

CITY OF MILPITAS

MINUTES of: CITY COUNCIL (FINANCE) SUBCOMMITTEE

Date/Time: Wednesday, January 20, 2010 – 4:00 p.m.

- I. CALL TO ORDER:** Council Member Debbie Giordano called the meeting to order at 4:10 pm

Attendance:

City Manager: Thomas C. Williams
City Council: Council Member Debbie Giordano, Council Member Armando Gomez
Staff: Emma Karlen, Jane Corpus-Takahashi, Greg Armendariz, Mary Lavelle, Bonnie Greiner, Carmen Valdez

- II. CITIZENS FORUM:** No Comments

- III. APPROVAL of MINUTES:** The November 18, 2009 meeting minutes were approved.

IV. ITEMS FOR DISCUSSION

A. FY 10 Mid-Year Budget Adjustments for: Parks & Recreation, Human Resources, City Clerk & Public Works Departments

Emma Karlen, Director of Financial Services – Presented FY10 mid-year budget adjustment requests from the various departments.

- 1. Purchase a new garbage truck for Parks & Recreation.** Originally a new truck was budgeted and purchased in FY 08-09. However, the truck did not meet the department's required specifications and the truck was sold back to the manufacturer for a full refund. The money was put back into the Equipment Replacement Fund. Parks & Recreation is therefore requesting appropriation of the \$134,770 from the original purchase in order to purchase the new garbage truck. There is no fiscal impact.
- 2. Re-title a Public Information Specialist in the Information Services Department to a Video Media Specialist.** Based on a study of the job duties and the technical skills required it is deemed necessary to re-title the position. There is no salary adjustment or fiscal impact.
- 3. Transfer Printing Services budget from the City Clerk's budget to other departments.** Last year the Printing Technician position and in-house printing services was eliminated and some money still remains in the City Clerks budget. The proposal is to distribute the funds to different departments that will most need the money for outsourced printing services. The objective was to contract out since it would be cheaper. This will be reevaluated if it seems that it is not cheaper to outsource. There is no fiscal impact.

4. **Increase Tree & Landscape Maintenance budget to repair damage to a Soundwall caused by a vehicle accident.** The accident occurred at Abel & Main Street and the repair cost is estimated at \$22,000. The City has insurance through ABAG with a \$5,000 deductible. The \$5,000 could come through the General Fund or possibly through the RDA fund. The budget request is necessary in order to make immediate repairs. The City is actively pursuing the person who caused the accident for possible reimbursement.
5. **Additional appropriation request for a utility truck purchase.** The original truck cost was underestimated by \$20,000. The request today is for \$10,000 from the water fund and \$10,000 from the sewer fund for this vehicle purchase.
6. **Transfer money from recycle water fund to the water fund.** Typically in the annual budget it is budgeted to transfer some funds between the Recycle Water and Water fund to compensate the Water fund for lost sales. This transfer was omitted for this current FY year budget, so this request is to correct the omission.
7. **Increase CIP Building Improvement budget by \$75,000 to transfer from RDA.** The City Council had approved a \$30,000 contract to re-plumb Fire Station #2. Additionally, we need to budget for City buildings that are getting old. The reason RDA money is requested is because most of the facilities are either in the RDA area or adjacent to RDA areas.

The total fiscal impact is \$936,679.

Council Members Debbie Giordano and Armando Gomez – Approved the agenda item. The recommendation will go to the City Council for final approval.

B. Fee Waiver Request Process for Facility Rental – Parks & Recreation

Bonnie Greiner – This information is in response to Councilmember Giordano’s question at the December 16, 2009 Council Meeting regarding how applicants are aware that they have an option to ask for a fee waiver request. In the City of Milpitas Facility Manual, Section II Fees and Charges, Item 3.5 it summarizes the steps an applicant needs to follow to request a rental fee waiver. This information is not listed on the actual application form.

Council Member Giordano requested that a note be added to the fee application form providing the applicant information on the fee waiver process.

V. OTHER BUSINESS - None

VI. NEXT MEETING – The next meeting will be scheduled - April 28, 2010

VII. ADJOURNMENT