



**Rochester City Council Workshop
February 18, 2014
COUNCIL CHAMBERS
7:00 PM**

AGENDA

- 1. Call to Order**
- 2. Public Input**
- 3. Communication from the Mayor**
- 4. Communication from the City Manager**
- 5. Department Reports **P. 1****
- 6. Presentation on Community Branding **P. 105****
- 7. Presentation of Audit **P. 133****
- 8. Other**
- 9. Adjournment**

**Rochester City Council Special Meeting
February 18, 2014
COUNCIL CHAMBERS
(Immediately Following the City Council Workshop)**

AGENDA

- 1. Call to Order**
- 2. Panhandling:**
 - 2.1. Chapter 31 of the General Ordinances of the City of Rochester, entitled "Panhandling" Ordinance - *Repeal*
P. 135**

2.2. Proposed Amendment to the General Ordinances of the City of Rochester Pertaining to Distribution of Items To and From Motor Vehicles to be known as Chapter 68 "Distribution of Items To and From Motor Vehicles *First Reading – Refer to Public Hearing* P. 143

- 3. Resolution Authorizing E-911 Committee the Renaming and/or Renumbering Portions of Calef Highway, Rte 125, Gonic Road, Charles Street, Hancock Street, Columbus Avenue, Columbus Avenue Ext., Old Dover Road, Anctil Court, Gear Road, Main Street, Hanson Street, and Rochester Neck Road – *First Reading, refer to Public Hearing* P. 145**
- 4. Merit Plan Position Classifications for City Attorney and Evidence Technician P. 153**
- 5. Adjournment**

January Department Reports

- Assessing **P. 3**
- City Clerk's Office **P. 5**
- Department of Building, Zoning, and Licensing Services **P. 7**
- Economic Development Department **P. 13**
- Finance Department **P. 17**
- Fire Department **P. 49**
- Library **P. 73**
- Planning Department **P. 75**
- Police Department **P. 79**
- Public Works Department **P. 95**
- Recreation and Arena **P. 99**
- Tax Collector **P. 101**
- Welfare **P. 103**

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City of Rochester, New Hampshire
Assessor's Office
19 Wakefield Street
Rochester, New Hampshire 03867-1915

Telephone
(603) 332-5109
Fax
(603) 335-7591

February 6, 2014

To: City Manager/Council

From: Thomas Mullin, Assessor

Subject: January Council Report

Revenue Received/Collection Warrants issued:

Land Use Change Tax	\$ 14,800.00
Timber Tax	\$ 1,198.50
Property Records, Maps & Copies	\$ 25.50

- The field staff completed the first pass on reviewing properties that have been issued building permits this year and any that were not completed last year. A second and final pass will be performed closer to April 1st to assure all new construction for the year will be assessed.
- Ruth Lawrence a part time clerk has left us for a job in Portsmouth to work in a profession that she previously worked in.
- Ruth is being replaced with Leona Alameda a lifelong Rochester Resident. Leona was selected from a large number of applicants. Her previous customer service experience and pleasant nature will provide the citizens of Rochester with the level of service that they have come to expect from the Assessing Department.
- We have sent out the friendly reminder letters to those who had Elderly and Disabled Exemptions last year and have begun the interviewing process of the 400+/- applicants.

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City Clerk's Office
 City Hall - First Floor
 31 Wakefield Street, Room 105
 ROCHESTER, NEW HAMPSHIRE 03867-1917
 (603) 332-2130 - Fax (603) 509-1915
 Web Site: <http://www.rochesternh.net>

Clerk of the Council
 Elections
 Vital Records
 Dog Licensing
 Notary Public Services

City Clerk's Report

2014

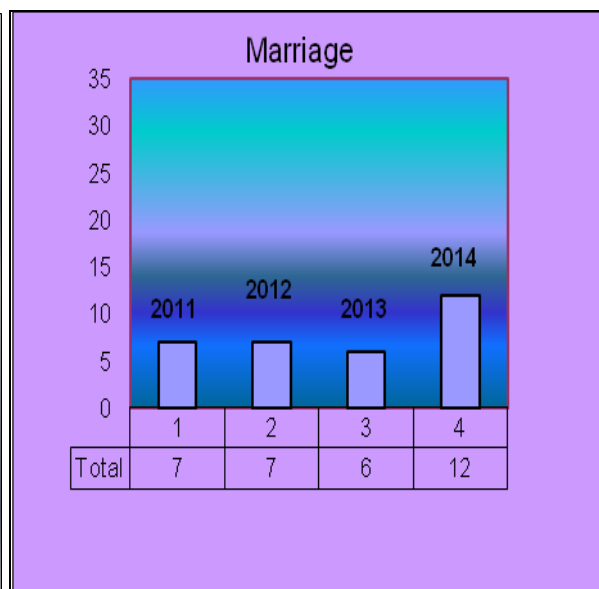
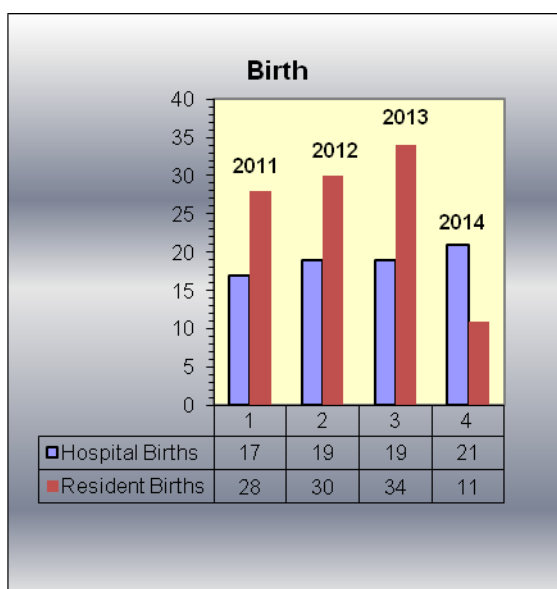
February 12, 2014

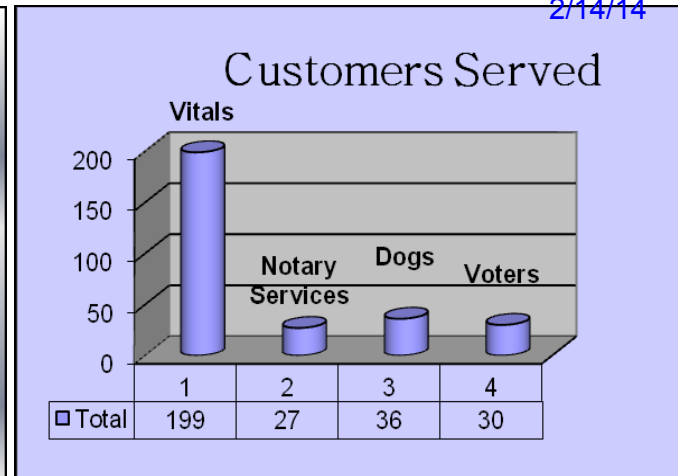
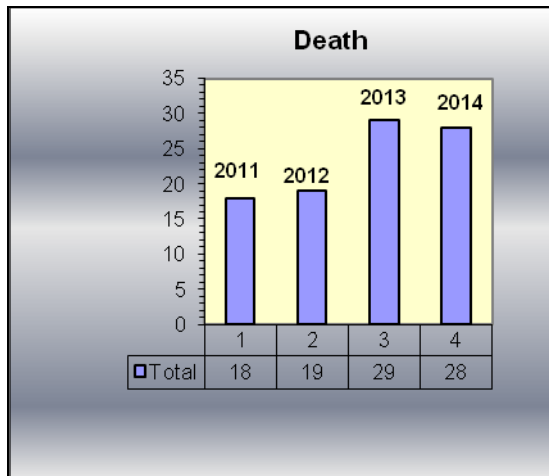
Vital Statistics

The City Clerk's staff issued 187 initial copies of vital records, 75 subsequent copies of vital records, and 12 marriage licenses in January. The New Hampshire Division of Vital Records Administration generated the following report of statistics for the City of Rochester. There were 21 babies born in Rochester during the month of January, 11 of which were of Rochester residents. A total of 28 deaths occurred in Rochester during the month of January.

Revenue – Vital Records/Marriage Licenses

	State	City
Initial/Subsequent copies	\$1,871	\$1,684
Marriage Licenses	\$ 456	\$ 84
	<u>\$2,327</u>	<u>\$1,768</u>





Dog Licensing

The City Clerk's office licensed 36 dogs during the month of January.

Elections

Voter registration summary by party as of January 31, 2013:

	<u>Democrats</u>	<u>Republicans</u>	<u>Undeclared</u>	<u>Total</u>
<u>Ward 1</u>	913	928	1,243	3,084
<u>Ward 2</u>	887	976	1,309	3,172
<u>Ward 3</u>	933	1,010	1,219	3,162
<u>Ward 4</u>	785	714	1,304	2,803
<u>Ward 5</u>	795	869	1,357	3,021
<u>Ward 6</u>	883	666	1,179	2,728
	5,196	5,163	7,611	17,970

Respectfully submitted,

Marcia Roddy

Marcia Roddy
Deputy City Clerk

End of Month Council Report

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of January 2014 with fiscal Year to Date

Department Revenue

	Current Month		Year to Date		Projected Revenue
Food Establishments	\$	60.00	\$	15,552.50	\$ 29,000.00
Taxi Service Permits	\$	0.00	\$	730.00	\$ 700.00
Amusement License	\$	0.00	\$	1,940.00	\$ 4,000.00
Building Permits	\$	14,373.00	\$	158,974.02	\$ 225,000.00
Hawkers & Peddlers	\$	200.00	\$	225.00	\$ 500.00
Second Hand Dealer	\$	700.00	\$	1,450.00	\$ 1,000.00
Pawnbroker License	\$	100.00	\$	200.00	\$ 100.00
Junk Yard & MVJY	\$	0.00	\$	0.00	\$ 175.00
Misc. Permits and Fees	\$	32.20	\$	110.40	\$ 100.00
<hr/>					
GROSS REVENUE	\$	15,465.20	\$	179,181.92	\$ 260,575.00
Fees Refunded	\$	0.00	\$	209.00	
Fees Waived – Veteran	\$	46.00	\$	2,784.00	
Fees Waived - Municipal	\$	0.00	\$	741.00	
<hr/>					
Total	\$	46.00	\$	3,734.00	
<hr/>					
NET REVENUE	\$	15,419.20	\$	175,447.92	

Department Activities

2/14/14

Permits :		Licenses :		Actions:	
Foundation Only	0	Second Hand Dealer	0	Building Final	10
Building Permit	25	Junk Dealer	0	Demo	1
Demolition Permit	2	Motor Vehicle Junk Yard	0	Electric Final	13
Sign Permit	3	Pawn Broker	0	Electric Rough	5
Plumbing Permit	11	Taxi - Owner	0	Electrical Underground	4
Electrical Permit	24	Taxi - Driver	0	Foundation	8
Mechanical Permit	31	Taxi - Vehicle	0	Framing	5
Pool Permit	0	Health	0	Gas Line	10
Fire Alarm/Sprinkler	8	Mechanical Devices	0	Health Inspection	15
		Day Care	0	Insulation	2
		Temporary Food	0	Mechanical Final	13
		Video Games	0	Mechanical Rough	0
		Movie Theater	0	Perm Service	0
		Pool Table	0	Plumbing Final	12
		Hawkers & Peddlers	2	Plumbing Rough	4
		Mobile Home Parks	3	Plumbing Underground	0
		Food Establishments	3	Pool Bonding	0
				Pool Final	0
				Re-Bar	3
				Service & Service Upgrade	9
				Sheetrock	3
				Slab	0
				Temp Service	2
				Walk Through	1
				Violation	3

Building Permit Detail

2/14/14

New Permits	Month: January 2014			Fiscal Year to Date		
	Permits Issued	Estimated Construction Value		Permits Issued	Estimated Construction Value	
Sign	3	\$	35,420	31	\$	244,881
Plumbing	11		91,751	112	\$	563,530
Electrical	22	\$	78,199	242	\$	1,865,045
Mechanical	31	\$	96,833	332	\$	1,488,868
Fire						
Alarm	4	\$	368,195	14	\$	424,460
Protection	3	\$	50,186	23	\$	285,381
Foundation Only	0	\$	0.00	30	\$	154,090
Building Permit						
Multi-category	0	\$	0.00	5	\$	13,144
New Home	4		405,700	30	\$	2,984,526
Addition Non Res	0	\$	0.00	2	\$	42,000
Alteration Non Res	1	\$	3,200	21	\$	1,982,301
Repair / Replace Non Res	1	\$	100,000	9	\$	208,255
Footing	3	\$	0.00	3	\$	0.00
Pool	0	\$	0.00	2	\$	6,600
Garage	1	\$	97,000	17	\$	501,950
Other	0	\$	0.00	34	\$	159,390
Demo	0	\$	0.00	1	\$	4,900
Shed	0	\$	0.00	22	\$	89,858
Addition Res	1	\$	7,000	14	\$	130,861
Alteration Res	6	\$	69,295	50	\$	507,492
Repair / Replace Res	5	\$	53,062	133	\$	1,198,265
Condo	0	\$	0.00	0	\$	0.00
Apartment	1	\$	150,000	3	\$	1,788,000
Mobile Home	0	\$	0.00	12	\$	853,182
Building Non Res	0	\$	0.00	2	\$	713,000
Total New Permit	97	\$	1,605,841	1,144	\$	16,209,979
Permit Renewals	1	\$	1,000	18	\$	30,611
Demolition	2	\$	2,500	16	\$	67,900
Total Permits Issued	100	\$	1,602,341	1,178	\$	16,111,468

Respectfully Submitted,



James Grant

Note: The above data is subject to adjustment & revision pending further review and analysis as well as year-end closing adjustments.



2/14/14

City of Rochester, New Hampshire
Department of Building, Zoning and Licensing
Services

31 Wakefield Street * Rochester, NH 03867
(603) 332-3508 * Fax (603) 509-1912

January 2014

APPLICATIONS REVIEWED BY THE ZONING BOARD

2014-01 Application by Christine and Edward Garcia for a variance under Article 42.16 Table 2 of the City's Zoning Ordinance to permit a garage w/ in-law unit closer to the front property line than what is allowed in the R-1 zone. **Location:** 19 Brookfield Dr., Map 128 Lot 183 Residential 1 Zone- **APPROVED**

2014-02 Application by The Lamoureux Family Revocable Living Trust for two variances under the City's Zoning Ordinance. The Applicant wishes to use a portion of the property for parking of RV vehicles for Rte 125 RV and Marine business. The variance requests are to the terms of Article 42, Sections 17 (b) and 42.14 (B)(17). **Location:** 6 Cemetery Rd., Map 258 Lot 36 Agricultural Zone- **APPROVED**

CODE VIOLATION TYPE & OCCURRENCES**Month of: January 2014****Code Compliance Deficiencies**

There are up to four steps of actions being used to deal with complaints/ violations: The first being verbal contact. The next method is a written notice of violation. This consists of a notice that is mailed first class as well as certified mail giving the property owner or violator a detailed description of the deficiencies and a date to make the appropriate corrections. The requested date depends on the time that is considered reasonable for the requested action that needs corrected, for instance, a minor repair to a fence may warrant a couple of days, while replacing an entire fence may require a few weeks. If there has been no contact made by the recipient of the notice, a follow up inspection is then made. If the violation(s) still exist, a second notice of violation is mailed with a new correction date on it. This process is then followed through again with a final notice. If the violation has still not been corrected after these notices, the paper work is turned over to Attorney Grossman for legal/court action to be taken. If the violation was a time sensitive issue, such as trash piling up, we would skip the second notice and go straight to a final notice to help expedite the process.

RUBBISH & GARBAGE:

- There were four recent in Ward 6
Three were resolved and closed
One is currently pending

INTERIOR VIOLATIONS:

- There were six recent in Ward 6
Five were resolved and closed
One is currently pending

There was one recent in Ward 4
It was resolved and closed

There was one recent in Ward 1
It was resolved and closed

There was one recent in Ward 5
It was resolved and closed

There was one recent in Ward 2
It was resolved and closed

EXTERIOR VIOLATIONS:

- There was one recent in Ward 2
It was resolved and closed

There was one recent in Ward 5
It was resolved and closed

There was one recent in Ward 6
It was resolved and closed

VEHICLE VIOLATIONS:

- No Motor Vehicle complaints

SIGNS:

- There were three in Ward 2
All were resolved and closed

There were two in Ward 6
Both were resolved and closed

SITE PLAN/ZONING VIOLATIONS:

- There was one recent in Ward 4
It was resolved and closed

There were 26 Second Hand Dealer inspections conducted this month

Economic Development Department Management Report for January 2014

Mary Ellen Humphrey

Economic Development Specialist

Entrepreneurial Program Activity & Strategic Development

Met with three different interesting people who offer possible opportunities for growth and retention in our city. Andre Garron from UNH Co-Operative Extension to discuss a BR&E (Business Retention & Expansion Visitation Program). This is a program that includes all efforts to encourage the survival and growth of a community's existing businesses. Zachary Field from Clear Channel Media came in to discuss the branding project and how he can help with our local StartUp Competition. And Michael Moriarty from the Upstart Company explained how his company assists and facilitates innovation within companies, to foster new products and services and to reinvigorate established businesses.

The 2014 StartUp Competition is now in the planning stages. Our team which includes a mix of local businesses and organizations began meeting to organize this year's event, scheduled for May 8th.

Technical Review Process

In addition to our normal building projects, we saw some noncommercial projects enter the pipeline, including the airport expansion and the East Rochester School district building expansion.

Business Retention & Expansion

The two ERZ applications were finished and prepared for City Council approval, after which they will be submitted to DRED for acceptance. This is one more incentive we can offer to retain and especially attract new business investment, allowing for some return for the business from BET and BPT tax credits over a five-year period.

January 8 was our 2nd quarterly Manufacturing Exchange. The discussion was lively and informative, and the apparent need for qualified employees was the big topic, with several local companies announcing their expansion intentions and hiring needs. (see attached Union Leader Article). Next exchange will be April 9 at LAARS.

Our monthly business round table attracted some new faces and discussions. See attached recap. There are concerns about how the Affordable Care Act will affect local businesses, as well as discussion about the exclusion of our hospital, Frisbie, from the exchange.

Staff met with another local manufacturer who will be announcing a large investment and expansion plans, ribbon cutting scheduled for March. More to come!

Community Marketing

In partnership with the Main Street Program and the Chamber of Commerce, we are working to help local restaurants work on a joint promotion project Munch Madness, a take on March Madness. This event which will encompass about 3 weeks in March should bring exposure to our local restaurants. Anyone may participate, but they must sign up with Mike Provost at Main Street.

Staff attended several community meetings including the monthly CIBOR meetings (to promote industrial and commercial properties in Rochester), Sidewalk Talk, Lunch & Learn, and the Chamber's Annual Breakfast. Staff is working with Fosters and Main Street to organize and promote the next annual Author's Fair scheduled for April 26th. We also represented the city at two chamber ribbon cutting events: Papaya Thai Restaurant and the Publick House. These are two downtown restaurants adding to our eclectic mix of dining opportunities.

Other

We continue to update the chamber on local economic activity at the Governmental Affairs Committee meetings.

2/14/14

Seacoast manufacturers hope to inspire students to pursue opportunities



Joe Shean, president of R.P. Abrasives in Rochester, wants to update the image of modern manufacturing to inspire the next generation of workers and businesses in the area. JOHN QUINN

High-tech manufacturers are looking for qualified workers, but are having trouble finding them, despite a high unemployment rate. Companies say more advanced training is needed -- and some are working to provide it.

By JOHN QUINN

Union Leader Correspondent

ROCHESTER — Despite the unemployment rate, high-tech manufacturers that are expanding are frustrated at the limited pool of qualified applicants in the region.

About a dozen representatives from area companies discussed their needs and challenges Wednesday during a Seacoast Manufacturing Exchange.

After building a 343,712-square-foot plant near Skyhaven Airport, Albany Engineering Composites and Safran Aerospace Composites plans to hire 500 employees to produce parts for the aerospace industry in the next five years.

"We're in super growth mode," said Deanna Waldrop, senior director of LEAP Program Development at AEC.

Even though a new Advanced Composites Manufacturing program at Great Bay Community College's Advanced Technology & Academic Center in Rochester produced its first class in December and has a waiting list for the next three sessions this year, it will only produce about half of the necessary workforce.

As a result, the company is concerned about hiring qualified employees from a shrinking labor pool that is in high demand, according to Don Rose, director of Facilities & Capital Planning at AEC.

"We're competing for the same people," Rose said.

Ed Cotter, president at ContiTech Thermopol LLC, said the company also looking to expand its workforce — especially with people who are experienced in robotics and understand schematics — as the company has added 100,000 square feet in the past five years and has 360 employees at its Somersworth facility. After determining that the pool of potential workers isn't as large or as qualified, Marcus Mann, coordinator of Employee Growth & Development at Turbocam in Barrington, said the company has started to hire people as part of a training program that allows them to obtain the necessary skills while earning a reduced rate of pay.

"We need to find people with the right aptitude," Mann said, adding the right people can learn and grow into having a better paying career.

Joe Shean, president of RP Abrasives in Rochester, said even though technology and innovations have caused a reduction in employees, it has also increased overall production.

"The output of the New Hampshire manufacturing community continues to grow," Shean said.

Shean suggested area guidance counselors take monthly tours of Seacoast manufacturers to help promote viable career opportunities for the future workforce.

Mary Ellen Humphrey, economic development specialist for the city, said officials are working to expand the internship program at Career Technical Center at Dover High School.

"We have to take the stigma away (about modern manufacturing)," Humphrey said. "It's not the factory my grandmother used to work in."

Additionally, the Regional Technical Center at Spaulding High School offers the only chance in the state for young students to take a class in precision engineering.

As of November, the unemployment rate in the Dover-Rochester area was 4.3 percent and 4.8 in the state. A year before, it was 5.1 percent for the area and 5.3 percent in New Hampshire, according to a Dec. 26 Local Area Unemployment Statistics Report by the N.H. Employment Security, Economic and Labor Market Information Bureau.

For the manufacturing workforce — including machinists, assembler and fabricators, tool and die makers and computer-controlled machine tool operators — the unemployment rate of 9.2 percent is substantially higher compared to other professions, said Annette Nielson, economist with the N.H. Employment Security Department.

"It is a bit of a conundrum that we have unemployment with production occupations," Nielson said, adding as advances in technology streamline the industry, it's essential that manufacturers update the pipeline for the future workforce.

While there is a pool of experienced out-of-work or underemployed workers, Nielson said some of them do not have some of the necessary skills, especially involving computers, used in modern facilities.

She said the most-desired employees continue to have work while others have had to pursue other careers.

January Business Round Table

Discussion Recap

January 21, 2014, City Hall, Rochester NH.

Action Items:

- * Help educate people about what branding is and why it is important.
- * Route 11 Marketplace - send out design information
- * Update Rochester Data Sheet - census information
- * Keep people informed about what's going on in economic development for the city!

Great discussion this morning as a number of local officials and business representatives met at our monthly Business Round Table. There is an ad-hoc effort to initiate a city-wide branding project, and it was felt that people don't generally understand what branding is, and why it is important. This applies to the general public as well as the various potential funding sources. The ad-hoc committee spear headed by Gerry Gilbert has met and chosen The Glen Group to facilitate the branding process for the city, and now needs to secure funding to pay for it. Attached is an overview of what branding is, why it's important, and how we will benefit by branding Rochester. It was also noted that branding must be inclusive and that various stakeholders need to participate, especially groups like the Chamber of Commerce, Main Street and the Rochester Economic Development Commission.

Everyone expressed appreciation for the positive things happening in the city, the expansion of manufacturing, and the commercial developments, especially the new Granite Ridge Marketplace. They also felt the story needs to get out there, and that the city could do a better job letting everyone know what's going on. City council members present also wanted to better understand what was going on, especially regarding branding, the use of Buxton, and how all this benefits the city.

The city manager added that much of this positive buzz is and will be created by word of mouth, that as the new market place is developed, more and more people will be attracted to the city and will tell others. The downtown will likely continue to be a combination of small entrepreneurs and new restaurants that will grow as part of the gentrification process.

Officer Hayes provided some insights into the great strides in our downtown, reporting that there are mostly property crimes now, rather than fights and personal attacks. Great strides have been made to reduce these property crimes, especially shop lifting, by the police departments facebook page and public disclosure of those convicted or arrested for shoplifting. It has helped many retailers know who the culprits are and reduce losses.

Next Business Roundtable is scheduled for February 18 at 7:30 AM, City Hall.



Blaine Cox
Deputy City Manager/
Director Finance & Administration

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 Fax (603) 335-7589
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To: Finance Committee
 From: Blaine Cox, Deputy City Manager
 Date: February 13, 2014
 Subject: Monthly Financial Report
 Copied To: City Manager Fitzpatrick

As of the end of January, we are approximately 58% through Fiscal Year 2014.

REVENUES

General Fund Year to Date Revenue Summary:

DEPARTMENT	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
City Clerk	\$ 108,400	\$ -	\$ 108,400	\$ 50,342	\$ 58,058	46.4%
Assessor	\$ 1,000	\$ -	\$ 1,000	\$ 377	\$ 623	37.7%
Business Office	\$ 56,000	\$ -	\$ 56,000	\$ 36,520	\$ 19,480	65.2%
Tax Collector	\$ 26,996,312	\$ -	\$ 26,996,312	\$ 26,162,233	\$ 834,079	96.9%
General Overhead	\$ 4,749,343	\$ 1,606,267	\$ 6,355,610	\$ 3,661,294	\$ 2,694,316	57.6%
Planning	\$ 27,300	\$ -	\$ 27,300	\$ 16,856	\$ 10,444	61.7%
Police	\$ 349,975	\$ -	\$ 349,975	\$ 163,944	\$ 186,031	46.8%
Fire	\$ 24,351	\$ -	\$ 24,351	\$ 6,043	\$ 18,308	24.8%
Dispatch	\$ 62,044	\$ -	\$ 62,044	\$ 4,597	\$ 57,447	7.4%
Bldng, Zoning, License	\$ 260,575	\$ -	\$ 260,575	\$ 175,448	\$ 85,127	67.3%
Public Works	\$ 555,112	\$ -	\$ 555,112	\$ 434,218	\$ 120,894	78.2%
Welfare	\$ 10,000	\$ -	\$ 10,000	\$ 555	\$ 9,445	5.6%
Recreation	\$ 138,200	\$ -	\$ 138,200	\$ 120,373	\$ 17,827	87.1%
Library	\$ 17,050	\$ -	\$ 17,050	\$ 7,831	\$ 9,219	45.9%
Totals	\$ 33,355,662	\$ 1,606,267	\$ 34,961,929	\$ 30,840,632	\$ 4,121,297	88.2%

Note: If the Property Tax Revenue is removed from Tax Collector Revenue to show only non-property tax revenue, the General Fund Revenue percentage is at 61%.

Enterprise Funds Year to Date Revenue Summary:

FUND	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
Water	\$ 4,923,646	\$ 6,000	\$ 4,929,646	\$ 2,160,843	\$ 2,768,803	43.8%
Sewer	\$ 6,203,072	\$ 179,661	\$ 6,382,733	\$ 2,956,575	\$ 3,426,158	46.3%
Arena	\$ 527,196	\$ -	\$ 527,196	\$ 280,035	\$ 247,161	53.1%

EXPENDITURESGeneral Fund Year to Date Expenditure Summary:

DEPARTMENT	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
Council/ Manager	\$ 272,515	\$ (209)	\$ 272,306	\$ 155,799	\$ 3,676	\$ 112,831	58.6%
Econ Dev	\$ 266,802	\$ 1,531	\$ 268,333	\$ 173,236	\$ 5,186	\$ 89,910	66.5%
Information Tech	\$ 356,365	\$ (1,127)	\$ 355,238	\$ 198,748	\$ 7,880	\$ 148,610	58.2%
City Clerk	\$ 258,547	\$ (239)	\$ 258,308	\$ 143,599	\$ 8,652	\$ 106,057	58.9%
Elections	\$ 31,968	\$ (161)	\$ 31,807	\$ 16,845	\$ 695	\$ 14,267	55.1%
Assessing	\$ 354,797	\$ (89)	\$ 354,708	\$ 215,794	\$ 12,948	\$ 125,966	64.5%
Business Office	\$ 550,099	\$ 540	\$ 550,639	\$ 352,894	\$ 4,838	\$ 192,907	65.0%
Tax Collector	\$ 324,259	\$ (186)	\$ 324,073	\$ 192,123	\$ 1,057	\$ 130,893	59.6%
General Overhead	\$ 750,011	\$ (6,324)	\$ 743,687	\$ 284,968	\$ 91,401	\$ 367,319	50.6%
Public Buildings	\$ 801,956	\$ 271	\$ 802,227	\$ 476,601	\$ 48,934	\$ 276,691	65.5%
Planning	\$ 351,220	\$ (455)	\$ 350,765	\$ 185,834	\$ 2,855	\$ 162,075	53.8%
Police	\$ 6,635,651	\$ 46,281	\$ 6,681,932	\$ 4,025,130	\$ 83,617	\$ 2,573,185	61.5%
Fire	\$ 4,122,869	\$ (14,013)	\$ 4,108,856	\$ 2,538,151	\$ 83,860	\$ 1,486,845	63.8%
Dispatch	\$ 721,360	\$ 3,446	\$ 724,806	\$ 397,157	\$ 3,053	\$ 324,595	55.2%
Bldng, Zoning, License	\$ 491,376	\$ (1,161)	\$ 490,215	\$ 304,393	\$ 12,547	\$ 173,275	64.7%
Ambulance	\$ 51,430	\$ -	\$ 51,430	\$ 25,715	\$ 25,715	\$ -	100.0%
Public Works	\$ 2,703,287	\$ (25,318)	\$ 2,677,969	\$ 1,463,728	\$ 337,763	\$ 876,478	67.3%
Welfare	\$ 449,080	\$ 150	\$ 449,230	\$ 227,015	\$ 34,928	\$ 187,287	58.3%
Recreation	\$ 686,766	\$ (4,484)	\$ 682,282	\$ 475,410	\$ 12,169	\$ 194,702	71.5%
Library	\$ 1,052,209	\$ (2,452)	\$ 1,049,757	\$ 668,902	\$ 24,125	\$ 356,729	66.0%
County Tax	\$ 5,739,529	\$ -	\$ 5,739,529	\$ 5,781,224	\$ -	\$ (41,695)	100.7%
Debt Service	\$ 4,465,297	\$ -	\$ 4,465,297	\$ 3,117,184	\$ -	\$ 1,348,113	69.8%
Tax Abatements	\$ 92,256	\$ -	\$ 92,256	\$ 29,808	\$ -	\$ 62,448	32.3%
CIP Trans	\$ 1,826,013	\$ 1,610,267	\$ 3,436,280	\$ 1,610,267	\$ -	\$ 1,826,013	46.9%
Totals	33,355,662	1,606,267	34,961,929	23,060,529	805,898	11,095,503	68.3%

Notes: If all encumbrances are removed, the YTD Expended for all General Fund Departments is at 66% of Revised Budget.

