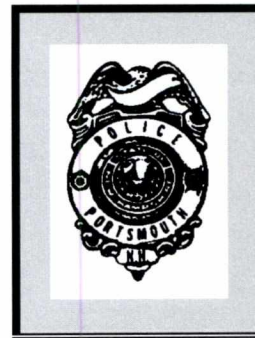


BOARD of POLICE COMMISSIONERS

of the

City of Portsmouth, N.H.



Commissioner Brenna Cavanaugh, Chair...Commissioner Joseph J. Onosko...Commissioner Joe Plaia

"Providing Citizen Oversight of Your Police Department"

NOTICE: The Police Commission has a dedicated phone number at the police department. You can call the Commissioners at 603-610-7471 and leave a message regarding your concerns, along with your name and a telephone number. The Commissioners will be advised of your message and someone will return your call in a timely fashion. You can also email the Commissioners directly through the Police Department webpage, by clicking on "Police Commission", and then clicking on any of the Commissioners' names.

PUBLIC NOTICE OF POLICE COMMISSION MEETING

DATE: November 22nd, 2016 (Tuesday)
LOCATION & TIME: 4:30 p.m., Wm. Mortimer Conference Room, Police Dept.
Please see important note on the start time:

NOTE: The meeting will start at 4:30 p.m. in the Wm. Mortimer Room. It is anticipated the commission will go into a non-public session immediately, as provided for under RSA 91-A:3 II (c): "Matters which, if discussed in public, would likely affect adversely the reputation of any person...", and (i): "Consideration of matters related to the preparation for, and carrying out of emergency functions intended to thwart deliberate acts intended to cause widespread property damage, personal injury and loss of life." The public session will then resume in Council Chambers whenever the non-public session is finished, which should be at or about 5:30 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ACCEPTANCE OF THE MINUTES OF THE MEETING HELD ON:

October 25th, 2016 (Anticipated Action: A motion will be brought forward to accept the minutes of the October 25th, 2016 meeting.)

IV. PUBLIC COMMENT

Individual comment is limited to three minutes.

V. UNFINISHED BUSINESS: None.

VI. NEW BUSINESS:

A. POLICE COMMISSION:

1. Commissioner Cavanaugh:
 - a. K-9 Cost Analysis
 - b. Building Update from Admin. Manager Karen Senecal
 - c. Joint Budget Committee PC designee
2. Commissioner Plaia:
 - a. Structure & Function of the Police Commission – Brief Tutorial
 - b. Draft of Rules & By-laws Document

B. CHIEF OF POLICE:

1. Short-Term Renovations, City Hall/PD Façade – DPW Director Peter Rice will update the Commission on planned improvements scheduled for next spring.
2. Police Radio System
3. Financial Report – Karen Senecal
4. Letters of Thanks & Appreciation from Outside the Department:
 - a. A Letter of Thanks from Mr. David Witz of FRA PlanTools in South Carolina, letting Chief Mara know that while visiting family members, Officer Bill Werner saved the life of a close friend of his. Mr. Witz's friend suffered a heart attack at a local ball field and if Officer Werner had not sprung into action administering an AED, the gentleman would not have survived until the paramedics arrived.

C. PATROL DIVISION:

This report is included in the commission packet.

VII. COURT OFFICE REPORT

This report is included in the commission packet.

VIII. MISCELLANEOUS/OTHER BUSINESS – None

IX. NEXT REGULAR MEETING: The next commission meeting is scheduled for Tuesday, December 20th, 2016, at the usual 4:30/5:30 p.m. start time. (See note at the beginning of this agenda for a start time explanation.) Please check the meetings calendar on the city's website as the date approaches for cancellations or changes to the time or meeting location.

NOTICE to members of the public who are hearing impaired: If you wish to attend a meeting and need assistance, please contact Human Resources Director Dianna Fogarty at 431-2000 ext. 7270 prior to the scheduled meeting. Thank You.

(Posted on November 17th, 2016)

Kathy Levisque

Joe Plaia, Clerk of the Commission

MINUTES
OF
PREVIOUS
MEETING(S)

PORTSMOUTH POLICE COMMISSION
MINUTES OF THE OCTOBER 25TH, 2016 MONTHLY POLICE
COMMISSION MEETING

5:30 p.m. Public Session – Eileen Dondero Foley Council Chambers

Brenna Cavanaugh, Chair
Joseph J. Onosko
Joe Plaia

- I. **CALL TO ORDER:** The October 25th, 2016 monthly police commission meeting was called to order at 4:10 p.m. in the Wm. Mortimer Room of the Police Department for the purpose of going into non-public session.

The Chair called for a motion to go into non-public session under the provisions of RSA 91:A, 3-II (c), “Matters which, if discussed in public, would likely affect adversely the reputation of any person...”

Action: Commissioner Onosko moved to enter non-public session for the purposes delineated above.

Seconded by Commissioner Plaia.

On a Roll Call Vote: The motion passed as follows:

Commissioner Cavanaugh:	“Aye.”
Commissioner Onosko:	“Aye.”
Commissioner Plaia:	“Aye.”

The public session was called to order at 5:30 p.m. in the Eileen Dondero Foley Council Chambers. (An archived video of the meeting is available on the city’s website.)

