

**CITY OF ROCHESTER**  
**NOTICE of PUBLIC MEETING:**  
***FINANCE COMMITTEE***

**Meeting Information**

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**Date:** March 14, 2017  
**Time:** 7:00 P.M.  
**Location:** City Council Chambers  
31 Wakefield Street  
Rochester, New Hampshire

**Agenda**

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- 1. Call to Order**
- 2. Public Input**
- 3. Unfinished Business**
  - 3.1 Attraction Signage on Spaulding Turnpike (page 2)**
  - 3.2 Official Announcements & Posting Policy (page 4)**
- 4. New Business**
  - 4.1 Water & Sewer Billing Process (referred from Utility Advisory Board)  
(page 7)**
  - 4.2 Police Department Overtime (page 8)**
  - 4.3 Capital Projects/Bonding (page 9)**
  - 4.4 Fireworks Discussion (page 10)**
- 5. Reports from Deputy City Manager/ Director of Finance & Administration**
  - 5.1 Chief Assessor Position (page 12)**
  - 5.2 Chief Information Officer Position (page 14)**
  - 5.3 Information Technology Capital Upgrades (page 18)**
  - 5.4 City Prosecutor/ Deputy City Attorney ((page 20)**
  - 5.5 Non-Union Wage Ranges Adjustment (page 28)**
  - 5.6 Auditor Contract Extension (page 29)**
- 6. Monthly Financial Statements (page 30)**
- 7. Other**
- 8. Adjournment**

# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** ATTRACTION SIGNAGE ON SPAULDING TURNPIKE

**Date Submitted:** October 14, 2016

**Name of Person Submitting Item:** Economic Development Manager Pollard

**E-mail Address:** karen.pollard@rochesternh.net

**Meeting Date Requested:** December 13, 2016

**Issue Summary Statement:** In 2015 the NH State Legislature added ATTRACTION SIGNS to the list of allowable tourist signs on divided, limited access highways such as the Spaulding Turnpike for all locations “South of Concord.” Rochester is considered south of Concord by DOT for the purposes of Attraction Signs. While the legislature now allows the signs, there is no budget to have the blue base signs installed. In order to address this issue and to have Attraction Signs installed on the Rochester, NH exits of the Spaulding Turnpike, the City of Rochester has been asked to step in and investigate alternatives that would allow the Rochester Fairgrounds, Opera House, Great Bay Community College and many others the opportunity for highway signage. The Finance Committee discussed this issue with Economic Development Manager Pollard on December 13, 2016 ([Dec 13, 2016 Fin Com Mtg Minutes](#)). Ms. Pollard has provided an update on the enclosed letter.

**Recommended Action:** Provide feedback on which entity the City would select for each exit so that the application process can be initiated.



# *City of Rochester, New Hampshire*

*Economic & Community Development*

*151 Wakefield Street, Rochester NH 03867*

*(603) 335-7522 [www.thinkrochester.biz](http://www.thinkrochester.biz)*

**Date:** March 7, 2017

**To:** Finance Committee  
Blaine Cox, Deputy City Manager

**From:** Karen Pollard, Economic Development Manager

**Re:** NHDOT Highway Attraction Signs

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NHDOT has met twice regarding the blue Highway Attraction Signs and is able to give us a price estimate for installing the signs once we can supply them with additional information. They are requesting:

1. A single organization or entity that will be the City's designee on each sign. This represents the logo that will appear on the sign and will be used to "depreciate" the investment. All other logos that appear on the sign will be managed by NHDOT.
2. A completed sign application for one organization for each sign. Each application will be used to initiate a Memorandum of Understanding (MOU), so there will be a total of 5 agreements.

NHDOT suggested that each entity or organization be as close to the exit as is reasonable, and that it be on the main corridor to avoid the applications being denied for lack of trailblazing.

Please review the following suggestions:

Exit 12: Rochester Ice Arena

Exit 13: Rochester Fairgrounds

Exit 14: Ten Rod Road Business Park

Exit 15: Granite Ridge District

Exit 16: Great Bay Community College

Due to a scheduling conflict, I've asked Blaine to collect your feedback on which entity you choose for each exit so that I may begin the application process. When the individual applications are approved, an installation cost will be assigned and the city will have accurate data available for discussion prior to approval of the MOU.

# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** OFFICIAL ANNOUNCEMENTS & POSTING POLICY

**Date Submitted:** Held in Committee from December 13, 2016

**Name of Person Submitting Item:** Deputy City Manager Cox

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

**Meeting Date Requested:** January 10, 2017

**Issue Summary Statement:**

Mayor McCarley requested a draft policy pertaining to the posting of meetings, content of postings, location of postings, etc.

A draft policy is attached for review.

**Recommended Action:** None.



# POLICY AND PROCEDURE MEMO

NO.

DATE:

SUBJECT:

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CITY MANAGER

## I. STATEMENT:

This policy is intended to provide City personnel with guidance regarding announcements, postings and others information for public dissemination related to the meetings and other work of City boards, commissions and committees. The City seeks to fully meet requirements of open government (in accordance with RSA 91-A) as well as the desire of the City Council for the City to operate in the most transparent manner as practicable. To these ends, please familiarize yourself with the City's Administrative Procedure regarding the Right to Know statute and follow the steps below.

