

COMMITTEE ON FINANCE

May 12, 1998

6:30 PM

Mayor Wieczorek called the meeting to order.

Mayor Wieczorek called for the Pledge of Allegiance, this function being led by Alderman Girard.

A moment of silent prayer was observed.

The Clerk called the roll.

Present: Aldermen Wihby, Klock, Sysyn, Clancy, Pinard, Shea, O'Neil, Girard, Rivard, Pariseau, Cashin, and Thibault

Absent: Aldermen Reiniger, Hirschmann

Messrs: F. Rusczek, J. Brisbin, S. Lafond, J. Kane, M. Driscoll, M. Hobson, P. Beaudoin, D. Prew

Mayor Wieczorek advised that the purpose of the meeting was continuing discussions with various departments relative to the 1999 proposed budget as follows:

Health Department

Mr. Rusczek stated thank you for the opportunity for the Health Department to speak about its FY99 budget. We in public health continue to face challenges from emerging public health concerns from new bacteria, from new viruses and from things like the reemergence of old friends such as tuberculosis. I would just like to share some of the things that we have accomplished in FY98 because they provide a pretty good indication of where the Health Department is going and where it has been. In FY98, the Health Department received Robert Wood

Johnson Foundation grant money as one of 41 communities in the country to study what public health should be in the next century. This presents a wonderful opportunity for the community to look at how we as a community develop a quality of life and a healthy community in a collaborative fashion with the many health care providers, health insurers and service agencies in the community. Most of the work related to this Robert Wood Johnson Foundation Grant is being completed by the United Way Healthy Manchester Coordinating Council. That Healthy Manchester Coordinating Council is chaired by our Deputy Officer. I will tell you that as a Health Officer I am very delighted and pleased that Manchester was chosen to be one of these 41 communities because it really will enable the community to move public health forward and develop a quality of life and a healthy community for all our residents. Also in 1998, the Health Department benefited from some improvements in technology. Through money available from the State Health Department as part of a CDC grant, the Health Department installed a satellite dish on top of its building. With the satellite dish, we are able to downlink presentations from the Center for Disease Control on a variety of public health topics. An example of this is last April we presented four conferences that originated at CDC sites to the community and this occurs at no cost so the savings in terms of not having to travel anywhere to get the latest information on public health issues is a significant factor for Manchester. Just as significant is that it provides the Health Department with the ability to bring the community together around public health issues. The immunization conferences were attended by about 40 to 50 health care professionals in the area so we are now all on the same page with what we need to do in immunizations. Similar conferences have already occurred on issues related to HIV infections and there are many more planned in the future. It is wonderful role for the Health Department to work with all the health care providers in this fashion. In FY98 we also established a Food Safety Council made up of representatives of food establishments and the University of NH and the State. We established a Food Safety Council because we now with the emerging concerns in food safety, our old techniques of completing anywhere from two to four inspections per year and providing education is just not enough. We have got to look to the future and find ways, by working with the food establishment representatives, find new ways of tackling the food safety concerns that are growing across this country. Our Neighborhood Public Health Van completed its first, pretty near full year last year and on the Neighborhood Public Health Van we served over 600 clients. Our public health dental activities have been linked to a new group formed to improve the dental health of Manchester's population, particularly its kids, known as the Manchester Dental Alliance and this has been a significant improvement in Manchester. An improvement in the services, particularly for Medicaid eligible kids and it has meant that the Health Department no longer has to provide treatment and we no longer have a dentist. Our dentist was never able to meet

even a small portion of the need in the community. By working with the Manchester Dental Alliance in a collaborative fashion, everybody's services are efficient because everybody works together without any duplication. Also, in FY98 the Health Department received a very significant gift of \$100,000 from the Kiwanis Club to replace our 25 year old dental van. The dental van will then be able to go not just to school sites to do public health work but also to places like the Community Health Center and to Child Health Services. During this year we had another improvement in our technology, an improvement that we are still refining but we just enjoyed the installation of an automated phone attendant. Up until the time of the automated phone attendant, we estimated that the Health Department received 50,000 calls per year. I can now tell you what that number is because there is a computer print out every day of incoming calls, that the Health Department receives upwards of 100,000 phone calls per year. We were off by a factor of 100%. Our budget for FY99 is essentially level funded except for an additional school nurse for the new middle school. In the schools, by the way, we find an increasing number of children who need daily access to a school nurse in order to stay in school. At a couple of our elementary schools, we now provide 60 to 70 medications per day and our children present with many issues where the interaction of a school nurse is necessary. We continue to face challenges. We will face challenges in the next fiscal year. Manchester continues to have a diversifying population that presents challenges of its own relating to communication and translation and dealing with health issues that may come from other parts of the world and the Health Department still enjoys about 25,000 visits to our location at 795 Elm Street. Three of the challenges we will be facing for awhile. One of those three is our building. Our building is old. It is not ADA compliant and it is not the most accessible. Another challenge we face is that there is a continuing need to improve technology in all of our activities. We have been fortunate through the years to be able to purchase a number of computers on our federal and state grants, but most of those computers are grant specific so that some of our programs, for example, Community Health Nursing, only have access to a shared computer that belongs to other the Lead Program or TB Program. So, as we move ahead into the future, the need to improve upon the computerization of Health Department activities is a significant one. The third challenge that we face is that the Health Department staff is a relatively young staff in terms of length of employment with the department. Our median length of employment today is about three years, three months and that presents a continual challenge to update and train staff. Hopefully, the satellite dish will help by being able to bring the most current information through our department on an ongoing basis, but in the long run the resolution to our staff turnover will be very significant in terms of the services that we can provide to the community. That concludes the remarks that I have and I would be happy to answer any questions.

Alderman Wihby stated I look at your budget and what the Mayor gave you and the difference basically is the salary account and the new number that we are going to be giving you is \$175,570. Do you agree with that?

Mr. Rusczek replied our request also included, we were seeking to add additional staff into the high schools to assist the school nurses.

Alderman Wihby asked in that \$1,597,000 figure.

Mr. Rusczek answered right and that \$1,597,000 figure was still a figure that was evolving because of where the City was at the time with the new HTE system and stuff.

Alderman Wihby asked so where is the number that you think you are at.

Mr. Rusczek answered the number that we are at, not including the additional staff we were seeking in the high schools is \$1,537,315.

Alderman Wihby stated so that is adding \$175,000 to the Mayor's number. A 1% or 2% cut, what does that mean?

Mr. Rusczek answered well as you can see, our budget is pretty much level funded. I don't know where I would make a 1% or 2% cut and part of that is because all of our money is in salaries and our salaries show an increase because such a large percentage of our staff are due for step increases. If there was a cut of 1% or 2%, I think I would have to try and work it out as the year went along.

Alderman Wihby asked steps in this total.

Mr. Rusczek answered right. I would try to figure out where during the course of the year we could make those cuts but I will tell you that when it comes to the expense side, our budget is level funded and pretty lean.

Alderman Wihby asked do we know where we are going with the rental of the building.

Mr. Rusczek answered our lease expires on October 31 of this year and I don't know what our lease will be after that if we continue at that site.

Alderman Wihby stated can we notify all the departments to put in writing what a 1%, 2% and a 3% cut is and send it to the Aldermen so we can have that.

Alderman Girard stated just to be clear, the \$1,537,315 in your salary line takes care of a new nurse for the middle school, but it does not add any other staff so the three certified nursing assistants that you originally asked for in the high schools are not in this number.

Mr. Rusczek replied correct.

Alderman Girard stated I was taking a look at your performance indicators, and under your Refugee TB Skin Testing, I remember at one point there was discussion about the City being reimbursed by the International Center for providing these services. I believe they were CD funds. There was about \$100,000 in question.

Mr. Rusczek replied I believe the International Institute receives \$100,000 in health care transition funds from the State.

Alderman Girard asked health care transition funds and are they giving the City any of these dollars given that this Refugee TB Skin Testing is basically a result of their operation.

Mr. Rusczek answered no. That money goes to the International Institute. We understand that we have an opportunity to receive a few thousand dollars more next year, but at this point that hasn't been firmed up from CDC.

Alderman Girard asked so as that opportunity becomes available, you will let the Board know or pursue it on your own.

Mr. Rusczek answered yes, it will have to go through the Board process.

Alderman Girard asked is that potential revenue reflected in your budget.

Mr. Rusczek answered it is still a little too squishy to put it in as potential revenue.

Alderman Thibault asked how come your rent in 1997 was \$57,200 and then in 1998 it jumps to \$87,000 and then I see in 1999 it goes back down to \$65,000.

Mr. Rusczek answered in FY98, the Board authorized the department to relocate and we were looking at 50 Bridge Street to relocate to and we were using some cost figures based on a projected cost for 50 Bridge Street. There was a change of ownership at 50 Bridge Street. When it becomes apparent that we no longer could afford 50 Bridge Street and as we looked around, the \$87,000 would not cover the costs for this year that we could handle in the budget so at that time we came back

to the Board for authorization to continue at our current space for one additional year which is coming up October 31.

