

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

April 12, 1999 **Immediately Upon Conclusion of PH (Approx. 7:00 PM)**

Chairman Pariseau called the meeting to order.

The Clerk called the roll.

Present: Aldermen Pariseau, Rivard, Thibault, Girard, O'Neil

Messrs: R. MacKenzie, G. Sullivan, T. Nichols

On motion of Alderman Thibault, duly seconded by Alderman Girard, it was voted to suspend the rules and begin the meeting with new business.

NEW BUSINESS

Presentation by Grace Sullivan of MCTV.

Ms. Sullivan stated I asked Alderman Pariseau to look at a request that we feel, at MCTV, would be valid and that would be for out of the municipal fund to fund a Government Access Production Technician. As you know, we are going to be completing the installation of the equipment in the City Hall chambers and will hopefully be going live as soon as MediaOne puts in the live feedback to the head end so that we can do meetings live from City Hall. Increasingly, every week and sometimes daily we are getting requests for more and more productions having to do just specifically with municipal government. For example, John Brisbin came in today. He has a project that he wants to have done at the Library. The City Planner, Bob MacKenzie, has talked about some projects that he would like to have done. We have been working, as you can see, under the Government Access Production Technician, if you went to the second page, the kind of things that we have been doing for government access television. We do obviously the regular meetings. We do special meetings, task force and health care, the Anti-Graffiti Committee, economic development, the civic center call-in programs and public hearings. I know that the Aldermen that were really active in the Civic Center call-in programs literally, because we only have three people on the staff, I cancelled my vacation that last week in August so I could run the camera and floor direct for the civic center call-in program which I don't mind doing, but it happens more and more and the thing is that if we could bring in a Government Access Technician which was a full-time employee just doing government access, we have the need for the programming. It would be tough to wait another year until we get the new contract in. We will do it. We won't be able to fulfill the requests

that we have, though. As you can see, we have done things for the Health Department, Police, Fire, the Highway Department, and Human Resources. Last Thursday we did the Yarger Decker studies training. We are now involved with Human Resources on training employees. Obviously PBS, if you look at our bulletin board, we have vendor information on there. The City Clerk, Leo will tell you that he is apt to call me when he wants to do a production, especially when it came to really promoting City Hall and getting money for that. We just put a couple of programs on like Alderman Pinard's Manchester on the Move monthly program. I think the Government Access Technician would be kept busy just with Alderman Pinard. However, he always has so many different ideas for me. Alderman Thibault said there are a lot of different things that we could be using this Government Access Technician for so it is just a request that I have and would like this Committee to look at. If anybody has any questions, I would be happy to answer them.

Alderman O'Neil stated I might have missed it earlier in my discussion with Alderman Rivard, but how can we fund this position.

Ms. Sullivan replied currently we get, out of the cable gross, 3% goes to the general fund and 1% goes to running MCTV. That pays for the three staff people there. The School Budget pays for my salary and then we make money off of selling tapes and working for C-SPAN. So what I am asking for instead of getting 1% gross, it would almost be like we would be getting 1 1/3% gross.

Alderman O'Neil asked how can we legally do that with the contract. You are saying once we go into the new contract?

Ms. Sullivan answered no; I am saying this year out of the general fund money. I read different things in the paper in the budget process. I don't want to mention any specific ones; however, the one that comes to mind is the Child Find Coordinator. I mean a department comes to you and says could you fund this for me. So I am looking for it out of general fund money to be honest with you.

Chairman Pariseau stated I think all we can do, Grace, is make the recommendation to the full Board and the Committee on Human Resources.

Alderman Girard stated Dr. Sullivan just answered my question. I was going to ask whether this was going to be taken care of within the 1% that cable access gets or whether or not it was a general fund request.

Alderman Girard moved to forward the request to the Finance Committee and ask that it be considered there as part of the general fund.

Alderman Thibault asked when we went to Lowell last year, didn't you tell us that that cable company funds this thing differently where the City ends up with 2% I believe.

Ms. Sullivan answered Lowell got 5% when they did their contract, unlike Manchester who got 4%. All 5% goes to funding public education/government access television. 2% goes to funding education and 3% to public and government access television. So there is that facility downtown that does government and public and then out at Lowell High School, 2% of the money goes to run educational access out of Lowell. Is that answering your question?

