

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, December 8, 2016

6:30 PM

Council Chambers

Members Present:

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

Councilors Present

George Hansel
Bettina Chadbourne
Robert O'Connor
Robert Sutherland

Staff Present:

City Manager, Med Kopczynski
City Attorney, Thomas Mullins
Parking Services Manager, Ginger Hill
Finance Director, Steve Thornton
Lt. Steven Tenney, Police Department
Parks, Recreation and Facilities Director,
Andrew Bohannon
City Clerk, Patty Little
Youth Services Manager, Elizabeth
Brown
Library Director, Nancy Vincent

Chair Greenwald called the meeting to order at 6:30 PM.

**1) Councilor Kahn - Recommendation to Waive Parking Meter Rates -
Thanksgiving Holiday**

Councilor Kahn noted Thanksgiving weekend is one of the busiest shopping times and those downtown merchants who choose to be located downtown should not have to deal with metered rates. He stated he observed an abundance of people downtown but also an abundance of ticket writing downtown. He indicated parking in excess of four hours could inhibit the turnover, but he hoped parking services could offer some type of compromise.

Councilor Kahn stated he has heard from downtown merchants who feel this is suggestion is a good idea. This request is for the waiving of rates from Thursday through Sunday.

Chair Greenwald noted that City Hall was closed on Thursday and Friday so there were no tickets issued on those two days. He added when parking meters are waived this does not waive the two-hour limit. The only two days the Council needs to consider are Saturday and Sunday and added he has also noticed when there is free parking downtown, there are still people who feed the meter. The Chairman asked what the lack of revenue would be if this proposal was granted. Parking Services Manager, Ginger Hill stated just for Saturday it would be \$1,500 just in coins.

Councilor Powers stated the Ordinance dictates the meters are not in effect on Sunday and there are also certain holidays where the meters are exempt. Ms. Hill noted the Downtown

Group has also requested four weekends each year and there is also free parking seven days prior to Christmas (12 free days in all).

Councilor Clark stated the weekend of Thanksgiving is when most merchants make about 50% of their annual revenue. The Councilor asked whether the \$1,500 was an average – Ms. Hill answered in the affirmative. The Councilor agreed with Councilor Kahn that downtown merchants are at a disadvantage with metered rates. He felt sometime in the future the City should probably be re-evaluating this system – to go to a taxed zoned; people who own the buildings downtown pay a little extra to provide parking but keeping the two-hour limit. He stated he was in favor of this request to support commerce downtown.

Councilor Jacobs stated it was the merchants who asked for the parking meters, the reason being people were using these spaces to park all day and customers who could access the businesses. He added this money goes into a separate fund to support parking infrastructure.

The Chairman stressed if this request is granted the two-hour limit will still continue.

Councilor Clark noted the free parking for the 12 days throughout the year will have a revenue loss of \$18,000 and stated he would like to find out from Ms. Hill what impact this amount would have on the parking fund.

The Chair asked for public comment.

Mr. Ted McGreer of Main Street stated there is nothing downtown that people can't buy from the comfort of their own home. He stated it is not about the big box stores that downtown merchants are in competition with, but rather the World Wide Web. Mr. McGreer stated the loss of merchants' downtown would be a terrible blow to the downtown and he thanked the Council for their consideration of this request.

Mr. Chuck Redfern of Colby Street stated he monitors the WKBK News Channel and in the last week or so the number one subject has been the health of the downtown. He agreed these merchants are competing with the Black Friday events and he felt Saturday is a crucial day for shopping. He also noted to a caller from downtown who had received a ticket and was questioning if she would ever shop downtown in the future.

Councilor Powers noted what is going to be done is to insert these days into the existing ordinance relative to this matter. The Councilor felt the City needs to be consistent as to what it tells the public; by providing this free parking, the City will be reinforcing what they have attempted to do when providing free parking during Christmas week.

The Manager thanked the Councilor for recognizing there is a balance that needs to be struck about maintaining the downtown as well as attracting people to the downtown. He agreed this was a difficult balance but it needs to work for everyone.

The Chairman thanked city staff for expediting this issue so a quick fast decision could be made on it.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that staff introduce an Ordinance authorizing a parking holiday waiving meter rates for the full Thanksgiving weekend while enforcing the two hour limit.

