

NOTICE of PUBLIC MEETING:
FINANCE COMMITTEE

Meeting Information

Date: April 12, 2016
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
 - 3.1 New Hampshire Wing Civil Air Patrol Lease Agreement
4. New Business - none
5. Finance Director's Report
6. Monthly Financial Statements
7. Other
8. Non-Public
9. Adjournment

REPORT from FINANCE:

Finance Committee Meeting Information

Date: April 12, 2016
Time: 7:00 P.M.
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31 Wakefield Street
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Items

1. Granite Ridge Phase 1 Bond Update – Here is a breakdown of the project expenditures to date:

- Total Project Appropriation: \$5,000,000 (TIF Bond Appropriation)
- Expended to date = \$2,965,011.67
- Remaining Work in Progress = \$1,013,776 .29

Please note that there could be some final adjustments up or down, based on final pavement and completion of work.

- Estimated Total = \$3,978,787.96 (Expended + Remaining Work)
- Remaining Unassigned approximately = \$1,021,212.04 (possible de-authorization).
- Term of the Bond: 10 years (last payment June 30, 2017). A shortened term from 20 years achieved by (1) low interest rate and (2) cash bond premium used to lower the amount borrowed = annual debt service payments less than estimated annual TIF incremental revenues.

2. Funding for “Early” Paving – A discussion was started at the Public Works Committee regarding how to provide funding so that roadway paving could commence prior to the availability of funding included in the FY2017 budget. Specifically, how could we start paving in April and not wait until July 1? Since the current FY2016 paving budget has been largely expended by paving last summer & fall, the Council would need to adopt a

supplemental appropriation now using undesignated General Fund fund balance to fund April through June paving. This would be ***in addition to*** contemplated appropriations contained in the City Manager's proposed FY2017 budget that would be used for paving this summer, fall and next spring.

3. Fire Department Overtime Report – At this point, the Fire Department is projecting that their overtime expense will exceed budget by 12% by the end of the fiscal year. It is estimated that under-expenditures in other lines will be adequate to cover the excess in the overtime expense. Their analysis worksheet can be found Here: [FIRE OT ANALYSIS](#).

4. Police Department Overtime Report – Will be provided next month.

5. Codification Project – The project to codify the City's ordinances has been awarded to General Code. The City Clerk's FY2016 budget contains an appropriation of \$20k for this work. The bid price was \$12,293. Our codified ordinances will be maintained on a "hosted" database and available to the public. Annual maintenance/ subscription fee will be \$995.

The project benchmarks are as follows:

- May 1, 2016: The City Clerk is responsible to ensure all General Ordinance are up-to-date and online.
- By June 1, 2016, General Code will combine our current ordinances into one searchable pdf file onto our website.
- After June 1, 2016 General Code will start the framework for the codified code in a separate file. They will also be working on a new numbering system [It is suggested that the City Council review the recommended numbering system as early as possible to avoid conflict with the final product].
- After June 1, 2016 General Code will conduct an in-depth legal review. They will make recommendations based on their findings; however, Attorney O'Rourke would be responsible to make final determinations on any proposed changes.

6. Recreation Department Satellite Office – Recreation Director Bowlen appeared before the Committee a few months ago and detailed a proposal to create a small satellite

office at the Community Center in an effort to maintain a needed presence in the facility with the move of his main offices to the Arena. He shared with the Committee a sketch plan of the satellite office location and configuration. The Committee indicated support for this concept. Mr. Bowlen met with Facilities Manager Riley in March and a plan was agreed upon to build out the satellite office at the Community Center. The Committee also indicated support to use the currently appropriated arena CIP funds for this as this is part of their overall Master Plan. Mr. Riley has done a budget estimate of approximately \$12K. The Recreation Department will be purchasing the materials. Public Buildings personnel will do almost all the construction. The trades that would be separate would be masonry, electrical and any plumbing for the fire suppression system if necessary. All these fit within the \$12K budget.

7. 27 Hancock Street Land Sale – Senior Planner Creighton recently called Mr. Fenton Groen to seek an update on his desire to purchase City land which abuts 27 Hancock Street. Mr. Creighton reminded Mr. Groen that at the last Finance Committee attended by Mr. Groen he had told the Committee that he believed that he already owned the City land that he had requested to purchase (based on research his surveyor had done), but that he would get the City more information to that end. Mr. Groen also said that his Attorney (Grossman) informed him that the City's Attorney (O'Rourke) issued a letter based upon the City's research stating that the land in question is in fact City land. Mr. Groen indicated that he will have to look into this further.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Monthly Financial Statements Summary

For the full detail report, click here: [MARCH FINANCIALS DETAIL REPORT](#)

