



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
November 22, 2016
6:30 PM**

Mitchell H. Greenwald
Carl B. Jacobs
Terry M. Clark
Thomas F. Powers
Jay V. Kahn

-
1. Report out of More Time Item - Relinquishment of Easement to Parking Spaces on Railroad Property on Behalf of Monadnock Food Co-op - Planning Department
 2. Discussion - NGM Crosswalk Project - Public Works Director
 3. 2016 Tax Rate Update - Finance Director
 4. Primex Contribution Assurance Program - Property & Liability - ACM/Human Resources Director
 5. Primex Contribution Assurance Program - Worker's Compensation - ACM/Human Resources Director
 6. Charter Officer Evaluation Process - ACM/Human Resources Director
 7. Approving an Application for CDBG Funds
Resolution R-2016-35

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

11/21/2016

TO: Finance, Organization and Personnel Committee

FROM: Steve Thornton, Finance Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 3.

SUBJECT: 2016 Tax Rate Update - Finance Director

RECOMMENDATION:

Informational.

ATTACHMENTS:

Description

2016 tax Rate Update

BACKGROUND:

Please see attached memo dated November 10, 2016.

CITY OF KEENE NEW HAMPSHIRE

DATE: November 10, 2016

MEMO TO: Mayor & City Council

THROUGH: Med Kopczynski, City Manager

FROM: Steve Thornton, Finance Director

RE: 2016 property tax rate

RECOMMENDATION:

Informational. No action required.

BACKGROUND:

The State of New Hampshire Department of Revenue Administration (DRA) has confirmed the 2016 property tax rate. The total rate is \$36.39 per \$1,000 of assessed value and funds city and school expenditures for fiscal year 2016-2017 and county services provided in 2016, as well as War Service tax credits and tax overlay. The total amount of property taxes to be raised increased 2.50% to \$64,909,646.

Tax dollars raised for the current year, and a comparison with the prior year tax dollars raised is detailed in the following table:

	<u>2015</u>	<u>2016</u>	<u>\$\$ Change</u>	<u>% Change</u>
Municipal	24,742,436	25,080,817	338,381	1.37%
Local Education	28,181,683	29,254,779	1,073,096	3.81%
State Education	4,207,896	4,167,984	(39,912)	-0.95%
County	6,195,751	6,406,066	210,315	3.39%
Total	63,327,766	64,909,646	1,581,880	2.50%

As seen in the table above, Keene's share of Cheshire County property taxes increased \$210,315 or 3.39% from 2015 to 2016. At the same time, the overall Cheshire County tax appropriation only increased 1.99%, or \$465,979. During 2015, Keene, based upon equalized assessed value, became a larger part of the County, moving from having 26.441% of countywide assessed value to 26.8054%. As each community's share of County taxes is based upon assessed value, Keene's portion of County taxes increased more, proportionally, than the overall County increase.

The distribution of property tax dollars raised among taxing entities is highlighted in the following table:

	<u>2015</u>	<u>2016</u>
Municipal	39.07%	38.64%
Local Education	44.50%	45.07%
State Education	6.64%	6.42%
County	9.78%	9.87%
Total	100.00%	100.00%

The four components of the 2016 rate per \$1,000 of assessed value compared to the prior year's rates in the table below:

	<u>2015</u>	<u>2016</u>
Municipal	13.42	14.02
Local Education	15.28	16.36
State Education	2.35	2.43
County	3.36	3.58
Total	34.41	36.39

As the tables below indicate, actual tax dollars to be raised in Keene are less than those projected to be raised at the time of budget adoption. At the same time, the adopted tax rate confirmed by the DRA is higher than the tax rate projected at the time of budget adoption.

	<u>DRA Approved 2016 Tax Dollars</u>	<u>Projected 2016 Tax Dollars</u>	<u>Change</u>
Municipal	25,080,817	25,226,685	(145,868)
Local Education	29,254,779	30,020,540	(765,761)
State Education	4,167,984	4,167,984	-
County	6,406,066	6,318,969	87,097
Total	64,909,646	65,734,178	(824,532)

	<u>DRA Approved 2016 Tax Rate</u>	<u>Projected 2016 Tax Rate</u>	<u>Change</u>
Municipal	14.02	13.68	0.34
Local Education	16.36	16.28	0.08
State Education	2.43	2.32	0.11
County	3.58	3.43	0.15
Total	36.39	35.71	0.68

The differences arise from two sources.