2) Acceptance of Donation - Police Department:

Lt. Steven Tenney stated he was before the Committee regarding a donation from the Fenton Family Dealership in the amount of \$2,000 for the purpose of installing blue lights on the department's new crime scene van. He indicated the department was just given the ambulance which the Fire Department retired from service. This vehicle replaces the crime scene van they recently retired.

Lt. Tenney went on to say in 2015 the crime scene was taken out 20 times for various calls. In 2016 it has been used 15 times.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends 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.

3) Acceptance of Donation - Parks, Recreation and Facilities Department

Parks, Recreation and Facilities Director Andrew Bohannon stated this donation is from the Kiwanis Club for \$1,000 for the purchase of new toddler play equipment. The goal is to reach \$6,000 of which they have reached \$2,000 so far. The Kiwanis Club has indicated they would donate another \$1,000 one the City reaches the \$5,000 mark.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends 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.

4) Acceptance of Donation - Youth Services Department

Youth Services Manager Elizabeth Brown addressed the Committee next and stated the Youth Services Department is in receipt of \$25 from the Children's Museum from their recent fundraiser. They were raising monies for agencies that work with youth and families.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends 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.

5) Acceptance of NH Juvenile Court Diversion Funding - Youth Services Department

Ms. Brown stated the department is in line to receive a grant from the New Hampshire Juvenile Court Diversion Network which would be a two year grant in the amount of \$22,691. With this funding the plan is to hire a part-time case manager to help with the Juvenile Court Diversion program.

Councilor Clark asked Ms. Brown to explain how this money will help the department. Ms. Brown stated this money will help them do outreach work with the police departments, substance use assessment tool for every youth that comes through the program, which will be sent to the Center for Excellence in Concord to reaffirm the diversion program in the State. This will help with the pilot program they are trying to put in place for screening.

Ms. Brown stated currently her work load is 40 youth and having some help is something she needs. Councilor Powers stated this is something this community needs but expressed concern that a lot of progress is going to be made and the grant money will then run out. The Councilor felt working with youth is a priority and is a priority the Council needs to take into account. He felt the case load won't get any smaller.

Councilor Kahn added this is something that will start getting attention at the state and federal level.

Councilor Jacobs noted this type of program helps the City save money.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends 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.

6) Development Agreement - Library Renovation Project - Library Director, KPL Trustees and KPL Friends

City Manager, Med Kopczynski began by saying that he wanted to remind the public about the importance of this project. This project has had a long history of cooperation between the City, Friends of the Library, Trustees of the Library and City Council. We are now at the point of beginning the construction of the project. He felt this project will contribute to the vitality of the downtown.

Library Director, Nancy Vincent began by introducing Kathleen Packard, President of the Board of Trustees and Jane Pitts, President of the Friends of the Library. Ms. Vincent stated they have been working together on this project since 2013 and informally a year before that. The next step is important to the project.

Ms. Kathleen Packard of 19 Terrace Street, President of the Board of Trustees stated she wanted to give the Committee a brief background on this project and how they got to where they are today. Ms. Packard stated the Trustees, Friends and the City have been working on this renovation project since the Keene Annex Advisory Committee was formed in 2013. In March 2014, the parties entered into a Memorandum of Understanding for the possible expansion of the library and annex. This public/private partnership is what has enabled this project to move forward. With joint funding coming from the Trustees, Friends and the City, the City contracted with Tappe Architects which is currently in the construction documents phase of the work with a targeted completion date of January 2017.

Here are some of the approval steps that have been accomplished: Capital Improvement Program for 2017-2022 that included funding for the library campus development, Historic District Commission approval of the design, zoning change for the annex, a Resolution the tax increment financing district to include library buildings, Planning Board site plan approval, and a Resolution for appropriation of funds for the project.

Ms. Packard stated with all these approvals obtained they are now in the phase of fundraising. With that Ms. Packard turned the presentation over to Jane Pitts.

Ms. Jane Pitts of 15 Acrebrook Road stated she was the Committee to talk about the capital campaign fund drive. Ms. Pitts stated in 2014 the City Council approved a Memorandum of Understanding between the City, Friends and the Trustees for a temporarily restricted Trust Fund to accept and expend funds for this project. Because of the value of the project to the community the Friends of the Library decided to provide the needed funding for personnel, materials and running of the next chapter capital campaign. The Friends are very invested in this project and to date have contributed \$336,000 towards this project.

Ms. Pitts stated since her last reporting many groups have been hard at work with fundraising effort of five millions dollars. This fall the campaign went public there have also been many grants submitted, a campaign website with donation capabilities was created, print and radio advertisements, targeted mail campaigns and social media are being used for the campaign drive. In October the community was invited to view a 3D model of the project which is currently on display at the library. This model is collaboration between a trustee and an architectural student from Keene State College.

Ms. Pitts stated to date the Next Chapter Capital Campaign has received pledges and donations from over 240 donors and has received \$4,004,151 which is 80% of the five million dollar goal. She indicated they are encouraged by the generosity of the community since the campaign began in January.

In addition to fundraising, another important component to this fundraising is the application for state and federal new market tax credits. Ms. Pitts stated they have been working with Jack Dugan of MEDC on this issue and approval to negotiate and execute a development agreement with MEDC is crucial to this project.

Mr. Jack Dugan of Monadnock Economic Development Corporation (MEDC) began by circulating a document which outlined the uses and sources of funds that would help accomplish this project.

The construction costs represent renovating the annex but also to complete the site work for the development of the property and the construction of the connector. Engelberth has been selected to be the Construction Manager for this project.

The purchase price has been assigned a value of 2.5 million dollars to the existing annex and in addition to purchasing the building and the land MEDC is also going to purchase close to \$750,000 worth of furniture and equipment for use in the renovated buildings. The next is soft costs which are reimbursing costs already incurred with the architect and paying him through construction oversight of the project, as well as various permits and owner's contingencies.

Last but not least legal and financing fees, which brings the total project use to complete this project to an amount of \$13,697,616.

Mr. Dugan went on to say the largest source of funding for this project comes from the sale of new market tax credits and the expected amount MEDC is planning on deriving from the sale of new market tax credits which is close to four million dollars. The next is historic tax credits – even if the building cannot be placed on the Historic Register the building still qualified for 10% tax credits. The same group that purchases the new market tax credits will also be purchasing the historic tax credits.

Mr. Dugan went on to say the next item is the City bond of two million dollars which is the only loan for the entire 13.5 million dollar project. The last is the sale price of the building and land – MEDC has to purchase this building and land from the City to be able to gain tax credits and invest in the project. MEDC has a loan agreement and a promissory note with the City for 2.5 million dollars until the end of the recapture period of the new market tax credits.

Mr. Dugan was invited to attend the next Council meeting to help explain this transaction to the City Council.

Chair Greenwald asked who purchases the new market tax credit and historic tax credit. Mr. Dugan stated the US Bank purchases them, is the primary bank is often involved in this type of purchase. The Chairman asked how the banks make their money. Mr. Dugan stated the bank purchase these tax credits at a discount (85 cents on the dollar). During the seven

year recapture period they are also an investor in the project and during these seven years they also get the benefits of all the tax benefits.

Councilor Powers clarified all the money raised by the Friends and the Trustees go toward the annex project. Finance Director, Steve Thornton answered in the affirmative. Mr. Dugan stated the way he understands the project is the goal of the fundraising is five million, of which the first three million would go into the annex project and the balance would go into the existing library renovation. The City Attorney clarified the City bond would go in its entirety toward the annex project. Mr. Dugan and Mr. Thornton agreed.

Councilor Jacobs asked what portion of the project the agreement in front of the Committee today would cover. Mr. Dugan stated as far they are concerned, they were involved with the connector, annex and the site work but there is now the potential for MEDC to complete both buildings under one new market tax credit umbrella. Regardless of how this is worked out, the City would only be involved in a two million dollar bond.

The Manager stated the renovations to the existing library, at least in concept, have only been a review by the architect's engineer and assigning some numbers to that – there has been no design work done. The understanding is that with the new market tax credit and the donations there would be a funding stream to be able to take care of the library renovations. What Mr. Dugan is saying today is that these renovations might be able to be accomplished as part of this project with the new market tax credits available. If that turns out to be true and the Council approves it, a development agreement will be formulated and a validation of design would need to be completed.

The Chairman asked for the City Attorney's comments. Attorney Mullins stated the motion before the Committee accomplishes all these possibilities. Initially when this matter came forward, the City had to make sure the library project and the annex project were kept separate. What Mr. Dugan is saying today is that the new market tax credit could sweep in the entire project. Hence, the development agreement would take either one or the other track depending on Mr. Dugan's negotiations. The Committee's motion contemplates all of these possibilities.

Councilor Kahn felt the progress made today is really impressive and needs to be commended. However, what is unclear is the ownership of the main library and the use of new market tax credits on that work. Mr. Dugan responded the main library needs to be owned by the City of Keene and it cannot be transferred to anyone else. He continued MEDC would enter into a cross use agreement that would allow library patrons to utilize the annex and vice versa. The CDE would accept that as evidence that patrons who use the annex could utilize the services of the library and vice versa. This could bring in an additional \$400,000 in tax credits.

The City Manager stated the City would like to be clear on the costs and asked the Finance Director to explain those costs. Mr. Thornton explained last spring staff came before the Council to expand the tax increment financing district to include the library and qualify for

new market tax credit cost estimates were presented. At that time property taxes and debt service on the two million dollar bond was included.

He noted that Heberton Hall will leave City ownership and transferred to a private entity which will pay taxes into the TIF District. When all costs are calculated the budgetary impact would be about \$500,000 per year for the seven year life of the new market tax credit project. This would be funded through the Wells Street TIF District. Mr. Thornton referred to the \$140,000 figure on the document he circulated to Committee which is the amount of the debt service. This is an amount the City would have incurred for work on the library regardless of the project.

The City Manager added there will be costs that will be borne for the time of the loan, but the majority of the costs are paid out of the increase in tax value of the TIF District.

Mr. Dugan continued what MEDC would have is a True Net Lease with the City; the City will pay MEDC rent which is an interest only payment based on the debt service – two million dollar bond, interest (3%), annual interest \$60,000 and MEDC is required to charge 1.25 times that which would be \$75,000 per year for the 7 year period. This goes through the process and once fees are deducted \$60,000 goes back to the City as an interest payment. Because it is a True Net Lease, the City will be responsible for repairs, utilities, property taxes and everything associated with maintaining this structure.

Attorney Mullins stated this was vetted through Bond Counsel last year and their opinion is the City would have no problem going forward with a tax exempt bond; however, now that the structure is in place he will have the Bond Counsel review this again.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends 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.

7) Transfer of Funds - Presidential Election - City Clerk's Office

City Clerk Patty Little stated she was before the Committee regarding transfer of funds from surplus in her election budget. She noted that for national election there is a significant amount of data which needs to be reconciled into the State database under a very tight timeframe. For the Presidential election the City has 2,722 new voters who registered that day and 12,887 voters who participated in the election. All of this data needs to be entered into the State database.

Ms. Little stated prior to the election, the department was inundated with absentee ballot requests which has a same day turnaround time. To be able to complete this work, her office requested some of the minute takers to help with this work. The request before the Committee is to replenish the minute taker account which is under the City Council Cost Center as well as transfer from the election worker account to the part-time election worker account.

Councilor Powers clarified the reason the Clerk is before this Committee is because one of these accounts is an operating account. He continued that he did not believe that the postage account had as much funds available as being indicated. Ms. Little responded she believed the postage account had a surplus of \$4,273 and suggested that this account included a supplemental appropriation.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the transfer of \$1500 from account 00201-62107 to account 00201-61307 and \$4,273 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.

8) Councilor Clark - Charter Officer Evaluation Process

9) Charter Officer Evaluation Process - ACM/Human Resources Director

Chair Greenwald explained that the City's Charter Officers are the City Clerk, City Manager and the City Attorney. He reviewed the most recent history of the item with the informational report being referred back to the Committee along with a communication from Councilor Clark. The Chairman stated he would address both items at the same time.

Chair Greenwald recognized Councilor Clark to address his letter.

Councilor Clark stated that there has never been a formal procedure to evaluate the Charter Officers. The City Council never stipulated specific goals during their yearly evaluation. The evaluation process being recommended provides for short term goals to guide the senior staff forward.

Councilor Clark stated in July 2016, something related to this item was on the FOP agenda and the item was put on more time, but it never came back until recently and at that point the proposal identified the three Standing Chairs as the evaluation team.

He noted Section 22 of Council Rules indicate the FOP is charged with dealing with personnel matters of the city. However, this proposal took the evaluation out of the hands of the FOP Committee and placed it in the hands of the Chairs of the three Standing Committees and the Mayor. This change removes the process out of the public realm because the evaluation team was not a public body. Councilor Clark stated he

understands the change but it takes away from the honest and open relationship the Council is supposed to have with the public. Councilor Clark stated he disagrees taking it out of FOP and placing it in the hands of the three Chairs and the Mayor.

The second item the Councilor referred to is the flow chart where it calls for the FOP Chair Greenwald to circulate blank evaluation forms to the Council and the employees to complete and provide comments through the Standing Chairs. He stated how this is different from how things were done in the past is that it puts Councilors at a disadvantage because it does not give the Councilors the value of seeing the completed self-evaluation of the employee and any goals they are recommending.

Chair Greenwald noted the evaluation of the charter officers is a process that has been designed by the Chair of the FOP Committee for as far back as he can remember. Sometimes the evaluation was done just by the Chairman, sometimes by the entire Committee and at times by the full City Council. However, this review has always been non-public. He added this process was designed to give good input to the employee and to extract good information from the Council. The process is not a secret but it is for privacy required for the charter officers.

Chair Greenwald went on to say that when the flow chart was reviewed an error noted; and he distributed corrected copies the flowchart.

The Chairman went on to say he felt completing this review just by the Finance Committee provides for a very narrow view and it's his hope that the Committee Chairs would work very closely with their Committees and extract the feedback their Committee membership. He felt the recommended process was less formal and this was appropriate.

Councilor Clark asked how the Committee Chairs are going to work with their individual Committee members without the need for a quorum. Chair Greenwald stated it would be on a one on one basis. The Councilor felt the three Chairs with the Mayor meeting would have no accountability to the public. He added minutes would not be kept under the recommend evaluation process.

Councilor Jacobs stated there seems to be a conflict between the Right to Know law and the right to privacy for the employee. The Councilor felt this process should embrace the right to privacy and also include input from the rest of the Council. He felt if Councilors don't take the opportunity to make comment it is on them and not on the structure and he did not feel the proposed structure is going to keep anyone from being heard. The Councilor felt he might not be at the final table with the employee, but there comes a time when you have to believe someone else will properly represent you. He stated he was comfortable with the process being proposed and preferred the formality of the process rather than how evaluations have been handled in the past.

Councilor O'Connor addressed the Committee next. He felt it was important for the charter officers to have a process that is streamlined and he felt what is being proposed meets that objective. The Councilor felt the last evaluation process was a long drawn out

process. Councilor O'Connor asked who prepared the packet of information that the Council was given as he found it confusing. The Chair responded the Human Resources Director provided the packet of information, which is an evolving process. Hopefully this will work and perhaps it could become part of the City Council's Rules of Order.

Mayor Lane addressed the Committee and stated what his being proposed is an experimental process. There is no proposal to include this into the Ordinances at this time. The Mayor noted there has been reference made to Section 22 but noted there is nothing in the rules regarding the evaluation of the Charter Officers. Charter Officers are not personnel of the City; they are hired by the City Council and hence have a different role and a different category of employment.

Councilor Jones stated he was never happy with the process which was in place as he felt it was not fair to the Charter Officers. He felt the people who work for the City work for the citizens of the City, but each of them is entitled to a private evaluation with their superior. This is no difference for the Charter Officers excepting they are being evaluated by the Council. A non-public session does not always guarantee privacy because there are minutes kept. He thanked Chair Greenwald for this proposal but suggested one change - Item 4. E. "Mayor convenes the Standing Committee Chairs" and suggested adding the words "or designee" should one of the members not be available for this evaluation.

Councilor Chadbourne addressed the Committee and stated she appreciated this matter coming back to the Committee. She agreed that the Charter Officers are entitled to a fair and respectful process; however, she indicated she does not agree that the HR Director should be involved in this process as the HR Director is hired and fired by the City Manager and she felt this could be a conflict of interest. The Councilor felt Primex was a great resource and they could be used more in the evaluation process.

The Councilor felt the Council has an obligation to the public to make sure the Charter Officers are performing their duties. She agreed it is probably more comfortable and constructive for this process to happen in front of a smaller group. However, she felt the Council should meet as a body after the self-evaluation is completed. The City Council acts as a body and somewhere in this process, we should consider a full Council meeting.

The Councilor felt there should be minutes retained. These charter officers have a lot of power and responsibility and they deserve respect and they do have the right to privacy, but not when it usurps the Council's responsibility. There is something that could be gained by having the full City Council involved. She felt if the Council was leaning towards the three Chairs she suggested two more Councilors be added which would require minutes to be taken. The Councilor indicated her preference for the FOP Committee to administer the process. Here again the Councilor suggested Primex or a paralegal be hired. The Councilor stressed the responsibility the Council has to the public, which should never be lessened.

Chair Greenwald asked the City Attorney about bringing in an outside minute taker. Attorney Mullins stated bringing someone from the outside to take minutes is

problematic. The City has minute takers who are City employees who participate in non-public sessions. The more you open the door the more there could be an issue. Attorney Mullins added the Charter Officers are not in favor of taking minutes for each other, but the Councilor could always do this or a recorder can be used for later transcription. He discouraged the Council from stepping outside City employees. Councilor Chadbourne stated she has been a minute taker and was willing to take minutes or use a recorder.

Councilor Powers suggested getting back to basics and to not complicate the process anymore. He felt the reference to goals is getting complicated. He continued when the City Council adopts the recommended goals from the Special Committee on City Council Goals, the Charter Officers could be directed to implement certain of those goals. The goals that are referenced in this evaluation process are their personal goals. He felt this evaluation process should be tried. Having 15 Councilors and the Mayor doing the evaluation doesn't work. If a Councilor has a question it has to be brought up to the Charter Officer then and not waiting for an evaluation.

Mr. Charles Redfern of 9 Colby Street began by thanking Councilor Clark for giving the other Councilors and the public to participate in this process. What is being proposed formalizes the process and it is a better process. Mr. Redfern spoke to his concern with the balance of power, as the Mayor appoints the Chairs of the Standing Committees. He questioned if this evaluation is shifted from the FOP to the three Standing Chairs what role the Mayor has. Chair Greenwald stated the Mayor never has had a role in the evaluation process. Mr. Redfern stated he was comfortable with the three Standing Chairs performing this evaluation. Councilor Clark stated Item e. does make a reference to the Mayor to "schedule and facilitate." Mayor Lane stated his role in the process is purely ministerial and the Mayor has no substantive role in the evaluation process.

Councilor Chadbourne stated she understands the concern that Mr. Redfern has brought forward. She stated most of the Councilors serve on other boards outside of the City Council. She referred to a Non-City Board that she is aware of with 18 or so members on the Board with an executive committee. The employee does a self-evaluation which is shared with the whole board which discusses it and the executive committee meets with the employee. She encouraged the Council to think as a board in this instance.

Councilor Clark suggested the Committee move forward with his suggested process. The Chair responded that the Committee would be making any recommendation on the evaluation process referenced in the FOP informational report, but did refer back to the one correction in the flowchart which would have the FOP Chair sending the Charter Officer's self-evaluation to the City Councilors with an invitation for their input.

Chair Greenwald made the following motion which was seconded by Councilor Powers.

That the Finance, Organization and Personnel Committee recommend to the City Council the endorsement of the process and flow chart as presented this evening.

Councilor Kahn felt this process has been through a lot of review and even though there might not be consensus, it is a process that is going to be voted on by the entire Council. He felt there is justification for the Committee Chairs to be included in the process, but if it is seen the Councilors' comments are not moved forward, it can always be changed.

Councilor Clark felt this has been a robust conversation. He stated he will support the motion.

On a vote of 5 – 0, the Finance Organization and Personnel Committee recommends the endorsement by the City Councilors of the evaluation process and flowchart as discussed.

On a vote of 5 – 0, the Finance Organization and Personnel Committee recommends the acceptance of Councilor Clark's recommendation of the Charter Officer's evaluation process.

10) Relating to Water and Sewer Utility Charges Ordinance O-2016-20

Mr. Thornton stated this Ordinance provides for a change to the water and sewer rates. These rates are for the purpose of funding the budget. There is a fixed component based on meter size to recover principal and interest on debt and the second is a volume rate for ongoing operation and capital costs. Operational costs went up by about \$3,400 and capital costs went up by \$286,000 for a total increase of about \$289,000. Based on these increases, a residential customer would see an increase between 2.89% - 3.2% and a commercial customer would see an increase between 3.49% - 3.77%.

Councilor Kahn felt it was important for the public to be informed of water quality and how the City treats that important resource.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2016-20 with an effective date of January 1, 2017.

The meeting adjourned at 9:05 pm.

Respectfully submitted by,
Krishni Pahl, Minute Taker