

# CAPITAL RESERVE FUNDS

Date of Council approval	Capital Reserve Name & Resolution #	Notes
10/21/1985	Self-Insurance 5836	
1/19/1987	Landfill Closure 5906	
1/19/1987	Durgin Block 5906	
7/10/1995	Highway 6570	
7/10/1995	Economic Development 6572	
1/19/1987	Revaluation 5906	
5/18/1998	53rd Week 6824	Zero balance principal and interest
6/22/1998	Equipment 6859	
1/11/1999	Mountain Green 6908	
12/14/1998	Fire Apparatus Replacemt 6901	
12/14/1998	Downtown Economic Dev 6901	
3/13/2006	SVMS Project	Zero balance principal and interest; don't have resolution
12/13/2010	Education & Training 8427	
12/13/2010	Building Improvements 8427	
12/13/2010	Parks and Grounds 8427	
12/12/2011	Water Fund Fuel Reserve 8517	
6/11/2012	Water Investment Fee 8575	
6/11/2012	Wastewater Investment Fee 8576	
1/14/2013	ERIP 8628	
7/11/2016	Recreation Reserve 8935	
11/14/2016	Community Improvement 8953	
8/9/2021	Opioid Reserve 9394	
7/10/2023	Assessing Reserve 9568	
2/13/2023	Bridge Reserve 9537	
12/11/2023	Technology Reserve 9605	
6/10/2024	Special Events 9650	
3/11/2024	Sidewalk Res 9627	
1/8/2024	Human Resources 9608	

# CITY OF CONCORD

## RESOLUTION

In the year of our Lord one thousand nine hundred and eighty-five  
AUTHORIZING THE ESTABLISHMENT OF A TRUST FUND FOR SELF-INSURANCE  
PURPOSES.

The City of Concord resolves as follows:

WHEREAS, the City in 1983, 84 and 85 appropriated sums of money for the  
purposes of establishing a reserve fund for self-insurance  
purposes, and

WHEREAS; the Finance Director and City Manager have recommended that  
this self-insurance reserve should now be placed in a position  
where it will better serve the purpose of providing long-term  
benefits to the City's Risk Management Program, and

WHEREAS, RSA 31:19-a, the City may establish a Trust Fund for "Any  
other public purpose that is not foreign to their institution  
or incompatible with the objects of their organization."

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Concord that;

(1) all sums previously and hereafter appropriated for self-insurance

purposes shall be remitted to the Trustees of Trust Funds

(2) such sums transferred shall be placed in a fund entitled

"Self-Insured Retention",

(3) Trust funds will be established as an expendable Trust Funds to  
the extent necessary,

(4) all interest accruing to the benefit of this Trust shall be provided  
for the same purpose.

(5) this resolution shall take effect upon its passage.

In City Council  
October 21, 1985  
Passed.

Attest:

*Elizabeth Campbell*

# CITY OF CONCORD

*In the year of our Lord one thousand nine hundred and eighty-six*

## RESOLUTION

FIXING AND DETERMINING THE AMOUNT OF MONEY TO BE APPROPRIATED BY THE CITY OF CONCORD FOR THE FISCAL YEAR ENDING DECEMBER 31, 1987, AND ELIMINATING THE RESIDENT TAX IN THE CITY OF CONCORD.

The City of Concord resolves as follows:

### Section 1: General Fund

That there be appropriated the sum of \$19,803,987  
~~for general purposes as detailed in the 1987 Proposed Budget~~  
 recommended to the City Council by the City Manager as  
 summarized below:

### 1987 GENERAL FUND BUDGET SUMMARY

<u>APPROPRIATIONS</u>	<u>1987 MANAGER PROPOSED</u>	<u>COUNCIL ADOPTED</u>
Administration	\$ 1,402,115	\$ 1,402,115
Public Safety	6,803,888	6,860,618
Public Works	4,042,920	4,042,920
Planning/Development	268,465	286,265
Leisure/Information Services	1,591,930	1,593,430
Human Resources	646,818	643,318
Miscellaneous/Judicial	1,967,510	2,040,521
Capital Outlay	911,800	719,800
Debt Service	1,665,000	1,665,000
Reserve for Overlay and War Service Credit	<u>550,000</u>	<u>550,000</u>
TOTAL	<u>\$19,850,446</u> =====	<u>\$19,803,987</u> =====
 <u>REVENUE</u>		
Miscellaneous	\$ 6,368,650	\$ 6,368,650
Surplus from Prior Year's Operation	<u>1,000,000</u>	<u>1,000,000</u>
Total Misc. and Surplus	7,368,650	7,368,650
Amount to be Raised by Taxation	<u>12,481,796</u>	<u>12,435,337</u>
TOTAL REVENUES	<u>\$19,850,446</u> =====	<u>\$19,803,987</u> =====

# CITY OF CONCORD

*In the year of our Lord one thousand nine hundred and eighty-six*

## RESOLUTION

FIXING AND DETERMINING THE AMOUNT OF MONEY TO BE APPROPRIATED BY THE CITY OF CONCORD FOR THE FISCAL YEAR ENDING DECEMBER 31, 1987, AND ELIMINATING THE RESIDENT TAX IN THE CITY OF CONCORD.

(Page 2 of 5)

**The City of Concord resolves as follows:**

That there shall be raised and there is hereby ordered to be raised on the ratable estates within the City the sum of ..... 12,435,337  
~~412,481,796~~  
to defray the necessary expenses and charges of the City for Fiscal Year 1987 which together with the sums which may be raised from other sources in the amount of .....\$ 6,368,650 as itemized in the 1987 Proposed Budget and together with unappropriated prior year funds in the amount of .....\$ 1,000,000 shall be appropriated as detailed in the 1987 Proposed Budget.

### Section 2: Parking Meter Fund

That there shall be appropriated the sum of .....\$ 414,430 for enforcement of the parking ordinances, maintenance of parking meters, operation and maintenance of off-street parking areas, and payment of bonds, notes, and interest and capital outlay as provided in the 1987 Proposed Budget.

Funds to meet said appropriation shall be derived from income and prior year fund balances of the Parking Meter Fund as provided in the 1987 Proposed Budget.

### Section 3: Sewer Enterprise Fund

That there shall be appropriated the sum of .....\$4,198,970 for operation and maintenance of the sanitary sewer system, wastewater treatment facilities necessary construction and replacements of sanitary sewer facilities and equipment and payment of bonds, notes and interest thereon and the Sewer Fund share of special assessments as provided in the 1987 Proposed Budget.

Funds to meet said appropriation shall be derived from income and prior year fund balances of the Sewer Fund as provided in the 1987 Proposed Budget.

# CITY OF CONCORD

*In the year of our Lord one thousand nine hundred and*

## RESOLUTION

*eighty-six*

FIXING AND DETERMINING THE AMOUNT OF MONEY TO BE APPROPRIATED  
BY THE CITY OF CONCORD FOR THE FISCAL YEAR ENDING DECEMBER 31,  
1987, AND ELIMINATING THE RESIDENT TAX IN THE CITY OF CONCORD.

*The City of Concord resolves as follows: (Page 3 of 5)*

### Section 4: Water Enterprise Fund

That there shall be appropriated the sum of .....\$3,370,562  
for the operation and maintenance of the water system, the  
water filtration facilities, necessary construction and  
replacements of water mains and other facilities and equip-  
ment, the payment of bonds, notes and interest thereon, and  
for the Water Fund share of special assessments as detailed  
in the 1987 Proposed Budget.

Funds to meet said appropriations shall be derived from  
water sales and other income and retained earnings of the  
Water Fund as provided in the 1987 Proposed Budget.

### Section 5: Beaver Meadow Golf Course Fund

That there shall be appropriated the sum of .....\$ 312,560  
for the operation and maintenance of the Golf Course,  
payment of bonds, notes and interest thereon, and capital  
outlay as provided in the 1987 Proposed Budget.

Funds to meet said appropriation shall be derived from  
income of the Municipal Golf Course as provided in the 1987  
Proposed Budget.

### Section 6: Douglas N. Everett Ice Skating Arena Fund

That there shall be appropriated the sum of .....\$ 188,000  
for the operation and maintenance of the Everett Arena,  
payment of bonds, notes and interest thereon, and capital  
outlay as provided in the 1987 Proposed Budget.

Funds to meet said appropriation shall be derived from income  
of the Arena facility as detailed in the 1987 Proposed Budget.

### Section 7: Equipment Replacement and Maintenance Fund (Internal Service)

That there shall be appropriated the sum of .....\$1,412,470  
for the replacement, operation and maintenance of vehicles  
and equipment.

Funds to meet the said appropriation shall be derived from  
capital reserve of the Public Works Equipment Operation,  
Maintenance and Replacement Fund, income from equipment  
rentals, and sale of surplus equipment.

# CITY OF CONCORD

*In the year of our Lord one thousand nine hundred and eighty-six*

## RESOLUTION

FIXING AND DETERMINING THE AMOUNT OF MONEY TO BE APPROPRIATED BY THE CITY OF CONCORD FOR THE FISCAL YEAR ENDING DECEMBER 31, 1987, AND ELIMINATING THE RESIDENT TAX IN THE CITY OF CONCORD.

*The City of Concord resolves as follows:* (Page 4 of 5)

### Section 8: Refuse Disposal Fund

That there shall be appropriated the sum of .....\$ 690,430  
for the operation and maintenance of the Refuse Disposal Fund, and capital outlay as provided in the 1987 Proposed Budget.

Funds to meet said appropriation shall be derived from income of the Refuse Disposal Fund as provided in the 1987 Proposed Budget.

### Section 9: Airport Fund

That there shall be appropriated the sum of .....\$ 114,230  
for the operation, maintenance and improvements to the Concord Municipal Airport as provided for in the 1987 Proposed Budget.

Funds to meet said appropriation shall be derived from income to the Concord Municipal Airport Fund as provided for in the 1987 Proposed Budget.

Section 10: That there shall be established a Capital Reserve Fund under RSA 35:1 for Property Reappraisal and that the balance of unutilized overlay from 1986 be transferred to the reserve account for this purpose.

Section 11: That there shall be established a Capital Reserve Fund under RSA 35:1 for Landfill closure purposes and that the balance of the Refuse Disposal Fund from 1986, in addition to the appropriation for 1987 be transferred to the reserve account for this purpose.

Section 12: That there shall be established a Capital Reserve Fund under RSA 35:1 for Durgin Block Capital Improvements and that the 1986 and 1987 Appropriation for that purpose be transferred to the reserve account for this purpose.

Section 13: That the previous twelve sections of this Resolution shall take effect on January 1, 1987.

# CITY OF CONCORD

*In the year of our Lord one thousand nine hundred and*

## RESOLUTION

*eighty-six*

FIXING AND DETERMINING THE AMOUNT OF MONEY TO BE APPROPRIATED  
BY THE CITY OF CONCORD FOR THE FISCAL YEAR ENDING DECEMBER 31,  
1987, AND ELIMINATING THE RESIDENT TAX IN THE CITY OF CONCORD.

