



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
July 13, 2017
6:30 PM**

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

-
1. Acceptance of Donation - Sumner Knight Chapel - Parks, Recreation, and Facilities Department
 2. Cleaning Service Contract - Parks, Recreation and Facilities Department
 3. Banking Services Contract - Finance Department
 4. Airport Engineering, Planning & Architectural Services – Consultant Selection - Public Works Department
 5. Monadnock Family Services/Monadnock Community Services Center Property Purchase - 11 93rd Street - Public Works Department
 6. Departmental Presentation: Behind the Scenes - IT Department
 7. Relating to Chapter 62 - Personnel - Performance Bonus - Human Resources Department Ordinance O-2017-12
 8. Reallocation of Bond Proceeds - Capital Purchase Asphalt Reclaimer - Public Works Department Resolution R-2017-25

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

June 12, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 1.

SUBJECT: Acceptance of Donation - Sumner Knight Chapel - 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 \$264.00 and that the money is used by the Parks, Recreation and Facilities Department.

BACKGROUND:

\$264.00 *Donation for maintenance improvements of the Sumner Knight Chapel.*

Steve Larmon, who attended the Sumner Knight Series, was inspired to produce his own benefit and raised \$264.00 on June 4th 2017 to be used for needed repairs in the Sumner Knight Chapel.



City of Keene, N.H.
Transmittal Form

June 23, 2017

TO: Finance, Organization and Personnel Committee

FROM: Scott Martin, Facilities Manager

THROUGH: Medard Kopczynski, City Manager

ITEM: 2.

SUBJECT: Cleaning Service Contract - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization & Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute a contract with S.J. Services, Inc. for custodial services at multiple City facilities. Funds are available from: 01328, 01329, 01335, 11000, 10000 and 08006-62201. The base amount of this contract not including floor care is \$77,964.00 with a second year option at the same pricing.

BACKGROUND:

Over the last several years the Facilities Division has implemented and continuously evaluated the merits of contracted cleaning services. With the help of departmental staff, we drafted a Request for Proposal (RFP 02-17-13) which included added workloads that were determined to be lacking in the original contract. The City received five competitive proposals for review. After evaluation S.J. services Inc. received the highest proposal score. This was based on a full review of contract and approach that would be taken to perform assigned task.

To hire personnel to fulfill the required 95 hours would require a minimum estimated:

2 full-time custodians (80 hours per week):	\$130,000	or
2 part-time 34 hours each and 1 Part- time 28 hour	\$110,000	or
3 part-time 28 hours each (84 hours per week):	\$ 90,000	



June 30, 2017

TO: Finance, Organization and Personnel Committee

FROM: Steve Thornton, Finance Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 3.

SUBJECT: Banking Services Contract - Finance 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 banking services agreement with Mascoma Savings Bank to provide general banking services to the City for five years, with a two year extension at the City’s sole option.

BACKGROUND:

The City issued RFP No. 02-17-08 in May, 2017 to solicit proposals for general banking services including general cash management, lockbox services, and online banking. Four bids were received, from People’s Bank (the incumbent), TD Bank North, Citizens Bank, and Mascoma savings Bank.

The four banks are well qualified to provide all services specified in the RFP. The four banks are familiar with the City based upon prior and ongoing investment and banking service relationships.

Each of the respondents submitted proposals that would establish a fee structure that would remain unchanged for the five year term of the contract, as well as for the two year option term. The fee proposals are as follows:

Comparison of Banking Services Proposals 2017 through 2022				
	Estimate of Annual Fees	Compensating Balance*	Earnings Credit	Banking Supplies
Macoma Savings Bank	-	-	N/A	yes
TD Bank	26,060	6,111,727	0.65%	N/A
Citizen's Bank	29,441	4,100,000	0.80%	\$2,000 / yr
People's Bank	34,129	2,530,000	1.50%	\$5,000 / yr
* Compensating Balance - Amount of funds left on deposit at the earnings credit rate to offset annual fees.				

The annual cost estimates for banking services were developed by each bank applying a per transaction cost for various types of services utilized by the City to the actual number of each type of services was used by the City over the last year.

While all of the banks submitted well thought out and thorough proposals to the City, Mascoma Savings Bank has proposed to provide banking services to the City with no fees for the life of the contract. City staff (Merri Howe, Karen Gray, Mary Alther and Steve Thornton) have met with representatives to discuss the range of

banking services utilized by City and interviewed customer references (including Hanover and Lebanon, NH). Based upon the RFP reponse, services offered, references and pricing, City staff is recommending the selection of Mascoma Savings Bank to provide banking services to the City.



City of Keene, N.H.
Transmittal Form

July 5, 2017

TO: Finance, Organization and Personnel Committee

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

THROUGH: Medard Kopczynski, City Manager

ITEM: 4.

SUBJECT: Airport Engineering, Planning & Architectural Services – Consultant Selection - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that DuBois & King Inc. be designated as the City's Airport Engineer of Record for various projects and other technical support at the City's Airport.

BACKGROUND:

The City issued a Request for Qualifications (RFQ) for Airport Engineering, Planning and Architectural Services as required by the Federal Aviation Administration for various airport projects and compliance issues. Unlike most City request for professional services, this RFQ was not based on a specific scope of services but rather, the intent is to select, through a qualifications-based process, a multi-disciplinary consultant with experience in airport planning and design to assist with a variety of project related and compliance tasks over the next 3-5 years. The selected consultant will be given specific task assignments under this "Engineer of Record" designation based on defined scopes of work and negotiated fees.

A total of four consultant teams submitted qualifications responsive to the RFQ. A five member team comprising of the Airport Director, Airport Operations Foreman, the Chairman and an additional member of the Airport Advisory Committee and the City Engineer interviewed the four firms on May 25, 2017. Firms were ranked based on the following criteria:

Qualifications of the Firm	10%
Qualifications of the Project Team	20%
Experience working with NHDOT and FAA	20%
Project Understanding	20%
References	10%
Quality of Presentation	20%

Below is a table of the average scores of the interview team and the ranking of the three firms.

<u>Firm</u>	<u>Score</u>
Dubois & King, Inc.	98
Gale Associates, Inc.	95
Stantec Consulting Services, Inc.	88

It is recommended that the City Manager be authorize to negotiate and execute a professional services contract with DuBois & King, Inc.



City of Keene, N.H.
Transmittal Form

July 7, 2017

TO: Finance, Organization and Personnel Committee

FROM: Kürt D. Blomquist, P.E., Public Works Director/Emergency Management Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 5.

SUBJECT: Monadnock Family Services/Monadnock Community Services Center Property Purchase - 11
93rd Street - 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 develop and execute a purchase and sale agreement with Monadnock Family Services/Monadnock Community Services Center for the property at 11 93rd Street for \$38,000.

ATTACHMENTS:

Description

Monadnock Family Services_offer ltr

BACKGROUND:

The City of Keene acquired several pieces of property back in 1975 and 1976 as part of acquisitions for several projects; the Elderly Housing Project and the Wells Street Parking Lot. 11, 93rd Street is a remaining parcel from those acquisitions.

In late 1988, Monadnock Family Services/Monadnock Community Services Center (MFS/MCSC) approached the City for use of the property as a parking area. In 1989, and per the site plan approved in 1989, MFS/MCSC constructed a parking lot and began leasing the property at 11 93rd Street from the City.

MFS/MCSC has continuously leased and maintained this property for the past 26 years and the current lease is due to be renewed. MFS/MCSC has expressed an interest in purchasing this property from the City.

The City Council authorized the City Manager, on April 20, 2017, to negotiate with MFS for the sale of this property. The City Manager has met with representatives from MFS/MCSC. MFS/MCSC has offered \$38,000 for the acquisition of the property as is. It is recommended that the City Manager be authorized to do all things necessary to develop and execute a purchase and sale agreement of the property at 11 93rd Street for \$38,000.



July 10, 2017

Mr. Med Kopczynski
City of Keene
3 Washington St
Keene, NH 03431

Dear Med

The property holding company for Monadnock Family Services, is Monadnock Community Services Center (MCSC). Per your conversation with our Board Chair, David Bergeron, MCSC would like to offer the City of Keene \$38,000 for the 0.26 acre parcel of City Owned land on 93rd Street. This figure reflects the assessed value of the property minus the improvements that MCSC did to construct the parking lot and the lease payments that MCSC has made to the city over the years.

MCSC leased this property from the city 26 years ago and constructed parking for their building on 93rd Street. We have had sole use of the lot since then and have done the winter plowing, sanding and salting to maintain the lot. It is my understanding that it is in the best interest of both parties to transfer ownership of the property to MCSC. The property is necessary for MCSC to continue to meet their site plan approval conditions for adequate parking and selling the property will release the city from any possible liability that may arise from continuing to own the property.

We would like to thank you, Med, for continuing to help us through this process and look forward to completing the transaction. If you have any questions, please contact either me at pwyzik@mfs.org or Dave Bergeron at dberg@ne.rr.com.

Respectfully,


Philip Wyzik
Chief Executive Officer



City of Keene, N.H.
Transmittal Form

TO: Finance, Organization and Personnel Committee

FROM:

THROUGH: Patricia A. Little, City clerk

ITEM: 6.

SUBJECT: Departmental Presentation: Behind the Scenes - IT Department

BACKGROUND:

Staff members in the IT Department will be delving into the important work that goes on behind the scenes to protect the City's network and to maintain vital services to all departments. Staff presenting include: Andrew Mueller, Rick Lemieux, Sarah Miller and Paul Boyd. A PowerPoint will be used.



