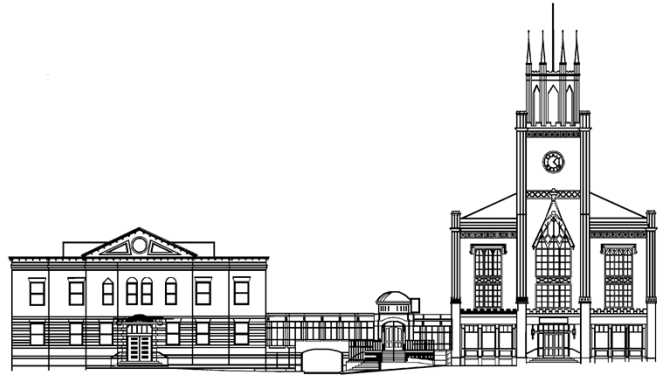




COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

July 19, 2022 at 5:00 PM

Aldermanic Chambers, City Hall (3rd Floor)

Members: Aldermen Heath, Long, Levasseur, Cavanaugh, Barry

AGENDA

The Chairman calls the meeting to order.

The Clerk calls the roll.

1. Update on the City's Revolving Loan Fund.
Ladies and Gentlemen, what is your pleasure?
2. Communication from Michele Bogardus, Deputy Finance Officer, submitting Finance Department reports as follows:
 - Accounts Receivable over 90 days
 - Aging Report
 - Outstanding Receivables**Ladies and Gentlemen, what is your pleasure?**
3. Communication from the Deputy Finance Officer, requesting authorization to write off the fourth quarter receivables identified.
Ladies and Gentlemen, what is your pleasure?
4. Communication from Sharon Wickens, Finance Officer, requesting the establishment of an ALS Response Reserve Account for the Fire Department.
Ladies and Gentlemen, what is your pleasure?
5. Chairman Heath advises that ordinances are to be considered for consistency with the rules of the Board and requests the Clerk to make a presentation.
"Amending Chapter 33: Military Service of the Code of Ordinances of the City of Manchester by amending language under §33.080 (A)."
If the Committee so desires, a motion would be in order that the ordinance amendment be Enrolled.

If there is no further business, a motion is in order to adjourn.



Sharon Y. Wickens
Finance Officer

Michele A. Bogardus
Deputy Finance Officer

CITY OF MANCHESTER
Finance Department

July 11, 2022

Committee on Accounts, Enrollment & Revenue Administration
C/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is a summary of the City's revolving and recovery loan accounts.

Respectfully submitted,

Kim LeBlanc
Financial Analyst II

Enc.

REVOLVING & RECOVERY LOANS
7/11/2022

Loan #	Revolving Loan - City	Original Loan Date	Original Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
1	Maax Inc	5/29/2007	5/1/2019	\$210,000.00	\$85,704.61	\$0.00	
2	Lazy Nicks	10/30/2009	10/30/2030	\$40,000.00	\$17,450.47	\$0.00	
3	Cedar & Oak	9/25/2008	1/1/2018	\$41,000.00	\$25,297.39	\$0.00	
4	Delisle Market	1/28/2010	10/15/2020	\$43,500.00	\$23,706.42	\$0.00	
5	Delisle Market - Energy Loan	1/28/2010	8/15/2020	\$20,000.00	\$12,601.35	\$0.00	

\$354,500.00 \$164,760.24 \$0.00

SUMMARY NOTES:

Loans 1 & 2 - Status current and in good standing.
Loans 3 thru 5 - Over 60 days past due, sent to Solicitor's Office.

Loan #	Revolving Loan - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
6	844 Elm St	12/12/2003	11/12/2018	\$250,000.00	\$54,699.18	\$215.42	
7	Palace Theatre Trust	1/24/2019	10/1/2029	\$1,686,622.04	\$1,686,622.04	\$0.00	Interest calculated quarterly on outstanding principal amount due
8	Germania Front	1/20/2012	9/20/2022	\$500,000.00	\$60,530.20	\$337.46	
				\$2,436,622.04	\$1,801,851.42	\$552.88	

SUMMARY NOTES:

Loans 6 & 7 - Status current and in good standing.
Loan 8 - Past due.

Loan #	Recovery Loans - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
9	JJD Central, LLC	7/23/2020	10/1/2023	\$15,000.00	\$6,359.43	\$10.60	
10	Sawaya Enterprises, Inc	7/23/2020	10/1/2025	\$25,000.00	\$16,532.75	\$27.55	
11	HS 1, LLC	3/26/2021	3/1/2026	\$25,000.00	\$19,505.37	\$34.64	
12	3 Kitchen Bar & Grill LLC	5/17/2021	5/1/2026	\$15,000.00	\$12,725.25	\$21.21	
				\$80,000.00	\$55,122.80	\$94.00	

SUMMARY NOTES:

Loans 9 thru 11 - Status current and in good standing.
Loan 12 - Over 30 days past due.



*Sharon Y. Wickens
Finance Officer*

*Michele A. Bogardus
Deputy Finance Officer*

CITY OF MANCHESTER

Finance Department

July 11, 2022

Committee on Accounts, Enrollment & Revenue Administration
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached is a summary of the City's accounts receivable over 90 days as well as an aging report. Also included is a list of outstanding receivables that have been submitted to the City Solicitor for review and determination of collectability.

In summary outstanding receivables over 90 days totals \$972,387 out of \$5,115,505 billed. May's outstanding receivables totaled \$1,384,369 out of \$3,899,735 billed.

Please let me know if you have any questions or require further information.

Respectfully submitted,

Michele Bogardus
Deputy Finance Officer

Enc.

**Summary of Accounts Receivable Over 90 Days
by Department - with Previous Month's Comparative**

Total Receivables Over 90 Days		<u>7/11/2022</u>	<u>6/10/2022</u>
	<u>Dept Code</u>	<u>Over 90 Days</u>	<u>Over 90 Days</u>
Airport	25	\$ 305,512.47	\$ 570,953.52
EPD	27	\$ -	\$ 6,062.14
Parking Department	52	\$ 10,171.09	\$ 9,452.65
Total Enterprise Funds		\$ 315,683.56	\$ 586,468.31
Building Maintenance	21	\$ 145,887.65	\$ 145,887.65
Fire Department	30	\$ 350,774.25	\$ 453,594.14
Health Department	41	\$ 25,105.13	\$ 26,016.68
Highway	50, 51	\$ 50,694.83	\$ 87,050.24
Information Systems	13	\$ -	\$ 1,000.00
Parks & Recreation	65	\$ 25,832.06	\$ 25,834.23
Police Department	33,34,35,36	\$ 58,409.91	\$ 58,517.55
Total General Fund		\$ 656,703.83	\$ 797,900.49
Grand Totals		<u>\$ 972,387.39</u>	<u>\$ 1,384,368.80</u>

General Fund receivables over \$10,000 by customer

School Admin	21	\$ 145,887.65	\$ 145,887.65
Manchester Police Dept	33	\$ -	\$ -
Liberty Utilities	30	\$ 13,151.71	\$ 13,151.71
FEMA	30	\$ 296,388.26	\$ 399,608.35
FEMA	41	\$ 24,142.76	\$ 25,054.30
EPD	50	\$ -	\$ 38,791.59
State of NH	50	\$ 37,112.62	\$ 34,263.42
School Athletic	65	\$ 12,274.21	\$ 12,274.21
School Admin	65	\$ 13,550.48	\$ 13,550.48
Totals		\$ 542,507.69	\$ 682,581.71

Explanation of Charges
Facilities Maintenance Sept 2021
MPD - Night Vision Tech Training
Extra Details
FEMA Reimbursement - In-process
FEMA Reimbursement - In-process
Lincoln St Str Adj
State of NH Grants - In-process
Gill Stadium Nov 2021 Charge Backs
JFK Electric Reimbursement

Total General Fund receivables over 90 days less over \$10,000	<u>\$ 114,196.14</u>	<u>\$ 115,318.78</u>
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City of Manchester NH - Receivables
Over 90 Days as of 7/11/2022

TYPE	CUST ID	NAME	TOTAL	CURRENT - 90 DAYS DUE	OVER 90 DAYS DUE
21	64-21	SCHOOL ADMINISTRATIVE U	\$ 145,887.65	\$ -	\$ 145,887.65
21 - TOTALS			\$ 145,887.65	\$ -	\$ 145,887.65
25		SPIRIT AIRLINES, INC.	\$ 14,136.80	\$ 14,091.80	\$ 45.00
25		PIEDMONT AIRLINES, INC. (AMERICAN AIRLINES SUBSIDIARY)	\$ 1,355.00	\$ 1,285.00	\$ 70.00
25		WORLDWIDE FLIGHT SERVICES, INC. (WFS)	\$ 445.00	\$ 295.00	\$ 150.00
25		ENGIE SERVICES	\$ 324.00	\$ 135.00	\$ 189.00
25		CONSOLIDATED COMMUNICATIONS	\$ 200.00	\$ -	\$ 200.00
25		HUDSON GROUP	\$ 5,478.75	\$ 5,139.75	\$ 339.00
25		LEIDOS, SECURITY DETECTION & AUTOMATION, INC.	\$ 405.00	\$ 45.00	\$ 360.00
25		MISCELLANEOUS	\$ 489.98	\$ -	\$ 489.98
25		SECURITYPOINT MEDIA LLC	\$ 756.80	\$ -	\$ 756.80
25		DUNKIN DONUTS	\$ 950.14	\$ -	\$ 950.14
25		VERIZON WIRELESS	\$ 2,145.00	\$ 900.00	\$ 1,245.00
25		MANCOAIR II, LLC	\$ 3,387.86	\$ -	\$ 3,387.86
25		COMCAST BUSINESS	\$ 3,909.15	\$ -	\$ 3,909.15
25		HERTZ CORPORATION	\$ 11,343.15	\$ 782.63	\$ 10,560.52
25		HOST INTERNATIONAL, INC.	\$ 28,837.51	\$ 0.02	\$ 28,837.49
25		LEGACY AIRWAYS, LLC	\$ 46,288.65	\$ 934.14	\$ 45,354.51
25		FEDERAL GRANTS	\$ 2,014,851.68	\$ 1,968,992.88	\$ 45,858.80
25		AVIS-BUDGET FAMILY	\$ 170,214.02	\$ 7,404.80	\$ 162,809.22
25 - AIRPORT TOTALS			\$ 2,305,518.49	\$ 2,000,006.02	\$ 305,512.47
30	32476	1037-1045 ELM ST LLC	\$ 2,160.00	\$ -	\$ 2,160.00
30	33260	1100 ELM ST LLC	\$ 500.00	\$ -	\$ 500.00
30	30148	1200 ELM STREET LLC.	\$ 1,080.00	\$ -	\$ 1,080.00
30	33850	168 MERRIMACK ST LLC	\$ 1,128.60	\$ 48.60	\$ 1,080.00
30	287	200 ELM STREET REALTY,	\$ 540.00	\$ -	\$ 540.00
