



MEMORANDUM

Finance Department

DATE: December 18, 2023

TO: Finance Subcommittee

THROUGH: Ned Thomas, ACP
City Manager

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

CC: City Attorney

SUBJECT: November 2023 Report of City Manager on Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (10/01/2023-10/31/2023)

This memorandum transmits the November 2023 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 10/01/2023 to 10/31/2023.

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 his contract approval authority. For the reporting period, 26 contracts were approved totaling approximately \$847K. For reference, contracts approved between \$50K to \$100K are highlighted in yellow.

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 November 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
26	\$ 847,283	\$ 151,647	\$ 695,636
Department	Total Amount	Spent to Date	Remaining Balance
Building Safety & Housing	\$ -	\$ -	\$ -
City Manager	\$ -	\$ -	\$ -
City Attorney	\$ -	\$ -	\$ -
Economic Development	\$ 30,000	\$ 30,000	\$ -
Engineering	\$ 94,530	\$ -	\$ 94,530
Finance	\$ 2,800	\$ -	\$ 2,800
Fire	\$ 52,696	\$ 37,896	\$ 14,801
Human Resources	\$ -	\$ -	\$ -
Information Technology	\$ 100,135	\$ -	\$ 100,135
Non-Departmental	\$ 8,000	\$ 667	\$ 7,333
Planning	\$ -	\$ -	\$ -
Police	\$ 51,198	\$ 19,370	\$ 31,828
Public Works	\$ 497,509	\$ 59,200	\$ 438,309
Recreation & Community Services	\$ 10,415	\$ 4,515	\$ 5,900
Grand Total	\$ 847,283	\$ 151,647	\$ 695,636

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Economic Development	AR24100	MUSD V19389	11/15/2023	ARPA Workforce Development Grant Program - MUSD Adult Career Learning Center, June 06, 2023 - December 31, 2024	\$ 30,000	\$ 30,000	\$ -
Engineering	C707621	MNS Engineers, Inc.	11/03/2023	Professional Services Agreement for the Pinewood Well Facility Rehabilitation Project, 365 days from November 01, 2023	\$ 94,530	\$ -	\$ 94,530
Finance	RP24304	Forrest L Story	11/03/2023	Finance Customer Service Training Workshop with Forrest Story, November 01, 2023 - December 31, 2023	\$ 2,800	\$ -	\$ 2,800
Fire	EQ24802	Stryker Sales Corporation	11/22/2023	Exercise Purchase Lease Agreement Ambulance Cots and Power Load System (Buyout), November 30, 2023 - November 30, 2024	\$ 37,896	\$ 37,896	\$ 0
Fire	RP24903	CDW Government LLC	11/27/2023	EOC Laptops Replacement Project, November 18, 2023 - November 17, 2024	\$ 14,800	\$ -	\$ 14,800
Information Technology	FY24906	CivicPlus LLC	11/22/2023	CivicClerk Agenda and Minutes Management Software Renewal, December 22, 2022 - December 31, 2026	\$ 17,635	\$ -	\$ 17,635
Information Technology	RP24901	Park Consulting Group, Inc.	11/03/2023	Consulting Services for Development Services Application, 4 calendar months from November 01, 2023	\$ 82,500	\$ -	\$ 82,500
Non-Departmental	FY24311	Principal Bank	11/03/2023	FY2023-2024 Trustee/Custody Fees	\$ 8,000	\$ 667	\$ 7,333
Police	EQ24700	Advexure LLC	11/10/2023	Purchase Agreement for DJI Matrice 30T Combo with Care Enterprise Package, November 07, 2023 - December 31, 2023	\$ 13,198	\$ 1,131	\$ 12,067

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Police	RP24703	Sigma Wellness, LLC	11/03/2023	Professional Services Agreement for the implementation of Sigma Annual Tactical Wellness HeartStart Program, November 02, 2023 - September 30, 2024	\$ 38,000	\$ 18,239	\$ 19,761
Public Works	C342207	Weatherproofing Technologies,	11/27/2023	Purchased Materials for MSC Roof Restoration Project, November 18, 2023 to June 30, 2024	\$ 78,330	\$ -	\$ 78,330
Public Works	C344021	Cal-West	11/20/2023	On-Call Street Signal & Light Repair Project (24-035), 365 days from Notice to Proceed (NTP)	\$ 60,000	\$ -	\$ 60,000
Public Works	C345300	Strategic Energy Innovations	11/15/2023	Strategic Energy Innovation Fellowship Program that provides full-time fellowships for partnering host organizations. The fellow will be doing outreach and community engagement related to climate action plan implementation and sustainability, September 01, 2023 - August 31, 2024	\$ 45,375	\$ 45,375	\$ -
Public Works	C426711	Brasco International, Inc.	11/07/2023	Bus Shelter Replacement, As Soon As Possible	\$ 13,825	\$ 13,825	\$ -
Public Works	C612404	MNS Engineers, Inc.	11/03/2023	Planning Services for the Main Lift Station Flow Meters Replacement, 365 days from November 05, 2023	\$ 35,220	\$ -	\$ 35,220
Public Works	C612405	MNS Engineers, Inc.	11/10/2023	Support Services for the Main Lift Station Wet Well Grease Management, 365 days from November 01, 2023	\$ 35,430	\$ -	\$ 35,430
Public Works	C713313	MNS Engineers, Inc.	11/03/2023	Professional Services Agreement for Construction of Gibraltar Pump Station Suction Piping Repair and Valves Replacement, 365 days from November 01, 2023	\$ 98,100	\$ -	\$ 98,100
Public Works	C713314	PSI Water Technologies, Inc	11/22/2023	Amend No. 2 for Monoclor RCS Trailer Rental, July 01, 2022 - September 30, 2023, Extended to December 31, 2023 - March 31, 2024 and increase compensation of \$13,500	\$ 13,500	\$ -	\$ 13,500
Public Works	C713714	Preston Pipelines Inc.	11/03/2023	Short form of Construction Contract (SFCC) for 641 Gibraltar Butterfly Valve Replacement (24-028), 180 days from Notice to Proceed (NTP)	\$ 50,625	\$ -	\$ 50,625
Public Works	FY24431	Odyssey Power Corp	11/22/2023	Annual Preventative Generator Maintenance and Repair Service Year 5, October 02, 2023 - October 01, 2024	\$ 19,279	\$ -	\$ 19,279
Public Works	FY24452	State of California (Trans)	11/06/2023	FY24 Signal and Street Light Maintenance, July 01, 2023 - June 30, 2024	\$ 40,000	\$ -	\$ 40,000
Public Works	RP24408	Storm Water Inspection &	11/10/2023	Design and Installation of Stormtrek Trash Capture Devices, October 24, 2023 to October 23, 2024	\$ 7,825	\$ -	\$ 7,825
Recreation & Community Services	RP24660	Meghan Horowitz	11/03/2023	Choreography Services for Mean Girls by Meghan Horowitz, December 10, 2023 - March 10, 2024	\$ 1,900	\$ -	\$ 1,900

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Recreation & Community Services	RP24661	Razawi, Salim	11/10/2023	Theater Director for Mean Girls, December 10, 2023 - March 10, 2024	\$ 4,000	\$ -	\$ 4,000
Recreation & Community Services	RP24662	Nguyen, Jason	11/10/2023	Music Performance from Vietcoustic Band for Tree Lighting Event, December 01, 2023	\$ 1,200	\$ 1,200	\$ -
Recreation & Community Services	RP24663	BWiebe Events	11/20/2023	Sound System and Audio Engineering for Tree Lighting Event, December 01, 2023	\$ 3,315	\$ 3,315	\$ -