

COMMITTEE ON COMMUNITY IMPROVEMENT PROGRAM

May 9, 2000

5:30 PM

Chairman O'Neil called the meeting to order.

The Clerk called the roll.

Present: Aldermen O'Neil, Wihby, Clancy, Cashin, Lopez

Messrs: R. MacKenzie, S. Maranto, R. Sherman, J. Porter

Chairman O'Neil addressed Item 3 of the agenda:

Amending Resolutions:

“Amending the 1998 & 1999 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Three Hundred Thousand Dollars (\$300,000) for the 1998 CIP 510116 Derryfield Country Club Master Plan Improvements Project.”

“Amending the 2000 Community Improvement Program, authorizing and appropriating funds in the amount of Fifty Nine Thousand Eight Hundred Sixty Three Dollars (\$59,863) for two Health Department Projects.”

“Amending the 2000 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Seventy Two Thousand Three Hundred Twenty Nine Dollars and Seventy Cents (\$172,329.70) for various Police Projects.”

“Amending the 2000 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Three Hundred Thousand Dollars (\$300,000) for the 2000 CIP 511100 McIntyre Ski Area Rehab-Phase III Project.”

Alderman Clancy moved to approve the Resolutions. Alderman Lopez duly seconded the motion.

Alderman Lopez asked, Chief, Operation Safe Home, what is that.

Chief Driscoll answered it is a partnership that we have entered into with HUD. They provide us with the amount of money indicated to do undercover operations in and around housing projects, HUD areas, within the City. It is a new program. This is the first time we have done it. We are very pleased with it.

Chairman O'Neil called for a vote on the motion. There being none opposed, the motion carried.

Chairman O'Neil addressed Item 4 of the agenda:

Bond Resolution:

“Authorizing the Finance Officer to effect a transfer of Three Hundred Thousand Dollars (\$300,000) for the 1998 CIP 510116 Derryfield Country Club Master Plan Improvements Project.”

On motion of Alderman Lopez, duly seconded by Alderman Clancy, it was voted to approve the Resolution.

Chairman O'Neil addressed Item 5 of the agenda:

CIP Budget Authorizations:

1998 CIP 2.10609	Children's Health Champion Community – Revision #2
2000 CIP 220700	Tuberculosis Control – Revision #1
2000 CIP 221100	STD Clinic – Revision #1
2000 CIP 410200	Operation StreetSweeper – Revision #1
2000 CIP 411000	Manchester Sobriety Checkpoints – Initial Start-up
2000 CIP 411100	Operation Safe Home – Initial Start-up
2000 CIP 420800	STOP Violence Against Women (VAWA) – Initial Start-up
2000 CIP 511100	McIntyre Ski Area Rehab-Phase III – Revision #2
2000 CIP 511200	Derryfield Country Club Rehab-Phase II – Revision #2

On motion of Alderman Cashin, duly seconded by Alderman Clancy, it was voted to approve the budget authorizations.

Mr. MacKenzie stated I have some start-ups related to the Resolutions that were passed earlier dealing with the Derryfield Country Club and the McIntyre Ski Area.

Alderman Gatsas asked what does Revision #2 mean.

Mr. MacKenzie answered each of these start-ups is a one page line item summary of each project. These come to the Board and they are revised. When it says Revision #2, you can normally look down under the revision to find out what that previous revision was. Usually, they are either transferring line items when the City gets additional grant money and we go back and revise it and note in the revision section what that change was.

Alderman Gatsas asked so when you said revision, that revision means that. Is that what it means? You transferred it from 510116.

Mr. MacKenzie answered yes.

Alderman Gatsas asked where was it originally.

Mr. MacKenzie answered it was in this project. For example, on the top sheet you can see that \$300,000 is being transferred from this project to the Derryfield Country Club Master Plan.

Alderman Gatsas asked so it was transferred from the top CIP number 511599 to 510116.

Mr. MacKenzie answered that is correct.

Alderman Gatsas asked how much is left in 511599.

Mr. MacKenzie answered the actual number here does reflect what the new balance would be. It is \$170,000.

Alderman Gatsas asked so it had \$470,000 and now there is \$170,000 left.

Mr. MacKenzie answered correct.

Alderman Gatsas asked how much is in 510116.

Mr. MacKenzie answered there would have been \$150,000 in there before and that is being revised upward to \$450,000. You would see the final revised number here on the start-up sheet. Prior to this revision, it was \$150,000.

