

CITY OF ROCHESTER
NOTICE of PUBLIC MEETING:
FINANCE COMMITTEE

Meeting Information

Date: February 18, 2020
Time: 6:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Agenda

1. Call to Order

2. Public Input

3. New Business
 - 3.1 Waiver of Special Plates Fee (Purple Heart recipients) Pg.1
 - 3.2 Police Department-Use of FY20 O&M Projected Surplus-DC Boudreau. Pg. 2
 - 3.3 Assessing Department-Assessing Software-discussion-J. Rice. Pg. 3
 - 3.4 Economic Development-Downtown Revitalization Funds-discussion-M. Scala. Pg 7

4. Reports from Finance & Administration
 - 4.1 Monthly Financial Report Summaries January 31, 2020
 - 4.1 (a) January 31, 2020 Revenues-Pg. 9
 - 4.1 (b) January 31, 2020 Expenses-Pg. 11
 - 4.2 EDA Project General Fund Unassigned Fund Balance Request. Pg 14

5. Other

6. Adjournment

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Waiver of Special Plates Fee

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

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

Meeting Date Requested: 2/18/2020

Issue Summary Statement: A resident has requested that the City waive the municipal portion of the motor vehicle registration fee for those who were awarded the Purple Heart medal. This waiver as requested would have a minimal impact on motor vehicle registration revenues. Implementation would require authorization from City Council to waive the fee for veterans that qualify for Special Plates under RSA 261:86.

Recommended Action: Discussion

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Police Detective Workstations

Date Submitted: February 5, 2020

Name of Person Submitting Item: Deputy Chief Gary Boudreau

E-mail Address: gary.boudreau@rochesternh.net

Meeting Date Requested: February 18th Finance Committee

Issue Summary Statement: In 2004 the Police Department moved into the current building and at the time there were no funds available to furnish different offices throughout the building. The former Cabletron donated their used office furniture which furnished the majority of the building including the detective division. Over the years much of the used office furniture has been replaced with exception of the workstations in the detective division due to the costs. Currently most of the desks are being held up by pieces of wood and during past joint loss committee reviews of the building have been critical of trip hazards with exposed data and power cables. We have entered a CIP project in FY21 for \$50,000 to replace the workstations and new carpeting throughout the office.

Recommended Action: Allow the department to use anticipated surplus in our salary and benefits lines to cover the cost of the project. We will complete the project by the end of FY20 and the CIP request for FY21 can be excluded from next year's budget.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: “New” Assessing CAMA Software

Date Submitted: February 5, 2020

Name of Person Submitting Item: Jonathan Rice, Chief Assessor

E-mail Address: jonathan.rice@rochesternh.net

Meeting Date Requested: February 18, 2020

Issue Summary Statement: Twelve months ago, February 2019, the Assessing Department executed an agreement with Patriot Properties to upgrade the City’s CAMA software from AssessPro Classic to AssessPro 5 (“AP5”). As of today, Patriot Properties has yet to fulfill its contractual obligation to deliver a fully functioning CAMA software. In fact, the AP5 software is inundated with significant errors and issues that are interruptive to City business and highly inefficient. Specific AP5 issues will be identified and discussed at the Finance Committee meeting on February 18, 2020.

Recommended Action: Supplemental appropriation in the amount of \$100,000 to complete an assessing software conversion to a fully functioning CAMA system.



City of Rochester, New Hampshire
ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867
(603) 332-5109 Assessor@rochesternh.net
www.rochesternh.net

MEMO

Date: February 6, 2020
To: Rochester City Council
cc: City Manager, Finance Director, City Assessor
From: Marybeth Walker, CNHA & Gabrielle Nadeau
Rochester Board of Assessors

Subject: New Assessing Software: Funding

The purpose of this memo is to let the Rochester City Council know that as members of the Board of Assessors we support the efforts of management and the Assessing Department to secure new assessing software as soon as possible. Last year the assessing department updated the assessing software with a promise of multiple “upgrades” from the vendor. The new version of the assessing software has not been successful.

