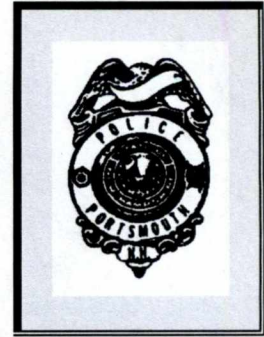


BOARD of POLICE COMMISSIONERS

of the

City of Portsmouth, N.H.



Chairman Joseph J. Onosko...Commissioner Jim Splaine...Commissioner Stefany Shaheen

"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: December 17th, 2019 (Tuesday)
LOCATION & TIME: 4:00 p.m., Wm. Mortimer Conference Room, Police Dept.
5:30 p.m., Eileen Dondero Foley Council Chambers, City Hall
Please see important note on the start time:

NOTE: The meeting will start at 4:00 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 (a-e & i) 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:

November 20, 2019. (Anticipated Action: A motion will be made to accept the minutes of the November 20, 2019 meeting as written, or with edits.)

IV. PUBLIC COMMENT

Individual comment is limited to five minutes.

V. NEW BUSINESS:

A. POLICE COMMISSION:

- 1.) Commissioner Splaine:
 - a.) Brief update on Drone Unit

B. CHIEF OF POLICE:

1. Grants & Donations:
 - a. Substance Abuse Reduction Grant – A grant in the amount of \$30,000 from the New Hampshire Dept. of Justice for the purpose of investigating and apprehending individuals or organizations that are involved in narcotics-related drug use and trafficking. (Anticipated Action: A motion will be made to accept the \$30,000 grant from the NH Dept. of Justice for the purpose of investigating and apprehending individuals or organizations that are involved in narcotics-related drug use and trafficking. This has been forwarded to the city council for their action.)
 - b. Bullet Proof Vest Grant – A matching grant in the amount of \$5,103.76 from the US Dept. of Justice for new and replacement Bullet Proof Vests. (Anticipated Action: A motion will be made to accept the \$5,103.76 matching grant for Bullet-Proof Vests and forward to the city council for their action.)

Donation:

- a. A donation of \$500 in support of the Portsmouth Police Honor Guard was received from Attorney Robert P. Sullivan in commemoration of the life and career of Detective Commander William D. Mortimer. In his letter, Attorney Sullivan said, “Commander Mortimer was a Police Officer for the City in the finest tradition of the profession, a thoughtful gentleman and my friend.” (Anticipated Action: A motion will be made to accept the

\$500 donation to the Portsmouth Police Honor Guard. The donation has been forwarded to the city council for their action.)

2. **Letters of Appreciation from Outside the Department**
3. **Accreditation Update**
4. **Monthly Traffic Stats**
5. **Financial Report – Karen Senecal**
 - a. **Strategic Plan**
 - b. **Grant Applications Update**
 - c. **Facilities Report**

C. PATROL DIVISION:

This report is included in the commission packet.

VI. COURT OFFICE REPORT

This report is included in the commission packet.

VII. MISCELLANEOUS/OTHER BUSINESS: None

VIII. NEXT REGULAR MEETING: The date of the first 2020 Commission meeting will be confirmed via the City's website. If the vacancy on the Commission is filled prior to the first scheduled meeting in January, the Police Commission will meet as scheduled for Tuesday, January 28th, 2020, at the usual 4:00/5:30 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 City Human Resources at 431-2000 ext. 7270 prior to the scheduled meeting. Thank You.

Kathie Levesque

(Posted on Wednesday, December 11th, 2019)

***Jim Splaine*, Clerk of the Commission**

MINUTES
OF
PREVIOUS
MEETING(S)

PORTSMOUTH POLICE COMMISSION
MINUTES OF THE NOVEMBER 20TH, 2019 POLICE COMMISSION
MEETING

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

Joseph J. Onosko, Chair
Jim Splaine
Stefany Shaheen

- I. **CALL TO ORDER:** The November 20th, 2019 monthly Police Commission meeting was called to order at 4:00 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 (a), “Dismissal, promotion or compensation of any public employee...”, (c), “Matters which, if discussed in public, would likely affect adversely the reputation of any person...”.

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

Seconded by Commissioner Onosko.

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

Commissioner Onosko:	“Aye.”
Commissioner Splaine:	“Aye.”
Commissioner Shaheen:	“Aye.”

The motion passed to go into non-public session at 4:00 p.m.

The public session was called back to order at 5:36 p.m. in the Eileen Dondero Foley Council Chambers.

The following people were present: Commissioners Onosko, Splaine, and Shaheen, Chief Robert Merner, Admin. Manager Karen Senecal, and Exec. Assistant Kathleen Levesque.

II. **PLEDGE OF ALLEGIANCE:** Kathe Levesque led the Pledge of Allegiance.

III. **ACCEPTANCE OF THE MINUTES:**
The Chair asked for a motion to accept the minutes of the October 30th, 2019 meeting, as written, or with edits.

Action: Commissioner Shaheen moved to accept the minutes of the October 30th, 2019 meeting as written.

Seconded by Commissioner Splaine.

On a Voice Vote: The motion passed to accept the above captioned meeting minutes as written.

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 scrolling down the home page of the City's website to "Recent Meeting Broadcast", or "City YouTube Channel..." which is in the blue box just below it.)

There being no one wishing to speak, the Chair closed the public comment section.

V. **UNFINISHED BUSINESS:** None.

VI. **NEW BUSINESS:**

VII. **A. POLICE COMMISSION:**

1. Commissioner Splaine:

- a. A Thank You – Commissioner Splaine thanked the Chief, and the admin. staff as he prepares to step down from his office as a Police Commissioner and take a seat on the City Council. Jim was elected to the city council earlier this month. He said he has learned a lot about the department over the past two years serving on the Commission. He encouraged the Commission and the Chief to reach out to him if there is any way he might be of help to the Commission and the Department.

B. CHIEF OF POLICE:

1. Accreditation Update

2. Monthly Traffic Stats
3. Financial Report
 - a. Strategic Plan
 - b. Grant Applications Update
 - c. Facilities Report

VIII. PATROL DIVISION:

- a. This report was included in the 11-20-19 commission meeting packet.

IX. COURT OFFICE REPORT:

- a. This confidential report was included in the 11-20-19 commission meeting packet.

X. MISCELLANEOUS/OTHER BUSINESS:

- a. Commissioner Shaheen thanked the voters for electing her to a full four-year term as a Police Commissioner.
- b. Commissioner Splaine acknowledged the successful acquisition of an equipment van for the Drone program. He requested a short briefing on the Drone program be put on the December agenda.

