be no public comment taken via conference line during the meeting. If any member of the public has difficulty accessing the meeting by phone, please call 603-335-7505.

b) Roll Call: Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Agenda

1. Call to Order

2. Public Input

3. Unfinished Business-None

4. New Business-

4.1 Arena Fund-Covid-19 Financial Impacts Pg.1

4.2 Assistant Director of Economic Development Position Pg.2

4.3 School Department-Covid-19 Budget Update Pg.3

4.4 CTE Joint Building Committee Update Pg. 4

5. Reports from Finance & Administration

5.1 Monthly Financial Report Summaries October 31, 2020, Pg.5

5.1 (a) October 31, 2020 Revenues-Pg.7

5.1 (b) October 31, 2020 Expenses-Pg. 9

6. Other

7. Adjournment

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Arena Fund-Covid-19 Impacts

Date Submitted: December 4, 2020

Name of Person Submitting Item: Chris Bowlen

E-mail Address: chris.bowlen @rochesternh.net

Meeting Date Requested: December 8, 2020

Issue Summary Statement: Update and discussions on Covid-19 financial impacts on the FY21 Arena budget.

Recommended Action: Discussion

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Assistant Director of Economic Development

Date Submitted: December 1, 2020

Name of Person Submitting Item: City Manager Cox

E-mail Address: blaine.cox@rochesternh.net

Meeting Date Requested: December 8, 2020

Issue Summary Statement:

The City Council approved the creation of the new position of Assistant Director of Economic Development at the October 6, 2020 Regular City Council Meeting. At that time, I indicated that I would not seek to fill the position until (1) a December/ January timeframe and (2) only if the Finance Department had good sense that the current fiscal year's revenues & expenditures presented a strong fiscal picture for the City. I also indicated that (3) the current employee in the position of Economic Development Specialist was targeted to be promoted in to the new Assistant Director position and (4) with said promotion the position of Economic Development Specialist would be inactivated/ left vacant.

Recommended Action:

At this time, I have determined that milestones (1) and (2) have been achieved and I seek the City Council's support to proceed with milestones (3) and (4).

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: School Department Covid-19 Budget Update

Date Submitted: December 4, 2020

Name of Person Submitting Item: Superintendent Repucci

E-mail Address: repucci.k@rochesterschools.com

Meeting Date Requested: December 8, 2020

Issue Summary Statement: Update on Covid-19 financial impacts on the FY21 School budget

Recommended Action: Discussion

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: CTE Joint Building Committee Update

Date Submitted: December 2, 2020

Name of Person Submitting Item: Mayor McCarley & Superintendent Repucci

E-mail Address: repucci.k@rochesterschools.com, caroline.mccarley@rochesternh.net

Meeting Date Requested: December 8, 2020

Issue Summary Statement: Update on the CTE Joint Building Committee and request to Council regarding project funding.

Recommended Action: Discussion

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Monthly Financial Statements Summary – as of November 30, 2020

For the full detail report, click here: [November 30, 2020 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

E-mail Address: mark.sullivan@rochesternh.net

Meeting Date Requested: December 8, 2020

Issue Summary Statement

The November 30, 2020 financial summary reports are attached. November represents approximately 40% completion of FY21. Below is a summary of revenues & expenses that Finance continues to monitor,

Revenues:

Motor Vehicle Registrations: Through five months of FY21 motor vehicle registrations remain strong at 61% collected, or \$2,438,834.

Waste Management Host Fees: The second quarterly has been received and totaled \$1,045,093, the highest quarterly ever received. Year to date total is \$1,907,532.

Building Permits: Building permits have seen a rebound, and this revenue is at 144% of the FY21 Adopted amount of \$200,000 at \$288,424.

Interest Income: Interest Income remains soft at 27% received, or \$68,708. Interest income rates remain low at approximately .50%

Interest on Delinquent Taxes: Continues to trend soft at 32% received, or \$112,935

State of NH Rooms & Meals: DRA final rate confirmed at \$1,568,269, same level as FY20.

Water-Sewer User Fees: Payments have seen a recovery, will continue to monitor.

Highway Block Subsidy: First two quarterly payments are \$370,491 slightly less than FY20.

Cable Franchise Fees: Only received the Atlantic Broadband payment of \$42,463, which is down approximately 16% from FY20. There re two Atlantic Broadband, and Comcast.

Expenses:

Overall General Fund salaries and benefits are trending to budget at 39.3% expended.

Fire Overtime is at 65.7% expended, or \$157,608. Same period FY20 was 64.6%

Police Overtime is 57.2% expended, or \$62,120. Same period FY20 was 54%

Welfare Direct Assistance is 17.8% expended, or \$32,125. Same period FY20 was \$87,120, or 50.4%

Total General Fund expenditures trending to budget at 35.6%. Same period FY20 was 38.5%

Summary: Cash position remains strong, and in a good position. Finance will monitor all FY21 revenue and expense activities.

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 05

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/> 1000 GENERAL FUND <hr/>						
11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	750.70	-750.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	47,200.95	77,649.05	37.8%
11051 ASSESSORS REVENUES	0	0	0	10.00	-10.00	100.0%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	68,709.50	181,290.50	27.5%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	33,409,885	28,053	33,437,938	17,373,223.93	16,064,714.07	52.0%
11072 TAX COLLECTOR REVENUE	3,308	0	3,308	2,971.00	337.00	89.8%
11081 GENERAL OVERHEAD REVENUE	3,460,991	0	3,460,991	2,175,236.51	1,285,754.49	62.9%
11082 GENERAL OVERHEAD REVENUE	2,186,077	0	2,186,077	692,217.92	1,493,859.08	31.7%
11101 PLANNING	18,250	0	18,250	14,093.88	4,156.12	77.2%
11201 REV LEGAL OFFICE	50,000	0	50,000	20,833.32	29,166.68	41.7%
12011 POLICE CITY REVENUE	363,479	0	363,479	127,915.30	235,563.70	35.2%
12021 FIRE CITY REVENUE	25,500	0	25,500	2,179.78	23,320.22	8.5%
12022 FIRE STATE REVENUE	41,812	0	41,812	3,375.00	38,437.00	8.1%
12031 DISPATCH CENTER	60,982	0	60,982	.00	60,982.00	.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	299,546.47	-55,336.47	122.7%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	16,060.63	19,339.37	45.4%
13012 STATE HIGHWAY SUBSIDY	519,175	0	519,175	370,491.44	148,683.56	71.4%
14011 WELFARE REVENUE	2,500	0	2,500	5,400.39	-2,900.39	216.0%
14021 RECREATION REVENUE	60,050	0	60,050	6,030.00	54,020.00	10.0%
14031 LIBRARY REVENUE	10,800	0	10,800	3,039.95	7,760.05	28.1%
TOTAL GENERAL FUND	40,868,269	28,053	40,896,322	21,229,286.67	19,667,035.33	51.9%
<hr/> 5001 WATER ENTERPRISE FUND <hr/>						
510001 WATER WORKS REVENUE	6,710,052	125,000	6,835,052	1,447,941.32	5,387,110.68	21.2%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	1,447,941.32	5,387,110.68	21.2%
<hr/> 5002 SEWER ENTERPRISE FUND <hr/>						
520001 SEWER WORKS REVENUE	7,945,222	125,000	8,070,222	1,573,124.52	6,497,097.48	19.5%
520002 SEWER WORKS REVENUE	396,081	0	396,081	7,290.00	388,791.00	1.8%
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	1,580,414.52	6,885,888.48	18.7%
<hr/> 5003 ARENA ENTERPRISE FUND <hr/>						

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CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 05

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001 ARENA REVENUE	416,031	0	416,031	39,686.67	376,344.33	9.5%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	39,686.67	376,344.33	9.5%
GRAND TOTAL	56,335,655	278,053	56,613,708	24,297,329.18	32,316,378.82	42.9%
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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	409,559	2,500	412,059	192,496.90	4,359.92	215,202.18	47.8%
11012351 ECONOMIC DEVELOPMENT	512,693	0	512,693	156,191.01	31,073.77	325,428.22	36.5%
11020050 IT SERVICES	897,327	0	897,327	347,195.54	60,428.78	489,702.68	45.4%
11030051 CITY CLERK	334,501	0	334,501	148,794.91	28,242.56	157,463.53	52.9%
11040050 ELECTIONS	70,168	0	70,168	70,552.90	7,378.82	-7,763.72	111.1%
11050070 ASSESSORS	570,520	37,000	607,520	228,832.04	39,167.72	339,520.24	44.1%
11060051 BUSINESS OFFICE	608,770	0	608,770	267,566.73	850.48	340,352.79	44.1%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	90,766.32	18,746.67	117,265.01	48.3%
11070070 TAX COLLECTOR	379,761	0	379,761	169,744.29	3,552.50	206,464.21	45.6%
11080050 GENERAL OVERHEAD	1,169,916	-62,697	1,107,219	118,762.39	201,963.14	786,493.47	29.0%
11090050 PB CITY WIDE 50	687,246	0	687,246	268,341.38	7,952.13	410,952.49	40.2%
11090051 PB CITY HALL 51	65,698	0	65,698	26,822.55	32,851.93	6,023.52	90.8%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	13,316.91	23,666.51	11,785.58	75.8%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	3,826.33	3,877.00	3,241.67	70.4%
11090055 PB GONIC FIRE 55	10,787	0	10,787	4,058.57	3,831.00	2,897.43	73.1%
11090056 PB LIBRARY 56	19,313	0	19,313	8,734.14	8,343.28	2,235.58	88.4%
11090057 PB DPW GARAGE 57	12,155	0	12,155	6,340.82	5,661.76	152.42	98.7%
11090061 PB HISTORICAL MUSEUM 61	1,320	0	1,320	423.34	875.00	21.66	98.4%
11090063 PB HANSON POOL 63	6,700	0	6,700	163.64	200.00	6,336.36	5.4%
11090064 PB GONIC POOL 64	1,100	0	1,100	48.18	100.00	951.82	13.5%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	48.18	100.00	651.82	18.5%
11090068 PB GROUNDS 68	10,880	0	10,880	2,886.69	645.00	7,348.31	32.5%
11090069 PB DOWNTOWN 69	17,000	0	17,000	3,269.39	4,394.61	9,336.00	45.1%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	8,227.34	6,325.72	6,814.94	68.1%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	1,800.00	.00	1,200.00	60.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	9,780.20	8,712.64	5,573.16	76.8%
11090077 PB ANNEX	11,140	0	11,140	2,225.25	1,081.15	7,833.60	29.7%
11102051 PLANNING	427,669	0	427,669	147,128.01	3,216.33	277,324.66	35.2%
11200051 LEGAL OFFICE	611,159	0	611,159	228,051.37	7,456.58	375,651.05	38.5%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	0	2,076,031	800,175.47	98,704.14	1,177,151.39	43.3%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	2,125,105.91	.00	3,338,632.09	38.9%
12012553 PD SUPPORT SERVICES	417,396	0	417,396	173,722.30	.00	243,673.70	41.6%
12020054 FIRE DEPARTMENT	4,991,261	0	4,991,261	1,996,283.79	56,241.22	2,938,735.99	41.1%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	6,986.77	6,561.70	15,043.53	47.4%
12020754 CALL FIRE	29,890	0	29,890	6,605.70	.00	23,284.30	22.1%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	.00	.00	42,101.00	.0%
12030153 DISPATCH CENTER	869,310	0	869,310	370,063.84	10,506.85	488,739.31	43.8%
12040051 CODE ENFORCEMENT	593,170	0	593,170	232,305.99	5,960.69	354,903.32	40.2%
12050050 AMBULANCE	282,321	0	282,321	16,160.25	48,480.75	217,680.00	22.9%
13010057 PUBLIC WORKS	2,412,336	0	2,412,336	880,368.53	398,275.87	1,133,691.60	53.0%

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010957 WINTER MAINTENANCE	530,920	0	530,920	8,652.12	95,489.18	426,778.70	19.6%
13020050 CITY LIGHTS	218,000	0	218,000	48,829.51	52,326.96	116,843.53	46.4%
14010051 WELFARE	480,831	0	480,831	130,925.01	13,643.56	336,262.43	30.1%
14022072 RECREATION ADMINISTRATION	671,686	3,000	674,686	264,702.91	-818.02	410,801.11	39.1%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	-3,000	98,305	25,733.72	826.60	71,744.68	27.0%
14022250 RECREATION POOLS	94,924	0	94,924	63,626.65	9,211.74	22,085.61	76.7%
14030056 LIBRARY	1,342,026	0	1,342,026	536,571.16	67,950.51	737,504.33	45.0%
15000051 COUNTY TAX	6,941,353	0	6,941,353	.00	.00	6,941,353.00	.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,471,220	0	4,471,220	1,459,130.00	.00	3,012,090.00	32.6%
17030050 OVERLAY	350,000	0	350,000	.00	.00	350,000.00	.0%
17040051 TRANSFER TO CIP & OTHER FU	1,290,000	50,000	1,340,000	1,490,000.00	.00	-150,000.00	111.2%
TOTAL GENERAL FUND	40,868,269	28,053	40,896,322	13,162,344.95	1,378,416.75	26,355,560.30	35.6%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,353,392	125,000	5,478,392	1,663,696.59	45,630.39	3,769,065.02	31.2%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	394,595.25	106,330.32	786,633.43	38.9%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	29,842.42	.00	39,258.58	43.2%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	2,088,134.26	151,960.71	4,594,957.03	32.8%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,106,648	125,000	4,231,648	2,618,513.55	26,675.88	1,586,458.57	62.5%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	596,688.51	223,464.63	3,346,898.86	19.7%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	29,739.62	.00	37,863.38	44.0%
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	3,244,941.68	250,140.51	4,971,220.81	41.3%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	416,031	0	416,031	144,708.33	78,941.33	192,381.34	53.8%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	144,708.33	78,941.33	192,381.34	53.8%
GRAND TOTAL	56,335,655	278,053	56,613,708	18,640,129.22	1,859,459.30	36,114,119.48	36.2%

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