



Due to the COVID-2019 State of Emergency, the Finance, Organization and Personnel Committee will be holding its meeting remotely using the web-based program, Zoom. Members of the public will be able to access this public meeting through a variety of options, described below. If you encounter any issues accessing this meeting, please call 603-757-0622 during the meeting. To access the meeting online navigate to Zoom.us and enter the Webinar ID #884 3564 2172. To listen via telephone call 877-853-5257 and enter the Webinar ID: #884 3564 2172. When the meeting is open for public comment, callers may press *9 if interested in commenting or asking questions.

City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE**

**AGENDA
Council Chambers B
May 27, 2021
6:30 PM**

Thomas F. Powers, Chair
Stephen L. Hooper, Vice Chair
Michael J. Remy
Raleigh C. Ormerod
Bettina Chadbourne

1. Acceptance of the 2020 Homeland Security Grant Award - HazMat Allocation - Fire Department
2. Use of Airport Personnel Funds - Airport Director
3. Acceptance of Grant Funds – NH Division of Historical Resources Certified Local Government Grant - Senior Planner
4. Funding for Pool Improvements - Parks, Recreation and Facilities Director
5. Capital Project Transfer for Body Worn Cameras - Police Chief
6. Councilors Remy, Workman, and Madison - Council and Standing Committees
7. Meeting Cycles, Agenda Deadlines and Packet Distribution Timelines - City Clerk
8. Relating to the Powers and Duties of the Assessor's Board
Ordinance O-2021-05-A
9. Relating to Class Allocation and Salary Schedule
Ordinance O-2021-08
10. Tax Credits and Exemptions - City Assessor
Resolution R-2021-25
Resolution R-2021-26
Resolution R-2021-27
Resolution R-2021-29
Resolution R-2021-30

11. Councilor Ormerod - Budget Priority for Maintenance and Replacement of Sidewalks

12. Relating to the FY 2021-2022 Operating Budget
Resolution R-2021-22

13. Relating to the FY 2021-2022 Budget - Bond Resolutions
Resolution R-2021-15
Resolution R-2021-16
Resolution R-2021-17

Non Public Session
Adjournment



City of Keene
Transmittal Form

May 21, 2021

TO: Finance, Organization and Personnel Committee

FROM: Mark Howard, Fire Chief

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Acceptance of the 2020 Homeland Security Grant Award - HazMat Allocation - 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 grant in the amount of \$25,000 from the 2020 State of New Hampshire Homeland Security Program (SHSP) - HazMat allocation.

ATTACHMENTS:

Description

Award Letter 2020 SHSP HM Allocation

BACKGROUND:

On May 19, 2021, I was notified by the grants management unit that the Keene Fire Department has been awarded \$25,000. See attached award letter for details of the equipment that will be purchased with the awarded grant funds.

State of New Hampshire

ROBERT L. QUINN
COMMISSIONER OF SAFETY



RICHARD C. BAILEY, JR.
EDDIE EDWARDS
ASSISTANT COMMISSIONERS

DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 223-3889
Speech/Hearing Impaired
TDD Access Relay NH 1-800-735-2964

May 19, 2021

Chief Mark Howard
Keene Fire Department HazMat Team
31 Vernon Street
Keene, NH 03431

Re: 2020 Homeland Security Grant Program Award – HazMat

Dear Chief Howard,

It is my pleasure to inform you that upon review of your 2020 Homeland Security Grant Application, the Keene HazMat Team has been awarded in the amount of \$25,000 for Hazmat Equipment. These funds are awarded under the State Homeland Security Program (SHSP) portion of the 2020 Homeland Security Grant Program (HSGP) for the purchase of eligible equipment as described in your application. Please refer to the attached "Approved Items Checklist" when submitting reimbursement requests and identify the items you have purchased.

These grant awards are subject to federal program requirements and special conditions. Enclosed are your Sub-Recipient Information Reporting Form, federal grant terms and conditions, special conditions requirements, lobbying certification and acceptance of audit requirement forms. All signature forms must be returned to the Grants Management Unit within thirty (30) days of the date of this letter. Special conditions requirements must be responded to within forty-five (45) days of the date of this letter. In addition, this project must be implemented within 60 days following the grant award effective date or be subject to automatic cancellation of the grant. Failure to meet these requirements may result in a delay in reimbursement or cancellation of your grant award.

Additional information is available at <https://www.nh.gov/safety/divisions/homeland/2020HomelandGrants.html>. We, at the Department of Safety, look forward to this opportunity to work diligently with local first responders, public safety officials, and other local and state officials and agencies to prepare and protect our citizens. It is our hope that we will never have to apply these skills, or use this equipment; however, we will work together to ensure that our ability to do so will be keen.

Sincerely,

A handwritten signature in cursive script that reads "Pam U-Morin".

Pamela Urban-Morin
Grants Administrator

Keene HazMat
 2020 HazMat
 Approved Items Checklist
 \$25,000.00

Vendor: 177417 - B002
 Account: 54100000 500574
 Activity: 23HS20SHLC

Final Pymt:
 Grant Category: SHSP
 Grant Expires: 8/31/2023
 Audit Period: 7/01 to 6/30

Approved				Reimbursed		
Name of Equipment	Quantity	Cost	AEI	Name of Equipment	Quantity	Cost
Flourine Free Firefighting A/B Foam	150 gal	3,360.00				
Kappler Z300 Level B HazMat Suit	1 case	872.00				
Kappler Z300 Encapsulating Level B HazMat Suit	1 case	1,196.00				
Kappler DuraChem DBRN/HazMat Suit	6	6,560.00				
Kappler Z500 Level A Hazmat Suit	4	3,760.00				
Impres 2 LIION battery	28	3,455.00				
10 year replacement of 1/2" static life safety rope	1700ft	2,329.00				
Combustible Gas Leak Detector	4	2064.00				
Chemical & Wastewater Cassifier Strips	14	1,384.00				
Total		25,000.00				0.00

Balance 25,000.00



City of Keene
Transmittal Form

May 21, 2021

TO: Finance, Organization and Personnel Committee

FROM: David Hickling, Airport Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Use of Airport Personnel Funds - Airport Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to use unexpended personnel monies from the FY21 Airport personnel budget for operations.