Enterprise Funds Year to Date Expenditure Summary:

FUND	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
Water	\$ 4,923,646	\$ 6,000	\$ 4,929,646	\$ 2,069,803	\$ 160,175	\$ 2,699,668	45.2%
Sewer	\$ 6,203,072	\$ 179,661	\$ 6,382,733	\$ 3,125,964	\$ 122,081	\$ 3,134,688	50.9%
Arena	\$ 527,196	\$ -	\$ 527,196	\$ 285,652	\$ 13,055	\$ 228,489	56.7%

Note: If encumbrances are removed, the YTD Expended is at 42%, 49% and 54% respectively of Revised Budget.

City and Enterprise Funds Revenue Summary For Period Ending 01/31/14

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
11031 CITY CLERK REVENUE	108,400	0	108,400	50,342.28	58,057.72	46.4%
11051 ASSESSORS REVENUES	1,000	0	1,000	376.85	623.15	37.7%
11061 BUSINESS OFFICE REVENUE	55,000	0	55,000	36,520.15	18,479.85	66.4%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	26,996,312	0	26,996,312	26,162,232.92	834,079.08	96.9%
11081 GENERAL OVERHEAD REVENUE	3,422,203	1,606,267	5,028,470	2,336,596.16	2,691,873.94	46.5%
11082 GENERAL OVERHEAD REVENUE	1,327,140	0	1,327,140	1,324,698.05	2,441.95	99.8%
11091 PUBLIC BLDGS REVENUE	0	0	0	449.04	-449.04	100.0%
11101 PLANNING	27,300	0	27,300	16,406.65	10,893.35	60.1%
12011 POLICE CITY REVENUE	349,975	0	349,975	163,944.47	186,030.53	46.8%
12021 FIRE CITY REVENUE	13,351	0	13,351	6,042.57	7,308.43	45.3%
12022 FIRE STATE REVENUE	11,000	0	11,000	.00	11,000.00	.0%
12031 DISPATCH CENTER	62,044	0	62,044	4,597.00	57,447.00	7.4%
12041 CODE ENFORCEMENT REVENUE	260,575	0	260,575	175,447.92	85,127.08	67.3%
13011 PUBLIC WORKS REVENUE	32,000	0	32,000	14,825.81	17,174.19	46.3%
13012 STATE HIGHWAY SUBSIDY	523,112	0	523,112	419,391.76	103,720.24	80.2%
14011 WELFARE REVENUE	10,000	0	10,000	555.40	9,444.60	5.6%
14021 RECREATION REVENUE	138,200	0	138,200	120,373.14	17,826.86	87.1%
14031 LIBRARY REVENUE	17,050	0	17,050	7,831.45	9,218.55	45.9%
TOTAL GENERAL FUND	33,355,662	1,606,267	34,961,929	30,840,631.62	4,121,297.48	88.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07						
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT
5001 WATER ENTERPRISE FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL
510001 WATER WORKS REVENUE	4,923,646	6,000	4,929,646	2,160,841.46	2,768,804.23	43.8%
TOTAL WATER ENTERPRISE FUND	4,923,646	6,000	4,929,646	2,160,841.46	2,768,804.23	43.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07							
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
5002 SEWER ENTERPRISE FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL	
520001 SEWER WORKS REVENUE	5,801,952	179,661	5,981,613	2,901,076.93	3,080,535.90	48.5%	
520002 SEWER WORKS REVENUE	401,120	0	401,120	55,496.00	345,624.00	13.8%	
TOTAL SEWER ENTERPRISE FUND	6,203,072	179,661	6,382,733	2,956,572.93	3,426,159.90	46.3%	

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07							
ACCOUNTS FOR: 5003	ARENA ENTERPRISE FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001	ARENA REVENUE	527,196	0	527,196	280,034.64	247,161.36	53.1%
	TOTAL ARENA ENTERPRISE FUND	527,196	0	527,196	280,034.64	247,161.36	53.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07

ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT
1501 CAPITAL PROJECTS GENERAL FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL
150000 CIP REVENUE BONDING	57,303,140	-1,936,311	55,366,828	27,007,610.37	28,359,218.06	48.8%
150001 CIP REVENUE CASH	9,805,612	-252,130	9,553,482	7,990,472.37	1,563,010.11	83.6%
150002 CIP REVENUE STATE	3,382,240	411,563	3,793,803	3,454,925.37	338,877.92	91.1%
150003 CIP REVENUE FUND BAL/RET EAR	2,911,245	229,126	3,140,370	2,870,634.05	269,736.44	91.4%
150004 CIP REVENUE DEDICATED REVENU	2,783,779	10,019	2,793,798	2,751,542.90	42,254.60	98.5%
150005 CIP REVENUE GRANTS	6,090,329	1,827,074	7,917,403	5,153,890.71	2,763,512.32	65.1%
TOTAL CAPITAL PROJECTS GENERAL FUND	82,276,345	289,340	82,565,685	49,229,075.77	33,336,609.45	59.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
5501 CAPITAL PROJECTS WATER FUND						
550101 CIP REVENUE CASH	2,660,772	-579,206	2,081,566	2,290,996.03	-209,429.71	110.1%
550102 CIP REVENUES STATE	290,000	24,500	314,500	314,500.00	.00	100.0%
550103 CIP REVENUE FUND BAL/RET EAR	171,903	0	171,903	171,903.00	.00	100.0%
550104 OTHER REVENUES	30,000	0	30,000	30,000.00	.00	100.0%
550105 WATER CIP REVENUE GRANTS	2,521,100	104,197	2,625,297	10,500.00	2,614,797.00	.4%
TOTAL CAPITAL PROJECTS WATER FUND	5,673,775	-450,509	5,223,266	2,817,899.03	2,405,367.29	53.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07

ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT
5502 CAPITAL PROJECTS SEWER FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL
550201 CIP REVENUE CASH	2,921,662	-551,250	2,370,412	2,660,398.19	-289,985.95	112.2%
550202 CIP REVENUE STATE	390,000	-390,000	0	.00	.00	.0%
550203 CIP REVENUE FUND BAL/RET EAR	583,018	0	583,018	583,018.00	.00	100.0%
550205 CIP REVENUE FUND	2,532,326	303,516	2,835,842	691,303.51	2,144,538.49	24.4%
TOTAL CAPITAL PROJECTS SEWER FUND	6,427,006	-637,734	5,789,272	3,934,719.70	1,854,552.54	68.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07							
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
5503 CAPITAL PROJECTS ARENA FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL	
550301 CIP REVENUE CASH	35,000	-12,046	22,954	22,954.00	.00	100.0%	
550305 CIP REVENUE FUND	64,356	0	64,356	64,356.00	.00	100.0%	
TOTAL CAPITAL PROJECTS ARENA FUND	99,356	-12,046	87,310	87,310.00	.00	100.0%	

City and Enterprise Funds Expense Summary For Period Ending 01/31/14

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FOR 2014 07

ACCOUNTS 1000	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11000051	CITY MANAGER	272,515	-209	272,306	155,799.11	3,675.90	112,831.14	58.6%
11012351	ECONOMIC DEVELOPMENT	266,802	1,531	268,333	173,236.02	5,186.39	89,910.36	66.5%
11020050	MUNICIPAL INFORMATION SYST	356,365	-1,127	355,238	198,748.30	7,879.87	148,609.74	58.2%
11030051	CITY CLERK	258,547	-239	258,308	143,599.16	8,652.13	106,057.02	58.9%
11040050	ELECTIONS	31,968	-161	31,807	16,845.25	694.52	14,267.32	55.1%
11050070	ASSESSORS	354,797	-89	354,708	215,793.95	12,948.16	125,966.03	64.5%
11060051	BUSINESS OFFICE	429,136	540	429,676	279,527.95	718.29	149,429.45	65.2%
11063151	HUMAN RESOURCES	120,963	0	120,963	73,366.21	4,119.25	43,477.54	64.1%
11070070	TAX COLLECTOR	324,259	-186	324,073	192,123.33	1,057.40	130,892.66	59.6%
11080050	GENERAL OVERHEAD	750,011	-6,324	743,687	284,968.01	91,400.88	367,318.58	50.6%
11090050	PB CITY WIDE 50	549,610	-6,570	543,041	327,653.55	11,801.57	203,585.38	62.5%
11090051	PB CITY HALL 51	65,614	-5,100	60,514	30,769.29	4,703.01	25,041.70	58.6%
11090052	PB OPERA HOUSE 52	30,498	0	30,498	21,241.83	1,704.95	7,551.22	75.2%
11090053	PB OLD POLICE STATION 53	1,400	-525	875	738.94	100.00	36.06	95.9%
11090054	PB CENTRAL FIRE 54	10,644	6,750	17,394	11,301.11	5,876.00	216.89	98.8%
11090055	PB GONIC FIRE 55	18,754	3,640	22,394	18,851.71	2,699.73	842.56	96.2%
11090056	PB LIBRARY 56	27,534	-1,800	25,734	19,048.72	3,259.76	3,425.52	86.7%
11090057	PB DPW GARAGE 57	11,007	0	11,007	8,161.66	2,437.34	408.00	96.3%
11090059	PB ER FIRE STATION 59	725	0	725	284.17	.00	440.83	39.2%
11090061	PB HISTORICAL MUSEUM 61	5,540	3,875	9,415	402.64	6,445.00	2,567.36	72.7%
11090063	PB HANSON POOL 63	5,005	0	5,005	178.72	280.29	4,545.99	9.2%
11090064	PB GONIC POOL 64	2,880	0	2,880	111.73	92.78	2,675.49	7.1%
11090065	PB EAST ROCHESTER POOL 65	2,825	0	2,825	111.73	92.77	2,620.50	7.2%
11090068	PB GROUNDS 68	4,390	0	4,390	3,283.36	.00	1,106.64	74.8%
11090069	PB DOWNTOWN 69	17,250	0	17,250	7,906.27	1,958.00	7,385.73	57.2%
11090070	PB REVENUE BUILDING 70	20,340	0	20,340	9,877.47	1,648.48	8,814.05	56.7%
11090071	PB PLAYGROUNDS 71	2,500	0	2,500	.00	.00	2,500.00	.0%
11090075	PB NEW POLICE STATION	25,440	0	25,440	15,927.34	6,617.28	2,895.38	88.6%
11102051	PLANNING	351,220	-455	350,765	185,834.42	2,854.67	162,075.49	53.8%
12010053	PD ADMINISTRATIVE SERVICES	1,709,021	46,281	1,755,302	1,099,297.43	83,616.72	572,387.74	67.4%
12012453	PD PATROL SERVICES	4,410,411	0	4,410,411	2,622,484.85	.00	1,787,926.15	59.5%
12012553	PD SUPPORT SERVICES	516,219	0	516,219	303,347.55	.00	212,871.45	58.8%
12020054	FIRE DEPARTMENT	4,064,657	-14,013	4,050,644	2,522,069.41	82,518.93	1,446,055.87	64.3%
12020055	FIRE DEPT 55 GONIC SUBSTAT	27,250	0	27,250	7,492.75	.00	19,757.25	27.5%
12020754	CALL FIRE	30,100	0	30,100	8,518.21	1,341.00	20,240.79	32.8%
12022754	FOREST FIRES	862	0	862	70.98	.00	791.02	8.2%
12030153	DISPATCH CENTER	721,360	3,446	724,806	397,157.46	3,053.00	324,595.21	55.2%
12040051	CODE ENFORCEMENT	491,376	-1,161	490,215	304,393.12	12,546.76	173,275.35	64.7%
12050050	AMBULANCE	51,430	0	51,430	25,715.00	25,715.00	.00	100.0%
13010057	PUBLIC WORKS	1,994,626	-25,318	1,969,308	1,030,099.85	284,373.34	654,834.45	66.7%
13010957	WINTER MAINTENANCE	459,161	0	459,161	297,013.37	60,037.12	102,110.51	77.8%
13020050	CITY LIGHTS	249,500	0	249,500	124,099.76	6,246.00	119,154.24	52.2%
14010051	WELFARE	449,080	150	449,230	227,014.63	34,928.15	187,287.30	58.3%
14022072	RECREATION ADMINISTRATION	522,851	-965	521,886	346,917.84	8,952.07	166,016.09	68.2%

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14022150 RECREATION PLAYGROUNDS/CAM	85,497	0	85,497	65,407.19	1,849.18	18,240.63	78.7%
14022250 RECREATION POOLS	78,418	-3,519	74,899	63,085.16	1,368.00	10,445.41	86.1%
14030056 LIBRARY	1,052,209	-2,452	1,049,757	668,902.49	24,124.91	356,729.31	66.0%
15000051 COUNTY TAX	5,739,529	0	5,739,529	5,781,224.00	.00	-41,695.00	100.7%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,465,297	0	4,465,297	3,117,183.77	.00	1,348,113.23	69.8%
17030050 OVERLAY	92,256	0	92,256	29,808.36	.00	62,447.64	32.3%
17040051 TRANSFER TO CAPITAL PROJEC	1,826,013	1,610,267	3,436,280	1,610,267.10	.00	1,826,013.00	46.9%
TOTAL GENERAL FUND	33,355,662	1,606,267	34,961,929	23,047,262.23	819,574.60	11,095,092.27	68.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07

ACCOUNTS FOR: 5001	WATER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51601057	WATER WORKS EXPENSE	3,894,093	5,579	3,899,672	1,503,283.19	76,637.55	2,319,750.95	40.5%
51601073	WATER TREATMENT PLANT	972,796	421	973,217	531,934.77	87,772.62	353,509.61	63.7%
51601570	WATER REVENUE OFFICE	56,757	0	56,757	30,959.76	45.00	25,752.24	54.6%
TOTAL WATER ENTERPRISE FUND		4,923,646	6,000	4,929,646	2,066,177.72	164,455.17	2,699,012.80	45.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07

ACCOUNTS 5002	FOR: SEWER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52602057	SEWER WORKS EXPENSE	3,251,079	179,661	3,430,740	2,314,872.78	30,045.96	1,085,821.09	68.4%
52602074	SEWER TREATMENT PLANT	2,895,217	0	2,895,217	778,769.38	93,389.27	2,023,058.35	30.1%
52602470	SEWER REVENUE OFFICE	56,776	0	56,776	30,961.83	45.00	25,769.17	54.6%
TOTAL SEWER ENTERPRISE FUND		6,203,072	179,661	6,382,733	3,124,603.99	123,480.23	3,134,648.61	50.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07								
ACCOUNTS FOR: 5003 ARENA ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
53603060 ARENA EXPENSE	527,196	0	527,196	285,651.51	13,055.01	228,489.48	56.7%	
TOTAL ARENA ENTERPRISE FUND	527,196	0	527,196	285,651.51	13,055.01	228,489.48	56.7%	

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
1501 CAPITAL PROJECTS GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
15011010 CIP ECONOMIC DEVELOPMENT	845,086	-22,511	822,574	569,361.05	5,825.00	247,388.30	69.9%
15011020 CIP MIS EXPENSE	972,816	-225,000	747,816	602,981.85	26,100.29	118,734.03	84.1%
15011080 TRANSFER TO OTHER FUNDS	1,338,274	0	1,338,274	907,587.52	.00	430,686.57	67.8%
15011081 LAND PURCHASES	1,856,880	0	1,856,880	1,298,574.50	.00	558,305.50	69.9%
15011090 CIP PUBLIC BUILDINGS EXPEN	2,363,360	-235,010	2,128,350	1,546,964.09	358,747.68	222,638.52	89.5%
15011100 CIP PLANNING EXPENSE	25,000	0	25,000	.00	.00	25,000.00	.0%
15012010 CIP POLICE EXPENSE	512,005	0	512,005	504,694.49	.00	7,310.51	98.6%
15012020 CIP FIRE EXPENSE	602,300	7,158	609,458	558,753.84	.00	50,704.16	91.7%
15013010 CIP PUBLIC WORKS EXPENSE	34,247,808	781,678	35,029,487	27,339,665.82	2,090,118.34	5,599,702.53	84.0%
15014030 CIP LIBRARY EXPENSE	39,400	0	39,400	25,000.00	.00	14,400.00	63.5%
15019000 CIP SCHOOL EXPENSE BOND	35,626,961	-520,161	35,106,800	21,134,890.47	565,972.39	13,405,937.52	61.8%
15019001 CIP SCHOOL EXPENSE CASH	2,994,758	-213,389	2,781,369	1,788,255.75	7,656.94	985,456.70	64.6%
TOTAL CAPITAL PROJECTS GENERAL FUND	81,424,649	-427,234	80,997,414	56,276,729.38	3,054,420.64	21,666,264.34	73.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
5501 CAPITAL PROJECTS WATER FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
55016010 CIP WATER EXPENSE	33,110,309	-5,407,760	27,702,549	21,262,810.61	2,180,581.49	4,259,156.76	84.6%	
TOTAL CAPITAL PROJECTS WATER FUND	33,110,309	-5,407,760	27,702,549	21,262,810.61	2,180,581.49	4,259,156.76	84.6%	

CITY OF ROCHESTER

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07									
ACCOUNTS FOR:	5502	CAPITAL PROJECTS SEWER FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
55026020	CIP SEWER EXPENSE		26,337,410	-1,621,894	24,715,516	14,752,032.72	3,683,650.16	6,279,832.68	74.6%
	TOTAL CAPITAL PROJECTS SEWER FUND		26,337,410	-1,621,894	24,715,516	14,752,032.72	3,683,650.16	6,279,832.68	74.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
5503 CAPITAL PROJECTS ARENA FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
55036030 CIP ARENA EXPENSE	910,000	-57,064	852,936	503,272.80	2,055.00	347,608.30	59.2%	
TOTAL CAPITAL PROJECTS ARENA FUND	910,000	-57,064	852,936	503,272.80	2,055.00	347,608.30	59.2%	

**Special Revenue Funds
Revenue Summary
For Period Ending
01/31/14**

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07							
ACCOUNTS FOR: 6000	COMMUNITY CENTER SP REV FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
600001	COMMUNITY CENTER REVENUE	743,668	0	743,668	425,599.38	318,068.62	57.2%
	TOTAL COMMUNITY CENTER SP REV FUND	743,668	0	743,668	425,599.38	318,068.62	57.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
6017 CD JOB LOANS	380,000	0	380,000	712,896.11	-332,896.11	187.6%
6041 WALLACE ST ROAD IMPROVEMENT	10,000	0	10,000	10,000.00	.00	100.0%
6043 WESLEY MARTIN DONATION	6,308	0	6,308	6,308.29	.00	100.0%
6057 FY09 CDBG FUND	302,411	0	302,411	292,319.22	10,091.78	96.7%
6064 FY10 CDBG FUND	306,055	0	306,055	305,190.87	864.13	99.7%
6071 POLICE SEIZED PROPERTY	5,660	10	5,669	5,669.47	.00	100.0%
6082 FY11 CDBG FUND	330,986	0	330,986	312,016.32	18,969.68	94.3%
6084 FY10 ECONOMIC DEVELOPMENT	30,000	0	30,000	30,000.00	.00	100.0%
6087 FY11 POLICE GRANTS	381,644	-4,071	377,573	374,222.59	3,350.18	99.1%
6091 FY12 CDBG FUND	276,362	0	276,362	269,634.22	6,727.78	97.6%
6093 FY12 POLICE GRANTS	52,215	-6,683	45,532	40,914.68	4,617.22	89.9%
6094 FY12 FIRE GRANTS	204,002	-52,318	151,684	148,918.55	2,765.35	98.2%
6096 GSBP PUBLIC INFRASTRUCTURE	5,000,000	0	5,000,000	5,000,000.00	.00	100.0%
6097 FY13 CDBG FUND	225,961	0	225,961	146,737.63	79,223.37	64.9%
6098 FY13 POLICE GRANTS	77,262	-7,117	70,145	54,350.88	15,793.93	77.5%
6099 FY13 FIRE GRANTS	108,558	0	108,558	108,558.00	.00	100.0%
6100 FY14 CDBG FUND	224,505	0	224,505	18,972.15	205,532.85	8.5%
6101 FY14 POLICE GRANTS	36,507	0	36,507	.00	36,506.80	.0%
GRAND TOTAL	7,958,436	-70,180	7,888,256	7,836,708.98	51,546.96	99.3%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
7018 HUD OFFICER GRANT	75,000	0	75,000	20,785.56	54,214.44	27.7%
7023 ECONOMIC DEVELOPMENT FUND	131,000	60,000	191,000	127,511.37	63,488.63	66.8%
GRAND TOTAL	206,000	60,000	266,000	148,296.93	117,703.07	55.8%

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

Special Revenue Funds Expense Summary For Period Ending 01/31/14

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07								
ACCOUNTS FOR: 6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	743,668	0	743,668	396,010.52	15,960.50	331,696.98	55.4%
	TOTAL COMMUNITY CENTER SP REV FUND	743,668	0	743,668	396,010.52	15,960.50	331,696.98	55.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6017 CD JOB LOANS	725,277	14,987	740,264	732,983.64	.00	7,280.03	99.0%
6041 WALLACE ST ROAD IMPROVEMENT	10,000	0	10,000	.00	.00	10,000.00	.0%
6043 WESLEY MARTIN DONATION	6,308	0	6,308	6,176.77	.00	131.52	97.9%
6057 FY09 CDBG FUND	405,978	-103,567	302,411	295,819.22	.00	6,591.78	97.8%
6064 FY10 CDBG FUND	346,055	-40,000	306,055	305,190.87	.00	864.13	99.7%
6071 POLICE SEIZED PROPERTY	5,660	10	5,669	5,669.47	.00	.00	100.0%
6082 FY11 CDBG FUND	333,600	-2,614	330,986	313,864.49	8,627.08	8,494.43	97.4%
6084 FY10 ECONOMIC DEVELOPMENT	30,000	0	30,000	23,398.20	.00	6,601.80	78.0%
6087 FY11 POLICE GRANTS	381,644	-4,071	377,573	374,843.33	.00	2,729.44	99.3%
6091 FY12 CDBG FUND	276,362	0	276,362	269,634.22	4,286.39	2,441.39	99.1%
6093 FY12 POLICE GRANTS	52,215	-6,683	45,532	41,659.69	232.58	3,639.63	92.0%
6094 FY12 FIRE GRANTS	204,002	-52,318	151,684	148,918.55	2,765.35	.00	100.0%
6096 GSBP PUBLIC INFRASTRUCTURE	5,000,000	0	5,000,000	4,405,792.20	.00	594,207.80	88.1%
6097 FY13 CDBG FUND	225,961	0	225,961	146,737.63	.00	79,223.37	64.9%
6098 FY13 POLICE GRANTS	77,262	-7,117	70,145	52,887.09	1,366.42	15,891.30	77.3%
6099 FY13 FIRE GRANTS	108,558	0	108,558	108,558.00	.00	.00	100.0%
6100 FY14 CDBG FUND	224,505	0	224,505	63,618.53	61,774.75	99,111.72	55.9%
6101 FY14 POLICE GRANTS	36,507	0	36,507	993.07	9,584.00	25,929.73	29.0%

GRAND TOTAL	8,449,894	-201,375	8,248,520	7,296,744.97	88,636.57	863,138.07	89.5%
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** END OF REPORT - Generated by Mark Sullivan **

YEAR-TO-DATE BUDGET REPORT

FOR 2014 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
7018 HUD OFFICER GRANT	75,000	0	75,000	24,586.99	602.00	49,811.01	33.6%
7023 ECONOMIC DEVELOPMENT FUND	131,000	60,000	191,000	54,436.20	15,729.15	120,834.65	36.7%
GRAND TOTAL	206,000	60,000	266,000	79,023.19	16,331.15	170,645.66	35.8%

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

AUTHORIZED BUDGET TRANSFERS						
MONTH ENDING JANUARY 31, 2014						
	DEPARTMENT	FROM ACCOUNT	TO ACCOUNT	DEPARTMENT	AMOUNT	PURPOSE
1.	Business Office	Admin Equipment	Dues and Fees	Business Office	\$ 100.00	NHMA Dues
2.	Arena Expense	Contingency	Contracted Services	Arena Expense	\$ 2,000.00	Snow Removal
3.	PB City Wide 50	Repair and Maintenance Service	Repair and Maintenance Service	PB Central Fire 54	\$ 700.00	Central Fire Doors
4.	City Manager	Health Insurance	Special Events	City Manager	\$ 200.00	Council Picture
5.	City Manager	Health Insurance	Office Supplies	City Manager	\$ 714.00	Document Shredder
6.	City Manager	Health Insurance	Publications	City Manager	\$ 750.00	PR-Buxton
7.	FY14 CDBG Public Facilities	Catherine Street Sidewalks	Gonic School Playground	FY14 CDBG Public Facilities	\$ 30,000.00	Reclass to Gonic Street Playground
8.	Dispatch Center	Other Operational Supplies	Labor Negotiations	Dispatch Center	\$ 1,500.00	Labor Negotiations
9.	Dispatch Center	Travel	Labor Negotiations	Dispatch Center	\$ 1,500.00	Labor Negotiations
10.	PB City Hall 51	Electricity	Repair and Maintenance Service	PB Central 54	\$ 1,000.00	Central Fire Doors
11.	PB City Wide 50	Building Maintenance Supplies	Repair and Maintenance Service	PB Central 54	\$ 400.00	Central Fire Doors
12.	PB City Wide 50	Other Equipment	Repair and Maintenance Service	PB Central 54	\$ 500.00	Central Fire Doors
13.	PB City Hall 51	Repair and Maintenance Service	Repair and Maintenance Service	PB Central 54	\$ 1,000.00	Central Fire Doors
14.	PB Library 56	Repair and Maintenance Service	Repair and Maintenance Service	PB Central 54	\$ 800.00	Central Fire Doors
15.	Recreation Administration	Youth Basketball Equip Game	Adult Basketball - Tee Shirts	Recreation Administration	\$ 450.00	Adult Ball T Shirts
16.	PD Administrative Services	Labor Negotiations	Legal	PD Administrative Services	\$ 6,797.00	Legal Fees
17.	General Overhead	Contingency	Transfer to Capital Fund	Transfer to Capital Projects	\$ 4,000.00	Council Suppl 01/14/2014
18.	City Clerk	Printing and Binding	Admin Equipment	City Clerk	\$ 400.00	Software Purchase - Adobe
19.	PD Administrative Services	Electricity	Other Operational Supplies	PD Administrative Services	\$ 2,600.00	Taser Cart.
20.	Assessors	Admin Equipment	Registry of Deeds	Assessors	\$ 100.00	Reg. of Deeds - Recording Fee
21.	City Clerk	Dog Licenses Supplies	Staff Development	City Clerk	\$ 220.00	CMC Classes

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Rochester Fire Department
City of Rochester
37 Wakefield Street – Rochester, NH 03867

Norman Sanborn Jr.
Chief of Department

Tel (603) 335-7545
Fax (603) 332-9711

February 6, 2014

TO: City Manager Dan Fitzpatrick
Mayor T.J. Jean & City Council Members

**MONTHLY REPORT
JANUARY 2014**

On behalf of the Fire Department, I am pleased to provide you with the following report. It serves as a summary of the activities, projects and programs underway within the department.

DEPARTMENT INFORMATION:

During the month of January the Department responded to 244 calls for service. This represents an increase of 34 runs from last month with 210. Of the 244 calls this month, 8 calls were for fires, ranging from 2 building fires, 1 cooking fire, 2 chimney fires, 1 vehicle fire as well as some other miscellaneous type fires.

There also were an additional 91 runs for vehicle accidents, and medical calls. We also responded to 7 calls for mutual aid assistance. The remaining calls included everything from alarm activations, good intent calls, and public service calls, as well as a multitude of various other type calls.

