Mayor Tran, Vice Mayor Grilli, and Council Members,

It has been a pleasure to serve the City Council as your Interim City Manager. Thank you for this opportunity! I’ve enjoyed getting to know the Council and staff, and prepare the way for a new permanent manager.

The City of Milpitas is an exciting place to be during this period of growth. The City is fortunate to have a professional and dedicated staff team to implement the City Council’s policies and to provide quality services to the community. For today’s report, I’d like to share a few recent highlights and also recognize some of our departmental achievements.

Recent highlights include:
- Successful first-ever City-wide Lunar New Year Celebration
- Successful first-ever Black History Month Flag Raising Ceremony
- Community Budget Workshops and a City Council Budget Workshop were conducted to identify budget priorities as part of a transparent, community-oriented budget process.
- A Special City Council Meeting on Affordable Housing was held to discuss new legislation and how the City can address affordable housing goals.
- Council Subcommittee on Commissions, with a number of changes reflecting a reorganization of all Commissions discussed.
- Significant progress by the Council Subcommittee on Cannabis.
- Internal development of online Plan Submittal Process offering improved external customer service.
- Successful approval of a Cost Share agreement with the Milpitas Unified School District for new joint use amenities at a new City park and elementary school.

Some of our departmental achievements include…

**Building, Engineering and Planning:** With Milpitas as one of the State’s fastest growing cities, you might guess that these departments would be very busy, and you would be correct! During the past year, these departments, comprised of 64 employees, worked together to process 434 planning applications of various types and 731 plan checks. Their work ensures that development can take place in a safe manner to benefit the community. The Fire Department also has an important role in this mission. Additionally, Engineering and Finance Departments work together to complete the City’s Annual 5-year Capital Improvement Program.

**City Clerk’s Office:** As of this month, the City Clerk’s Office has provided 15 years of continuous service as a US Passport Acceptance Agency. In that time, approximately 25,000 applications have been received by our staff, yielding over $600,000 in revenue to the City’s General Fund. Milpitas is one of only two cities in Santa Clara County, and among a handful of City offices in the Bay Area, to continuously provide this service. This valuable program is appreciated by the community, especially local families in Milpitas and surrounding cities to secure needed travel documents for vacation and business travel outside the United States.

**Economic Development:** The Economic Development Department works to improve the economic vitality of the City. Toward that end, they represent the City at regional and national events, prepare marketing materials, and conduct outreach to current and potential businesses. They will host a booth…
to highlight Milpitas at an upcoming ICSC Conference with 2,000+ local brokers, retailers, and investors. Staff is working with representatives from SBA and the US Commercial Service Department Silicon Valley/SJ at the monthly SVEDA meeting on potential loans and other programs to benefit new businesses in Milpitas. The department also prepared a Model Wage Theft Ordinance which will be presented to the City Council on March 6. This ordinance aims to ensure that employees for all businesses in the City are paid for their work.

Finance Department: We recently learned that our City has received the Excellence in Budgeting Award from the California Society of Municipal Finance Officers for Fiscal Year 2017-18. This is a reflection of the excellent work done by our Finance Department especially during a time period that included a vacancy in the Finance Director position. Additionally, the Finance Department is conducting the community-oriented budget process noted above.

Fire Department: This past year The Fire Department has focused on improving community interaction, Community Emergency Response Team (CERT), and recruitment. There have been significant advancements also in operations, equipment, and training. For example, design and build-out of a new fire command vehicle that was delivered in January along with the expected delivery of two new Fire Engines in April, a series of BART response training events held with the San Jose Fire Department, a series of community events with potential firefighter candidates held, and a CERT team event conducted which included a thank-you breakfast cooked by the firefighters at Station One.

Human Resources: As a key support department, Human Resources’ work is not readily visible to the community. However, our small Human Resources Department does a great job of providing low cost/ no cost employee training and professional development, conducts numerous recruitments, and generally helps to take care of 550+ employees – our City’s most valuable resource.

I.S. Department: The I.S. Department is one that often goes under the radar and we may take for granted that all of our technology, from computers to the 911 system to the video of our Council Meeting, is all running smoothly. Like many of our City departments, IS manages a large workload with a small staff. They provide 24/7 service for over 1,200+ devices (computers, printers, phones, etc.) and over 100 applications with ten staff. What is most impressive to me about this department is the number of custom programs and applications that are developed in-house, saving the City significant dollars and down-time.