First, the DRA, as part of the rate setting process, adjusts the amounts of certain intergovernmental revenues to be paid to the community. The amounts to be paid to each community are calculated by the state at the close of the state fiscal year (June 30). Projected revenues used in preparing local government budgets are, for these revenue sources, estimates. During the tax rate setting process, which occurs during the fall, The DRA provides the actual amounts for these revenues before tax rates are set.

For the City of Keene Municipal government, in 2016, these were Rooms and Meals Distribution, Highway Block Grant, Flood Control, and Payments in Lieu of Taxes. These changes increased municipal revenues by \$104,375, and reduced property taxes to be raised by the same amount.

The DRA also adjusts the amounts withheld by the community for veteran's war credits, and property tax overlay (which pays for tax abatements). This year, those adjustments totaled \$41,925, which resulted in a decrease in property tax dollars to be raised.

The total decrease in tax dollars to be raised when compared with the adopted budget based upon DRA adjustments is \$145,868.

Similar adjustments are made, for various funding sources and other factors, in both the school and county budgets.

The second source of change in the projected tax rate is the revaluation project recently completed by the City Assessor. Overall, the taxable assessed value fell by 3%. The following table highlights the results of the revaluation:

Revaluation Summary

2015 Taxable Value	1,844,547,975
2016 Taxable Value	1,788,633,815
Change	(55,914,160)
Percent Change	-3.03%

Changes in Value by Property Type

	<u>Dollar Change</u>	<u>Percent Change</u>
Residential Property	(82,224,740)	-7.00%
Commercial Property	(1,057,300)	0.16%
Utility Property	23,766,300	32.00%

Within the various property type categories, individual properties may have increased or decreased in value, and by various amounts, depending on factors relevant to that particular property.

With that in mind, the following table presents the property taxes calculated upon a \$200,000 home using the 2015 tax rate, and the property taxes calculated for the same home, using the 2016 tax rate, and assuming a 7% reduction in taxable value, matching overall reduction in residential property value as a result of the revaluation:

	Assessed Value	Number of Thousands	Rate per \$1,000 of Value	Property Tax
2015 taxable value and tax rate	200,000	200	\$ 34.41	\$ 6,882.00
Decrease in Value (7%)	(14,000)			
2016 taxable value and tax rate	186,000	186	\$ 36.39	\$ 6,768.54

Property tax bills will be mailed on or before November 18 and due on or before December 18, 2016. This is approximately two weeks later than last year. The process is a bit slower this year due to the revaluation, and implementation of new assessing software, and new tax billing software.

cc: Daniel Langille, City Assessor
Mary Alther, Revenue Collector
Merri Howe, Assistant Finance Director



City of Keene, N.H.
Transmittal Form

11/20/2016

TO: Finance, Organization and Personnel Committee

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

THROUGH: Med Kopczynski, City Manager

ITEM: 4.

SUBJECT: Primex Contribution Assurance Program - Property & Liability - ACM/Human Resources Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to enter into and execute an agreement extending participation with Primex³ in a multi-year Contribution Assurance Program (CAP) through FY20 that has provided predictable contributions and stable property and liability insurance coverage

BACKGROUND:

The City of Keene has been a participant in Primex³ (NH Public Risk Management Exchange) obtaining property and liability insurance and benefiting from premium savings generated by its risk management programs for approximately fourteen years. Through Primex³ the City gains access to high-quality risk management resources and training programs critical to supporting risk reduction efforts necessary to stabilize premiums.

Historically, city contribution adjustments have ranged between 2% and 8.2% and the City Council authorized early in the year a commitment to the pool, subject to a 9% cap, through FY19. An opportunity, with extension through FY20, to lower the premium cap to 5% is now being extended by Primex³. The City's commitment to the pool provides premium protection if claims performance warrants a larger adjustment as was the case in FY15 when program participating provided premium savings in excess of \$20,000. In a marketplace that has not always provided coverage options for municipalities, membership in this stable management pool has provides the City with much needed property and liability coverage as well as risk management resources.



City of Keene, N.H.
Transmittal Form

11/20/2016

TO: Finance, Organization and Personnel Committee

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

THROUGH: Med Kopczynski, City Manager

ITEM: 5.