ADMINISTRATIVE STAFF:

The Police Chief and Fire Chief conducted interviews for the open positions in the dispatch center.

Fire Chief attended a meeting for the Chamber of Commerce Showcase which will be held on February 27th at the Rochester Elks.

Staff met with Councilor John Larochelle to discuss the Insurance Services Office (ISO) report.

Staff met with the four new City Councilors to provide them with an orientation of the Fire Department.

Staff met with the City Manager to review the FY15 proposed Fire Department budget.

FIRE PREVENTION:

With the arctic blast that we continue to experience, please keep in mind safety when using space heaters. They need to be a minimum of 36" away from furniture, pets, and other items. Remember, the oven in your kitchen is not a safe way to heat your home ever. Also, use extreme caution when dealing with frozen pipes and defrosting them.

DUTY SHIFT:

There were 17 training sessions for fulltime firefighters. Call force members were trained on equipment.

EMERGENCY MANAGEMENT:

Met with Julia Chase from NH Emergency Management to discuss the planned update for the City of Rochester Emergency Operations Plan (EOP).

Sincerely,

Norman G. Sanborn, Jr.
Fire Chief

02/05/2014 10:21
cindiCITY OF ROCHESTER
OPERATING BUDGET FY14PG 1
glytdbud

FOR 2014 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

1000 GENERAL FUND							

12021 FIRE CITY REVENUE							

12021 402111 OUTSIDE SERVICES REVE	-10,000	0	-10,000	-2,639.42	.00	-7,360.58	26.4%*
12021 402157 FIRE PREVENTION FEES	-1	0	-1	.00	.00	-1.00	.0%*
12021 402157 00505 TANK REMOVAL	-25	0	-25	.00	.00	-25.00	.0%*
12021 402157 00506 BLASTING	-25	0	-25	-200.00	.00	175.00	800.0%
12021 402157 00507 INCIDENT REPORT	-25	0	-25	-25.00	.00	.00	100.0%
12021 402157 00508 F M REPORT	-25	0	-25	.00	.00	-25.00	.0%*
12021 402157 00509 PHOTOGRAPHS	-25	0	-25	-15.00	.00	-10.00	60.0%
12021 402157 00510 CD PHOTOS	-25	0	-25	.00	.00	-25.00	.0%*
12021 402157 00511 FIRE ALARM PLAN	-500	0	-500	-155.00	.00	-345.00	31.0%*
12021 402157 00512 SPRINKLER PLAN	-1,000	0	-1,000	-1,389.00	.00	389.00	138.9%
12021 402157 00513 COMM HFS/CA	-100	0	-100	.00	.00	-100.00	.0%*
12021 402157 00514 RE-INSPECTION	-50	0	-50	.00	.00	-50.00	.0%*
12021 402157 00515 FINE	-50	0	-50	.00	.00	-50.00	.0%*
12021 406201 MISCELLANEOUS REVENUE	-1,000	0	-1,000	-569.19	.00	-430.81	56.9%
12021 406205 FIRE DONATIONS	-500	0	-500	.00	.00	-500.00	.0%*
TOTAL FIRE CITY REVENUE	-13,351	0	-13,351	-4,992.61	.00	-8,358.39	37.4%
TOTAL GENERAL FUND	-13,351	0	-13,351	-4,992.61	.00	-8,358.39	37.4%
TOTAL REVENUES	-13,351	0	-13,351	-4,992.61	.00	-8,358.39	
GRAND TOTAL	-13,351	0	-13,351	-4,992.61	.00	-8,358.39	37.4%

** END OF REPORT - Generated by Cindi Potts **

ROCHESTER FIRE DEPARTMENT
 REPORT TO PUBLIC SAFETY COMMITTEE
 FIRE PREVENTION ACTIVITIES FOR THE MONTH OF
 January-14

Building Inspections	25
Certificate of Occupancy	0
Campfire Inspections	0
Commercial Hood Inspection	7
Day Care Inspections	0
Fire Alarm Tests	0
Fire Drills	0
Fire Extinguisher Classes	0
Fire Investigations	0
Fire Prevention Education	0
Foster Home Inspections	1
Juvenile Firesetter Intervention	0
Knox Box Inspections	0
Meetings	1
Permits of Assembly	17
Plan Review	12
Pre-Construction Meetings	0
Shift Building Inspections	0
Site Reviews	0
Sprinkler Flow Tests	0
Training Sessions	4
Walk-Through Inspections	0
Wood Stove Inspections	1
TOTAL	68

FIRE DEPARTMENT CALLS

	December-13		January-14	
	Occurences	Percentage	Occurences	Percentage
Fire/Explosion	7	3.3%	8	3.3%
Overpressure Rupture	0	0.0%	0	0.0%
Rescue Call	86	41.1%	87	35.7%
Hazardous Condition	16	7.7%	23	9.4%
Service Call	42	20.1%	43	17.6%
Good Intent Call	33	15.8%	46	18.9%
False Call	25	12.0%	33	13.5%
Undetermined	0	0.0%	4	1.6%
TOTAL	209	100.0%	244	100.0%

Rochester Fire Department

Incident Status

2/14/14

Incident	Incident Date	Alarm Time	Incident Type
14-2-IN 1st Action: Location:	01/01/2014 Investigate 9 ISINGLAS DR	1223	Alarm system sounded due to malfunction HOMELESS SHELTER FOR STRAFFORD COUNTY
14-3-IN 1st Action: Location:	01/01/2014 Cancelled en route 2 SOUTH FUCHSIA DR	1249	Dispatched & canceled en route 2 SOUTH FUCHSIA DRIVE
14-4-IN 1st Action: Location:	01/01/2014 Investigate 221 GONIC RD	1453	Service Call, other PATRIOT PIZZA
14-5-IN 1st Action: Location:	01/01/2014 Provide manpower [REDACTED]	1620	Medical assist, assist EMS crew
14-6-IN 1st Action: Location:	01/01/2014 Investigate 10 HUSSEY ST @ 1 RAY DR	1814	No incident found on arrival at dispatch address YELLOW HOUSE
14-7-IN 1st Action: Location:	01/01/2014 Investigate 14 JUNIPER ST	1950	Carbon monoxide incident MOORE, THOMAS & GUINNARD PAMELA
14-8-IN 1st Action: Location:	01/01/2014 Cancelled en route 536 MAIN ST	2200	Dispatched & canceled en route
14-9-IN 1st Action: Location:	01/01/2014 Investigate 25 DARBY LN	2328	Chimney or flue fire, confined to chimney or flue
14-17-IN 1st Action: Location:	01/01/2014 Provide first aid & check for injuries [REDACTED]	0007	Medical assist, assist EMS crew
14-18-IN 1st Action: Location:	01/01/2014 Provide manpower [REDACTED]	0039	Medical assist, assist EMS crew
14-19-IN 1st Action: Location:	01/01/2014 Provide first aid & check for injuries [REDACTED]	0224	Medical assist, assist EMS crew
14-20-IN 1st Action: Location:	01/01/2014 Investigate [REDACTED]	0152	Medical assist, assist EMS crew
14-22-IN 1st Action: Location:	01/01/2014 Forcible entry 27 RIVER ST	0256	Lock-out
14-45-IN 1st Action: Location:	01/01/2014 [REDACTED] 256 MAIN ST	0931	HATTIES PLACE

Rochester Fire Department
Incident Status

2/14/14

Incident	Incident Date	Alarm Time	Incident Type
14-56-IN 1st Action: Location:	01/01/2014	1039	
	SHERIDAN AVE		
14-10-IN 1st Action: Location:	01/02/2014	0523	Motor vehicle accident with no injuries.
	Investigate 1 MEADERBORO RD @ 302 WALNUT ST		
14-11-IN 1st Action: Location:	01/02/2014	1117	Good intent call, other
	Investigate 24 MILL ST		
14-12-IN 1st Action: Location:	01/02/2014	1250	Good intent call, other
	Investigate 61 NORTH MAIN ST FAT TONY'S ITALIAN GRILL		
14-23-IN 1st Action: Location:	01/02/2014	1625	Cover assignment, standby, moveup
	Investigate 403 FIRST CROWN POINT RD		
14-24-IN 1st Action: Location:	01/02/2014	1811	Smoke scare, odor of smoke
	Investigate 12 FAIRWAY AVE WORTHLEY RESIDENCE		
14-35-IN 1st Action: Location:	01/02/2014	1725	Lock-out
	Assistance, other 3 ARBOR WAY		
14-36-IN 1st Action: Location:	01/02/2014	2012	Smoke detector activation due to malfunction
	Investigate 73 MAIN ST [RP]		
14-201-IN 1st Action: Location:	01/02/2014	1028	
	WARD4		
14-25-IN 1st Action: Location:	01/03/2014	0037	Medical assist, assist EMS crew
	Provide manpower [REDACTED]		
14-26-IN 1st Action: Location:	01/03/2014	0056	Medical assist, assist EMS crew
	Investigate [REDACTED]		
14-27-IN 1st Action: Location:	01/03/2014	0650	Mobile property (vehicle) fire, other
	Extinguishment by fire service personnel 36 FARMINGTON RD NORTHGATE APARTMENTS		
14-28-IN 1st Action: Location:	01/03/2014	0736	Service Call, other
	Forcible entry 35 INDUSTRIAL WAY E COAST SALES		
14-29-IN 1st Action: Location:	01/03/2014	1452	Good intent call, other
	Investigate 67 MILTON RD		

Rochester Fire Department
Incident Status

2/14/14

Incident	Incident Date	Alarm Time	Incident Type
14-30-IN 1st Action: Location:	01/03/2014	1147	Medical assist, assist EMS crew
	Provide manpower [REDACTED]		
14-31-IN 1st Action: Location:	01/03/2014	1547	Medical assist, assist EMS crew
	Assistance, other [REDACTED]		
14-32-IN 1st Action: Location:	01/03/2014	1813	Motor vehicle accident with injuries
	Extricate, disentangle 147 OLD DOVER RD @ 13 SEAVEY BROOK LN		
14-33-IN 1st Action: Location:	01/03/2014	2125	Carbon monoxide detector activation, no CO
	Investigate 8 FALKLAND LN		
14-37-IN 1st Action: Location:	01/03/2014	0046	Alarm system sounded due to malfunction
	Investigate 287 ROCHESTER HILL RD SO'FIELD APARTMENTS		
14-140-IN 1st Action: Location:	01/03/2014	2330	Gas leak (natural gas or LPG)
	Evacuate area 61 NORTH MAIN ST FAT TONY'S ITALIAN GRILL		
14-142-IN 1st Action: Location:	01/03/2014	2115	Gas leak (natural gas or LPG)
	Investigate 299 NORTH MAIN ST CUMBERLAND FARMS STORE		
14-143-IN 1st Action: Location:	01/03/2014	2022	Gas leak (natural gas or LPG)
	Investigate 303 NORTH MAIN ST DUNKIN DONUTS		
14-34-IN 1st Action: Location:	01/04/2014	0039	Water or steam leak
	Investigate 14 HIGHLAND ST 14 HIGHLAND STREET		
14-38-IN 1st Action: Location:	01/04/2014	1043	Alarm system sounded due to malfunction
	Investigate 64 TURNKEY WAY WMNH - GAS RECOVER FACILITY I		
14-39-IN 1st Action: Location:	01/04/2014	0824	Motor vehicle accident with no injuries.
	Investigate CHESTNUT HILL RD AT FELICIANO'S LIMO		
14-40-IN 1st Action: Location:	01/04/2014	0928	Good intent call, other
	Investigate 36 FARMINGTON RD NORTHGATE APARTMENTS		
14-41-IN 1st Action: Location:	01/04/2014	1014	Motor vehicle accident with no injuries.
	Investigate HIGHLAND ST AND GROVE		
14-42-IN 1st Action: Location:	01/04/2014	1038	Lock-out
	Assistance, other 27 RIVER ST		

Rochester Fire Department

Incident Status

2/14/14

Incident	Incident Date	Alarm Time	Incident Type
14-43-IN 1st Action: Location:	01/04/2014 Investigate 21 MCKINLEY ST	1129 LAUREL TERRACE	Good intent call, other
14-44-IN 1st Action: Location:	01/04/2014 Investigate 5 WHITEHALL RD	1315 	Alarm system activation, no fire - unintentional
14-46-IN 1st Action: Location:	01/04/2014 Investigate 13 WYANDOTTE FLS	1347 	Service Call, other
14-47-IN 1st Action: Location:	01/04/2014 Assistance, other 72 MAPLE ST	1536 OBRIEN, GARY AND KAREN	Water or steam leak
14-48-IN 1st Action: Location:	01/04/2014 Investigate 15 WALBRIDGE CT	1649 	Good intent call, other
14-49-IN 1st Action: Location:	01/04/2014 Investigate 29 WATERCRESS DR	1830 	Alarm system sounded due to malfunction
14-50-IN 1st Action: Location:	01/04/2014 Investigate 9 JOSHUA ST	1903 	Electrical wiring/equipment problem, other
14-141-IN 1st Action: Location:	01/04/2014 Investigate 23 WASHINGTON ST	0638 	Alarm system sounded due to malfunction
14-182-IN 1st Action: Location:	01/04/2014 Standby 33 KEAY RD	0100 	Cover assignment, standby, moveup
14-51-IN 1st Action: Location:	01/05/2014 Assistance, other [REDACTED]	0342 	Medical assist, assist EMS crew
14-52-IN 1st Action: Location:	01/05/2014 Cancelled en route 103 EAGLE DR	0435 	Dispatched & canceled en route
14-53-IN 1st Action: Location:	01/05/2014 Establish safe area FARMINGTON RD	0856 RTE 11	Motor vehicle accident with injuries
14-54-IN 1st Action: Location:	01/05/2014 Establish safe area 116 FARMINGTON RD	0914 WALMART #2330	Motor vehicle accident with injuries
14-55-IN 1st Action: Location:	01/05/2014 Investigate 5 MILTON RD	1031 KG SPORTS LILAC MALL	Water or steam leak

Rochester Fire Department

Incident Status

2/14/14

Incident	Incident Date	Alarm Time	Incident Type
14-57-IN 1st Action: Location:	01/05/2014 Investigate 87 LOWELL ST	0847	Alarm system activation, no fire - unintentional REVOLUTION CHURCH, INC
14-58-IN 1st Action: Location:	01/05/2014 Provide manpower 21 EAST ST	1100	Cover assignment, standby, moveup
14-59-IN 1st Action: Location:	01/05/2014 Investigate 17 FRANKLIN HGTS	1334	Water or steam leak
14-60-IN 1st Action: Location:	01/05/2014 Investigate 3 TOWLE LN	1353	Carbon monoxide detector activation, no CO
14-61-IN 1st Action: Location:	01/05/2014 Investigate 290 NORTH MAIN ST	1545	Good intent call, other HANNAFORDBROS #8315
14-62-IN 1st Action: Location:	01/05/2014 Provide manpower [REDACTED]	1624	Medical assist, assist EMS crew
14-63-IN 1st Action: Location:	01/05/2014 Investigate 77 FARMINGTON RD	1651	Sprinkler activation due to malfunction HOLIDAY INN EXPRESS HOTEL & SUITES
14-64-IN 1st Action: Location:	01/05/2014 Investigate 154 FLAGG RD	1838	Arcing, shorted electrical equipment
14-65-IN 1st Action: Location:	01/05/2014 Investigate 95 FARMINGTON RD	2356	Motor vehicle accident with no injuries. SHELL (FARMINGTON ROAD)
14-66-IN 1st Action: Location:	01/06/2014 Investigate HAVEN HILL RD	0916	Good intent call, other BY BRIDGE
14-67-IN 1st Action: Location:	01/06/2014 Forcible entry 299 NORTH MAIN ST	1338	Lock-out CUMBERLAND FARMS STORE
14-68-IN 1st Action: Location:	01/06/2014 Investigate 25 OLD DOVER RD	1348	Alarm system sounded due to malfunction IMC
14-69-IN 1st Action: Location:	01/06/2014 Investigate [REDACTED]	0104	Medical assist, assist EMS crew
14-70-IN 1st Action: Location:	01/06/2014 Investigate 10 RAILROAD AVE	0858	Service Call, other GONIC SCHOOL

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Incident	Incident Date	Alarm Time	Incident Type
14-71-IN 1st Action: Location:	01/06/2014 Investigate 25 OLD DOVER RD IMC	1442	Alarm system sounded due to malfunction
14-72-IN 1st Action: Location:	01/06/2014 Standby [REDACTED]	1456	Medical assist, assist EMS crew
14-73-IN 1st Action: Location:	01/06/2014 Investigate 11 ERIN LN	1701	Smoke scare, odor of smoke
14-76-IN 1st Action: Location:	01/06/2014 Investigate 18 MCKINLEY ST	0553	Good intent call, other
14-77-IN 1st Action: Location:	01/06/2014 Investigate 4 SPRING ST	0612	Water or steam leak
14-75-IN 1st Action: Location:	01/07/2014 Provide manpower [REDACTED]	0821	Medical assist, assist EMS crew
14-78-IN 1st Action: Location:	01/07/2014 Investigate 87 LOWELL ST REVOLUTION CHURCH, INC	1458	Alarm system sounded due to malfunction
14-79-IN 1st Action: Location:	01/07/2014 Provide manpower [REDACTED]	1525	Medical assist, assist EMS crew
14-80-IN 1st Action: Location:	01/07/2014 Investigate 79 SOUTH MAIN ST D'ANGELO SANDWICH SHOP	0929	Water or steam leak
14-81-IN 1st Action: Location:	01/07/2014 Cancelled en route 8 SECOND ST LEBANON MAINE	1914	Dispatched & canceled en route
14-82-IN 1st Action: Location:	01/08/2014 Assistance, other 56 PRAY ST	0911	Lock-out
14-83-IN 1st Action: Location:	01/08/2014 Provide manpower [REDACTED]	1225	Medical assist, assist EMS crew
14-84-IN 1st Action: Location:	01/08/2014 Cancelled en route MAIN ST FARMINGTON POLICE DEPT	1417	Dispatched & canceled en route
14-85-IN 1st Action: Location:	01/08/2014 Investigate 87 LOWELL ST REVOLUTION CHURCH, INC	1401	Alarm system activation, no fire - unintentional

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Incident	Incident Date	Alarm Time	Incident Type
14-86-IN 1st Action: Location:	01/08/2014 Cancelled en route 207 TENERIFFE RD	1435	Dispatched & canceled en route
14-87-IN 1st Action: Location:	01/08/2014 Provide manpower [REDACTED]	1830	Medical assist, assist EMS crew
14-88-IN 1st Action: Location:	01/08/2014 Investigate [REDACTED]	2306	Medical assist, assist EMS crew
14-89-IN 1st Action: Location:	01/09/2014 Investigate 4 TAMPA DR TEN PINES AT TEN ROD RD	0614	Smoke detector activation due to malfunction
14-90-IN 1st Action: Location:	01/09/2014 Investigate 9 TRESTLE RD	1002	Smoke detector activation due to malfunction
14-91-IN 1st Action: Location:	01/09/2014 Investigate 8 NUTTER ST	1028	Cooking fire, confined to container
14-92-IN 1st Action: Location:	01/09/2014 Remove hazard TEN ROD RD @ EXIT 14	1132	Vehicle accident, general cleanup
14-93-IN 1st Action: Location:	01/09/2014 Rescue, remove from harm 35 INDUSTRIAL WAY ECOAST SALES	1147	Removal of victim(s) from stalled elevator
14-94-IN 1st Action: Location:	01/09/2014 Investigate SPAULDING TPKE SB @ EXIT 15	1446	Motor vehicle accident with no injuries.
14-95-IN 1st Action: Location:	01/09/2014 Investigate 141 DRY HILL RD KEVIN & MAUREEN CROWELL	1255	Alarm system sounded due to malfunction
14-96-IN 1st Action: Location:	01/09/2014 Cancelled en route 25 OLD DOVER RD COMMUNITY PARTNERS (WAS BEHAVIORIAL HEALTH)	1449	Dispatched & canceled en route
14-97-IN 1st Action: Location:	01/09/2014 Fill-in or moveup 502 JIM GRANT RD	2007	Cover assignment, standby, moveup
14-98-IN 1st Action: Location:	01/10/2014 Provide manpower [REDACTED]	0312	Medical assist, assist EMS crew
14-99-IN 1st Action: Location:	01/10/2014 Provide manpower [REDACTED]	0327	Medical assist, assist EMS crew

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Incident	Incident Date	Alarm Time	Incident Type
14-100-IN 1st Action: Location:	01/10/2014 Investigate [REDACTED]	0843	EMS call, party transported by non-fire agency
14-101-IN 1st Action: Location:	01/10/2014 Fill-in or moveup SIXTH ST NORTH END STATION	0959	Assist police or other governmental agency
14-102-IN 1st Action: Location:	01/10/2014 Investigate SPAULDING TPKE NB MM23.8	1156	Motor vehicle accident with injuries
14-103-IN 1st Action: Location:	01/10/2014 Investigate LORING DR EVERGREEN RV	2109	Motor vehicle accident with no injuries.
14-104-IN 1st Action: Location:	01/10/2014 Cancelled en route 24 LAFAYETTE ST	1856	Dispatched & canceled en route
14-105-IN 1st Action: Location:	01/10/2014 Investigate [REDACTED]	1926	Medical assist, assist EMS crew
14-107-IN 1st Action: Location:	01/10/2014 Investigate 64 OLDE FARM LN	2143	Assist police or other governmental agency
14-106-IN 1st Action: Location:	01/11/2014 Investigate SPAULDING TPKE NB AT RAMP EXIT 15	0804	Vehicle accident, general cleanup
14-108-IN 1st Action: Location:	01/11/2014 Investigate HIGHLAND ST AT EASTERN AVE	0500	Motor vehicle accident with no injuries.
14-109-IN 1st Action: Location:	01/11/2014 Investigate 140 TEN ROD RD	0755	Fuel burner/boiler malfunction, fire confined
14-110-IN 1st Action: Location:	01/11/2014 Provide manpower [REDACTED]	1029	Medical assist, assist EMS crew
14-111-IN 1st Action: Location:	01/11/2014 Provide first aid & check for injuries [REDACTED]	1036	Medical assist, assist EMS crew
14-112-IN 1st Action: Location:	01/11/2014 Investigate HANSONVILLE RD PARADISE MOBILE HOME PARK	1154	Malicious, mischievous false call, other
14-113-IN 1st Action: Location:	01/11/2014 Investigate 125 WASHINGTON ST STAPLES	1833	Alarm system activation, no fire - unintentional

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Incident	Incident Date	Alarm Time	Incident Type
14-114-IN 1st Action: Location:	01/11/2014	2229	Medical assist, assist EMS crew
	Provide manpower [REDACTED]		
14-115-IN 1st Action: Location:	01/12/2014	0726	Motor vehicle accident with no injuries.
	Investigate 11 FARMINGTON RD GRANITE STEAK & GRILLE		
14-116-IN 1st Action: Location:	01/12/2014	1019	EMS call, excluding vehicle accident with injury
	Provide manpower [REDACTED]		
14-117-IN 1st Action: Location:	01/12/2014	1027	Lock-out
	Assistance, other 2 HIGHLAND ST CUMBERLAND FARMS STORE		
14-118-IN 1st Action: Location:	01/12/2014	1134	Carbon monoxide incident
	Investigate 24 WELLSWEEP CIR		
14-119-IN 1st Action: Location:	01/12/2014	1350	Service Call, other
	Investigate 265 LOWELL ST		
14-120-IN 1st Action: Location:	01/12/2014	1713	Alarm system sounded due to malfunction
	Investigate 106 MILTON RD BIG LOTS		
14-121-IN 1st Action: Location:	01/12/2014	1747	CO detector activation due to malfunction
	Investigate 5 PARADISE DR		
14-122-IN 1st Action: Location:	01/12/2014	1914	Good intent call, other
	Investigate 10 NORTH MAIN ST		
14-123-IN 1st Action: Location:	01/13/2014	0455	Medical assist, assist EMS crew
	Assistance, other [REDACTED]		
14-124-IN 1st Action: Location:	01/13/2014	1337	Lock-out
	Forcible entry 34 SPRINGFIELD EST		
14-125-IN 1st Action: Location:	01/13/2014	1443	Medical assist, assist EMS crew
	Assistance, other [REDACTED]		
14-126-IN 1st Action: Location:	01/13/2014	1830	Alarm system activation, no fire - unintentional
	Investigate 65 LAFAYETTE ST		
14-127-IN 1st Action: Location:	01/13/2014	2040	Carbon monoxide incident
	Investigate 15 MCDUFFEE BROOK PL		

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Incident	Incident Date	Alarm Time	Incident Type
14-128-IN 1st Action: Location:	01/14/2014 Investigate 11 ADRIEN CIR	1301 CHASSE VILLAGE	Service Call, other
14-129-IN 1st Action: Location:	01/14/2014 Investigate 32 WESTERN AVE	1532	Service Call, other
14-130-IN 1st Action: Location:	01/14/2014 Investigate 37 GOOSEBERRY CIR	0809	Gas leak (natural gas or LPG)
14-131-IN 1st Action: Location:	01/14/2014 Investigate 160 WASHINGTON ST	0956 ROCHESTER CROSSING	Good intent call, other
14-132-IN 1st Action: Location:	01/14/2014 Provide manpower [REDACTED]	2307	Medical assist, assist EMS crew
14-133-IN 1st Action: Location:	01/15/2014 Provide manpower [REDACTED]	0059	Medical assist, assist EMS crew
14-134-IN 1st Action: Location:	01/15/2014 Provide manpower [REDACTED]	0117	Medical assist, assist EMS crew
14-135-IN 1st Action: Location:	01/15/2014 Investigate [REDACTED]	0945	Medical assist, assist EMS crew
14-136-IN 1st Action: Location:	01/15/2014 Investigate ESTES RD	1535 WASHINGTON	Motor vehicle accident with no injuries.
14-137-IN 1st Action: Location:	01/15/2014 Assistance, other 23 WILDFLOWER WAY	1715	Lock-out
14-138-IN 1st Action: Location:	01/16/2014 Provide manpower [REDACTED]	0110	Medical assist, assist EMS crew
14-139-IN 1st Action: Location:	01/16/2014 Cancelled en route 37 NUTTER ST	0147	Dispatched & canceled en route
14-144-IN 1st Action: Location:	01/16/2014 Assistance, other [REDACTED]	0817	Medical assist, assist EMS crew
14-145-IN 1st Action: Location:	01/16/2014 Investigate [REDACTED]	0739	Medical assist, assist EMS crew

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Incident	Incident Date	Alarm Time	Incident Type
14-146-IN 1st Action: Location:	01/16/2014	0743	Gas leak (natural gas or LPG)
	Investigate		
	12 TWO ROD RD		TRACTOR SUPPLY
14-147-IN 1st Action: Location:	01/16/2014	0816	Alarm system activation, no fire - unintentional
	Investigate		
	HERITAGE ST		CAB
14-148-IN 1st Action: Location:	01/16/2014	0917	Assist invalid
	Assist physically disabled		
	107 ENGLAND RD		
14-149-IN 1st Action: Location:	01/16/2014	1316	Alarm system activation, no fire - unintentional
	Investigate		
	23 MEADERBORO RD		[RP]
14-150-IN 1st Action: Location:	01/16/2014	1309	Alarm system activation, no fire - unintentional
	Investigate		
	1 OLD DOVER RD		MERCHANTS PLAZA
14-151-IN 1st Action: Location:	01/16/2014	1914	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
14-175-IN 1st Action: Location:	01/16/2014	1314	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
14-152-IN 1st Action: Location:	01/17/2014	0738	Cover assignment, standby, moveup
	Fill-in or moveup		
	120 ROUTE 75		
14-154-IN 1st Action: Location:	01/17/2014	1145	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
14-155-IN 1st Action: Location:	01/17/2014	1523	Motor vehicle accident with no injuries.
	Investigate		
	37 WAKEFIELD ST		ROCHESTER FIRE DEPARTMENT
14-156-IN 1st Action: Location:	01/17/2014	1434	Water or steam leak
	Investigate		
	98 HANSONVILLE RD		
14-157-IN 1st Action: Location:	01/17/2014	1616	Dispatched & canceled en route
	Cancelled en route		
	105 WHITEHOUSE RD		AMAZON PARK
14-158-IN 1st Action: Location:	01/17/2014	1809	Water or steam leak
	Remove water		
	72 WINTER ST		[RP]
14-159-IN 1st Action: Location:	01/17/2014	1612	Lock-out
	Forcible entry		
	105 MILTON RD		RITE-AID