Alderman Thibault asked on the HTLV Education Reimbursement. What was the disparity there? It went up from \$12,067 to \$40,000 and then it goes back down to the \$12,000. How come there is an extra \$30,000 there?

Mr. Rusczek answered in between FY97 and FY98 or somewhere in there, there was a reduction in the amount of funding that we received from the State. That is actually HIV Prevention is what that should be and we also don't have the expenses. We no longer have, for example we no longer have an HIV Prevention Coordinator that we had in last year's budget.

Alderman Shea asked the custodial services you have, are they the same, WFF.

Mr. Rusczek answered no, because the Health Department has clinical activities we are required under our licensing and stuff to have someone who has had Hepatitis B shots and is trained in handling the potentially hazardous materials that we have so we have an in-house part-time custodian.

Alderman Shea asked the HTE system. Has that worked well or is it still in the process of being, delivering services? How would you categorize it?

Mr. Rusczek answered well for the Health Department, the HTE system is still in the implementation phase. At least that is the way I would put it. We have very complex financing. We have 12 to 15 outside sources of funds. We process other things like our homeless health care activities that are contracted out through the HTE system and there is still some work in separating expenses to projects and to the City side of the budget and the HTE system I believe just this past week that is getting worked out now between the Finance Department and our Account Clerk.

Alderman Shea asked so there is some financial concerns that you still haven't ironed out. Is that what you are saying?

Mr. Rusczek answered I did review all of our figures late last week and I believe that everything is pretty near in shape now and I don't foresee any difficulties in this year's budget.

Alderman Shea stated your department does pay rental expenses and there was discussion possibly of maybe the purchase of a building. How is that process going?

Mr. Rusczek replied that is now before other departments and the Mayor's Office to consider.

Alderman Shea asked would that allow for any other departments, if that were actualized, to be involved in this. I mean could you combine some other departments like Elderly Services or Youth Services?

Mr. Rusczek answered the site that the Health Department was looking at or is looking at is one that would be large enough to enable other City departments to be located in the building.

Alderman O'Neil stated I just want to make sure that I am clear. The \$1,537,000, the new number, includes the middle school nurse but does not include the nursing assistants at the high schools.

Mr. Rusczek replied that is correct.

Alderman O'Neil asked with regards to the revenues, there is about a \$25,000 difference between your request and the Mayor's recommendation. Are you comfortable with the Mayor's number that you can meet that?

Mr. Rusczek answered yes. There is an increase in one area. Again, this time of year is when a lot of our projects are under consideration by the State and everything and there was an increase of \$25,000 in the Public Health Improvement area. We feel comfortable that that is a reasonable target and agreed to that figure and will work earnestly to bring in all of our revenue.

Alderman Girard stated I know that in conversations we have had over the years it has been a chronic complaint if you will that the State of NH does not pass through the amount of funds that it should to the City for the work that it has to do. Is there anything that this Board could do to help you try to secure what the City should get in terms of revenue?

Mr. Rusczek replied I don't believe there is anything that the Board can do at this time. I see that much of the work of the Healthy Manchester Coordinating Council as helping bring additional state revenue in to the community for not just the Health Department, but all agencies. We have to remember that when we hear that the State is number one in the country by some health measures that that doesn't necessarily mean that Manchester is number one in the country. When you look at some of the concerns we face, we have issues that we have to address like every other city our size so we want to get the State to understand that although Manchester represents about 9% or 10% of the population, when you

look at the public health and other issues that the community faces, it is significantly more than that.

Alderman Girard stated since the State makes a point of relocating 90% of the refugees that locate in the State of NH here in the City, do they provide you with any funding or any City department with any funding to handle the cost of assimilating them.

Mr. Rusczek replied we get about \$8,000 or \$9,000 a year of Tuberculosis Control funds that is specifically targeted to the refugee population. The refugees that get resettled in Manchester don't come through the Department of Health & Human Services who I routinely work with. They come through the Office of Refugee Resettlement or something like that that is housed in the Governor's Office of Energy and Community Services I believe.

Alderman Wihby asked how come lead poisoning prevention is going to go down.

Mr. Rusczek answered it is going to go down because last year, the Health Department assessed what it has accomplished with lead poisoning prevention and we found that we had a tremendously positive impact by case management services so we opted to no longer enforce the State law and this went through the Aldermen. Earlier the City had adopted the State law by reference as a City ordinance. We opted to no longer enforce it because when we looked at the cost to improve environmental conditions in say a dozen to a couple of dozen dwelling units, we found it made more sense for the Health Department to concentrate on working proactively with property owners to improve dwellings before a child ever becomes lead poisoned so we no longer have a lead poisoning prevention specialist. That change occurred between FY97 and FY98.

Alderman Wihby stated well you are still expecting \$50,000. What is that?

Mr. Rusczek replied that covers the cost of a community health nurse and a half for case management activities and part of clerical staff time.

Alderman Wihby asked you bill somebody you mean. That is for billing purposes? You have it as revenue, \$50,000.

Mr. Rusczek answered it is revenue because the staff are in the City side of the budget. In other words, there are different community health nurses that do lead poisoning case management activities. We get reimbursed by the State for that money so it comes in as revenue to the City budget.

Alderman Wihby asked so you expect some, but not as much as you were getting before.

Mr. Rusczek answered right because we no longer have a lead poisoning prevention specialist which was an environmental health person. That went out in the last fiscal year.

Alderman Clancy asked how many of the schools do not have a school nurse.

Mr. Rusczek answered each of the public schools has a nurse five days per week. Some of the smaller schools, the nurse only works five hours per day. For example, Bakersville, the nurse is a 25 hour per week nurse.

Alderman Clancy asked the daycare health inspection, \$800 a year, what does that include.

Mr. Rusczek answered as part of the State licensing process, the Health Department completes an inspection of each family daycare. That process takes about an hour. The City has an inspection fee of \$25 and that is what that covers.

Alderman Girard asked does the Health Department provide any services free of charge to the public like radon testing or things like that, that perhaps we must generate some revenue from.

Mr. Rusczek answered no. When it comes to things like radon testing, there are a number of private testing companies and that is where folks are going to go for something like that. We don't generally do things that are available in the private sector relating to air testing or whatever. We get involved when there is a greater number of people involved. You know, indoor air quality studies we do in public buildings which concerns many. If we had a call for indoor quality in a private home we wouldn't be involved.

Information Systems

Ms. Prew stated this year has been a very busy one for the Information Systems Department with the installation of the new financial system, with renovations going on at City Hall and as we look into 1999 we anticipate that the pace will continue. We still have major portions of the HTE system to install. Those include the tax billing and collection, utility billing and collection, and land management systems. We have report writing capabilities which will be added to the financial system. We have new telephone systems that we will be installing

for City Hall and the City Hall Annex and we have the Year 2000 compliance issue that needs to be addressed. As you look at my budget, you will notice that the major increase is in my salary line item. This is attributed to the restructuring of the department which took place this year in order to address the problems of staffing. I am pleased to say that we have filled all positions at this point except for one and this is helping us to move forward in a more timely fashion. My operating budget is funded basically at a level equal to 1998. We have redistributed the funds into different areas, but basically there is no increase in the amount of funding. The item that I passed out to you addresses our equipment budget. Every year, we receive requests from the various departments for data processing needs. The initial requests that were sent to us totaled a little over \$190,000. When we receive these requests, we review them with the departments and through that review we either found areas that we were planning to do under this year's budget, items that had alternative sources of funding and items that could be handled in a more cost effective fashion. To that end, we were able to reduce those requests to \$115,000 which you see on the sheet that was passed out. After meeting with the budget committee, they reviewed the requests and the list that you see there is what they are recommending which is a little over \$49,000. I would be happy to answer any questions that you have.

Alderman O'Neil asked with regards to regular salaries, have you seen the adjusted figures.

Ms. Prew answered yes I have.

Alderman O'Neil asked what does the \$745,000...you are okay on that.

Ms. Prew asked you are speaking of the memo that was sent out.

Alderman Wihby stated we haven't seen that memo. What does it say?

Mr. Hobson stated it is the one that was distributed last week.

Alderman O'Neil asked you are okay on that. That is okay with the restructuring and everything else.

Ms. Prew answered yes.

Alderman Shea asked do you have private custodial services too or do you have WFF.

Ms. Prew answered we have private custodians.

Alderman Shea asked on 0390 Other Services, is that something that you could elaborate just briefly on.

Ms. Prew answered Other Services includes our janitorial service and it also includes, no sorry, Other Services includes mail service. It is basically our mail service. We send out, when the tax bills go out, when motor vehicle registration goes out, we have a mailing service that handles all of that for us.

