



Due to the COVID-2019 State of Emergency, the FOP Committee will be holding its meeting remotely using the web-based program, Zoom. City Councilors will be participating in this meeting remotely. Members of the public will be able to access this public meeting through a variety of options. To view the webinar visit the following link: <https://zoom.us/j/84560252643>. To listen via telephone, call 877 853 5257 and enter the meeting Webinar ID: 845 6025 2643. When the meeting is open for public comment, callers may press *9 if interested in commenting or asking questions. If you encounter any issues accessing this meeting, please call 603-357-0622 during the meeting.

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE**

**AGENDA
Council Chambers B
May 14, 2020
5:30 PM**

Thomas F. Powers, Chair
Stephen L. Hooper, Vice Chair
Terry M. Clark
Michael J. Remy
Raleigh C. Ormerod

-
1. Acceptance of Donations - Fire Department
 2. Acceptance of Donation - Fire Department
 3. Municipal Services Agreement with Keene State College - City Manager
 4. City Leases - City Manager
 5. Abating Interest Charged for Late Payment of Property Taxes - City Assessor
 6. Filter Media Replacement & Underdrain Repairs - Public Works Department
 7. Relating to the Establishment of a Road Infrastructure Capital Reserve; Relating to the Establishment of an Emergency Communication Capital Reserve; Relating to the Establishment of a Reappraisal Capital Reserve; Relating to the Establishment of an Information Technology Systems and Infrastructure Capital Reserve
Resolution R-2020-14
Resolution R-2020-17
Resolution R-2020-18
Resolution R-2020-19
 8. Relating to an Appropriation to the Road Infrastructure Capital Reserve
Resolution R-2020-15
 9. Relating to the Establishment of a Police Special Detail Revolving Fund Pursuant to RSA 31:95-h for the Purpose of Receiving Revenues and Expending Funds Relative to Police Special Details
Resolution R-2020-20

10. Relating to the Reallocation of Bond Proceeds from the Rose Lane Wastewater Treatment Plant Cleanup Project (08094) to the Waste Water Treatment Plant Generator Replacement Project

Resolution R-2020-23

11. Relating to the FY 2021 Proposed Fiscal Budget

Fire Department

Library

Parks, Recreation, and Facilities

 Parks, Recreation, Cemeteries

 Facilities

 Youth Services

Police Department

Parking Fund

 Lots & Meters

 Maintenance & Capital

Resolution R-2020-22

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

April 29, 2020

TO: Finance, Organization and Personnel Committee

FROM: Mark Howard, Fire Chief

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Acceptance of Donations - Fire Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept two donations totaling \$700.00.

BACKGROUND:

The department has received two donations totaling \$700.00. Robert Deverill donated \$100.00 and a group of residents, Dan & Caitlin Newell, Barry Pearson, Doctors Rob & Sherry Guardiano, Christopher Hamblet, Artie & Krista Lang, and Fred & Christine Hadlow donated \$600.00 in appreciation of the services the department provides the community. These donations will be used to purchase equipment.



City of Keene, N.H.
Transmittal Form

April 29, 2020

TO: Finance, Organization and Personnel Committee

FROM: Mark Howard, Fire Chief

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Acceptance of Donation - Fire 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 \$250.00.

BACKGROUND:

The Keene Fire Department has received a donation from the Monadnock United Way COVID19 Relief Fund in the amount of \$250.00. This money will be used to purchase equipment.



City of Keene, N.H.
Transmittal Form

April 30, 2020

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Municipal Services Agreement with Keene State College - City Manager

RECOMMENDATION:

That the attached Second Amendment to Municipal Services Agreement between the City of Keene and Keene State College be forwarded to the City Council with a recommendation to extend the term of the agreement for one additional year.