XI. NEXT REGULAR MEETING:

The next commission meeting is scheduled for Tuesday, December 17th, 2019, with the public session beginning at 5:30 p.m. in the Eileen Dondero Foley Council Chambers.

XII. MOTION TO ADJOURN:

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

Action: Commissioner Splaine moved the November 20th, 2019 Police Commission Meeting be adjourned.

Seconded by Commissioner Shaheen.

On a Roll Call Vote: The motion passed to adjourn the November 20th, 2019 Monthly Police Commission Meeting at 6:06 p.m.

END OF MEETING

Police Commission Meeting
November 20th, 2019

Katho

*Respectfully Submitted By Kathleen Levesque, Executive Assistant
Reviewed By Commissioner Splaine, Clerk of the Commission
Jim Splaine*

POLICE
COMMISSION
BUSINESS

POLICE COMMISSION – NEW BUSINESS

DECEMBER 17TH, 2019 MEETING

V. NEW BUSINESS:

A. POLICE COMMISSION:

1.) Commissioner Splaine:

a.) Brief update on Drone Unit

CHIEF'S REPORT

GRANT AGREEMENT

Substance Abuse Reduction Grant

The State of New Hampshire and the Grantee hereby mutually agree as follows:

GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Safety Division of State Police		1.2. State Agency Address 33 Hazen Drive Concord, NH 03305	
1.3. Grantee Name City of Portsmouth, Police Department		1.4. Grantee Address 3 Junkins Avenue, Portsmouth, NH 03801	
1.5. Effective Date DOJ Approval	1.6. Completion Date 6/30/2020	1.7. Audit Date N/A	1.8. Grant Limitation \$30,000.00
1.9. Grant Officer for State Agency Pamela Urban-Morin		1.10. State Agency Telephone Number (603) 271-7663	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1		1.12. Name & Title of Grantee Signor 1	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of _____, on _____ / _____ / _____, before the undersigned officer, personally _____ person identified in block 1.12., known to me (or satisfactorily proven) to be _____ is signed in block 1.11., and acknowledged that he executed this document _____ and in block 1.12.			
1.13.1. Signature of Notary Public _____			
(Seal) _____			
1.13.2. Name & Title _____		_____ the Peace	
1.14. State Agency Signor _____		1.15. Name & Title of State Agency Signor(s) Steven Lavoie, Director of Administration	
1.16. Approval by Attorney General (Form, Substance and Execution)			
By: _____		Assistant Attorney General, On: _____ / _____ / _____	

Signatures secured AFTER acceptance

2. **SCOPE OF WORK:** In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:66, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
 15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.
 16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
 17. INSURANCE AND BOND.
 - 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
 - 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
 - 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and
 - 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
 18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
 19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
 20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.
 21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intend of the parties hereto.
 22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
 23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
 24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
 - 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the effective date").
 - 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in its entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
 - 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
 - 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
 - 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
 - 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
 - 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
 - 7.1. Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
 - 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
8. PERSONNEL.
 - 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
 - 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
 - 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
 - 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,

- computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date, all data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
 - 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
 - 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
 - 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
 - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
 - 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
 - 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
 - 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee may terminate this Agreement without cause upon thirty (30) days written notice.
 - 12.4. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or
- 13.

EXHIBIT A
SCOPE OF SERVICES

1. The Department of Safety, Division of State Police (hereinafter referred to as "the State") is awarding the City of Portsmouth Police Department (hereinafter referred to as "the Grantee") \$30,000.00 for the purpose of investigating and apprehending individuals or organizations that are involved in narcotics related drug use and trafficking.
2. "The Grantee" agrees that the project grant period ends June 30, 2020 and that all expenses must be incurred and paid prior to this date and reimbursement requests submitted on form DSAD 69 must be submitted to the Department of Safety, Grants Management Unit, prior to June 30, 2020.
3. "The Grantee" agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
4. "The Grantee", is responsible for the overall direction and assignment of all grant funded activities. Some activities may be assigned to the Town of Greenland and/or Town of Newington (hereinafter referred to as "the Municipality/County"). When assigned grant funded activities by "the Grantee", "the Municipality/County" is eligible for reimbursement directly from "the State" in accordance with the MOA(s) in Exhibit D, pending the submission of appropriate documentation, and approval from "the Grantee".
5. The grant application as submitted by "the Grantee" is hereby fully incorporated into this grant agreement.

EXHIBIT B
GRANT AMOUNT AND METHOD OF PAYMENT

1. Grant Amount: \$30,000.00
2. Payment Schedule
 - a. "The Grantee" agrees that the total payment by "the State" under this grant agreement shall be up to \$30,000.00
 - b. "The State" shall reimburse up to \$30,000.00 to "the Grantee" upon "the State" receiving appropriate documentation of expended funds (i.e: copies of payroll documentation and proof of payment) submitted with form DSAD 69.
 - c. "The Grantee" is responsible for the overall direction and assignment of all 2020 Law Enforcement Substance Abuse Reduction Initiative grant funded activities. When "the Municipality" is assigned grant funded activities by "the Grantee", "the State" will reimburse "the Municipality/County" directly upon receiving appropriate documentation of expended funds and approval from "the Grantee". Payments made directly to "the Municipality" will be considered payments made to "the Grantee" for the purposes of this grant agreement.

EXHIBIT C SPECIAL PROVISIONS

1. Grant expenses must be incurred and paid prior to June 30, 2020. All grant reimbursement requests must be submitted prior to June 30, 2020 using form DSAD 69 to allow payment prior to June 30, 2020. Only expenses approved as outlined in Exhibit A and outlined in Saf-C 2904.02 Allowable Costs may be reimbursed. Reimbursement requests shall meet all requirements of Saf-C 2908 Administrative Requirements.
2. "The Grantee" shall maintain financial records, supporting documents, and all other pertinent records for a period of 3 years from the grant period end date per Saf-C 2909.01 Recordkeeping.
3. Grant Agreement Revision to Provision
16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. ***The Grantee's liability herein shall not exceed the amount of \$1,000,000.*** Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
4. This Grant Agreement is contingent upon the necessary governmental approvals, including review and approval by the Department of Justice.

EXHIBIT D

Memorandum of Agreement (MOA)

Memorandum of Agreement (MOA)

The State of New Hampshire, Department of Safety (herein referred to as the "State"), the Town of Newington Police Department (herein referenced to as the "Municipality/County"), and the City of Portsmouth Police Department (herein referred to as the "Grantee") agree to administer funding of the 2020 Law Enforcement Substance Abuse Reduction Initiative as authorized under RSA 21-P:66 and Saf-C 2900 in the manner detailed within this Memorandum of Agreement.

The "Municipality/County", as the grant award recipient, is responsible for the overall direction and assignment of all 2020 Law Enforcement Substance Abuse Reduction Initiative grant funded activities. Some of these activities may be assigned to the "Municipality/County". When the "Municipality/County" is assigned grant funded activities, the "Municipality/County" is eligible for reimbursement directly from the "State", pending the submission of appropriate documentation, approval from the "Grantee", and in accordance with the grant award requirements. This agreement may be modified by written mutual agreement of the parties. This agreement shall remain in effect until the grant period has expired.

The "Grantee" is responsible for:

- Coordination of activities as specified in RSA 21-P:66 and Saf-C 2900 and outlined in the application and grant award documentation;
- Reviewing and approving all reimbursement requests submitted by the "Municipality/County";
- Submitting "Municipality/County" reimbursement requests to the "State";
- Any costs related to activities that are not previously approved by the "State" or that exceed any previously approved amount.

The "Municipality/County" is responsible for:

- Participating in specified "Grantee" assigned activities as per the final grant agreement;
- Documenting specified "Grantee" assigned activities in accordance with the grant agreement using the attached Overtime form and appropriate back-up as specified in the Grant application and Saf-C 2908.01 on form DSAD 69;
- Submitting reimbursement requests supported by documentation to the "Grantee";
- Any costs related to activities that are not previously approved by the "Grantee", that exceed any previously approved amount, or that are deemed ineligible per the grant agreement.

The "State" is responsible for:

- Reimbursing the "Municipality/County" for "Grantee" approved grant related activities that are supported by proper documentation and approved by the "Grantee";
- Ensuring that submitted reimbursements have been approved by the "Grantee";
- Providing notification to the "Grantee" and "Municipality/County" of any documentation deficiencies and the steps necessary to resolve the issue.

Nothing in this agreement guarantees payment of any amounts to the "Grantee" or "Municipality/County" or alters or changes the grant agreement with the "Grantee". Costs for the entire activity may not exceed the maximum award to the "Grantee".

The undersigned, on behalf of the State of New Hampshire, Department of Safety (the "State"), the Town of Newington Police Department (the "Municipality/County"), and the City of Portsmouth Police Department (the "Grantee") agree to administer funding of the 202019 Law Enforcement Substance Abuse Reduction Initiative as authorized under RSA 21-P:66 and Saf-C 2900 in the manner detailed within this Memorandum of Agreement.

Municipality/County Department

Town of Newington Police Department
Police Chief

Date

Email: _____

Phone: _____

Grantee Department

City of Portsmouth Department
Police Chief

Date

New Hampshire Division of State Police

Christopher Wagner
Colonel

Date

New Hampshire Department of Safety

Steven R. Lavoie
Director of Administration

Date

Memorandum of Agreement (MOA)

The State of New Hampshire, Department of Safety (herein referred to as the "State"), the Town of Greenland Police Department (herein referenced to as the "Municipality/County"), and the City of Portsmouth Police Department (herein referred to as the "Grantee") agree to administer funding of the 2020 Law Enforcement Substance Abuse Reduction Initiative as authorized under RSA 21-P:66 and Saf-C 2900 in the manner detailed within this Memorandum of Agreement.

The "Municipality/County", as the grant award recipient, is responsible for the overall direction and assignment of all 2020 Law Enforcement Substance Abuse Reduction Initiative grant funded activities. Some of these activities may be assigned to the "Municipality/County". When the "Municipality/County" is assigned grant funded activities, the "Municipality/County" is eligible for reimbursement directly from the "State", pending the submission of appropriate documentation, approval from the "Grantee", and in accordance with the grant award requirements. This agreement may be modified by written mutual agreement of the parties. This agreement shall remain in effect until the grant period has expired.

The "Grantee" is responsible for:

- Coordination of activities as specified in RSA 21-P:66 and Saf-C 2900 and outlined in the application and grant award documentation;
- Reviewing and approving all reimbursement requests submitted by the "Municipality/County";
- Submitting "Municipality/County" reimbursement requests to the "State";
- Any costs related to activities that are not previously approved by the "State" or that exceed any previously approved amount.

The "Municipality/County" is responsible for:

- Participating in specified "Grantee" assigned activities as per the final grant agreement;
- Documenting specified "Grantee" assigned activities in accordance with the grant agreement using the attached Overtime form and appropriate back-up as specified in the Grant application and Saf-C 2908.01 on form DSAD 69;
- Submitting reimbursement requests supported by documentation to the "Grantee";
- Any costs related to activities that are not previously approved by the "Grantee", that exceed any previously approved amount, or that are deemed ineligible per the grant agreement.

The "State" is responsible for:

- Reimbursing the "Municipality/County" for "Grantee" approved grant related activities that are supported by proper documentation and approved by the "Grantee";
- Ensuring that submitted reimbursements have been approved by the "Grantee";
- Providing notification to the "Grantee" and "Municipality/County" of any documentation deficiencies and the steps necessary to resolve the issue.

Nothing in this agreement guarantees payment of any amounts to the "Grantee" or "Municipality/County" or alters or changes the grant agreement with the "Grantee". Costs for the entire activity may not exceed the maximum award to the "Grantee".

The undersigned, on behalf of the State of New Hampshire, Department of Safety (the "State"), the Town of Greenland Police Department (the "Municipality/County"), and the City of Portsmouth Police Department (the "Grantee") agree to administer funding of the 202019 Law Enforcement Substance Abuse Reduction Initiative as authorized under RSA 21-P:66 and Saf-C 2900 in the manner detailed within this Memorandum of Agreement.