The Board of Assessors met on January 30, 2020. A couple of important items on the agenda were the revaluation process and the conversion from the “classic” version of the Patriot software system to the updated version provided by the same company. We discussed these two issues as well as how they affected each other.

All of the members of the assessing team were available to meet with us and share their experiences. Each member had information to share in regards to the conversion process. We discussed the parts that were successful, after much effort, and the difficulties that still remain.

The assessing team was able to successfully complete the 2019 revaluation. The objective was to produce assessed values that are more in line with market value. There were many difficulties in the process. Our understanding is that after working diligently with the software’s technical team to try to resolve the issues there are many issues that still remain. There are no “fixes” to make the system function well.

For those of you that are not familiar with the Board of Assessors and our background I would like to share that both of us have extensive experience working in the assessing and appraisal field. This experience enables us to be able to form informed opinions as well as give advice in this field.

I am sure that the City Assessor will share with you in more detail the issues surrounding the assessing software. In our opinion the issues that remain will hinder if not prevent the assessing department from being able to complete the daily assessing functions in a timely manner and with confidence in the assessing software’s functionality.

The updated software, despite all of the promises made, is actually a step backward; not forward. Some of the most disconcerting issues are: 1. The report function does not work, simple excel sheets are not able to be obtained from the software. 2. The exemption and credit function has now been compromised in such a fashion that they do not correctly bridge over to the billing system. The correction for this is to hand enter the exemption and credit values. 3. The software system no longer integrates with the online GIS system to its full capacity. Photos and other important information do not bridge over and there is no solution for this problem. 4. The permitting system that was specially purchased to make things easier for **all departments** no longer communicates/bridges information so they no longer "talk" to each other. This prevents the Viewpermit system from being updated with current ownership and other important data and makes it necessary for the newly issued permits to be hand entered into the assessing system.

These are only a few of the issues that indicate new assessing software is necessary. We believe by switching to a different system which integrates well with the online AxisGis system, Viewpermit and Munis tax billing and has the ability to produce reports is essential. It needs to operate in a manner that the Chief Assessor and his team can be confident that it is functioning correctly.

The cost of a changing to a new assessing system that easily integrates with the other systems in the City will be gained back by the time savings in all related departments. The time freed up will enable the assessing office and other departments to complete their work in a timely manner. The tax bills will be able to go out on time and property owners will be able to access their property information with ease. One of the most important factors in an assessing office is transparency and public relations.

There are many choices in assessing software. We would encourage the assessing department to choose a proven software system that functions well in a city of this size and is an upgrade in functionality in comparison to the current system. The company chosen to implement the software should have good customer service and be responsive to customer complaints. The assessing software should have the ability to produce transparent assessed values for the complex properties in our City. The new software system and the current billing system should communicate seamlessly so all tax bills have the correct information and values.

During the meeting the City Assessor mentioned that they were looking into Vision Appraisal Software Version 8. After asking multiple questions and taking into my own experience with the Vision Software we as a Board would recommend that the Vision Appraisal software be taken into consideration. There are key staff members that are already familiar with the software, they have excellent customer service and they work with the assessing staff and community to make sure the software integrates with the other systems in the community.

We would like to recognize and thank both the assessing and finance department employees for their dedication and hard work through these software struggles. If it were not for their perseverance in trying to resolve the issues involved the new values would not have been established and tax bills would not have been sent out.

It is important that the assessing office has the correct tools to provide quality customer service as well as fair and equitable values. We would ask that you support the assessing department in this endeavor.

Feel free to reach out to the Board of Assessors if you have any questions or concerns.


Marybeth J. Walker
Gabrielle M. Hodeau



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

31 Wakefield St • Rochester, NH 03867

www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Jonathan Rice, Chief Assessor

FROM: Sonja Gonzalez, Chief Information Officer

DATE: February 10, 2020

SUBJECT: Assessing Database

CC:

As discussed on February 6, I support your conclusion to pursue funding for a replacement CAMA software. Having worked with Patriot Properties through many remote connections and getting to know their development, deployment and support practices, I believe the City would be better served by establishing a relationship with another vendor who could meet our assessing needs better while maintaining a security and deployment best practices. The following are specific areas of concern that I have had while working with them.