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Incident	Incident Date	Alarm Time	Incident Type
14-160-IN 1st Action: Location:	01/17/2014 Investigate 632 SALMON FALLS RD	1716	Motor vehicle accident with no injuries.
14-161-IN 1st Action: Location:	01/17/2014 Investigate 20 ALLEN ST ROCHESTER POST OFFICE	1814	Assist police or other governmental agency
14-166-IN 1st Action: Location:	01/17/2014 Investigate [REDACTED]	0636	Medical assist, assist EMS crew
14-162-IN 1st Action: Location:	01/18/2014 Extinguishment by fire service personnel 100 MAPLE ST AUTISM AWARENESS	0657	Fire, other
14-163-IN 1st Action: Location:	01/18/2014 Investigate SECRETARIAT WAY	1238	Motor vehicle accident with no injuries.
14-164-IN 1st Action: Location:	01/18/2014 Investigate SPAULDING TPKE SB	1344	Motor vehicle accident with injuries
14-165-IN 1st Action: Location:	01/18/2014 Investigate 30 MCDUFFEE ST @ 1 BEAUVIEW ST	1502	Power line down
14-167-IN 1st Action: Location:	01/18/2014 Provide manpower [REDACTED]	1535	Medical assist, assist EMS crew
14-168-IN 1st Action: Location:	01/18/2014 Investigate SPAULDING TPKE NB SOUTH OF EXIT 16	1647	Vehicle accident, general cleanup
14-169-IN 1st Action: Location:	01/18/2014 Investigate 8 COURT ST	1827	Power line down
14-177-IN 1st Action: Location:	01/18/2014 EASTERN AVE	1650	
14-200-IN 1st Action: Location:	01/18/2014 Provide manpower [REDACTED]	2238	Medical assist, assist EMS crew
14-170-IN 1st Action: Location:	01/19/2014 Provide basic life support (BLS) [REDACTED]	0848	Medical assist, assist EMS crew
14-171-IN 1st Action: Location:	01/19/2014 Investigate 172 SALMON FALLS RD	1129	Vehicle accident, general cleanup

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Incident	Incident Date	Alarm Time	Incident Type
14-172-IN 1st Action: Location:	01/19/2014 Investigate TRADE WIND LN	1343	Vehicle accident, general cleanup
14-173-IN 1st Action: Location:	01/20/2014 Assistance, other [REDACTED]	0356	Medical assist, assist EMS crew
14-174-IN 1st Action: Location:	01/20/2014 Provide manpower 10 VARNEY ST	0311	Cover assignment, standby, moveup
14-176-IN 1st Action: Location:	01/20/2014 Cancelled en route 4 WESTERN AVE	0904	Dispatched & canceled en route
14-178-IN 1st Action: Location:	01/20/2014 Cancelled en route 21 CALEF HWY RIVIERA MOTEL	1342	Dispatched & canceled en route
14-179-IN 1st Action: Location:	01/20/2014 Investigate [REDACTED]	1700	Medical assist, assist EMS crew
14-180-IN 1st Action: Location:	01/20/2014 Cancelled en route 105 WHITEHOUSE RD AMAZON PARK	2233	Dispatched & canceled en route
14-181-IN 1st Action: Location:	01/20/2014 Cancelled en route 38 ROYAL CREST MHP	2324	Dispatched & canceled en route
14-183-IN 1st Action: Location:	01/21/2014 Investigate 1 KNIGHT ST CUMBERLAND FARMS	0909	Motor vehicle accident with no injuries.
14-184-IN 1st Action: Location:	01/21/2014 Provide manpower [REDACTED]	0935	Medical assist, assist EMS crew
14-185-IN 1st Action: Location:	01/21/2014 Investigate 160 WASHINGTON ST KOHL'S	1526	Good intent call, other
14-186-IN 1st Action: Location:	01/21/2014 Provide basic life support (BLS) [REDACTED]	1612	EMS call, excluding vehicle accident with injury
14-187-IN 1st Action: Location:	01/22/2014 Rescue, remove from harm 35 INDUSTRIAL WAY ECOAST SALES SOLUTIONS	0746	Removal of victim(s) from stalled elevator
14-188-IN 1st Action: Location:	01/22/2014 Forcible entry 19 LINCOLN ST [RP]	0820	Lock-out

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Incident	Incident Date	Alarm Time	Incident Type
14-189-IN 1st Action: Location:	01/22/2014 Cancelled en route 98 LABRADOR DR	0917	Dispatched & canceled en route
14-190-IN 1st Action: Location:	01/22/2014 Investigate 30 RAILROAD AVE	1455	Gas leak (natural gas or LPG)
14-191-IN 1st Action: Location:	01/22/2014 Investigate 151 FRANKLIN ST @ 576 PORTLAND ST	1551	Motor vehicle accident with no injuries.
14-192-IN 1st Action: Location:	01/22/2014 Investigate [REDACTED]	1641	Medical assist, assist EMS crew
14-193-IN 1st Action: Location:	01/22/2014 Cancelled en route 16 WINTER ST FARMINGTON	1853	Dispatched & canceled en route
14-194-IN 1st Action: Location:	01/23/2014 Investigate SIGNAL ST	0812	Gas leak (natural gas or LPG)
14-195-IN 1st Action: Location:	01/23/2014 Provide manpower 7 LAFAYETTE ST [RP]	1454	Service Call, other
14-196-IN 1st Action: Location:	01/23/2014 Investigate 130 WAKEFIELD ST SPAULDING HIGH SCHOOL	1636	Good intent call, other
14-197-IN 1st Action: Location:	01/23/2014 Assistance, other [REDACTED]	2249	Medical assist, assist EMS crew
14-198-IN 1st Action: Location:	01/24/2014 Investigate 11 SILVER BELL MHP	0258	Water or steam leak
14-199-IN 1st Action: Location:	01/24/2014 Investigate 59 MAIN ST ST LEO'S CHURCH	0648	Alarm system activation, no fire - unintentional
14-202-IN 1st Action: Location:	01/24/2014 Investigate [REDACTED]	0717	Medical assist, assist EMS crew
14-203-IN 1st Action: Location:	01/24/2014 Investigate 616 PORTLAND ST BRIDLE WOODS	1913	Service Call, other
14-229-IN 1st Action: Location:	01/24/2014 Investigate 105 STRAFFORD RD	0642	Chimney or flue fire, confined to chimney or flue

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Incident	Incident Date	Alarm Time	Incident Type
14-204-IN 1st Action: Location:	01/25/2014 Provide manpower [REDACTED]	1027	Medical assist, assist EMS crew
14-205-IN 1st Action: Location:	01/25/2014 Investigate 16 BRIDGE ST ST ELIZABETH SETON SCHOOL	0812	Arcing, shorted electrical equipment
14-206-IN 1st Action: Location:	01/25/2014 Investigate NORTH MAIN ST	0917	Good intent call, other
14-207-IN 1st Action: Location:	01/25/2014 Cancelled en route 40 LITTLE CITY RD	1143	Dispatched & canceled en route
14-208-IN 1st Action: Location:	01/25/2014 Provide manpower [REDACTED]	1613	Medical assist, assist EMS crew
14-209-IN 1st Action: Location:	01/25/2014 Cancelled en route 329 CHESTNUT HILL RD @ 12 CHANNINGS LN	1856	Dispatched & canceled en route
14-210-IN 1st Action: Location:	01/25/2014 Provide manpower [REDACTED]	2041	Medical assist, assist EMS crew
14-211-IN 1st Action: Location:	01/25/2014 Cancelled en route 116 FARMINGTON RD WALMART #2330	2134	Dispatched & canceled en route
14-212-IN 1st Action: Location:	01/25/2014 Investigate 6 FRANKLIN HGTS	2208	Water or steam leak
14-213-IN 1st Action: Location:	01/26/2014 Provide manpower 12 ECHO BROOK RD	0929	Lock-out
14-214-IN 1st Action: Location:	01/26/2014 Investigate HANSONVILLE RD AT GEAR	1814	Motor vehicle accident with no injuries.
14-215-IN 1st Action: Location:	01/26/2014 Standby [REDACTED]	2113	Medical assist, assist EMS crew
14-216-IN 1st Action: Location:	01/27/2014 Investigate 317 CHESTNUT HILL RD ROY, TIMOTHY	0614	Alarm system activation, no fire - unintentional
14-217-IN 1st Action: Location:	01/27/2014 Investigate 20 COLUMBUS AVE LINSOTT COURT APARTMENTS	1155	CO detector activation due to malfunction

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Incident	Incident Date	Alarm Time	Incident Type
14-218-IN 1st Action: Location:	01/27/2014	1354	Motor vehicle accident with injuries
	Provide manpower 35 COLUMBUS AVE @ 175 PORTLAND ST		
14-219-IN 1st Action: Location:	01/27/2014	1414	Vehicle accident, general cleanup
	Investigate UNION ST BY MAIN MOON		
14-220-IN 1st Action: Location:	01/27/2014	1609	Medical assist, assist EMS crew
	Investigate [REDACTED]		
14-221-IN 1st Action: Location:	01/27/2014	1636	Service Call, other
	Investigate 15 WILSON ST		
14-222-IN 1st Action: Location:	01/27/2014	1833	Medical assist, assist EMS crew
	Standby [REDACTED]		
14-223-IN 1st Action: Location:	01/27/2014	1922	Electrical wiring/equipment problem, other
	Investigate 2 RAMSEY DR		
14-224-IN 1st Action: Location:	01/27/2014	1941	Smoke scare, odor of smoke
	Ventilate 135 NORTH MAIN ST		
14-225-IN 1st Action: Location:	01/27/2014	2017	Electrical wiring/equipment problem, other
	Investigate 2 CORSON ST HILL, ROBERT		
14-226-IN 1st Action: Location:	01/28/2014	0954	EMS call, party transported by non-fire agency
	Provide basic life support (BLS) [REDACTED]		
14-227-IN 1st Action: Location:	01/28/2014	1255	Service Call, other
	Investigate 5 SIGNAL ST		
14-228-IN 1st Action: Location:	01/28/2014	1634	Motor vehicle accident with injuries
	Provide first aid & check for injuries ESTES RD WASHINGTON		
14-230-IN 1st Action: Location:	01/28/2014	0709	Alarm system activation, no fire - unintentional
	Investigate 11 WHITEHALL RD FRISBIE MEMORIAL HOSPITAL		
14-231-IN 1st Action: Location:	01/28/2014	0834	Good intent call, other
	Investigate 7 WARREN ST [RP]		
14-232-IN 1st Action: Location:	01/28/2014	0940	Medical assist, assist EMS crew
	Investigate [REDACTED]		

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Incident	Incident Date	Alarm Time	Incident Type
14-233-IN 1st Action: Location:	01/28/2014 Investigate 12 CHARLES ST	1339	Motor vehicle accident with no injuries.
14-234-IN 1st Action: Location:	01/28/2014 Investigate 47 PRAY ST	1437	Alarm system sounded due to malfunction
14-235-IN 1st Action: Location:	01/28/2014 Investigate 83 MAPLE ST	1511	Good intent call, other
14-236-IN 1st Action: Location:	01/28/2014 Investigate [REDACTED]	1910	Medical assist, assist EMS crew
14-237-IN 1st Action: Location:	01/29/2014 Investigate FARMINGTON RD	0732	Motor vehicle accident with injuries
14-238-IN 1st Action: Location:	01/29/2014 Investigate 59 MAIN ST SIX T'S LAUNDRY	1259	Alarm system activation, no fire - unintentional
14-239-IN 1st Action: Location:	01/29/2014 Extinguishment by fire service personnel 10 ACADEMY ST [RP]	1730	Building fire
14-240-IN 1st Action: Location:	01/29/2014 Extinguishment by fire service personnel 10 ACADEMY ST [RP]	2320	Building fire
14-241-IN 1st Action: Location:	01/29/2014 Cancelled en route 65 SOUTH MAIN ST ROCHESTER PUBLIC LIBRARY	1612	Dispatched & canceled en route
14-242-IN 1st Action: Location:	01/30/2014 Investigate 96 MILTON RD MARKET BASKET	0834	Good intent call, other
14-243-IN 1st Action: Location:	01/30/2014 Cancelled en route 45 HIGH ST	1012	Dispatched & canceled en route
14-244-IN 1st Action: Location:	01/30/2014 Investigate 394 SALMON FALLS RD @ 118 HIGHLAND ST	1314	Motor vehicle accident with no injuries.
14-245-IN 1st Action: Location:	01/30/2014 Investigate SOUTH MAIN ST OLD ROYAL PIZZA BUSINESS	1527	Good intent call, other
14-246-IN 1st Action: Location:	01/30/2014 Investigate 5 WALNUT ST	1937	CO detector activation due to malfunction

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Incident	Incident Date	Alarm Time	Incident Type
14-247-IN 1st Action: Location:	01/30/2014 Investigate	2128	Medical assist, assist EMS crew
14-277-IN 1st Action: Location:	01/30/2014 Assistance, other	0015	Medical assist, assist EMS crew
14-248-IN 1st Action: Location:	01/31/2014 Investigate	1030	Medical assist, assist EMS crew
14-249-IN 1st Action: Location:	01/31/2014 Investigate	1149	Medical assist, assist EMS crew
14-250-IN 1st Action: Location:	01/31/2014 Assistance, other	1921	Cover assignment, standby, moveup
14-251-IN 1st Action: Location:	01/31/2014 Cancelled en route	2336	Dispatched & canceled en route
	616 PORTLAND ST BRIDLE WOODS		

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MONTHLY REPORT

January 2014

There were a total of 20,876 items circulated with 10,104 people visiting the library in the month of January. Two hundred seventy patrons used the library's Internet computers for 1,277 hours. Visitors to the library's web site numbered 8,660. Current number of patron registrations is 33,103. Interlibrary loan activity included 54 materials borrowed from other libraries and 352 loaned to other libraries.

Winter story times began in the Children's Room on the week of January 6th. Seventeen story times were held throughout the month with over three hundred children in attendance. The busy Children's Room staff also held a winter "Make-It and Take-It" program creating hand-made bracelets and popsicle stick skateboards with 39 enthusiastic children.

The Library was proud to host Artstream and their 20th year student exhibition for the month of January. The Artstream students aged 4 to adult created work in clay, paint, printmaking, construction, charcoal and mixed media.

The Wednesday Night Movie Series continued with four popular movies in the month of January. January 8th featured the *The Way Way Back* a smart, imaginative comedy, starring Steve Carrell and Sam Rockwell, *Man of Steel* a modern telling of the beloved Superman saga on January 15th, followed by the quirky comedy *World's End* on January 22nd and finishing the month off with the sci-fi thriller *Elysium* on January 29th.

In addition to the print versions of available books, 242 of our Library patrons downloaded 1,076 e-books to media devices through the library's web site this month. The RPL website also enabled 21 patrons access to Mango Languages.

Trustees meet on February 18th in the Rose Room of the library at 6pm.

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Planning
Conservation Commission
Historic District Commission
Arts & Culture Commission

Planning & Development Department
City Hall - Second Floor
31 Wakefield Street
ROCHESTER, NEW HAMPSHIRE 03867-1917
(603) 335-1338 - Fax (603) 335-7585
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PLANNING DEPARTMENT MONTHLY REPORT FOR JANUARY 2014

NEWS FROM THE DEPARTMENT HEAD

The Chief Planner spent a substantial amount of time in the following areas this month:

- ◆ Held various meetings with potential applicants, current applicants, and citizens regarding projects that will be coming to the Planning Board or are currently being discussed at the Planning Board
- ◆ Participated in a Community Development Department orientation for newly elected City Councilors.
- ◆ Held meetings with Planning Staff and the City Engineer regarding the various sureties being held for approved projects
- ◆ Participated in a video conference (GoToMeeting) regarding potential new software
- ◆ Prepared for Planning Board meetings including review of all applications, discussions with Planning Staff, and preparing Staff Recommendations
- ◆ Certified approved plans and certified as-built plans

The Department also worked on the following projects and issues this month:

- ◆ Held TRG meetings for applications coming to the Planning Board
- ◆ Worked with the Community Development Specialist and City Engineer on the Green Infrastructure Grant
- ◆ Participated in the Customer Service Roundtable
- ◆ Helped set up and participated in the Seacoast manufacturing Event
- ◆ Attended a software demonstration at City Hall for potential new software to link all departments
- ◆ Attended the "Sidewalk Talks" with the main Street Program
- ◆ Attended a meeting on the Seacoast Startup Competition

APPLICATIONS REVIEWED BY THE PLANNING BOARD

O'Keefe & Martins Retail Store, 29 Milton Road (by Farwell Engineering Services) Site plan and conditional use application to construct a retail store.

Case # 215 – 65-3 – I3 – 13 **APPROVED WITH CONDITIONS**

NH Department of Administrative Services, Spaulding Turnpike Connector (Exit 16) (by Stantec Consulting) Site plan application to construct a maintenance facility located near Exit 16 along the Spaulding Turnpike Connector.

Case # 216 – 75&81-1 –A – 13 **PRELIMINARY**

17 Glenwood Avenue, LLC, 23 Glenwood Avenue (by Norway Plains Associates) Request for an extension to an approved site plan to construct 24-unit elderly housing building. Case # 117 – 3-2 – R2 - 13 **APPROVED TO 8/5/2014**

Sensible Self Storage, LLC, 201 Highland Street (by Norway Plains Associates) Request for an extension to an approved site plan to construct a mini storage facility in five (5) phases, each phase being made up of three (3) buildings. Case # 106-3-A-13 **APPROVED TO 7/7/2014**

Pease Development Authority, 238 & 290 Rochester Hill Road (by Jacobs Engineering Group, Inc.) Site plan to reconstruct existing runways, extend Runway 15, extend Taxiway A, and install runway approach lighting.

Case # 243 – 18/255 – 17 – A – 14 **CONTINUED TO 2/24/2014**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Discussion: a) David Thayer, 22&24 Farmington Road, (by Norway Plains Associates) Application to excavate existing ledge and overburden to the rear of the parcels to create lots that are more conducive to commercial development. Planning Board Case# 216 – 2&3 – GRD – 14

Scott Lawler c/o Norway Plains Engineering presented this project to the Commission. The Commission asked about drainage, wetlands, blasting in regards to abutters, and site stabilization; Mr. Lawler and Seth Creighton (Staff Planner) answered all questions. The Commission ultimately offered that there were "no concerns".

Correspondence Reviewed:

- a) NH DES Utility Maintenance Notification – PSNH ROW's throughout the City.
 - b) NH DES Wetland Impact Forestry Notification – 74 Estes Rd (Map-Lot: 247-23) *The Commission discussed that this cutting was finished.*
 - c) NH DES Wetlands monitoring report update – 2 & 8 Plante St (Map-Lots: 128-34&54)
 - d) NH DES Wetlands request for more information – Amazon Park, White House Rd (Map-Lot: 255-40)
- *The Commission discussed but offered no official comment on these matters.*

Notice of Intent to Cut Wood or Timber / Intent to Excavate:

- a) Notice of Intent to Cut – Chestnut Hill Rd (Map/Lot 203-7)
The Commission noted that this cutting was complete.

- b) Notice of Intent to Cut – Farmington Rd (Map/Lots 216-2&3)

This was directly related to the "Discussion" matter at the beginning of the meeting. The Commission noted that the City should start enforcing the no-cut policy for properties that are actively under review by the Planning Board, of which these lots are.

c) Notice of Intent to Cut – Flat Rock Bridge Rd (Map/Lots 210-50&51)

The Commission noted that most of this land is wetland and that Planning Board had recently approved a site plan on one of these lots, and because the site plan didn't proposed all of this cutting, the Commission asked that this application be stopped until the legality of the cutting can be reviewed.

Old Business:

a) Order "Conserving Your Land" books- *The Commission voted to purchase 10 more of these books because they have proven useful in educating landowners about the Conservation Easement process.*

b) Conservation Easement Audit – *Seth Creighton explained the status of consultant Chris Kane's progress, and will forward a section of Mr. Kane's report once formatting problems are resolved.*

New Business:

a) Hope Farm Easement Update – *The Commission appeared before the City Council on 1-14-14 and was successful in having the Council approve expenditures for placing and easement on Hope Farm. The Commission also was granted \$4,999 from a Moose Plate Grant. The Commission will now work with the property owner on drafting easement language.*

b) RFP for Land Conservation Specialist – *Upon staff's suggestion, the Commission voted to work on drafting a RFP to find professionals with land acquisition/conservation easement backgrounds to be on call to assist the Commission on future conservation easement acquisitions.*

Other Business: The Commission re-discussed the purpose of the Green Infrastructure grant and are excited to help update the City's stormwater requirements. They also are hopeful that the City will take a proactive role in enforcing maintenance of stormwater systems. Lastly, the Commission voted to have Seth Creighton email DPW to stress that the City needs to lead by example and follow their own rules, regarding stormwater systems.

Non-Public Session pursuant to RSA 91-A:3 II(d): *The Con Com discussed the status of several properties being considered for conservation easements.*

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

Peter Adams, 43 North Main Street amendments to Certificate of Approval for awning in the front of the building. Case# HDC 121 – 374 – B1 – 13 **APPROVED**

ARTS AND CULTURE COMMISSION ACTIVITIES

Since only four members were in attendance, there was no meeting. However, the following issues were discussed.

Discussion

- Elaine Laurterborn from the Rochester City Council is willing to become a member of the Commission. Ms. Laurterborn explained that in the past she was a Music teacher and supporter of the arts. The appointment would need to be made by the Mayor. Alan Reed Erickson previously served as a City Council representative.
- NH Business in Arts was discussed the nomination process is extensive Mr. Provost went through this process was Chinburg was nominated. This maybe a great project to work on next year in November 2014. The application is quite lengthy and the letters of recommendation take a few months to work on.
- [Grants Writing Workshop for Arts Learning](#)
February 12, 8:30 a.m.–2:30 p.m., at Plymouth State University (PSU) Concord Campus, 2 Pillsbury St., 5th floor. This will be sent out via email.
- There was concern from the members about Art Stream, Jenny Wren, and Sole City Dance all leaving the City. This is a huge loss. It was recommended that that the Commission work on this by bringing in local art business to each Commission meeting.

What's happening around Rochester?

- Mr. Ejarque stated that the Scenic Theater received the 501 C 3 statuses from the state.
- Mr. Provost discussed that the festival of trees will be Friday December 1st it will be a River walk outdoors. The tree lighting will be at the holiday parade. Mr. Provost also talked about the Historical highlights of downtown is now on the Rochester Main Street website. It is a 1.9 mile walking tour of the architectural jewels of Rochester it takes about an hour and a half.
- The Historical Society will be holding an event on the second Thursday in February with a speaker from UNH about how to restore oil paintings.
- The Rochester Opera House upcoming events include Great American Trailer Park Musical, A Dance Party, Johnny Cash, and Juston Mckinny.
- On Saturday April 25th-26th there will be local authors fair with over 16 local authors attending from 10 am-2:30 pm.

James B. Campbell,
Chief Planner



ROCHESTER POLICE DEPARTMENT

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"Dedication, Pride, Integrity"

POLICE COMMISSION

LUCIEN G. LEVESQUE

Chairman

BRUCE E. LINDSAY

Vice Chairman

DEREK J. PETERS

Commissioner

MICHAEL J. ALLEN

Chief of Police



February 7, 2014

TO: City Manager Daniel Fitzpatrick

RE: Monthly Report – January 2014

OPERATIONS: We had light attendance at the ward meetings this period. Traffic concerns raised were forwarded to the motor vehicle unit. Officers are monitoring information regarding homeless persons living in the woods.

On January 10th Officers had their last breakfast with the children at St. Charles home. The program was extremely successful. We are happy to report the children have been adopted and were the last residential children the home will have as it transitions over to a day school.

The investigations unit had five call outs this period, two shootings, two extensive fraud cases and a commercial burglary. Det. Rousseau gave a talk to the French Club about fraud and preventative measures.

K-9 ACTIVITY: There were two tracks and 3 drug searches this period by the team. There was a search of Spaulding High, coordinated with other K9 teams, at the request of the administration at the school. The team visited children at Wentworth Douglas Hospital as part of the (CHaD) Children's Hospital at Dartmouth. This was in conjunction with the upcoming Battle of the Badges hockey game. Officer MacKenzie has participated a number of years representing police. The 2014 game is set for March 1st at the Verizon Wireless Arena in Manchester.

COMMUNICATIONS: We are still down two positions in the center, but have two candidates who are wending their way through the background process. Specialist John Lavallee was released from his field training to solo headset and has been assigned to his own shift.

DIVERSION PROGRAM/ TEEN DRUG COURT: 295 youths participated in Teen night in January. The grant from the State for DMC was officially approved by the Governor and Executive Council, as well as by the City Council. This will allow purchases to sustain the program.

"Equal Opportunity Employer"

Staff spoke on behalf of the NH Juvenile Court Diversion Network to the legislature for oversight of DHHS funds and school aged children program. The committee was receptive and supportive of recommending funding alternatives to support the network and current diversion efforts throughout the state. This funding could be used in our program to help cover the cost for referrals to professional services such as licensed alcohol and drug counseling or family in-home counseling.

Staff presented to the State DMC Chief's committee on the Effective Youth and Police Interactions training, using the curriculum from our junior citizen's academy. It was accepted to become the NH State model and staff will present at the state wide forum in February.

PROSECUTION: A workload analysis was completed and revealed what we were already aware of – there are simply not enough man hours to handle the workload. We continue to address this through using other staff when feasible to process some of the additional work.

MV UNIT: The MV unit made 77 traffic stops with 30 summonses and 3 arrests as a result of those stops. The unit handled 17 motor vehicle accidents, issuing 1 summons.

POP UNIT: Officer Hayes made 27 traffic stops and issued 4 summonses. Planning for the 3rd annual Wings and Wheels event has begun. The retailer roundup in February had six attendees. Five more retailers have joined the retailer website. Our use of social media has been very successful. Officer Hayes has begun a "Most Wanted Mondays" posting on facebook for a wanted person each week. The first featured wanted person was arrested shortly after the posting.

ADMINISTRATIVE: Our most recent FY14 projection shows the bottom line to be in good shape, but, based on current costs our operational lines are projected to be in the red by almost \$30,000., directed to four main lines; legal (\$12,000) due to unanticipated legal matters with personnel; lease/copier (\$9,300) due to reorganizing all copiers and printers city wide; vehicle fuel (\$4,800) and vehicle maintenance and repair (\$6,500). All lines are being scrutinized to minimize the impact of these projections.

Department members completed 65 hours of training this period with the majority being for re certification on the TASER. ACO Paradis attended an animal cruelty case.

Lieutenant Thomas began his 10 weeks of Executive Leadership training at the FBI Academy in Quantico, VA. This experience is unparalleled to any other training an officer will receive in their law enforcement career. Less than 1% of all police officers are bestowed the privilege of attending.

Officer Cilley was released to solo patrol this period. As reported last month, due to class size limits, Officer Forrest will not attend the Academy now until May.

Our search to replace our Crime Analyst has taken us in a new direction. BAIR Analytics offers this service which would include embedding an analyst that works for their company at our Department. There is a small cost savings, and agencies that are using them are reporting good results. We will be the first agency in the Northeast to use this service. It requires a one-year contract, but has a 90-day escape clause.

EMD USE:

There were two Taser displays and two deploys this period.

FORFEITURE FUND SPENDING:

There was \$479.59 of forfeiture spending this period to send an officer to training. We will be seeking reimbursement through ICAC.

Respectfully Submitted,

Michael J. Allen
Michael J. Allen
Chief of Police

PC: Rochester Police Commission
File

PROPERTY CRIMES - OFs by Incident (2014)												2/14/14
Specific Crimes	1/01/14-1/31/14	1/01/13-01/31/13	% Change	12/01/13-12/31/13	11/1/13 - 11/30-13	%Change	YTD 14	YTD 13*	%Change	YTD 2013 Closure Rate	YTD 2012 Closure Rate	YTD 12*
Shoplifting	38	36	6%	31	37	-16%	38	36	6%	76%	64%	17
Theft from MV	3	12	-75%	10	14	-29%	3	12	-75%	33%	8%	13
All Other Theft	43	33	30%	40	37	8%	43	33	30%	16%	12%	35
MV Theft	4	2	100%	1	1	0%	4	2	100%	0%	100%	2
Vandalism	21	37	-43%	25	21	19%	21	37	-43%	62%	24%	32
Burglary	11	5	120%	3	6	-50%	11	5	120%	9%	20%	20
Total Property	120	125	-4%	110	116	-5%	120	125	-4%	43%	32%	119
PROPERTY CRIMES - ARRESTS by Incident (2014)												
Specific Crimes	1/01/14-1/31/14	1/01/13-01/31/13	% Change	12/01/13-12/31/13	11/1/13 - 11/30-13	%Change	YTD 14	YTD 13*	%Change	YTD 2013 Closure Rate	YTD 2012 Closure Rate	YTD 12*
Shoplifting	29	23	26%	29	36	-19%	29	23	26%	76%	64%	11
Theft from MV	1	1	0%	0	0	0%	1	1	0%	33%	8%	0
All Other Theft	7	4	75%	2	4	-50%	7	4	75%	16%	12%	2
MV Theft	0	2	-100%	0	1	-100%	0	2	-100%	0%	100%	0
Vandalism	13	9	44%	9	10	-10%	13	9	44%	62%	24%	7
Burglary	1	1	0%	1	0	0%	1	1	0%	9%	20%	1
Total Arrests	51	40	28%	41	51	-20%	51	40	28%	43%	32%	21
VIOLENT CRIMES - OFs by Incident (2014)												
Specific Crimes	1/01/14-1/31/14	1/01/13-01/31/13	% Change	12/01/13-12/31/13	11/1/13 - 11/30-13	%Change	YTD 14	YTD 13*	%Change	YTD 2013 Closure Rate	YTD 2012 Closure Rate	YTD 12*
Homicide	0	0	0%	0	0	0%	0	0	0%	0%	0%	0
Robbery	0	1	-100%	2	1	100%	0	1	-100%	0%	0%	2
Aggravated Assault	5	3	67%	6	3	100%	5	3	67%	80%	33%	4
Simple Assault*	30	26	15%	25	31	-19%	30	26	15%	77%	58%	47
Total Violent	35	30	17%	33	35	-6%	35	30	17%	77%	53%	53
VIOLENT CRIMES - ARRESTS by Incident (2014)												
Specific Crimes	1/01/14-1/31/14	1/01/13-01/31/13	% Change	12/01/13-12/31/13	11/1/13 - 11/30-13	%Change	YTD 14	YTD 13*	%Change	YTD 2013 Closure Rate	YTD 2012 Closure Rate	YTD 12*
Homicide	0	0	0%	0	0	0%	0	0	0%	0%	0%	0
Robbery	0	0	0%	1	0	0%	0	0	0%	0%	0%	1
Aggravated Assault	4	1	300%	5	2	150%	4	1	300%	80%	33%	4
Simple Assault	23	15	53%	18	29	-38%	23	15	53%	77%	58%	16
Total Arrests	27	16	69%	24	31	-23%	27	16	69%	77%	53%	21

*Note: Numbers from 2012 and 2011 are based on Offenses. 2013 numbers are based off of number of Incidents. 2012 Simple Assault numbers are also based off of incidents.