BACKGROUND:

The Keene Dillant-Hopkins Airport received a grant for the amount of \$69,000 through the FAA CARES Act. This grant was made available to provide economic relieve for airports affected by the coronavirus. It was determined that applying these funds to personnel expenses was the most effectual use of this funding.

Unused salaries and benefits made available by the CARES Act grant amounted to \$69,000. The airport would like to reallocate these unused personnel funds as follows:

- United A&G - Airport Maintenance Equipment \$31,544
- Supplemental Requests Removed from FY22 Budget
- Terminal Improvements: \$20,000
 - Airport Advertising: \$7,250
 - Air Service Development Consulting: \$15,000
 - Other Operating Expenses: \$4,794

The use of the unused personnel funds allow the airport to remove the supplemental requests for the floor tiles, advertising, and consultant to explore viability of air service from the FY22 budget.



City of Keene
Transmittal Form

May 25, 2021

TO: Finance, Organization and Personnel Committee

FROM: Tara Kessler, Senior Planner

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Acceptance of Grant Funds – NH Division of Historical Resources Certified Local Government Grant - Senior Planner

RECOMMENDATION:

Recommend that the City Council authorize the City Manager to do all things necessary to accept and execute a \$10,000 grant award from the NH Division of Historical Resources Certified Local Government Grant Program for the development of a web-based, crowdsourcing tool for the Heritage Commission.

BACKGROUND:

On May 5, 2021, the Heritage Commission was informed that it was awarded a \$10,000 grant from the Certified Local Government (CLG) Program of the NH Division of Historical Resources. The Commission will utilize these grant funds to hire a qualified consultant to develop a map-based crowdsourcing tool to embed in a website. This tool is intended to encourage members of the public to upload stories, documents, images, and potentially audio/video recordings for a specific address or place on a map.

The goal of the project is to crowdsource the history of a neighborhood online, and, hopefully, uncover photos, anecdotes, and personal narratives that contribute to a richer understanding of an area's heritage and evolution. The Commission will use this tool to support its interest in documenting and sharing the history of certain neighborhoods, whose history is either lesser known or not as well documented as other areas of Keene. An important benefit of this type of tool is that it will create an interface for the public to more directly engage with the Commission as well as with the community around them.

The CLG Grant will provide 60% of federal funding support for this project. In-kind match of \$5,416, to be provided by the volunteer time of Commission members and City staff contributing to this project. The grant funds will need to be expended by September of 2022.

The CLG program is designed to provide an opportunity for local governments to become more involved in identifying, evaluating, protecting, promoting and enhancing the educational and economic value of local properties of historic, architectural and archeological significance. Created by the 1980 amendments to the National Historic Preservation Act, the CLG program requires that the Division of Historical Resources designate at least 10% of its annual Historic Preservation Fund allocation from the Department of the Interior to local governments that have become CLGs. Keene is one of 21 CLG communities in the State.



City of Keene
Transmittal Form

May 24, 2021

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Funding for Pool Improvements - Parks, Recreation and Facilities Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee authorize the capital transfer of \$45,000 from the 2020-2021 operating budget to the Municipal Parks capital project #90318. In addition, move that the City Manager be authorized to do all things necessary to negotiate and execute an agreement with Project Resource Group, LLC for the work to be completed at the municipal pools.

BACKGROUND:

In the 2019 Capital Improvement Project (CIP) budget development, the two municipal pools at Wheelock and Robin Hood Parks were both identified as needing significant work to be completed. Although the pools were built at the same time with a donation from the Keene Lions Club in 1964, and each has certainly provided decades of enjoyment to the public during the hot days of summer, the upkeep and maintenance can be costly. Weston and Sampson completed a feasibility study in 2019 revealing the various needs at each pool; this coincided with the EMG (facility assessment) report from 2012.

In a recent public bid for pool improvements that were designed by Weston and Sampson, the City received one response from Project Resource Group, LLC. The bids--broken down for each pool— were as follows: Robin Hood Pool \$174,028 and Wheelock \$175,867. After review, each bid is has been broken down by priority and funding for each pool. In 2020, each pool was painted, bringing the annual Municipal Parks project total from \$50,000 down to \$39,883. In order to complete the plumbing at one pool, the cost is roughly \$70,000. This will replace the showers and toilet fixtures, with Robin Hood pool being completed first.

In order to complete this phase of the project, the unspent funding from the operating budget from 01202-61312 Pool Personnel current fiscal year is needed. As a result of the COVID-19 pandemic, the pools were closed and there was no need for lifeguards. By utilizing the \$45,000, this will reduce the budget, yet still provide pay for all lifeguards to begin the pool season with training, and to open Wheelock Pool on June 22.

As a result of lack of pool staffing and construction needed, Robin Hood pool will be closed this season.



City of Keene
Transmittal Form

May 21, 2021

TO: Finance, Organization and Personnel Committee

FROM: Steven Russo, Police Chief

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Capital Project Transfer for Body Worn Cameras - Police Chief

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee authorize the capital transfer of \$460,000 from the 2020-2021 operating budget to a Body Worn Cameras capital project. In addition, that the City Manager be authorized to do all things necessary to negotiate and execute an agreement with BodyWorn, part of Pileum Corporation, for the purchase of body worn cameras, In-car video systems, and necessary support equipment and training.

BACKGROUND:

In June 2020 the City Council tasked the City Manager (CM) to have the Police Department research the implementation of Body Worn Cameras (BWC's).

In July 2020 we obtained quotes and conducted in-house demonstrations by three different vendors of Body Worn Cameras (BWC) and In-Car Video Systems (ICV). By the end of July we had chosen one vendor that we felt best met our needs, BodyWorn by Pileum Corporation. Pricing is based on paying the full five-year contract up front to allow for potential savings though final costs will not be determined until the contract is signed. Pricing is broken down as follows:

Payment of 5 year contract up front - BWC & ICV	412,644
Tablets	13,440
Equipment	15,435
Training	9,576
TOTAL	\$ 451,095

On August 27, 2020 I went before the Finance, Organization, and Personnel (FOP) committee and presented the chosen vendor as well as initial cost estimates for the program. I also presented cost estimates for training required prior to a Test and Evaluation (T&E) period with the chosen vendor, as well as the cost of a full time position to manage the system and handle Discovery and Right to Know (RTK) requests. In September 2020 the Council endorsed that recommendation and we began coordination for the T&E.

