



**City of Rochester, NH
Preamble for the April 21, 2020 City Council Public
Hearing and Workshop Meeting**

Good Evening, as Chairperson of the City Council, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, 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.

+1 585-318-2007

Conference ID: 610 755 992#

The public can call-in to the above number using the conference ID #. Please remember to use *6 to mute your phones when signing into the meeting, as there will be no public input allowed during this particular meeting. If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603-332-1167.

**The agenda for the April 21, 2020 City Council Public Hearing and
Workshop Meeting can be found on the following pages.**

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City Clerk's Office



**City Council Public Hearing
April 21, 2020
Council Chambers
7:00 PM**

Agenda

- 1. Call to Order**
 - 2. Roll Call**
 - 3. Resolution Adopting a FY 2021 Rochester CDBG "Action Plan For The City Of Rochester, N.H." and Approving And Appropriating The FY 2021 Community Development Budget for The City Of Rochester [Click Here for Annual Action Plan](#) P. 7**
 - 4. Resolution Adopting a FY 2020-2025 CDBG "Consolidated Plan for The City Of Rochester, N.H." [Click Here for Consolidated Plan](#) P. 11**
 - 5. Ordinance Amendment Relative to Water User Rate P. 15**
 - 6. Ordinance Amendment Relative to Sewer User Rate P. 17**
 - 7. Adjournment**
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**City Council Workshop Meeting
April 21, 2020
Council Chambers
*Immediately following the Public Hearing***

Agenda

- 1. Call to Order**
- 2. Public Input**

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City Clerk's Office

- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. City Manager's Proposed Budget for Fiscal Year 2021**
- 6. Update: Rochester Business Assistance Microloan Program
P. 27**
- 7. Department Reports P. 31**
- 8. Other**
- 9. Non-Public/Non-Meeting**
 - 8.1 Non-Public Session – Land, RSA 91-A:3, II (d)**
- 10. Adjournment**

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City Clerk's Office

RESOLUTION ADOPTING AN FY 2021 ROCHESTER CDBG
“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND
APPROVING AND APPROPRIATING THE FY 2021
COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF ROCHESTER

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year FY 2021 (July 1, 2020—June 30, 2021) “Action Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s CDBG program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Fifty Four Thousand Five Hundred Dollars (\$254,500.00) be, and hereby is, approved and appropriated for fiscal year 2021 (July 1, 2020—June 30, 2021. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 50,900.00
Public Service Agencies	\$ 38,175.00
Housing/Public Facilities/Infrastructure	\$ 165,425.00
Total	\$ 254,500.00

III. Further, that Nine Thousand Five Hundred Nine Dollars and Seventy Four Cents (\$9,509.74) in prior year unexpended CDBG funds be repurposed for use in the FY 2021 Action Plan year.

IV. Further, that Ninety Eight Thousand One Hundred Ninety Eight Dollars and Sixteen Cents (\$98,198.16) in the Job Opportunity Benefit revolving loan fund loan fund, plus the principal and interest received monthly from existing loans’ repayments, be appropriated for continued use in the FY 2021 Action Plan year in granting loans to qualified small businesses that commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

This budget and the one-year action plan for FY 2021 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2021 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Fifty Four Thousand Five Hundred Dollars (\$254,500.00) shall be drawn in their entirety from the above-mentioned FY 2021 Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or the City Manager's designee in the Office of Economic and Community Development, is authorized to adjust the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories.



04/16/2020

City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>

AGENDA DATE		
DEPT. HEAD SIGNATURE		
DATE SUBMITTED		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

RESOLUTION ADOPTING AN FY 2020-2025 CDBG
“CONSOLIDATED PLAN FOR THE CITY OF ROCHESTER, N.H.”

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the five-year 2020-2025 “Consolidated Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic & Community Development, in connection with the City’s CDBG program, including the goals, objectives, and concepts set forth therein;

II. The budget for Year 1 of the FY 2020-2025 “Consolidated Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.,” which is contained and detailed in the *Resolution Adopting an FY 2021 CDBG “Action Plan for the City of Rochester, N.H.”*, may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2021 budget adopted for the Office of Economic & Community Development for the Rochester CDBG Program;

Furthermore, in the event that federal funding for any Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or the City Manager’s designee in the Office of Economic & Community Development, is authorized to proportionately reduce the amounts for the relevant budgetary categories, as well as for any planned grants and/or other expenditures made from within such budgetary categories.

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City Clerk's Office



04/16/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE		
DEPT. HEAD SIGNATURE		
DATE SUBMITTED		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

**ORDINANCE AMENDMENT
RELATIVE TO WATER USER RATE**

THE CITY OF ROCHESTER ORDAINS:

I. That Chapter 260, Section 17 of the General Ordinances of the City of Rochester, entitled "Water Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Water Rates" and by replacing such portion of the ordinance with the following:

260.17 Water Rate and Fee Schedule

Quarterly Water Rates

Residential Customers without exemption:	\$5.83	per 100 cu. ft. of water use
Residential Customers with exemption:	\$2.52	
Commercial and industrial customers:	\$5.83	

Unmetered Residential Customers:	
Per quarter per unit without exemption:	\$155.96
Per quarter per unit with exemption:	\$77.96

Minimum Fee:	
Per quarter per unit without exemption:	\$22.14
Per quarter per unit with exemption:	\$17.76

II. That this ordinance amendment shall take effect on July 1, 2020

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City Clerk's Office

ORDINANCE AMENDMENT RELATIVE TO SEWER USER RATE

THE CITY OF ROCHESTER ORDAINS:

I. That Chapter 200, Section 23 of the General Ordinances of the City of Rochester, entitled "Wastewater Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Wastewater Rates" and by replacing such portion of the ordinance with the following:

200.23 Wastewater Rate and Fee Schedule

Quarterly Wastewater Rates

Residential Customers without exemption:	\$7.43	per 100 cu. ft. of water use
Residential Customers with exemption:	\$4.94	per 100 cu. ft. of water use
Commercial and industrial customers:	\$7.43	per 100 cu. ft. of water use
High Volume Customer (I.e. customers using more than 5,000 units **monthly)	\$6.68	per 100 cu. ft. of water use

Unmetered Residential Customers:

Per quarter per unit without exemption:	\$229.47
Per quarter per unit with exemption:	\$114.72

Sewer-Metered Customers:	\$7.43 per 100 cu. Ft.
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Minimum Fee:

Per quarter per unit without exemption:	\$34.31
Per quarter per unit with exemption:	\$27.31

Septage Discharge:	\$55.00 per 500 gal. or portion thereof
RV Septage Discharge:	\$16.00 flat fee
Graywater Disposal	\$30.00 per 2000 gal. or portion thereof

II. That this ordinance amendment shall take effect on July 1, 2020

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City Clerk's Office

FINANCE COMMITTEE

Agenda Item

04/16/2020

Agenda Item Name: FY20 Water-Sewer User Rates

Date Submitted: 3/2/20

Name of Person Submitting Item: Mark Sullivan

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

Meeting Date Requested: 3/10/20

Issue Summary Statement: Continued follow up on recommended Water & Sewer User Rate increases. The bonded debt issue for FY20 has been increased based on actual April-20 bond issue details. UAB supports a 5% increase on Water, and believes a 10% rate increase on Sewer is warranted based on the authorized and unissued debt level. Attached is memo from UAB.

Recommended Action: Discussion/Review, recommendation to full Council Water-Sewer FY20 User Rate increases.



City of Rochester, New Hampshire
Utility Advisory Board
31 Wakefield Street Rochester NH 03867
(603) 332-3110

04/16/2020



INTEROFFICE MEMORANDUM

TO: FINANCE COMMITTEE
FROM: SHAWN LIBBY, CHAIRMAN UTILITY ADVISORY BOARD(UAB) SL
DATE: January 22, 2020
SUBJECT: 2020 UAB Rate Increase Recommendations
5% Water
10% Sewer
CC: Joe Boudreau UAB
Eli Barnes UAB
Ralph Sanders UAB
Brett Johnson UAB

The UAB members appreciated the opportunity to present our recommendations to the Finance Committee last fall. Given the new members of the committee and in understanding the process and decisions that need to be made, we felt we should revisit our proposed increases to the Water and Sewer rates for 2020.

Sewer and water rates have been increased somewhat sporadically over the past 10 years. These rates have not kept up with the CPI during that timeframe. In the same period, the city has spent substantial dollars on improvements to the infrastructure and in adding technology and compliance with external regulations to both sewer and water. These improvements/changes have led to the sewer/water rates being insufficient to support the operation to maintain safe and clean water for the residents of Rochester.

It is also important to note that while the number of users has increased over the past 10 years, the volume of water usage remains basically flat over same time period. This is a result of resident usage of less water and of new appliance requirements for less water, washers, dishwashers, toilets, etc. The UAB sees this trend continuing into the future.

While usage has remained constant, costs are increasing annually. Since the city had not increased rates on an annual basis and for the most part as a smaller percent increase, it is necessary to have a larger increase for 2020.

There is always a concern that increases in water/sewer rates will disadvantage Rochester as a place to live for prospective real estate developers and buyers. UAB research has shown that the increases we are recommending would place us closer to the median for water and sewer rates with comparable local cities.

As the Finance Committee is aware, there are several capital projects that will be funded to maintain the integrity of the system. Because of water issues throughout the country and even in our local areas the city is aware of the potential impact of regulatory agencies on our system.

The UAB recommends the following:

Rate increases must go forward, like taxes, be set on an annual basis.

Water rates will increase by 5% - **an increase of \$6.85 per billing cycle (quarterly) for the average user.**
Sewer rates will increase by 10% for 2020 – **an increase of \$11.90 per billing cycle (quarterly) for the average user.**

The UAB has attached a recommendation as to how the city could inform the residents of the context and rationale for these increases in 2020.

Each year we receive a letter from the City of Rochester showing the tax bill for the coming year. In December 2019 the tax bill letter informed residents of the rationale for the 2020 tax changes. While residents were not universally supportive of the increases that many received in the new tax bill, the city was transparent and gave residents an understanding for the changes.

The UAB believes the City should take this transparent approach to the Water and Sewer rates for 2020. By sharing our rationale with residents this transparency will allow us to be more able to support the necessary increases for 2020. Including this letter provides residents with the context and understanding of the necessity to review water and sewer rates on an annual basis.

Suggested letter

The City of Rochester has been proactive in applying the latest technology and processes necessary to provide our residents with clean and safe water. Here are a few of the factors that have benefitted from this focus:

Our City employees have contributed to our clean and safe water by:

Constantly upgrading and improving the water and sewer infrastructure and systems

Extending services to underserved sections of the City.

Adding users through the positive housing development in the City

Our residents have also been part of our success by the smart use of our water resource:

Purchasing new improved appliances that use less water

Applying conscious awareness to conserve the water resource

The result of actions by our employees and residents has been that overall water volume over the past few years has remained constant. However, costs have continued to increase – personnel, supplies, technology, system improvements, etc.

Therefore, we need to increase the water and sewer rates for 2020.

Water rates will increase by 5% - an increase of \$6.85 per billing cycle (quarterly) for the average user. Your bill can vary based on your personal usage.

Sewer rates will increase by 10% for 2020 – an increase of \$11.90 per billing cycle (quarterly) for the average user. Your bill can vary based on your personal usage.

As we have seen from reports in the media, both local and nationwide, safe and clean water is not something that we can take for granted. It requires the commitment of the City and our residents. With your continued support, the City of Rochester will strive to provide residents with quality water and sewer.

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City Clerk's Office



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7609 Fax (603) 332-7589

MEMO

TO: City Council

FROM: Katie Ambrose, Deputy City Manager/Director of Finance & Administration

DATE: April 15, 2020

RE: Ordinance Amendments Relative to Water & Sewer User Rates

On March 10, 2020 the Finance Committee voted to recommend the Water & Sewer user rate increases as presented in the Utility Advisory Board's (UAB) report (dated January 22, 2020) to City Council. The ordinance amendments scheduled for the public hearings on April 21st are the mechanism to adopt the proposed Water and Sewer user rate increases. The proposed changes would take effect on July 1, 2020 and increase Water rates by 5% - an increase of \$6.85 per billing cycle (quarterly) for the average user, and Sewer rates by 10% - an increase of \$11.90 per billing cycle (quarterly) for the average user. If the rate increases were adopted as proposed, Rochester's rates would fall within the median of surrounding communities.

The UAB first presented FY 20 rate increases to the Finance Committee on September 10, 2019. The UAB's recommendations at that time followed months of analysis with the Finance Department and proposed a FY 20 Water rate increase of 7% and Sewer rate increase of 10%. Factors necessitating rate increases include: inconsistent rate increases over the past 10 years have not kept pace with infrastructure needs & costs, the Water & Sewer Funds are now in a position where operating revenues are struggling to meet operating expenses, the authorized-unissued bonds on both funds are at the largest level in many years, authorized-unissued bonds convert into debt service as projects are completed and contribute to fund deficits, long term fund deficits are highly problematic.