ATTACHMENTS:

Description

Agreement with Keene State College

BACKGROUND:

In March 2015, the City and Keene State College entered into a Municipal Services Agreement relative to the cost of life safety services provided to the College by the City. The term of the original agreement expired on June 30, 2019; however, due to time constraints attributable to budget matters, the term was extended for one year ending on June 30, 2020. Unfortunately, the last months have been consumed by the COVID-19 crisis, and a successor agreement has not yet been negotiated. Given the unknowns as we proceed through the current situation, it is requested that another one-year extension for the term of the agreement be granted to June 30, 2021.

**SECOND AMENDMENT TO
MUNICIPAL SERVICES AGREEMENT**

WHEREAS, **CITY OF KEENE** (the "City") and **KEENE STATE COLLEGE** (the "College") entered into a Municipal Services Agreement dated March 19, 2015 ("Agreement"), relative to the costs of life safety services provided to the College by the City; and

WHEREAS, the original Agreement between the parties was for a term of five (5) years, ending on June 30, 2019; and

WHEREAS, the parties entered into a First Amendment extending the term of the Agreement to June 30, 2020; and

WHEREAS, the parties wish to further extend the term of the Agreement for one (1) additional year ending on June 30, 2021.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the City and the College agree as follows:

1. Amend Paragraph 8 of the Agreement by deleting it in its entirety and replacing it with the following new paragraph:

8. The term of this Agreement shall be for one (1) year commencing on July 1, 2020, and terminating on June 30, 2021. The City and the College will work cooperatively to have a successor agreement negotiated and executed no later than June 30, 2021.
2. All other provisions of said Agreement shall remain in effect and be binding to the parties hereto.

IN WITNESS WHEREOF, the City and the College have signed this First Amendment to Municipal Services Agreement between the City of Keene and Keene State College on this the ____ day of _____, 2020, in duplicate.

CITY OF KEENE

Witness

By: _____
Elizabeth A. Dragon, City Manager
Duly authorized

Witness

By: _____
George S. Hansel, Mayor

KEENE STATE COLLEGE

Witness

B: _____
Dr. Melinda Treadwell, President
Duly authorized



City of Keene, N.H.
Transmittal Form

May 5, 2020

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: City Leases - City Manager

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to abate an amount equal to one month of City lease payments (exclusive of taxes) commencing on May 1, 2020, for businesses leasing City property and conducting retail, restaurant, barber, transportation and hotel hospitality services and which have been negatively impacted by the current COVID19 emergency.

BACKGROUND:

The COVID-19 crises has placed the business community into a precarious financial position. Only a few businesses leasing space from the City have been authorized to continue operations during this crisis. The businesses that have remained open have seen dramatic drops in their revenues due to the Governor's Emergency Order. To support the continuation of these businesses in the various city properties across the city, I am requesting that the Council authorize an abatement of rental/lease payments equal to one month not including any portion of rent paid for property taxes.

Leases to receive the one-month abatement (rent portion only) include:

Pho Keene Great, LLC \$1,466.03

Jazzlyn Hospitality \$1,378.39

Thomas Transportation \$500

Corner News \$995

YOLO \$1,550 less portion included for property taxes

The Flight Deck llc \$800

Luca's Mediterranean Café \$1,775.85

Keene Barber \$421 less portion included for property taxes

Monadnock Aviation \$679.65, \$238.21 (multiple room leases)



City of Keene, N.H.
Transmittal Form

May 6, 2020

TO: Finance, Organization and Personnel Committee

FROM: Dan Langille, City Assessor

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Abating Interest Charged for Late Payment of Property Taxes - City Assessor

RECOMMENDATION:

That the Finance Organization and Personal Committee recommend that the City Council vote in support of the City Assessor abating any accrued interest resulting from late payments of the 2020 1st half property tax bills for up to three months from the date due.

BACKGROUND:

The City collects property taxes not only for City use but also on behalf of the County and School District. All three entities have budgets in place and the revenue generated from property taxes is necessary in order to continue operations. For example, property taxes provide a significant source of revenue that allows the City to provide emergency services, maintain public spaces as well as maintain our roads and infrastructure.

