MINUTES
LA PUENTE CITY COUNCIL
SPECIAL MEETING OF
JUNE 18, 2013

Per *Robert's Rules of Order Newly Revised 10th Edition*, minutes are a record of the actions taken by the body. These minutes do not include a summary of the discussion but only reflect the action taken by the body. A complete audio recording of this meeting is available on the City's website www.lapuente.org

A Regular Meeting of the Special City Council Meeting of the City of La Puente was held in the Council Chambers of City Hall, 15900 East Main Street, La Puente, California, on June 18, 2013, at 7:30 p.m.

CALL TO ORDER

Mayor Klinakis called the meeting to order at 7:40 p.m.

ROLL CALL

Members present:	Klinakis, Lewis, Holloway, and Argudo (Arrived at 7:41 p.m.)
Members absent:	House
Staff present:	City Manager Plumlee, City Attorney Casso, City Clerk Jacquez-Nares, Director of Development Services Di Mario, Police Chief Lt. Cacheiro, City Engineer Pagett, Interim Administrative Services Director Steinbrink, Finance Manager Purificacion, and Recreation Manager Lerma

PLEDGE OF ALLEGIANCE

Mayor Klinakis led the Pledge of Allegiance.

ORAL COMMUNICATIONS - None.

1. CONSIDERATION OF FIRST AMENDED AND RESTATED AGREEMENT WITH CLIENTFIRST CONSULTING GROUP, LLC TO PROVIDE INFORMATION TECHNOLOGY MANAGEMENT AND SUPPORT SERVICES TO THE CITY, IN AN AMOUNT NOT TO EXCEED $61,400.00 PER YEAR

   City Manager Plumlee provided a summary of this item.

   Council Member Holloway stated that the Anyone contract was for $118,000, the amount that rolled over for ClientFirst, what services this contract would provide, what was last year's and this year's budgeted amounts, and the breakdown of both services per budgeted year. City Manager Plumlee confirmed that Anyone's agreement was for $118,500. Finance Manager Purificacion stated that the FY 13-14 budget had $61,400 for contract services, $35,000 for website development, and $90,000 for equipment for a total of $225,000. The FY 12-13 budget had $163,000 for contract services, $24,000 for hardware and software, and $7,000 furniture and equipment for a total of $194,000.

Council Member Holloway stated that the budget would be increased by $31,000 and where would the additional funds come from. City Manager Plumlee stated that the $225,000 is included in the budget for FY 13-14. Council Member Holloway stated that just because there was a need for these items and to just place them in the budget does not fund them, they increase the deficit. There needs to be a priority to these items and not just an increase to the deficit. City Manager Plumlee stated that staff would prioritize the list of critical items and begin with the most needed first.

Council Member Argudo stated his concerns with the additional $100,000 added to the budget for the Information Technology, (I.T.) support services which brings the total to $225,000 for 31 full-time staff members. The budget has a $650,000 deficit. Interim Administrative Services Steinbrink stated that this item does not increase the deficit and the funds are not a direct allocation from the General Fund the funding comes for the different departments which are funded by the General Fund. Council Member Argudo stated that they are an indirect allocation from the General Fund.

Tom Jacobson, Principal of ClientFirst, stated that the maintenance hours needed to be increased from 20 to 32 hours. The website Request for Proposals (RFP) cost of $42,500 and the website development of $35,000 were moved forward to the 13-14 budget. The remainder is the additional security work and computer replacements but this could be phased in a longer time span. City Manager Plumlee restated that the amount before Council is only for the support services totaling $61,400 and the equipment portion would come back to the Council as a separate item in July.

Council Member Holloway stated that ClientFirst was doing what the Council had requested but they had budgetary constraints.

Mayor Klinakis stated that the amounts in the fiscal impact portion of the staff report did not add up to the $225,000. City Manager Plumlee stated that there was additional $38,600 in other projects that was not included.

Council Member Holloway stated his concerns with the way that the items were being presented to the Council for approval. He wanted Council to know that it was just not $61,400 that would need to be approved.

City Attorney Casso clarified that the amount for this item is $61,400 for support services only.

Mayor Pro Tem Lewis asked how many hours per month would the City have of support. Mr. Jacobson answered it would increase from 20 to 32 hours per month. The additional eight hours per month would be utilized for maintenance and security of the servers and also includes his time to work with the City Manager and plan I.T. purchases in the future.

Council Member Argudo asked what type of equipment would be purchased for $90,000. Mr. Jacobson stated $23,000 for computer replacements, $2,000 for additional disc storage, $4,000 for off-site backup plan, $5,000 for internet connectivity, $10,000 for credit card security compliance, $3,500 for email archiving application, and website replacement. Council Member Argudo is not questioning the amount of services that ClientFirst provides he is concerned with the allocated amount for equipment purchases and the list Mr. Jacobson provided did not add up to $90,000.