Alderman Gatsas asked so there is \$450,000 in there now and we are using just \$300,000.

Mr. MacKenzie answered we are adding \$300,000 to the prior \$150,000 so that Parks & Recreation will be able to use the entire sum.

Alderman Gatsas stated but down here the number is different.

Chairman O'Neil replied it is the same. It is the one it went to.

Alderman Gatsas stated the 511200 that I am looking at here, Derryfield Country Club Rehab Phase II – Revision 2.

Mr. MacKenzie replied that was a complex arrangement. Let me have Sam explain that.

Chairman O'Neil stated before I let Sam speak, I noticed that quite a few departments are here. I don't know why Parks isn't here when they have agenda items. I would ask the Clerk to note that the departments should be here if they have items on the agenda, even if they seem like they are going to be obvious.

Mr. Maranto stated back in March, the Parks Department had asked us to transfer some funds. They had Derryfield and McIntyre for two years identified for funding with the thought being that they were going to utilize all of the funds. They asked us and you voted in March to transfer money into FY00 from FY99. After that, they realized that they were not going to need all of those funds and they asked us to take the money out of FY99 and FY98 and that is what we are doing. What we are doing in the first action is putting the funds back into the initial project, the 511200 and the Phase III. Now what we are doing is taking the older money and transferring the money between those projects so that we don't go out and sell bonds that we are not going to use. Each project did have two years of estimated funding allocated.

Mr. MacKenzie stated this is Enterprise funding so they can only bond as much as the revenues allow them. This is not comparable to the City bond funds. If they are not going to be able to use or are not going to be able to generate enough revenue to support a bond they would typically swap to an Enterprise fund and that way they can use that money and that is what they are doing here.

Alderman Gatsas stated going back to my original question, this 511599 is \$450,000 and right now they are asking to use \$300,000 so that leaves a balance of \$150,000.

Mr. MacKenzie replied correct.

Alderman Gatsas stated there must be an easier way to let the Indians know what the Chiefs are doing so that we can follow this.

Mr. MacKenzie replied we have distilled these down to try to get them onto one page. That is why you will note that the revisions are up top here. We try to summarize it as simply as possible down in the revisions box. Because there are a lot of CIP projects, we found that if we keep it to one page, once you get used to the format I think you will be able to find the information and figure out that the dollar amounts reflected now on the form reflect after the \$300,000 was transferred.

On motion of Alderman Clancy, duly seconded by Alderman Wihby, it was voted to approve the budget authorization for Derryfield Country Club and the McIntyre Ski area.

Chairman O'Neil addressed Item 6 of the agenda:

Information on the HUD Grant application, i.e. the Consolidated Plan.
(Forwarded under separate cover to Board of Mayor and Aldermen and on file for viewing at the Office of the City Clerk.)

Mr. MacKenzie stated every year the City, under the entitlement programs of the federal agency HUD, we get roughly \$3 million. Although it is entitlement and Washington says the City is entitled to get that money, you still have to write a grant application. That is what this document is. It is a grant application to HUD to make sure that we receive this money. Now in that we have to make sure that we tell them how we are meeting literally hundreds of Federal regulations and laws. That is why the document is rather voluminous. We do try to hit items like fair housing issues that the Federal government has that says when communities use our money you are going to have to comply with all of these regulations. We try to accomplish that and explain how the City is meeting all of those, including handicapped accessibility or ADA requirements. This is the actual grant application. It is due May 15 and we are to get the money from HUD by July 1. We, in essence, tell them what we would like to do for the next five years. Although, again, the money that we get from HUD is earmarked to some extent to certain projects. The money from HUD has to benefit low and moderate income families so it either has to occur within qualifying neighborhoods and we have a map for that or if it is not within those neighborhoods we have to make sure that it meets low and moderate income families. So, all of the projects that are done by the City under the HUD program meet those requirements and there are a lot of other requirements that HUD has that we also try to satisfy.

Alderman Lopez asked this is Draft 2000.

Mr. MacKenzie answered yes.

Alderman Lopez asked you said it has to be in by May 15.

Mr. MacKenzie answered yes.

Alderman Lopez asked what about all of the information in there. Is that just strictly from the Planning Department submitting the grant? There are no policies that have been established through the Board?

