

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

May 6, 2008

6:00 PM

Chairman O'Neil called the meeting to order.

The Clerk called the roll.

Present: Aldermen O'Neil, Garrity, Osborne, Pinard, Domaingue

Messrs.: J. Angell, L. LaFreniere

Chairman O'Neil addressed item 3 of the agenda:

3. Presentation by the Information Systems Department providing the Committee with an update on the automation of the Building Department and the Neighborhood Enhancement Team.

Ms. Jennie Angell, Information Systems, stated I want to thank you for giving me the opportunity to give you a little presentation here. I do want to start out by saying I do understand that you do have some very tough choices here but I thought I would give it a shot because I think it's a very worthwhile project that will help you get to where you are hoping to get to. I want to present what progress we have made in the last year and give you information on where we are hoping to go. I do want to start out with a little tidbit of information of when I started at the City many years ago. The second week of every month in Finance, every person who worked for Finance typed accounts payable checks for the entire week. That is what they did because things were not automated. Since that time checks just print at the pressing of a button and checks are actually going away and that's because of automation and that's what we are talking, about reducing the amount of labor it takes to get the job done. So what we have got...the project here really is improving the quality of life in Manchester and it's improving service delivery, improving service effectiveness, improving employee efficiency, but the big thing is that it is not increasing the delivery cost. That is what we are shooting for. The departments that were involved in this include the City Clerk's office for neighborhood enhancement team and business licensing; the Building Department for housing code and building permits; the Highway Department for their Solid Waste Compliant Officer; the Health Department for environmental health; the Fire Department for fire inspections; and the Police Department for

general support. I will give you a background of why this started. Mayor Guinta came to me and asked if the Information Systems Department could do something to help with the Neighborhood Enhancement Team to automate it a little bit. Alderman O'Neil came to me and asked if we could do something. He thought that the Building Department and some of their inspections were still too manual. At the same time Leon came to me and Matt came and said, can you help us? So this is where this project came from. What we ended up with is a five page project. The first thing is analysis of where we are. Before you can automate a system for improvements, you have to know what your process is and if you don't analyze it, you end up automating a bad process; then you are not getting the efficiencies. The second phase is revamping the existing process, doing training of all participants, deploying appropriate equipment in the field. This is a CIP request we will be talking about in the end. The last part is optional and this is something we would be looking for for next year: a new constituent service, implementation of a Citizen Request System. That would allow your constituents to enter a request for service and they would be able to follow up and this would be online on the web. Phase one is analyzing the existing process. What we did is we partnered with UNH because to do the analysis we don't have the staff and the amount of time to do the in-depth analysis that needed to be done, so I called UNH and what we did is we got three masters level interns for the entire month of June last year. We got 480 hours of work from them. They interviewed all the stakeholders including all the departments that I mentioned before, outside agencies, your constituents, and the Mayor. They got copies of all the forms. They talked to the users and the participants to find out what was working well but they also got information on what their frustrations were and they identified needs that weren't being met. What they did is they put together a very comprehensive report that was about 300 pages long of their findings. They interviewed other communities to find out what they were doing to get this information. The biggest problems that we found, when we got all of the players in a room, was that there was duplication of efforts; there was phone tag. They didn't know what other people were doing so what would happen is a constituent would call and say I have got trash in my hallway or something, so they would call the Highway Department. They would call the Health Department. They would call the City Clerk's office, Code Enforcement and then four departments would be showing up to address one problem which is your duplication of efforts which is not efficient. They had problems with not knowing what other City employees were doing with the same problem and then getting information on a property, what violations were already there, what permits and owners and managers. What we also found is these problems aren't just neighborhood enhancement. These are problems that affect the day to day operations, efficiency, and the quality of service that we can deliver to the constituents. What we did is we took the report that the UNH interns had put together and sent it to SunGard HTE who is our comprehensive software that we use for City functions. In HTE we already have all the building