Alderman Thibault replied no, would you break that down again for me.

Ms. Sullivan responded in Lowell and in a lot of places in the country and towns in NH, they get 5% of the cable gross. 2% goes to educational cable access television and then 3% goes to public and government. In Manchester, the City gets 4% of the gross. 3% goes into general fund and it has since 1990 and it could be used for roads or whatever. 1% has gone for funding cable operations, public, education and government operations. So we have 1% versus 5% total for everything in Lowell.

Alderman Thibault asked so you are looking to get $\frac{3}{4}$ of a cent more.

Ms. Sullivan answered I am looking for 1 $\frac{1}{3}$ % of the gross. That way it would give me a Government Access Technician who could be here to do the meetings once it goes live.

Alderman Thibault stated it seems to me that we should be able to approach the Board with this to go up $\frac{1}{3}$ of a cent to fund this.

Chairman Pariseau replied legally we can't over extend that 5%. We would have to send it to Finance.

Alderman Thibault stated but coming out of the City's portion, the 3% that the City is getting now. If we took $\frac{1}{3}$ of that 3%.

Chairman Pariseau stated we have a motion, but no second to send it to Finance and that is where it should go for the budget process.

Alderman Thibault duly seconded the motion to send the request to the Finance Committee for budget consideration.

Chairman Pariseau called for a vote. There being none opposed, the motion carried.

Alderman O'Neil asked the pay list here is just salary and does not include benefits.

Ms. Sullivan answered no it doesn't include benefits. I didn't run through that.

Aldermen Girard asked, Dr. Sullivan, the pay Grade 11, are the positions at MCTV part of the City's classification system.

Ms. Sullivan answered two positions, the Operations Manager and the Community Coordinator are.

Alderman Girard asked so they are part of the City's classification study. If I were to go to the new classification set-up I would find Grade 11 and this is what I would see.

Ms. Sullivan answered that is where the classifications come from. We work with Mark Hobson on that.

Chairman Pariseau addressed Item 3 of the agenda:

Report from Planning Department staff regarding funding of non-profit organizations, if available.

On motion of Alderman Rivard, duly seconded by Alderman Girard, it was voted to allow Mr. MacKenzie to give a report regarding non-profit organizations.

Mr. MacKenzie stated I would note that Tom Nichols is here tonight from the Board of Assessors and he will be able to answer any questions you may have on property tax issues related to non-profits. I think the two primary questions that the Committee on Administration asked was 1) should the City be funding these non-profits at all; and 2) which of the non-profits own property, which pay taxes and which ones don't pay taxes. So you will see on this listing the actual non-profit agency on the left, the 99 funding, the proposed funding for FY2000, whether the organization owns property in the City, whether they pay taxes and then finally there is a column called implications if not funded. You will note that many of these identified in quotes are actually information or summaries of what the agencies had told us. In other cases, we have made our own notes about the implications. I believe that the Board has approved the funding for these non-profit organizations in their action last week so perhaps that first question about funding non-profits is moot at this point although I think that the question relative

to property taxes is still a valid question. At this point, I would be happy to answer any questions.

Chairman Pariseau asked couldn't we amend the budget if there was some issue here.

Mr. MacKenzie answered yes. I believe that the final action on the CIP will be coming at next Tuesday's meeting so at this point the Committee or any individual member could amend that and eliminate any particular item that they felt fit.

Chairman Pariseau asked Intown Manchester doesn't pay any taxes.

Mr. MacKenzie answered they don't own any property.

Chairman Pariseau stated but they collect taxes. How does that work? They get a certain percentage of the zone's taxes right?

Mr. MacKenzie replied yes. The City actually contracts with Intown Manchester and all of the money that comes up through the property taxes in the Central Business Service District are contracted to Intown Manchester. As a matter of fact, our next agenda item relates to that question.

Chairman Pariseau asked so this funding that is here for building improvements, that is all paid via those taxes, self-imposed taxes.

Mr. MacKenzie answered no; these are projects in addition to the funds that come up through the district.

Chairman Pariseau asked what is the total amount of money that they get from participants.