## II. PROCEDURE

1. The package of materials for meetings of the Council and Council subcommittees will be completed and distributed no less than 5 calendar days prior to the specified meeting date.
2. The public postings notifying the public of meetings of the Council and Council subcommittees will be posted in "hard copy" in at least two separate public locations as well as on the City's website. A "public location" is defined as a location accessible to the general public at all hours. Unless otherwise stipulated by the Committee Chair, the two public locations shall be exterior locations at City Hall and the Rochester Public Library.
3. The public postings notifying the public of meetings of the Council and Council subcommittees will contain the following specifics regarding said meeting:
  - 3.1 Date
  - 3.2 Time
  - 3.3 Location
  - 3.4 Tentative Agenda
  - 3.5 Proper Statutory Citations of any Non-Public Sessions, when applicable
4. Statutorily required Public Hearings will be posted according to the requirements of relevant state statutes, including newspaper Public Notices. Public Hearing Notices are to be drafted in a manner that clearly states the purpose of said hearing.
5. It is recognized that all meetings of the Council and Council subcommittees are "meetings to be held in public" and not "public meetings." Therefore, an



# POLICY AND PROCEDURE MEMO

NO.  
DATE:

SUBJECT:

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CITY MANAGER

agenda item allowing “public input” will be at the discretion of the committee chair.

# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** WATER & SEWR BILLING PROCESS

**Date Submitted:** January 11, 2017

**Name of Person Submitting Item:** Utility Advisory Board

**E-mail Address:** [Utility Advisory Board](#)

**Meeting Date Requested:** March 14, 2017

**Issue Summary Statement:**

1. Direct billing of tenants for water/ sewer fees
2. Use of liens in lieu of turning off services for non-payment

This item was referred from the Utility Advisory Board at their January 11, 2017 meeting (minutes can be read here: [UAB Jan 11, 2017 Minutes](#))

The Sewer Ordinance, Chapter 16 can be viewed here: [Sewer Ordinance](#)

Section 16.17(e) stipulates: *The Department of Public Works in collecting and treating wastewater, doing work, or furnishing materials shall deal with only the customer and the premises, and such customer shall keep the Business Office advised of the address to which bills, notices, and communications may be forwarded. Although the payment for service may be assumed by an agent or tenant, the owner of the premises will be held personally responsible for the same...*

The water Ordinance, Chapter 17 can be viewed here: [Water Ordinance](#)

Section 17.19(e) stipulates: *The Department of Public Works in supplying water, doing work, or furnishing material shall deal with only the customer and the premises, and such customer shall keep the Business Office advised of the address to which bills, notices, and communications may be forwarded. Although the payment for service rate may be assumed by an agent or tenant, the customer of the premises will be held personally responsible for the same ...*

**Recommended Action:** None.

# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** POLICE DEPARTMENT OVERTIME

**Date Submitted:** January 24, 2017

**Name of Person Submitting Item:** Police Chief Toussaint

**E-mail Address:** [Police Department Website](#)

**Meeting Date Requested:** March 14, 2017

**Issue Summary Statement:**

Police Chief Toussaint seeks to inform & update the Council regarding the challenges facing the Police Department overtime pay budget for both fiscal year 2017 as well as fiscal year 2018. These relate to staffing shortages due to vacant positions as well as training for new hires.

The summary below is as of March 8, 2017 for fiscal year 2017:

<b>Total Budget</b>	<b>\$ 91,546.00</b>
<b>Total Expended</b>	<b>\$ 74,008.76</b>
<b>Balance</b>	<b>\$ 17,537.24</b>
<b>Current Comp Time Liability</b>	<b>\$ 28,175.18</b>
<b>Available Budget</b>	<b>\$ (10,637.94)</b>
<b>Number of Pay Periods</b>	<b>18</b>
<b>Percent Budgeted (allocated)</b>	<b>66.67%</b>
<b>Percent Expended (including comptime)</b>	<b>111.62%</b>

The detailed spreadsheet can be viewed here: [PD OT and Comp Rpt 3/8/2017](#)

**Recommended Action:** None.



# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** CAPITAL PROJECTS/ BONDING

**Date Submitted:** March 7, 2017

**Name of Person Submitting Item:** Mayor McCarley

**E-mail Address:** <http://www.rochesternh.net/users/cmccarley/contact>

**Meeting Date Requested:** March 14, 2017

**Issue Summary Statement:**

At the March 7, 2017 Regular City Council Meeting, the Mayor raised the issue of funding for capital projects. The Council then discussed funding for the Creteau Center, Public Works Facility and other capital projects.

The Mayor added this item to the Finance Committee agenda.

**Recommended Action:** None.

# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** FIREWORKS DISCUSSION

**Date Submitted:** March 7, 2017

**Name of Person Submitting Item:** Mayor McCarley

**E-mail Address:** <http://www.rochesternh.net/users/cmccarley/contact>

**Meeting Date Requested:** March 14, 2017

**Issue Summary Statement:**

At the March 7, 2017 Regular City Council Meeting, the Mayor raised the issue of a City sponsored fireworks event. The Mayor added this to the Finance Committee agenda for discussion.

In response, Recreation Director Bowlen submitted the following information:

Notes from phone conversation with one of the well-known vendors -

- Recommended purchase of display for a community of our size trying to re-establish a Fireworks display is around \$15k to 18k. Certainly no less than \$15k.

