



# MEMORANDUM

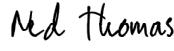
Finance Department

**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:

  
L.L.

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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 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	\$ -	
<b>Grand Total</b>		<b>\$ 376,907</b>	<b>\$ 123,087</b>	<b>\$ 253,820</b>	
Departments	PO	Vendor Name	Issuance Date	Encumbered Amount	Expenditure to Date
City Attorney	FY24200	Best Best & Krieger LLP	10/17/2023	\$ 10,000	\$ -
City Manager	RP24104	The Party Helpers	10/19/2023	\$ 26,058	\$ 26,058
Economic Development	RP24102	NAVAJO Company	10/5/2023	\$ 74,590	\$ 74,590
Finance	FY24308	HdL Coren & Cone	10/10/2023	\$ 18,350	\$ -
Fire	EQ24801	Motorola Solutions Inc.	10/2/2023	\$ 19,780	\$ -
Human Resources	RP24101	CPS HR Consulting	10/3/2023	\$ 14,000	\$ -
Non-Departmental	FY24104	Brown & Brown Insurance	10/10/2023	\$ 17,421	\$ 17,421
Non-Departmental	FY24572	Austin, Robert M	10/18/2023	\$ 19,800	\$ 4,330
Police	C342305	Crossroads Software, Inc	10/3/2023	\$ 2,000	\$ -
Police	FY24716	Bay Area PL Services	10/2/2023	\$ 16,820	\$ 280

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	Bendik 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

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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
<b>Total Purchasing Activity</b>				<b>28.52</b>

FOR CUSTOMER SERVICE CALL: 1-800-316-6056  FOR LOST/STOLEN CARDS CALL: 1-800-316-6056  FOR TTY/TDD SERVICE CALL: 1-800-955-8060	ACCOUNT NUMBER	ACCOUNT SUMMARY
	XXXX-XX01-0710-9253	PURCHASES & OTHER CHARGES 28.52
	STATEMENT DATE: 09/29/23	CASH ADVANCES .00
		CREDITS .00
		CASH ADVANCE FEE .00
SEND BILLING INQUIRIES TO:  JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121		<b>NET CHARGES \$28.52</b>
		DISPUTE AMOUNT .00



Order #7682937129

# 2023 Silicon Valley Poll Briefing

**General Admission \$28.52**

2023

Silicon Valley Poll

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

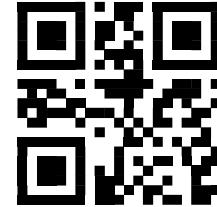
Wednesday, October 4, 2023 at 10:00 AM (PT)

Eventbrite Completed

## Order Information

## Name

Order #7682937129. Ordered by Ned Thomas on September Ned Thomas 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

1<sup>st</sup> Floor Committee Conference Room  
455 E. Calaveras Blvd, Milpitas

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

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