The following Water & Sewer Fund User Rate History & Forecasts helped inform the UAB's FY 20 rate increase recommendations:

WATER USER RATE FORECAST 04/16/2020

	FY18-Audited	FY19-Est	FY20	FY21	FY22
TOTAL REVENUE UNITS	727,888	749,552	757,048	764,173	764,173
OPERATING REVENUES					
User Fees	\$4,079,675	\$4,160,014	\$4,411,694	\$4,764,943	\$5,098,489
Other Service Charges-Misc	\$398,682	\$150,000	\$154,500	\$159,135	\$163,909
TOTAL OPERATING REVENUES	\$4,478,357	\$4,310,014	\$4,566,194	\$4,924,078	\$5,262,399
ALL OPERATIONAL EXPENSES	\$2,404,364	\$2,394,400	\$2,466,232	\$2,540,219	\$2,616,426
WATER CURRENT 20 YR & FORECASTED DEBT SERVICE	\$2,295,459	\$2,163,712	\$2,237,019	\$2,069,213	\$1,995,500
NEW BOND DEBT SERVICE 2020			\$289,000	\$283,050	\$277,100
NEW BOND DEBT SERVICE 2022					\$340,000
ALL EXPENSE TOTALS	\$4,699,823	\$4,558,112	\$4,992,251	\$4,892,482	\$5,229,025
PROJECTED USER RATES	\$5.55	\$5.55	\$5.83	\$6.24	\$6.67
RATE INCREASE PERCENTAGE	5.00%	0.00%	5.00%	7.00%	7.00%
O&M SURPLUS (DEFICIT)	(\$221,466)	(\$248,098)	(\$426,057)	\$31,597	\$33,373
CASH FUNDED CIP PROJECTS & OTHER TRANSFERS	\$125,000	\$612,000	\$230,000	\$150,000	\$150,000
ADJUSTED SURPULS (DEFICIT)	(\$346,466)	(\$860,098)	(\$656,057)	(\$118,403)	(\$116,627)
ESTIMATED CASH FUND BALANCE	(\$523,475)	(\$1,383,573)	\$1,360,370	\$1,241,967	\$1,125,340
BOND ISSUES	\$4,460.66		\$3,400,000		\$4,000,000

	SEWER USER RATE FORECAST (EXCLUDES EPA UPGRADES)						
	FY18-Audited	FY19-Est	FY20	FY21	FY22	FY23	FY24
USER FEE UNITS	543,532	570,461	573,313	576,180	579,061	581,956	584,866
HIGH VOLME UNITS	142,939	138,037	138,727	139,421	140,118	140,819	141,523
OPERATING REVENUES							
User Fees	\$4,533,108	\$4,729,687	\$5,228,446	\$5,779,802	\$6,389,301	\$7,063,076	\$7,807,904
Other Service Charges-Misc	\$690,267	\$679,967	\$693,567	\$707,438	\$421,587	\$421,587	\$421,587
TOTAL OPERATING REVENUES	\$5,223,375	\$5,409,654	\$5,922,013	\$6,487,240	\$6,810,888	\$7,484,663	\$8,229,491
ALL OPERATIONAL EXPENSES	\$2,268,135	\$2,557,523	\$2,608,673	\$2,660,846	\$2,714,063	\$2,768,345	\$2,823,712
SEWER CURRENT 20 YR & FORECASTED DEBT SERVICE	\$3,189,018	\$3,151,646	\$3,286,539	\$2,935,774	\$1,919,413	\$1,656,244	\$1,590,840
NEW BOND ISSUED DEBT FY20			\$595,000	\$582,750	\$570,500	\$558,250	\$546,000
NEW BOND ISSUED DEBT FY22				\$425,000	\$416,250	\$407,500	\$398,750
NEW BOND ISSUED DEBT FY23					\$1,275,000	\$1,248,750	\$1,222,500
NEW BOND ISSUED DEBT FY24							\$1,105,000
ALL EXPENSE TOTALS	\$5,457,153	\$5,709,169	\$6,490,212	\$6,604,371	\$6,895,226	\$6,639,088	\$7,686,801
PROJECTED USER RATES	\$6.75	\$6.75	\$7.43	\$8.17	\$8.98	\$9.88	\$10.87
HIGH VOLUME RATE	\$6.08	\$6.08	\$6.68	\$7.35	\$8.09	\$8.89	\$9.78
RATE INCREASE PERCENTAGE	3.50%	0.00%	10.00%	10.00%	10.00%	10.00%	10.00%
PROJECTED O&M SURPLUS (DEFICIT)	(\$233,778)	(\$299,515)	(\$568,199)	(\$117,131)	(\$84,338)	\$845,575	\$542,690
CASH FUNDED CIP PROJECTS & OTHER TRANSFERS	\$485,660	\$460,000	\$296,500	\$300,000	\$400,000	\$400,000	\$400,000
ADJUSTED SURPULS (DEFICIT)	(\$719,438)	(\$759,515)	(\$864,699)	(\$417,131)	(\$484,338)	\$445,575	\$142,690
ESTIMATED CASH FUND BALANCE	(\$2,647,476)	(\$3,406,991)	\$2,728,309	\$2,311,178	\$1,826,840	\$2,272,415	\$2,415,105
BOND ISSUES-Current Authorized-Unissued			\$7,000,000	\$5,000,000	\$15,000,000	\$0	\$13,000,000

WATER USER RATE HISTORY FY10 to FY19								
FISCAL	O&M	EXPENSE	USER	USER RATE	CPI	BILLED	USER RATE	INCREASE
YEAR	EXPENSES	INCREASE %	RATE	INCREASE %	INCREASES	UNITS	CHANGED	CYCLE
FY10	\$2,916,116	-3.64%	\$4.19	0.00%	3.80%	761,371	No Increase	
FY11	\$3,134,840	7.50%	\$4.29	2.39%	-0.40%	784,215	Jul-10	12 Months
FY12	\$3,145,160	0.33%	\$4.49	4.66%	1.64%	747,642	Aug-11	13 Months
FY13	\$3,372,261	7.22%	\$4.60	2.45%	3.16%	757,145	Dec-12	16 Months
FY14	\$3,725,757	10.48%	\$4.67	1.52%	2.10%	722,432	Mar-14	14 Months
FY15	\$3,715,242	-0.28%	\$4.67	0.00%	1.46%	730,906	No Increase	Crossed FY
FY16	\$4,174,341	12.36%	\$4.81	3.00%	1.62%	739,007	Oct-15	19 Months
FY17	\$4,485,856	7.46%	\$5.29	9.98%	0.12%	741,699	Nov-16	11 Months
FY18	\$4,699,823	4.77%	\$5.55	4.91%	1.26%	727,888	Feb-18	15 Months
FY19	\$4,558,112	-3.02%	\$5.55	0.00%	2.44%	753,000	No Increase	
TOTAL		56.31%	\$1.36	32.46%	17.20%	-1.10%		

SEWER USER RATE HISTORY FY10 to FY19								
FISCAL	O&M	EXPENSE	USER	USER RATE	CPI	TOTAL	USER RATE	INCREASE
YEAR	EXPENSES	INCREASES	RATE	INCREASE %	INCREASES	BILLED UNITS	CHANGED	CYCLE
FY10	\$4,610,926	-\$267,658	\$5.95	0.00%	3.80%	796,667	No Increase	
FY11	\$4,410,575	-\$200,351	\$6.11	2.69%	-0.40%	758,052	Jul-10	12 Months
FY12	\$4,394,121	-\$16,454	\$6.24	2.13%	1.64%	758,642	Aug-11	13 Months
FY13	\$4,354,918	-\$39,203	\$6.24	0.00%	3.16%	738,261	No Increase	
FY14	\$4,457,049	\$102,131	\$6.24	0.00%	2.10%	715,459	No Increase	
FY15	\$4,517,278	\$60,229	\$6.24	0.00%	1.46%	678,034	No Increase	
FY16	\$5,200,513	\$683,235	\$6.24	0.00%	1.62%	670,722	No Increase	
FY17	\$4,917,309	-\$283,204	\$6.52	4.49%	0.12%	685,850	Nov-16	5 Years
FY18	\$5,696,764	\$779,455	\$6.75	3.53%	1.26%	686,471	Feb-18	15 Months
FY19	\$5,457,153	-\$239,611	\$6.75	0.00%	2.44%	708,498	No Increase	
TOTAL		\$846,227	\$0.80	13.45%	17.20%	-11.07%	No Increase	

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City Clerk's Office



04/16/2020

City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>

AGENDA DATE			
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

ADOPTED BY COUNCIL 3/31/20

**Supplemental Appropriation to the
Rochester Business Microloan Program in the amount of \$50,000.00**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
ROCHESTER:**

That the amount of Fifty Thousand Dollars (\$50,000) is hereby appropriated as a supplemental appropriation to the Rochester Business Microloan Program for the purpose of paying costs associated with the short-term, microloan program to be administered by the Director of Economic Development Special Reserve Fund to assist downtown businesses during the COVID-19 pandemic emergency. The funding for this supplemental appropriation shall be derived in its entirety from the Economic Development Fund.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. All projects will be assigned a unique account number for tracking and reported purposes.

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City Clerk's Office

March Department Reports:

- 7.1 Assessor's Office P.33**
- 7.2 Building, Zoning, and Licensing Services P. 35**
- 7.3 City Clerk's Office P. 41**
- 7.4 Department of Public Works P. 45**
- 7.5 Economic & Community Development P. 47**
- 7.6 Finance Office P. 53**
- 7.7 Planning & Development Department P. 61**
- 7.8 Recreation & Arena P. 63**
- 7.9 Rochester Fire Department (*forthcoming*) P. 65**
- 7.10 Rochester Police Department P. 67**
- 7.11 Rochester Public Library P. 87**
- 7.12 Tax Collector's Office P. 89**
- 7.13 Welfare Department P. 93**

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City Clerk's Office



City of Rochester, New Hampshire

Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

Email: assessor@rochester.net

Web Site: www.rochesternh.net

April 16, 2020

To: City Manager/Council

From: Jonathan Rice, Assessing

Subject: March Council Report

Revenue Received/Collection Warrants issued:

Property Record Cards & Map Copies	\$	0
------------------------------------	----	---

- The field staff continues to inspect properties that have been issued building permits this year and any that were not complete last year (as of 4/1/2019).
- 151 tax year 2019 abatement applications have been received and are being reviewed (approximately 1% of the 13,700 City parcels).
- Staff is in the process of reviewing 120 (new and renewing) elderly and disabled exemption applications.
- The application deadline for exemptions and credits was extended from April 15, 2020 to June 15, 2020.
- Remote assessing operations continue in response to the ongoing pandemic and requirement for social distancing.
- Field inspections are being conducted from the street only, unless owner approval is granted for exterior only inspections.

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City Clerk's Office

End of Month Council Report

04/16/2020

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of March 2020 with the fiscal Year to Date

The following data is subject to adjustment & revision pending further review and analysis as well as year-end closing adjustments.

Department Revenue

Permit Type	March 2020	Year to Date
Building Permits	\$8,292.00	\$257,256.80
Electrical Permits	\$1,366.00	\$29,903.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$706.00	\$13,039.00
Zoning Permits	\$495.80	\$2,895.80
FireSuppression Permits	\$0.00	\$337.00
FireAlarm Permits	\$534.00	\$3,090.00
Sprinkler Permits	\$192.00	\$8,257.00
Mechanical Permits	\$5,063.00	\$32,287.00
Food_Milk Licenses	\$400.00	\$6,076.50
Taxi Licenses	\$0.00	\$800.00
General Licenses	\$400.00	\$3,280.00
Net Revenue	\$17,448.80	\$357,222.10

End of Month Council Report

04/16/2020

Building Permit Detail

New Permits		March 2020		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	2	\$470,000.00	4	\$608,500.00
	Addition - Residential	1	\$100,000.00	6	\$279,000.00
	Alteration - Residential	7	\$142,360.00	60	\$1,722,553.00
	Alterations- Non Residential	2	\$52,000.00	22	\$1,982,932.00
	Apartment	0	\$0.00	10	\$8,056,022.00
	Barn	0	\$0.00	3	\$180,000.00
	Building - Non-Residential	1	\$17,830,531.00	5	\$34,284,738.00
	Condo	0	\$0.00	0	\$0.00
	Deck	4	\$37,100.00	57	\$336,040.00
	Demolition	2	\$30,850.00	23	\$147,690.00
	Fence	6	\$25,352.00	37	\$184,493.61
	Footing/ Foundation	1	\$0.00	41	\$294,421.00
	Garage	2	\$89,000.00	16	\$439,300.00
	Impact Fees	0	\$0.00	0	\$0.00
	Manufactured Home	1	\$86,162.00	14	\$1,010,662.00
	New Home	7	\$1,245,000.00	35	\$6,024,287.00
	Other	3	\$95,000.00	10	\$238,256.00
	Pool - Above Ground	1	\$5,000.00	5	\$46,750.00
	Pool - In Ground	0	\$0.00	3	\$92,350.00
	Repair/Replace - Non-Residential	0	\$0.00	8	\$1,512,700.00
	Repair/Replace - Residential	5	\$34,375.00	28	\$242,941.17
	Roofing	8	\$513,556.00	79	\$1,551,790.00
	Shed	4	\$15,019.50	31	\$101,054.50
	Siding	0	\$0.00	10	\$68,748.92
	Sign	2	\$1,945.00	16	\$84,765.00
	Windows	2	\$8,012.00	35	\$281,418.00
Electrical Permits	Electrical Underground	0	\$0.00	4	\$422,200.00
	Generator	2	\$17,648.00	20	\$136,733.00
	Low Voltage	1	\$2,000.00	4	\$81,000.00
	Meters	0	\$0.00	4	\$76,500.00
	Service	2	\$2,850.00	25	\$352,807.97
	Solar Electric System	1	\$2,000.00	13	\$206,388.00

End of Month Council Report

04/16/2020

	Temp Service	0	\$0.00	0	\$0.00
	Wiring	26	\$150,073.99	269	\$3,540,966.96
FireAlarm Permits	Fire Alarm Permit	17	\$245,205.00	20	\$278,020.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	2	\$23,600.00
Mechanical Permits	Air Conditioning	12	\$81,097.00	39	\$390,814.00
	Furnace/Boiler	19	\$162,651.00	161	\$1,729,084.00
	Gas Line	1	\$400.00	21	\$21,970.00
	Gas Piping	5	\$5,199.00	46	\$125,109.00
	Heating	3	\$206,000.00	47	\$1,067,436.00
	Hot Water Heater	4	\$9,860.00	21	\$60,324.00
	Mechanical Underground	1	\$900.00	1	\$900.00
	Other	2	\$75,200.00	8	\$363,200.00
	Pressure Testing	0	\$0.00	16	\$6,100.00
	Propane Tank	8	\$4,575.00	94	\$45,107.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	0	\$0.00	52	\$118,673.08
	Ventilation	0	\$0.00	11	\$77,620.00
Plumbing Permits	Plumbing	14	\$87,050.00	124	\$1,485,149.00
	Water Heater	0	\$0.00	9	\$18,420.00
Sprinkler Permits	Fire Sprinkler Systems	24	\$562,178.00	30	\$660,913.00
	Total Permit Issued	203	\$22,396,149.49	1599	\$71,060,447.21

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City Clerk's Office



City of Rochester, New Hampshire

Department of Building, Zoning & Licensing Services

ZONING MONTHLY REPORT - MARCH 2020

New Cases:

Z-20-04 Matt Pelletier applicant seeks *Special Exception* from Table 18D of the Zoning Ordinance to permit a gas utility substation in the NMU Zone.

