



MEMORANDUM

Finance Department

DATE: October 1, 2024

TO: Finance Subcommittee

THROUGH: Ned Thomas, AICP
City Manager

DocuSigned by:

Ned Thomas

7DBDACFBBA045D...

FROM: Luz Cofresi-Howe
Finance Director

DocuSigned by:

Luz Cofresi-Howe

64DA3D9B5D1D40B...

CC: City Attorney

SUBJECT: August 2024 Report of City Manager on Approved Contracts, Community Investment Programs Related Contracts, and the City Manager's Procurement Card Activity (07/01/2024- 07/31/2024)

This memorandum transmits the August 2024 Report of City Manager Approved Contracts including Community Investment Programs related Contracts and the City Manager's Procurement Card activity for the period 07/01/2024 to 07/31/2024.

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, 34 contracts were approved totaling approximately \$884K. For reference, contracts approved between \$50K to \$100K are highlighted in yellow.

There was no credit card activity for the City Manager the during the reporting period.

City of Milpitas

**Summary Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including All Community Investment Programs Related Contracts
For the month of August 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
34	\$ 884,315	\$ 191,857	\$ 692,458

Department	Total Amount	Spent to Date	Remaining Balance
Building Safety & Housing	\$ -	\$ -	\$ -
City Manager	\$ -	\$ -	\$ -
City Attorney	\$ 112,500	\$ 5,643	\$ 106,857
Economic Development	\$ 110,000	\$ -	\$ 110,000
Engineering	\$ 81,000	\$ 1,380	\$ 79,620
Finance	\$ 17,257	\$ 577	\$ 16,680
Fire	\$ 29,400	\$ 4,064	\$ 25,336
Human Resources	\$ -	\$ -	\$ -
Information Technology	\$ 29,979	\$ 20,366	\$ 9,613
Non-Departmental	\$ 124,500	\$ 667	\$ 123,833
Planning	\$ -	\$ -	\$ -
Police	\$ 10,800	\$ 10,800	\$ -
Public Works	\$ 126,119	\$ 2,495	\$ 123,624
Recreation & Community Services	\$ 242,760	\$ 145,865	\$ 96,895
Grand Total	884,315	191,857	692,458

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
City Attorney	RP25200	Mandell Municipal Counseling	08/02/2024	Sales Tax Consulting Services, July 17, 2024 to June 30, 2025	15,000	5,643	9,357
City Attorney	RP25201	Meyers Nave, A Professional	08/23/2024	Bridge Contract - Contracted Legal Services, July 1, 2024 to June 30, 2025	97,500	-	97,500
Economic Development	AR25100	Community Strong Strategies LL	08/19/2024	Professional Services Agreement for consultant to provide outreach and business engagement services to the businesses in the Main Street Area with the intention of creating a business association.	60,000	-	60,000
Economic Development	RP25101	Silicon Valley Synergy, LLC	08/02/2024	Real Estate Asset Management Services and Consulting, July 18, 2024 to May 31, 2025.	50,000	-	50,000
Engineering	C342501	Associated Right of Way	08/12/2024	Update Appraisal Report for acquiring easements of five private properties along Main Street Utility Undergrounding Project, August 19, 2024 to August 19, 2027	81,000	1,380	79,620
Finance	FY25301	Fieldman, Rolapp & Associates	08/12/2024	Amendment 1, Professional Service Agreement for General Municipal Advisory Services, extended to June 30, 2025.	10,000	-	10,000
Finance	FY25306	Brinks	08/30/2024	Armored Courier Services FY2025, July 1, 2024 to June 30, 2025	7,257	577	6,680
Fire	FY25801	Stanford Health Care	08/01/2024	Medical Director services for Emergency Medical Services (EMS) for Jul 1, 2024- Jun 30, 2025	19,500	3,250	16,250

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Fire	FY25802	Wittman Enterprises, LLC	08/05/2024	Medical Billing & Accounts Receivable Management Services -for ambulance, Year 2 of 5	9,900	814	9,086
Information Technology	RP25902	Carahsoft Technology	08/09/2024	Tableau License Renewal - July 5, 2024 to July 4, 2026	20,366	20,366	-
Information Technology	RP25903	CDW Government LLC	08/30/2024	Data Protection - Backup Server (HYCU) - Term September 01, 2024 - September 30, 2025	9,613	-	9,613
Non-Departmental	FY25304	Principal Bank	08/19/2024	2024-25 Trustee/Custody Fees	8,000	667	7,333
Non-Departmental	RP25102	BAB Commercial	08/30/2024	Property Management - Main St. Parcel 2-3, One year from May 21, 2024	70,000	-	70,000
Non-Departmental	RP25103	BAB Commercial	08/30/2024	BAB Commercial Property Mgmt - Main St. Parcel 1, One year from June 20, 2024	46,500	-	46,500
Police	FY25713	FirstTwo, Inc.	08/12/2024	Agency License Subscription - Law Enforcement, July 01, 2024 to June 30, 2025	10,800	10,800	-
Public Works	C342413	VSS International, Inc.	08/09/2024	Fiberized Micro surfacing of Hetch Hetchy Trail at Jacklin Road, August 05, 2024 to August 04, 2025	40,208	-	40,208
Public Works	C342414	VSS International, Inc.	08/09/2024	Fiberized Micro surfacing of Admire/Guerrero Courts (24-188), August 05, 2024 to August 04, 2025	44,702	-	44,702
Public Works	C371521	Santa Clara Valley (Trans)	08/13/2024	Administration, Processing and Plan Check Inspection Fee for Dixon Prudential Milpitas Storm Drainage Ditch Lining Project	34,959	2,495	32,464
Public Works	RP25403	A-1 Fence, Inc.	08/09/2024	Skate Park Fence Installation, July 26, 2024 to June 25, 2025	6,250	-	6,250
Recreation & Community Services	RP25616	Rachel M Haskin	08/15/2024	Vocal and Music Direction - Willy Wonka Jr., Fall up to October 20, 2024	6,800	2,000	4,800
Recreation & Community Services	RP25617	California Archery Center	08/16/2024	California Archery Center Youth Sports Summer classes - June 17, 2024 to August 31, 2024	16,185	7,553	8,632
Recreation & Community Services	RP25618	Code for Fun	08/16/2024	Youth Technology Summer Classes - June 17, 2024 to August 31, 2024	34,034	21,271	12,763
Recreation & Community Services	RP25619	Center Stage Performing Arts	08/19/2024	Tech Youth Arts and Enrichment Summer Classes - June 6, 2024 - August 31, 2024	1,820	819	1,001
Recreation & Community Services	RP25620	Kidz Love Soccer Inc	08/19/2024	Kidz Love Soccer - FY24-25 PO	14,555	13,987	568
Recreation & Community Services	RP25621	Euro School of Tennis	08/22/2024	Tennis Summer Classes - June 10, 2024 to August 31, 2024	43,222	29,972	13,250
Recreation & Community Services	RP25622	Chess Wizards	08/23/2024	Chess Wizards Summer Classes and Camps - June 10, 2024 to August 31, 2024	16,016	3,003	13,013
Recreation & Community Services	RP25623	Communication Academy	08/23/2024	Communication Summer Classes and Camps - June 15, 2024 to August 31, 2024	29,660	12,965	16,695
Recreation & Community Services	RP25624	Kenyatta Ali	08/23/2024	Dance Summer Classes - June 10, 2024 to August 31, 2024	6,318	1,685	4,633
Recreation & Community Services	RP25625	IncrediFlix Inc.	08/23/2024	Youth Enrichment Summer Classes and Camps - June 10, 2024 to August 31, 2024	7,662	6,586	1,076
Recreation & Community Services	RP25626	Ichimura, Hiroshi	08/23/2024	Kendo Summer Classes and Camps -June 5, 2024 to August 31, 2024	10,192	2,891	7,301
Recreation & Community Services	RP25627	Rebound Basketball Academy Inc	08/27/2024	Basketball Summer Classes and Camps - June 1, 2024 to August 31, 2024	20,605	20,170	436

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Recreation & Community Services	RP25628	Junior Chef Stars	08/27/2024	Junior Chef Stars Summer Classes and Camps - June 10, 2024 to August 31, 2024	19,305	13,900	5,405
Recreation & Community Services	RP25629	Creative Young Minds LLC	08/27/2024	Young Rembrandts Summer Classes and Camps - July 8, 2024 to August 31, 2024	8,093	6,237	1,856
Recreation & Community Services	RP25630	Progressive Kids	08/27/2024	Youth Enrichment Classes for Summer 2024 - June 17, 2024 to August 31, 2024	8,294	2,828	5,467

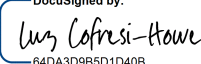
Certificate Of Completion

Envelope Id: E3971599D2864E14BB33C598ADD9692E		Status: Completed
Subject: Complete with DocuSign: 08-24 CM Approved Contracts All Community Investment Programs Contracts...		
Source Envelope:		
Document Pages: 4	Signatures: 2	Envelope Originator:
Certificate Pages: 5	Initials: 0	Ria Lauren Abellera
AutoNav: Enabled		455 E Calaveras Blvd
Envelopeld Stamping: Enabled		Milpitas, CA 95035
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		rabellera@milpitas.gov
		IP Address: 76.132.157.39


Record Tracking

Status: Original	Holder: Ria Lauren Abellera	Location: DocuSign
October 1, 2024 10:56	rabellera@milpitas.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Milpitas	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Luz Cofresi-Howe	<div>DocuSigned by:  64DA3D9B5D1D40B...</div>	Sent: October 1, 2024 10:58
lcofresi-howe@milpitas.gov		Viewed: October 1, 2024 14:13
Finance Director		Signed: October 1, 2024 14:14
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 50.59.22.2	

Electronic Record and Signature Disclosure:
Accepted: October 1, 2024 | 14:13
ID: 0e239344-a4d7-4a07-add5-c235924a10fe

Ned Thomas	<div>DocuSigned by:  7DBDACFB8BA045D...</div>	Sent: October 1, 2024 14:14
nthomas@milpitas.gov		Viewed: October 2, 2024 13:08
Security Level: Email, Account Authentication (None)		Signed: October 2, 2024 13:09
	Signature Adoption: Pre-selected Style Using IP Address: 50.59.22.2	

Electronic Record and Signature Disclosure:
Accepted: October 2, 2024 | 13:08
ID: eba7234d-344a-42c9-98c9-169bd248e74e

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	October 1, 2024 10:58
Certified Delivered	Security Checked	October 2, 2024 13:08
Signing Complete	Security Checked	October 2, 2024 13:09
Completed	Security Checked	October 2, 2024 13:09
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Milpitas (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Milpitas:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: helpdesk@milpitas.gov

To advise City of Milpitas of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at helpdesk@milpitas.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Milpitas

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to helpdesk@milpitas.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Milpitas

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to helpdesk@milpitas.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Milpitas as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Milpitas during the course of your relationship with City of Milpitas.