Police Department: Our Police Department continues to improve service to the community. A few examples – hosting a Citizen’s Police Academy this past year with another Academy planned for May 2018, establishing a grant-funded Homeless Outreach Team, the PAL Jr. Giants program received a Diamond Level rating (highest rating), officers responded to calls in less than 3 minutes, dispatchers answered 98.66% of the 18,524 911 calls in less than 15 seconds. 95.52% of those 911 calls were answered in less than 10 seconds, and the State standard is 95% of calls within 15 seconds. Last but not least, two suspects in a 2016 homicide were identified and arrested.

Public Works: Public Works: In addition to the ongoing maintenance and regulatory compliance work done by the department, there are a number of other programs and projects. The annual weed abatement program is off and running with the addition of new trees and landscape crews, staff have been fully utilizing the new pavement repair truck to fix potholes on City streets, the new CCTV truck training with staff was completed and key staff have received certification in order to properly inspect and categorize sewer pipeline deficiencies. We rely on our Public Works staff to keep our City sewer and water systems operating smoothly, and to take good care of our streets, parks, and City buildings.

Recreation: Our Recreation Department remains busy in their mission to improve the quality of life for all residents. The Department finalized the 2nd annual Summer Lunch program in collaboration with the Milpitas Unified School District for children in need of a hot lunch when school is out, successfully completed an extensive calendar year of events, with significant increases in participation (over 6,000 people) due to the addition of 3 new events/ceremonies as well as increased marketing and outreach. Additionally, the Higuera Adobe Park Renovation Project was completed, and the City was awarded the “Age Friendly City Designation” from the World Health Organization.
This week’s updates are as follow…

City Clerk’s Office

- **Interest from future candidates in November 2018 municipal election continues:** Since the start of 2018, the City Clerk has received 6 Candidate Intention Statements (FPPC Form 501) from interested residents. For the office of Mayor (4): Jose Esteves, Voltaire Montemayor, Bob Nuñez, and Richard Tran. For the office of City Councilmember (2): Marsha Grilli and Suraj Viswanathan. Candidate filing will occur during 4 weeks this summer, starting July 16, 2018.

- **City Clerk’s office busy during school vacation week receiving US Passport Applications:** Each year during school vacation week in February, City Clerk’s staff handle more than usual volume of inquiry about passport services. During the week of February 20–23, 2018, Clerk’s staff received 62 passport applications generating $1500 revenue into the City’s General Fund.
  - Significantly, the passport “execution fee” (paid to City) will increase from $25 to $35 per person starting April 2, 2018. The City Clerk’s office will plan to host on one upcoming Saturday a “Passport Fair” in advance of the fee increase to assist families with application service before the fee goes up $10.
Building Department

Building permit was issued to DR Horton, for the construction of one, 3-story building with total of 8 units out of 241 townhome residential units’ development located at 1501 Centre Pointe Drive at an estimated construction cost of $2.9M.

Building permit applications were submitted by:
1. Technology credit union, an existing bank for tenant improvements at their facility located at 360 Cypress Dr., at an estimated construction cost of $757,322.
2. Headway Technologies, designer and manufacturer of recording heads for high performance hard disk drives, for the demolition of the part of existing facility for the future 9,996 sf of addition, located at 497 S Hillview Dr. at an estimated construction cost of $250,000.

Occupancy permit applications were submitted by three new businesses moving to Milpitas:
   a) Digital World Pay, mail box business located at 45 S Park Victoria Dr.
   b) Davinci creativity space, tutoring center located at 1260 S Abel St.
   c) Sip N Go, cafeteria located at 920 Thompson St.

The following businesses have received final inspection and are now open for operation:
   i. Telangana Ruchulu, new Indian restaurant located at 131 Ranch Dr.
   ii. World of music art, private music center located at 40 N Park Victoria Dr.
   iii. Etalink, Inc., information technology office located at 1647 S Main St
   iv. Lotus acupuncture & wellness center, acupuncture center located at 154 S Main St.

Construction Update

Waterstone, 84 single family homes development by Lennar developer located at 1494 California Circle: One more home has received final inspection and is ready for the new owner to move in. 70 homes are now complete, 3 are models and 7 are in various stages of completion. See photo below.