Location: 770 Columbus Ave, Rochester NH 03867, MLB 137-0003-0000 in the NMU Zone.

Special Exception was APPROVED

Postponed Cases:

Z-19-13 Thomas Demchak applicant seeks a *Variance* from section 20.2(q) of the Zoning Ordinance to permit a commercial stable.

Location: 72 Crown Point Rd, Rochester, NH 03867, MLB 0235-0050-0000 in the Agricultural Zone.

Variance was DENIED

Z-19-14 Thomas Demchak applicant seeks a *Variance* from section 23.2(a)(3)(e) of the Zoning Ordinance to permit the keeping of the horses as an accessory use to a residence, not carried out as a business.

Location: 72 Crown Point Rd, Rochester, NH 03867, MLB 0235-0050-0000 in the Agricultural Zone.

Variance was DENIED

Z-19-15 Thomas Demchak applicant seeks a *Variance* from section 23.2(a)(3)(e) of the Zoning Ordinance to permit the keeping of the horses as an accessory use to a residence.

Location: 72 Crown Point Rd, Rochester, NH 03867, MLB 0235-0050-0000 in the Agricultural Zone.

Variance was DENIED

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City Clerk's Office



City Clerk's Office
 City Hall - First Floor
 31 Wakefield Street, Room 105
 ROCHESTER, NEW HAMPSHIRE 03867-1917
 (603) 332-2130 - Fax (603) 509-1915
 Web Site: <http://www.rochesternh.net>



City Clerk's Report March 2020

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 219 initial copies of vital records, and 119 subsequent copies of vital records in the month of March. The City Clerk's staff issued 17 Marriage Licenses.

The New Hampshire Division of Vital Records Administration generated the following report of statistics for the City of Rochester:

- 14 births were reported in Rochester during the month of March, 8 of these children were born to Rochester residents.
- 40 resident deaths were reported in Rochester.
- 5 couples celebrated their wedding ceremony in Rochester during the month of March.

Revenue – Vital Records/Marriage Licenses

	2019		2020	
	State	City	State	City
Initial/Subsequent copies:	\$2,974	\$2,706	\$2,347	\$2,128
Marriage Licenses:	\$430	\$70	\$731	\$119
Total:	\$3,404	\$2,776	\$3,078	\$2,247

The Clerk's office is making every effort possible to make the acquisition of vital records as easy as possible for our clients during this time. We are still able to process orders for vital records through our online portal or through email/mail requests.

The Clerk's office is also doing our best to accommodate requests to apply for marriage licenses while still adhering to the need for social distancing. In fact, the Clerk's office has already issued 7 more marriage licenses in March of 2020 than we did in March of 2019 with further requests coming in daily. Couples wishing to obtain a marriage license are asked to contact the Clerk's office for instructions on the modified application process.

Dog Licensing

The City Clerk's office licensed 225 dogs during the month of March. There were no Civil Forfeiture fees collected.

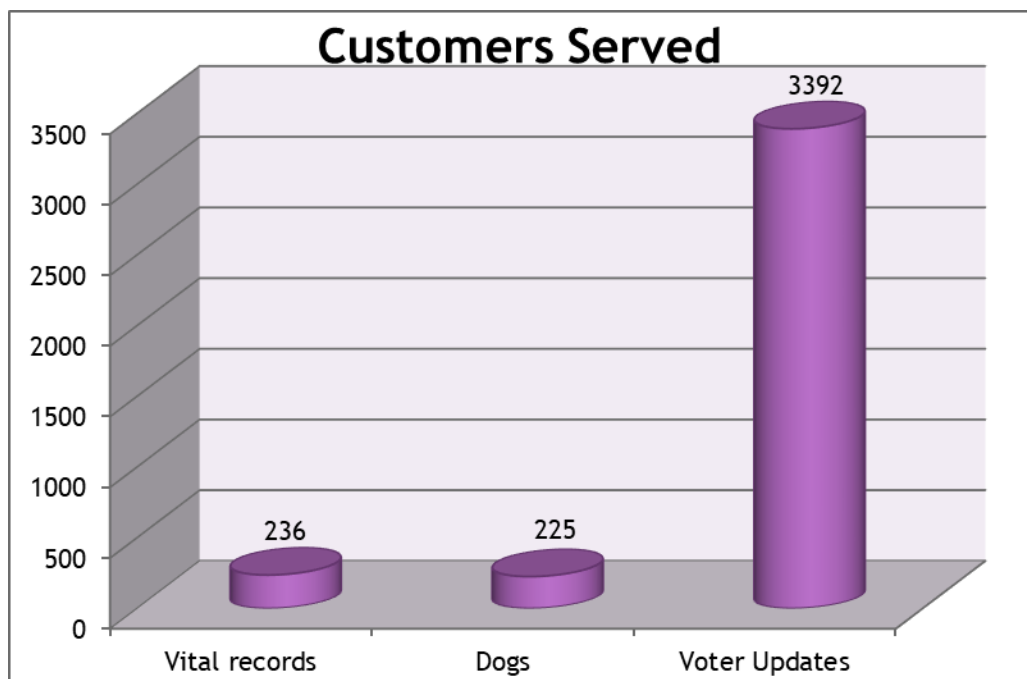
All Rochester residents owning dogs are required to have their dog updated on rabies vaccination and have their dog licensed with the City by April 30, 2020 as mandated by RSA 466:1. The State of NH has announced that there will be no extension of the dog licensing deadline due to COVID-19.

The fiscal year 2020 dog tags are now available in the City Clerk's office. With City Hall being closed to walk-in business, residents can license their dogs by one of three methods:

- Visit our online dog licensing portal [Dog Licensing](#) for payment via credit card or ACH
- Send check or money order to the City Clerk's office
- Licensing over the phone via credit card during office hours Monday through Friday 9 am – 5pm

The Clerk's Office staff will be processing all orders and mailing the licenses and tags directly to dog owners.

Customers Served during the month of March 2020



The large volume of voter updates listed in the chart above is due to the completion of election history being entered in the system following the February 11th Primary election. These updates

include new voter registrations, party affiliations changes post-election, and name and address changes.

Voter registration summary by party as of March 31, 2020:

Ward	Democrats	Republicans	Undeclared	Totals
1	1,469	1,312	1,001	3,782
2	1,020	1,251	1,125	3,796
3	1,238	1,282	1,253	3,773
4	1,026	842	1,567	3,435
5	1,280	1,247	1,042	3,569
6	1,396	919	908	3,223
Totals:	7,829	6,853	6,896	21,578

Respectfully submitted,

Cassie Givara
Deputy City Clerk

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City Clerk's Office

Department of Public Works

No March Report

City Clerk's Office

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City Clerk's Office

Economic & Community Development



3/31/2020

MANAGEMENT REPORT



Economic Development Report, Written by Mike Scala, Jenn Marsh, and Julia Libby

Community Development Report, Written by Julian Long



ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

PROJECTS IN THE PIPELINE

Chinburg Properties was announced as the Developer in the Scenic / Salinger project. Meetings have continued as the project has progressed. As part of the P & S, the City has agreed to manage the selective demolition of the buildings prior to transfer of title. Work has begun on selection of a Project Manager and creation of a RFP for demolition services.

Director Scala and Specialist Marsh continue to attend weekly economic development update meetings coordinated by Strafford Regional Planning where Seacoast ED groups discuss strategies and programs beneficial to local businesses during the current crisis.

The CC approved the resolution to utilize money from the ED Fund to capitalize a Microloan Program that will provide a loan of up to \$5000 for working capital to local businesses. The program was released on April 6th with applications due on the 13th.

GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

Director Scala continues to discuss Phase II with Waterstone Properties Group, including future tenant and infrastructure needs.

WAYFINDING RFP

Advantage Signs met with Economic Development and Public Works to finalize placement for the new Wayfinding Signs. The group walked through downtown to determine which signs and poles to replace and the locations for any new signs to be installed. The downtown Wayfinding Signs are still on schedule to be installed in the next month. The Route 16 sign will have some minor delays due to unexpected issues from COVID-19.

GRANITE STATE BUSINESS PARK

Director Scala continued to work with REDC, Finance, and PM Tom Perkins during the selection process for a project General Contractor.

Director Scala continues to work with another company interested in purchasing land and constructing a building in the GSBP. Norway Plains and DPW continue to discuss road layout and infrastructure needs for this project.

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

JOB LOANS

Community Development Coordinator Long worked with Ms. Marsh and Mr. Scala on a payment forbearance for JOB Loan applicants. A request was made from two JOB Loan applicants to delay payments due to shut downs and loss of business. With City Manager and Loan Committee approval Ms. Marsh reached out to each current JOB Loan and asked if they would like to utilize a 3 month forbearance on principal and interest payments for their loans. Four of the eight total loans accepted the 3 month forbearance while three declined saying their business wanted to keep the payments in place and one business did not respond to email, phone calls or text messages. The Business Office has suspended electronic withdrawals for the four businesses for April, May and June of 2020.

ROCHESTER ECONOMIC DEVELOPMENT COMMISSION (REDC)

The REDC did not meet in March and does not plan to meet in April. The major project they are working on in regards to LDI is moving in a different direction which will not require the committee at this time.

ROCHESTER MAIN STREET

Rochester Main has cancelled the upcoming Free Comic Book Day, Rochester Cares Clean Up Day, Comedy Night at Curlies and their Superhero Breakfast. Director Mills has applied for the nonprofit Payment Protection Plan and is awaiting a response.

RSA 79E PROJECTS

The 28 North Main Street RSA 79E application was approved for 7 years for Paul Delisle. He will begin work soon on the renovations for on the first floor commercial and residential units and also be adding the required Fire Safety equipment for the building.

SBDC

Warren Daniels from the Small Business Development Center has postponed his monthly meetings in the Annex. Economic Development, SBA, Greater Rochester Chamber of Commerce, Rochester Main Street, UNH and SRPC have been holding weekly meeting to discuss State, Federal and local programs to help assist businesses.

ROCHESTER FARMERS MARKET

Rochester Farmers Market and Director Bowlen have cancelled the May 2nd "Beer in the Barn" event that was scheduled for inside the Ice Arena. The group will look at rescheduling the event to later in the Spring or Fall of 2020.

Market Manager Poland continues to work on the 2020 vendors list. Poland is keeping in contact with other local market managers to see if COVID-19 will have an effect on the opening which is scheduled for the second Tuesday in June.

JULIA LIBBY, EXECUTIVE SECRETARY

EMERGENCY OPERATIONS CENTER

Julia has been working in the Emergency Operations Center, reporting to Chief Klose for the month of March and until further notice. Her role in the EOC is to keep a log of all activity, collect data, keep in touch with different businesses, restaurants, at-risk populations, schools, and daycares to keep a record of their status and operations during the COVID19 pandemic. She updates the Emergency Operations Team with a daily SITREP and anything else that is asked of her.

VIEWPIONT CLOUD – SOFTWARE IMPLEMENTATION

Julia continues to work with View Point Cloud to set up and implement the new version of the City's permitting and licensing software. She met with the City's Customer Success Manager from View Point on a weekly basis to review progress in the software set up.

Julia has met with staff in other departments over the last month to show them how to administer the program as well as to ensure their specific needs will be met. She has worked closely with the Fire Department while in the Emergency Operations Center to get a lot of their department's needs met in the software. All of their applications have been completed and they are now working on inspections and documents.

OTHER

Secretary Julia has been responding to colleagues in Economic Development to assist with posting documents on the website related to the COVID19 pandemic, sending out a few e-mails to businesses throughout Rochester on behalf of Economic Development and assisting with anything else that she can while working in the Annex as everyone else is working remotely.

JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

COORDINATOR REPORT

Prepared by the Community Development Coordinator

CDBG PROGRAM

CARES Act Supplemental CDBG Funds: In response to the ongoing COVID-19 pandemic, Congress has allocated additional funding across a range of federal agencies and programs. This includes an additional \$149,714 for the City of Rochester's CDBG program. FY 2020 CDBG funds, includes both the original entitlement grant and the supplemental funds, are not subject to the usual 15% cap on public service agencies (non-construction) funding. The 20% cap on administrative and planning expenses remains in effect. The Community Development Coordinator has contacted the city's HUD representative to request more information on what is required to allocate the supplemental funds.