Mr. MacKenzie answered I believe this year it is roughly \$215,000.

Chairman Pariseau asked what do they do with that money.

Mr. MacKenzie answered that is what they actually use to hire the staff, run the program, run the events, work with the different property owners. They also use that to do the plants.

Chairman Pariseau asked how many staff do they have now.

Mr. MacKenzie answered I believe they have two and a half.

Alderman Thibault stated I would like to find out a little bit more about VNA Childcare Day Care. That is a part of Optima which is a for profit corporation. Why do we fund that?

Chairman Pariseau replied Optima is non-profit.

Alderman Thibault stated I am quite sure it is.

Mr. MacKenzie stated Optima Health is classified under a provision of a non-profit classification. They do not pay property taxes in the City, Optima Health does not.

Alderman Thibault asked weren't they also given this building by the City for \$1.

Mr. MacKenzie answered yes. They did make a fairly major investment at the time they came to the Board. They do provide a service that is fairly unique in that the VNA, the funding only goes towards the day care program. In essence, it allows them to accept children that may not have otherwise been able to go. It is a subsidized program that allows, for example, a working mother who may be single and who could not otherwise afford day care; she would not have very many options if she did not have the VNA. She would, perhaps, have to go on Welfare or find some other means of taking care of the children.

Alderman Girard asked, Mr. MacKenzie, you said that the Board had already approved, at least preliminarily, all of the items that are on the sheet here but there are some non-City programs that are on the general fund side of the budget are there not, such as the general operating subsidy for child health services of about \$108,000 and a couple of others that deal with non-profits and are not addressed here.

Mr. MacKenzie answered the only one, and I did not have any ready information to that operating side because I believe that is handled out of the Mayor's Office, but the only one that I am aware of is the one contract, it is not a contract but one donation for roughly \$108,000. I believe there is only one. There used to be a few. A couple of those actually came under the fold of the CIP so that we could prepare a contract and goals and monitor them on a regular basis. I believe there is only one that is funded under non-City programs in the operating budget.

Alderman Girard stated I know in years past that things like Federated Arts and the SEE Science Museum also came under that non-departmental allocation and since the budget book material we got was incomplete, we don't really know what the Mayor has funded there, but there have been programs like those that have

been dealt with. So we are not able to obtain any information on those because they are from the Mayor's Office?

Mr. MacKenzie replied I did not have time to go through and check the operating budget. I had the budget information as presented, but I could not tell from that which ones were funded.

Alderman Girard stated so you just dealt with the ones that you dealt with in CIP.

Mr. MacKenzie replied yes.

Chairman Pariseau addressed Item 4 of the agenda:

Ordinance Amendment:

"Amending the Code of Ordinances of the City of Manchester by adding to Chapter 39: Procurement Code a provision to allow the City to contract for services required by the City."

On motion of Alderman Rivard, duly seconded by Alderman O'Neil, it was voted to approve the proposed Ordinance and refer same to the Committee on Bills on Second Reading for technical review.

Chairman Pariseau addressed Item 5 of the agenda:

Establishment of policies and procedures for the use of the public areas and facilities maintenance of City Hall complex submitted by the City Clerk.

Alderman O'Neil moved the item for discussion. Alderman Girard duly seconded the motion.

Alderman O'Neil stated in the absence of the Public Building Services Director, I move to amend that to the Director of Public Works and the City Clerk.

Chairman Pariseau replied well he is only the interim director. It says and/or his designee somewhere in there.

Alderman Girard stated the way I understand what we have here is that the Director of Public Works is the Acting Director of Public Building Services and until or if a permanent replacement is made, this will cover that.

Alderman O'Neil answered if the position never gets filled then the Public Works Director will be working with the City Clerk.

Chairman Pariseau called for a vote on the motion. There being none opposed, the motion carried.

Chairman Pariseau addressed Item 6 of the agenda:

Communication from Deputy Clerk Bergeron submitting a request on behalf of the Royal Palace Circus, Inc. for a license to conduct a circus at the JFK Coliseum on May 21, 1999.

On motion of Alderman O'Neil, duly seconded by Alderman Thibault, it was voted to approve this request.