information. We have the building and housing code information. We have a work order system and there is cost tracking so HTE came back with their proposals and what we have been doing during the last year is streamlining and updating processes. HTE has been in place for about seven years and a lot of the processes and how we have been using it was how HTE was originally put in seven years ago and there are a lot of new functions and capabilities, so we updated the code enforcement process. That was done. HTE was here in January at the same time we set up the solid waste compliance officer. We are currently in the process of updating the building permit system. They were here in April and they will be coming back at the end of the summer. We will be doing a work order for the neighborhood enhancement team in June. The efficiency improvements that we expect to get out of this are that it should reduce the multiple agencies responding to the same complaint as I talked about earlier. The inspectors will be better informed on inspection; they will know what other agencies and departments are doing and the issues or problems with properties could be resolved before they actually become NET problems. There will be complaint tracking and follow-ups so we can follow up with what's going on for your constituents. We will be able to capture costs on a problem and one of the things that's come up with the vacant buildings and boarding them up and capturing that cost, we will be able to capture that cost and bill it back and we will be able to provide statistics. The third phase which is one we will be doing over the summer, is training. We have a lot of information in HTE that is accessible to all the stakeholders and what we need to do is work on training so they know how to get access to it so that when the Police Department is going on a call at 6:00 at night for somebody parking on a lawn, they can look up online without bothering the Building Department and find out that the housing code has already sited them for this so then he will write them a ticket and not give them another chance because he can see that he has already been told to move the car. Phase Four is the CIP request that I have put in that has not been funded. This would put equipment in the inspector's cars. What we did this year is we conducted a pilot and we actually put a laptop, printer, and cell phone in the Building Department for one inspector to find out what would work. What this is for is just putting standard equipment for mobile workers that the business world puts in. Right now what they do is they go to their office, they get their list of inspections, they go out and do inspections, and then they have to write it down then come back in the office and put it in. This would eliminate having to do that. What the hardware will do is obviously increase the efficiency of employees, increase the amount of time they can spend in the field, increase the quality of the inspections because they have more time to provide faster turn around and it will also improve the quality of the decisions they make in the field because they will have better information; they will have better access to information. The CIP request for 2010 is for constituent service that would give the public access to follow up on requests. This is very optional and we think we might be able to do it cheaper than

what HTE has proposed. Originally my CIP request for this was for \$150,000. What I have done is redone the request. I have split it over two years. The second year is completely optional. The first year is for the hardware and the cars, finishing up some of the configuration. So far this is not funded. Partial funding would put equipment in some of the vehicles, if you thought you could do some and not all. That would be helpful. That is the project. This is the automation project for the Neighborhood Enhancement Team and Building Department. We do feel its part of a solution to improve services while holding the line on expenses.

Alderman Garrity stated Jennie, thank you for such a short presentation. We are going to have a few tonight. I think this is a want, not a need. The economic times that the City are in right now and the financial situation we are in, I just don't think we should be buying cell phones with email and cameras for employees, small portable printers, small portable laptops. I think it's a want; it's not a need. The total request for CIP was originally \$150,000. Is that right?

Ms. Angell stated the total request was originally \$150,000 but I have been trying to pare it down, understanding that there is a very limited amount of money. So right now it's down to \$72,000 if we were to fund everything. If you could fund part of it...the way I look at it is the greatest expense that the City has is labor and whatever we can do to make the labor that we were paying for as efficient as possible we should do. That is why I started out with Finance and printing accounts payable checks. They don't type accounts payable checks anymore. They would have to have more people in the Finance office if they did this. This is a way of slowly... over time it allows you to continue to provide the level of service that the constituents want without this ever increasing cost of labor of having more people to do it. Your business, you will go out to business, these are standard tools and they are not considered optional tools because what happens now without the cell phone and I put the cell phone in just so they could figure out what would work for them.

Alderman Garrity asked is that what's going to be purchased? Cell phones with email and cameras?

Ms. Angell responded no, there are no cell phones in here.

Alderman Garrity asked why is it in the presentation?

