



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
March 12, 2020
6:30 PM**

Thomas F. Powers, Chair
Stephen L. Hooper, Vice Chair
Terry M. Clark
Michael J. Remy
Raleigh C. Ormerod

1. Request for Approval to Solicit Donations to be Used as Prizes - Fourth Grade Water Science Fairs - Public Works Department
2. Acceptance of Donation - Fire Department
3. Avon Street Water and Sewer Replacement Project - Public Works Department
4. Sale of City Owned Property - Tax Deeded Properties - Assessing Department
5. Acceptance of Land Donation – 0 Off Maple Ave. - Assessing Department
6. Roxbury Street Bridge over Beaver Brook Project - Increase in Project Budget - Public Works Department
7. 12 Gilbo Avenue - Parks, Recreation and Facilities Department
8. Relating to Alternates to Boards and Commissions
Ordinance O-2020-05
9. Relating to Septage and Holding Tank Disposal Rates
Ordinance O-2020-02
10. Relating to General Obligation Courthouse Bonds of 2013 Series B Partial Redemption
Resolution R-2020-04
11. Capital Improvement Program - FY 2021-2027

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

February 25, 2020

TO: Finance, Organization and Personnel Committee

FROM: Eric Swope, Industrial Pretreatment Coordinator

THROUGH: Elizabeth Dragon, City Manager; Kürt Blomquist, Public Works Director/Emergency Management Director

ITEM: 1.

SUBJECT: Request for Approval to Solicit Donations to be Used as Prizes - Fourth Grade Water Science Fairs - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to solicit and accept donations to be used as awards and prizes for the 2020 City Fourth Grade Water Science Fair.

BACKGROUND:

Since 1997, staff at the City of Keene's Wastewater Treatment and Drinking Water Facilities have sponsored, coordinated, and run water science fairs for fourth grade students within the City of Keene. Each year a fair is held at each elementary school that chooses to participate. The top few projects from each school are eligible to participate at a City-wide fair, which is a qualifying event for the NH State Water Science Fair. In 2019, more than 100 fourth grade students completed water science fair projects in Keene schools.

The science fairs are designed to encourage student involvement in the sciences and to promote education about water-related issues. The fairs enjoy broad support from teachers, schools and participating students and their families.

Typically, the City has provided a certificate of participation and a tee shirt to all students who present a project. It has also provided trophies and prizes to the top finishers at the school and City fairs. Prize donations were solicited for the first two years, then a budget was established and the Science Fair project was funded through a line item in the water fund's Administration budget.

As part of an overall attempt to curtail spending, in recent years staff has requested approval from the City Council to solicit donations for prizes from local and regional businesses and organizations. Many organizations have been enthusiastic in support of the water science fairs. Last year fifteen businesses and organizations donated prizes including gift certificates, pool passes, museum passes, movie tickets, a Silver Eagle coin, a week of summer camp at Stonewall Farm, MoCo Arts and New Hampshire Dance Institute show passes, and the Keene Swamp Bats provided passes for the families of all participants plus offered the winner of the City Fair the chance to throw out the first pitch at "Science Fair Night at the Swamp Bats".



City of Keene, N.H.
Transmittal Form

March 10, 2020

TO: Finance, Organization and Personnel Committee

FROM: Mark Howard, Fire Chief

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 2.

SUBJECT: Acceptance of Donation - Fire Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$100.00.

BACKGROUND:

A donation of \$100 has been received from Frank & Victoria Reeder in appreciation for rescuing their horse Buttercup on February 6, 2020. The donation will be used to purchase equipment and/or provide training for large animal rescue.



City of Keene, N.H.
Transmittal Form

March 9, 2020

TO: Finance, Organization and Personnel Committee

FROM: Kurt D. Blomquist, PE, Public Works Director/Emergency Management Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Avon Street Water and Sewer Replacement Project - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to replace the water and sewer utilities on Avon Street. Further, authorize the City Manager to do all things necessary to use \$65,000 from the project balance of the Sewer Main Improvement Capital Project (08055) and \$70,000 of unspent personnel and operating funds in the FY20 Water Fund Operating Budget for this work.

