

REPORT OF THE FINANCE COMMITTEE

SEPTEMBER 15, 2005

A meeting of the Finance Committee was held on Thursday, September 15, 2005 at 7:00 p.m. in the Aldermanic Chamber.

Mayor Bernard A. Streeter presided.

Members of the Committee present: Alderman-at-Large David Rootovich, Vice-Chair
Alderman-at-Large David W. Deane
Alderman Robert A. Dion
Alderman Robert Shaw
Alderman Kathryn D. Vitale

Members not in Attendance: Alderman-at-Large James R. Tollner

Also in Attendance: Maureen Lemieux, Div. Director, Administrative Services
Janice Tremblay, C.P.M., Purchasing Manager
Ken Tyrell, Network Analyst, Information Technology Dept.
Rick Seymour, Div. Director, Department of Public Works

Mayor Streeter

Alderman Tollner reported that he is on a business assignment tonight and will not be in attendance.

COMMUNICATIONS

From: Janice Tremblay, C.P.M., Purchasing Manager
Re: Purchase Security Camera System for City Hall

MOTION BY ALDERMAN SHAW TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO CONCENTRIC SECURITY RESOURCES, LLC, IN THE AMOUNT OF \$11,986.60. FUNDS ARE AVAILABLE IN ACCT. #308-83076-6211-6106

ON THE QUESTION

Alderman Deane

Who will be installing these cameras – a vendor or are we just purchasing from a vendor?

Janice Tremblay

The cost that we are asking you for would include installation.

Alderman Deane

That includes the wiring?

Janice Tremblay

Yes it does.

Alderman Deane

Are these compatible with other equipment that we are going to need to view whatever parts of the tapes we ever have to look at?

Janice Tremblay

Just as an overview, the package includes a total of 22 cameras, and then there are two recorders (digital recorders); one will handle the front half of city hall, the other will handle the rear half of city hall and then all of the necessary wiring, etc., to pull the images from the cameras down to the recorders. There is also included in the package the software that allows us to view tapes or recordings, to edit, to save off sections if necessary onto a disk from the hard drive. It is a relative comprehensive package. There is a full one-year warranty on all of the equipment from the supplier.

Alderman Deane

We purchased another comprehensive package called a server for our Channel 16 programming that we spent close to 17 months in the making and it is still sitting in a box. I wouldn't want to go through this exercise again and end up purchasing this and finding out that it wasn't compatible with or we didn't have the ability to install it. I guess the IT Department after will be in charge of maintaining it?

Janice Tremblay

Yes and I will let Ken Tyrell give you a quick overview. Ken has been one of the valuable members of the team as we assessed the various offerings, and we went out to and did some

interviews and had some demos done. Ken brought the Information Technology aspect to all of that and made sure that what we were getting was indeed something that was compatible and usable with our own systems inside and that it was something that our own IT group could service, address, and keep maintained if that was necessary. Ken if you want to add something please ...

Ken Tyrell

This is a full turnkey package they will install it, turn it up, fine tune the cameras, and they will hand us over a working package that will be fully operational before the vendor disappears. It would not be a comparable project whatsoever to the video server.

Alderman Deane

Are they going to try to minimize the amount of wire mold they use throughout the building or are they going to go strictly with wire mold?

Ken Tyrell

I don't think any wire mold should be used in this – most of these cameras will be mounted on the ceiling so they should immediately disappear – you shouldn't see any wiring.

Alderman Deane

Obviously I trust your knowledge of this. I just had concerns with getting a white elephant – finding out that it wasn't compatible with anything we own. It seems to me that you have done your homework. We have had instances with security problems within the building? When did we deem it necessary to start ...

Mayor Streeter

All you have to do is read the Telegraph Alderman Deane. We have had some problems.

Alderman Deane

Within this building?

Mayor Streeter

Yes.

Alderman Deane

The last thing I saw in the Telegraph that related to somewhat of a problem it was a fictitious gunman in your office while your able bodied legislative assistant was asleep on the couch and

you were sweet talking the gunman that was holding the squirt gun – that was the only thing I saw.

Mayor Streeter

That was an exercise video that was being shot. Maureen would you explain?

Maureen Lemieux

Certainly I would be happy – as you all know we service many many customers on any given day. We always have the potential for people to leave here irate or not necessary leave here. We are going to be placing these in the Tax office, the Motor Vehicle office, the City Clerk's office, and the Community Development Division. Those are the areas where we have the most interaction with the public, and the areas that could certainly be areas of concern for us.

Alderman Deane

But we haven't been having a problem that has been ...

Maureen Lemieux

We have certainly had incidents over the past few years. We started looking at this probably 6 months ago – we have been looking into this for quite a while at this point. We have definitely had instances where we have called the police for different reasons.

Alderman Deane

The Mayor had inferred that there was something in the Telegraph.

Maureen Lemieux

I don't know that any of those ...

Alderman Deane

I know we have a problem in the back down there ...

Mayor Streeter

I guess I was referring to a theft.

Alderman Deane

Okay. I thought it was actions taken by the public or somebody upset as you had stated. Will there be any cameras located in this Chamber?

Maureen Lemieux

No.

Alderman Deane

Thank you.

Maureen Lemieux

If you would like us to we could look into that for you.

Mayor Streeter

I think there are enough cameras in this Chamber.

Alderman Vitale

Where else in the city do we have security cameras? Are these replaceable with those or are any of those not working that also need to be replaced?

Maureen Lemieux

I am pretty certain that we have some over at the library and the parking garages and the police department. Since we have been pursuing this project I have actually had a couple of other Division Directors who manage locations other than City Hall approach us. We may be – in fact I am not quite sure how big those projects will be – whether or not they will land back here at this committee, but we are actually looking at a couple of other buildings.

Alderman Vitale

Are we looking to if we are going to do any other buildings or use them anywhere else are we looking so they can be interchangeable – that they will be compatible if they need to be serviced in the future?

Maureen Lemieux

I would think depending on what the needs are at the different buildings I would assume if we are happy with this equipment that would certainly be something that we would be looking to do. I am not quite sure what the needs are going to be, but I do know of at least two other buildings

that we will be looking at.

Alderman Vitale

Thank you.

Alderman Rootovich

Thank you Mr. Chairman. Did you say there were 22 cameras total? Are any going to be facing the back door or the front door?

Janice Tremblay

There is 1 that will face the front door as you come in from Main Street and there are two I believe it is that will be mounted in the Elm Street rear lobby to watch activity of comings and goings through the rear doors.

Alderman Rootovich

That is a major problem the back door – people coming in during the day – even at night – sometimes I leave here at night and there are people walking around the halls that I don't recognize late at night. Restrooms – even in the rotunda a couple of times I have seen individuals late at night down there.

Mayor Streeter

We solved the restroom problem I think Alderman. We are closing those at 5:00 p.m.

Alderman Shaw

The one thing I wanted to mention first was the schools all have security cameras. They have their own. What kind of duration of recording does the system actually take care of so at any given time how far back in time can you go back to recordings if you haven't done anything special?

Maureen Lemieux

We are actually in the process of developing our policy. We think that we are going to settle on keeping the information for three months. We may extend it a little bit. We are not quite sure. The stuff we are purchasing here we would have 21 days worth we think then we can just buy generic servers or hard drives to – for however long we want to keep the information. I think we are going to settle on three months. The cameras are all driven by motion detection also so they don't just record constantly they only record if there is movement. It certainly saves time on when they are recording.

Alderman Shaw

Thank you.

Mayor Streeter

Any further questions?

MOTION CARRIED

From: Maureen Lemieux, Director, Administrative Services Division

Re: Lease Extension – 165 Ledge Street

MOTION BY ALDERMAN SHAW TO ACCEPT, PLACE ON FILE AND APPROVE THE LEASE EXTENSION FOR 165 LEDGE STREET FROM OCTOBER 1, 2005 THROUGH MAY 31, 2006, CONTINGENT UPON BOARD OF PUBLIC WORKS APPROVAL

ON THE QUESTION

Alderman Shaw

Can we get a quick overview – what options we had or have at this point? I felt like I was still stumbling through trying to understand who had the right to terminate when and ... if you could just go quickly over that I would appreciate it.

Maureen Lemieux

What this is is an 8-month extension of our lease. We have up until January 31st to notify the landlord that we will be leaving by May 31st. If we do not notify him by January 31st he then has the right to extend the lease for a year so it would be May 31st of 2007 that we would be locked into. We thought that this should be acceptable to the city particularly where this Board's term will end at the end of December – all legislation would die. If we don't know by the end of December whether or not we are purchasing another piece of property it is going to take us longer probably than January 31st to figure that out. We thought this was probably a good compromise. If the city decides to move forward with the other piece of property it allows Director Seymour's group to have enough time in the building that he is currently in to have any fit up that we would need to do on the other property done.

There is as you probably noticed an increase in the rent that is certainly higher than we would have negotiated had we negotiated with the landlord three months ago for a three-year lease. Three months ago he was contacting me every day of the week to find out what we were doing. At this point he certainly is in the driver's seat, but he has worked very well with the city. I am sure if we did decide to purchase the other building and if we knew it wasn't going to be ready

for May 31st I believe he would work with us, and if we needed a couple more months I believe we would be able to secure that. He has been very cooperative.

Alderman Shaw

If we don't actually have any certain plan as far as what we are going to do next we also potentially could be negotiating some different lease arrangement come January whether it is to go for another year or to just finish out 2006 for example or whatever – you think that would actually be possible, but right now the options that are definitely on the table are either giving a notice by the end of January that we vacate at the end of May, and if we don't do that then we assume to be in there to the end of May 2007.

Maureen Lemieux

Correct. He has been very cooperative so I do believe if we made the decision not to be purchasing anything else that we certainly could sit down and talk to him about doing a 2 or 3-year lease.

Alderman Shaw

What is the percentage increase?

Maureen Lemieux

- I don't know by percent, but I think it is \$1.10 a sq. ft. over the year. I don't know ...

- Alderman Dion

I heard the figure of 15% Alderman Shaw.

Mayor Streeter

Are there any further questions? Do you have anything to add Director Seymour?

Alderman Deane

He doesn't want to lose his mountain view.

Rick Seymour

I would rather not lose my mountain view, but I would rather have a home come February or May whatever the case may be – a permanent home would be even better.

Mayor Streeter

This will be on the agenda for the next ...

Rick Seymour

This is scheduled for the next meeting of the BPW, which is tomorrow.

Mayor Streeter

Are there any further questions?

MOTION CARRIED

UNFINISHED BUSINESS - None

NEW BUSINESS - None

WARRANT

MOTION BY ALDERMAN SHAW TO APPROVE WARRANT #5 IN THE TOTAL AMOUNT OF \$9,086,436.59 OF WHICH \$3,367,665.03 ARE ACCOUNTS PAYABLE, \$4,426,844.69 ARE PAYROLL AMOUNTS, \$1,580.49 ARE PREPAY AMOUNTS AND \$1,290,346.38 ARE WIRE TRANSFERS

MOTION CARRIED

DISCUSSION

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ADJOURNMENT

MOTION BY ALDERMAN DION TO ADJOURN

MOTION CARRIED

The Finance Committee meeting was adjourned at 7:18 p.m.

Committee Clerk

Alderman Rob Shaw
Committee Clerk