Ms. Angell responded what I did this year is for the pilot for Building. We were trying to see what would work for an inspector. I said, okay, we will give you a cell phone and the cell phone has data services on it so they can actually get their email and communicate back and forth. We bought just one to see if they do need

all of this or they don't need all of it. It was really just to try one and get a work station for one person that works, that's satisfactory, before we buy for everybody and find out we really should have done this. Let's work it out with one person. So we put everything in there that we thought would help that person to become as efficient as possible which means ultimately they may not have to come into the office and then go out and start inspections. They will be able to start inspections without going into the office first, which is how a lot of your service agencies and the private sector work. People start from their house, they don't go into the office.

Alderman Garrity stated thank you. Leon, when your inspectors come in, what time do they come in? Is it 8:00?

Mr. Leon LaFreniere, Building Department, responded yes, their day is from 8am to 5pm.

Alderman Garrity asked what time are they out the door in the morning to start their inspections?

Mr. LaFreniere responded the structural inspections are out of the door at 9am and the housing inspectors are typically out at 8:30am.

Alderman Garrity asked how many inspections does a housing inspector do per day?

Mr. LaFreniere responded a housing inspector is usually scheduled for four separate properties a day: two in the morning and two in the afternoon. That would encompass multiple apartments obviously for any one property.

Alderman Garrity asked so they are doing four a day, is that correct?

Mr. LaFreniere responded they are doing four separate properties a day.

Alderman Garrity asked typically what time are they back in the office to do their paperwork?

Mr. LaFreniere responded they are typically back in the office somewhere around 11:30 or so and or if they come back before lunch they are back at 1pm and they go back out around 1:30 and back in the office again at 4:30.

Alderman Garrity asked so how much time are these employees spending a day doing paperwork?

Mr. LaFreniere responded about an hour and a half.

Alderman Garrity stated I think we are going to have to keep doing it for an hour and a half rather than spend \$72,000 on a want, not a need. That's just my editorial opinion.

Alderman Pinard asked Leon, did you place a Housing Code Director yet? My other question is...you mentioned training...aren't these people already trained to work on the computer?

Mr. LaFreniere responded they each have a work station at their desk that they currently utilize for their scheduling and input purposes. They don't have any hardware for any field applications.

Alderman Pinard asked does that mean we could scrap the training of these individual on the computer then so that would be a saving? Am I right or wrong?

Mr. LaFreniere responded I am not sure I understand what the question was.

Alderman Pinard stated well Ms. Angell mentioned on the chart, training. Is that training on the computer? What I am looking at is a saving here. Like Alderman Garrity mentioned, it's a want.

Ms. Angell stated what we are looking at is what we have done over the last year. We got more information in an accessible housing code, building permit information system so all of the participants of the Neighborhood Enhancement Team, which included the Police Department and the Health Department and the Fire Department, has access now to HTE, to all this data. What we need to do is training and we will be doing this in house training so the Police Department knows how to find the address, owner information in HTE, and the Fire Department knows how to look up and know what housing code has done. We will be doing that in house whether you fund this project or not because they will be able to at least access that information.

Alderman Pinard stated I am not an expert on computers but I am looking to save money here and it seems to me there is going to be a program that is going to cost the taxpayers an awful lot of money, and my suggestion is if we wait a while until we straighten our economy. My recommendation would be to get it in place and everything else. When the time comes that we have the money, we are ready to go.

Alderman Osborne asked Leon, did you ever figure the savings as to the cost of this whole thing?

Mr. LaFreniere stated we have not done an analysis on that basis. What we have done is kind of taken this a step at a time to try to anticipate the efficiencies that we could gain from implementing these systems both from the standpoint of software and functionality as well as hardware and what we could accomplish in the fields that now requires inspectors to now go back to the office. I have not looked at this, to be completely honest with you, as if it could save money from the standpoint of less staff resources but actually greater efficiency. For example we talked tonight about how the housing inspectors are scheduled for four properties a day. I can easily see if this system was implemented as it is currently anticipated and we were able to put in place the appropriate equipment and software that would enable the inspectors to communicate from the field and have real time communication and real time access to department workers, we could increase the number of inspections to five or six properties a day for housing inspectors for example. Currently the instructional inspectors are already doing many more properties than that, but their timeframe per property is less.

