



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
December 8, 2016
6:30 PM**

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

-
1. Acceptance of Donation - Police Department
 2. Acceptance of Donation - Parks, Recreation and Facilities Department
 3. Acceptance of Donation - Youth Services Department
 4. Acceptance of NH Juvenile Court Diversion Funding - Youth Services Department
 5. Development Agreement - Library Renovation Project - Library Director, KPL Trustees and KPL Friends
 6. Transfer of Funds - Presidential Election - City Clerk's Office
 7. Councilor Kahn - Recommendation to Waive Parking Meter Rates - Thanksgiving Holiday
 8. Councilor Clark - Charter Officer Evaluation Process
 9. Charter Officer Evaluation Process - ACM/Human Resources Director
 10. Relating to Water and Sewer Utility Charges
Ordinance O-2016-20

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

November 30, 2016

TO: Finance, Organization and Personnel Committee

FROM: Steven Tenney, Lieutenant

THROUGH: Brian Costa, Police Chief, Medard Kopczynski, City Manager

ITEM: 1.

SUBJECT: Acceptance of Donation - Police 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 up to \$2000.00 for the purchase of new emergency lighting for the Police Department's Special Response Vehicle.

BACKGROUND:

The Fenton Family of Dealerships wishes to donate up to \$2000.00 for the purpose of outfitting our Special Response/Crime Scene Van with blue lights.

In October, we received a prior service ambulance from the Keene Fire Department that had been replaced by a new ambulance. This ambulance replaces our current Crime Scene van and has been converted for use at Crime Scene/Accident investigations and also for use as a command post during critical incidents.

In CY2015, we used the vehicle 20 times for various calls. So far in CY2016, we have used the vehicle 13 times with 5 of the 13 uses having been with the new vehicle since it was placed in service by us on October 13th.

The new vehicle came equipped with red emergency lighting that is specific to ambulance/fire service. If accepted, this donation will be used to purchase blue lighting for the vehicle. The Fenton Family of Dealerships has reached out to us expressing support to this project.

If accepted, installation of the purchased lighting will be coordinated with our current vendors.



City of Keene, N.H.
Transmittal Form

November 21, 2016

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation & Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 2.

SUBJECT: Acceptance of Donation - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$1000.00 and that the money is used by the Parks, Recreation and Facilities Department.

BACKGROUND:

The Kiwanis Club of Keene has donated \$1000.00 towards the purchase of new play equipment for the toddler playgroup program. Included in the donation was an additional match of \$1000.00 when the fundraising efforts reach \$5000.00. With this donation, the department has \$2000.00 and seeks to raise a total of \$6000.00.

During the colder months of the calendar year, the Recreation Department offers a program for families to bring their younger children to the Recreation Center for play time. The department is seeking donations to cover the cost of new equipment called Imagination Playground. The equipment is large building blocks that allows children to build a new playground every time sparking innovation, creativity, collaboration and designed to encourage child-directed free play.



City of Keene, N.H.
Transmittal Form

December 2, 2016

TO: Finance, Organization and Personnel Committee

FROM: Elisabeth Brown, Youth Services Manager

THROUGH: Medard Kopczynski, City Manager; Elizabeth Fox, ACM/Human Services Director

ITEM: 3.

SUBJECT: Acceptance of Donation - Youth Services Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept an award from the Cheshire Children's Museum in the amount of \$25 for use by Youth Services.

BACKGROUND:

Youth Services received a \$25 donation from the Cheshire Children's Museum for the first time. The Cheshire Children's Museum had a fundraiser to donate to agencies working with youth in the community. They chose 3 agencies and Youth Services was chosen for our support to local youth and families. This museum is a wonderful resource for parents in our community. We are very appreciative for their acknowledgement of our work.



City of Keene, N.H.
Transmittal Form

December 2, 2016

TO: Finance, Organization and Personnel Committee

FROM: Elisabeth Brown, Youth Services Manager

THROUGH: Medard Kopczynski, City Manager; Elizabeth Fox, ACM/Human Services Director

ITEM: 4.

SUBJECT: Acceptance of NH Juvenile Court Diversion Funding - Youth Services Department

RECOMMENDATION:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and administer funds provided by New Hampshire Juvenile Court Diversion Network for Youth Services programs.

BACKGROUND:

Youth Services has the opportunity for grant funds over the balance of FY17 and FY18 totaling \$22,691 for work related to promoting juvenile justice and substance abuse screening for youth. The source of funds is through the Governor's Commission on Alcohol and Other Drug Abuse Prevention, Intervention, and Treatment contracted with New Hampshire Juvenile Court Diversion Network. The City Attorney has reviewed and found this agreement acceptable.

With these grant funds, we intend to hire a part time case manager to augment the resources currently available. The grant reimbursement described within the agreement is based on implementing an outreach program to police departments regarding juvenile diversion and completing evidence based substance use-screening tool to all youth coming through the program.

Youth Services has successfully received and executed several grants from Governor's Commission and Department of Health and Human Services. Youth Services is very excited to work with Diversion Network and Governors Commission and grateful for this funding opportunity.



City of Keene, N.H.
Transmittal Form

December 1, 2016

TO: Finance, Organization and Personnel Committee

FROM: Nancy Vincent, Library Director, Kathleen Packard, Trustee KPL, Jane Pitts, Friends KPL

THROUGH: Medard Kopczynski, City Manager

ITEM: 5.

SUBJECT: Development Agreement - Library Renovation Project - Library Director, KPL Trustees and KPL Friends

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a Development Agreement with Monadnock Economic Development Corporation (MEDC), or its assigns, the Library Trustees and the Friends of the Keene Public Library, together with all other necessary documents and agreements in a form acceptable to the City Attorney, including but not limited to purchase and sale agreements, deed(s) of transfer, financing documents, and leases, for the purpose of financing, constructing, operating and maintaining the Library Renovation Project.

BACKGROUND:

The Keene Public Library Trustees, the Friends of the Keene Public Library and the City have been working together on the Library Renovation Project since the Keene Library Annex Advisory Committee was created in January 2013. Its membership includes Trustees, Friends and City staff. The committee was formed to discuss, research and recommend a plan for the best use of the Library Annex and the existing library to provide library services to the Keene Community.

On March 14, 2014 the Parties entered into a Memorandum of Understanding regarding the possible expansion and renovation to the existing library and Library Annex. The non-binding Memorandum of Understanding documents their mutual understanding of how they would work together as partners on the project.

This private public partnership has been the basis for all which has been accomplished to date, including all the necessary approvals needed for the construction of the project and for securing funding.

Design and Construction:

With joint funding from the Trustees, Friends and the City Heberton Hall Cost Center, the City contracted with architectural firms for project planning and design. Tappe Architects are currently in the construction documents phase of the work, with the targeted completion date of January 2017.

Approvals:

A zoning change to the Library Annex Property was approved April 21, 2016.

Through Resolution R-2016-07, the Tax Increment Financing District boundaries were adjusted to include Library Buildings, April 21, 2016.

Planning Board site plan approval on April 25, 2016.

Historic District Commission approval on April 20, 2016.