30	32872	213 GREEN STREET LLC	\$ 540.00	\$ -	\$ 540.00
30	28454	300 GAY ST ACQUISITION	\$ 2,016.75	\$ 300.00	\$ 1,716.75
30	16889	323 CONCORD STREET, LLC	\$ 679.06	\$ -	\$ 679.06
30	29825	351 CHESTNUT ST LLC	\$ 1,080.00	\$ -	\$ 1,080.00
30	30122	79 CARL DR. REALTY, LLC	\$ 1,080.00	\$ -	\$ 1,080.00
30	32887	ADT COMMERCIAL	\$ 2,358.74	\$ -	\$ 2,358.74
30	32996	ALBANY RD PERIMETER RD	\$ 540.00	\$ -	\$ 540.00
30	30492	AMBER LLC ASSOCIATES	\$ 5.00	\$ -	\$ 5.00
30	606	AMERICAN NATIONAL RED C	\$ 2,160.00	\$ -	\$ 2,160.00
30	33447	AMR REAL ESTATE HOLDING	\$ 540.00	\$ -	\$ 540.00
30	30117	ANSHI HOSPITALITY LLC.	\$ 540.00	\$ -	\$ 540.00
30	1117	AUTOFAIR	\$ 1,652.40	\$ 32.40	\$ 1,620.00
30	30102	BT PROPERTY LLC	\$ 2,168.10	\$ -	\$ 2,168.10
30	32299	CAPSTONE REALTY GROUP L	\$ 572.40	\$ 32.40	\$ 540.00
30	1980	CENTER ELM STREET LLC	\$ 1,144.80	\$ 64.80	\$ 1,080.00
30	32930	CENTURY LINK	\$ 104.50	\$ -	\$ 104.50
30	33662	CVS	\$ 675.00	\$ -	\$ 675.00
30	229	EAST SIDE CLUB	\$ 540.00	\$ -	\$ 540.00
30	33346	FACTORY ON WILLOW LLC	\$ 540.00	\$ -	\$ 540.00
30	8132-30	FEMA	\$ 601,343.02	\$ 304,954.76	\$ 296,388.26
30	7901	FERNANDO HILARION	\$ 540.00	\$ -	\$ 540.00
30	32576	FINCH, RUTH	\$ 540.00	\$ -	\$ 540.00
30	33289	FOUR ON ELM LLC	\$ 2,160.00	\$ -	\$ 2,160.00
30	33382	FREE STATE BARBELL CLUB	\$ 106.00	\$ 6.00	\$ 100.00
30	174	GENERAL SERVICES ADM U	\$ 540.00	\$ -	\$ 540.00
30	27268	GRANITE STATE COLLISION	\$ 540.00	\$ -	\$ 540.00
30	10350	HANOVER ST. CHOP HOUSE	\$ 540.00	\$ -	\$ 540.00
30	7966	HARVEY INDUSTRIES	\$ 564.30	\$ -	\$ 564.30
30	33633	HERTZ CORP	\$ 110.50	\$ 6.00	\$ 104.50
30	18658	HESS RETAIL OPERATIONS,	\$ 572.40	\$ 32.40	\$ 540.00
30	7932	HOLIDAY INN EXPRESS HOT	\$ 1,080.00	\$ -	\$ 1,080.00
30	33165	LAURIA, JOSEPH	\$ 1,080.00	\$ -	\$ 1,080.00
30	30113	LEROCQUE, KRISTINE	\$ 1,080.00	\$ -	\$ 1,080.00
30	33779	LIGHT OF LIFE MINISTRIE	\$ 45.00	\$ -	\$ 45.00
30	32293	LONG MOUNTAIN INVESTMEN	\$ 1,080.00	\$ -	\$ 1,080.00
30	33519	LRNCT LLC	\$ 810.00	\$ -	\$ 810.00
30	2386	LUISA'S ITALIAN PIZZERI	\$ 106.00	\$ 6.00	\$ 100.00
30	33838	MERRIMACK ST BRDG HOUSE	\$ 1,865.80	\$ 785.80	\$ 1,080.00
30	30133	NEP MANCHESTER HS OWNER	\$ 540.00	\$ -	\$ 540.00
30	27451	NEP MANCHESTER TP OWNER	\$ 1,183.00	\$ 103.00	\$ 1,080.00
30	7335	NEW BEECH HILL NH LLC	\$ 1,430.40	\$ 50.40	\$ 1,380.00
30	22881	NH JOB CORPS	\$ 1,208.40	\$ 68.40	\$ 1,140.00
30	31190	NORTHLAND INVESTMENT CO	\$ 1,080.00	\$ -	\$ 1,080.00
30	33614	OLISZCZAK, MARINA	\$ 720.00	\$ -	\$ 720.00
30	32631	PARAGON INVESTMENTS LLC	\$ 540.00	\$ -	\$ 540.00
30	3046	RBS CITIZENS/ CHARTER O	\$ 540.00	\$ -	\$ 540.00