Municipality/County Department

Town of Greenland Police Department
Police Chief

Date

Email: _____

Phone: _____

Grantee Department

City of Portsmouth Department
Police Chief

Date

New Hampshire Division of State Police

Christopher Wagner
Colonel

Date

New Hampshire Department of Safety

Steven R. Lavoie
Director of Administration

Date



APPLICATION DETAILS

1. Agency Profile

2. Application

3. Payment

4. Status

5. Personal Information

Help

JUR: PORTSMOUTH CITY, NH

LOGOUT

OMB #1121-0235
(Expires: 10/31/2016)

APPLICATION PROFILE

Participant	PORTSMOUTH CITY
Fiscal Year	2019
Number of Agencies Applied	0
Total Number of Officers for Application	93
Number of Officers on Approved Applications	93

APPLICATION PROFILE

Fiscal Year	2019
Vest Replacement Cycle ⓘ	5
Number of Officers	93
Number of Stolen or Damaged Replacement Needs ⓘ	0
Number of Officer Turnover	0

APPLICATION DETAILS

NIJ#	Quantity	Unit Price	Extended Cost	Tax Shipping and Handling	Total Cost
AXII	14	\$840.00	\$11,760.00	\$0.00	\$11,760.00
Grand Totals	14		\$11,760.00	\$0.00	\$11,760.00

Award Amt
↓

AWARD SUMMARY FOR FY2019 REGULAR FUND

Funds Type	Eligible Amount	Award	Date Approved	Status
Regular Fund	\$11,760.00	\$5,103.76	09/24/19	Approved by BVP
Grand Totals:	\$11,760.00	\$5,103.76		

RETURN

DONATION TO BE ACCEPTED:

Donation:

- a. **A donation of \$500 in support of the Portsmouth Police Honor Guard was received from Attorney Robert P. Sullivan in commemoration of the life and career of Detective Commander William D. Mortimer, who passed away on Thanksgiving Day, at the age of 92. In his letter, Attorney Sullivan said, “Commander Mortimer was a Police Officer for the City in the finest tradition of the profession, a thoughtful gentleman and my friend.”**

Robert P. Sullivan
280 Leslie Drive
Portsmouth, NH 03801



December 6, 2019

Robert Merner, Chief
Portsmouth Police Department
1 Junkins Avenue
Portsmouth, NH 03801

Re: William D. Mortimer / Portsmouth Police Honor Guard

Dear Chief Merner:

Enclosed please find a donation to the Portsmouth Police Department Honor Guard in the amount of \$500 in commemoration of the life and career of Detective William D. Mortimer. He was a Police Officer for the City in the finest tradition of the profession, a thoughtful gentleman and my friend.

Sincerely,

Robert P. Sullivan

RPS/smr

Enclosure

cc: Chief Bradley Russ (RET)
Chief Michael Magnang (RET)



United States Department of State
National Passport Center
Portsmouth, NH 03801

November 18, 2019

Robert Merner
Chief of Police
Portsmouth Police Department
3 Junkins Avenue
Portsmouth, NH 03801

RECEIVED

NOV 21 2019

Dear Chief Merner:

On behalf of the U.S. Department of State and the National Passport Center (NPC) I would like to recognize the considerate actions of Portsmouth Police Officer Sean Evans. Officer Evans recently went above and beyond his normal duties to assist a family in need.

On Tuesday, November 12, 2019, a family from Medford, MA visited NPC's public counter to obtain the status of their baby's passport application. After assisting the family they were observed by our staff still sitting in our lobby. They eventually discussed their situation with our staff, expressing that they did not have sufficient funds for the return bus trip to Medford. The mother asked for walking directions home and departed our lobby with her two month old baby, a four year old girl, and an adult male. As it was a frigid day in Portsmouth, NPC staff were concerned for the safety of the family, especially the two young children, so one of our Uniformed Officers contacted your office to solicit guidance on how we could best help this family. It was at this point that Officer Evans became involved.

Though we were not aware at the time, we learned that Officer Evans located them on Pease Tradeport and transported the weather-chilled family to the Pease C&J Trailways station. There Officer Evans spoke to C&J staff in an effort to help get the family safely home. While the children were permitted to travel for free, the two adults did not have sufficient funds for bus tickets. Officer Evans paid for the adult tickets with his own money and provided additional money for snacks before the bus ride.

When our staff learned of Officer Evans' act of kindness, it warmed our hearts. Officer Evans went above and beyond the call of duty as a police officer while assisting this family in their time of need, as well as personally assisting them with the finances to ensure their safe trip home. On the eve of World Kindness Day NPC staff felt it was important to recognize this type of kindheartedness.

Please pass on our heart-felt thanks to Officer Evans. We are proud to know the City of Portsmouth is staffed with caring people who display dedication and kindness to the community they serve.

Sincerely,

Kathe Harrell
Acting Director
National Passport Center

Financial Reports
FY18 YEAR TO DATE SUMMARY
November 30, 2019

Appropriated Budget	YTD Expenses and Encumbrances	Available Balance	% of Budget Used
11,830,799	5,694,423	6,136,376	48.13%
 Minus Annualized Expenditures			
(130,203)	(130,203)	Leave at Termination	
(1,735,715)	(1,735,715)	Health Insurance	
(171,274)	(171,274)	Workers Compensation	
 ACTUALS			
9,793,607	3,657,231	6,136,376	37.34%

% Through FY	42.31%
---------------------	---------------



Administrative Services Division

Financial Reports

By Division - FY18 YEAR TO DATE SUMMARY

November 30, 2019

DEPARTMENT	BUDGET	NOVEMBER	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
		42.31%								
Administration	1,137,027	91,239	540	(13,365)	428,978	708,049	37.73%		\$ 428,978	37.73%
Detectives-Gen/Narcotics	1,636,594	128,315	-	(28,690)	616,232	1,020,362	37.65%		\$ 616,232	37.65%
Detectives-Family Related	-	-	-	-	-	-	#DIV/0!		\$ -	#DIV/0!
Patrol	4,535,653	319,632	2,530	(980)	1,718,265	2,817,388	37.88%		\$ 1,718,265	37.88%
Personnel & Training	512,063	32,642	-	-	182,597	329,466	35.66%		\$ 182,597	35.66%
Communications Center	1,142,553	72,720	66	-	422,394	720,159	36.97%		\$ 422,394	36.97%
Information Sys.	282,251	21,622	-	-	80,099	202,152	28.38%		\$ 80,099	28.38%
Community Relations	13,898	1,137	-	-	3,314	10,584	23.85%		\$ 3,314	23.85%
Records	81,263	5,876	-	-	31,877	49,386	39.23%		\$ 31,877	39.23%
Crossing Guards	-	-	-	-	-	-	0.00%		\$ -	0.00%
Animal Control	37,012	1,717	-	-	9,543	27,469	25.78%		\$ 9,543	25.78%
Auxiliary	49,950	3,935	-	-	16,547	33,403	33.13%		\$ 16,547	33.13%
Canine	40,582	2,640	-	-	16,638	23,944	41.00%		\$ 16,638	41.00%
Emergency Response Team	44,646	4,448	-	-	30,448	14,198	68.20%		\$ 30,448	68.20%
Accident Team	-	-	-	-	-	-	0.00%		\$ -	0.00%
Field Training Officer	20,349	1,557	-	-	2,937	17,412	14.44%		\$ 2,937	14.44%
Explorer	4,299	726	-	-	1,100	3,199	0.00%		\$ 1,100	0.00%
Fleet Maintenance	138,926	4,124	-	5,238	46,436	92,490	33.42%		\$ 46,436	33.42%
Major Benefits	2,153,733	10,983	-	(572)	2,087,016	66,717	96.90%	\$ (2,037,192)	\$ 49,824	2.31%
Anticipated Exp/Extrnl Fndng							#DIV/0!	\$ -	\$ -	#DIV/0!
TOTALS	11,830,799	703,311	3,136	(38,368)	5,694,423	6,136,376	48.13%	\$ (2,037,192)	\$ 3,657,231	37.34%

