



MEMORANDUM

Engineering Division

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

From: Greg Armendariz, City Engineer/Public Works Director

Subject: Agenda items for Midyear Budget Appropriations

Date: January 8, 2009

Department	Item	Cost	Comments
Public Works	Increase Utility Maintenance budget by \$250,000 funded by the Water Fund. Funds are available in the Water Fund.	\$250,000	The budget adjustment is necessary to properly allocate the fuel consumption for the Gibraltar water pump station, which should be directly paid for by the Water Fund. Historically, the fuel cost has been paid from the Fleet Maintenance budget because Fleet Maintenance purchases all the fuel for the City fleet. The cost estimate is based on an annual consumption of 100,000 gallons of diesel fuel from the Gibraltar Water Pump Station @ avg cost of \$2.50 per gallon.
	Increase Facility Maintenance budget by \$40,000 due to maintenance of the Milpitas Public Library. Funds are available in the 2% TOT Library fund.	\$40,000	With the opening of the new Library, there is an increased need for maintenance and operations of the site and new garage.
Engineering	Increase the budget of CIP Project #7107 – Water Master Plan Update 2009 by \$5,000 and increase the budget of CIP Project # 6108 – Sewer Master Plan by \$5,000 for additional scope of work to complete these studies. Funding is available from the Water Fund and Sewer Fund respectively.	\$10,000	The total cost of the Water Master Plan is \$130,000, including the \$5,000 appropriation, and the total cost for the Sewer Master Plan is \$105,000, including the \$5,000.
	Increase the budget of CIP Project #4246– Sidewalk Replacement 2009 by \$30,000. The funding source for this appropriation is from an ABAG grant.	\$30,000	The City has received a \$30,000 matching grant from ABAG Plan for mitigation of hazardous sidewalk conditions.
	TOTAL BUDGET ADJUSTMENTS =	\$330,000	

City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one: <input checked="" type="checkbox"/> Budget Appropriation <input type="checkbox"/> Budget Transfer	400-2970	\$250,000	400-423-4223	\$250,000

Explain the reason for the budget change:

Allocate \$250,000 of the fuel cost budget from Fleet Maintenance Division to the Utility Maintenance Division operating budget. The fuel cost will be charged to the Water Fund instead of the Equipment Replacement Fund in order to properly allocate the fuel consumption for the Gibraltar Water Pump Station to the correct fund. Historically, the fuel cost has been paid from the Fleet Maintenance budget because Fleet Maintenance purchases all the fuel for the City fleet. The overall fiscal impact is zero because of a corresponding reduction to the Fleet Maintenance budget.

Recommendation:

Approve the Fiscal Year 2008-09 mid-year budget appropriations

Check if City Council Approval required. Meeting Date: February 03, 2009

Itemization of funds, if needed:			Amount
Requested by:	Division Head:	Date:	
	Department Head:	Date:	
Reviewed by:	Finance Director: <i>[Signature]</i>	Date: 1/15/09	
Approved by:	City Manager:	Date:	
Date approved by City Council, if required:		Confirmed by:	

City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	102-2909	\$40,000	102-3931	\$40,000
<input type="checkbox"/> Budget Transfer	100-3849	40,000	100-427-4237	40,000

Explain the reason for the budget change:

Increase Facility Maintenance operating budget by \$40,000 due to increased need for maintenance and operation of the new Library site and Parking Garage. The proposed funding source is from the 2% TOT fund.

Recommendation:

Approve the Fiscal Year 2008-09 mid-year budget appropriations

Check if City Council Approval required.

Meeting Date: February 03, 2009

Itemization of funds, if needed:	Amount

Requested by:	Division Head:	Date:
	Department Head:	Date:
Reviewed by:	Finance Director: 	Date: 1/16/09
Approved by:	City Manager:	Date:

Date approved by City Council, if required:

Confirmed by:

City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	400-2970	\$5,000	400-3999	\$5,000
<input type="checkbox"/> Budget Transfer	401-9517107153899	5,000	401-951710714800	5,000
	450-2970	5,000	450-3999	5,000
	451-9516108153899	5,000	451-951610814800	5,000

Explain the reason for the budget change:

Increase funding for Capital Improvement Project No. #7107 Water Master Plan Update by \$5,000 and increase funding for Capital Improvement Project No. #6108 Sewer Master Plan Update by \$5,000 due to additional scope of work to complete these two projects. The proposed funding sources are from the Water Fund and Sewer Fund respectively.

Recommendation:

Approve the Fiscal Year 2008-09 mid-year budget appropriations

Check if City Council Approval required. Meeting Date: February 03, 2009

Itemization of funds, if needed:		Amount
Requested by:	Division Head:	Date:
	Department Head:	Date:
Reviewed by:	Finance Director: <i>sm c Karl</i>	Date: 1/15/09
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by:

City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one: <input checked="" type="checkbox"/> Budget Appropriation <input type="checkbox"/> Budget Transfer	311- 9514246153585	\$30,000	311- 951424674800	\$30,000

Explain the reason for the budget change:

Appropriate \$30,000 received from ABAG to Capital Improvement Project No. 4246 Sidewalk Replacement 2009. The City used some of the project funding to mitigate hazardous conditions of the sidewalk which Qualified for an ABAG Risk Management grant.

Recommendation:

Approve the Fiscal Year 2008-09 mid-year budget appropriations

Check if City Council Approval required. Meeting Date: February 03, 2009

Itemization of funds, if needed:			Amount
Requested by:	Division Head:	Date:	
	Department Head:	Date:	
Reviewed by:	Finance Director: <i>[Signature]</i>	Date: 1/15/09	
Approved by:	City Manager:	Date:	
Date approved by City Council, if required:		Confirmed by:	

MEMORANDUM

Department of Information Services



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

From: Bill Marion, Information Services Director *BM*

Subject: Mid-year Budget Adjustments

Date: January 9, 2009

I am requesting the matching grant of \$15,551 received from ABAG Plan to be appropriated in the Information Technology Replacement Fund operating budget to be used for the purchase of technology equipment replacement programmed in this fiscal year. During FY 08-09, the City received a matching grant from ABAG Plan for the purchase and installation of GIS systems on police vehicles as part of the Risk Management program. The Information Technology Replacement Fund has advanced 100% of the purchase cost. The reimbursement of \$15,551 received from ABAG Plan represents 50% of the cost.

City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one: <input checked="" type="checkbox"/> Budget Appropriation <input type="checkbox"/> Budget Transfer	505-3581	\$15,551	505-930-4874	\$15,551

Explain the reason for the budget change:

Appropriate \$15,551 received from ABAG to the Information Technology Fund Non-Departmental operating budget. The City used some of the Information Technology funding to purchase and install GIS systems on police vehicle which qualified for an ABAG Risk Management grant.

Recommendation:

Approve the Fiscal Year 2008-09 mid-year budget appropriations

Check if City Council Approval required. Meeting Date: February 03, 2009

Itemization of funds, if needed:		Amount
Requested by:	Division Head:	Date:
	Department Head:	Date:
Reviewed by:	Finance Director: <i>W. C. Kaul</i>	Date: 1/15/09
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by:

MEMORANDUM

Office of the Fire Chief



DATE: January 8, 2009
TO: Tom Williams, City Manager
Emma Karlen, Finance Director
FROM: Clare Frank, Fire Chief
SUBJECT: Fire Department Mid-Year Budget Adjustments

The Fire Department is seeking the following mid-year budget adjustment:

The California Office of Emergency Services and the State Urban Area Securities Initiative are reimbursing the City for mutual-aid responses to wildfires throughout the state during the historic 2008 fire season, and for regional fire training in the amount of **\$254,164**. This amount should be added to 812.4113.¹ Because these are reimbursed monies **there is no budgetary impact**.

¹ Most of the reimbursement is still pending, but receipt is anticipated by May, 2009.

CONFIDENTIAL

City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one: <input checked="" type="checkbox"/> Budget Appropriation <input type="checkbox"/> Budget Transfer	100-3568	\$254,164	100-812-4113	\$254,164

Explain the reason for the budget change:

Appropriate \$254,164 to the Fire Department operating budget. The funding sources are from the California Office of Emergency Services and the State Urban Area Securities Initiative. These monies are to reimburse the City for mutual-aid responses to wildfires throughout the state during the historic 2008 fire season and for regional fire training.

Recommendation:

Approve the Fiscal Year 2008-09 mid-year budget appropriations

Check if City Council Approval required. Meeting Date: February 03, 2009

Itemization of funds, if needed:	Amount

Requested by:	Division Head:	Date:
	Department Head:	Date:
Reviewed by:	Finance Director: <i>[Signature]</i>	Date: 1/15/09
Approved by:	City Manager:	Date:

Date approved by City Council, if required: **Confirmed by:**