

MEMORANDUM

Finance Department



DATE: May 9th, 2023

TO: Finance Subcommittee

THROUGH: Ashwini Kantak, Acting City Manager *Ashwini Kantak*

FROM: Lauren Lai, CPA, MPA
Finance Director / Risk Manager *Lauren Lai*

CC: City Attorney's Office

SUBJECT: April 2023 Report of City Manager Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (03/01/2023- 03/31/2023)

This memorandum transmits the April 2023 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 03/01/2023 to 03/31/2023.

In accordance with Section I-4-5.01 of the City's Municipal Code titled "Reporting on Contract Authority of the City Manager," staff provides to the Finance Subcommittee monthly reports displaying all contracts approved by the City Manager for the prior month under her contract approval authority. For the reporting period, 28 contracts were approved totaling approximately \$1M.

There was no credit card activity for the City Manager during the reporting period.

City of Milpitas

Summary Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including All ARPA Grant Related Contracts For the month of April 2023

Note: CM Authority at <\$100,000 until 12/06/17; <\$50,000 12/07/17 until 6/15/18
<\$100,000 effective 6/16/18

		<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
Total \$ All Contracts:		\$ 986,084	\$ 136,017	\$ 850,067
Total Qty All Contracts:	28			
Average Contract \$:	\$ 35,217			

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing	1	\$ 3,101	\$ -	\$ 3,101
City Attorney	2	\$ 45,000	\$ -	\$ 45,000
City Manager	0	\$ -	\$ -	\$ -
Economic Development	2	\$ 201,500	\$ -	\$ 201,500
Engineering Department	4	\$ 184,000	\$ -	\$ 184,000
Finance Department	0	\$ -	\$ -	\$ -
Fire Department	0	\$ -	\$ -	\$ -
Human Resources	1	\$ 100,000	\$ -	\$ 100,000
Information Technology	0	\$ -	\$ -	\$ -
Non-Departmental	0	\$ -	\$ -	\$ -
Planning Department	0	\$ -	\$ -	\$ -
Police Department	0	\$ -	\$ -	\$ -
Public Works	10	\$ 434,926	\$ 134,537	\$ 300,389
Recreation and Community Services	8	\$ 17,558	\$ 1,480	\$ 16,078

City of Milpitas

Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including All ARPA Grant Related Contracts

For the month of April 2023

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<i>Total \$ Amount</i>	<i>\$ Spent To Date</i>	<i>Remaining \$ Balance</i>
986,084	136,017	850,067

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing Sub-Total	1					\$ 3,101	\$ -	\$ 3,101
Building Safety and Housing	RP23552	04/24/23	17567	Security Contractor Services	Contract for Security Contractor Services, February 11, 2023 to February 10, 2024	\$ 3,101	\$ -	\$ 3,101
City Attorney Sub-Total	2					\$ 45,000	\$ -	\$ 45,000
City Attorney	RP23111	04/24/23	11045	Liebert Cassidy Whitmore	Consultancy Services pertaining to Employee Relations Matters, including Representation in Negotiations, and in Administrative and court Proceedings, including Performance Evaluation Services, April 7, 2023 to April 6, 2024	\$ 10,000	\$ -	\$ 10,000
City Attorney	RP23112	04/24/23	11073	Meyers Nave, A Professional	Outside Counsel for Legal Services, 365 Days from NTP	\$ 35,000		\$ 35,000
City Manager Sub-Total	0					\$ -	\$ -	\$ -
City Manager								
Economic Development Sub-Total	2					\$ 201,500	\$ -	\$ 201,500
Economic Development	AR23100	04/03/23	19469	AETYPIC, INC.	Architectural Design Services for Storefront Improvement Program, February 20,2023 to February 19, 2026	\$ 75,000	\$ -	\$ 75,000
Economic Development	AR23101	04/24/23	19455	Civitas Advisors	Consulting Services for ARPA Business Improvement District Feasibility Analysis, April 18, 2023 to June 30, 2024	\$ 126,500	\$ -	\$ 126,500

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Engineering Department Sub-Total	4					\$ 184,000	\$ -	\$ 184,000
Engineering	C201100	04/17/23	18763	Shah Kawasaki Architects, Inc.	SKA Design Agreement for Metro Area Police Substation, April 10, 2023 to December 31, 2025 at Selwyn Park	\$ 99,600	\$ -	\$ 99,600
Engineering	C201803	04/17/23	10822	Biggs Cardosa Associates Inc.	Montague Pedestrian Overcrossing at Penitencia Creek - Structural Peer Review, April 1, 2023 to December 31, 2025	\$ 58,200	\$ -	\$ 58,200
Engineering	RP23421	04/03/23	19489	Aquatic Commercial	Aquatic Facility Assessment and Training Proposal/Agreement	\$ 1,200	\$ -	\$ 1,200
Engineering	RP23451	04/11/23	13858	Haley & Aldrich	Geologic and Geotechnical Peer Review Services, April 1, 2023 to October 1, 2023	\$ 25,000	\$ -	\$ 25,000
Finance Department Sub-Total	0					\$ -	\$ -	\$ -
Finance Department								
Finance Department								
Fire Department Sub-Total	0					\$ -	\$ -	\$ -
Fire Department								
Human Resources Sub-Total	1					\$ 100,000	\$ -	\$ 100,000
Human Resources	RP23110	04/04/23	11045	Liebert Cassidy Whitmore	Labor Contract Negotiations and Other Legal Services, April 1, 2023 to June 30, 2024	\$ 100,000	\$ -	\$ 100,000
Information Technology Sub-Total	0					\$ -	\$ -	\$ -
Information Technology								
Non-Departmental Sub-Total	0					\$ -	\$ -	\$ -
Planning Department Sub-Total	0					\$ -	\$ -	\$ -
Planning								
Police Department Sub-Total	0					\$ -	\$ -	\$ -
Police Department								