COVID-19: There are a number of weekly conference calls organized by HUD, national homeless coalitions, and other organizations about the ongoing response to the COVID-19 pandemic. The Community Development Coordinator has been attending these calls and forwarding guidelines and resources to Rochester CDBG subrecipient and other regional social services providers. The Community

Development Coordinator has also been tracking potential funding opportunities for both the city and regional social services providers.

Riverwalk Committee Kayak Launch: The bid has been awarded to FWM Docks/EZ Docks Northeast, and the project is anticipated to begin and be completed roughly on schedule. Per the state, construction on the project may not begin prior to May 15th.

Rochester Opera House Chairlift: The installation of the second-floor chairlift has been continuing and is anticipated to be completed by the end of the program year.

Gonic Pool Recreation Area: The project was on hold during the winter but is still anticipated to resume now that it is spring. The Community Development Coordinator has been keeping in touch with Public Works personnel to determine when the project work will resume.

My Friend's Place Generator Project: This project has been placed on hold by My Friend's Place due to superseding priorities related to the ongoing COVID-19 pandemic. There is a possibility it will resume this summer.

JOB Loan Program: Loan forbearance has been offered to all current JOB Loan Program loan recipients due to the negative economic effects of the ongoing COVID-19 pandemic. Four loan recipients have accepted, and their loan payments have been put on hold through July 2020.

Community of Action for Lead Safety: NH Listens has released a summary report on the Community of Action for Lead Safety that the City of Rochester and several other New Hampshire communities participated in during spring, summer, and fall of 2019.

HUD Site Monitoring: HUD has verbally informed the Community Development Coordinator that all items will be closed out as resolved except for some final revisions to draft policies and procedures that are still in review. The Community Development Coordinator will forward official close-out documentation to the Community Development Committee once it is received.

NON-CDBG ACTIVITIES

VOCA Grant: The Community Development Coordinator submitted the third quarter financial report for the Victims of Crime Act (VOCA) grant program. The submission date for the quarterly progress report has been extended to June.

Certified Local Government (CLG) Grant: The City of Rochester has been awarded a \$20,000 Certified Local Government grant for the updating of the National Register of Historic Places inventory and survey. The last such inventory was performed in 1983. The Community Development Coordinator assisted Senior Planner Michelle Mears in the drafting and submission of this grant application.

Recreational Trails Program (RTP) Grant: The Community Development Coordinator submitted, on behalf of the Riverwalk Committee, an extension request to the NH Trails Bureau. The NH Trails Bureau has granted an extension through the end of September 2020.

REPORT ATTACHMENTS

National Community Development Association: "CARES Act Overview" – **online only** - https://www.easthartfordct.gov/sites/easthartfordct/files/uploads/cares_act_overview.pdf

National Low Income Housing Coalition: "The Need for Emergency Rental Assistance During the COVID-19 and Economic Crisis" – **online only** - <https://nlihc.org/sites/default/files/Need-for-Rental-Assistance-During-the-COVID-19-and-Economic-Crisis.pdf>

FINANCE COMMITTEE

Agenda Item

04/16/2020

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

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

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: April 14, 2020

Issue Summary Statement

The March-31, 2020 financial summary reports are attached. We are approximately 77% through fiscal year 2020. General Fund expenses are trending to budget, and revenues are slightly above budget. Below are summaries of anticipated Covid-19 impacts to the City's various revenue streams. Covid-19 is presenting many challenges and there is concern the non-property tax revenues will decline at a rapid pace, but it is still too early to determine the exact level of decline. Below are the major non-property tax revenues that are sensitive to economic declines. Finance is closely monitoring FY20 receipts, as well as anticipating FY21 impacts.

Motor Vehicle Registrations: A slow-down is beginning to occur, particularly on new vehicle registrations which was extended from 20 days to 30 days by one of the Governor's orders, but we continue to process new registrations & transfers through the drop box. There is also concern, depending on the local unemployment impact, that new vehicle purchases and leases will decline in FY21. The good news is this revenue has been conservatively budgeted, and that approach is safeguarding the FY21 revenue forecast from deeper reductions.

Waste Management Host Fees: This revenue has two factors, tonnage times a rate of \$3.00/ton. Early indications show commercial tonnage is decreasing, and residential tonnage is increasing. Of concern is tonnage decline related to various construction activities, but it's too early to judge the full impact. Again, good news is this revenue has been conservatively budgeted which is safeguarding FY21 revenue forecast.

Building Permits: Anticipate decline through FY20, and substantial decline in FY21. This revenue is dependent upon how deep recession and local unemployment levels reach. Finance will continue to monitor.

Interest Income-Anticipating decline through FY20, and substantial decline in FY21. Interest income rate was over 2.2 % now floating around 1 %, anticipating rates to decline to .50%.

Interest on Delinquent Taxes: Anticipating a slight decline depending upon the Board of Assessors' (BOA) willingness to waive interest in some emergency situations. If BOA implements a broader approach to waiving delinquent interest, this number could decline substantially in FY21. A broader approach would also negatively impact Tax Year 2020 property tax payment receipts. However, a

significant portion of property taxes are escrowed through mortgages. So the risk is primarily related to the non-escrowed property tax mortgages. This is being reviewed now to determine an approximate number of non-escrowed property tax payments.

State of NH Rooms & Meals: Anticipating a substantial decline of 36% in December 2020, FY21, payment. The FY20 revenue was already received in December, 2019 and was \$1,562,000. First quarter receipts reported by State DRA were stronger than prior year, which was good news. Ultimately the duration of the stay at home order and closing of in person service at bars and restaurants, as well as impacts to hotel stays, will dictate the final revenues.

Water-Sewer User Fee payment: Anticipating cash payment declines 10% to 20% due to the waiver of interest and suspension of shut offs due to non- payment.

Highway Block Subsidy: This revenue is derived from the State of NH DOT, and there is a fairly complex calculation and disbursement methodology. Essentially the revenue is driven by motor fuel taxes. The stay at home orders are significantly reducing roadway traffic, and motor fuel sales. Anticipating FY20 to be close to budgeted, but anticipating a 25% decline for FY21 revenue.

Summary: In mid-March Finance recommended to the City Manager a 30-day budget freeze be put in place. The measure isn't a hard cash freeze, essentially it's a cash slow down related to new expenditure requests in an effort to slow the pace of cash disbursements. City Manager agreed and the measure was put in place March 19th. Most departments are responding well. Finance continues to work with departments on a daily basis to help navigate through the measure. Finance is diligently monitoring local economic impacts related to the Covid-19 crisis. At this point in the crisis our cash reserves remain strong.

Finance is proceeding with a \$20 million bond issue on 4-14-20, with proceeds being received 4-23-20. The bond offering is set up so City has flexibility to decline or negotiate offers. In this bond issue, \$10 million is advanced bonding for the new Public Works facility and the other \$10 million is reimbursing the general fund for cash disbursements made to projects in advance of bonding. The preliminary tax bills will be released on approximately June 1, 2020. The preliminary tax billing generates approximately \$32 million in property tax revenues. However, it's not unreasonable to anticipate some level of decline in timely receipt of payments. Overall, cash is in the best position it can be in considering the current Covid-19 environment. Diligent monitoring will be required until the Covid-19 crisis subsides and the community returns to a sense of normalcy. A continued conservative approach to use of cash outlays, and appropriations using general fund unassigned fund balance as the funding source, is recommended.

04/06/2020 11:15
 mark.sullivan

 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

 P 1
 glytdbud

FOR 2020 09

	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	1,000	1,000	2,602.25	-1,602.25	260.2%
11031 CITY CLERK REVENUE	105,920	0	105,920	76,173.01	29,746.99	71.9%
11051 ASSESSORS REVENUES	0	0	0	220.50	-220.50	100.0%
11061 BUSINESS OFFICE REVENUE	350,000	0	350,000	407,951.27	-57,951.27	116.6%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.01	999.99	.0%
11071 TAX COLLECTOR REVENUE	32,271,384	531,787	32,803,171	32,496,497.17	306,673.83	99.1%
11072 TAX COLLECTOR REVENUE	0	3,308	3,308	.00	3,308.00	.0%
11081 GENERAL OVERHEAD REVENUE	4,080,748	5,522,508	9,603,256	3,423,840.58	6,179,415.50	35.7%
11082 GENERAL OVERHEAD REVENUE	1,548,683	14,074	1,562,757	2,248,834.70	-686,077.70	143.9%
11091 PUBLIC BLDGS REVENUE	0	0	0	6,523.97	-6,523.97	100.0%
11101 PLANNING	16,250	0	16,250	33,460.27	-17,210.27	205.9%
11201 REV LEGAL OFFICE	50,000	0	50,000	38,409.89	11,590.11	76.8%
12011 POLICE CITY REVENUE	325,400	0	325,400	250,816.63	74,583.37	77.1%
12021 FIRE CITY REVENUE	25,500	0	25,500	23,732.23	1,767.77	93.1%
12022 FIRE STATE REVENUE	41,812	0	41,812	3,375.00	38,437.00	8.1%
12031 DISPATCH CENTER	60,290	0	60,290	.00	60,290.00	.0%
12041 CODE ENFORCEMENT REVENUE	394,175	0	394,175	354,573.10	39,601.90	90.0%
13011 PUBLIC WORKS REVENUE	33,700	0	33,700	27,035.39	6,664.61	80.2%
13012 STATE HIGHWAY SUBSIDY	634,612	14,563	649,175	519,340.37	129,834.63	80.0%
14011 WELFARE REVENUE	2,500	0	2,500	5,781.24	-3,281.24	231.2%
14021 RECREATION REVENUE	120,000	0	120,000	109,581.59	10,418.41	91.3%
14031 LIBRARY REVENUE	14,200	0	14,200	7,803.77	6,396.23	55.0%
TOTAL GENERAL FUND	40,076,174	6,087,240	46,163,414	40,036,552.94	6,126,861.14	86.7%
<hr/>						
5001 WATER ENTERPRISE FUND	<hr/>					
510001 WATER WORKS REVENUE	6,607,310	0	6,607,310	2,502,776.76	4,104,533.24	37.9%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	2,502,776.76	4,104,533.24	37.9%
<hr/>						
5002 SEWER ENTERPRISE FUND	<hr/>					
520001 SEWER WORKS REVENUE	8,017,640	0	8,017,640	3,328,579.91	4,689,060.09	41.5%
520002 SEWER WORKS REVENUE	411,989	0	411,989	68,364.00	343,625.00	16.6%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	3,396,943.91	5,032,685.09	40.3%

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 09

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
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5003 ARENA ENTERPRISE FUND						
<hr/>						
530001 ARENA REVENUE	402,865	0	402,865	344,838.14	58,026.86	85.6%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	344,838.14	58,026.86	85.6%
6000 COMMUNITY CENTER SP REV FUND						
<hr/>						
600001 COMMUNITY CENTER REVENUE	861,466	0	861,466	618,445.22	243,020.78	71.8%
TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	618,445.22	243,020.78	71.8%
GRAND TOTAL	56,377,444	6,087,240	62,464,684	46,899,556.97	15,565,127.11	75.1%

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	470,894	0	470,894	331,937.23	16,146.45	122,810.32	73.9%
11012351 ECONOMIC DEVELOPMENT	510,030	1,000	511,030	372,870.67	16,328.85	121,830.48	76.2%
11020050 IT SERVICES	797,462	6,200	803,662	563,430.19	48,522.09	191,709.72	76.1%
11030051 CITY CLERK	334,803	0	334,803	238,656.51	40,078.26	56,068.23	83.3%
11040050 ELECTIONS	54,479	0	54,479	40,240.54	1,861.32	12,377.14	77.3%
11050070 ASSESSORS	569,498	0	569,498	415,057.71	5,422.04	149,018.25	73.8%
11060051 BUSINESS OFFICE	543,461	0	543,461	398,943.52	3,124.32	141,393.16	74.0%
11063151 HUMAN RESOURCES	213,071	10,000	223,071	167,623.24	15,310.26	40,137.50	82.0%
11070070 TAX COLLECTOR	382,295	0	382,295	281,220.13	2,500.19	98,574.68	74.2%
11080050 GENERAL OVERHEAD	1,021,733	-198,558	823,175	395,255.48	205,652.03	222,267.49	73.0%
11090050 PB CITY WIDE 50	668,503	16,664	685,167	484,047.43	56,209.92	144,909.65	78.9%
11090051 PB CITY HALL 51	66,066	0	66,066	54,902.52	6,263.21	4,900.27	92.6%
11090052 PB OPERA HOUSE 52	48,551	0	48,551	29,393.56	12,814.91	6,342.53	86.9%
11090054 PB CENTRAL FIRE 54	10,979	0	10,979	9,285.51	738.00	955.49	91.3%
11090055 PB GONIC FIRE 55	10,594	0	10,594	7,211.02	515.00	2,867.98	72.9%
11090056 PB LIBRARY 56	18,893	0	18,893	16,637.00	839.01	1,416.99	92.5%
11090057 PB DPW GARAGE 57	11,874	0	11,874	9,931.97	720.00	1,222.03	89.7%
11090059 PB ER FIRE STATION 59	775	0	775	164.45	.00	610.55	21.2%
11090061 PB HISTORICAL MUSEUM 61	1,520	0	1,520	396.34	631.00	492.66	67.6%
11090063 PB HANSON POOL 63	5,100	0	5,100	1,839.38	50.00	3,210.62	37.0%
11090064 PB GONIC POOL 64	2,900	0	2,900	928.88	.00	1,971.12	32.0%
11090065 PB EAST ROCHESTER POOL 65	2,600	0	2,600	928.88	.00	1,671.12	35.7%
11090068 PB GROUNDS 68	12,160	0	12,160	4,398.71	.00	7,761.29	36.2%
11090069 PB DOWNTOWN 69	17,000	0	17,000	6,246.12	966.00	9,787.88	42.4%
11090070 PB REVENUE BUILDING 70	22,331	0	22,331	16,110.77	6,163.78	56.45	99.7%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	898.29	.00	2,101.71	29.9%
11090075 PB NEW POLICE STATION	24,252	0	24,252	17,174.60	2,594.64	4,482.76	81.5%
11090077 PB ANNEX	4,260	0	4,260	1,516.33	1,293.41	1,450.26	66.0%
11102051 PLANNING	433,139	0	433,139	307,934.55	5,154.66	120,049.79	72.3%
11200051 LEGAL OFFICE	597,718	0	597,718	401,140.94	4,519.78	192,057.28	67.9%
12010053 PD ADMINISTRATIVE SERVICES	1,976,055	51,000	2,027,055	1,470,672.36	104,943.32	451,439.32	77.7%
12012453 PD PATROL SERVICES	4,951,564	-51,000	4,900,564	3,575,595.90	.00	1,324,968.10	73.0%
12012553 PD SUPPORT SERVICES	4,425,815	0	4,425,815	296,329.11	.00	1,29,485.89	69.6%
12020054 FIRE DEPARTMENT	4,669,781	19,000	4,688,781	3,631,395.56	46,619.64	1,010,765.80	78.4%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,735	0	28,735	16,024.94	4,437.80	8,272.26	71.2%
12020754 CALL FIRE	31,373	-9,000	22,373	6,799.01	1,627.67	13,946.32	37.7%
12023354 EMERGENCY MANAGEMENT	41,812	50,000	91,812	5,324.83	15,740.52	70,746.65	22.9%
12030153 DISPATCH CENTER	882,328	0	882,328	598,302.86	9,996.01	274,029.13	68.9%
12040051 CODE ENFORCEMENT	606,553	0	606,553	432,277.32	14,118.76	160,156.92	73.6%
12050050 AMBULANCE	61,832	0	61,832	30,916.04	30,916.05	-.09	100.0%