The following people were present: Commissioners Cavanaugh, Onosko, and Plaia, Chief David Mara, Captain of Operations Frank Warchol, Admin. Manager Karen Senecal, Exec. Assistant Kathleen Levesque, members of the public and the press.

II. **PLEDGE OF ALLEGIANCE:** Captain Frank Warchol led the Pledge of Allegiance.

III. **ACCEPTANCE OF THE MINUTES:**

Action: Commissioner Plaia moved to accept the minutes of the September 27th, 2016 police commission meeting.

Seconded by Commissioner Onosko.

On a Voice Vote: The motion passed to accept the minutes of the September 27th commission meeting.

IV. **PUBLIC COMMENT:** (The following is a brief summary of each person's comments and represents the speaker's personal opinion. The entire meeting can be viewed online by going to the city's website and clicking "Channel 22", and then clicking on "Archived 2012, 2013, 2014, 2015, and 2016 meetings.")

Mr. George Dempsey – 42 Dennett Street: Mr. Dempsey commented on a letter to the editor written by Mr. Brendan DuBois in which he criticized the police commission for taking too long to hire a new permanent chief of police for Portsmouth. Mr. Dempsey cited a recently published article on the Bureau of Alcohol, Tobacco & Firearms report on the range fire of several year's ago in the Portsmouth Police Department. Mr. Dempsey criticized Chief DuBois, who has since retired, for not revealing the name of the officer who used the range the night of the fire.

Mr. Brendan DuBois – Exeter, NH: Commented on Mr. Dempsey's comments that were directed at him personally.

V. **UNFINISHED BUSINESS:** None.

VI. **NEW BUSINESS:**

A.) **POLICE COMMISSION:**

1. Commissioner Plaia:

- a. Update on Draft Document of Police Commission Rules and By-laws – A draft of this document was posted a few months ago for public comment. The commission received little comment, although the other commissioners had input that resulted in some tweaking. A final draft will be ready for the next regular police commission meeting. Commissioner Plaia did not think the commission would need the work session scheduled for November 8th at 5:30 p.m. to work on the document.

- b. The November 8th extra scheduled work session – This work session was canceled.

B.) CHIEF'S REPORT:

1. VAWA Grant –

Action: Commissioner Plaia moved to accept the New Hampshire Department of Justice Violence Against Women Grant ('VAWA') in the amount of \$60,000 and forward to the city council for their action.

Seconded by Commissioner Onosko.

On a Voice Vote: The motion passed to accept the New Hampshire Department of Justice Violence Against Women Grant in the amount of \$60,000 and forward to the city council for their action.

2. Last Senior Walk – Chief Mara said the department held it's last Senior Walk of the year last week. This program will pick up again in April. The department will continue to collaborate with Brinn Chute of the Senior Center as the department sees opportunities.
3. Physical Agility Challenge – This was a volunteer event at the department organized by Training Officer Eric Benson. Physical fitness standards for police officers are high. This event was designed to challenge the officers through friendly competition. Nineteen people took part; this was a fun, team-building event. We will have another event next May.
4. Beards for Bucks – This has been a fundraising event through the month of October for the Child Advocacy Center of Rockingham County. Chief Mara spoke briefly about the work of the Center.
5. New K-9 – The department has a new K-9 Team. Officer Aaron Stacy and K-9 "Axe" have been training in Boston. Note: Commissioner Cavanaugh asked the Chief why the department is training in Boston and said she would like to see about bringing the training back to Portsmouth and would like to talk about it at the next meeting.
6. Donation:
Action: Commissioner Plaia moved to accept a donation in the amount of \$700 from 'Friends of the South End' in support of the Portsmouth Police Explorer Cadets and forward to the city council for their action.

Seconded by Commissioner Onosko.

On a Voice Vote: The motion passed to accept the donation in the amount of \$700 from 'Friends of the South End' in support of the Portsmouth Police Explorer Cadets and forward to the city council for their action.

VII. MISCELLANEOUS BUSINESS:

- A.)** Commissioner Plaia – Met a gentleman at the Spinnaker Point Gym, who came up to him and spoke in glowing terms about his interaction with Officer Christina Meyer, who responded to a traffic accident he was involved in.
- B.)** Commissioner Onosko – Gave an on-air greeting to Ms. Barbara Wardwell, whom he call a friend of the commission, who was not feeling well.
- C.)** Commissioner Cavanaugh –
 - 1. Asked Chief Mara for an update on the department's enforcement of the Hands-Free law. Chief Mara said his officers have taken their own initiative in doing some intense enforcement in the downtown area. He added the department wanted to continue to educate as well.
 - 2. Portsmouth City Charter – The commissioner read a portion of the charter aloud that gives the commission the same oversight powers regarding the police department as the city manager has over the non-charter departments of the city. The Chair talked about the commission becoming better fiscal managers.
- D.)** Financial Report – Karen Senecal
- E.)** Chief Mara thanked everyone who came to the inaugural Police Department Community Meeting. He said these meetings would be held quarterly.

VIII. MOTION TO ADJOURN:

There being no further business before the commission, the Chair asked for a motion to adjourn.

Action: Commissioner Plaia moved the October 25th, 2016 police commission meeting be adjourned.

Seconded by Commissioner Onosko.

