



MEMORANDUM

Finance Department

DATE: April 17, 2024

TO: Finance Subcommittee
DocuSigned by:
THROUGH: Ned Thomas, AICP 
City Manager
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FROM: Gabrielle Tsang 
Interim Finance Director
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CC: City Attorney

SUBJECT: March 2024 Report of City Manager on Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (02/01/2024- 02/29/2024)

This memorandum transmits the March 2024 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 02/01/2024 to 02/29/2024.

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, 31 contracts were approved totaling approximately \$650K. 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 March 2024**

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
31	\$ 650,038	\$ 86,907	\$ 563,131

Department	Total Amount	Spent to Date	Remaining Balance
Building Safety & Housing	\$ -	\$ -	\$ -
City Manager	\$ 57,900	\$ -	\$ 57,900
City Attorney	\$ -	\$ -	\$ -
Economic Development	\$ -	\$ -	\$ -
Engineering	\$ 16,996	\$ -	\$ 16,996
Finance	\$ 35,540	\$ 6,460	\$ 29,080
Fire	\$ 20,620	\$ -	\$ 20,620
Human Resources	\$ -	\$ -	\$ -
Information Technology	\$ 95,572	\$ 7,572	\$ 88,000
Non-Departmental	\$ -	\$ -	\$ -
Planning	\$ -	\$ -	\$ -
Police	\$ 2,100	\$ -	\$ 2,100
Public Works	\$ 400,364	\$ 64,255	\$ 336,109
Recreation & Community Services	\$ 20,946	\$ 8,620	\$ 12,326
Grand Total	650,038	86,907	563,131

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
City Manager	FY24105	Hinderliter, de Llamas & Assoc	03/18/2024	Amendment No. 2, Sales Tax Audit Analysis, Reports and Forecasting Services, March 15, 2024 to June 30, 2026	\$ 40,000	\$ -	\$ 40,000
City Manager	RP24108	Polarlight Productions	03/08/2024	Citywide Video Services: RFP 24-060, March 05, 2024 to June 30, 2025	\$ 17,900	\$ -	\$ 17,900
Engineering	C350801	Square Signs LLC	03/19/2024	Installation of Gateway Sign at California Circle, March 15, 2024 to March 15, 2025	\$ 16,996	\$ -	\$ 16,996
Finance	FY24318	ClearSource Financial	03/11/2024	Cost Allocation Plan and Master Fee Schedule Updates, Progress Bill Year 3 of 5, Up to December 31, 2024	\$ 10,540	\$ 6,460	\$ 4,080
Finance	RP24305	Baker Tilly US, LLP	03/05/2024	Advisory Services For Purchasing Agent, March 01, 2024 to March 05, 2025	\$ 25,000	\$ -	\$ 25,000
Fire	FY24806	Lighthouse Health and Wellness	03/29/2024	Annual Subscription, Year 1 of 3, Lighthouse Health & Wellness App, March 26, 2024 to March 1, 2025	\$ 5,320	\$ -	\$ 5,320
Fire	RP24801	Lee & Associates	03/19/2024	State Fire Rope Rescue Technician Training, March 04, 2024 to June 30, 2024	\$ 9,000	\$ -	\$ 9,000
Fire	RP24802	Prometheus Fire Consulting LLC	03/29/2024	State Fire Training Fire Operations in the Wildland Urban Interface, 90 days from March 26, 2024	\$ 6,300	\$ -	\$ 6,300

Information Technology	C349605	Geodesy	03/29/2024	Annual Renewal to configure and extend the City's ESRI Geographic Information System (GIS) tools to take maximum advantage of latest technology and data investments, March 18, 2024 - March 15, 2025	\$ 88,000	\$ -	\$ 88,000
Information Technology	RP24913	KnowBe4 Inc	03/21/2024	Low Risk Software Contract (LRSC) Security Awareness Training, March 11, 2024 to March 10, 2025	\$ 7,572	\$ 7,572	\$ -
Police	FY24721	LexisNexis (Accurint)	03/05/2024	LexisNexis Contract for Accurint Online Investigative Database, Year 5	\$ 2,100	\$ -	\$ 2,100
Public Works	C344024	Econolite Control Products, In	03/15/2024	Traffic Signal Control System Training and On-Call Support Services (24-068), from Notice to Proceed (NTP) to June 30, 2025	\$ 60,000	\$ -	\$ 60,000
Public Works	C344025	Cal-West	03/21/2024	On-Call Signal and Light Repair Services, March 08, 2024 to March 07, 2025	\$ 60,000	\$ 9,447	\$ 50,553
Public Works	C346307	Brightview Landscape Services	03/04/2024	On-Call Parks Repairs (24-064, (365 Days from NTP)	\$ 60,000	\$ 26,817	\$ 33,183
Public Works	C511310	Saviano Company Inc	03/04/2024	Basketball Court Resurfacing at Cerano and Selwyn Parks, 365 Days from NTP	\$ 15,500	\$ -	\$ 15,500
Public Works	C511311	Daktronics, Inc	03/29/2024	Purchase of Electronic Score Boards for Sports Fields, 180 Days from March 29, 2024.	\$ 97,405	\$ -	\$ 97,405
Public Works	FY24436	Santa Clara County (Household)	03/18/2024	Invoice Payment for County Annual Household Hazard Waste Program Participation	\$ 27,991	\$ 27,991	\$ -
Public Works	RP24423	West Yost & Associates	03/04/2024	On-Call Hydraulic Modeling Support Services, February 29, 2024 to March 1, 2025	\$ 50,000	\$ -	\$ 50,000
Public Works	RP24424	Dormatech Mechanical Systems	03/15/2024	Amendment No. 1 for Chiller Maintenance Service Agreement, March 3, 2024 to September 3, 2024	\$ 3,668	\$ -	\$ 3,668
Public Works	RP24426	WBCP, Inc.	03/29/2024	Recruitment of Public Works Manager, 365 days from March 25, 2024	\$ 25,800	\$ -	\$ 25,800
Recreation & Community Services	AR24610	United Djs	03/14/2024	(ARPA) Funded - DJ Services at the Earth Day Special Event on April 20, 2024 and at the Family Game Night Special Event on May 23, 2024	\$ 500	\$ -	\$ 500
Recreation & Community Services	FY24609	Skate Lessons LLC	03/01/2024	Skate Boarding Lessons, March 10, 2024 to May 31, 2024	\$ 1,502		\$ 1,502
Recreation & Community Services	RP24675	Junior Chef Stars	03/05/2024	Teach Cooking classes for Teen Center, March 8, 2024 to May 8, 2024	\$ 3,200	\$ -	\$ 3,200
Recreation & Community Services	RP24676	Rachel M Haskin	03/05/2024	Milpitas Community Center Vocal and Music Direction for Little Shop, March 17, 2024 to May 26, 2024	\$ 2,300	\$ -	\$ 2,300
Recreation & Community Services	RP24677	Raga and Blues	03/05/2024	Musical Band Performance during Holi Festival at Cardoza Park in Milpitas on March 16th, 2024	\$ 5,263	\$ 5,263	\$ -
Recreation & Community Services	RP24678	Hira, Gurdeep Singh	03/05/2024	Dhol Drum Performance during Holi Festival Special Event at Cardoza Park on March 16, 2024	\$ 641	\$ 641	\$ -

Recreation & Community Services	RP24679	Ali, Shamim	03/05/2024	Multiple DJ Sets performance during the Holi Festival at Cardoza Park on March 16, 2024	\$ 1,150	\$ 1,150	\$ -
Recreation & Community Services	RP24680	BWiebe Events	03/05/2024	ARPA - Sound System and Audio Engineering for the Summer Concert #1 on Friday, June 14th at Starlite Park in Milpitas.	\$ 1,566	\$ 1,566	\$ -
Recreation & Community Services	RP24681	BWiebe Events	03/05/2024	Sound System and Audio Engineering for the Holi Festival at Cardoza Park on March 16, 2024 and for the Special Event Summer Concert #1 on Friday, June 14, 2024 at Starlite Park.	\$ 2,074	\$ -	\$ 2,074
Recreation & Community Services	RP24682	Phoenyx Rose	03/08/2024	Choreographer NRaca Butts (Phoenyx Rose) for Little Shop of Horrors at Milpitas Community Theatre for May 2024.	\$ 2,000	\$ -	\$ 2,000
Recreation & Community Services	RP24683	United Djs	03/14/2024	DJ Services on Earth Day Special Event at the Calle Oriente Mini Park and for the Family Game Night Special Event on May 23, 2024 at the Milpitas Sports Center.	\$ 750	\$ -	\$ 750