

# AGENDA

## COMMITTEE ON FINANCE

**April 02, 2013**  
**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. Resolution: **(A motion is in order to read by title only.)**

“Amending the FY 2013 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the FY 2013 CIP 810813 ERP Project.”

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

4. CIP Budget Authorizations:

410213 Clique Program  
810813 ERP Project

**A motion is in order that the budget authorizations 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 Thirteen*

## A RESOLUTION

“Amending the FY 2013 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the FY 2013 CIP 810813 ERP Project.”

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 2013 CIP as contained in the 2013 CIP budget; and

WHEREAS, the 2013 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen previously authorized the Finance Officer to utilize \$250,000 from the Special Revenue Account for the purposes of funding software and implementation costs of a new ERP system;

NOW, THEREFORE, be it resolved that the 2013 CIP be amended as follows:

**By adding:**

FY 2013 CIP 810813- ERP Project - \$250,000 Special Revenue Account

**By decreasing:**

Special Revenue Account - \$250,000

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

# Memo

**To:** Heather Freeman, Assistant City Clerk

**From:** Todd D. Fleming, Senior Planner

**CC:**

**Date:** 3/25/2013

**Re:** Budget Authorization – Police Department – CIP #410213 – Clique Program

---

The Police Department has indicated that it has received a commitment of funds for this project. As such, the Department has requested that the CIP Budget Authorization be placed on the Agenda for the next scheduled BMA meeting. This project has already been before the CIP Committee and has been approved as a part of the 2013 CIP. If you have any questions, please do not hesitate to contact me at 5717. Thank You.

**CIP BUDGET AUTHORIZATION**

CIP#: 410213 Project Year: 2013 CIP Resolution: 6/12/2012  
 Title: Clique Program Amending Resolution:                       
 Administering Department: Police Department Revision:                     

Project Description: Enforce child passenger safety laws and encourage all operator and riders to use seat belts. Funding will be used to support the operation of (ten) six hour patrols. The patrols will be conducted by one officer.

**Federal Grants** Federal Grant:                      **Environmental** Review Required: No  
 Grant Executed:                      Completed:                     

**Critical Events**

1	Program Initiation	5/1/2013
2	Program Completion	6/30/2013
3		
4		
5		
		6/30/2013

**Line Item Budget**

	STATE			TOTAL
Salaries and Wages	\$3,600.00	\$0.00	\$0.00	\$3,600.00
Fringes	\$1,080.00	\$0.00	\$0.00	\$1,080.00
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>\$4,680.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,680.00</b>

**Revisions**


Comments: Program initiation and completion dates determined by the grantor. Funds received from the NH Highway Safety Agency. Grant estimated to be \$10,000, \$4,680 actually received.

*Chief of Police*  
David J. Mara  
*Assistant Chief*  
Gary T. Simmons



*Commission*  
Richard M. Bunker  
Woullard H. Lett  
William M. Clifford  
Eva Castillo-Turgeon  
Mark E. Roy

**CITY OF MANCHESTER**  
*Police Department*

March 20, 2013

To: Todd Fleming  
From: Steve Hoefft, BSO  
Re: Clique Program - 410213

Attached is the NH Highway Safety Project Grant Award in the amount of \$4,680.00 for the Manchester "Join the NH Clique" Seat Belt Campaign.

The dates for this grant is 5/1/13 to 6/30/13.

The funds breakdown is as follows:

Overtime	-	\$3,600.00
Fringes	-	\$1,080.00

Please process this as a project for approval.

Sincerely,

  
Steven L. Hoefft  
Business Service Officer

Michael L. Briggs Public Safety Building  
405 Valley Street • Manchester, New Hampshire 03103 • (603) 668-8711 • FAX: (603) 668-8941  
E-mail: [ManchesterPD@manchesternh.gov](mailto:ManchesterPD@manchesternh.gov) • Website: [www.manchesterpd.com](http://www.manchesterpd.com)

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



## CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT

For HSA Use Only

State of New Hampshire  
Highway Safety Agency  
78 Regional Drive, Building 2  
Concord, NH 03301

Date Received	Project Number
Date Approved	PSP and Task # 13-01, 01

**Part I**

<b>1. Project Title</b>  Manchester "Join the NH Clique" Seat Belt Campaign	<b>2. Type of Application (Check One)</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
---	--

<b>3. Applicant</b>	
<b>A. Name of Agency and Address</b> Manchester Police Department 405 Valley Street Manchester, NH 03103	<b>B. Government Unit (Check One)</b> <input type="checkbox"/> State <input checked="" type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):
<b>4. Contract Period</b> Start Date: May 1, 2013 Termination Date: June 30, 2013	<b>5. Functional Area</b> OP - Occupant Protection

**6. Description of Project (Describe in detail in Schedule A)**

BUDGET AND PERSONNEL DATA		
a. Personnel Services OVERTIME SEAT BELT ENFORCEMENT CAMPAIGN "JOIN THE NH CLIQUE" (May 20-June 2, 2013) Salary: 1 officer x 5 patrols x 6 hours/patrol x \$60.00/hour*	\$1,800.00	
SEAT BELT ENFORCEMENT (May 1-June 30, 2013) Salary: 1 officer x 5 patrols x 6 hours/patrol x \$60.00/hour*	1,800.00	
Payroll-related Deductions: \$3,600.00 x 30 percent	1,080.00	\$4,680.00
*See Proposed Solution (page 2) for exact patrol dates & explanation of pay rates		
<b>Total</b>		<b>\$4,680.00</b>

**Part II**

**7. Acceptance of Conditions.** It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grants which have been furnished (or will be furnished upon request) to the applicant.