On a Voice Vote: The motion passed to adjourn the October 25th, 2016 police commission meeting at 5:51 p.m.

END OF MEETING

POLICE
COMMISSION
BUSINESS

**POLICE COMMISSION – NEW BUSINESS
NOVEMBER 22ND, 2016 MEETING**

VI. NEW BUSINESS:

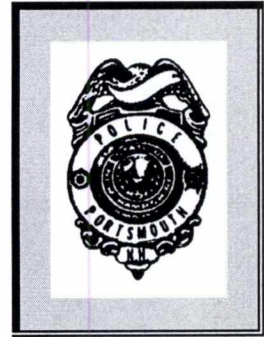
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CHIEF'S REPORT

BOARD of POLICE COMMISSIONERS

*of the
City of Portsmouth, N.H.
November 2nd, 2016*



-
- **Presentation from Public Works Director Peter Rice on planned improvements to the city hall/police building.**

Financial Reports
FY17 YEAR TO DATE SUMMARY
October 31, 2016

Appropriated Budget	YTD Expenses and Encumbrances	Available Balance	% of Budget Used
10,351,883	4,404,150	5,947,733	42.54%

Minus Annualized Expenditures

(155,203)	(155,203)	Leave at Termination
(1,560,866)	(1,560,866)	Health Insurance
(187,175)	(187,175)	Workers Compensation

ACTUALS

8,448,639	2,500,906	5,947,733	29.60%
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% Through FY	34.62%
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Administrative Services Division

Financial Reports

By Division - FY17 YEAR TO DATE SUMMARY

October 31, 2016

DEPARTMENT	% Through FY		OCTOBER		Misc Recon		YEAR TO DATE EXPENSES	AVAILABLE BALANCE	% OF BUDGET USED	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
	BUDGET	EXPENSES	EXPENSES	EXPENSES	External Funding Recon & Journal Entries (Oct)							
Administration	1,084,426	74,604	-	(2,435)	289,586	794,840	26.70%	26.70%	\$ 289,586	26.70%	\$	26.70%
Detectives-Gen/Narcotics	1,381,055	87,833	-	(18,931)	362,291	1,018,764	26.23%	26.23%	\$ 362,291	26.23%	\$	26.23%
Detectives-Family Related	-	-	-	-	-	-	#DIV/0!	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!
Patrol	3,894,147	298,374	-	(27,987)	1,264,719	2,629,428	32.48%	32.48%	\$ 1,264,719	32.48%	\$	32.48%
Personnel & Training	439,706	24,028	975	-	100,436	339,270	22.84%	22.84%	\$ 100,436	22.84%	\$	22.84%
Communications Center	982,309	74,946	-	-	314,177	668,132	31.98%	31.98%	\$ 314,177	31.98%	\$	31.98%
Information Sys.	137,957	7,991	-	-	39,038	98,919	28.30%	28.30%	\$ 39,038	28.30%	\$	28.30%
Community Relations	3,835	-	-	-	2,338	1,497	60.97%	60.97%	\$ 2,338	60.97%	\$	60.97%
Records	73,285	5,944	-	-	22,876	50,409	31.21%	31.21%	\$ 22,876	31.21%	\$	31.21%
Crossing Guards	-	-	-	-	-	-	0.00%	0.00%	\$ -	0.00%	\$ -	0.00%
Animal Control	21,244	1,630	-	-	6,950	14,294	32.71%	32.71%	\$ 6,950	32.71%	\$	32.71%
Auxiliary	41,531	2,443	-	-	10,050	31,481	24.20%	24.20%	\$ 10,050	24.20%	\$	24.20%
Canine	36,228	2,521	-	-	6,725	29,503	18.56%	18.56%	\$ 6,725	18.56%	\$	18.56%
Emergency Response Team	34,599	4,297	-	-	15,750	18,849	45.52%	45.52%	\$ 15,750	45.52%	\$	45.52%
Accident Team	-	-	-	-	-	-	0.00%	0.00%	\$ -	0.00%	\$ -	0.00%
Field Training Officer	23,448	967	-	-	10,124	13,324	43.18%	43.18%	\$ 10,124	43.18%	\$	43.18%
Explorer	1,278	-	-	-	-	1,278	0.00%	0.00%	\$ -	0.00%	\$ -	0.00%
Fleet Maintenance	184,257	1,406	-	3,864	25,954	158,303	14.09%	14.09%	\$ 25,954	14.09%	\$	14.09%
Major Benefits	2,012,578	6,974	-	-	1,933,137	79,441	96.05%	96.05%	\$ (1,903,244)	96.05%	\$	1.49%
Anticipated Exp/Extrnl Fndng	-	-	-	-	-	-	#DIV/0!	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!
TOTALS	10,351,883	593,960	975	(45,489)	4,404,150	5,947,733	42.54%	42.54%	\$ (1,903,244)	\$ 2,500,906	\$ (1,903,244)	29.60%

Annualized Exp.