Chairman Pariseau addressed Item 7 of the agenda:

Proposed 7-Day Downtown Containerized Trash Program submitted by the Manchester Downtown Clean-Up Committee seeking authorization to proceed.

Alderman O'Neil moved the item for discussion only. Alderman Girard duly seconded the motion.

Alderman O'Neil stated I believe this is the same proposal that was made to the full Board some time ago. I personally think that we need to do something other than these large containers. Just last week, I had a discussion with the Director of Public Works. I think he is going to come up with a revised plan that might include seven day a week pick up but under the present conditions I think that will be a step in the right direction without getting into these carts and that expense. At this point, I would propose to receive and file this item. I don't know if Mr. Davis knows that. My understanding from the Public Works Director is he is almost ready to enact something where he is going to expand the services without any additional costs.

Alderman O'Neil moved to receive and file the item. Alderman Rivard duly seconded the motion. Chairman Pariseau called for a vote. There being none opposed, the motion carried.

Chairman Pariseau addressed Item 8 of the agenda:

Communication from Parks, Recreation & Cemetery requesting the fee be waived for a fair license for the annual fireworks display to be held at Arms Park on Saturday, July 3, 1999 with a rain date of Monday, July 5, 1999.

On motion of Alderman Rivard, duly seconded by Alderman Thibault, it was voted to waive the fair license.

Chairman Pariseau addressed Item 9 of the agenda:

Communication from BankBoston notifying the City of their intent to not renew Letter of Credit 50078799 for an additional year, in the amount of \$50,000 in favor of the City of Manchester for account of MediaOne of NH. A/K/A/ US West, Inc. per letter of credit terms.

On motion of Alderman O'Neil, duly seconded by Alderman Girard, it was voted to receive and file this item.

Chairman Pariseau addressed Item 10 of the agenda:

Communication from Dolores Beaudoin advising of the City of Los Angeles' preparation for Y2K emergency planning.

Alderman Rivard moved to refer the letter to Emergency Management Director Joe Kane. Alderman Girard duly seconded the motion. Chairman Pariseau called for a vote. There being none opposed, the motion carried.

Chairman Pariseau addressed Item 11 of the agenda:

Communication from C. Emond, Executive Director of Big Brothers/Big Sisters of GM, Inc., seeking permission to install banners on lighting hardware announcing a "Yard Sale" to be held on Saturday, June 19, 1999 from 8:00 AM to 4:00 PM.

Alderman Rivard moved to amend the item to waive the fees and approve the request under the direct supervision of the Highway, Traffic, Police and Risk Management Departments. Alderman O'Neil duly seconded the motion.

Alderman Girard asked which light fixtures are they going to hang these on. They didn't designate a particular area. As I understand the letter, it is to advertise the Yard Sale and the most we have ever let any other organization do is hang a banner across Hanover Street. I don't necessarily have a problem with what Big

Brothers is requesting here, but I want to make sure that the City doesn't get stuck putting the banners up and secondly I would like to know where they intend to put them.

Chairman Pariseau called for a vote on the motion. There being none opposed, the motion carried.

Chairman Pariseau addressed Item 12 of the agenda:

Communication from Media One advising that the annual notice to cable television subscribers regarding quality of service was mailed to subscribers in December 1998.

On motion of Alderman Rivard, duly seconded by Alderman O'Neil, it was voted to receive and file this item.

Alderman Girard asked could we ask them to send stuff out that is in readable sized print, Mr. Chairman.

Chairman Pariseau asked the City Clerk to make note of such.

Chairman Pariseau addressed Item 13 of the agenda:

Communication from Deputy Clerk Johnson relative to staff committee on policies for events.

Alderman Thibault moved to appoint Alderman O'Neil to serve on that staff committee and report back to this Committee. Alderman Thibault duly seconded the motion. Chairman Pariseau called for a vote. There being none opposed, the motion carried.

TABLED ITEMS

14. Communication from Deputy City Clerk Bergeron submitting proposed changes to the Taxicab Ordinance.

This item remained on the table.

Alderman Girard moved to take Item 16 off the table. Alderman Thibault duly seconded the motion.

16. Communication from Michael Aubert of Cosmic Egg Design appealing the decision to deny his dance/entertainment license application.
(Tabled 1/12/99 pending report from the Police Department.)