Annualized Exp.

Leave at Term	(130,203)	(130,203)
Health Insurance	(1,735,715)	(1,735,715)
Workers Compensation	(171,274)	(171,274)
	<u>(2,037,192)</u>	<u>(2,037,192)</u>

Adjusted Budget Totals w/o Annualized Exp.

9,793,607

3,657,231

6,136,376

37.34%



Administrative Services Division

Financial Reports

By Line Item -FY18 YEAR TO DATE SUMMARY

November 30, 2019

Account	Title	Budget	NOVEMBER	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
			% Through FY	EXPENSES	EXPENSES						
			42.308%								
011001	Regular Salaries	\$ 1,388,227	\$ 102,351	\$ -	\$ (5,212)	\$ 537,923	\$ 850,304	38.75%	0	537,923	38.75%
011041	Salaries Uniform Personnel	\$ 4,466,488	\$ 340,683	\$ -	\$ (22,002)	\$ 1,729,395	\$ 2,737,093	38.72%	0	1,729,395	38.72%
011061	Insurance Reimbursement	\$ 14,000	\$ -	\$ -	\$ -	\$ 5,001	\$ 8,999	35.72%	0	5,001	35.72%
011063	Shift Differential	\$ 39,304	\$ 1,539	\$ -	\$ -	\$ 7,430	\$ 31,874	18.90%	0	7,430	18.90%
012001	Part Time Salaries	\$ 139,229	\$ 11,160	\$ -	\$ -	\$ 45,553	\$ 93,676	32.72%	0	45,553	32.72%
012041	Commissioner Stipend	\$ 3,600	\$ 300	\$ -	\$ -	\$ 1,500	\$ 2,100	41.67%	0	1,500	41.67%
014041	Overtime	\$ 486,197	\$ 47,552	\$ -	\$ (7,849)	\$ 240,821	\$ 245,376	49.53%	0	240,821	49.53%
014042	O/T Education	\$ 75,005	\$ 10,768	\$ -	\$ -	\$ 46,732	\$ 28,273	62.31%	0	46,732	62.31%
014055	Reimbursable O/T	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
014067	O/T Background Investigation	\$ 10,718	\$ -	\$ -	\$ -	\$ 2,045	\$ 8,673	19.08%	0	2,045	19.08%
015001	Longevity	\$ 43,810	\$ -	\$ -	\$ -	\$ -	\$ 43,810	0.00%	0	0	0.00%
016001	Leave At Termination	\$ 130,203	\$ -	\$ -	\$ -	\$ 130,377	\$ (174)	100.13%	(130,203)	174	0.13%
017001	Holiday Premium Pay	\$ 195,417	\$ 16,411	\$ -	\$ (1,078)	\$ 63,747	\$ 131,670	32.62%	0	63,747	32.62%
018030	Eval. Stipend	\$ 5,000	\$ -	\$ -	\$ -	\$ 4,750	\$ 250	95.00%	0	4,750	95.00%
018032	Training Stipend	\$ 2,500	\$ 307	\$ -	\$ -	\$ 2,452	\$ 48	98.10%	0	2,452	98.10%
018034	Education Stipend	\$ 74,993	\$ 123	\$ -	\$ -	\$ 647	\$ 74,346	0.86%	0	647	0.86%
018041	Court Witness Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0	#DIV/0!
018042	Special Detail	\$ 60,100	\$ 1,529	\$ -	\$ -	\$ 7,129	\$ 52,971	11.86%	0	7,129	11.86%
019002	Anticipated Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
021001	Insurance-Health	\$ 1,735,715	\$ -	\$ -	\$ -	\$ 1,735,715	\$ -	100.00%	(1,735,715)	0	0.00%
021101	Insurance-Dental	\$ 96,437	\$ 9,903	\$ -	\$ (553)	\$ 41,814	\$ 54,623	43.36%	0	41,814	43.36%
021501	Insurance-Life	\$ 4,267	\$ 892	\$ -	\$ (17)	\$ 2,727	\$ 1,540	63.92%	0	2,727	63.92%



Administrative Services Division

Financial Reports

By Line Item -FY18 YEAR TO DATE SUMMARY

November 30, 2019

Account	Title	Budget	% Through FY	NOVEMBER	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
			42.308%	EXPENSES	EXPENSES	External Funding Recon & Journal Entries (Nov)						
021601	Insurance-Disability	\$ 1,693	\$ 176	\$ -	\$ (2)	\$ 851	\$ 842	50.25%	0	851	50.25%	
021602	Insurance-A&D	\$ 144	\$ 12	\$ -	\$ -	\$ 60	\$ 84	41.67%	0	60	41.67%	
021701	Insurance-LTD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!	
022001	Social Security	\$ 105,934	\$ 7,358	\$ -	\$ (11)	\$ 39,536	\$ 66,398	37.32%	0	39,536	37.32%	
022501	Medicare	\$ 103,041	\$ 7,445	\$ -	\$ (322)	\$ 37,850	\$ 65,191	36.73%	0	37,850	36.73%	
023001	Retirement	\$ 171,480	\$ 12,494	\$ -	\$ (19)	\$ 67,728	\$ 103,752	39.50%	0	67,728	39.50%	
023002	Retirement-Officers	\$ 1,539,968	\$ 116,437	\$ -	\$ (6,542)	\$ 583,178	\$ 956,790	37.87%	0	583,178	37.87%	
025001	Unemployment Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!	
026002	Insurance-Workers Comp	\$ 171,274	\$ -	\$ -	\$ -	\$ 170,418	\$ 856	99.50%	(171,274)	(856)	-0.50%	
033001	Prof Services-Temp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!	
034101	Pagers	\$ 542	\$ -	\$ -	\$ -	\$ -	\$ 542	0.00%	0	0	0.00%	
034103	Telephone	\$ 28,155	\$ 2,328	\$ -	\$ -	\$ 11,730	\$ 16,425	41.66%	0	11,730	41.66%	
034104	Cellular Phones	\$ 26,789	\$ 1,878	\$ -	\$ -	\$ 6,047	\$ 20,742	22.57%	0	6,047	22.57%	
034203	Computer/Software Maint.	\$ 180,310	\$ 9,963	\$ -	\$ -	\$ 28,810	\$ 151,500	15.98%	0	28,810	15.98%	
035003	Blood Alcohol Tests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!	
039001	Professional Services	\$ 30,611	\$ 3,008	\$ -	\$ -	\$ 5,670	\$ 24,941	18.52%	0	5,670	18.52%	
039009	Prof/Serv-Hiring	\$ 8,722	\$ 2,285	\$ -	\$ -	\$ 5,223	\$ 3,499	59.88%	0	5,223	59.88%	
039070	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!	
043010	Repairs-Vehicle by Outside	\$ 47,770	\$ 4,097	\$ -	\$ (1,763)	\$ 14,609	\$ 33,161	30.58%	0	14,609	30.58%	
043012	Repairs-Communication	\$ 1,917	\$ -	\$ -	\$ -	\$ -	\$ 1,917	0.00%	0	0	0.00%	
043018	Repairs-Equipment	\$ 8,769	\$ 870	\$ -	\$ -	\$ 870	\$ 7,899	9.92%	0	870	9.92%	
043024	Repairs-Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!	



Administrative Services Division

Financial Reports

By Line Item -FY18 YEAR TO DATE SUMMARY

November 30, 2019

Account	Title	Budget	% Through FY	NOVEMBER	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
			42.308%	EXPENSES	EXPENSES	External Funding Recon & Journal Entries (Nov)						
044002	Rental Other Equipment	\$ 1,800	\$ (1,735)	\$ -	\$ -	\$ -	\$ 2,162	\$ (362)	120.09%	0	2,162	120.09%
044006	Printing Lease/Maint	\$ 9,369	\$ 2,944	\$ -	\$ -	\$ -	\$ 2,944	\$ 6,425	31.42%	0	2,944	31.42%
048002	Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
053001	Advertising	\$ 3,553	\$ -	\$ -	\$ -	\$ -	\$ 295	\$ 3,258	8.30%	0	295	8.30%
054050	Training-Education	\$ 68,247	\$ 1,117	\$ -	\$ -	\$ -	\$ 17,487	\$ 50,760	25.62%	0	17,487	25.62%
055050	Printing	\$ 5,989	\$ 1,572	\$ -	\$ -	\$ -	\$ 1,877	\$ 4,112	31.35%	0	1,877	31.35%
056001	Dues Professional Organization	\$ 17,020	\$ 150	\$ -	\$ -	\$ -	\$ 1,494	\$ 15,526	8.78%	0	1,494	8.78%
057101	Travel and Conference	\$ 30,281	\$ 3,052	\$ -	\$ -	\$ -	\$ 9,138	\$ 21,143	30.18%	0	9,138	30.18%
057103	Court Mileage	\$ -	\$ (3)	\$ -	\$ -	\$ -	\$ (60)	\$ 60	#DIV/0!	0	(60)	#DIV/0!
061002	Miscellaneous Supplies	\$ 20,896	\$ 986	\$ -	\$ -	\$ -	\$ 5,469	\$ 15,428	26.17%	0	5,469	26.17%
061003	Meeting Supplies	\$ 1,387	\$ 42	\$ -	\$ -	\$ -	\$ 522	\$ 865	37.64%	0	522	37.64%
062001	Office Supplies	\$ 9,803	\$ 262	\$ -	\$ -	\$ -	\$ 2,061	\$ 7,742	21.03%	0	2,061	21.03%
062004	Photo Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
062005	Printing Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
062006	Motorola Portable Batteries	\$ 9,176	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,176	0.00%	0	0	0.00%
062007	Computer/Printer Supplies	\$ 14,162	\$ 1,343	\$ -	\$ -	\$ -	\$ 5,138	\$ 9,024	36.28%	0	5,138	36.28%
062010	Copying Supplies	\$ 2,483	\$ -	\$ -	\$ -	\$ -	\$ 140	\$ 2,343	5.62%	0	140	5.62%
062501	Postage	\$ 6,527	\$ 14	\$ -	\$ -	\$ -	\$ 1,084	\$ 5,443	16.60%	0	1,084	16.60%
063001	Tires and Batteries	\$ 9,542	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,542	0.00%	0	0	0.00%
063501	Gasoline	\$ 62,432	\$ 27	\$ -	\$ -	\$ 7,000	\$ 31,077	\$ 31,355	49.78%	0	31,077	49.78%
066001	Vehicle Repairs	\$ 4,466	\$ -	\$ -	\$ -	\$ -	\$ 751	\$ 3,716	16.80%	0	751	16.80%
066002	Vehicle Outfit	\$ 14,716	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,716	0.00%	0	0	0.00%



Administrative Services Division

Financial Reports

By Line Item -FY18 YEAR TO DATE SUMMARY

November 30, 2019

Account	Title	Budget	% Through FY	NOVEMBER	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
			42.308%	EXPENSES	EXPENSES	External Funding Recon & Journal Entries (Nov)						
067001	Books and Periodicals	\$ 10,220	\$ 141	\$ -	\$ -	\$ -	\$ 728	\$ 9,492	7.12%	0	728	7.12%
068001	Clothing Allowance	\$ 64,837	\$ -	\$ -	\$ -	\$ -	\$ 62,275	\$ 2,562	96.05%	0	62,275	96.05%
068002	Clothing	\$ 17,733	\$ 5,272	\$ 66	\$ -	\$ -	\$ 9,903	\$ 7,830	55.85%	0	9,903	55.85%
069004	Chief's Expense	\$ 2,483	\$ -	\$ -	\$ -	\$ -	\$ 92	\$ 2,391	3.70%	0	92	3.70%
072006	Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
074001	Equipment	\$ 90,546	\$ 361	\$ 2,530	\$ -	\$ -	\$ 1,741	\$ 88,805	1.92%	0	1,741	1.92%
074003	Software	\$ 6,932	\$ -	\$ -	\$ -	\$ -	\$ 4,390	\$ 2,542	63.33%	0	4,390	63.33%
075001	Furniture and Fixtures	\$ 7,870	\$ -	\$ 540	\$ -	\$ -	\$ 889	\$ 6,981	11.30%	0	889	11.30%
076002	Vehicles Police	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	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	\$ (60,000)	\$ (20,000)	\$ -	\$ -	\$ -	\$ (25,000)	\$ (35,000)	41.67%	0	(25,000)	41.67%
091006	Transfer from School	\$ -	\$ (4,102)	\$ -	\$ -	\$ -	\$ (20,510)	\$ 20,510	#DIV/0!	0	(20,510)	#DIV/0!
TOTAL		\$ 11,830,799	\$ 703,311	\$ 3,136	\$ (38,368)	\$ 5,694,423	\$ 6,136,376	48.13%		(2,037,192)	3,657,231	37.34%

Annualized Exp.

Leave at Term	\$ (130,203)	\$ (130,203)
Health Insurance	\$ (1,735,715)	\$ (1,735,715)
Workers Compensation	\$ (171,274)	\$ (171,274)
	\$ (2,037,192)	\$ (2,037,192)

Adjusted Budget Totals w/o Annualized Exp. \$ 9,793,607 \$ 3,657,231 \$ 6,136,376 37.34%

PATROL DIVISION
REPORT

Crime Comparison Report For the period ending 11/30/2019

Group A Crimes Against Persons

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Kidnaping/ Abduction	2019					1					2			3
	2018				1			1			1			3
	Pct				n/a	n/a		n/a			+100%			0%
Forcible Rape	2019				1	2	3		1		1			8
	2018	3	1	1			1	1	2					9
	Pct	n/a	n/a	n/a	n/a	n/a	+200%	n/a	-50%		n/a			-11%
Forcible Sodomy	2019	1					1							2
	2018													
	Pct	n/a					n/a							n/a
Sexual Assault with an Object	2019													
	2018								1					1
	Pct								n/a					n/a
Forcible Fondling	2019	1		2			1	3		1	1			9
	2018			2	1	3	1		1		1			9
	Pct	n/a		0%	n/a	n/a	0%	n/a	n/a	n/a	0%			0%
Aggravated Assault	2019	2		3		4	2	1	1	1	4			18
	2018	2		4		6	1	3	1	1	4	1		23
	Pct	0%		-25%		-33%	+100%	-67%	0%	0%	0%	n/a		-22%
Simple Assault	2019	14	8	23	13	19	13	17	19	13	17	10		166
	2018	14	11	22	4	20	20	13	11	18	11	16		160
	Pct	0%	-27%	+5%	+225%	-5%	-35%	+31%	+73%	-28%	+55%	-38%		+4%
Intimidation	2019	8	15	11	12	12	9	13	17	19	10	7		133
	2018	11	9	7	8	8	8	13	12	10	9	4		99
	Pct	-27%	+67%	+57%	+50%	+50%	+13%	0%	+42%	+90%	+11%	+75%		+34%
Incest	2019							1						1
	2018													
	Pct							n/a						n/a
Statutory Rape	2019	1				1								2
	2018					1								1
	Pct	n/a				0%								+100%
Total Crimes Against Persons	2019	27	23	39	26	39	29	35	38	34	35	17		342
	2018	30	21	36	14	38	31	31	28	29	26	21		305
	Pct	-10%	+10%	+8%	+86%	+3%	-6%	+13%	+36%	+17%	+35%	-19%		+12%

Filters/Options Applied

Date Used	Report Date used
Time Period	

Crime Comparison Report For the period ending 11/30/2019

Group A Crimes Against Property

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Robbery	2019	1							1					2
	2018						2		3					5
	Pct	n/a					n/a		-67%					-60%
Arson	2019										1			1
	2018							1			1	1		3
	Pct							n/a			0%	n/a		-67%
Burglary/ Breaking and Entering	2019	2	3	4	4	1		4	5	3				26
	2018		2		2	3	1	4	3	4	3			22
	Pct	n/a	+50%	n/a	+100%	-67%	n/a	0%	+67%	-25%	n/a			+18%
Extortion/ Blackmail	2019		1	1										2
	2018								1	1				2
	Pct		n/a	n/a					n/a	n/a				0%
Larceny (pick-pocket)	2019					1								1
	2018						1							1
	Pct					n/a	n/a							0%
Larceny (shoplifting)	2019	10	10	7	6	9	8	5	6	2	2	3		68
	2018	12	9	9	4	4	6	13	2	6	4	6		75
	Pct	-17%	+11%	-22%	+50%	+125%	+33%	-62%	+200%	-67%	-50%	-50%		-9%
Larceny (from building)	2019	6	2	5	4	7	3	2	5	4				38
	2018	9	8	6	7	3	4	4	3	5	5	4		58
	Pct	-33%	-75%	-17%	-43%	+133%	-25%	-50%	+67%	-20%	n/a	n/a		-34%
Larceny (from coin operated machines)	2019				1									1
	2018													
	Pct				n/a									n/a
Larceny (from motor vehicles)	2019	4	1	2	4	5	6	8	15	9	2	1		57
	2018	3	3	1	4	11	10	7	3	2	1	2		47
	Pct	+33%	-67%	+100%	0%	-55%	-40%	+14%	+400%	+350%	+100%	-50%		+21%
Larceny (of motor vehicle parts)	2019		1			1			1	1		2		6
	2018		1					2	1	1				5
	Pct		0%			n/a		n/a	0%	0%		n/a		+20%
Larceny (all other)	2019	8	9	10	11	9	13	15	12	13	13	12		125
	2018	6	10	9	9	10	11	9	7	10	13	8		102
	Pct	+33%	-10%	+11%	+22%	-10%	+18%	+67%	+71%	+30%	0%	+50%		+23%
Motor Vehicle Theft	2019	1		2	5	3	1	1		3	3	2		21
	2018		5	2		2	6	2	1		3			21
	Pct	n/a	n/a	0%	n/a	+50%	-83%	-50%	n/a	n/a	0%	n/a		0%