Leave at Term (155,203)
 Health Insurance (1,560,866)
 Workers Compensation (187,175)
 (1,903,244)

Adjusted Budget Totals w/o Annualized Exp. 8,448,639

5,947,733

29.60%

2,500,906

(1,903,244)



Administrative Services Division

Financial Reports

By Line Item -FY17 YEAR TO DATE SUMMARY October 31, 2016

Account	Title	% Through FY	OCTOBER	Encumbered	Misc Recon	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
		Budget	EXPENSES (3 pay periods)	EXPENSES	External Funding Recon & Journal Entries (Oct)						
011001	Regular Salaries	\$ 1,169,164	\$ 77,535	\$ -	\$ -	\$ 325,886	\$ 843,278	27.87%	0	325,886	27.87%
011041	Salaries Uniform Personnel	\$ 3,934,140	\$ 282,145	\$ -	\$ (3,964)	\$ 1,197,952	\$ 2,736,188	30.45%	0	1,197,952	30.45%
011061	Insurance Reimbursement	\$ 7,888	\$ -	\$ -	\$ -	\$ 2,222	\$ 5,666	28.17%	0	2,222	28.17%
011063	Shift Differential	\$ 24,958	\$ 648	\$ -	\$ -	\$ 2,626	\$ 22,333	10.52%	0	2,626	10.52%
012001	Part Time Salaries	\$ 115,205	\$ 19,664	\$ -	\$ -	\$ 82,334	\$ 32,871	71.47%	0	82,334	71.47%
012041	Commissioner Stipend	\$ 3,600	\$ 300	\$ -	\$ -	\$ 1,200	\$ 2,400	33.33%	0	1,200	33.33%
014041	Overtime	\$ 450,640	\$ 44,760	\$ -	\$ (2,321)	\$ 184,854	\$ 265,786	41.02%	0	184,854	41.02%
014042	O/T Education	\$ 62,481	\$ 4,729	\$ -	\$ -	\$ 22,180	\$ 40,301	35.50%	0	22,180	35.50%
014055	Reimbursable O/T	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
014067	O/T Background Investigation	\$ 10,302	\$ 1,018	\$ -	\$ -	\$ 1,881	\$ 8,421	18.26%	0	1,881	18.26%
015001	Longevity	\$ 34,232	\$ -	\$ -	\$ -	\$ -	\$ 34,232	0.00%	0	0	0.00%
016001	Leave At Termination	\$ 155,203	\$ -	\$ -	\$ -	\$ 155,203	\$ -	100.00%	(155,203)	0	0.00%
017001	Holiday Premium Pay	\$ 169,559	\$ 14,809	\$ -	\$ (183)	\$ 43,826	\$ 125,733	25.85%	0	43,826	25.85%
018030	Eval. Stipend	\$ 65,900	\$ -	\$ -	\$ -	\$ 16,000	\$ 49,900	24.28%	0	16,000	24.28%
018032	Training Stipend	\$ 1,125	\$ 599	\$ -	\$ -	\$ 2,678	\$ (1,553)	238.00%	0	2,678	238.00%
018034	Education Stipend	\$ 63,520	\$ -	\$ -	\$ -	\$ -	\$ 63,520	0.00%	0	0	0.00%
018041	Court Witness Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0	#DIV/0!
018042	Special Detail	\$ 51,402	\$ 1,368	\$ -	\$ -	\$ 4,252	\$ 47,150	8.27%	0	4,252	8.27%
019002	Anticipated Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
021001	Insurance-Health	\$ 1,560,866	\$ -	\$ -	\$ -	\$ 1,560,866	\$ -	100.00%	(1,560,866)	0	0.00%
021101	Insurance-Dental	\$ 94,842	\$ 6,588	\$ -	\$ (152)	\$ 25,944	\$ 68,898	27.36%	0	25,944	27.36%



Administrative Services Division

Financial Reports

By Line Item -FY17 YEAR TO DATE SUMMARY October 31, 2016

Account	Title	% Through FY	OCTOBER 34.615%	Encumbered	Misc Recon	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
		Budget	EXPENSES (3 pay periods)	EXPENSES	External Funding Recon & Journal Entries (Oct)						
021501	Insurance-Life	\$ 4,532	\$ 296	\$ -	\$ (10)	\$ 1,133	\$ 3,399	25.01%	0	1,133	25.01%
021601	Insurance-Disability	\$ 1,905	\$ 84	\$ -	\$ -	\$ 332	\$ 1,573	17.41%	0	332	17.41%
021602	Insurance-A&D	\$ 167	\$ 6	\$ -	\$ (3)	\$ 20	\$ 147	12.20%	0	20	12.20%
021701	Insurance-LTD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
022001	Social Security	\$ 88,294	\$ 6,641	\$ -	\$ -	\$ 27,487	\$ 60,807	31.13%	0	27,487	31.13%
022501	Medicare	\$ 89,921	\$ 6,114	\$ -	\$ (57)	\$ 26,003	\$ 63,918	28.92%	0	26,003	28.92%
023001	Retirement	\$ 143,113	\$ 10,289	\$ -	\$ -	\$ 42,331	\$ 100,782	29.58%	0	42,331	29.58%
023002	Retirement-Officers	\$ 1,266,268	\$ 88,377	\$ -	\$ (1,124)	\$ 377,172	\$ 889,096	29.79%	0	377,172	29.79%
025001	Unemployment Compensation	\$ 444	\$ -	\$ -	\$ -	\$ -	\$ 444	0.00%	0	0	0.00%
026002	Insurance-Workers Comp	\$ 187,175	\$ -	\$ -	\$ -	\$ 187,175	\$ -	100.00%	(187,175)	0	0.00%
033001	Prof Services-Temp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
034101	Pagers	\$ 497	\$ -	\$ -	\$ -	\$ -	\$ 497	0.00%	0	0	0.00%
034103	Telephone	\$ 25,801	\$ (1,964)	\$ -	\$ -	\$ 5,922	\$ 19,879	22.95%	0	5,922	22.95%
034104	Cellular Phones	\$ 22,716	\$ 1,780	\$ -	\$ -	\$ 5,536	\$ 17,180	24.37%	0	5,536	24.37%
034203	Computer/Software Maint.	\$ 92,384	\$ 9,155	\$ -	\$ -	\$ 18,268	\$ 74,116	19.77%	0	18,268	19.77%
035003	Blood Alcohol Tests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
039001	Professional Services	\$ 22,738	\$ 2,478	\$ -	\$ -	\$ 3,290	\$ 19,448	14.47%	0	3,290	14.47%
039009	Prof/Serv-Hiring	\$ 7,993	\$ 996	\$ -	\$ -	\$ 2,535	\$ 5,458	31.71%	0	2,535	31.71%
039070	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
043010	Repairs-Vehicle by Outside	\$ 57,934	\$ 1,340	\$ -	\$ (450)	\$ 9,288	\$ 48,646	16.03%	0	9,288	16.03%
043012	Repairs-Communication	\$ 1,757	\$ -	\$ -	\$ -	\$ -	\$ 1,757	0.00%	0	0	0.00%



Administrative Services Division

Financial Reports

By Line Item -FY17 YEAR TO DATE SUMMARY October 31, 2016

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		Budget	EXPENSES (3 pay periods)	EXPENSES	External Funding Recon & Journal Entries (Oct)						
043018	Repairs-Equipment	\$ 8,037	\$ 463	\$ -	\$ -	\$ 1,173	\$ 6,864	14.60%	0	1,173	14.60%
043024	Repairs-Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
044002	Rental Other Equipment	\$ 10,235	\$ 1,106	\$ -	\$ -	\$ 2,818	\$ 7,417	27.53%	0	2,818	27.53%
048002	Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
053001	Advertising	\$ 2,784	\$ 611	\$ -	\$ -	\$ 1,691	\$ 1,093	60.74%	0	1,691	60.74%
054050	Training-Education	\$ 47,495	\$ 623	\$ -	\$ -	\$ 3,553	\$ 43,942	7.48%	0	3,553	7.48%
055050	Printing	\$ 5,489	\$ 70	\$ -	\$ -	\$ 1,033	\$ 4,456	18.83%	0	1,033	18.83%
056001	Dues Professional Organization	\$ 19,383	\$ 245	\$ -	\$ -	\$ 750	\$ 18,633	3.87%	0	750	3.87%
057101	Travel and Conference	\$ 19,950	\$ 3,386	\$ -	\$ -	\$ 4,351	\$ 15,599	21.81%	0	4,351	21.81%
057103	Court Mileage	\$ -	\$ (16)	\$ -	\$ -	\$ (72)	\$ 72	#DIV/0!	0	(72)	#DIV/0!
061002	Miscellaneous Supplies	\$ 18,315	\$ 1,313	\$ -	\$ -	\$ 4,225	\$ 14,090	23.07%	0	4,225	23.07%
061003	Meeting Supplies	\$ 1,271	\$ 137	\$ -	\$ -	\$ 395	\$ 876	31.10%	0	395	31.10%
062001	Office Supplies	\$ 8,511	\$ 1,076	\$ -	\$ -	\$ 1,685	\$ 6,826	19.80%	0	1,685	19.80%
062004	Photo Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
062005	Printing Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
062006	Motorola Portable Batteries	\$ 3,689	\$ -	\$ -	\$ -	\$ -	\$ 3,689	0.00%	0	0	0.00%
062007	Computer/Printer Supplies	\$ 12,977	\$ 770	\$ -	\$ -	\$ 3,409	\$ 9,568	26.27%	0	3,409	26.27%
062010	Copying Supplies	\$ 2,275	\$ -	\$ -	\$ -	\$ -	\$ 2,275	0.00%	0	0	0.00%
062501	Postage	\$ 5,981	\$ 752	\$ -	\$ -	\$ 1,154	\$ 4,827	19.30%	0	1,154	19.30%
063001	Tires and Batteries	\$ 8,744	\$ -	\$ -	\$ -	\$ -	\$ 8,744	0.00%	0	0	0.00%
063501	Gasoline	\$ 100,000	\$ 6	\$ -	\$ 4,314	\$ 15,796	\$ 84,204	15.80%	0	15,796	15.80%