<b>A. Project Director</b>		
1) Name David J. Mara	2) Title Chief, Manchester Police Department	3) Address 405 Valley Street Manchester, NH 03103
4) Signature X		5) Telephone Number 668-8711
<b>B. Authorized Official</b>		
1) Name Theodore Gatsas	2) Title Mayor, City of Manchester	3) Address One City Hall Plaza Manchester, NH 03101
4) Signature X		5) Telephone Number 624-6500

Part III (For HSA Use Only)

1. Approval Date	2. Signature & Title
3. Federal Funds Obligated by this Agreement: \$	Peter M. Thomson, Coordinator NH Highway Safety Agency

Part IV

SCHEDULE A  
GENERAL PROJECT INFORMATION

Description of Project

**STATEMENT OF PROBLEM/NEED:** New Hampshire has a primary child passenger safety law (RSA 265:107-a) that requires all children up to the age of 6 and 55 inches to be restrained and properly secured in an approved child passenger safety seat and that everyone up to the age of 18 use a seat belt. The law up to age 18 has been in effect since August 18, 1997, (15 1/2 years) and has been a primary law since January 1, 2000 (13 years). This is primarily an enforcement issue, not an educational issue.

The state's initial annual seat belt use survey of 3,000 vehicles was conducted in 1984 and revealed that 16.06 percent of New Hampshire drivers were voluntarily buckling up. The current NHTSA-approved annual survey conducted in 2012 indicates that 68.5 percent of all drivers and outboard front seat passengers are buckling up. The state's first child restraint survey conducted in 1989 revealed that 69.84 percent of the 1,500 vehicles surveyed were in compliance with the law. This figure increased to 94.2 percent in 2005. There is a need to increase seat belt usage by all vehicle occupants, and one of the most effective means of accomplishing this goal is through enforcement and education. Although lack of a seat belt law for those 18 years of age and older is an impediment to increasing adult usage, enforcement of the child passenger law (coupled with an aggressive public information campaign) will have a positive effect on adult drivers. An aggressive, statewide campaign utilizing enforcement patrols needs to be conducted during the National "Click It or Ticket" mobilization, as well as during the spring when travel increases due to good weather, holidays (Memorial Day), and year-end school activities.

**PROPOSED SOLUTION:** In an effort to enforce the state's child passenger safety law and encourage all motor vehicle operators and passengers to use seat belts, the Manchester Police Department will hire, on an off-duty basis, an officer to work overtime, stationary, seat belt enforcement patrols in 6-hour shifts, or two-man 3-hour patrols (which are preferred), during daylight hours during the enforcement period. These "Buckle Up! It's the Law Up to 18. Click It or Ticket" patrols will be conducted during the following enforcement periods:

"Join the NH Clique" (May 20-June 2, 2013)  
1 officer x 5 patrols

Seat Belt Enforcement (May 1-June 30, 2013)  
1 officer x 5 patrols

Although the focus of these patrols is to enforce the state's occupant protection law, adherence to all traffic laws will be monitored and enforced. It is understood that these stationary patrols will be conducted on an overtime basis and officers will be paid at their overtime (1.5) rate for work exceeding their normal 40 hours per week. Part-time officers will be paid at their normal hourly rate.

**ANTICIPATED RESULTS:** As a result of these "Buckle Up! It's the Law Up to 18. Click It or Ticket" and seat belt enforcement patrols, there will be an increase in the number of summonses issued. Drivers will be educated about the life-saving value of child safety seats and seat belts. Aware that the seat belt law is being strictly enforced, driving habits of the motoring public will be positively modified. These overtime patrols will be highly publicized by the NH Highway Safety Agency prior to being conducted, as will be the results of the statewide enforcement and educational campaign.

**ADDITIONAL PROJECT CONDITIONS:** It is agreed that the "Overtime Selective Traffic Enforcement Program Report" forms (HS-200) reflecting enforcement activity from May 20-June 2, 2013, will be FAX'd to the NH Highway Safety Agency no later than June 21, 2013, for the period. It is further agreed that all signed "Overtime Selective Traffic Enforcement Program Report" forms (HS-200) for each patrol, along with a summary "Overtime Reimbursement" form, will be submitted to the NH Highway Safety Agency along with requests for reimbursement.

The recipient of these funds is encouraged to provide programs to encourage the use of safety belts by all drivers and passengers in motor vehicles (23 U.S.C. 1200.11 (a)(d)) and to adopt and enforce seat belt use policies for employees operating company-owned, rented, or personally-owned vehicles when performing official business.

See attached Addenda for additional project information that is hereby made a part of this contractual agreement.

**CIP BUDGET AUTHORIZATION**

CIP#: 810813      Project Year: 2013      CIP Resolution: 6/12/2012  
 Title: ERP Project      Amending Resolution: 4/2/2012  
 Administering Department: Finance Department      Revision:         

**Project Description:** To fund costs for implementation of a new ERP system. Costs will include payments to SunGard for a maintenance contract (\$250,000) and in the future costs for a Project Manager. Software and implementation costs will also be charged to this project.

**Federal Grants**    Federal Grant: No      **Environmental**    Review Required: No  
 Grant Executed: N/A      Completed:         

**Critical Events**

1	Project Initiation	4/2/12
2	Project Completion	6/30/16
3		
4		
5		
		6/30/2016

**Line Item Budget**

	OTHER			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	\$250,000.00	\$0.00	\$0.00	\$250,000.00
<b>TOTAL</b>	<b>\$250,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>

**Revisions**


**Comments:** Funding to be transferred from the Special Revenue Account.