Revenues

<u>ACCOUNT DESCRIPTION</u>	<u>REVISED ESTIM REV</u>	<u>ACTUAL YTD REVENUE</u>	<u>REMAINING REVENUE</u>	<u>% COLL</u>
11011 ECONOMIC DEVELOPMENT REV	\$ -	\$ 125	\$ (125)	100
11031 CITY CLERK REVENUE	\$ 106,420	\$ 63,669	\$ 42,751	60
11051 ASSESSORS REVENUES	\$ -	\$ 259	\$ (259)	100
11061 BUSINESS OFFICE REVENUE	\$ 55,000	\$ 45,564	\$ 9,436	83
11062 BUSINESS OFFICE REVENUE	\$ 1,000	\$ -	\$ 1,000	0
11071 TAX COLLECTOR REVENUE	\$ 28,908,379	\$ 28,918,420	\$ (10,041)	100
11081 GENERAL OVERHEAD REVENUE	\$ 4,204,344	\$ 2,335,107	\$ 1,869,237	56
11082 GENERAL OVERHEAD REVENUE	\$ 1,434,205	\$ 1,434,205	\$ (0)	100
11091 PUBLIC BLDGS REVENUE	\$ -	\$ 13,539	\$ (13,539)	100
11101 PLANNING	\$ 15,250	\$ 40,503	\$ (25,253)	266
11201 REV LEGAL OFFICE	\$ 50,000	\$ 37,500	\$ 12,500	75
12011 POLICE CITY REVENUE	\$ 351,845	\$ 163,824	\$ 188,021	47
12021 FIRE CITY REVENUE	\$ 11,825	\$ 9,554	\$ 2,271	81
12022 FIRE STATE REVENUE	\$ 40,000	\$ 2,065	\$ 37,935	5
12031 DISPATCH CENTER	\$ 62,044	\$ 59,166	\$ 2,878	95
12041 CODE ENFORCEMENT REVENUE	\$ 323,125	\$ 454,830	\$ (131,705)	141
13011 PUBLIC WORKS REVENUE	\$ 35,200	\$ 37,630	\$ (2,430)	107
13012 STATE HIGHWAY SUBSIDY	\$ 591,229	\$ 472,983	\$ 118,246	80
14011 WELFARE REVENUE	\$ 8,500	\$ 4,638	\$ 3,862	55
14021 RECREATION REVENUE	\$ 129,800	\$ 120,077	\$ 9,723	93
14031 LIBRARY REVENUE	\$ 13,383	\$ 9,365	\$ 4,018	70
1000 GENERAL FUND	\$ 36,341,549	\$ 34,223,026	\$ 2,118,523	94
<u>ACCOUNT DESCRIPTION</u>	<u>REVISED ESTIM REV</u>	<u>ACTUAL YTD REVENUE</u>	<u>REMAINING REVENUE</u>	<u>% COLL</u>
5001 WATER ENTERPRISE FUND	\$ 5,468,531	\$ 2,169,756	\$ 3,298,775	40
<u>ACCOUNT DESCRIPTION</u>	<u>REVISED ESTIM REV</u>	<u>ACTUAL YTD REVENUE</u>	<u>REMAINING REVENUE</u>	<u>% COLL</u>
5002 SEWER ENTERPRISE FUND	\$ 6,825,394	\$ 2,777,373	\$ 4,048,021	41
<u>ACCOUNT DESCRIPTION</u>	<u>REVISED ESTIM REV</u>	<u>ACTUAL YTD REVENUE</u>	<u>REMAINING REVENUE</u>	<u>% COLL</u>
5003 ARENA ENTERPRISE FUND	\$ 586,067	\$ 391,919	\$ 194,148	67