Administrative Services Division

Financial Reports

By Line Item -FY17 YEAR TO DATE SUMMARY October 31, 2016

Account	Title	% Through FY	OCTOBER 34.615%	Encumbered	Misc Recon	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
		Budget	EXPENSES (3 pay periods)	EXPENSES	External Funding Recon & Journal Entries (Oct)						
066001	Vehicle Repairs	\$ 4,093	\$ 60	\$ -	\$ -	\$ 270	\$ 3,823	6.60%	0	270	6.60%
066002	Vehicle Outfit	\$ 13,486	\$ -	\$ -	\$ -	\$ 600	\$ 12,886	4.45%	0	600	4.45%
067001	Books and Periodicals	\$ 9,367	\$ 574	\$ -	\$ -	\$ 887	\$ 8,480	9.47%	0	887	9.47%
068001	Clothing Allowance	\$ 56,920	\$ -	\$ -	\$ -	\$ 49,721	\$ 7,199	87.35%	0	49,721	87.35%
068002	Clothing	\$ 13,402	\$ 1,905	\$ 975	\$ -	\$ 14,026	\$ (624)	104.66%	0	14,026	104.66%
069004	Chief's Expense	\$ 2,275	\$ 790	\$ -	\$ -	\$ 805	\$ 1,470	35.40%	0	805	35.40%
072006	Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
074001	Equipment	\$ 60,920	\$ 334	\$ -	\$ -	\$ 685	\$ 60,235	1.13%	0	685	1.13%
074003	Software	\$ 1,161	\$ -	\$ -	\$ -	\$ 336	\$ 825	28.92%	0	336	28.92%
075001	Furniture and Fixtures	\$ 6,457	\$ -	\$ -	\$ -	\$ -	\$ 6,457	0.00%	0	0	0.00%
076002	Vehicles Police	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!			#DIV/0!
078001	Miscellaneous Costs (External)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
081031	FEMA Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
091005	Transfer from Parking	\$ (80,000)	\$ -	\$ -	\$ (27,692)	\$ (27,692)	\$ (52,308)	34.62%	0	(27,692)	34.62%
091006	Transfer from School	\$ -	\$ -	\$ -	\$ (13,846)	\$ (13,846)	\$ 13,846	#DIV/0!	0	(13,846)	#DIV/0!
TOTAL		\$ 10,351,883	\$ 593,960	\$ 975	\$ (45,489)	\$ 4,404,150	\$ 5,947,733	42.54%	(1,903,244)	2,500,906	29.60%

Annualized Exp.

Leave at Term	\$ (155,203)	\$ (155,203)
Health Insurance	\$ (1,560,866)	\$ (1,560,866)
Workers Compensation	\$ (187,175)	\$ (187,175)
	\$ (1,903,244)	\$ (1,903,244)



Administrative Services Division

Financial Reports

By Line Item - FY17 YEAR TO DATE SUMMARY October 31, 2016

Account	Title	% Through FY		Misc Recon	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
		OCTOBER	Encumbered							
		34.615%								
		EXPENSES (3 pay periods)	EXPENSES	External Funding Recon & Journal Entries (Oct)						

Adjusted Budget Totals w/o Annualized Exp. \$ 8,448,639

\$ 2,500,906 \$ 5,947,733 29.60%



October 24, 2016

Chief David Mara
Portsmouth Police Department
3 Junkins Ave
Portsmouth, NH 03801

Dear Chief Mara,

I am a resident of Sun City Carolina Lakes ("SCCL"), a community of active adults age 55 and above, located in Fort Mill, SC and a member of the SCCL softball club. On Tuesday, October 11th after a close game loss, I was sitting in the dugout with two of my teammates and friends. In mid-sentence, Avery Claude Gore fell backward and began what I thought was snorting.

Claude has a terrific sense of humor so I thought he was joking with me about something I said earlier but Bob Kershner, a teammate, said he thought Claude was having a heart attack. We got him to the ground and moved him out of the dugout which is no easy task since Claude is approximately 6 feet 3 inches and over 300 pounds. A request to call 911 was made, I began mouth to mouth, another teammate, Steve O'Sullivan, began compressions and Bill Werner Jr. the son of one of our residents, friend, and a teammate began the process of connecting Claude to an AED.

I have never been faced with a situation like this before and I have not had CPR training for almost 40 years. To say I was outside of my element is an understatement. I know Bill because his father is a very close friend. So I knew he had emergency medical experience. Steve O'Sullivan, a retired fireman from NY also had previous experience. I was the neophyte but I was able to stay in the fight because I was confident Bill and Steve knew what to do. During a 20-minute effort to preserve Claude's life, we lost him 3 times. However, by God's grace and Bill's effort to properly connect the AED and assist with diagnosing Claude's progress we shocked him 3 times with each successfully giving Claude a chance to live. Needless to say, I was greatly relieved and emotionally spent when the paramedics arrived. Although I continued to help in small ways, Bill did an outstanding job of supporting the transition to the paramedics and without his assistance and proper use of the AED, Claude would not be with us.

I just want to thank you for supporting the emergency medical training you ensure our police are given. I understand, from what I have been told, that our efforts with CPR gave Claude a fighting chance but without the experience and level-headed actions of Bill using the AED, it is unlikely Claude would be with us today. This is a shining example of why our men in uniform make America proud.

Thank you!!!

A handwritten signature in cursive script that reads "David Witz".