SUBJECT: Primex Contribution Assurance Program - Worker's Compensation - ACM/Human Resources Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee to recommend the City Manager be authorized to do all things necessary to enter into and execute an agreement extending participation with Primex³ in a multi-year Contribution Assurance Program (CAP) through calendar year 2019 providing mitigation, in the event of adverse experience, and assurance of predictable premium contribution for workers' compensation insurance.

BACKGROUND:

The City of Keene has been a participant in Primex³ (NH Public Risk Management Exchange) obtaining worker's compensation insurance and benefiting from risk management programs since 1979. The City enrolled in CAP for this line of coverage in 2012 and this program has provided premium predictability and enhanced the City's budget forecasting during this time period.

Primex³ services support loss prevention, activities of the City's Joint Loss Management Committee, trainings advancing employee safety. It provides the organization with tools and expertise to manage claims and proactively identify and address loss trends producing benefits for the City and maintaining a favorable ratio over recent rating periods of .71 or less. While the City's trend remains positive, and the City continues to perform better than benchmark communities in New Hampshire, more severe claims in will impact and likely result in increases to future year's loss ratios. Continued CAP participation provides the City with protection from a higher contribution increases when claims performance may warrant an adjustment exceeding 6% and will continues the benefits of predictability and rate stability through 2019.



City of Keene, N.H.
Transmittal Form

11/18/2016

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth Fox, ACM/Human Resources Director

THROUGH: Med Kopczynski, City Manager

ITEM: 6.

SUBJECT: Charter Officer Evaluation Process - ACM/Human Resources Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend to the City Council to accept the Charter Officer evaluation process as informational.

ATTACHMENTS:

Description

Charter Officer Evaluation Flow Chart

Charter Officer Evaluation Process

Performance Categories - City Manager

Performance Categories - City Attorney

Performance Categories - City Clerk

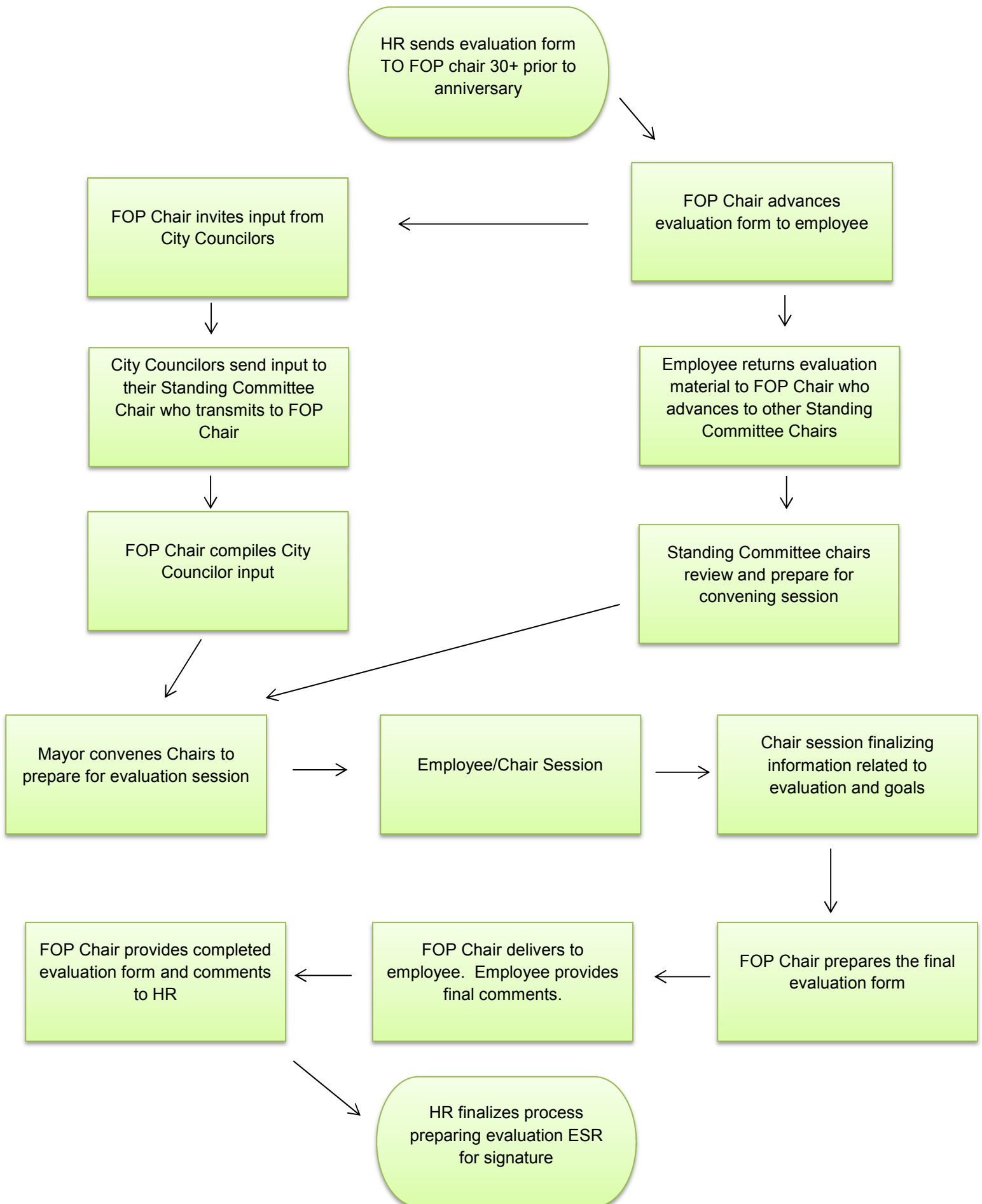
BACKGROUND:

Recent modifications to City Code pertaining to timing of evaluation of charter officers identified an opportunity to create a framework for this process supporting charter officers and members of the City Council in this important effort.

Working collaboratively, various members of the City Council, Standing Committee Chairs, and the Charter Officers developed a performance management process identifying actions, responsibilities and incorporating tools directed toward goals and performance categories that serve to document the process. When creating tools (forms) to support and document this effort, consideration was given to the specific responsibilities of each charter officer resulting in varying performance categories.

The process detailed recognizes that the effectiveness of an employee evaluation is enhanced by a deliberate approach that incorporates opportunities to reflect, organize, and plan. The evaluation process detailed strives to include those opportunities that support an evaluation conversation and result focused on prior goals, performance characteristics, and future goals that will advance the City's vision.

As with other processes, it is expected that experience working through the parameters established is likely to identify improvements. In addition, other Council initiatives such as the City Manager Recruitment and Goal Setting Process may impact the procedures established for charter officer evaluations in the future. In the interim, the process advanced establishes a framework guiding the process for charter officer evaluations.



KEENE CITY COUNCIL

Personnel Evaluations for Charter Employees

- I. Charter Employees will be evaluated by the three chairs of the Standing Committees per the provisions of the City Code 2-231 (b)
- II. The evaluation process between the charter employee and the Standing Committee Chairs will commence at least 30 days prior to the employee's anniversary date of appointment to the charter position.
- III. The forms for documentation and facilitation of the process, Attachments A, B & C, will be used as tools in the charter employee personnel evaluation process. A flow chart, illustrating the steps in this process, is also included as Attachment D.
- IV. PROCESS;
 - a) The evaluation process shall be initiated by the Human Resources Department at the beginning of the month at least 30 days prior to the employee's anniversary of appointment to the charter position. When initiating the process, Human Resources will fill in the data in Section I of the pertinent charter employee evaluation form and forward to the Chair of the FOP Committee.
 - b) The FOP Chair will send the evaluation form to the scheduled charter employee, requesting that the employee complete section II and return it by email to the FOP chair by a date certain that is at least 10 days following receipt of the form by the charter employee.
 - c) Simultaneous to advancing the evaluation form to the employee, the FOP Chair will invite comments or concerns related to the employee

from the other 12 members of the City Council providing performance categories that frame the process. Any Councilor wishing to contribute such comments to the evaluation process shall do so in writing to the Standing Committee Chair of their committee within 10 days of receiving the request. The Standing Committee Chairs will transmit input received through this process to the FOP Chair who will summarize any written comments as part of the evaluation process.

- d) When developing a response to the evaluation form, the employee shall consider goals to propose for the next year within the parameters of their statutory obligations and administrative operations. In addition, the employee should consider how they can further any of the concepts in the Comprehensive Master Plan and performance based goals established by the City Council. The employee will complete section II of the Council Employee Evaluation form, providing a separate sheet describing their proposed goals for the next year and include a narrative, if so desired. The FOP Chair will forward the evaluation form, the employee's proposed goals and narrative, if provided, to the other two Chairs of the Standing Committees requesting that they complete section IV of the form within 10 days of receiving the request.
- e) The Mayor will convene the Standing Committee Chairs to prepare for the evaluation meeting session with the employee considering input from individual City Councilors compiled by the FOP Chair, input from the Standing Committee chairs, and input from the employee. As part of the preparation process, the Committee Chairs will develop the structure for the session and prepare any documents

required. When preparations are complete, the Mayor will schedule and facilitate the evaluation session between the Standing Committee Chairs and the employee.