Alderman Shea asked so that would be under mailings and so forth. Is that right?

Ms. Prew answered yes. We cover the expenses that go along with sending out the tax bills.

Alderman Thibault asked on Service Agreements I notice quite an increase there from 1997 to 1999. What is the reason for that? Is it because we are getting into more machinery?

Ms. Prew answered yes. This is the first year that we are paying the full maintenance on the HTE system. That is a good portion of it. I also have to maintain the old Unisys computer because we haven't moved off of that yet. We are still running our taxes and utilities on that system. We hope to be able to move off of that next year.

Alderman Thibault asked so that would go down next year then. Is that what you are saying?

Ms. Prew answered yes. This is a transitional period for us.

Alderman Cashin asked so you are running a dual system right now.

Ms. Prew answered yes. We haven't moved, we brought up the financials, the payroll, work order, fleet but we have not as yet moved the tax applications, the EPD billing, there is voter registration, there is parking, and the telephone system. All of that needs to be moved off of the Unisys system before we can retire it. There also were increases in maintenance on that system because of the age of it. It is definitely getting older and the company wants more money to maintain it.

Alderman Wihby asked what about the Year 2000 conversion. Where are we with that?

Ms. Prew answered well our HTE system, we will be receiving a certification for that later this summer at which point we will do our own testing. Our PC platforms, we presently have someone who is taking inventory of the systems and what is on them and we will have to individually evaluate what needs to be done to them. It is going to be quite a massive and time-consuming process.

Alderman Wihby asked what about the money to do all this. Is it going to be in the following budget?

Ms. Prew answered as part of CIP, we made a request for Year 2000 funding.

Library

Mr. Brisbin stated first of all, I would like to recognize my Trustees. I have Trustee Kevin Devine here tonight and our Chairman of the Board, Karen Sheehan-Lord and also my Deputy Director, Margaret Cardello. We appreciate the opportunity to come before you to talk about the FY99 needs of the Library Department. We will be brief. You have heard from us already a few days ago at the public forum at Memorial High School and our message here is essentially the same. I am just going to make four points. The first for positions. The second for three operating lines that we would like a slight adjustment on. The third is books and then I will wrap-up with a little progress report. On Wednesday, May 6 I spent the morning with the Human Resource Director, Mark Hobson, going over the Library Department position by position in preparation for a review by Yarger, Decker & Thomas. In short, Mark and I found that most of the Library's critical personnel needs could be addressed with \$41,000 from the general fund. \$41,000 additional that is. This package would include the extension of our two Grade 12 Account Clerks from part-time to full-time, a Grade 6 Clerk Typist, and Technical Services part-time to full-time. We would delete a Grade 6 Clerk Typist in the Library Office and extend to full-time a Grade 12 Clerk Typist position in the office and we would add a half-time Grade 20 Librarian, but we would delay hiring that person until the fall which would, that individual would alternate days between the Main Library and the West Library and this plan would give essential help both to the accounting and general financial efficiency of this \$1.5 million dollar department and to the efficiency of the undersized technical services division of the Library. The technical services division is the group who receive, verify, catalog, enter onto our database, coordinate payment for and process new books and other items. At the same time, this plan would give critical help to two overburdened three person divisions. Our children's room often does as much circulation in a day as the whole rest of the Main Library and that is just three people who run it and those are three 12 hour days that they run and six days over all. The West Branch is the other three person division. That is run by one

Librarian and two clerks and it is a full service branch and it runs the whole week so that half-time person would be some first aid to that situation. We would make the Librarian position affordable in the package by having it half-time as I mentioned and by delaying the hiring. Mark, did you want to say anything?

Mr. Hobson stated not to correct John, but we have gone over his organization twice now on two different occasions taking a look at position by position duties, functions, organizational chart and I have made some suggestions to John about what I feel would be more functional. There are some things that we will address with the Yarger Decker study but that is not the panacea and I think we also have an opportunity to do some, to make some stronger administrative changes to make the Library function more efficiently and John and I talked about doing that over a two year process. We also have some opportunity because there is some turnover at the Library. I feel that what John is presenting is reasonable.

Alderman Wihby asked, Mark, is the \$41,000 needed on top of the \$5,000 that we are going to give him or is that part of the \$5,000.

Mr. Hobson answered the \$41,000 is the approximate estimate of changing these positions.

Alderman Wihby asked so it is on top of the \$5,000.

Mr. Hobson answered correct.

Alderman Clancy asked \$5,000 for what. You said \$41,000 plus the \$5,000. What are you referring to?

Alderman Wihby answered again by that chart they gave us last week we are going to give them an additional \$5,193. So it is \$41,000 on top of that.

Mr. Hobson stated the extra \$5,000 is to just meet his expected payroll if he fills all of those positions on July 1.

Alderman O'Neil asked, John, do you agree that that figure is correct as of the number of employees you have today.

Mr. Brisbin answered yes. I have gone over it with Mark in detail.

Alderman Shea asked would that include the benefits as well for these people.

Mr. Brisbin answered yes.

Alderman Wihby asked does the \$41,000 include the benefits.

Mr. Brisbin answered yes.

Alderman Wihby asked so you need \$31,000 roughly in salary.

Mr. Brisbin answered \$41,000.

Alderman Wihby asked for benefits. So you need \$31,000?

Mr. Brisbin answered yes.

Alderman Clancy asked how many personnel have you lost this year. People who go to other jobs.

Mr. Brisbin answered we lost Paul Ericson to the School Department and we have had that position converted into two, that was one reason why it was difficult to hold a person in that position. We had one individual wearing three hats and he took Terry Bullard's position here. We lost our head of reference. She went back to Massachusetts to the Framingham Public Library. We lost one individual, a medical retirement due to severe illness. We are losing our Assistant Director who is also going back to Massachusetts to a Regional Assistant job where she will be a consultant for the State.

Alderman Clancy asked did you lose one to Diane Prew. Did somebody go from your place?

Mr. Brisbin answered yes but that was more than a year ago, Jackie Arizzo who went down to Info. Systems. There was that transition and that was a little bit more than a year ago. We have lost quite a few this year. The ones that I am just mentioning to you are the key ones.

Alderman Girard stated I haven't had much of a chance to go through your budget additions, I just got them this afternoon, a couple of hours ago, but the changes that you just asked for in personnel are they summarized somewhere in the material that we have or is that something you could get us.

Mr. Brisbin replied you do need additional information from me and I will have it to you tomorrow.

Mr. Brisbin stated the three operating lines are the same ones I mentioned at the public forum, 419 which is Service Agreements; 445 which is Contracts; and 610 General Supplies. \$12,500 total added to those is what we can live with if you will. The chief cost in service agreements and contracts lines both is our GMILCS contract. GMILCS is Greater Manchester Integrated Library Cooperative System. It is 11 library in Southern NH, 9 public and 2 academic, who pool their funds to purchase automation services. So in 419 we are asking for an additional \$4,591; in 445 we are asking for an addition \$3,659; and in 610 we are asking for an additional \$4,250. That totaled is \$12,500. So the 419 and 445 are GMILCS costs. GMILCS is finally going to hire a system coordinator. That is another reason why we saw Paul Ericson come over to take Terry Bullard's position because he had that hat. That was one of his three hats. He was head of technical services, automation librarian and site coordinator for the consortium all together and that was inhumane. So, GMILCS finally and especially because of the lobbying of my Assistant Director on the advisory committee for GMILCS, finally they are going to hire their own individual. A portion of it does come out of these two lines. Supplies is going up. We did have the Internet Project. We are delighted to have had that. You gave us the \$78,000 for that out of CIP. We just purchased 25 new PC's and 24 printers. The printers are going to be in areas that didn't have a printer before. Additional supplies. Anywhere you have more machines and more technology, you are going to have more supplies needed behind that. We also have nice anti-theft cases for CD's, cassettes and videos where you have to slide them through a little tool at the circulation desk and it will open it and make it available to you to circulate. Those cost \$2 a piece for all three of those different media so you have costs like that and there are other library specific supplies that keep going up in cost so we are asking for \$12,500 in those three lines. Books is the big item. It has been the same story for the Library for many years, certainly through the recessionary years. Too much old and not nearly enough new. We have been at the \$1 per person per year in the book line for a dozen years when by any New Hampshire or regional comparison it should have been climbing from \$2 to \$3 anyway. You can see where we have been here. City book line 1989 it was \$115,000 and \$110,000 in 1990 and you can read the numbers there. We went down in the recessionary years to \$91,000, \$95,000, \$90,000 and we have been leveled out for four straight years at \$100,000. You can also see that the trust funds do kick in a portion. They have annually and they continue to. Even though we have seen trust fund income go down from about \$70,000, we are at \$59,000 this year. The trustees make sure that they move things around to allow the highest portion of that income to supplement the book budget. We also have fine money that comes in and by State Statute that goes directly back to books as well. So those things all kick in and you can also see the cost of an average hardcover book. Some subject areas are a lot higher, reference, medical, science and technology are a lot higher than that. Some are lower. We

do ordinarily get a percentage discount. Sometimes as high as 25% or 30%, but not always.

Alderman Clancy asked what are your hours. I was told, somebody told me that you are closed on Saturdays now.

Mr. Brisbin answered no, we are not closed on Saturdays.

Alderman Clancy asked what days do you close. Are you open seven days a week now.

Mr. Brisbin answered no. We are open six days a week at the Main Library and five days a week at the West Branch. We are open Monday, Tuesday and Thursday, 8:30 a.m. to 8:30 p.m. at the Main Library and Wednesday, Friday and Saturday, 8:30 a.m. to 5:30 p.m. so that is six days with three nights. At the West Branch we are closed Mondays. We are open Tuesday, 8:30 a.m. to 5:30 p.m., Wednesday, 12:30 p.m. to 8:30 p.m. so there is your evening on the west side, Thursday, Friday and Saturday, 8:30 a.m. to 5:30 p.m. So five days a week across the river and six days as week here. We do close on Saturdays in the summer. That is July and August. Most public libraries do. It is pretty dead if there is good weather and people are up at the lakes or out at the beach.

Mr. Brisbin stated the book budget has been an annual problem and it is also a cumulative problem. The collection shows the effects of so much neglect. We have a collection that we are supposed to be developing over years and years to mirror knowledge and represent all disciplines and if we give it too little year after year, there is a cumulative problem. In the last day or so I have met with Cindy Abrams from Dean Kamen's FIRST Organization and with Will Abbott from the Science Center at Squam Lake. Both have wanted to do programs with the Manchester City Library which would rely on our science and technology collections, but how can we do that with such outdated books. How can we sponsor the success of Manchester's young people with such outdated materials. We thank you, Aldermen, for listening to us this year and for the verbal support we have heard some of you voice to us. Early drafts of the Mayor's budget show that he was looking for ways to move the book line forward and for ways to extend a couple of the part-time positions to full-time that I mentioned earlier. We are grateful that the Library's pressing needs are being seen and that ways are being explored to address them by the Board of Mayor and Aldermen. Ladies and gentlemen, we appreciate whatever you can do to take us forward from this point. I promise to bring this progress back to you to show you some of the new books and other materials that we intend to purchase and we want to invite you to the Library for a tour. We have got lots of new happenings there. You will recall that

we had three CIP projects that we were given to run this year. Renovations money for the auditorium, children's room and the carpeting of half of the first year. They were just putting the lights in the auditorium when I left today. That is the last touch on that. It looks gorgeous and you will have lights sufficient to read any documents. It will be good for a classroom. I heard Fred Rusczek mention that he is downloading some health information. We do have a VHS video projection unit that projects onto a movie size screen so that is available to the community and often used. That is two of the CIP projects. The third one is our technology project which is \$78,000 plus \$10,000 federal money LSTA and that is for the computers that we just purchased and the printers. That is going to be sensational. You will go into the Library. Instead of seeing dedicated terminals for CD rom stuff, dedicated terminals for the Internet connection and other terminals for title, author and subject, you will walk in and any of them will have a menu of services. You can push for CD rom, you can push for the community bulletin board and find out some of the public meetings that we are having, you can push for our periodicals database or title, author, subject information as well. We are delighted to have had that to be improving the Library in wonderful ways. Also, painting. The place is painted. Upstairs we have a blend of private and public money for the art & music room and for the NH room. They look gorgeous. Downstairs we just painted the basement hallway in the main Library. People thought we got new lights there because it is bright now, it is clean and it looks attractive and we intend to keep it that way. We have a historical building and we do the best we can to be proud of it. I don't want to forget the building we have across the river and also the support of Alderman Cashin and lately Alderman Thibault on issues at the West Branch and we are going to receive an award at the Historical Association on Thursday night for the job that we did renovating the West Branch and that was also a CIP project. So we have got lots to be proud of. If we could take care of books and the other needs I mentioned, we would be doing just fine.

Alderman Pariseau asked what is the status of acquiring the Brown School for the west side library. Is that a dead issue now?

Mr. Brisbin answered not it is not a dead issue. It is very much alive and I will be behind it and Alderman Thibault is behind it on the west side and Alderman Cashin we have spoken to about it as well and I just spoke at the forum with Superintendent Tanguay and he tells me that the capacity study that the schools are doing is almost finished. That really will be the last word where the school department says we don't need it, we know we don't need it and we can remand it back to the City. We already have a request in at CIP asking for the architects that are retained by the City to do a feasibility study on it. We have taken a group of trustees and PBS through the building to look at it and it looks like it has good potential for us.

Alderman Thibault stated in talking to Norm Tanguay, he tells me that July or August we should have the final word that the school wants to get rid of it.

Welfare

Ms. Lafond stated I thought I was going to be here thanking you for the extra \$92,000 that you gave me but I got this memo. I always believed that everything that was in the *Union Leader* was the truth and since you had \$92,000 extra printed in the paper for the Welfare Department we were all very excited. Even the total amount on this salary budget projection sheet dated 5/1 is accurate. My request was \$377,000 for the salaries and it was my mistake and Janell has found it and corrected it and so this figure is accurate on the budget projection sheet. What I wanted to do just briefly and what I do every year is just to let you know what we do for the benefit of the new people and to remind some of the old timers. The City Welfare Department is a statutorily mandated program. Each city and town in the state has their own so there is 234 separate, autonomous Welfare Departments in the State. Each with their own guidelines, although based on several State statutes that require us to assist someone immediately on that day if they are homeless, without food, without medication or any of the other basic necessities of life which we construe to be heat and lights as well. So that is the basic thrust of what we do. We do it by voucher. There is no cash given so anyone on our rolls has no money. The extent of stay with us at this time is approximately three months average and that is down substantially from a couple of years. In 1991, we hit our all time high with 2,000 household a month and they were with us for over a year because as you remember there were no jobs available. Currently, we have no one who is able bodied on our rolls. We had almost 400 people in 1991 on our work program. As you remember, we were operating the recycling program, we had people placed in almost every City department, as well as many non-profits throughout the City and did something close to \$1 million in work for the City over a seven or eight year period and that money was valuing the work at \$5/hour. Many of the jobs that were being done could have been valued much higher and thereby would have increased the dollars. But here we are now, some years later with no one on our work program because there are jobs everywhere. We can find someone a job the day they come in. On the other hand, they are temporary jobs usually and I am sure you all know that most employers now, instead of hiring new regular employees are hiring temporary employees for three and six months because there are different definitions of temporary than we had in the past but that allows the employer to keep from having to pay benefits. In addition to that, we are also seeing people who are working two temporary jobs. So for the most part, people that we have

on our rolls currently, and this has held true for as long as I have been doing this, is the single mother with approximately 2.9 children. That was exceeded only once in the 24 years that I have been doing this by single men and that is not the case now. Our rolls are about half of what they were in 1991, but in 1991 as you recall the bottom fell out of the rental market and it was really a perverse benefit for us because the Welfare Department would not have been able to make it through that Depression had the rental amounts remained as they had been in 1987. We were paying \$95 a week for a room in 1987 and in 1991 we paid \$35 for that same room because we had so many people leaving the area because there was no work. We saw people leave the area and then come back to NH when the economy got better here and that is exactly what we are seeing here. In addition to that, we have a lot of the rooming houses that are gone due to fire and razing of the property so we knew that this would happen sooner or later and the rental amounts are being driven up. I hope that we are not going to be in the circumstance that we would be paying the same amount of money for rent that we would have been if our rolls had been doubled. I am not sure if that is clear. It looks like we are close to maintaining the same payments for half as many people. In addition to that, this past year and for several years to come, if you looked at some of the notes that I put into the budget, we have welfare reform to deal with and last year at this time in creating the budget I was very, very concerned about the numbers of possibilities, the detrimental possibilities to our budget because there were just so many areas that the Feds were looking at that would be down shifted to the local level. Again, very rarely do I put someone's name in my comments that are going to be published in the budget but I have worked with Terry Morton closely and he and his staff have been very cognizant of the fact that the cities and towns were going to be the ones to catch that burden should the state bow out and in fact they have down an outstanding job at keeping the costs from being down shifted to the local governments. However, there are still some cautions. The Personal Responsibility and Work Act that was passed, known as welfare reform, has within it a five year time limit. Now many of the different pieces of that legislation could be waived depending on the State's participation and how they wanted to do it. In this instance, there is no state that can waive that five year, 60 month time limit. Now it can be cumulative so that if you are on assistance one year and then you skip a year and you have to go back on for whatever reason, it is cumulative so there will be a staggering effect. No everyone who was on last year will be cut-off in four years but that is going to be watershed for us. We are four years away from having that national federal line drawn in the sand essentially that anyone who has received five years worth of assistance will no longer be eligible for their lifetime. Now there have been some governors and mayors that have begun to see the ramifications of that because their waivers allowed them to end assistance at two years. I believe it was Michigan, I have it in the office and there are several. The realization has been there that when you deny

people assistance they just don't get a job. If it were that easy, it would have been done a long time ago so there is some recognition that in just wiping these people off of assistance without transitioning them and providing real job training for something that they can support themselves and their family with that all this is going to do is create more homelessness and more addiction and more spousal abuse and more child neglect and children abuse. The same thing that we see now when people are unable to work and support their families. So four years down the road is going to be a very difficult time for the entire country. I am hopeful that enough people will see the ramifications already that are happening in some of these states and will look at that five year time limit and maybe whack away at it. Our neighbor, Massachusetts, ends their two year limit on December 1. There have been some studies, I am a great one for the Internet and I was able to get a lot more information than the State could give me just by getting on the Internet regularly. I got on the Internet and looked at all of the Massachusetts regulations and what they are doing is building in a lot of precautions so that there are not going to be many people that are taken off assistance at the end of that two year period and the studies that were done in the midwest about states that have already instituted the termination of many of the population groups. The migration to other states that have better benefits has not been there so I know that has been a great area of concern for the Mayor and for Terry Morton about what is going to happen to us when Massachusetts cuts all of these people off at the end of 24 months which is December 1. Just the history from other states doesn't bear that out. We are not seeing people come from any other place any more than we always have and we are keeping track, very carefully, of who is coming in whether it is from other cities and towns within the State or whether it is from other states in the country. What we do is emergency assistance as I told you. We are a bridge to something else. We are a bridge to work, we are a bridge to a longer form of assistance, disability, social security assistance or state assistance. That is how we see ourselves. October 1 of this year there will be a major change. Instead of all of the people who are on State assistance receiving checks in the mail as they have for years and years on the 15th and the 30th of the month, the State of NH will be issuing electronic benefit transfer ATM cards to all recipients and they will go to ATM's and access their money from banks. They will also be able to use that to pay for their food at grocery stores. I am going to get one of those things that they have in grocery stores so that we can use those cards in our office to determine how much money is left within each account. I think that is all we can do at this point. I am not sure of the other ramifications and I am trying to put together a meeting with the State to see what they expect will happen to us. Other than that, I am ready for questions.

Mayor Wieczorek stated I know that we get like 250 refugees a year in here and about 8% or 9% of them stay in Manchester, but as you stated it is very easy to get

a job and hardly provide anybody any assistance. Do you see anything occurring in the area where we have refugees or where we have immigrants? Those two populations that come to the City.

Ms. Lafond answered they don't come to us.

Mayor Wieczorek asked they don't come to you.

Ms. Lafond answered no, not anymore. When Ann Sanderson first started before it was the International Institute, refugees were entitled to more assistance than our own residents of the country were which was difficult. Everybody was eligible for AFDC payments whether they had children or not and we always saw them at the beginning until they could access that year's worth of AFDC benefits. That became more streamlined as time went by and we saw fewer and fewer. We have never seen, as I told you, we have never seen any Southeast Asians, Koreans, Cambodians, Thai, Vietnamese, they are all culturally very much unaware of what government can do. Their government didn't do anything for them so. The only ones that we had any difficulty with and really I don't want to stereotype this group but I find myself saying it often is the Romanians because they are so used to, they are a Socialist country and they are very, very used to having government do a lot for them. We have seen some Russians, just a family or two here and there now. It is very different than it was four or five years ago.

Mayor Wieczorek asked overall though it really doesn't present any problems to the Welfare Department.

Ms. Lafond answered no.

Alderman Shea stated on my particular page here, 4924 Welfare Benefit Recoveries, you have \$500 and the Mayor has \$50,000.

Ms. Lafond replied that should be \$50,000.

Alderman Shea asked and going back to regular salary, are you saying in essence that \$372,030.80 would be sufficient for your request rather than what the Mayor has recommended at \$464,493.

Ms. Lafond answered yes. I was told that it was a typo as much as we would like to accept the money.

Alderman Shea stated the other point is the rental of building. That is increasing steadily? Someone suggested there was a new owner. I am not sure if that is the case.

Ms. Lafond replied yes there is a new owner and we had a five year lease which is up this October. Our lease includes our cleaning and I am anticipating that we are not going to get the same kind of deal from this landlord that we had received five years ago. I am going to try and there will always be the option that we move but I wanted to put a little bit of a buffer in there so we wouldn't be caught. If we don't use it, it goes back to the general fund.

Alderman Shea asked do you think that it would be more prudent for the City to buy a building and house your department as well as others. Do you think it would be in the best interest economically speaking?

Ms. Lafond answered I was part of a committee for five years that traipsed around this City to try to get a building that all of the departments that rented space could go into. It made no sense to me to rent and pay two arms and two legs for a building that we had on Lowell Street that wasn't accessible while there was a City owned building like Fallow that we could have fixed without continuing to pay rent. Now it is up again. I don't believe in the City paying rent. I think that we should own, the City should own the property providing that there is enough janitorial or custodial service. Again on that end, we are not having any janitorial service.

Alderman Shea asked would the State help you if you were to be involved in purchasing like the School Department.

Ms. Lafond answered no they would not.

Alderman Wihby asked on the sheet that we have, Page 1 that you did it says Cash Reimbursements, Revenue or Prior Years, Current Year Line Items, Total Reimbursements, what is that.

Ms. Lafond answered what I wanted to show there was not only the revenue of prior years, what we do is we take liens on settlements, we take liens on real property, we take liens on accidents and things and often, I got a reimbursement not too long ago from 1950 so what the Finance Department does now is break it out to revenue prior years. If we get a reimbursement from other than the current year, that goes into one line item.

Alderman Wihby asked where does it go.

Ms. Lafond answered it goes into the general fund.

Alderman Wihby asked where. Under what?

Ms. Lafond answered revenue.

Alderman Wihby asked why doesn't it come under your revenue.

Ms. Lafond answered the next one does.

Alderman Wihby stated you are only getting created for \$50,000.

Ms. Lafond replied it comes under our revenue as well, but the two added together is the total of our revenue. The reason I wanted to break it out is because there is no other way to show you the amount of money that we get back within the same year that it is given out. That goes back into our line item.

Alderman Wihby asked on three pages back there you have Actual 97 Revenue of \$43,751. That is what you actually collected in 1997.

Ms. Lafond answered but you see we are off a little bit here because I have got \$43,113.75.

Alderman Wihby asked so that top number would be what you actually got.

Ms. Lafond answered that is what they show us having. In addition to that, we had another \$41,000 in revenue that came directly back into our line item because we gave the money out that year and we received it back that year.

Alderman Wihby asked so it doesn't go into the general fund.

Ms. Lafond answered no.

Alderman Wihby asked so the top line goes to the general fund but the second line goes to your department.

Ms. Lafond answered right.

Alderman Wihby asked and where do you show that you need that.

Ms. Lafond answered it goes back to you eventually because we don't, I mean I don't know for how many years we have been turning back money.

Alderman Wihby asked so do you always turn that back. Where does it go in your line items? Who decides where it goes?

Ms. Lafond answered it goes into the line item that it was expended from. So if we pay someone's mortgage or their rent for six months or buy them food for six months, we put whatever in the rent and whatever in the food. We reimburse what we spent that year only.

Alderman Wihby asked if you look up further then above that you are showing how you didn't expend what we had given you in the first place for those three years. You came back with \$219,000, \$108,000 and \$89,000. That was from the general fund expense that we had given you that you didn't spend. It had nothing to do with the current year line item in there too?

Ms. Lafond answered that is in there.

Alderman Wihby asked so you spent that, so the \$219,000 is what we had given you for that first year, 1995. That \$219,000 you gave back to us, you didn't spend it, but you did spend the \$30,000 from the current year because that would have gone back in there.

Ms. Lafond answered we spent it and then we put it back before the end of the year so it is in the \$219,000. It is a wash, but I just wanted to show you that there is other revenue that we were getting.

Mayor Wieczorek stated it is like a loan.

Alderman Wihby stated I don't know why we wouldn't count it as general fund revenue.

Ms. Lafond replied well it is.

Alderman Wihby stated but we are not counting it anywhere in our revenue numbers.

Ms. Lafond asked is anybody here from Finance.

Alderman Wihby stated they are going to say it is an expense that you can incur, but you have never incurred it. You have always turned it back if I look at these

numbers. You have turned back some of your budget, you might have spent that, but you have turned back higher than that amount in your budget.

Ms. Lafond asked do you understand how we are doing it. Do you understand what I am saying? I don't know how they would quantify that in Finance, but it is only money that we have spent out of the current year and it has been replenished before the year ends.