Filters/Options Applied

Date Used Report Date used

Time Period

Crime Comparison Report For the period ending 11/30/2019

Group A Crimes Against Property

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Counterfeit/ Forgery	2019	4	3	3	5		2	2	3	3	1	3		29
	2018	4	1	2	5	5	2	3	1	3	4	1		31
	Pct	0%	+200%	+50%	0%	n/a	0%	-33%	+200%	0%	-75%	+200%		-6%
Fraud (false pretense;swindle)	2019	8	9	6	6	6	3	4	11	8	8	7		76
	2018	7	4	11	5	6	6	2	6	7	8	6		68
	Pct	+14%	+125%	-45%	+20%	0%	-50%	+100%	+83%	+14%	0%	+17%		+12%
Fraud (credit/debit card;ATM)	2019	1		2	1	6	4	1		1	2	3		21
	2018	2	3	4	5	2	6	3	3	1	3	3		35
	Pct	-50%	n/a	-50%	-80%	+200%	-33%	-67%	n/a	0%	-33%	0%		-40%
Fraud (impersonation)	2019	10	6	3	1	3	4	4	3	1	7	7		49
	2018	5	3	5	2	6	5	5	3	3	4	4		45
	Pct	+100%	+100%	-40%	-50%	-50%	-20%	-20%	0%	-67%	+75%	+75%		+9%
Fraud (wire)	2019			1				1						2
	2018			2										2
	Pct			-50%				n/a						0%
Embezzlement	2019				1	1		1	2					5
	2018		1	1										2
	Pct		n/a	n/a	n/a	n/a		n/a	n/a					+150%
Stolen Property	2019	1		2	3	1	1	2		1	2			13
	2018	2	1	2			2	1	1	3		1		13
	Pct	-50%	n/a	0%	n/a	n/a	-50%	+100%	n/a	-67%	n/a	n/a		0%
Destruction of Property/Vandalism	2019	5	5	14	9	15	16	17	14	10	7	5		117
	2018	10	9	14	12	14	17	18	11	7	15	12		139
	Pct	-50%	-44%	0%	-25%	+7%	-6%	-6%	+27%	+43%	-53%	-58%		-16%
Total Crimes Against Property	2019	61	50	62	61	68	61	67	78	59	48	45		660
	2018	60	60	68	55	66	79	74	49	53	64	48		676
	Pct	+2%	-17%	-9%	+11%	+3%	-23%	-9%	+59%	+11%	-25%	-6%		-2%

Filters/Options Applied

Date Used Report Date used

Time Period

Crime Comparison Report For the period ending 11/30/2019

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	2019	17	15	17	7	7	6	9	6	6	7	14		111
	2018	23	15	8	12	15	16	13	10	15	8	12		147
	Pct	-26%	0%	+113%	-42%	-53%	-63%	-31%	-40%	-60%	-13%	+17%		-24%
Drug Equipment Violations	2019													
	2018											1		1
	Pct											n/a		n/a
Pornography/Obscene Material	2019		1	3	1	1	1		3	1				11
	2018		1	1		1	1				1	1		6
	Pct		0%	+200%	n/a	0%	0%		n/a	n/a	n/a	n/a		+83%
Prostitution	2019				1				1		1			3
	2018	1				1		1	1		1			5
	Pct	n/a			n/a	n/a		n/a	0%		0%			-40%
Assisting/Promoting Prostitution	2019				1		1							2
	2018										1			1
	Pct				n/a		n/a				n/a			+100%
Weapon Law Violations	2019	1	1	1								1		4
	2018		1				1	1				1		4
	Pct	n/a	0%	n/a			n/a	n/a				0%		0%
Total Crimes Against Society	2019	18	17	21	10	8	8	9	10	7	8	15		131
	2018	24	17	9	12	17	18	15	11	15	11	15		164
	Pct	-25%	0%	+133%	-17%	-53%	-56%	-40%	-9%	-53%	-27%	0%		-20%

Filters/Options Applied

Date Used	Report Date used
Time Period	

Crime Comparison Report For the period ending 11/30/2019

Group B Crimes

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Bad Checks	2019	2	4	1	2			1		2	2			14
	2018		2		2		1	3		1	1	2		12
	Pct	n/a	+100%	n/a	0%		n/a	-67%		+100%	+100%	n/a		+17%
Curfew/Loitering/Vagrancy	2019						1							1
	2018													
	Pct						n/a							n/a
Disorderly Conduct	2019	5	10	5	6	4	5	6	5	4	4	1		55
	2018	1	6	6		5	2	8	4	3	6			41
	Pct	+400%	+67%	-17%	n/a	-20%	+150%	-25%	+25%	+33%	-33%	n/a		+34%
Driving under Influence	2019	6	9	7	7	3	4	5	3	3	4	5		56
	2018	5	4	6	5	7	3	7	8	6	8	9		68
	Pct	+20%	+125%	+17%	+40%	-57%	+33%	-29%	-63%	-50%	-50%	-44%		-18%
Drunkenness	2019	8	8	8	7	8	11	9	18	11	9	15		112
	2018	10	11	5	8	12	10	11	13	9	8	9		106
	Pct	-20%	-27%	+60%	-13%	-33%	+10%	-18%	+38%	+22%	+13%	+67%		+6%
Family Non Violent Offenses	2019	3				1	5	1	1	1	1			13
	2018	1		1	1	4	2	1	1					11
	Pct	+200%		n/a	n/a	-75%	+150%	0%	0%	n/a	n/a			+18%
Liquor Law Violations	2019	2	2	3			3	3	2	1	5	4		25
	2018	3	2	1		2		9	2	5	2	1		27
	Pct	-33%	0%	+200%		n/a	n/a	-67%	0%	-80%	+150%	+300%		-7%
Runaways (under 18yr old)	2019		1	3				2			1			7
	2018		1	1	1	2			1			2		8
	Pct		0%	+200%	n/a	n/a		n/a	n/a		n/a	n/a		-13%
Trespass of Real Property	2019	6	2	3	3	7	6	3	4	5	5	1		45
	2018	6	1	5	5	5	1	12	4	2	3	1		45
	Pct	0%	+100%	-40%	-40%	+40%	+500%	-75%	0%	+150%	+67%	0%		0%
All Other Offenses	2019	28	27	20	24	24	22	19	25	22	29	20		260
	2018	30	24	30	16	26	19	37	20	19	31	22		274
	Pct	-7%	+13%	-33%	+50%	-8%	+16%	-49%	+25%	+16%	-6%	-9%		-5%
Total Group B Crimes	2019	60	63	50	49	47	57	49	58	49	60	46		588
	2018	56	51	55	38	63	38	88	53	45	59	46		592
	Pct	+7%	+24%	-9%	+29%	-25%	+50%	-44%	+9%	+9%	+2%	0%		-1%

Filters/Options Applied

Date Used Report Date used

Time Period