POLICE DEPARTMENT

The Milpitas Police Department is pleased to introduce Officer Denise Lynch as the 2017 Police Officer of the Year! Denise joined the police department in March of 2007 as a part-time intern in our Records Unit. As a result of her dedicated work history and strong performance, she was hired as a police officer in January 2008. During her tenure, Officer Lynch has been a Mobile Field Force member, a Field Evidence Technician, a Field Training Officer, and a Canine Handler specializing in narcotic detection with her police canine, Ares. Officer Lynch holds a Bachelor of Science Degree in Justice Studies, with a minor in Spanish, from San Jose State University. Officer Lynch will be recognized at the Knights of Columbus Awards Banquet on Saturday, April 7, 2018 at 6:30pm at St. John the Baptist Catholic Parish located at 297 South Main Street, Milpitas. Please see photo on the right.
On February 28, 2018, the Milpitas Police Department hosted the County-wide monthly allied agency traffic enforcement operation. A total of 39 officers from 9 law enforcement agencies conducted designated traffic enforcement efforts at key locations near schools and major thoroughfares, which resulted in over 195 citations issued. Many of the citations were for speeding, failing to yield to pedestrians, and cell phone violations.

HUMAN RESOURCES DEPARTMENT

Human Resources is accepting applications this week for the following employment opportunities. Interested candidates can find additional information on www.ci.milpitas.ca.gov/jobs and www.calopps.org. Human Resources also posts job opportunities on the City of Milpitas LinkedIn page and Twitter: @MilpitasCityJob.

Open Competitive Opportunities:
- Associate Civil Engineer – Land Development*
- Building and Safety Director
- Capital Improvement Project (CIP) Manager
- Communications Dispatcher
- Fire Chief
- Firefighter Recruitment Guide posted (City will accept applications starting April 23rd)
- Fiscal Assistant I/II*
- Maintenance Worker I/II - Utilities
- Police Officer (entry-level and lateral)
- Police Support Services Manager
- Systems Administrator

Internal Recruitments (City Employees Only)
*denotes positions for which there is a concurrent Lateral recruitment
- Fire Engineer

Open Recruitments (Temporary Position with Benefits)
- Building Inspector – continuous

Temporary Opportunities:
- Adult Crossing Guard
- Fitness Instructor
- Lifeguard/Swim Instructor
- Recreation Attendant
- Recreation Leader: Administrative Assistant
- Recreation Leader: Referee

UPCOMING EMPLOYEE TRAINING OPPORTUNITIES

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<tr>
<th>WHEN</th>
<th>WHAT</th>
<th>WHERE</th>
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<tbody>
<tr>
<td>Wednesday, March 14 from 9:00am to 11:00am</td>
<td>BBK Live Webinar: Sexual Harassment Avoidance Training</td>
<td>Call HR Department to RSVP</td>
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ENGINEERING DEPARTMENT

ANNOUNCEMENT: The Engineering Department will be reviewing the Current and Proposed Capital Improvement Programs at a Special City Council Meeting scheduled on Wednesday, March 7, 2018 at 5:30pm at first floor City Hall, in the Committee Conference Room.
### UPCOMING MEETINGS:

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<thead>
<tr>
<th>DATE &amp; TIME</th>
<th>WHAT</th>
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<tbody>
<tr>
<td>Tuesday, March 6, 2018</td>
<td>Regular City Council Meeting</td>
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<tr>
<td>at 6:00pm</td>
<td>City Hall, Council Chambers</td>
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<tr>
<td>Wednesday, March 7, 2018</td>
<td>Special City Council Meeting RE: Current &amp; Upcoming CIP Projects Review</td>
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<tr>
<td>@ 5:30pm</td>
<td>City Hall, Committee Conference Room</td>
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<tr>
<td>Tuesday, March 13, 2018</td>
<td>Ad Hoc Subcommittee on Cannabis Meeting</td>
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<tr>
<td>@ 12:30pm</td>
<td>City Hall, Committee Conference Room</td>
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<tr>
<td>Wednesday, March 14, 2018</td>
<td>Monthly Finance Subcommittee Meeting</td>
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<tr>
<td>at 4:30pm</td>
<td>City Hall, Committee Conference Room</td>
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<tr>
<td>Tuesday, March 20, 2018</td>
<td>Regular City Council Meeting</td>
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<tr>
<td>at 6:00pm</td>
<td>City Hall, Council Chambers</td>
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<tr>
<td>Wednesday, March 21, 2018</td>
<td>Special Joint Meeting between Milpitas City Council and Santa Clara Valley Water District Board of Directors</td>
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<tr>
<td>at 6:00pm</td>
<td>SCVWD Board Room, 5750 Almaden Expressway San Jose</td>
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<tr>
<td>Thursday, March 29, 2018</td>
<td>Milpitas Oversight Board Meeting</td>
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<tr>
<td>@ 12:30pm</td>
<td>City Hall, Committee Conference Room</td>
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