



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
March 22, 2018
6:30 PM**

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

-
1. Request for Approval to Solicit Donations to be Used as Prizes for City of Keene Fourth Grade Water Science Fairs - Public Works Department
 2. Acceptance of Donations to Library Renovation Project - Campaign Managers for the Next Chapter
 3. Land Use Code Update Planning Consultant Selection - Planning Department
 4. Ambulance Billing Contract - Finance Director and Fire Chief
 5. FY17 Audit Presentation – Melanson Heath
 6. Approving an Application for CDBG Funds - MEDC/603 OPTX Resolution R-2018-07

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

March 14, 2018

TO: Finance, Organization and Personnel Committee

FROM: Eric Swope, Industrial Pretreatment Coordinator and Donna Hanscom, Assistant Public Works Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Request for Approval to Solicit Donations to be Used as Prizes for City of Keene Fourth Grade Water Science Fairs - 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 solicit and accept donations to be used as prizes for the Fourth Grade Water Science Fairs from local and regional businesses.

BACKGROUND:

Since 1997, staff at the City of Keene's Wastewater Treatment and Drinking Water Facilities have coordinated water science fairs for fourth grade students within the City of Keene. Each year a fair is held at each elementary school that chooses to participate. The top three projects from each school are then eligible to participate at a City-wide Science Fair, which is a qualifying event for the State Water Science Fair. Last year approximately 100 fourth grade students completed water science fair projects in Keene schools.

The water science fairs are designed to encourage student involvement in the sciences and to encourage education about water-related issues. The fairs enjoy broad support from teachers, schools and participating students and their families.

Typically, the City has provided a certificate of participation and a tee shirt to all students who present a project. It has also provided trophies and prizes to the top finishers from each school and to the top finishers at the City Fair. Prize donations were solicited for the first two years, then a budget was established and the Science Fair project was funded through a line item in the Water Fund's Administration Budget.

As part of an overall reductions in spending, in recent years staff has requested approval from the City Council to solicit donations for prizes from local and regional businesses and organizations. Last year fifteen businesses and organizations donated prizes including gift certificates, pool passes, museum passes, a Silver Eagle coin, Colonial Theater event passes, MoCo Arts and New Hampshire Dance Institute show passes, and the Keene Swamp Bats provided passes for the families of all participants, plus offered the winner of the City Fair the chance to throw out the first pitch at "Science Fair Night at the Swamp Bats".



City of Keene, N.H.
Transmittal Form

March 14, 2018

TO: Finance, Organization and Personnel Committee

FROM: Judith Putnam and Dita Englund, Co-Chairs for the Next Chapter Campaign

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Acceptance of Donations to Library Renovation Project - Campaign Managers for the Next Chapter

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend to the City Council the acceptance of \$218,670.48 as listed in the Cambridge Trust January 1- March 13, 2018 Donor list to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

ATTACHMENTS:

Description

Cambridge Trust January report

Cambridge Trust February report

Cambridge Trust January - March 13 Donor List.

BACKGROUND:

On June 30, 2015 the City Council authorized the establishment of a Temporarily Restricted City Trust Fund to receive and distribute funds for the Library Renovation Project. The Friends and Library Trustees put in place the Campaign Committee with Judith Putnam and Alfreida (Dita) Englund as Co-Campaign Chairs and Ernest Hebert as the Honorary Chair.

The attached Cambridge Trust report contains the donations received January 1- March 13, 2018. Gifts from donors who wish to remain anonymous directed their donation to the Friends of the Library and are included in the Cambridge Trust Bank reports as part of the Friends of the Library donation. Donors have received acknowledgement of their donations. Julie Dickson is the part time Campaign Gift Processing Administrator.

Thanks to generous donations from individuals, foundations, and corporations, the capital campaign has reached its \$5,000,000 goal. As the funds are received, they will be brought forth on a regular basis. After acceptance of the funds by City Council, the reports then go the Trustees of the City held Trust funds for approval and acceptance. This process was reviewed by the City Finance Department, the Library Trustees, the Friends of the Library Board, the City Attorney and Terry Knowles, Assistant Director, Charitable Trust Unit of the Department of the Attorney General.