Expenditures

<u>ACCOUNT DESCRIPTION</u>	<u>REVISED BUDGET</u>	<u>YTD EXPENDED</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE BUDGET</u>	<u>% USED</u>
11000051 CITY MANAGER	\$ 278,414	\$ 199,352	\$ 5,300	\$ 73,762	74
11012351 ECONOMIC DEVELOPMENT	\$ 296,187	\$ 227,588	\$ 2,570	\$ 66,029	78
11020050 MUNICIPAL INFORMATION	\$ 444,691	\$ 286,316	\$ 10,884	\$ 147,491	67
11030051 CITY CLERK	\$ 293,290	\$ 188,016	\$ 41,421	\$ 63,852	78
11040050 ELECTIONS	\$ 44,016	\$ 41,389	\$ 1,998	\$ 630	99
11050070 ASSESSORS	\$ 387,319	\$ 297,639	\$ 3,177	\$ 86,503	78
11060051 BUSINESS OFFICE	\$ 515,644	\$ 365,984	\$ 3,871	\$ 145,789	72
11063151 HUMAN RESOURCES	\$ 127,107	\$ 102,417	\$ 5,576	\$ 19,114	85
11070070 TAX COLLECTOR	\$ 336,758	\$ 236,266	\$ 1,892	\$ 98,600	71
11080050 GENERAL OVERHEAD	\$ 699,267	\$ 549,634	\$ 105,688	\$ 43,945	94
11090050 PB CITY WIDE 50	\$ 568,064	\$ 430,838	\$ 9,286	\$ 127,940	78
11090051 PB CITY HALL 51	\$ 76,000	\$ 45,923	\$ 933	\$ 29,143	62
11090052 PB OPERA HOUSE 52	\$ 34,176	\$ 32,208	\$ -	\$ 1,968	94
11090054 PB CENTRAL FIRE 54	\$ 33,523	\$ 32,246	\$ 722	\$ 555	98
11090055 PB GONIC FIRE 55	\$ 17,843	\$ 16,733	\$ 613	\$ 496	97
11090056 PB LIBRARY 56	\$ 21,920	\$ 18,792	\$ 554	\$ 2,574	88
11090057 PB DPW GARAGE 57	\$ 10,887	\$ 10,305	\$ 100	\$ 482	96
11090059 PB ER FIRE STATION 59	\$ 750	\$ 195	\$ -	\$ 555	26
11090061 PB HISTORICAL MUSEUM	\$ 1,600	\$ 360	\$ 480	\$ 760	53
11090063 PB HANSON POOL 63	\$ 5,005	\$ 643	\$ 254	\$ 4,108	18
11090064 PB GONIC POOL 64	\$ 2,880	\$ 333	\$ 107	\$ 2,440	15
11090065 PB EAST ROCHESTER POO	\$ 2,650	\$ 337	\$ 101	\$ 2,212	17
11090068 PB GROUNDS 68	\$ 14,300	\$ 5,843	\$ 7,599	\$ 858	94
11090069 PB DOWNTOWN 69	\$ 15,000	\$ 3,722	\$ 6,609	\$ 4,669	69
11090070 PB REVENUE BUILDING 7	\$ 19,860	\$ 15,548	\$ 130	\$ 4,182	79
11090071 PB PLAYGROUNDS 71	\$ 1,850	\$ 621	\$ -	\$ 1,229	34
11090075 PB NEW POLICE STATION	\$ 26,423	\$ 18,472	\$ 6,776	\$ 1,175	96
11102051 PLANNING	\$ 348,964	\$ 262,503	\$ 5,269	\$ 81,192	77
11200051 LEGAL OFFICE	\$ 559,899	\$ 342,191	\$ 3,924	\$ 213,784	62
12010053 PD ADMINISTRATIVE SER	\$ 1,868,416	\$ 1,293,142	\$ 47,888	\$ 527,386	72
12012453 PD PATROL SERVICES	\$ 4,525,429	\$ 3,322,798	\$ -	\$ 1,202,631	73
12012553 PD SUPPORT SERVICES	\$ 395,656	\$ 295,369	\$ -	\$ 100,287	75
12020054 FIRE DEPARTMENT	\$ 4,200,614	\$ 3,092,429	\$ 21,882	\$ 1,086,303	74
12020055 FIRE DEPT 55 GONIC SU	\$ 28,556	\$ 14,633	\$ -	\$ 13,923	51
12020754 CALL FIRE	\$ 29,926	\$ 4,668	\$ -	\$ 25,258	16
12022754 FOREST FIRES	\$ 861	\$ 106	\$ -	\$ 755	12
12030153 DISPATCH CENTER	\$ 735,861	\$ 534,888	\$ 2,250	\$ 198,723	73
12040051 CODE ENFORCEMENT	\$ 527,429	\$ 402,219	\$ 2,760	\$ 122,450	77
12050050 AMBULANCE	\$ 54,913	\$ 41,185	\$ 13,728	\$ -	100
13010057 PUBLIC WORKS	\$ 2,014,232	\$ 1,424,948	\$ 197,431	\$ 391,853	81
13010957 WINTER MAINTENANCE	\$ 463,666	\$ 350,656	\$ 840	\$ 112,170	76
13020050 CITY LIGHTS	\$ 257,500	\$ 181,332	\$ 1,245	\$ 74,923	71
14010051 WELFARE	\$ 451,998	\$ 272,934	\$ 3,084	\$ 175,980	61
14022072 RECREATION ADMINISTRA	\$ 550,335	\$ 439,917	\$ 4,157	\$ 106,261	81
14022150 RECREATION PLAYGROUND	\$ 81,451	\$ 71,418	\$ 200	\$ 9,833	88
14022250 RECREATION POOLS	\$ 72,790	\$ 51,618	\$ 373	\$ 20,799	71
14030056 LIBRARY	\$ 1,117,547	\$ 844,288	\$ 20,482	\$ 252,777	77
15000051 COUNTY TAX	\$ 5,980,421	\$ 5,980,421	\$ -	\$ -	100
17010051 TRANSFERS/PAYMENTS DE	\$ 4,535,036	\$ 4,451,593	\$ -	\$ 83,443	98
17030050 OVERLAY	\$ 225,203	\$ 82,658	\$ -	\$ 142,545	37
17040051 TRANSFER TO CIP & OTH	\$ 2,581,422	\$ 2,581,422	\$ -	\$ -	100
1000 GENERAL FUND	\$ 35,883,549	\$ 29,467,052	\$ 542,155	\$ 5,874,342	84
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	% USED
5001 WATER ENTERPRISE FUND	\$ 5,468,531	\$ 3,526,996	\$ 106,513	\$ 1,835,021	66
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	% USED
5002 SEWER ENTERPRISE FUND	\$ 6,825,394	\$ 4,360,783	\$ 210,554	\$ 2,254,057	67
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	% USED
5003 ARENA ENTERPRISE FUND	\$ 586,067	\$ 421,063	\$ 3,471	\$ 161,532	72