BACKGROUND:

On January 10, 2020 there was a failure in the 1914 six (6) inch water main on Avon Street. This was the second failure in the line in the last four years (same line but different locations). The failure was near the Antioch New England University facility. The water released from the main failure caused significant damage to the Antioch University facility.

The City Engineer performed a review and developed a plan that would remove the 1914 main from service. Within Avon Street, a twelve (12) inch water main was installed in 1957 that runs parallel to the six (6) inch main. The proposal is to relocate five (5) private services and replace two fire hydrants onto the twelve (12) inch main. Then abandon the six (6) inch main in-place. The estimated cost of this work is \$70,000.

The City Engineer has identified that the sewer main in the area of the work is from 1928. It is anticipated that water main work will disturb the 92-year-old sewer main, increasing its risk for failure. The City Engineer is recommending that this sewer main in the work area be replaced. The estimated cost is approximately \$35,000.

The street surface is in a poor condition. As a result of the water main and sewer work, it will only increase the number of trenches and patches further degrading the road surface. The City Engineer recommends that the entire street be overlaid as part of this work. The estimated cost for the resurfacing is \$30,000.

The total cost of the work on Avon Street is \$135,000 to be distributed \$65,000 from the sewer fund and \$70,000 from the water fund.

For the sewer portion of the expense, it is proposed to use the project balance in the Sewer Main Improvements Capital Cost Center (08055). There is sufficient balance from completed projects to support the \$65,000.

For the water portion of the expense, it is proposed to use projected unspent personnel and other available

funds within the FY20 Water Fund Operating Budget. It was anticipated that a part-time employee was going to be used to assist in the Department's preparation for the adoption of the City Uniform Development Code, however, this will not be occurring. In reviewing the budget there, and a number of other areas that projected expense will be under the budget.



City of Keene, N.H.
Transmittal Form

February 28, 2020

TO: Finance, Organization and Personnel Committee

FROM: Dan Langille, City Assessor

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Sale of City Owned Property - Tax Deeded Properties - Assessing Department

RECOMMENDATION:

That the City Manager be authorized to do all things necessary to sell the following tax deeded properties by sealed bid: 9 Marshall Street Map 521 Lot 22 and 366 Roxbury Street Map 571 Lot 5.

BACKGROUND:

On November 8, 2019 the City deeded the following two properties as a result of unpaid property taxes for 2016; 9 Marshall Street, Map 521 Lot 22 and 366 Roxbury Street, Map 571 Lot 5.

The 9 Marshall Street property is a 3 bedroom, 1 bath, 874 square foot single family home with .2 acres of land. 366 Roxbury Street is a 2 story 1,352 square foot single family home with 3 bedrooms, 1 bath and has .47 acres of land.

In accordance with RSA 80:89 the prior owners were provided an opportunity for at least 90 days since the deeding to repurchase their property and neither former property owner decided to do so.

The City now has the ability to sell each of these properties in accordance with RSA 80:42 by sealed bid.



City of Keene, N.H.
Transmittal Form

March 9, 2020

TO: Finance, Organization and Personnel Committee

FROM: Dan Langille, City Assessor

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Acceptance of Land Donation – 0 Off Maple Ave. - Assessing Department

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend that the City Council accept the donation of land from Douglas P. Croteau and William M. Johnson located at 0 Off Maple Ave, identified as tax map 508 Lot 15.

ATTACHMENTS:

Description

Property Map

BACKGROUND:

In April 2000, Douglas P. Croteau and William N. Johnson purchased a small piece of tax deeded property from the City of Keene. At that time, the property had been owned by the City since its tax deeding in 1973.

The piece is located off Maple Avenue with no road frontage containing approximately .46 acres and classified as a residential non-buildable lot. Mr. Croteau and Mr. Johnson have indicated that the property is of no further use to them and they no longer wish to pay the annual property taxes. The amount currently outstanding in property tax is about \$200.00, which, if the transfer is authorized by the City Council, would be deemed consideration for the donation. For title reasons, it is preferable that the City obtain title to the property through a Quitclaim Deed from the property owners rather than through a tax deed.



City of Keene, N.H.
Transmittal Form

March 2, 2020

TO: Finance, Organization and Personnel Committee

FROM: Donald R. Lussier, P.E., City Engineer

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 6.

