



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
May 25, 2017
6:30 PM**

Mitchell H. Greenwald
Carl B. Jacobs
Terry M. Clark
Thomas F. Powers
Bettina A. Chadbourne

-
1. Acceptance of a Donation - Fire Department
 2. Acceptance of a Donation- Summer Playground Scholarships - Parks, Recreation and Facilities Department
 3. Light Emitting Diode Streetlight Vendor Selection - Public Works Department
 4. Capital Purchase- Asphalt Reclaimer - Public Works Department
 5. Rt. 12/Main Street Bridge over Beaver Brook - Professional Services Contract - Public Works Department
 6. Babbidge Reservoir Dam Improvements Project - Public Works Department
 7. Underground Telecommunications Conduit Contract - IT Department
 8. Relating to Class Allocation and Salary Schedules
Ordinance O-2017-07
 9. Relating to Personnel Procedures - Hours of Work
Ordinance O-2017-08
 10. FY 2017-2018 Proposed Budget - Staff Recommended Change - Finance Department
 11. Relating to the Fiscal Year 2017-2018 Operating Budget
Resolution R-2017-22
 12. Relating to the Appropriation of Funds for the Consolidated Infrastructure Project; Relating

to the Appropriation of Funds for the LED Streetlights Project; Relating to the Appropriation of Funds for the Flood Management Project; Relating to the Appropriation of Funds for the Airport Terminal Improvement Project and Relating to the Appropriation of Funds for the Transfer Station Energy Source Project

Resolution R-2017-12

Resolution R-2017-13

Resolution R-2017-14

Resolution R-2017-15

Resolution R-2017-16

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

May 12, 2017

TO: Finance, Organization and Personnel Committee

FROM: Mark F. Howard, Fire Chief

THROUGH: Medard Kopczynski, City Manager

ITEM: 1.

SUBJECT: Acceptance of a Donation - Fire Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager to be authorized to do all things necessary to accept four donations totaling \$180.00.

BACKGROUND:

The Keene Fire Department has received donations from Audrey & Russell Starkey (\$50.00), the Harold Larro Living Trust (\$75.00), David & Carolyn Eno (\$35.00) and Robert & Cynthia King (\$20.00) in memory of Doris Dinkle.



City of Keene, N.H.
Transmittal Form

May 15, 2017

TO: Finance, Organization and Personnel Committee

FROM: Meghan Spaulding, Recreation Programmer

THROUGH: Med Kopczynski, City Manager

ITEM: 2.

SUBJECT: Acceptance of a Donation- Summer Playground Scholarships - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$2,021.20 and that the money is used for the Recreation Department summer playground scholarship fund.

BACKGROUND:

The Recreation Department held their annual Activity Night on Friday, May 12, 2017 for middle school students. This is our annual fundraiser for our Summer Scholarship Program that benefits local families to send their children to the summer or after school program.

We are requesting that the funds that were raised, \$2,031.20 be deposited into Recreation Department program scholarship donation account.



May 19, 2017

TO: Finance, Organization and Personnel Committee

FROM: Duncan Watson, Assistant Public Works Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 3.

SUBJECT: Light Emitting Diode Streetlight Vendor Selection - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to contract with Affinity LED Lighting to supply and install up to one thousand one hundred fifty five (1,155) light emitting diode (LED) streetlights in the City of Keene for a total estimated cost of \$261,982 to be funded by the approved FY18-23 Capital Improvement Program budget.

Further, move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept and execute available rebates for the installation of LED streetlights up to \$100,000 from Eversource.

BACKGROUND:

The City of Keene has approximately 1,152 High Pressure Sodium (HPS) streetlight and 3 Metal Halide (MH) streetlight (excluding City owned streetlight i.e. the downtown area). The streetlight are not metered, but are billed monthly per fixture by the City's electrical utility company, Eversource, based on the wattage of the fixture. Eversource has a developed a per fixture rate for light emitting diodes (LED) which would dramatically lower the cost for streetlight that are converted from HPS and MH to LED.

Currently Eversource has a rebate program that provides up to one hundred thousand dollars (\$100,000) to communities to upgrade existing HPS streetlight to LED. The City has applied for this Eversource incentive for 2017. The Public Works Department conducted a demonstration project, in cooperation with Eversource, to gauge community reaction to the proposed conversion from HPS to LED by replacing 25 of the 30 streetlight along Marlboro Street with the following:

Existing Marlboro Streetlights:

<u>#Fixtures</u>	<u>Wattage</u>
(13)	65 Watt HPS
(18)	130 Watt HPS

Proposed Marlboro Streetlights

<u>#Fixtures</u>	<u>Wattage</u>
------------------	----------------

- (7) 25 Watt LED
- (18) 65 Watt LED
- (3) 65 Watt HPS (existing, leave for comparison)
- (2) 130 Watt HPS (existing, leave for comparison)

A survey of the public’s acceptance of LED streetlight based on the demonstration project conducted by the Public Works Department revealed 80% of respondents preferred LED streetlight to the traditional HPS lights and 88% of respondents felt the LED streetlight improved visibility compared to HPS streetlight.