Property taxes are collected twice a year when bills are issued and are due typically on or around July 1st and December 1st. Interest accrues at a rate of 8% per month after the due date on any amount not paid.

The COVID 19 pandemic is effecting all of us in many different ways. For some, this pandemic has brought on economic hardships and paying the upcoming property tax bills on time will certainly be a challenge. Governor Sununu, after hearing from several municipalities including Keene, recognized this difficulty in his Emergency Order #25. This order authorizes communities to use their abatement authority under RSA 76:16 in an unprecedented way. Municipalities have the option to have blanket abatements of interest for the first property tax bill of 2020 resulting from late payment. No individual applications will be needed and the relief would only apply to any accrued interest for up to three months from the July due date. The property taxes themselves will not be abated as part of this process. In accordance with NH State Law, the authority to abate property taxes and interest resides with the Assessor.

The relief outlined above will only be in place for the 1st bill due in July. The final bill of the year due in December is still expected to be issued and due on time. Any property owner with the ability to pay in a timely manner and by the due date is encouraged and expected to do so.



City of Keene, N.H.
Transmittal Form

May 8, 2020

TO: Finance, Organization and Personnel Committee

FROM: Aaron Costa, Operations Manager & Kurt D. Blomquist, P.E., Public Works Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 6.

SUBJECT: Filter Media Replacement & Underdrain Repairs - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend the City Manager be authorized to do all things necessary to sole source purchase equipment and services from WesTech Inc. for all equipment, parts, and services necessary to replace the filter media and repairs to the MicroFloc Trident TR 840A Filtration Units at the Water Treatment Facility.

BACKGROUND:

Keene's Water Treatment Facility (WTF) came online in 1993 and the majority of the equipment is original to the facility. The WTF utilizes three MicroFloc Trident TR 840A Filtration Units; each filter unit is capable of filtering 2 million gallons of surface water per day and each filter unit contains its original filter media.

In 2013, the City contracted with Tighe and Bond Consultants to perform a comprehensive filter evaluation that included a review of the media depth, surface elevation measurements, a bed expansion test and overall filter condition assessment; however, subsurface components could not be inspected because the filter units were full of media. The evaluation cited that the anthracite media no longer conforms to specifications and any repairs to the underdrain system should be performed when the filter media is replaced.

WesTech Inc. owns the rights to the MicroFloc technologies, including the Trident systems, by virtue of sale from Siemens Water Technologies. WesTech has the City's original project drawings and specifications, as well as several employees on staff that were part of the construction of the WTF.

Parts for the filter units are proprietary and aftermarket parts are not available. The filter media is not proprietary and is available from other vendors; however, WesTech will not guarantee filter performance and efficiency if aftermarket media is installed in the Trident Filter Units.

Section 2-1336. Waiver of Requirements allows the City Council on recommendation from the City Manager to waive the purchasing requirements when deemed inadvisable to solicit bids because of a single source of supply or because of the need of standardization of the materials, supplies, equipment or services of for other stated reasons.

It is recommended that staff be authorized to sole source purchase replacement parts, filter media, instrumentation, factory and onsite services for the Trident TR 840A Filtration Units from WesTech at an estimated cost of \$85,000 per filter unit.

Funding for the WTF Filter Media Replacement and Underdrain Repairs was approved in the FY20 Capital Improvement Plan (CIP) budget. Because the water plant cannot be completely offline for this work, one filter unit will be refurbished in each of the following years, FY20, FY22 & FY24. The total amount budgeted for refurbishing all three-filter units, which includes engineering services, replacement parts, media, factory services and construction services is \$610,088.

Tighe and Bond Consultants will be providing engineering services under a professional services contract.

The construction/labor portion of the project will be selected by competitive bids.

It is recommended WesTech provide parts, instrumentation, media and factory and field services. City staff recommends that the Finance, Organization, and Personnel committee recommend the City Council authorize the City Manager to do all things necessary to sole source purchase equipment and services from WesTech Inc.



May 5, 2020

TO: Mayor and Keene City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 7.

SUBJECT: Relating to the Establishment of a Road Infrastructure Capital Reserve; Relating to the Establishment of an Emergency Communication Capital Reserve; Relating to the Establishment of a Reappraisal Capital Reserve; Relating to the Establishment of an Information Technology Systems and Infrastructure Capital Reserve

COUNCIL ACTION:

In City Council May 7, 2020.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Resolutions R-2020-14; R-2020-17; R-2020-18; R-2020-19 relating to the establishment of Capital Reserves have a first reading in front of the City Council and that each resolution be referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Resolution R-2020-14

Resolution R-2020-17

Resolution R-2020-18

Resolution R-2020-19

BACKGROUND:

The current fiscal policies adopted by the City Council on September 5, 2019 emphasized the use of other funding sources for projects in the Capital Improvement Program and stabilization funds. Creating capital reserves can serve two purposes. It can serve as saving mechanism for a future purchase and can be used to stabilize funds from budget spikes. For example, the City is required to perform a revaluation of property every five years creating a significant increase in the budget every fifth year. By funding a capital reserve equally over five years this budget spike is eliminated. If enacted, the capital reserves listed below will serve over time as a predictable and stable source of funding reducing the reliance and amount of municipal debt and leveling out budget spikes.

Resolution R-2020-14 pertains to the establishment of the Road Infrastructure Capital Reserve to fund wholly or in part improvements to the roadway system, including but not limited to, road

reconstruction, rehabilitation, and preservation, and associated components such as curbing, lighting, sidewalks, signals and stormwater.

Resolution R-2020-17 pertains to the establishment of an Emergency Communication Capital Reserve to fund, wholly or in part, the citywide purchase, replacement or upgrade of emergency communication systems and components, including and not limited to, portable and mobile radios, base stations, towers, repeaters, support infrastructure, emergency and dispatch center equipment, and software.

Resolution R-2020-18 pertains to the establishment of a Reappraisal Capital Reserve to fund, wholly or in part, the revaluation of real estate for tax assessment purposes. A revaluation is required by state law, RSA 75:8-a, at least once every five years.

Resolution R-2020-19 Relating to the establishment of an Information Technology Systems and Infrastructure Capital Reserve to fund, wholly or in part, the purchase, replacement or upgrade of organizational information technology software and hardware systems and infrastructure.



CITY OF KEENE

Twenty

In the Year of Our Lord Two Thousand and
Relating to the establishment of a Road Infrastructure Capital Reserve.

A RESOLUTION

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

The City Council hereby authorizes the establishment of the Road Infrastructure Capital Reserve to fund, wholly or in part, improvements in the roadway system, including but not limited to, road reconstruction, rehabilitation, and preservation, and associated components such as curbing, lighting, sidewalks, signals, and stormwater pursuant to the provisions of RSA 34.

George S. Hansel, Mayor

In City Council May 7, 2020.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk



CITY OF KEENE

Twenty

In the Year of Our Lord Two Thousand and

Relating to the establishment of an Emergency Communication Capital

A RESOLUTION Reserve.....

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

The City Council hereby authorizes the establishment of the Emergency Communication Capital Reserve to fund, wholly or in part, the citywide purchase, replacement or upgrade of emergency communication systems and components, including and not limited to portable and mobile radios, base stations, towers, repeaters, support infrastructure, emergency and dispatch center equipment, and software pursuant to the provisions of RSA 34.

George S. Hansel, Mayor

In City Council May 7, 2020.
Referred to the Finance, Organization
and Personnel Committee.

City Clerk



CITY OF KEENE

R-2020-18

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

A RESOLUTIONRelating to the establishment of a Reappraisal Capital Reserve.....

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

The City Council hereby authorizes the establishment of the Reappraisal Capital Reserve to fund, wholly or in part, the revaluation of real estate for tax assessment purposes pursuant to the provisions of RSA 34. A revaluation is required by state law, RSA 75:8-a, at least once every five years

George S. Hansel, Mayor

In City Council May 7, 2020.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty

A RESOLUTION Relating to the establishment of an Information Technology Systems and
Infrastructure Capital Reserve.

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

The City Council hereby authorizes the establishment of the IT Systems and Infrastructure Capital Reserve to fund, wholly or in part, the purchase, replacement or upgrade of organizational information technology software and hardware systems and infrastructure pursuant to the provisions of RSA 34.

George S. Hansel, Mayor

In City Council May 7, 2020.
Referred to the Finance, Organization
and Personnel Committee.

City Clerk



Transmittal Form

May 5, 2020

TO: Mayor and Keene City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 8.

SUBJECT: Relating to an Appropriation to the Road Infrastructure Capital Reserve

COUNCIL ACTION:

In City Council May 7, 2020.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Resolution R-2020-15 relating to an appropriation to the Road Infrastructure Capital Reserve have a first reading in front of the City Council and that it be referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Resolution R-2020-15

BACKGROUND:

Resolution R-2020-14 pertains to the establishment of the Road Infrastructure Capital Reserve while Resolution R-2020-15 pertains to the funding of the capital reserve.

In October 2019, the city received the first of two Municipal Aid payments from the State of New Hampshire in the amount of \$391,627.32. These funds were received prior to the FY20 tax rate setting enabling the city to reduce the amount of fund balance utilized to balance the budget by \$391,627.32. Resolution R-2020-15 would appropriated the \$391,627.32 from the General Fund unassigned balance to fund the Road Infrastructure Capital Reserve.



CITY OF KEENE

R-2020-15

In the Year of Our Lord Two Thousand and ^{Twenty}.....

A RESOLUTION Relating to an appropriation to the Road Infrastructure Capital Reserve.

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

That the sum of three hundred ninety one thousand six hundred twenty seven dollars and thirty two cents (\$391,627.32) is hereby appropriated in the 2019-2020 fiscal year for the purpose of providing funding for the transfer of funds to the Road Infrastructure Capital Reserve Fund. Said appropriation to be funded by the General Fund unassigned fund balance.

George S. Hansel, Mayor

In City Council May 7, 2020.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk



Transmittal Form

May 5, 2020

TO: Mayor and Keene City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 9.

SUBJECT: Relating to the Establishment of a Police Special Detail Revolving Fund Pursuant to RSA 31:95-h for the Purpose of Receiving Revenues and Expending Funds Relative to Police Special Details

COUNCIL ACTION:

In City Council May 7, 2020.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Resolution R-2020-20 relating to the establishment of a police special detail revolving fund have a first reading in front of the City Council and be referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Resolution R-2020-20

BACKGROUND:

The current fiscal policies adopted by the City Council on September 5, 2019 emphasizes the use of stabilization funds. A revolving fund is a stabilization fund established for a particular purpose. The revenues deposited in the fund are allowed to accumulate from year to year and are not considered part of the city's general fund surplus. The revenues generated by the revolving fund activity subsidize the expenses of the activity thus keeping the funding outside of the general fund resulting in no tax impact to the taxpayer.



CITY OF KEENE

Twenty

In the Year of Our Lord Two Thousand and
Relating to the establishment of a Police Special Detail Revolving Fund
A RESOLUTION pursuant to RSA 31:95-h for the purpose of receiving revenues and
expending funds relative to police special details.

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

That all revenues received for police special details be deposited into the fund for the purpose of paying all expenses associated with payroll and equipment of police officers performing outside details and shall be allowed to accumulated from year to year, and shall not be considered part of the City's general fund balance.

George S. Hansel, Mayor

In City Council May 7, 2020.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk



Transmittal Form

May 5, 2020

TO: Mayor and Keene City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 10.

SUBJECT: Relating to the Reallocation of Bond Proceeds from the Rose Lane Wastewater Treatment Plant Cleanup Project (08094) to the Waste Water Treatment Plant Generator Replacement Project

COUNCIL ACTION:

In City Council May 7, 2020.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Resolution R-2020-23 relating to reallocation of bond proceeds from the Rose Lane Waste Water Treatment Plant Cleanup Project to the Waste Water Treatment Plant Generator Replacement Project have a first reading in front of the City Council and that it be referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Resolution R-2020-23

BACKGROUND:

Included in the FY 2021-2027 Capital Improvement Program recently approved by the City Council is a project to replace the generator at the waste water treatment plant. This project is scheduled for FY 2021 with a funding source of bond proceeds reallocated from the Rose Lane Waste Water Treatment Plant Cleanup Project (08094) in the amount of two hundred ninety thousand four hundred dollars (\$290,400).



CITY OF KEENE

R-2020-23

Twenty

In the Year of Our Lord Two Thousand and
Relating to the Reallocation of Bond Proceeds from the Rose Lane Waste
A RESOLUTION Water Treatment Plant Cleanup Project (08094) to the Waste Water
Treatment Plant Generator Replacement Project.

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

That the sum of two hundred ninety thousand four hundred dollars (\$290,400) of bond proceeds be reallocated from the Rose Lane Waste Water Treatment Plant Cleanup Project (08094) to the Waste Water Treatment Plant Generator Replacement Project.

George S. Hansel, Mayor

In City Council May 7, 2020.
Referred to the Finance, Organization
and Personnel Committee.

City Clerk



City of Keene, N.H.
Transmittal Form

May 1, 2020

TO: Mayor and Keene City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 11.

SUBJECT: Relating to the FY 2021 Proposed Fiscal Budget

COUNCIL ACTION:

In City Council May 7, 2020.

Referred to the Finance, Organization and Personnel Committee.

Public Hearing set for June 4, 2020 at 7:00 PM.

RECOMMENDATION:

That Resolution R-2020-22 relating to the FY 2020-2021 budget be referred to the Finance, Organization & Personnel Committee for their review and recommendation, and that a public hearing be scheduled for Thursday, June 4, 2020.

ATTACHMENTS:

Description

Resolution R-2020-22

BACKGROUND:

Resolution R-2020-22 summarizes the budget document that has been prepared for FY 2020-2021.

The detailed budget document has been distributed to the Mayor and City Council. The document, in its entirety, has been posted on the City's website and printed copies are available upon request by calling the City of Keene Finance Department at 603-352-1013. A Citizen's Budget Guide will also be available that summarizes the General Fund Proposed Budget, explains the City Budget process, and the role of the Comprehensive Master Plan in that effort.

Any bond resolutions associated with projects recommended for funding in the next fiscal year will be presented under separate cover memos.

The remaining steps in the budget process are outlined below:

DATE(S)	DAY	TIME	DESCRIPTION
May 7, 2020	Thursday	7:00 PM	Regular Council Meeting - budget resolution first reading - referred to FOP Committee
May 12, 2020	Tuesday	5:30 PM	Special FOP meeting - Budget review - overview, Elected/Appointed, Administrative Services, General Fund Revenues
May 14, 2020	Thursday	5:30 PM	Regular FOP Meeting - Budget Review - Community Services
May 18, 2020	Monday	5:30 PM	Special FOP Meeting -Budget Review - Municipal Development Services
May 20, 2020	Wednesday	5:30 PM	Special FOP Meeting -Tentative - Budget Review
May 21, 2020	Thursday	7:00 PM	Regular Council Meeting - Introduce bond resolutions; introduce salary ordinance
May 28, 2020	Thursday	6:30 PM	Regular FOP Meeting -Make recommendation on budget, salary ordinance, bond resolutions
June 4, 2020	Thursday	7:00 PM	Regular Council Meeting - Public Hearing
June 18, 2020	Thursday	7:00 PM	Regular Council Meeting - Vote on budget, salary ordinance, bond resolutions
July 1, 2020	Monday		Start of FY 2021

Please refer to the City of Keene's website for information about how to participate in online public meetings during the COVID-19 emergency.



CITY OF KEENE

R-2020-22

Twenty

In the Year of Our Lord Two Thousand and
Relating to the 2020/2021 fiscal year budget

A RESOLUTION

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

That the sum of \$25,586,346 be raised by taxation during the current year which together with \$35,056,263 for estimated operating revenues aggregating \$60,642,609 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$4,708,591 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, 2020, as attached hereto and made a part thereof.

George S. Hansel, Mayor

In City Council May 7, 2020.
Referred to the Finance, Organization and Personnel Committee.
Public Hearing set for June 4, 2020 at 7:00 PM.

City Clerk

2020/2021 Annual Operating Budget

R-2020-22

General Fund Revenue & Other Financing Sources:	<i>Adopted</i>	General Fund Appropriations:	<i>Adopted</i>
Property Tax Revenue	\$25,586,346	Elected & Appointed Officials	\$2,730,859
Use of Surplus	850,000	Capital Projects	2,748,908
Other Taxes	1,107,000	Administrative Services	4,758,662
Tax Increment Financing	790,613	Community Services	20,671,963
Licenses, Permits & Fees	3,661,664	Municipal Development Services	6,829,183
Intergovernmental	3,087,578	Debt Service	4,358,252
Charges for Services	1,877,110		
Fines & Forfeits	63,766		
Miscellaneous	1,902,619		
Other Financing Sources	3,171,131		
NET GENERAL FUND OPERATING REVENUES	\$42,097,827	NET GENERAL FUND OPERATING APPROPRIATIONS	\$42,097,827
TOTAL PARKING METER FUND REVENUES	\$1,406,534	TOTAL PARKING METER FUND APPROPRIATION	\$1,406,534
TOTAL PC REPLACEMENT FUND REVENUES	\$111,785	TOTAL PC REPLACEMENT FUND APPROPRIATIONS	\$111,785
TOTAL SOLID WASTE FUND REVENUES	\$4,773,930	TOTAL SOLID WASTE FUND APPROPRIATIONS	\$4,773,930
TOTAL SEWER FUND REVENUES	\$5,707,934	TOTAL SEWER FUND APPROPRIATIONS	\$5,707,934
TOTAL WATER FUND REVENUES	\$4,095,947	TOTAL WATER FUND APPROPRIATIONS	\$4,095,947
TOTAL EQUIPMENT FUND REVENUES	\$2,448,652	TOTAL EQUIPMENT FUND APPROPRIATIONS	\$2,448,652
TOTAL OPERATING REVENUES - ALL FUNDS	\$60,642,609	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS	\$60,642,609
CAPITAL:			
PARKING FUND CAPITAL FUNDING	\$60,000	PARKING FUND CAPITAL APPROPRIATIONS	\$60,000
SOLID WASTE FUND CAPITAL FUNDING	\$70,000	SOLID WASTE FUND CAPITAL APPROPRIATIONS	\$70,000
SEWER FUND CAPITAL FUNDING	\$1,828,465	SEWER FUND CAPITAL APPROPRIATIONS	\$1,828,465
WATER FUND CAPITAL FUNDING	\$1,287,770	WATER FUND CAPITAL APPROPRIATIONS	\$1,287,770
EQUIPMENT FUND CAPITAL FUNDING	\$1,462,356	EQUIPMENT FUND CAPITAL APPROPRIATIONS	\$1,462,356
TOTAL CAPITAL FUNDING - OTHER FUNDS	\$4,708,591	TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS	\$4,708,591