SUBJECT: Roxbury Street Bridge over Beaver Brook Project - Increase in Project Budget - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manger be authorized to do all things necessary to transfer \$65,643.78 to the Roxbury Street Bridge over Beaver Brook project account (90186-A) from:

1. The unspent balance of \$10,465.50 from the Emergency Bridge Repairs account (90024-18).
2. The balance of \$7,868.98 from the Undesignated Bridges interest account (T0617-J).
3. The unspent project balance of \$47,309.30 from the Main Street Bridge replacement project (90151).

BACKGROUND:

The Roxbury Street Bridge replacement project is on track for construction this summer. The project is funded through the New Hampshire Department of Transportation (NHDOT) Municipal Bridge Aid Program, which includes 80% State and 20% City participation (NHDOT Project #15854).

To-date the City Council has appropriated a total of \$264,000 to cover our share of the project costs. This sum includes:

Source	Account	Amount
FY 2018 CIP Appropriation	90186-A	\$184,000.00
FY 2018 Water Utility Work - Bridges	05085-18	\$40,000.00
FY 2018 Sewer Utility Work - Bridges	08035-18	\$40,000.00
Total:		\$264,000.00

These funds allow us to match a total project cost of \$1,320,000. This includes design, permitting, construction, and construction oversight. We first advertised the project for construction in the spring of 2019. We received one bid for a total of \$1,622,777.50. This was far above the estimate and available funding, and we rejected this bid.

In the fall of 2019, we revised the bid documents to reduce costs and to address concerns voiced by contractors during the earlier bid process. We also revised the estimate to reflect the higher construction costs experienced in 2019. We submitted the final plans and estimate to the NHDOT for approval prior to advertisement. We recently received approval from the NHDOT for a total project cost of up to \$1,752,125.

We re-advertised the project for construction in January 2020. We received bids on February 13, one of which is within the NHDOT approved project cost. The total project cost including the lowest construction bid is approximately \$1,499,550. To cover our share of the total project cost, the City needs a total of \$299,910. This will require an additional appropriation of \$35,910.

We also suggest appropriating funds to cover costs for minor potential change orders to the construction and construction oversight contracts. The NHDOT bridge program does not permit construction contingencies to be included within the contract. With the requested funding transfer, change orders up to 10 percent of the original contract values can be authorized quickly by the City Manager. Contract change orders, if required, will be authorized individually in accordance with the City's Purchasing procedures.

There are no further planned expenses for the Emergency Bridge Repair account. This amount is available for transfer. The funds in the Undesignated Bridges interest account are also available for transfer. Due to the method that the NHDOT uses to fund bridge projects, the City's share earns interest for over ten years. The Undesignated Bridges interest account contains the sum of interest earnings that is not associated with any particular capital reserve account.

The final cost of the Main Street Bridge over Beaver Brook project was lower than the approved budget. As such, this appropriation is available to be re-allocated from the Main Street project to the Roxbury Street project.



City of Keene, N.H.
Transmittal Form

March 6, 2020

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 7.

SUBJECT: 12 Gilbo Avenue - 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 negotiate and execute a lease with John Brown for the space located at the 12 Gilbo Avenue.

BACKGROUND:

The space located 12 Gilbo Ave was previously contracted with Ash Sheehan. For reasons related to noncompliance to the contract, the space is now available.

Perspective tenants had inquired regarding the space, but not until recently had there been strong interest. After several showings, John Brown a local barber requested to see the space. After visiting the location and gaining an understanding for the potential to operate and manage that size facility, Mr. Brown wished to pursue an agreement with the City.

The City will look to enter the agreement in accordance to current market rental rates, then adjusted annually in accordance with the fluctuations of the U.S. Department of Commerce Consumer Price Index (CPI), Northeast Urban Division ("adjusted rental rate"). In addition, the City will require proper insurance coverages.

Mr. Brown is aware of the future development of the Arts and Culture Corridor and understands this history of the public bathroom at that location; both items will be addressed in the contract.



City of Keene, N.H.
Transmittal Form

March 2, 2020

TO: Mayor and Keene City Council

FROM: Mayor George S. Hansel

ITEM: 8.

