



CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana Hilliard and City Council Members

FROM: Robert M. Belmore, City Manager

DATE: Friday, June 2, 2017

**SUBJECT: City Manager's Report for Monday, June 5, 2017
City Council Agenda**

New Business (under section 14 of Agenda)

Ordinances

- A. Ordinance No. 20-17 To Adopt New Section in Chapter 6 City Officials, Titled – Section 6.11 Joint Commission: City Council & School Board.** This Amendment will codify this recently established Commission. It is my understanding the School Board will also be incorporating this Commission into their Board Committee by-laws.
- B. Ordinance No. 21-17 Transfer Between Departments.** The Finance Committee met on May 30th to review staff's recommendation and voted to support the Transfers. Our best General Fund projections indicate a need to transfer funds to the Public Works Department primarily to cover winter storm maintenance costs. There may need to be an Amendment to the Public Works transfer due to an emergency culvert and road repair scheduled for this week. The other transfer is to cover a possible need in legal expenses. Finally, this is basically an annual housekeeping action item: that is, the City Charter allows the City Manager to transfer funds within a Department, however, it takes Council action to transfer funds between Departments. Please note – the General Fund will end the year in black at approximately \$400,000. Attached is a copy of the budget projections provided to the Finance Committee.
- C. Ordinance No. 22-17 Supplemental Appropriation for Water Main Improvements Associated with the Fiscal Year 2016-2017 Road Improvement Projects.** The Finance Committee and Public Works & Environment Committee met on May 30th and voted to support this appropriation and associated work. I recommend Council schedule the required Public Hearing at the next Council meeting on June 19th at 6:45 p.m.

- D. Ordinance No. 23-17 Amending Chapter 4, Personnel Rules & Regulations Compensation Schedule.** Both the Government Operation Committee and Finance Committee voted to support a 3% COLA across the board wage adjustment for non-union employees covered under the City's Personnel Rules & Regulations. Just a reminder, this action, if approved, would carry over to provide members of the Water/Wastewater Collective Bargaining Unit the same COLA increase to their pay scale. This CBA/Union Contract has language that provides for wage adjustments in accordance with the City's Personnel Rules & Regulations as may be approved by the City Council.
- E. Ordinance No. 24-17 Amending Chapter 4, Personnel Rules & Regulations, Appendix 1, Assignment Of Class To Grade.** The Government Operations Committee met on May 30th and voted to support these recommended changes. Presently, the Assistant Finance Director is a non-union hourly position and under this proposal the position remains a non-union position. This action, if approved, changes the job responsibilities as outlined in the attached job description. It also changes this position from hourly to salary (exempt) and increases the pay scale to the same Labor Grade as the Human Resource Manager and Economic Development Manager positions.

The Police and the Fire Chief changes reflect the recent agreement made with their prior union affiliation. The pay Grade also is a carryover from what they are now being paid as well as their present established range. Respectfully, I ask the Council to consider waiving your Rules to allow for a second reading and vote. Such a vote will allow us to proceed with recruitment for the Assistant Finance Director position.

Resolutions

- A. Resolution No. 43-17 To Authorize the City Manager to Enter into a Project Agreement with the New Hampshire Department of Transportation and to Accept a Transportation Alternatives Program Grant Award.** This NH DOT Grant has been discussed at various Council Committees and reported back to full Council. Attached is a copy of the Project Agreement that will need to be signed so that the City can proceed with the Project and a scoping meeting with State officials can be scheduled.
- B. Resolution No. 44-17 To Authorize the Use of Funding from the Municipal and Transportation Fund for the Local Match of a Transportation Alternatives Program Grant.** The Project Agreement Resolution and this Resolution for the use of the Municipal and Transfer Fund as a match were discussed at the Council Committee level and gained support there and at the Council level. The Resolutions are now before you with the State Agreement documentation now in hand. As of the end of May there is approximately \$273,000 in the Fund.
- C. Resolution No. 45-17 To Authorize The City Manager to Contract With Corcoran Consulting Associates Inc., of Wolfeboro, NH for Assessing And Data Collection Services.** Attached is a copy of the proposed Contract with Corcoran Consulting for Assessing Services. The Finance Committee did vote to approve it for full Council consideration. The Contract was the result of a joint RFP process with the Cities of Dover and Rochester. The initial Contract bid amount has been negotiated down, however, the fees still come in at an amount greater than the FY 2018 budgeted amount (contract = \$86,000; budgeted \$78,500).

- D. Resolution No. 46 - 17 To Authorize The City Manager To Prepare Bid Specifications For Road Resurfacing And Associated Repairs Of Selected Streets.** Attached is a memorandum from Contracted Engineer Scott Bourcier that reflects changes approved by the Public Works & Environment Committee at their May 30th meeting. The memo provides an outline on repair approaches and projected costs in regards to both actual resurfacing/repairs and in regards to Complete Streets Project engineering.
- E. Resolution No. 47 - 17 To Authorize The City Manager To Request Proposals From Qualified Engineers To Prepare Plans, Specifications, And Estimates For Certain Complete Streets Projects.** The aforementioned memorandum from our contract engineer identifies Cemetery Road, Main Street, and Constitutional Way as Complete Street Projects. It is staff's understanding that the Committee did not add High Street or the High Street and Memorial Drive intersection. This action, if approved, would provide engineering plans and allow the City to be '*shovel ready*' for any funding that might become available from the State or Federal Governments. Attached are several maps delineating road works spelled out in Resolution No. 46-17 and 47-17.
- F. Resolution No. 48-17 To Authorize The City Manager To Order One 6-Wheel Dump Truck For The Department Of Public Works Which Will Be Funded By A Lease Purchase Arrangement.** Attached is a memorandum from Director Mike Bobinsky that spells out the rationale for this request. The Council has acted favorably on similar police cruiser early order requests as well as last year's request ordering a highway truck.

Other

- A. Vote to Appoint Tax Collector, Jessica Stephens, as the City of Somersworth Municipal Agent for Motor Vehicle Registrations, in accordance with the State of New Hampshire Department of Motor Vehicles Requirement.** The State which requires a vote of the Governing Body to endorse this appointment. This vote would allow City staff to take the necessary steps to complete the application.

City Manager's Items (under section 10 of Agenda)

Informational Items

- A. Brownfield Grants – Former Breton's Cleaners Site.** As reported in a recent email to the Mayor & Council, I am disappointed to share the news that the City was not a recipient of our EPA Brownsfield Grant Award this round. It is my understanding that only 2 out of 8 NH applicants received Grants. I do want to point out that this does not affect the State NH DES Brownsfield Grant already awarded to the City to remove the former Breton's Cleaners building. We are moving forward with this Grant process now. Finally, staff and I will work towards another EPA Brownsfield Grant application when the next round opens.
- B. LED Street Lights.** The contractor Affinity has started the replacement project this past week. As of Friday, 244 lights (33% of project) had been changed.

A. Attachments.

1. City Attorney Certifications (11)