

CITY OF ROCHESTER
NOTICE of PUBLIC MEETING:
FINANCE COMMITTEE

Meeting Information

Date: August 8, 2023
Time: 6:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Agenda

1. Call to Order

2. Acceptance of Minutes: July 2023. Pg.2

3. Public Input

4. Unfinished Business:

4.1.1 ARPA Funds, project review, discussion, and recommendations-Housing Pg. 8

5. New Business:

5.1.1 Job Classifications & Descriptions (7)-Human Resources-PAB. Pg,14

Reports from Finance & Administration

5.2.1 Monthly Financial Report Summary-July 31, 2023 Pg. 39

6 Other

7 Adjournment

Finance Committee

Meeting Minutes

Meeting Information

Date: July 11, 2023

Time: 6:00 P.M.

Location: 31 Wakefield Street

Committee members present: Mayor Callaghan, Deputy Mayor Lachapelle, Councilor Beaudoin, Councilor Gray, Councilor Hailey, Councilor Hamann, and Councilor Larochelle

City staff present: City Manager Katie Ambrose. Deputy Finance Director Mark Sullivan. Director of City Services Peter Nourse. Chair of the Riverwalk Committee David Walker. Director of Economic Development Mike Scala.

Agenda & Minutes

1. Call to Order

Mayor Callaghan called the Finance Committee meeting to order at 6:00 PM.

Deputy City Clerk Cassie Givara took a roll call attendance. All Councilors were present.

2. Acceptance of Minutes: June 2023

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the June 13, 2023 Finance Committee meeting. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

3. Public Input

David Walker, Chair of the Riverwalk Committee, asked the committee to support ARPA funding for the Riverwalk overlook project. Councilor Beaudoin asked if there were any designs for this project. Mr. Walker stated that there were preliminary drawings and a schematic at this point.

4. Unfinished Business:

4.1.1 ARPA Funds, project review, discussion, and recommendations

Deputy Finance Director Sullivan summarized several of the projects that had been discussed

at the prior Finance Committee meeting for potentially utilizing ARPA funding.

The Community Outreach Facilitator position was discussed. Deputy Director Sullivan spoke about the phased down approach that had been presented for this position, with the ARPA funding portion being gradually reduced by 25% annually through FY27, at which point the position would be entirely budget funded. In order to accomplish this, the position would require \$262,000 of the remaining unallocated ARPA funds. Councilor Lachapelle **MOVED** to recommend that the full Council approve \$262,000 in ARPA funds for the Community Outreach Facilitator position. Councilor Hamann seconded the motion. Councilor Gray spoke against using ARPA funding for salaries. Councilor Beaudoin agreed and stated that this grant funding should be used for tangible goods. Councilor Hailey asked if the Councilors who were opposed to supporting the position using ARPA funding would be committed to fully funding the position through the budget in the next fiscal year. Councilor Gray indicated that he would be likely to support the position through the budget, however stated he could not promise without seeing a total budget and not knowing what other items and concerns would arise between now and then. The **MOTION CARRIED** by a 5 to 2 roll call vote with Councilors Hamann, Hailey, Lachapelle, Laroche, and Mayor Callaghan voting in favor and Councilors Beaudoin and Gray voting opposed.

Deputy Director Sullivan outlined the proposal for a “Lead Hazard Mitigation Program” for which \$250,000 is requested. He explained that this money would help to establish a program, with guidance from the Board of Health. Mr. Sullivan explained that in discussion with the City’s Grant Manager, it was determined that there are lead grants available through HUD with quite a bit of money available, however it is easier to get approved for these HUD grants if there is already a program structure in place. The ARPA money being requested could be used for various things such as literature, education, and research and studies that could all go towards the establishment of such a program; it would then allow for the application for these additional HUD funds once a program has been established. The details and format of the program would be determined after this initial work is completed. Councilor Hamann **MOVED** to recommend that full Council approve the \$250,000 of ARPA funds for the Lead hazard Mitigation Program. Councilor Lachapelle seconded the motion. Councilor Beaudoin felt that lead mitigation and abatement should be the role of the federal government, who is more equipped to administer these programs. He said he would be more likely to support the ARPA funding if it was to establish a low-interest revolving loan program to assist property owners with lead mitigation or a similar program. However, the way the program is currently being proposed indicates that there would potentially be personnel needed and additional City funding to maintain. Councilor Laroche spoke about the prevalence of lead poisoning in children and emphasized the need for prevention and for the City to support initiatives to protect children.

Mayor Callaghan agreed that lead poisoning is a serious issue with Rochester’s children and needed to be addressed. He asked what the vision was for this particular ARPA proposal and how the funding would be used. Deputy Director Sullivan clarified that the initial funding being requested would not be to hire any personnel but rather to do research and potentially come up with education and outreach materials, which can be a large initial expense. The request is to set the ARPA money aside for the proposal and then refine what it will be used for; the program may not need the entire

allotment.

Councilor Hailey stated that it is already known what causes lead poisoning in children and the steps that need to be taken to prevent this issue. She felt that abatement of lead in homes would be a better use of the ARPA funds. Councilor Gray said he supported the proposal as written, particularly the outreach aspect. Councilor Beaudoin spoke about the State regulations already in place regarding lead, particularly as it relates to tenants and rentals. He said that using this ARPA funding would be duplicating efforts already in place.