SUBJECT: Relating to Alternates to Boards and Commissions

COUNCIL ACTION:

In City Council March 5, 2020.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

Refer Ordinance O-2020-05 to the Planning, Licenses and Development Committee for their review and recommendation.

ATTACHMENTS:

Description

Ordinance O-2020-05_Referral

BACKGROUND:

Ordinance O-2020-05 amends the current language in the City Code relative to the number of alternates equaling the number of regular members and in its place inserts language that mirrors the statutory language on land use board and which provides that no more than 5 alternates may be nominated.

In addition, two specific references to the number of alternates for the Bicycle Pedestrian Path Advisory Committee and the Energy and Climate Committee have been deleted in lieu of the general statement in Section 2-579.



CITY OF KEENE

Ordinance O-2020-05

Twenty

In the Year of Our Lord Two Thousand and

Relating to Alternates to Boards and Commissions

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 2-579 “Alternates” of Division 1 “Generally” of Article X “Boards and Commissions” of Chapter 2 entitled “Administration,” and further that Section 2-712 “Membership” of Division 5 “Bicycle Pedestrian Path Advisory Board,” and Section 2-1089 “Membership” of Division 19 “Energy and Climate Committee” be amended by deleting the stricken text, as follows:

Sec. 2-579. - Alternates.

Except as otherwise provided by this Code or state law, the mayor shall appoint, subject to confirmation by the city council, one or more alternates to each of the boards and commissions, but not more than ~~five a number equal to the number of members of the particular board or commission~~ who will be asked by the chair of the board or commission to sit for absence, illness, conflict of interest, or absence for any good reason in the place of members of such board or commission. Any member's term as an alternate shall not be counted towards the maximum number of consecutive terms served.

Sec. 2-712. - Membership.

The bicycle/pedestrian path advisory committee shall consist of seven regular members. ~~and two alternate members.~~ All appointed citizens to the committee must represent a cross section of bicycling clubs, organizations and interests in the region. Members shall be appointed by the mayor as provided in the Charter, section 29.

Sec. 2-1089. - Membership.

The energy and climate committee shall consist of 11 regular voting members, one of whom shall be a member of the city council, all of whom represent a cross section of organizations, institutions, businesses and interests in the city. ~~Three alternates may be appointed to the committee.~~ Membership shall not be restricted to residents of the city.

George S. Hansel, Mayor

In City Council March 5, 2020.

Referred to the Finance, Organization and Personnel Committee.

City Clerk



City of Keene, N.H.
Transmittal Form

March 3, 2020

TO: Mayor and Keene City Council

FROM: Aaron Costa, Operations Manager & Eric Swope, Industrial Pre-Treatment Coordinator

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 9.

SUBJECT: Relating to Septage and Holding Tank Disposal Rates

COUNCIL ACTION:

In City Council March 5, 2020.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Ordinance 0-2020-02, relating to Septage and Holding Tank charges is referred to the Finance, Organization, and Personnel Committee.

ATTACHMENTS:

Description

Ordinance O-2020-02_Referral

BACKGROUND:

Since 1987, the City's Wastewater Treatment Plant (WWTP) has accepted septage and holding tank waste that has been transported to the WWTP by independent haulers and discharged into storage tanks. The waste is pumped from the storage tanks into the treatment process.

Charges for the disposal of septage and holding tank waste is based on a per gallon rate. A septic tank is any tank with an outlet such as a leach field. The rate for disposal of septage at the WWTP is 8.5 cents per gallon. A holding tank is any tank that does not have an outlet and is not as concentrated as septage waste. The rate for disposal of holding tank waste at the WWTP is 4.5 cents per gallon. The current rates were adopted by the City in 2012.

Keene City Code, Appendix B, Fee Schedule, 98-512, Septage and Holding Tank Charges, lists minimum fees for each load of septage and holding tank waste at \$85 and \$45, respectively. This is equal to a minimum load charge for 1,000 gallons.

Historically, staff has not charged haulers a minimum fee but have charged based on actual volume. Not charging a minimum load fee increases convenience, flexibility and satisfaction for the customers. Haulers have more dumping options than ever before with other municipalities such as Jaffrey, Peterborough and Winchester having opened septage receiving facilities over the past years and it's important to the City to retain its current customer base.