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,301,219	82,284	2,383,503	1,622,772.92	411,451.12	349,278.96	85.3%
13010957 WINTER MAINTENANCE	518,492	0	518,492	446,937.07	18,835.58	52,719.35	89.8%
13020050 CITY LIGHTS	218,000	0	218,000	122,742.05	68,010.85	27,247.10	87.5%
14010051 WELFARE	469,070	0	469,070	340,414.36	9,980.24	118,675.40	74.7%
14022072 RECREATION ADMINISTRATION	650,242	-2,800	647,442	505,406.16	7,322.02	134,713.82	79.2%
14022150 RECREATION PLAYGROUNDS/CAM	98,951	0	98,951	87,237.45	753.50	10,960.05	88.9%
14022250 RECREATION POOLS	83,588	2,800	86,388	66,125.33	4,015.58	16,247.09	81.2%
14030056 LIBRARY	1,299,148	23,410	1,322,558	980,954.03	27,123.20	314,480.77	76.2%
15000051 COUNTY TAX	6,610,000	104,406	6,714,406	6,714,406.00	.00	.00	100.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,159,335	0	4,159,335	4,057,107.97	.00	102,227.03	97.5%
17030050 OVERLAY	92,000	455,495	547,495	127,685.28	.00	419,809.72	23.3%
17040051 TRANSFER TO CIP & OTHER FU	3,040,340	5,526,339	8,566,679	8,566,679.08	.00	.00	100.0%
TOTAL GENERAL FUND	40,076,174	6,087,240	46,163,414	38,278,428.10	1,230,310.99	6,654,674.99	85.6%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,294,828	0	5,294,828	3,429,522.11	47,848.91	1,817,456.98	65.7%
51601073 WATER TREATMENT PLANT	1,250,396	0	1,250,396	803,814.25	159,414.56	287,167.19	77.0%
51601570 WATER REVENUE OFFICE	62,086	0	62,086	48,805.87	42.50	13,237.63	78.7%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	4,282,142.23	207,305.97	2,117,861.80	67.9%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,513,071	0	4,513,071	4,216,761.78	16,613.07	279,696.15	93.8%
52602074 SEWER TREATMENT PLANT	3,855,328	0	3,855,328	1,179,350.28	346,165.49	2,329,812.23	39.6%
52602470 SEWER REVENUE OFFICE	61,230	0	61,230	48,648.76	42.50	12,538.74	79.5%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	5,444,760.82	362,821.06	2,622,047.12	68.9%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	402,865	0	402,865	316,687.44	17,417.39	68,760.17	82.9%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	316,687.44	17,417.39	68,760.17	82.9%
6000 COMMUNITY CENTER SP REV FUND							

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 12

6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	861,466	0	861,466	527,825.83	120,068.47	213,571.70	75.2%
	TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	527,825.83	120,068.47	213,571.70	75.2%
	GRAND TOTAL	56,377,444	6,087,240	62,464,684	48,849,844.42	1,937,923.88	11,676,915.78	81.3%

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City Clerk's Office



Planning & Development Department
 City Hall Annex
 33 Wakefield Street
 ROCHESTER, NEW HAMPSHIRE 03867-1917
 (603) 335-1338 - Fax (603) 330-0023
 Web Site: <http://www.rochesternh.net>

Planning Board
 Conservation Commission
 Historic District Commission
 Arts & Culture Commission

PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR MARCH 2020

The Planning Board and Historic District Commission held their regular meetings in March. The Conservation Commission and Arts & Culture Commission did not meet in March due to the Covid-19 pandemic. You will find the summaries of the agendas and discussions further down in this report. The Planning Board canceled their workshop meeting also due to the Covi-19 pandemic.

The Planning & Development Department remains busy, but we are working from home. We are not holding any in-person meetings with citizens, developers, or applicants. We are still processing new applications and applications we had received as the pandemic was taking hold. All interactions have been virtual, which is taking some time for everyone to become acclimated. We continued working on the Downtown Master Plan Chapter with staff but not with our consultants due to the budget freeze. We will be bringing the next draft to the Steering Committee in as soon as we are able. I also participated in the monthly meeting of the Leadership Committee for the Economic Development Division of the American Planning Association, which I am a member. Since the members are from all over the country this meeting was a virtual meeting as it always is, so it was business as usual. I attended the monthly COAST Board meeting as the representative for the City as well as the COAST Legislative Policy Committee, which I am a member. I also attended the TAC meeting with the Strafford Municipal Planning Organization (MPO).

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Tyler Bibeau, 117 Highland Street Conditional Use Permit to allow a driver's education school. Case# 106 – 28 – NMU – 20 **APPROVED**

Jeff & Ann Trueworthy, 110 Hansonville Road (by Norway Plains Assoc.) 2-Lot subdivision. Case# 259 – 61 – A – 20 **APPROVED**

Jaeger USA, Inc. – Textile Tapes Corporation, 104 Pickering Road (by Norway Plains Assoc.) Site plan to construct a 782 s.f. building addition for storage. Case# 141 – 29 – I – 20 **APPROVED**

Tropic Star Development, LLC, 717 Columbus Avenue (by Greenman-Pedersen, Inc.) Site plan and conditional use permits to construct a 4,350 sf convenience store and retail motor fueling facility. Case# 131 – 7 – NMU – 20 **CONTINUED TO 4/6/2020**

We Dig It Excavating & Trucking, LLC, 89 Milton Road (by Berry Surveying & Engineering) Preliminary site plan to allow a contractor storage yard. Case# 210 – 50 – HC – 20 **DESIGN REVIEW**

Groen Construction, Inc., 124 Meaderboro Road (by Berry Surveying & Engineering) 3-Lot subdivision. Case# 232 – 13 – A – 20 **CONTINUED TO 5/4/2020**

Thomas & Diane Aubert, Carole Court (by Berry Surveying & Engineering) Amendment to revise the stormwater design. Case# 107-54 & 108-53 – R1 – 20 **APPROVED**

Thomas & Diane Aubert, 828 Portland Street (by Berry Surveying & Engineering) Preliminary 56-lot subdivision. Case# 108 – 53 – R1 – 20 **PRELIMINARY**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

The March 2020 Conservation Commission meeting was canceled due to protective policies resulting from the Covid-19 outbreak. That being said, during the month of March a member of the Conservation Commission partook in reviewing new Planning Board applications. Two other members continued working with Staff on potential land acquisition(s) and easement(s).

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission met on March 11, 2020 to discuss the application for the Community Development Block Grant Sign and Façade Program to increase the amount for Joanne Piazzini by another \$500. This was approved by the HDC. The HDC also discussed the planters in downtown.

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not meet in March.

Respectfully submitted,
James B. Campbell,
Director of Planning & Development

Rec & Arena Monthly Report

04/16/2020

To: Blaine Cox, City Manager
Mayor McCarley
Members of the City Council

From: Lauren Krans, Asst. Director Recreation & Arena
Date: April 14, 2020
Re: March Monthly Report

Winter Program Wrap Up

- The 2019-2020 Youth Basketball season ended the first week of March. This was another successful season totaling 355 players. This popular program is a testament to the spirit of volunteerism in our City. Thirty-nine volunteer coaches dedicate their time for Saturday games and 1-3 weekday practices.
- Early March marked the end of our 2019-2020 Ice Season. The Rochester Arena hosted 2,584 community members during our Public Ice Skate sessions and totaled 1,263 hours of contracted ice sales.
- Fortunately, ice season ended before the COVID 19 challenge began. Arena team members removed the ice by the end of the second week of March.

COVID 19 Related Updates

- Our team began to monitor CDC updates in early March and as a precaution decided to pause all Senior Programs (50+) starting March 12.
- On March 16, we postponed all department events, programs, registrations and facility rentals.
- From the start of this pandemic in March, our team has focused our time and energy on three goals:

Goal 1- City Support: Be readily available to support any needs of the City.

- Performed support tasks for the Emergency Operations Center (EOC) as needed.
- Pickup and delivery donations to the EOC. Purchase and deliver supplies to EOC.
- Participate in 2/week EOC conference calls.
- Delivery of materials to city officials and delivery of mail to City Hall.
- Post and check signage at city recreation facilities.
- Develop online survey to organize city employees interested in volunteer efforts.

Goal 2- Community Engagement: Remotely provide the community with connectedness, support and joy.

- Weekly 'check in' calls to senior citizens associated with our department programs.
- Post Virtual Senior Power Hour & Virtual Senior Yoga classes to website and social media.
- Create and share family friendly activities, helpful resources and information to website and social media.
- Publish weekly employee blog "Rochester Connects" to keep city staff connected and engaged.
- Keep customers informed of department and city updates through email blast and social media/website.

Goal 3- Continuity of Dept. Operations: Manage essential day-to-day department operations while strategizing for traditional and nontraditional scenarios of future department offerings.

- Maintain communication with customers through daily checking of department voicemail and email.
- Utilize new digital applications to process invoices, necessary purchase orders and payroll.
- Review and process necessary refunds for cancelled programs and facility rentals.
- Explore online registration processes for near future programming.
- Research and devise variations to traditional program offerings based on updates and information from the EOC. Including but not limited to exploring potential updates to Summer Camp, Public Swim, Swim Lessons, Teen Travel Camp, Senior Programs & large department events.
- Stay connected with other organizations to stay aware of best practices and trends in COVID 19 response and future planning.
- Participate in remote, no cost professional development trainings and webinars.

Like us on Facebook!



Rochester NH
Recreation & Arena



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City Clerk's Office

Forthcoming: Rochester Fire Department Report

City Clerk's Office

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City Clerk's Office

04/16/2020



ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

POLICE COMMISSION

DEREK J. PETERS
Chairman

DAVID R. STEVENS
Vice Chairman

LISA M. STANLEY
Commissioner

PAUL R. TOUSSAINT
Chief of Police

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org
"Dedication, Pride, Integrity"

April 1, 2020



TO: City Manager Blaine Cox

RE: Monthly Report – March 2020

OPERATIONS: All six wards were scheduled to meet in April, but due to the health pandemic, all ward meetings are on hold.

The investigations bureau had 50 cases submitted for review. There are currently 81 cases assigned. There were 20 cases presented to the Grand Jury all with true bills. There were four detective call outs, (1 fatal fire and 3 overdose death investigations.) There was one polygraph and one background completed. There were two compliance checks for sex offenders. There were 346 pieces of evidence logged in, and 54 items returned to owners.

Due to the Covid-19 crisis, the DEA cancelled the National Drug Take Back Day. At this time, it has not been rescheduled.

CEO/ COMMUNITY ENGAGEMENT OFFICER: The first full week for the new POP Unit (Sgt. Babine, Officers Robinson, Seager and Danie) went very well. In the first week they began following up with overdoses, making contact with homeless to track camps and movement, made several arrests, started working drug operations and building cases, introduced themselves to downtown businesses. The RAD program this month was successful.

COMPSTAT: There was a slight increase in traffic stops this month. Traffic stops have been dedicated to the high-density downtown areas, and along the main roads that lead in to that area. From proactive traffic stops this month, we had four DWI arrests and several consent searches that did not yield anything.

We are still seeing accidents occurring on the main roads in and out of town as well as around the heavily visited shopping areas. We are still seeing a trend in parking lot accidents. Two accidents resulted in DWI (narcotics) arrests.

Thefts from motor vehicles were low for the month. We are still seeing most of the thefts coming from unlocked motor vehicles. There were no suspects, patterns or trends generated from these investigations.

There were a couple of burglaries of large value tools. The investigations bureau recovered most of the tools from a property in Maine. There were several suspects for many of these cases. We are waiting for lab results to come back for evidence recovered.

In relation to drug possessions, most are from searches incident to arrests where subjects have drugs in their possession. We have started to see edible marijuana and vaping marijuana incidents coming from the schools. Officers are still pushing rehabilitation programs to assist those addicted to drugs, but people are not very receptive to the information.