- o Comparison (illustrative only) - Portsmouth \$25k to \$30k, Nashua \$23k, Manchester \$25k

- Timing and Schedule

- o July 3rd (Monday night) is already tight, but may have space in schedule. Would have to confirm as uncertain at this moment.

- o July 4th is out.

- o July 5th (Wednesday) would be rain date.

- Has done these shows here in the past when Jaycees used to put on.

General Discussion topics developed internally

- Timing is a concern given scope of event.

- o Other department involvement; FD, PD, Codes, DPW, Admin/Legal, Frisbee Hospital, and others

- Fire Dept. would have to be "on board".

- Overall role of the city needs to be determined and what agency would be the lead.

- Liability is not only with the display, but the ancillary activities such as; parking, crowd control, severe weather, vendor licensing, volunteers, staff availability, etc.

- Life Safety Protocols; evacuation for weather or other emergency events.
- Procurement process. How does this get handled, through a bid? Primex indicates that this needs to be a professional company with an outstanding track record.

**Recommended Action:** None.

# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** CHIEF ASSESSOR

**Date Submitted:** February 21, 2017

**Name of Person Submitting Item:** City Manager Fitzpatrick

**E-mail Address:** <http://www.rochesternh.net/users/dfitzpatrick/contact>

**Meeting Date Requested:** March 14, 2017

**Issue Summary Statement:** The Finance Committee has previously reviewed the salary surveys as well as the re-grading of the salary for the Chief Assessor position. As was previously reported, a salary survey of comparable Chief Assessor positions revealed:

COMMUNITY	POPULATION	# OF PARCELS	CHIEF ASSESSOR		
			STATUS	RANGE MIN	RANGE MAX
ROCHESTER		12,888	E	59,899	80,294
CONCORD	42,444	14,669	E	77,709	109,782
SALEM	28,776	12,679	E	72,059	101,277
LONDONDERRY	25,196	10,188	E	70,808	93,916
HUDSON	25,000	9,500	E	70,543	90,719
KEENE	23,419	7,938	E	86,048	107,231
PORTSMOUTH	21,440	8,983	E	90,597	115,207
BEDFORD	21,203	8,311	E	66,274	95,900
MILFORD	15,200	6,000	E	50,158	77,006
LEBANON	13,500	5,534	E	69,700	97,500
DERRY	32,948	11,783	E - PT 16 hrs/wk		43,264
DOVER	30,000	10,410	CONTRACTED		
MERRIMACK	25,563	10,897	CONTRACTED		
SOMERSWORTH	11,765	4,323	CONTRACTED		
<b>AVERAGE</b>				<b>72,655</b>	<b>98,727</b>
<b>ROCH TO AVG</b>				<b>(12,757)</b>	<b>(18,433)</b>
NASHUA	87,000	30,000	E	61,500	103,300
HANOVER	11,260	3,378	E	83,543	126,623

Note: Nashua & Hanover, shown at the bottom of the data above, were removed as outliers.

Rochester’s current salary range is significantly below the average. As a comparison to the City’s existing positions, the Chief Assessor would need to be moved from a Grade 11 up to a Grade 15 to become comparable to other communities:

GRADE	RMMG WAGE SCALE	FY17 MIN	FY17 MAX
10	City Clerk	57,020.96	76,400.46
11	Chief Assessor	59,898.51	80,293.78
11	Tax Collector	59,898.51	80,293.78
12	Director of Welfare	62,907.01	84,265.14
12	Systems Supervisor	62,907.01	84,265.14
13	Director of Recreation	65,993.08	88,500.36
13	Dir of Code Enforcement	65,993.08	88,500.36
13	ED Manager	65,993.08	88,500.36
13	Library Director	65,993.08	88,500.36
14	Director of Planning	69,352.14	92,951.37
15	NO POSITIONS	72,819.75	97,598.94
16	NO POSITIONS	76,460.73	102,478.89
17	Director of Public Works	80,276.90	107,591.37
17	Fire Chief	80,276.90	107,591.37

The position has been graded using the system adopted as part of the Merit Plan and the City Manager has determined a pay grade of 15 is appropriate.

Note: An adjustment to the Chief Assessor salary does not need to go to the Personnel Advisory Board or the City Council since this is an existing position.

The City Manager now contemplates moving ahead with discussions with the Rochester Municipal Managers Group (RMMG) collective bargaining unit to formalize the amended salary range for the Chief Assessor position within the collective bargaining agreement (CBA).

**Recommended Action:** None.

# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** CHIEF INFORMATION OFFICER POSITION

**Date Submitted:** February 21, 2017

**Name of Person Submitting Item:** City Manager Fitzpatrick

**E-mail Address:** <http://www.rochesternh.net/users/dfitzpatrick/contact>

**Meeting Date Requested:** March 14, 2017

**Issue Summary Statement:**

The City Manager recommends a change to the Merit Plan with the creation of the position of Chief Information Officer.

The attached position description and resultant graded pay range of 16 has been reviewed and approved by the Personnel Advisory Board.

**Recommended Action:**

Amendment to the Merit Plan to add the position of Chief Information Officer.