The test and evaluation period ran from November 17, 2020 to December 14, 2020. On January 29, 2021 I sent the FOP a detailed memo on the conduct and results of the test and evaluation. The memo noted a particularly

important piece for this program to be successful is the approval of either an assistant City Attorney, which is our preferred route, or a para-legal to handle the complicated discovery and subsequent RTK requests.

Upon presentation of the results, the full Council voted to delay funding until current legislation is voted upon and proposed State or Federal funding sources are identified.

Budget resources to offset the capital project transfer of \$460,000 being requested are from FY21 budgetary savings and COVID-19 CARES Act reimbursements.

Police FY21 budgetary saving due to COVID-19 CARES Act reimbursements	89,855
Police FY21 budgetary savings due to personnel vacancies	370,145
TOTAL	\$ 460,000

The project transfer request will actually serve two purposes. In the event grant funding is not available when the Council chooses to move forward with the purchase of body worn cameras, funding will be available. Secondly, should grant funding become available, the city will have funding in place for cost share and/or expenditures not covered by the grant.



City of Keene
Transmittal Form

May 17, 2021

TO: Mayor and Keene City Council

FROM: Councilors Remy, Workman and Madison

THROUGH: Patricia A. Little, City Clerk

ITEM: 6.

SUBJECT: Councilors Remy, Workman, and Madison - Council and Standing Committees

COUNCIL ACTION:

In City Council May 20, 2021.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Communication_Councilors

BACKGROUND:

This communication from Councilors Remy, Workman and Madison are asking that the City Council conduct a thorough review and discussion of its meeting structure. Specifically, the communication is suggesting a review of the days of the week for meetings, the frequency of meetings, whether more Council business could be handled administratively and whether a consent agenda should be included in the Council's Rules of Order.

Councilor Remy, At Large
Councilor Workman, Ward 4
Councilor Madison, Ward 3

13th May 2021

Mr. Mayor & fellow Councilors,

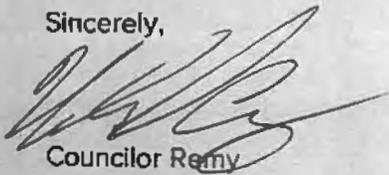
We would like to request a thorough review and discussion of our meeting structure, schedule, and the authority of City staff to streamline our meetings. Specifically, we would like to discuss:

- Reviewing which days of the week we meet
 - We have determined that our current meeting schedule contributes to the short timeline for Councilors to review agenda information prior to the meeting (in fact we have one of the shortest timelines to review in the State)
- Review the frequency of our Council meetings
 - We meet more frequently than any other city in the State
- Review items that can be handled administratively
 - The example we discussed was acceptance of donations, which could still be read aloud during City Manager or Mayor comments
- Review moving to a consent agenda format for Council

The three of us did not agree on what we'd like to see for each of these items, but we did agree that all four were worthy of discussion.

Thank you for your time!

Sincerely,



Councilor Remy

Councilor Workman



Catherine Workman



Councilor Madison



City of Keene
Transmittal Form

May 25, 2021

TO: Finance, Organization and Personnel Committee

FROM: Patricia A. Little, City Clerk

ITEM: 7.

SUBJECT: Meeting Cycles, Agenda Deadlines and Packet Distribution Timelines - City Clerk

RECOMMENDATION:

Accept as informational.

ATTACHMENTS:

Description

spreadsheet

BACKGROUND:

The attached spreadsheet reflects the meeting cycles, agenda deadlines and packet distributions timelines from 11 of the 13 New Hampshire cities.

Meeting Cycles/Agenda Deadlines/Packet Publication Comparison

CITY	CYCLICAL MEETING SCHEDULE	AGENDA ITEM DEADLINE	DISTRIBUTION TIMELINE	# OF DAYS BEFORE MEETING
Keene	1st and 3rd Thursdays	4:00 pm on Tuesday of the <i>same</i> week	3:00 PM on Wednesday prior to the Council meeting	1 day
	2nd and 4th Wed/Thursdays	1:00 pm on the Tuesday of the <i>same</i> week	3:00 PM on the Tuesday of the same week	1 day
Berlin	1st and 3rd Mondays	Noon on Thursday of the preceding week	Noon on Friday of the preceding week	3 days
Concord	2nd Mondays	Noon on Friday of the preceding <i>full</i> week	3:00 pm on the Wednesday of the preceding week	5 days
Dover	2nd and 4th Wednesdays	Noon on the Wednesday of the preceding week	Friday of the preceeding week	5 days
Franklin	1st Monday	5:00 PM Friday of the preceding full week	Wednesday of the preceding week	5 days
Laconia	2nd and 4th Mondays	Noon on the Wednesday of the preceding week	4:00 PM Wednesday of the preceeding week	5 days
Lebanon	1st and 3rd Wednesdays	5:00 pm Tuesday of the preceding week	Wednesday of the preceeding week	7 days
Manchester	1st and 3rd Tuesdays	Noon on Monday of the preceding week	Friday prior to the Aldermanic meetings	4 days
Nashua	2nd and 4th Tuesdays	5:00 pm on Wednesday of the preceding week	2:00 pm on Friday prior to the Aldermanic meeting	4 days
Portsmouth	1st and 3rd Monday	Noon on Wednesday of the preceding week	3:00 pm on Thursday prior to the Council meeting	4 days
Rochester	1st and 3rd Tuesdays	5:00 PM on Monday of the preceding <i>full</i> week	Thursday of the preceeding week	5 days



City of Keene
Transmittal Form

May 25, 2021

TO: Finance, Organization and Personnel Committee

FROM: Dan Langille, City Assessor

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 8.

SUBJECT: Relating to the Powers and Duties of the Assessor's Board

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend the City Council adopt Ordinance O-2021-05-A.

