



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
February 9, 2017
5:30 PM**

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

-
1. Presentation - FY 2016 Audit- Melanson Heath
 2. Tracy Keating - Keene Downtown Group - Request for Free Parking Weekends
 3. Donations Received by Employee Welcome & Recognition Committee - Human Resources Department
 4. Donations Received by Health Insurance Review Committee - Human Resources Department
 5. Acceptance of Donation - Monadnock Squares - Parks, Recreation and Facilities Department
 6. Acceptance of Donation - Bicycle Bench - Parks, Recreation and Facilities Director
 7. Forms of Payment Using a Parking Space
Ordinance O-2017-03
 8. PowerPoint Presentation - Fee Schedule - Parks, Recreation and Facilities Department
 9. Relating to Fee Schedules for Use of the Recreation Center
Resolution R-2017-06
 10. FY 2018-2023 Proposed Capital Improvements Program
Economic Development and Vitality
Flood and Stormwater Management
Community Development
General Operations, Facilities and Infrastructure



City of Keene, N.H.
Transmittal Form

January 31, 2017

TO: Mayor and Keene City Council

FROM: Tracy Keating, Keene Downtown Group Chair

THROUGH: Patricia A. Little, City Clerk

ITEM: 2.

SUBJECT: Tracy Keating - Keene Downtown Group - Request for Free Parking Weekends

COUNCIL ACTION:

In City Council February 2, 2017.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

Keating Communication

BACKGROUND:

Ms. Keating has submitted the annual request from the Keene Downtown Group for four weekends of free parking during calendar year 2017 that coincide with events planned for the downtown.

In City Council February 2, 2017.

Referred to the Finance, Organization and Personnel Committee

January 26, 2017



City Clerk

Dear Honorable Mayor and City Council,

I am writing as a representative for the downtown businesses through the Keene Downtown Group (KDG).

I would like to propose four weekends of free parking for the upcoming 2017 year. The group found that the 2016 Free Parking days were quite beneficial for the downtown and the community.

We formally request that this continue annually.

The KDG believes this will support the downtown community and downtown businesses of Keene. Please note the following list of dates that we thought might work for the downtown community and the events they are paired with.

Thank you for your time and consideration.

2017 Free Parking Weekends and KDG Events

March 3 & 4 Spring Fing
June 2 & 3 Art walk
August 4& 5 Summer sidewalk sale
November 3 & 4 Local first day

Please let us know if you have any questions.

Sincerely,



Tracy Keating,

Chairperson, Keene Downtown Group



City of Keene, N.H.
Transmittal Form

February 6th, 2017

TO: Finance, Organization and Personnel Committee

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

THROUGH: Med Kopczynski, City Manager

ITEM: 3.

SUBJECT: Donations Received by Employee Welcome & Recognition Committee - Human Resources Department

RECOMMENDATION:

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

ATTACHMENTS:

Description

HR Donation Report for Welcome & Recognition Event

BACKGROUND:

The annual employee recognition event was held in conjunction with the holiday luncheon on December 8, 2016. The recognition event celebrates City employees' achievements and service longevity.

To assist the Holiday Luncheon Committee with its efforts to hold a grand event, the Employee Welcome & Recognition Committee solicited donations as reported in the attached spreadsheet. Contributions valued at approximately \$3,171.40 were solicited to use either as event door prizes or as fundraising items to help pay a share of the event. The Welcome & Recognition Committee is very grateful to these community members for this year's support.

This year's "wow moment" at the event was announcing the 55-year service award to Robert DiLuzio Sr., who has served as a Call Firefighter with the City of Keene and now oversees the special services, such as the Fire Department's Honor Guard.

