

## AGENDA

### COMMITTEE ON FINANCE

**December 20, 2016  
Mayor and all Aldermen**

**Upon Recess of BMA  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Mayor Gatsas calls the meeting to order.

2. The Clerk calls the roll.

3. Resolutions: **(A motion is in order to read by titles only.)**

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Four Thousand Five Dollars (\$4,500) for the FY 2017 CIP 714217 Road Repair for Glen Forest Dr. and Lone Pine Dr."

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Sixty Five Thousand Dollars (\$65,000) for the FY 2017 CIP 211717 CBDO Special Activities."

"Amending the FY 2014 and 2016 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Fifty Three Dollars and Sixty Cents (\$253.60) for the FY 2016 CIP 810316 HMIS Data System."

"Amending the FY 2014, 2015 and 2017 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of One Thousand Six Hundred Sixteen Dollars and Ninety Cents (\$1,616.90) for the FY 2017 CIP 810217 HMIS Data System."

**A motion is in order that the resolutions ought to pass and be enrolled.**

4. CIP Budget Authorizations:

211717 CBDO Special Activities  
310017 Adult Workforce Development  
714217 Road Repair for Glen Forest Dr. and Lone Pine Dr.  
810217 HMIS Data System  
810316 HMIS Data System  
810715 HMIS Data System  
810114 HMIS Data System

**A motion is in order that the budget authorization be approved subject to the final adoption of related resolutions.**

5. If there is no further business, a motion is in order to adjourn.

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Four Thousand Five Hundred Dollars (\$4,500) for the FY2017 CIP 714217 Road Repair for Glen Forest Dr. and Lone Pine Dr.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept revenue from a homebuilder to offset the road maintenance costs their subdivision will bring about.

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By adding:**

FY2017 CIP 714217 – Road Repair for Glen Forest Dr. and Lone Pine Dr. - \$4,500 Other

Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Five Thousand Dollars (\$65,000) for the FY2017 CIP 211717 CBDO Special Activities.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer the Adult Workforce Development project to be included under the Community Based Development Organization’s (CBDO) umbrella of public service projects;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By decreasing:**

FY2017 CIP 310017 – Adult Workforce Development - \$65,000 CDBG

**By increasing:**

FY2017 CIP 211717 – CBDO Special Activities - \$65,000 CDBG

Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2014 and 2016 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Fifty Three Dollars and Sixty Cents (\$253.60) for the FY2016 CIP 810316 HMIS Data System.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2014 and 2016 CIPs as contained in the 2014 and 2016 CIP budgets; and

WHEREAS, the 2014 and 2016 CIPs contain all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer a portion of unused Emergency Solutions Grant funds;

NOW, THEREFORE, be it resolved that the 2014 and 2016 CIPs be amended as follows:

**By decreasing:**

FY2014 CIP 810114 – HMIS Training - \$253.60 ESG Funds

**By increasing:**

FY2016 CIP 810316 – HMIS Data System - \$253.60 ESG Funds

Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2014, 2015 and 2017 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of One Thousand Six Hundred Sixteen Dollars and Ninety Cents (\$1,616.90) for the FY2017 CIP 810217 HMIS Data System.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2014, 2015 and 2017 CIPs as contained in the 2014, 2015 and 2017 CIP budgets; and

WHEREAS, the 2014, 2015, and 2017 CIPs contain all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer a portion of unused Emergency Solutions Grant funds;

NOW, THEREFORE, be it resolved that the 2014, 2015, and 2016 CIP be amended as follows:

**By decreasing:**

FY2014 CIP 810114 – HMIS Training - \$305.90 ESG Funds

FY2015 CIP 810715 – HMIS Data System - \$1,311.00 ESG Funds

**By increasing:**

FY2017 CIP 810217 – HMIS Data System - \$1,616.90 ESG Funds

Resolved, that this Resolution shall take effect upon its passage.

**CIP BUDGET AUTHORIZATION**

CIP#: <input type="text" value="211717"/>	Project Year: <input type="text" value="2017"/>	CIP Resolution: <input type="text" value="5/17/2016"/>
Title: <input type="text" value="CBDO Special Activities"/>		Amending Resolution: <input type="text" value="12/20/2016"/>
Administering Department <input type="text" value="Manchester Community Resource Center"/>		Revision: <input type="text" value="#1"/>

**Project Description:** Funding for CBDO Special Activities in the NRSA carried out by the CBDO, Manchester Community Resource Center, or it's subcontractors. Activities may include: community resource center located at 434 Lake Avenue, after school care and activities, health care, immigrant and refugee services, elderly services, youth and community programming, and job/skills training.

<b>Federal Grants</b>	Federal Grant: <input type="text" value="Yes"/>	<b>Environmental</b>	Review Required: <input type="text" value="Yes"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text" value="Pending"/>

Critical Events	
1. Project Initiation	<input type="text" value="7/1/2016"/>
2. Project Completion	<input type="text" value="6/30/2017"/>
3.	
4.	
5.	
	<input type="text" value="6/30/2017"/>

Line Item Budget	CDBG			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$523,350.00	\$0.00	\$0.00	\$523,350.00
<b>TOTAL</b>	<b>\$523,350.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$523,350.00</b>

**Revisions:** #1 - Increases budget by \$65,000 CDBG transferred from CIP Project #310017.

**Comments:** Authorization of spending CDBG funds is contingent upon HUD grant execution.

**CIP BUDGET AUTHORIZATION**

CIP#: <input type="text" value="310017"/>	Project Year: <input type="text" value="2017"/>	CIP Resolution: <input type="text" value="5/17/2016"/>
Title: <input type="text" value="Adult Workforce Development"/>	Amending Resolution: <input type="text" value="12/20/2016"/>	
Administering Department: <input type="text" value="Manchester Community Resource Center"/>	Revision: <input type="text" value="#1"/>	