City of Keene, N.H.
Transmittal Form

June 30, 2017

TO: Mayor and Keene City Council

FROM: Elizabeth A. Fox, ACM/Human Resources Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 7.

SUBJECT: Relating to Chapter 62 - Personnel - Performance Bonus - Human Resources Department

COUNCIL ACTION:

In City Council July 6, 2017

Referred to the Finance, Organization and Personnel Committee

RECOMMENDATION:

That the City Council refer Ordinance O-2017-12 to the Finance, Organization, and Personnel Committee.

ATTACHMENTS:

Description

Ordinance O-2017-12

BACKGROUND:

The annual update of the Class Allocation and Salary Ordinance modifications (O-2017-07A) adopted in early June included salary grade adjustments for non-bargaining unit public safety leadership positions. Prior to consideration by the City Council additional information regarding compression and its impacts within the organization was provided. As part of that communication staff indicated that with favorable Council action on the O-2017-07A modifications to Chapter 62-195 relating to performance bonuses associated with these positions would be advanced.

This memo, accompanying O-2017-12, recommends that the change proposed by O-2017-12 be implemented on a pro-rated basis during FY18. The public safety positions impacted by this transition period have annual evaluation dates spanning the FY18 calendar. Award of any bonus is linked to these satisfactory evaluations and to navigate transitioning compensation from a bonus payment to base pay, a transition period is suggested. Under this method for the portion of an employee's evaluation period prior to July 1, 2017, the performance bonus calculation would consider the bonus amount in effect for that time period (\$4,000 annually).

Evaluations periods falling in FY18 would be based on the modified bonus amount (\$2,000). For example, for an employee receiving a satisfactory annual evaluation in September 2017 the amount due would be based on the ordinance in effect during 9 months falling in FY17 ($\$4,000/12 \times 9$) and 3 months in FY18 at the amended rate ($\$2,000/12 \times 3$). As we move through FY18 the impact of the salary grade adjustment for these positions adopted by City Council matures, and this pro-rating acknowledges the varying impact during implementation of this change. For future fiscal periods (following FY18) pro-rating would not be required.



CITY OF KEENE

O-2017-12

Seventeen

In the Year of Our Lord Two Thousand and

AN ORDINANCE Relating to Personnel Procedures – Performance Bonus

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. 62-195, Performance Bonus, as follows:*

Sec. 62-195. - Performance bonus.

Employees holding the following positions with the City of Keene and who receive a satisfactory performance evaluation shall be entitled to an annual performance bonus in the amounts specified. Such payment shall be made within the month of the anniversary date of hire or rehire, or at any other time as authorized by the city manager.

- (1) Fire chief and deputy fire chief: annually **\$2,000.00** ~~\$4,000.00~~
- (2) Police chief and police captain: annually **\$2,000.00** ~~\$4,000.00~~

In City Council July 6, 2017.
Referred to the Finance, Organization
and Personnel Committee.

City Clerk


Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

June 23, 2017

TO: Mayor and Keene City Council

FROM: Kurt D. Blomquist, PE, Public Works Director/Emergency Management Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 8.

SUBJECT: Reallocation of Bond Proceeds - Capital Purchase Asphalt Reclaimer - Public Works Department

COUNCIL ACTION:

In City Council July 6, 2017

The memorandum was filed into the record.

RECOMMENDATION:

That Resolution R-2017-25, Relating to the Reallocation of Bond Proceeds from the FY15 Rehabilitation Project (90249), for the purchase of an Asphalt Reclaimer, be referred to the Finance, Organization and Personnel Committee for consideration with a recommendation back to City Council.

ATTACHMENTS:

Description

Resolution R-2017-25

BACKGROUND:

The Public Works Department proposed the purchase of an Asphalt Reclaimer for use in the maintenance and repair of City streets and roads. Funding for the purchase of the Reclaimer was to come from unspent funds in the Public Works Department FY17 Operating Budget and from reallocated bond proceeds from the completed FY15 Road Rehabilitation Project.

The City Council on June 1, 2017, approved the purchase of the Asphalt Reclaimer and the proposed funding. Attached for first reading and referral to the Finance, Organization, and Personnel Committee is Resolution R-2017-25, that would reallocate Sixty Thousand Dollars (\$60,000) from the project balance of the completed FY15 Road Rehabilitation Project for the purchase of the reclaimer.



CITY OF KEENE

R-2017-25

Seventeen

In the Year of Our Lord Two Thousand and
Relating to the Reallocation of Bond Proceeds from the FY15 Rehabilitation
A RESOLUTION Project (90249)

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

That the sum of sixty thousand dollars (\$60,000) in bond proceeds be allocated from the FY15 Road Rehabilitation Project Account (90249) for the purchase of an Asphalt Relaimer for the Public Works Department.

Kendall W. Lane, Mayor

In City Council July 6, 2017.

Referred to the Finance, Organization and Personnel Committee.

City Clerk