David J Witz, AIF®, GFS®
CEO/Managing Director

PATROL DIVISION REPORT

Crime Comparison Report For the period ending 09/30/2016

Group A Crimes Against Persons

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Kidnaping/ Abduction	2016		1				1		1					3
	2015	1	2	3				2						8
	Pct	n/a	-50%	n/a			n/a	n/a	n/a					-63%
Forcible Rape	2016	2	1		2			2	1	1				9
	2015	1	2	2	1		1							7
	Pct	+100%	-50%	n/a	+100%		n/a	n/a	n/a	n/a				+29%
Forcible Sodomy	2016			3										3
	2015					1								1
	Pct			n/a		n/a								+200%
Forcible Fondling	2016	1			1			1		1				4
	2015				1	1	2	1	1					6
	Pct	n/a			0%	n/a	n/a	0%	n/a	n/a				-33%
Aggravated Assault	2016	1	1	1	1	1	3	3	1	1				13
	2015	7	2	3	1	2	1		4	1				21
	Pct	-86%	-50%	-67%	0%	-50%	+200%	n/a	-75%	0%				-38%
Simple Assault	2016	10	14	15	8	10	15	16	10	13				111
	2015	11	13	14	11	21	33	22	12	16				153
	Pct	-9%	+8%	+7%	-27%	-52%	-55%	-27%	-17%	-19%				-27%
Intimidation	2016	13	11	5	8	10	12	14	7	9				89
	2015	16	7	7	5	10	7	11	11	10				84
	Pct	-19%	+57%	-29%	+60%	0%	+71%	+27%	-36%	-10%				+6%
Incest	2016								1					1
	2015									1				1
	Pct								n/a	n/a				0%
Statutory Rape	2016			1	2				1					4
	2015		1					1						2
	Pct		n/a	n/a	n/a			n/a	n/a					+100%
Total Crimes Against Persons	2016	27	28	25	22	21	31	36	22	25				237
	2015	36	27	29	19	35	44	37	28	28				283
	Pct	-25%	+4%	-14%	+16%	-40%	-30%	-3%	-21%	-11%				-16%

Filters/Options Applied

Date Used Report Date used

Time Period

Crime Comparison Report For the period ending 09/30/2016

Group A Crimes Against Property

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Robbery	2016			1					2	2				5
	2015	1	1				3		2					7
	Pct	n/a	n/a	n/a			n/a		0%	n/a				-29%
Arson	2016	2			2					2				6
	2015					1				1				2
	Pct	n/a			n/a	n/a				+100%				+200%
Burglary/ Breaking and Entering	2016	5	3	2	2			1	4	2				19
	2015	2	3			6	2	7		4				24
	Pct	+150%	0%	n/a	n/a	n/a	n/a	-86%	n/a	-50%				-21%
Extortion/ Blackmail	2016													
	2015			1										1
	Pct			n/a										n/a
Larceny (pick-pocket)	2016		1											1
	2015	1				1								2
	Pct	n/a	n/a			n/a								-50%
Larceny (purse snatching)	2016				1				1					2
	2015													
	Pct				n/a				n/a					n/a
Larceny (shoplifting)	2016	7		5	4	3	3	6	6	1				35
	2015	14	10	5	10	6	6	3	7	2				63
	Pct	-50%	n/a	0%	-60%	-50%	-50%	+100%	-14%	-50%				-44%
Larceny (from building)	2016	4	4	7	7	7	7	6	6	4				52
	2015	13	6	12	13	10	9	8	12	6				89
	Pct	-69%	-33%	-42%	-46%	-30%	-22%	-25%	-50%	-33%				-42%
Larceny (from coin operated machines)	2016								1					1
	2015													
	Pct								n/a					n/a
Larceny (from motor vehicles)	2016	9	4	3	3	6	4	9	12	9				59
	2015	5	2	4	7	7	5	10	5	3				48
	Pct	+80%	+100%	-25%	-57%	-14%	-20%	-10%	+140%	+200%				+23%
Larceny (of motor vehicle parts)	2016				2		3							5
	2015		1	1	3	3		1	2	1				12
	Pct		n/a	n/a	-33%	n/a	n/a	n/a	n/a	n/a				-58%
Larceny (all other)	2016	5	7	3	4	7	7	14	17	14				78
	2015	6	2	7	2	5	4	10	8	6				50
	Pct	-17%	+250%	-57%	+100%	+40%	+75%	+40%	+113%	+133%				+56%

Filters/Options Applied

Date Used	Report Date used
Time Period	

Crime Comparison Report For the period ending 09/30/2016

Group A Crimes Against Property

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Motor Vehicle Theft	2016	2		1	1	1	1	6	1	2				15
	2015	2	1	2	2	2	3	1	2	1				16
	Pct	0%	n/a	-50%	-50%	-50%	-67%	+500%	-50%	+100%				-6%
Counterfeit/ Forgery	2016	2	3	3	1		2		2	3				16
	2015	1		1	1	1	3	4	2	1				14
	Pct	+100%	n/a	+200%	0%	n/a	-33%	n/a	0%	+200%				+14%
Fraud (false pretense;swindle)	2016	2	7	3	3	5	3	1	5	8				37
	2015	4	3	4	5	7	5	3	3	6				40
	Pct	-50%	+133%	-25%	-40%	-29%	-40%	-67%	+67%	+33%				-8%
Fraud (credit/debit card;ATM)	2016	5	3	2	2	1	6	1	5	4				29
	2015	4	1	4	1	5	3	6	3	6				33
	Pct	+25%	+200%	-50%	+100%	-80%	+100%	-83%	+67%	-33%				-12%
Fraud (impersonation)	2016	3	4	4	4	2	5	1	2	6				31
	2015	3	1	8	18	5	4	4	5	2				50
	Pct	0%	+300%	-50%	-78%	-60%	+25%	-75%	-60%	+200%				-38%
Fraud (wire)	2016	1								1				2
	2015						1			1				2
	Pct	n/a					n/a			0%				0%
Embezzlement	2016			4		1								5
	2015			1			1	2	2					6
	Pct			+300%		n/a	n/a	n/a	n/a					-17%
Stolen Property	2016	1	2	2	2	2	1	1	5	1				17
	2015	1		2	1	2		1	1	2				10
	Pct	0%	n/a	0%	+100%	0%	n/a	0%	+400%	-50%				+70%
Destruction of Property/Vandalism	2016	18	16	13	16	21	18	19	28	24				173
	2015	11	5	17	16	25	31	24	23	22				174
	Pct	+64%	+220%	-24%	0%	-16%	-42%	-21%	+22%	+9%				-1%
Total Crimes Against Property	2016	66	54	53	54	56	60	65	97	83				588
	2015	68	36	69	79	86	80	84	77	64				643
	Pct	-3%	+50%	-23%	-32%	-35%	-25%	-23%	+26%	+30%				-9%

Filters/Options Applied

Date Used	Report Date used
Time Period	

Crime Comparison Report For the period ending 09/30/2016

Group A Crimes Against Society

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Drug/ Narcotic Violations	2016	11	4	12	4	16	10	6	7	13				83
	2015	5	9	9	10	5	6	10	12	5				71
	Pct	+120%	-56%	+33%	-60%	+220%	+67%	-40%	-42%	+160%				+17%
Drug Equipment Violations	2016													
	2015				1									1
	Pct				n/a									n/a
Pornography/Obscene Material	2016			2	1	1			1					5
	2015							1	1					2
	Pct			n/a	n/a	n/a		n/a	0%					+150%
Prostitution	2016			2					1					3
	2015		1						1					2
	Pct		n/a	n/a					0%					+50%
Assisting/Promoting Prostitution	2016			1	1									2
	2015													
	Pct			n/a	n/a									n/a
Weapon Law Violations	2016			1				1	1	1				4
	2015			1	1					1				3
	Pct			0%	n/a			n/a	n/a	0%				+33%
Total Crimes Against Society	2016	11	4	18	6	17	10	7	10	14				97
	2015	5	10	10	12	5	6	11	14	6				79
	Pct	+120%	-60%	+80%	-50%	+240%	+67%	-36%	-29%	+133%				+23%

Filters/Options Applied

Date Used	Report Date used
Time Period	

Crime Comparison Report For the period ending 09/30/2016

Group B Crimes

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Bad Checks	2016	3	1	1		3		1						9
	2015	1		2	1		1		1	2				8
	Pct	+200%	n/a	-50%	n/a	n/a	n/a	n/a	n/a	n/a	n/a			+13%
Curfew/Loitering/Vagrancy	2016				1									1
	2015								1					1
	Pct				n/a				n/a					0%
Disorderly Conduct	2016	5	4	3	2	2	3	7	6	3				35
	2015	7	2	7	2	3	8	3	5	3				40
	Pct	-29%	+100%	-57%	0%	-33%	-63%	+133%	+20%	0%				-13%
Driving under Influence	2016	2	2	4	4	9	6	5	5	7				44
	2015	2	5	3	4	6	5	5	3	8				41
	Pct	0%	-60%	+33%	0%	+50%	+20%	0%	+67%	-13%				+7%
Drunkenness	2016	12	7	12	12	19	12	17	15	14				120
	2015	8	7	11	14	11	10	16	17	11				105
	Pct	+50%	0%	+9%	-14%	+73%	+20%	+6%	-12%	+27%				+14%
Family Non Violent Offenses	2016		2	2	1	2	3			2				12
	2015	1	2	3	2	2	1			1				12
	Pct	n/a	0%	-33%	-50%	0%	+200%			+100%				0%
Liquor Law Violations	2016	1	2	1	5	1	3	5	5	2				25
	2015	1	4		2	1	4	4	6	3				25
	Pct	0%	-50%	n/a	+150%	0%	-25%	+25%	-17%	-33%				0%
Runaways (under 18yr old)	2016	4			1	3	3	1		5				17
	2015	3	2	1				1	4					11
	Pct	+33%	n/a	n/a	n/a	n/a	n/a	0%	n/a	n/a				+55%
Trespass of Real Property	2016	1	2	3	2	2	3	4	4	2				23
	2015	1	3	1	8	6	3	4	5	5				36
	Pct	0%	-33%	+200%	-75%	-67%	0%	0%	-20%	-60%				-36%
All Other Offenses	2016	23	16	25	12	17	23	27	24	19				186
	2015	34	16	18	28	21	15	17	26	21				196
	Pct	-32%	0%	+39%	-57%	-19%	+53%	+59%	-8%	-10%				-5%
Total Group B Crimes	2016	51	36	51	40	58	56	67	59	54				472
	2015	58	41	46	61	50	47	50	68	54				475
	Pct	-12%	-12%	+11%	-34%	+16%	+19%	+34%	-13%	0%				-1%

Filters/Options Applied

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Time Period