Alderman Osborne stated so you should get more production and more performance. This is the whole thing.

Mr. LaFreniere stated the whole goal of this is to try to get better utilization of our existing resources, our existing staff.

Alderman Osborne stated that's something we do have to look up to because the way things are going out there, I know you guys work hard out there with all these buildings you have to inspect and so on and so forth and we are just going to fall behind someday probably. Now it's a little tight but I think it's a good idea if it will enhance it and give more production to your department. I think what you have got to do is try and get a little money in your mind. What kind of savings are we going to have with this? What do we have here in order to convince the rest of the Board?

Alderman Domaingue asked about how long on average does it take to conduct one of these inspections?

Mr. LaFreniere stated it really varies widely because if you inspecting a 24 or 36 unit building obviously it takes considerably more time than a two or three unit building, but they are typically spending anywhere from 60 to 90 minutes on a housing inspection. For a plumbing, mechanical, electrical building inspection it is a much shorter period of time but they are looking at specific aspects of a construction project with new construction as opposed to existing housing.

Alderman Domaingue stated I guess my follow up question is, I am just look at this from a cost savings stand point. Take the block of time between 8 am and noon, if they go straight out and start the inspections and they are taking 60 to 90 minutes. If I am doing the math correctly they still can't fit in a third inspection in the morning.

Mr. LaFreniere stated well if they are not starting from the office, if they are starting at their first inspection site for example and they are communicating the information to the departmental systems electronically then they are just going from one site to the next site to the next site and we anticipate that we are going to have greater efficiencies there. Right now they may spend 60 to 90 minutes on an inspections but the time that they spend after that reconciling their handwritten notes for example to get them into a format where they can take them back to the office and then they can be transcribed into the computer; it's all these redundant steps that are taking place in the current system that we are trying to eliminate. If we can eliminate those redundancies I think there is an opportunity for considerably more field time, which is really where we are trying to get to.

Alderman Domaingue asked is this an enter as you go handheld system or is this still a situation where when they are walking around they are going to have to be taking notes and transcribing them anyway?

Mr. LaFreniere responded I don't think we have all the answers on that yet but certainly my goal, my hope, is that its going to be an enter as you go type of system ultimately. That's what provides the greatest opportunities for us to have the maximum efficiencies out of our staff resources.

Ms. Angell stated on the building permit side, while we put money in for equipment we haven't defined the specific equipment. What we are looking at is we were actually talking with HTE this week and Leon would like a handheld type of thing where inspectors can walk around. They are willing to use us as the actual... they haven't developed that particular handheld for building inspections yet so they would like to use Manchester to do that which will actually allow us to get a very nice system defined for our needs at a very reduced cost of getting it in there. The company that is doing it is partnered with HTE and they are local. This is just one option so what we want to do is we are working on doing the internal process improvement which is what we have been working on for the last year and now we are at the point for the hardware and this is for the building permits. The housing code, which is a little different, has a small laptop that they are actually putting this stuff in out in the field. The goal is that they can actually print out their certificates in the vehicles and print out your next... What happens now is they write it down, they go back to the office and then you get a letter in

the mail saying when your follow up inspection is and ideally we would like to get that all at the point of meeting with the building owner.

Alderman Domaingue stated I guess if I could sort of editorialize for just a minute, I am in complete agreement with Alderman Garrity here that in this kind of economy and in this difficult time it sounds definitely like a want and not a need to me. Especially where the system that you have picked isn't designated yet. It could be test software. There could be glitches with that. It sounds to me like the program really isn't developed enough conceptually. I would like to see it when it is. I would like to see the projected cost savings of implementing it, but it doesn't sounds like something that makes sense at his time.

Ms. Angell stated just to back track a little bit, there are two sections to this. You have got the housing code which is really ready. They have a small laptop in the field that they are using. The building permits is a second side to the Building Department that we are still working on defining hardware, and the request is for everybody. So that's where I am on my request saying whatever you could provide if you could do partial funding, if you could fund \$25,000 we could get equipment for the housing code inspectors which goes back to what Dan was complaining about last year. They go out in the field, they write it on a piece of paper, they come in the office to write it down and then somebody puts it into the computer. That's what's happening. It's being transcribed too many times so if we could get part of it that would go a long way towards us getting going with getting the improved efficiency that we are working towards.