Excerpt from February 14, 2017 Finance Committee Packet:

A Chief Information Officer (CIO) job description has been drafted. A copy can be viewed here: [CIO Position Description](#). Municipal Resources has provided two reports on CIO salary data. These can be found at these two links: [Report #1](#) and [Report #2](#). **The City's Human Resources Manager** has also applied the Merit Plan grading system and the results were: Position rating of 582 points, pay grade 16 (551-600 points). The salary range would be \$80,136 to \$108,136. In the next month, this position will be submitted to the Personnel Advisory Board, City Manager and City Council for review and approval.

**Personnel Advisory Board  
February 21, 2017 4:00PM  
City Hall Conference Room**

**Members present:**

Joanne Sylvain  
David Stevens

**Members absent:**

David Dubois

**Others Present:**

Diane Hoyt, Human Resource Manager  
Blaine Cox, Deputy City Manager  
Terence O'Rourke, City Attorney  
Dan Fitzpatrick, City Manager

Review of new/amended classifications

1. Chief Information Officer (CIO); David Stevens **moved** to recommend pay grade 16. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
2. Deputy City Attorney; David Stevens **moved** to recommend pay grade 15. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
3. Fire Chief; David Stevens **moved** to add position to the merit plan at the recommended pay grade 18. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
4. Administrative Services & Utility Billing Supervisor; David Stevens **moved** to remove the position from the merit plan. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.

Meeting adjourned at 4:30 PM.

## Classification Schedule

Grade	Position Title
1	Library Page
2	No positions in this grade.
3	Custodian (part-time)
4	Legal Assistant I
5	Lead Custodian (inactive position)
6	Legal Assistant II
6	Victim/Witness Advocate
7	Financial Analyst (inactive position)
7	Payroll/Human Resource Specialist
8	Executive Secretary
9	Accountant I
9	Executive Assistant
9	GIS/Asset Management Technician
10	Senior Executive Assistant
10	<del>Administrative Services &amp; Utility Billing Supervisor</del>
10	Deputy Assessor (inactive position)
11	DPW Operations Manager (inactive position)
11	Assistant City Engineer
12	No positions in this grade.
13	Lieutenant Prosecutor
13	Police Lieutenant
13	Police Prosecuting Attorney
14	Human Resource Manager
14	Deputy Finance Director/Deputy Treasurer
14	Police Captain
15	<b>Deputy City Attorney</b>
→ 16	<b>Chief Information Officer (CIO)</b>
16	Deputy Police Chief
17	Director of Finance (inactive position)
18	<b>Fire Chief</b>
18	Chief of Police
18	City Attorney
18	Deputy City Manager - Community Development (inactive)
18	Deputy City Manager - Finance & Administration
18	Director of City Services
19	No positions in this grade



## Non-Union Pay Plan

Full and Part-time regular employees

Grade	FY17		FY17 Annual	
	Min	Max	Min	Max
1	10.14	13.63	21,086.21	28,349.24
2	13.18	17.70	27,412.07	36,826.32
3	14.23	19.13	29,605.89	39,786.91
4	15.37	20.65	31,970.10	42,960.49
5	16.60	22.31	34,526.00	46,410.96
6	17.93	24.12	37,294.90	50,159.62
7	19.36	26.03	40,276.79	54,142.57
8	20.91	28.10	43,492.97	58,445.00
9	22.58	30.33	46,964.74	63,088.23
10	24.38	32.76	50,713.40	68,136.14
11	26.33	35.38	54,760.24	73,588.74
12	28.44	38.22	59,147.88	79,488.61
13	30.71	41.26	63,876.30	85,814.48
14	33.17	44.56	68,988.11	92,694.12
15	35.82	48.14	74,504.60	100,127.54
16	38.69	51.99	80,467.35	108,136.04
17	41.78	56.16	86,900.74	116,804.81
18	45.12	60.62	93,844.28	126,091.26
19	48.69	65.47	101,341.59	136,187.08



# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** INFORMATION TECHNOLOGY CAPITAL UPGRADES

**Date Submitted:** March 9, 2017

**Name of Person Submitting Item:** Deputy City Manager Cox

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

**Meeting Date Requested:** March 14, 2017

**Issue Summary Statement:**

1. Capital Upgrades Using Already Appropriated Funds – the “Proposed Phase 1” upgrades in the chart below have been selected as the most critical and effective use of the funds that the Council has already appropriated.
2. Capital Upgrades Proposed for FY2018 – the following “Proposed Phase 2” upgrades have been selected as the follow-on upgrades to be funded from additional funding to be requested.

Project Summary - Recommended Option	Total
<b>Proposed Phase 1</b>	
Fiber Quote - Comm-tract	\$13,579.37
Network Switches - HP	\$173,413.16
Firewall - Palo Alto	\$81,127.00
Network Management	\$54,744.87
<b>Total Estimate Phase 1</b>	<b>\$322,864.40</b>
<b>Proposed Phase 2</b>	<b>Total</b>
Voice Network - Cisco	\$213,910.30
Data Center - Cisco HyperFlex 4 Node	\$273,727.84
Wireless - HP/Aruba	\$69,434.25
<b>Total Estimate Phase 2</b>	<b>\$557,072.39</b>
<b>Total Estimate Phase 1 &amp; Phase 2</b>	<b>\$879,936.79</b>

The Phase 1 work has already begun with the installation of the fiber cabling which started Wednesday, March 8th and will be followed closely by the replacement of the existing network switches. The firewall and network management will occur before the end of April.