City of Manchester NH - Receivables
Over 90 Days as of 7/11/2022

TYPE	CUST ID	NAME	TOTAL	CURRENT - 90 DAYS DUE	OVER 90 DAYS DUE
30	33288	REALTY INCOME CORPORATI	\$ 1,080.00	\$ -	\$ 1,080.00
30	11092	RITE AID CORPORATION	\$ 540.00	\$ -	\$ 540.00
30	32867	SERITAGE SRC FINANCE, L	\$ 540.00	\$ -	\$ 540.00
30	33263	SISTERS OF THE ROSEBUSH	\$ 540.00	\$ -	\$ 540.00
30	7554	STATE OF NH DEPT OF SAF	\$ 1,567,937.62	\$ 1,565,105.08	\$ 2,832.54
30	1896	STEVES HOUSE RESTAURANT	\$ 104.50	\$ 4.50	\$ 100.00
30	11735	STONE TERRACE CONDOMINI	\$ 784.40	\$ 44.40	\$ 740.00
30	33415	SUDANESE COMMUNITY OF N	\$ 106.00	\$ 6.00	\$ 100.00
30	16677	SUNBELT RENTALS	\$ 204.50	\$ -	\$ 204.50
30	32807	SURON PROPERTIES, LLC	\$ 1,080.00	\$ -	\$ 1,080.00
30	21857	VA MEDICAL CENTER	\$ 230.00	\$ 12.00	\$ 218.00
30	30127	WAL-MART REAL ESTATE	\$ 572.40	\$ 32.40	\$ 540.00
30	9759	WEST STREET KEENE, LLC	\$ 540.00	\$ -	\$ 540.00
30	14381	WOODVIEW CONDOMINIUMS	\$ 890.40	\$ 50.40	\$ 840.00
30	62	YEE DYNASTY	\$ 1,080.00	\$ -	\$ 1,080.00
30 - FIRE TOTALS			\$ 2,222,519.99	\$ 1,871,745.74	\$ 350,774.25
33	21994	CELLULAR FREEDOM, INC	\$ 29.67	\$ -	\$ 29.67
33	32796	CEXCHANGE	\$ 3.40	\$ 0.20	\$ 3.20
33	19086	GOOD STILL	\$ 736.86	\$ -	\$ 736.86
34	85	ASPLUNDH TREE EXPERT CO	\$ 2,159.00	\$ -	\$ 2,159.00
34	15337	AUTISM SPEAKS	\$ 508.00	\$ -	\$ 508.00
34	1201	COMCAST	\$ 254.00	\$ -	\$ 254.00
34	30650	CONSOLIDATED COMMUNICAT	\$ 28,417.58	\$ 26,908.13	\$ 1,509.45
34	2559	CONTROL TECHNOLOGIES	\$ 254.00	\$ -	\$ 254.00
34	33707	CVS PHARMACY	\$ 254.00	\$ -	\$ 254.00
34	33223	EASTERN PIPE SERVICES	\$ 2,286.00	\$ 254.00	\$ 2,032.00
34	4313	EVERSOURCE ENERGY (BEDF	\$ 2,200.80	\$ 1,531.64	\$ 669.16
34	2094	EVERSOURCE ENERGY (HOOK	\$ 15,446.38	\$ 9,334.50	\$ 6,111.88
34	32878	FRIENDS OF ANDREW YANG	\$ 476.00	\$ -	\$ 476.00
34	22443	HANNAFORD	\$ 12,255.50	\$ 11,239.50	\$ 1,016.00
34	33637	J PASCY QUALITY PAINTIN	\$ 254.00	\$ -	\$ 254.00
34	32541	KNIGHTS EXCAVATION	\$ 855.50	\$ -	\$ 855.50
34	18609	LIBERTY UTILITIES, INC	\$ 35,884.72	\$ 22,733.01	\$ 13,151.71
34	2539	MANCHESTER HIGHWAY DEPT	\$ 41,890.25	\$ 39,777.50	\$ 2,112.75
34	5647	MCGARVEYS SALOON	\$ 258.00	\$ -	\$ 258.00
34	857	MEMORIAL HIGH SCHOOL	\$ 762.00	\$ -	\$ 762.00
34	17616	NBC NEWS	\$ 7,140.00	\$ -	\$ 7,140.00
34	33062	NEWMANS EXCAVATION	\$ 246.00	\$ -	\$ 246.00
34	8715	NH FISHER CATS	\$ 10,285.00	\$ 6,318.25	\$ 3,966.75
34	33617	OUT FRONT MEDIA	\$ 254.00	\$ -	\$ 254.00
34	725	PARK CONSTRUCTION CORP	\$ 25,558.77	\$ 25,273.02	\$ 285.75
34	64-34	SCHOOL ADMINISTRATIVE U	\$ 7,697.00	\$ 6,159.50	\$ 1,537.50
34	31993	SECURITY INDUSTRY SPECI	\$ 603.25	\$ -	\$ 603.25
34	9601	SIGN GALLERY	\$ 327.25	\$ -	\$ 327.25
34	7048	SNHU ARENA	\$ 12,247.76	\$ 6,937.38	\$ 5,310.38
34	33316	ST MORITZ SECURITY SERV	\$ 492.00	\$ -	\$ 492.00
34	15338	TD BANK	\$ 3,536.25	\$ -	\$ 3,536.25
34	24304	WHISKEY'S 20	\$ 1,290.00	\$ -	\$ 1,290.00
35	16984	GEICO BF/NJ CLAIMS	\$ 14.20	\$ 0.60	\$ 13.60
33, 34, 35, & 36 - POLICE TOTALS			\$ 214,877.14	\$ 156,467.23	\$ 58,409.91
41	28345	COMMUNITY HEALTH ACCESS	\$ 962.37	\$ -	\$ 962.37
41	8132-41	FEMA	\$ 25,054.30	\$ 911.54	\$ 24,142.76
41 - HEALTH TOTALS			\$ 26,016.67	\$ 911.54	\$ 25,105.13
50	8018	AHRENT, JEFFREY	\$ 269.38	\$ -	\$ 269.38
50	32051	ASPROGIANNIS, STYLIANOS	\$ 82.04	\$ -	\$ 82.04
50	32988	BALDIZAN, FRANK	\$ 337.50	\$ -	\$ 337.50
50	32206	BASSETT, SHANNA	\$ 277.97	\$ -	\$ 277.97
50	32489	BEDDINGTON, LINDA	\$ 29.26	\$ -	\$ 29.26
50	32376	BELMAIN, AMBER	\$ 8.74	\$ -	\$ 8.74
50	33347	BERUBE, GEORGE	\$ 530.70	\$ -	\$ 530.70
50	18675	BIRCH HILL TERRACE	\$ 8.54	\$ -	\$ 8.54
50	32530	BLACK WATER FIRE PROTEC	\$ 126.25	\$ -	\$ 126.25
50	33834	BOND, JASON	\$ 126.19	\$ 5.44	\$ 120.75
50	33712	BOURGEOIS, RICHARD	\$ 1.45	\$ -	\$ 1.45
50	33428	BOWES, DOUGLAS	\$ 7.44	\$ -	\$ 7.44
50	32123	BRACCIO, ZENANDRE S.	\$ 193.84	\$ -	\$ 193.84
50	32585	BROWN, JEREMY	\$ 12.54	\$ -	\$ 12.54
50	31636	BUZZELL, JAMES	\$ 86.14	\$ -	\$ 86.14
50	32642	CABALLERY CONSTRUCTION	\$ 53.81	\$ -	\$ 53.81
50	33702	CAMONA, JESUS	\$ 0.14	\$ -	\$ 0.14
50	33589	CATALDO, LEWIS	\$ 22.84	\$ -	\$ 22.84
50	33278	CERATO, JOSEPH	\$ 82.70	\$ -	\$ 82.70