Alderman Domaingue asked the laptops are for the housing inspections?

Ms. Angell responded Leon has housing code.

Alderman Domaingue stated I am fairly familiar with that. I have a laptop here and I can imagine that if I am inspecting a house, I am walking around carrying it while imputing notes. I have got to think that I am taking notes and I am still transcribing them and there is a time lapse there. That is the point I am trying to make.

Chairman O'Neil stated this is nothing...we are not on the cutting edge with this. The Parsons Brinckerhoff did the school facilities study that led to the design build. They did the assessment of our almost-done how many dozen schools with PDA's? That has got to be six or seven years ago now. It was all programmed in. They carried it around. They used a pointer and then downloaded it at the end of the day so it can be done. One of the restrictions is HTE has not always been user friendly to the City of Manchester. We bought a system that isn't always friendly to us when we try to add modules and we found that out with many, so I think this

is a great idea to pursue. I think it needs some more work. I have commented to the Building Regulations Director as well as the Information Systems Director. We handle paper too many times. As least three maybe in some cases four or five times before it gets into the computer. Somebody has to actually input it into the computer. If there is a way we can do something better...I agree we have some financial challenges ahead of us. Maybe we can't commit to it tonight. Maybe we can't recommend to the full Board tonight but I think we should at least keep the process moving forward. How can we implement it? Maybe in smaller amounts as the year progresses. I don't know.

Alderman Garrity stated I am looking at your presentation where it says Phase Four, put equipment in the field. Is that what this \$72,000 is for?

Ms. Angell replied yes.

Alderman Garrity stated that is a yes, so it's basically a pilot program. Is that correct? That's what it says in your presentation.

Ms. Angell stated we did a pilot this year for putting one inspector with equipment. We did that this year. That was our pilot to figure out what equipment would work.

Alderman Garrity asked what did that program cost?

Ms. Angell stated the laptop and the...probably about \$3,500.

Alderman Garrity stated I don't think we are in a position to even be doing pilot programs at this point in our financial situation. I will make a motion to receive and file it.

Alderman Osborne asked Leon, what you need, what would this cost? Just for your portion, what is the figure again?

Mr. LaFreniere stated we have been relying on Information Systems to assist us with developing a cost because they really are technology-based and they are better equipped to try to identify that. I would refer to Jennie.

Alderman Osborne stated in the meantime, what I am trying to get at here is you have Mr. Gagne who sits in that office with a lot of paperwork doesn't he?

Mr. LaFreniere stated yes he does.

Alderman Osborne asked by having this particular system would this save whatever you are paying Mr. Gagne so he would be out in the field rather than sitting there doing paperwork?

Mr. LaFreniere stated that's the goal, yes.

Alderman Osborne stated so this is one of your things that you could talk about for savings. What I am trying to say is you have to put things together and get the savings of this. If this is going to save money and get us ahead with the inspections and all of the people that are out of code out there...I know I call a lot myself so I know how it works but this is where we have to get together. I like the idea myself but it needs a little more tweaking, that's all.

Mr. LaFreniere stated I think we can refine that. There are some ways we can quantify that. One of the areas where we have experienced frustration over this last couple of years is that we are falling further behind in our Certificate of Compliance program. It is designed for a three year cycle; we are closer to four years and sometimes over four years now. I think in terms of trying to provide the Committee or the Board with the information they are looking for, we will refine that and where I see a savings for example is if we can get caught up and maintain the Certificate of Compliance Program in the original three year design with existing staffing as opposed to adding staff. From what I hear, you are saying that is the type of savings you would like to have identified so you can make a decision.

Alderman Osborne stated I think so, and I think others would like to see it too. There is a lot of blight out there and I would like to see a lot of the infrastructure cleaned up a little bit, that's for sure. You people are so far behind you can't even catch up with yourselves, so we have to do something somewhere.

