

**City of Milpitas
Neighborhood Services and Education Subcommittee
City Hall, Committee Conference Room**

Tuesday, May 25, 2010

UNAPPROVED MEETING MINUTES

1. Flag Salute Council-member Polanski led the subcommittee in the Flag Salute.

2. Call to Order Council-member Polanski called the meeting to order at 5:34 p.m.

Attendance: *City Council:* Vice Mayor McHugh and Councilmember Polanski
Staff: Steve Erickson; Bonnie Greiner; Renee Lorentzen; Tom Williams, City Manager
Guests: Mel; Terry, Annette; Karen Collander, Milpitas Food Pantry

3. Public Forum (remarks limit to 3 minutes): None.

4. Announcements:

Bonnie Greiner invited the subcommittee to the following upcoming events:
- Memorial Day Ceremony will be held on Monday, May 31, 2010, at 9:00 a.m. at the Veteran's Memorial Park;
- Summer Concert Series will be held on June 22, 2010, at Murphy Park at 6:15 p.m.

5. Approval of Agenda

MOTION to approve the May 25, 2010, agenda as submitted.
M/S: McHugh/Polanski
All Ayes

6. Review of Notes from the April 27, 2010 Meeting

MOTION to approve the April 27, 2010, meeting notes as submitted.
M/S: McHugh/Polanski
All Ayes

7. Update on New Senior Center (Steve Erickson, Project Manager)

Steve Erickson, Project Manager, provided an update on the details of the construction activities as follows:

- Finishes: casework, electrical, mechanical, & plumbing,
- Installation hardwood flooring in community room,
- Site work, landscaping and irrigation,
- FF&E installation to begin in June,
- Pavement sealing and paint in June,
- The project has a 20-rain day allowance and 13-days have been used.

The Senior Center Grand Opening and dedication is tentatively scheduled for August 14, 2010.

He also reviewed the background and details for the Veteran's Memorial Park Renovation as follows:

- Veteran's memorial was relocated to allow for construction of the Senior Center,
- Current location provides more room and seating for events and celebrations,
- Current location is more central to the Civic Center,
- Proposed improvements were recommended by the Veterans Commission,
- Cost for improvements were budgeted in the project, no additional funding is required,
- Improvement work to start after Memorial Day and completion by the Senior Center Grand Opening,
- Construction cost as submitted by the Contractor: \$49,685,
- A contract Change Order to the Senior Center contractor is proposed for this work.

It was noted that the Veteran's Commission reviewed and approved the above mentioned plans at their April, 2010 meeting and this item will be reviewed by the City Council at the June 1, 2010, meeting.

MOTION to receive and approve the New Senior Center Update and recommend the Redevelopment Agency Director be authorized to execute contract change order for the improvement to the Veterans Memorial, Project No. 8197.

M/S: McHugh/Polanski

All Ayes

8. Use of Sal Cracolice Building (James Lindsay, Planning Director)

James Lindsay, Planning Director provided an update on the status of the Proposed Use of the Sal Cracolice Building. He reported that staff has visited both the Teen Center and Sal Cracolice Building to determine if a shared use would be logistically viable. He provided the subcommittee with a facility plan to show the possible usage of the rooms at the annex facility which was developed with assistance from the Food Pantry. It has been determined that logistically the Food Pantry would be able to be housed at the annex facility and enhance the customer "shopping" experience. However, the downside would be that offsite storage would be needed to accommodate all the necessary food and supplies for their operation. It was noted that staff researched several different options (i.e. reducing size of restrooms, aisle ways, etc.), however, they were not financially or operationally possible. He noted that Karen Kolander, Director at the Food Pantry was in favor of the site plan and agreeable to utilizing offsite storage. Mr. Lindsay explained that the next step would be to determine the operational and financial analysis of the shared use.

Vice Mayor McHugh asked if it might be feasible for the conference room space to be used by other groups when not in use by the Food Pantry (i.e. evening, etc.). The Food Pantry was comfortable with other non profit groups utilizing the space if it didn't conflict with the Food Pantry operational hours.

Three members of the public (Terry, Annette, and Mel) expressed their interest in having facility space at the Sal Cracolice Building to use for various community meetings (i.e. NA, AA, CA, Alanon, etc.). They all felt it was important to have a variety of meetings (i.e. mornings, evenings, possibly on Mondays and Tuesdays, etc.) available in Milpitas for those who needed the support and assistance. The subcommittee was pleased at the possibility of having additional shared use with other outside non-profit groups.

The subcommittee suggested canceling the July meeting and agendizing the operational and financial feasibility of shared use at the August meeting.

Karen Kolander was very pleased with the proposed shared use as outlined. It was noted that the Food Pantry currently stores food from the Jack Emery Drive on Main Street.

MOTION to receive staff report and have staff proceed with analysis of the operational and financial feasibility of shared use at the Sal Cracolice Building.

M/S: McHugh/Polanski

All Ayes

9. Review of Rental Rates and Activity Card Membership Fees for New Senior Center (Renee Lorentzen, Acting Senior Center Supervisor)

The new Milpitas Senior Center, opening in August, 2010 will provide increased center space, new programming and amenities and additional private rental space to the community. Staff researched neighboring city senior centers and created a comparison of membership fees and benefits and auditorium rental rates to determine if the current Milpitas Senior Center fees are inline with other cities.

Council member Polanski felt the proposed non-resident fee of \$20.00 was too low as she felt like non-residents were guests of the facility.

MOTION to recommend to City Council the proposed Senior Center Membership fees as follows:

Residents: \$12.00 and Non-Residents: \$30.00

M/S: McHugh/Polanski

All Ayes

The subcommittee supported adult only rentals and that no fee waivers would be allowed by the City Council.

MOTION to recommend the following rental rates and policies for the Senior Center:

Resident:	Non-Resident:
\$20 Application Fee	\$50 application Fee
\$1,000 Deposit	\$1,000 Deposit
\$250/hr – Hourly Rate	\$350/hr – Hourly Rate

- Fee Waivers will not be available.
- Required (2) dedicated Building Attendants on site for entire rental (rental incurs cost and is included in the rental hourly rate)
- Rentals for adult attended events only (no children's parties)
- 3 hour minimum rental

M/S: McHugh/Polanski
All Ayes

Vice Mayor McHugh indicated that if the residents don't reserve the facility because of the high rental fee, the Council could review the rental rates to reconsider.

10. Senior Center Coffee Kiosk (Renee Lorentzen, Acting Senior Center Supervisor)

The new Milpitas Senior Center features a Coffee Kiosk area where coffee and light snacks could be sold at low cost. BreakTime Vending Company, the current Recreation Services site vending company is able to fully stock and staff the Kiosk with healthy options for seniors. At the meeting, Renee Lorentzen, Acting Senior Center reviewed the proposed contract and menu items for the new facility. It was noted that the coffee kiosk contract and proposed menu will be reviewed by the City Council at the June 15, 2010, meeting.

MOTION to recommend to City Council support of the proposed Senior Center Coffee Kiosk Pilot Program.

M/S: McHugh, Polanski
All Ayes

11. Next Meeting Date – June 29, 2010

12. Adjournment

MOTION to adjourn the meeting at 6:40 p.m.
M/S: McHugh/Polanski
All Ayes