City of Manchester NH - Receivables
Over 90 Days as of 7/11/2022

TYPE	CUST ID	NAME	TOTAL	CURRENT - 90 DAYS DUE	OVER 90 DAYS DUE
50	32868	CHENEVERT, PATTI	\$ 80.00	\$ -	\$ 80.00
50	6360	CLATANOFF, THOMAS	\$ 0.47	\$ -	\$ 0.47
50	11616	CONSOLIDATED COMMUNICAT	\$ 6.00	\$ -	\$ 6.00
50	32757	CORCORAN, JEFFREY	\$ 27.75	\$ -	\$ 27.75
50	33375	COSTA, LISA	\$ 20.12	\$ -	\$ 20.12
50	31952	CUMMINGS, STEPHEN	\$ 73.16	\$ -	\$ 73.16
50	32758	CYR, SYNDEE	\$ 55.00	\$ -	\$ 55.00
50	33726	DEAN, JORDAN	\$ 66.77	\$ 3.68	\$ 63.09
50	33430	DELGRECO, JESSE	\$ 337.19	\$ -	\$ 337.19
50	33023	DELISLE, VIVIAN	\$ 55.00	\$ -	\$ 55.00
50	31953	DESJARLAIS, STEPHEN	\$ 51.22	\$ -	\$ 51.22
50	33807	DINSMOOR, BRANI	\$ 50.09	\$ 2.84	\$ 47.25
50	28287	DOUGLAS, THOMAS	\$ 18.60	\$ -	\$ 18.60
50	32536	DROUIN, JOHN	\$ 141.10	\$ -	\$ 141.10
50	7031	DUPONT, PIERRE	\$ 94.84	\$ 94.50	\$ 0.34
50	217	EASTER SEALS NH INC	\$ 459.89	\$ 458.25	\$ 1.64
50	31144	EAVES, JOSHUA	\$ 44.20	\$ -	\$ 44.20
50	32524	EVERGREEN MANAGEMENT GR	\$ 767.17	\$ 727.79	\$ 39.38
50	3127	EVERSOURCE	\$ 1,254.72	\$ 1,221.00	\$ 33.72
50	33348	FABRIZIO, ANTHONY	\$ 68.40	\$ -	\$ 68.40
50	33750	FALCONERY, CRUZ	\$ 67.45	\$ 3.76	\$ 63.69
50	33216	FELT, WILLIAM	\$ 69.33	\$ -	\$ 69.33
50	33740	FODEN, JOSEPH	\$ 54.45	\$ 1.36	\$ 53.09
50	33021	FOURNIER, NOAH	\$ 136.78	\$ -	\$ 136.78
50	32675	FREEMAN, JOE	\$ 109.95	\$ -	\$ 109.95
50	33477	FREITAS, ANTONIO	\$ 5.24	\$ -	\$ 5.24
50	33545	FROST, CHARITY	\$ 1.28	\$ -	\$ 1.28
50	32192	FURMAN, DAVID	\$ 82.29	\$ -	\$ 82.29
50	32348	GADSBY, DAVID	\$ 64.90	\$ -	\$ 64.90
50	33201	GARCIA, SERGIO	\$ 25.61	\$ -	\$ 25.61
50	31599	GAUDET, SCOTT J.	\$ 66.65	\$ -	\$ 66.65
50	33594	GAUTHIER, DIANA	\$ 65.72	\$ -	\$ 65.72
50	31031	GAW, ADAM K.	\$ 192.74	\$ -	\$ 192.74
50	33416	GEORGE, ELIZABETH	\$ 55.00	\$ -	\$ 55.00
50	18258	GIAKOUMAKIS, MARIA LAMB	\$ 53.37	\$ 48.75	\$ 4.62
50	31954	GINGRAS, ROBERTA	\$ 194.50	\$ -	\$ 194.50
50	33376	GOLDEN, CHRISTOPHER	\$ 80.48	\$ -	\$ 80.48
50	33283	GRAMOLINI, JEANELLE	\$ 42.65	\$ -	\$ 42.65
50	3148	HANOVER HILL SIDING	\$ 339.89	\$ 339.50	\$ 0.39
50	31053	HENDRICKS, JAMES	\$ 16.84	\$ -	\$ 16.84
50	33480	HERNANDEZ, JOSE SANTIAG	\$ 12.25	\$ -	\$ 12.25
50	31533	HILARY, HENRY	\$ 23.42	\$ -	\$ 23.42
50	33882	HILBERT, BION	\$ 58.27	\$ 2.52	\$ 55.75
50	32370	HINSE, BRYAN	\$ 219.90	\$ -	\$ 219.90
50	33145	HOOKE, KEN	\$ 113.15	\$ -	\$ 113.15
50	11438	HOOKESETT PAVING CO	\$ 1,666.50	\$ 1,654.25	\$ 12.25
50	33494	HOWARD, KEVIN	\$ 15.25	\$ -	\$ 15.25
50	33110	INO, ALEX	\$ 5.32	\$ -	\$ 5.32
50	33332	JACOB, TRACY	\$ 5.57	\$ -	\$ 5.57
50	32516	JACOME, AUGUSTUS	\$ 75.15	\$ -	\$ 75.15
50	32983	JENSEN, AMY	\$ 42.24	\$ -	\$ 42.24
50	33200	JOHNSON, CORDERO	\$ 70.81	\$ -	\$ 70.81
50	32676	KARGBO, ALHAJI	\$ 64.90	\$ -	\$ 64.90
50	33482	KASEY, LAWRENCE	\$ 76.80	\$ -	\$ 76.80
50	33427	KELLEY, PATRICK	\$ 1.13	\$ -	\$ 1.13
50	33591	KIMBALL, DANA	\$ 87.04	\$ -	\$ 87.04
50	33755	KNEE, MICHAEL	\$ 5.40	\$ 0.32	\$ 5.08
50	33302	KRUGER, MARK	\$ 1.07	\$ -	\$ 1.07
50	33815	LABRIE, NICHOLAS	\$ 51.96	\$ 2.96	\$ 49.00
50	33756	LACASSE, JOSEPH	\$ 5.40	\$ 0.32	\$ 5.08
50	33721	LAForge, PHILIP	\$ 9.53	\$ 0.52	\$ 9.01
50	33131	LAINCY, JEAN	\$ 23.29	\$ 5.00	\$ 18.29
50	32505	LANDRY, BRANDON	\$ 26.72	\$ -	\$ 26.72
50	33809	LAVALLEE, ROBERT	\$ 133.56	\$ 7.56	\$ 126.00
50	32724	LEDGEVIEW COMMERCIAL PA	\$ 799.02	\$ 778.25	\$ 20.77
50	31052	LEMONS, KEVIN	\$ 71.10	\$ -	\$ 71.10
50	17579	LODI TRUST	\$ 56.83	\$ -	\$ 56.83
50	32483	LOGIACCCO, FRANCESCO	\$ 13.33	\$ -	\$ 13.33
50	33327	LUCE, VICTOR	\$ 174.70	\$ -	\$ 174.70
50	32283	MACDONALD, STANLEY	\$ 371.59	\$ 14.92	\$ 356.67
50	2545	MANCHESTER FACILITIES D	\$ 254.00	\$ -	\$ 254.00
50	2557	MANCHESTER WATER WORKS	\$ 41,030.39	\$ 37,920.56	\$ 3,109.83