Capital Improvement Program for 2017-22 that included funding for the Library Campus Development was approved March 17, 2016 and funding allocated with the City Budget Adoption on June 2, 2016.

Resolution R-2016-14 Relating to Appropriation of Funds for the Library Campus Development Project was unanimously approved.

Funding- Capital Campaign Drive:

The Friends of the Keene Public Library have provided funding for personnel and materials for the Next Chapter Campaign Drive.

On December 12th, 2014 City Council approved a Memorandum of Understanding between the City, the Trustees of the Keene Public Library and the Friends of the Keene Public Library for the creation of a temporarily restricted trust fund to accept and expend funds designated for the project and the trust fund was created by Resolution R-2015-31 June 30, 2015.

The Next Chapter Campaign Drive has received pledges and donations from over 226 donors and as of November 30, 2016 the campaign has raised \$3,646,696 which represents 73.3% of the goal of \$5 million.

Funding- New Market Tax Credits:

On October 1, 2015 the City Council unanimously voted in support of a motion to approve a non-binding “vote of confidence” and to recognize that the City Manager will engage the services of MEDC for a sum not to exceed \$15,000 in order to prepare and submit an application for the New Market Tax Credits.

The application has been submitted. In order for MEDC to move forward to secure funding, the development agreement needs to be approved.

Development Agreement

The proposed Development Agreement will include the specific project construction plans, rights, and obligations of the parties with respect to the financing, construction, ownership, occupation, use and maintenance of the Library Project including the payment by the City of continuing New Market Tax Credit fees, MEDC management fee, audit fees, property taxes, and management and operating expenses required by the Library Renovation Project.

It is anticipated as part of the New Market Tax Financing that the Library Annex, but not the existing library building, will be sold by the City to a Limited Liability Company (LLC) owned by MEDC for a 7 year period, at the conclusion of which the Library Annex will be sold back to the City. The sale of the property to MEDC, and the resale back to the City will be in consideration of \$1. However, the assessed value of the property will be included as part of the New Market Tax Credit financing for the construction of the project. The City will pay to the LLC as part of the lease agreement the real property taxes assessed on the Library Annex, which will then be paid by the LLC back to the City to satisfy the property tax obligation. The tax payment obligation will cease upon the retransfer of the property back to the City at the conclusion of the 7 year tax credit period. It is anticipated that all costs, fees and expenses to the City associated with the Library Project during the 7 year tax credit period will be paid through the existing Tax Increment Financing District. Upon the conclusion of the 7 year tax credit period, the City will assume sole ownership and control of the Library Annex, including the connector between the Library Annex and the Library, and the involvement of MEDC, and the obligation to pay real property taxes, management fees, and tax credit fees, will cease.



City of Keene, N.H.
Transmittal Form

Decembr 5, 2016

TO: Finance, Organization and Personnel Committee

FROM: Patricia A. Little, City Clerk

ITEM: 6.

SUBJECT: Transfer of Funds - Presidential Election - City Clerk's Office

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the transfer of \$1500 from account 00201-62107 to account 00201-61307 and \$4273 from account 00200-62710 to account 00001-61307 to complete the data entry associated with the Presidential Election and to reimburse the payroll expenses accrued with the use of minute taking staff to support the election process.

BACKGROUND:

In the weeks leading up to the Presidential Election it became necessary to enlist the assistance of the minute taking staff to keep up with the daily receipt of absentee ballot requests and to process new voter registrations in advance of the registration cutoff. Now that the election is over, the staff is concentrating on the necessary data entry that is required with the nearly 2722 same-day voter registrations and the 12,887 voting marks that need to be entered into the Statewide database. In all 37,385 fields of data needed to be entered into the database and verified.

As the voter database is a shared State resource it is imperative that all communities across the State complete the data associated with their community's participation on the timeline established by the State. In addition to the data entry, it is important that all voter registration records be alphabetically filed prior to the February 11th first session of the school district budget. To meet these deadlines, additional resources from the election staff will be needed.

It is being requested that these transfers be authorized by the City Council to allow for the completion of these important tasks.



Transmittal Form

November 29, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: 7.

SUBJECT: Councilor Kahn - Recommendation to Waive Parking Meter Rates - Thanksgiving Holiday

COUNCIL ACTION:

In City Council December 1, 2016.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

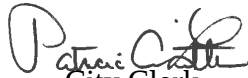
Description

Communication - Kahn

BACKGROUND:

Councilor Kahn is suggesting that the City Council consider waiving the parking meter rates for the full Thanksgiving weekend to allow downtown businesses to be more competitive with stores outside of the downtown.

In City Council December 1, 2016,
Referred to the Finance, Organization and Personnel Committee.


City Clerk

November 28, 2016

Dear Mayor Lane,

I request that City Council consider a parking holiday, waiving parking meter rates, for the full Thanksgiving weekend, Thursday through Sunday. In my opinion, this will allow Downtown businesses to be more competitive with stores outside of downtown on the busiest shopping weekend of the year. The Council could write this waiver in a manner that would enforce a time limit to avoid half-day or longer parking.

Respectfully submitted,



Jay Kahn
City Councilor

cc: Patty Little, City Clerk



Transmittal Form

November 28, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: 8.

SUBJECT: Councilor Clark - Charter Officer Evaluation Process

COUNCIL ACTION:

In City Council December 1, 2016.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Clark Communication

BACKGROUND:

Councilor Clark is requesting that the current proposal for a Charter employee evaluation process be amended to replace those responsibilities currently assigned to the 3 Standing Committee Chairs to the 5 member Finance, Organization and Personnel Committee. In addition, his proposal includes some other wording changes.



Terry M. Clark

City Councilor, Ward 3

In City Council December 1, 2016.

Referred to the Finance, Organization and Personnel
Committee.

November 28, 2016

Patricia C. Clark
City Clerk

Mayor and City Councilors,

In order that the council improve it's Personnel Evaluations Process for Charter Employees policy that reflects fairness to the employee, maintains openness and transparency to the public and contributes to efficient government policies and actions, I submit to the Mayor and Council the attached PROPOSAL.

Respectfully,

Terry M. Clark
City Councilor - Ward 3
661-8347
14 Barrett Avenue
Keene, NH 03431

In order that the council improve its “Personnel Evaluations Process for Charter Employees” policy for the benefit of the public, that reflects fairness to the employee, maintains openness and transparency and contributes to efficient government policies and actions, I submit to the Mayor and Council this PROPOSAL.

I. Charter Employees will be evaluated by the Finance, Organization and Personnel Committee (FOP) per the provisions of the City Code 2-231 (b)

II. The evaluation process between the charter employee and the FOP 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 included as Attachment D.

IV. PROCESS;

- 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.
- 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.
- 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.
- 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. The FOP Chair will forward the evaluation form, and the employee's proposed goals and narrative to all members of the city council. Any councilor wishing to contribute such comments to the evaluation process shall do so in writing to the, FOP Chair within 10 days of receiving the request. The FOP Chair will summarize any written comments as part of the evaluation process.