All Other Thefts 9 trash toters

10 receiving stolen property arrests this month

FIELD ACTIVITIES												
	1/1/14- 1/31/14	1/1/13 - 1/31/13	% Change	12/1/13- 12/31/13	11/1/13 - 11/30/13	%Change	YTD 14	YTD 13	%Change	YTD 12		
Traffic Stops	620	675	-8%	563	508	11%	620	675	-8%	662		
Arrests from Stops	14	15	-7%	14	8	75%	14	15	-7%	16		
Summons	80	70	14%	79	54	46%	80	70	14%	57		
Warnings	489	569	-14%	455	413	10%	489	569	-14%	569		
No Action	21	17	24%	15	22	-32%	21	17	24%	21		
Accidents	90	100	-10%	113	84	35%	90	100	-10%	84		
Summons From Accidents	3	5	-40%	3	5	-40%	3	5	-40%	3		
Arrests From Accidents	0	6	0%	3	1	200%	0	6	0%	5		
Field Interviews	21	13	62%	12	9	33%	21	13	62%	9		
DWI	8	8	0%	10	5	100%	8	8	0%	8		
DWI from Other	8	3	167%	7	2	250%	8	3	167%	5		
DWI from Accidents	0	4	0%	3	3	0%	0	4	0%	3		

DV COMPSTAT

2/14/14

Dates	10/1/13-10/31/13	11/1/13-11/30/13	12/1/13-12/31/13	1/1/14-1/31/2014	Prior Verbal (PV)	YTD 2014	PV YTD	YTD 2013
Misdemeanor Arrests	18	19	20	24	3	24	3	16
Felony Arrests	3	2	4	3	0	3	0	0
Verbal Cases	11	12	20	23		23		22
Total Cases	32	33	44	50	3	50	3	38

2013 FJC Clients (new clients only)

Jan	Feb	March	April	May	June
4	4	3	7	15	12
July	August	Sept.	Oct	Nov	Dec
15	11	7	26	20	

2012 FJC Clients (new clients only)

Jan	Feb	March	April	May	June
Not open	Not Open	3	2	10	8
July	August	Sept	Oct	Nov	Dec
5	14	7	6	4	6

Total clients for 2012 = 65

COMMUNICATIONS CALLS FOR SERVICE

Monthly Calls Totals						
Year 2013	Call Priority 1	Call Priority 2	Call Priority 3	Proactive Duties	Admin Duties	Totals
January	465	657	377	1215	1290	4004
February	389	522	346	1179	1206	3642
March	430	623	393	1475	1360	4281
April	404	730	389	1296	1225	4044
May	419	838	514	1254	1180	4205
June	493	841	444	971	981	3730
July	500	802	591	1344	1079	4316
August	430	872	548	1411	1151	4412
September	432	880	550	1098	1056	4016
October	433	789	437	1140	1231	4030
November	453	642	340	922	1149	3506
December	424	590	329	983	1177	3503
Year End Totals	5272	8786	5258	14288	14085	47689

2/14/14

CAD Priority 1 Call:	Serious to Critical calls for service. Priority to Immediate response or officer initiated.
	Almost always a two officer response. Some examples include; burglary alarm, robbery, domestic violence, motor vehicle accident, medical aid, 911 hang-up, wanted person and assaults.
CAD Priority 2 Call:	Timely to Serious calls for service. Short delay to Priority response or Officer initiated. Often a two officer response. Some examples include; motor vehicle complaints, thefts, welfare checks, juvenile matters, criminal mischief /threatening, missing persons, harassment and suspicious activity.
CAD Priority 3 Call:	Non-threatening to Service calls: Wait for affected zone car response or officer initiated. Almost always a single officer response. Some examples include; property lost or found, motorist assist, extra patrol, animal matters, police information, abandoned auto, and littering.
Proactive Policing:	Business check, community policing, directed patrol, extra patrol, footbeat, and traffic stop
Administrative:	Communications, court, in-service training, K9 maintenance, followup, reports, employee injury, cruiser maintenance, equipment lost/damaged, mealbreak, and paperwork service.

COMMUNICATIONS CALLS FOR SERVICE

Monthly Calls Totals

2/14/14

Year 2014	Call Priority 1	Call Priority 2	Call Priority 3	Proactive Duties	Admin Duties	Totals
January	411	560	412	1071	1342	3796
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Year End Totals						

CAD Priority 1 Call:	Serious to Critical calls for service. Priority to Immediate response or officer initiated.
	Almost always a two officer response. Some examples include; burglary alarm, robbery, domestic violence, motor vehicle accident, medical aid, 911 hang-up, wanted person and assaults.
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CAD Priority 3 Call:	Non-threatening to Service calls: Wait for affected zone car response or officer initiated. Almost always a single officer response. Some examples include; property lost or found, motorist assist, extra patrol, littering.
Proactive Policing:	Business check, community policing, directed patrol, extra patrol, footbeat, and traffic stop
Administrative:	Communications, court, in-service training, K9 maintenance, followup, reports, employee injury, cruiser maintenance, equipment lost/damaged, mealbreak, and paperwork service.

Priority 1 Calls Year to Date Compared to 2013

Priority	Call Category	2013	2014	Change
1	Alarm Burglary	71	113	42
1	Alarm Panic Hold Up	3	4	1
1	Assault	13	10	-3
1	Burglary	6	11	5
1	Disturbance	39	33	-6
1	Domestic Disturbance	58	50	-8
1	911 Hang up	26	33	7
1	Fight	12	5	-7
1	Accident Motor Vehicle	110	108	-2
1	Robbery	1	0	-1
1	Sex Offenses	2	10	-8
1	Suicide Completed	1	0	-1
1	Unattended Death	0	2	2
1	Unwanted Person	23	24	1
1	Wanted Person	47	44	-3
1	Weapons Offenses	5	4	-1

Priority 2 calls year to date compared to 2013

Priority	Call Category	2013	2014	Change
2	Assist Other Department	81	37	-44
2	Civil Matters	44	46	-2
2	Criminal Mischief	25	9	-14
2	Criminal Threatening	12	10	-2
2	Criminal Trespass	7	4	-3
2	Court	10	23	13
2	Disorderly Conduct	5	1	-4
2	Dispute Neighbor	7	14	7
2	DWI Report of	19	14	-5
2	Harassment not via Phone	21	17	-5
2	Juvenile Matter	40	23	-17
2	Missing Person Juvenile	9	4	-5
2	Motor Vehicle Complaint	43	40	-3
2	Road Haz or Obstruction	13	14	1
2	Stolen Motor Vehicle	5	6	1
2	Suspicious Activity	68	36	-32
2	Suspicious Subject	39	38	-1
2	Suspicious Vehicle	30	33	3
2	Theft	84	95	11
2	Violation Bail Conditions	1	5	4
2	Violating Restraining Order	3	6	3
2	Welfare Check	89	85	-4

Priority 3 calls year to date compared to 2013

Priority	Call Category	2013	2014	Change
3	Auto Abandoned	5	1	-4
3	Animal Matters	77	56	-21
3	Annoying Phone Call	17	3	-14
3	BOLO	10	10	0
3	Deliver Message	13	11	-2
3	Auto Disabled	33	40	7
3	Drug Information Offense	9	19	9
3	Escort	12	19	7
3	Fingerprint request	6	11	5
3	Fraud	23	24	1
3	Housecheck	2	1	-1
3	Littering	46	39	-7
3	Motorist Assist	26	49	23
3	Noise Complaint	25	27	2
3	Open Door Window Gate	3	9	6
3	Parking Complaint	21	36	15
3	Police Information	36	59	23
3	Property Found	23	21	-2
3	Property Lost	14	9	-5

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ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT FOR JANUARY 2014

Note From the Director

David Green received the EPA's 2013 Regional Wastewater Treatment Plant Operator Excellence Award. He was also recognized at the New England Water Environment Association in Boston on January 29th.

Highway and Utilities Division

The Highway and Fleet Maintenance Division has had plenty to keep busy with this winter so far. The staff responded to 76 service calls this month. These calls were either completed or scheduled for future repair. The service calls for the month included sign repairs, light repairs, snow maintenance, icy road calls, mailbox repairs, dead animals, and pothole repair. The DPW treated the city for 13 snow events, with a total of 17 inches of snow. The City Christmas tree and decorations were removed from downtown. Two catch basins were repaired this month, and several were cleaned. Staff removed snow banks from side roads throughout the city in order to provide safe site distance for motorists at intersections. Plows and sanders were repaired for winter maintenance as needed. .

The Utilities Division performed typical maintenance on the water and sewer systems. The staff responded to 32 service calls which were either completed or scheduled for repair. These calls included water pressure issues, frozen water pipes, installation or repair inspections, storm drain clearing, and sewer issues. Water shut-offs throughout the city were located and repaired. A number of dig-safes were completed throughout the city. Water services were repaired at 69 Congress Street, 1 Dewey Street, 1 Quaker Lane, and on Eastern Avenue at the American Legion. The Utilities staff and the Highway staff worked together on numerous snow events for plowing, salting, sanding, hydrant snow removal and downtown snow removal as they always do. They also assist the mechanics on all vehicle, truck and tractor maintenance before and after storms.

Buildings and Grounds

The Buildings and Grounds Division performed routine maintenance on all of the city buildings and grounds that they are responsible to maintain. They also responded to 48 service calls. These calls included lighting issues, janitorial issues, grounds maintenance, icy sidewalks and supply deliveries and moving various items to and from storage. The staff treated and plowed all City owned parking lots and walkways on numerous occasions this month. The Community Center floors were refinished in the conference rooms and hallways, and the boiler conversion at the Historical Society building is now completed.

Waste Water Treatment Plant

The staff wants to congratulate Sam Currier and Brandon Turcotte on passing the NH Grade 2 Wastewater Treatment Facility Operator Exam.

The staff continues to work closely with the coalition of communities on related wastewater and Great Bay Estuary issues. The peer review continues to move forward, with the final report due on February 19th. The staff attended state sponsored training classes, and completed and submitted the annual groundwater monitoring report, as well as the septage receiving report. The shop drawings for four pump station upgrades were approved and the scheduled delivery date is April 20th. A pre-bid meeting was conducted and there will be a bid opening for the New 125 pump station upgrade. Alum sludge lagoons have gone through the freeze cycle; once it thaws it will be hauled to WMI for final disposal. The staff met with EPA and DES to review this summers in stream testing results. The installation of a new disk filter media was completed this month. The staff performed preventative and corrective maintenance on equipment, machinery and instrumentation. The average effluent flow was 3.194 Million Gallons per Day. Percent of design flow = 63.5%. Precipitation = 3.51".

Water Treatment Plant

Water usage for the month as of January 31, 2014 was approximately 59.97 million gallons from the surface water treatment plant. Cocheco Well Treatment Plant operated this month and supplied an additional 1.23 million gallons for a total of 61.20 million gallons. All testing and monitoring was done per NHDES requirements. We are pleased to report that the City of Rochester again met and exceeded all State and Federal standards for drinking water. Carbon filter cleaning and sanitizing logged water quality improvements in the effluent. Maintenance was completed on all of the water plant components, including pump stations, the well site, and all water tank sites. We are continuing our routine inspections of the Berry's River watershed, reservoirs and dams. Ethernet Communications over MetroCast Cable Broadband lines has been completed.

Engineering

CIP- All work on Brock Street has been completed for the winter and work is scheduled to resume in the spring. The design for the Salmon Falls Road HSIP Curve Softening project is underway, with a Public Informational Meeting scheduled for early 2014. The Chamberlain Street water/sewer project was added to the FY15 proposed budget per the Councils directive. All FY14 Paving Rehab was completed, with candidate work to be brought to the Public Works Committee in March. The Strafford Square Roundabout is being supported by NHDOT, and the current design was discussed. State funding will be available in 2015 for construction. A public information meeting was scheduled for early 2014 regarding Catherine Street I/I, and a design is underway for Franklin St.- Western Ave. – Adams Ave. I/I; planned for a summer construction. The staff is going to start up on the Charles Street sidewalks in spring 2014. The design for the Stillwater Circle bridge repair is nearly complete with construction anticipated for spring or summer.

Water has been brought into the building at the Community Center, and sprinkler work continues. A request for qualifications is being prepared for architectural services to evaluate the existing structure of the City Hall Annex and provide

conceptual designs. The Pump Station Rehab for Kirsten, Weeping Willow, Autumn & Sawyer stations contract has been signed and is proceeding. Long lead times for the pumps are likely to push construction to the spring. The Route 125 Pump Station is also anticipated to start construction in spring.

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MEMORANDUM

To: Dan Fitzpatrick, City Manager
Mayor TJ Jean
Members of the City Council

From: Lauren Colanto, Recreation & Arena Assistant Director

Date: February 12, 2014

Re: January 2014 Department Report

January was a busy (and cold!) month here at Rochester Recreation & Arena. While we provided many quality programs and activities during this chilly month, much of our focus has shifted toward planning new and exciting programs for the spring and summer months.

The month of January is prime hockey time at the Rochester Arena. High school teams and their fans flock to the arena multiple days each week for practices and games. Between making ice and tending to the normal needs of such a large facility, our dedicated arena staff manages to provide a top notch ice skating experience for all of our patrons. The Adult House Hockey League boasts 112 players and was so popular a waiting list had to be created at the beginning of the season. Plans are in motion to expand this growing league next season. Public Ice Skating continues to be a popular pastime of both residents of Rochester and neighboring communities with a January total of 257 skaters.

Basketball dominates the month of January at the Recreation Office. Youth Basketball is in full swing and the All Star season starting at the end of January with its 36 top notch players and volunteer coaches. Adult Open Gym has made a successful return to the department with 120 participants in January alone. While this program posed several challenges last year, strategic planning and new rules/regulations have been imposed to prevent such issues. Adult Open Gym runs Monday, Wednesdays and Fridays from 11:30am-1:30pm and is free to all participants. Participants are required to fill out a registration form as well as submit a photo ID before entering the gymnasium. This process has instilled a sense of accountability and responsibility on all participants which has made for a safe, fun atmosphere for all.

Senior Indoor Tennis/Walking hour had a slow month due to cold temperatures and difficult weather conditions. Plans are currently being solidified for new senior programs to begin this spring such as a Senior Power Hour. This program will offer Rochester seniors a free 60 minute session of fitness and nutrition instruction.

As always, please visit our website www.RochesterRec.com to learn more about exciting happenings with Recreation & Arena. We look forward to seeing you at one of our new spring programs that will be announced the end of February!

RECREATION	Jan. 2014		ARENA	Jan. 2014
Teen Night	326		Adult House Hockey	112
Youth Basketball	353			
Youth All Star Basketball	36		Learn to Skate	
Stay & Play	11		Session #6 1.5-2.16	15
Senior Indoor Tennis/Walking Hour	8		Session #5 1.25-2.15	23
Parent Child Open Gym	333			
Adult Pick Up Basketball (Sunday Morning)	82		Stick Practice	47
30+ Co-Ed Basketball League	60			
Adult Volleyball	43		Public Ice Skating	257
Adult Open Gym	120			



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City of Rochester Tax Collector's Office
January 31, 2014

Fiscal Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2013	Annual Warrant	53,324,262	50,250,446.86	94.24%	3,073,815.14	5.76%
2012		50,952,912	49,772,875.20	97.68%	1,180,036.80	2.32%
2011		48,856,892	48,173,361.02	98.60%	683,530.98	1.40%
2010		47,308,832	46,983,828.53	99.31%	325,003.47	0.69%
2009		46,898,827	46,671,192.62	99.51%	227,634.38	0.49%
2008		46,522,769	46,363,313.47	99.66%	159,455.53	0.34%
2007		42,964,450	42,843,900.11	99.72%	120,549.89	0.28%
2006		40,794,160	40,673,251.94	99.70%	120,908.06	0.30%
2005		38,024,453	37,988,202.98	99.90%	36,250.02	0.10%
2004		36,065,496	36,037,247.62	99.92%	28,248.38	0.08%
2003		33,310,579	33,297,028.90	99.96%	13,550.10	0.04%
2002		29,725,878	29,715,419.31	99.96%	10,458.69	0.04%
2001		26,943,136	26,934,739.38	99.97%	8,396.62	0.03%
2000		25,415,248	25,409,120.87	99.98%	6,127.13	0.02%
1999		22,973,308	22,969,079.37	99.98%	4,228.63	0.02%
1998		30,592,529	30,586,714.71	99.98%	5,814.29	0.02%
1997		29,835,914	29,830,142.79	99.98%	5,771.21	0.02%
1996		27,726,424	27,721,642.91	99.98%	4,781.09	0.02%
1995		27,712,029	27,708,767.98	99.99%	3,261.02	0.01%
1994		26,989,803	26,986,789.81	99.99%	3,013.19	0.01%
1993		25,611,050	25,608,232.96	99.99%	2,817.04	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					2,953,409.56	

Tax Collector

Doreen Jones, CTC

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Rochester, New Hampshire Inter office Memorandum

TO: Daniel Fitzpatrick
City Manager

FROM: Todd M. Marsh
Director of Welfare

SUBJECT: Analysis of Direct Assistance for January 2014

DATE: February 13, 2014

This office reported 107 formal client notes for the month of January.

Voucher amounts issued for January 2014 were as follows:

	17 <u>Families</u> 12 new	18 <u>Single</u> 10 new
Burial	625.00	1,250.00
Dental00	.00
Electricity	133.86	98.29
Food.....	.00	.00
Fuel heating	949.85	414.90
Mortgage00	.00
Medical00	.00
Prescriptions	78.20	.00
Rent	3,737.35	2,889.00
Temporary Housing00	.00
Transportation	<u>1.50</u>	<u>3.00</u>
TOTAL	\$5,525.76	\$4,655.19

This represents an average cost per case/family of \$325.04 and case/Individual of \$332.51 for this month.

Total vouchers issued: \$10,180.95

There was an increase of \$3,382.83 in assistance issued this month compared to January 2013. There was a decrease of \$17.84 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$529.22.

McDuffee-Chase Trust Fuel Oil Fund and McKinney Utility Funds unavailable this fiscal year. Contributed to higher fuel heating costs from general direct assistance.

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2/14/14

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 **Community Branding Initiative**

COUNCIL ACTION ITEM ☐
INFORMATION ONLY ☒

FUNDING REQUIRED? YES ☐ NO ☒
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☒

FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	February 18, 2014		
DEPT. HEAD SIGNATURE	Original signature on file with Clerk's office 2014-02-04 Karen Pollard, Deputy City Mgr/Dir of Community Development		
DATE SUBMITTED	February 10, 2014		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	26

COMMITTEE SIGN-OFF

COMMITTEE	Rochester Economic Development Commission
CHAIR PERSON	Rick Lundborn

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Karen Pollard, Deputy City Mgr/Dir of Comm. Dev.
CITY MANAGER	Dan Fitzpatrick, City Manager Original signature on file with Clerk's office

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

Presentation on Community Branding as requested by the Rochester City Council.

CC FY14 02-18 AB 30 (Community Branding)

SUMMARY STATEMENT

I: Background and Goals

Rochester is New Hampshire's sixth largest city, (pop. 30,000), located in the southeast corner of the state a short drive from the Seacoast, White Mountain, and Lakes Regions. It is located approximately one hour from the metro regions of Manchester, Portland, ME, and Boston MA, and is easily accessible from six exits on the Spaulding Turnpike, which is currently undergoing a 135 million dollar upgrade. Rochester is home to Skyhaven Airport and also has rail freight service. Currently it has public transit connectivity via the COAST bus system with nearby seacoast communities. Recent Economic Development efforts have included the establishment of the Granite Ridge (Commercial Development Corridor) a Tax Increment Finance District and investments in expanding the Granite State Industrial Park. Rochester has a volunteer driven National Main Street Program which is working to revitalize its downtown. Downtown is currently emerging as an arts and entertainment district and is home to the Rochester Opera House. Rochester is the recipient of the prestigious 2011 NH Profile Legacy Award, which was bestowed for its efforts in leadership, economic development, planning, the arts and historic preservation as a "city to watch" according to Joe McQuade, editor of the Union Leader statewide newspaper.

Long known as the Lilac City, city leaders, civic organizations, and business owners are seeking to help to develop a brand that more accurately reflects a positive image of where we have come from, who we are, and where we want to be.

This effort has several objectives:

- Help us to determine our identity as a diverse community
- Help us to determine what are our strengths
- Help to determine our target audience, who is available and who we can attract
- Bring consensus in developing a new "brand" for our city
- Designing of a logo and suggested uses in communicating that brand

II: Project

We see this project developing as a gathering together of community stakeholders to determine exactly who we are, what we have to offer (including strengths and weaknesses) and where we need to go using the following steps:

- 1- A Public Meeting to help define our internal and external target markets
- 2- Targeted Meetings with community stakeholders
- 3- Presenting us a menu of options for ideas for refinement
- 4- A final statement for adoption including logo, brand themes, and suggestions as to use in press, print, radio, tv, and social media (including website based marketing)
- 5- A public presentation of results
- 6- Results that are easily adaptable for all community stakeholders

III: Schedule and Budget

Our time frame for completion of this project is no more than 120 days

Budget range is from \$25-\$50,000 with funding sources to include grants and local civic organizations, corporate and government. Proposals should include a graduated schedule of payments tied to levels of production during the project time frame.

IV: Audience and Functionality

The final report should include recommendations for initiation and a marketing budget that is suitable for adaptation by corporate, government, small business and civic organizations.

RECOMMENDED ACTION

Presentation and endorsement of the proposed activity, participation in public and targeted meetings, making suggestions for utilization once the process once fundraising is complete. Consideration and integration of branding logos and themes in future city projects.

The Value of Branding Our City

City branding is a key community development tool that helps a city get noticed and connect with its target audiences. A strong brand, like a compass, helps stakeholders stay on course, be consistent in messaging, and effective in marketing.

Effective Branding:

- Stimulates increased competitiveness. A brand enables the city to distinguish itself from competitors and to stand out in the crowded marketing world.
- Is the glue that binds the city together, integrating disparate parts into one cohesive and consistent message that all stakeholders can buy into.
- Increases returns on investment in real estate and infrastructure.
- Provides a sense of purpose and direction, increasing pride in the city.
- Acts as a springboard businesses and organizations can utilize in their own marketing. Joint promotion draws more customers than single business campaigns.

Deliverables from the Branding Process:

1. Stakeholders will receive

- a brand book that includes the background and research that went into the brand development;
- the brand positioning that will provide a unique and own-able point of difference for Rochester and maximize the city's strengths and minimize weaknesses in a credible message;
- the brand promise conveying the city's unique assets with a single minded idea with supporting messaging and taglines;
- a graphics standards/style guide that includes the Rochester logo and tagline with guidelines on how to use them, insuring a consistent messaging;
- samples of brand creative for use in print and electronic advertising, print materials, email templates, websites and social media;
- initiation recommendations and a marketing budget adaptable by government, corporate and civic organizations and small businesses;
- methods for evaluating the effectiveness of the brand over time.

2. Stakeholders will be invited to a public unveiling of the brand and the opportunity to attend brand workshops to learn how to utilize the brand in their own advertising and marketing. This training will show how to infuse the brand into every aspect of the city making it an integral part of every communication, creative product and promotion, and every interaction with residents and visitors.

**Request for Proposals
Rochester, NH Branding Effort**

Dates: RFP released: Tuesday, May 1, 2012

Proposals Due: Thursday, June 14, 2012

Respond To: Gerry Gilbert, Steering Committee Chair

Rochester NH Branding Effort,
c/o Rochester Main Street, Fiscal Agent
18 South Main Street, Suite 2B
Rochester, NH 03867

I: Background and Goals

Rochester is New Hampshire's sixth largest city, (pop. 30,000), located in the southeast corner of the state a short drive from the Seacoast, White Mountain, and Lakes Regions. It is located approximately one hour from the metro regions of Manchester, Portland, ME, and Boston MA, and is easily accessible from six exits on the Spaulding Turnpike, which is currently undergoing a 135 million dollar upgrade. Rochester is home to Skyhaven Airport and also has rail freight service. Currently it has public transit connectivity via the COAST bus system with nearby seacoast communities. Recent Economic Development efforts have included the establishment of the Granite Ridge (Commercial Development Corridor) Tax Increment Finance District and investments in expanding the Granite State Industrial Park. Rochester has a volunteer driven National Main Street Program which is working to revitalize its downtown. Downtown is currently emerging as an arts and entertainment district and is home to the Rochester Opera House. Rochester is the recipient of the prestigious 2011 NH Profile Legacy Award, which was bestowed for its efforts in leadership, economic development, planning, the arts and historic preservation as a "city to watch" according to Joe McQuade, editor of the Union Leader statewide newspaper.

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This effort has several objectives:

- 1) Help us to determine our identity as a diverse community
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- 5- A public presentation of results
- 6- Results that are easily adaptable for all community stakeholders

III: Schedule and Budget

Our time frame for completion of this project is no more than 120 days (in 2012)

Budget range is from \$25-\$50,000 with funding sources to include grants and local civic organizations, corporate and government. Proposals should include a graduated schedule of payments tied to levels of production during the project time frame.

IV: Audience and Functionality

The final report should include recommendations for initiation and a marketing budget that is suitable for adaption by corporate, government, small business and civic organizations.

V: How To Respond To Request For Proposal

Proposals should be mailed to the address at the top of the proposal to the attention of Mr. Gerry Gilbert and should include the following:

- 1-Proposed schedule and philosophy
- 2-Graduated delivery of services and payment schedule
- 3-Required Budget
- 4-Resumes of key individuals that will serve as project leader(s)
- 5-References and testimonials
- 6-Examples of previous work

VII: Nondiscrimination of Contractors

A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability, or against faith-based organizations.

VIII: Examples of Projects We Like

<http://www.northstarideas.com/community-case-studies.htm>

www.brandgreaterlouisville.com/faqs.html

Greater Louisville

<http://www.c3brandworks.com/projects/community-branding/>

C3 Brandworks

<http://www.destinationbranding.com/pdf/Durham.pdf>

Durham NC

<http://www.destinationdevelopment.com/casehistories/>

VIII: Background Information Sources For Rochester

www.rochesternh.net

www.thinkrochester.biz

www.rochesternh.org

www.rochestermainstreet.org

www.rochesteroperahouse.com

www.artespriit.org

WHERE WE HAVE BEEN | WHO WE ARE | WHAT WE WILL BECOME

PROPOSAL:

Rochester, New Hampshire The Brand

Proposal: Rochester, NH Branding Effort

Presented to
Rochester Branding Effort Committee

By
Glen Group Inc.

170 Kearsarge Street, PO Box 2838

North Conway, NH 03860

Telephone: 603-356-3030 Fax: 603-356-3991

Email: nancy@glengroup.com

www.GlenGroup.com

Date:

June 14, 2012

The Situation

Over the past two decades or more, city branding has become a key urban development tool. Rochester is embarking on developing its own unique brand at an opportune time. This “city to watch” and winner of the 2011 New Hampshire Profile Legacy Award is poised to break out of the pack as one of New Hampshire’s—if not New England’s—most vibrant communities.

In his book, *The Rise of the Creative Class*, Carnegie Mellon University economist, Richard Florida, an expert in city trends and forecasting, coined the term “the creative class” or “idea worker” as people in science, engineering, architecture, education, arts, music, and entertainment, whose economic function is to create new ideas, new technology, and/or new creative content. Florida further posited that, “There are three types of creativity: technological creativity, which is innovation, new products and ideas and technologies; economic creativity, which includes entrepreneurship, turning those things into new businesses and new industries; and cultural and artistic creativity, the ability to invent new ways of thinking about things, new art forms, new designs, new photos, new concepts. Those three things have to come together to spur economic growth.”

When we look at Rochester’s stakeholders and leading organizations, from city government and its economic development department to the Greater Rochester Chamber of Commerce, volunteer-driven Main Street program, Rochester Opera House and Art Esprit, we see much evidence that Rochester has “the creative class” needed to help develop the city’s brand and then use it in to propel the city towards a more prosperous, exciting future.