In addition, there are several local businesses that bring small loads of wastewater ranging from 30 to 100 gallons per load, for which they are charged based upon gallons discharged rather than the minimum 1,000 gallon fee.

Staff performed analysis based on loads received from November 2018 through October 2019. During that time, the WWTP received more than 5.9 million gallons of combined septage and holding tank wastes totaling approximately \$450,000 in revenue. During this time, a total of 24 loads of conventional septage and holding tank loads were received at the WWTP that were under the 1,000 gallon minimum. The additional revenue from the minimum fee requirement would have yielded approximately \$500 in additional fees.

City staff is recommending the minimum volume be changed from 1,000 gallons to 100 gallons for both septage and holding tank wastes. This minimum fee would help cover the administrative costs for billing and record keeping and would have minimal impact on the haulers.

1. APPENDIX B - FEE SCHEDULE

98-512(b) Septage and holding tank charges:

Septage, per gallon 0.085

Minimum fee for each load of septic waste ~~85.00~~ \$8.50

Holding tank waste, per gallon 0.045

Minimum fee for each load of holding tank waste ~~45.00~~ \$4.50



CITY OF KEENE

O-2020-02

In the Year of Our Lord Two Thousand and Twenty

AN ORDINANCE Relating to Septage and Holding Tank Discharge Charges

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

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by deleting the stricken text and adding the bolded text to the following provisions of Appendix B, "Fee Schedule", as authorized through Article VII, "Water and Sewer Rates, Billings and Abatements," of Chapter 98, entitled "UTILITIES" as follows;

APPENDIX B - FEE SCHEDULE

98-512(b) Septage and holding tank charges:

Septage, per gallon 0.085

Minimum fee for each load of septic waste ~~85.00~~ **\$8.50**

Holding tank waste, per gallon 0.045

Minimum fee for each load of holding tank waste ~~45.00~~ **\$4.50**

Mayor George S. Hansel

In City Council March 5, 2020.

Referred to the Finance, Organization and Personnel Committee.

City Clerk



City of Keene, N.H.
Transmittal Form

March 5, 2020

TO: Mayor and Keene City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 10.

SUBJECT: Relating to General Obligation Courthouse Bonds of 2013 Series B Partial Redemption

COUNCIL ACTION:

In City Council March 5, 2020.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Resolution R-2020-04 relating to the partial redemption of General Obligation Courthouse Bonds of 2013, Series B have a first reading at the March 5, 2020 meeting of the City Council and that it be referred to the Finance, Organization and Personnel Committee for a recommendation.

ATTACHMENTS:

Description

Resolution R-2020-04_Referral

BACKGROUND:

The unwinding of the New Market Tax Credit financing of the Courthouse project occurred on February 21, 2020. The City received \$724,000 at the closing of which \$720,000 will fund the partial redemption of the General Obligation Courthouse Bonds of 2013, Series B. Since these bonds were issued in \$5,000 lots, the remaining \$4,000 will be applied to the next principal payment.

On or before March 25, 2020, the City will instruct US Bank NA, paying agent for the City, to redeem the following callable term bond maturities, in the stated amounts, and provide proper notice of such redemption to the registered owners. The redemption date is May 1, 2020, and the redemption price is 100%.

<u>Maturity Date</u>	<u>Principal Called</u>	<u>Cusip</u>	<u>Non-Called portion</u>
5/1/2021	\$55,000	487350K82	\$25,000
5/1/2022	\$55,000	487350K82	\$25,000
5/1/2023	\$55,000	487350K82	\$25,000
5/1/2024	\$55,000	487350K82	\$25,000
5/1/2025	\$55,000	487350K82	\$25,000
5/1/2026	\$55,000	487350K82	\$25,000
5/1/2027**	\$55,000	487350K82	\$25,000
5/1/2028	\$55,000	487350L65	\$25,000
5/1/2029	\$55,000	487350L65	\$25,000

5/1/2030	\$55,000	487350L65	\$25,000
5/1/2031	\$55,000	487350L65	\$25,000
5/1/2032	\$55,000	487350L65	\$25,000
5/1/2033**	\$60,000	487350L65	\$20,000

**Final Maturity

The outstanding bond principal remaining after the partial redemption is \$320,000. Bond principal and interest payments have been recalculated based on the remaining balance over the remaining life of the bonds with final payment on May 1, 2033.



CITY OF KEENE

R-2020-04

Twenty

In the Year of Our Lord Two Thousand and
Authorizing the Partial Redemption of the City of Keene \$1,629,000 General
A RESOLUTION Obligation Courthouse Bonds of 2013, Series B dated May 2, 2013

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

WHEREAS, the City of Keene, New Hampshire (the "City") issued its \$1,629,000 General Obligation Courthouse Bonds of 2013, Series B (the "Bonds") dated May 2, 2013; and

WHEREAS, the Bonds maturing on and after May 1, 2021 are subject to redemption prior to maturity, at the option of the City, on or after May 1, 2020, either in whole or in part on any interest payment dated, and if in part, by lot within a maturity, at the par amount of the Bonds to be redeemed, plus accrued interest to the date set for redemption; and

WHEREAS, the redemption date of the Bonds shall be May 1, 2020 (the "Redemption Date") and at a redemption price of 100%; and

WHEREAS, the outstanding principal balance of the Bonds on the Redemption Date will be \$1,040,000; and

WHEREAS, the City is in receipt of Seven Hundred and Twenty Four Thousand Dollars (\$724,000), resulting from the unwinding of the New Market Tax Credit financing of the Courthouse project; and

WHEREAS, the City will apply Seven Hundred and Twenty Thousand Dollars (\$720,000) to partially redeem on a pro-rata basis or in such other order as directed by the City Finance Director the maturities of the Bonds coming due May 1, 2021 through and including May 1, 2033, which maturities were issued as Term Bonds with final maturities on May 1, 2027 and May 1, 2033;

Now, Therefore, Be It Resolved by the City Council of the City of Keene, as follows:

- 1) That the City, acting by and through its City Council, hereby authorizes the Partial Redemption of the Bonds on a pro-rata basis or in such other order as directed by the City Finance Director the maturities of the Bonds coming due May 1, 2021 through and including May 1, 2033, which maturities were issued as Term Bonds with final maturities on May 1, 2027 and May 1, 2033 in the amount of Seven Hundred and Twenty Thousand Dollars (\$720,000); and

- 2) That on the Redemption Date, the City shall redeem the following callable Term Bond maturities, in the stated amounts below, or in such other amounts on a pro-rata basis or in such other order as directed by the City Finance Director and to provide proper notice of such redemption to the registered owners thereof; and

Maturity Date	Principal Called	Cusip	Non-Called Portion
5/1/2021	\$55,000	487350K82	\$25,000
5/1/2022	\$55,000	487350K82	\$25,000
5/1/2023	\$55,000	487350K82	\$25,000
5/1/2024	\$55,000	487350K82	\$25,000
5/1/2025	\$55,000	487350K82	\$25,000
5/1/2026	\$55,000	487350K82	\$25,000
5/1/2027*	\$55,000	487350K82	\$25,000
5/1/2028	\$55,000	487350L65	\$25,000
5/1/2029	\$55,000	487350L65	\$25,000
5/1/2030	\$55,000	487350L65	\$25,000
5/1/2031	\$55,000	487350L65	\$25,000
5/1/2032	\$55,000	487350L65	\$25,000
5/1/2033**	\$60,000	487350L65	\$20,000

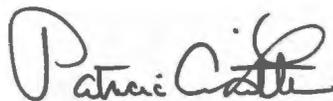
*Term Bond

** Term Bond - Final Maturity

- 3) That the redemption price is 100%; and
- 4) That notice of the partial redemption of the Bonds prior to their maturities, specifying the Bonds to be redeemed, shall be sent to the registered owners of such Bonds not less than 30 days prior to the Redemption Date; and
- 5) That such notice shall be given no later than April 1, 2020.

George S. Hansel, Mayor

In City Council March 5, 2020.
 Referred to the Finance, Organization and
 Personnel Committee.



City Clerk