- Members of the FOP requesting shall complete section IV of the form within 10 days of receiving the request.
- The Mayor will convene the FOP to prepare for the evaluation meeting session with the employee considering input from individual City Councilors compiled by the FOP Chair, and input from the employee. When preparations are complete, the Mayor will schedule the evaluation session, and act as minute taker, between the FOP and the employee.
- At that session, the FOP 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, FOP will focus finalizing the evaluation form, its narrative and incorporation of agreed goals and suspense dates incorporated as part of the formal evaluation.
- 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.
- 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.

- 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:

- VI. As of March 2016, the schedule is as follows;
- VII. a) February CITY ATTORNEY
- VIII. b) April CITY CLERK
- IX. c) October CITY MANAGER
- X. Attachment A - City Manager Form Packet
- XI. Attachment B - City Clerk Form Packet
- XII. Attachment C – City Attorney Form Packet
- XIII. 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

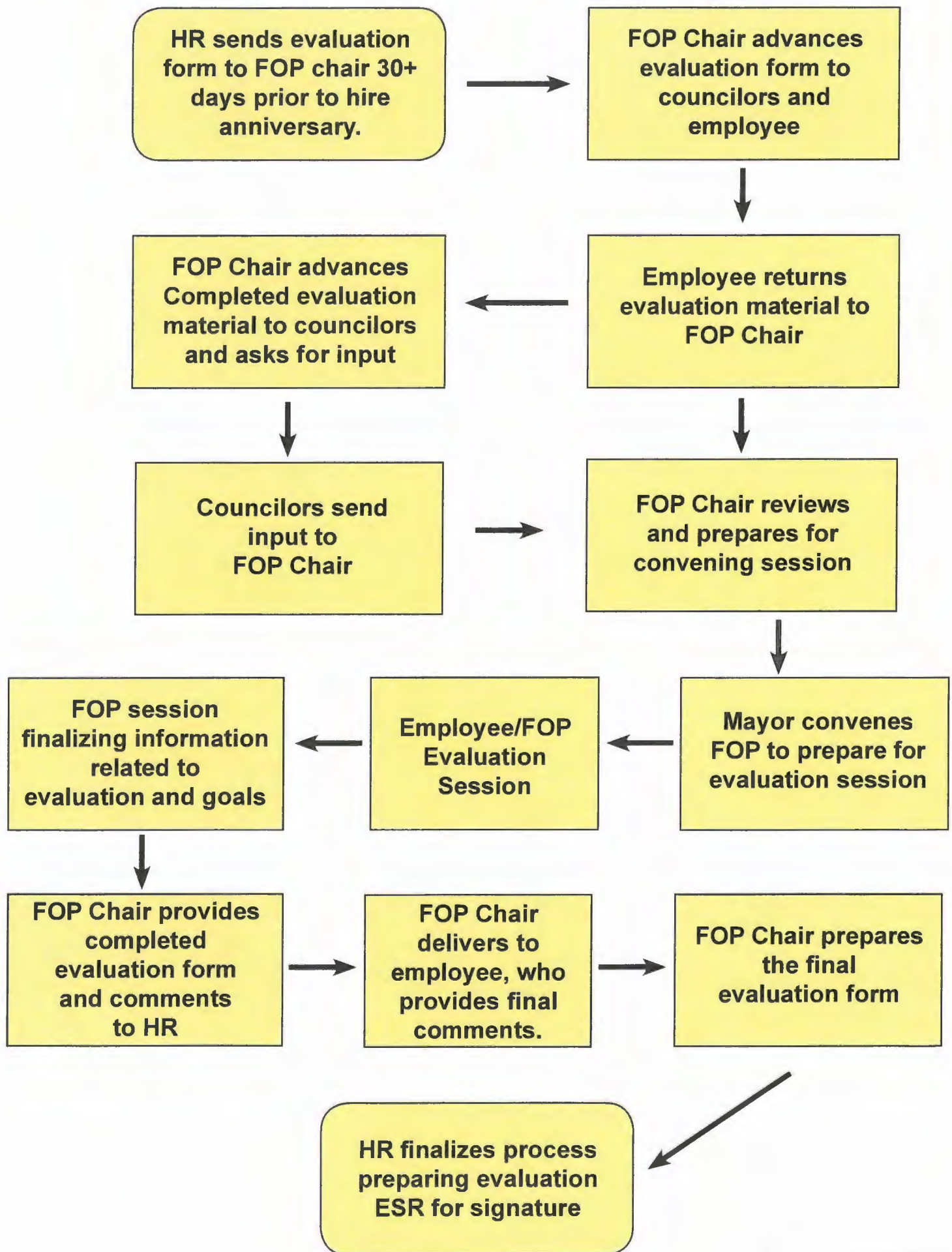
Provides regular information and reports concerning matters of importance to the City, using the City Charter and Code as a guide
Responds in a timely manner to requests from the Mayor and Council for special reports
Takes the initiative to provide information, advice, and recommendations to the Mayor 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 23, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: 9.

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

COUNCIL ACTION:

In City Council December 1, 2016.

Referred back to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

On a vote of 4-1, the Finance, Organization and Personnel Committee accepted this item as informational. Councilor Clark voted in opposition.

ATTACHMENTS:

Description

Evaluation Process

BACKGROUND:

Chair Greenwald stated the goal of this discussion is to make sure this process is beneficial for everyone involved. The City's Charter Officers are the City Manager, City Clerk and City Attorney. What the Human Resources Director is going to present is a process that came out of a series of meetings between the Charter Officers, the Mayor and Committee Chairs.

Ms. Fox stated this process starts prior to the anniversary date of the employee by the Human Resources Department. The Department would collaborate with the FOP Chair who would simultaneously advance to the employee the evaluation form. This form helps the employee provide what their goals are for the upcoming year. At the same time the FOP Chair will also seek input from the other 12 Councilors and this input is brought in through the Standing Committee Chairs. Once all the input is received, the Mayor will be charged with convening a meeting to provide the evaluation.

Ms. Fox stated she always advises both supervisors and employees to prepare well in advance for an evaluation and make sure any input that is necessary to be provided is effective for all parties involved.

Once the evaluation is completed of the Charter Officers, the FOP Chair will be charged with completing the comprehensive paperwork attached with this evaluation. This form is then turned over to the employee who is given an opportunity for final comments and that form is finally filed with the Human Resources Department. This form is referred to as the Employee Status Report (ESR). The Mayor finally signs off on this form. Ms. Fox added the Charter Officers work in all facets of City Government.

Chair Greenwald stated the change in this process is that the Committee Chairs are now going to be the point people who would gather the information from their respective Committees and bring it in. In the past it has been the Finance Committee that received all the information and pretty much “ran the show”. The Chair asked for the Mayor’s input.

Mayor Lane stated there were a number of reasons why it was decided the Committee Chairs will conduct the review. The first is that the Committee Chairs meeting is not considered a quorum and is not considered a public meeting. The Committee Chairs were also looked at because they were considered a broad cross-section of the City. He noted there was a time when the Finance Committee consisted of the Chairs of all the Committees but this is not the case anymore. Hence, it was determined the evaluation needed to be done by the broad breadth of the organization rather than the specialty represented by the Finance Committee. The Committee Chairs also have a post working relationship with all the work the City does and the Committee Chairs work very closely with the Charter Officers.