City Manager Plumlee stated that staff would bring back the list of computer issues for Council to prioritize that list at a future meeting.

Council Member Argudo moved to for a period of one year the I.T. support services agreement for $61,400 with no extensions; seconded by Council Member Holloway. The motion unanimously carried by the following roll call vote: AYES: Klinakis, Lewis, Argudo, and Holloway. NOES: None. ABSENT: House.

2. CONSIDERATION AND APPROVAL OF THE FISCAL YEAR 2013/2014 RECOMMENDED BUDGET AND RESOLUTION ADOPTING THE CITY'S ANNUAL BUDGET IN CONJUNCTION WITH THE ADOPTION OF THE CITY'S GANN APPROPRIATION LIMIT AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS

Interim Director of Administrative Services Steinbrink provided a brief summary of this item.

Mayor Klinakis stated that the amount has increased from $580,000 to $650,000. Interim Director Administrative Services Steinbrink stated that several amounts have not been included to reduce the budgeted amount that was originally presented as reduction options. He further provided the additional changes that were incorporated into this budget.

Council Member Holloway asked about the status of the Community Center refinancing. Interim Director of Administrative Services stated it should be completed by June 26, 2013. Council Member Holloway requested clarification on the $225,000 amount that would be budgeted for I.T. Services and if each individual item would come back to Council for approval. City Manager Plumlee stated that he would bring back a plan and have Council approve the plan and then bring back each item on that plan for approval.

Council Member Argudo stated his concerns with approving a budget with a $651,000 deficit. He suggested that the I.T. Services budgeted amount be reduced to $118,000; the removal of $57,500 for emergency preparedness because nothing was done in the last fiscal year, and the freezing of the Director of Administrative Services position for a savings of $200,000. He challenged his fellow Council Members to look through this detail and find something to cut in order to adopt a balanced budget.

Mayor Pro Tem Lewis requested clarification on the Interim Director of Administrative Services Director and how long he would be able to continue in his current position. City Manager Plumlee stated that the plan was for the Interim Director of Administrative Services to continue on for two days per week up to $25,000. The Director of Administrative Services which would have an emphasis on Human Resources and which he is recommending to hire would cost about $200,000 including wages and benefits.

Mayor Klinakis asked about the Director of Administrative Services position if it were budgeted would it be automatically be hired or would it be brought back to the Council. City Manager Plumlee stated if it were approved in the budget he would go out and hire someone and would not bring this back to Council.

Council Member Argudo stated that the Council could always appropriate money for these items in the future this way these items would come back to Council for approval.

A Mayor, Council and staff discussion ensued as to the recommendations to lower the deficit, the timeliness of these recommendations, the adoption of a balanced budget, the adoption of the recommended final budget, and the items that would be brought back for Council approval and the timeliness of these items as well. Further discussion ensued on the impacts of the removal of these recommended items, the adoption of the budget at a future date and the ability to have every Council Member recommend cuts and staff to provide the analysis of these recommended cuts.

Council Member Argudo moved to not approve the budget and have staff bring back a balanced budget.

Mayor Pro Tem Lewis moved to table this item to the first meeting in July.

City Attorney Casso clarified there were two motions and asked the Mayor to entertain a second on the first motion made by Council Member Argudo.

Council Member Argudo clarified that his motion on the balanced budget and added to have Council Members provide their recommendations to lower the deficit to the City Manager in form of an email and then staff could present to the entire Council.

City Attorney Casso stated that the Council wanted to be careful in the way that they provide recommendations to the City Manager to avoid a collective concurrence outside of a public meeting.

Council Member Argudo withdrew his motion.

City Attorney Casso asked Mayor Pro Tem Lewis to restate her motion to schedule to July 9, 2013 meeting because to table is a cumbersome term that would need to comply with the Brown Act and would have to be brought back to reagendize the item before it could be heard.

Mayor Pro Tem Lewis moved to continue the item until the July 9, 2013 Council meeting to allow for the Council study the budget and to have staff bring back the Council recommendations to reduce the deficit along with any other recommendations that staff may have; seconded by Council Member Argudo. AYES: Klinakis, Lewis, Argudo, and Holloway. NOES: None. ABSENT: House.

ORAL COMMENTS FROM COUNCIL - None.

ORAL COMMENTS FROM STAFF - None.

ADJOURNMENT

There being no further business to come before the City Council, Mayor Klinakis adjourned the meeting at 9:24 p.m.

Approved this 9th day of July 2013

Pat Jacquez-Nares
Pat Jacquez-Nares, CMC
City Clerk

Charlie Klinakis
Charlie Klinakis
Mayor