Ms. Angell stated I just wanted to...you were talking about HTE and one of the things we really did this year is I have been working on taking a look at HTE. We have a lot of resources into HTE and it should be able to cover our needs so we have actually had some very serious dialog with HTE and we made some arrangements with them to come up and work with Leon. A person came up to revamp working on housing code and Leon came in and sat down and the first thing Leon said was that HTE doesn't do what they need it to do. The gentlemen said, let me go through what it can do now and then let's see what you think after I am done going through all of this. After we was done going through all of the new things...because we are not talking about HTE as it was seven years ago. I am not saying it's perfect, but what HTE can do now and what Leon said that it should be able to do is the job for us where everything is in HTE. That gives us the opportunity so Police can see everything about all the different properties and Fire

can see everything about different properties, so I do think it's a tool that will work for us but maybe at some point what we should do is a demo for you.

Chairman O'Neil stated if I can make a recommendation to the Committee, instead of denying or even tabling, how about we refer it back to staff to come up with a priority list. I see really three different services that this could be used for: housing code enforcement which is, Leon, five people when it's all full, the complements full? What you call your structural group but it's your plumbing, mechanical, zoning, electrical. How many in that group?

Mr. LaFreniere responded six.

Chairman O'Neil stated and then the NET team, and the NET team involved five or six or seven different departments that wouldn't have this. Leon's portion of the NET team would have the devises but we have the City Clerk, Fire, and Police. If the Committee would indulge me in this, how about we send it back to staff to do a priority list? We are not going to solve this before we have to approve a budget. Maybe we should spend some months looking at this and getting ready. I think there is some merit. They handle paper too many times. It cuts down on the number of inspections they can do. Alderman Garrity is not wrong but maybe there is a way with technology down the road that we can get more inspections done, be more efficient. So, let's send it back to staff, ask them to refine a little bit and bring it back at some point to us.

Alderman Osborn moved to send item number 3 back to staff to refine and bring it back to the Committee. Alderman Domaingue duly seconded the motion. There being none opposed the motion carried.

Alderman Pinard asked when you do come back, come back with an itemized list of how much the computers cost as well as other equipment. I think one thing we need to know are prices. When you do buy this stuff, do you buy only from one merchant or do we use our purchasing department to get better prices?

Alderman O'Neil stated I think Jennie works and procures by ordinance.

Ms. Angell stated we are very, very diligent in finding the best price and we purchase during certain times when the vendors will get us the best price and we work very hard at that.

Alderman Pinard stated because I have never seen in all the years I have been an Alderman, but I would like to see it from now on, and I am picking on you but I don't mean to pick on you. I would appreciate it if we do get an itemized list and maybe more than one bidder on the product.

Chairman O'Neil addressed item 4 of the agenda:

4. Communication from Jason Hoffman, Big J's Dogs, requesting to extend the hours of operation of his Peddler's License at Hampshire Plaza 1000 Elm Street.

Alderman Garrity moved to discuss this item. Alderman Osborne duly seconded the motion. There being none opposed, the motion carried.

Alderman Osborne asked what are the hours now?

Mr. Matthew Normand, Deputy City Clerk, stated currently the ordinance allows Mr. Hoffman, who was, for the Committee's information, the vendor that was just recently kicked out of Home Depot, which was in the paper. The ordinance allows for him to operate until 8:00 pm. The Committee has granted in the past vendors to operate until 2:00 am in some cases. We have one that is operating now outside of the Black Brimmer and he is requesting that he be allowed to operate until 2:00 am.

Alderman Osborne asked can you repeat the hours again?

Deputy City Clerk Normand answered he is looking to extend his hours of operation from the 8:00 pm that is allowed now by ordinance to 2:00am.

Alderman O'Neil asked just for clarification, others do this?

Deputy City Clerk Normand responded yes. Right now there is...the next individual, Jonathan Hallet, currently has permission by the Committee to operate until 2:00 am in front of the Black Brimmer.

Alderman Domaingue asked I don't know if this is an appropriate question or not but can I asked why he got kicked out of Home Depot?