3. Outright Purchase versus Leasing – the option to lease the items detailed in Phase 2 (as opposed to outright purchase) is being explored. The aspects of the two types of leases (capital lease with a \$1 buyout and a fair-market-value lease) are possibly a better option than outright purchase due to the relatively quick obsolescence of technology.

**Recommended Action:** None.

# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** CITY PROSECUTOR/ DEPUTY CITY ATTORNEY

**Date Submitted:** February 21, 2017

**Name of Person Submitting Item:** City Manager Fitzpatrick

**E-mail Address:** <http://www.rochesternh.net/users/dfitzpatrick/contact>

**Meeting Date Requested:** March 14, 2017

**Issue Summary Statement:**

The City Manager recommends a change to the Merit Plan with the creation of the position of City Prosecutor/ Deputy City Attorney. This new position would be filled by the current Police Prosecution Attorney (Note: this is not an addition of personnel as the Police Prosecution Attorney position would be left vacant).

The attached position description and resultant graded pay range of 15 has been reviewed and approved by the Personnel Advisory Board.

**Recommended Action:**

Amendment to the Merit Plan to add the position of City Prosecutor/ City Prosecutor/ Deputy City Attorney.

# CITY PROSECUTOR/ DEPUTY CITY ATTORNEY

## **Statement of Duties**

Position primarily performs highly responsible professional, administrative and supervisory work in planning, organizing and directing the activities of the Prosecutors office of the Rochester Legal Department, in the preparation and presentation of criminal and civil ordinance violation cases in District Court; assists the city Attorney in providing legal services to the City Council, the Council's various standing and Ad hoc committees, boards and commissions of the City, the City Manager and department heads.

## **Supervision**

Incumbent works under the administrative direction of the City Attorney, rendering legal services to all City Departments. Incumbent establishes objectives, own performance standards and assumes direct accountability for the Prosecutor's Office; consults with City Attorney regarding clarification, interpretation, or exception to municipal policy. Incumbent assists the City Attorney in resolving department and City-wide conflicts and coordinates with others as necessary.

Incumbent is responsible for the supervision of Prosecutor's Office employees; responsible for the evaluation of employees and recommends hiring, firing, and discipline of employees to the City Attorney.

## **Job Environment**

Work is generally performed under typical office and court room 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, law suits, collective bargaining negotiations and personal information about citizens.

Errors could have legal and/or financial repercussions, cause confusion and delay of service, and result in adverse public relations.

## 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.*

Prosecution of all Rochester Police Department (RPD) cases in the Rochester District Court including felonies, misdemeanors, violations and juvenile matters.

Appear in Rochester District Court for all RPD proceedings including but not limited to trials, plea and sentence hearings, motion hearings, arraignments, bail review or revocation hearings, probable cause hearings and juvenile and delinquency proceedings.

May appear before the New Hampshire Department of Motor Vehicles for Administrative License Suspension hearings representing the RPD.

Appear before the Grand Jury when necessary for presentation of any RPD cases.

Review of all investigation materials in each criminal case to ensure that all witnesses have been interviewed, all evidence and documents have been collected and documented, and all necessary certified motor vehicle and criminal records have been obtained.

Ensure that all necessary witnesses are properly notified and available to appear at all scheduled court proceedings and that all the necessary evidence is available for the hearing.

Ensure that all criminal complaints are properly drafted and reviewed prior to being filed with the Court.

Answer all requests for discovery made by defense counsel in all matters.

Research, prepare, draft, file and argue any and all pretrial motions, objections, and memorandums of law necessary to any case.

Upon final disposition of any case, notify all interested parties of the disposition. If any case is to be disposed of by a negotiated plea, the attorney will, prior to disposition, solicit the views and recommendation of the Department and the victim.

Provide any and all other necessary support, both written and oral, to assist members of the Rochester Police Department in the preparation and prosecution of all criminal matters.

Available for 24 hour on-call assistance for legal advice in all criminal investigations.

Assistance shall upon request be provided to the Code Enforcement Office regarding violations and enforcement of land use issues.

Refers all civil suit matters to the Department's General Counsel, or to the City Attorney and may assist in preparing any defense.

Responsible for completing performance evaluations of assigned support and clerical personnel. Represent the City in all matters in which the City has an interest coming before any court, tribunal, quasi-judicial or legislative body, as directed by the City Attorney.

Render all legal opinions insofar as practicable, as may be required of him/her in writing, and maintain record of same.

Commence and prosecute all actions and suits to be commenced by the City or any of its officers in his official capacity before any tribunal whether in law or equity as directed by the City Attorney.

Appear, when directed by the City Attorney, before the Legislature of the State or before any committee thereof, whether for either or both branches of the same, and there, on behalf of the City, represent, answer for, and defend and advocate the interests and welfare of the City.

Pay over to the City Manager all monies received from adverse parties, when the City shall recover the same.

Perform related duties as may be required by the City Attorney.

Other duties as may be assigned.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Must be a bar-certified attorney and a member in good standing of the NH Bar Association. Two to five years of experience in criminal prosecution or a combination of experience in related fields which demonstrates possession of the required knowledge, skills and abilities.

### **Special Requirements**

Member of the New Hampshire Bar Association  
Possess a valid Motor Vehicle Operator's License

## **Knowledge, Ability and Skill**

A candidate for this position should have thorough knowledge of the local, state and federal laws which govern municipal operations; knowledge of legal research materials and other resources; the ability to provide consistent and timely responses to requests for legal assistance; skills in maintaining effective working relationships with customers, other personnel, superiors, subordinates and other offices and agencies; strong skills in the preparation and forceful presentation of legal opinion, written and verbal, and advocacy on behalf of the City; and strong negotiation skills and tact.