Chair Greenwald stated if the performance categories are looked at they are job related as opposed to specific issues. He indicated his thought was that the Committee Chairs work closely with their Committees. As far as the Finance Committee was concerned, Chair Greenwald stated he wants to work closely with this Committee to get input from them.

Mayor Lane stated this new process is just an experiment, this process has seen many iterations for quite some time but the intention is to move forward quickly. The City Attorney will be the first one reviewed and stated he would like to start the process in December to be able to finish it in February. If there are issues that come up, it would give them an opportunity to modify the process before the next employee is ready for their review. The Mayor stated he hoped this matter will be recommended by the Finance Committee today so it can be moved forward to the Council.

Councilor Jacobs referred to Section C indicating it seems to be written rather vaguely to what was going to happen. He asked whether the Councilors will be using the same form the Charter Officers are going to be using. Ms. Fox stated the process as envisioned provided the other City Councilors with the criteria which will be considered in the evaluation but wasn’t asking the Councilors to provide a rating for each criteria, but to provide input considering those criteria in written form.

Councilor Powers commended this new process - something he has been advocating for many years. The only comment he had was some type of wording to provide the Charter Officers how well they have done etc. Mayor Lane felt what they are looking for is individual feedback from each Councilor rather than a numerical rating. Councilor Powers felt the reason this form might seem conflicting is because many individuals have worked on it. He stated he wanted to see this process move forward but wasn’t sure how he felt about the Finance Committee being the ultimate Body in charge of this process. He stated he would like this new process in place before a new City Manager comes on board.

Councilor Clark stated he agrees with the goal but does agree with Councilor Powers in asking for an evaluation form which was one of the challenges last time. He added he wasn’t sure whether this item should be recommended as informational or whether a recommendation should be made to change the Rules of Order. He felt side stepping the FOP and having the Charter Employees evaluated by the three Chairs constitutes a change to the Rules of Order. He also felt this process eliminates the Charter Employees providing the Council a written explanation as to what they have done the past year and their goals for the upcoming year. He did not feel this process needs to be taken out of the FOP Committee’s hands.

Councilor Clark suggested a motion to amend and stated he could read the language but what he wants to propose is in bold and is italicized in the Committee’s packet.

Attorney Mullins stated what is before the Committee is an informational item. If the Committee wants to bring it

forward as an action item with a motion, it could do so as being proposed by Councilor Clark but it needs to be agendized as such. He added the intent is to bring down the formality of the evaluation process but what Councilor Clark is proposing is to bring the process up again – if that's the intention, it is entirely possible but it needs to be agendized.

Chair Greenwald asked whether there was any time constraint attached to it. Attorney Mullins stated his review comes up as the first one which is due to be completed by February. He further stated if Councilor Clark wanted to move forward with his amendment – a letter would be required to be sent to the Council, which would be before the Council on December 1st, it will then be referred to FOP on December 8th, and come back to Council on December 15 as an action item. Mayor Lane stated this is just an experiment, hence the reason it is not being done as a Change to the Rules of Order. If it works the Rules can be changed otherwise the process will need to be changed.

Councilor Clark referred the Committee to its meeting on July 14 when this item was changed and a minor change to the Rules of Order was made. It was put on more time until July 28 when it was not brought back nor was it brought back up again at subsequent meetings. He felt the item has already been agendized. The two items that are important are the Evaluation Form and the Council Goals being incorporated into the evaluations. Attorney Mullins stated he is not arguing that the item is not on the agenda and also wanted to point out is that the Committee is the Body and he is only saying what he thinks; if the Body wants to amend this recommendation to have it as a process under the Rules of Order or as an Ordinance and move it up to the Council it can do so. However, procedurally this would not be his recommendation because of the way it has been presented to this Body and the public tonight; as a discussion item.

Councilor Jacobs asked whether the process being recommended today is inconsistent with the Council's Rules of Order. Attorney Mullins stated there were many people involved in this, the point of the process is to take it out of the formality of the Rules at least to try it as an experiment and then formalize it; such as 91A issues, notice issues, minute taker issues etc.

Chair Greenwald stated the last three years he put the format together and designed the process following no pattern. He felt there is something to be said to working through this with the Chairs and added he did not want to carry this forward alone.

Mayor Lane asked whether Council has under its rules any process for conducting evaluations or anything such as that under City Code. Attorney Mullins stated he was not aware of anything and hence the reason for bringing this item forward.

Councilor Clark stated there is no 91-A issue because the Council meets for Non-Public Sessions to discuss personnel issues all the time. He added there is nothing about evaluation under Council rules but the only thing it says is that Charter Officer evaluations will be undertaken by the FOP Committee.

Councilor Kahn asked whether all three Charter Officers will be evaluated in 2017. Ms. Fox stated the Attorney will be in February 2017, the Clerk will be in April 2017 but the Manager is not until October 2017 (FY18). Councilor Clark stated he respects the recommendation and also respects Councilor Clark's recommendation but felt the Council should be handling this process as there are 15 Councilors who have an interest in how their Charter Officers are evaluated.

Councilor Powers stressed each City employee needs to be evaluated on the date of their anniversary and that document needs to be filed appropriately.

Councilor Clark stated his experience has been at Council level when he has tried to make an amendment to an informational item, he has had to challenge the Chair which has always been embarrassing and this has never been his first choice. He felt if it goes before the Council the item is "dead" and Councilors won't be involved

in this process.

Councilor Powers noted Item D talks about Council Goals.

Councilor Chadbourne stated fellow Charter members taking minutes during an evaluation was uncomfortable and asked whether this would change. Mayor Lane stated minutes will not be necessary if the three Committee Chairs meet but if the FOP Committee does the evaluation, minutes will be required.

Councilor Manwaring stated she is confused about what is being proposed and suggested if this conversation is getting as intense as it is, she felt the 15 Councilors should be involved. Chair Greenwald stated he understands that the Attorney is suggesting accepting this item as informational, Councilor Kahn has a motion which would move this forward, Councilor Powers suggested bringing in the Goals and another amendment from Councilor Clark to change the entire process which would put the item on more time.

Attorney Mullins stated what the Committee could do is to accept this as informational, then Councilor Clark could submit a letter with a motion to the Council asking the matter be brought back to the FOP Committee on December 8th with a recommended motion and the FOP can decide how it wants to act on that motion and move it up to the Council.

Councilor Powers asked why minutes are required for a personnel item. Attorney Mullins stated if the Committee meets as a public body and recommendation is being made to the City Council, the requirements of 91-A needs to be met, and minutes need to be kept. It does not need to be at the level minutes are usually compiled, it could be brief. The usual minute taking staff is not involved for Charter Employee Evaluations and hence it could be a Councilor or another Charter Officer, and as a Charter Officer this is not an option he favors. The Mayor stated he kept minutes two years ago and is not something he favors doing either.

Attorney Mullins stated when he first started with the City the evaluation was done by the FOP Committee and the rest of the Council wanted to be involved. Hence, it was moved up to Council level. From the Charter Officer's perspective a large group performing this evaluation became very problematic, with no structure and with no time to respond. The process before the Committee is to put some format back into the process and deformatize it, experiment it and then formalize it if the process works.

Councilor Chadbourne asked if minutes needed to be taken if someone who is objective such as an individual from Primex act as the Minute Taker. Attorney Mullins answered in the negative and stated when someone from outside is brought in who is not part of the City, it takes away from the non-public session.

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

That the Finance, Organization and Personnel Committee accept this item as informational.

Councilor Kahn asked what the process was should a Councilor want to make an amendment to this process. Attorney Mullins stated a letter will be submitted to the Mayor and Council which would go in as a communication item to the Council for its December 1st meeting. This matter will be referred back to the FOP Committee on December 8th and the Committee could decide at that point to approve or disapprove the change and refer it back to the Council for December 15th.

Councilor Clark stated he disagrees as he felt this Violates section 22 of the Council Rules of Order. Attorney Mullins stated this is something that could be included in the letter. Councilor Clark disagreed with the process.

On a vote of 4-1, the Finance, Organization and Personnel Committee accepted this item as informational. Councilor Clark voted in opposition.

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 thirty (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 thirty (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 Finance, Organization, and Personnel Committee (FOP).
 - b) The FOP Chair will send the evaluation form to the 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 ten (10) days following receipt of the form by the charter employee.

- c) Simultaneous to sending the evaluation form to the employee, the FOP Chair will invite comments or concerns related to the employee from the other twelve (12) members of the City Council using the performance categories as criteria. Any Councilor wishing to contribute comments to the evaluation process shall do so in writing to the Standing Committee Chair of their committee within ten (10) days of receiving the request. The Standing Committee Chairs will send input received through this process to the FOP Chair who will summarize any written comments as part of the evaluation process.
- d) When preparing for the evaluation, 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 related to prior period goals and include on a separate sheet a narrative providing additional details. The employee shall also prepare proposed goals, with a supporting narrative, for the next year. The FOP Chair will forward the evaluation form, the employee's prior and proposed goals and narratives to the other two Standing Committee Chairs.
- e) The Mayor will convene the Standing Committee Chairs to prepare for the evaluation with the employee considering input from individual City Councilors, 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, prior and 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 Mayor will ensure that information is conveyed. The evaluation session with the employee will include discussion and agreement regarding goals, with suspense dates, to be incorporated into the final evaluation. After the employee leaves the session, the Standing Committee Chairs and Mayor will finalize the evaluation form, the evaluation narrative, agreed goals and suspense dates.
- g) The FOP Chair will prepare the finalized evaluation form to incorporate goals, suspense dates, and the narrative resulting from the session. The final 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 (15) days of the evaluation session. The employee may, within ten (10) days after presentation, provide written comments that will be included as a component of the final evaluation.
- h) At the close of the comment period, the FOP Chair will provide a signed copy of the completed evaluation, any written comments submitted by City Councilors, and any 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 signed ESR, the signed evaluation form, any written comments submitted by the City Council, and final comments by the employee will become part of the employee's personnel file in the Human Resources Department.

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

Council Employee Evaluation

I. EMPLOYEE INFORMATION (Completed by Human Resources)

Name:	Click here to enter text.	
Title:	<u>CITY MANAGER</u>	
Date of Hire:	Click here to enter a date.	
Appraisal Period:	Click here to enter a date.	
Date of Last Appraisal:	Click here to enter a date.	
Human Resources Benefits Review:	Click here to enter a date.	Reviewed By: Click here to enter text.

The purpose of this document is to formally record the City Council's review of the performance of Click here to enter text. who serves as the City Manager. This review is intended to be a record, more importantly; it is an opportunity for the Council and their appointed employee to discuss the employee's performance during the prior year, and to set goals for the upcoming year.

When complete, this document represents a compilation of the comments presented by members of the City Council through an evaluation process conducted by the Standing Committee Chairs with this form serving as a record of the discussion of the review meeting with the employee.

II. GOALS FOR THE PRIOR YEAR (Completed by the Employee)

GOALS SET FOR THE PRIOR YEAR: List those goals agreed upon during the last rating period.	
Goal #1: Click here to enter text.	
Achievements toward Goal: Click here to enter text.	
Due Date: Click here to enter a date.	Date Goal Completed: Click here to enter a date.

GOALS SET FOR THE PRIOR YEAR: List those goals agreed upon during the last rating period.	
Goal #2: Click here to enter text.	
Achievements toward Goal: Click here to enter text.	
Due Date: Click here to enter a date.	Date Goal Completed: Click here to enter a date.

GOALS SET FOR THE PRIOR YEAR: List those goals agreed upon during the last rating period.	
Goal #3: Click here to enter text.	
Achievements toward Goal: Click here to enter text.	
Due Date: Click here to enter a date.	Date Goal Completed: Click here to enter a date.

GOALS SET FOR THE PRIOR YEAR: List those goals agreed upon during the last rating period.	
Goal #4: Click here to enter text.	
Achievements toward Goal: Click here to enter text.	
Due Date: Click here to enter a date.	Date Goal Completed: Click here to enter a date.

III. PERFORMANCE RATING SCALE

EE	Exceeds Expectations:	Performance which exceeds level normally expected
ME	Meets Expectations:	Generally meets expectations on performance criteria
BE	Below Expectations:	Performance falling short of that normally expected
N/O	N / O	No opinion

IV. PERFORMANCE CATEGORIES (Completed by Committee Chairs electronically)**1. Individual Characteristics**

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

2. Professional Skills and Status

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

3. City Manager Functions

Rating	Supports the actions of the City Council after a decision has been reached
Rating	Helps the City Council address future needs and develops adequate plans to address long term trends
Rating	Attends all regular and required special meetings of the City Council
Rating	Ability to meet and serve the public with tact and creditability
Rating	Follows up on information or tasks promptly without having to be reminded
Rating	Ensures staff information for the City Council is relatively free of errors or omissions
Rating	Works well with citizens and properly handles their complaints

Attachment A

Rating	Keeps Councilors informed in a timely manner of the things they need to know
Rating	Effective representing the City's interest in dealing with other agencies
Rating	Demonstrates interest and enthusiasm in performing duties

4. Fiscal Management

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

5. Staffing and Supervision

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

6. Role in Organization

Rating	Plans ahead, anticipates needs and recognizes potential problems
Rating	Shows initiative and creativity in dealing with issues, problems and unusual situations
Rating	Open to new ideas and change
Rating	Assumes when appropriate, responsibility for staff performance

Attachment A

Rating	Ensures that the City's personnel policies and practices are administered by Department Heads and management staff in an equitable manner
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V. FUTURE GOALS (Completed by FOP Chair after evaluation session with Standing Committee Chairs)

GOALS SET FOR THE NEXT RATING PERIOD: List agreed to goals established for the new rating period.
Goal #1: Click here to enter text.
Key Goal Components and Milestones: Click here to enter text.
Due Date: Click here to enter a date.

GOALS SET FOR THE NEXT RATING PERIOD: List agreed to goals established for the new rating period.
Goal #2: Click here to enter text.
Key Goal Components and Milestones: Click here to enter text.
Due Date: Click here to enter a date.

GOALS SET FOR THE NEXT RATING PERIOD: List agreed to goals established for the new rating period.
Goal #3: Click here to enter text.
Key Goal Components and Milestones: Click here to enter text.
Due Date: Click here to enter a date.

GOALS SET FOR THE NEXT RATING PERIOD: List agreed to goals established for the new rating period.
Goal #4: Click here to enter text.
Key Goal Components and Milestones: Click here to enter text.
Due Date: Click here to enter a date.

VI. NARRATIVE (A summary of the discussion with the employee) (Completed by FOP Chair)

[Click here to enter text.](#)

VII. COUNCIL ACTIONS (If Required) (Completed by FOP Chair)

[Click here to enter text.](#)

Signatures:

Councilor (FOP Chair)

Employee

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 New Hampshire Council Employee Evaluation

I. EMPLOYEE INFORMATION (Completed by Human Resources)

Name:	Click here to enter text.	
Title:	<u>CITY CLERK</u>	
Date of Hire:	Click here to enter a date.	
Appraisal Period:	Click here to enter a date.	
Date of Last Appraisal:	Click here to enter a date.	
Human Resources Benefits Review:	Click here to enter a date.	Reviewed By: Click here to enter text.

The purpose of this document is to formally record the City Council's review of the performance of Click here to enter text. who serves as the City Clerk. This review is intended to be a record, more importantly; it is an opportunity for the Council and their appointed employee to discuss the employee's performance during the prior year, and to set goals for the upcoming year.

When complete, this document represents a compilation of the comments presented by members of the City Council through an evaluation process conducted by the Standing Committee Chairs with this form serving as a record of the discussion of the review meeting with the employee.

II. GOALS FOR THE PRIOR YEAR (Completed by the Employee)

GOALS SET FOR THE PRIOR YEAR: List those goals agreed upon during the last rating period.	
Goal #1: Click here to enter text.	
Achievements toward Goal: Click here to enter text.	
Due Date: Click here to enter a date.	Date Goal Completed: Click here to enter a date.

GOALS SET FOR THE PRIOR YEAR: List those goals agreed upon during the last rating period.	
Goal #2: Click here to enter text.	
Achievements toward Goal: Click here to enter text.	
Due Date: Click here to enter a date.	Date Goal Completed: Click here to enter a date.

GOALS SET FOR THE PRIOR YEAR: List those goals agreed upon during the last rating period.	
Goal #3: Click here to enter text.	
Achievements toward Goal: Click here to enter text.	
Due Date: Click here to enter a date.	Date Goal Completed: Click here to enter a date.

REFERENCES: City Charter Section 32-40; City Code Chapter 2, Article 3; Employee Handbook Page 22.

Attachment B

GOALS SET FOR THE PRIOR YEAR: List those goals agreed upon during the last rating period.	
Goal #4: Click here to enter text.	
Achievements toward Goal: Click here to enter text.	
Due Date: Click here to enter a date.	Date Goal Completed: Click here to enter a date.

III. PERFORMANCE RATING SCALE

EE	Exceeds Expectations:	Performance which exceeds level normally expected
ME	Meets Expectations:	Generally meets expectations on performance criteria
BE	Below Expectations:	Performance falling short of that normally expected
N/O	N / O	No opinion

IV. PERFORMANCE CATEGORIES (Completed by Committee Chairs electronically)

1. Individual Characteristics

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

2. Professional Skills and Status

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

3. City Clerk Functions

Rating	Supports the actions of the City Council that require City Clerk action or implementation
Rating	Helps the City Council address future needs and develops adequate plans to address long term trends
Rating	As necessary, attends all regular and required special meetings of the City Council, and successfully provides accurate minutes and reports of the proceedings
Rating	Manages elections and exhibits knowledge of principles and practices of municipal code and pertinent election law

REFERENCES: City Charter Section 32-40; City Code Chapter 2, Article 3; Employee Handbook Page 22.

Attachment B

Rating	Ability to meet and serve the public with tact and credibility
Rating	Manages the City's records retention facility effectively
Rating	Manages the City's minute-taking program effectively

4. Role in the Organization

Rating	Provides regular information and reports concerning matters of importance to the City, using the City Charter and Code as a guide
Rating	Responds in a timely manner to requests from the Mayor and Council for special reports
Rating	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
Rating	Manages the Council and Committee agenda and public meeting process in a manner that supports citizen access to government and transparency.
Rating	Effectively manages, records and indexes public records
Rating	Produces and handles reports in a way to convey the message that affairs of the City are open to the public

5. Fiscal Management

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

6. Staffing and Supervision

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

REFERENCES: City Charter Section 32-40; City Code Chapter 2, Article 3; Employee Handbook Page 22.

Attachment B

V. **FUTURE GOALS** (Completed by FOP Chair after evaluation session with Standing Committee Chairs)

GOALS SET FOR THE NEXT RATING PERIOD: List agreed to goals established for the new rating period.
Goal #1: Click here to enter text.
Key Goal Components and Milestones: Click here to enter text.
Due Date: Click here to enter a date.

GOALS SET FOR THE NEXT RATING PERIOD: List agreed to goals established for the new rating period.
Goal #2: Click here to enter text.
Key Goal Components and Milestones: Click here to enter text.
Due Date: Click here to enter a date.

GOALS SET FOR THE NEXT RATING PERIOD: List agreed to established for the new rating period.
Goal #3: Click here to enter text.
Key Goal Components and Milestones: Click here to enter text.
Due Date: Click here to enter a date.

GOALS SET FOR THE NEXT RATING PERIOD: List agreed to goals established for the new rating period.
Goal #4: Click here to enter text.
Key Goal Components and Milestones: Click here to enter text.
Due Date: Click here to enter a date.

VI. **NARRATIVE** (A summary of the discussion with the employee) (Completed by FOP Chair)

[Click here to enter text.](#)

VII. **COUNCIL ACTIONS** (If Required) (Completed by FOP Chair)

[Click here to enter text.](#)

Signature:

Councilor (FOP Chair)

Employee

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

Council Employee Evaluation

I. EMPLOYEE INFORMATION (Completed by Human Resources)

Name:	Click here to enter text.	
Title:	CITY ATTORNEY	
Date of Hire:	Click here to enter a date.	
Appraisal Period:	Click here to enter a date.	
Date of Last Appraisal:	Click here to enter a date.	
Human Resources Benefits Review:	Click here to enter a date.	Reviewed By: Click here to enter text.

The purpose of this document is to formally record the City Council's review of the performance of Click here to enter text. who serves as the City Attorney. This review is intended to be a record, more importantly; it is an opportunity for the Council and their appointed employee to discuss the employee's performance during the prior year, and to set goals for the upcoming year.