Deputy City Clerk Normand stated apparently there is a new general manager there and they were looking for sidewalk sale space to add more equipment on the sidewalk and they wanted him to go out into the parking lot. I think Home Depot did not have enough spaces by zoning ordinance for their store and they could not afford to lose any more spaces.

Alderman O'Neil stated my observation would be as a frequent shopper at Home Depot, that the bureaucracy, both public and private, wanted to get rid of him. He was always clean and everything around his cart.

Alderman Pinard asked how is he going to run the electricity? We have talked about that before. Is that a violation or is there a danger of somebody getting hurt?

Deputy City Clerk Normand responded no, he is self-contained just like all the other vendors.

Alderman O'Neil asked Matt, do you have a recommendation on this?

Deputy City Clerk Normand responded I would recommend that this be approved in both cases.

Alderman Garrity moved to approve Big J's Dogs extended hours. Alderman Pinard duly seconded the motion. There being none opposed, the motion carried.

Chairman O'Neil addressed item 5 of the agenda:

5. Communication from Jonathan Hallet, Jonathan's Quick Eats, requesting to extend the hours of operation of his Peddler's License at City Hall Plaza

Alderman Domaingue moved to approve the request. Alderman Osborne duly seconded the motion. There being none opposed, the motion carried.

TABLED ITEMS

6. Proposal of new Department of Facilities, Grounds & Recreation submitted by Mayor Guinta.
Tabled 2/5/08 for discussion at Special Meeting.
(Note: Information requested from Parks & Recreation and Highway/Facilities enclosed)

This item remained on the table.

7. Copy of a communication from Alderman Lopez to Committee on Community Improvement requesting the BMA to ask the Finance Officer, City Solicitor and Bond Counsel (if needed) to review the possibility of using Rooms and Meals Tax money in the future for Storm Water Utility/Sidewalks/Streets.
(Tabled 09/25/2007 pending further information from the Finance Department.)

This item remained on the table.

8. Communication from Jennie Angell, Director of Information Services, regarding a policy authorizing website access to City Commissioners.

This item remained on the table.

NEW BUSINESS

Ms. Carol Johnson, City Clerk, stated good evening Mr. Chairman and members of the Committee. The item before you is an ordinance that was prepared by our office. It basically would eliminate the marginal requirements on the Board minutes, which are actually required by ordinance. The Deputy City Clerk and the Archivist and myself have met and we all agree that there is not a need to do that since we can do research via computer now and we also can scan in the minutes in another fashion. It takes a considerable amount of staff time to put the marginal notations in there and we are asking for the ability to remove those.

Alderman Garrity moved to send this item to the Board of Mayor and Aldermen to be referred to the Committee on Bills on Second Reading. Alderman Domaingue duly seconded the motion. There being none opposed, the motion carried.

Chairman O'Neil asked Carol, is this...when we get the minutes will it say, 'Carol Johnson spoke, Alderman Garrity spoke.'

City Clerk Johnson responded that's correct. The Committee asked us to do a spreadsheet and we forgot to put it on the agenda so there is a spreadsheet available for the ballot inspectors and moderators which I am asking just to allow the Committee to have. You can take it up at another time if you would like. We were asked to come back with it. We forgot to put it on the agenda and I apologize.

Chairman O'Neil asked is this your current recommendation then?

City Clerk Johnson responded there are recommendations in there based on...we talked about single pay versus hourly rates so I tried to do a little spreadsheet. I thought maybe you could review it and then you can ask me questions and go from there.

Chairman O'Neil asked are you looking to take this up in June?

City Clerk Johnson responded it would be preferable to take it up sooner as opposed to later; sometime in the next month or so would be nice. June is fine.

Chairman O'Neil asked would any change be in your budget?

City Clerk Johnson responded I would include this in my budget. It's not a huge absorption as you can see. I am thinking we could probably work it in.

Chairman O'Neil stated we will meet in June and we will get it scheduled so that we can present to the full Board. If we are going to make a decision we will send to the full Board so that the Clerk has the opportunity to get this in place for September.

There being no further business, on motion of Alderman Pinard, duly seconded by Alderman Domaingue, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee