

CITY OF ROCHESTER
NOTICE of PUBLIC MEETING:

FINANCE COMMITTEE

Meeting Information

Date: August 11, 2020

Time: 6:30 P.M.

Location: This meeting will be conducted virtually.

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 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. If you wish to provide public comment, you will need to press 5* on your phone and wait until you have been permitted into the meeting. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting.

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.

If any member of the public has difficulty accessing the meeting by phone, please email

PublicInput@RochesterNH.net or call 603-335-7505

City of Rochester, NH
Preamble for the August 11, 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.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

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.

The Agenda for the August 11, 2020 Finance Committee Meeting can be found on the next page

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Unfinished Business-None**
- 4. New Business-**
 - 4.1 Assessing Software Conversion-Update Memo from Chief Assessor Rice-Pg.1**
 - 4.2 Tax Collector's Office- Clerk Typist PT Position Upgrade to FT- Pg.3**
- 5. Reports from Finance & Administration**
 - 5.1 Monthly Financial Report Summaries July 31, 2020, Pg.4**
 - 5.1 (a) July 31, 2020 Revenues-Pg. 5**
 - 5.1 (b) July 31, 2020 Expenses-Pg. 7**
- 6. Other**
- 7. Adjournment**



City of Rochester, New Hampshire

ASSESSING DEPARTMENT


19 Wakefield Street, Rochester, NH 03867

(603) 332-5109 Assessor@rochester.net

www.rochesternh.net

MEMORANDUM

TO: Finance Committee

FROM: Jonathan Rice, Chief Assessor 

DATE: August 6, 2020

SUBJECT: Vision 8 Software Conversion Status Update

I am pleased to report that Rochester's CAMA implementation project with Vision is progressing well. To date, a good amount of headway has been made with only minor delays.

Each Tuesday, Rochester's conversion team and Vision's project manager meet online via Zoom meeting to discuss the current project status, schedule and current/pending issues.

We also use Basecamp, a web based project management solution to organize and track the implementation. Communication with Vision continues to be top notch. However, progress is once again hindered now and then by Patriot Property's slow response to our conversion needs.

A project schedule is provided on the following page. I have highlighted in yellow the current status of the conversion as of today, August 5, 2020. We anticipate going live with Vision 8 in early to mid-October 2020.



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867

(603) 332-5109 Assessor@rochester.net

www.rochesternh.net

Project Schedule

Milestone	Responsible Party	Schedule Requirements
Contact Negotiations Complete	Rochester & Vision	May 15, 2020
Project Kick Off	Rochester & Vision	Immediately after contract execution
Community Supplies Information to Vision	Rochester	+2 weeks
Data Mapping for Conversion	Vision	+5 weeks
Beta Conversion	Vision	+5 weeks
Beta Delivery	Vision	+1 day
Beta Conversion Review & Feedback	Rochester	+3 weeks
Revised Beta Conversion, per Previously Identified Revisions	Vision	+1-3 weeks
Install Revised Beta Conversion	Vision	+1 day
Revised Beta Conversion Review & Approval	Rochester	+1 week
Supply Live Legacy Data	Rochester	+1 day
Convert Live Legacy Data	Vision	+2 weeks
Install Live Converted Data	Vision	+1 day
Schedule & Execute Training	Rochester & Vision	Post live install

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Funding Full-Time Clerk Typist I Position

Name of Person Submitting Item: Katie Ambrose, Deputy City Manager/Director of Finance & Administration

E-mail Address: kathryn.ambrose@rochesternh.net

Meeting Date Requested: 8/11/2020

Issue Summary Statement: The Tax Office currently has a vacant part-time Clerk Typist I position that is budgeted as a 25 hour/biweekly position. Recruitment and retention for this position at the current hours has become increasingly difficult, while the demands of the Tax Office have required additional hours for this role and the other positions within the department. The part-time salaries line in the Tax Collector's budget has been over expended for the past 3 years and the full-time salaries line was over expended in FY20 & FY18 due to the increasing workload within the department. The Tax Collector has requested that the vacant Clerk Typist I position be funded and posted as a full-time position to help meet the needs of the department. The cost to fund the additional hours and benefits is \$44,880.00. Reclassification is not required, but approval is sought for the increase to full-time status and associated funding. Funding for FY21 could be sourced from General Overhead Contingency 11080050-584000, and if approved would be submitted in the FY22 Tax Collector's budget.

Recommended Action: Discussion and recommendation to fund the position as full-time from General Overhead Contingency.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Monthly Financial Statements Summary – as of July 31, 2020

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

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: August 11, 2020

Issue Summary Statement

The July 31, 2020 financial summary reports are attached. Below are the revenues Finance will continue to track and provide updates during FY21.

Motor Vehicle Registrations

Waste Management Host Fees

Building Permits

Interest Income

Interest on Delinquent Taxes

State of NH Rooms & Meals

Water-Sewer User Fee payment

Highway Block Subsidy

Summary: The budget freeze has ended, our cash holdings are in a good position. Finance will monitor all FY21 revenue and expense activities.

08/05/2020 14:01
mark.sullivan

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2021 01

	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	401.70	-401.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	12,036.35	112,813.65	9.6%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	2,159.42	247,840.58	.9%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	33,409,885	0	33,409,885	448,969.84	32,960,915.16	1.3%
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	52,126.96	3,408,864.04	1.5%
11082 GENERAL OVERHEAD REVENUE	2,186,077	0	2,186,077	.00	2,186,077.00	.0%
11101 PLANNING	18,250	0	18,250	.00	18,250.00	.0%
11201 REV LEGAL OFFICE	50,000	0	50,000	.00	50,000.00	.0%
12011 POLICE CITY REVENUE	363,479	0	363,479	13,368.90	350,110.10	3.7%
12021 FIRE CITY REVENUE	25,500	0	25,500	485.00	25,015.00	1.9%
12022 FIRE STATE REVENUE	41,812	0	41,812	.00	41,812.00	.0%
12031 DISPATCH CENTER	60,982	0	60,982	.00	60,982.00	.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	26,465.40	217,744.60	10.8%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	917.00	34,483.00	2.6%
13012 STATE HIGHWAY SUBSIDY	519,175	0	519,175	.00	519,175.00	.0%
14011 WELFARE REVENUE	2,500	0	2,500	22.99	2,477.01	.9%
14021 RECREATION REVENUE	60,050	0	60,050	200.00	59,850.00	.3%
14031 LIBRARY REVENUE	10,800	0	10,800	182.11	10,617.89	1.7%
TOTAL GENERAL FUND	40,868,269	0	40,868,269	560,306.67	40,307,962.33	1.4%
<hr/>						
5001 WATER ENTERPRISE FUND						
<hr/>						
510001 WATER WORKS REVENUE	6,710,052	0	6,710,052	463,986.07	6,246,065.93	6.9%
TOTAL WATER ENTERPRISE FUND	6,710,052	0	6,710,052	463,986.07	6,246,065.93	6.9%
<hr/>						
5002 SEWER ENTERPRISE FUND						
<hr/>						
520001 SEWER WORKS REVENUE	7,945,222	0	7,945,222	370,586.00	7,574,636.00	4.7%
520002 SEWER WORKS REVENUE	396,081	0	396,081	.00	396,081.00	.0%
TOTAL SEWER ENTERPRISE FUND	8,341,303	0	8,341,303	370,586.00	7,970,717.00	4.4%
<hr/>						
5003 ARENA ENTERPRISE FUND						
<hr/>						

08/05/2020 14:01
 mark.sullivan

CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

P 2
 glytdbud

FOR 2021 01

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001 ARENA REVENUE	416,031	0	416,031	.00	416,031.00	.0%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	.00	416,031.00	.0%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	889,241	0	889,241	63,340.42	825,900.58	7.1%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	63,340.42	825,900.58	7.1%
GRAND TOTAL	57,224,896	0	57,224,896	1,458,219.16	55,766,676.84	2.5%

** END OF REPORT - Generated by Mark Sullivan **

08/05/2020 10:43
mark.sullivan

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2021 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	409,559	0	409,559	28,607.02	11,797.11	369,154.87	9.9%
11012351 ECONOMIC DEVELOPMENT	512,693	0	512,693	43,749.61	31,515.80	437,427.59	14.7%
11020050 IT SERVICES	897,327	0	897,327	72,573.32	100,131.96	724,621.72	19.2%
11030051 CITY CLERK	334,501	0	334,501	24,647.62	44,031.45	265,821.93	20.5%
11040050 ELECTIONS	70,168	0	70,168	3,235.24	10,294.00	56,638.76	19.3%
11050070 ASSESSORS	570,520	0	570,520	37,561.44	29,563.83	503,394.73	11.8%
11060051 BUSINESS OFFICE	608,770	0	608,770	72,179.30	7,793.45	528,797.25	13.1%
11063151 HUMAN RESOURCES	225,528	0	225,528	16,043.42	18,126.86	191,357.72	15.2%
11070070 TAX COLLECTOR	379,761	0	379,761	46,149.78	6,490.00	327,121.22	13.9%
11080050 GENERAL OVERHEAD	1,169,916	-50,000	1,119,916	200,769.06	185,192.69	733,954.25	34.5%
11090050 PB CITY WIDE 50	687,246	0	687,246	43,488.09	8,242.52	635,515.39	7.5%
11090051 PB CITY HALL 51	65,698	0	65,698	146.90	56,272.00	9,279.10	85.9%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	311.01	34,808.03	13,649.96	72.0%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	.00	6,414.00	4,531.00	58.6%
11090055 PB GONIC FIRE 55	10,787	0	10,787	.00	7,470.63	3,316.37	69.3%
11090056 PB LIBRARY 56	19,313	0	19,313	.00	15,924.42	3,388.58	82.5%
11090057 PB DPW GARAGE 57	12,155	0	12,155	.00	10,180.00	1,975.00	83.8%
11090061 PB HISTORICAL MUSEUM 61	1,320	0	1,320	.00	1,247.00	73.00	94.5%
11090063 PB HANSON POOL 63	6,700	0	6,700	.00	250.00	6,450.00	3.7%
11090064 PB GONIC POOL 64	1,100	0	1,100	.00	100.00	1,000.00	9.1%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	.00	100.00	700.00	12.5%
11090068 PB GROUNDS 68	10,880	0	10,880	147.94	1,219.11	9,512.95	12.6%
11090069 PB DOWNTOWN 69	17,000	0	17,000	.00	4,467.20	12,532.80	26.3%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	84.89	13,423.00	7,860.11	63.2%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	.00	1,800.00	1,200.00	60.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	476.00	15,040.50	8,549.50	64.5%
11090077 PB ANNEX	11,140	0	11,140	.00	2,037.00	9,103.00	18.3%
11102051 PLANNING	427,669	0	427,669	21,571.31	7,252.50	398,845.19	6.7%
11200051 LEGAL OFFICE	611,159	0	611,159	39,248.24	9,584.20	562,326.56	8.0%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	0	2,076,031	125,585.54	128,687.76	1,821,757.70	12.2%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	368,544.37	.00	5,095,193.63	6.7%
12012553 PD SUPPORT SERVICES	417,396	0	417,396	29,101.13	.00	388,294.87	7.0%
12020054 FIRE DEPARTMENT	4,991,261	0	4,991,261	330,799.26	49,901.35	4,610,560.39	7.6%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	552.29	.00	28,039.71	1.9%
12020754 CALL FIRE	29,890	0	29,890	.00	.00	29,890.00	.0%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	.00	.00	42,101.00	.0%
12030153 DISPATCH CENTER	869,310	0	869,310	65,838.82	19,470.76	784,000.42	9.8%
12040051 CODE ENFORCEMENT	593,170	0	593,170	42,162.74	8,910.09	542,097.17	8.6%
12050050 AMBULANCE	282,321	0	282,321	.00	64,641.00	217,680.00	22.9%
13010057 PUBLIC WORKS	2,412,336	0	2,412,336	148,445.59	650,434.43	1,613,455.98	33.1%

08/05/2020 10:43
mark.sullivan

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

P 2
glytddbud

FOR 2021 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010957 WINTER MAINTENANCE	530,920	0	530,920	.00	.00	530,920.00	.0%
13020050 CITY LIGHTS	218,000	0	218,000	.00	89,250.00	128,750.00	40.9%
14010051 WELFARE	480,831	0	480,831	20,429.60	7,041.50	453,359.90	5.7%
14022072 RECREATION ADMINISTRATION	671,686	0	671,686	43,884.60	7,376.69	620,424.71	7.6%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	0	101,305	6,765.31	3,526.11	91,013.58	10.2%
14022250 RECREATION POOLS	94,924	0	94,924	18,441.24	16,409.54	60,073.22	36.7%
14030056 LIBRARY	1,342,026	0	1,342,026	136,849.47	105,827.02	1,099,349.51	18.1%
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	.00	.00	4,471,220.00	.0%
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	1,340,000.00	.00	.00	100.0%
TOTAL GENERAL FUND	40,868,269	0	40,868,269	3,328,390.15	1,792,245.51	35,747,633.34	12.5%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,353,392	0	5,353,392	357,746.43	75,142.22	4,920,503.35	8.1%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	38,022.81	176,208.59	1,073,327.60	16.6%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	6,716.56	.00	62,384.44	9.7%
TOTAL WATER ENTERPRISE FUND	6,710,052	0	6,710,052	402,485.80	251,350.81	6,056,215.39	9.7%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,106,648	0	4,106,648	1,319,929.62	46,536.36	2,740,182.02	33.3%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	62,982.59	362,724.43	3,741,344.98	10.2%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	6,668.81	.00	60,934.19	9.9%
TOTAL SEWER ENTERPRISE FUND	8,341,303	0	8,341,303	1,389,581.02	409,260.79	6,542,461.19	21.6%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	416,031	0	416,031	17,669.49	113,865.06	284,496.45	31.6%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	17,669.49	113,865.06	284,496.45	31.6%
6000 COMMUNITY CENTER SP REV FUND							

08/05/2020 10:43
 mark.sullivan

CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

P 3
 glytdbud

FOR 2021 01

6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	889,241	0	889,241	42,429.06	80,031.74	766,780.20	13.8%
	TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	42,429.06	80,031.74	766,780.20	13.8%
	GRAND TOTAL	57,224,896	0	57,224,896	5,180,555.52	2,646,753.91	49,397,586.57	13.7%

** END OF REPORT - Generated by Mark Sullivan **