ATTACHMENTS:

Description

Ordinance O-2021-05-A

BACKGROUND:

In continuation from the May 13 FOP Committee meeting the attached amended Ordinance considers the recommended changes from our discussion. Specifically it has been made clear that there is a public process for property tax abatements and the board has the authority on what action to take regarding the applications.



CITY OF KEENE Ordinance O-2021-05-A

Twenty-one

In the Year of Our Lord Two Thousand and

Relating to Powers and Duties of Assessor's Board

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, are hereby further amended by removing the stricken text and inserting the bolded text in Section 2-684 "Powers, Duties and Guidelines" of Division 4 "Assessor's Board" of Article 5 "Boards and Commissions" of Chapter 2 entitled "Administration" as follows:

DIVISION 4. - ASSESSOR'S BOARD

Sec. 2-681. - Membership.

The assessor's board shall consist of three voting public members and the city assessor, who shall act as a permanent, nonvoting, ex officio chair and chief clerk of the board. In determining each member's qualifications, the mayor shall take into consideration an appointee's professional experience in real estate, assessing, property appraisal, and banking; as well as a background in financing, statistics, math, real estate development/management. Members must be Keene residents.

Sec. 2-682. - Terms.

Each public member of the assessor's board shall have a three-year term. Terms of public board members shall be staggered, and one public board member shall be appointed by the mayor in January of each year.

Sec. 2-683. - Relation to department head.

The assessor's board may give advice to the city assessor on the operations of his office and on matters within the board's functional jurisdiction.

Sec. 2-684. - Powers, duties and guidelines.

In accordance with **the statutory and case law requirements applicable to the review of property tax abatement applications** ~~the provisions of applicable law, the powers, duties and guidelines in this section are established for the conduct of the assessor's board. The board shall:~~ **the City Assessor is authorized and responsible for all activities related to the fair and equitable taxation of real property in the City. In carrying out the duties of the Assessing Department the City Assessor is to act in an impartial manner. The Assessor's Board has been established as an advisory board to the City Assessor and specifically for the following purposes:**

- (1) Review property tax abatement applications and **vote to** assessing department recommendations to advise City Assessor on whether to grant or **deny** abatement requests.**
- (2) Provide an opportunity for property owner(s) to speak to the board on behalf of their abatement request.**
- (3) Assist the City Assessor in building and maintaining the public's trust by ensuring transparent assessing practices.**
- (4) Act **Assist the Assessing Department in** as a publicizing agent ~~bringing assessing **related** programs and projects to the notice of the public.~~**

~~Review and advise City Assessor regarding the NH Department of Revenue Assessment Review Audit.~~

- ~~(1) Ensure that property of all types in the city is valued fairly, impartially, and equitably in relationship to all other property, so that no taxpayer pays more than his fair share nor less than his fair share of property taxes.~~
- ~~(2) Assess taxes and grant abatements in accordance with the provisions of applicable law.~~
- ~~(3) Hear citizen comments on the performance of the department of assessment.~~
- ~~(4) Assist the city assessor in maintaining a high state of morale and readiness in the department of assessment by encouraging the training and professional development of the assessor.~~
- ~~(5) Advise the city assessor on the problems and policies of the department of assessment.~~
- ~~(6) Furnish information concerning any of the work, conduct, affairs and activities of the office to the city council on request. The board shall prepare an annual report which shall be filed not later than December 1 with the city clerk and shall show the total appraised valuation of all real estate in the city assessed thereon, the real estate and other property not publicly owned but exempted~~

~~from taxation, the value of publicly owned real estate in the city, and other information which is deemed of interest to the city council and taxpayers of the city. The annual report shall also show the total amount of taxes upon property or polls that has been abated during the period covered by the report and shall state briefly the reasons therefor and shall include any additional information requested by the council.~~

- ~~(7) Advise the city council and city manager on procedural matters concerned with tax assessment.~~
- ~~(8) Seek ways of improving the performance of the functions of the board.~~
- ~~(9) Advise the city council, city manager, city assessor, and director of finance on the application of the tax assessment and abatement laws and ways to improve the laws.~~
- ~~(10) Exercise its best efforts by every allowable means to promote and perpetuate the growth, responsiveness, and the usefulness of the assessor functions of the city.~~
- ~~(11) Act as a publicizing agent bringing all types of assessor programs and problems to the notice of the public.~~
- ~~(12) Inform itself thoroughly of the assessor's activities contemplated for improvements of the function.~~
- ~~(13) Designate a member of the board to appear before other boards or city council committees to testify on matters of concern to the board.~~
- ~~(14) Develop active regional cooperation with other committees and levels of government.~~
- ~~(15) Study and recommend methods of financing proposed improvements in assessor operations.~~
- ~~(16) Appear before state and federal agencies to request financial assistance for assessor programs or to advocate changes in the state laws and federal regulations as they affect the ability of the city to carry out its function.~~
- ~~(17) Recommend for the city manager's consideration matters concerned with program or policy expansion, contraction, or deletion.~~
- ~~(18) Request the city manager to require his subordinates to furnish to the assessors' board, within a reasonable period of time, such available information as it may properly require for its work.~~
- ~~(19) Perform such other related functions as required by the city council or requested by the city manager.~~

George S. Hansel, Mayor



City of Keene
Transmittal Form

May 17, 2021

TO: Mayor and Keene City Council

FROM: Elizabeth A. Fox, Assistant City Manager/Human Resources Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 9.

SUBJECT: Relating to Class Allocation and Salary Schedule

COUNCIL ACTION:

In City Council May 20, 2021.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That the City Council refer Ordinance O-2021-08 to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Ordinance O-2021-08

BACKGROUND:

The ordinance relating to salary and wage schedules for the 2021/2022 fiscal year reflects an adjustment that aligns to the across the board increase of 2% provided employees covered by approved collective bargaining agreements.



CITY OF KEENE

O-2021-08

Twenty-one

In the Year of Our Lord Two Thousand and

Relating to Class Allocations and Salary Schedules

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 deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-141 "Call Firefighter Hourly Wage Schedule;" 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, Office, Technical and Management - 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 62-141 "Call Firefighter Hourly Wage 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, Office, Technical and Management - Annual Salary Schedule," effective July 1, 2021.

