

AGENDA

SPECIAL MEETING OF THE COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

March 9, 2010

Aldermen Lopez, DeVries,
O'Neil, Osborne, Corriveau,

5:00 PM

Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Lopez calls the meeting to order.
2. The Clerk calls the roll.
3. Discussion relative to revenue proposals from the following departments:
 - A. Fire
 - B. Planning & Community Development
 - C. City Clerk
4. If there is no further business a motion is in order to adjourn.

James A. Burkush
Chief of Department



City of Manchester
Fire Department

January 15, 2010

To: Board of Mayor and Alderman
From: Chief James Burkush
Re: Ordinance Updates

Code of Ordinances Sec: 92.25: *Annual Fees* were last amended 11/05/2003.

The Fire Department recommends the following:

Add the language to section 92.25, following paragraph (A).

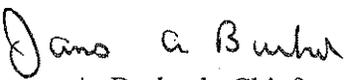
“Each additional building monitored by a Radio Master Box shall be charged an annual fee of \$100.00 per building per calendar year. New systems shall be charged a pro-rate amount of \$25.00 per quarter until December 31 of the installation year after which the annual fee will take effect on January 1”.

The Fire Department estimates additional revenues of \$12,000.00 for FY2011 if directed by the BMA. (Master Box billing is in January, completed for the year).

Change the following paragraph in section 92.22; *Inspections* last amended 04/16/2002
(C) The initial inspection of an installed fire alarm system shall be performed by the Fire Department at a charge of ~~\$50.00 per person per hour required~~ \$100.00 per hour with minimum fee being \$100.00

The Fire Department estimates this language will result in less confusion and increased accuracy in billing; net revenue unchanged.

Yours in Fire Safety,


James A. Burkush, Chief

James A. Burkush
Chief of Department



City of Manchester
Fire Department

January 14, 2010

To: Board of Mayor and Alderman
From: Chief James Burkush
Re: False Alarm Charges

Code of Ordinances Sec: 92.26: *False Alarm Charges* were last updated 2-7-95.

The Fire Department recommends the following:

- (A) The first five fire alarms in excess of the limit, the amount of ~~(\$50)~~ \$100 per alarm.
- (B) All false alarms in excess of five above the limit, the amount of ~~(\$100)~~ \$200 per alarm.
- (c) The false alarm limits shall be based on the number of alarm initiating devices connected to the fire alarm as follows:

| Devices | Limit of False Alarms Per Year |
|--------------------|--------------------------------|
| 1-125 | 5 |
| 126-250 | 10 |
| Over 250 | 15 |
| 251-375 | 15 |
| 376 or more | 20 |

Currently, the Fire Department collects \$12,000 to \$14,000 in false alarm fees. We estimate this new schedule would result in additional revenue of \$12,000 to \$14,000 for FY2011.

Yours in Fire Safety,

James A. Burkush, Chief



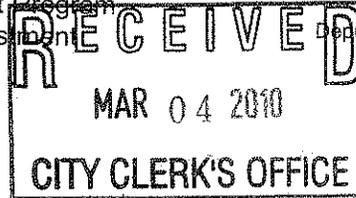
CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Leon L. LaFreniere, AICP
Director

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations



MEMORANDUM

To: Mike Lopez, Chairman
Committee on Administration/Information Systems

From: Leon L. LaFreniere, AICP
Planning & Community Development Director 

Date: March 4, 2010

Subject: Proposed Revenue Enhancements

Attached please find a listing of potential new revenue sources for the Planning & Community Development Department.

I am prepared to discuss these proposals at your next meeting. Should the committee deem the proposed revenue enhancements appropriate, I shall prepare the necessary ordinance changes.

3B-1

POTENTIAL NEW REVENUE SOURCES

Planning Board Revenues (last raised in 1989)

| | <u>Current Charges</u> | <u>Proposed</u> | <u>Estimated New Revenues</u> |
|-----------------------------------|---|---|-------------------------------|
| Conditional Use Permits | 0 | \$150 | \$5,000 |
| Mergers | \$25 | \$75 | \$2,000 |
| Subdivisions/Lot Line Adjustments | Base fee of \$200 plus \$75 per new lot. | Base fee of \$250 plus \$100 per new lot. | \$2,500 |
| Site Plans/Planned Development | Base fee of \$200 plus \$75 per residential dwelling unit or \$75 per 1000 SF new gross floor area. | Base fee of \$250 plus \$100 per residential dwelling unit or \$100 per 1000 SF new gross floor area. | \$12,500 |
| Application Fee | 0 | \$25 | \$3,200 |

Subtotal \$25,200

Surcharges

| | <u>Current Charges</u> | <u>Proposed</u> | <u>Estimated New Revenues</u> |
|----------------------|------------------------|---------------------------|-------------------------------|
| Archiving | 0 | \$3.00 per drawing | \$6,000 |
| Technology surcharge | 0 | undetermined at this time | |

Zoning Board Fees (last raised in 2006)

| | <u>Current Charges</u> | <u>Proposed</u> | <u>Estimated New Revenues</u> |
|---|------------------------|-----------------|-------------------------------|
| Use variances, unaccepted streets and cases involving Planning Board submissions | \$350 | No Change | |
| All other variances, special exceptions, administrative appeals and equitable waivers | \$150 | \$200 | \$5,000 |

Total \$36,200

OFFICE OF THE CITY CLERK
(Potential Revenue Increases)

Vital Records Division Revenue

- Marriage Ceremony (Perform ceremonies in-house at \$55.00 ea.)
\$5,000
- Notary Fees (Increase charge from \$2 to \$5)
\$1,000

Business Licensing Division Revenue

- Alarm Fees (Two changes below:)
\$9,500 False Alarm Schedule Restructured \$ 500
\$3,000 Renewal permits raised from \$20 to \$30 \$ 500
\$12,500 \$ 1,000
- Video Poker Machines (Increase from \$1,500 to \$2,000) \$ 500
\$55,000

Total Additional Revenue Potential \$73,500