- Excessive remote connections needed after production cutover.
- Request for insecure methodologies for data transfer.
- “Messy” support practices that froze the database several times, including leaving verbose logging on after troubleshooting had completed and filling the data drive with several unneeded copies of the database.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Downtown Revitalization Fund changes

Date Submitted: February 7, 2020

Name of Person Submitting Item: Mike Scala, Economic Development

E-mail Address: Michael.scala@rochesternh.net

Meeting Date Requested: February 18, 2020

Issue Summary Statement: \$300,000 in funding was approved for downtown revitalization fund. \$33,600 was used for cleanup and the Scenic and Salinger Block which leaves \$266,400 currently in the fund. Funds were also expected to be used to repair the roof of the Scenic. Staff recommends the use of the balance go towards demo expenses versus repairing the roof as originally requested. The reuse of funds will assist with negotiations between the city and the developer.

Recommended Action: Recommendation to City Council to approve the above changes to the use of the downtown revitalization fund.

FINANCE COMMITTEE

Agenda Item

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

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

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: February 18, 2020

Issue Summary Statement

The January 31, 2020 financial summary reports are attached. There are no budgetary concerns at this point. However, we will continue to monitor budget performance and advise of any concerns.

FOR 2020 07

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
1000 GENERAL FUND						
11011 ECONOMIC DEVELOPMENT REVENUE	0	1,000	1,000	1,150.00	-150.00	115.0%
11031 CITY CLERK REVENUE	105,920	0	105,920	60,274.41	45,645.59	56.9%
11051 ASSESSORS REVENUES	0	0	0	196.00	-196.00	100.0%
11061 BUSINESS OFFICE REVENUE	350,000	0	350,000	361,054.55	-11,054.55	103.2%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	32,271,384	531,787	32,803,171	32,408,341.58	394,829.42	98.8%
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	3,354,599.59	6,248,656.49	34.9%
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	23,283.69	-7,033.69	143.3%
11201 REV LEGAL OFFICE	50,000	0	50,000	29,456.55	20,543.45	58.9%
12011 POLICE CITY REVENUE	325,400	0	325,400	211,201.36	114,198.64	64.9%
12021 FIRE CITY REVENUE	25,500	0	25,500	22,991.23	2,508.77	90.2%
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	321,451.30	72,723.70	81.6%
13011 PUBLIC WORKS REVENUE	33,700	0	33,700	23,260.39	10,439.61	69.0%
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	5,131.24	-2,631.24	205.2%
14021 RECREATION REVENUE	120,000	0	120,000	105,386.59	14,613.41	87.8%
14031 LIBRARY REVENUE	14,200	0	14,200	6,223.37	7,976.63	43.8%
TOTAL GENERAL FUND	40,076,174	6,087,240	46,163,414	39,712,075.89	6,451,338.19	86.0%
5001 WATER ENTERPRISE FUND						
510001 WATER WORKS REVENUE	6,607,310	0	6,607,310	1,828,874.96	4,778,435.04	27.7%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	1,828,874.96	4,778,435.04	27.7%
5002 SEWER ENTERPRISE FUND						
520001 SEWER WORKS REVENUE	8,017,640	0	8,017,640	2,116,764.70	5,900,875.30	26.4%
520002 SEWER WORKS REVENUE	411,989	0	411,989	61,613.00	350,376.00	15.0%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	2,178,377.70	6,251,251.30	25.8%

FOR 2020 07

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
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5003 ARENA ENTERPRISE FUND						
530001 ARENA REVENUE	402,865	0	402,865	240,356.33	162,508.67	59.7%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	240,356.33	162,508.67	59.7%
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6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	861,466	0	861,466	514,663.06	346,802.94	59.7%
TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	514,663.06	346,802.94	59.7%
GRAND TOTAL	56,377,444	6,087,240	62,464,684	44,474,347.94	17,990,336.14	71.2%

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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	265,332.93	30,062.07	175,499.00	62.7%
11012351 ECONOMIC DEVELOPMENT	510,030	1,000	511,030	320,514.84	16,288.77	174,226.39	65.9%
11020050 IT SERVICES	797,462	6,200	803,662	458,582.94	54,617.12	290,461.94	63.9%
11030051 CITY CLERK	334,803	0	334,803	194,917.45	40,587.06	99,298.49	70.3%
11040050 ELECTIONS	54,479	0	54,479	25,665.93	4,126.28	24,686.79	54.7%
11050070 ASSESSORS	569,498	0	569,498	334,642.22	6,871.46	227,984.32	60.0%
11060051 BUSINESS OFFICE	543,461	0	543,461	325,281.83	3,076.21	215,102.96	60.4%
11063151 HUMAN RESOURCES	213,071	10,000	223,071	134,395.92	18,068.32	70,606.76	68.3%
11070070 TAX COLLECTOR	382,295	0	382,295	229,666.07	3,562.49	149,066.44	61.0%
11080050 GENERAL OVERHEAD	1,021,733	-133,533	888,200	390,494.70	78,646.89	419,058.41	52.8%
11090050 PB CITY WIDE 50	668,503	11,639	680,142	387,771.19	51,024.68	241,346.13	64.5%
11090051 PB CITY HALL 51	66,066	0	66,066	38,518.27	18,264.10	9,283.63	85.9%
11090052 PB OPERA HOUSE 52	48,551	0	48,551	24,848.84	17,475.12	6,227.04	87.2%
11090054 PB CENTRAL FIRE 54	10,979	0	10,979	7,647.34	2,436.49	895.17	91.8%
11090055 PB GONIC FIRE 55	10,594	0	10,594	5,391.27	2,634.75	2,567.98	75.8%
11090056 PB LIBRARY 56	18,893	0	18,893	12,838.50	4,625.51	1,428.99	92.4%
11090057 PB DPW GARAGE 57	11,874	0	11,874	7,594.72	3,072.25	1,207.03	89.8%
11090059 PB ER FIRE STATION 59	775	0	775	141.22	183.78	450.00	41.9%
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	4,093.78	326.22	7,740.00	36.3%
11090069 PB DOWNTOWN 69	17,000	0	17,000	6,246.12	.00	10,753.88	36.7%
11090070 PB REVENUE BUILDING 70	22,331	0	22,331	12,217.54	9,406.67	706.79	96.8%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	.00	1,073.78	1,926.22	35.8%
11090075 PB NEW POLICE STATION	24,252	0	24,252	12,724.46	6,004.81	5,522.73	77.2%
11090077 PB ANNEX	4,260	0	4,260	1,287.59	1,522.15	1,450.26	66.0%
11102051 PLANNING	433,139	0	433,139	251,761.69	4,698.37	176,678.94	59.2%
11200051 LEGAL OFFICE	597,718	0	597,718	314,039.08	5,879.31	277,799.61	53.5%
12010053 PD ADMINISTRATIVE SERVICES	1,976,055	0	1,976,055	1,255,161.51	77,314.51	643,578.98	67.4%
12012453 PD PATROL SERVICES	4,951,564	0	4,951,564	2,833,315.82	.00	2,118,248.18	57.2%
12012553 PD SUPPORT SERVICES	425,815	0	425,815	232,423.88	.00	193,391.12	54.6%
12020054 FIRE DEPARTMENT	4,669,781	0	4,669,781	2,970,839.16	49,417.26	1,649,524.58	64.7%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,735	0	28,735	13,484.16	6,877.21	8,373.63	70.9%
12020754 CALL FIRE	31,373	0	31,373	6,799.01	1,627.67	22,946.32	26.9%
12023354 EMERGENCY MANAGEMENT	41,812	0	41,812	2,072.97	50.00	39,689.03	5.1%
12030153 DISPATCH CENTER	882,328	0	882,328	488,594.75	6,485.53	387,247.72	56.1%
12040051 CODE ENFORCEMENT	606,553	0	606,553	332,058.44	14,234.78	260,259.78	57.1%
12050050 AMBULANCE	61,832	0	61,832	30,916.04	30,916.05	-.09	100.0%

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	1,308,742.55	441,325.11	633,435.34	73.4%
13010957 WINTER MAINTENANCE	518,492	0	518,492	309,017.88	93,496.00	115,978.12	77.6%
13020050 CITY LIGHTS	218,000	0	218,000	90,816.98	95,908.02	31,275.00	85.7%
14010051 WELFARE	469,070	0	469,070	273,353.03	14,546.90	181,170.07	61.4%
14022072 RECREATION ADMINISTRATION	650,242	-800	649,442	402,930.59	8,918.67	237,592.74	63.4%
14022150 RECREATION PLAYGROUNDS/CAM	98,951	0	98,951	84,767.32	853.50	13,330.18	86.5%
14022250 RECREATION POOLS	83,588	800	84,388	65,345.38	5,007.25	14,035.37	83.4%
14030056 LIBRARY	1,299,148	23,410	1,322,558	800,812.11	39,320.94	482,424.95	63.5%
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	1,937,256.57	.00	2,222,078.43	46.6%
17030050 OVERLAY	92,000	455,495	547,495	14,564.58	.00	532,930.42	2.7%
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	32,505,067.73	1,271,515.06	12,386,831.29	73.2%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,294,828	0	5,294,828	2,139,921.60	38,537.70	3,116,368.70	41.1%
51601073 WATER TREATMENT PLANT	1,250,396	0	1,250,396	655,949.31	79,175.24	515,271.45	58.8%
51601570 WATER REVENUE OFFICE	62,086	0	62,086	39,625.40	42.50	22,418.10	63.9%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	2,835,496.31	117,755.44	3,654,058.25	44.7%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,513,071	0	4,513,071	2,866,227.05	25,406.79	1,621,437.16	64.1%
52602074 SEWER TREATMENT PLANT	3,855,328	0	3,855,328	947,438.42	378,008.60	2,529,880.98	34.4%
52602470 SEWER REVENUE OFFICE	61,230	0	61,230	39,467.91	42.50	21,719.59	64.5%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	3,853,133.38	403,457.89	4,173,037.73	50.5%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	402,865	0	402,865	257,671.36	33,097.60	112,096.04	72.2%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	257,671.36	33,097.60	112,096.04	72.2%
6000 COMMUNITY CENTER SP REV FUND							

02/12/2020 08:26
mark.sullivan

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	430,500.55	135,244.33	295,721.12	65.7%
	TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	430,500.55	135,244.33	295,721.12	65.7%
	GRAND TOTAL	56,377,444	6,087,240	62,464,684	39,881,869.33	1,961,070.32	20,621,744.43	67.0%

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

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Use of G/F Unassigned F/B – EDA Salmon Falls Rd Project

Date Submitted: 02/13/2020

Name of Person Submitting Item: Roland Connors-Deputy Finance Director

E-mail Address: roland.connors@rochesternh.net

Meeting Date Requested: 02/18/2020

Issue Summary Statement:

At the November 12, 2019 Finance Committee meeting, members were presented with a recommendation to change the funding source of various previously appropriated projects from borrowing (bond) to General Fund unassigned fund balance. The original list of \$4.3MM included the EDA Salmon Falls Road reconstruction projects. Further analysis was needed in order to determine the changes that were necessary in order to fully fund the project. Therefore, the EDA Salmon Falls Road projects were removed from the list prior to the presentation to the City Council for action.

The EDA Salmon Falls Road project has since been analyzed by the Finance and DPW departments and a change of funding sources action is required in order to close out the project.

Recommended Action:

Council action to change the funding sources and to fund the remaining portion of the project from General Fund unassigned fund balance. The estimate General Fund unassigned fund balance need is \$34,000. A detailed resolution and reconciliation will be provided to full Council for the funding changes and use of General Fund unassigned fund balance.