COMMUNICATIONS: Our new dispatcher is 3 weeks into her training, answering phones and toning ambulances. Trainings were canceled this month because of the COVID-19 pandemic. All four work terminals in the Center are now SPOTS accessible.

We established a second dispatch location in the event of a COVID case in the Center and any need to quarantine. We utilized equipment from the radio project. The backup location can dispatch police, fire and EMS, and take incoming calls. The radio project set to begin in April has been delayed due to the COVID outbreak.

There are three pending maternity leaves. One of the specialists volunteered to go to midnight shift to cover our first maternity leave and absorb majority of the overtime associated with that absence.

DIVERSION: March Teen had had 231 youth. We had New England Wellness and Martial Arts attend as the local service provider connecting to the youth for the month. Teen Night for April & May are canceled due to Covid risks.

Nicole continues to work on the Juvenile Probation Transformation Certificate Program. Challenges with the submission are that all deadlines are moving targets due to the Covid cancellations and inability to have contact with individuals and groups. Nicole has had to juggle rescheduling the many events being worked on, such as the Diversion Network Annual Summit, the Strafford County Addiction Team's Legislative Breakfast, Diversion Network's meetings and trainings. The Covid precautions have forced many programs to find ways to use technology they never have, so creativity in forms and technology tools has been the focus for the Diversion Network.

Nicole attended the End Youth Homelessness Summit and was able to network with the new Vice President of the Granite YMCA, which is working hard at connecting to the Rochester community. She continues to work with Berlin PD in developing a diversion option for Coos County.

Nicole has been requested to be on the Employee Recognition committee, and helped to coordinate an employee recognition event held this period.

EMD USE: Display and Deploy: None

Display Only: One

FINANCIAL/PURCHASING: We are approximately 75% of the way through FY20. Overall, the operating budget is where we expect it to be.

On March 19th, the finance office notified all departments of a budget freeze relative to the ongoing Covid-19 crisis. This will be reevaluated on April 20th. While this will have an effect on some of our budget purchases, emergency purchases for day-to-day operations will be permitted. The Investigations Bureau furniture project is on hold due to the budget freeze. It is not known if the project will be completed before the June 30 deadline given these necessary delays.

The radio replacement project will not be affected by the budget freeze, as it is an “in process” project. The greatest part of the Motorola gear has been delivered to 2-way Communications and they are working on staging it in their lab.

Our online crime reports platform is currently up and running. (<https://rochesterpd.org/online-crime-report/>). This was brought on earlier than expected because of changes to day-to-day operations resulting from Covid-19. This will allow citizens to file non-priority reports and limit the face-to-face contact with officers to protect everyone. While slow starting we have had a limited amount of reports filed online.

Purchases of \$5000 or more which would require a signature from the commission this month.

- New workstations for ISB
- IT switches and gear associated with the radio replacement project. This was not signed by the Commission in an effort to limit potential exposures to Covid-19.

Our JAG funds were accepted this month and we have filed the required paperwork with the JAG office. This is the first year we have managed our own JAG grant in many, many years. We are required to complete some on line training prior to the funds being distributed.

FORFEITURE SPENDING: We spent \$57.58 for cruiser equipment.

HIRING: We have two full time police positions to be filled. Due to the ongoing Covid-19 crisis, we have made the decision to postpone the physical agility test scheduled for April 4th. Given the situation we are under with the current recruit academy, it is unknown if the May Academy will start on schedule. We were aiming with this process for the August academy, as the May Academy is at maximum applicants. As this crisis starts to decline, we will reschedule the testing.

HONOR GUARD: We were set to participate in the Battle of the Badges, C.H.a.D. game on March 15th, but were cancelled. Due to COVID-19 concerns, the event was closed to the public. C.H.a.D. did request our participation in their benefit football game this summer, and we are now preparing for this event.

The HG received a donation of three brand new 9mm carbine rifles from the American Legion. They are a nice addition to the unit and we will be working to replace the remaining WW2 era rifles that are currently in use. These new ones are lighter, easier to maintain, easier to find ammo for, and are more compact. We are pleased to have received the donation.

HOUSING: We had 33 Police related calls for service this month. Officer Blair has adjusted his operations to comply with COVID-19, but is still patrolling and being a presence at the various buildings. Officer Funk remains out of work due to injury.

K-9: This month the Rochester K9 Unit responded to a total of five calls for service. All of the calls were for tracks, and they were all in Rochester.

PROSECUTION - ADULT: Due to limitations in operations being imposed/mandated by the Court, adult prosecution has been working in a reduced capacity.

PROSECUTION - JUVENILE: Juvenile prosecution had 3 petitions. There were 14 arraignments (1 emergency, 6 to trial, 6 pleas, 1 rescheduled). There were nine trials (7 pleas, 2 true), 8 trials were continued or persons failed to appear. There were 7 hearings, (3 review, 4 violation). There were 5 investigations or complaints/warrant for bail jumping, and 9 motions to impose suspended sentences or motions to bring case forward for trial. Lt. Gould completed **16** RSA 193:1 warrants/investigations.

RENTAL PROPERTY OWNERS ASSOCIATION: Lt. Bossi attended the March meeting. He spoke about staffing at the department. He talked about the new P.O.P. Unit and advised that he will be bringing them to the next meeting so they can talk about and answer questions on what they do. Lt. Bossi talked about crime as warm weather approaches and provided crime prevention tips. The next meeting will be on April 9th at 8am at the Hellenic Center, 219 Long Hill Road in Dover.

SCHOOL RESOURCE OFFICERS: ****COVID-19 school closures went into effect March 18th. SRO Jackson and Porfido have been assigned to Patrol during the closure while SRO Deluca has been assisting the schools with helping families in need of services get food and other items needed during the closure.****

High School Highlights: Officer Jackson attended Teen Night. Completed a video with the foreign language class. Taught three criminal justice classes involving swat instruction. He assisted admin on two separate occasions dealing with two sets of unruly parents and counseled four sets of parents regarding legal issues and school rules. He completed some LEADS classes. Two arrests for possession of tobacco.

Middle School Highlights: Sgt. Deluca attended Teen Night. He worked with students on societal and emotional stress issues. He attended the LEAD conference and received the "Instructor of the Year" award for all US States. He completed LEAD lesson plans 1-7, and is working on logistics to complete presentations via remote learning. He assisted the entire RMS Admins staff with preparations for school shut-down and on-line learning such as disseminating all school Chromebooks to students, giving out food to students for "End 68 Hours of Hunger", etc. He has been working with the teachers at RMS and working daily with assisting the teachers and the on-line learning, assisting students with homework via video chat

Elementary School Highlights: Officer Porfido worked Teen Night. He did weekly check-ins with all schools. He worked with McDonalds to obtain dessert cards to use for students successfully completing the LEADS program. Attended Explorer meetings. He met with parents at Chamberlain School about a juvenile matter. He worked with Rotary on fingerprinting at the William Allen School. As we have transitioned to remote learning Officer Porfido has been checking in daily with all the principals offering assistance needed regarding students at home.

Explorer Post: Officer Jackson held two Explorer meetings this month, one of which was at Pease Air Force base.

TRAINING: Officers' Colson and Knox are through eleven weeks of the academy. Unfortunately the Covid-19 crisis has closed the academy indefinitely as of March 16, due to dorm living and close proximity of 67 recruits. They are working on setting up remote learning platforms. It is not known how this will affect graduation.

Officers' Miller and Flathers have been released to solo patrol. Officer Bilodeau has moved into his final observation week. During the month, we sent personnel to various training classes, which included the 40hr CIT certification, managing narcotics informants, basic drug investigations, portable breath test instructor certification and SWAT members attended a bomb awareness for SWAT officer's course outside of their normal training.