City Manager Ambrose stated that the Board of Health would be presenting to City Council on their efforts in Rochester regarding lead hazards. She suggested this item be held in committee until after this presentation when it could be determined Rochester's specific needs. Councilor Lachapelle **WITHDREW** his motion to recommend the approval of this funding to full Council. Councilor Hamann withdrew his second. Councilor Laroche **MOVED** to keep the Lead Hazard Mitigation program in committee. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Deputy Director Sullivan summarized the Riverwalk Outlook proposal for \$200,000, which he stated would be used to construct an overlook on the downtown portion of the Cocheco River. There were two potential locations proposed for the project; one in Duval Park on River Street and the other in the area of the dam in the City's municipal lot on North Main Street. He reported that the Duval Park area is no longer in a HUD approved census tract due to a shift in demographics. This designation would have helped to garner more support from the federal government when the City reports on how the funds were spent. However, the location on North Main Street would be a better fit for walkability and the public health category of the ARPA funding guidelines under which it is being proposed. Deputy Director Sullivan mentioned the Sunshine Initiative's potential involvement and potential financial partnership in the project. He said this should be considered, because if the Sunshine Initiative were to contribute financially, the ARPA allocation could be reduced. Mayor Callaghan said he had spoken to the Assistant Director of Economic Development and she did not believe that the Sunshine Initiative would be contributing financially to this portion of the Riverwalk. Councilor Hamann **MOVED** to recommend that full Council approve \$200,000 for the Riverwalk Outlook project. Councilor Lachapelle seconded the motion. Councilor Beaudoin stated that he felt the North Main Street municipal parking lot area was a better fit for this outlook project and would likely be better utilized. He requested more firm numbers on estimated construction costs and suggested the project go out to bid. Riverwalk Chair Walker reported that a couple years prior the Riverwalk Committee had received a quote of \$175,000. They increased the request to \$200,000 to factor for inflation and increased supply costs. Mayor Callaghan said he supported the project and felt it would be beneficial for the City. Councilor Hamann agreed and referenced a discussion from Waterstone at the prior Planning Board meeting in which they spoke about the possibility of connecting walking paths from the Granite Ridge to the Riverwalk. This along with the Fownes Mill development shows interest in investing in the area, and the City should support and encourage that. The **MOTION CARRIED** by a unanimous voice vote.

The final proposal was a request for \$750,000 for Affordable Housing Initiatives, which would

go towards assisting challenging properties for affordable housing development projects. Mike Scala, Director of Economic Development, gave some statistics on housing in Rochester. He reported that vacancy rates are less than 1% in the seacoast area. He said that although there are hundreds of units nearing completion or in development, the City still needs much more. This funding would help not only promote such housing, but also to get the projects off the ground to begin with. Director Scala gave details on how low income housing projects are structured and the regulations and guidelines involved.

Councilor Beaudoin said there are already multiple federal programs for low income housing assistance. He asked how many units there were in Rochester that fell under the umbrella of these low-income programs. Director Scala said he could get more definite numbers, but stressed that although there are multiple complexes in Rochester that offer “affordable” housing, there are not enough to meet the need.

Councilor Beaudoin **MOVED** to keep the Affordable Housing initiative in Committee. Councilor Gray seconded the motion. Councilor Beaudoin requested more accurate numbers on how many affordable housing units are currently in Rochester and the percentage throughout the City that would be considered low income or workforce. Councilor Beaudoin said this is not a Rochester specific-issue and that there are very few available rentals in any municipality. Director Scala stated that the Rochester Housing Authority has a 3-4 year wait list, and the new portion of Apple Ridge Apartments is opening with 100% capacity rentals as well as a wait list. He reiterated that the need is great in Rochester.

Councilor Gray agreed that there is a demand for low income housing and housing in general. However, he questioned the guidelines that would be in place for developers utilizing this ARPA money, such as how long the affordable housing component would be offered. He said that more details and regulations needed to be put into the proposal before it could be supported. Director Scala explained that after the total funding was made available, the department would come back to Council for further details and approval on individual projects. He clarified that the guidelines for developments under NH Housing Authority or similar programs require developments to maintain an affordable housing component for 50-90 years.

Councilor Hamann asked if there had been any developers interested in doing tiny home communities in Rochester similar to the Cottages at Back River Road in Dover. Director Scala confirmed that he was scheduled to meet with the developers of the referenced community in Dover, and said they are possibly interested in building a similar community in Rochester.

The **MOTION CARRIED** to keep the Affordable Housing Initiative in Committee by a 4 to 3 hand count vote.

Director Scala asked the Committee what information they would like to see provided for the next meeting. Councilor Gray asked for ground rules on how the ARPA money can be distributed and what functions could be performed with the money. Alternately, he said that there could be a stipulation that the total allocation would be approved, but each individual project would have to

come before Council for approval. Councilor Beaudoin asked for the total number of units currently receiving assistance, including the developments being constructed or soon to open.

Deputy Director Sullivan stated that he did not have enough information to make any recommendations on either the Common bathroom project or the Dispatch Center Upgrades at this time.

5. New Business:

5.1.1 Community Center Solar Project-Review analysis of purchasing system

Director of City Services Peter Nourse explained that the new DPW facility has a 400,000 kWh display on the roof, which has been enough to supply all the power to the building as well as producing a surplus which can be sent back to the grid for a credit. Due to the success of the solar array at DPW, the City started looking for other similar opportunities; the Community Center with its 2-acre roof seemed to be a good fit. However, when the structural evaluation was completed on the Community Center roof, it was discovered that only the portion of the roof over the gym was strong enough to support a large solar array. He explained that the proposed array would be smaller than the array at DPW and would likely provide approximately $\frac{1}{4}$ of the Community Center's power needs; in turn, it would not produce a surplus to be returned to the grid. Without a surplus, the power would not be net metered and there would be no requirements to upgrade the grid while also allowing for the lower rates which the City has locked in through their integrator.

Councilor Beaudoin asked if there is ever the need for snow removal from the roof of the Community Center, and if so, would the presence of a solar array affect this removal. Director Nourse said that on occasion, there has been the need for snow removal on the Community Center roof. The roof is flat and the arrays will be oriented on a tilt. He clarified that there would not be much energy produced in the winter months anyway [so temporary snow cover would not cause any issues]. Councilor Beaudoin asked if the weight of the snow combined with the solar array would be too much for the roof to support. Director Nourse gave the specs on the weight of snow and a solar array, and stated that there were no structural concerns with the proposed section of roof.

