

**NOTICE of PUBLIC MEETING:
FINANCE COMMITTEE**

Meeting Information

Date: October 11, 2016
Time: 7:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Agenda

1. Call to Order
2. Public Input
3. Unfinished Business - none
4. New Business
 - 4.1 E-Ticket Grant (p.2)
 - 4.2 OARI Grant (p.8)
 - 4.3 COPS Grant (p.14)
 - 4.4 Fairgrounds Police & Fire Detail Service Fees (p.21)
 - 4.5 November Finance Committee Meeting Date (p.23)
5. Finance Director's Report (p.24)
6. Monthly Financial Statements (p.26)
7. Other
8. Non-Public - none
9. Adjournment

Posted by: _____ Date: _____
Locations Posted: (1) _____ (2) _____

FINANCE COMMITTEE AGENDA ITEM 4.1

*C-mailed Kelly
10/5/16*



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 E-Ticket Equipment Grant

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>
--

FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
--

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--

FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--

AGENDA DATE	Next October 2016 meeting
DEPT. HEAD SIGNATURE	<i>[Signature]</i>
DATE SUBMITTED	10/4/16
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED 3

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	Fund 6121 Proj. 175XX
AMOUNT	\$9,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking acceptance from the Council to accept the E-Ticket Equipment Grant in the amount of \$9,000.00 These funds will be dedicated to the purchase of 10 printers, bar code scanners and the USB GPS receivers to be placed in assigned cruisers. There is a 20% in kind match. The total project amount is \$11,250.00. We will receive reimbursement up to \$9,000.00. The 20% in kind match is what the department will have to contribute to this project in order to receive the full reimbursement award amount of \$9,000.00. This in kind contribution will be accomplished through training and installation of the equipment. There is no cash match to this grant. See breakdown below.

Total hard cash award amount	\$ 9,000.00
In kind match amount	+\$ 2,250.00
Total project award amount	\$11,250.00

Council approved original application for 5 units, NH Highway Safety has offered us 10 units.

RECOMMENDED ACTION

Accept the grant funds.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena
 CIP Water CIP Sewer CIP Arena CIP
 Special Revenue

Fund Type: Lapsing Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61212010	573900	175XX	-	\$9000.00	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6121003	573900	175XX	-	\$9,000.00	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From
 To

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced

Funds will be returned

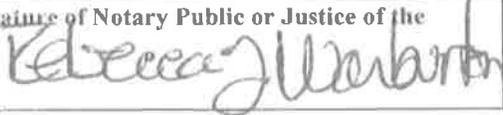
OFFICE OF HIGHWAY SAFETY GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

Project Title: Rochester E-Ticket Equipment

Project #: 310-17A-029

1. Identification and Definitions.

1.1. State Agency Name New Hampshire Department of Safety Office of Highway Safety		1.2. State Agency Address 33 Hazen Drive, Room 109A Concord, NH 03305	
1.3. Subrecipient Name Rochester Police Department		1.4. Subrecipient Address 23 Wakefield Street Rochester, NH 03867	
Chief's Email Address: michael.allen@rochesternh.net		Grant Contact Email: Paul.toussaint@rochesternh.net	
1.4.1 Subrecipient Type (State Govt, City/Town Govt, County Govt, College/University, Other (Specify) City		1.4.2 DUNS 073960874	
1.5. Subrecipient Phone # 330-7131	1.6. Effective Date 10/01/16	1.7. Completion Date 09/30/17	1.8. Grant Limitation \$9,000.00
1.9. Grant Officer for State Agency LuAnn Speikers		1.10. State Agency Telephone Number 271-2197	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1 		1.12. Name & Title of Subrecipient Signor 1 Michael J. Allen Chief of Police	
Subrecipient Signature 2 		Name & Title of Subrecipient Signor 2 DANIEL W. FITZPATRICK CITY MANAGER	
Subrecipient Signature 3		Name & Title of Subrecipient Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of <u>Stratford</u> , on <u>9/21/16</u> before the undersigned officer, personally appeared the person(s) identified in block 1.12., known to me (or satisfactorily proven) to be the person(s) whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) 		1.13.2 Name & Title of Notary Public or Justice of the Peace Rebecca J. Warburton Notary Public	
1.14. State Agency Signature(s) 		1.15. Name & Title of State Agency Signor(s) John J. Barthelmes, Commissioner NH Department of Safety Date: <u>9-29-16</u>	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By:		Assistant Attorney General, On: / /	
1.17. Approval by Governor and Council (if applicable)			
By:		On: / /	

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:55-63, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project")

EXHIBIT A

Scope of Services

1. The Office of Highway Safety (hereinafter referred to as The State) is awarding the Rochester Police Department (hereinafter referred to as the Subrecipient) \$9,000.00 for E-Ticket Equipment, as further described in the Subrecipient's application, which is hereby incorporated by reference and made a part of this Grant Agreement.

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expenses					
c. Equipment	\$9,000.00	\$9,000.00			
d. Indirect Costs & Audit					
e. Contractual Services					
f. Travel					
Total Approved Costs (Include Non-Federal Share)	\$9,000.00	\$9,000.00			

2. It is agreed that quarterly reports will be made to the Office of Highway Safety for the duration of the contract summarizing the progress being made in implementing the project and identifying any problems being encountered. A final report will be made upon completion of the project. Reports will be submitted within 20 days of the project termination date.
3. All publications, public information or publicity released in conjunction with this project shall state that "this project is being supported in part through a grant from the Office of Highway Safety with Federal funds provided by the National Highway Traffic Safety Administration, US Department of Transportation", or words to that effect.

EXHIBIT B

Grant Amount and Method of Payment

1. GRANT AMOUNT

FEDERAL BUDGET AND PERSONNEL DATA	
a. Personnel Services Salary	
b. Current Expenses	
c. Equipment	\$9,000.00
d. Indirect Costs and Audit Expense	
e. Contractual Services	
f. Travel Expenses	
Total	\$9,000.00

Project Cost is 80% Federal Funds, 20% Applicant Share
Awarding Agency: Office of Highway Safety (OHS)
Project Title & Number: Rochester E-Ticket Equipment #310-17A-029
PSP & Task #: 17-04 M3DA 13
Award Title & #: Highway Safety Grant # 405c Funds
Catalog of Federal Domestic Assistance (CFDA) Number: 20.616
In Kind Match: \$2,250.00

2. PAYMENT SCHEDULE

- a. The Subrecipient agrees that the total payment by the State under this grant agreement shall be up to \$9,000.00.
- b. At least quarterly, the Subrecipient shall submit the Reimbursement form (HS-20) and activity reports (HS-200) to the State, along with supporting documentation and proof of payment, i.e., copies of purchase orders, vendor invoices, and/or cancelled checks. Each Reimbursement form must be accompanied by match documentation. The Subrecipient shall submit proper match documentation by submitting a completed Match Tracking for



FINANCE COMMITTEE AGENDA ITEM 4.2

10/15/16
Rally

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 2017 Law Enforcement Opioid Abuse Reduction Initiative (OARI) Grant

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

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--

FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--

AGENDA DATE	Next available meeting	
DEPT. HEAD SIGNATURE	<i>[Signature]</i>	
DATE SUBMITTED		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	State
ACCOUNT NUMBER	Fund TBD
AMOUNT	Estimate \$20,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council to allow us to accept funding from the OARI grant.

SUMMARY STATEMENT

Seeking permission from council to accept funding for the 2017 Law enforcement Opioid Abuse Reduction Initiative (OARI) grant. Strafford County has received \$83,000.00 through a State grant for the purpose of drug investigations throughout the County. We are seeking permission to utilize portions of this grant funding to complete drug investigations in conjunction with the County Task Force as well as Federal Agencies within the City of Rochester. At this point we are estimating our share to be approximately \$20,000.00.

RECOMMENDED ACTION

Accept OARI grant estimated funding in the amount of \$20,000.00.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena
 CIP Water CIP Sewer CIP Arena CIP
 Special Revenue

Fund Type: Lapsing Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	-	\$20,000.00 Estimate -	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	-	\$20,000.00 Estimate -	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From
 To

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced

Funds will be returned

Memorandum of Agreement (MOA)

The State of New Hampshire, Department of Safety (herein referred to as the “State”), the City of Rochester Police Department (herein referred to as the “Municipality”), and the Strafford County Sheriff’s Office (herein referred to as the “County”) agree to administer funding of the 2017 Law Enforcement Opioid Abuse Reduction Initiative (OARI) as authorized under RSA 21-P:66 and Saf-C 2900 in the manner detailed within this Memorandum of Agreement.

The “County”, as the grant award recipient, is responsible for the overall direction and assignment of all 2017 Law Enforcement Opioid Abuse Reduction Initiative (OARI) grant funded activities. Some of these activities may be assigned to the “Municipality”. When the “Municipality” is assigned grant funded activities, the “Municipality” is eligible for reimbursement directly from the “State”, pending the submission of appropriate documentation, approval from the “County”, and in accordance with the grant award requirements. This agreement may be modified by written mutual agreement of the parties. This agreement shall remain in effect until the grant period has expired.

The “County” is responsible for:

- Coordination of activities as specified in RSA 21-P:66 and Saf-C 2900 and outlined in the application and grant award documentation;
- Reviewing and approving all reimbursement requests submitted by the “Municipality”;
- Submitting “Municipality” reimbursement requests to the “State”;
- Any costs related to activities that are not previously approved by the “State” or that exceed any previously approved amount.

The “Municipality” is responsible for:

- Participating in specified “County” assigned activities as per the final grant agreement;
- Documenting specified “County” assigned activities in accordance with the grant agreement using the attached Overtime form and appropriate back-up as specified in the Grant application and Saf-C 2908.01 on form DSAD 69;
- Submitting reimbursement requests supported by documentation to the “County”;
- Any costs related to activities that are not previously approved by the “County”, that exceed any previously approved amount, or that are deemed ineligible per the grant agreement.

The “State” is responsible for:

- Reimbursing the “Municipality” for “County” approved grant related activities that are supported by proper documentation and approved by the “County”;
- Ensuring that submitted reimbursements have been approved by the “County”;
- Providing notification to the “County” and “Municipality” of any documentation deficiencies and the steps necessary to resolve the issue.

Nothing in this agreement guarantees payment of any amounts to the “County” or “Municipality” or alters or changes the grant agreement with the “County”. Costs for the entire activity may not exceed the maximum award to the “County”.

The undersigned, on behalf of the State of New Hampshire, Department of Safety (the “State”), the City of Rochester Police Department (the “Municipality”), and the Strafford County Sheriff’s Office (the “County”) agree to administer funding of the 2017 Law Enforcement Opioid Abuse Reduction Initiative (OARI) as authorized under RSA 21-P:66 and Saf-C 2900 in the manner detailed within this Memorandum of Agreement.

City of Rochester Police Department

Michael Allen
Chief of Police

Date

Strafford County Sheriff’s Office

David Dubois
Strafford County Sheriff

Date

New Hampshire Division of State Police

Robert Quinn
Acting Colonel

Date

New Hampshire Department of Safety

Steven R. Lavoie
Director of Administration

Date

EXHIBIT B
GRANT AMOUNT AND METHOD OF PAYMENT

1. Grant Amount: \$83,762.00

2. Payment Schedule
 - a. "The Grantee" agrees that the total payment by "the State" under this grant agreement shall be up to \$83,762.00.

 - b. "The State" shall reimburse up to \$83,762.00 to "the Grantee" upon "the State" receiving appropriate documentation of expended funds (i.e; copies of payroll documentation and proof of payment) submitted with form DSAD 69.

 - c. "The Grantee" is responsible for the overall direction and assignment of all 2017 Law Enforcement Opioid Abuse Reduction Initiative (OARI) grant funded activities. When "the Municipality" is assigned grant funded activities by "the Grantee", "the State" will reimburse "the Municipality" directly upon receiving appropriate documentation of expended funds and approval from "the Grantee". Payments made directly to "the Municipality" will be considered payments made to "the Grantee" for the purposes of this grant agreement.



FINANCE COMMITTEE ITEM 4.3

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
COPS Hiring Program (CHP) Grant

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE	Next October 2016 meeting	
DEPT. HEAD SIGNATURE	<i>[Signature]</i>	
DATE SUBMITTED	10/6/16	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal
ACCOUNT NUMBER	Fund TBD
AMOUNT	\$349,855.86
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

The Police Department is seeking approval to accept the FY2016 COPS Hiring Program (CHP) Grant. The grant will reimburse up to \$125,000.00 over a 3 year period. These funds will be dedicated to the salary and benefits for the Elementary School Resource Officer. The grant requires us to retain the officer for an additional year which will cost \$90,367.91. The total cost to the City over 4 years will be \$224,855.86. See breakdown below.

Year 1
\$84,533.36 (Salary + Benefits) \$41,666.67 (Grant Portion) \$42,866.69 (City Portion)

Year 2
\$86,507.33 (Salary + Benefits) \$41,666.67 (Grant Portion) \$44,840.66 (City portion)

Year 3
\$88,447.26 (Salary + Benefits) \$41,666.66 Grant Portion) \$46,780.60 (City Portion)

Year 4
\$90,367.91 Total City Cost

Total Cost for 1 Officer over the 4 year period \$349,855.86.
Grant Reimbursement \$125,000.00
City Cost \$224,855.86

The attached award letter from the COPS Office indicates that the local cash match over the three year award period will be \$141,056. This number was based upon estimated salary figures during the application process which were higher than actual salary numbers. The actual cost to the city over the three year period will be \$134,487.95. The maximum grant award of \$125,000 does not change.

The earliest we could expect to hire someone to fill this position would be January. This is half way through this fiscal year. The impact to the FY17 budget would have to be adjusted accordingly.

\$42,266.88 (Salary + Benefits) \$20,833.34 (Grant Portion) \$21,433.35 (City Portion)

RECOMMENDED ACTION

Accept the grant funds.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena
 CIP Water CIP Sewer CIP Arena CIP
 Special Revenue

Fund Type: Lapsing Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	\$125,000	-	\$224,855.86
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	\$125,000.00	-	\$224,855.86
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From
 To

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced

Funds will be returned

Rhonda Young

From: Paul Toussaint
Sent: Tuesday, October 04, 2016 12:10 PM
To: Rhonda Young
Subject: FW: COPS Hiring Program Award - LE

For the file and agenda bill.

Paul Toussaint
Deputy Chief of Police
Rochester Police Department
23 Wakefield Street
Rochester, NH 03867
(603) 330-7146 (d) (603) 817-4734 (c)
paul.toussaint@rochesternh.net

From: Michael Allen
Sent: Tuesday, October 4, 2016 11:54 AM
To: Paul Toussaint
Subject: FW: COPS Hiring Program Award - LE

Michael J. Allen
Chief of Police
Rochester Police Department
23 Wakefield St
Rochester, NH 03867
Phone: 603-330-7132

From: Office of Community Oriented Policing Services (COPS) [<mailto:copsusdoj@service.govdelivery.com>]
Sent: Monday, October 3, 2016 9:46 AM
To: Michael Allen <Michael.Allen@rochesternh.net>
Subject: Re: COPS Hiring Program Award - LE



U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
145 N Street, NE, Washington, D.C. 20530

COPS

October 3, 2016

Chief of Police Michael Allen
Rochester Police Department
23 Wakefield Street
Rochester, NH 03867

2016 cash
match

Re: COPS Hiring Program Award #2016UMWX0168
ORI#: NH00920

Dear Chief of Police Allen:

Congratulations! On behalf of Attorney General Loretta E. Lynch, I am pleased to inform you that the Office of Community Oriented Policing Services (COPS Office) has approved your agency for 1 officer positions under the 2016 COPS Hiring Program (CHP). The estimated amount of federal funds to be awarded to your jurisdiction over the three-year award period is \$125,000. Your local cash match will be \$141,056. Your agency may use CHP award funding to hire new officers or rehire officers who have been laid off or are scheduled to be laid off on a specific future date, as a result of local budget reductions, on or after the official award start date. Please note that any changes to the awarded hiring categories require an official review and approval by the COPS Office.

To officially accept and begin your CHP award, your agency must access the COPS Office website at www.cops.usdoj.gov and select the Account Access link in the upper-right corner to log in, review, and electronically sign the Award Document (including Award Terms and Conditions) and any special conditions as applicable. If your agency was awarded funding for School Resource Officers (SRO), a Memorandum of Understanding (MOU) must be signed by the law enforcement executive and designated representative for the school/school district and submitted to the COPS Office for review. More details about the process and deadline for MOU submission will be provided in a subsequent document. In addition, *COPS Office-funded SROs are required to complete a National Association of School Resource Officers (NASRO) Basic School Resource Officer Course no later than nine months after the date shown on the this letter.* More details about the mandatory training will be provided in a subsequent document. These documents, along with your Award Document and official Award Congratulatory Letter, will be placed in your online account on or around October 1, 2016.

To electronically sign your Award Document, the appropriate Account Roles with E-Signature and User Permissions must be established and assigned in the COPS Office Agency Portal. The Agency Portal Instruction Manual, currently available on the COPS Office website at <http://cops.usdoj.gov/pdf/UserGuide.pdf>, has been enhanced to include a Quick Step Guide. This guide will provide your agency with all of the information needed to successfully establish Account Roles and assign User Permissions in preparation to sign the Award Document, as well as manage many aspects of your

CHP award online. Please review and follow these steps carefully as this is the only method for signing your Award Document.

The CHP award start date is **September 1, 2016**. Therefore, your agency can be reimbursed for allowable and approved expenditures made on or after this date. Please be advised that some of your requested items may not have been approved by the COPS Office during the budget review process. When you receive your award package, please carefully review your Financial Clearance Memorandum (FCM) to determine your approved budget, as award funds may only be used for approved items. The FCM will specify the final award amount and will identify any disallowed costs. We strongly encourage you to immediately visit CHP web page at <http://cops.usdoj.gov/Default.asp?Item=2367> and access a supplemental online award package that contains a variety of important and helpful documents that will assist you with the implementation of your award, including the 2016 CHP Award Owner's Manual, which specifies the programmatic and financial terms, conditions, and requirements of your award. Please print out a copy of your application and maintain it with your award file records.

As a reminder, all positions awarded under CHP (or an equal number of veteran officers) must initiate or enhance community policing in accordance with the community policing strategy described within Section 6 of your application. If, for any reason, your agency finds that your community policing strategies have significantly changed from those outlined in your application (e.g., because you received fewer officers than originally requested and thus must alter the scope of your community policing strategies), please revise the strategy accordingly and submit it to the COPS Office for review and approval.

As part of 2016 CHP, your agency will be required to submit quarterly Federal Financial Reports (SF-425) as well as quarterly program progress reports. CHP award recipients should be prepared to track and report CHP funding separately from other funding sources (including other COPS Office and federal awards) to ensure accurate financial and programmatic reporting on a timely basis. Your agency should ensure that you have financial internal controls in place to monitor the use of CHP funding and ensure that its use is consistent with the award terms and conditions.

Also, please remember that CHP award recipients must retain all sworn officer positions funded under the 2016 CHP award for a minimum of 12 months following the 36-month federal funding period. The retained CHP-funded position(s) should be added to your law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the award. In your 2016 CHP application, your agency was required to affirm that it plans to retain the additional officer positions funded following the expiration of the award, and to identify the planned sources of retention funding. If, during the life of the award, you have questions regarding the retention requirement or your retention funding sources, please contact the COPS Office for assistance.

We look forward to working with your agency in a productive partnership to further your community policing efforts. If you have any questions about your award, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 800-421-6770.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Davis', written in a cursive style.

Ronald L. Davis
Director

This email was sent to michael.allen@rochesternh.net using GovDelivery. on behalf of: Office of Community Oriented Policing Services (COPS)
145 N St, NE · Washington, DC 20530 · 800-421-6770

FINANCE COMMITTEE

Agenda Item 4.4

Agenda Item Name: Fairgrounds Police & Fire Detail Service Fees

Date Submitted: October 6, 2017

Name of Person Submitting Item: Deputy City Manager Cox

E-mail Address: blaine.cox@rochesternh.net

Meeting Date Requested: October 11, 2016

Issue Summary Statement:

A meeting occurred Tuesday, July 5 between the City and the Rochester Agricultural Association (aka Fairgrounds Association).

My notes from the meeting:

1. Fair has lost \$ the last 3-5 years
2. The costs for Police & Fire services to the Fair were provided for free by the City in years' past
3. If no changes are made, there will be no Fair in a few years
4. The Police "admin" portion of their detail rate was questioned and City was asked if this could be waived
5. Started paying for sewer recently, have had free water for 100+ years
6. Grants Admin was asked to look in to the designation of the Fair buildings as "historical"
7. A new access/ entry plan proposed by the REDC was mentioned
8. The issue of using the County Sheriff instead of Rochester PD was raised
9. Phantom Gourmet event net to Fair was only \$2k
10. Property tax exemption? How are other Fairs treated?
11. Partner with City to do fireworks next year? In past years, the City has contributed towards fireworks. How much?

- 12. Buxton data be used to help with Fairgrounds? Karen P. to research.
- 13. CM suggested looking at a weeklong celebration event tied in to downtown/ Main Street events
- 14. Economic impact study mentioned. How much \$ does Fair bring to City

Other Notes:

- 15. The City pays the Fair Association for “snow storage” each winter (approximately \$10k in FY2016) an amount equal to approximately 50% of their annual property tax billing.
- 16. The Rochester Fair was invoiced in FY2016 for \$9,273.34 for Fire details
- 17. The Rochester Fair was invoiced in FY2016 \$ 32,496.62 for Police Details
- 18. Although not charged for water, the Fair is charged for sewer
- 19. With regard to fairgrounds in other NH communities, some are taxable, others are tax-exempt, and others are partially exempt or have PILOT’s:

Deerfield – Taxable. Owner is a For-Profit organization

Hopkinton – Pays 75% of total taxes through negotiated PILOT. Owner is a For-Profit organization.

Lancaster – Tax Exempt as Educational Not-For-Profit Organization.

Sandwich - Tax Exempt as Educational Not-For-Profit Organization. However, taxes are paid on some buildings for a portion of the year, when the buildings are rented out for winter storage of boats and other vehicles.

Stratham – Grounds are owned by the Town. The Fire Department runs the Fair. So, tax exempt.

Swanzy – Tax Exempt, except for Ice Arena and retail areas. Ice Arena is pro-rated. It is tax exempt when not used as ice arena and is used in summer months for Fair purposes.

20. The Police detail rate is calculated as follows:

Hourly Rate (Set by the CBA)	\$ 43.60
Retirement paid by City (26.38%)	\$ 11.50
Medicare Paid by City (1.45%)	\$ 0.63
Administrative Fee (5%)	\$ 2.18
Total Detail Rate -->	\$ 57.91
Retirement	26.38%
Medicare	1.45%
Admin Fee	5.00%
Total "Markup" -->	33%

FINANCE COMMITTEE

Agenda Item 4.5

Agenda Item Name: November Finance Committee Meeting Date

Date Submitted: October 6, 2016

Name of Person Submitting Item: Deputy City Manager Cox

E-mail Address: blaine.cox@rochesternh.net

Meeting Date Requested: October 11, 2016

Issue Summary Statement:

The November Finance Committee regular meeting date of the second Tuesday of the month falls upon the same date as the general election – November 8th. In addition to the involvement and interest of some of the Committee members in the election process, the Council Chambers is used in the election returns process.

Recommended Action:

Move the November Finance Committee meeting to an alternate evening.

REPORT from FINANCE:

Finance Committee Meeting Information

Date: October 11, 2016
Time: 7:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Items

1. **Chief Assessor** - The City's Chief Assessor, Rick Vincent, has accepted the position of Chief Assessor for the City of Lebanon, NH ([Lebanon Announcement](#)). Rick's last day was September 16th. An analysis of the Assessing Department has been conducted involving input from Mr. Vincent, former Chief Assessor Mullin, Field Assessors Miller and Hervey, Account Clerk Alameda as well as consultations with City Manager Fitzpatrick and Human Resources Manager Hoyt. A re-organization of the Assessing Department is being contemplated. The structure in recent years has included the following 5 personnel: Chief Assessor (salaried, full time), two Field Assessors (full-time, hourly), Assessing Technician (full time, hourly) and Account Clerk (part time, hourly). A proposal to revert back to a structure similar to that of several years ago is being worked upon: Chief Assessor (contracted 1+ days/ week), Deputy Assessor of Valuation (salaried, full time), Deputy Assessor of Administration (salaried, full time) and two Assessing Technicians (1 part time and 1 full time, hourly). The proposed structure would utilize a contract firm to supply a chief assessor 1 day per week with more hours when needed. City staff would be reduced from 5 to 4 positions. A financial analysis of this will be compiled for Council review.
2. **Water & Sewer Payments Web Portal** – Currently, the Tax Collector's Office in the Revenue Building can process credit & debit card payments in-person in the Tax Office

for property taxes, auto registrations and water/sewer payments (Note – the only exception is that Visa rules do not allow use of Visa cards for water & sewer payments). Residents can make on-line payments for auto registration renewals ([E-Reg Auto](#)) through the “E-Reg” portal. However, we are not yet set up to receive property tax payments or water & sewer payments on-line. The Finance Office and Tax Collector’s office has been working with our E-Reg vendor since February to add the ability to accept these payments on line through the existing E-Reg portal. However, we have concluded that this avenue is to no avail. As a result, we have researched another alternative and have determined this to be a viable and desirable method to provide the ability for receipt of online property tax and water & sewer payments. The product is called [Citizen Self Service](#) with at a total cost of implementation of [\\$12,275](#).

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Monthly Financial Statements Summary – as of September 30, 2016.

For the full detail report, click here: [Sept 16 Monthly Detail Rpt](#)

General Fund Revenues

<u>ACCOUNT DESCRIPTION</u>	<u>REVISED ESTIM REV</u>	<u>ACTUAL YTD REVENUE</u>	<u>REMAINING REVENUE</u>	<u>% COLL</u>
11031 CITY CLERK REVENUE	\$ 105,320	\$ 27,223	\$ 78,097	25.8
11051 ASSESSORS REVENUES	\$ -	\$ 134	\$ (134)	100.0
11061 BUSINESS OFFICE REVENUE	\$ 55,000	\$ 19,594	\$ 35,406	35.6
11062 BUSINESS OFFICE REVENUE	\$ 1,000	\$ 250	\$ 750	25.0
11071 TAX COLLECTOR REVENUE	\$ 29,019,981	\$ 13,830,026	\$ 15,189,955	47.7
11081 GENERAL OVERHEAD REVENUE	\$ 2,752,193	\$ 203,916	\$ 2,548,277	7.4
11082 GENERAL OVERHEAD REVENUE	\$ 1,441,166	\$ -	\$ 1,441,166	0.0
11091 PUBLIC BLDGS REVENUE	\$ -	\$ 7,160	\$ (7,160)	100.0
11101 PLANNING	\$ 15,250	\$ 25,289	\$ (10,039)	165.8
11201 REV LEGAL OFFICE	\$ 50,000	\$ 12,969	\$ 37,031	25.9
12011 POLICE CITY REVENUE	\$ 318,495	\$ 59,993	\$ 258,502	18.8
12021 FIRE CITY REVENUE	\$ 17,325	\$ 2,010	\$ 15,315	11.6
12022 FIRE STATE REVENUE	\$ 13,500	\$ -	\$ 13,500	0.0
12031 DISPATCH CENTER	\$ 62,044	\$ 58,785	\$ 3,259	94.7
12041 CODE ENFORCEMENT REVENUE	\$ 362,975	\$ 185,148	\$ 177,827	51.0
13011 PUBLIC WORKS REVENUE	\$ 35,200	\$ 20,761	\$ 14,440	59.0
13012 STATE HIGHWAY SUBSIDY	\$ 530,930	\$ 189,846	\$ 341,084	35.8
14011 WELFARE REVENUE	\$ 7,500	\$ -	\$ 7,500	0.0
14021 RECREATION REVENUE	\$ 130,000	\$ 80,008	\$ 49,992	61.5
14031 LIBRARY REVENUE	\$ 12,915	\$ 3,378	\$ 9,537	26.2
1000 GENERAL FUND	\$ 34,930,794	\$ 14,726,490	\$ 20,204,304	42.2

Enterprise Fund Revenues

<u>ACCOUNT DESCRIPTION</u>	<u>REVISED ESTIM REV</u>	<u>ACTUAL YTD REVENUE</u>	<u>REMAINING REVENUE</u>	<u>% COLL</u>
5001 WATER ENTERPRISE FUND	\$ 5,795,841	\$ 1,106,532	\$ 4,689,309	19.1
5002 SEWER ENTERPRISE FUND	\$ 6,877,157	\$ 1,288,827	\$ 5,588,330	18.7
5003 ARENA ENTERPRISE FUND	\$ 581,453	\$ 69,516	\$ 511,937	12.0

Note: Water and Sewer Fund Revenues Collected appear to fall short each fiscal year until final quarterly billings are posted in September of the following fiscal year.

General Fund Expenditures

ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	% USED
11000051 CITY MANAGER	\$ 399,650	\$ -	\$ 399,650	\$ 85,973	\$ 2,810	\$ 310,866	22.20
11012351 ECONOMIC DEVELOPMENT	\$ 472,945	\$ -	\$ 472,945	\$ 152,608	\$ 62,142	\$ 258,195	45.40
11020050 MUNICIPAL INFORMATION	\$ 412,982	\$ -	\$ 412,982	\$ 93,429	\$ 34,454	\$ 285,099	31.00
11030051 CITY CLERK	\$ 289,921	\$ -	\$ 289,921	\$ 61,327	\$ 23,386	\$ 205,209	29.20
11040050 ELECTIONS	\$ 46,251	\$ -	\$ 46,251	\$ 15,105	\$ 7,425	\$ 23,720	48.70
11050070 ASSESSORS	\$ 408,335	\$ -	\$ 408,335	\$ 103,504	\$ 11,298	\$ 293,533	28.10
11060051 BUSINESS OFFICE	\$ 509,376	\$ -	\$ 509,376	\$ 140,473	\$ 2,632	\$ 366,270	28.10
11063151 HUMAN RESOURCES	\$ 139,811	\$ -	\$ 139,811	\$ 32,422	\$ 4,346	\$ 103,043	26.30
11070070 TAX COLLECTOR	\$ 340,128	\$ -	\$ 340,128	\$ 77,051	\$ 14,314	\$ 248,763	26.90
11080050 GENERAL OVERHEAD	\$ 911,668	\$ (4,050)	\$ 907,618	\$ 90,707	\$ 161,389	\$ 655,522	27.80
11090050 PB CITY WIDE 50	\$ 583,134	\$ -	\$ 583,134	\$ 164,102	\$ 8,472	\$ 410,560	29.60
11090051 PB CITY HALL 51	\$ 64,239	\$ (1,000)	\$ 63,239	\$ 8,525	\$ 4,628	\$ 50,086	20.80
11090052 PB OPERA HOUSE 52	\$ 40,378	\$ -	\$ 40,378	\$ 10,100	\$ 1,725	\$ 28,553	29.30
11090053 PB OLD POLICE STATION	\$ 9,925	\$ -	\$ 9,925	\$ -	\$ -	\$ 9,925	0.00
11090054 PB CENTRAL FIRE 54	\$ 16,411	\$ -	\$ 16,411	\$ 2,067	\$ 2,769	\$ 11,574	29.50
11090055 PB GONIC FIRE 55	\$ 14,739	\$ -	\$ 14,739	\$ 7,334	\$ 3,058	\$ 4,347	70.50
11090056 PB LIBRARY 56	\$ 38,002	\$ -	\$ 38,002	\$ 6,386	\$ 5,835	\$ 25,781	32.20
11090057 PB DPW GARAGE 57	\$ 11,138	\$ 3,000	\$ 14,138	\$ 2,921	\$ 3,435	\$ 7,782	45.00
11090059 PB ER FIRE STATION 59	\$ 750	\$ -	\$ 750	\$ 49	\$ -	\$ 701	6.60
11090061 PB HISTORICAL MUSEUM	\$ 1,600	\$ -	\$ 1,600	\$ 266	\$ 1,090	\$ 244	84.70
11090063 PB HANSON POOL 63	\$ 5,005	\$ -	\$ 5,005	\$ 364	\$ 1,544	\$ 3,097	38.10
11090064 PB GONIC POOL 64	\$ 2,880	\$ -	\$ 2,880	\$ 90	\$ 813	\$ 1,977	31.40
11090065 PB EAST ROCHESTER POO	\$ 2,650	\$ -	\$ 2,650	\$ 240	\$ 1,106	\$ 1,304	50.80
11090068 PB GROUNDS 68	\$ 10,960	\$ (1,000)	\$ 9,960	\$ 1,427	\$ 170	\$ 8,363	16.00
11090069 PB DOWNTOWN 69	\$ 16,500	\$ (1,000)	\$ 15,500	\$ 3,369	\$ 1,575	\$ 10,556	31.90
11090070 PB REVENUE BUILDING 7	\$ 28,687	\$ -	\$ 28,687	\$ 3,707	\$ 2,141	\$ 22,839	20.40
11090071 PB PLAYGROUNDS 71	\$ 1,590	\$ -	\$ 1,590	\$ -	\$ -	\$ 1,590	0.00
11090075 PB NEW POLICE STATION	\$ 35,796	\$ -	\$ 35,796	\$ 4,631	\$ 5,548	\$ 25,617	28.40
11102051 PLANNING	\$ 357,871	\$ -	\$ 357,871	\$ 85,230	\$ 6,539	\$ 266,102	25.60
11200051 LEGAL OFFICE	\$ 541,865	\$ 1,050	\$ 542,915	\$ 103,413	\$ 4,291	\$ 435,210	19.80
12010053 PD ADMINISTRATIVE SER	\$ 1,891,285	\$ -	\$ 1,891,285	\$ 534,067	\$ 128,957	\$ 1,228,260	35.10
12012453 PD PATROL SERVICES	\$ 4,574,998	\$ -	\$ 4,574,998	\$ 996,940	\$ -	\$ 3,578,058	21.80
12012553 PD SUPPORT SERVICES	\$ 392,773	\$ -	\$ 392,773	\$ 86,524	\$ -	\$ 306,249	22.00
12020054 FIRE DEPARTMENT	\$ 4,211,028	\$ -	\$ 4,211,028	\$ 1,014,464	\$ 24,660	\$ 3,171,904	24.70
12020055 FIRE DEPT 55 GONIC SU	\$ 28,556	\$ -	\$ 28,556	\$ 3,212	\$ -	\$ 25,344	11.20
12020754 CALL FIRE	\$ 30,964	\$ -	\$ 30,964	\$ 1,978	\$ -	\$ 28,986	6.40
12030153 DISPATCH CENTER	\$ 734,705	\$ -	\$ 734,705	\$ 178,306	\$ 5,450	\$ 550,949	25.00
12040051 CODE ENFORCEMENT	\$ 564,099	\$ -	\$ 564,099	\$ 142,712	\$ 4,835	\$ 416,552	26.20
12050050 AMBULANCE	\$ 56,468	\$ -	\$ 56,468	\$ -	\$ 56,468	\$ -	100.00
13010057 PUBLIC WORKS	\$ 2,076,699	\$ 3,000	\$ 2,079,699	\$ 503,619	\$ 500,980	\$ 1,075,101	48.30
13010957 WINTER MAINTENANCE	\$ 463,953	\$ -	\$ 463,953	\$ 4,262	\$ 60,100	\$ 399,592	13.90
13020050 CITY LIGHTS	\$ 271,500	\$ -	\$ 271,500	\$ 44,051	\$ 7,965	\$ 219,484	19.20
14010051 WELFARE	\$ 456,363	\$ -	\$ 456,363	\$ 96,126	\$ 21,031	\$ 339,206	25.70
14022072 RECREATION ADMINISTRA	\$ 559,646	\$ -	\$ 559,646	\$ 133,293	\$ 2,424	\$ 423,929	24.30
14022150 RECREATION PLAYGROUND	\$ 82,663	\$ -	\$ 82,663	\$ 75,693	\$ 271	\$ 6,699	91.90
14022250 RECREATION POOLS	\$ 78,507	\$ -	\$ 78,507	\$ 60,469	\$ 80	\$ 17,958	77.10
14030056 LIBRARY	\$ 1,121,163	\$ -	\$ 1,121,163	\$ 284,513	\$ 36,863	\$ 799,788	28.70
15000051 COUNTY TAX	\$ 6,075,141	\$ -	\$ 6,075,141	\$ -	\$ -	\$ 6,075,141	0.00
17010051 TRANSFERS/PAYMENTS DE	\$ 3,431,440	\$ -	\$ 3,431,440	\$ 1,254,793	\$ -	\$ 2,176,647	36.60
17030050 OVERLAY	\$ 92,256	\$ -	\$ 92,256	\$ 14,436	\$ -	\$ 77,820	15.60
17040051 TRANSFER TO CIP & OTH	\$ 2,021,400	\$ -	\$ 2,021,400	\$ -	\$ -	\$ 2,021,400	0.00
1000 GENERAL FUND	\$ 34,930,794	\$ -	\$ 34,930,794	\$ 6,686,279	\$ 1,229,021	\$ 27,015,494	22.70

Enterprise Fund Expenditures

ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	% USED
5001 WATER ENTERPRISE FUND	\$ 5,795,841	\$ -	\$ 5,795,841	\$ 960,045	\$ 134,748	\$ 4,701,048	18.90
5002 SEWER ENTERPRISE FUND	\$ 6,877,157	\$ -	\$ 6,877,157	\$ 2,072,505	\$ 157,394	\$ 4,647,259	32.40
5003 ARENA ENTERPRISE FUND	\$ 581,453	\$ -	\$ 581,453	\$ 146,130	\$ 27,142	\$ 408,180	29.80