City of Manchester NH - Receivables
Over 90 Days as of 7/11/2022

TYPE	CUST ID	NAME	TOTAL	CURRENT - 90 DAYS DUE	OVER 90 DAYS DUE
50	32522	MAROTTO, DAVID	\$ 124.35	\$ -	\$ 124.35
50	32778	MARSH, KELLY	\$ 30.00	\$ -	\$ 30.00
50	33758	MARTINEAU, WAYNE	\$ 48.65	\$ 2.72	\$ 45.93
50	32385	MARTINEZ, CHRISTINE	\$ 85.01	\$ -	\$ 85.01
50	33610	MCKINNON, JEFFREY	\$ 79.00	\$ -	\$ 79.00
50	33406	MCLANE, LAWRENCE	\$ 0.52	\$ -	\$ 0.52
50	8659	MCLAURIN ENTERPRISE	\$ 1,130.98	\$ 1,082.00	\$ 48.98
50	33483	METCALF, MICHAEL	\$ 38.40	\$ -	\$ 38.40
50	33377	METHE, WADE	\$ 12.29	\$ -	\$ 12.29
50	16490	METROPOLIS PROPERTY MAN	\$ 975.27	\$ 974.25	\$ 1.02
50	33722	MIELE, KAYLA	\$ 12.83	\$ 0.72	\$ 12.11
50	21692	MILL CITY ENERGY MICHAEL	\$ 10.13	\$ 7.00	\$ 3.13
50	31641	MILTNER, ERIC	\$ 27.40	\$ -	\$ 27.40
50	33476	MONDO, BAH	\$ 208.22	\$ -	\$ 208.22
50	33379	PICARD, SCOTT	\$ 78.11	\$ -	\$ 78.11
50	30231	PRO LINE COMPANIES, LLC	\$ 2.60	\$ -	\$ 2.60
50	31767	PRUSUTAM, NEPAL	\$ 119.26	\$ -	\$ 119.26
50	33339	QUINN, RYAN	\$ 70.81	\$ -	\$ 70.81
50	33810	RAMADHANI, KIKI	\$ 179.95	\$ 10.20	\$ 169.75
50	30809	RAYMOND, JAMES	\$ 61.88	\$ -	\$ 61.88
50	33143	REAGAN, RYAN	\$ 42.65	\$ -	\$ 42.65
50	8881	RED OAK PROPERTY MANAGE	\$ 1,193.32	\$ 1,190.00	\$ 3.32
50	32744	RENT A CENTER	\$ 1.08	\$ -	\$ 1.08
50	33125	RIVERA, JOSHUA	\$ 48.54	\$ -	\$ 48.54
50	32269	ROBICHAUD, DENNIS	\$ 115.46	\$ -	\$ 115.46
50	31187	ROBINSON, JOSHUA	\$ 151.79	\$ -	\$ 151.79
50	33146	ROSSMAN, ALEXEXIS	\$ 5.32	\$ -	\$ 5.32
50	25009	ROTO-ROOTER OF NH	\$ 531.77	\$ 530.25	\$ 1.52
50	33598	ROUSSEAU, DUSTIN	\$ 1.10	\$ -	\$ 1.10
50	32908	RUIZ, JORGE	\$ 180.00	\$ -	\$ 180.00
50	33383	RUSSELL HARDING PROPERT	\$ 290.55	\$ -	\$ 290.55
50	32911	SALAMANCA, JESUS	\$ 166.25	\$ -	\$ 166.25
50	33553	SCHAAF, BARRY	\$ 10.82	\$ -	\$ 10.82
50	32478	SCI EXCAVATING LLC.	\$ 163.35	\$ -	\$ 163.35
50	32909	SHABAKA, SHERIF	\$ 77.00	\$ -	\$ 77.00
50	32741	SILVENT, JOHN	\$ 70.85	\$ -	\$ 70.85
50	33207	SILVER ENVIRONMENTAL	\$ 476.52	\$ 468.75	\$ 7.77
50	33331	SOLER, LUIS	\$ 5.32	\$ -	\$ 5.32
50	8277	ST CYR, JOSEPH	\$ 386.25	\$ 381.25	\$ 5.00
50	33217	STANELY, SEAN	\$ 43.78	\$ -	\$ 43.78
50	4091	STATE OF NEW HAMPSHIRE	\$ 60,915.73	\$ 23,803.11	\$ 37,112.62
50	5502	STEWART PROPERTY MANAGE	\$ 1,872.16	\$ 1,851.25	\$ 20.91
50	32746	TIERNEY, DOUGLAS	\$ 35.27	\$ -	\$ 35.27
50	31855	TOSADO-NIEVES, PABLO	\$ 107.25	\$ -	\$ 107.25
50	33764	TRUDEAU, PAUL	\$ 28.20	\$ 1.56	\$ 26.64
50	32480	TURSKI, TODD	\$ 108.15	\$ -	\$ 108.15
50	33725	VIGO, ALEJANDRO	\$ 1.13	\$ -	\$ 1.13
50	33556	WRIGHT, MARCUS	\$ 58.17	\$ -	\$ 58.17
50	31030	YOUNG, DAVID	\$ 34.18	\$ -	\$ 34.18
50	33885	YOUNG, JOHN	\$ 63.76	\$ 2.76	\$ 61.00
50	32947	ZENANDRE, BRACCIO	\$ 180.36	\$ -	\$ 180.36
50	32407	ZLOTRG, ALDIN	\$ 197.75	\$ -	\$ 197.75
50	33763	ZONA, NICHOLAS	\$ 50.55	\$ 2.84	\$ 47.71
50	33307	ZUKANOVIC, ALAN	\$ 177.39	\$ 9.76	\$ 167.63
50 & 51 - HIGHWAY TOTALS			\$ 124,307.30	\$ 73,612.47	\$ 50,694.83
52	25446	844 ELM ST. LLC	\$ 2,635.00	\$ 2,295.00	\$ 340.00
52	33277	AGUIAR, WELLINGTON	\$ 120.00	\$ -	\$ 120.00
52	26464	ANDERSON, MELISSA	\$ 120.90	\$ -	\$ 120.90
52	31834	ANDREW, CLAUS J.	\$ 255.00	\$ -	\$ 255.00
52	33264	BANFIELD, SAMANTAH	\$ 120.00	\$ -	\$ 120.00
52	32931	BARROWS, BECKY	\$ 222.49	\$ -	\$ 222.49
52	33606	BEDARD, TERA	\$ 340.00	\$ 85.00	\$ 255.00
52	33151	BROWN, ERIC	\$ 165.00	\$ -	\$ 165.00
52	31542	BYRNE, KAREN	\$ 113.32	\$ -	\$ 113.32
52	33638	CAHALANE, KATHLEEN	\$ 117.47	\$ 6.64	\$ 110.83
52	25382	CALIFARNO, SHARON	\$ 110.00	\$ -	\$ 110.00
52	33618	CASTAGNINO, ALICIA	\$ 231.62	\$ 65.79	\$ 165.83
52	12388	COZZENS, MARY	\$ 120.00	\$ -	\$ 120.00
52	29721	CRUZ, ZAMAIRA	\$ 55.00	\$ -	\$ 55.00
52	31099	CURTIS, RICKY	\$ 145.00	\$ -	\$ 145.00
52	33620	DAVIS, JAY	\$ 252.60	\$ 71.70	\$ 180.90
52	31157	DEKORNE, CATHERINE	\$ 120.00	\$ -	\$ 120.00