When complete, this document represents a compilation of the comments presented by members of the City Council through an evaluation process conducted by the Standing Committee Chairs with this form serving as a record of the discussion of the review meeting with the employee.

II. GOALS FOR THE PRIOR YEAR (Completed by the Employee)

GOALS SET FOR THE PRIOR YEAR: List those goals agreed upon during the last rating period.	
Goal #1: Click here to enter text.	
Achievements toward Goal: Click here to enter text.	
Due Date: Click here to enter a date.	Date Goal Completed: Click here to enter a date.

GOALS SET FOR THE PRIOR YEAR: List those goals agreed upon during the last rating period.	
Goal #2: Click here to enter text.	
Achievements toward Goal: Click here to enter text.	
Due Date: Click here to enter a date.	Date Goal Completed: Click here to enter a date.

GOALS SET FOR THE PRIOR YEAR: List those goals agreed upon during the last rating period.	
Goal #3: Click here to enter text.	
Achievements toward Goal: Click here to enter text.	
Due Date: Click here to enter a date.	Date Goal Completed: Click here to enter a date.

Attachment C

GOALS SET FOR THE PRIOR YEAR: List those goals agreed upon during the last rating period.	
Goal #4: Click here to enter text.	
Achievements toward Goal: Click here to enter text.	
Due Date: Click here to enter a date.	Date Goal Completed: Click here to enter a date.

III. PERFORMANCE RATING SCALE

EE	Exceeds Expectations:	Performance which exceeds level normally expected
ME	Meets Expectations:	Generally meets expectations on performance criteria
BE	Below Expectations:	Performance falling short of that normally expected
NO	N / O	No opinion

IV. PERFORMANCE CATEGORIES (Completed by Committee Chairs electronically)

1. Individual Characteristics

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

2. Professional Skills and Status

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

3. City Attorney Functions

Rating	Supports the actions of the City Council after a decision has been reached
Rating	Helps the City Council address future needs and develops adequate plans to address long term trends
Rating	Attends all regular and required special meetings of the City Council
Rating	Ability to meet and serve the public with tact and creditability

Attachment C

Rating	Encourages proactive approaches to matters to prevent legal difficulties in the future
Rating	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
Rating	Effectively participates in the public portion of City meetings
Rating	Responds to new demands, and when necessary, modifies established priorities
Rating	Provides cautions or “heads-up” regarding potential issues prior to them becoming a crisis
Rating	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

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

5. Staffing and Supervision

Rating	Manages staff effectively
Rating	Encourages teamwork, innovation, and effective problem-solving among staff members
Rating	Instills confidence and promotes initiative in staff through supportive rather than restrictive controls, while still monitoring operations for effective outcomes
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Rating	Promotes training and development opportunities at all levels of the office

6. Role in Organization

Rating	Is a member of the executive team, and does not act as a separate “guardian angel” of the law
Rating	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
Rating	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

Attachment C

V. **FUTURE GOALS** (Completed by FOP after evaluation session with Standing Committee Chairs)

GOALS SET FOR THE NEXT RATING PERIOD: List agreed to goals established for the new rating period.
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Key Goal Components and Milestones: Click here to enter text.
Due Date: Click here to enter a date.

VI. **NARRATIVE** (A summary of the discussion with the employee) (Completed by FOP Chair)

[Click here to enter text.](#)

VII. **COUNCIL ACTIONS** (If Required) (Completed by FOP Chair)

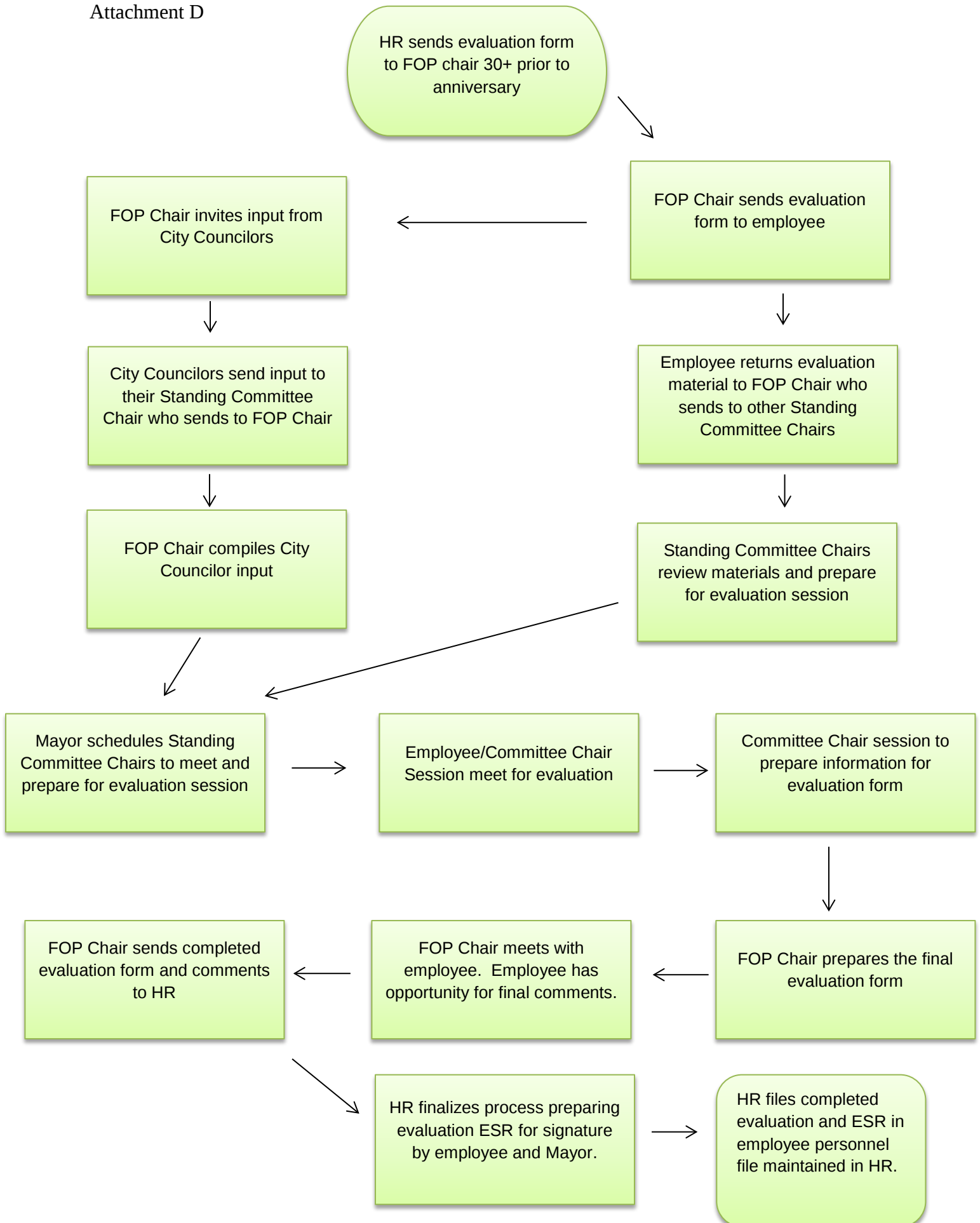
[Click here to enter text.](#)

Signatures:

Councilor (FOP Chair)

Employee

Attachment D





City of Keene, N.H.
Transmittal Form

11/23/2016

TO: Mayor and Keene City Council

FROM: Steve Thornton, Finance Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 10.

SUBJECT: Relating to Water and Sewer Utility Charges

COUNCIL ACTION:

In City Council December 1, 2016.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Ordinance O-2016-20 relating to water and sewer utility rates have a first reading at the December 1, 2016 meeting of the City Council and that it be referred to the Finance, Organization and Personnel Committee for a recommendation.

ATTACHMENTS:

Description

O-2016-20 Backup Info

Ordinance O-2016-20

BACKGROUND:

City staff has conducted its annual review of the water and sewer fees that provide the primary sources of revenue for each of the utility enterprise funds, and the results of that review are contained in the rate change recommendation incorporated into Ordinance O-2016-20.

The rate structure utilized by the city has two key components for each service account. The fixed component, based on meter size, is designed to recover the principal and interest cost of capital projects funded by bonds and the loan portion of state aid programs. The second component is a volumetric rate that is designed to provide funds necessary to meet the on-going operating, maintenance, and capital costs of the water distribution and treatment systems, as well as the wastewater collection and treatment systems. The volumetric rate is the same for all customers and is charged for each 100 cubic feet (hcf) of water used.

As part of the development of the 2017-2022 Capital Improvement Program and the FY17 Operating Budget, projected debt service, capital, and operating costs for FY17 were run through a rate setting model that calculates the fixed rate based upon meter hook up size, and the volumetric rate based upon water usage. Consumption volumes were adjusted to current experience. This process produced combined water and sewer rates that represent an increase over current utility rates.

In the water fund, the rate model calls for an 8.41% increase (from \$3.65 per HCF to \$3.96) in the portion of the rate associated with the volume of water used. Operating and capital costs funded by current revenue increased from FY 16 to FY 17. The water fixed rate is unchanged.

The rate model also generates rates for the sewer system capital and operational expenses. A sewer volumetric rate decrease of .95% is recommended. The rate will increase from \$5.69 per hcf to \$5.74 per hcf, due to a combination of increased operating costs and capital costs funded with current rate revenue. The fixed rate is unchanged.

To put the proposed rate changes in perspective, typical residential users (household with a 5/8" meter hookup, and annual water usage of between 80 and 132 hcf) should see annualized combined utility bills that range between 2.89% and 3.21% higher than current bills, generating annual cost increases in the range of \$28.80 to \$47.52.

Commercial customers could see annualized bills that range from approximately 3.49% to 3.77% higher than what they might see under the current rate structure, based upon the volumes of water used. The actual impact of the rate change can vary, due to the size of the meter hookup, and the amount of water used.

Actual rate increases are lower than anticipated in the FY 17-22 CIP. The CIP projected combined utility bill increases of between 3.19% and 4.11%. The lower rates are the result of reduced operating costs in both the Water and Sewer Fund adopted FY17 budgets when compared to projected costs used in preparation of the CIP.

Calculations demonstrating these estimates are attached.

It is recommended that the new rates become effective for all bills issued beginning in January, 2017.

CITY OF KEENE, NEW HAMPSHIRE

Typical Household Cost Comparison FY 17 Rate Setting

FAQ Consumption

20 units = 20 HCF per quarter
20 per quarter X 4 = 80 HCF per year = 8,000 CF per year

27 units = 27 HCF per quarter
27 per quarter X 4 = 108 HCF per year = 10,800 CF per year

33 units = 33 HCF per quarter
33 per quarter X 4 = 132 HCF per year = 13,200 CF per year

2016 rates					
Sewer Fixed	\$55.15		\$55.15	\$55.15	\$55.15
Sewer Consumption	\$5.69	20	\$113.80	27	\$187.77
Water Fixed	\$6.89		\$6.89		\$6.89
Water Consumption	\$3.65	20	\$73.00	27	\$120.45
		Quarterly Bill	\$248.84	Quarterly Bill	\$370.26
		Annual Cost	\$995.36	Annual Cost	\$1,481.04
		QUARTERLY COST INCREASE	\$8.77	QUARTERLY COST INCREASE	\$2.79
		ANNUAL COST INCREASE	\$35.08	ANNUAL COST INCREASE	\$11.16
		% ANNUAL INCREASE	3.65%	% ANNUAL INCREASE	0.76%
2017 proposed rates					
Sewer Fixed	\$55.15		\$55.15	\$55.15	\$55.15
Sewer Consumption	\$5.74	20	\$114.80	27	\$189.42
Water Fixed	\$6.89		\$6.89		\$6.89
Water Consumption	\$3.96	20	\$79.20	27	\$130.68
		Quarterly Bill	\$256.04	Quarterly Bill	\$382.14
		Annual Cost	\$1,024.16	Annual Cost	\$1,528.56
		QUARTERLY COST INCREASE	\$7.20	QUARTERLY COST INCREASE	\$11.88
		ANNUAL COST INCREASE	\$28.80	ANNUAL COST INCREASE	\$47.52
		% ANNUAL INCREASE	2.89%	% ANNUAL INCREASE	3.21%

Sample Commercial Cost Comparison FY17 Rate Setting

[illegible]



CITY OF KEENE

O-2016-20

Sixteen

In the Year of Our Lord Two Thousand and

Water and Sewer Utility Charges

AN ORDINANCE

Be it ordained by the City Council of the City of Keene, as follows:

That Appendix B Fee Schedule of the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the effective 2016 text and inserting the bolded text under effective 2017 in the accompanying rate schedule in Section 98-511 (a) and in Section 98-512 (a) of Appendix B so that Section 98-511 (a) and Section 98-512 (a) would read as follows:

Appendix B

	effective	effective
<u>Section 98-511 (a). Water</u>		
<u>Meter Rates</u>	<u>2016</u>	<u>2017</u>
Volume Rate (\$ per hcf)	3.65	3.96
Fixed Quarterly Charge (meter size in inches)		
5/8 inches	6.89	6.89
3/4 inches	9.93	9.93
1 inch	17.65	17.65
1 1/2 inches	39.71	39.71
2 inches	70.60	70.60
3 inches	158.84	158.84
4 inches	282.39	282.39
6 inches	635.38	635.38

Section 98-512 (a). Sewer

<u>Rates</u>	<u>2016</u>	<u>2017</u>
Volume Rate (\$ per hcf)	5.69	5.74
Fixed Quarterly Charge (meter size in inches)		
5/8 inches	55.15	55.15
3/4 inches	79.42	79.42
1 inch	141.19	141.19
1 1/2 inches	317.67	317.67
2 inches	564.75	564.75
3 inches	1270.69	1270.69
4 inches	2259.01	2259.01
6 inches	5082.76	5082.76

Kendall W. Lane, Mayor

In City Council December 1, 2016.

Referred to the Finance, Organization and Personnel Committee.



City Clerk