*The City of Concord resolves as follows: (Page 5 of 5)*

Section 14: That:

A) pursuant to the provisions of RSA 72:1-C, the following question is presented to the City Council: "Shall we adopt the provisions of RSA 72:1-C which authorize any town or city to elect not to assess, levy, and collect a residential tax?"

B) if a majority of councilors present and voting on this question vote "yes", RSA 72:1-C shall apply within the City on April 1 following the approval of the question.

In City Council  
January 19, 1987  
Passed.

Attest:

  
City Clerk

# CITY OF CONCORD

In the year of our Lord one thousand nine hundred and  
ninety-five

## RESOLUTION

ESTABLISHING A CAPITAL RESERVE FUND FOR THE PURPOSE OF  
STREET PAVEMENT RESTORATION AND REPAIR, AND  
APPROPRIATING FUNDS FOR THIS PURPOSE.

The City of Concord resolves as follows:

- WHEREAS, the City has included in its Capital Improvement Program funds for the improvements to its highways and roads; and
- WHEREAS, the City has been unable to adequately invest in these projects over the past several years; and
- WHEREAS, the New Hampshire Revised Statutes Annotated under section 34:1 provide that a city may create a reserve for these purposes; and
- WHEREAS, the results of City General Fund operation for the year end 1994 are such that a reserve fund can be established from surplus.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that:

- 1) The sum of .....\$1,020,000  
be and is hereby appropriated as follows:

✓ 1-4095      General Fund  
Capital Reserve Fund For Street Pavement  
Restoration and Repair .....\$1,020,000  
40 - 890 - 120 - 915

- 2) Said sum to be made available from surplus from 1994 operation.
- 3) This amount be reflected upon the financial records and books of the City of Concord for the period ending December 31, 1994.
- 4) Sums may be added to this reserve from time to time as determined by the adoption of budgets or other similar Council action.
- 5) Sums collected in excess of budget for motor vehicle registration in the future are to be added to this reserve.
- 6) This resolution be effective upon its adoption.

In City Council

July 10 1995

Passed.

attest:

*Elizabeth Campbell*  
City Clerk



# CITY OF CONCORD

In the year of our Lord one thousand nine hundred and

ninety-five

## RESOLUTION

AUTHORIZING THE ESTABLISHMENT OF A CAPITAL RESERVE FUND FOR THE PURPOSE OF INVESTMENT IN AN OFFICE PARK, INDUSTRIAL PARK OR A CIVIC CENTER.

The City of Concord resolves as follows:

- WHEREAS, the City Council has established goals to support investment in the community in projects that enhance the quality of life in the community while providing for the growth of the local economy and increased revenues, both from taxes and other sources; and
- WHEREAS, the New Hampshire Revised Statutes Annotated under Section 34:1 provide that a city may create a reserve for these purposes; and
- WHEREAS, the results of City General Fund operation for the year end 1994 are such that a reserve fund can be established from surplus.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that:

- 1) The sum of.....\$480,000 be and is hereby appropriated as follows:

	<u>General Fund</u>	
1-5299	Capital Reserve for Office Park,	
	Industrial Park and Civic Center.....	\$480,000
	52 - 890-4 - 915	

- 2) Said sum to be made available from surplus from 1994 operation.
- 3) This amount be reflected upon the financial records and books of the City of Concord for the period ending December 31, 1994.
- 4) Sums may be added to this reserve from time to time by adoption of budgets or other similar Council action.
- 5) The Rooms and Meals Tax revenues collected by the City in excess of any amount received in 1994 are to be added to this fund in future years.
- 6) This resolution be effective upon its adoption.

In City Council

July 10 1995

Passed.

Attest:

*Elizabeth Campbell*  
City Clerk

Rooms + Meals:

1994	201,846.48
1995	298,78

Resolution No. 6824  
**CITY OF CONCORD**

In the year of our Lord one thousand nine hundred and Ninety-eight

**RESOLUTION**

APPROPRIATING THE SUM OF TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) FROM THE PROCEEDS OF THE SALE OF BEAR RIGHT FOR ESTABLISHMENT OF A RESERVE FUND FOR THE 53<sup>RD</sup> PAYWEEK IN 2001.

The City of Concord resolves as follows:

**WHEREAS**, there are fifty-three (53) payroll ending periods in the fiscal 2001 City budget; and

**WHEREAS**, this amounts to a 2% increase in expenditures over any year in which there are 52 weeks; and

**WHEREAS**, the City sold the Bear Right property, it obtained through a tax deeding, and realized revenue on the sale in the amount of \$1,243,000; and

**WHEREAS**, creation of a reserve in anticipation of this 53<sup>rd</sup> week would assist in maintaining tax rate and service stability during this occurrence.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

- 1) The sum of..... \$250,000  
be and is hereby transferred as follows:

General Fund

Transfer to Reserve for Payroll and Fringe Benefits..... 1-1999.9..... \$250,000

- 2) Funds for said project shall be made available from the proceeds of the sale of Bear Right. 1-29850

- 3) This resolution shall take effect upon its passage.

In City Council  
May 18, 1998  
sed

Attest:

*Sharon Riley, Deputy*

City Clerk

JH

JV # 6-111 + A

# CITY OF CONCORD

*In the year of our Lord one thousand nine hundred and ninety-eight*

**RESOLUTION**    FIXING AND DETERMINING THE AMOUNT OF MONEY TO BE  
APPROPRIATED BY THE CITY OF CONCORD FOR THE FISCAL YEAR  
1999 ENDING JUNE 30, 1999.

The City of Concord resolves as follows:

Section 1:        **General Fund**

\$29,705,740

That there be appropriated the sum of ..... ~~\$29,680,000~~

for general purposes as detailed in the F1999 Budget recommended to  
the City Council by the City Manager as summarized below:

## GENERAL FUND BUDGET

<u>APPROPRIATIONS</u>	<u>MANAGER PROPOSED</u>	<u>COUNCIL ADOPTED</u>
Administration	\$ 2,758,450	\$ 2,761,220
Public Safety	10,853,440	10,850,280
General Services	6,432,890	6,447,280
Planning and Development	942,950	939,790
Leisure Service	1,685,530	1,721,310
Human Services	1,115,510	1,114,630
Miscellaneous	1,441,800	1,421,800
Capital Outlay	1,177,090	1,177,090
Debt Service	<u>3,272,340</u>	<u>3,272,340</u>
 Total Appropriations	 29,680,000	 29,705,740
Reserve for Overlay and War Service Credits	<u>870,000</u>	<u>870,000</u>
 TOTAL	 <u>\$30,550,000</u>	 <u>\$30,575,740</u>

## REVENUE

Miscellaneous	\$ 11,995,000	\$12,020,740
Surplus from Prior Year's Operation	<u>950,000</u>	<u>950,000</u>
 Total Miscellaneous and Surplus	 12,945,000	 12,970,740
Amount to be Raised by Taxation	<u>17,605,000</u>	<u>17,605,000</u>
 TOTAL REVENUES	 <u>\$30,550,000</u>	 <u>\$30,575,740</u>

# CITY OF CONCORD

*In the year of our Lord one thousand nine hundred and ninety-eight*

**RESOLUTION**    **FIXING AND DETERMINING THE AMOUNT OF MONEY TO BE  
APPROPRIATED BY THE CITY OF CONCORD FOR THE FISCAL YEAR  
1999 ENDING JUNE 30, 1999.**

(Page 2 of 5)

That there shall be raised and there is hereby ordered to be raised on the ratable estates within the City the sum of .....	\$17,605,000
to defray the necessary expenses and charges of the City for Fiscal Year 1999 which together with the sum which may be raised from other sources in the amount of .....	\$12,020,740
as itemized in the Fiscal 1999 Proposed Budget and together with anticipated prior year undesignated fund balance in the amount of .....	\$11,995,000
shall be appropriated as detailed in the Fiscal 1999 Budget.	\$950,000

**Section 2:    Parking Meter Fund**

That there shall be appropriated the sum of .....	\$895,610
for enforcement of the parking ordinances; maintenance of parking meters; operation and maintenance of off-street parking areas; payment of bonds, notes and interest thereon; and capital outlay as provided in the Fiscal 1999 Budget.	

Funds to meet said appropriation shall be derived from income of the Parking Meter Fund as provided for in the Fiscal 1999 Budget

**Section 3:    Airport Fund**

That there shall be appropriated the sum of .....	\$235,630
for the operation, maintenance and improvements to the Concord Municipal Airport as provided for in the Fiscal 1999 Budget.	

Funds to meet said appropriation shall be derived from income to the Concord Municipal Airport Fund and General Fund subsidy as provided for in the Fiscal 1999 Budget.

**Section 4:    Miscellaneous Special Revenue Funds**

**Community Development Administration**

That there shall be appropriated the sum of .....	\$102,555
for Administration of the Community Development Program.	

Funds to meet said appropriation shall be made available from Community Development Grant funds or other funds as deemed appropriated by City Council.

## CITY OF CONCORD

*In the year of our Lord one thousand nine hundred and ninety-eight*

**RESOLUTION**    **FIXING AND DETERMINING THE AMOUNT OF MONEY TO BE  
APPROPRIATED BY THE CITY OF CONCORD FOR THE FISCAL YEAR  
1999 ENDING JUNE 30, 1999.**

(Page 3 of 5)

**Accounting Services Fund**

That there shall be appropriated the sum of ..... \$30,000  
for Administration of the Accounting Services Funds

Funds to meet said appropriation shall be made available from charges  
against grants, impact fees and trusts as permitted by contract or law  
up to 1%, but not less than \$500.

**Section 5:    Beaver Meadow Golf Course Fund**

That there shall be appropriated the sum of ..... \$656,890  
for the operation and maintenance of the Golf Course; payment of  
bonds, notes and interest thereon; and capital outlay as provided in the  
Fiscal 1999 Budget.

Funds to meet said appropriation shall be derived from income of the  
Municipal Golf Course as provided in the Fiscal 1999 Budget.

**Section 6:    Douglas N. Everett Ice Skating Arena Fund**

That there shall be appropriated the sum of ..... \$309,770  
for the operation and maintenance of the Everett Arena; payment of  
bonds, notes and interest thereon; and capital outlay as provided in the  
Fiscal 1999 Budget.

Funds to meet said appropriation shall be derived from income of the  
Arena facility and General Fund subsidy as detailed in the Fiscal 1999  
Budget.

**Section 7:    Water Enterprise Fund**

That there shall be appropriated the sum of ..... \$4,516,910  
for the operation and maintenance of the water system and the water  
filtration facilities; necessary construction and replacements of water  
mains and other facilities and equipment; payment of bonds, notes and  
interest thereon; and for the Water Fund share of special assessments  
as detailed in the Fiscal 1999 Budget. \$4,621,410

## CITY OF CONCORD

*In the year of our Lord one thousand nine hundred and ninety-eight*

**RESOLUTION**    **FIXING AND DETERMINING THE AMOUNT OF MONEY TO BE  
APPROPRIATED BY THE CITY OF CONCORD FOR THE FISCAL YEAR  
1999 ENDING JUNE 30, 1999.**

(Page 4 of 5)

Funds to meet said appropriations shall be derived from water sales and other income and retained earnings of the Water Fund as provided in the Fiscal 1999 Budget.

**Section 8:    Wastewater Enterprise Fund**

That there shall be appropriated the sum of .....  
for operation and maintenance of the sanitary sewer system and  
wastewater treatment facilities; necessary construction and replacement  
of sanitary sewer facilities and equipment and payment of bonds, notes  
and interest thereon; and the Sewer Fund share of special assessments  
as provided in the Fiscal 1999 Budget.

\$5,600,694  
~~\$5,555,534~~

Funds to meet said appropriation shall be derived from income and prior year fund balances of the Sewer Fund as provided in the Fiscal 1999 Budget.

**Section 9:    Solid Waste Fund**

That there shall be appropriated the sum of .....  
for the operation and maintenance of the Solid Waste Fund, and capital  
outlay as provided in the Fiscal 1999 Budget.

\$2,361,550

Funds to meet said appropriation shall be derived from income of the Solid Waste Fund, including the General Fund subsidy, as provided in the Fiscal 1999 Budget.

**Section 10    Equipment Maintenance and Replacement Funds  
(Internal Service)**

That there shall be appropriated the sum of .....  
for the operation and maintenance of vehicles and equipment;

\$664,970

That there shall be appropriated the sum of .....  
for the replacement of equipment.

\$358,000

# CITY OF CONCORD

*In the year of our Lord one thousand nine hundred and ninety-eight*

**RESOLUTION**    **FIXING AND DETERMINING THE AMOUNT OF MONEY TO BE APPROPRIATED BY THE CITY OF CONCORD FOR THE FISCAL YEAR 1999 ENDING JUNE 30, 1999.**

(Page 5 of 5)

Funds to meet said appropriation shall be derived from capital reserve of the Public Works Equipment Operation, Maintenance and Replacement Fund; income from equipment service; sale of surplus equipment; and inventory mark-up.

**Section 11:    Capital Projects Fund - General**

That there shall be appropriated the sum of ..... **\$1,516,225**  
in the Capital Projects Fund - General

Said sum to be made available as follows:

Transfer from Impact Fees	\$ 146,735
Transfer from Street Pavement Reserve	659,000
Transfer from General Fund:	
Highway Block Grant	300,000
General Fund	<u>410,490</u>
	<u>\$1,516,225</u>

**Section 12:**    There is hereby created under RSA 34, Capital Reserve Funds for Cities, a capital reserve fund for the replacement of vehicular and mobile equipment to be known as the Capital Reserve Fund for Equipment Replacement and there is transferred to said fund \$500,000 from the Capital Reserve for Property Revaluation created by resolution number #6571, adopted July 10, 1995.

**Section 13**    That this Resolution shall take effect on July 1, 1998.

*In City Council*  
**June 22, 1998**  
*Passed*

Attest:

*Sharon Perry*  
Acting City Clerk

# CITY OF CONCORD

30-15733

In the year of our Lord one thousand nine hundred and Ninety-eight

## RESOLUTION

APPROPRIATING THE SUM OF TEN THOUSAND DOLLARS (\$10,000) AND ESTABLISHING A CAPITAL RESERVE FUND FOR THE REPAIR, MAINTENANCE, AND REPLACEMENT OF THE SANITARY SEWER SYSTEM AT THE SO-CALLED MOUNTAIN GREEN DEVELOPMENT

The City of Concord resolves as follows:

**WHEREAS,** City Council having approved the take-over of the sanitary sewer system at the Mountain Green Subdivision and authorized the City Manager to enter into agreement for same; and

**WHEREAS,** there is a need to install telemetry to the facility; and

**WHEREAS,** said agreement requires the creation of a capital reserve fund for this purpose.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

- 1.) There be established a capital reserve fund in accordance with RSA 34 for the purpose of Repair, Maintenance and Replacement of the Sanitary Sewer System located in the Mountain Green Subdivision.
- 2.) That sums billed and collected pursuant to the agreement shall be deposited in said Reserve Fund along with other funds so authorized by City Council.
- 3.) There shall be appropriated the sum of .....\$10,000 as follows.

Wastewater Fund

Mountain Green Pump Station Improvements .....79-10302.....\$10,000 Add to current appn.

- 4.) Funds for said improvement are to be made available from the receipts for this Reserve Fund. 79-28225
- 5.) This resolution shall take effect upon its passage.

Arred

JH

In City Council  
January 11, 1999  
Passed

Attest: *Sharon Perry*  
City Clerk

JV#5-73



## CITY OF CONCORD

*In the year of our Lord one thousand nine hundred and ninety-eight*

**RESOLUTION** DESIGNATING AND RESERVING 1998 GENERAL FUND BALANCE, ESTABLISHING AND AMENDING PURPOSES FOR CERTAIN TRUST FUNDS, AND APPROPRIATING THE SUM OF TWO MILLION NINE HUNDRED THOUSAND DOLLARS (\$2,900,000) FOR TRANSFER TO THE RESERVE FUND ACCOUNTS.

*The City of Concord resolves as follows:*

**WHEREAS,** the City Council having adopted the recommendations of the Fiscal Policy Advisory Committee, as put forth in the 1998-1999 Fiscal Goals, particularly 6b and 24, which included a recommendation for the designation and reserving of 1998 General Fund balance, establishing and amending purposes for certain trust funds and authorizing the transfer of two million four hundred thousand dollars (\$2,400,000) to said various reserve funds; and

**WHEREAS,** there having been created in 1995 (pursuant to state RSA 34:1-a and resolutions numbered 6572 and 6570, adopted July 10, 1995) capital reserve funds for the purposes of Economic Development and Highway Improvements respectively; and

**WHEREAS,** the City's audit firm of Melanson and Heath have made a recommendation to delete section 5 of resolution 6570 thereby altering the manner in which funds are transferred to the so-called Highway Reserve; and

**WHEREAS,** there having been created in 1998 (pursuant to state RSA 34:1-a and resolution numbered 6859, adopted June 22, 1998) a capital reserve fund for the replacement of equipment; and

**WHEREAS,** City Council took action at the meeting of June 9, 1997 directing the creation of a fund in the amount of \$500,000 from the excess proceeds of the Durgin Block Tax Increment District for Downtown Economic Development which should be established as a capital reserve fund in accordance with RSA 34:1-a.

## CITY OF CONCORD

*In the year of our Lord one thousand nine hundred and ninety-eight*

**RESOLUTION** DESIGNATING AND RESERVING 1998 GENERAL FUND BALANCE, ESTABLISHING AND AMENDING PURPOSES FOR CERTAIN TRUST FUNDS, AND APPROPRIATING THE SUM OF TWO MILLION NINE HUNDRED THOUSAND DOLLARS (\$2,900,000) FOR TRANSFER TO THE RESERVE FUND ACCOUNTS.

Page 2

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

- 1) There be created Capital Reserve Funds, as provided for in RSA 34:1-a, in the Trust Funds of the City for:

Downtown Economic Development  
Fire Apparatus Replacement

- 2) The sum of.....\$2,900,000  
be and is hereby appropriated to be transferred to Trust Funds as follows:

Capital Reserve Funds

Reserve for an Office Park, Industrial Park or Civic Center	1-19896	\$ 500,000	JS
Street Pavement Restoration and Repair Reserve	1-14095	1,300,000	JS
Equipment Replacement Reserve	1-14900	300,000	JS
Fire Apparatus Replacement Reserve	1-14900	300,000	JS
Downtown Economic Development Reserve	40-19800	500,000	JS
Total		\$2,900,000	

- 3) Funds for said purpose shall be made available as follows:

1998 General Fund Balance	1-29980	\$2,400,000
Community Development Fund Balance(Durgin TIF)	40-29980	500,000
Total		\$2,900,000

- 4) The sum of Five Hundred Thousand Dollars be designated in addition to the present Three Million Dollars as Tax Stabilization Reserve of the General Fund. *Reserved in 6/30/98 CAFR*
- 5) Section 5 of resolution number 6570 establishing the Capital Reserve Fund for Pavement Restoration and Repair be deleted so as not to require annually the transfer to reserve of Motor Vehicle Revenues collected in excess of the budget.

- 6) This resolution shall take effect upon its passage.

JH

JV#5-72

City Council  
December 14, 1998  
passed

Attest:

Sharon Dery  
City Clerk

# CITY OF CONCORD

*In the year of our Lord two thousand and ten*

**RESOLUTION** ESTABLISH THREE NEW TRUST FUND RESERVES FOR EDUCATION AND TRAINING, BUILDING IMPROVEMENTS AND PARKS AND GROUNDS IMPROVEMENTS, AND APPROPRIATE UP TO THE SUM OF ONE MILLION THIRTY THOUSAND DOLLARS (\$1,030,000) FROM DESIGNATED UNRESERVED FUND BALANCE AS A TRANSFER TO TRUST FUND RESERVES AS LISTED HEREIN. FUNDING FOR THIS APPROPRIATION SHALL BE ENTIRELY FROM FY2010 DESIGNATED UNRESERVED FUND BALANCE.

*The City of Concord resolves as follows:*

- WHEREAS,** the City of Concord recognized Fiscal Year 2010 unspent revenues in excess of One Million Thirty Thousand Dollars (\$1,030,000); and
- WHEREAS,** the City is working proactively to manage available resources for current and future needs; and
- WHEREAS,** there is no direct impact on the FY2011 amount of funds to be raised in taxes; and
- WHEREAS,** transferring of these funds up to the amount listed in this resolution shall have a positive impact when utilized on the overall fiscal health of the City, improving the condition of buildings and infrastructure and improvements in education and training programs for City personnel; and
- WHEREAS,** this appropriation is for a purpose not included in the adopted budget, therefore section 37 of the City Charter requires two thirds majority vote of the City Council.

***NOW, THEREFORE, BE IT RESOLVED by the City Council of City of Concord that:***

1. The sum of up to .....\$1,030,000  
be and is hereby appropriated as follows:

<u>Transfer to Trust Fund Reserves for</u>	
Equipment .....	\$150,000
Highway.....	\$600,000

## CITY OF CONCORD

---


*In the year of our Lord two thousand and ten*

**RESOLUTION** ESTABLISH THREE NEW TRUST FUND RESERVES FOR EDUCATION AND TRAINING, BUILDING IMPROVEMENTS AND PARKS AND GROUNDS IMPROVEMENTS, AND APPROPRIATE UP TO THE SUM OF ONE MILLION THIRTY THOUSAND DOLLARS (\$1,030,000) FROM DESIGNATED UNRESERVED FUND BALANCE AS A TRANSFER TO TRUST FUND RESERVES AS LISTED HEREIN. FUNDING FOR THIS APPROPRIATION SHALL BE ENTIRELY FROM FY2010 DESIGNATED UNRESERVED FUND BALANCE.

53 <sup>rd</sup> Week Payroll.....	\$125,000
Education and Training (New).....	\$20,000
Building Improvements (New).....	\$85,000
Parks and Grounds (New).....	<u>\$50,000</u>
 Total	 \$1,030,000

2. Funding for this transfer is as follows:  
Designated Unreserved Fund Balance.....\$1,030,000
3. This resolution shall take effect upon its passage.

*In City Council*  
**December 13, 2010**  
*Passed*

  
City Clerk

## CITY OF CONCORD

*In the year of our Lord two thousand and eleven*

**RESOLUTION** TO ESTABLISH A NEW TRUST FUND RESERVE TO OFFSET FUTURE SPIKES IN THE PRICE OR USE OF FUEL AT THE HUTCHINS STREET WATER PLANT, AND APPROPRIATE ONE HUNDRED THOUSAND DOLLARS (\$100,000) FROM ASSIGNED FUND BALANCE AS A TRANSFER TO TRUST FUND RESERVE AS IDENTIFIED HEREIN. FUNDING FOR THIS APPROPRIATION SHALL BE ENTIRELY FROM FY2011 ASSIGNED FUND BALANCE.

*The City of Concord resolves as follows:*

- WHEREAS,** the 2007 Weston and Sampson Rate study report recommended establishing a policy on reserve levels for one or several reserves; and
- WHEREAS,** the adopted Fiscal Policy Statement goal G3 identifies a rate stabilization reserve; and
- WHEREAS,** the establishment of a \$100,000 reserve to mitigate large spikes in fuel used to pump water in the reservoir at the Hutchins Street Water Plant will help to accomplish goal G3; and
- WHEREAS,** the City of Concord recognized Fiscal Year 2011 unspent revenues in the Water Fund in excess of One Hundred Thousand Dollars (\$100,000); and
- WHEREAS,** the City classified \$100,000 as assigned fund balance for the City Council to take action upon and commit for the purposes listed below; and
- WHEREAS,** this appropriation is for a purpose not included in the adopted budget, therefore Section 37 of the City Charter requires two thirds majority vote of the City Council.

***NOW, THEREFORE, BE IT RESOLVED by the City Council of City of Concord that:***

1. The sum of up to .....\$100,000  
be and is hereby appropriated as follows:

Transfer to Trust Fund Reserves for:

Water Fund Fuel Reserve..... \$100,000

## CITY OF CONCORD

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*In the year of our Lord two thousand and eleven*

**RESOLUTION** TO ESTABLISH A NEW TRUST FUND RESERVE TO OFFSET FUTURE SPIKES IN THE PRICE OR USE OF FUEL AT THE HUTCHINS STREET WATER PLANT, AND APPROPRIATE ONE HUNDRED THOUSAND DOLLARS (\$100,000) FROM ASSIGNED FUND BALANCE AS A TRANSFER TO TRUST FUND RESERVE AS IDENTIFIED HEREIN. FUNDING FOR THIS APPROPRIATION SHALL BE ENTIRELY FROM FY2011 ASSIGNED FUND BALANCE.

2. Funding for this transfer is as follows:

Water Fund Assigned Fund Balance.....\$100,000

3. This resolution shall take effect upon its passage.

## CITY OF CONCORD

*In the year of our Lord two thousand and twelve*

**RESOLUTION** TO ESTABLISH A NEW TRUST RESERVE ACCOUNT FOR INVESTMENT FEES COLLECTED IN THE WATER UTILITY, AND APPROPRIATE ONE HUNDRED FORTY THREE THOUSAND NINE HUNDRED THIRTY DOLLARS AND TWENTY FIVE CENTS (\$143,930.25) FROM RESTRICTED FUND BALANCE AS A TRANSFER TO TRUST FUND IDENTIFIED HEREIN. FUNDING FOR THIS APPROPRIATION SHALL BE ENTIRELY FROM FY2011 RESTRICTED FUND BALANCE.

*The City of Concord resolves as follows:*

- WHEREAS,** Investment Fee collected in the Water Utility Fund should be used for payment of debt that provides new or additional capacity in the system or to pay for expansion projects; and
- WHEREAS,** the 2007 Weston and Sampson Rate study report recommended segregating investment fee revenues in interest bearing accounts; and
- WHEREAS,** the City has collected and classified as restricted fund balance \$143,930.25 in Water Investment Fee revenues thru June 30, 2011; and
- WHEREAS,** this appropriation is for a purpose not included in the FY2012 adopted budget, therefore Section 37 of the City Charter requires a two thirds roll call vote of the City Council.

***NOW, THEREFORE, BE IT RESOLVED by the City Council of City of Concord that:***

1. The sum of ..... \$143,930.25  
be and is hereby appropriated as follows:

Water Capital Projects Fund

Transfer to Trust Reserve for Water Investment Fees ..... \$143,930.25

2. The sum of ..... \$143,930.25  
be and is hereby made available as follows:

Water Capital Projects Fund

Restricted Fund Balance ..... \$143,930.25

Resolution No. 8575

## CITY OF CONCORD

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*In the year of our Lord two thousand and twelve*

**RESOLUTION** TO ESTABLISH A NEW TRUST RESERVE ACCOUNT FOR INVESTMENT FEES COLLECTED IN THE WATER UTILITY, AND APPROPRIATE ONE HUNDRED FORTY THREE THOUSAND NINE HUNDRED THIRTY DOLLARS AND TWENTY FIVE CENTS (\$143,930.25) FROM RESTRICTED FUND BALANCE AS A TRANSFER TO TRUST FUND IDENTIFIED HEREIN. FUNDING FOR THIS APPROPRIATION SHALL BE ENTIRELY FROM FY2011 RESTRICTED FUND BALANCE.

3. This resolution shall take effect upon its passage.

*In City Council*  
**June 11, 2012**  
*Passed*

  
*Deputy City Clerk*



## CITY OF CONCORD

*In the year of our Lord two thousand and twelve*

**RESOLUTION** TO ESTABLISH A NEW TRUST RESERVE ACCOUNT FOR INVESTMENT FEES COLLECTED IN THE WASTEWATER UTILITY, AND APPROPRIATE ONE HUNDRED SEVENTY THOUSAND ONE HUNDRED EIGHTY EIGHT DOLLARS AND FIVE CENTS (\$170,188.05) FROM RESTRICTED FUND BALANCE AS A TRANSFER TO TRUST FUND IDENTIFIED HEREIN. FUNDING FOR THIS APPROPRIATION SHALL BE ENTIRELY FROM FY2011 RESTRICTED FUND BALANCE.

*The City of Concord resolves as follows:*

- WHEREAS,** Investment Fees collected in the Wastewater Utility Fund should be used for payment of debt that provides new or additional capacity in the system or to pay for expansion projects; and
- WHEREAS,** the 2007 Weston and Sampson Rate study report recommended segregating investment fee revenues in interest bearing accounts; and
- WHEREAS,** the City has collected and classified as restricted fund balance \$170,188.05 in Wastewater Investment Fee revenues thru June 30, 2011; and
- WHEREAS,** this appropriation is for a purpose not included in the FY2012 adopted budget, therefore Section 37 of the City Charter requires a two thirds roll call vote of the City Council.

***NOW, THEREFORE, BE IT RESOLVED by the City Council of City of Concord that:***

1. The sum of ..... \$170,188.05  
be and is hereby appropriated as follows:

Wastewater Capital Projects Fund

Transfer to Trust Reserve for Wastewater Investment Fees ..... \$170,188.05

2. The sum of ..... \$170,188.05  
be and is hereby made available as follows:

Wastewater Capital Projects Fund

Restricted Fund Balance ..... \$170,188.05

Resolution No. 8576

## CITY OF CONCORD

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*In the year of our Lord two thousand and twelve*

**RESOLUTION** TO ESTABLISH A NEW TRUST RESERVE ACCOUNT FOR INVESTMENT FEES COLLECTED IN THE WASTEWATER UTILITY, AND APPROPRIATE ONE HUNDRED SEVENTY THOUSAND ONE HUNDRED EIGHTY EIGHT DOLLARS AND FIVE CENTS (\$170,188.05) FROM RESTRICTED FUND BALANCE AS A TRANSFER TO TRUST FUND IDENTIFIED HEREIN. FUNDING FOR THIS APPROPRIATION SHALL BE ENTIRELY FROM FY2011 RESTRICTED FUND BALANCE.

3. This resolution shall take effect upon its passage.

*In City Council*  
**June 11, 2012**  
*Passed*

*Michelle Mulholland*  
Deputy City Clerk

KG  
12-3-12

Resolution No. 8628

## CITY OF CONCORD

*In the year of our Lord two thousand and thirteen*

**RESOLUTION** TO ESTABLISH A NEW TRUST FUND RESERVE TO OFFSET FUTURE HEALTH INSURANCE COSTS AND INCREASES FOR RETIREES AND FUNDING FOR THIS RESERVE SHALL BE ENTIRELY FROM FY2012 ASSIGNED FUND BALANCE AS PRESENTED UNDER A SEPARATE RESOLUTION.

*The City of Concord resolves as follows:*

- WHEREAS,** in Fiscal Year 2012 the City received more than \$364,000 from the Federal Government's Early Retiree Reinsurance Program; and
- WHEREAS,** these funds are required to be used to offset health insurance costs and increases for City of Concord retirees; and
- WHEREAS,** only \$75,000 of this revenue was anticipated and utilized during Fiscal Year 2012 leaving \$289,000 to be used for future years; and
- WHEREAS,** the City of Concord anticipated using \$159,000 in the Fiscal Year 2013 General Fund operating budget and the remaining \$130,000 in the Fiscal Year 2014 General Fund operating budget; and
- WHEREAS,** creation of this reserve is necessary to facilitate this multi-year use approach; and
- WHEREAS,** the funding for this reserve is included in the \$894,000 resolution transferring funds from the City's Fiscal Year 2012 assigned fund balance.

***NOW, THEREFORE, BE IT RESOLVED by the City Council of City of Concord that:***

1. This resolution shall take effect upon its passage.

CAP Res

City Council  
January 14, 2013  
Passed

*Michelle Mulholland*

Deputy City Clerk

# CITY OF CONCORD

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*In the year of our Lord two thousand and sixteen*

**RESOLUTION** TO ESTABLISH A NEW RECREATION RESERVE FUND AND APPROPRIATE AND TRANSFER NINE HUNDRED FIFTY THOUSAND DOLLARS (\$950,000) FOR THE PURPOSES OF FUTURE EXPENSES RELATED TO THE NEW CITY WIDE COMMUNITY CENTER PROJECT (CIP#443) AND TRANSFER TO THE ECONOMIC DEVELOPMENT RESERVE. FUNDING FOR THESE PURPOSES SHALL BE FROM THE FISCAL YEAR 2016 GENERAL FUND UNANTICIPATED REVENUES OF FIVE HUNDRED THIRTY THOUSAND DOLLARS (\$530,000), A TRANSFER OF UNEXPENDED SNOW AND ICE CONTROL EXPENSES OF ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000), AND THREE HUNDRED THOUSAND (\$300,000) FROM FUND BALANCE.

Page 1 of 3

*The City of Concord resolves as follows:*

- WHEREAS,** the City of Concord desires to support future expenses of the new City Wide Community Center Project (CIP#443) approved by City Council on April 11, 2016, including but not limited to allocating funds for future debt services costs (\$300,000 in Fiscal Year 2018, \$225,000 in Fiscal Year 2019 and \$125,000 in Fiscal Year 2020); and
- WHEREAS,** in order to support these expenses, establishing a Recreation Reserve Fund will provide the mechanism to smooth out the increase in expenses over a period of years; and
- WHEREAS,** the City realized excess Worker's Compensation Premium Holiday revenue (Insurance Distribution and Credit line) in excess of the Fiscal Year 2016 budget in the amount of \$447,500; and
- WHEREAS,** the City realized excess Interest Costs and Penalties revenue in excess of the Fiscal Year 2016 budget in the amount of \$185,000; and
- WHEREAS,** the City realized unspent Fiscal Year 2016 appropriations in the General Services Snow and Ice Control cost center for Overtime, Other Services, and Other Supplies and Equipment in the amount of \$123,000; and
- WHEREAS,** use of these unanticipated revenues and unspent appropriations are available to help offset future expenses of the City Wide Community Center Project and will have no adverse impact on the current or future tax rates; and

# CITY OF CONCORD

*In the year of our Lord two thousand and sixteen*

**RESOLUTION** TO ESTABLISH A NEW RECREATION RESERVE FUND AND APPROPRIATE AND TRANSFER NINE HUNDRED FIFTY THOUSAND DOLLARS (\$950,000) FOR THE PURPOSES OF FUTURE EXPENSES RELATED TO THE NEW CITY WIDE COMMUNITY CENTER PROJECT (CIP#443) AND TRANSFER TO THE ECONOMIC DEVELOPMENT RESERVE. FUNDING FOR THESE PURPOSES SHALL BE FROM THE FISCAL YEAR 2016 GENERAL FUND UNANTICIPATED REVENUES OF FIVE HUNDRED THIRTY THOUSAND DOLLARS (\$530,000), A TRANSFER OF UNEXPENDED SNOW AND ICE CONTROL EXPENSES OF ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000), AND THREE HUNDRED THOUSAND (\$300,000) FROM FUND BALANCE.

Page 2 of 3

**WHEREAS,** this appropriation is for a purpose not included in the Fiscal Year 2016 adopted budget, therefore Section 37 of the City Charter requires a two thirds vote of the City Council.

***NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that:***

1. The sum of.....\$950,000  
be and is hereby appropriated as follows:

General Fund

Transfer to Recreation Reserve Fund.....	\$650,000
Transfer to Economic Development Reserve Fund.....	<u>\$300,000</u>
Total	\$950,000

2. Funding for this transfer is as follows:

General Fund:

Unanticipated Revenue:

General Overhead Insurance Distributions and Credits.....	\$440,000
Finance Interest Cost and Penalties.....	\$90,000
Use of Fund Balance.....	<u>\$300,000</u>

Unspent Appropriations:

GS Snow and Ice Control Overtime.....	\$69,000
GS Snow and Ice Control Other Services .....	\$42,000
GS Snow and Ice Control Other Supplies and Equipment.....	<u>\$9,000</u>
Total.....	\$950,000

## CITY OF CONCORD

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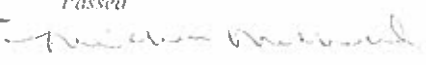
*In the year of our Lord two thousand and sixteen*

**RESOLUTION** TO ESTABLISH A NEW RECREATION RESERVE FUND AND APPROPRIATE AND TRANSFER NINE HUNDRED FIFTY THOUSAND DOLLARS (\$950,000) FOR THE PURPOSES OF FUTURE EXPENSES RELATED TO THE NEW CITY WIDE COMMUNITY CENTER PROJECT (CIP#443) AND TRANSFER TO THE ECONOMIC DEVELOPMENT RESERVE. FUNDING FOR THESE PURPOSES SHALL BE FROM THE FISCAL YEAR 2016 GENERAL FUND UNANTICIPATED REVENUES OF FIVE HUNDRED THIRTY THOUSAND DOLLARS (\$530,000), A TRANSFER OF UNEXPENDED SNOW AND ICE CONTROL EXPENSES OF ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000), AND THREE HUNDRED THOUSAND (\$300,0000 FROM FUND BALANCE.

Page 3 of 3

3. Sums as appropriated shall be expended under the direction of the City Manager.
4. This resolution shall take effect upon its passage and will be retroactive to June 30, 2016.

*In City Council*  
**July 11, 2016**  
*Passed*

  
*Deputy City Clerk*



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Brian LeBrun, Deputy City Manager-Finance  
**DATE:** May 23, 2016  
**SUBJECT:** Establish Recreation Reserve and Supplemental Appropriation funding

### **Recommendation**

Accept this report recommending that the City Council establish trust fund reserve account for Recreation related expenses and approve the attached resolution authorizing the transfer of funds for unanticipated revenues and unexpended Snow and Ice Control expenditures. This resolution will be retroactively approved for June 30, 2016.

### **Background**

In April the City Council approved a resolution in the amount of \$6,555,000 for the complete renovation of the Heights Community Center. As a result, the debt service on this new bond will increase costs starting in fiscal year 2018. Along with the new project, there will also be the need for additional staffing and operating costs to support the new facility.

### **Discussion**

Establishing a new Recreation Reserve in conjunction with the new Heights Community Center project will help support any of the expenses associated with this project and smooth out over a period of years, instead of all in FY 2018. The initial recommendation is to program the \$650,000 in the proposed supplemental appropriation over the next three years: \$300,000 in FY 2018, \$225,000 in FY 2019 and the remaining \$150,000 in FY 2020. These amounts may be varied and other expenses can be considered based on the direction of the City Council. Utilizing this approach will help keep the tax rate down over the next few years and gradually build the new expenses into future years budgets.

# CITY OF CONCORD

*In the year of our Lord two thousand and sixteen*

## RESOLUTION TO ESTABLISH A NEW COMMUNITY IMPROVEMENT RESERVE FUND.

Page 1 of 1

*The City of Concord resolves as follows:*

**WHEREAS,** the City of Concord desires to support future community improvement opportunities; and

**WHEREAS,** these improvements may include walking, hiking and biking trails; the Merrimack River Greenway Trail project; and other improvements as identified by the City Council; and

**WHEREAS,** the City proposes to support the first contribution from the FY2016 year-end surplus in a subsequent authorization; and

***NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that:***

1. This resolution shall take effect upon its passage.

*In City Council*  
**November 14, 2016**  
*Passed*

  
*Deputy City Clerk*





# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Brian LeBrun, Deputy City Manager-Finance

**DATE:** October 27, 2016

**SUBJECT:** Establish Community Improvement Reserve

### **Recommendation**

Accept this report recommending that the City Council establish a new Community Improvement reserve.

### **Background**

The City of Concord and its residents have a tremendous amount of pride in the community and the City has a strong history in support of many worthwhile causes in various ways. Funds from this reserve may be used to support these good causes.

### **Discussion**

When opportunities arise to make improvements and support worthwhile endeavors, this reserve will provide the City Council with a funding source to use. These opportunities may include, but are not limited to, trail systems, items of historical significance, sponsorships, helping those in need or a variety of other good causes as determined by the City Council. This along with other future initiatives to continuously improve the community will be well served by this reserve. In order to help provide funding for future community improvements, this reserve will help keep funding available in a stable manner. The initial funding of this reserve is proposed from the City's Fiscal Year 2016 surplus and additional dollars may be added from time to time as the City Council deems appropriate.

**Resolution No. 9394**  
**CITY OF CONCORD**

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*In the year of our Lord two thousand and twenty-one*

**RESOLUTION** ESTABLISHING AN OPIOID ABATEMENT RESERVE FUND FOR EXPENSES RELATED TO OPIOID ABATEMENT, APPROPRIATING THE SUM OF THIRTEEN THOUSAND FOUR HUNDRED TWENTY-FIVE DOLLARS AND TWENTY-FOUR CENTS (\$13,425.24) AS A TRANSFER TO THE OPIOID ABATEMENT RESERVE FUND FOR FISCAL YEAR 2021 RETROACTIVE TO JUNE 30, 2021, AND ACCEPTING THE SUM OF THIRTEEN THOUSAND FOUR HUNDRED TWENTY-FIVE DOLLARS AND TWENTY-FOUR CENTS (\$13,425.24) FOR THIS PURPOSE.


The City of Concord resolves as follows:

- WHEREAS,** the City of Concord is one of 23 qualifying subdivisions in New Hampshire to share in the Opioid Litigation Settlement Fund Distribution; and
- WHEREAS,** this settlement relates to State of New Hampshire v McKinsey & Company Inc. (Merrimack County 217-2021-CV-0073); and
- WHEREAS,** the total amount of the first payment was \$2,762,394.75; and
- WHEREAS,** the City will receive a portion of the 15% that is designated to be distributed to those political subdivisions in accordance with RSA 126-A:83, II; and
- WHEREAS,** the City received its first payment in the amount of \$13,425.24; and
- WHEREAS,** the McKinsey settlement calls for four additional annual payments to the State, each in the amount of \$142,591.88; and
- WHEREAS,** establishing a reserve fund for these dollars will allow the City Council to appropriate these funds as needed for their intended purposes; and
- WHEREAS,** this appropriation is for a purpose for which funding was not included in the Fiscal Year 2021 adopted budget, therefore Section 37 of the City Charter requires a two-thirds vote of the City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

1. The sum of..... \$13,425.24  
be and is hereby appropriated as follows:  
  
    General Fund  
    Transfer to Opioid Reserve Fund ..... \$13,425.24
2. Revenue to meet said appropriation shall be provided from the following source:  
  
    General Fund  
    Unanticipated Revenue – State of New Hampshire ..... \$13,425.24
3. Sums as appropriated shall be expended under the direction of the City Manager.
4. This resolution shall take be effective as of June 30, 2021.

*In City Council*  
*August 09, 2021*  
*Passed*

  
City Clerk



# CITY OF CONCORD

*New Hampshire's Main Street™*

## Finance

Brian G. LeBrun  
Deputy City Manager  
Finance

### REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Brian LeBrun, Deputy City Manager-Finance

**DATE:** June 17, 2021

**SUBJECT:** Establish Opioid Abatement Reserve and Supplemental Appropriation Funding

#### Recommendation

Accept this report recommending that the City Council establish a new Opioid Abatement Reserve account for opioid abatement related expenses and approve the attached resolution authorizing the transfer of \$13,425.24 from unanticipated FY21 revenues. This resolution will be retroactively approved for June 30, 2021.

#### Background

On May 4, 2021, the City received a letter from the New Hampshire Attorney General's Office regarding the Opioid Litigation Settlement Fund Distribution Pursuant to RSA 126-A:83, II. As part of this settlement, the City received the first check in the amount of \$13,425.24. Four additional payments in yet to be determined amounts are expected to follow.

#### Discussion

Establishing a new Opioid Abatement Reserve Fund in conjunction with the Opioid Litigation Settlement will set these funds aside for the City Council to best determine how to appropriate these funds. This settlement is part of the settlement as it relates to "State of New Hampshire v. McKinsey & Company, Inc. (Merrimack County 217-2021-CV-0073)". The total amount of this first payment was \$2,762,394.75. RSA 126-A:83, II requires that 15% of that amount be distributed to those political subdivisions that filed their own complaint against opioid companies prior to September 1, 2019. We have identified 23 qualifying subdivisions in New Hampshire. Fifteen percent of that first payment is \$414,359.18. Distribution are based on the 2010 census

figures, with adjustments for counties for those cities or towns within that county that also filed suit. The first payment to the City of Concord is in the amount of \$13,425.24.”

# Resolution No. 9568

## CITY OF CONCORD

*In the year of our Lord two thousand twenty-three*

**RESOLUTION** ESTABLISHING AN ASSESSING RESERVE FUND FOR THE PURPOSES OF FUNDING ASSESSING DEPARTMENT PROJECTS, APPROPRIATING THE SUM OF THREE HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$385,000) AS A TRANSFER TO THE ASSESSING RESERVE, AND AUTHORIZING THE USE OF THREE HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$385,000) FROM UNASSIGNED FUND BALANCE FOR THIS PURPOSE, RETROACTIVE TO JUNE 30, 2023

Page 1 of 2

**The City of Concord resolves as follows:**

**WHEREAS,** included as part of the Fiscal Year 2024 budget, the Capital Improvement Plan includes funding for a Full Measure and List Project (CIP #639); and

**WHEREAS,** this project will also provide a full assessment revaluation of each property; and

**WHEREAS,** the funding for this authorization is dependent on establishing and funding a reserve for Assessing; and

**WHEREAS,** the City's General Fund Unassigned Fund Balance is sufficient to support this transfer to support the first year of a two-year project; and

**WHEREAS,** this appropriation is for a purpose for which funding was not included in the Fiscal Year 2023 adopted budget, therefore Section 37 of the City Charter requires a two-thirds vote of the City Council.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that:**

1. Establishes an Assessing Reserve.
2. The sum of ..... \$385,000  
be and is hereby appropriated as follows:

General Fund

Transfer to Assessing Reserve Fund ..... \$385,000

3. Revenue to meet said appropriation shall be provided from the following source:

General Fund

Unassigned Fund Balance ..... \$385,000

# Resolution No. 9568

## CITY OF CONCORD

*In the year of our Lord two thousand twenty-three*

**RESOLUTION** ESTABLISHING AN ASSESSING RESERVE FUND FOR THE PURPOSES OF FUNDING ASSESSING DEPARTMENT PROJECTS, APPROPRIATING THE SUM OF THREE HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$385,000) AS A TRANSFER TO THE ASSESSING RESERVE, AND AUTHORIZING THE USE OF THREE HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$385,000) FROM UNASSIGNED FUND BALANCE FOR THIS PURPOSE, RETROACTIVE TO JUNE 30, 2023

Page 2 of 2

4. Sums as appropriated shall be expended under the direction of the City Manager.
5. This resolution shall take effect upon its passage.

*In City Council*

*July 10, 2023*

*Passed*



City Clerk



# CITY OF CONCORD

*New Hampshire's Main Street™*

## Finance

Brian G. LeBrun  
Deputy City Manager  
Finance

### REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Brian LeBrun, Deputy City Manager-Finance

DATE: May 15, 2023

SUBJECT: Assessing Reserve

#### Recommendation

Accept this report recommending that the City Council establish a new Assessing Reserve account to fund a Full Measure and List of all properties within the City of Concord or other Assessing Department projects as authorized by the City Council, and appropriate \$385,000 from the General Fund Unassigned Fund Balance for this purpose. Retroactive to June 30, 2023.

#### Background

The Assessing Department, in conjunction with the Board of Assessors, has determined a need to conduct a full measure and list of all properties in the City of Concord. A project of this magnitude has not been undertaken since the early 1990's. This project was presented to the Fiscal Policy Advisory at their March 2023 meeting.

The New Hampshire Department of Revenue Administration has also encouraged the City to undertake this project.

#### Discussion

The Full Measure and List Project will involve the City of Concord contracting with an outside appraisal firm to inspect and verify the physical data collected for each City property. This project is also intended to include a full assessment revaluation of all City properties. This project is expected to span over two years with funding projected in the Fiscal Years 2024 and 2025 CIP. The total cost of the project is expected to be approximately \$770,000.

Funding for this project is planned from the Assessing Reserve proposed in the attached resolution. This plan will necessitate transfers into the reserve account from unassigned fund balance, year end surplus or other funding sources as deemed appropriate by the City Council.



# Resolution No. 9537

## CITY OF CONCORD

*In the year of our Lord two thousand twenty-three*

**RESOLUTION** ESTABLISHING A BRIDGE RESERVE FUND FOR THE PURPOSES OF CAPTIAL REPAIRS, REPLACEMENTS AND/OR SUPPLEMENTAL FUNDING TOWARD THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION MUNICIPAL BRIDGE AID PROGRAM TO CITY BRIDGES AS PROGRAMMED IN THE ANNUAL CAPITAL IMPROVEMENTS PLAN (CIP), APPROPRIATING THE SUM OF ONE MILLION NINE HUNDRED FIFTY-NINE THOUSAND ONE HUNDRED THIRTEEN DOLLARS AND SEVENTY-SIX CENTS (\$1,959,113.76) AS A TRANSFER TO SAID BRIDGE RESERVE FUND, AND ACCEPTING THE SUM OF ONE MILLION NINE HUNDRED FIFTY-NINE THOUSAND ONE HUNDRED THIRTEEN DOLLARS AND SEVENTY-SIX CENTS (\$1,959,113.76) FOR THIS PURPOSE

**The City of Concord resolves as follows:**

- WHEREAS,** SB 401 provides funding, with restricted uses, for the repair/replacement of municipally-owned bridges; and
- WHEREAS,** the City has received its portion of this distribution in the amount of \$1,959,113.76; and
- WHEREAS,** the City wishes to establish a Bridge Reserve fund, which will allow City Council to appropriate these funds as needed for their intended purposes; and
- WHEREAS,** this appropriation is for a purpose for which funding was not included in the Fiscal Year 2023 adopted budget, therefore Section 37 of the City Charter requires a two-thirds vote of the City Council.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that:**

1. The sum of .....\$1,959,113.76  
be and is hereby appropriated as follows:

General Fund

Transfer to Bridge Reserve fund.....\$1,959,113.76


2. Revenue to meet said appropriation shall be provided from the following source:

General Fund

Unanticipated Revenue – State of New Hampshire.....\$1,959,113.76

3. Sums as appropriated shall be expended under the direction of the City Manager.
4. This resolution shall take effect upon its passage.

*In City Council*  
**February 13, 2023**  
*Passed*

  
City Clerk



**CITY OF CONCORD**  
*New Hampshire's Main Street™*  
**Community Development Department**

**REPORT TO THE MAYOR AND CITY COUNCIL**

**FROM:** Martha Drukker, Interim City Engineer  
**DATE:** December 26, 2022  
**SUBJECT:** Appropriate and Accept \$1,959,113.76 from the New Hampshire Department of Transportation (NHDOT) and establish a Bridge Reserve Fund for the purpose of supplementing the city share towards programed NHDOT Bridge Aide Projects and/or repairs/replacement of city bridge projects as programmed in the approved Capital Improvements Program

**Recommendation**

Accept and appropriate the one-time allocation of Bridge Aid funds from the NHDOT to be used to assist the city in their cost sharing as a match to NHDOT Municipal Bridge Aid Projects and/or repairs or replacement to city bridge improvements as programmed in the annual Capital Improvements Program or other wise approved by City Council.

**Background**

The NHDOT notified City on December 14, 2022 that in accordance with the passage of Senate Bill 401, effective July 2022, the state department is to distribute \$36 million dollars as a one-time payment to municipalities throughout the state based on population and bridge deck square footage within the municipality. These funds are surpluses funds from the State Bridge Aid Program and the State has determined that due to their back log of state-wide bridge replacement projects they cannot manage this additional work load. The NHDOT has over 300 bridge replacement projects to manage and this surplus fund would increase the managed bridge projects state wide to over 100 per year. Over the past several years, the NHDOT has provided training for municipalities to manage their design/construction administration of their bridge replacement/restoration projects to reduce the state administration on these projects and encourage municipalities to be proactive in their bridge maintenance/replacement programs. This program, state wide has been successful and has allowed the State to allow municipalities to manage their locally bridge capital improvement programs in house our with the assistance of local professional consultants. Therefore, they are distributing these funds back to the municipalities to be used to either assist in

cost sharing for programmed bridge projects or to be programmed by the municipality for repairs/replacements of their municipally owned bridges and to be managed by the municipality.

**Discussion**

Acceptance and appropriation of these funds would allow the City to establish a Bridge Reserve Fund to be used to supplement the City share to programmed bridge repairs/replacement as part of the NHDOT Municipal State Aid Bridge Program or to repair/replace programmed bridge improvements as programmed in the annual Capital Improvements Program and Budget or as otherwise approved by City Council.

## Resolution No. 9605

# CITY OF CONCORD

*In the year of our Lord two thousand twenty-three*

**RESOLUTION** ESTABLISHING A TECHNOLOGY INFRASTRUCTURE AND EQUIPMENT CAPITAL RESERVE (TECHNOLOGY RESERVE), APPROPRIATING THE SUM OF ONE HUNDRED TWELVE THOUSAND FIVE HUNDRED TWENTY-ONE DOLLARS AND TWENTY-FIVE CENTS (\$112,521.25) AS A TRANSFER TO THE TECHNOLOGY RESERVE, AND ACCEPTING THE SUM OF ONE HUNDRED TWELVE THOUSAND FIVE HUNDRED TWENTY-ONE DOLLARS AND TWENTY-FIVE CENTS (\$112,521.25) FROM BREEZELINE FOR THIS PURPOSE

**The City of Concord resolves as follows:**

- WHEREAS,** the City of Concord Atlantic Broadband (ME, NH) LLC, now known as Breezeline, entered into a Cable TV Franchise Agreement on December 20, 2021; and
- WHEREAS,** section 7.3 of this agreement requires an annual capital payment of \$52,500 each year for ten years for a total of \$525,000; and
- WHEREAS,** the \$112,521.25 represents two payments plus interest for late payment; and
- WHEREAS,** the City desires to reserve these funds for future technology infrastructure and equipment capital projects in a Technology Reserve; and
- WHEREAS,** this appropriation is for a purpose for which funding was not included in the Fiscal Year 2024 adopted budget, therefore Section 37 of the City Charter requires a two-thirds vote of the City Council.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that:**

1. The sum of.....\$112,521.25  
be and is hereby appropriated as follows:  
  
General Fund  
Transfer Out - Trust.....\$112,521.25
2. Revenue to meet said appropriation shall be provided from the following source:  
  
General Fund  
Breezeline capital payment.....\$112,521.25
3. Sums as appropriated shall be expended under the direction of the City Manager.
4. This resolution shall take effect upon its passage.

*In City Council*  
*December 11, 2023*

*Passed*  
*City Clerk*





# CITY OF CONCORD

*New Hampshire's Main Street™*

## Finance

Brian G. LeBrun  
Deputy City Manager  
Finance

### REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Brian LeBrun, Deputy City Manager-Finance

DATE: October 13, 2023

SUBJECT: Breezeline Payment

#### Recommendation

Accept this report recommending that the City Council establish a new reserve account for Technology Infrastructure and Equipment Capital funding (Technology Reserve), accept a Breezeline payment and approve the attached resolution authorizing the transfer of \$112,521.25 from unanticipated FY24 revenues.

#### Background

On December 20, 2021, the City entered into a Cable TV Franchise Agreement with Atlantic Broadband (ME, NH) LLC, now known as Breezeline. Section 7.3 of this Part of this agreement requires Breezeline to pay the City a total of \$525,000 over the ten year term in annual installments of \$52,500.

#### Discussion

Payments from Breezeline in the amount of \$52,500 in compliance with Section 7.3 of the franchise agreement are due to the City on July 1 of each calendar year, with the first payment due on June 22, 2022 and the next payment due on July 1, 2023. The City did not receive either of these payments and on September 5, 2023, the City sent a letter requesting payment plus interest.

On September 27, 2023, the City received payment for amounts originally due on June 22, 2022 and July 1, 2023, plus interest. The total amount of the payment was \$112,521.25.

Establishing a reserve accounts for these funds and future payments, will allow the City to plan for improvements to the capital infrastructure for cabling, equipment and other projects necessary to maintain city technical services and PEG Access channels.

## **Resolution No. 9650**

### **CITY OF CONCORD**

*In the year of our Lord two thousand and twenty-four*

**RESOLUTION** ESTABLISHING A GRANTS FOR SPECIAL EVENTS RESERVE AND AUTHORIZING THE USE OF TWENTY THOUSAND DOLLARS (\$20,000.00) IN THE GENERAL FUND AS A TRANSFER OUT TO TRUST FOR THIS PURPOSE

**The City of Concord resolves as follows:**

**WHEREAS,** City Council appropriated the sum of \$150,000 for grants for special events as part of the Fiscal Year 2024 budget; and

**WHEREAS,** the sum of \$20,000 of the original appropriation remains available; and

**WHEREAS,** the City wishes to establish a Grants for Special Events reserve to fund future grants; and

**WHEREAS,** the City wishes to use the remaining \$20,000 appropriated during the Fiscal Year 2024 budget to fund the Grants for Special Events reserve via a transfer out to trust.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of City of Concord that:**

1. The City Council authorizes the City Manager to establish a Grants for Special Events reserve.
2. The City Council authorizes the use of \$20,000 as a transfer out to trust.
3. This resolution shall take effect upon its passage.

*In City Council*

*June 10, 2024*

*Passed*



*City Clerk*



# CITY OF CONCORD

*New Hampshire's Main Street™*

**Finance**

Brian G. LeBrun  
Deputy City Manager  
Finance

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Brian LeBrun, Deputy City Manager-Finance

**DATE:** May 1, 2024

**SUBJECT:** Grants for Special Events Reserve

### Recommendation

Accept this report recommending that the City Council authorize the establishment of a Grants for Special Events reserve and authorize a transfer out from the General Fund in the sum of \$20,000 for this purpose.

### Background

During the Fiscal Year 2024 budget process, City Council appropriated \$150,000 to provide grants for special events.

### Discussion

As of the writing of this report, \$20,000 of the original \$150,000 appropriation remains available. City Administration wishes to create a Grants for Special Events reserve to fund future events and transfer the remaining available Fiscal Year 2024 funds in the sum of \$20,000 to said reserve via transfer out to trust.



**Resolution No. 9627**  
**CITY OF CONCORD**

*In the year of our Lord two thousand twenty-four*

**RESOLUTION** ESTABLISHING A SIDEWALK RESERVE, APPROPRIATING THE SUM OF TWENTY-TWO THOUSAND TWENTY-THREE DOLLARS AND EIGHTEEN CENTS (\$22,023.18) IN THE GENERAL FUND AS A TRANSFER OUT TO TRUST, AND ACCEPTING THE SUM OF TWENTY-TWO THOUSAND TWENTY-THREE DOLLARS AND EIGHTEEN CENTS (\$22,023.18) FROM AMOSKEAG BEVERAGES LLC / AMOSKEAG REALTY LLC FOR THIS PURPOSE

Page 1 of 2

**The City of Concord resolves as follows:**

**WHEREAS,** in 2019, the Planning Board amended its development permitting regulations to give applicants the ability to make a payment in lieu of construction of certain sidewalk segments which might otherwise be isolated from the rest of the municipal sidewalk network; and

**WHEREAS,** the Planning Board has begun to use this regulatory provision for some development applications; and

**WHEREAS,** the City must establish a sidewalk reserve fund in order to accept moneys for this purpose; and

**WHEREAS,** the Planning Board authorized Amoskeag Beverages LLC / Amoskeag Realty LLC to provide fee in lieu of constructing sidewalks on Hall Street in the amount of \$22,023.18 in accordance with development permitting regulations; and

**WHEREAS,** this appropriation is for a purpose for which funding was not included in the Fiscal Year 2024 adopted budget, therefore Section 37 of the City Charter requires a two-thirds vote of the City Council.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Concord that:**

1. The sum of .....\$22,023.18  
be and is hereby appropriated as follows:

General Fund

Transfer Out – Trust.....\$22,023.18

**Resolution No. 9627**  
**CITY OF CONCORD**

*In the year of our Lord two thousand twenty-four*

**RESOLUTION** ESTABLISHING A SIDEWALK RESERVE, APPROPRIATING THE SUM OF TWENTY-TWO THOUSAND TWENTY-THREE DOLLARS AND EIGHTEEN CENTS (\$22,023.18) IN THE GENERAL FUND AS A TRANSFER OUT TO TRUST, AND ACCEPTING THE SUM OF TWENTY-TWO THOUSAND TWENTY-THREE DOLLARS AND EIGHTEEN CENTS (\$22,023.18) FROM AMOSKEAG BEVERAGES LLC / AMOSKEAG REALTY LLC FOR THIS PURPOSE

Page 2 of 2

2. Revenue to meet said appropriation shall be provided from the following source:

General Fund


Amoskeag Beverages LLC/Amoskeag Realty LLC payment .....\$22,023.18

3. Sums as appropriated shall be expended under the direction of the City Manager.
4. This resolution shall take effect upon its passage.

*In City Council*  
*March 11, 2024*

*Passed*

*City Clerk*





# CITY OF CONCORD

*New Hampshire's Main Street™*

Matthew R. Walsh  
Deputy City Manager  
Development

## REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Matthew R. Walsh, Deputy City Manager – Development

DATE: January 30, 2024

SUBJECT: Establish a Sidewalk Reserve Fund, as well as accept and appropriate funds related thereto

### **Recommendation:**

Accept this report recommending that the City Council establish a new Sidewalk Reserve Fund, and set the attached resolution establishing a sidewalk reserve fund, as well as accepting and appropriating the sum of \$22,023.18 from Amoskeag Beverages LLC / Amoskeag Realty LLC for this purpose.

### **Background:**

As part of the City's development permitting process associated with Site Plan and Subdivision applications, it is normal and customary for applicants to be required to design and construct sidewalks as a condition of approval for their developments. Said sidewalks are typically an off-site improvement along the frontage of the applicant's property. Once completed, the sidewalks are accepted by the City and become part of the municipal sidewalk network. Occasionally, this approach may result in isolated sidewalk segments which are disconnected from the rest of the sidewalk system.

As such, in May 2019, the Planning Board amended Section 21.02 of the City's Site Plan Review Regulations, and created the following provision: "When an isolated section of sidewalks is proposed or required, the (Planning) Board may require the applicant to set aside equivalent funds to be placed in a City escrow account to allow for the future construction of a sidewalk, instead of constructing an isolated section of sidewalk."

No parallel provision was expressly included in the Subdivision Review Regulations. However, the Planning Board has the express ability to grant waivers to Subdivision requirements, including sidewalks, in accordance with Section 35.08 – 35.10 of the Subdivision Review Regulations.

Following the establishment of this provision in 2019, the ability of an applicant to make payment in lieu of constructing the sidewalk has been interpreted as a financial donation, which the City may use to design and construct sidewalks anywhere in the community.

**Discussion:**

Applicants have begun applying for, and the Planning Board been granting, requests to provide payment in lieu of constructing sidewalks for their developments. Recent examples include a 48-unit apartment project located at 303 Sheep Davis Road, expansion of a religious facility at 236 Sheep Davis Road, as well as expansion of a beverage distribution facility located at 138 Hall Street. Payments for the first two projects are currently pending. However, payment in the amount of \$22,023.18 has been received from Amoskeag Beverages LLC / Amoskeag Realty LLC for the distribution facility located at 138 Hall Street. Therefore, staff requests that the City Council establish a Sidewalk Reserve Fund so that these funds, and others in the future, can be received from Developers in conjunction with Planning Board approvals.

**Resolution No. 9608**  
**CITY OF CONCORD**

*In the year of our Lord two thousand and twenty-four*

**RESOLUTION** APPROPRIATING THE SUM OF TWO MILLION FIVE HUNDRED EIGHTY-FOUR THOUSAND THREE HUNDRED DOLLARS (\$2,584,300) AS A TRANSFER TO RESERVES AND AUTHORIZING THE USE OF TWO MILLION FIVE HUNDRED EIGHTY-FOUR THOUSAND THREE HUNDRED DOLLARS (\$2,584,300) FROM FISCAL YEAR 2023 GENERAL FUND ASSIGNED FUND BALANCE FOR THIS PURPOSE AND ESTABLISH A HUMAN RESOURCES RESERVE

Page 1 of 2

**The City of Concord resolves as follows:**

- WHEREAS,** the City of Concord has sufficient overall fund balances to support the allocation of \$2,979,500 to Assigned Fund Balance; and
- WHEREAS,** the City has identified the need to appropriate \$2,584,300 of these funds for the purposes listed below; and
- WHEREAS,** the City has identified the need to assign \$100,000 for the settlement of future abatements and \$259,200 for Fiscal Year 2024 Use of Fund Balance; and
- WHEREAS,** the City is working proactively to manage available resources for current and future needs; and
- WHEREAS,** there is no direct impact on the Fiscal Year 2024 amount of funds to be raised in taxes; and
- WHEREAS,** a Human Resources Reserve needs to be established in order to deposit funds as part of the Class and Compensation Study; and
- WHEREAS,** transferring the funds listed in this resolution shall have a positive impact when utilized for the overall fiscal health of the City; improving the condition of infrastructure, equipment, and its economic vitality; and
- WHEREAS,** this appropriation is for a purpose for which funding was not included in the Fiscal Year 2024 adopted budget, therefore Section 37 of the City Charter requires a two-thirds vote of the City Council.

**Resolution No. 9608**  
**CITY OF CONCORD**

*In the year of our Lord two thousand and twenty-four*

**RESOLUTION** APPROPRIATING THE SUM OF TWO MILLION FIVE HUNDRED EIGHTY-FOUR THOUSAND THREE HUNDRED DOLLARS (\$2,584,300) AS A TRANSFER TO RESERVES AND AUTHORIZING THE USE OF TWO MILLION FIVE HUNDRED EIGHTY-FOUR THOUSAND THREE HUNDRED DOLLARS (\$2,584,300) FROM FISCAL YEAR 2023 GENERAL FUND ASSIGNED FUND BALANCE FOR THIS PURPOSE AND ESTABLISH A HUMAN RESOURCES RESERVE

Page 1 of 2

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

1. The sum of.....\$2,584,300  
be and is hereby appropriated as follows:

General Fund

Transfer to Trust Fund Reserves for:

Highway/Paving .....	\$900,000
Technology Infrastructure and Equipment .....	\$100,000
Equipment.....	\$399,300
Recreation.....	\$650,000
Human Resources (Class and Comp Study).....	\$50,000
Assessing .....	\$385,000
Economic Development .....	<u>\$100,000</u>
Total .....	\$2,584,300

2. Revenue to meet said appropriation shall be provided from the following source:

General Fund

Assigned Fund Balance .....\$2,584,300

3. Sums as appropriated shall be expended under the direction of the City Manager.
4. This resolution shall take effect upon its passage.

*In City Council*  
*January 8, 2024*

*Passed*

*City Clerk*





# CITY OF CONCORD

*New Hampshire's Main Street™*

## Finance

Brian G. LeBrun  
Deputy City Manager  
Finance

### REPORT TO CITY COUNCIL

**FROM:** Brian LeBrun, Deputy City Manager – Finance  
**DATE:** November 16, 2023  
**SUBJECT:** Use of Surplus and Fiscal Year 2023 Financial Results

#### **Recommendation**

Accept this report and approve the attached resolutions as recommended by the Fiscal Policy Advisory Committee.

For Fiscal Year ending June 30, 2023, the City is reporting a preliminary General Fund surplus of \$3,251,800. Management plans to allocate \$2,979,500 at year-end to Assigned Fund Balance, including \$100,000 to be assigned for overlay for settlement of future abatements and \$295,200 for the FY 2024 budgetary Use of Fund Balance. This will result in an unassigned fund balance of \$15,571,000 or 22.4%.

Management also recommends appropriating \$2,584,300 from the City's FY 2023 Assigned Fund Balance as a Transfer to Trust Fund Reserves, as detailed below, and appropriating \$154,300 to be transferred from Trust Fund Reserves for the purposes detailed below. Lastly, we recommend the establishment of a Human Resources Reserve Fund.

## **Background**

In Fiscal Year ending June 30, 2023 fiscal results were positive and resulted in the surplus reported here. This is very good news. Two significant items that contributed to the surplus are:

- Investment Income exceeded budget by \$792,300
- Wage and Benefit expenses were under budget by \$2,403,700.

## **Discussion**

### ***General Fund***

The FY 2023 General Fund actual revenues received exceeded the amended budget by \$882,800. The major variances (greater than \$20,000) to budget are:



***Department Revenue Excess/(Shortage)***

		<u>Amount</u>
Assessing	Payment in Lieu of Taxes	\$ 95,700
Finance	Property Taxes	\$ (37,700)
	Fines and Penalties	\$ (110,900)
	Motor Vehicle Registrations	\$ 37,100
	Investment Income	\$ 792,300
	Sale of Assets	\$ 57,600
	Use of Fund Balance	\$ (1,455,400)
	Other Revenue	\$ 55,100
City Clerk	Sundry Services	\$ 25,200
General Overhead	Retiree Health Insurance	\$ 30,700
	Insurance Distributions and Credits	\$ 111,800
Police	Special Duty Services	\$ (79,100)
	Other Revenue	\$ 38,700
	Other Gov Agencies - State	\$ 180,500
	School District Payments	\$ (24,100)
Fire	Ambulance Charges	\$ 560,200
	Other Revenue	\$ 23,700
	Other Gov Agencies - Federal	\$ 28,500
	Other Gov Agencies - State	\$ 183,800
	Other Gov Agencies - Local	\$ 21,100
General Services	Other Service Charges	\$ 28,400
	Transfer In - Wastewater	\$ (20,200)
Community Development	Construction Permits	\$ 138,300
	Other Permits	\$ 107,100
	Street Damage Fees	\$ 23,500
	Inspection Fees	\$ (54,600)
	Timber Sales	\$ 24,200
	Transfer In Trust	\$ (34,400)
Parks & Recreation	Camps	\$ 68,200
	Program Fees	\$ 51,600
	Rental Income	\$ (32,300)
Other	All Other Revenue Items	\$ 48,200
<b><i>Total Revenue Excess/(Shortage)</i></b>		<b><i>\$ 882,800</i></b>

While some General Fund line item expenses exceeded the amended budget, overall, actual expenses were under budget by \$2,369,000. The variances are:

<b><i>Expenses Underspent/(Overspent)</i></b>	
	<u>Amount</u>
Compensation	\$ 1,412,000
Fringe Benefits	\$ 991,700
Outside Services	\$ 29,300
Supplies	\$ (271,200)
Utilities	\$ 86,300
Insurance	\$ 20,400
Capital Outlay	\$ (6,300)
Debt Service	\$ 5,200
Miscellaneous	\$ 129,500
Transfer Out	\$ (27,900)
<b><i>Total Under/(Over) Expended</i></b>	<b><i>\$ 2,369,000</i></b>
Total Revenues Received	\$ 79,998,500
Total Expenditures	\$ 76,746,700
<b><i>Total Surplus</i></b>	<b><i>\$ 3,251,800</i></b>

### **Resolutions**

The basis for the attached resolution is to support needed initiatives that were either not funded in the FY 2024 operating budget, issues that arose after the FY 2024 budget was presented/adopted, or looking ahead to resolve future issues.

The items requested in the resolution(s) are:

<b>FY 2023 Assigned Fund Balance</b>	
Highway Reserve (Paving)	\$ 900,000
Technology Infrastructure and Equipment Reserve	\$ 100,000
Equipment Reserve	\$ 399,300
Recreation Reserve	\$ 650,000
Human Resources (Class and Comp Study)	\$ 50,000
Assessing Reserve	\$ 385,000
Economic Development Reserve	\$ 100,000
Subtotal	\$ 2,584,300
Allocation for Overlay (Abatements)	\$ 100,000
Allocation for FY 2024 Budgetary Use of Fund Balance	\$ 295,200
<b>Total FY 2023 Assigned Fund Balance</b>	<b>\$ 2,979,500</b>

*\*\* Recreation Reserve amount includes \$196,936.62 to transfer to Capital to closeout the White Park Multipurpose Recreational Building (Skate House) and is included in the attached resolution.*

**Note:**

The attached resolution also recommends a supplemental appropriation in the amount of \$154,300 to support the following items:

*From Equipment Reserve \$116,800*

\$ 12,000	PCR #63 Sit to Stand Desks (Fire)
\$ 3,300	PCR #21 Election Stantions (City Clerk)
\$ 20,000	Gridsmart Camera Replacement (Fire)
\$ 16,500	Wellness (Human Resources)
\$ 15,000	External Vest Carriers (Police)
\$ 50,000	New and replacement furniture and fixtures (General)

*From Education Reserve*

\$ 10,000	Education and Training Opportunities
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*From Equipment Reserve*

\$ 27,500	Software (Human Services) (CIP #302)
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The new and replacement furniture and fixtures includes City Hall budget room conference table, new chairs for the large conference room, replacement furniture for Community Development and

the Prosecutors Office, maintenance for City Hall electronic key system, other furniture and equipment items as determined by the City Manager, educational related opportunities and software replacement for the Human Services Department.

These items are proposed to be funded entirely from available reserve account funds.

### **Enterprise and Special Revenue Funds Results**

In addition to the General Fund, the FY 2023 summary year-end performance by other major funds is:

<b><u>Fund</u></b>	<b><u>Amended Budget</u></b>	<b><u>Actual</u></b>	<b><u>Variance</u></b>
Parking	\$ 400,400	\$ 701,500	\$ 301,100
Airport	\$ (94,500)	\$ 89,000	\$ 183,500
Golf	\$ 1,600	\$ 170,500	\$ 168,900
Arena	\$ (22,600)	\$ (13,000)	\$ 9,600
Solid Waste	\$ (230,800)	\$ 280,000	\$ 510,800
Water	\$ (479,500)	\$ (626,600)	\$ (147,100)
Wastewater	\$ 490,500	\$ 535,700	\$ 45,200

Note that there are variances in a number of the special revenue and enterprise funds for FY 2023. The explanation of variances is below:

1. Parking Fund – \$301,100 better than anticipated. This includes Parking Penalties, Metered Parking and other income lines better than budget, and Rental Income less than budget, in total \$23,800 better. \$316,400, and rental income better than expected \$30,200. Expenses are under by \$277,300 mainly due to wage and benefit savings and savings in repairs and maintenance.
2. Airport Fund - \$183,500 better than anticipated. Rental Income better than expected due to new tenant and expenses were under budget due to temporary employee reassignment.
3. Golf Fund – \$168,900 better than anticipated.

Revenues – All revenue lines except rental income and concession sales were better than budget.

Expenses – A supplemental appropriation in the amount of \$140,000 was approved by City Council in October 2023 to support additional costs for Wages and Benefits, Repairs and Maintenance, Department Supplies, Auto Parts, Cost of Goods Sold, League and Tournament Fees and Vehicle Fuel.

4. Arena Fund - \$9,600 better than budgeted.

Revenues – Revenues exceeded budget.

Expenses – A supplemental appropriation in the amount of \$70,000 was approved by City Council in October 2023 to support additional costs for Wages and Benefits, Professional Services and Cost of Goods Sold \$13,700.

5. Solid Waste Fund - \$510,800 better than anticipated.

Revenues – Commercial Disposal was short of budget, Downtown Solid Waste District Revenue better than budget, Pay as You Throw Bag Sales better than budget and Other Revenue better than Budget.

Expenses – Professional Services, which includes solid waste disposal services, were better than budget as well as most other expense lines.

6. Water Fund - \$147,100 Worse than anticipated.

Revenue - This includes a \$318,700 year-end billing adjustment.

Expenses – A supplemental appropriation in the amount of \$25,000 was approved by City Council in October 2023 to support additional costs for Office Supplies, Department Supplies, Chemicals and Transfer out to Trust.

7. Wastewater Fund - \$45,200 better than anticipated.

Revenues – This includes a \$613,500 year-end billing adjustment.

Expenses – Overall were under budget.

cc: City Manager  
Assistant Finance Director  
OMB Director