Alderman Wihby asked but when you are doing your budget, you are anticipating that you are only going to use this expense. You are not anticipating on replenishing your account and using that. So do you have a problem if I count that as revenue and you don't get it back.

Ms. Lafond answered yes.

Alderman Wihby asked why, you don't use it.

Ms. Lafond answered well this will be the year I will. When I make the budget it is based on what I think we are going to spend.

Alderman Wihby stated right and are you anticipating spending the other \$40,000 from current year also. It is averaging somewhere between \$30,000 and \$41,000. So somewhere in there are you anticipating spending that on top of the budget that you are throwing at us.

Ms. Lafond replied these are settlements and reimbursements. There is really no way, I mean it looks like it is going along in some sort of familiar fashion, but there is really no way to predict the amount or the number of people that will come in who will have an ability for us to extract money from them, to get money from a settlement from them. This is basically all gravy and I would hate to spend it and not get it back into the line item. We can't during the current fiscal year because who knows what is going to happen. I mean you get it back if it is not spent. That is the same for all of the Welfare Departments.

Alderman Thibault stated I am a little curious as to why your phone bill has doubled.

Ms. Lafond replied we have voicemail and we have three new lines. Voicemail is very expensive.

Alderman Cashin asked how much money do you plan to turn back in this year. Do you have an idea?

Ms. Lafond answered I never got into it that way. I never go into it with the idea of turning any money back to you.

Alderman Cashin stated but you are almost at the end of the year and you should have some idea. You say that every year you turn money back and I know you do. Now getting back to this rent thing, if you lend me \$100 to pay my rent okay I walk in and you give me \$100 for my rent. I get back on my feet and you get that \$100 back so it is a wash within the rent line item. So it is not new money, it is reused money, recycled actually. Is that basically what we are talking about here?

Ms. Lafond answered yes.

Alderman Pariseau asked but if you have say \$50,000 in the line item for rent and you expend the \$50,000, but people pay back \$45,000 do you spend that or do you show a revenue of \$45,000 because you are within that \$50,000 so you have only spent \$5,000 out of that line item.

Ms. Lafond answered right and that is really why I wanted to put that in there so that you could see that it was revenue and we had gotten it back and generally I would say no, don't expend it again but where we get the most revenue...the medication line item is a tremendous worry because there has been a company that has purchased all of the generic medication. I don't know if you know that and they have increased the cost of generic medication fourfold and our ability to have drug stores work with us and wait until someone is determined eligible on disability is now basically zilch. We have no one who will wait longer than a month where we have had many pharmacies who were waiting the nine and twelve months with us that it takes for someone to be determined disabled. So what the State has said is okay you have to spend this money and we find out nine or ten months down the road that that person is eligible, we will reimburse you provided that you fill out all these forms and send them to us and wait six or eight months for us to pay you back.

Mayor Wieczorek stated I have a question because it is still not clear to me on the cash reimbursements here. Let me see if I understand this correctly. When you say Revenue of Prior Years, it is anything prior to the fiscal year that we are in.

Ms. Lafond replied right.

Mayor Wieczorek stated and when that money comes in, does that go into that particular line item too. What do you do with that? Just show that as a revenue?

Ms. Lafond replied revenue that goes into the general fund.

Mayor Wieczorek stated and with the current year line items that you take out and put back in, at the end of the year when lets say you have \$30,000 left in that line item what happens with that money.

Ms. Lafond replied it goes back into the general fund.

Alderman Wihby stated it is less of an expense, not a general fund revenue.

Ms. Lafond stated I am not sure how they categorize it, I really am not, but my whole intent in showing that was that it looks like we are only getting a small amount of money back when, in fact, the case workers are working very hard to get a lot of money back and there is a lot of money that is not showing in the Revenue for Prior Years line item and that is what I wanted to show you.

Alderman Wihby stated but if you take that last year, you collected \$41,000 and you returned \$89,000, you said that \$41,000 was part of that \$89,000 that you returned back to the City. You didn't spend the Mayor's number in 1997, you turned back \$89,000 but in the course of that year \$41,000 of it would have come back from current year line item so you didn't spend that \$41,000 and you saved another \$40,000 actually is what it is but it never counted as a revenue it went into... the general fund expense was out of balance basically, you know you didn't spend it. It really should be a revenue.

Alderman Girard stated anything left over in any general fund expense account gets rolled into the fund balance at the end of the year so if you were to take that \$41,000 out and not allow it to go back into the department's line items and set it aside as the revenue, the money that would have been turned back by the department instead of being \$89,000 would have been \$58,000 so whether we catch it as an unexpended amount in a line item at the end of the year in fund balance or we capture it as a revenue to the general fund, there is no difference other than how it is reflected. So instead of carrying over \$89,000 in fund balance to the current fiscal year, we would have only carried over \$48,000 instead so it is almost six of one and half dozen of another. There is no general fund impact on the bottom line.

Alderman Rivard asked if you have a \$50,000 line item appropriation for rent and you expend \$40,000 and you collect back \$20,000, in reality you have \$70,000 is that correct.

Ms. Lafond answered no.

Alderman Rivard asked but you could spend it, is that correct.

Ms. Lafond answered yes.

Alderman Rivard stated so we approve \$50,000, she divvies it up, she gets some of that back and it is added to that line item and in reality you really get more than \$50,000, you get \$50,000 plus whatever you collect and under certain circumstances you could expend that, is that correct.

Ms. Lafond replied we have the \$50,000 minus the \$20,000.

Alderman Girard stated but it acts like a revolving loan fund so what you get back you can spend.

Ms. Lafond replied yes, I can spend it twice.

Alderman Rivard stated what I am saying is that you have \$50,000 and you commit \$40,000 okay and you have \$10,000 left okay, now you get \$20,000 back and you have \$30,000. It is a revenue that comes in.

Alderman Shea asked at the end of the year then, that particular difference goes back to the Finance Office, is that correct and you don't use that the following year is that correct.

Ms. Lafond answered no.

Alderman Shea stated but you predicate your particular expenditures on what you deem to be appropriate for the following year.

Ms. Lafond replied yes based on what we have experienced recently and what I know.

Alderman Wihby stated what you are doing is you are taking an expense and you are crediting an expense and accounting wise that is not the right way of doing it. It should be as a revenue and then if you need that additional revenue you would come to the Aldermen and they would let you have it or whatever they want to do but you are not supposed to take an expense and credit it with a credit. It should be a revenue.

Ms. Lafond replied Finance may very well be doing it that way.

Alderman Wihby stated well not if you are telling me that part of the \$89,000 that you returned is part of that current year line item. If the \$89,000 included the current year then they are not doing it that way, they are crediting an expense.

Ms. Lafond stated they always had a second line item for current revenue as well as prior revenue. It has only been in the last few years that they have only had a line item for current revenue. I still wanted to break that out and show that for the reimbursement we had to use staff time in order to go after it.

Alderman Shea asked who do you deal with in Finance.

Ms. Lafond answered Randy or Kevin.

Alderman Girard stated if memory serves, the City is obligated to fund whatever you spend when it comes to the assistance, correct, so if we or you have a bad year and what is appropriated to those line items is insufficient to cover the need, the revenue that you get back in those line items actually goes to buffer the City, otherwise if we took it out and put it as a revenue you would have to come back to us and say here is a bill so it is almost a hedge against a bad year.

Alderman Wihby asked why should somebody have extra money in their account and not come back to this Board and tell them they need to spend it. If the Commissioner came back to the Aldermen and said I have overspent my budget, it is not her fault, we would say okay fine and we would find the money and we would expend it. That is the way it should be handled, not to throw the extra money back into an account and let her spend it. If she is telling us her budget is this, that is what she should live within and if she can't live within it come back to us and we will take care it and she is the only one that can overspend and no one is going to blame it on her if rent went up or whatever.

Ms. Lafond replied maybe I am wrong, but I don't think we are the only department like this. I thought that every department was receiving their current revenue back in their line items.

Alderman Wihby responded no, that goes to the fund balance. Everybody would like to do that.

Alderman Pariseau stated we will have to discuss that with Finance.

Fire Department

Chief Kane stated I would like to thank the Board of Mayor and Aldermen for inviting us here tonight and giving us the opportunity to answer any questions the Board may have. At this time, I believe you know Chief Monnelly, Chris Spaulding and Business Service Officer Brett Lemire. One of our Commissioners are here also, Paul Bolieau. One of the earlier questions I have been monitoring is where are we with the salary and the new figure that came out and we are currently on board with that new figure that came out earlier this week. We have been working very hard with Human Resources and Mark Hobson and especially Janell in trying to get this budget together and get the numbers right. Janell has done an outstanding job with our department and I would like to recognize that. In our budget we have, and I don't want to go over our entire budget, but there are goals that we have set for every single division in our budget. What we anticipate to accomplish in the coming year. You might notice those. There are several pages of those so there is a lot of stuff in the budget that we presented to you that you should already have. I did hand out a package and I would like to go through the package and answer any specific questions the Aldermen may have. Our budget request to the Mayor was promulgated over a period of four months. My staff takes a lot of time in preparing the budget. We do two things when we prepare our budget, we not only prepare our budget but we do long range planning at the same time. Our department's financial team came, utilizing as close to zero based budgeting as possible. Our efforts were aimed at funding our collective bargaining agreement which were a 3% and a 3.5% increase and funding for minimum staffing and overtime to place our second downtown Engine Company #1 back in service. To define our line items, it is necessary to fulfill our financial obligations in several areas. We have fixed costs for the most part. Our original request of \$11,591,000 was received by the Mayor and his budget team and was reduced by \$375,000 to \$11,215,000, the figure that you see know in front of you and a figure that we think we can live within. It is a figure that working with the Mayor and the budget team which I was on, and Alderman Wihby came to an agreement on and we are very comfortable with the Mayor's budget.

Alderman O'Neil asked does that include putting Engine #1 back in service as of July 1.

Mayor Wieczorek stated Aldermen don't just jump in. Wait until he is finished his presentation and then I will recognize the people who are going to be speaking.

Alderman O'Neil asked so we can't ask questions as they come up.

Mayor Wieczorek answered yes you can, but just wait to be recognized.

Alderman O'Neil stated I would like to be recognized, your Honor. Chief, does that include putting Engine #1 back in service as of July 1?

Chief Kane replied the primary focus of the budget was the salary increases and second was putting that back in service which the Mayor has supported in the last two budgets and again has supported in this budget. Yes, to answer your question that number does reflect that Engine going back in service.

Alderman O'Neil asked is it July 1, is it September 1, is it January 1.

Chief Kane answered here is what we are going to do with that and that budget figure. Once the budget is approved and we know what numbers we are working with, we are going to assemble a team of people to get Engine #1 back in service as quickly as possible. Will it be July 1? No it won't be July 1. July 1 is when we are going to get our budget and then we will be able to take our budget and make sure of what we got in our budget. It is going to take some time to put that together, but maybe August 1 or September 1, but it won't be July 1.

Alderman Shea asked for a point of clarification. The Mayor recommended \$9,200,520 and what you are indicating is that the \$11,215,000 has been approved. Is that correct? The figure that we have for regular salaries is \$9,200,520 and in your brochure you indicate that you reduced your original request by \$375,976 to \$11,215,000.

Chief Kane answered those are bottom lines. The \$11 million figure that you are looking at reflect the bottom line. If you take this page and put it with the other. It is the entire department budget, not just the salary account. The monies that \$375,976 was again you know that was money that when we looked at our budget we were projecting out a number of years and a lot of that money was capital money that we just pushed off.

Alderman Thibault asked what is Special Salaries.

Chief Kane answered it is a line item that is utilized and Brett can help me out on this but it is utilized for holiday pay, it is utilized for uniform allowance, it is utilized for multiple alarm pay, personal days, standby and severance pay.

Alderman Thibault asked how about Service Agreements. I notice that doubling. What is the reason for that?

Chief Kane answered the reason for Service Agreements moving in the way that they have is because of the computer systems. We have a computer system that is

coming up on-line and that figure represents agreements that we need to pay to the computer companies for their software, for licensing their software. We have two major computer systems that we operate under our department. One is a computerized dispatch and records management system and the other one is the 800 megahertz radio tracking system.

Alderman Thibault asked about Rust Repairs. I was under the impression that we had all stainless steel and aluminum now. It seems to be I remember that when I was in charge of all motorized equipment we had gone to all aluminum and stainless steel equipment. I am wondering what this Rust Repair is.

Chief Kane answered you are absolutely correct. A number of years ago, and I am going to say probably the last time you were on the Board, but the department was facing problems with rust and its ongoing situation. We made some efforts in going to stainless steel and aluminum, but we still have old vehicles. Some of our vehicles are 15 years old or older. The other thing is, in regards to that, what we are finding is aluminum also creates rust. Aluminum corrodes just as bad. Stainless steel is where we are at today.

Alderman Thibault asked so this is to repair older vehicles. Is this just one vehicle or more?

Chief Kane answered yes.

Alderman Rivard stated I have a document dated May 6, 1998 that talks about salary budget projections for the fiscal year and it looks like it says the Fire Department is \$10,384,000. What is this document in relationship to this budget?

Mr. Hobson replied if you take a look at the regular salary, the overtime salary and the special salary that Joe was asked about, those are the three lines that Janell is referring to.

Alderman Pariseau stated you have an item under account 740 Equipment for \$36,415, and included in that is a rescue boat. Are you replacing the current one or do we need two?

Chief Kane replied if you look at the bottom line of that as it begins, what we do here is we project out a number of years in trying to accomplish this, but the bottom line of the paper you are looking at is probably in excess of \$300,000. As you can see there is only \$50,000 in that line. What we do is the divisions put their requests in, and I cut them back before they come down here.

Alderman Pariseau asked so this isn't necessarily included in that equipment account.

Chief Kane answered no we are not going to buy a rescue boat with that money.

Alderman Pariseau asked so what is in that \$50,000 equipment. Do we know?

Chief Kane answered most of what you will find in that \$50,000 is what we consider fire line items, nozzles, hoses, ladders, etc.

Alderman Pariseau asked so that is what you are proposing to buy with that \$50,829.

Chief Kane answered most of that, that is what that is. Correct.

Alderman Shea asked about guidance forms. Do you get that money back after they take the test? Do you charge applicants so much to take a test and then they pay back?

Chief Kane answered yes. What basically happens in guidance forms, that is the \$25,000, is that next summer we anticipate running an entrance test and we charge the individuals that take that test so much money, I think it is \$25 a person so it is a wash. We spend this money and then we get the money to reimburse that.

Alderman Shea asked so that \$25,000 then goes back to the general fund. Is that it?

Chief Kane answered that is correct.

Alderman Shea asked do you have your own custodians or do you have WFF.

Chief Kane answered the firefighters while on duty do all of the custodial work. We do not have any custodial service nor do we have any contractor.

Alderman Shea asked so custodial supplies are the supplies that the men have to use.

Chief Kane answered exactly. That includes everything from toilet paper to soap.

Alderman Shea stated I noticed in the minutes of the Commissioners' Meeting that there was some concern about the HTE system and I wondered if someone could elaborate about that, either Mr. Lemire or...

Chief Kane replied I am very familiar with computer systems and the installation of big computer systems and what we are looking at here in regards to the HTE is what I call a work in progress. I think that HTE has come a long way since last July. Basically, they are performing most of their functions. What you are referring to that you could see in the Commissioners' Minutes and notes is a lack of reports that we normally had seen in the past. We are getting reports, but we are not getting the same type of reports that the Commission saw in the past. Finance and Diane Prew are working on getting those types of reports and documents. I think that you will probably note in the Commission Meeting that we are following the line items on a line item by line item basis and we feel that we are within our budget and doing okay.

Alderman Shea stated well some of the departments have indicated that they had a hard time getting feedback concerning where they stood financially. You don't see that as a problem in your department or you have seen it but now it has been corrected?

Chief Kane replied again, as HTE has evolved and grown a lot of the problems and concerns that we have had have been addressed and HTE is growing everyday so we are getting more information than we had in the past. Our current information, we can get information on every single line item and where we stand, although not in the report form that we used to see but we can get the information.

Alderman Shea stated you said before that there are certain reports that you are not getting back. What do they pertain to?

Chief Kane replied well we had an old report that we used to call the Eason Table and we are not seeing that type of report. Now we are getting it in a different kind of format and I think the department needs to get used to looking at and analyzing those type of formats.

Alderman Shea asked what kind of information was contained in that report that you are not getting back.

Chief Kane answered what I am saying is that we are getting the information but we are getting it in a different format now. The information that we were getting back then was how much was in a line item, how much was expended and how much was left. We have that information now, although in a different format.

Alderman Clancy asked how are we doing with the masks. Does everybody have their own mask now, the SCBA?

Chief Kane answered I could go on here all night in regards to some of the things that we have accomplished over the last year, but I want to keep that a little bit under control. One of the things that we did accomplish in the last year was getting our department up to speed and at the head of the curb in regards to our SCBA's or our air tanks to be very simple everyone is well protected and everyone has their own individual mask. We are in great shape in regards to that type of technology.

Alderman Clancy asked and how about the clothing.

Chief Kane answered the clothing, I think, is in great shape. In a year or two we may be looking at something that we may need to spend a lot more money, well maybe not a lot more money but we may need to increase that line item. We are in good shape currently.

Alderman Clancy stated I have to compliment the department as they did a good job this year as far as injuries. I haven't seen any serious injuries so that means the men are well trained.

Chief Kane replied safety is our utmost concern.

Alderman Pariseau asked are we getting any revenues from the ambulance service because of our response to all kinds of activities.

Chief Kane answered currently no. We are paying them \$1 a year.

Alderman Girard asked have we ever gotten any money from any ambulance service that we either paid \$1 or \$1 million for.

Chief Kane answered no.

Alderman Cashin asked about the arson fires.

Chief Kane answered we have been very successful in some of the arson fires, especially some of the ones on the west side. Some of the major arson fires that we have had recently, we are not as successful in right now. I can't give you all the details of where the information is, but I can tell you that we are working with the Police Department, very closely with them. Chief Driscoll has been very good and we have had some meetings with some of his deputies in regards to those arson fires. We don't think that they are related at this point in time, although they look similar. The City of Manchester has been pretty fortunate in the last 12

months not to have a lot of fires, but we have been hit pretty hard in the last several months. As a matter of fact, just earlier tonight as we were sitting here we had a fire on 211 Pine Street.

Chief Kane thanked the Aldermen again for having him there and stated that if anybody has any questions regarding any of his budget items to please call him and he will get you the answers.

Police Department

Chief Driscoll stated we will be as brief as possible tonight. We prepared a packet that I hope you would take a couple of minutes to examine. It starts out with just an introductory letter. This is basically the same slim downed packet that we presented to the budget team on two occasions. After the introductory letter, it is simply our mission statement followed by the organization chart. Our complement follows that. Our complement at this time is 268. As you might remember, we are one over that at this time. We have one more police officer than our complement shows. This is the first time in many years that the Police Department has been up to staff and we are very pleased with that. We have 269 at this moment. We expect that this will balance some time in the future and there will be no additional expense on the budget for that. That is under the over and under program that we have worked with the Board on. The meat of the presentation is on the next page. It is the budget request. We started out with our FY98 approved department budget which was \$10,839,000, the figure at the top. From that or in addition to that, we added the columns below, the 53rd payroll week, contractual step raises, the grant local match obligations that we have obligated the City to over the last few years for the community policing, the increase for crossing guards and the increase in the information support specialist raises that the Board recently granted, the adjustments to our FY98 in special salaries and Joe Kane went over what special salaries are, it is the same in the Police Department, the block grant matches which is actually a reduction, as well as lease savings from purchase of the computer which we recently did in conjunction with Bob MacKenzie and Diane Prew. As a result of all of those figures, we came up with an FY99 zero base of \$11,451,595. That is what we started at as a zero based budget. When we initially came before the budget committee, we had added approximately 1% to that. We worked with the Mayor and his budget team and reduced some of those things. When we finally got our figure in and coincidentally our figure matches the figure from Finance and Personnel, we end up with a figure of \$11,491,329. That includes one additional dispatcher, additional maintenance agreements that the Police Department needs and frangible, non-toxic ammunition which is going to be used in our firearms

range to reduce the lead content and danger to our personnel. That brings us to the \$11,491,329. That is the figure that we are zeroing in on now. We had some other requests, but that is where we stand now and that is what we have agreed to with the budget committee. There are some other figures below there that were initially in our request. I guess that have been added in other areas and are not shown in that \$11 million figure. That is the severance pay for the worker's compensation, that is \$175,000. There is the local match for a block grant that we anticipate getting which is a 10% new money match by the City. We have asked that \$25,000 be put in contingency. That is not be put in our budget so we can come back a few months from now and ask you for new money to meet this federal grant. We expect that they will give us a significant amount of money to compliment our budget, and then the MAPS contract which was settled since we met with the budget team. That money is also set aside, I am told, in another account, \$74,000. That basically is our budget, \$11, 491,329. Once again, that is the money that agrees with the Finance Department's figure. If you turn the page real quick it shows the breakdown of our budget. Our budget is 92.6% in salary, 7.2% expenses, and .2% capital.

Alderman O'Neil stated the latest calculation from Human Resources, \$10,641,746 you are comfortable with.

Chief Driscoll replied that would be a total of all three. Yes we are comfortable with that number.

Alderman Wihby asked what is the number you are comfortable with.

Chief Driscoll answered our total, the figure that we got from the Mayor's budget committee was \$11,491,329. That is the figure we confirmed with the Finance Department yesterday and the figure that we believe was represented to us by the budget committee.

Alderman Wihby stated so \$11,491,329.

Mr. Hobson stated that is the total budget. What Alderman O'Neil was asking about was once again the line items from 110, 120, 130 and 140 and what we show on our memorandum is that we will need to add approximately \$1,000 to the Police Department's budget for payroll to make them whole and that is what we are recommending as of our May 1 calculations. Janell and Paul Beaudoin are both shaking their heads yes so they are in agreement.

Alderman Wihby asked for an explanation. This \$10,641,746 is what three numbers put together.

Mr. Beadoin answered regular salaries, overtime and special salaries.

Alderman Wihby asked and the Mayor's numbers the \$9,663,000 plus \$963,000 plus the \$14,000, plus the \$1,000. Okay. Where is the \$175,000? What did we do with that?

Mr. Beaudoin answered it is in benefits.

Alderman Girard stated you came to the Board earlier in the year and asked to purchase various vehicles. I think you actually were able to purchase everything that the Mayor has got in his FY99 MER. I am wondering how much money the City saved doing that given that part of your rationale was to get them at current prices.

Chief Driscoll replied that would be hard to tell until we know the price of the new vehicles, but I can tell you that there is significant savings by doing that.

Alderman Girard asked but how much money did we save over what the Mayor had budgeted. In other words...your Honor, were your MER numbers for the Police Department based on the existing prices or were they based on the prices that were coming for the next model year.

Mayor Wieczorek answered I think we were working off this year's State prices. That is the reason why we hurried up the process a little bit, so that we could lock that in.

Alderman Girard asked so there are no savings then versus what you had budgeted for FY99.

Mayor Wieczorek answered no.

Alderman Clancy asked electricity, \$174,000 a year. What is that for?

Chief Driscoll answered 24 hours a day. If you walked through our building and saw the electronics and the computer systems. It is a phenomenal amount of money.

Alderman Clancy stated it is almost \$200,000 between the gas and the electricity. Did we ever convert that over to all gas? I know we did part of it but why don't we convert the whole building to gas.

Mr. Beaudoin replied all of our heat in the main building is gas. We also have the dog pound and the two substations.

Alderman Clancy asked are those electric heat too.

Mr. Beaudoin answered no but the electricity to run them.

Alderman Clancy stated like at Beech Street School, those portable houses down there are electric heat.

Mr. Beaudoin answered the one on Beech Street is gas. The new one on the west side is gas also.

Chief Driscoll stated we would love to cut that down. Twenty-four hours a day those buildings go.

Alderman Shea asked do you have custodians or do the guys provide their own custodial services or are you connected with WFF.

Chief Driscoll answered we have our own custodians.

Alderman Shea asked that is separate from WFF.

Chief Driscoll answered yes.

Alderman Shea asked about the HTE system and how it has been working.

Chief Driscoll answered well they provided us the information to be here tonight. Obviously it hasn't been as easy to work with initially, but we are starting to get the information that we need.

Alderman Shea asked has that disrupted the department in any way or has it been a minor disruption because of the system or how would you categorize it.

Chief Driscoll answered well we were kind of in the dark at the beginning but we have come a long way since then.

Alderman Shea asked so the kinks are coming out of the system. Do you foresee it being a very helpful system?

Chief Driscoll answered we are very hopeful that it will meet the expectations of the City and the expectations of the Police Department and exceed what we have had in the past.

Alderman Shea stated the point is that if people come here and tell us what we want to hear, that is one thing. If they can come and tell us what they find wrong then we can improve the system, your Honor.

Mayor Wieczorek replied I have another way to improve it because in school I am going to have the kids and the teachers more involved in keeping their buildings clean. Like pick up around your desk.

Alderman Thibault asked does the custodial supplies include the two out stations.

Chief Driscoll answered yes it does.

Alderman Cashin asked \$57,776 for Service Agreements. Is that primarily for computers?

Chief Driscoll answered yes. Paul can tell you better than I but it is a number of different things.

Alderman Cashin stated it just seems to me that if we were able to package some of these service agreements we might be able to save some dough. I am not being critical, but it seems to me that we are spending an awful lot of money on service agreements.

Mayor Wieczorek replied well we do but some of that is different organizations because I know with HTE there is a substantial increase because there is all new equipment and a lot more of it.

Alderman Cashin stated between the Fire and Police Department, we are spending roughly \$122,000.

Chief Driscoll stated and you can add in Information Systems and they spend a lot of money too. That might be a good topic for the Systems Advisory Committee.

Mayor Wieczorek replied we will make that a topic at the Systems Advisory Committee.

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

5/12/98 Finance

41

A True Record. Attest.

Clerk of the Committee