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MEMORANDUM

City of Milpitas Parks and Recreation Department

To: Tom Williams, City Manager
Through: Bonnie Greiner, Parks and Recreation Services Director
By: Renee Lorentzen, Acting Senior Center Supervisor
Subject: **Barbara Lee Senior Center Mid Year Adjustments 2011**
Date: January 4, 2011

Background

The new Barbara Lee Senior Center opened on August 16, 2010. The public's response to the new facility and its many programs has resulted in increased participant numbers by 100-200% depending on the program. One of the most affected programs is the Milpitas Senior Nutrition Program.

The Barbara Lee Senior's Nutrition Program serves lunch Monday – Friday to Santa Clara County residents 60 and over. The City of Milpitas and the County of Santa Clara Nutrition Program split the cost of this program by 50% which includes staff costs, meal costs and supplies. Currently, the Senior Center is budgeted to serve 92 meals a day.

Since the opening of the new center in August, the demand for lunches by seniors has increased meeting the maximum number of meals served every day, as well as having a daily waiting list average of 30.

With this participant increase, staff has created daily waiting lists, so they may receive a lunch in case someone cancels their reservation or does not show up.

The Santa Clara County Nutrition Program recognizing the need for increased meals at the Milpitas Senior Center, and has committed to increasing our meals, mid-year, by four per day for a daily maximum of 92 to 96 meals per day. This increase would allow an additional 500 meals to be served for the remainder of the fiscal year.

The City's matching contribution with the County for this meal increase would be \$1,145.

Recommendation

Approve Mid-Year Adjustment increase to the Parks and Recreation Services Budget in account 100-162-4237 in the amount of \$1,145.00.

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	100-2940	\$ 1,145	100-162-4237	\$ 1,145

Explain the reason for the budget change:

Appropriate \$1,145 in the Senior Citizen Service Function of the Park and Recreation Department to serve more senior nutrition meals. Since the opening of the new Barbara Lee Senior Center in August 2010, the demand for lunches by seniors has increased. The Santa Clara County Nutrition Program recognizing the need for increased meals and has committed to increasing our meals, from a daily maximum of 92 to 96 meals per day. The City's matching contribution with the County for this meal increase would be \$1,145. The proposed funding source is from the General Fund.

Recommendation:

Approve Fiscal Year 2010-11 mid-year budget appropriations.

Check if City Council Approval required. Meeting Date: February 01, 2011

Itemization of funds, if needed:		Amount
Requested by:	Division Head:	Date:
	Department Head:	Date:
Reviewed by:	Finance Director: <i>m c Kal</i>	Date: 1/21/11
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by:

MEMORANDUM

City of Milpitas Parks and Recreation Department



To: Tom Williams, City Manager
Through: Bonnie Greiner, Parks and Recreation Services Director
By: Renee Lorentzen, Acting Senior Center Supervisor
Subject: **Barbara Lee Senior Center Mid Year Adjustments 2011 – New Position**
Date: January 4, 2011

In response to a request from a Senior Center member to Mayor Esteves to add a position at the Barbara Lee Senior Center to be dedicated to member services and Chinese Mandarin translation, staff is suggesting to add a part-time temporary position of Recreation Leader II for Mid-Year Adjustment consideration.

Previously, the Milpitas Senior Center had a part-time Case Manager Office Assistant position whose duties included basic administrative assistance to the Case Manager, and Chinese/Mandarin translation as needed. In 2004, this position was eliminated and a full time Office Assistant Position was added for the Senior Center front desk. Translation was not part of the full time Office Assistant position's job duties.

The part-time temporary employee who was working in the part time Case Manager Office Assistant position, acted in the full-time Office Assistant position until part-time employee layoffs in 2010.

The Senior Center currently has volunteers, two days a week that work the Nutrition Program check-in desk and at the Case Manager Reception Area who are fluent in Chinese Mandarin. On a daily basis, staff utilizes members who speak Chinese Mandarin to assist their fellow members in translating questions or messages.

The total cost for adding a Recreation Leader II position mid-year is \$4,177, at 20 hours/per week. This position would make appointments for the Case Manager, as well handle member questions and requests that require translation in Mandarin. This position would work Monday through Friday from 9:30am to 2pm and be stationed in Visiting/Case Manager Services at the reception desk. Monies will come out of this year's operational budget by reducing part-time staff hours department wide.

Staff is continuing to work with our Volunteer Coordinator to try and recruit a bi-lingual volunteer and/or volunteers who can be available all hours in which the center is open to assist members.

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	100-161-4112	\$ 4,177	100-162-4112	\$ 4,177

Explain the reason for the budget change:

Add a Recreation Leader II position who will be dedicated to member services and Chinese Mandarin translation at the Senior Center. Funding will be from the Parks and Recreation Department's operational budget by reducing part-time staff hours department wide. There is no fiscal impact for this additional position.

Recommendation:

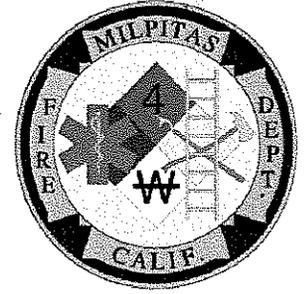
Approve Fiscal Year 2010-11 mid-year budget appropriations.

Check if City Council Approval required. Meeting Date: February 01, 2011

Itemization of funds, if needed:		Amount
Requested by:	Division Head:	Date:
	Department Head:	Date:
Reviewed by:	Finance Director: <i>m c Karl</i>	Date: <i>1/21/11</i>
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by:

MEMORANDUM

Office of the Fire Marshal



To: Thomas Williams, City Manager
Through: Brian Sturdivant, Fire Chief *BJS*
From: Albert C. Zamora, Division Chief / Fire Marshal
CC: Emma Karlen, Finance Director
Subject: Request for Mid-Year Budget Appropriation & Increase the Not to Exceed Limit for CSG Contract for Plan Review and Inspections
Date: January 13, 2011

I am respectfully requesting an additional budget appropriation of \$10,000 to be added to the Fire Prevention Budget – contractual services account #100-824-4237. This appropriation is necessary to pay for the consultant due to the increase demand for plan review and inspection services. We have received additional revenue from developers and applicants for expedited plan reviews and inspections. The amount received as of 12/31/10 is \$24,453. The “not to exceed limit “ needs to be increased by \$10,000 for a total of \$40,000.

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	100-3252	\$ 10,000	100-824-4237	\$ 10,000

Explain the reason for the budget change:

Increase Fire Prevention budget by \$10,000 in contractual services due to increased demand for plan review and inspection services. Fire Department has received additional revenue from developers and applicants for expedited plan reviews and inspection. The amount received as of 12/31/2010 for expedited plan reviews and inspection is \$24,453. There is no fiscal impact for this request.

Recommendation:

Approve Fiscal Year 2010-11 mid-year budget appropriations.

Check if City Council Approval required.

Meeting Date: February 01, 2011

Itemization of funds, if needed:		Amount
Requested by:	Division Head:	Date:
	Department Head:	Date:
Reviewed by:	Finance Director: <i>m c Karl</i>	Date: <i>1/21/11</i>
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by:

MEMORANDUM

Department of Human Resources



To: Finance Subcommittee
From: Carmen Valdez, Human Resources Director
Subject: **Budget Request for Veterans Commission**
Date: January 24, 2011

Background:

The Veterans Commission was established on December 1, 2009, pursuant to the Veterans Commission Bylaws, the Veterans Commission works in an advisory capacity to the City Council on matters pertaining to Veterans in Milpitas. The Commission has drafted a Work Plan for the 2011-2012 year on goals they would like to accomplish. The Work Plan will be brought back to the City Council for approval at a later date.

In conjunction with the Work Plan the Commission is requesting a budget in the amount of \$10,000. Since the Commission is new the actual expenses are yet to be determined but if the requested amount is approved the money will allow the Commission to assist Veterans as needed. It will also allow the Commission to market and promote the new Commission.

If the request is approved a budget appropriation form will need to be completed once a funding source is identified and available. Funding for other Commissions vary from \$150 being the lowest to \$5,900 for the Planning Commission being the highest.

Recommendation:

Until the Commission has determined the need for the full requested amount staff is recommending a budget of \$1,000. This will allow the Commission to continue working on the work plan without disruption. Once actual expenses are determined staff will report back to the Finance Subcommittee for further direction.

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	100-2940	\$ 1,000	100-100-4221	\$ 1,000

Explain the reason for the budget change:

Appropriate \$1,000 to the Veterans Commissions budget to allow the Commission to continue working on the work plan without disruption. The Veterans Commission is new and the actual expenses are yet to be determined. Once the Commission drafted a work plan, the work plan budget will be brought back to the City council for approval at a later date. The proposed funding source is from the General Fund.

Recommendation:

Approve Fiscal Year 2010-11 mid-year budget appropriations.

Check if City Council Approval required. Meeting Date: February 01, 2011

Itemization of funds, if needed:		Amount
Requested by:	Division Head:	Date:
	Department Head:	Date:
Reviewed by:	Finance Director: <i>[Signature]</i>	Date: <i>1/21/11</i>
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by:

MEMORANDUM

Engineering Division



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

From: Greg Armendariz, City Engineer/Public Works Director

Subject: Agenda Item for Midyear Budget Appropriations

Date: January 18, 2011

The following developer fees have been collected and are currently in a holding account. The Engineering Department is requesting these funds to be transferred to the following Capital Improvement Projects for implementation of improvements.

No new City funding is being requested with these actions.

Fees Collected	Comments
\$613,836.38	KB Infrastructure Fees to be appropriated into new CIP project – Abel/Sidewalk Improvements, CP 4256.
\$93,500.00	Irvine Community Dev. Co. Fees to be appropriated into new CIP project – Signal Mitigation @ McCarthy & Irvine Entrance, CP 4257
\$75,185.00	Western Pacific Housing (Parc Place) Fees to be appropriated into Montague Expressway, CP4179
\$82,173.00	Fairfield Murphy Ranch Fees to be appropriated into Montague Expressway, CP4179
\$1,805.00	429 S. Main, Hien Ngoc Huyen Fees to be appropriated into N. Main St. Midtown Improvement, CP8165
\$6,385.00	Western Pacific Housing (Parc Place) Fees to be appropriated into N. Main St. Midtown Improvement, CP8165
\$75,000.00	Avamtasaka Buddhist Society Fees to be appropriated into N. Main St. Midtown Improvement CP8165
\$75,600	GMBA outparcel LLC Fees to be appropriated into N. Main St. Midtown Improvement CP8165

Fees Collected	Comments
\$1,582.00	429 S. Main, Hien Ngoc Hguyen N. Main St. Fees to be appropriated into N. Main St. Midtown Improvement, CP8165
\$7,000.00	429 S. Main, Hien Ngoc Hguyen Fees to be appropriated into New CIP project – N. Main St. Midtown Improvement, CP8165
\$3,500.00	429 S. Main, Underground overhead utilities Fees, to be appropriated into Midtown Improvements, CP8165
\$33,456.00	Village on the Green N Fees. to be appropriated into Milpitas Blvd./Dixon Landing Rd., CP4253
\$71,815.00	Novuserve, N. Milpitas Fees to be appropriated into Blvd./Dixon Landing Rd.Inc., CP4253
\$173,092.00	D.R. Horton Fees to be appropriated into new CIP No.4258 Calaveras Blvd Widening Project.
\$903.00	Smiling Tooth Dentistry Fees to be appropriated into Montague Expressway #4179
\$903.00	Thomas Dung Song, DDS, Fees to be appropriated into Montague Expressway, CP4179
\$15,000.00	Sylvia Leung, DDS, Fees to be appropriated into Montague Expressway, CP4179
\$2,088.00	Paul Lee, DDS, Fees to be appropriated into Montague Expressway, CP4179
\$3,612.00	995 Montague Expressway #216, PJ 2433 TIF to be appropriated into Montague Expressway CP4179.
\$13,394.00	Mid Pen DeVries Sr. Housing PJ 3192 TIF to be appropriated into N. Main St. Midtown Improvement, CP8165
\$9,970.00	1969 S. Main St. PJ 3204 TIF of \$89,638.00 to be appropriated into the following CIP Projects: 1. N. Main St. Midtown Improvement, CP8165
\$79,668	2. Montague Expressway, CP4179.

Fees Collected	Comments
<p style="text-align: center;">\$3,628.00</p> <p style="text-align: center;">\$28,998.00</p>	<p>790 E. Capitol Ave, Dr. Tan PJ 3161 TIF of \$32,626.00 to be appropriated into the following CIP Projects:</p> <ol style="list-style-type: none"> 1. N. Main St. Midtown Improvement, CP8165 2. Montague Expressway, CP4179.
Total \$ 1,472,093.38	

City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	311-951-4256-15-3899	\$ 613,836	311-951-4256-7-4800	\$ 613,836
	311-951-4257-15-3899	93,500	311-951-4257-7-4800	93,500
<input type="checkbox"/> Budget Transfer	311-951-4179-15-3899	288,530	311-951-4179-7-4800	288,530
	391-951-8165-15-3718	93,467	391-951-8165-7-4800	93,467
	391-951-8165-15-3839	104,397	391-951-8165-7-4800	104,397
	311-951-4253-15-3899	105,271	311-951-4253-7-4800	105,271
	311-951-4258-15-3899	173,092	311-951-4258-7-4800	173,092
	312-2931	1,274,229	312-3999	1,274,229
	312-2931	104,397	312-3941	104,397

Explain the reason for the budget change:

Appropriate \$1,472,093 developer fees collected to various CIP projects. There is no fiscal impact for this request as the developer fess must be appropriated to projects to mitigate environmental impact.

Recommendation:

Approve Fiscal Year 2010-11 mid-year budget appropriations.

Check if City Council Approval required.

Meeting Date: February 01, 2011

Itemization of funds, if needed:			Amount
Requested by:	Division Head:	Date:	
	Department Head:	Date:	
Reviewed by:	Finance Director: <i>Mr. C. Karl</i>	Date: <i>1/21/11</i>	
Approved by:	City Manager:	Date:	
Date approved by City Council, if required:		Confirmed by:	

MEMORANDUM

Office of Economic Development



To: City Council Finance Subcommittee
From: Bill Marion, Information Technology Director *BM*
Diana Barnhart, Economic Development Manager *DB*
Through: Tom Williams, City Manager *TW*
Subject: Expansion of Citywide Wireless Service
Date: January 11, 2011

The City's existing free wireless system began operating late 2008 using the equipment installed by Earthlink as part of their 2006 business plan to "unwire" Milpitas. The system is currently operated by the City and Silicon Valley Unwired (SVUnwired), the City's non-profit contract provider. Current use of the system shows that it has reached capacity. By reaching capacity, the user experiences slower download and upload times.

The current system utilizes 4 Base Stations with connection to 31 neighborhoods and its high usage has exceeded the capacity of the system. IS staff, working with SVUnwired, has tweaked the existing components to make the most of the system and there are no other remedies available to allow for better user experience without adding new equipment.

SVUnwired has proposed a budget of approximately \$50,000 to increase capacity for the system. This should allow for user growth without compromising capacity for four to five more years. An improved system would increase Total Throughput from 240 Megabytes per second (mbps) to 1500 Mbps, by increasing the number of radio devices on the 4 base stations. The upgrade will utilize new affordable technology and allow future expansion to serve residents and businesses.

The Economic Development Commission voted to support the system upgrade at its meeting on January 10th and recommend its funding and implementation to the City Council. The Telecommunications Commission has also been briefed on the proposal.

Upgrade costs are estimated at \$49,490 which is detailed below:

Base Stations	
Equipment	\$18,040
Mounting, Misc, Tax	\$6,100
	subtotal: \$24,140
Clients -- 75 clusters	
Equipment	\$13,350
Mounting, Misc, Tax	\$5,800
	subtotal: \$19,150
20 Fill-in nodes	\$4,100
Labor	\$2,100
Grand Total:	\$49,490

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	390-2940	\$ 49,490	390-910-4874	\$ 49,490

Explain the reason for the budget change:

Appropriate \$49,490 to increase citywide wireless services. The current system began operating late 2008 and the high usage has exceeded its capacity. The upgrade will utilize new affordable technology and allow future expansion to serve residents and businesses. The proposed funding source is from the Redevelopment Fund.

Recommendation:

Approve Fiscal Year 2010-11 mid-year budget appropriations.

Check if City Council Approval required.

Meeting Date: February 01, 2011

Itemization of funds, if needed:		Amount
Requested by:	Division Head:	Date:
	Department Head:	Date:
Reviewed by:	Finance Director: <i>M. C. Kard</i>	Date: 1/21/11
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by:

MEMORANDUM

Office of Economic Development



To: Tom Williams, City Manager
From: Diana Barnhart, Economic Development Manager
Subject: **Citywide Banner Replacement**
Date: January 25, 2011

On December 5, 2006 the City Council approved the Citywide Banner contract for fabrication and installation of the Lifestyle Banners celebrating Milpitas as a place to “Meet & Greet”, “Play & Stay”, “Live & Work” and “Stop & Shop”. Banners were installed in early 2007 and are beginning to show signs of wear, especially with those banners using blue and green colors. At the time of approval, staff initiated that the banners would likely have a life of 3 to 7 years, and while most all of the banner material is holding up, the art work is beginning to fade and deteriorate.

New banners and the new design(s) would identify the City as a place of business to help encourage business development and retention. This would be consistent with Economic Development Commission’s goal of business promotion. The City Council Finance Subcommittee reviewed this request as part of the mid-year budget adjustment requests at their meeting on Monday, January 24, 2010. At that time staff indicated that the project would not include North McCarthy and Ranch Drives, as the Landscape Maintenance Funds did not include banners as an allowed use.

The Subcommittee approved this recommendation to proceed with new citywide banners at a cost of \$55,000.

Cc: Emma Karlen, Finance Director
Greg Armendariz, City Engineer/Public Works Director

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	390-2940	\$ 55,000	390-910-4201	\$ 55,000

Explain the reason for the budget change:

Appropriate \$55,000 to replace citywide banners. Existing banners were installed in early 2007 and are beginning to show signs of wear. New banners would identify the City as a place of business to help encourage business development and retention. This would be consistent with Economic Development commission's goal of business promotion. The proposed funding source is from the Redevelopment Fund.

Recommendation:

Approve Fiscal Year 2010-11 mid-year budget appropriations.

Check if City Council Approval required.

Meeting Date: February 01, 2011

Itemization of funds, if needed:			Amount
Requested by:	Division Head:	Date:	
	Department Head:	Date:	
Reviewed by:	Finance Director: <i>Mr. C. Kail</i>	Date: <i>1/26/11</i>	
Approved by:	City Manager:	Date:	
Date approved by City Council, if required:		Confirmed by:	