In March 2017 the Public Works Department issued Request for Proposal# 02-17-14 LED Streetlight Conversion and received four (4) proposals. An LED Streetlight Conversion Review Team consisting of the Assistant Public Works Director/Solid Waste Manager, Engineering Technician, and GIS Technician reviewed the four (4) proposals and selected three (3) firms to interview- Siemens, Tanko Lighting and Affinity LED. Each firm was evaluated on the following criteria:

- Understanding of the Project
- Quality of Proposal
- Cost and Projected Timeline
- Professional Qualifications
- Experience of Firm and Qualifications
- Locality of Firm
- Public Outreach Plan

Based on the interviews and evaluation of the submitted proposals Tanko Lighting was eliminated due to their proposal not meeting specifications. Affinity LED and Siemens were then compared and Affinity LED achieved the higher evaluation score (based on a 5 point scale) by all three reviewers. The total cost differential over a twenty (20) year period (supply, installation and cost of electricity) between Siemens and Affinity LED was under \$1,500, however several factors convinced the Review Team that Affinity LED would be the preferred vendor including:

- Affinity LED is a New Hampshire based company,
- Affinity LED manufactures their lights in New Hampshire,
- Affinity LED offers a ten year warranty, and
- Affinity LED’s L rating (the number of hours a fixture operates before it cannot meet a 70% efficiency rating) is more than twice that of the competitors.

The New Hampshire communities that have worked with Affinity indicated a high degree of satisfaction with the product and service from Affinity LED (Affinity LED has completed or is in the process of completing installations in Portsmouth, Dover, Somersworth, Rochester, Newmarket, Milford, Merrimack, Conway, Whitefield and Claremont). Affinity LED proposed using a local electrical contractor to perform the installation of the LED streetlight.

The overall rankings were as follows (cumulative scores of review team):

Vendor	Score (on 5 point scale)
Tanko- Did not meet specifications- eliminated from consideration	
Affinity	4.16
Siemens	4.07

The project to replace the HPS streetlight is based on the following ledger:

NUMBER OF FIXTURES	RATE	SIZE CODE	TYPE	LUMENS	WATTS
4	82	044	HPS	4,000	50

828	82	047	HPS	4,000	50
80	82	048	HPS	5,800	70
81	82	151	HPS	9,500	100
1	82	053	HPS	16,000	150
132	82	188	HPS	16,000	150
25	82	153	HPS	30,000	250
1	82	158	HPS	130,000	1000
1	82	167	MTH	13,500	175
2	82	178	MTH	36,000	400

1,155

Seventy two percent (72%) of the existing fixtures in the City are 50 watt HPS lamps which can be converted to 25 watt LED lamps. Currently the City of Keene budgets \$165,000 for the electrical cost of streetlight (all streetlight except those in the downtown area which are billed to a separate cost center), per year. Factoring in the \$100,000 LED streetlight conversion incentive from Eversource to help with the projected \$261,982 cost of converting the existing 1,155 streetlight which, including installation, will have a payback in the 2 year range. The first phase of the LED Streetlight project will involve conducting an inventory of the existing streetlight to match up with the Eversource ledger. Once the exact number and wattage of the existing streetlight is confirmed and coordinated with Eversource then the conversion process for all the streetlight will begin (any work associated with this project will begin after July 1, 2017 when the FY 2017/18 budget begins). It should be noted that the City will now own the individual lighting fixtures and will be responsible going forward for the cost (materials and labor) of repair and replacement of damage or failed fixtures. This future cost will be reflected in the departments future operating budget request.



City of Keene, N.H.
Transmittal Form

May 18, 2017

TO: Finance, Organization and Personnel Committee

FROM: Duncan Watson, Assistant Public Works Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 4.

SUBJECT: Capital Purchase- Asphalt Reclaimer - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to purchase a KM T2 asphalt reclaimer from Pavement Maintenance Supply of Millbury, MA (through a State bid process), for an amount not to exceed \$80,153 and further that the City Council authorize the use of up to \$21,000 of unspent FY18 personnel funds from the Public Works Department Operating budget and that staff submit the necessary resolution to designate up to \$60,000 from the project balance of the FY15 Road Rehabilitation Project Account, 90249 for this purchase.

BACKGROUND:

The Highway Division is recommending the purchase an asphalt reclaimer to repair small pavement deficiencies throughout the City of Keene. This piece of equipment turns chunk asphalt and/or asphalt millings into a high quality recycled product. This material, generally a waste product, comes from city construction projects and is stored at 560 Main Street. An asphalt reclaimer to produce hot-mix asphalt to repair small pavement deficiencies will be particularly useful during the winter months as the facility for hot-mix asphalt closes from November through April.

Winter time can be problematic for the Highway Division to maintain streets that have potholes or delaminations and for the Water & Sewer Division for repairing trenches. The asphalt reclaimer makes a product using waste material and a rejuvenator to create a product that will be vastly superior to cold patch during the winter months, and is a product that can be used for small pavement repairs year-round. The greatest benefit of the hot-mix from an asphalt reclaimer is that it negates the need to revisit potholes, delaminations or trenches that were temporarily filled with cold patch as the hot-mix is a one-time permanent repair that will provide the traveling public with an improved experience.

The cost for cold patch, purchased hot-mix and hot-mix produced from an asphalt reclaimer:

<u>Product</u>	<u>Cost per Ton</u>
Cold Patch	\$110
Hot Mix from Asphalt Plant	\$78
Hot Mix from Asphalt Reclaimer	\$10

Using a hot-mix product from an asphalt reclaimer will produce cost savings that will allow the Public Works Department to allocate funds currently used to purchase cold patch and labor to install the cold patch, to other programmatic needs and vastly improve upon the method of small pavement repair that is currently used (approximately \$14,000 per year is spent on the purchase of cold patch of which \$10,000 is estimated to be

reallocated). The Highway Division recommends the reallocation of operating budget funds in the Public Works Department General Fund to purchase a KM T2 asphalt reclaimer from Pavement Maintenance Supply of Millbury, MA (through a State bid process), for an amount not to exceed \$80,153.

For funding of the asphalt reclaimer the Department proposes to use unspent personnel funds and unspent capital road rehabilitation project funds. With the retiring of the Department's Sign Maker, there will be unspent general personnel funds and it is recommended that \$21,000 be reallocated to fund this equipment purchase.

Under the Alternative to Line Item Budget Approach, the City Manager with the approval of the City Council may use personnel line funds for non-personnel activities.

Project 90249, FY15 Road Overlay Project is complete and has a project balance of \$132,889. Since this equipment is for performing road maintenance and repair work, it is recommended that \$60,000 be reallocated from this project balance for the purchase of the asphalt reclaimer. The funds are remaining bond proceeds and to be used requires the submission and approval of a resolution designating these funds for this purpose.



City of Keene, N.H.
Transmittal Form

May 18, 2107

TO: Finance, Organization and Personnel Committee

FROM: Donald R Lussier, P.E., City Engineer

THROUGH: Medard Kopczyinski, City Manager

ITEM: 5.

SUBJECT: Rt. 12/Main Street Bridge over Beaver Brook - Professional Services Contract - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a professional engineering services contract with the Louis Berger Group, Inc. of Manchester, NH for the construction phase of the Rt. 12/Main Street over Beaver Brook (90151-A) for an amount not to exceed \$220,200.

BACKGROUND:

In September 2014 the City awarded an engineering design contract to the Louis Berger Group, Inc. (LBG) on a qualification-based selection process. LBG has now completed the design work in a satisfactory manner. We expect to receive authorization to advertise the project from the New Hampshire Departments of Transportation (NHDOT) within the next two weeks. Construction is expected to begin by the end of July and to continue through the fall.

City Code requires that professional services contracts over \$25,000 be entered into after receiving proposals from various interested firms and approval by the City Council. Public Works recommends that the contract for construction-phase engineering services be awarded to LBG on a “sole-source” basis. As the project engineer, LBG is uniquely qualified to oversee the construction work and ensure that their design intent is carried out.

Construction-phase engineering services include full-time construction observation, attendance at construction meetings, review of shop drawings and submittals, response to contractor requests for information, materials inspection and testing, review and comment of test results, maintenance of an as-built set of drawings, and other tasks typically required during construction. This project is being performed under the NHDOT’s “State Aid - Bridge” program and the engineer is also responsible for keeping the City in compliance with the State’s requirements.

It is recommended that the City Manager be authorized to negotiate and execute a contract with LBG for construction-phase engineering services not to exceed \$220,200.

Funding for this work was previously appropriated as part of the FY 2016 Capital Improvement Program (90151-B).



City of Keene, N.H.
Transmittal Form

May 19, 2017

TO: Finance, Organization and Personnel Committee

FROM: Donald R. Lussier, City Engineer

THROUGH: Medard Kopczynski, City Manager

ITEM: 6.

SUBJECT: Babbidge Reservoir Dam Improvements Project - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a professional engineering services contract with Dubois & King, Inc. of Randolph, VT for the construction phase of the Babbidge Reservoir Dam Improvements Project (05034-B) for an amount not to exceed \$139,356.00.

BACKGROUND:

In June 2014 the City awarded an engineering design contract to Dubois & King, Inc. on a qualification and fee-based selection process. Dubois & King has now completed the design work in a satisfactory manner. The project was advertised for construction in early May. Construction is expected to begin by the end of June and to continue through the fall.

City Code requires that professional services contracts over \$25,000 be entered into after receiving proposals from various interested firms and approval by the City Council. Public Works recommends that the contract for construction-phase engineering services be awarded to Dubois & King on a "sole-source" basis. The fee proposal from Dubois & King is reasonable. They have a vested interest in the success of this project and will be an advocate to advance the project through successful construction.

Construction-phase engineering services include full-time construction observation, attendance at construction meetings, review of shop drawings and submittals, response to contractor requests for information, materials inspection and testing, review and comment of test results, maintenance of an as-built set of drawings, and other tasks typically required during construction.

It is recommended that the City Manager be authorized to negotiate and execute with Dubois & King, Inc. for construction-phase engineering services for the project for an amount not to exceed \$139,356.00.

Funding for this work will come from the Babbidge Reservoir Dam Improvements Project Account (05034-B).



City of Keene, N.H.
Transmittal Form

May 23, 2017

TO: Finance, Organization and Personnel Committee

FROM: Rebecca Landry, Assistant City Manager and IT Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 7.

SUBJECT: Underground Telecommunications Conduit Contract - IT Department

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a contract for the installation of communication conduit and related materials with LJM Construction, LLC as a sole source provider. Funding for the project is to come from the reallocation of operating funds from Public Works Road and Street Maintenance budget, 02010-62331.

BACKGROUND:

A current opportunity to install underground telecommunications conduit in downtown Keene without incurring the cost of excavation and surface restoration has become possible due to the planned installation of conduit by Eversource to support their new transformer equipment. Staff learned of this project after the FY17 budget was adopted.

Staff of the IT Department and Public Works Engineering have been meeting with Eversource representatives to review planned activities and schedules. The Economic Development Action Plan supports the installation of conduit for the purpose of expanding Broadband access for businesses. Eversource's ongoing work in the downtown represents a unique opportunity to advance this goal. Doing so will require the City to acquire easements from private landowners for which the Planning, Licenses and Development Committee has authorized the City Manager to negotiate and execute said easements. The next step is to identify a funding source and contract for the materials. Eversource has contracted with LJM Construction, LLC for the excavation work and materials. It is, therefore, recommended that the City use LJM Construction as a sole source provider for the materials and services required for the City conduit. This approach will allow us to install conduits without the normal cost of trench excavation, backfill and pavement.

The cost of City materials and services based on estimates received from LJM Construction is up to \$30,000.

The work planned for this summer will include conduits from Dunbar Street to Eagle Court and Cypress Street, 2-20 Main Street and the Hannah Grimes Center, and from the Commercial Street lot to Lamson and Federal Streets. Approximately 2,500 feet of conduit will be installed, along with hand-holes, pull boxes and appurtenant materials.

Public Works anticipates available funds in cost center 02010-62331 "Street Maintenance". Staff recommends moving forward with LJM Construction as a sole source provider for the project and that 02010-62311 be identified as the funding source up to \$30,000. This project has helped IT and Public Works staff to identify

current costs and specifications for this type of work and will be used in combination with the upcoming broadband study to prepare budget requests in future Capital Improvement Plans.



City of Keene, N.H.
Transmittal Form

May 12, 2017

TO: Mayor and Keene City Council
FROM: Elizabeth A. Fox, ACM/Human Resources Director
THROUGH: Medard Kopczynski, City Manager
ITEM: 8.
SUBJECT: Relating to Class Allocation and Salary Schedules

COUNCIL ACTION:

In City Council May 18, 2017.
Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That the City Council refer Ordinance O-2017-07 to the Finance, Organization, and Personnel Committee for their review and recommendation.

ATTACHMENTS:

Description

Ordinance O-2017-07

BACKGROUND:

The ordinance relating to salary and wage schedules for the 2017/2018 fiscal year reflects generally an across-the-board increase of 2% for non-bargaining units. The effective date of this increase would be July 1, 2017. This adjustment is comparable to that provided by the City's negotiated collective bargaining agreements. This revision also recommends additional adjustments to several non-union public safety positions, including probationary positions, considering labor market information and other conditions.



CITY OF KEENE

O-2017-07

In the Year of Our Lord Two Thousand and~~Seventeen~~.....

AN ORDINANCERelating to Class Allocations and Salary Schedules.....

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative and Clerical – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative and Clerical," effective July 1, 2017.

Kendall W. Lane, Mayor

In City Council May 18, 2017.
Referred to the Finance, Organization and Personnel Committee.


City Clerk

City Code Section 2-231

**COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE**

(effective July 1, 2017)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	83,994	103,977	124,818
<u>E</u>	87,774	108,656	130,435
<u>V</u>	91,723	113,545	136,305
<u>E</u>	95,851	118,655	142,439
<u>L</u>	100,164	123,994	148,848
	104,672	129,574	155,546

City Code Section 62-166

**PROBATIONARY PUBLIC WORKS
HOURLY WAGE SCHEDULE**

Non Union

(effective July 1, 2017)

<u>GRADE</u>	<u>STEP</u>			
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
H 1	12.52	13.46	14.06	14.70
H 2	13.07	14.05	14.68	15.34
H 3	13.66	14.68	15.35	16.04
H 4	14.25	15.32	16.01	16.73
H 5	14.91	16.03	16.75	17.50
H 6	15.58	16.75	17.50	18.29
H 7	16.26	17.48	18.27	19.09
H 8	17.02	18.30	19.12	19.98
H 9	17.78	19.11	19.97	20.87
H 10	18.54	19.93	20.83	21.76
H 11	19.43	20.89	21.83	22.81
H 12	20.29	21.81	22.79	23.82

CLASS ALLOCATION

<u>GRADE</u>	
H 2	Maintenance Aide I; Recycler I; Recycler I/Attendant
H 4	Water & Sewer Service Aide I
H 5	Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water & Sewer Service Aide II
H 7	Mechanic I
H 8	Motor Equipment Operator II
H 9	Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator
H 10	Highway Foreman; Solid Waste Foreman; Maintenance Technician I
H 11	Water Meter Technician; Maintenance Electrician
H 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman

City Code Section 62-191

**PROBATIONARY FIREFIGHTER
HOURLY WAGE SCHEDULE
(effective July 1, 2017)**

<u>GRADE</u>		<u>STEP 1</u>
F 1	Level I/EMT B	\$18.84
F 2	Level II/A-EMT	\$19.97
F 3	Level II/Medic	\$20.95

City Code Section 62-192

**PROBATIONARY POLICE OFFICER
HOURLY WAGE SCHEDULE
(effective July 1, 2017)**

<u>GRADE</u>	<u>STEP 1</u>
P 1	\$22.14

**ADMINISTRATIVE AND CLERICAL
ANNUAL SALARY SCHEDULE
Non Union
(effective July 1, 2017)**

<u>GRADE</u>	<u>STEPS</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 1	29,206	30,520	31,893	33,328	34,828	36,395
S 2	30,520	31,893	33,328	34,828	36,395	38,033
S 3	31,893	33,328	34,828	36,395	38,033	39,744
S 4	33,328	34,828	36,395	38,033	39,744	41,532
S 5	34,828	36,395	38,033	39,744	41,532	43,401
S 6	36,395	38,033	39,744	41,532	43,401	45,354
S 7	38,033	39,744	41,532	43,401	45,354	47,395
S 8	39,744	41,532	43,401	45,354	47,395	49,528
S 9	41,532	43,401	45,354	47,395	49,528	51,757
S 10	43,401	45,354	47,395	49,528	51,757	54,086
S 11	45,354	47,395	49,528	51,757	54,086	56,520
S 12	47,395	49,528	51,757	54,086	56,520	59,063
S 13	49,528	51,757	54,086	56,520	59,063	61,721
S 14	51,757	54,086	56,520	59,063	61,721	64,498
S 15	54,086	56,520	59,063	61,721	64,498	67,400
S 16	56,520	59,063	61,721	64,498	67,400	70,433
S 17	59,063	61,721	64,498	67,400	70,433	73,602
S 18	61,721	64,498	67,400	70,433	73,602	76,914
S 19	64,498	67,400	70,433	73,602	76,914	80,375
S 20	67,400	70,433	73,602	76,914	80,375	83,992
S 21	70,433	73,602	76,914	80,375	83,992	87,772
S 22	73,602	76,914	80,375	83,992	87,772	91,722
S 23	76,914	80,375	83,992	87,772	91,722	95,849
S 24	80,375	83,992	87,772	91,722	95,849	100,162
S 24.5	82,184	85,882	89,747	93,786	98,006	102,416
S 25	83,992	87,772	91,722	95,849	100,162	104,669
S 26	87,772	91,722	95,849	100,162	104,669	109,379
S 27	91,722	95,849	100,162	104,669	109,379	114,301
S 27.5	93,786	98,006	102,416	107,025	111,841	116,874
S 28	95,849	100,162	104,669	109,379	114,301	119,445
S 29	100,162	104,669	109,379	114,301	119,445	124,820
S 29.5	102,416	107,025	111,841	116,874	122,133	127,629

City Code Section 62-194

ADMINISTRATIVE AND CLERICAL

(effective July 1, 2017)

<u>GRADE</u>	<u>CLASS ALLOCATION</u>
S 4	Library Aide
S 5	Minute Taker
S 6	Administrative Assistant; Records Clerk
S 7	Administrative Assistant I
S 8	NO POSITIONS ASSIGNED
S 9	NO POSITIONS ASSIGNED
S 10	NO POSITIONS ASSIGNED
S 11	Fire Department Administrator; Office Manager; Parking Services Technician; Police Dispatch Supervisor
S 12	Librarian I; Planning Technician; Paralegal; Executive Secretary
S 13	NO POSITIONS ASSIGNED
S 14	NO POSITIONS ASSIGNED
S 15	Executive Assistant; Librarian II; Senior Staff Accountant; Payroll Administrator; Human Resource Assistant; Youth Services Manager; Mapping Technician; Engineering Technician; Technical Support Specialist; Assistant City Clerk; Parking Operations Manager; Purchasing Specialist
S 16	Planner; Laboratory Supervisor
S 17	Appraiser; Recreation Programmer; Librarian III; Parks & Cemetery Maintenance Superintendent; Treatment Plant Manager; Fleet Services Operations Manager; Airport Maintenance & Operations Manager,
S 18	Water & Sewer Superintendent; Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; Engineer-Utilities Inspector/Coordinator; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager,
S 19	Highway Superintendent; Fleet Services Superintendent; Operations Manager; Code Enforcement & Inspections Manager
S 20	Assistant City Attorney; Systems Administrator; Purchasing & Contract Services Manager
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	Code Enforcement Superintendent
S 24	City Engineer; Assistant Public Works Director/Division Head; Assistant IT Director; Database Administrator; Airport Director; Police Captain; Deputy Fire Chief
S 24.5	Police Captain; Deputy Fire Chief
S 25	Parks, Recreation & Facilities Director; Human Resources Director; Library Director; Human Services/Youth Services Director; Assistant Finance Director/Assistant Treasurer
S 26	Planning Director; Health Director; City Assessor
S 27	Police Chief; Fire Chief; Finance Director/Treasurer; Public Works Director; IT Director
S 27.5	NO POSITIONS ASSIGNED Police Chief; Fire Chief; Public Works Director
S 28	NO POSITIONS ASSIGNED
S 29	NO POSITIONS ASSIGNED
S 29.5	NO POSITIONS ASSIGNED



Transmittal Form

May 12, 2017

TO: Mayor and Keene City Council
FROM: Elizabeth A. Fox, ACM/Human Resources Director
THROUGH: Medard Kopczynski, City Manager
ITEM: 9.
SUBJECT: Relating to Personnel Procedures - Hours of Work

COUNCIL ACTION:

In City Council May 18, 2017.
Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That the City Council refer Ordinance O-2017-08 to the Finance, Organization, and Personnel Committee for their review and recommendation.

ATTACHMENTS:

Description

Ordinance O-2017-08

BACKGROUND:

City Code and collective bargaining agreements, augmented by the Employee Handbook, provide an employment framework for management of the City's workforce. Chapter 62-216 prescribes hours of work for various types of positions and departments. An analysis of the City work week practice indicates that an adjustment modifying the basic work week to 40 hours for certified fire department positions listed in Chapter 62-194 (Fire Chief and Deputy Fire Chief) aligns the City's standard for those positions to comparable communities and to similar positions on the City's schedule.



CITY OF KEENE

Seventeen

In the Year of Our Lord Two Thousand and
Relating to Personnel Procedures – Hours of Work

AN ORDINANCE

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, hereby are further amended by inserting the boldface text in the following sections of Chapter 62, Personnel: *Sec. 62-276, Hours of work, as follows:*

Sec. 62-276. Hours of Work

- (a) Average workweeks for various regular full-time city employees and departments are based on operations and needs of the public, and they normally are as follows:

Administrative and office positions.....37.5 hours

All certified fire department positions (**except those listed in Chapter 62-194**).....42 hours

All non-administrative public works; **certified fire department positions listed in Chapter 62-194**; airport; facilities management; and parks, recreation, cemeteries positions.....40 hours

All library positions (except facilities management).....38 hours

All non-administrative police department positions (except clerical).....40 hours

Kendall W. Lane, Mayor

In City Council May 18, 2017.

Referred to the Finance, Organization and Personnel Committee.


City Clerk



City of Keene, N.H.
Transmittal Form

May 22, 2017

TO: Finance, Organization and Personnel Committee

FROM: Steve Thornton, Finance Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 10.

SUBJECT: FY 2017-2018 Proposed Budget - Staff Recommended Change - Finance Department

RECOMMENDATION:

That the Finance, Organization, and Personnel Committee recommend the FY 2017-2018 Proposed Budget be amended to include replacement of voting booths as follows:

<u>Department</u>	<u>Line Item</u>	<u>Cost Center</u>	<u>Account</u>	<u>Amount</u>
City Clerk	Minor Equipment	02001	62734	\$ 17,165
Assessing	Property Tax	00400	41105	\$ 17,165

BACKGROUND:

In advance of the budget review and recommendation hearing to be conducted by the Finance, Organization & Personnel Committee (FOP), an adjustment to the Proposed FY 2017/2018 Operating Budget is being requested by City staff.

The budget amendment will fund the replacement of voting booths in Ward 1.



CITY OF KEENE

R-2017-22

In the Year of Our Lord Two Thousand and ..Seventeen.....

A RESOLUTION Relating to the 2017/2018 fiscal year budget.....

Resolved by the City Council of the City of Keene, as follows:

That the sum of \$25,039,632 be raised by taxation during the current year which together with \$32,877,851 for estimated operating revenues aggregating \$57,917,483 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$3,461,930 be appropriated for capital expenditures and capital reserve appropriations in the city proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2017, as attached hereto and made a part thereof.

Kendall W. Lane, Mayor

In City Council May 4, 2017.

Referred to the Finance, Organization and Personnel Committee.

Public Hearing set for May 18, 2017 at 7:00PM.


Patricia Castle
City Clerk

CITY OF KEENE, NEW HAMPSHIRE
2017/2018 Annual Operating Budget

R-2017-22

General Fund Revenue & Other Financing Sources:	<i>Adopted</i>	General Fund Appropriations:	<i>Adopted</i>
Property Tax Revenue	\$25,039,632	Elected & Appointed Officials	\$2,760,051
Use of Surplus	815,000	Capital Projects	1,932,768
Other Taxes	447,000	Administrative Services	3,610,007
Tax Increment Financing	463,270	Community Services	19,324,689
Licenses, Permits & Fees	3,497,363	Municipal Development Services	6,659,859
Intergovernmental	2,700,495	Debt Service	4,897,288
Charges for Services	1,759,402		
Fines & Forfeits	86,746		
Miscellaneous	1,322,533		
Other Financing Sources	3,053,221		
NET GENERAL FUND OPERATING REVENUES	\$39,184,662	NET GENERAL FUND OPERATING APPROPRIATIONS	\$39,184,662
TOTAL PARKING METER FUND REVENUES	\$2,198,544	TOTAL PARKING METER FUND APPROPRIATION	\$2,198,544
TOTAL PC REPLACEMENT FUND REVENUES	\$69,135	TOTAL PC REPLACEMENT FUND APPROPRIATIONS	\$69,135
TOTAL SOLID WASTE FUND REVENUES	\$4,790,481	SOLID WASTE FUND APPROPRIATIONS	\$4,790,481
TOTAL SEWER FUND REVENUES	\$5,659,563	TOTAL SEWER FUND APPROPRIATIONS	\$5,659,563
TOTAL WATER FUND REVENUES	\$3,759,462	TOTAL WATER FUND APPROPRIATIONS	\$3,759,462
TOTAL EQUIPMENT FUND REVENUES	\$2,255,636	EQUIPMENT FUND	\$2,255,636
TOTAL OPERATING REVENUES - ALL FUNDS	\$57,917,483	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS	\$57,917,483
CAPITAL:			
SEWER FUND CAPITAL FUNDING	\$930,451	SEWER FUND CAPITAL APPROPRIATIONS	\$930,451
WATER FUND CAPITAL FUNDING	\$1,154,727	WATER FUND CAPITAL APPROPRIATIONS	\$1,154,727
EQUIPMENT FUND CAPITAL FUNDING	\$1,376,752	EQUIPMENT FUND CAPITAL APPROPRIATIONS	\$1,376,752
TOTAL CAPITAL FUNDING - ALL FUNDS	\$3,461,930	TOTAL CAPITAL APPROPRIATIONS - ALL FUNDS	\$3,461,930



May 14, 2017

TO: Mayor and Keene City Council

FROM: Steve Thornton, Finance Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 12.