Councilor Beaudoin spoke about the disposal of solar panels in the future and said these costs and unknowns needed to be considered. Councilor Larochelle spoke about the life span of solar panels and how some types of panels are made without toxic chemicals for the purpose of eventual recycling. He said although the eventual disposal of solar panels should be discussed and considered, it should not prevent the City from enacting initiatives such as this, which are beneficial for the City. Councilor Hamann **MOVED** to recommend the full purchase price for the Community Center Solar Project to City Council. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a majority voice vote.

Reports from Finance & Administration

5.2.1 Monthly Financial Report Summary-June 30, 2023

Deputy Finance Director Sullivan reported that the month of June ended very strong with the two largest non-property tax revenues showing very high numbers; interest income came in at a record high with over \$1 million, and building permits a record high of \$923,000. Waste Management host fees are ahead of budget, and motor vehicle fees are close to a record high as well. Deputy Director Sullivan stated that overall property tax collections are strong and expenses are trending to budget, so although he had not done the calculations there would likely be an add to the unassigned fund balance. He gave a brief overview of the City's other funds and said that Fiscal Year 23 ended very strong.

Councilor Beaudoin asked what the total operating budget is for the department of Building and Licensing and if the department was producing revenue. Deputy Director Sullivan said that he did not have the exact number, but it was in the \$500,000 - \$600,000 range. Councilor Beaudoin said he hoped BLS would be able to be self-supporting moving forward and in the future, he would like to reevaluate the fee structure towards that goal.

6 Other

No discussion.

7 Adjournment

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 6:45 PM.

Respectfully Submitted,

Cassie Givara,
Deputy City Clerk

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: American Rescue Plan Act - Review

Name of Person Submitting Item: Mark Sullivan, Deputy Finance Director

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

Meeting Date Requested: 8-8-23

Issue Summary: Follow up on the July 11, 2023 discussion on new project candidates. Below are the summary of projects, and the available ARPA balances.

Affordable Housing Initiatives: \$750,000. This funding would be used to assist in preparing challenging properties for affordable housing development projects. Economic Development Director Scala will provide an update on potential projects which funding could be utilized. **Status: Additional supporting Exhibits A & B included. Director Scala prepared to address questions at August 8, 2023 Finance Committee Meeting.**

Lead Hazard/Mitigation Program: \$250,000. This funding would be used to establish a lead hazard mitigation program structure guided by Board of Health. Once program is established its easier to apply for additional grant funding. HUD offers lead hazard grant opportunities annually. The funding could be used for assessments/feasibility studies/outreach materials etc. Actual details and mechanics of managing the program are to be determined.-**Status: Held In Committee, Pending Board of Health input.**

Community Outreach Facilitator: \$262,000. Funding commitment based on the 100%/75%/50%/25% phase down approach through FY27 presented to Finance Committee in April-23.-**Status: Will be presented through annual budgets FY25-FY27 at a phased down approach, 75%, 50%, 25%.**

Riverwalk Outlook Project: \$200,000. This funding would be used to build an overlook on the downtown portion of the Cocheco River. Two viable locations exist in the downtown area. One is on the Duvall Park side, the other is on the City municipal lot at

the Citizens Bank area. The Duvall Park side is no longer in a HUD qualified census track. Being in a qualified census track provides additional support to the project. Walkability and access on the City municipal lot side appears easier and more inviting than Duvall Park side. One final confirmation before actual project expenditures begins is determining if the Sunshine Initiative intends to be a financial partner in the project.

Status: Finance Committee Recommended Approval to Full Council.

Commons Bathroom Project: Status Hold. Requires additional analysis and review.

Dispatch Center Upgrade: Status Hold. Requires additional analysis and review.

Total ARPA Funding Unallocated Recommendations: \$1,000,000.

Total ARPA Funding Finance Committee Recommendations 7/11/23: \$462,000

Remaining Balance to allocate: \$327,643.

Recommended Action: Review of ARPA recommendations and endorsement to full Council.



City of Rochester, New Hampshire
Office of Economic & Community Development
33 Wakefield Street, Rochester, NH 03867
(603) 335-7522, www.rochesteredc.com

Finance Committee – Attainable Housing Update-Exhibit A August 8, 2023

Summary – Affordable Housing Initiative: \$750,000

This funding would be used to assist in preparing challenging properties for “Affordable Housing” development projects.

Per RSA 674:58, section I, “Affordable” is defined below:

I. " Affordable " means housing with combined rental and utility costs or combined mortgage loan debt services, property taxes, and required insurance that do not exceed 30 percent of a household's gross annual income

A stated goal on page 39 of the *American Rescue Plan* (ARPA) is the promotion of “...affordable housing development to increase the supply of affordable and high-quality living units.”

According to the NHHFA Statewide Housing Needs Assessment (March 2023), NH currently has a deficit of 23,300 units and will require a total of 60,000 new units (of all types) by 2030.

Possible uses include preliminary site work, demolition, minor infrastructure work. Uses would be tailored to assist developers with more difficult projects.

Follow-up Information from July 11

Housing Choice Vouchers

Between the New Hampshire Housing Authority (NHHFA) and the Rochester Housing Authority (RHA) the City receives a total of **455** HUD Housing Choice Vouchers (HCV). These vouchers are provided by HUD and assist tenants by paying a portion of their monthly rent/utility obligations.

HCV Allotments

NHHFA – 265

RHA – 190

=====

HCV Total – **455**



City of Rochester, New Hampshire
Office of Economic & Community Development
33 Wakefield Street, Rochester, NH 03867
(603) 335-7522, www.rochesteredc.com

Existing / Planned Affordable Housing Units

Based on input from NHHFA, RHA, Strafford Regional Planning, Community Action Partners of Strafford County, Rochester has at least **453** units of income-based, age-restricted, and/or disabled housing units.

This does not include an additional **284** units (Apple Ridge Phase II and III, Easterseals Champlin Place, Country Brook Estates, and The Gafney Home) that are either currently available or scheduled to come on-line over the next 12 months.

Income-restricted, Age-restricted, and Disabled (2023-2024)

=====

Total – **737**



ORIGINAL ARPA SUBMISSION-EXHIBIT B

Office of Finance & Budget Management

AMERICAN RESCUE PLAN FUNDING PROPOSAL

This form is a tool to provide policy makers a quick easy to read analysis of important issues pertaining to American Rescue Plan funding. Departments are to complete this form for any projects believed to be eligible under American Rescue Plan funding.

1. Department:

Economic Development (ED)

Department Head:

Michael Scala

2. Project Name:

Development of Affordable Housing

3. Is the Project Already Appropriated in O&M or CIP:

No

4. Funding Requested: (Identify funding amount, or change of funding if already appropriated, multi-year components and any annual carrying costs):

ED is requesting a lump sum of **\$1,500,000** to have available for the purchase of property within the City targeting the future development of affordable housing.

5. Description of Project (Describe the project clearly & succinctly):

There are a number of parcels throughout our downtown and the City that are prime candidates for residential/commercial redevelopment. Having acquisition funding in place would allow ED to search out properties and approach owners that may not otherwise even be thinking of a sale.

The goal is to gain control of these parcels and market them to a developer who would have to adhere to our Developer's Agreement (DA). The DA would have an affordable aspect to the residential development allow with any other requirements that Staff and Council would like to add.

These funds would allow us much needed flexibility during the search and negotiation process.

6. Benefits Related to COVID-19 Response, or Recovery:

Under the *Building Stronger Communities through Investments in Housing and Neighborhoods* section (pg. 39) of the Interim Rules for the American Rescue Plan, one of the bullet points of the Plan is "Affordable housing development to increase supply of affordable and high-quality living units". One of the easiest ways for the City to promote the development of more affordable units is to the control the land and include a DA requiring a portion of the development be offered as "affordable*".

7. Implementation Details (Briefly describe how this project will be implemented, and if any potential barriers exist):

The Council would pre-approve an amount for ED to utilize for property acquisition. This would allow us to negotiate within a set range.

Approval by the CC of any deal would be required, but the pre-established flexibility within the appropriation would allow ED to work out an acceptable proposal between the City and the Seller.

8. Supplemental Information (Note if attached):

none

9. Status: City Manager Recommendation: EXCLUDED

*Whether we use HUD or NHHFA's definition would need to be determined. The general definition of "affordable" is any housing that requires no more than 30% of household income per month.



City of Rochester, New Hampshire

31 Wakefield Street • Rochester, NH 03867

(603) 335-7603

www.RochesterNH.gov

Human Resources
Payroll Administration

To: Personnel Advisory Board
David Dubois, Thomas Jean, and Kristy Croft

From: Kimberly Conley, Director of Human Resources

RE: Personnel Advisory Board Meeting

There will be a Personnel Advisory Board meeting on Monday, August 7, 2023, at 6:00pm Council Chambers Conference Room.

PUBLIC AGENDA (per RSA 91-A:3,II)

1. Review 7 new job description and recommendation of new classification
 - a. Human Resources Generalist, recommended pay grade 10
 - b. Paralegal Executive Assistant, recommended pay grade 11
 - c. Senior Services Coordinator, recommended pay grade 6
 - d. Business Coordinator, recommended pay grade 9
 - e. Fire Inspector, recommended pay grade 12
 - f. Public Educator Administrative Assistant, recommended pay grade 8
 - g. Desk Top Support Specialist, recommended pay grade 8

Cc: Kathryn Ambrose, City Manager

Human Resources Generalist

Statement of Duties

Position primarily performs highly responsible professional, department functions by planning, implementing, and developing training, safety, onboarding, and employee orientation programs, the administration of employee benefits, payroll administration, annual salary and benefits preparation, maintaining employee handbook and HR procedures manual, and answer employee questions regarding pay, benefits, policies and procedures.

Supervision

Incumbent works under the administrative direction of the Director of Human Resources

Job Environment

Work is generally performed under typical office conditions. May be required to work outside of normal business hours.

Operates a computer and general office equipment.

Position requires frequent contact with the public, responding to inquiries in writing, orally and in person. On a daily basis, this position involves constant contact with departments of the municipal government as well as outside organizations.

Has access to extensive confidential information, such as personnel records, criminal investigation records, lawsuits, and collective bargaining negotiations.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists in developing and executing personnel procedures and policies and provide guidance and interpretation for business operations.
- Participates in development of HR objectives and systems, including metrics, queries, and ongoing reports for company requirements.

- Assists in administering benefits, compensation, employee wellness, and employee recognition programs.
- Suggests new procedures and policies for improving employee experience as well as the efficiency of HR department and company.
- Ensures compliance with local and national regulations and applicable employment laws, and update policies and procedures when necessary.
- Manages the Human Resources page on the city's website and in SharePoint.
- Supports the city's recruiting process through the creation of job postings for a variety of job search engines and job description maintenance.
- Handles all administrative tasks for onboarding, new-hire orientations, and exit interviews, including data entry in human resources information systems (HRIS) and audits for accuracy and compliance.
- Provides a dedicated and effective HR advisory service to employees that covers absence and health issues, conduct and capability, grievances, organizational change, and all other employee-relations matters.
- Works with accounts payable to ensure timely payments to HR vendors, maintains positive vendor relationships and performs invoice auditing.
- Primary backup for bi-weekly and miscellaneous payroll processing including accrual updates, payroll vendor and tax payments, updates to employee files, bonus/incentive pay, vacation/sick pay, hourly-employee validations and benefits changes.
- Assists in the communication, interpretation, and upkeep of employee handbook, organizational chart, collective bargaining agreements, and contribute to policy development.

- Assists with city's Joint Loss Management Committee, annual reporting, and administration of the city's safety program.
- Assists in the preparation of annual salary and budgets, total compensation, auditor reports and other data analysis for the HR department.
- Works with Finance Team when needed.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- Bachelor's degree in human resources or related field preferred
- 5-7 years of experience in similar HR Generalist position

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- Local, state, and federal laws which govern municipal operations
- State and federal safety policies and regulations
- Safety program administration
- Managing an organization's risk

or have these skills:

- Excellent communication and interpersonal skills, ethics, and cultural awareness
- Aptitude for problem-solving and thorough knowledge of HR procedures and policies
- Ability to learn new technical systems
- Must be adaptable to changes in the work environment, comfortable with multiple competing demands and is able to deal with frequent change, delays, or unexpected events in a calm and logical manner
- Resourceful mindset and strong attention to detail
- Must be able to embrace and foster an environment that supports integrity, respect, excellence, teamwork, and accountability

Physical Requirements

- Position requires the ability to operate computer keyboard and standard office equipment.
- Prolonged periods in a stationary position.
- Occasionally move about inside the office to access equipment.
- Consistently position self to maintain office equipment and documents.
- Physical strength to move and push object up to 25lbs.
- Ability to communicate information and ideas so others will understand.
- Ability to observe items at a close range.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Paralegal Executive Assistant

Statement of Duties

Performs a full range of complex and confidential, legal, and administrative support duties. Serves as the paralegal to the City Attorney and associated investigative staff by performing legal research, drafts and analyzes legal documents, and case-related administrative services.

Supervision

Works under the general direction of the City Attorney establishing own work plan and priorities in accordance with standard practices with substantial responsibility for determining the sequence and timing of action; only unusual cases are referred to the supervisor.

Incumbent has substantial independence in planning and organizing the work activities and is expected to solve through experienced judgment most problems of detail by adapting methods or interpreting instructions to resolve the particular problem.

Supervises, Legal Assistants. Evaluates complete work for effectiveness and conformity to established procedures, practices, work plan or other instruction.

Job Environment

Work is performed under typical office conditions, with regular interruptions from the general public, and other city employees. Periodic travel is required, depending on work assignments and training.

Operates a computer and general office equipment.

Makes frequent contacts requiring perceptiveness with other city departments, boards and committees, state, and county officials; makes regular contacts with the general public at all times during the day, requiring a high degree of patience, tact and discretion. Contacts are by phone, correspondence, and in person, and require some persuasiveness and resourcefulness to influence the behavior of others.

Has access to a large amount of city-wide confidential information, including personnel records, collective bargaining negotiations, bid documents, lawsuits, and investigations.

Errors could result in delay and confusion and could have direct legal, monetary, and serious public relations repercussions for the city.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Manages intake and the organization of documents and electronic information obtained in connection with complex criminal, civil and administrative matters.
- Prepares a variety of substantive legal documents.
- Attends/participates in case review meetings.
- Processes legal documents and follows the procedures involved in storing and retrieving case information. Enters various case materials into a computer database.
- Provides litigation case management and support: organizes case materials for court presentation including the organizing and creation of exhibits; performs detailed legal research, including legislative history; takes notes at trial.
- Formats, edits and proofreads documents.
- Monitors the progress of pending cases and initiates action to ensure that legal pleadings, forms, reports, correspondence, and other documents are prepared.
- Performs administrative duties in support of attorneys and investigators.
- Assists with locating and contacting witnesses; Schedules interviews and evaluations of witnesses; Drafts witness declarations in proceedings and pretrial statements; Assists with the preparation of witness testimony.
- Coordinates meetings and events. Schedules all department needed trainings.
- Assists with all aspects of tax deeding.
- Contributes to the formulation of and monitors department's annual budget.
- Orders and verifies invoices for all goods and services required by the department; Assigns account numbers and prepares documentation for payment.
- Processes and responds to all Right to Know requests.

- Primary contact for all city Property & Liability claims.
- May need to attend monthly committee meetings as requested; records, prepares and distributes minutes.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- Associate degree or higher in Paralegal Studies
- Education in a related field such as Criminal Justice Law
- 2-3 years of experience in a paralegal role or an equivalent combination of education and experience which provides the required knowledge, skills or ability required

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- Basic principles, concepts and methodology of legal proceedings and legal research
- Administrative policies and procedures pertaining to city government
- LexisNexis legal research system
- Record keeping, report preparation, filing methods, and records management techniques

or be able to:

- Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction
- Prepare clear and concise reports, correspondence, and other written materials
- Communicate effectively with others, orally and in writing
- Use tact, discretion, initiative, and independent judgment within established guidelines
- Apply logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.
- Accurately proofread copy with accompanying knowledge of grammar, punctuation, and spelling
- Organize, process, and maintain information and documents in an orderly fashion

Physical Requirements

- Position requires the ability to operate computer keyboard and standard office equipment.
- Prolonged periods in a stationary position.
- Occasionally move about inside the office to access equipment.
- Consistently position self to maintain office equipment and documents.
- Physical strength to move and push object up to 25lbs.
- Ability to communicate information and ideas so others will understand.
- Ability to observe items at a close range.
- Ability to adjust focus at close and distant vision.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Senior Services Coordinator

Statement of Duties

Position is responsible for planning and organizing recreational programs for community members 50+. The position is also responsible for coordinating the day-to-day operations of a 50+ activity center. These duties will be performed in coordination with recreation department, community partners and City departments.

Supervision

Works under the general supervision of the Recreation Supervisor or designee. Generally, establishes own work plan and priorities to complete routine work assignments. New or unusual assignments may require additional instruction and supervisory review. Performs varied, responsible program and administrative duties, which require the frequent exercise of independent judgment and initiative. Must have a working knowledge of bookkeeping principles, purchasing methods, data processing techniques, and departmental operations with some guidance from supervisor.

Job Environment

Most work is performed under typical office conditions. Some work is performed outside, under varying weather conditions. May be required to attend board and committee meetings to take minutes and officially record actions taken. Occasional work outside of normal business hours, including evenings and weekends. Scheduled hours shift based on program season.

Operates a computer and general office equipment. Operates motorized equipment and vehicles.

Makes frequent contact with the general public, city employees, local officials, municipal building tenants, as well as officials of outside agencies. Contact is by telephone, in person, and correspondence and personal meetings.

Has access to department confidential information, such as bid proposals, reports and personal information regarding citizens and clients receiving service. Has access to litigation documents, and to confidential communication between the department, citizens, clients, employees, and other outside agencies.

Errors in the application of established departmental clerical procedures could result in monetary loss, reduced levels of service, confusion, and delay in the provision of services and could have legal and/or financial repercussions for the city.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Coordinates, implements, and sometimes leads various recreational, health and wellness activities and programs for the 50+ population.
- Maintains a welcoming, inclusive space and culture at the Senior Activity Center.
- Reviews current programs for effectiveness.
- Utilizes existing resources such as City Master Plans, age-friendly surveys, and industry standards to determine interests of senior adults and identify synergy with other community initiatives.
- Purchases and inventories program and facility related supplies.
- Identifies community resources and partnerships to maximize and compliment programming.
- Recruits, coordinates, and trains volunteers to provide new and existing programs and support services to the Senior Activity Center.
- Forge and maintain strong partnerships with other organizations to benefit the senior participants, senior program, and center.
- Monitors the operation of 50+ programs and activities within the confines of approved budgets.
- Oversees the scheduling, registrations, reservations, collection of participant fees, and maintains department records.
- Organizes and communicates program updates, information, and center news with other department staff for promotional materials and marketing.
- Drives recreation van for field trips.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- High school diploma or equivalent
- 3 to 5 years of public service and/or recreational program experience or an equivalent combination of education and experience which provides the required knowledge, skills or ability required

Special Requirements

- Possession of a valid motor vehicle operator's license

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- How to design and implement recreation programs
- Budget administration

or be able to:

- Communicate effectively with others, orally and in writing, especially adults 50+
- Create and maintain a welcoming space
- Speak to large groups
- Establish and maintain effective working relationships with customers, other personnel, superiors, subordinates, and other offices and agencies
- Manage multiple tasks in an organized manner

Physical Requirements

- Prolonged periods in a stationary position.
- Physical strength to move and push object up to 50lbs.
- Must be able to move safely over uneven terrain.
- Must be able to work in cold and hot environments.
- Ability to communicate information and ideas so others will understand.
- Ability to ability to adjust focus at close and distant vision.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Business Coordinator

Statement of Duties

Highly skilled, administrative, bookkeeping, and clerical work to support the activities of the Department. All other related work as required. Works to anticipate, meet and exceed customer service expectations in a positive and professional manner.

Supervision

Works under the general supervision of the department head or designee. Generally establishes own work plan and priorities to complete routine work assignments. New or unusual assignments may require additional instruction and supervisory review. Performs varied, responsible clerical and administrative duties, which require the frequent exercise of independent judgment and initiative. Must have a working knowledge of bookkeeping principles, purchasing methods, data processing techniques, and departmental operations with some guidance from supervisor.

Job Environment

Most work is performed under typical office conditions. May be required to attend board and committee meetings to take minutes and officially record actions taken.

Operates a computer and general office equipment.

Makes frequent contact with the general public, lawyers, city employees, local officials, municipal building tenants, as well as officials of outside agencies. Contact is by telephone, in person, and correspondence and personal meetings.

Has access to department confidential information, such as bid proposals, reports and personal information regarding citizens and clients receiving service. Has access to litigation documents, and to confidential communication between the department, citizens, clients, employees, and other outside agencies.

Errors in the application of established departmental clerical procedures could result in monetary loss, reduced levels of service, confusion, and delay in the provision of services and could have legal and/or financial repercussions for the city.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Answers and screens calls, visitors, and mail; respond to complex request for information.
- Responsible for scheduling all department facilities, coordinating related rental process and managing key/access distribution with internal and external users.
- Coordinates department facility contracts, leases, use group agreements, vendor contracts and related memos.
- Prepares correspondence, reports, minutes of committee meetings, grant applications as well as official correspondence from the Department Head and other professional staff.
- Various Boards and Committee functions: Organizes and schedules meetings, prepares agendas, attends meetings to take minutes.
- Prepares monthly and annual reports and provides routine analytical support of department finances and facility usage to department head and supervisors.
- Interprets and explains City department policies, rules and regulations in response to inquiries; refers inquiries as appropriate.
- Performs daily reconciliations of online and in-house transactions and processes all revenues through department software and city finance system.
- Responsible for monthly overdue account process which includes: sending out notices, working with customers to set up payment plans; communicating status of accounts to supervisors for further action.
- Coordinates integration of recreation software into City policies and procedures.
- Maintains customer recreation accounts, collects, and files confidential paperwork for supervisors regarding special customer needs, including requests for financial aid.

- Monitors utility service account balances: trouble shoots and takes corrective actions as required to resolve problems.
- Manages the procurement of materials, supplies and department inventory in accordance with City procedures; performs other similar or related work as required or as the situation dictates.
- Coordinates seasonal staff onboarding and offboarding of department related accounts and facility access.
- Serves as department liaison with Human Resource Department for coordination of staff and volunteer onboarding process and paperwork, including training records, certifications/licenses/memberships.
- Maintains department's physical and digital filing system including project and plan files; maintains reference file of correspondence, memoranda, personnel orders, and a variety of other materials.
- Assists with management of department website.
- Coordinates facility access control components with regular user groups and staff.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- High school diploma or equivalent
- 3 to 5 years of responsible clerical/bookkeeping experience required or an equivalent combination of education and experience which provides the required knowledge, skills or ability required

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- Municipal bookkeeping and budgetary functions
- Office practice and procedures
- Office terminology, procedures, and equipment
- Applicable office and financial software applications
- City government

or be able to:

- Communicate effectively with others, orally and in writing
- Manage multiple tasks in an organized manner
- Interact in a positive and effective manner with employees and the general public
- Use a personal computer and related office software
- Maintain detailed and accurate records
- Execute oral and written instructions in a precise manner

Physical Requirements

- Position requires the ability to operate computer keyboard and standard office equipment.
- Prolonged periods in a stationary position.
- Occasionally move about inside the office to access equipment.
- Consistently position self to maintain office equipment and documents.
- Physical strength to move and push object up to 25lbs.
- Ability to communicate information and ideas so others will understand.
- Ability to observe items at a close range.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Fire Inspector

Statement of Duties

Performs a variety of routine and complex technical work associated with the inspection and enforcement of all required and adopted laws, codes, guidelines, ordinances and standards. Assists in securing mitigation of fire and life safety related hazards by contacting and coordinating with other local, state, and/or federal agencies and/or resources. Serves as technical resource providing information related to local fire and life safety issues. Assists the Fire Marshal in the administration of the Prevention Division's prevention, education and community risk reduction programs. Performs all other related work as required.

Supervision

Work under the direct supervision of the Fire Marshal.

Job Environment

Some work is generally performed under typical office conditions. Some work is performed at inspection/construction sites, under varying weather conditions, and under conditions which may involve considerable personal danger, with exposure to fumes or toxic substances, noise, vibration, mechanical or electrical hazards, atmospheric conditions that affect the respiratory system, oils, and use of respirator. May be required to work outside normal business hours.

Operates a computer, tablet, and general office equipment. Also operates department vehicles, radios, and all related equipment. Operates hand and power tools as needed.

Makes regular contact with municipal employees in all departments, the public, builders, contractors, and homeowners. Contact is by telephone, in person and by correspondence and meetings.

Has access to confidential information, such as criminal investigations and records and lawsuits.

Errors in application of assigned duties could seriously endanger life and property, monetary loss, reduced levels of service, confusion, and delay in the provision of services and could have legal and/or financial repercussions for the city.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists with reviews of plans for construction to determine compliance with all required and adopted State, Local and National fire and life safety codes, and all State and Federal laws.

- Assists with review of all fire alarm and sprinkler system plans for compliance with adopted standards.
- Assists in the creation and management of pre-fire plan program; NFIRS program and shift inspection program.
- Assists with the planning and management of all fire prevention activities.
- Assist the Fire Marshal with policy review and development on matters pertaining to fire prevention, fire and life safety education, community risk reduction and code enforcement.
- Assists in developing and implementing city ordinances governing fire prevention.
- Testifies at legal proceedings regarding inspections, plan review, complaints, and fire investigations.
- Meets with various representatives and agencies of the community in an effort to educate them concerning matters of fire prevention, code enforcement, public education and community risk reduction practices.
- Assists Fire Marshal with periodic public service announcements.
- May serve on local and statewide committees.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- Associate degree or technical education/certifications in a related field
- Three years of experience in a related field or an equivalent combination of education and experience
- Experience in fire inspections and public education preferred

Special Requirements

- Possession of a valid motor vehicle operator's license
- Certified NH Inspector I or the ability to be certified within 1 year from date of hire

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- Fire and life safety codes including but not limited to: NFPA 101 Life Safety Code, NFPA 1 Fire Prevention Code, NFPA 72 Fire Alarm Code and NFPA 13 Automatic Sprinkler Code
- New Hampshire General Laws pertaining to the operation of fire departments
- The geography of the city
- State fire laws, city bylaws, building codes, hazardous materials and city water systems

or be able to:

- Maintain harmonious relationships with department members and other city employees
- Communicate effectively, orally and in writing with employees and the public
- Manage multiple tasks in an organized manner

Physical Requirements

- Prolonged periods in a stationary position.
- Physical strength to move and push object up to 50lbs.
- Exposure to fire, smoke, and dangerous chemicals and poisonous gases.
- Must be able to move safely over uneven terrain or in confined spaces.
- Occasionally ascends/descends a ladder.
- Must be able to work in cold and hot environments.
- Ability to communicate information and ideas so others will understand.
- Ability to observe items at a close range.
- Ability to adjust focus at close and distant vision.
- Use of hand and power tools.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Public Educator Administrative Assistant

Statement of Duties

Responsible for developing and implementing a strategy for fire and life safety education and community risk reduction. Work includes preparing and presenting fire prevention and fire safety education programs, initiating and maintaining partnerships and communications between the Fire Department and various schools, community groups, businesses, and associations. Develops presentations, brochures, other educational materials for public distribution. Develops and distributes educational awareness through social media platforms. Performs highly skilled, administrative, and clerical work to support the activities of the Fire Prevention Division. Assists members of the Prevention Division with reports, permits and inspection related tasks. Performs all other related work as required.

Supervision

Works under the direct supervision of the Fire Marshal. Employee is evaluated by the Fire Marshal and the Senior Executive Assistant.

Job Environment

Some work is generally performed under typical office conditions. Some work is performed at places of business and educational facilities. Some work is performed outside, under varying weather conditions. May be required to work outside normal business hours.

Operates a computer, tablet, and general office equipment. Also operates department vehicles, radios, and all related equipment.

Makes regular contact with municipal employees in all departments, the public, builders, contractors, and homeowners. Contact is by telephone, in person and by correspondence and meetings.

Has access to confidential information, such as criminal investigations and records and lawsuits.

Errors in application of assigned duties could seriously endanger life and property, monetary loss, reduced levels of service, confusion, and delay in the provision of services and could have legal and/or financial repercussions for the city.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Assists in the development and implementation strategies, education programs, and materials for community risk reduction, and fire and life safety programs.
- Presents education programs to the public, schools, community business partners, city and department personnel.
- Performs community outreach in conjunction with applicable city and state officials.
- Assists members of the Fire Prevention Division with reports, permits and **inspection related tasks**.
- Provides administrative support to the Senior Executive Assistant as requested.
- Receives complaints and responds appropriately, including taking initiative to see that problems in certain situations are resolved; makes appropriate referrals as necessary.
- Receives calls, takes messages, and schedules meetings and commitments for the Fire Prevention Division.
- Composes confidential reports, correspondence, memoranda, and notices.
- Maintains the Fire Prevention Division files and materials.
- Assists in the preparation of the divisions budget including the purchase of supplies and equipment.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- Associate degree in a related field or experience in training and education

Special Requirements

- Possession of a valid motor vehicle operator's license
- Certified Fire & Life Safety Educator within one (1) year from date of hire
- Certified Child Passenger Safety Technician within one (1) year from date of hire
- Certified CPR Instructor within two (2) years from date of hire
- Use of hand tools

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- Fire, life safety and community risk reduction concepts
- Training and education techniques

or be able to:

- Maintain harmonious relationships with department members and other city employees
- Communicate effectively, orally and in writing with employees and the public
- Use a computer/tablet and operate social media platforms
- Present materials to groups of various ages
- Manage multiple tasks in an organized manner

Physical Requirements

- Prolonged periods in a stationary position.
- Physical strength to move and push object up to 50lbs.
- **Exposure to fire, smoke, and dangerous chemicals and poisonous gases.**
- Must be able to move safely over uneven terrain.
- Must be able to work in cold and hot environments.
- Ability to communicate information and ideas so others will understand.
- Ability to observe items at a close range.
- Ability to adjust focus at close and distant vision.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Desktop Support Specialist

Statement of Duties

Provides primary customer service and frontline troubleshooting for all City departments' technology issues. Works under the supervision of the Deputy CIO, managing helpdesk tickets, resolving technical issues, escalating more complex issues to the next level of IT support when necessary, and providing a positive, professional interaction with City employees. Additionally, responsible for maintaining documentation related to helpdesk support and contributes to the development of knowledge base articles.

Supervision

Work is performed under the administrative and policy direction of the Deputy CIO. The incumbent is expected to solve problems independently when possible, knowing when to escalate issues appropriately. The Helpdesk Support Specialist has a key responsibility for ensuring an effective, user-friendly IT experience for all City staff.

Job Environment

Work is performed under typical office conditions. The position may require availability outside of normal business hours for critical system updates and issue resolution.

The incumbent's ability to perform work effectively significantly impacts the work performance of all City employees.

Access to sensitive data such as personnel records may be required to resolve specific issues.

Errors could result in delay or loss of service and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Handles incoming helpdesk tickets, email requests, and phone calls. Prioritizes and responds to requests in a timely manner.
- Provides first level contact and convey resolutions to user issues.
- Documents internal procedures, create and distributes helpful responses for common issues.

- Escalates unresolved issues to the next level of support personnel.
- Applies system updates, patches, and configuration changes as directed.
- Trains staff in the use of software and hardware systems.
- Works cooperatively with other IT staff to maintain overall system functionality.
- Participates in an on-call rotation for IT support.
- Other duties as assigned.

Recommended Minimum Qualifications

Education and Experience

- Associate degree in computer science or a closely related field
- 2 years of experience with computer networks, information systems, and desktop support services
- 2+ years of experience providing level 1 or above help desk support in IT operations or an equivalent combination of education and experience

Knowledge, Ability and Skill

A candidate for this position should have working knowledge of:

- Desktop operating systems, standard word processing, active directory, hardware and software deployment, and server products
- Helpdesk support systems
- Assisting customers via phone and live chat, email, social media and web form submissions

or be able to:

- Communicate effectively with others, orally and in writing
- Prioritize and execute tasks in a high-pressure environment
- Analyze and problem solve issues as they arise
- Interact in a professional and positive manner during difficult customer-service situations.

Physical Requirements

- Position requires the ability to operate computer keyboard and standard office equipment.
- Prolonged periods in a stationary position.
- Occasionally move about inside the office to access equipment

- Consistently position self to maintain office equipment and documents.
- Physical strength to move and push object up to 25lbs.
- Ability to communicate information and ideas so others will understand.
- Ability to observe items at a close range.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

FINANCE COMMITTEE

Monthly Financial Summary Report

Agenda Item Name: Monthly Financial Statements Summary – as of July 31, 2023

For the full detail report, click here: [July 31 2023 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Issue Summary Statement

Below are the revenues & expense highlights through July 31, 2023, which represents approximately 8% completion of FY24.

<u>GENERAL FUND NON PROPERTY TAX REVENUES</u>				
	FY24 ADOPTED	RECEIVED	PERCENT	NOTES
Motor Vehicle Registrations	\$5,500,000	\$417,580	8%	
Wastemangement Host Fees	\$4,600,000	\$1,106,905	24%	City-\$3,722,000 School-\$878,000
Building Permits	\$550,000	\$21,569	4%	
Interest Income	\$750,000	\$0	0%	July Pending
Interest on Delinquent Taxes	\$360,000	\$7,962	2%	
State of NH Rooms & Meals	\$2,867,759	\$0	0%	Payment December-23
Highway Block Grant	\$635,000	\$0	0%	Quarterly cycles
Cablevision Franchise Fees	\$235,000	\$0	0%	Quarterly cycles
Recreation Programs	\$122,400	\$3,201	3%	
<u>ENTERPRISE FUNDS REVENUES</u>				
Water	\$7,544,084	599264	8%	
Sewer	\$11,744,213	473022	4%	
<u>SPECIAL REVENUE FUNDS REVENUES</u>				
Arena	\$413,290	\$2,349	1%	
Community Center	\$894,759	\$151,986	17%	

	FY24 ADOPTED	EXPENDED	ENCUMBERED	PERCENT
GENERAL FUND EXPENSES	\$51,704,514	\$8,356,159	\$2,894,119	22%
OVERTIME & WINTER MAINTENANCE				
Police	\$111,546	\$16,762		15.03%
Dispatch	\$44,000	\$10,289		23.38%
Fire	\$240,000	\$57,615		24.01%
Public Works Winter Maintenance	\$541,218	\$4,426	\$5,131	2%
ENTERPRISE FUNDS EXPENSES				
Water	\$7,544,084	\$800,062	\$111,976	12%
Sewer	\$11,744,213	\$2,416,164	\$160,094	22%
SPECIAL REVENUE FUNDS EXPENSES				
Arena	\$413,290	\$14,572	\$77,840	22%
Community Center	\$894,759	\$40,729	\$37,635	9%