MS-9 CRF LIBRARY
 REPORT OF THE TRUSTEES OF TRUST FUNDS FOR THE CITY OF KEENE, NH
 FOR PERIOD ENDING JUNE 30, 2018
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)
 AS OF: JANUARY 31, 2018

Principal								Year to Date (YTD)						
BALANCE BEGIN OF MONTH	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES	PRINCIPAL FEES *	WITHDRAWALS	BALANCE END OF MONTH JANUARY 31, 2018	GRAND TOTAL PRINC & INC JANUARY 31, 2018	MARKET VALUE JANUARY 31, 2018	NEW FUNDS	CASH GAIN OR LOSS	PRINCIPAL FEES	WITHDRAWALS	INCOME	INCOME FEES	EXPENDED
125,655.00	39,642.36	-	(93.81)	-	165,203.55	171,746.02	171,746.02	1,030,016.48	0.09	(9,162.07)	(3,055,565.71)	12,129.45	-	(10,167.29)
125,655.00	39,642.36	-	(93.81)	-	165,203.55	171,746.02	171,746.02	1,030,016.48	0.09	(9,162.07)	(3,055,565.71)	12,129.45	-	(10,167.29)

MS-9 CRF LIBRARY
 REPORT OF THE TRUSTEES OF TRUST FUNDS FOR THE CITY OF KEENE, NH
 FOR PERIOD ENDING JUNE 30, 2018
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)
 AS OF: FEBRUARY 28, 2018

Principal								Year to Date (YTD)						
BALANCE BEGIN OF MONTH	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES	PRINCIPAL FEES *	WITHDRAWALS	BALANCE END OF MONTH FEBRUARY 28, 2018	GRAND TOTAL PRINC & INC FEBRUARY 28, 2018	MARKET VALUE FEBRUARY 28, 2018	NEW FUNDS	CASH GAIN OR LOSS	PRINCIPAL FEES	WITHDRAWALS	INCOME	INCOME FEES	EXPENDED
165,203.55	9,003.12	-	(97.37)	(76,897.93)	97,211.37	103,908.17	103,908.17	1,039,019.60	0.09	(9,259.44)	(3,132,463.64)	12,283.78	-	(10,167.29)
165,203.55	9,003.12	-	(97.37)	(76,897.93)	97,211.37	103,908.17	103,908.17	1,039,019.60	0.09	(9,259.44)	(3,132,463.64)	12,283.78	-	(10,167.29)

Cambridge Trust Company
City of Keene Library Renovation Restricted Trust
Posted Transaction Detail
As of date: 01/01/2018 To 03/13/2018
Position Type: Settled

Transaction Description	Posting Date	Principal Cash
GIFT FROM CHRISTINE CURTIS	1/2/2018 \$	25.00
GIFT FROM MELINDA BELDEN	1/2/2018	100.00
GIFT FROM BISON-EAST INC	1/2/2018	500.00
GIFT FROM GARY AND SUSAN TOCHTERMAN	1/2/2018	500.00
GIFT FROM CRAIG STOCKWELL & SARAH MUSTIN	1/2/2018	1,500.00
GIFT FROM THOMAS CASEY & SANDRA PHIPPS	1/2/2018	300.00
GIFT FROM FRIENDS OF THE KPL	1/5/2018	12,000.00
GIFT FROM LOUISE & ROGER ZERBA	1/5/2018	250.00
GIFT FROM CHRISTINE CURTIS	1/5/2018	25.00
GIFT FROM FRIENDS OF THE KPL	1/5/2018	14,567.36
GIFT FROM KAREN WOLK	1/8/2018	3,000.00
GIFT FROM RICHARD FOX	1/8/2018	5,000.00
GIFT FROM CHRISTINE CURTIS	1/16/2018	25.00
GIFT FROM CHRISTINE CURTIS	1/19/2018	25.00
GIFT FROM ML CAFFREY & K STEWART	1/24/2018	1,000.00
GIFT FROM E VANDER HAEGEN & S SIELKE	1/29/2018	500.00
GIFT FROM CHRISTINE CURTIS	1/29/2018	25.00
GIFT FROM SUSAN H MCGINNIS	1/29/2018	200.00
GIFT FROM MELINDA BELDEN	1/31/2018	100.00
GIFT FROM CHRISTINE CURTIS	2/2/2018	25.00
GIFT FROM FAULKNER FAMILY FUND AT THE NH CHARITABLE FOUNDATION	2/6/2018	1,500.00
GIFT FROM JOHN & SALLY MILLER	2/6/2018	2,000.00
GIFT FROM FRIENDS OF THE KPL	2/6/2018	1,053.12
GIFT FROM CHRISTINE CURTIS	2/13/2018	25.00
GIFT FROM CHRISTINE CURTIS	2/21/2018	25.00
GIFT FROM CHRISTINE CURTIS	2/23/2018	25.00
GIFT FROM CARL B. JACOBS	2/26/2018	3,000.00
GIFT FROM MELINDA BELDEN	2/27/2018	100.00
GIFT FROM WILSON ORTHODONTICS PLLC	2/28/2018	1,250.00
GIFT FROM PUTNAM FOUNDATION	3/1/2018	170,000.00
GIFT FROM CHRISTINE CURTIS	3/5/2018	25.00
DONATIONS 1/1/18 - 3/13/18 \$		218,670.48



March 16, 2018

TO: Finance, Organization and Personnel Committee

FROM: Tara Kessler, Planner

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Land Use Code Update Planning Consultant Selection - Planning Department

RECOMMENDATION:

Move that the Finance Organization and Personnel Committee recommend that the City Manager do all things necessary to negotiate and enter into a professional services contract with Camiros, Ltd. for planning services for the second phase of the Land Use Code Update project for an amount not to exceed \$134,000. In the event that a satisfactory contract and fee cannot be agreed upon, the City Manager is authorized to negotiate with the next highest ranked firms in turn.

BACKGROUND:

On January 16, 2018, the City released a Request for Qualifications (RFQ #02-18-11) for professional planning services to assist the City in its efforts to develop a unified land development code and to establish form based zoning in the Downtown. By the due date of February 15, the City received 8 statements of qualifications from planning firms and consultant teams from across the country. A selection committee was formed by the City Manager to review and score each submission. This committee was composed of the following representatives:

- George Hansel, City Councilor and Planning Board member
- Rhett Lamb, Assistant City Manager/Planning Director
- John Rogers, Health and Code Director
- Med Kopczynski, Director - Economic Development, Initiatives and Special Projects
- Tara Kessler, Planner

The committee used the following criteria to review each statement of qualification: understanding of project; experience/capability of consultant team; proposed project approach; experience with similar projects; and capacity to perform work on time. Following an independent review of each submission, committee members met on February 20 to review and discuss the 8 statements of qualifications. A summary of the scores for these statements of qualifications is included in Table 1.

Table 1. Committee Scores on RFQ Submissions								
Firm:	Camiros	Code Studio	Principle	Codametrics	TPUDC	Dover Kohl	Ferrell Madden	Place Sense
Sum of Ranks*:	9	11	18	20	30	31	41	45

**This score represents the sum of each committee members rank for each firm. The lowest number represents*

the highest ranked firm.

Based on the committee’s review and discussion, the following firms were invited for interviews: Camiros, Code Studio, Principle and Codametrics.

Interviews with these firms were conducted on March 7 and March 9 of this year. Committee members scored each interview based on the following criteria: understanding of project; proposed project schedule; key personnel experience; related projects/pertinent experience; and proposed schedule.

After the final interview on March 9, the committee met to discuss the interviews and share their scores. The resulting post-interview ranking of potential firms is displayed in Table 2 below.

Table 2. Committee Scores on Consultant Interviews				
Firm:	Camiros	Code Studio	Principle	Codametrics
Sum of Ranks*:	9	11	18	20
Committee Rank:	1	2	3	4

**This score represents the sum of each committee members rank for each firm. The lowest number represents the highest ranked firm.*

This project will be funded from the Land Use Code Update project cost center (Account #62103 Cost Center #90279-A), which has a remaining balance of **\$134,044**. Funding for this project was allocated in the FY’ 14 and FY’ 15 Capital Budget.

It is anticipated that timeframe for this project will be April 2018 through July of 2019.



City of Keene, N.H.
Transmittal Form

March 9, 2018

TO: Finance, Organization and Personnel Committee

FROM: Steve Thornton, Finance Director; Mark Howard, Fire Chief

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Ambulance Billing Contract - Finance Director and Fire Chief

RECOMMENDATION:

That the Finance, Organization, and Personnel Committee recommend the City Manager be authorized to do all things necessary to negotiate and execute an ambulance billing contract with Comstar Ambulance Billing Service to provide ambulance billing services for five years, with a two year extension at the City's sole option at a fixed rate of 5% of collections.

BACKGROUND:

The City issued RFP No. 02-17-09 in August, 2017 to solicit proposals for ambulance billing services. Six bids were received. The bidders were AmbuBill, Ambulance Medical Billing (AMB), Ambulance Reimbursement Systems, Inc, Comstar (the incumbent), Medical Business Services, LLC, and Quick Med Claims, LLC.

A review team of six City staff was assembled to review the proposals. Each member of the team is involved in the ambulance billing process in some capacity. The team members were Mark Howard, Kelly Derosier, Merri Howe, Laurie Plankey, Karen Gray and Steve Thornton.

The six bidders are all experienced and well qualified billing services. A thorough review of the proposals resulted in the unanimous selection of three of the bidders to be interviewed in the second round of the review process. Staff review focused on responses to the required scope of services, and minimum criteria included in the RFP.

The three firms selected for interview were AMB, QuickMed, and Comstar. These firms were selected as best suited and able to meet the requirements and needs of the City as demonstrated in the proposals. Staff review focused on responses to the required scope of services, and minimum criteria included in the RFP.

Based upon the above, the review team rated each of the bidders. The results are shown in the following table:

<i>Bidder</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>Total</i>
Comstar	50	51	54	49	48	48	300
Quick Med Claims	45	47	48	48	46	50	284
Ambulance Medical Billing	51	47	51	46	25	46	266
Ambulance Reimbursement Systems	48	45	43	44	25	25	230
Ambubill	32	32	9	41	25	25	164
Medical Billing Service	30	26	9	38	25	25	153

The incumbent firm, Comstar, scored highest in the rating process after both the RFP review, and interview as best able to provide ambulance billing services to the City.

Other comparative criteria included in the RFP were considered in comparing the top three firms. References were requested from each bidder that demonstrated a collection percentage of between 85% and 95% for insured patients had been achieved for client communities. Comstar submitted references for five New England communities with collections rates in excess of 90%. The City’s experience over the last three years for insured patients has been in the 92% to 94% range. The demonstrated Comstar collection rate is equivalent or slightly higher than the other bidders who provided this information. It was not provided by all responders. Comstar has instituted a deductible claims management process which will improve collections through a process which holds bills for high deductible insurance plans until the patient has reached the deductible amount of their insurance coverage. In other words, rather than billing the patient (who is essentially uninsured until the deductible is met) the new process allows the billing company to wait and bill the insurance company. Payment is more likely to be made by an insurance company than by an individual. Pricing proposals were submitted as a percentage of collections, and ranged from 3.75% of collections to 6.5% of collections. What does that mean? In FY 2017, Ambulance revenues were a bit over \$1m. using \$1m for calculation purposes demonstrates the following:

			Compared to
Bids	Collections	Cost	Lowest
3.75%	\$ 1,000,000	\$ 37,500	
5.00%	\$ 1,000,000	\$ 50,000	\$ 12,500
6.50%	\$ 1,000,000	\$ 65,000	\$ 27,500

Comstar proposed a 5% fee for collection services, down 1.5% from the current 6.5% rate. The lowest cost proposal was 3.75% by Ambulance Billing Services, and as the above chart indicates, the difference would generate an increased fee of \$12,500 on \$1,000,000 of collections. The recommendation by the review committee reflects the consideration that the slightly higher fee will be offset by improved collections as well as other nonmonetary benefits and efficiencies as indicated through the bid review process.



City of Keene, N.H.
Transmittal Form

March 8, 2018

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: 5.
SUBJECT: FY17 Audit Presentation – Melanson Heath

COUNCIL ACTION:

In City Council March 15, 2018.
More time granted.

RECOMMENDATION:

On 3-0 vote, the Finance, Organization and Personnel Committee recommends that this item be put on more time.

BACKGROUND:

The City Manager stated staff is requesting more time to discuss this item.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 3-0 vote, the Finance, Organization and Personnel Committee recommends that this item be put on more time.

Councilor Jacobs was not present for this vote.



City of Keene, N.H.
Transmittal Form

March 12, 2018

TO: Mayor and Keene City Council

FROM: Rebeckah Bullock, Southwest Regional Planning Commission

THROUGH: Patricia A. Little, City Clerk

ITEM: 6.

SUBJECT: Approving an Application for CDBG Funds - MEDC/603 OPTX

COUNCIL ACTION:

In City Council March 15, 2018.
Referred to the Finance, Organization and Personnel Committee.
Public Hearing set for Thursday, April 5, 2018 at 7:00 PM.

ATTACHMENTS:

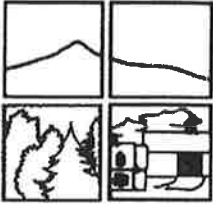
Description

Communication - Bullock

Resolution R-2018-07

BACKGROUND:

Rebeckah Bullock from Southwest Regional Planning Commission is submitting a Resolution for CDBG funds that would request up to \$200,000 to be sub-granted to MEDC, which would loan the funds to 603 OPTX for costs related to business start-up at 80 Krif Road.



Southwest Region Planning Commission

37 Ashuelot Street, Keene, NH 03431

603-357-0557 Voice

603-357-7440 Fax

DATE: MARCH 12, 2018

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ^{RB} REBECKAH BULLOCK, SOUTHWEST REGION PLANNING COMMISSION

THROUGH: ELIZABETH A. DRAGON, CITY MANAGER

RE: PROPOSED APPLICATION FOR CDBG FUNDS: MEDC/603 OPTX

Recommendation: That the City Council adopt the attached resolution approving an application for Community Development Block Grant (CDBG) funds to the NH Community Development Finance Authority (CDFA) for the State of New Hampshire; and further, to re-adopt the Anti-Displacement and Relocation Assistance Plan.

Proposed application: The proposal is to request up to \$200,000 in CDBG funds. The CDBG would provide up to \$200,000 to be sub-granted to Monadnock Economic Development Corporation (MEDC) which would loan the funds to 603 OPTX for costs related to business start-up including but not limited to working capital, equipment, and any other soft or development related costs at a building located at 80 Krif Road in Keene. The business will create at least 10 new jobs, of which at least 6 will be filled from people from low and moderate income households. The total project is estimated at \$931,000 of new investment in Keene.

Public Hearing and Schedule: The CDBG application is due on April 5, 2018. A public hearing will be scheduled on or before that date for the following purposes:

1. Public hearing for the MEDC/603 OPTX project
2. Public hearing to re-adopt the Anti-Displacement and Relocation Assistance Plan.



CITY OF KEENE

R-2018-07

Eighteen

In the Year of Our Lord Two Thousand and

APPROVING AN APPLICATION FOR CDBG FUNDS

A RESOLUTION

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

WHEREAS, the City of Keene has stated as one of its Community Goals that the economic development base of the City be diversified; and

WHEREAS, the present national economic climate suggests there is a need for development that would provide jobs; and

WHEREAS, the Monadnock Economic Development Corporation has been incorporated for the purpose of working to expand the economic base of the Monadnock region; and

WHEREAS, the U.S. Department of Housing and Urban Development has established a Community Development Block Grant Program which is administered within the State of New Hampshire by the Community Development Finance Authority; and

WHEREAS, the Community Development Block Grant would provide up to \$200,000 to be sub-granted to the Monadnock Economic Development Corporation (MEDC) who would loan the funds to 603 OPTX for costs related to business start-up including but not limited to working capital, equipment, and any other soft or development related costs at a building located at 80 Krif Road in Keene.

NOW, THEREFORE, BE IT RESOLVED that the City Council approve and support the City's grant application to the New Hampshire Community Development Finance Authority for an amount up to \$200,000 in Community Development Block Grant funds: that the City will re-adopt the Residential Anti-Displacement and Relocation Assistance Plan; that the City will accept the grant if it is approved and enter into a contract with the New Hampshire Community Development Finance Authority; and, further, that the City Manager is authorized to execute any documents which may be necessary for the contract.

Kendall W. Lane, Mayor

In City Council March 15, 2018.

Referred to the Finance, Organization and Personnel Committee.

Public Hearing set for Thursday, April 5, 2018 at 7:00 PM.

PASSED

City Clerk