



MEMORANDUM

Finance Department

DATE: November 8, 2023

TO: Finance Subcommittee

THROUGH: Ned Thomas, AICP
City Manager

DocuSigned by:
Ned Thomas
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FROM: Lauren Lai, CPA, MPA
Finance Director / Risk Manager

DocuSigned by:
Lauren Lai
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CC: City Attorney

SUBJECT: October 2023 Report of City Manager on Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (09/01/2023-09/30/2023)

This memorandum transmits the October 2023 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 09/01/2023 to 09/30/2023.

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 his contract approval authority. For the reporting period, 25 contracts were approved totaling approximately \$377K. For reference, contracts approved between \$50K to \$100K are highlighted in yellow.

There was only one credit card activity for the City Manager the during the reporting period in the amount of \$28.52, representing cost of ticket for the registration on 2023 Silicon Valley Poll Briefing. Attached is a copy of the City Manager's Credit Card Statement and corresponding receipt.

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 October 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

Number of Contracts	Total Amount	Spent to Date	Remaining Balance
25	\$ 376,907	\$ 123,087	\$ 253,820

Department	Total Amount	Spent to Date	Remaining Balance
Building Safety & Housing	\$ -	\$ -	\$ -
City Manager	\$ 26,058	\$ 26,058	\$ -
City Attorney	\$ 10,000	\$ -	\$ 10,000
Economic Development	\$ 74,590	\$ -	\$ 74,590
Engineering	\$ -	\$ -	\$ -
Finance	\$ 18,350	\$ -	\$ 18,350
Fire	\$ 19,780	\$ -	\$ 19,780
Human Resources	\$ 14,000	\$ -	\$ 14,000
Information Technology	\$ -	\$ -	\$ -
Non-Departmental	\$ 37,221	\$ 21,751	\$ 15,470
Planning	\$ -	\$ -	\$ -
Police	\$ 26,920	\$ 8,380	\$ 18,540
Public Works	\$ 140,363	\$ 57,273	\$ 83,090
Recreation & Community Services	\$ 9,625	\$ 9,625	\$ -
Grand Total	\$ 376,907	\$ 123,087	\$ 253,820

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
City Attorney	FY24200	Best Best & Krieger LLP	10/17/2023	Legal Contractual Services FY2023-24	\$ 10,000	\$ -	\$ 10,000
City Manager	RP24104	The Party Helpers	10/19/2023	Employee Recognition Luncheon, October 4, 2023	\$ 26,058	\$ 26,058	\$ -
Economic Development	RP24102	NAVAJO Company	10/5/2023	Innovation District Branding Initiative Professional Service, October 4, 2023 to December 31, 2024	\$ 74,590	\$ -	\$ 74,590
Finance	FY24308	HdL Coren & Cone	10/10/2023	Property Tax Management and Information Services, October 05, 2023 to June 30, 2024	\$ 18,350	\$ -	\$ 18,350
Fire	EQ24801	Motorola Solutions Inc.	10/2/2023	Purchase of Motorola APX 8500 All Band Radio, September 11, 2023 - September 10, 2024	\$ 19,780	\$ -	\$ 19,780
Human Resources	RP24101	CPS HR Consulting	10/3/2023	Professional Service Agreement for 2023 and 2025 Employee Engagement Services, September 26, 2023 to December 31, 2025	\$ 14,000	\$ -	\$ 14,000
Non-Departmental	FY24104	Brown & Brown Insurance	10/10/2023	Workers Comp Policy No. SP066838 Final Audit, FY2022-2023	\$ 17,421	\$ 17,421	\$ -
Non-Departmental	FY24572	Austin, Robert M	10/18/2023	Management Services for 1432-1446 South Main Street, FY23-24	\$ 19,800	\$ 4,330	\$ 15,470
Police	C342305	Crossroads Software, Inc	10/3/2023	Amendment to original contract to extend Software Licensing Agreement to September 30, 2026 for an additional cost of \$2,000	\$ 2,000	\$ -	\$ 2,000
Police	FY24716	Bay Area PL Services	10/2/2023	On-Call Lab Services (Drug and Alcohol Collection Services), August 01, 2023 to July 31, 2024, Year 2 of 3	\$ 16,820	\$ 280	\$ 16,540

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Police	FY24717	DroneSense, Inc.	10/17/2023	Drone Sense Subscription License renewal, September 28, 2023 to September 27, 2024	\$ 8,100	\$ 8,100	\$ -
Public Works	C346225	R&S Erection of	10/5/2023	On-Call Door, Rolling Up Doors, and Gate Repairs (CUP24-009), 365 days from Notice to Proceed (NTP)	\$ 60,000	\$ -	\$ 60,000
Public Works	C511307	AKH Structural Engineers, Inc.	10/4/2023	Structural Design Services for Scoreboard Replacement at MSC, Cardoza and Dixon Landing parks, September 14, 2023 - August 15, 2024	\$ 13,300	\$ -	\$ 13,300
Public Works	FY24426	SmartCover Systems	10/2/2023	Software as a Service Agreement (SaaS) for City Sewer, Storm Drain, and H2s Monitoring Renewal for FY23-24 (Year 2 of 5)	\$ 39,874	\$ 39,874	\$ -
Public Works	FY24429	Eurofins Eaton Analytical Inc	10/10/2023	Analytical Laboratory Services FY23-24, Year 2 of 5	\$ 10,510	\$ 720	\$ 9,790
Public Works	RP24407	Revel Environmental	10/18/2023	Purchase of Storm Drain Media Cartridge Filters	\$ 16,679	\$ 16,679	\$ -
Recreation & Community Services	AR24606	United Djs	10/2/2023	DJ and Live Sound Production Lantern Festival, September 29, 2023 - October 14, 2023 (ARPA)	\$ 1,500	\$ 1,500	\$ -
Recreation & Community Services	AR24607	Salcedo, Orlando	10/2/2023	Face Painter for Dia de Los Muertos Event, November 4, 2023 (ARPA)	\$ 200	\$ 200	\$ -
Recreation & Community Services	AR24608	Of Sound Mind Productions	10/4/2023	Sound Production Services for ArtWalk Event on October 07, 2023 (ARPA)	\$ 1,100	\$ 1,100	\$ -
Recreation & Community Services	AR24609	Ortiz, Myriah	10/30/2023	Face Painter for Dia de Los Muertos Event, November 4, 2023 (ARPA)	\$ 200	\$ 200	\$ -
Recreation & Community Services	RP24655	United Djs	10/2/2023	DJ and Live Sound Production Delano Manongs Park Grand Opening, October 14, 2023	\$ 1,500	\$ 1,500	\$ -
Recreation & Community Services	RP24656	Bendlk Kleveland	10/4/2023	Retro Notes Band Performance for ArtWalk Event, October 7, 2023	\$ 500	\$ 500	\$ -
Recreation & Community Services	RP24657	Vogel, Robert	10/5/2023	Magic Performances for Pumpkins in the Park held at Cardoza Park, October 28, 2023	\$ 850	\$ 850	\$ -
Recreation & Community Services	RP24658	Friendly Pony Parties and Barn	10/19/2023	Petting Zoo Services for Pumpkins In The Park Event, October 28th 2023	\$ 2,025	\$ 2,025	\$ -
Recreation & Community Services	RP24659	Climb On Inc	10/30/2023	Rock Climbing Wall for Pumpkins In The Park Event, October 28, 2023.	\$ 1,750	\$ 1,750	\$ -

J.P.Morgan

JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

MEMO STATEMENT
THIS IS NOT A BILL

ACCOUNT NUMBER _____**STATEMENT DATE** 09-29-23**NET CHARGES** \$28.52

NED THOMAS
CITY OF MILPITAS
455 E CALAVERAS BLVD
MILPITAS CA 95035-5411

** 0000000

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: NED THOMAS

CYCLE LIMIT: \$20,000

ACCOUNTING CODE:

CARDHOLDER ACTIVITY**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-12	09-11	24492153254719385365077	EB 2023 SILICON VALLE 801-413-7200 CA P.O.S.: 1983861721-768280 SALES TAX: 0.00	28.52
Total Purchasing Activity				28.52

FOR CUSTOMER SERVICE CALL:
1-800-316-6056FOR LOST/STOLEN CARDS CALL:
1-800-316-6056FOR TTY/TDD SERVICE CALL:
1-800-955-8060

ACCOUNT NUMBER

XXXX-XX01-0710-9253

STATEMENT DATE:

09/29/23

ACCOUNT SUMMARY

PURCHASES &
OTHER CHARGES 28.52

CASH ADVANCES .00

CREDITS .00

CASH ADVANCE FEE .00

NET CHARGES \$28.52

DISPUTE AMOUNT .00

SEND BILLING INQUIRIES TO:

JPMORGAN CHASE BANK NA
COMMERCIAL CARD SOLUTIONS
P.O. BOX 2015
MAIL SUITE IL1-6225
ELGIN, IL 60121



Order #7682937129

2023 Silicon Valley Poll Briefing

General Admission \$28.52

Evergreen Valley College Theatre, 3095 Yerba Buena Road, San Jose, CA 95135

Wednesday, October 4, 2023 at 10:00 AM (PT)

Eventbrite Completed



Order Information

Name

Order #7682937129. Ordered by Ned Thomas on September 11, 2023 1:01 PM



768293712912592152239001

Event Information:

Thank you for registering for the 2023 Silicon Valley Poll Briefing!

Here's some important info you need to know:

- Parking is located across the street from the College on Yerba Buena Road and is \$3.00.
- We encourage the use of Public transit, available via VTA.
- Upon arrival, follow the signs and look for our volunteers who will direct you to the auditorium.
- Don't forget to keep your ticket(s) handy, either in the Eventbrite app, in your email, or by printing them out.

We're delighted you'll be joining us!

Yours,
The Team at Joint Venture Silicon Valley



CITY OF MILPITAS

FINANCE SUBCOMMITTEE

Mayor Carmen Montano
Vice Mayor Evelyn Chua

MEETING MINUTES

2:30 a.m. - 3:30 p.m.

Monday, October 23, 2023

1st Floor Committee Conference Room
455 E. Calaveras Blvd, Milpitas

CALL TO ORDER	Mayor Montano called the meetings to order at 2:30 PM and called the roll.
PLEDGE of ALLEGIANCE	Mayor Montano let the pledge of allegiance.
ROLL CALL	PRESENT: Mayor Montano, Vice Mayor Chua ABSENT: None
APPROVAL OF AGENDA	Motion/Second Vice Mayor Chua/ Mayor Montano Motion carried by a vote of AYES: <u>All</u> NOES: <u>None</u>
APPROVAL OF MINUTES	August 24, 2023 Minutes Motion/Second Vice Mayor Chua/ Mayor Montano Motion carried by a vote of AYES: <u>All</u> NOES: <u>None</u>
PUBLIC FORUM	There were no members of the public present
ANNOUNCEMENTS	There were no announcements given
BUSINESS ITEMS	<ul style="list-style-type: none">i. Report of City Manager Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity – August 2023<ul style="list-style-type: none">a. The committee received August 2023 ReportMotion/Second A vote was not requiredii. Report of City Manager Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity – September 2023<ul style="list-style-type: none">a. The committee received September 2023 ReportMotion/Second: A vote was not requirediii. Discuss invoice payment (July 2023) and measures taken<ul style="list-style-type: none">a. The committee received a report by Deputy City Manager Matt CanoMotion/Second: A vote was not requirediv. Discuss monetary level of the City Manager's Office contract authority

a. The committee received a report from Finance Director Lauren Lai
Motion/Second: A vote was not required

v. Discuss financial outcomes of Retro Milpitas Event
a. The committee received a report from Renee Lorentzen
Motion/Second: A vote was not required

CITY LIASON REPORTS No reports given

ADJOURNMENT Mayor Montano adjourned the meeting at 3:59PM