



MINUTES

SPECIAL MEETING OF THE HEMET CITY COUNCIL

February 4, 2008

6:00 pm

www.cityofhemet.org

Upstairs Hemet Public Library

300 E. Latham Avenue

Please silence all cell phones

Call to Order

Mayor Searl called the meeting to order at 6:00 p.m.

Roll Call

PRESENT: Council Members Lowe, McBride, VanArsdale, Vice Mayor Christie, and Mayor Searl

ABSENT: None

Fiscal Year 2008/2009 Budget Review

John Davidson, City Manager, this meeting formally kicks off the 08/09 Budget Review, beginning with the Internal Service Budgets. The distributed document includes a calendar for the next two meetings, department functions/program of work, budget and personnel detail. Also included are supplemental budget requests from the respective departments. The February 5, 2008 meeting will begin at 8:00 a.m., Closed Session will immediately follow in the Board Room at City Hall. Next series of meetings will be March 31, 2008 and April 1, 2008. This budget review should not be confused with the Mid-Year Budget Review process which is scheduled for February 26, 2008.

Laura Nomura, Finance Director, all of the City Departments will present their budgets to the entire City Council. All departments have received their budget calendars and instructions. This will be another tough year financially, all departments were requested to submit rollover budgets, with significant needs to be addressed.

1. Information Technology

John McKain, Information Technology Manager, presented the department's budget to the City Council. The department has a decrease in salaries and wages due to the reassignment of the Graphics and Website Administrator to the Administration Department. There was a significant increase in the cost to provide telephone and communications to the City, which includes internet access. The Department is requesting an increase in the bandwidth to carry the increasing internet load. The upgrade will carry the City for the next three years. The Department is requesting a device that will track employees' internet usage to be funded by the 2450 account in the amount of \$4,000. The necessary software

was previously budgeted in 07/08. The Department is requesting to purchase software that will allow machines to be locked down, mainly to be used at public access machines. The department is requesting software that will allow the City of Hemet to recreate e-mails or mail boxes that have been deleted. This software will also allow legal, human resources and internal affairs the ability to view users e-mail boxes without their knowledge, all completely controlled and audited. The department is requesting to replace two file servers and purchase an additional one in the amount of \$12,000 from the 5400 account. Mr McKain explained the condition of the servers to be replaced and the proposed use for the additional server. The departments is requesting a second UPS (uninterruptable power supply) so each rack will have one. A laptop that can be shared by the department was requested to perform offsite program changes. It is anticipated that there will be a cost to the City to implement the July 1, 2008, Handsfree Driving Law, that cost is unknown at the time. The City of Hemet currently has 128 mobile units that might require the purchase of a Blue Tooth at the cost of \$15 to \$20 each.

Laura Nomura, Finance Director, equipment is aging, staff is trying to determine in advance replacement costs. The cost to convert the City to Microsoft Word is \$172,000 over a three year period.

Council Member Lowe, recommended that the conversion be included in the budget, this cost can be backed out of the budget if necessary.

Council Member McBride was excused from the meeting at 6:37 p.m.

The City Council recessed briefly at 6:44 p.m.

Reconvened at 6:48 p.m.

2. Emergency Services

Joe Glenn, Emergency Services Coordinator, explained that the department has submitted a rollover budget. Mr. Glenn will continue part-time, 960 hours per year, with the intention of completing the Web EOC and to set up another Emergency Drill.

Chief Enslow, the department will continue working on the Reverse 911 and the City's Emergency Plan.

Joe Glenn, the budget includes the service contract with Web EOC in the amount of \$8,100 previously paid by the Fire Department.

The City Council agreed that it is important for staff to attend the EOC Conference and confirmed the addition of \$1,500 to the budget.

3. Worker's Compensation

Sonny Morkus, Human Resources Director, proposed a rollover budget for the 08/09 fiscal year. This account funds accidents; Employee Safety Committee's bi-annual meetings; oversees the Employee Safety Training Program, including the Department of Transportation's Drug and Alcohol testing; the City's Wellness Program; and pays the Workers Compensation premiums.

Julia Phelps, Senior Accountant, explained the recommended reporting changes for the workers compensation premiums.

4. Dental/Vision/Retiree Medical

Julia Phelps, Senior Accountant, there is a 12% increase in the medical rates, however with many retirees moving to Medicare there is a savings over the previous year.

The average cost for Dental and Vision used by the current employees and retirees will increase from \$98.00 per month per person to \$103.00 per month per person.

The City Council discussed the vision policy, specifically the limitation allowing one set of frames every two years.

Communications From the Public

There were no communications from the public at this time.

Future Agenda Items

There were no future agenda items requested at this time.

Adjournment

Adjourned at 7:08 p.m. to Tuesday, February 12, 2008 at 9:30 a.m.