Project Description:

<b>Federal Grants</b>	Federal Grant: <input type="text" value="Yes"/>	<b>Environmental</b>	Review Required: <input type="text" value="Yes"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text" value="Pending"/>

Critical Events	
1. Project Initiation	<input type="text" value="7/1/2016"/>
2. Project Completion	<input type="text" value="12/20/16"/>
3.	
4.	
5.	
	<input type="text" value="12/20/16"/>

Line Item Budget	CDBG			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Revisions:

Comments:

**CIP BUDGET AUTHORIZATION**

CIP#: 714217	Project Year: 2017	CIP Resolution: 5/17/2016
Title: Road Repair for Glen Forest Dr. and Lone Pine Dr.		Amending Resolution: 12/20/2016
Administering Department: Planning and Community Development	Revision:	

**Project Description:** These funds will be spent to repair the road surface of sections of Glen Forest Drive and Lone Pine Drive. The repairs will be necessary due in part to the trucking of fill to the site of a subdivision at the end of Glen Forest Drive.

<b>Federal Grants</b>	Federal Grant: No	<b>Environmental</b>	Review Required: No
	Grant Executed: N/A		Completed: N/A

**Critical Events**

1. Project Initiation	12/20/16
2. Project Completion	12/30/22
3.	
4.	
5.	
	12/30/2022

Line Item Budget	OTHER			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$4,500.00	\$0.00	\$0.00	\$4,500.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$4,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>

**Revisions:**


**Comments:** Other funds collected from the home builder, Hampshire Centures, Inc.

**CIP BUDGET AUTHORIZATION**

CIP#: <input type="text" value="810217"/>	Project Year: <input type="text" value="2017"/>	CIP Resolution: <input type="text" value="5/17/2016"/>
Title: <input type="text" value="HMIS Data System"/>	Amending Resolution: <input type="text" value="12/20/2016"/>	
Administering Department: <input type="text" value="Planning &amp; Community Development"/>	Revision: <input type="text" value="#1"/>	

Project Description:

<b>Federal Grants</b>	Federal Grant: <input type="text" value="Yes"/>	<b>Environmental</b>	Review Required: <input type="text" value="Yes"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text" value="Pending"/>

**Critical Events**

1. Project Initiation	<input type="text" value="7/1/2016"/>
2. Project Completion	<input type="text" value="6/30/2017"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>
	<input type="text" value="6/30/2017"/>

Line Item Budget	ESG			TOTAL
Salaries and Wages	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Fringes	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Design/Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Planning	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant Fees	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Admin	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Overhead	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$2,927.90"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$2,927.90"/>
<b>TOTAL</b>	<input type="text" value="\$2,927.90"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$2,927.90"/>

Revisions:

Comments:

**CIP BUDGET AUTHORIZATION**

CIP#: 810316	Project Year: 2016	CIP Resolution: 6/9/2015
Title: HMIS Data System		Amending Resolution: 12/20/2016
Administering Department: Planning & Community Development		Revision: #1

Project Description: To provide training and support for the Homeless Information Management System (HMIS) required by the Hearth Act.

<b>Federal Grants</b>	Federal Grant: Yes	<b>Environmental</b>	Review Required: Yes
	Grant Executed:		Completed: Pending

**Critical Events**

1. Project Initiation	7/1/2015
2. Project Completion	6/30/2016
3.	
4.	
5.	
	6/30/2016

Line Item Budget	ESG			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$3,753.60	\$0.00	\$0.00	\$3,753.60
<b>TOTAL</b>	<b>\$3,753.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,753.60</b>

Revisions: #1 - Increase budget by \$253.60 ESG from CIP Project #810114

Comments: Authorization of spending ESG funds is contingent upon HUD grant execution.

**CIP BUDGET AUTHORIZATION**

CIP#:  Project Year:  CIP Resolution:   
 Title:  Amending Resolution:   
 Administering Department:  Revision:

Project Description:

**Federal Grants** Federal Grant:  **Environmental** Review Required:   
 Grant Executed:  Completed:

**Critical Events**

1	Project Initiation	7/1/2014
2	Project Completion	6/30/2015
3		
4		
5		
		6/30/2015

**Line Item Budget**

	ESG			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$989.00	\$0.00	\$0.00	\$989.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$989.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$989.00</b>

**Revisions**

#1 - Transfers \$5,200 ESG to CIP Project #611516.  
 #2 - Transfer \$1,311 ESG to CIP Project #810217.

**Comments:**

Authorization of spending ESG funds is contingent upon HUD grant execution.

**CIP BUDGET AUTHORIZATION**

CIP#: 810114 Project Year: 2014 CIP Resolution: 6/11/2013  
 Title: HMIS Training Amending Resolution: 12/20/2016  
 Administering Department: Planning & Community Development Revision: #1

Project Description: To provide training on the Homeless Information Management System (HMIS).

**Federal Grants** Federal Grant: Yes **Environmental** Review Required: Yes  
 Grant Executed:                      Completed: Pending

**Critical Events**

1	Program Initiation	07/01/2013
2	Program Completion	06/30/2014
3		
4		
5		

06/30/2014

**Line Item Budget**

	ESG			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$3,115.50	\$0.00	\$0.00	\$3,115.50
<b>TOTAL</b>	<b>\$3,115.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,115.50</b>

**Revisions**

#1: Transfer \$253.60 ESG to CIP Project #810316 and \$305.90 ESG to CIP Project #810217

**Comments:**

Authorization of spending ESG funds is contingent upon HUD grant execution.