Respectfully Submitted,

Paul R. Toussaint
Chief of Police

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City Clerk's Office

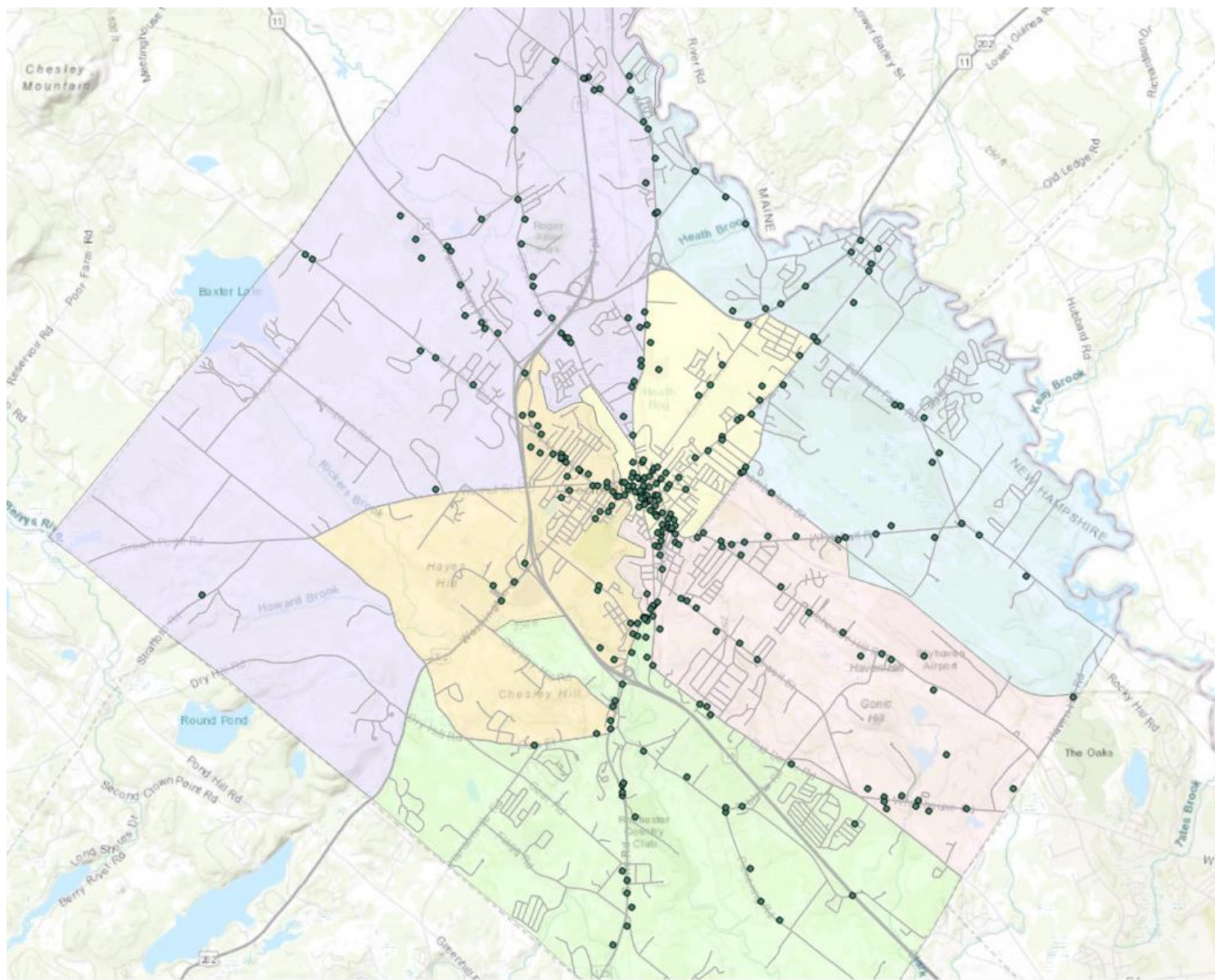
Rochester Police Department

February 2020 Comp Stat Report



Field Activities

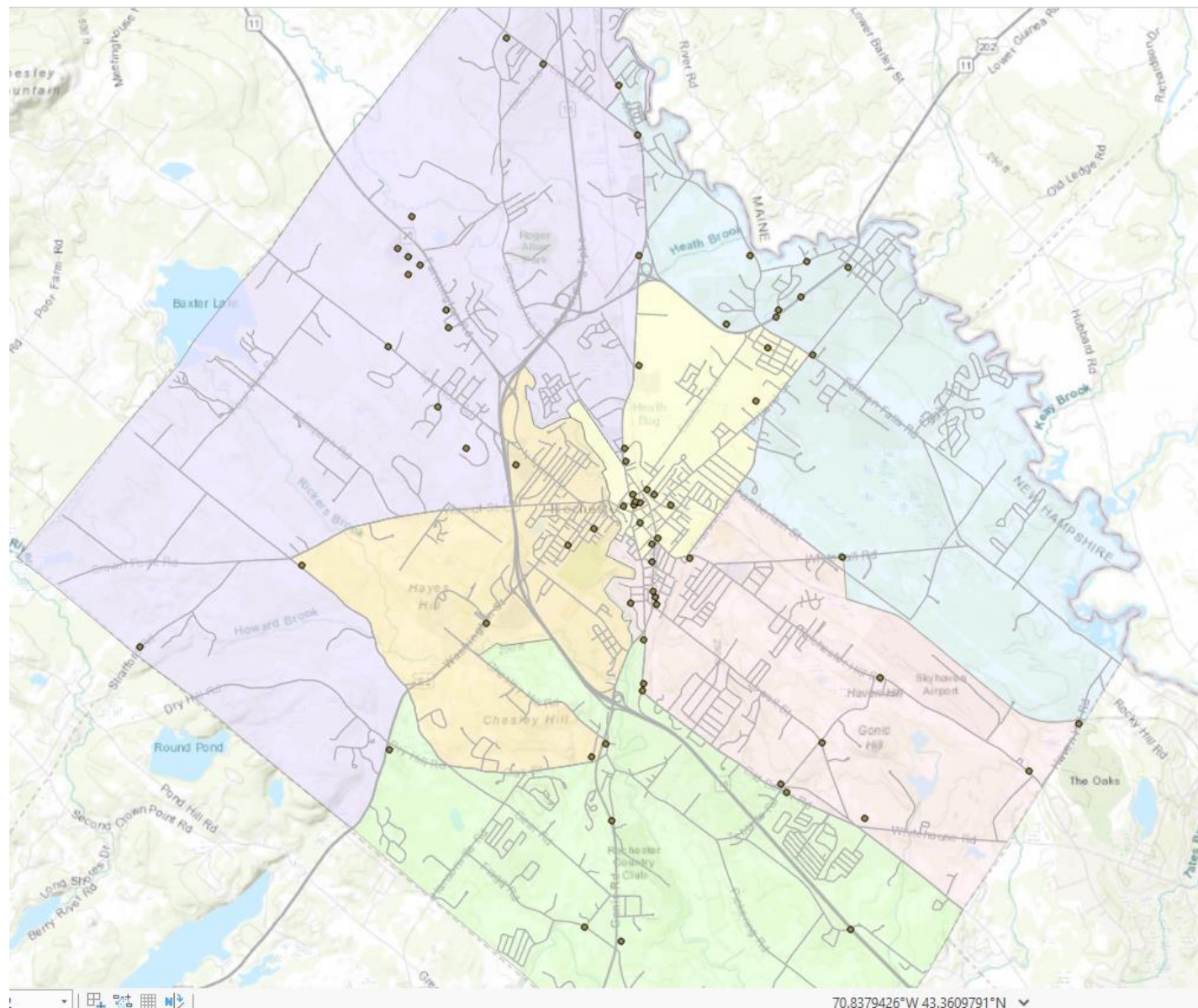
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD 20	YTD 19	% Change	YTD 18
Traffic Stops	612	341	79%	549	11%	498	1223	627	95%	1881
Arrests from Stops	14	26	-46%	25	-44%	18	39	43	-9%	55
Summons	36	15	140%	12	200%	6	48	25	92%	100
Warnings	551	294	87%	500	10%	457	1051	546	92%	1664
No Action	8	5	60%	10	-20%	10	18	12	50%	46
Accidents	81	76	7%	81	0%	121	162	162	0%	157
Summons from ACs	3	2	50%	0	100%	4	3	4	-25%	4
Arrests from ACs	5	4	25%	5	0%	1	10	13	-23%	13
Field Interviews	8	4	100%	8	0%	6	16	7	129%	7
DWI	10	7	43%	3	233%	6	13	10	30%	10
<i>Narcotics</i>	2	4	-50%	2	0%	0	4	5	-20%	1
<i>Alcohol</i>	8	3	167%	1	700%	6	9	5	80%	9
DWI from Accidents	2	2	0%	2	0%	5	4	2	100%	5



Traffic Stops

- 612 Traffic Stops
- 14 Arrests
- 36 Summons
- 551 Warnings

The majority of traffic stops this month continues the recent trend of activity in the high-density enforcement area downtown and along main roads that lead into that area.



Motor Vehicle Crashes

- 81 total crashes
- 2 reported crashes that resulted in DWI arrests.
- Parking lot trend w/minor crashes continues.
- Roads with highest crashes:
 - Wakefield St (5)
 - Washington St (3)
 - Farmington Rd (3)
- Busiest Days:
 - Thursday (14)
 - Friday (14)
 - Saturday (15)
 - Sunday (13)

10 DWI arrests

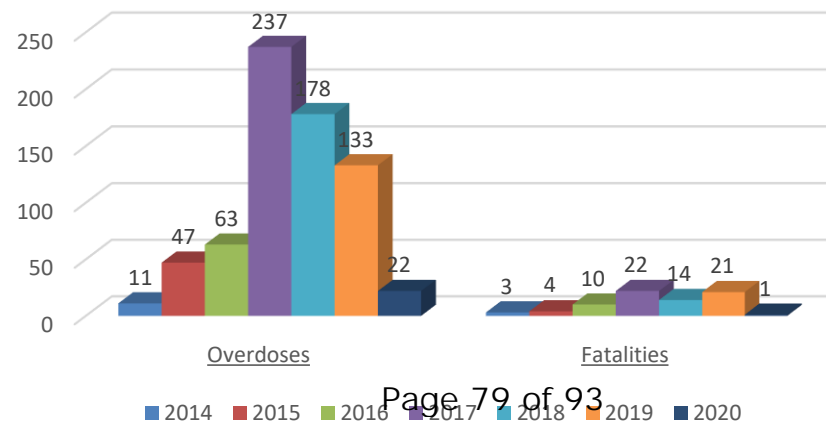
- 2 arrests result of traffic accident
- 4 arrests result of calls for service
 - 1 was a domestic disturbance
 - 1 was for a motorist assist, off the road
- 4 arrests result of officer initiated traffic stop

Property Crimes

All Incident Reports												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD-20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Burglary	4	6	-33%	4	0%	7	8	9	-11%	13%	15%	14
Shoplifting	12	25	-52%	23	-48%	27	35	54	-35%	109%	82%	43
Theft from a Building	12	18	-33%	17	-29%	11	29	34	-15%	24%	28%	36
Theft from M/V (including Parts)	6	12	-50%	4	50%	9	10	17	-41%	10%	4%	20
All Other Theft	9	4	125%	8	13%	10	17	9	89%	24%	7%	15
M/V Theft	2	0	100%	2	0%	2	4	7	-43%	50%	18%	5
Vandalism	34	21	62%	27	26%	27	61	53	15%	36%	28%	53
Total Property	79	86	-8%	85	-7%	93	164	183	-10%	42%	28%	186
Arrests												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD-20	YTD 19	% Change			YTD 18
Burglary	0	3	-100%	1	-100%	1	1	4	-75%			2
Shoplifting	5	24	-79%	33	-85%	17	38	52	-27%			35
Theft from a Building	1	2	-50%	6	-83%	2	7	8	-13%			4
Theft from M/V (including Parts)	1	1	0%	0	0%	0	1	2	-50%			1
All Other Theft	1	1	0%	3	-67%	0	4	1	300%			0
M/V Theft	0	0	0%	2	-100%	0	2	1	100%			1
Vandalism	8	6	33%	14	-43%	6	22	23	-4%			22
Total Property	16	37	-57%	59	-73%	26	75	91	-18%			65

Drug Incidents

All Incident Reports												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD-2020	YTD 2019	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Possession	10	16	-38%	17	-41%	14	27	24	13%	67%	75%	16
Drug Events	21	28	-25%	14	50%	23	34	39	-13%			N/A
Overdoses	13	17	-24%	9	44%	10	22	21	5%			23
Fatal	1	1	0%	0	100%	5	1	1	0%			2
Total Drug	31	44	-30%	31	0%	37	61	63	-3%			39
Arrests												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	TYD-20	YTD 19	% Change			YTD 18
Possession	6	10	-40%	12	-50%	7	18	18	0%			12



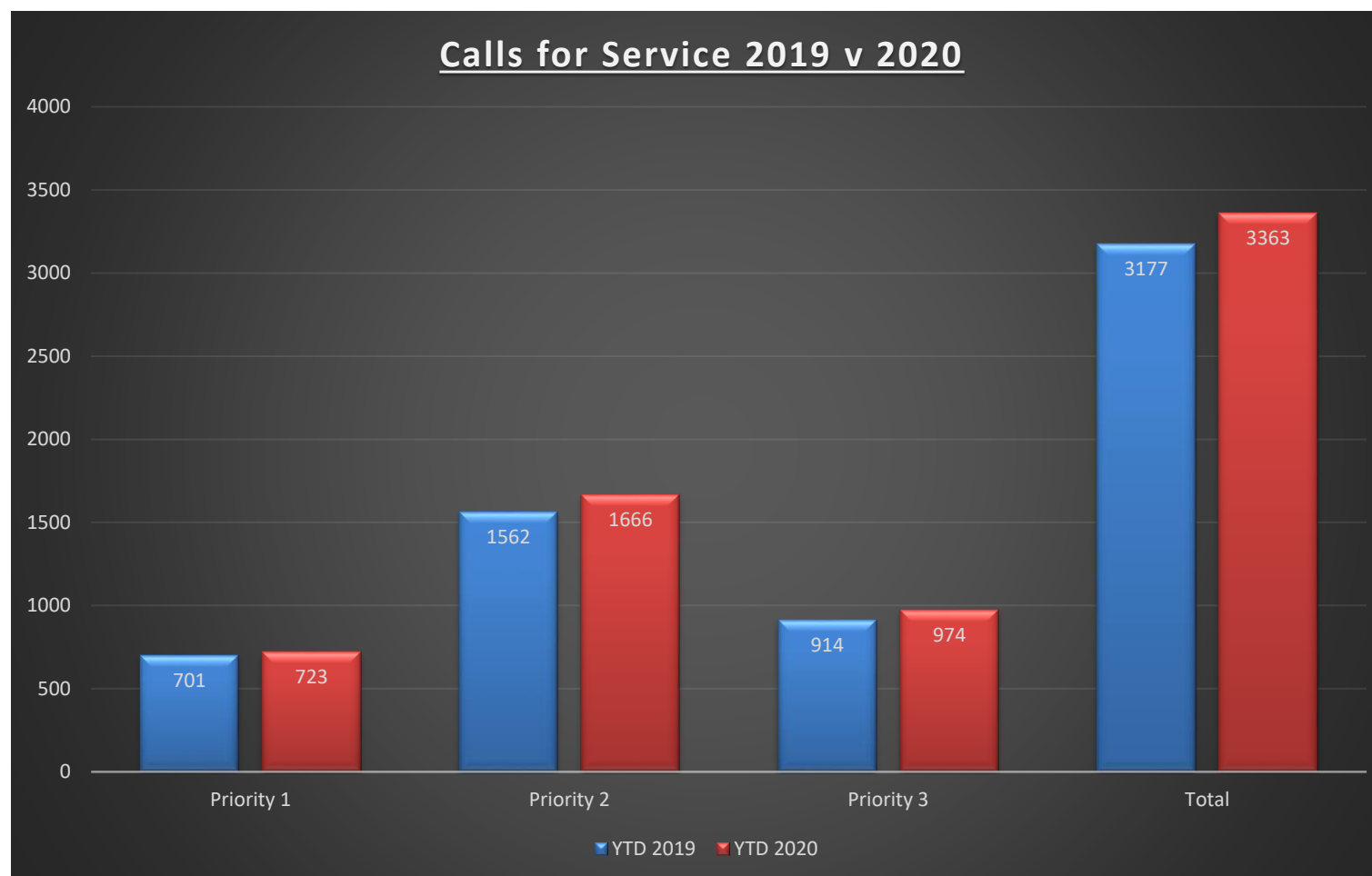
Violent Crimes

All Incident Reports												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD 20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Homicide	0	0	0%	0	0%	0	0	0	0%	0%	0%	0
Robbery	1	1	0%	1	0%	0	2	2	0%	0%	150%	4
Aggravated Assault	3	4	-25%	2	50%	6	5	7	-29%	60%	71%	8
<i>from DV*</i>	1	1	0%	1	0%	5	2	3	-33%	100%	100%	6
Simple Assault	34	29	17%	32	6%	38	67	58	16%	45%	66%	83
<i>from DV*</i>	18	17	6%	14	29%	28	32	30	7%	59%	67%	45
Total Violent	38	34	12%	35	9%	44	74	67	10%	26%	72%	95
Arrests												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD 20	YTD 19	% Change			YTD 18
Homicide	0	0	0%	0	0%	0	0	0	0%			0
Robbery	0	0	0%	0	0%	0	0	3	-100%			2
Aggravated Assault	1	3	-67%	2	-50%	4	3	5	-40%			7
<i>from DV*</i>	1	2	-50%	1	0%	3	2	3	-33%			6
Simple Assault	12	19	-37%	16	-25%	19	30	38	-21%			40
<i>from DV*</i>	9	11	-18%	10	-10%	17	19	20	-5%			27
Total Violent	13	22	-41%	18	-28%	23	31	46	-33%			49

2020 Threshold

04/16/2020

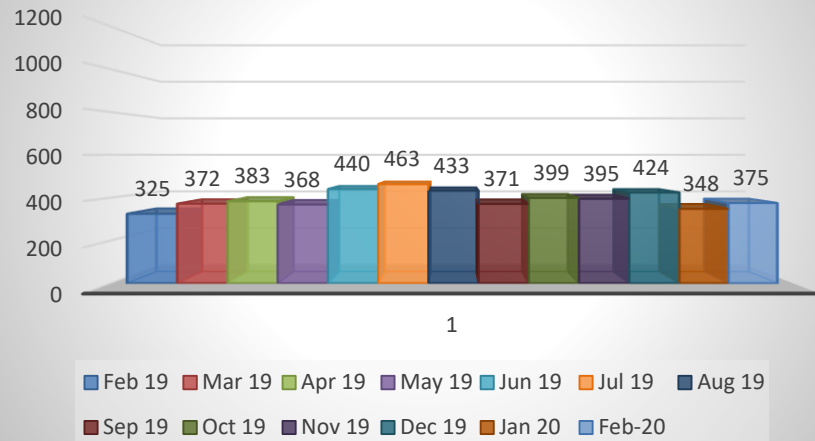
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	72-101	81	Normal
Traffic Stop	763	418-1108	612	Normal
DWI	7	5-10	10	Normal
Robbery	2	0-3	1	Normal
Aggravated Assault	6	3-8	3	Normal
Simple Assault	39	30-47	35	Normal
Burglary	9	5-13	4	Low
Shoplifting	24	17-31	12	Moderately Low
Theft from Building	18	11-25	17	Normal
Theft from MV	16	7-25	6	Low
MV Theft	3	1-5	2	Normal
Vandalism	35	27-43	34	Normal
Possession	16	10-21	10	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	46	36-56	39	Normal
Property	121	92-150	79	Low