- f) At that session, the Standing Committee Chairs will discuss the employee's performance, proposed goals, and evaluate the employee. If in the information provided by individual Council members there are concerns that should be shared with the employee, the FOP Chair will ensure that information is conveyed. The evaluation session with the employee will include discussion and agreement regarding established goals (with suspense dates) to be incorporated into the final evaluation. After the employee leaves the session, the Standing Committee Chairs and Mayor will focus finalizing the evaluation form, its narrative and incorporation of agreed goals and suspense dates incorporated as part of the formal evaluation.
- g) The FOP Chair will prepare the finalized evaluation form to incorporate goals with suspense dates, and a narrative resulting from the session. The finalized evaluation form, including goals and narrative, along with any written comments provided by City Councilors will be presented by the FOP Chair to the employee within fifteen days of the evaluation session. The employee shall be provided with 10 days after its presentation provide written comments that will be included as a component of the final evaluation.
- h) At the close of the this comment period, the FOP Chair will provide a signed copy of the completed final evaluation, any written comments submitted by City Councilors, and any final employee comments to the Human Resources Department.

- i) The Human Resources Department will prepare an Employee Status Report (ESR) documenting the evaluation and any resulting adjustments for step increases or recommendations for merit recognition for signature by the Mayor and employee. The ESR, the signed evaluation form, and any written comments submitted by the City Council will become part of the employee's personnel file.

V. SCHEDULE:

As of March 2016, the schedule is as follows;

- a) February CITY ATTORNEY
- b) April CITY CLERK
- c) October CITY MANAGER

Attachment A - City Manager Form Packet

Attachment B - City Clerk Form Packet

Attachment C – City Attorney Form Packet

Attachment D - Flow chart

City of Keene New Hampshire

Performance Categories

Charter Officer Evaluation Process – City Manager

1. Individual Characteristics

Diligent and thorough in the discharge of duties, "self-starter"
Exercises good judgment
Displays enthusiasm, cooperation, and willingness to adapt
Exhibits composure and attitude appropriate for the position
Treats the Mayor and Councilors in a fair and impartial manner
Promptly handles all requests made by the Mayor and Councilors, as well as others
Maintains effective and open communications with the Mayor and City Council
Maintains effective and open communications with staff as well as others
Makes a positive impression on citizens and is respected in the City
Is honest and ethical
Works well under pressure
Exercises good judgment

2. Professional Skills and Status

Maintains knowledge of current developments affecting the practice of local government
Sets a professional example by handling matters in a fair and impartial manner
Understands the intentions and needs of the Mayor and Council
Inspires others to succeed
Actively promotes efficiency in operations

3. City Manager Functions

Supports the actions of the City Council after a decision has been reached
Helps the City Council address future needs and develops adequate plans to address long term trends
Attends all regular and required special meetings of the City Council
Ability to meet and serve the public with tact and creditability
Follows up on information or tasks promptly without having to be reminded
Ensures staff information for the City Council is relatively free of errors or omissions
Works well with citizens and properly handles their complaints
Keeps Councilors informed in a timely manner of the things they need to know
Effective representing the City's interest in dealing with other agencies
Demonstrates interest and enthusiasm in performing duties

4. Fiscal Management

Budget preparation and review is logical and understandable
Is effective in controlling costs through the effective use of personnel, equipment and materials
Makes the best possible use of available funds, conscious of the need to operate the City efficiently and economically
Prepares a budget and budgetary recommendations with logical goals
Ensures action and decisions reflect an appropriate level of financial planning and accountability
Appropriately monitors and manages fiscal activities of the City

5. Staffing and Supervision

Effectively selects staff and placement of personnel
Effectively deals with disciplinary problems and takes appropriate action
Responds to Council suggestions on employee training, work priorities and productivity
Assures that staff make a positive impression on citizens
Organizes and assigns work so that it is performed efficiently and effectively
Pays attention to detail to avoid errors or things slipping through the cracks
Develops short and long term ACTION plans effectively and consistently
Manages staff effectively
Encourages teamwork, innovations, and effective problem-solving among staff members
Instills confidence and promotes initiative in staff through supportive rather than restrictive controls, while still monitoring operations for effective outcomes
Sustains or improves staff performance by setting goals and objective for them, periodically assessing their progress, and providing appropriate feedback
Promotes training and development opportunities at all levels of the organization
Displays leadership characteristics that command respect and good performance from employees
Creates an atmosphere in which employees can enjoy working for the City

6. Role in Organization

Plans ahead, anticipates needs and recognizes potential problems
Shows initiative and creativity in dealing with issues, problems and unusual situations
Open to new ideas and change
Assumes when appropriate, responsibility for staff performance
Ensures that the City's personnel policies and practices are administered by Department Heads and management staff in an equitable manner

City of Keene New Hampshire

Performance Categories

Charter Officer Evaluation Process - City Attorney

1. Individual Characteristics

Diligent and thorough in the discharge of duties, "self-starter"
Exercises good judgment
Displays enthusiasm, cooperation, and willingness to adapt
Exhibits composure and attitude appropriate for the position
Treats the Mayor and Councilors in a fair and impartial manner
Promptly handles all requests made by the Mayor and Councilors, as well as others
Has a "can do" approach to legal implications of City Policy making
Maintains effective and open communications with the Mayor and City Council
Instills confidence while informing the City Council of legal risks that proposed actions might generate

2. Professional Skills and Status

Maintains knowledge of current developments affecting the practice of local government
Sets a professional example by handling matters in a fair and impartial manner
Understands the intentions and needs of the Mayor and Council
Balances legal approaches and restrictions with reality and service needs
Proactive and helps guide the City Council with alternatives and innovative legal solutions rather than just raising issues

3. City Attorney Functions

Supports the actions of the City Council after a decision has been reached
Helps the City Council address future needs and develops adequate plans to address long term trends
Attends all regular and required special meetings of the City Council
Ability to meet and serve the public with tact and creditability
Encourages proactive approaches to matters to prevent legal difficulties in the future
Provides legal advice in a manner that is understood and comprehensive with the proper amount of detail to allow the City Council to make informed decisions
Effectively participates in the public portion of City meetings
Responds to new demands, and when necessary, modifies established priorities
Provides cautions or "heads-up" regarding potential issues prior to them becoming

a crisis
Accomplishes City Council policies and direction in a professional, affirmative way even if the City Council decision was inconsistent with legal advice or there was a split vote on the issue

4. Fiscal Management

Makes the best possible use of available funds, conscious of the need to operate the City efficiently and economically
Prepares a budget and budgetary recommendations with logical goals
Ensures actions and decisions reflect an appropriate level of financial planning and accountability
Appropriately monitors and manages fiscal activities of the office

5. Staffing and Supervision

Manages staff effectively
Encourages teamwork, innovation, and effective problem-solving among staff members
Instills confidence and promotes initiative in staff through supportive rather than restrictive controls, while still monitoring operations for effective outcomes
Sustains or improves staff performance by setting goals and objectives, periodically assessing their progress, and provides appropriate feedback
Promotes training and development opportunities at all levels of the office

6. Role in Organization

Is a member of the executive team, and does not act as a separate “guardian angel” of the law
Maintains objectivity and independence to provide effective and objective legal advice to the City Council, recognizing the City Manager as primary policy advisor to the City Council
Includes City Staff that are involved in a particular project in the decision making process when rendering legal opinions and/or making litigation-related decisions or recommendations

City of Keene New Hampshire

Performance Categories

Charter Officer Evaluation Process – City Clerk

1. Individual Characteristics

Diligent and thorough in the discharge of duties, "self-starter"
Exercises good judgment
Displays enthusiasm, cooperation, and willingness to adapt
Exhibits composure and attitude appropriate for the position
Treats the Mayor and Councilors in a fair and impartial manner
Promptly handles all requests made by the Mayor and Councilors, as well as others

2. Professional Skills and Status

Maintains knowledge of current developments affecting the practice of local government
Demonstrates a capacity for innovation and creativity
Anticipates and analyzes problems, and develops effective approaches to solve
Willing to try new ideas proposed by Mayor and Council or City staff
Sets a professional example by handling matters in a fair and impartial manner
Understands the intentions and needs of the Mayor and Council