Mr. MacKenzie answered what we do is try to follow what is happening at the Board of Mayor and Aldermen. Before that the Aldermen take a realistic view of all of the Federal grants and this accounts for maybe 20% of all Federal grants. The Board looks at all of those grants and all of the City monies and comes up with a comprehensive package in essence dealing with capital projects and special projects. We take what the Board is doing in that action and how it has amended it and the most recent amendment was on the PAL Center so we take all of the actions of the Board and make sure that the grant application is consistent with the actions of the Board.

Alderman Lopez stated I didn't read the whole document, but maybe you could enlighten me. I couldn't find anything in there establishing any type of policy that had been made and to give you an example if we started a project 10 or 20 years ago how long does that HUD project stay before we change? Do you understand the question? Can you eliminate that and start a new project with that particular piece of property?

Mr. MacKenzie replied the Federal government puts strings on any project that we do so even the PAL Center could not be sold to a for profit organization later without reimbursing HUD so we at the staff level have to track all of these projects and make sure with the money invested in those projects that we are still following the guidelines. If someday PAL wants to sell it to a commercial operation we would have to make sure that somehow the money is reimbursed to HUD and back to the City. Sam, is there a time statute of limitation?

Mr. Maranto answered if we do a housing rehab project generally it is 20 years so that if something sold within 10 years the money paid back would be 50% of that.

Mr. MacKenzie asked as an example, the PAL Center, how long would that actually be acquired through HUD funds.

Mr. Maranto answered that amount of money is approximately for five years.

Alderman Lopez asked so after five years they could decide to sell it and then give the money back to HUD.

Mr. MacKenzie answered correct.

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

Chairman O'Neil addressed Item 7 of the agenda:

Response from Finance Officer to a request regarding the Local Government Finance System (LGFS).

Chairman O'Neil stated you know what might be helpful and I found this out kind of accidentally but I know, for instance, that Highway did run for some time a parallel system and I am not sure who did what to be honest with you.

Alderman Wihby stated, Randy, the question was we didn't have a parallel system and Kevin is pretty much saying that we did have one until September of 1999. Does that mean that after September of 1999 we just dumped everything?

Mr. Sherman replied no. After September of 1999 we stopped everything on LGFS.

Chairman O'Neil asked could I just clarify something, Randy. When you say we are you talking specifically the Finance Department?

Mr. Sherman answered no; I am talking about the entire City. Actually, most of the departments stopped using it in July of that year.

Chairman O'Neil stated but Highway ran some...I don't know if it was that same system but they ran some parallel system.

Mr. Sherman replied what a lot of the departments did, Finance included, was everyone was keeping track of their own projects on spreadsheets and they were doing that while we were on LGFS. A lot of departments were using their own spreadsheets.

Alderman Clancy asked until when.

Mr. Sherman answered I think some of them are probably still using them. Part of the deal about going on the HTE system is we were trying to alleviate that and make the departments more efficient. The departments were keeping spreadsheets. What we found is that most departments still had their balances. They are tracking them on the side. Projects was not one of our top priorities when we went on HTE. We were trying to get the departments to use it, but our number one priority when we went on HTE was to get the payroll checks out. That was really the number one priority. From there, the next priority was accounts payable and from there we went to cash and now we are on the projects. We do have reports. The reports do tie out to the system and now it is a process to go back through each individual project and make sure that what is in that project, what has been charged to that project and what has been built on that project is in the right place. It is a matter of tying our manual records out, what HTE has, what CIP has and what the Highway Department has. That is the process that we are going through.

Now last month the Board made a number of transfers on cash projects and bond balances and all but one of those ties across the board. Everybody agreed to every one of those numbers except for one project. Now we have to go back and try to get that one reconciled. I really think that it is just a timing difference when CIP picked up the number the department processed one more bill and you can see that is the issue and we have to take care of that. It is now a process of going back for every one of the projects and I know that CIP has gone through the process of closing out a lot of the old ones. Mr. MacKenzie said that we have to have over 150 projects out there at this point. Some of them go back as far as 1990. It is just a matter of going back and getting them cleaned up and closed out and moving forward.

Alderman Wihby stated if we had another system going on after September of 1999 would it have been easier than now.

Mr. Sherman replied no. Again, I don't think that the departments would have been...certainly they would have been required to put their information into the system and what they were doing was using HTE and keeping their spreadsheets so that they had their check for the HTE system.

Alderman Clancy asked of all of the departments, which one still used the old system. Who is doing both?