Obstacles & Challenges

“If your city branding efforts don’t begin with top down commitment to both your foundational principles and your aspirational goals....If your community has not done the hard work of self-examination, building consensus, defining goals, and demonstrating commitment through meaningful actions, it [branding] just doesn’t matter. If your leadership fails to engender trust, you can’t sell strength. If your policies are not incentivizing what you want and penalizing what you don’t, you can’t sell vision. If your zoning promotes sprawl and your citizens are disconnected from civic participation, you can’t sell community.”—Scott Doyon, terrain.org, A Journal of the Built & Natural Environments

Branding a city always presents a host of challenges. First, it is a challenge for any city is to integrate its disparate parts into one cohesive branding approach at a time when competition among cities for new business development, tourists and skilled workers is steadily, even dramatically, increasing. A further challenge is to create a brand that enables the city to connect on a personal level with a variety of consumer types and motivate those consumers to take the desired action.

While Rochester faces these same challenges, we believe the process you have described in the Request for Proposals—similar to the process we have used in developing branding for numerous clients—is sound and measured. It will enable us to

1. **discover the nature and identity of Rochester**, including its strengths, weaknesses and target audiences, and what the city has to offer.
2. **develop the brand** using the insights and differentiations learned. Typically this involves presenting a variety of options, then refining the option chosen.
3. **create a plan showing how to utilize the brand**, including how to use it in within the community and in the press, print, radio, television, social media and other web-based marketing.

4. **present the brand to the community.** By involving multiple stakeholders—including residents—from the start, we will have a broad range of perspectives; and since, typically those taking part in a process become invested in its success, we are more likely to have buy-in and commitment to utilizing the chosen branding.
5. **demonstrate how the brand can be easily adapted** for all community stakeholders.

Our Plan, Including Proposed Schedule & Philosophy

At Glen Group, we believe that a collaborative approach is the most effective way to work with clients. As such, ongoing consultation, coordination and communication will be an integral part of all our efforts.

Upon award of the contract, we will begin with a kick-off meeting. With input from you, we will create a detailed work plan and timeline with specific tasks/activities and assigned responsibilities. The work plan and timeline will be updated throughout the contract as changes occur, milestones are reached and deliverables provided.

Step 1: Discovery

Glen Group will begin by reviewing the existing marketing/communications materials and any available results of their usage, as well as any survey data, market research and local studies, as available; tourism perspectives and other relevant data.

We will then facilitate a public meeting to help define your internal and external target markets, and to understand the city's strengths, weakness and opportunities as perceived by residents. Specifically, we will

- develop and present to you a list of potential questions designed to elicit input on how Rochester is perceived, its unique differential(s) and assets. Since we expect anecdotal input, more of these questions will be open-ended. Beginning with open-ended questions will open up the possibilities beyond what has been done in the past to what is and what could be in the future.
- refine the questions based on your input and again present it for your review.

We recommend that each community stakeholder meeting include 8–10 people; we will guide participants through a comprehensive discussion to identify

- how the city is perceived in the market.
- how stakeholders perceive Rochester.
- Rochester's unique qualities and differential.
- its assets.
- how Rochester should be positioned to take advantage of its strengths and opportunities.

Step 2: Developing the Brand

Typically in defining a brand identity, we present the brand positioning, brand promise and a related brand brief in addition to the logo and tagline options. A brand positioning must

- be relevant to consumer-defined needs and values.
- provide a unique and ownable point of difference.
- maximize strengths and minimize weaknesses.
- be extendable across all venues.
- be credible.
- be deliverable at the point of customer contact.

The brand promise cannot be a tagline, mission statement or business strategy. What it must be is:

- a statement of the city's unique assets.
- a single-minded idea.
- amplified in practice by supporting messages, taglines and communications.
- supported everywhere the brand touches the consumer.

Defining the rational and emotional aspects of the brand promise is important, as we know that the target audiences will respond to the brand on both levels.

Once we have your feedback on the logo options and we make any needed changes to the selected logo and tagline, we'll develop the brand brief. The brand brief will include

- the brand promise.
- target markets and what we need to communicate to these markets.
- the messaging to be utilized to introduce the new brand publically.
- brand strategies: how to reach your external audience through marketing, advertising and social media.

The brand brief will be critical to communicating a unified vision to your stakeholders and marketing partners. *Note: With all brands, internal communication is critical because without it no external communication can occur. The key to internal communication is sharing the brand brief with all those who will be "delivering" the brand, from the city and community leaders to business owners and their staffs.*

Step 3: Utilizing the Brand

We will then develop sample creative including sample print and electronic advertising, print materials, email templates, the existing websites and social media, and other similar products. We anticipate also offering suggestion on other creative products and solutions that take advantage of Rochester's unique assets. This will likely be wide-ranging, out-of-the-box ideas that mix low cost/no cost, easily implemented solutions and more ambitious, long-range projects.

We'll also develop samples of how individual businesses can incorporate the brand into their own advertising and marketing.

Once we have your input, make any needed changes, and have your approval, we will gather work done to date and provide it to you in a detailed a brand "book" that will

- include the background/research that underlies the development of the brand and logos.
- detail how the brand should be presented whenever and wherever it touches the consumer.
This will help ensure that the branding will be presented in a consistent manner.
- include a graphics standards/style guide.
- show the proposed creative.
- provide recommendations for initiation and a marketing budget that is suitable for adaptation by government, corporate and civic organizations, as well as small businesses.
- methods for evaluating the effectiveness of the branding, the individual creative products and the campaigns.

We will provide you with this document in both printed and digital formats. We recommend that you provide this document to stakeholders and any marketing partners.

Step 4: Public Presentation

The public presentation is an important milestone in ensuring that the brand is embraced by the community as a whole. It should involve participation by the key stakeholders who have participated in guiding this initiative. Holding it in a venue such as the Opera House and including celebratory elements can help build excitement and inspire attendees to commit to doing their part to promote the brand.

Step 5: Brand Workshop

We believe it's not enough to just develop a brand: **The brand needs to be infused into every aspect of the city.** It needs to be an integral part of every communication, every creative product and promotion, and every interaction with residents and visitors alike. That's why education is often a big part of what we do when working with organizations with multiple stakeholders: We help educate the stakeholders and organization staff on HOW to infuse the brand.

That's why we would like to include a brand "workshop" as part of the brand introduction. Businesses and organizations that attend will learn how to utilize the brand in their own advertising and marketing, and how they and their employees are important "brand ambassadors."

Proposed schedule

Based timeline of not more than 4 months/16 weeks:

- Weeks 1–2: Contract approval. Initial meeting. Initial research.
- Week 3: Initial public meeting
- Weeks 4–6: Stakeholder meetings.
- Weeks 7–10: Brand development, presentation and refinement. Begin planning public presentation.
- Weeks 11–13: Development and presentation of sample creative.
- Week 14: Public presentation and brand workshop.

Why Our Plan Will Work

We believe that Glen Group is uniquely qualified to provide Rochester with branding development.

1. Glen Group has extensive experience in the development of brands and related brand strategies, including for cities/destinations. We were responsible for strategic brand development for:

- **Cities/destinations:** Oneonta, NY; Gore Mountain Region, NY; Chittenden County, VT. *Case studies of these three are provided on the following pages.* Also Mt. Washington Valley, NH; Downtown Hanover, NH.
- **Economic development organizations:** New Hampshire Division of Economic Development and its sub-agencies, the NH Business Resource Center and International Trade Resource Center; New Hampshire Business & Industry Association, NH; Mt. Washington Valley Economic Council, NH; Maine State Planning/Your Next Move.
- **Initiatives & nonprofits:** hikeSafe, NH; Starting Point—Services for Victims of Domestic and Sexual Violence, NH; Shooting Star Fund, NH; White Mountain Aquatic Center, NH; Buy Local/NH's Locally Produced Lumber Program; UNH Center for Family Business, NH.
- **Consumer goods & services:** Carlisle Wide Plank Floors, Stoddard, NH; Chalmers Insurance Group, ME and NH; Woodlands Credit Union, NH.

2. When developing a brand for an organization, we typically utilize meetings/focus groups to gather information from stakeholders. For example, we developed a Public Health Communications Plan for New Hampshire. In the initial phases, we held focus groups/workshops in locations around the state to develop a fuller understanding of how public health was perceived by policy makers, public health system partners, businesses and the public. We utilized this understanding in developing and implementing a public health

communication plan. The strategy was to create the tools that would enable the partners to reach the target audiences; and to ensure that the tools would be effective in broadening and deepening these audiences' understanding of public health and how it impacts their lives. The communication tools included a multi-media campaign, collateral, and a tool kit for public health leaders.

Similarly, when Maine State Planning contracted Glen Group to research and develop a marketing campaign for the Your Next Move project, we utilized focus groups in Saco, Topsham and Bangor for the research. In the final report, we included details of the discussions, information about the participants, recommendations for next steps, examples of all ads tested, recommended creative for a 30-second TV spot, four options for creative for a 30-second radio spot, and proposed media plans with several variables and three different budgets. The resulting campaign was designed to target segments of the housing market in Maine that need, prefer or can reasonably be expected to be attracted to the amenities that are associated with traditional neighborhood and/or compact, in-town living.

3. We have provided a broad range of advertising, graphic design, publication and web development, and other services to

- **State of New Hampshire:** NH Department of Health & Human Services; NH Department of Resources & Economic Development; NH Division of Parks & Recreation; Cannon Mountain/Franconia Notch State Park; NH Department of Safety/Homeland Security and Emergency Management.
- **Destinations:** Bethel Chamber of Commerce, ME; Madison County, IA; Southern NH Planning Commission/General Stark Scenic Byway.
- **Organizations & nonprofits:** American Airlines Events, MA; Mid-Atlantic BX, MD; Spaulding Youth Center, NH; NH Public Health Association, NH; New England Inns & Resorts.
- **Consumer goods & services:** Pearl Izumi, USA and Canada; Bridleway Equestrian, USA; Shires Equestrian Products, USA; Globe Manufacturing, NH.

Graduated Delivery of Services & Payment Schedule

Graduated delivery of services

- Step 1: Discovery. Weeks 1–6 in the proposed schedule.
- Step 2: Developing the Brand. Weeks 7–10 in the proposed schedule.
- Step 3: Utilizing the Brand. Weeks 11–13 in the proposed schedule.
- Step 4: Public Presentation. Begins in weeks 7–10 and concludes in week 14 in the proposed schedule.
- Step 5: Brand Workshop. Week 14 in the proposed schedule.

Payment schedule

- 25% due upon contract signing
- 25% due after completion of Step 2
- 25% due after completion of Step 3
- 25% due upon completion of project

Required Budget

Cost: \$40,000.

This does not include any outside expenses such as photography used in proposed creative or printing.

Note: Glen Group does not charge for travel time. We have assumed that all meeting space will be provided. Glen Group provides services on a work-for-hire basis, i.e., after payment in full is received, the client owns full rights to any graphics or materials produced on their behalf.

Glen Group & Key Individuals

A full-service agency, Glen Group has had more than two decades of success in providing branding, marketing, advertising and web development services to government, economic development and tourism organizations, individual businesses and nonprofits throughout the country.

Our team has energy, passion and creativity; the ability to listen, learn and then leverage that information to your benefit; a range of skills that is both broad and deep; a well-honed process; and an unswerving dedication to getting it right.

Service is at the heart of what we do. It is always our goal to both meet a client's immediate needs and goals, as well as anticipate what steps can be taken to better prepare the client for the future. Because we feel such a powerful connection to our clients, we place the highest importance on providing innovative, cost-effective solutions and always going the extra mile.

We've been called "the Best Agency with Big Ideas" in New Hampshire by *NH Business Review*, and we've won a host of other awards including top honors for collateral, ads, campaigns and interactive.

The experienced, talented and dedicated team that will fulfill this contract includes:

- **Owner and account manager Nancy Clark.** Nancy has extensive experience in working with government organizations as well as nonprofit organizations and public interest groups. Considered an industry expert on strategic branding, marketing and advertising, she is adept at facilitating discussion, building consensus, inspiring cooperation and guiding initiatives and projects to their successful conclusion.
- **Art directors Bruce Luetters and Kris Mariani.** Bruce and Kris are both skilled at creating brand concepts and bringing them to life as logos, with related messaging and graphics standards, and advertising and communications vehicles. In addition, both design websites that are visually dynamic, functional and maintain the brand image.
- **Writer and online marketing specialist Donna Stuart.** Donna's duties include writing, editing, reporting, online pay-per-click campaigns. She is known for organizing and distilling complex information into highly readable form.
- **Project coordinator Stacey Burke.** Stacey oversees management of Glen Group's projects with an eye for detail and a commitment to ongoing communication with clients.

Resumes for the staff can be found beginning on page 18.

References & Testimonials

- **Steve Boucher**, SNHU Director of Marketing & Communications, 2500 North River Road, Manchester, NH 03106. 603-644-3158. s.boucher@snhu.edu. Former Communications & Legislative Director for the NH Division of Economic Development.
- **Stuart Arnett**, Arnett Development Group. 610 Fisk Road - Suite B, Concord, NH 03301-6211. 603-219-0043 stuart@arnettdevelopmentgroup.com
- **David Bulmer**, Director, Gore Mountain Region - Town of Johnsburg Chamber of Commerce, P.O. Box 84, 228 Main Street, North Creek, NY 12853. (518) 251-2612 • davebulmer@aol.com.
See case study.
- **David Hayes**, former Executive Director, Main Street Oneonta, P.O. Box 393, Oneonta NY 13820. Cell (607) 353-9000 • david@davidhayes.com. *See case study.*
- **Charlie Baker**, Executive Director, Chittenden County RPC, 110 West Canal Street, Suite 202, Winooski, VT 05404-2109. (802) 846.4490 x23 • cbaker@ccrpcvt.org. *See case study.*



June 11, 2012

Gerry Gilbert, Steering Committee Chair
Rochester NH Branding Effort
c/o Rochester Main Street, Fiscal Agent
18 South Main Street, Suite 2B
Rochester, NH 03867

Dear Mr. Gilbert,

It is with great pleasure that I write this letter of recommendation for the Glen Group, a public relations/marketing firm whom I hold in high regard.

In my previous position as Communications and Legislative Director for the New Hampshire Division of Economic Development, I worked with the Glen Group over the course of 10 years and was consistently impressed with their professionalism, hard work and creativity.

Amongst the projects undertaken by the Glen Group were a complete rebranding of our Business Resource Center (including a historic name change), development of collateral material, strategic counseling, and development of ad campaigns. Each of these projects was a truly collaborative process and I always considered the Glen Group a valued member of our team. They care about their work and explore issues from all sides, ensuring that the brand carries through every aspect of an organization's marketing efforts.

To say that this firm comes with my highest recommendation would be an understatement. If you would like to discuss further, please feel free to give me a call at (603) 644-3158.

Sincerely,

A handwritten signature in cursive script that reads "Steve Boucher".

Steve Boucher
Director of Marketing and Communications



June 9, 2012

Nancy Clark, CEO and Owner
 Glenn Group
 170 Kearsarge Street
 North Conway, NH

Re: City of Rochester New Hampshire - RFP for Branding and Marketing

Hi Nancy,

It's a pleasure to provide an unconditional recommendation for you and the Glenn Group to provide branding services for the City of Rochester, New Hampshire.

As background, from 1998 to 2006, I served as the state of New Hampshire's Economic Development Director, a position that was responsible for the state's branding in both business recruitment and retention. We were fortunate to have selected Glen Group as our Marketing Contractor after a statewide bid process for several of those years, reporting to me but working through three distinct – and very different – operations: International Trade, Business Resources Center, and Workforce Development. Additionally, we successfully worked to ensure that these efforts were coordinated with those of those in the state for Tourism and Conference Attraction. We also launched the very-successful web-site NHeconomy.com, as well as linked site NHmanufacturing.com, and others.

After reading the RFP and its Scope of Work, it is *exactly* the type of challenge you faced so well when you helped us rediscover "*Why New Hampshire*", and the re-branding of the state to meet new expectations and market realities. Your good and collaborative work resulted in several recognitions (three times "best state"), positive local attention (complimentary articles in business journals and Union

Leader), and –most importantly – results from both internal and external job-investing sources.

A brand needs to be credible, attractive and real; reflecting what makes “us” unique. That is what we ended up with your help. But as importantly was the inclusive – and creative – discussion, brain-storming, and listening sessions you orchestrated so well. Everyone owned this new brand.

This creative work was accomplished during times of budget changes – mostly cuts – and economic and political swings. Our internal turf battles were of legend. And everyone wanted things their way. Through the whole successful process you and your colleagues at Glen Group remained professional, focused, and positive.

The Rochester economic development team has successfully worked over the past several years to build up their market presence and acceptance, and the results show. This community is poised to reach the next level. My hope for you - and as a big fan of Rochester – is that they are fortunate enough to team up with Glen Group, as was I.

If I can answer any anyone’s questions, please contact me directly, in confidence if that is helpful.

Best wishes,

Stu

Stuart T. Arnett

Economy Developer

www.ArnettDevelopmentGroup.com

www.BetterFutureAlliance.com



Examples of Our Work

1. Gore Mountain Region, New York

The Gore Mountain/Town of Johnsbury Chamber of Commerce hired Glen Group to provide brand development assistance; specifically Glen Group was charged with

- identifying the features, advantages and benefits of the Gore/Johnsbury area.
- the development of a quality brand for the community and area.
- teaching individual businesses how to use the brand in their own marketing.
- developing a community-wide resort marketing program.

Sensitive to the economic constraints of a community-based initiative to be paid for by public funds, Glen Group suggested a phased approach to this project, with phases implemented as budget allowed.

- The first phase focused primarily on research. Glen Group sought out available research on the current brand identity/identities of the Gore Mountain Region—including Johnsbury, Chester, Minerva, Blue Mountain, Blue Mountain Lake, North Creek, Indian Lake and Gore Mountain—as well as visitor patterns to the region.
- The firm then gathered information through a series of focus groups made up of stakeholders—representatives from the Chamber, business owners and/or staff members from local tourism businesses, developers and others—as recommended by the Chamber.

In the second phase, Glen Group developed

- a **brand brief** that describes the brand promise, brand personality and attributes, target market, and needs to communicate to this market. *We found that what the Gore Region offers is the authentic Adirondacks experience, outstanding recreation and relaxation in an unspoiled mountain setting of great natural scenic beauty. The experience is genuine, active, accessible, and often brings back memories of childhood, which is when many people are introduced to the region.*
- a **logo** and **positioning tagline**.
- a **brand guide** that includes formal written guidelines detailing how the branding is to be presented in media and in other usages.

We also presented a branding workshop to Gore Mountain Region businesses so they would know how to incorporate the region's new branding into their own marketing efforts.

ANATOMY OF A LOGO:

The mountains—the Adirondacks—dominate the image. The snow-capped mountain evokes Mt. Marcy and the start of the Hudson River, as well as Gore ski area.

The colors evoke nature.

The casual font implies fun and a casual brand.



Water is an important element in the overall brand. This shows the stream opening out into a larger body of water that's representative of the region's flatwater lakes and ponds.

The kayaker is symbolic of the outdoor recreational activities enjoyed in the area.

This tagline makes a strong connection with the region as a whole. It connotes an unspoiled and unique area.



(Left) A concept for seasonal banners to be used in village areas in the Gore Mountain Region. (Below) A poster displayed on shuttle buses to promote a local festival.



2. Main Street Oneonta, New York

Glen Group started by reviewing the research that the economic development agency had previously commissioned, as well as data on visitor patterns to the area. We then undertook further research with several trips to Oneonta where we gained valuable insights by conducting a series of focus groups designed to find out how Oneonta businesspeople, residents and community leaders felt about their community. Specifically we were able to ascertain

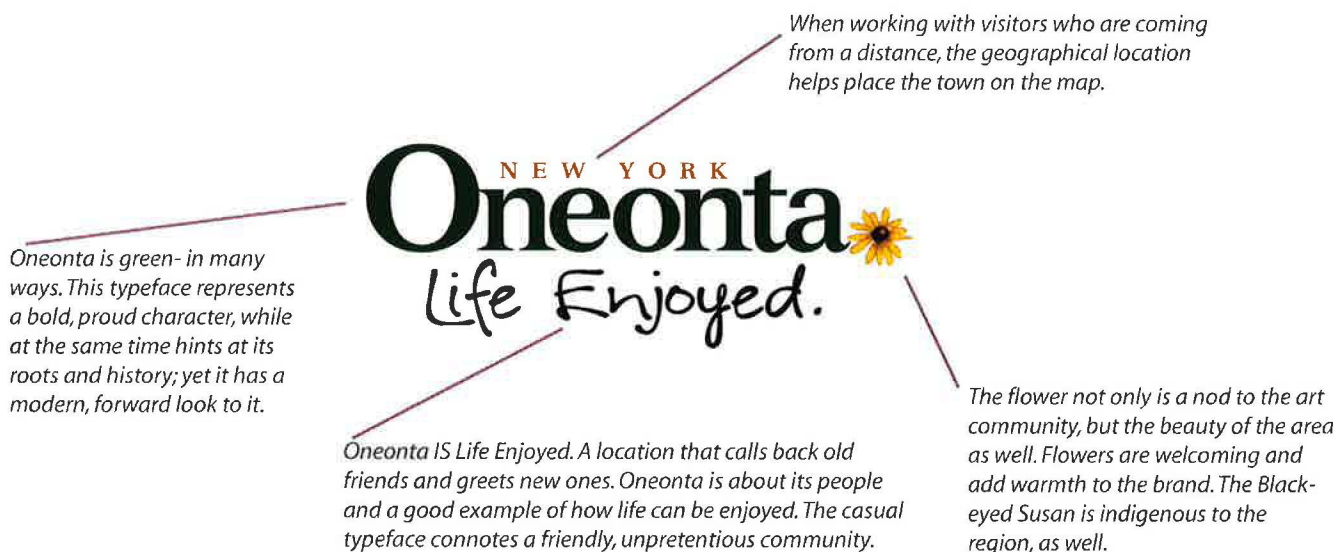
- how the region was perceived.
- the region's unique qualities and differential.
- its assets.
- how the region could be positioned to take advantage of its strengths and opportunities.

We found that Oneonta isn't so much a place, as it is a feeling. Those who know Oneonta love Oneonta because Oneonta offers the opportunity to enjoy life on every level, in every way. Qualities associated with the Oneonta brand included community, friendly, vibrant, warm, unexpected, a sense of balance, intellectually diverse, interesting, complete, genuine, authentic, easy, connected, simple, earthy, family, friendly, historic, arts and music.

The results of those focus groups and the earlier research enabled us to develop the Oneonta brand.

When the new **branding** was presented to the mayor, economic development agency and various key stakeholders, we received their enthusiastic approval. We then presented the branding to the community at a **special brand launch event** held in an historic theater that's in downtown Oneonta. At the event, we provided businesses with a **brand book** that showed how they could incorporate the branding into their own advertising, as well as examples of how the branding could be used to promote Oneonta through collateral and print advertising, banners, and outdoor advertising.

ANATOMY OF A LOGO:





Above: Main Street Oneonta's website at www.mainstreetoneonta.com.
Concepts for in-town banners (left) and a billboard (below).



3. Chittenden County RPC, Vermont

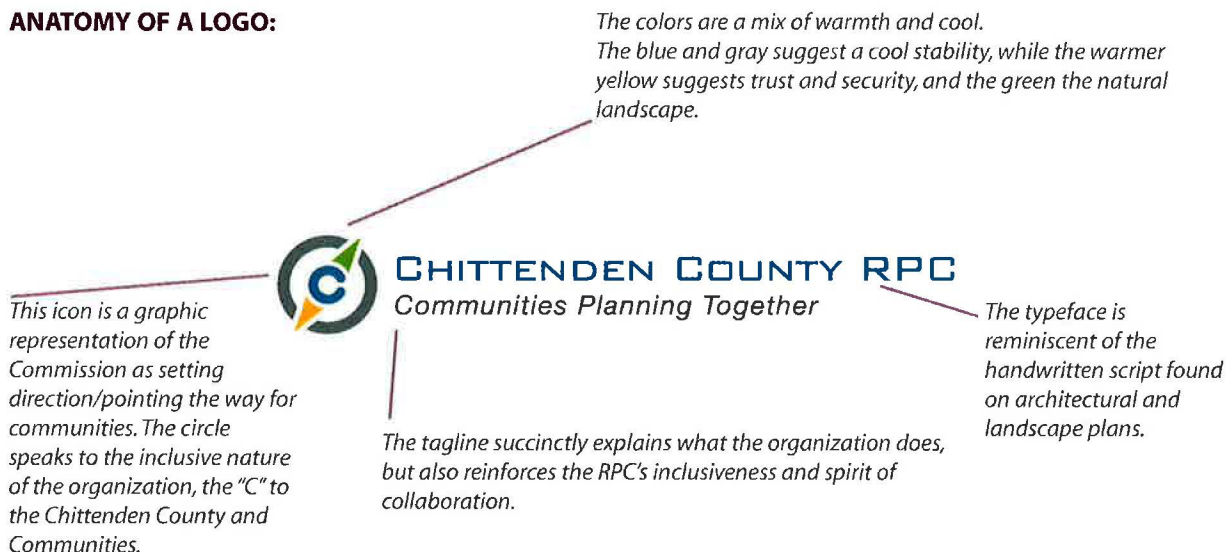
When Vermont's Chittenden County Regional Planning Commission (CCRPC) and the Chittenden County Metropolitan Planning Organization (CCMPO) merged, they contracted with us to develop a brand for the new organization.

Comprised of 19 municipal commissioners, and five at-large commissioners (representing Agriculture, Conservation/Environment, Socio-Economic/Housing, and Transportation), the new organization was charged with promoting the mutual cooperation of its 19 member municipalities, facilitating the appropriate development and preservation of the physical and human resources in Chittenden County, and overseeing the transportation investments in the county.

Our role: We took the Marketing & Branding Committee, the newly formed Chittenden County Regional Planning Commission (CCRPC) Board of Directors and other stakeholders through our unique branding process to determine the unique qualities and differential the new organization has, its assets, how they want the new organization perceived in the market, and how it should be positioned to take advantage of its strengths and opportunities.

We developed the **brand positioning** and the **brand launch strategy** that includes marketing, advertising and social media; prepared a **brand book /graphic standards manual** to ensure the logo and branding will be correctly utilized; and designed a website landing page that includes the new branding.

ANATOMY OF A LOGO:



Resumes

Nancy Clark

PO Box 797, Intervale, NH 03845
603-356-9885 • cell 603-398-9139 • nancy@glengroup.com

EXPERIENCE

- **1996–Present: President/Owner, Glen Group Inc.,** North Conway, NH. Formerly a client of Glen Group, she knows what makes client-agency relationships work, while her expertise in strategic planning, branding, and the development of marketing and communications strategies makes her an invaluable resource for our clients. Current responsibilities:
 - Overall management of Glen Group, including financial planning, account supervision, project management and new business development.
 - Direct strategic and tactical planning efforts for agency clients, with a specialization in market segmentation and brand development as it relates to overall organizational vision, core competencies and goals.

Relevant clients: New Hampshire Division of Economic Development, Gore Mountain Region, Chittenden Valley RPC, Oneonta NY, Cannon/Franconia Notch State Park, New Hampshire Department of Health & Human Services, NH Public Health Association, Pearl Izumi.
- **1985–1996: Vice President, Marketing, Attitash Ski Resort,** Bartlett, NH. Responsible for the departments of Marketing and Sales, Central Reservations, Rental and Retail Operations, Guest Services, Ticket Sales, and Summer Special Events. Also a member of the three-person Senior Management team responsible for the year-round operation of the entire resort.

PROFESSIONAL & COMMUNITY INVOLVEMENT

- **Shooting Star Fund,** North Conway, NH. Board of Directors, 2012.
- **Mt. Washington Valley Economic Council,** North Conway, NH. Past president; Board of Directors, 2004–present.
- **New Hampshire Business & Industry Association,** Concord, NH. Board of Directors, 2008–present.
- **Leadership New Hampshire,** 1996.
- **University Of New Hampshire, Durham.** Contract Professor, Tourism Marketing, Fall 1996.

PROFESSIONAL HONORS

- Featured in *New Hampshire Magazine* as one of the top five women in advertising in New Hampshire, May 2009.
- Glen Group named “The Best Small Agency With Big Ideas” by *New Hampshire Magazine*, 2008.
- Glen Group named Business of the Year for 2002 by the Mt. Washington Valley Chamber of Commerce.
- Named Mt. Washington Valley’s Young Career Woman of the Year in 1987.

EDUCATION

- Long Island University/C.W. Post Campus, Brookville, NY. B.A. Communications/Journalism.

Bruce Luetters

West Side Road, North Conway, NH 03860
603-387-9105 • bruce@glengroup.com

EXPERIENCE

- **1998–Present: Art Director, Glen Group Inc.,** North Conway, NH. Current responsibilities:
 - All aspects of printed media and collateral including: production, design and concept.
 - Designer for new media, including coordination of web design with web development team.
 - Social media: implementing and consulting on web-based and mobile solutions.
 - Specialties include: iPhoneography, branding and logo design.
 - Involved in concept development, product and business launches.

Relevant clients: Pearl Izumi, Gore Mountain Region, Chittenden Valley RPC, Oneonta NY, Woodlands Credit Union, Globe Manufacturing, White Mountain Aquatic Foundation, NH Division of Economic Development, NH Division of Parks & Recreation/Conservation License Plate.
- **1997–1998: Art Director, Attitash Ski Resort,** Bartlett, NH. Responsible for all aspects of printed media, as well as Web site development.
- **1996–1997: Owner/Designer, 3Sixty Design,** freelance design business, N. Conway, NH. Specialized in traditional print media along with emphasis on Internet image design, Internet imaging and all aspects of Web graphic design.
- **1987–1996: Graphic designer & Art Director, Express Graphics,** N. Conway, NH. Responsibilities included: All phases of graphic design for a print/design shop. Pre-press mechanicals and logo design to catalog and 4-color brochure design. Responsible for all forms of in-house marketing. Implemented system setup/maintenance with client filing system and back-ups.
- **1985–1987: Art Director, Independent-Granite State Publishing Co.,** Ctr. Ossipee, NH. Complete concept design for all printed media.
- **1982–1983: Assistant to Art Director, The Young Advertising Agency,** Concord, NH. Responsible for: mechanical art, brochure map design and billboard design.