## **Physical and Mental Requirements**

Minimal physical effort generally required in performing duties often under typical office conditions. Position requires the ability to operate computer keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle or feel objects, tools, or controls and to reach with hands and arms. May be required to lift and/or carry up to 30 pounds. The employee is frequently required to sit, talk, listen and hear. Specific vision requirements include close color vision, distance vision, and the ability to adjust focus.

*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.*



## Classification Schedule

Grade	Position Title
1	Library Page
2	No positions in this grade.
3	Custodian (part-time)
4	Legal Assistant I
5	Lead Custodian (inactive position)
6	Legal Assistant II
6	Victim/Witness Advocate
7	Financial Analyst (inactive position)
7	Payroll/Human Resource Specialist
8	Executive Secretary
9	Accountant I
9	Executive Assistant
9	GIS/Asset Management Technician
10	Senior Executive Assistant
10	<del>Administrative Services &amp; Utility Billing Supervisor</del>
10	Deputy Assessor (inactive position)
11	DPW Operations Manager (inactive position)
11	Assistant City Engineer
12	No positions in this grade.
13	Lieutenant Prosecutor
13	Police Lieutenant
13	Police Prosecuting Attorney
14	Human Resource Manager
14	Deputy Finance Director/Deputy Treasurer
14	Police Captain
15	Deputy City Attorney/ City Prosecutor
16	Chief Information Officer (CIO)
16	Deputy Police Chief
17	Director of Finance (inactive position)
18	Fire Chief
18	Chief of Police
18	City Attorney
18	Deputy City Manager - Community Development (inactive)
18	Deputy City Manager - Finance & Administration
18	Director of City Services
19	No positions in this grade

## Non-Union Pay Plan

Full and Part-time regular employees

Grade	FY17		FY17 Annual	
	Min	Max	Min	Max
1	10.14	13.63	21,086.21	28,349.24
2	13.18	17.70	27,412.07	36,826.32
3	14.23	19.13	29,605.89	39,786.91
4	15.37	20.65	31,970.10	42,960.49
5	16.60	22.31	34,526.00	46,410.96
6	17.93	24.12	37,294.90	50,159.62
7	19.36	26.03	40,276.79	54,142.57
8	20.91	28.10	43,492.97	58,445.00
9	22.58	30.33	46,964.74	63,088.23
10	24.38	32.76	50,713.40	68,136.14
11	26.33	35.38	54,760.24	73,588.74
12	28.44	38.22	59,147.88	79,488.61
→ 13	30.71	41.26	63,876.30	85,814.48
→ 14	33.17	44.56	68,988.11	92,694.12
15	35.82	48.14	74,504.60	100,127.54
16	38.69	51.99	80,467.35	108,136.04
17	41.78	56.16	86,900.74	116,804.81
18	45.12	60.62	93,844.28	126,091.26
19	48.69	65.47	101,341.59	136,187.08

**Personnel Advisory Board  
February 21, 2017 4:00PM  
City Hall Conference Room**

**Members present:**

Joanne Sylvain  
David Stevens

**Members absent:**

David Dubois

**Others Present:**

Diane Hoyt, Human Resource Manager  
Blaine Cox, Deputy City Manager  
Terence O'Rourke, City Attorney  
Dan Fitzpatrick, City Manager

Review of new/amended classifications

1. Chief Information Officer (CIO); David Stevens **moved** to recommend pay grade 16. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
2. Deputy City Attorney; David Stevens **moved** to recommend pay grade 15. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
3. Fire Chief; David Stevens **moved** to add position to the merit plan at the recommended pay grade 18. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
4. Administrative Services & Utility Billing Supervisor; David Stevens **moved** to remove the position from the merit plan. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.

Meeting adjourned at 4:30 PM.

# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** NON-UNION WAGE RANGES ADJUSTMENT

**Date Submitted:** March 7, 2017

**Name of Person Submitting Item:** Deputy City Manager Cox

**E-mail Address:** [blaine.cox@rochesternh.net](mailto:blaine.cox@rochesternh.net)

**Meeting Date Requested:** March 14, 2017

**Issue Summary Statement:**

Several of the City's labor Collective Bargaining Agreements stipulate for the automatic annual adjustment of the wage ranges (minimum and maximum wage levels) to adjust annually according to changes in the Consumer Price Index. This adjustment is not automatic for the non-unionized personnel regulated by the Merit Plan. The Council in March of 2015 approved such an annual adjustment for fiscal year 2017.

To clarify, this action simply adjusts the minimum wage for new hires and the maximum possible wage for those at the top of the wage scale. It does not constitute an "across the board" increase or a "cost of living adjustment" for all non-union personnel. Any/ all adjustments for specific employees remain merit based.

**Recommended Action:**

Recommend adjustment of non-union personnel wage ranges under the Merit Plan according to the CPI for fiscal year 2018.

# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** INDEPENDENT AUDITOR CONTRACT

**Date Submitted:** March 5, 2017

**Name of Person Submitting Item:** Deputy City Manager Cox

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

**Meeting Date Requested:** March 14, 2017

**Issue Summary Statement:**

In August of 2014, the City carried out a Request for Proposals (RFP) process for the provision of Independent Audit Services. At that time, the City had been served for many years (10+) by Vachon-Clukay. As a result of the RFP process, the City awarded a 3-year contract (FY's 2014, 2015 & 2016) to Melanson-Heath. The Finance Office is seeking approval from the Council to negotiate an extension to the contract with Melanson-Heath for an additional two years.

**Recommended Action:**

Authorize the Deputy City Manager to negotiate a two-year contract extension with Melanson-Heath for the provision of Independent Audit services.

# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** Monthly Financial Statements Summary – as of February 28, 2017.

For the full detail report, click here: [Detailed Monthly Financial Report as of February 28, 2017](#)

### Revenues Summary – General Fund, Enterprise Funds

<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	\$ 55,153	\$ 50,167	52.4
11051 ASSESSORS REVENUES	\$ -	\$ 253	\$ (253)	100.0
11061 BUSINESS OFFICE REVENUE	\$ 55,000	\$ 50,539	\$ 4,461	91.9
11062 BUSINESS OFFICE REVENUE	\$ 1,000	\$ 250	\$ 750	25.0
11071 TAX COLLECTOR REVENUE	\$ 29,423,552	\$ 29,151,247	\$ 272,305	99.1
11072 TAX COLLECTOR REVENUE	\$ 1,840	\$ -	\$ 1,840	0.0
11081 GENERAL OVERHEAD REVENUE	\$ 3,606,311	\$ 1,383,028	\$ 2,223,284	38.4
11082 GENERAL OVERHEAD REVENUE	\$ 1,544,821	\$ 1,544,821	\$ (0)	100.0
11091 PUBLIC BLDGS REVENUE	\$ -	\$ 7,698	\$ (7,698)	100.0
11101 PLANNING	\$ 15,250	\$ 41,636	\$ (26,386)	273.0
11201 REV LEGAL OFFICE	\$ 50,000	\$ 35,721	\$ 14,279	71.4
12011 POLICE CITY REVENUE	\$ 318,895	\$ 190,303	\$ 128,592	59.7
12021 FIRE CITY REVENUE	\$ 17,325	\$ 23,129	\$ (5,804)	133.5
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	\$ 404,259	\$ (41,284)	111.4
13011 PUBLIC WORKS REVENUE	\$ 35,200	\$ 39,059	\$ (3,859)	111.0
13012 STATE HIGHWAY SUBSIDY	\$ 609,283	\$ 365,570	\$ 243,713	60.0
14011 WELFARE REVENUE	\$ 7,500	\$ 1,966	\$ 5,534	26.2
14021 RECREATION REVENUE	\$ 130,000	\$ 115,769	\$ 14,231	89.1
14031 LIBRARY REVENUE	\$ 12,915	\$ 8,447	\$ 4,468	65.4
<b>1000 GENERAL FUND</b>	<b>\$ 36,372,731</b>	<b>\$ 33,477,633</b>	<b>\$ 2,895,098</b>	<b>92.0</b>
<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	\$ 5,896,667	\$ 2,089,413	\$ 3,807,253	35.4
5002 SEWER ENTERPRISE FUND	\$ 6,877,157	\$ 2,457,733	\$ 4,419,424	35.7
5003 ARENA ENTERPRISE FUND	\$ 581,453	\$ 291,279	\$ 290,174	50.1