Donations Received by Employee Welcome Recognition Committee

<i>Item</i>	<i>Donor</i>	<i>Value</i>
Two music CDs	Apple Hill String Quartet	\$43.96
Gift certificate	Athens Pizza	\$15.00
Two gift cards of \$25	Bootleggers	\$50.00
Two all-day golf passes	Bretwood Golf Course	\$104.00
Gift certificate	Budget Blinds	\$200.00
Four guest passes and child's hat	Cheshire Children's Museum	\$39.00
Full-year membership and 8 cases beverages	Cheshire County Shooting Sports Education Foundation Inc.	\$317.00
Oil change and tire rotation	City Tire	\$52.95
Two tickets Russian National Ballet Theatre	Colonial Theatre	\$98.00
Two gift cards of \$25	Creative Encounters	\$50.00
Two gift cards of \$10	Dunkin' Donuts	\$20.00
One month membership and personal training session	Downtown Fitness for Women	\$82.95
Snow Tubing Pass	Granite Gorge Ski Area	\$18.00
Gift card	Hannaford Brothers	\$15.00
Floor Tiles	Home Depot	\$655.54
Five gift cards of \$10	JC Penney	\$50.00
One-month membership	Keene Family YMCA	\$80.00
Eight gift certificates	Little Zoe's Take and Bake Pizza	\$55.00
Two gift cards of \$25	Monadnock Food Coop	\$50.00
Two adult lift tickets	Mount Sunapee Resort	\$168.00
25 T-shirts in five sizes	Mountain Corporation	\$560.00
Gift certificate	Nicola's Trattoria	\$25.00
Gift card	Papagallo's Restaurant	\$25.00
Laptop carrying bag	PrintFUSION	\$45.00 <i>approx</i>
Five gift cards of \$10	Ramunto's Brick Oven Pizza	\$50.00
Gift "nest" (basket)	Simple Nest	\$60.00 <i>approx</i>
Gift card	Synergy	\$25.00
Two gift certificates of \$50	Targett Cleaners	\$100.00
Gift certificate	Thai Garden	\$50.00
Gift certificate	Timoleon's Restaurant	\$15.00
Gift card	Toadstool Bookstore	\$20.00
Dinner for four	McDonald's Restaurant/Napoli Group	\$32.00 <i>approx</i>
		<u><u>\$3,171.40</u></u>



City of Keene, N.H.
Transmittal Form

February 6th, 2017

TO: Finance, Organization and Personnel Committee

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

THROUGH: Medard K. Kopczynski, City Manager

ITEM: 4.

SUBJECT: Donations Received by Health Insurance Review Committee - Human Resources Department

RECOMMENDATION:

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

ATTACHMENTS:

Description

HR Donation Employee Welcome & Recognition

BACKGROUND:

This year's annual employee/retiree Health and Benefits Fair was held in the fall, coordinated by the Health Insurance Review Committee for October 4th, 2016. To assist the group with its efforts to be successful, we solicited donations to be used as event door prizes and received contributions with a total estimated value of \$672.

The Health Insurance Review Committee is very grateful to these community members for their support.

Report - Donations Received by Health Insurance Review Committee

<u>Item</u>	<u>Donor</u>		<u>Value</u>
Public Skate Session Passbook	Keene ICE		\$40.00
Three Chrysanthemum Plants	VALIC		\$70.00
30-Minute Massage	Keene Massage Therapy	approx	\$40.00
Electric Toothbrush	Northeast Delta Dental	approx	\$40.00
Kindle Fire	Liberty Mutual	approx	\$80.00
LL Bean Gift Card	MKS Performance Solutions (EAP)		\$50.00
Ted's Shoe & Sport Gift Card	IPG Employee Benefits		\$50.00
70-Hour Ultrasonic Humidifier	Sam's Club	approx	\$40.00
Monadnock Food Coop Gift Cards	New Hampshire Interlocal Trust		\$50.00
Lunch Bag Cooler	Benefit Strategies LLC	approx	\$20.00
Gym/Carrying Bag with Goodies	Primex ³	approx	\$30.00
Insulated Cooler Bag	SaveOn Program/Tandem Care LLC	approx	\$20.00
Small Mum Plant	EAP/MKS Performance Solutions	approx	\$15.00
Mini Facial	Jeni Skin Care	approx	\$20.00
Free New-Patient Consultation Series	Cheshire Wellness Center	approx	\$100.00
Wild Orange Oil	Smart Nutrition LLC	approx	\$7.00
			<u>\$672.00</u>



City of Keene, N.H.
Transmittal Form

February 2, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 5.