Mr. Sherman answered I think most of the departments are. It has been really hard to get the departments to...that is their security blanket.

Alderman Clancy asked how about the School Department.

Mr. Sherman answered shortly after we went on HTE they actually stopped using projects all together. They were keying it into HTE because that is where their checks were and that is where they were making their deposits. They stopped using the project module and then they went onto their own system and what they are doing on that system I really don't know.

Alderman Clancy asked so we should get some really accurate figures tonight.

Mr. Sherman asked from school.

Alderman Clancy answered yes.

Mr. Sherman replied you should.

Alderman Lopez stated in reference to this is this all written down because I really don't understand it. The audit guy really gives us a narrative of what is going on. Do you have a written document?

Mr. Sherman replied we can certainly do that.

Chairman O'Neil stated I think it may help. Randy just ran through quickly that they started with payroll and went to accounts payable, cash and now they are working on accounts receivable. If you could give us timetables of when those started that would be good. I think that was Alderman Wihby's concern when he first spoke. It is not a very detailed letter back. We would like a detailed follow-up. If there is a way of finding out and getting responses from the departments as to where they are at, that would be helpful as well. I only recently found out that Highway ran a system and Randy may be right and they may still be running it.

Alderman Gatsas asked how long are they going to keep their security blankets.

Mr. Sherman answered I think most of them could probably drop it, but you have to get to the point where all four systems are jiving. Bob has to sign off that the HTE balances are right, we have to agree with him and the departments have to agree. The system works. It really does work. It is a slick system if that is where the departments are putting their energies, but what we found is they are putting things in the system and then using their own sheets. Some departments, like Highway, are real good about going back and trying to balance. We have to get the departments to cut the strings and let go of the security blanket.

Alderman Cashin asked when did we go online with HTE.

Mr. Sherman answered July 1, 1997.

Alderman Cashin asked and we are still running dual systems.

Mr. Sherman answered I think a lot of the departments are.

Alderman Cashin stated that only tells me one thing. That we weren't ready to go on HTE when we went on it.

Chairman O'Neil replied might it be more appropriate...I am not sure that the issue of HTE belongs in the CIP Committee. I think it came up because we were trying to resolve some balances but I know that Alderman Gatsas' committee has taken this up. I think the business of resolving this and finding out who is running parallel systems, when did they

stop, who is still running one, probably belongs in the Committee on Administration. Maybe that is where we need to refer all of this information. It is really their oversight.

On motion of Alderman Cashin, duly seconded by Alderman Wihby, it was voted to refer this item to the Committee on Administration.

Chairman O'Neil stated we need to get some detailed information at the Board level as to who is doing what. We were told that nobody was running parallel systems. We may need the departments to tell us individually.

Chairman O'Neil addressed Item 8 of the agenda:

Communication from Latin American Center seeking assistance in converting unused space on East High Street into additional parking.

Chairman O'Neil stated Alderman Sysyn has asked us to do something. I am not sure what we can do and specifically what they are looking for. Mr. MacKenzie, do you have any idea?

Mr. MacKenzie replied I am not familiar with this request.

Ms. Porter stated there is something here that caught my attention because I think that they are referring to a parcel of land on East High Street that they think is City owned. We sold a vacant lot in that vicinity. Before I came up I checked again to make sure that the City doesn't own any parcels on East High Street. We did and we owned it. It was above Maple and it is owned by a Rogers now. We sold it in 1998 and I am just wondering if that is the parcel they are referring to for parking.

On motion of Alderman Wihby, duly seconded by Alderman Lopez, it was voted to refer this item to the Planning, Highway and Tax Department.

Chairman O'Neil addressed Item 9 of the agenda:

Request of Richard Calder for a sewer use abatement at 361 Lake Avenue.
(Note: EPD recommends abatement of \$65.10 be granted.)

On motion of Alderman Wihby, duly seconded by Alderman Clancy, it was voted to grant the abatement per the recommendation of EPD.

Chairman O'Neil addressed Item 10 of the agenda:

Request of James Hipsher for a sewer use abatement at 429 Cartier Street.
(Note: EPD recommends that no abatement be granted.)

On motion of Alderman Wihby, duly seconded by Alderman Lopez, it was voted to deny the abatement per the recommendation of EPD.

There being no further business to come before the Committee, on motion of Alderman Clancy, duly seconded by Alderman Lopez, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee