



MEMORANDUM

Finance Department

DATE: January 18, 2024

TO: Finance Subcommittee

THROUGH: Ned Thomas, AICP
City Manager

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

CC: City Attorney

SUBJECT: December 2023 Report of City Manager on Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (11/01/2023-11/30/2023)

This memorandum transmits the December 2023 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 11/01/2023 to 11/30/2023.

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 \$770K. 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 December 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	\$ 770,358	\$ 86,510	\$ 683,848

Department	Total Amount	Spent to Date	Remaining Balance
Building Safety & Housing	\$ 45,940	\$ -	\$ 45,940
City Manager	\$ 104,000	\$ 36,080	\$ 67,920
City Attorney	\$ -	\$ -	\$ -
Economic Development	\$ 44,750	\$ 44,750	\$ -
Engineering	\$ 40,100	\$ -	\$ 40,100
Finance	\$ -	\$ -	\$ -
Fire	\$ -	\$ -	\$ -
Human Resources	\$ -	\$ -	\$ -
Information Technology	\$ 50,753	\$ -	\$ 50,753
Non-Departmental	\$ 20,000	\$ -	\$ 20,000
Planning	\$ -	\$ -	\$ -
Police	\$ 38,925	\$ -	\$ 38,925
Public Works	\$ 341,816	\$ -	\$ 341,816
Recreation & Community Services	\$ 84,074	\$ 5,680	\$ 78,394
Grand Total	770,358	86,510	683,848

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Building Safety & Housing	RP24550	Seifel Consulting Inc.	12/17/2023	PSA necessary to advise the City's elected officials and staff the potential acquisition of real property located at 1432-1446 South Main Street in Milpitas for "Analysis of the Value of Very Low-Low and Medium Income Housing Project". December 14, 2023 to June 30, 2024	\$31,900.00	\$ -	\$31,900.00
Building Safety & Housing	RP24551	City Data Services LLC	12/21/2023	Software Service Agreement for Grant and Loan management, December 18, 2023 to June 30, 2024	\$14,040.00	\$ -	\$14,040.00
City Manager	RP24105	Fairbank, Maslin, Maulin,	12/5/2023	Ballot Measure Survey and analysis Study, December 4, 2023 to March 31, 2024	\$49,000.00	\$ -	\$49,000.00
City Manager	RP24106	JP Graphics Inc	12/8/2023	Connected Printing/Mailing Postage combined anticipated invoice for March and April 2024	\$55,000.00	\$ 36,079.62	\$18,920.38
Economic Development	AR24101	SEMI Foundation	12/8/2023	ARPA Workforce Development Grant Program	\$44,750.00	\$ 44,750.00	\$ -
Engineering	C201605	Biggs Cardosa Associates Inc.	12/28/2023	Professional Service Agreement CIP 2016 - Structural Peer Review for the S Milpitas Boulevard Bridge over Penitencia Creek, December 25, 2023 to December 31, 2025	\$14,900.00	\$ -	\$14,900.00
Engineering	C201804	Wilson, Ihrig & Associates	12/21/2023	Montague Pedestrian Overcrossing Construction Noise and Vibration Study, December 15, 2023 to December 31, 2026	\$7,000.00	\$ -	\$7,000.00

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Engineering	C349003	Articulate Solutions	12/16/2023	To provide Graphic Design to develop the 2025-2029 Capital Improvement Project Document, December 15, 2023 to December 31, 2024	\$9,200.00	\$ -	\$9,200.00
Engineering	RP24450	NBS Government Finance Group	12/8/2023	Administration of the City's Landscape. Lighting and Maintenance Assessment District (LLMD) 95-1 and 98-1, December 1, 2023 to November 30, 2024	\$9,000.00	\$ -	\$9,000.00
Information Technology	RP24905	NTT America	12/17/2023	CISCO Smartnet renewal - Term 8/18/2023-8/17/2024	\$40,766.01	\$ -	\$40,766.01
Information Technology	RP24906	Trace3, LLC	12/28/2023	Low risk software contract for Barracuda - 11/1	\$9,987.00	\$ -	\$9,987.00
Non-Departmental	RP24107	Chaplin, Thomas	12/21/2023	Professional Service Agreement for Investigative Services, 365 Days from December 20, 2023	\$20,000.00	\$ -	\$20,000.00
Police	RP24704	All Traffic Solutions, Inc.	12/18/2023	Purchase of Speed Alert 24 Radar Message Sign Boards, December 04, 2023 to December 03, 2024	\$38,924.60	\$ -	\$38,924.60
Public Works	C340326	Tucker Construction Inc	12/21/2023	Fire Training Tower Handrails Installation (24-043), 365 days from Notice to Proceed (NTP)	\$10,780.00	\$ -	\$10,780.00
Public Works	C340681	Knorr Systems Int'l LLC	12/5/2023	Short Term Construction Contract (STCC) for Milpitas Sports Center (MSC) Pool Sand Filter Replacement (24-037), 365 days from Notice to Proceed	\$57,856.02	\$ -	\$57,856.02
Public Works	C340682	MNS Engineers, Inc.	12/5/2023	Professional Services Agreement Sunnyhill Turnout Rehabilitation Project Final Engineering, 365 Days from NTP	\$43,034.00	\$ -	\$43,034.00
Public Works	C340683	R&S Erection of	12/21/2023	Short Term Construction Contract (STCC) 24-047 Community Center Storefront Upgrade 365 Days from NTP	\$55,806.00	\$ -	\$55,806.00
Public Works	C371518	Able Construction Group Inc	12/17/2023	Evans Road Storm Drain Pipe Repair (24-044) 3	\$57,000.00	\$ -	\$57,000.00
Public Works	C429505	Chrissp Company	12/21/2023	Short Form Construction Contract On Call Pavement Markings Services (24-039) 365 Days from NTP	\$60,000.00	\$ -	\$60,000.00
Public Works	RP24409	Kim Parker Plants	12/16/2023	Interior Plant Rental Services, December 11, 2023 to December 31, 2024, Year 1 of 2	\$7,340.00	\$ -	\$7,340.00
Public Works	RP24411	R3 Consulting Group Inc	12/21/2023	Professional Services Agreement for Solid Waste Rate Adjustment and Franchise Agreement Support , December 20, 2023 to December 31, 2024	\$50,000.00	\$ -	\$50,000.00
Recreation & Community Services	EQ24600	School Outfitters LLC	12/21/2023	Barbara Lee Senior Center Tables and Chairs, Home and Community Based Services Grant (HCBS), December 6, 2022 to December 31, 2023	\$43,244.76	\$3,265.09	\$39,979.67
Recreation & Community Services	EQ24601	The Webstaurant Store, Inc.	12/21/2023	Senior Nutrition Program (SNP) Purchase of Chairs and Tables to be funded through Home Community Based Services Grant (HCBS)	\$28,179.32	\$2,415.38	\$25,763.94

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Recreation & Community Services	FY24607	Gym Doctors	12/4/2023	Maintenance and Repair Service of Gym at Senior Center, Year 5 of 5, November 15, 2023 to November 14, 2024	\$10,850.00	\$ -	\$10,850.00
Recreation & Community Services	RP24664	Demi Rae Productions	12/11/2023	Spring 2024 Mean Girls Production Vocal Direc	\$1,800.00	\$ -	\$1,800.00