EDUCATION

- GEL Conference: Short for “Good Experience Live,” Gel explores good experience in all its forms—in business, art, society, technology, and life.
- AIGA Conference. The largest design conference in the world.
- HOW Conference. The creativity, business and technology conference for graphic designers.
- The Design Conference That Just Happens To Be In Park City.
- New England College, Henniker, NH. B.A. Visual Arts.

Kristopher Mariani

468 Upper Ridge Road, Bridgton, ME 04009

207-632-3046 • kris@glengroup.com

EXPERIENCE

- **1998–Present: Art Director, Glen Group Inc.,** North Conway, NH. Current responsibilities:
 - Concepting and design of integrated marketing campaigns including ad campaigns, print materials, websites and brand identity packages. Print materials include magazines, collateral, direct mail and advertising campaigns. Trade show booth design.
 - Art direction of photography and photography.
 - Specialties include: branding and innovative marketing solutions.

Relevant clients: Carlisle Wide Plank Floors, Bridleway USA, Cannon/Franconia Notch State Park, NH Division of Economic Development/NH Business Resource Center, Starting Point.
- **1997–1998: Project Assistant/Production Designer, Brown & Company,** Portsmouth, NH. Started as an intern. Progressed to be responsible for production of print materials and in-house photography. Assisted senior designers. Involved in concepting and team project development.

EDUCATION

- AIGA Conference. The largest design conference in the world.
- HOW Conference. The creativity, business and technology conference for graphic designers.
- The Design Conference That Just Happens To Be In Park City, 2003.
- Wheaton College, Norton, MA. B.A. Studio Art

Donna Stuart

33A Sands Circle, Center Conway NH 03813
603-447-5631 • donna@glengroup.com

EXPERIENCE

- **1983–Present: Glen Group Inc.,** North Conway, NH. Current responsibilities:
 - Copywriter: Conceptualizes and develops materials for publications, print, radio, websites and online advertising; direct mail; newspaper and magazine articles; press releases; research; branding.
 - Editor of publications: Has overseen all Glen Group publications including SkiNH (1983-2010), *Bar Harbor Visitors Guide*, *Trees of Maine*, and others.
 - Strategic planning for client accounts.
 - Search engine marketing—develops, implements and manages regional, national and international pay-per-click campaigns, primarily on Google and Facebook. Also online advertising and website statistical analysis and reports.
 - Website documentation and client training in the use of their website's content management system.
 - Also involved in new business development.
- Relevant clients:* NH Division of Economic Development, Pearl Izumi, Shires Equestrian Products USA, Bridleway USA, Gore Mountain Region, Southern NH Planning/General John Stark Scenic Byway, Spaulding Youth Center.
- **Ongoing: Freelance writer.** Regular contributor to *Portland Magazine*, the city magazine of Portland, Maine.

COMMUNITY INVOLVEMENT

- Instructor, Taoist Tai Chi Society USA, 2002–present. Also board member of the New England branch (1995–present, current board president), and member of the Northeast Regional Management Committee (2005–present).

EDUCATION

- Bates College, Lewiston, ME. B.A. English.

Stacey Burke

33A Sands Circle, Center Conway NH 03813

603-447-5631 • donna@glengroup.com

EXPERIENCE

- **2011–Present: Glen Group Inc.,** North Conway, NH. Current responsibilities:
 - Project management: coordination of all in-house projects including liaison with subcontractors (media, printers, photographers and others),*Relevant clients:* Globe Manufacturing, Cannon Mountain/Franconia Notch State Park. Woodlands Credit Union, CooperCargillChant, Settlers Green
- **2002-2005: Settlers' Green,** North Conway, NH. Assistant Manager at Tommy Hilfiger Outlet, and sales associate, assistance manager/merchandising manager at Banana Republic Outlet.
- **1999-2002: Monster.com,** Maynard, MA.
 - Assistance Product Manager: Conducted research and prepared reports and presentations for ChiefMonster. Monster Talent Market/Temporary, Contract, and Project, and Global Gateway.
 - Field Member Services Representative: Processed and billed orders; assisted customers on a daily basis; conducted on-site demonstrations; and attended trade shows.
 - Voluntary Marketing Promotions Street Team
 - Telesales Member Services Representative: Processed and billed orders; assisted customers on a daily basis; technical problem solving

EDUCATION

- Dean College, Franklin, MA. AA in Accounting.

OFFICE OF THE DIRECTOR OF FINANCE
FINANCE OFFICE
41 WAKEFIELD STREET
ROCHESTER NH 03867

BLAINE COX
VOICE 603.332.7609
FAX 603.335.7589
E-MAIL: blaine.cox@rochesternh.net

AGENDA BILL

TO: Mayor Jean and Rochester City Council
FROM: Blaine Cox, Director of Finance & Administration
DATE: February 12, 2014
CC: City Manager Fitzpatrick

The City's Audit firm, Vachon Clukay & Company, PC, has completed the City's Comprehensive Financial Report for the fiscal year July 1, 2012 through June 30, 2013. Mr. Jarad Vartanian, CPA who served as the firm's Senior Audit Team Manager will be present at your City Council Workshop on February 18, 2014 to present his findings with regard to the City's financial statements.

Supplemental Information:

Audit Due to Council per City Ordinances:

11.13 Annual Report of City Receipts and Expenditures.

The City Manager shall annually, before the last day of January, present the independent auditors' report, in accordance with section 11.15 of this ordinance, of the preceding year.

11.15 Audit of City Accounts.

An independent audit of all accounts of the City shall be made annually by certified public accountants selected by the City Council and experienced in municipal accounting in accordance with the provisions of Section 46 of the Rochester City Charter.

Purpose of a Financial Audit:

The purpose of financial statements is to communicate financial conditions and operating results to both internal users (City Councilors, City Manager, Department Heads) and external audiences (public, auditors, state & federal government).

The objective in an annual financial audit is to render an opinion on whether the information appearing in a set of financial statements is presented fairly in conformity with generally accepted accounting principles (GAAP).

Annual audits are conducted after the transactions have occurred, and are performed in accordance with generally accepted auditing standards (GAAS).

The annual audit results in an “opinion” as to the degree the client (and any third parties) may rely on the financial statements of the governmental entity.

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PANHANDLING ORDINANCE

CHAPTER 31

PANHANDLING

31.1 Intent of Ordinance.

This ordinance is adopted in order to, and for the purpose of: (a) protecting persons from threatening, intimidating or harassing behavior; (b) keeping public places safe for use by all members of the community; and (c) maintaining and preserving public places where all of the community can interact in a peaceful manner.

This ordinance is also intended and adopted for the purpose of providing for the free flow of pedestrian and vehicular traffic on streets and sidewalks in the City.

This ordinance is intended to promote the health, safety and welfare of all those that live, work or visit the City.

31.2 Definitions.

The following definitions shall apply in the interpretation and enforcement of this ordinance:

a) Solicit/Solicitation - The spoken, written, or printed word and/or such other act(s) or bodily gesture(s) as are undertaken and/or engaged in, in furtherance of the purpose of immediately obtaining money or any other object of value from another person without the exchange of corresponding equivalent compensation therefor.

b). Aggressive Manner – (1) Knowingly or recklessly making any physical contact with, or engaging in the touching of, another person, or any approaching within an arm's length of such other person, except with such other person's consent; in the course of a solicitation;

(2) Knowingly or recklessly follows a person being solicited if such conduct is:

- i) likely to cause any reasonable person to fear imminent bodily harm or the commission of a criminal act upon the person being solicited and/or followed, or to a person in the company of the person being solicited and/or followed, or upon and/or with regard to property in the person's possession or that of a person in the company of such person; or
- ii) likely to intimidate the person being solicited and/or followed, or to a person in the company of the person being solicited and/or followed, into responding affirmatively to the solicitation.

(3) Knowingly or recklessly continuing to solicit within five feet of the person being solicited after the person has made a negative response to such solicitation, if continuing the solicitation is:

- i) likely to cause any reasonable person to fear imminent bodily harm or the commission of a criminal act upon property in the person's possession; or

ii) likely to intimidate the person being solicited and/or followed the person being solicited and/or followed, or any person in the company of the person being solicited and/or followed into responding affirmatively to the solicitation;

(4) Knowingly or recklessly blocks the safe or free passage of the person being solicited and/or followed, or requires the driver of a vehicle, to take evasive action (including stopping, slowing down, or not accelerating) to avoid physical contact with the person making the solicitation;

(5) Knowingly or recklessly using words:

- i) likely to cause any reasonable person to fear imminent bodily harm or the commission of a criminal act upon property in the person's possession; or
- ii) likely to intimidate the person into responding affirmatively to the solicitation; or

(6) Knowingly or recklessly approaches the person being solicited in a manner that is:

- i) likely to cause any reasonable person to fear imminent bodily harm or the commission of a criminal act upon property in the person's possession; or
- ii) likely to intimidate the person being solicited and/or followed into responding affirmatively to the solicitation.

(7) Knowingly or recklessly makes any physical contact with or touches another person's property including but not limited to their vehicle, or approaches within an arm's length of the person's property, except with the person's consent; in the course of the solicitation.

c). Automated Teller Machine -.A device, linked to a financial institution's account records, which is able to carry out any of the following transactions, such as but not limited, to account transfers, deposits, cash withdrawals, balance inquiries, and mortgage and loan payments.

d). Automated Teller Machine Facility - The area comprised of one or more automated teller machines, and any adjacent space which is made available to banking customers after regular banking hours.

e) Banking Organization - Any bank, trust company, private banker, savings bank, industrial bank, safe deposit company, savings and loan association, mutual and guaranty savings bank; cooperative bank; building and loan association; credit union; other financial institution organized and operating under the banking laws of the State of New Hampshire; small loan company; first mortgage banker or broker; second mortgage home loan lender; motor vehicle sales finance company; retail sellers of motor vehicles; debt adjusters; and mortgage servicer and investment company as defined in the Rules of the New Hampshire Banking Department.

f) Private Place - Any area owned by a private individual(s), business, or organization including any structure and all property surrounding.

g) Roadway - Any area that is, or can be, traveled on or by a motor vehicle, including but not limited to paved and non-paved roads, parking spaces, and shoulder of roads.

h) Deception - Any spoken, written or gestured non-truthful statement.

31.3 Aggressive Panhandling Prohibited.

a). No person shall knowingly or recklessly solicit in an aggressive manner in a public place.

b) No person shall knowingly or recklessly solicit within 50 feet of an automated teller machine or an entrance or exit of an automated teller machine facility.

c) No person shall knowingly or recklessly solicit within 50 feet of any entrance or exit of a banking organization or a licensed casher of checks during its business hours.

d) No person shall knowingly or recklessly solicit when either the person soliciting or the person being solicited is in a bus shelter or at a bus stop.

e) No person shall knowingly or recklessly solicit within 50 feet of any entrance or exit of any business or organization during its business hours.

f) No person shall knowingly or recklessly solicit from the median of any public road.

g) No person shall solicit on private property, even if the property is open to the public, without the owner's written consent.

h) No person shall step into the roadway to collect any money or other object of value resulting from solicitation.

i) No person shall solicit through deception.

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2/14/14

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 Chapter 31 of the General Ordinances of the City of Rochester is being referred back to the City Council from the Codes and Ordinances Committee.

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

AGENDA DATE	2014-02-18	
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk Original signature of file with the City Clerk's office	
DATE SUBMITTED	2014-02-12	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE The Codes and Ordinances Committee	
CHAIR PERSON Peter Lachapelle	Peter Lachapelle, Chair of the Codes and Ordinances Committee Original signature of file with the City Clerk's office.

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, Deputy City Manager Original signature of file with the City Clerk's office.
CITY MANAGER	Daniel Fitzpatrick, City Manager Original signature of file with the City Clerk's office.

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Chapter 31 reviewed by City Solicitor Wensley

CC FY14 02-18 AB 32 (Panhandling)

SUMMARY STATEMENT

The City of Rochester adopted a panhandling ordinance last year. The Codes and Ordinances Committee has reviewed Chapter 31 and is now sending it back to the City Council.

explain. Councilor Hamann has owned his property for forty years and in the last ten years if there were issues the insurance company made him aware of them. He felt that this is overkill.

Mr. Grant stated that they are following the State RSA, with exception for the right to enter. Councilor Hamann suggested letting the state handle the issue. Mr. Grant explained the state does not do it, as they debated further.

Councilor Gray suggested a compromise. His thought was to have a form, for the landlord and the tenant to do the inspection, which gets sent to the City. He felt that a safe and healthy place to live needs to be provided.

Councilor Collins felt that they were taking on more than they could handle and he questioned section 44.8 on liens and demolitions. He felt that there was a little overkill. Mr. Grant explained this section had the same language as the States RSA.

Councilor Gates stated that federal regulations are broken every day of the year. How many more rules and regulations do they want to impose and how many more can they tolerate.

Councilor Varney asked that the department come back with a complaint driven proposal. Councilor Lachapelle agreed that this ordinance needs to be softer and he asked that Mr. Grant and Mr. Perkins bring it back to the March meeting.

8. Panhandling Ordinance Discussion

Matthew Beaulieu, Assistant Vice President, Service Credit Union, addressed the Codes and Ordinances Committee regarding panhandling. He recently sent Mayor Jean a letter, which can be found in the packet, about this issue. Mr. Beaulieu reviewed the letter with the committee. Mr. Beaulieu explained some of the incidents that have happened in his parking lot. One panhandler actually reached into a customer's car. He does not want to see this ordinance go away. The credit union has seen an eighty-five percent reduction in members and staff being solicited because of this ordinance. Mr. Beaulieu is concerned for the safety of his customers and his employees.

Councilor Varney asked if the ATM was on their property. Mr. Beaulieu stated that it was on their property. Councilor Varney stated that he could take other action where it is on their property. Mr. Beaulieu explained yes, but it was easier to take steps against this type of panhandling because of the ordinance.

Fred Leonard, resident, stated that he was opposed to the panhandling ordinance from the beginning and he feels that there are current laws that will address the Service Credit Union's issues. He stated that the individual that reached into someone's car is breaking the law and the current laws are in place for this. He explained that panhandling is protected by the first amendment. Mr. Leonard also explained that he understood some individuals such as the elderly could feel intimidated by a panhandler. Currently we live in a diverse community and society and no one likes to be solicited. He would like them to find some areas to

address the illegal aspects of this issue. He thanked the Codes and Ordinances Committee for their time.

Councilor Lachapelle asked for a motion to go into non-public for a legal consultation on the matter. Mayor Jean motioned to go into non-public, but it was determined that legal representation was not present for the committee. They withdrew from going into non-public.

Councilor Varney said that the panhandling has two issues. Roadways and “aggressive” panhandling.

Councilor Lachapelle did not want to make any new proposals to the City Council at this time. He wanted to wait for further information and keep it in committee until next month pending anything new.

Councilor Varney explained that he has proposed language under Chapter 63, Rights of Pedestrians, which should be looked at next month. He took the Concord, NH ordinance into review when making this proposal. This will add Sections 63.2 and 63.3. Councilor Varney also suggested looking at the definition of aggressive panhandling to make it more defined. Per his discussion with Chief Allen, aggressive panhandling does not meet the standard of disorderly conduct.

Councilor Lachapelle wanted to request a special meeting for the existing Workshop Meeting on February 18, 2014. The Codes and Ordinances Committee were in agreement.

Councilor Varney **MOVED** to recommend repealing the existing panhandling ordinance, Chapter 31, and bring to the full City Council on February 18, 2014. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor Jean asked if there would be a forthcoming replacement for Chapter 31. Councilor Lachapelle stated not at this time. He is keeping it in committee and looking for legal counsel and more recommendations.

9. Other

No other topics were discussed at this time

10. Adjournment

Councilor Lauterborn **MOVED** to **ADJOURN** the Committee meeting at 9:08 PM. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Nancy Carignan
Assistant City Clerk

AMENDMENT TO ORDINANCES
ADOPTING A NEW CHAPTER OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
TO BE KNOWN AS CHAPTER 68 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER

THE CITY OF ROCHESTER ORDAINS:

I. That the General Ordinances of the City of Rochester, as presently amended, be further amended, by adding a new Chapter to Title IV – Traffic Code thereof, said Chapter to be known as Chapter 68 of the General Ordinances of the City of Rochester and entitled “Distribution of Items To and From Motor Vehicles,” said Chapter 68 to provide as follows:

“CHAPTER 68

DISTRIBUTION OF ITEMS TO AND FROM MOTOR VEHICLES

68.1 Intent of Ordinances.

This Ordinance is intended to provide for the free flow of motor vehicle traffic on roadways in the City. The City Council finds that persons who distribute any item to, receive any item from, or exchange any item with, the occupant of a motor vehicle upon a Roadway present a threat to the free and safe flow of motor vehicle traffic. By this Ordinance, the City Council intends to promote the health, safety and welfare of the citizens traveling by vehicle in the City.

68.2 Definitions.

For purposes of this Chapter, the following definitions apply:

- (a) Pass/Passing: Distributing any item to, receiving any item from, or exchanging any item with the occupant of a motor vehicle that is located in the Roadway.
- (b) Roadway. All public roads open to motorized vehicles within the City. This definition excludes private roads and private property. This definition also excludes areas in which parking is permitted in the City.
- (c) Item. Any physical object.

68.3 Prohibition of Roadway.

It shall be unlawful to violate any of the prohibitions set forth below in the City.

- (a) No person shall knowingly distribute any item to, receive any item from, or exchange any item with the occupant of any motor vehicle when the vehicle is located in the Roadway.
- (b) This Ordinance shall not apply to the distribution, receipt or exchange of any item with the occupant of a motor vehicle on private property or in a permitted parking area.
- (c) This Ordinance shall not apply to any law enforcement officer acting in the scope of his/her official duties.

68.4 Penalty.

A person found in violation of this section shall be guilty of a violation and may be fined not more than \$500.00.

68.5 Severability.

If any provision of this section is declared invalid or unconstitutional by any Court of competent jurisdiction, the remaining provisions shall be severable and shall continue in full force and effect.”

- II.** This ordinance shall take effect upon its passage.”

CC FY14 02-18 AB 32a

**RESOLUTION REGARDING THE
RENAMING AND RENUMBERING PORTIONS OF
CALEF HIGHWAY, NH RTE 125, GONIC RD., CHARLES ST., HANCOCK ST.,
COLUMBUS AVE, COLUMBUS AVE. EXT, OLD DOVER RD., ANCTIL CT., GEAR RD.,
MAIN ST., HANSON ST., AND ROCHESTER NECK RD.**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the so-called Rochester E-911 Committee, acting in conjunction with such other City Boards, Agencies and/or Entities, as it may deem necessary to carry out the intent of this Resolution, is hereby authorized to take any, and all, steps necessary, and/or required, by the provisions of NH RSA 231:133 and/or NH RSA 231:133-a and by Sections 15.9, 15.9-a and/or 15.9-b of the General Ordinances of the City of Rochester to effectuate the renaming, renumbering or such other actions permitted by such Statutes/Ordinances as the said Rochester E-911 Committee deems necessary and or appropriate and in the best interests of the City of Rochester and/or its residents and/or property owners.

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**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 Renaming and/or Renumbering Portions of Calef Highway, Rte 125, Gonic Rd, Charles Street, Columbus Avenue, Columbus Avenue Ext., Old Dover Road, Ancil Court, Gear Road, Main Street, Hanson Street, and Rochester Neck Road to comply with E-911 Standards

Council Action Item ☒ or Information Only ☐
Send to Council Committee? ☐

Council Resolution Required? Yes ☒ No ☐

Funding Required? Yes ☐ No ☒

Funding Worksheet Attached? Yes ☐ No ☒

Coming From Committee? Yes ☒ No ☐

Recommendation Attached? Yes ☒ No ☐

AGENDA DATE	February 18, 2014
DEPT. HEAD SIGNATURE	Original signature on file with the City Clerk's office Jim Campbell, Chief Planner
DATE SUBMITTED	February 12, 2014
ATTACHMENTS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

COMMITTEE SIGN-OFF

COMMITTEE: E-911	
CHAIR PERSON: Fire Chief Norman Sanborn	Original signature on file with the City Clerk's office Norm Sanborn, Fire Chief

DEPARTMENT APPROVALS

DEUPTY CITY MANAGER	Original signature on file with the City Clerk's office
CITY MANAGER	Original signature on file with the City Clerk's office Dan Fitzpatrick, City Manager

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	N/A
SOURCE ACCOUNT NUMBER	N/A
EXPENDITURE AMOUNT	N/A
APPROPRIATION REQUIRED Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

City of Rochester, NH General Ordinance Chapter 15, Sections 15.9-a & 15.9-b
and
New Hampshire RSA's 231-133 & 231-133-a

CC FY14 02-18 AB 31 (E-911 Committee Recommendation)

SUMMARY STATEMENT

The E-911 Committee has worked for several years on renaming and/or renumbering portions of Calef Highway, Rte 125, Gonic Rd, Charles Street, Columbus Avenue, Columbus Avenue Ext., Old Dover Road, Anctil Court, Gear Road, Main Street, Hanson Street, and Rochester Neck Road to comply with State and Local E-911 Standards. The change is this: a Columbus Avenue designation will begin where it currently begins at the intersection of Wakefield Street and extend all the way to the Spaulding Turnpike (Exit 12); a Gonic Road designation will begin at the Spaulding Turnpike (Exit 12) and extend all the way to the Barrington town line

The City Council voted to accept this recommendation at their March 06, 2012 meeting. Notices have been mailed to each affected property owner several times over the last two years; all owners are aware of the March 28, 2014 effective date. The purpose of this agenda bill is to hold this public hearing and vote again to accept this recommendation, to comply with NH RSA 233-133-a.

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RECOMMENDED ACTION

The E-911 Committee recommends that City Council vote to accept the address changes, as outlined on the attached list, with an effective date of March 28, 2014.

Seth Creighton
Staff Planner
Planning Department
City Hall – Second Floor
31 Wakefield Street
Rochester, NH 03867-1917
(603) 335-1338 Phone
(603) 335-7585 Fax
seth.creighton@rochesternh.net



MEMORANDUM

TO: Rochester City Council

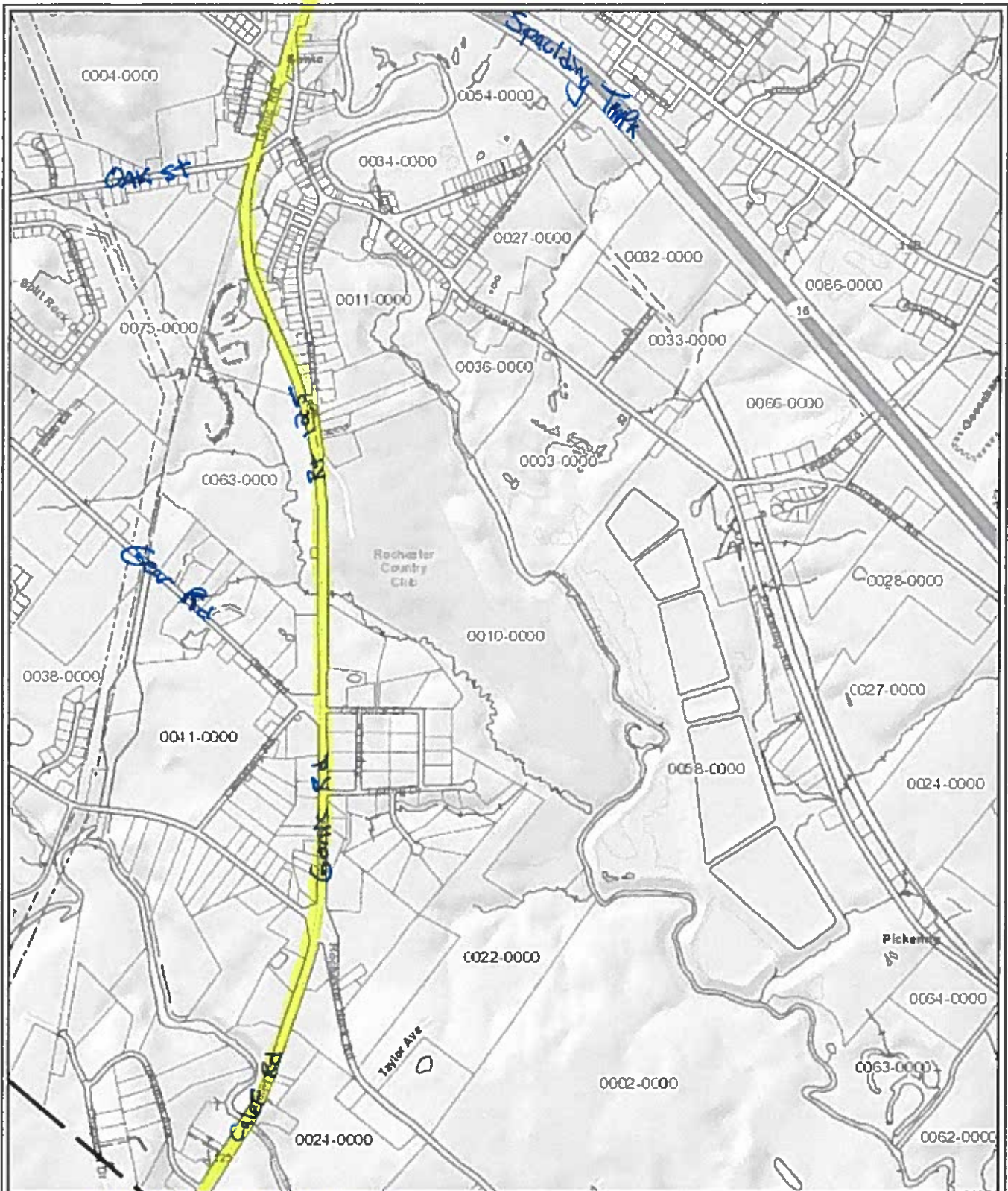
FROM: Seth Creighton, City of Rochester Staff Planner *and* E-911 Committee Member, on Behalf of the E-911 Committee

DATE: February 11, 2014

SUBJECT: E-911 Recommendation for Columbus Ave and Gonic Rd Address Changes

The E-911 Committee fully supports renaming and/or renumbering portions of Calef Highway, Rte 125, Gonic Rd, Charles Street, Columbus Avenue, Columbus Avenue Ext., Old Dover Road, Ancil Court, Gear Road, Main Street, Hanson Street, and Rochester Neck Road to comply with E-911 Standards.

Parcel ID	current	Location	New # and street address	Type of property	Business Name	Owner Line 1	Owner Line 2	Mailing Address	Mailing Line 2	City	State	Zip		
0112-0003-0000	0	COLUMBUS AVE EXT	38 Columbus Avenue	railroad		NH NORTHCOAST CORP		PO BOX 429		OSSIPEE	NH	03864		
0117-0018-0000	20	COLUMBUS AVE	20 Columbus Avenue	apartments		ENCORE MILL LIMITED PARTNER	SHIP %ROCHESTER HOUSING	WELLSWEEP ACRES		ROCHESTER	NH	03867		
0120-0318-0000	0	COLUMBUS AVE	144 Columbus Avenue	railroad		NH NORTHCOAST CORP		P O BOX 429		OSSIPEE	NH	03864-0429		
0120-0319-0000	40	COLUMBUS AVE	250 Columbus Av enue	Business	Knights of Columbus	COLUMBUS AVE FREIGHT HOUSE INC		40 COLUMBUS AVE		ROCHESTER	NH	03867-2752		
0120-0320-0000	0	COLUMBUS AVE	324 Columbus Avenue	Business	Credit Union	SERVICE CREDIT UNION	% ASSESSING DEPT	19 WAKEFIELD ST		ROCHESTER	NH	03867-1915		
0120-0326-0000	41	COLUMBUS AVE	295 Columbus Avenue	Business	Elks Club	ROCHESTER LODGE OF ELKS # 1393		P O BOX 1393		ROCHESTER	NH	03866-1393		
0120-0378-0000	35	COLUMBUS AVE	197 Columbus Avenue	Business	Lamper Bldg	LAMPER DAVID		35 COLUMBUS AVE STE 201		ROCHESTER	NH	03867-2746		
0120-0400-0000	0	HANSON ST	141 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0120-0409-0000	23	COLUMBUS AVE	59 Columbus Avenue	residential		ROCHESTER HOUSING AUTHORITY %	WELLSWEEP ACRES	77 OLDE FARM LN		ROCHESTER	NH	03867		
0120-0424-0000	0	COLUMBUS AVE EXT	28 Columbus Avenue	state		STATE OF NEW HAMPSHIRE	DEPT OF TRANSPORTATION	1 HAZEN DR		CONCORD	NH	03301		
0125-0003-0000	0	COLUMBUS AVE	424 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0125-0151-0000	0	COLUMBUS AVE	536 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0125-0152-0000	0	COLUMBUS AVE	588 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0125-0157-0000	75	COLUMBUS AVE	565 Columbus Avenue	residential		OSTERMAIER DENNIS H		75 COLUMBUS AVE APT A		ROCHESTER	NH	03867-3449		
0125-0169-0000	65	COLUMBUS AVE	547 Columbus Avenue	Business	KFC Restaurant	KENTUCKY FRIED CHICKEN	% CONIFER	P O BOX 500		NEW GLOUCESTER	ME	04260		
0125-0170-0000	0	COLUMBUS AVE	539 Columbus Avenue	vacant lot		NICHOLS PETER		60 SO MAIN ST		ROCHESTER	NH	03867		
0125-0171-0000	51	COLUMBUS AVE	531 Columbus Ave Unit 1-2 & 3	Business	Jimmy Jones (1)- Book store(2) -vacent unit (3)	NICHOLS PETER		60 SO MAIN ST		ROCHESTER	NH	03867		
0128-0019-0000	87	COLUMBUS AVE	597 Columbus Avenue	Business	Foot Doctor	DINELLA JOHN J & SHARLENE R		7 ROCKLEDGE RD		ROCHESTER	NH	03867-4585		
0128-0204-0000	0	HANCOCK ST	636 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0128-0216-0000	70	HANCOCK ST	642 Columbus Avenue	old building		WASS ROBERT H & JANE E		72 FULLERTON SHORE		WOLFEBORO	NH	03894-4015		
0128-0217-0000	72	HANCOCK ST	646 Columbus Avenue	residential		NICHOLS CHERIE L & DONALD W		72 HANCOCK ST		ROCHESTER	NH	03867-3429		
0128-0218-0000	74	HANCOCK ST	652 Columbus Avenue	Business	BP Gas Station	LEEMILTS PETROLEUM INC % GETTY	REALTY GROUP	125 JERICHO TURNPIKE STE 1		JERICHO	NY	11753		
0128-0219-0000	84	HANCOCK ST	656 Columbus Avenue	Business	Future Luis Garden	W & P RESTAURANT CORP		183 CHARLES ST		ROCHESTER	NH	03867		
0131-0001-0000	0	GONIC RD	716 Columbus Avenue	vacant lot		PARTNERS HALEY & RICHARD		12 GONIC RD		ROCHESTER	NH	03867		
0131-0002-0000	12	GONIC RD	724 Columbus Avenue	Business	Wild Willys Restaurant	PARTNERS HALEY & RICHARD		12 GONIC RD		ROCHESTER	NH	03867		
0131-0003-0000	14	GONIC RD	736 Columbus Avenue	residential		SMITH WILLIAM H & DARLINE D		14 GONIC RD		ROCHESTER	NH	03867-3925		
0131-0004-0000	16	GONIC RD	742 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0131-0005-0000	18	GONIC RD	750 Columbus Avenue	Business	Dentist	26 DERRY ROAD REALTY	HOLDINGS LLC	18 GONIC RD		ROCHESTER	NH	03867-3925		
0131-0006-0000	17	GONIC RD	725 Columbus Avenue	Business	Quick Cash	FRISBEE GEORGE E &	DIANE L % QUICK CASH	17 GONIC RD		ROCHESTER	NH	03867-3926		
0131-0007-0000	7	GONIC RD	717 Columbus Avenue	vacant lot		MCMANUS ROUTE 125 LLC		112 GATES ST		PORTSMOUTH	NH	03801		
0131-0062-0000	3	GONIC RD	703 Columbus Avenue	Business	Advance Auto	BROOKVILLAGE WEST PARTNERSHIP	%JERRY LEVIN GENERAL	56 KEARNEY RD		NEEDHAM	MA	02494-2507		
0132-0015-0000	88	HANCOCK ST	664 Columbus Avenue	Business	Thrftl Shop/Church	ABIGUIU LLC		P O BOX 4008		PORTSMOUTH	NH	03802-4008		
0132-0040-0000	200	CHARLES ST	694 Columbus Avenue	Business	Credit Union	NORTHEAST CREDIT UNION	% ACCOUNTING DEPT	P O BOX 1240		PORTSMOUTH	NH	03802-1240		
0132-0043-0000	190	CHARLES ST	682 Columbus Avenue	Business	Steve's Ice Cream	SWD PROPERTY MANAGEMENT LLC		750 EXETER RD		HAMPTON	NH	03842		
0132-0045-0000	4	GONIC RD	710 Columbus Avenue	Business	old stove shop	MCMANUS LAWRENCE P		112 GATES ST		PORTSMOUTH	NH	03802-1240		
0132-0046-0000	195	CHARLES ST	691 Columbus Avenue	Business	Jiiffy Lube	JIFFY LUBE INTERNATIONAL %	% TAX DEPARTMENT PROPERTY	P O BOX 4369		HOUSTON	TX	77210-4369		
0132-0047-0000	185	CHARLES ST	673 Columbus Avenue	Business	Cleary Cleaners	185 CHARLES ST LLC		14 NATURE LN		ROCHESTER	NH	03867		
0132-0048-0000	183	CHARLES ST	667 Columbus Avenue	Business	Luis Chinese	LAMPES LEON		36 LAWRENCE RD		DERRY	NH	03038-4191		
0132-0049-0000	181	CHARLES ST	663 Columbus Avenue	Business	Collins Sports	MARCOTTE STEPHEN G &	MARCOTTE NICHOLAS P	32 STILLWATER WAY		BARRINGTON	NH	03825		
0137-0001-0000	26	GONIC RD	754 Columbus Avenue	Business	Stop & Go Store	JOHNSON JOSEPH L		P O BOX 1701		ROCHESTER	NH	03866-1701		
0137-0002-0000	0	OLD DOVER RD	760 Columbus Avenue	vacant lot		NORTHERN UTILITIES INC	% UNITIL NORTHERN UTILITIES	6 LIBERTY LANE WEST	ACCOUNTS PA	HAMPTON	NH	03842		
0137-0003-0000	32	GONIC RD	770 Columbus Avenue	vacant lot		NORTHERN UTILITIES INC	% UNITIL NORTHERN UTILITIES	6 LIBERTY LANE WEST	ACCOUNTS PA	HAMPTON	NH	03842		
0137-0036-0000	0	OLD GONIC RD	767 Columbus Avenue	vacant lot		CHHAVI HOSPITALITY LLC		13 WADLEIGH RD		ROCHESTER	NH	03867		
0137-0037-0000	0	GONIC RD	763 Columbus Avenue	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0137-0038-0000	21	GONIC RD	755 Columbus Avenue	Business	Headliners store	53 DEERWOOD HOLLOW LLC		37 EAST HOLLIS ST		NASHUA	NH	03060-2928		
0138-0001-0000	93	MAIN ST	48 Gonic Road	residential		TAYLOR TROY J & KAREN I		93 MAIN ST		ROCHESTER	NH	03839-5217		
0138-0054-0000	0	RTE 125	64 Gonic Road	city		CITY OF ROCHESTER		31 WAKEFIELD ST		ROCHESTER	NH			
0138-0081-0000	0	RTE 125	73 Gonic Road	railroad		BOSTON & MAINE RAILROAD		IRON HORSE PARK HIGH ST		NORTH BILLERICA	MA	01862		
0138-0081-0001	0	RTE 125	81 Gonic Road	railroad		BOSTON & MAINE RAILROAD		IRON HORSE PARK HIGH ST		NORTH BILLERICA	MA	01862		
0138-0113-0000	69	GONIC RD	59 Gonic Road	Business	Bootleggers	TARGHEE REALTY LLC		221 DOCKHAM SHORE RD		GILFORD	NH	03249		
0138-0113-0001	67	GONIC RD	51 Gonic Road	Business	Auto center	MBS PROPERTIES LLC		35 SHERMAN ST		ROCHESTER	NH	03867		
0138-0114-0000	2	ANCTIL CT	45 Gonic Road	Business	Car wash	TRI CITY CAR WASH, LLC		2 ANCTIL CT		ROCHESTER	NH	03839-5524		
0258-0011-0000	184	GONIC RD	326 Gonic Road	residential		FIVE SAWYER AVENUE REALTY	TRUST % BRIAN P CASSIDY	1 WINTER ST		ROCHESTER	NH	03867		
0258-0031-0000	201	GONIC RD	357 Gonic Road	Business	Irving Gas station	COLE IO ROCHESTER NH LLC	% COBALT PROPERTIES	55 UNION ST STE 700		SAINT JOHN	NB	E2L 5b7		
0258-0033-0000	3	GEAR RD	343 Gonic Road	Business	RV sales	LAMOUREUX FAMILY REVOCABLE	LIVING TRUST % TRUSTEES	360 TENERIFFE RD		MILTON	NH	03851		
0258-0061-0000	187	GONIC RD	323 Gonic Road	Business	Gonic strip mall	ASTORIA BLVD REALTY CORP		P O BOX 485		ALSTEAD	NH	03602		
0258-0062-0000	0	RTE 125	271 Gonic Road	state		STATE OF NEW HAMPSHIRE		P O BOX 483		CONCORD	NH			
0262-0013-0000	0	RTE 125	372 Gonic Road	vacant lot		LANDRY EUGENE RICHARD JR	& GILMORE RICHARD JAMES	341 GREEN HILL RD		BARRINGTON	NH	03825	135900	
0262-0014-0000	0	RTE 125	378 Gonic Road	Business	Clement Auto	LANDRY EUGENE RICHARD JR	& GILMORE RICHARD J	341 GREENHILL RD		BARRINGTON	NH	03825	130600	
0262-0015-0000	210	GONIC RD	380 Gonic Road	Business	T he old V- Twin cycles	RIVARD, ROBERT & BRENDA		85 WINKLEY FARM LN		ROCHESTER	NH	03839	132500	
0262-0016-0000	230	GONIC RD	398 Gonic Road	residential		ALBERT CAROLE A		230 GONIC RD		ROCHESTER	NH	03839-4923	61200	
0262-0017-0000	248	GONIC RD	412 Gonic Road	Business	Goulet Supply	GPP PROPERTIES 1995-2 LLC		6 STORRS ST		CONCORD	NH	03301	303200	
0262-0018-0000	0	RTE 125	4 Rochester Neck Road	residential		GPP PROPERTIES 1995-2 LLC		6 STORRS ST		CONCORD	NH	03301	110300	
0262-0027-0000	3	ROCHESTER NECK RD	438 Gonic Road	Business	Veterinary office	MOON THOMAS A TRUST	%MOON THOMAS A TRUSTEE	3 ROCHESTER NECK RD		ROCHESTER	NH	03839-4801		
0262-0028-0000	6 A	CALEF HWY	458 Gonic Road	Business	Rochester Truck	G AND L INVESTMENTS LLC		8 FLAGG RD		ROCHESTER	NH	03839-4902		
0262-0029-0000	0	RTE 125	480 Gonic Road	vacant lot		ERVEY REALTY TRUST % B CASSIDY	% BARBARA DEHART ESQ	1 WINTER STREET PLAZA		ROCHESTER	NH	03867		
0262-0030-0000	26	CALEF HWY	490 Gonic Road	Business	Fairway Auto	BLANCHETTE % HURLEY REALTY	LLC	26 CALEF HIGHWAY		ROCHESTER	NH	03839-4900		
0262-0031-0000	28	CALEF HWY	496 Gonic Road	vacant lot		WASTE MANAGEMENT OF NH INC		P O BOX 1450		CHICAGO	IL	60690-1450		
0262-0032-0000	32	CALEF HWY	500 Gonic Road	Business	Auto body shop	SHERBY RAYMOND F & THERESA D		1 STANLEYS POND DR		ROCHESTER	NH	03867-0000		
0262-0033-0000	36	CALEF HWY	518 Gonic Road	residential		DAVID ROBERT B & DAWN		P O BOX 7244		ROCHESTER	NH	03839-7244		
0262-0048-0000	57	CALEF HWY	529 Gonic Road	residential		LACROIX LAURIER A & JUDI D		57 CALEF HIGHWAY		ROCHESTER	NH	03839		
0262-0049-0000	0	CALEF HWY	523 Gonic Road	vacant lot		LACROIX LAURIER A		57 CALEF HWY		ROCHESTER	NH	03839-4901		
0262-0050-0000	55	CALEF HWY	517 Gonic Road	Business	Old cheerleader place	GCT REALTY HOLDINGS LLC		25 HOBBS RD		LEE	NH	03861		
0262-0051-0000	21	CALEF HWY	479 Gonic Road	Business	Rivera Motel	JAY MAHAKALI MAA LLC		21 CALEF HWY		ROCHESTER	NH	03839		
0262-0052-0000	15	CALEF HWY	455 Gonic Road	Business	RV Sales	FOUR W S PROPERTIES LLC		144 FLAGG RD		ROCHESTER	NH	03839		
0262-0053-0000	5	CALEF HWY	445 Gonic Road	Business	Sales office	FLAGG ROAD PARKING AND	TRAILERS LLC	8 FLAGG RD		ROCHESTER	NH	03839-4902		
0262-0070-0000	229	GONIC RD	409 Gonic Road	Business	Evergreen RV sales	PERREAULT MONA G		159 CHESLEY HILL RD		ROCHESTER	NH	03839		
0262-0071-0000	227	GONIC RD	401 Gonic Road	residential		LEVESQUE ERIC J & MURIEL R		227 GONIC RD		ROCHESTER	NH	03839-4922		
0262-0072-0000	225	GONIC RD	399 Gonic Road	residential		OUELLETTE MARION A REVOCABLE	LIVING TRUST % OUELLETTE	225 GONIC RD		ROCHESTER	NH	03839		
0262-0073-0000	221	GONIC RD	393 Gonic Road	Business	Kristis Pizza/Stove shop	CONSTANTINE CHARLES & ANGELOS		65 FIDDLEHEAD LN		ROCHESTER	NH	03867		
0262-0074-0000	219	GONIC RD	389 Gonic Road	vacant lot		BLACKINGTON R J DEVELOP LLC		220 PINE HILL RD		BERWICK	ME	03901-2425		
0262-0075-0000	217	GONIC RD	385 Gonic Road	residential		SLONE CHARLES E & ELLEN		217 GONIC RD		ROCHESTER	NH	03839-4922		
0262-0076-0000	213	GONIC RD	377 Gonic Road	Business	Dunkin Donuts	TWO THIRTEEN GONIC ROAD REALTY	TRUST % WENTWORTH J P	213 GONIC RD		ROCHESTER	NH	03839-4922		
0262-0076-000A	213	GONIC RD	381 Gonic Road	residential		TWO THIRTEEN GONIC ROAD REALTY	TRUST % WENTWORTH J P TRUSTEE	213 GONIC RD		ROCHESTER	NH	03839-4922		
0262-0077-0000	203	GONIC RD	.	Business	Car wash	BLACK DOG CAR WASH II LLC		123 FARMINGTON RD		ROCHESTER	NH	03867		
0267-0007-0000	50	CALEF HWY	552 Gonic Road	residential		DAVID FAMILY REVOCABLE LIVING	TRUST % R & G DAVID TRUSTEES	50 CALEF HWY		ROCHESTER	NH	03839		
0267-0008-0001	61	CALEF HWY	553 Gonic Road	Business	Just Oil	FREEMAN DENNIS H SR &	FREEMAN DENNIS H JR	P O BOX 765		BARRINGTON	NH	03825		
0267-0008-0002	0	CALEF HWY	6 Jonathan Avenue	vacant lot		FREEMAN DENNIS H SR &	FREEMAN DENNIS H JR	P O BOX 765		BARRINGTON	NH	03825-0765		
0267-0009-0000	59	RTE 125	5 Jonathan Avenue	Business	Bills Transmission shop	BLANCHETTE WILLIAM		P O BOX 1033		ROCHESTER	NH	03866-1033		



Highlighted area to become
"Gontz Rd" on
March 28, 2014

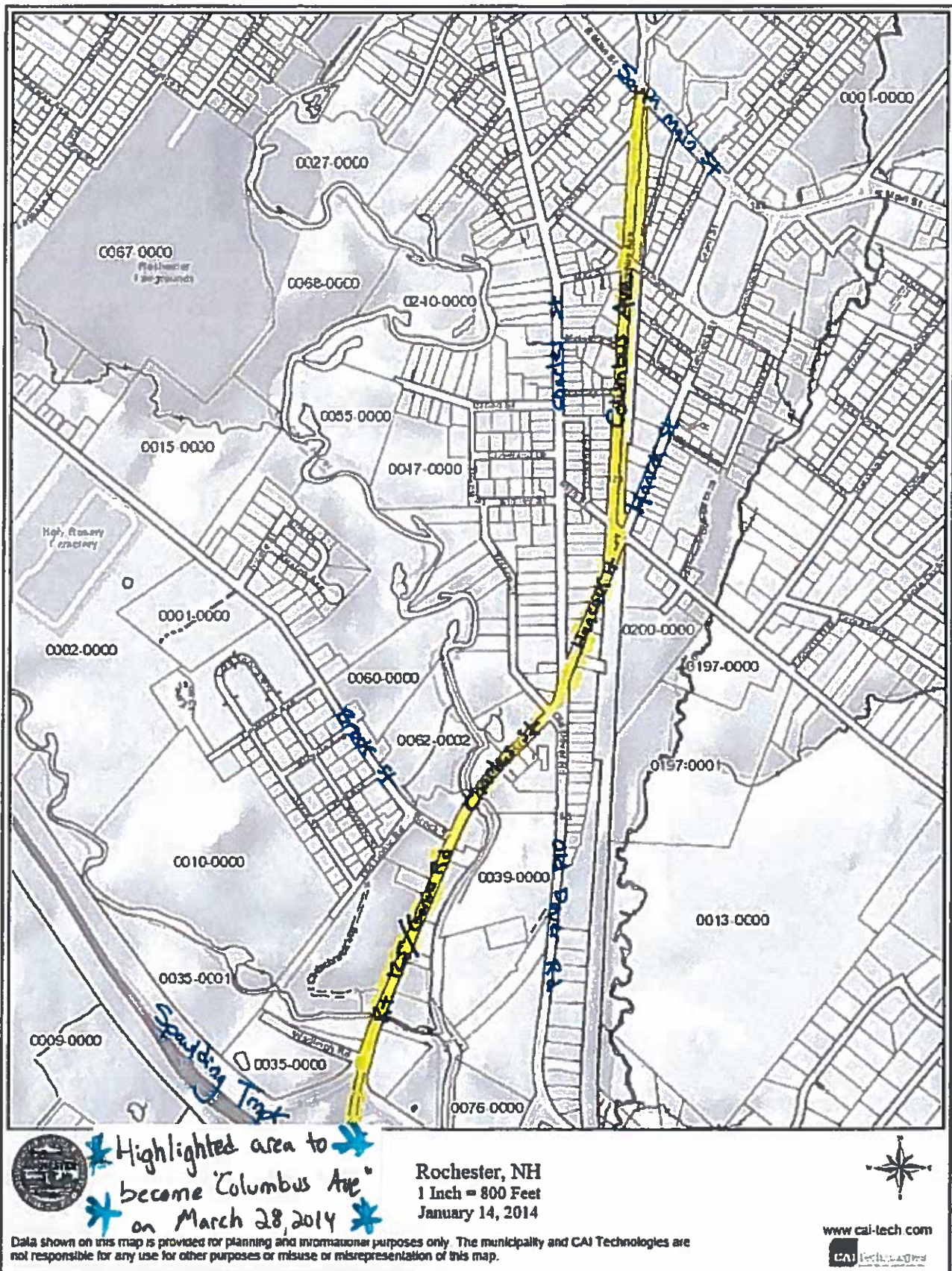
Rochester, NH
1 Inch = 1400 Feet
January 14, 2014



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

www.cai-tech.com





AGENDA BILL

OFFICE OF THE DEPUTY CITY MANAGER
FINANCE OFFICE
31 WAKEFIELD STREET
ROCHESTER NH 03867

BLAINE COX
VOICE 603.335.7609
FAX 603.335.7589
E-MAIL: blaine.cox@rochesternh.net

Agenda Item Name: New Position Classifications

Date: February 12, 2014

Included: ☒ Attached ☐ Under Separate Cover

The following items:

Personnel Advisory Board Minutes of January 27, 2014

City Manager Letter to Personnel Advisory Board dated January 17, 2014

Chief Allen Memorandum to City Manager and Personnel Advisory Board dated January 17, 2014

City Attorney Job Description

Evidence Technician Job Description

This item is brought to the Council as checked below:

☐ For Committee Approval ☐ For Your Use/Information
☐ As Requested ☐ Discussion Only
☒ For Review & Recommendation for Full Council Action
☐ Other: _____

Agenda Item Description:

The Personnel Advisory Board was presented with the following three job descriptions - City Attorney, Assistant City Attorney and Evidence Technician. The Board approved these at the following Merit Plan pay ranges - 18, 15 and 6, respectively.

The City Manager brought two positions, City Attorney and Evidence Technician, to the Finance Committee on February 11, 2014 for review. The Finance Committee adopted a motion recommending the Full Council approve/ add these two position classifications to the City's Merit Plan.

**Personnel Advisory Board
January 27, 2014
City Hall Conference Room**

Members present:

Joanne Sylvain
Gary Stenhouse
David Dubois

Others Present:

Diane Hoyt, Human Resource Manager
Dan Fitzpatrick, City Manager
Chief Michael Allen

Review of new classifications

1. City Attorney; Joanne Sylvain **moved** to recommend pay grade 18. David Dubois **seconded** the motion. The **motion carried** by a unanimous vote.
2. Assistant City Attorney; Gary Stenhouse **moved** to recommend pay grade 15. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
3. Evidence Technician; David Dubois **moved** to recommend pay grade 6. Gary Stenhouse **seconded** the motion. The **motion carried** by unanimous vote.

Joanne Sylvain moved to adjourn the meeting at 2:40PM. Gary Stenhouse seconded the motion. The **motion carried**.



City of Rochester, New Hampshire

Office of Finance and Administration

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7609 Fax (603) 335-7589

Date: January 17, 2014

To: Personnel Advisory Committee

From: Daniel Fitzpatrick, City Manager

Subject: Job Classifications -

City Attorney

Assistant City Attorney

CC: Diane Hoyt, Human Resource Manager

This memorandum serves as a letter of transmittal of the attached two new job descriptions - City Attorney and Assistant City Attorney. Per the Employment Policy Handbook Article II; Amendment of Rules, I submit these for your review and recommendation.

These have been drafted and are being proposed as the City contemplates the feasibility of creating an in-house legal department.

Please let me know if you seek additional information to assist your task of reviewing these job descriptions.

Excerpt from Employment Policy Handbook

ARTICLE II

AMENDMENT OF RULES

The City Manager may amend these Rules and Regulations from time to time as deemed suitable and necessary to carry out the provisions of the City Charter by submission of such amendments to the City Council. An amendment shall become effective upon a majority vote of the City Council taken within sixty (60) days of amendment submittal. Written request for re-classification of existing positions or the classification of new positions shall be submitted to the Personnel Advisory Board for review and recommendation to the City Manager. The Board shall make a written recommendation to the City Manager, with a copy submitted to the City Council, within 90 days of the request. Only one (1) request for re-classification, for the same position, shall be considered per year.

To: Dan Fitzpatrick, City Manager
Personnel Advisory Board

From: Chief Michael Allen

RE: Evidence Technician

Date: 1-17-14

As part of the Police Department's FY15 budget proposal, we are proposing the creation of a civilian part-time Evidence Technician to replace an existing Evidence Technician position currently occupied by a full-time police officer.

The job description has been modified so that there is no longer a requirement to be a full-time police officer. The essential functions of the job have also been modified where we removed responsibilities associated with:

- Case investigations
- Crime scene response/processing

If approved and funded, the full-time officer position would be redeployed into our Patrol Division.

Respectfully Submitted,

Michael J. Allen
Chief of Police

CITY ATTORNEY

Statement of Duties

Position is responsible for department level management of the City's Legal Department; 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 Manager, rendering legal services to all City Departments. Incumbent establishes objectives, own performance standards and assumes direct accountability for department results; consults with City Manager regarding clarification, interpretation, or exception to municipal policy. Incumbent develops and administers departmental policies, goals, objectives and budgets. Incumbent resolves department and City-wide conflicts and coordinates with others as necessary.

The level of judgment and complexity required by this position is extensive. The nature of the position is to provide advice to municipal officials so that avoidable problems do not occur and to represent those officials when unavoidable problems do happen; work involves the application of specialized legal knowledge and full understanding of municipal operations; analysis and application of state, federal and local laws to municipal operations such as hiring; contracting, law enforcement, municipal regulation, and education.

Incumbent is responsible for the supervision of department employees; responsible for the evaluation of employees and recommends hiring, firing, and discipline of employees to the City Manager for final approval.

Job Environment

Work is performed under typical office 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.

Incumbent has access to confidential information including personnel files, collective bargaining negotiations, criminal records and legal documents.

Errors could result in delay or loss of service, monetary loss, and legal repercussions.

City of Rochester, N.H.
City Attorney/Grade 18
Adopted xx/xx/xx
Page 1 of 3

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration 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.

- Represent the City in all matters in which the City has an interest coming before any court, tribunal, quasi-judicial or legislative body, except in such cases as other arrangements may be made by the Council and the City Attorney.
- Render all legal opinions insofar as practicable, as may be requested of him/her in writing, and maintain record of same.
- Advise the City Council, Mayor, department heads, City Manager, Boards and Commissions, in all cases when a legal opinion is requested in writing, insofar as practicable.
- Review and comment upon all deeds, leases, contracts and other legal instruments tendered to him/her prior to their execution or acceptance.
- Draft, or be responsible for the drafting of, all deeds, obligations, contracts, leases, conveyances, agreements, and other legal instruments of whatever nature which may be required of him/her by any ordinance or order of the City Council.
- 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, except in such cases as other arrangements may be made by the Council and the City Attorney.
- Appear in, defend and advocate the rights or interests of the City in any suit or prosecution, where-in any estate, right, privilege, ordinance or act of the City government or any breach of any statute or ordinance may be brought into question except in such cases as other arrangements may be made by the City Council and the City Attorney.
- Appear, when directed by the City Council, 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.
- Develops budget estimates; administers department budget.
- Perform related duties as may be required by the City Manager and/or City/Council.
- Other duties as may be assigned.

Recommended Minimum Qualifications

Education and Experience

The City Attorney shall be a graduate of an accredited law school and admitted (or eligible to be admitted) to practice law in the courts of New Hampshire; municipal experience preferred. Valid driver's license required.

Knowledge, Skills and Abilities

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

The incumbent works in a quiet office setting and is required to stand, sit, reach with hands and arms, use hands, climb or balance, and walk up to 1/3rd of the time; and talk and listen/hear more than 2/3rd of the time. Incumbent occasionally lifts up to 10 pounds, and seldom lifts up to 30 pounds. Work can be stressful at times and involve the threat of personal injury. Normal vision is required for reading. Equipment operated includes office machines, automobile, and computers.

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 requirement of the job change.

EVIDENCE TECHNICIAN

Statement of Duties

The evidence technician shall be responsible for the storage, maintenance, and release of all evidence and/or property which comes into the Department.

Supervision

The evidence technician shall be under the direct supervision of the Support Services Division Commander or his/her designee. Work is performed independently within established laws, policies and regulations as authorized and required by State Statutes regarding the handling of evidence and other property.

Performs highly responsible work of a complex nature, requiring the exercise of considerable judgment in the interpretation and application of laws and local regulations to frequently changing conditions and problems.

Job Environment

Administrative work is performed under typical office conditions; occasionally may be required to perform work under varying conditions, with exposure to various weather conditions and the hazards associated with a crime scene.

Required to work a flexible schedule including nights and weekends when needed.

Operates a computer and general office equipment.

Makes frequent contact with the general public, police officers, prosecuting attorneys and civilian prosecution staff. Contact is made by telephone, in person and in writing.

Has access to extensive confidential information such as investigation records and personal information about citizens.

Errors could have a substantial impact upon the successful prosecution of cases, 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.

Ensure the integrity and security of the evidence/property room.

Follow all RSA's dealing with the handling, storage and disposition of evidence/property.

The evidence technician will ensure that all property coming into his/her possession is properly marked, packaged and stored. The evidence technician will also maintain and ensure that all records regarding property held by the Rochester Police Department are in proper form and kept up to date.

Regularly update the Support Commander on all matters dealing with evidence/property.

The evidence technician shall be responsible for the transmittal (including blood samples) to and retrieval of evidence from the State Laboratory in Concord. He/she shall ensure that the movement or transfer of all evidence is properly documented.

Assist members of the public in the return of evidence or other property held by the department when appropriate.

Otherwise perform other duties as assigned by the Support Commander or his/her designee.

Recommended Minimum Qualifications

Education and Experience

High school diploma or equivalent and a minimum of 30 college credits, prior law enforcement experience with knowledge of RSA's dealing with the handling, storage and disposition of evidence/property, or any equivalent combination of education and experience in an office environment which provides the required knowledge, skills or ability required.

Special Requirements

Valid motor vehicle operator's license

Knowledge, Ability and Skill

Thorough knowledge of Local, State and Federal Statutes pertaining to the handling, storage and disposition of evidence/property. Knowledge in police investigative techniques and procedures. Willingness to attend training as required by the Rochester Police Department with regard to job functions. Be organized and able to maintain filing systems in order to maintain records on all evidence and property held by the Rochester Police Department.

Physical and Mental Requirements

Some 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 100 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.