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

## Expenditures – General Fund, Enterprise Funds

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	% USED
11000051 CITY MANAGER	\$ 399,890	\$ 239,898	\$ 25,169	\$ 134,823	66.30
11012351 ECONOMIC DEVELOPMENT	\$ 475,213	\$ 302,953	\$ 17,357	\$ 154,902	67.40
11020050 MUNICIPAL INFORMATION	\$ 426,679	\$ 264,780	\$ 31,477	\$ 130,422	69.40
11030051 CITY CLERK	\$ 290,862	\$ 165,669	\$ 38,203	\$ 86,990	70.10
11040050 ELECTIONS	\$ 46,251	\$ 39,963	\$ 947	\$ 5,341	88.50
11050070 ASSESSORS	\$ 414,322	\$ 228,288	\$ 37,501	\$ 148,533	64.20
11060051 BUSINESS OFFICE	\$ 517,112	\$ 348,865	\$ 937	\$ 167,309	67.60
11063151 HUMAN RESOURCES	\$ 139,811	\$ 95,210	\$ 3,279	\$ 41,322	70.40
11070070 TAX COLLECTOR	\$ 342,182	\$ 217,592	\$ 1,134	\$ 123,456	63.90
11080050 GENERAL OVERHEAD	\$ 666,983	\$ 231,792	\$ 73,780	\$ 361,412	45.80
11090050 PB CITY WIDE 50	\$ 583,627	\$ 415,349	\$ 3,546	\$ 164,732	71.80
11090051 PB CITY HALL 51	\$ 63,239	\$ 41,311	\$ 3,981	\$ 17,947	71.60
11090052 PB OPERA HOUSE 52	\$ 40,378	\$ 30,458	\$ 1,744	\$ 8,177	79.70
11090054 PB CENTRAL FIRE 54	\$ 16,411	\$ 9,491	\$ 5,979	\$ 941	94.30
11090055 PB GONIC FIRE 55	\$ 18,739	\$ 17,508	\$ 827	\$ 404	97.80
11090056 PB LIBRARY 56	\$ 34,002	\$ 14,994	\$ 2,447	\$ 16,562	51.30
11090057 PB DPW GARAGE 57	\$ 14,138	\$ 7,504	\$ 2,366	\$ 4,268	69.80
11090059 PB ER FIRE STATION 59	\$ 750	\$ 172	\$ 210	\$ 368	50.90
11090061 PB HISTORICAL MUSEUM	\$ 1,600	\$ 506	\$ 900	\$ 194	87.90
11090063 PB HANSON POOL 63	\$ 5,005	\$ 1,865	\$ -	\$ 3,140	37.30
11090064 PB GONIC POOL 64	\$ 2,880	\$ 907	\$ 519	\$ 1,454	49.50
11090065 PB EAST ROCHESTER POO	\$ 2,650	\$ 1,106	\$ 244	\$ 1,300	50.90
11090068 PB GROUNDS 68	\$ 9,960	\$ 5,167	\$ 107	\$ 4,686	53.00
11090069 PB DOWNTOWN 69	\$ 15,500	\$ 6,860	\$ 1,953	\$ 6,687	56.90
11090070 PB REVENUE BUILDING 7	\$ 28,687	\$ 15,491	\$ 4,677	\$ 8,520	70.30
11090071 PB PLAYGROUNDS 71	\$ 1,590	\$ 629	\$ -	\$ 961	39.60
11090075 PB NEW POLICE STATION	\$ 35,796	\$ 19,941	\$ 12,090	\$ 3,765	89.50
11090077 PB OLD POLICE STATION	\$ 9,925	\$ 750	\$ 750	\$ 8,425	15.10
11102051 PLANNING	\$ 361,660	\$ 236,245	\$ 6,204	\$ 119,211	67.00
11200051 LEGAL OFFICE	\$ 543,843	\$ 315,677	\$ 3,487	\$ 224,679	58.70
12010053 PD ADMINISTRATIVE SER	\$ 1,891,685	\$ 1,304,535	\$ 45,535	\$ 541,615	71.40
12012453 PD PATROL SERVICES	\$ 4,694,252	\$ 2,874,374	\$ -	\$ 1,819,878	61.20
12012553 PD SUPPORT SERVICES	\$ 399,100	\$ 262,964	\$ -	\$ 136,136	65.90
12020054 FIRE DEPARTMENT	\$ 4,212,927	\$ 2,717,315	\$ 24,529	\$ 1,471,083	65.10
12020055 FIRE DEPT 55 GONIC SU	\$ 28,556	\$ 12,592	\$ -	\$ 15,964	44.10
12020754 CALL FIRE	\$ 30,964	\$ 5,585	\$ -	\$ 25,379	18.00
12030153 DISPATCH CENTER	\$ 746,093	\$ 465,801	\$ 6,477	\$ 273,815	63.30
12040051 CODE ENFORCEMENT	\$ 570,067	\$ 368,312	\$ 3,607	\$ 198,148	65.20
12050050 AMBULANCE	\$ 56,468	\$ -	\$ 56,468	\$ -	100.00
13010057 PUBLIC WORKS	\$ 2,081,186	\$ 1,286,569	\$ 249,935	\$ 544,682	73.80
13010957 WINTER MAINTENANCE	\$ 514,953	\$ 440,208	\$ 42,497	\$ 32,248	93.70
13020050 CITY LIGHTS	\$ 271,500	\$ 169,376	\$ 3,560	\$ 98,564	63.70
14010051 WELFARE	\$ 458,850	\$ 253,521	\$ 11,666	\$ 193,663	57.80
14022072 RECREATION ADMINISTRA	\$ 562,338	\$ 372,040	\$ 5,931	\$ 184,367	67.20
14022150 RECREATION PLAYGROUND	\$ 82,663	\$ 76,114	\$ -	\$ 6,549	92.10
14022250 RECREATION POOLS	\$ 78,507	\$ 62,528	\$ 80	\$ 15,899	79.70
14030056 LIBRARY	\$ 1,121,163	\$ 750,061	\$ 31,322	\$ 339,779	69.70
15000051 COUNTY TAX	\$ 6,133,368	\$ 6,133,368	\$ -	\$ -	100.00
17010051 TRANSFERS/PAYMENTS DE	\$ 3,431,440	\$ 3,209,248	\$ -	\$ 222,192	93.50
17030050 OVERLAY	\$ 164,944	\$ 22,531	\$ -	\$ 142,413	13.70
17040051 TRANSFER TO CIP & OTH	\$ 2,873,466	\$ 2,873,466	\$ -	\$ -	100.00
<b>1000 GENERAL FUND</b>	<b>\$ 35,914,175</b>	<b>\$ 26,937,450</b>	<b>\$ 763,421</b>	<b>\$ 8,213,305</b>	<b>77.10</b>
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	% USED
5001 WATER ENTERPRISE FUND	\$ 5,896,667	\$ 3,487,849	\$ 152,801	\$ 2,256,017	61.70
5002 SEWER ENTERPRISE FUND	\$ 6,877,157	\$ 4,031,013	\$ 104,568	\$ 2,741,576	60.10
5003 ARENA ENTERPRISE FUND	\$ 581,453	\$ 360,205	\$ 5,376	\$ 215,872	62.90