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Public Works Department Sub-Total	10					\$ 434,926	\$ 134,537	\$ 300,389
Public Works	C340677	04/03/23	17227	Environmental Systems Inc	CUP 23-059 On-Call HVAC Repairs, 365 days from Notice To Proceed (NTP)	\$ 60,000	\$ 41,895	\$ 18,105
Public Works	C340678	04/03/23	19471	Conklin Bros of San Jose Inc.	New Flooring for Library Garage Elevator, 120 Days from April 3, 2023	\$ 5,166	\$ -	\$ 5,166
Public Works	C340679	04/06/23	19493	Weatherproofing Technologies,	Sports Center Roof Infrared Scan, March 29, 2023 to June 30, 2023	\$ 1,615	\$ -	\$ 1,615
Public Works	C344014	04/03/23	15990	Cal-West Signal Maintenance, Inc.	On-Call Traffic and Signal Repair, 365 Days from March 29, 2023.	\$ 60,000	\$ 54,117	\$ 5,883
Public Works	C344902	04/24/23	19501	Carson Landscape Industries	Irrigation Control Site Testing, 90 Calendar Days from April 21, 2023	\$ 14,100	\$ -	\$ 14,100
Public Works	C346217	04/03/23	Y1325	United California Glass & Door	On-Call Door, Gate, and Glass Repairs, 365 Days from March 29, 2023	\$ 60,000	\$ 2,525	\$ 57,475
Public Works	C371517	04/24/23	10888	Schaaf & Wheeler, Engineers	Preliminary Wrigley, Ford and Wrigley-Ford Creek Sediment Assessment, January 15, 2023 to June 30, 2023	\$ 7,500	\$ -	\$ 7,500
Public Works	C713309	04/03/23	19108	PSI Water Technologies, Inc	Monoclor RCS Trailer Rental, July 01, 2022 to September 30, 2023. Contract Signed March 29th, 2023	\$ 67,500	\$ 36,000	\$ 31,500
Public Works	C713310	04/03/23	18572	MNS Engineers, Inc.	Design of Station No. 1 Pressure Reducing Stations Replacement, April 1, 2023 to August 31, 2023	\$ 99,128	\$ -	\$ 99,128
Public Works	C713311	04/17/23	13055	West Yost & Associates	Cross-Connection Control Program Support Services Proposal, 365 Days from April 17, 2023	\$ 59,917	\$ -	\$ 59,917

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RCS Sub-Total	8					\$ 17,558	\$ 1,480	\$ 16,078
Recreation and Community Services	AR23613	04/17/23	19503	MNMCO LLC	The Plant Café for a Cooking Demonstration at the Earth Day Special Event, April 22, 2023	\$ 800	\$ 800	\$ -
Recreation and Community Services	RP23680	04/03/23	18644	Climb On Inc	Rock Wall for Family Game Night	\$ 1,100	\$ -	\$ 1,100
Recreation and Community Services	RP23681	04/10/23	19450	Cordelia Layne Willis	Choreography for year with the Frog and Toad, April 10, 2023 to June 30, 2023	\$ 1,740	\$ -	\$ 1,740
Recreation and Community Services	RP23683	04/10/23	19383	Rachel M Haskin	Vocal Direction - Year With Frog and Toad March 30, 2023 to June 30, 2023	\$ 1,635	\$ -	\$ 1,635
Recreation and Community Services	RP23684	04/11/23	19496	BenedLk Kleveland	Set of Jazz Music Performance during the Commissioners' Recognition Event on April 27, 2023 to be held at the Community Center Auditorium.	\$ 680	\$ 680	\$ -
Recreation and Community Services	RP23685	04/17/23	19490	Lee, Ryan	Director Fee - Year with Frog and Toad, April 10, 2023 to June 30, 2023	\$ 2,500	\$ -	\$ 2,500
Recreation and Community Services	RP23686	04/17/23	19350	Jordan Tolentino	Summer Concert Series, July 21, 2023	\$ 3,750	\$ -	\$ 3,750
Recreation and Community Services	RP23687	04/24/23	19506	Times, Thomas	Milpitas Community Theatre - SpongeBob Direction - Times	\$ 5,353	\$ -	\$ 5,353