

**City of Milpitas
Unapproved Minutes
Telecommunications Commission
July 19, 2010**

I. Call to Order & Roll Call:

Chair Albert Alcorn called the commission meeting to order.

Members Present A. Alcorn, S. Bansal, D. Gupta, W. Lam, S. Ahjua, K. Bohan, N. Gupta, H. Tran

I.S. Staff: B. Marion, E. Pasion

City Council: A. Gomez

Members Absent: R. Shaw, I. Munir

II. Pledge of Allegiance:

The members of the Commission recited the Pledge of Allegiance.

III. Announcements:

Chair Alcorn reported that all city commissions are invited to the grand opening of the new Milpitas Senior Center scheduled for the morning of Saturday, August 14, 2010.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S N. Gupta / D. Gupta Ayes: 8

V. Approval of the Minutes:

May 17 and June 21 minutes were reviewed by the members of the Telecom commission.

Motion to approve the minutes as submitted.

M/S D. Gupta / H. Tran Ayes: 8

VI. Citizen's Forum:

No comments made for the record.

VII. New and Continued Business:

1. Review of Technology city's Finance Dept..

Staff introduced Emma Karlen, the City's finance director and Jane Corpus with the City's finance department. Staff provided a flow chart document of the City's payroll processing system along with a summary of the City's budget document outlining each city department.

Staff reported that currently the City's payroll system is a mixture of automated and manual document processing. The process involves the both automated direct deposit and manual check distribution. Fund balances for vacation and sick leave accounts are processed both electronically and manually.

Chair Alcorn noted that the commission's goal is to find a cost saving's benefit to the city in the overall operations as directed by the city council.

Staff added that the cost saving could be gained through new technology implementation. The city's finance software has been in use since 1997 and has been upgraded several times. Staff added that payroll process in the City's operation is different in that it has memorandums of understandings (M.O.U.) with several of the City's labor groups that have specific use codes and compensations rates for hours worked . There are MOU codes that also applied working for specific capital improvement projects that various employees work on during a business week.

Vice Chair D. Gupta noted that computer-based program with the all the MOUs could be written so that it is a part of a data base. Staff noted that the concept is ideal however there are special work circumstances that would not apply with out manual oversight with processing a time sheet for a given work week for the give duties of various employees.

Chair Alcorn noted that one of the first basic levels of automating documents is the use of an electronic spread sheet program and from there additional development can be made. Staff agreed and added it is currently using a basic Excel document spread sheets programs, developed by staff, for various tasks related processing financial and payroll tasks.

Staff added that not all employees have access to computer terminals. The work of electronically completing timesheets for weekly work would therefore be done by another person to complete that time shee t. There are rules checking and verification during the processing of the hours logged for each employee for time entry into the finance system. Staff added that a beta time-entry program is being tested for future consideration.

Vice Chair D.Gupta asked if there are any programs currently available to address the City's payroll processing needs.

Information Services Director Marion added that there are various time entry software programs currently available ranging from a few thousands dollars to \$20,000. Depending on the level of sophistication and expandability of the programming needs that may be required by the end-users. Staff added that is also currently testing a time entry-scheduling program with the City's fire department that would allow for the shift supervisors to electronically verify that the actual work hours had been completed at the end of a given workshift. Apart from that a

third-party software program would need to be researched and tested to see if it would work with City's operational needs.

Finance director Karlen added the testing of new software modules have been in progress and a beta version is in development. A rollout of new programs and processes, involving the finance operations, must be done in phases. Staff added that subcommittee is invited to see the payroll and the document processes.

Chair Alcorn requested if the subcommittee may survey the process of how the timesheets and payroll are completed on a daily basis. Staff had no issues with the group surveying the process of how the system is currently used. Vice Chair D. Gupta added that a demonstration of the software being tested would be helpful to the subcommittee in its research work as the various phases of development. Staff added that once the subcommittee had surveyed the process that it help the subcommittee develop a high level strategy and goal recommendations while working on various phases and guidelines.

Commissioner Basal asked who adds the code to the timesheets. Staff noted that each employee is responsible for "coding" their time sheets with a brief description of the job code for the work week. Chair Alcorn noted that a program could be made to make the code process automated and that the proper use codes would be applied correctly. Staff added that a automated time entry has its advantages. It would need to be phased in over time with a appropriate testing.

Chair Alcorn requested that the finance subcommittee conduct a field visit to see how the City's payroll process is used and operates. Staff would work with that finance department and schedule a date and time for a visit.

Motion to note, receipt and file.

M/S D. Gupta / S. Bansal Ayes: 8

Motion to form a Finance Subcommittee with Comissioners Alcorn, Bansal, Lam and Ahuja.

The Commission approved the subcommittee members

Motion to schedule a filed visit with the city's finance department

M/S N. Gupta / D. Gupta Ayes: 8

2. MCTV26 Corp Review.

Vice Chair D. Gupta reported that the MCTV 26 studios have been busy with its summer interns and volunteer programs. They have been busy with learning and producing new shows and programs for MCTV26. Recently, MCTV26 acquired two video field production camera kits for use in producing videos outside of the studio.

Commissioner Tran added that the studio has been busy with activity. The studio has been in use daily with full studio usage ranging from 8 to 10 hours a day during the work week. Vice Chair Gupta noted that the video server storage has been running at full capacity. The station manager has been managing the content of the video server on a daily basis. Expanding the storage capacity of the video server is being researched with several possible upgrade options to consider.

Commissioner Lam added if a use and removal policy needed to be developed for the use new and old video programs. Vice Chair D. Gupta noted that the station manager has been very successful in managing the content and storage video server that best fits the daily usage of the MCTV 26.

Commissioners Bansal asked if use-fees have been established for submitting video programs or for use of the MCTV26 studios. Vice Chair D. Gupta noted that any fee schedule must first be approved by a policy to agreed on by the city council.

Vice Chair D. Gupta finally added that MCTV programming can now be viewed on Comcast and AT&T U-Verse.

Chair Alcorn asked if Comcast is able to provide an update to the commission at a future meeting. He also asked if Commissioner Ahjua be able to provide information regarding the AT&T U-Verse service in Milpitas.

Motion to note, receipt and file.

M/S

N. Gupta / H. Tran

Ayes: 8

3. June Information Services Report.

Staff provided a summary of the activities for the information services department.

A replacement list of audio video equipment is being developed to address the wear and use of the council chamber audio visual system. Staff has been reviewing several areas of equipment that is currently addressing.

Staff has been finalizing the equipment telecom and data equipment for the new Milpitas Senior Center. Vice Chair D. Gupta commented if the commission would be able to visit the building before the August 14th opening.

Replacement work is underway update all of the City's existing 802.11b wireless transmitters. The equipment will be replaced with newer wireless transmitters.

The City's building maintenance department has successfully used it's inventory tracking and scheduling software. The City's Fire department is currently testing new scheduling software as well.

The City's GIS data base is being tested for a future rollout. A public version would be accessed through the City's website. Staff has also updated the City's GIS including neighboring streets of Fremont for the police CAD system. Finally, staff has acquired updated GIS data from Santa Clara County that will be added to the City's data base map.

Motion to note receipt and file.

M/S

N. Gupta / H. Tran

Ayes: 8

4. Round Table Discussion.

Chair Alcorn reported to the commission that he may not be present for the next three commission meetings, August, September and October, due to possible work related obligations. He added that his schedule is still tentative but wanted to advise the commission of his schedule.

VIII. Adjournment of Meeting:

Meeting adjourned to August 16, 2010.