SUBJECT: Relating to the Appropriation of Funds for the Consolidated Infrastructure Project; Relating to the Appropriation of Funds for the LED Streetlights Project; Relating to the Appropriation of Funds for the Flood Management Project; Relating to the Appropriation of Funds for the Airport Terminal Improvement Project and Relating to the Appropriation of Funds for the Transfer Station Energy Source Project

COUNCIL ACTION:

In City Council May 18, 2017.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That resolutions R-2017-12 through R-2017-16 relating to appropriation of funds for the Consolidated Infrastructure, LED Streetlight, Flood Management, Airport Terminal Improvement, and Transfer Station Energy Source Projects be introduced and read at the May 18, 2017 meeting of the City Council and be referred to the Finance, Organization, and Personnel Committee for consideration, discussion, and a recommendation back to City Council.

ATTACHMENTS:

Description

Resolution R-2017-12

Resolution R-2017-13

Resolution R-2017-14

Resolution R-2017-15

Resolution R-2017-16

BACKGROUND:

Included in the proposed 2017/2018 operating budget are several bond issues to fund projects advanced through the Capital Improvements Program (CIP) process, as follows:

				<i>term</i>
R-2017-12	General Fund	Consolidated Infrastructure	\$1,301,500	10
R-2017-13	General Fund	LED Streetlights	\$350,000	5
R-2017-14	General Fund	Flood Management	\$906,000	15
R-2017-15	General Fund	Airport Terminal Improvements	\$200,000	7
		SUBTOTAL - GENERAL FUND	\$2,757,500	
R-2017-16	Solid Waste	Transfer Station Energy Source	\$250,000	10
		SUBTOTAL - SOLID WASTE	\$250,000	
		TOTAL - ALL FUNDS	\$3,007,500	

These resolutions require two readings before the City Council, the first of which will be May 18, 2017.



CITY OF KEENE

R-2017-12

In the Year of Our Lord Two Thousand andSeventeen.....

A RESOLUTION Relating to the Appropriation of Funds for the Consolidated
.....Infrastructure Project.....

Resolved by the City Council of the City of Keene, as follows:

That the sum of one million, three hundred and one thousand five hundred dollars (\$1,301,500) is hereby appropriated for the Consolidated Infrastructure Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, three hundred and one thousand five hundred dollars (\$1,301,500) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 18, 2017.

Referred to the Finance, Organization and Personnel Committee.


Patricia C. Little
City Clerk



CITY OF KEENE

R-2017-13

In the Year of Our Lord Two Thousand andSeventeen.....

A RESOLUTION Relating to the Appropriation of Funds for the LED Streetlights
..... Project

Resolved by the City Council of the City of Keene, as follows:

That the sum of three hundred and fifty thousand dollars (\$350,000) is hereby appropriated for the LED Streetlights Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three hundred and fifty thousand dollars (\$350,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 18, 2017.

Referred to the Finance, Organization and Personnel Committee.


City Clerk



CITY OF KEENE

R-2017-14

In the Year of Our Lord Two Thousand andSeventeen.....

A RESOLUTION Relating to the Appropriation of Funds for the Flood Management Project

Resolved by the City Council of the City of Keene, as follows:

That the sum of nine hundred and six thousand dollars (\$906,000) is hereby appropriated for the Flood Management Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to nine hundred and six thousand dollars (\$906,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 18, 2017.

Referred to the Finance, Organization and Personnel Committee.


Patricia Castle
City Clerk



CITY OF KEENE

R-2017-15

In the Year of Our Lord Two Thousand andSeventeen.....

A RESOLUTION Relating to the Appropriation of Funds for the Airport Terminal
.....Improvements Project.....

Resolved by the City Council of the City of Keene, as follows:

That the sum of two hundred thousand dollars (\$200,000) is hereby appropriated for the Airport Terminal Improvements Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred thousand dollars (\$200,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 18, 2017.

Referred to the Finance, Organization and Personnel Committee.


City Clerk



CITY OF KEENE

R-2017-16

In the Year of Our Lord Two Thousand andSeventeen.....

A RESOLUTION Relating to the Appropriation of Funds for the Transfer Station
.....Energy Source Project.....

Resolved by the City Council of the City of Keene, as follows:

That the sum of two hundred and fifty thousand dollars (\$250,000) is hereby appropriated for the Transfer Station Energy Source Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred and fifty thousand dollars (\$250,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 18, 2017.

Referred to the Finance, Organization and Personnel Committee.


Patricia Cuthbert
City Clerk