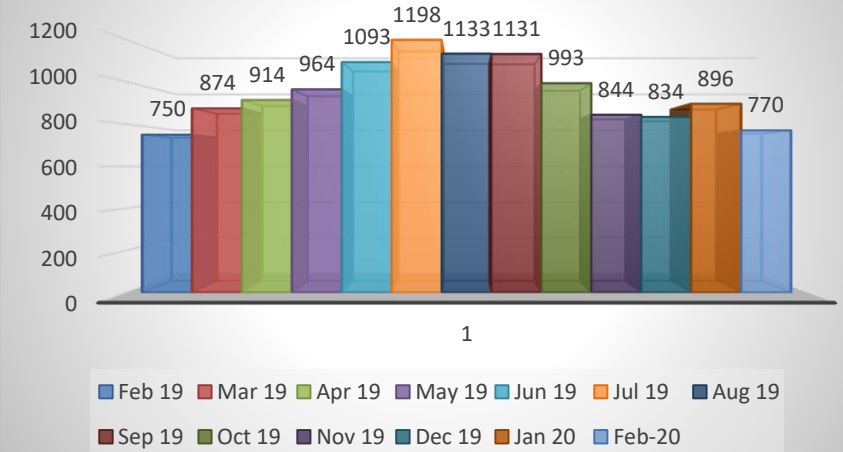
Calls For Service By Month

04/16/2020

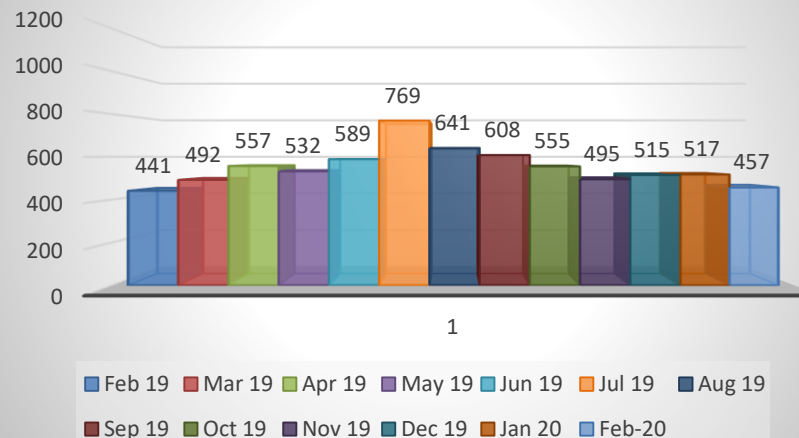
Priority 1 Calls For Service



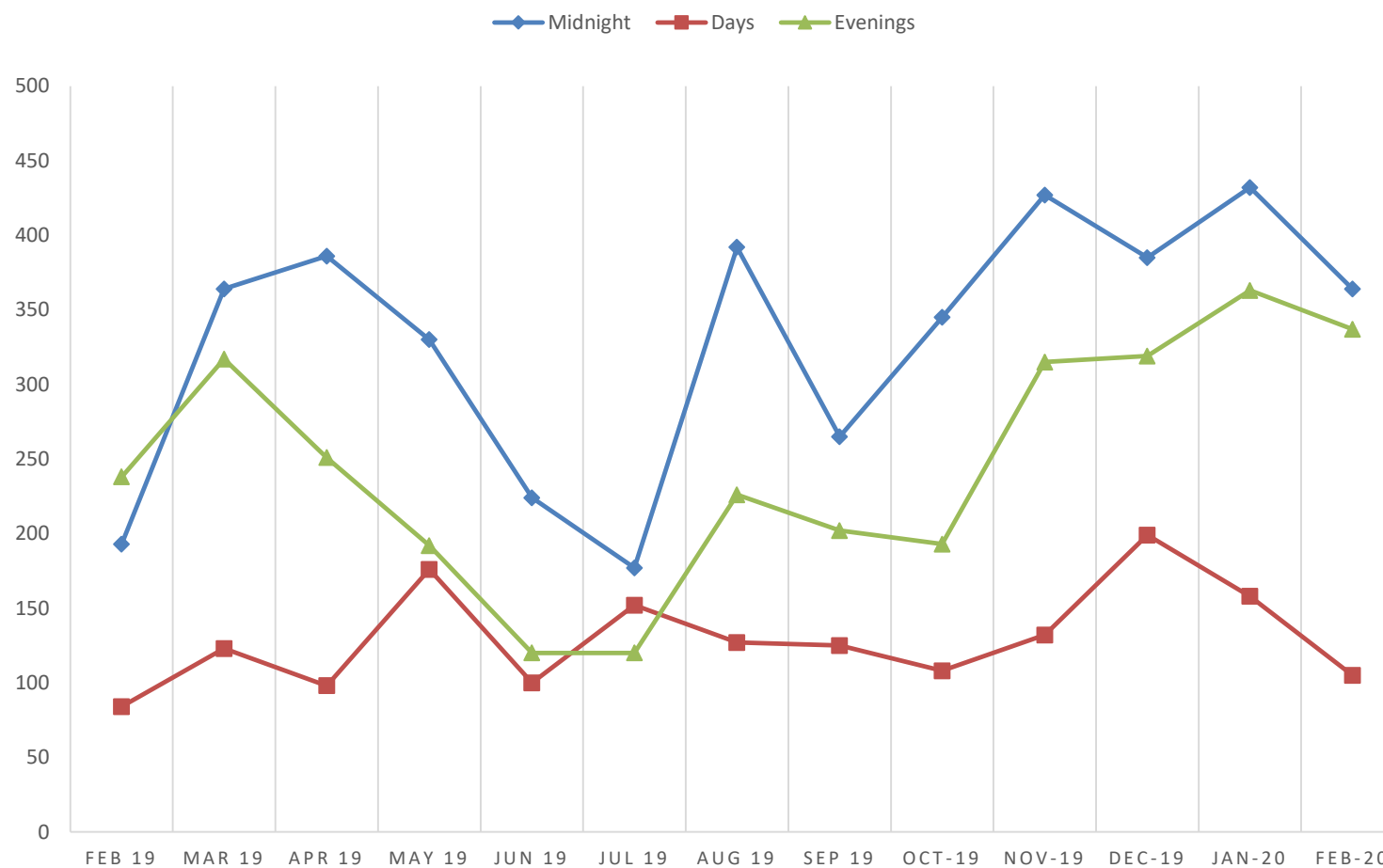
Priority 2 Calls For Service



Priority 3 Calls For Service



Monthly Proactive Hours by Shift



Domestic Violence Related Statistics

February 2020

Breakdown of Domestic Violence cases for the month of January:

Total Cases: (90F + Arrests): 29

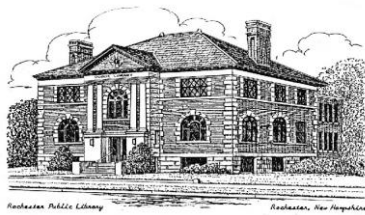
90F: 14

Misdemeanor Arrests: 14. Of those 14, two cases involved non-arrest calls for service in the preceding 12 months. Both were intimate partner cases.

Felony Arrests: 1. Of those arrests, none involved a non-arrest call for service in the preceding 12 months.

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City Clerk's Office



Rochester Public Library
65 South Main St.
Rochester, NH 03867

04/16/2020

Main Desk: (603) 332-1428
Reference: 335-7550
Children's: 335-7549
Fax: 335-7582
www.rpl.lib.nh.us

MONTHLY REPORT

March 2020

There were a total of 8,393 items circulated with 6,020 people visiting the library in the month of March. Current number of patron registrations is 34,951. Interlibrary loan activity included 105 materials borrowed from other libraries and 209 loaned to other libraries.

The Rochester Public Library was pleased to present the artwork of Ross Bachelder during the month of March. Bachelder's current exhibition, *Ripe for the Picking: Works in Several Media and Many Moods* is an eclectic mix that demonstrates his many talents. Bachelder has been active in the fine and performing arts in Seacoast New Hampshire, Southern Maine, and elsewhere in northern New England for more than 40 years. He's exhibited drawings, paintings, found object assemblages, and photographs in galleries in Maine, New Hampshire, and Massachusetts.

In 2016 Bachelder published his first book, *Happy Dawg Walks the Sad Man: The Remarkably Varied Adventures of a Confirmed Arts Multiple*. His second book of short stories entitled *Revenge: Tales Best Read in the Twilight Hours* is scheduled for publication in May, 2020. He's now working on a third book- a playful picaresque novel that promises to show abundant evidence of the author's untamable curiosity and sense of the absurd.

Starting on March 12th & 13th the library was pleased to start "Drop-In Tech Help" for anyone needing a little help using a phone, tablet or laptop. Patrons were able to ask Jessica Carroll, our Emerging Tech Specialist any questions they may have about their devices. Drop-In Tech help will be available on Thursdays from 5-7 and Fridays from 10-12.

Monday, March 16th the Rochester Public Library was closed due to safety concerns regarding the Covid -19 pandemic. All collection item due dates were extended until the library re-opens and there will be no overdue fines during this time. Any library cards due to expire will be extended as a courtesy until the end of May. This allows as many patrons as possible to use all the library's online resources.

In addition to the print versions of available books, 295 of our library patrons downloaded 1,573 e-books to media devices through the library's web site this month. The RPL website also enabled 23 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 519 digital downloads from Hoopla.

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City Clerk's Office

City of Rochester Tax Collector's Office
March 31, 2020

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2019	Warrant	66,169,796	64,519,750.95	97.51%	1,650,045.05	2.49%
2018		63,834,824	63,125,893.78	98.89%	708,930.22	1.11%
2017		60,524,791	60,182,836.71	99.44%	341,954.29	0.56%
2016		58,196,003	58,028,482.53	99.71%	167,520.47	0.29%
2015		56,938,119	56,827,695.29	99.81%	110,423.71	0.19%
2014		55,068,779	54,997,455.29	99.87%	71,323.71	0.13%
2013		53,324,262	53,263,283.35	99.89%	60,978.65	0.11%
2012		50,952,912	50,917,698.38	99.93%	35,213.62	0.07%
2011		48,856,892	48,823,018.08	99.93%	33,873.92	0.07%
2010		47,308,832	47,281,482.34	99.94%	27,349.66	0.06%
2009		46,898,827	46,872,092.30	99.94%	26,734.70	0.06%
2008		46,522,769	46,508,572.07	99.97%	14,196.93	0.03%
2007		42,964,450	42,952,684.42	99.97%	11,765.58	0.03%
2006		40,794,160	40,787,509.45	99.98%	6,650.55	0.02%
2005		38,024,453	38,019,001.03	99.99%	5,451.97	0.01%
2004		36,065,496	36,059,946.10	99.98%	5,549.90	0.02%
2003		33,310,579	33,306,755.65	99.99%	3,823.35	0.01%
2002		29,725,878	29,722,554.10	99.99%	3,323.90	0.01%
2001		26,943,136	26,940,170.75	99.99%	2,965.25	0.01%
2000		25,415,248	25,413,243.68	99.99%	2,004.32	0.01%
1999		22,973,308	22,971,980.41	99.99%	1,327.59	0.01%
1998		30,592,529	30,590,734.68	99.99%	1,794.32	0.01%
1997		29,835,914	29,834,230.90	99.99%	1,683.10	0.01%
1996		27,726,424	27,724,777.67	99.99%	1,646.33	0.01%
1995		27,712,029	27,711,835.43	100.00%	193.57	0.00%
					3,296,724.66	

Tax Collector
Doreen Jones, CTC

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City Clerk's Office

CSS Count FY 20		
Month	Total \$\$	# of Payments
July	\$ 832,265.53	656
Aug	\$ 86,735.97	451
Sept	\$ 133,727.95	391
Oct	\$ 99,634.76	446
Nov	\$ 55,408.66	288
Dec	\$ 349,963.17	584
Jan	\$ 895,412.34	645
Feb	\$ 233,759.07	426
Mar	\$ 254,442.89	546
Apr		
May		
June		
Totals	\$ 2,941,350.34	4433

Online Credit Card Payments (Citizen Self Service)

Doreen Jones, CTC
Tax Collector

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City Clerk's Office

Rochester, New Hampshire

Inter office Memorandum

TO: Blaine Cox
City Manager

FROM: Todd M. Marsh
Director of Welfare

SUBJECT: Analysis of Direct Assistance for March 2020.

DATE: April 3, 2020

This office reported 103 formal case notes for the month of March.

Voucher amounts issued were as follows:

	<u>12</u> <u>Families</u> <i>2 new</i>	<u>11</u> <u>Single</u> <i>3 new</i>
Burial.....	.00	1,950.00
Dental.....	.00	.00
Electricity.....	430.45	.00
Food00	.00
Fuel heating.....	.00	.00
Mortgage.....	.00	.00
Prescriptions00	.00
Rent.....	2,165.00	2,562.50
Temporary Housing	2,036.00	365.00
Transportation.....	<u>.00</u>	<u>.00</u>
TOTAL	\$4,631.45	\$4,877.50

This represents an average cost per case/family of \$385.95 and case/Individual of \$443.40 for this month.

Total vouchers issued: \$9,508.95

There was a decrease of \$3,499.96 in assistance issued this month compared to March 2019. There was a decrease of \$2,744.49 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$650.00

NOTES