On motion of Alderman Girard, duly seconded by Alderman Rivard, it was voted to receive and file.

On motion of Alderman O'Neil, duly seconded by Alderman Girard, it was voted to take Item 17 off the table.

17. Communication from Sandy Jenkins requesting a list of companies that have purchased electronic mailing lists for \$500 in the years 1997 and 1998.
(Tabled 12/1/98)

On motion of Alderman Girard, duly seconded by Alderman O'Neil, it was voted to allow Mr. Nichols to address this item.

Chairman Pariseau stated I think the discussion that we had was that it was public information anyway. Why do we send companies lists?

Mr. Nichols replied it is not a company, it is the mortgage companies or the mortgagees that request that list. They take that tape and they match it to our map and lot numbers and that pays their bills. We cannot take one person's name off that list. It is impossible to do it.

Chairman Pariseau asked do you sell that.

Mr. Nichols answered yes, for \$500.

Chairman Pariseau asked why. They get the junk mail and other stuff then, right?

Mr. Nichols answered it is not used for that purpose that I know of.

Chairman Pariseau replied it could be.

Mr. Nichols stated I don't think anyone who takes the list, like a mortgage company, would ever sell it.

Chairman Pariseau asked what if we were to ask that this function be stopped. How would that affect your office?

Mr. Nichols answered we get about \$2,000 a year for that and second of all there is the right-to-know. I think the City Solicitor would probably have to answer that but as far as I know it is a right-to-know law. I can tell you that if they came into the office, our books are right on the counter.

Chairman Pariseau replied but that is not the issue. You sold a list of people's names to X number of companies. Why can't this lady get a list of those companies?

Mr. Nichols responded we could provide a list. That is the right-to-know law too. I think she was referring to the fact that she does not want her name on this list and it is impossible for us to take one name of that data tape. This is from a few months ago, so I would have to re-read it.

Chairman Pariseau stated all she is asking is for a list of companies that have purchased this electronic listing. Give her the list.

Mr. Nichols replied I don't have a problem with providing her that.

On motion of Alderman Girard, duly seconded by Alderman O'Neil, it was voted to ask the Assessor's Office to forward said list to Sandy Jenkins.

Alderman Thibault noted that in her request she also asked that her name be removed from the electronic list that is sold.

Mr. Nichols stated from what I understood that is what she wanted.

Chairman Pariseau stated that is what she said to them and her letter to us is that she is only requesting a listing.

Alderman Girard stated no she is not, Mr. Chairman. With all due respect, she is asking to have her name removed from any list that is sold to any company for any reason in addition to wanting to know the companies that the list has been sold to.

Chairman Pariseau replied I understand that that is what she did when she went to the Assessor's Office. She is telling us what has happened, but she is asking the Mayor, who the letter was sent to, for a list of the companies that have purchased this electronic list.

Alderman Girard stated I think it was referred here to look at whether or not we had to provide those lists.

On motion of Alderman Girard, duly seconded by Alderman O'Neil, it was voted to take Item 15 off the table.

15. Communication from the Deputy Finance Officer inquiring of the Board's interest in pursuing an amendment to the State statutes (RSA 80:52-c) relative to accepting credit card payments for City services.

Alderman Girard moved to advise the Board that accepting credit cards should not be approved because the credit card companies are going to charge us a fee.

Alderman Thibault stated if you listened to what Mr. Sherman was saying, because they use the credit card and by getting the money right away, they can recover most of that cost. If you want to receive and file, I have no problem with that.

On motion of Alderman Girard, duly seconded by Alderman Thibault, it was voted to receive and file this item.

There being no further business to come before the Committee, on motion of Alderman O'Neil, duly seconded by Alderman Girard, it was voted to adjourn.

Alderman Thibault moved to ask that the full Board of Mayor and Aldermen not allow anyone to pass through the gates into the Aldermanic section of the Chambers unless invited by a specific Alderman. Alderman O'Neil duly seconded the motion.

Alderman Rivard asked how are we going to enforce that.

Alderman Thibault answered the City Clerk can police that.

Chairman Pariseau called for a vote. There being none opposed, the motion carried.

A True Record. Attest.

Clerk of Committee