SUBJECT: Acceptance of Donation - Monadnock Squares - 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 the donation of \$300.00 from the Monadnock Squares and that the money is used for any improvements needed at the Keene Recreation Center.

BACKGROUND:

The Monadnock Squares dance club has provided a square dance program at the Recreation Center since the early 1960's. The club has at various times participated in some way in the upkeep or improvement of the building. The club holds classes every Wednesday night and larger club events every other Saturday night.



City of Keene, N.H.
Transmittal Form

February 2, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation & Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 6.

SUBJECT: Acceptance of Donation - Bicycle Bench - Parks, Recreation and Facilities Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of a bench from Adam Schepker and Matt Gifford and that the bench be placed along the Rail Trail in the downtown footprint area.

ATTACHMENTS:

Description

photo

BACKGROUND:

Adam Schepker and Matt Gifford designed and built a bench from bicycle parts. The bench was first presented at the Marlboro Street Complete Streets project in 2015 along with the Friends of Public Art. The artist then enhanced the bench for public use. The design is for perfect posture seating with fun in mind.

In an effort to place more public art along the rail trail, the design fits the Industrial Heritage section of the trail paying tribute to the bicycle factory once located in downtown Keene.

The bench will be installed this spring.





Transmittal Form

January 26, 2017

TO: Mayor and Keene City Council

FROM: Ginger Hill, Parking Services Manager

THROUGH: Brian Costa, Police Chief

ITEM: 7.

SUBJECT: Forms of Payment Using a Parking Space

COUNCIL ACTION:

In City Council February 2, 2017.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Ordinance O-2017-03 be referred to the Finance, Organization and Personnel Committee for review and consideration, and recommendation back to City Council.

ATTACHMENTS:

Description

Ordinance O-2017-03

BACKGROUND:

This is a housekeeping issue meant to acknowledge that the City is now accepting other forms of payment for use of metered parking spaces. We now accept credit cards when using the Park Mobile system.



CITY OF KEENE

O-2017-03

Seventeen

In the Year of Our Lord Two Thousand and

Forms of Payment for Using a Parking Space

AN ORDINANCE

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

That the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the stricken text and inserting the bolded text in Section 94-152 "Public Street Parking Spaces" of Division 4 "Leased Spaces" of Article III, "Parking," of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows:

Sec. 94-152. - Public street parking spaces.

(b) Meters as control devices.

1. The city is authorized to install parking meters to control parking. Each parking space will be delineated by lines to direct the placement of the vehicle in the space. Suitable signs indicating the parking restrictions and regulations applicable will be posted in each zone.
2. Any person can, **by using forms of payment authorized by, and acceptable to the city, inserting in a parking meter a coin of U.S. denomination,** use a parking space for the full or fractional part of the time indicated on the meter. No person shall park a vehicle in any space for a longer period than the legal parking time established by the city during the hours during which such legal parking time is in effect. If any person **using any form of payment for** inserts ~~coins in~~ a meter which causes the meter to indicate but a fractional part of the legal parking time established by the city, such person shall not, during the hours during which such legal parking time is in effect, park a vehicle in any parking space for a longer period than was indicated by a parking meter and shall not renew such fractional time beyond parking time established by the city.

Kendall W. Lane, Mayor

In City Council February 2, 2017.
Referred to the Finance, Organization and Personnel
Committee.

City Clerk



City of Keene, N.H.
Transmittal Form

January 20, 2017

TO: Mayor and Keene City Council

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 9.

SUBJECT: Relating to Fee Schedules for Use of the Recreation Center

COUNCIL ACTION:

In City Council February 2, 2017.
Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

Move that the City Council adopt Resolution R-2017-06, rescind R-2009-28, and rescind R-1977-47 relating to the fee schedule and facility use for the Parks, Recreation and Facilities Department.

ATTACHMENTS:

Description

Resolution R-2017-06

Fee Schedule (Revised attachment)

Resolution R-2009-28

Resolution R-1977-47

BACKGROUND:

Resolution R-2017-06 has brought together several fee structures and use agreements for the Parks, Recreation and Facilities Department (Department). To be specific, this resolution update is only focusing on recreational activities, as the cemetery division fee structure is set by ordinance and was updated in 2016.

Highlighting the purpose will be the introduction of the fees charged by the department for the purposes of renting fields for tournament play. Currently the Department handles multiple fees and charges for various facilities that it manages. This process will consolidate these forms into one as the general rules and procedures are universally applied to all.

Resolution 2009-28 outlined the fee structure for various uses specifically at the Recreation Center.

Resolution R-1977-47 was created to outline goals and rules for the use of recreation facilities by youth sports organizations. Since 1977, the world of youth sports has taken a different direction with Amateur Athletic Union (AAU), Junior Olympics (JO), travel leagues and other elite programs focused on developing and specializing today's youth for higher competitive leagues at a younger age.

The Department continues to work with many of these leagues regarding available facility time; however, a cost structure is needed for the varying levels of youth sports. A specialized program that requires a registration fee that includes, uniforms, travel and competitive tournament play is currently not in full alignment with the

department's mission or programs and services. Highlighted by Key Issue #8— (KI8) Implement a Cost Recovery Methodology and Service Assessment in the Active and Passive Recreation Management Plan—there were two recommendations to support this issue.

- Recommendation #14 (R14) – Align cost recovery and pricing strategies with values, vision, and mission and market position.

- Recommendation #15 (R15) – Conduct comprehensive service assessment to eliminate duplication of services and enhance resource efficiency.

These recommendations have been reviewed and addressed by Department staff; however, R14 continues to be an ongoing conversation resulting in the current review of the fee structure. Specifically, R14 is connected to R-1977-47 regarding the use of the facilities and the services that department provides.

The action suggested to complete R14 was to review current revenue streams and their sustainability (including park fees, open space, trails, programs, and indoor recreation facilities), shift tax-funded support to priorities that benefit the community as a whole, as well as increase the cost recovery goals for services that benefit individuals more than the community. With the review, determine and define direct and in-direct cost in order to develop a cost recovery system. These recommendations will align with current City fiscal policies (R-2016-25-B) which are highlighted in Resolution R-2017-06.

Therefore R-1977-47 is not necessary and should be rescinded.



CITY OF KEENE

R-2017-06

Seventeen

In the Year of Our Lord Two Thousand and

RECREATION FEE SCHEDULE

A RESOLUTION

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

WHEREAS, The City of Keene has a variety of recreation facilities and programs available for the public to use and to participate in; and

WHEREAS, The Parks, Recreation and Facilities Department ("Department") annually reviews the fee schedule for these facilities and programs; and

WHEREAS, A comparative survey of Keene State College, Keene School District, Keene YMCA and other communities established that fees for the use of City facilities and participation in programs should be increased accordingly; and

WHEREAS, The fee structure for participation in recreation programs is adjusted administratively by the Department annually to reflect the actual cost of the specific program offering; and

WHEREAS, The fees for the use of facilities should reflect the actual maintenance, utility cost and staffing cost;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Keene, that Resolution R-2009-28, which was adopted December 9, 2009, and Resolution R-1977-47, which was adopted October 6, 1977, be rescinded.

AND BE IT FURTHER RESOLVED that the attached facilities fee schedule for the Parks, Recreation and Facilities Department is hereby adopted.

In City Council February 2, 2017.

Referred to the Finance, Organization and Personnel Committee.


City Clerk

Kendall W. Lane, Mayor

Parks, Recreation and Facilities Fee Schedule related to R-2017-06

Recreation Center	Dimension in Ft	Flooring	Cost if Non Profit	Cost if For Profit
Gym	104 x 80	Wood	\$40.00	\$80.00
Multi-Purpose (large groups)	88 x 60	Tile	\$25.00	\$50.00
Room 11 (up to 20 people)	18 x 20	Tile	\$10.00	\$20.00
Room 12 (fixed seating for 12)	18 x 20	Tile	\$15.00	\$30.00
Room 14 includes kitchen	44 x 35	Tile	\$15.00	\$30.00
Room 22 (up to 50 people)	41 x 18	Carpet	\$15.00	\$30.00
Room 24 (fixed seating for 12)	14x42	Tile	\$15.00	\$30.00
CUSTOIDIAL CLEANUP			\$125.00	\$125.00
BUILDING SUPERVISOR			\$15.00	\$15.00

Use of Ballfield(s) - Tournaments	1 DAY		2 DAY	LIGHTS
1 or 2 Fields	\$140.00		\$265.00	\$50.00
3 or 4 Fields	\$265.00		\$515.00	\$50.00
BAG OF LIME		\$10.00		
Use of Ballfield(s) - Seasonal Play				
LIGHTS per field per day	\$50.00			
MAINTENANCE FEE PER TEAM	\$50.00			



CITY OF KEENE

R-2009-28

Nine

In the Year of Our Lord Two Thousand and

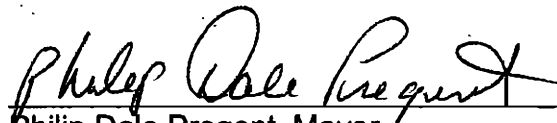
A RESOLUTION Rescinding Resolution R-88-39-A and adopting a fee
schedule for the use of the Recreation Center

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

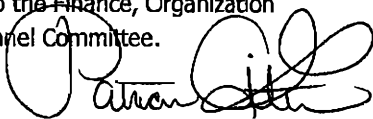
- Whereas: The City of Keene has a Recreation Center and;
- Whereas: The Recreation Center has a number and variety of spaces available for indoor rental; and
- Whereas: A comparative survey with Keene State College and the Keene School District showed that the fees for rental of these spaces should be raised; and
- Whereas: The fees should reflect the increased electrical, fuel and staffing costs.

Now Therefore Be It Resolved by this City Council of the City of Keene, that Resolution R-88-39-A, which was adopted January 19, 1989, is rescinded.

And Be It Further Resolved that the attached fee schedule for the Keene Recreation Center is hereby adopted.


Philip Dale Pregent, Mayor


In City Council December 3, 2009.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

PASSED

December 17, 2009

A true copy; attest.


City Clerk

proposed

GROUP REQUESTING	ACTIVITY	CHARGES	GYM	MULTI-PURPOSE ROOM	LARGE ROOMS 14,21,22	ALL OTHER ROOMS
City/School sponsored	Any	Doesn't Matter	0	0	0	0
Non-Profit	Youth Rec Program	No Fee or Sales	0	0	0	0
Non-Profit	Youth Rec Program	Fees Charged or Sales	\$20/hour	\$15/hour	\$10/hour	\$5/hour
Non-Profit	Any	No Fees or Sales	\$30/hour	\$25/hour	\$15/hour	\$10/hour
Non-Profit	Any	Fees Charged or Sales	\$40/hour	\$30/hour	\$20/hour	\$15/hour
Non-Profit	Adult Recreation	None or Washout Charge	\$20/hour	\$15/hour	\$10/hour	\$5/hour
Profit-Making	Recreational	No Charges or Sales	\$40/hour	\$30/hour	\$20/hour	\$10/hour
Profit-Making	Non-Recreational	No Charges or Sales	\$75/hour	\$50/hour	\$50/hour	\$30/hour
The above fees reflect rental of space only during regular operating hours of the Recreation Center.						
There would be additional charges if a building supervisor must be specially assigned or if a setup and/or cleanup is required.						
The Parks and Recreation Director may waive the fee in special instances.						



CITY OF KEENE

In the Year of Our Lord One Thousand Nine Hundred and Seventy-Seven

A RESOLUTION Relating To Use Of City Recreation Facilities

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

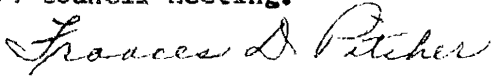
BE IT RESOLVED THAT the City Council adopt the attached goals and rules for the use of recreation facilities by organizations sponsoring youth athletic programs in order to attempt to assure that there are reiterable regulations and goals for the use of these facilities which will enhance and improve the program while giving due consideration to the general interest of the citizens of the City of Keene.

This resolution supercedes R-77-16.

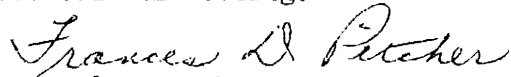


 George M. Rossiter, Mayor

In City Council September 1, 1977.
 Voted to postpone until September 15,
 1977 Council Meeting.


 Frances D. Petcher
 City Clerk

In City Council September 15, 1977.
 Voted to table until the October 6,
 1977 Council Meeting.


 Frances D. Petcher
 City Clerk

GOALS AND RULES FOR THE USE OF CITY FACILITIES AND CITY FUNDS BY
YOUTH ORIENTED PROGRAMS INVOLVING CHILDREN BELOW AGE 14

The City of Keene, through the City Manager and the Director of Parks and Recreation, will continue to give permission to use City recreational facilities to any organizations sponsoring youth athletic programs provided that the programs meet the following goals.

1. That the organizations sponsoring an athletic program provide an opportunity for youths in the Community to learn basic fundamentals of the athletic activity and to enjoy participation and competition in such activities so that they can appreciate the activity, learn the fundamentals of the activity, participate in the activity, improve physical development from the activity and thus become a happy and better person.
2. That the athletic programs also include as objectives the development of positive social values and character traits, good citizenship, physical and mental health and a sound knowledge and appreciation of the activity.
3. That the sponsoring organization will keep the welfare of the youth participants at its prime goal and keep the participants free from all adult ambition and glory.
4. That the organization not unduly emphasize the concept of all star or exhibition teams.

The City of Keene, through the City Manager and the Department of Parks and Recreation, will continue to give permission to use City recreational facilities to any organizations sponsoring such activity programs with the understanding that compliance with the following rules is a prerequisite to the programs.

1. That all youths in the Community who are interested in participating in the athletic programs be placed on a team according to their age group with the intent of creating balanced teams, except those found physically or emotionally unqualified by the Medical Advisory Board.
2. That all youths be given an opportunity to participate in every game except those found physically or emotionally unqualified by the Medical Advisory Board.
3. That the minimum and maximum length and number of innings, quarters or periods that the youths play will be approved by the Director of Parks and Recreation. The Director in concert with the Medical Advisory Board and the sponsoring organizations will determine the minimum and maximum playing times for each activity.
4. That no youth who makes a conscientious attempt to attend practices and meetings will be penalized for his inability to participate in practices and games due to religious holidays or observances or because of important family occasions.

5. That the City will establish a Medical Advisory Board for athletic programs and the sponsoring organizations will cooperate with that Board and meet annually or more frequently as requested by the Medical Advisory Board.
6. Training clinics for team members, assistants, officials and coaches will be established by the Parks and Recreation Department.
7. That the sponsoring organization and the Recreation Department will insure that all teams have even practice times. All fields, if needed, will be assigned for practice and games by the Director of Parks and Recreation.
8. That the Parks and Recreation Department will have a voting member on the organization sponsoring committee.
9. The City of Keene Parks and Recreation Department will assist in
 - a. Securing and maintaining athletic fields for the activity.
 - b. Procuring the necessary safe equipment if the organization needs this type of assistance.
10. That the safety and health of the participants be protected by the mandatory requirement of acceptable equipment and devices including those in the personal possession of the participants, as determined by the Medical Advisory Board.

Adopted by City Council (R-77-47)

October 6, 1977

Frances D. Pitcher
City Clerk