



MEMORANDUM

Finance Department

DATE: December 18, 2023

TO: Finance Subcommittee
DocuSigned by:
Ned Thomas
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THROUGH: Ned Thomas, AICP
City Manager
DocuSigned by:
Lauren Lai
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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 | \$ - |