George S. Hansel, Mayor

In City Council May 20, 2021.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

City Code Section 2-231

**COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE**

(effective July 1, 2021)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	92,037	113,932	136,769
<u>E</u>	96,179	119,059	142,924
<u>V</u>	100,507	124,417	149,356
<u>E</u>	105,030	130,016	156,077
<u>L</u>	109,756	135,867	163,100
	114,695	141,981	170,440

City Code Section 62-141

**CALL FIREFIGHTER
HOURLY WAGE SCALE**
Non-bargaining unit
(effective July 1, 2021)

<u>Grade</u>		<u>Step 1</u>
CF1	Non-certified Probationary Firefighter	\$ 10.71
CF2	Probationary Firefighter † (Level 1)	\$ 13.92
CF3	Probationary Firefighter (Level 2)	\$ 15.50
CF4	Firefighter (Level 1)	\$ 16.07
CF5	Firefighter (Level 2)	\$ 19.28
CF63	Special services (Chaplain, Photographer & Aide)	\$ 14.99

City Code Section 62-166

The hourly wage schedule for probationary public works employees is as follows:

**PROBATIONARY PUBLIC WORKS
HOURLY WAGE SCHEDULE**

Non-bargaining unit
(effective July 1, 2021)

<u>GRADE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
PPW 2	14.73	15.39	16.08	16.80
PPW 4	16.09	16.81	17.57	18.36
PPW 5	16.81	17.57	18.36	19.19
PPW 7	18.35	19.19	20.05	20.95
PPW 8	19.19	20.05	20.95	21.89
PPW 9	20.05	20.95	21.89	22.88
PPW 10	20.95	21.89	22.88	23.91
PPW 11	21.89	22.88	23.91	24.99
PPW 12	22.88	23.91	24.99	26.11

CLASS ALLOCATION

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

City Code Section 62-191

**PROBATIONARY FIREFIGHTER
HOURLY WAGE SCHEDULE
Non-bargaining unit
(effective July 1, 2021)**

<u>GRADE</u>		<u>STEP 1</u>
F 1	Firefighter/EMT B	\$20.64
F 2	Firefighter/A-EMT	\$21.87
F 3	Firefighter/Medic	\$23.27

City Code Section 62-192

**PROBATIONARY POLICE OFFICER
HOURLY WAGE SCHEDULE
Non-bargaining unit
(effective July 1, 2021)**

<u>GRADE</u>	<u>STEP</u>
PP 1	\$24.93
PP 2	\$26.05

City Code Section 62-194 Administrative, Office, Technical and Management Personnel

The annual salary schedule for administrative, office, technical and management personnel is as follows:

**ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT
ANNUAL SALARY SCHEDULE**

Non-bargaining unit
(effective July 1, 2021)

<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 4	36,523	38,167	39,885	41,680	43,556	45,516
S 5	38,167	39,885	41,680	43,556	45,516	47,564
S 6	39,885	41,680	43,556	45,516	47,564	49,704
S 7	41,680	43,556	45,516	47,564	49,704	51,941
S 8	43,556	45,516	47,564	49,704	51,941	54,278
S 9	45,516	47,564	49,704	51,941	54,278	56,721
S 10	47,564	49,704	51,941	54,278	56,721	59,273
S 11	49,704	51,941	54,278	56,721	59,273	61,940
S 12	51,941	54,278	56,721	59,273	61,940	64,727
S 13	54,278	56,721	59,273	61,940	64,727	67,640
S 14	56,721	59,273	61,940	64,727	67,640	70,684
S 15	59,273	61,940	64,727	67,640	70,684	73,865
S 16	61,940	64,727	67,640	70,684	73,865	77,189
S 17	64,727	67,640	70,684	73,865	77,189	80,663
S 18	67,640	70,684	73,865	77,189	80,663	84,293
S 19	70,684	73,865	77,189	80,663	84,293	88,086
S 20	73,865	77,189	80,663	84,293	88,086	92,050
S 21	77,189	80,663	84,293	88,086	92,050	96,192
S 22	80,663	84,293	88,086	92,050	96,192	100,521
S 23	84,293	88,086	92,050	96,192	100,521	105,044
S 24	88,086	92,050	96,192	100,521	105,044	109,771
S 25	92,050	96,192	100,521	105,044	109,771	114,711
S 26	96,192	100,521	105,044	109,771	114,711	119,873
S 27	100,521	105,044	109,771	114,711	119,873	125,267
S 28	105,044	109,771	114,711	119,873	125,267	130,904
S 29	109,771	114,711	119,873	125,267	130,904	136,795
S 30	114,711	119,873	125,267	130,904	136,795	142,951

City Code Section 62-194

ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT

(effective July 1, 2021)

<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	Office Manager; Parking Services Technician
S 12	Librarian I; Planning Technician; Paralegal ; Executive Secretary; Staff Accountant; Police Dispatch Supervisor; Fire Department Administrator
S 13	Paralegal NO POSITIONS ASSIGNED
S 14	NO POSITIONS ASSIGNED
S 15	Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant; Youth Services Manager; Mapping Technician; Engineering Technician; Technical Support Specialist; Assistant City Clerk; Parking Operations Manager
S 16	Planner; Laboratory Supervisor
S 17	Appraiser; Recreation Programmer; Librarian III; Parks & Cemetery Maintenance Superintendent; Treatment Plant Manager; Fleet Services Operations Manager; Senior Staff Accountant; Airport Maintenance & Operations Manager
S 18	Water/Sewer Operations Manager Water & Sewer Superintendent ; Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager
S 19	Transportation/Stormwater Operations Manager Highway Superintendent ; Operations Manager; Senior Planner; Recreation Manager ; Fleet Services Superintendent ;
S 20	Systems Administrator; Purchasing & Contract Services Manager; Assistant City Attorney
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	NO POSITIONS ASSIGNED
S 24	City Engineer; Assistant Public Works Director/Division Head; Assistant IT Director; Database Administrator; Airport Director; Building/Health Official
S 25	Human Resources Director; Library Director; Assistant Finance Director/Assistant Treasurer; Police Captain; Deputy Fire Chief
S 26	Community Development Director; City Assessor; Parks, Recreation & Facilities Director
S 27	Finance Director/Treasurer; IT Director
S 28	Police Chief; Fire Chief; Public Works Director
S 29	NO POSITIONS ASSIGNED
S 30	NO POSITIONS ASSIGNED



City of Keene
Transmittal Form

May 25, 2021

TO: Finance, Organization and Personnel Committee

FROM: Patricia A. Little, City Clerk

ITEM: 10.

SUBJECT: Tax Credits and Exemptions - City Assessor

RECOMMENDATION:

For review and consideration by the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Resolution R-2021-25

Resolution R-2021-26

Resolution R-2021-27

Resolution R-2021-29

Resolution R-2021-30

BACKGROUND:

At the direction of the City Council, the City Assessor has prepared various resolutions dealing with tax exemptions and credits.



CITY OF KEENE

R-2021-25

2021

In the Year of Our Lord Two Thousand and
RELATING TO BLIND EXEMPTION

A RESOLUTION

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

Whereas, RSA 72:37 was established to allow an exemption for the Blind and

Whereas, the City Council wishes to amend the exemption amount for the Blind.

Now Therefore Be It Resolved by the Council or the City of Keene that Resolution R-2007-10 adopted March 15, 2007, is rescinded.

And Be It Further Resolved by the Council of the City of Keene that it hereby wishes to comply with the modifications as set out in RSA 72:27-a, by responding in the affirmative to the following:

"Shall the Council of the City of Keene amend the Blind Exemption to read:

Every inhabitant who is legally blind as determined by the blind services program, bureau of vocational rehabilitation, department of education shall be exempt each year on the assessed value, for property tax purposes, of his or her residential real estate in the amount of **18,000.**" This act shall take effect as of April 1, 2021.

George S. Hansel, Mayor



CITY OF KEENE

R-2021-26

2021

In the Year of Our Lord Two Thousand and ~~Twenty~~ ~~RELATING TO AN EXEMPTION FOR DEAF OR SEVERELY HEARING~~
~~IMPAIRED PERSONS AND AN EXEMPTION FOR IMPROVEMENTS TO~~
A RESOLUTION ~~ASSIST PERSONS WHO ARE DEAF OR SEVERELY HEARING IMPAIRED~~.....

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

Whereas, RSA 72:38-b was established for the purpose of granting an exemption to qualified deaf or severely hearing impaired persons and an exemption for improvements to assist persons who are deaf or severely hearing impaired and

Whereas, the City Council wishes to amend the exemption amount and the income and assets limitations related to the exemption for deaf or severely hearing impaired persons and an exemption for improvements to assist persons who are deaf or severely hearing impaired.

Now Therefore Be It Resolved by the Council of the City of Keene that Resolution R-2017-20, adopted May 4, 2017 is rescinded.

And Be It Further Resolved by the Council of the City of Keene that it hereby wishes to comply with the modifications as set out in RSA 72:27-a, by responding in the affirmative to the following:

"Shall the Council of the City of Keene amend the exemption for qualified deaf or severely hearing impaired persons and an exemption for improvements to assist persons who are deaf or severely hearing impaired to read:

Any deaf person or person with severe hearing impairment shall be exempt each year on the assessed value, for property tax purposes, of his or her residential real estate to the value of 33,000. The exemption applies only to property which is occupied as the principal place of abode by the eligible deaf person or person with severe hearing impairment. A deaf person or person with severe hearing impairment" means a person who has a 71 Db hearing average hearing loss or greater in the better ear as determined by a licensed audiologist or qualified otolaryngologist, who may rely on a visual means or communication, as American Sign Language or speech recognition and whose hearing is so impaired as to substantially limit the person from processing linguistic information through hearing, with or without amplification, so as to require the use of an interpreter or auxiliary aid.

The eligible person shall have resided in the state for at least 5 consecutive years preceding April 1 in the year in which the exemption is claimed, and if married, must have been married for at least 5 years. In addition, the eligible party must have a net income of not more than \$32,000, or, if married, a combined net income of not more than \$43,000 and own net assets not in excess of \$61,000, or if married, combined net asset limit of \$87,000 excluding the value of the residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinance.

In addition to the exemption provided above, a person may claim an exemption for improvements to assist persons who are deaf or severely hearing impaired. The exemption for improvements shall apply to every owner of residential real estate upon which he or she resides, and to which he or she has made improvements for the purpose or assisting a person who is deaf or severely hearing impaired who also resides on such real estate. The exemption shall be determined by deducting the value of such improvements from the assessed value of the residential real estate before determining the taxes upon such real estate. The exemption shall only apply in taxable years during which the person who is deaf or severely hearing impaired resided on the residential real estate for which the exemption is claimed on April 1 in any given year.”

This act shall take effect as of April 1, 2021.

George S. Hansel, Mayor



CITY OF KEENE

R-2021-27

2021

In the Year of Our Lord Two Thousand and
RELATING TO VETERANS' TAX CREDITS

A RESOLUTION

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

Whereas, RSA 72:28, was established for the purpose of allowing Veterans' Tax Credits and

Whereas, the City Council wishes to amend the amount of the Optional Veterans' Tax Credit.

Now Therefore Be it Resolved by the Council of the City of Keene that Resolution R-2009-32, adopted December 17, 2009, is rescinded.

And Be It Further Resolved by the Council of the City of Keene that it hereby wishes to comply with the procedure for modification of the Optional Veterans' Tax Credit set forth in RSA 72:27-a, by responding in the affirmative to the following:

“Shall the Council of the City of Keene amend the Optional Veterans’ Tax Credit from **\$225** to **\$300**”. This act shall take effect as of April 1, 2021.

George S. Hansel, Mayor



CITY OF KEENE

R-2021-29

In the Year of Our Lord Two Thousand and2021.....

A RESOLUTION RELATING TO EXEMPTION FOR THE DISABLED

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

Whereas, RSA 72:37-b was established for the purpose of granting an exemption to property which is occupied as the principal place of abode by any person eligible under Title II or Title XVI of the federal Social Security Act for benefits to the disabled and

Whereas, the City Council wishes to amend the exemption amount and the income and asset limitation amounts related to the Exemption for the Disabled.

Now Therefore Be It Resolved by the Council of the City of Keene that Resolution R-2017-21, adopted May 4, 2017 is rescinded.

And Be It Further Resolved by the Council of the City of Keene that it hereby wishes to comply with the modifications as set out in RSA 72:27-a, by responding in the affirmative to the following:

"Shall the Council of the City of Keene amend the Exemption for the Disabled to read:

An exemption for persons eligible under Title 11 or Title XVI of the federal Social Security Act shall be granted to qualified taxpayers in the amount or **\$33,000**. To qualify, the property shall be owned by a resident, owned by a resident jointly or in common with the resident's spouse, either or whom meets the requirements for the exemption claimed. owned by a resident jointly or in common with a person not the resident's spouse, if the resident meets the applicable requirements for the exemption claimed, or owned by the resident's spouse, either or whom meets the requirements for the exemption claimed and when they have been married for at least 5 consecutive years. In addition, the eligible party must have a net income of not more than **\$32,000**, or if married a combined net income of not more than **\$43,000**; and own net assets not in excess of **\$61,000**, or if married a combined net asset limit or **\$87,000**, excluding the value of the residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinances. Further, upon their sixty-fifth birthday, a person eligible for the exemption for the disabled shall remain eligible for a yearly exemption either in the amount or the Exemption for the Disabled or the Exemption for the Elderly, whichever is greater." This act shall take effect as or April 1, 2021.



CITY OF KEENE

R-2021-30

2021

In the Year of Our Lord Two Thousand and
RELATING TO ELDERLY EXEMPTION QUALIFICATIONS

A RESOLUTION

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

Whereas, RSA 72:39-a was established for the purposes of standardizing the Elderly Exemption program and

Whereas, the City Council wishes to amend the exemption amounts and the income and assets limitations related to the Elderly Exemption.

Now Therefore Be It Resolved by the Council or the City of Keene that Resolution R-2017-19 adopted May 4, 2017, is rescinded.

And Be It Further Resolved by the Council of the City of Keene that it hereby wishes to comply with the modifications as set out in RSA 72:27-a, by responding in the affirmative to the following:

"Shall the Council of the City of Keene amend the Elderly Exemption Qualifications to read:

An elderly exemption, shall be granted for qualified taxpayers in the amount of **33,000** for a person 65 years of age up to 75 years of age: **45,000** for a person 75 years of age up to 80 years of age and **60,000** for a person 80 years of age or older. To qualify, the property shall be owned by a resident, owned by a resident jointly or in common with the resident's spouse, either of whom meets the requirements for the exemption claimed, owned by a resident jointly or in common with a person not the resident's, spouse, if the resident meets the applicable requirements for the exemption claimed, or owned by the resident's spouse, either of whom meets the requirements for the exemption claimed and when they have been married for at least 5 consecutive years. In addition, the eligible party must have a net income of not more than **\$32,000** or if married a combined net income of not more than **\$43,000**; and own net assets not in excess of **\$61,000**, or if married a combined net asset limit of **\$87,000** excluding the value of the residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinance. The combined net asset amount for married persons shall apply to a surviving spouse until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse". This act shall take effect as April 1, 2021.

George S. Hansel, Mayor



City of Keene
Transmittal Form

May 25, 2021

TO: Finance, Organization and Personnel Committee

FROM: Councilor Raleigh Ormerod

THROUGH: Patricia A. Little, City Clerk

ITEM: 11.

SUBJECT: Councilor Ormerod - Budget Priority for Maintenance and Replacement of Sidewalks

ATTACHMENTS:

Description

Communication_Ormerod

BACKGROUND:

Councilor Ormerod is recommending an accelerated maintenance and replacement scheduled of Keene's sidewalks.

25 May 2021

Councilor Raleigh Ormerod
4 Monadnock Ct.
Keene, NH 03431

Keene City Council
3 Washington St.
Keene, NH 03431

To the Honorable Mayor and City Council,

It's been over 12 months that we have been talking about accelerating the maintenance and replacement of the City of Keene's sidewalks. It was specifically mentioned in the City Councilor Goals input, but the proposed budget line item recommended by City Staff has not budged from around \$65,000. In fact, the actuals for 2020-2021 fell quite short of that goal. Yet, the initiative seems to be gaining some foothold because we are now at least surveying sidewalk conditions and talking about putting them on an asset management plan.

We can and should do much more. Therefore, I want to formally add this topic to the agendas of the FOP Committee and the Keene City Council so the Council can see and decide if sidewalks will be a priority.

- 1) Sidewalks in some places are becoming a health risk to residents. These include those people in the 50+ category, those with disabilities, and even the younger Keene State College students and elementary school students who depend on the sidewalks for their primary transportation.
- 2) Sidewalks are an extremely important point of engagement for residents and visitors to Keene. They can have a high positive or negative impact when you exit a vehicle, potentially pay for parking, and enter the buildings or outdoor venues.
- 3) The residents, stakeholders, and City staff are increasingly prioritizing recreation – of which sidewalks may be heavily relied upon for some non-motorized transportation and direct foot traffic.
- 4) The Chief of Police described how foot patrols are among the most effective but not the most efficient modes of enhancing public safety. Let's make it more efficient and effective by extending the range of sidewalks that are navigable in even the less ideal conditions of low light, rain, wind, ice, and snow. I'm sure the USPS would appreciate this as well.

I propose a resolution or budget amendment to increase the sidewalk budget line item to \$250,000 for 2021-2022 and forecast it for \$500,000 for 2022-2023. Following are some funding source proposals, each of which may be a complementary resolution or amendment.

1. Increase the parking budget by extending the hours of operation for parking meters. This will require public relations efforts, but ratepayers may comply with the increases if they pay for better sidewalks.
2. Increase efforts to collect on unpaid parking tickets. Same rationale for public relations efforts.
3. Build sidewalk funds into proposals for Parks & Rec projects like the Pat Russell Park and the Skate Park. How else will we access these but via sidewalks? Furthermore, better sidewalks can increase access to the Rec Center program, particularly for youth who would use the sidewalks as primary transportation.

Sincerely,



Raleigh Ormerod
City Councilor, Ward 1



CITY OF KEENE

Resolution R-2021-22

Twenty-one

In the Year of Our Lord Two Thousand and
Relating to the 2021/2022 fiscal year budget

A RESOLUTION

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

That the sum of \$27,045,542 be raised by taxation during the current year which together with \$36,349,154 for estimated operating revenues aggregating \$63,394,696 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$6,293,363 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, 2021, as attached hereto and made a part thereof.

George S. Hansel, Mayor

In City Council May 6, 2021.
Referred to the Finance, Organization
and Personnel Committee.
Public Hearing set for June 3, 2021 at 7:00 PM.


City Clerk

2021/2022 Annual Operating Budget

R-2021-22

General Fund Revenue & Other Financing Sources:	Adopted	General Fund Appropriations:	Adopted
Property Tax Revenue	\$27,045,542	Elected & Appointed Officials	\$2,964,182
Use of Surplus	850,000	Capital Projects	4,103,149
Other Taxes	1,131,000	Administrative Services	4,896,022
Tax Increment Financing	840,892	Community Services	21,399,740
Licenses, Permits & Fees	3,857,571	Municipal Development Services	7,021,505
Intergovernmental	2,639,916	Debt Service	4,539,979
Charges for Services	2,329,606		
Fines & Forfeits	56,951		
Miscellaneous	1,330,499		
Other Financing Sources	4,842,600		
NET GENERAL FUND OPERATING REVENUES	\$44,924,577	NET GENERAL FUND OPERATING APPROPRIATIONS	\$44,924,577
TOTAL PARKING METER FUND REVENUES	\$1,403,426	TOTAL PARKING METER FUND APPROPRIATION	\$1,403,426
TOTAL PC REPLACEMENT FUND REVENUES	\$63,560	TOTAL PC REPLACEMENT FUND APPROPRIATIONS	\$63,560
TOTAL SOLID WASTE FUND REVENUES	\$4,355,075	TOTAL SOLID WASTE FUND APPROPRIATIONS	\$4,355,075
TOTAL SEWER FUND REVENUES	\$5,986,146	TOTAL SEWER FUND APPROPRIATIONS	\$5,986,146
TOTAL WATER FUND REVENUES	\$4,153,857	TOTAL WATER FUND APPROPRIATIONS	\$4,153,857
TOTAL EQUIPMENT FUND REVENUES	\$2,508,055	TOTAL EQUIPMENT FUND APPROPRIATIONS	\$2,508,055
TOTAL OPERATING REVENUES - ALL FUNDS	\$63,394,696	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS	\$63,394,696
CAPITAL:			
PARKING FUND CAPITAL FUNDING	\$206,361	PARKING FUND CAPITAL APPROPRIATIONS	\$206,361
SOLID WASTE FUND CAPITAL FUNDING	\$152,000	SOLID WASTE FUND CAPITAL APPROPRIATIONS	\$152,000
SEWER FUND CAPITAL FUNDING	\$2,085,782	SEWER FUND CAPITAL APPROPRIATIONS	\$2,085,782
WATER FUND CAPITAL FUNDING	\$2,275,888	WATER FUND CAPITAL APPROPRIATIONS	\$2,275,888
EQUIPMENT FUND CAPITAL FUNDING	\$1,573,332	EQUIPMENT FUND CAPITAL APPROPRIATIONS	\$1,573,332
TOTAL CAPITAL FUNDING - OTHER FUNDS	\$6,293,363	TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS	\$6,293,363



City of Keene
Transmittal Form

May 20, 2021

TO: Mayor and Keene City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 13.

SUBJECT: Relating to the FY 2021-2022 Budget - Bond Resolutions

COUNCIL ACTION:

In City Council May 20, 2021.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That resolutions R-2021-15, R-2021-16, and R-2021-17 relating to appropriation of funds for the Flood Management, Patricia T. Russell Park Improvements, and Road Rehabilitation Projects be introduced and read at the May 20, 2021 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-2021-15

Resolution R-2021-16

Resolution R-2021-17

BACKGROUND:

Included in the proposed 2021-2022 operating budget are several bond issues to fund projects advanced through the Capital Improvements Program (CIP) process, as follows:

				TERM
R-2021-15	General Fund	Flood Management	\$744,000	15
R-2021-16	General Fund	Patricia T. Russell Park	\$1,283,000	15
R-2021-17	General Fund	Road Rehabilitation	\$922,000	10
SUBTOTAL - GENERAL FUND			\$2,949,000	
SUBTOTAL - OTHER FUNDS			\$0	
TOTAL - ALL FUNDS			\$2,949,000	

These resolutions require two readings before the City Council, the first of which will be May 20, 2021.



CITY OF KEENE

R-2021-15

In the Year of Our Lord Two Thousand and Twenty-one

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 seven hundred and forty-four thousand (\$744,000) 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 seven hundred and forty-four thousand (\$744,000) 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.

George S. Hansel, Mayor



CITY OF KEENE

R-2021-16

In the Year of Our Lord Two Thousand and Twenty-one

A RESOLUTION Relating to the Appropriation of Funds for the Patricia T. Russell
Park Improvements Project

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

That the sum of one million, two hundred and eighty-three thousand (\$1,283,000) is hereby appropriated for the Patricia T. Russell Park Improvements Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, two hundred and eighty-three thousand (\$1,283,000) 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.

George S. Hansel, Mayor



CITY OF KEENE

R-2021-17

In the Year of Our Lord Two Thousand and Twenty-one

A RESOLUTION Relating to the Appropriation of Funds for the Road Rehabilitation
..... Project

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

That the sum of nine hundred and twenty-two thousand (\$922,000) is hereby appropriated for the Road Rehabilitation 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 twenty-two thousand (\$922,000) 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.

George S. Hansel, Mayor