City of Manchester NH - Receivables
Over 90 Days as of 7/11/2022

TYPE	CUST ID	NAME	TOTAL	CURRENT - 90 DAYS DUE	OVER 90 DAYS DUE
52	30960	DIETER, DAVID	\$ 121.80	\$ -	\$ 121.80
52	33303	DION, MICHELLE	\$ 340.00	\$ -	\$ 340.00
52	238	ECKHARDT & JOHNSON	\$ 297.61	\$ 246.21	\$ 51.40
52	33509	FALSTEIN, MACK	\$ 255.00	\$ 85.00	\$ 170.00
52	32969	FARGO, MICHAEL	\$ 225.81	\$ -	\$ 225.81
52	32248	GALGANO, MICHAEL	\$ 165.00	\$ -	\$ 165.00
52	33462	GHANAYEM, ABDUL	\$ 255.00	\$ -	\$ 255.00
52	33498	GODIN, JANELLE	\$ 66.30	\$ 3.60	\$ 62.70
52	33771	GONZALES, ELIJAH	\$ 255.00	\$ 170.00	\$ 85.00
52	20842	GRICE, THOMAS	\$ 113.32	\$ -	\$ 113.32
52	31880	HARPER, GERALD	\$ 57.49	\$ 2.49	\$ 55.00
52	33234	HARRINGTON, IRENE	\$ 85.00	\$ -	\$ 85.00
52	33317	HART, JEREMY	\$ 255.00	\$ -	\$ 255.00
52	31900	JOHNSON, ERIN N.	\$ 255.00	\$ -	\$ 255.00
52	31169	JOHNSON, JASON	\$ 170.00	\$ -	\$ 170.00
52	6384	JOHNSON, KAREN	\$ 85.00	\$ -	\$ 85.00
52	32618	KARPEL, PAUL	\$ 85.00	\$ -	\$ 85.00
52	33373	LANNAN, DANIEL	\$ 69.00	\$ 3.60	\$ 65.40
52	33443	LEGAULT, NICKOLIS	\$ 340.00	\$ -	\$ 340.00
52	32249	LLAMA, FRANK III	\$ 111.66	\$ -	\$ 111.66
52	33172	Lligvichuzhan, JOHN	\$ 85.00	\$ -	\$ 85.00
52	29557	LORENA'S CANTINA	\$ 113.30	\$ -	\$ 113.30
52	33384	MACCORMACK, DOUG	\$ 63.30	\$ 3.32	\$ 59.98
52	32787	MACLAUGHLIN, VICTORIA	\$ 60.00	\$ -	\$ 60.00
52	32761	MADHUMITHA, GOKA	\$ 85.00	\$ -	\$ 85.00
52	31989	MARTIN, MIRANDA	\$ 255.00	\$ -	\$ 255.00
52	33141	MARTINAGE, PAUL	\$ 0.10	\$ 0.05	\$ 0.05
52	32287	MCCARTHY, JAMES	\$ 85.00	\$ -	\$ 85.00
52	30420	MCKINNEY, MONICA	\$ 60.00	\$ -	\$ 60.00
52	32764	MILLER, LEE	\$ 60.00	\$ -	\$ 60.00
52	33305	MWANGI, VICTOR	\$ 175.00	\$ -	\$ 175.00
52	31723	NAZARALI, MILA	\$ 62.70	\$ -	\$ 62.70
52	33525	NEMECEK, ANDREA	\$ 85.00	\$ -	\$ 85.00
52	31297	OGLEBAY, MISSY	\$ 60.00	\$ -	\$ 60.00
52	18443	OTIS, MARK	\$ 55.00	\$ -	\$ 55.00
52	32291	PALAZZO, ELIZABETH	\$ 220.00	\$ -	\$ 220.00
52	32045	PALAZZOLA, JESSICA	\$ 85.00	\$ -	\$ 85.00
52	32616	PAOLINI, LISA	\$ 340.00	\$ -	\$ 340.00
52	32183	PEREIRA, JUSTIN	\$ 180.00	\$ -	\$ 180.00
52	31427	PROVENCHER, EMILY	\$ 170.00	\$ -	\$ 170.00
52	31830	RATCHFORD, ASHLEY	\$ 85.00	\$ -	\$ 85.00
52	31786	RITCHE, JENNI	\$ 180.00	\$ -	\$ 180.00
52	33153	SCHUNEMANN, EDMUND	\$ 256.20	\$ 14.40	\$ 241.80
52	33411	SCHUYLER, BRADLEY	\$ 3.60	\$ -	\$ 3.60
52	30959	SOUCY, JOEL	\$ 425.00	\$ -	\$ 425.00
52	33259	STACKPOLE, ANTHONY	\$ 200.24	\$ 8.64	\$ 191.60
52	11528	STRANGE, KAT	\$ 190.80	\$ -	\$ 190.80
52	33745	TOWER, THOMAS	\$ 255.00	\$ 170.00	\$ 85.00
52	32341	TROIANI, GAYLE	\$ 60.90	\$ -	\$ 60.90
52	31933	TSERONIS, ALEXANDRA	\$ 255.00	\$ -	\$ 255.00
52	25595	TSERONIS, ERIN	\$ 255.00	\$ -	\$ 255.00
52	25603	WHALEN, LAURA	\$ 85.00	\$ -	\$ 85.00
52 - PARKING TOTALS			\$ 13,402.53	\$ 3,231.44	\$ 10,171.09
65	946	MANCHESTER SCHOOL ATHLE	\$ 40,836.55	\$ 28,562.34	\$ 12,274.21
65	32405	MIKE RYANS GOLF & LEARN	\$ 1,231.88	\$ 1,224.51	\$ 7.37
65	64-65	SCHOOL ADMINISTRATIVE U	\$ 20,907.18	\$ 7,356.70	\$ 13,550.48
65 - PARKS & RECREATION TOTALS			\$ 62,975.61	\$ 37,143.55	\$ 25,832.06
GRAND TOTALS			\$ 5,115,505.38	\$ 4,143,117.99	\$ 972,387.39

Submission for Solicitors Review

Account in Collections

**City of Manchester - Accounts Receivable
Submissions for Solicitor's Review**

Sent to Solicitor	Dept	Customer Name	Invoice Dates	Original Amount	Remaining Balance	Finance Charges	Total Outstanding	Explanation / Determination
3/29/2018	CE	Ahmedamin, Sandra	7/17/2017	\$ 1,150.00	\$ 1,150.00	\$ 86.25	\$ 1,236.25	Paying court approved \$50/month payment until full debt satisfied. 3/9/20 \$200 Overdue payment received.
4/27/2018	CE	Panourgias, Maria	5/12/2017	\$ 1,580.00	\$ 1,580.00	\$ 165.90	\$ 1,745.90	Paying court approved \$50/month payment until full debt satisfied.
8/6/2021	Fire	79 Carl Dr Realty LLC.	various	\$ 2,700.00	\$ 1,080.00	\$ -	\$ 1,080.00	Remaining \$1,080 is beyond statute of limitations and not collectable - Write-off recommended
8/6/2021	Fire	Four on Elm LLC	1/13/2021	\$ 1,080.00	\$ 1,080.00	\$ -	\$ 1,080.00	Debtor stated they would pay, check not received. 7/6/22
9/28/2021	Airport	Legacy Airways Cargo	various	\$ 46,961.61	\$ 46,961.61	\$ -	\$ 46,961.61	Making periodic payments
12/7/2021	MPD	Whiskey's 20	various	\$ 1,290.00	\$ 1,290.00	\$ -	\$ 1,290.00	MPD resending invoices to address provided by Solicitors

All accounts determined to be uncollectable by collections >\$1,000 sent to City Solicitor

Payment Received



Sharon Y. Wickens
Finance Officer

Michele A. Bogardus
Deputy Finance Officer

CITY OF MANCHESTER

Finance Department

July 11, 2022

Committee on Accounts, Enrollment & Revenue Administration
C/o Matthew Normand,
City Clerk
One City Hall Plaza
Manchester, NH 03101

RE: 4th Quarter Fiscal Year 2022 Write-off List

Dear Honorable Committee Members,

Attached are the write-off submissions for the 4th quarter of fiscal year 2022. This Fire Department customer paid their \$1,080 January 1, 2020 invoice by court order. After review by the Solicitor's office it was determined that the 2018 and 2019 invoices exceeded the statute of limitations and therefore should be written-off.

Every effort is made to collect receivables, however some inevitably become uncollectable and must be written-off in accordance with Generally Acceptable Accounting Practices (GAAP). We request authorization to write these receivables off.

Please let me know if you have any questions or require any additional information.

Respectfully submitted,

Michele Bogardus
Deputy Finance Officer

Enc.

**City of Manchester
Accounts Receivable
Write-Offs - 4th Qtr FY22**

Dept.	Customer Name	Customer Number	Invoice Number	Invoice Date	Invoice Original Amount	Invoice Open Amount	Recommendation
Fire:							
FIRE ALARM USER FEE	79 CARL DR REALTY LLC	30122	1019196	1/1/18	\$ 540.00	\$ 540.00	Court Order - Paid \$1,080 1/1/2020 Invoice - Remaining \$1,080 is beyond statute of limitations and not collectable - Write-off recommended
			1032534	1/1/19	540.00	540.00	
					<u>\$ 1,080.00</u>	<u>\$ 1,080.00</u>	
					<u>\$ 1,080.00</u>	<u>\$ 1,080.00</u>	

Totals

Write-off History		
FY	Number of Accounts	Total Amount
FY13	46	\$ 19,080.48
FY14	64	\$ 35,080.98
FY16	13	\$ 15,321.98
FY17	10	\$ 11,092.86
FY18	66	\$ 24,494.11
FY19	87	\$ 31,832.01
FY20	35	\$ 7,733.89
FY21	42	\$ 9,753.36
FY22	12	\$ 15,291.98



Sharon Y. Wickens
Finance Officer

Michele A. Bogardus
Deputy Finance Officer

CITY OF MANCHESTER
Finance Department

June 23, 2022

Board of Mayor and Alderman
C/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03101

Attention: Alderman Mary Sullivan Heath
Chairman, Committee on Accounts

Subject: ALS Response Reserve Account

Dear Alderman Heath:

I respectfully request the attached "ALS Response Reserve Account" be established wherein the Fire Department may deposit funds received for billable ALS responses. The Fire Chief, with BMA approval, may use any available balance in this reserve for EMS training as well as the purchase of supplies or equipment relating to the ALS Response Program.

Both Finance and Fire staff will be available for discussion at the July Committee on Accounts meeting. In the meantime, if you have any questions please do not hesitate to contact me.

Very truly yours,

Sharon Y. Wickens
Finance Officer

Cc: Andre Parent

Andre R. Parent
Chief of Department



Matthew A. K. Lamothe
Assistant Chief

City of Manchester

Fire Department

ALS Response Reserve Account

- (A)** There is hereby established within the general fund an ALS Response reserve account wherein the fire department may deposit funds. All revenues received for billable ALS responses shall be deposited into the ALS Response reserve account.
- (B)** The Fire Chief may, subject to the approval of the Board of Mayor and Aldermen, use the balance of the ALS Response reserve account to fund EMS training opportunities as well as purchasing supplies and equipment related to the ALS Response Program. No available balance in the ALS Response reserve account shall be utilized for any purpose other than those arising from the costs associated with the ALS Response Program without the specific approval of two-thirds of the Aldermen-elect.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the ordinance amendment to Chapter 33.080 Military Service to include employees who have not passed probation be approved and referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Harmond". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Clerk of Committee

Kathleen Ferguson
Human Resources Director



CITY OF MANCHESTER Human Resources Department

April 12, 2022

Alderman Kevin Cavanaugh, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Chair Cavanaugh and HRIC Members:

The Manchester Police Department has a **probationary employee** (employed less than six (6) month's), who is on military service leave and not eligible for paid time off. Ordinance 33.080 states:

33.080 MILITARY SERVICE.

(A) Any employee who holds a position that is expected to continue indefinitely or for a significant period of time or official of the city who is a member of the National Guard or of a reserve component of the armed forces of the United States shall be entitled to military leave... Employees and officials who are eligible for paid time off shall be entitled to 20 days of paid military leave per training year (October 1 to September 30) to engage in temporary active duty or to attend military funerals when such duty is in conflict with the employee's or official's work schedule.

Currently, the ordinance does not include employees who have not passed probation.

Human Resources requests removing "who are eligible for paid time off" so the ordinance reads, ***"Employees and officials shall be entitled to 20 days of paid military leave per training year (October 1 to September 30) to engage in temporary active duty or to attend military funerals when such duty is in conflict with the employee's or official's work schedule."***

Police Chief Aldenberg, Fire Chief Parent, and Public Health Director Anna Thomas also recommend this revision for ordinance 33.080.

Respectfully submitted,

Kathleen Ferguson, PHR, SHRM-CP
Human Resources Director

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
FAX: (603) 628-6065

E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov

City of Manchester *New Hampshire*

In the year Two Thousand and twenty-two

AN ORDINANCE

“Amending Chapter 33: Military Service of the Code of Ordinances of the City of Manchester by amending language under §33.080 (A)”

Be it Ordained, by the Board of Mayor and Alderman of the City of Manchester, as follows:

SECTION 33.080 MILITARY SERVICE to be amended as follows:

A. Any employee who holds a position that is expected to continue indefinitely or for a significant period of time or official of the city who is a member of the National Guard or of a reserve component of the armed forces of the United States shall be entitled to military leave when such duty is in conflict with the employee’s or official’s regular work schedule. Employees and officials ~~who are eligible for paid time off~~ shall be entitled to 20 days of paid military leave per training year (October 1 to September 30) to engage in temporary active duty or to attend military funerals when such duty is in conflict with the employee’s or official’s work schedule.

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.