

City of Milpitas, California

**BUDGET CHANGE FORM**

**\*RA7**

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one: <input checked="" type="checkbox"/> Budget Appropriation <input type="checkbox"/> Budget Transfer	100-2940	\$9,810	100-16242XX	\$9,810
	406-2970	\$49,600	406-9104602	\$49,600
	505-2970	\$50,000	505-9104873	\$50,000
	390-3433	\$38,805	310-3433	\$38,805
	390-2940	\$30,000	311-951422774800	\$30,000
	100-3558	\$52,467	100-8124113	\$52,467
	100-3221	\$20,400	100-8244237	\$20,400
	390-9104201	\$236,777	212-9104201	\$236,777
	310-2931	\$2,719	311-9514219153839	\$2,719
	XXX-XXX4416	\$43,220	100-1124416	\$43,220

**Explain the reason for the budget change:**

To maintain conformity with the City's current budgeting policies that any additional appropriation to a department's budget or re-appropriation of monies from one fund to another must be approved by the City Council, staff has included the attached budget change forms and justification memoranda from the departments for your review and consideration. These modifications are requested due to changing conditions or needs; the amounts originally appropriated in the department or project budget were inadequate. Pursuant to the budget policy, the Finance Subcommittee has reviewed these budget modifications and recommended to the City Council for approval.

The overall fiscal impact of these budget modifications will be \$180,934 net reduction to the fund balances of various funds of which \$9,810 will come from the General Fund unreserved, undesignated fund balance. There are sufficient balances in these funds to cover the additional appropriations.

Approve the Fiscal Year 2006-07 mid-year budget appropriations.

Check if City Council Approval required.

Meeting Date: February 7, 2007

Itemization of funds, if needed:			Amount
Requested by:	Division Head:	Date:	
	Department Head:	Date:	
Reviewed by:	Finance Director: <i>[Signature]</i>	Date: <i>1/29/07</i>	
Approved by:	City Manager:	Date:	
Date approved by City Council, if required:		Confirmed by:	

2006-07 Mid-Year Budget Adjustment Summary

	<u>Gen Fund</u>	<u>Non Gen Fund</u>	<u>Total Fiscal Impact</u>	<u>Funding Sources</u>
<b>Additional Appropriations that impact Operating Fund Balances :</b>				
1) Supplies for Recreation Senior Bingo equipment	2,000		2,000	(GF unreserved, undsgnt fund bal)
2) Increased attendance at Senior nutrition program	7,810		7,810	(GF unreserved, undsgnt fund bal)
3) Settlement for redwood trees replacement		49,600	49,600	(Recycle Water Enterprise Fund)
4) Technology Replacement		50,000	50,000	(Equipment Replacement Fund)
5) To correct prior year mis-posting of revenue to Street fund instead of RDA fund		38,805	38,805	(Street Fund)
Operational Subtotal	9,810	138,405	148,215	

**Additional Appropriations that impact Capital Improvement Project Fund Balances:**

6) Third Gateway Sign (4227)		30,000	30,000	(RDA Capital Project Fund)
7) CIP Project Silicon Valley - Intelligent Transportation System (4219) To close out project		2,719	2,719	(Street Fund)
CIP Subtotal		32,719	32,719	
<b>Total</b>	<u>9,810</u>	<u>171,124</u>	<u>180,934</u>	

**Funding Requests that do not impact Fund Balances**

	<u>Funding Req</u>
8) Fire Task Force assistance in aftermath of Ernesto	52,467
9) Fire plan check review - dedicated Inspector requested by customer	20,400
10) Centralize cellular phone management in IS Department	43,220
11) Public Art funding based on FY05-06 Capital Expenditures plus \$125,000 fixed from RDA (2nd year of funding)	236,777
	<u>352,864</u>

# MEMORANDUM

## *Recreation Services*

---



**To:** Emma Karlan, Finance Director

**Through:** Bonnie Greiner, Recreation Services Manager

**From:** Jennifer Tagalog, Acting Recreation Services Supervisor

**Subject:** Mid Year Budget Appropriation Request

**Date:** November 2, 2006

It is projected that Recreation Services' Function 162 (Senior Citizen Services) supplies will expend funding prior to the end of Fiscal Year 06/07. This projection is based on the increase in cost of supplies and snacks to offer Bingo at the Senior Center. It is anticipated that an additional \$2,000.00, is needed to provide snacks, coffee/tea, paper packs, and daubers at Bingo.

### **Background:**

The Milpitas Senior Center offers BINGO every Wednesday from 1:15 p.m. – 3:15 p.m., at the monthly potluck and a new evening session on the 4<sup>th</sup> Tuesday of the month. This year, the City Council approved the purchase of a new high tech BINGO board. To maximize the use of the special features of the new equipment (automatic verifier), bingo players are now required to purchase paper packs and daubers vs. using the outdated slide card system. Staff has to purchase these supplies from an outside vendor. Bingo is averaging from 45-50 people per session. We are requesting to increase the budget by \$2,000.00 to compensate for the increased cost in supplies. It should be noted, that the \$2,000.00 would be offset by approximately \$1,000.00 in revenue as a result of the supply sales.

### **Recommendation:**

Allocate an additional \$2,000.00 for Senior Center Services to supplies (Function 162) for the remainder of FY 06/07.

# MEMORANDUM

## Recreation Services

---



**To:** Emma Karlan, Finance Director

**Through:** Bonnie Greiner, Recreation Services Manager 

**From:** Jennifer Tagalog, Acting Recreation Services Supervisor

**Subject:** Mid Year Budget Appropriation Request

**Date:** November 1, 2006

It is projected that Recreation Services' Function 162 (Senior Citizen Services) contractual services will expend its funding prior to the end of Fiscal Year 06/07. This projection is based on the increased attendance at the daily nutrition program over the past few months. With the increase in participation in the nutrition program, it is anticipated that an additional \$7,810.00, needed to continue to provide lunch to the community to the additional attendees.

### **Background:**

The Milpitas Senior Center offers a daily nutrition program to which is subsidized by the County of Santa Clara. Currently, the daily average number of meals budgeted per day is 80, however, the Senior Center has been averaging anywhere from 81-88 meals per day, so we are requesting to increase the budget by \$7,810.00 to compensate for the increased attendance. Informationally, the City of Milpitas subsidizes the County of Santa Clara Nutrition Program by 50%.

### **Recommendation:**

Allocate an additional \$7,810.00 for Senior Center Services to contractual services (Function 162) for the remainder of FY 06/07.

# MEMORANDUM

*Department of the City Attorney*

---



**To:** Emma Karlen, Finance Director  
**From:** Richard D. Pio Roda, Assistant City Attorney  
**Subject:** Peery Redwood Tree Settlement  
**Date:** October 27, 2006

## Background

The City has settled with Dick Peery for a total of \$49,600, the cost of removing and replacing the damaged redwood trees he alleges were damaged by the recycled water provided by the City.

Attached you will find a copy of the invoice from Colony Landscape and Maintenance for the work performed in removing and replacing redwood trees on property belonging to Dick Peery. The invoice should be paid according to the settlement between Dick Peery and the City concerning the damaged trees. Please make the check out to **A&P Children Investments, LLC** and attach a copy of the executed settlement and release of claims agreement.

Please contact me if you have any questions.

  
Richard D. Pio Roda  
Assistant City Attorney  
RPR:chw

406-910-4602  
Settlement for Redwood trees  
Peery

CC:  
Charles Lawson, City Manager  
Greg Armendariz, City Engineer

# MEMORANDUM

*Department of Information Services*

---



**To:** Emma Karlen, Finance Director  
**From:** Bill Marion, Information Services Director   
**Subject:** Mid-year Budget Adjustments  
**Date:** December 18, 2006

I am requesting the following mid-year budget adjustments:

1. Appropriate the amount of \$50,000 from Fund 505 for equipment replacement. These funds are needed to replace technology items that have failed in the current fiscal year and cannot await replacement. This would include application servers, network equipment, tape backup system and computers for the four Fire stations. A longer term plan for equipment replacement is under development and is hoped to be in place as part of the FY 07/08 budget.
2. Transfer remaining balances from object 4416 Cellular Phones and any amounts budgeted in object 4410 Communications for cellular phone service from individual departments to Information Services (100-112-4416). This will provide centralized management of cellular phones as well as result in efficiencies in the processing of cellular phone billing and account management.

Please contact me if any additional information or documentation is required for these adjustments.

# MEMORANDUM

## *Economic Development Commission*

---



**To:** Tom Williams, City Manager  
Emma Karlen, Finance Director

**cc:** Mayor and City Council

**From:** Economic Development Commission

**Subject:** **Budget Request for Gateway Entry Features**

**Date:** December 15, 2006

The City Council approved a three-year Economic Action Plan budget proposal with the adoption of the Economic Strategic Action Plan in February 2006. The first year, FY 05-06, provided funding for the airport signs, for combined marketing activities, for an industrial land use analysis, business seminars and for a second gateway entry feature sign. No additional funds were identified for entry feature signs until the third year, or FY 2007-08.

The Commission has identified new entryway sign locations that were approved by the Council in June 2006. The Commission believes that there will be a cost savings if all three signs could be designed, bid, fabricated and installed at the same time. Thus, the Commission requests that as part of the mid-year budget adjustment that funds for the third entry feature sign, estimated at \$30,000, be included in the FY 2006-07 budget adjustment.

Sincerely,

Dhaval J. Brahmbhatt, Chair  
Economic Development Commission

Cc: Economic Development Commission

**MEMORANDUM**

*Office of the Fire Chief*

---



**DATE:** December 18, 2006

**TO:** Tom Williams, City Manager (elect)  
Emma Karlen, Finance Director

**FROM:** Clare Frank, Fire Chief

**SUBJECT:** Mid-year adjustment requests for Fire Department budget

---

The Fire Department has two requests for a mid-year adjustment in its budget.

- (1) The first request is to add \$52,467 to 100-812-4113 (platoon operations overtime). This will reflect the amount of money the City will receive in federal reimbursement for deployment in response to Hurricane Ernesto and grant-funded training reimbursements. The city already should have received approximately \$32,728 in reimbursement. An additional reimbursement of approximately \$9,860 should be received in December 2006. The remaining \$9,879 should be received by February, 2007. There is no net cost to the City.
- (2) The second request is to increase 100-824-4237 (fire plan check & permits) by \$20,400 to reflect KB Home's request for a dedicated inspector. KB Home has paid for this service. This request was approved by City Council on May 16, 2006. A purchase order for contract services was issued in September 2006. There is no net cost to the City.<sup>1</sup>

\* \* \* \* \*

---

<sup>1</sup> There are some other anomalies that will not impact the bottom-line or require a mid-year adjustment, but will be expenditures in functions that the fire department budget does not reflect. Approximately \$26,000 will be spent in 100-812-4111 instead of in 100-8111-4111, reflecting that the battalion chief assigned to 811 was moved to 812 to cover vacation and FMLA leave. Similarly, approximately \$5,700 will be spent in 100-801-4112 instead of in 100-801-4111 staff because a permanent staff member took leave (FMLA) and we had to fill behind her during that time period with a temporary employee.