3. City Clerk Functions

Supports the actions of the City Council that require City Clerk action or implementation
Helps the City Council address future needs and develops adequate plans to address long term trends
As necessary, attends all regular and required special meetings of the City Council, and successfully provides accurate minutes and reports of the proceedings
Manages elections and exhibits knowledge of principles and practices of municipal code and pertinent election law
Ability to meet and serve the public with tact and credibility
Manages the City's records retention facility effectively
Manages the City's minute-taking program effectively

4. Role in the Organization

Provides regular information and reports concerning matters of importance to the City, using the City Charter and Code as a guide
Responds in a timely manner to requests from the Mayor and Council for special reports
Takes the initiative to provide information, advice, and recommendations to the Mayor and Council on matters that are non-routine, and not administrative in nature
Manages the Council and Committee agenda and public meeting process in a manner that supports citizen access to government and transparency.
Effectively manages, records and indexes public records
Produces and handles reports in a way to convey the message that affairs of the City are open to the public

5. Fiscal Management

Makes the best possible use of available funds, conscious of the need to operate the City efficiently and economically
Prepares a budget and budgetary recommendations with logical goals
Ensures actions and decisions reflect an appropriate level of financial planning and accountability
Appropriately monitors and manages fiscal activities of the office

6. Staffing and Supervision

Manages staff effectively
Encourages teamwork, innovation, and effective problem-solving among staff members
Instills confidence and promotes initiative in staff through supportive rather than restrictive controls, while still monitoring operations for effective outcomes
Sustains or improves staff performance by setting goals and objectives, periodically assessing their progress, and provides appropriate feedback
Promotes training and development opportunities at all levels of the office



City of Keene, N.H.
Transmittal Form

November 14, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: 7.

SUBJECT: Approving an Application for CDBG Funds

COUNCIL ACTION:

In City Council November 17, 2016.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Keene Housing Communication

Resolution R-2016-35

BACKGROUND:

Linda Mangones, CDBG Administrator of Keene Housing has submitted a Resolution which authorizes an application for CDBG funds to the NH Community Development Finance Authority. If approved, the application would provide \$500,000 to the Community Kitchen for improvements to its building at 37 Mechanic Street.



Keene Housing

831 Court Street, Keene, NH 03431

PHONE & TTD - 603.352.6161

FAX - 603.352.6845

TO: The Honorable Mayor and Members of the City Council

FROM: Linda Mangones, CDBG Administrator

THROUGH: Medard Kopczynski, City Manager

RE: Proposed Application for CDBG funds:
Improvements to the Community Kitchen building

DATE: November 14, 2016

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 reaffirm the Housing and Community Development Plan as updated and re-adopt the Anti-Displacement and Relocation Assistance Plan.

Proposed application: The proposal is to request \$500,000 in CDBG funds which would be used by the Community Kitchen for improvements to its building at 37 Mechanic Street. The Community Kitchen would also contribute to the project by paying associated costs.

The proposed improvements include:

1. A freight elevator to move pallets of food from the first floor to the second floor, making the movement of food and use of staff much more efficient.
2. Structural work for the second floor to allow it to handle large quantities of food and also level out the existing floor.
3. Energy saving improvements including more insulation and installation of LED lights.
4. Small additions to the sprinkler system to comply with current codes.
5. Replacement of old refrigeration units.

Public Hearing and Schedule: The CDBG application is due on January 23, 2017. There is a public hearing scheduled on November 29 for the following purposes:

1. Mid-grant public hearing for two other CDBG projects:
 - a. Keene Housing: Rehabilitation of the men's shelter
 - b. Monadnock Economic Development Corporation: Loan to Tree Free Greetings.
2. Public hearing for the Community Kitchen project
3. Public hearing to reaffirm the City's Housing and Community Development Plan as updated.
4. Public hearing to re-adopt the Anti-Displacement and Relocation Assistance Plan.





CITY OF KEENE

R-2016-35

Sixteen

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 to make available supportive services and opportunities designed to nurture and meet the needs of our citizenry; and

WHEREAS, The Community Kitchen provides hot meals and a pantry program to persons with low and moderate incomes in need of food assistance; 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 New Hampshire Community Development Finance Authority; and

WHEREAS, the Community Development proposal would provide up to \$500,000 to be subgranted to the Community Kitchen and used for improvements to its building at 37 Mechanic Street;

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 \$500,000 in Community Development Block Grant funds to be used by the Community Kitchen for improvements to its building; that the Council reaffirm the Housing and Community Development Plan as amended; 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