



# MEMORANDUM

Finance Department

**DATE:** October 1, 2024

**TO:** Finance Subcommittee

**THROUGH:** Ned Thomas, AICP  
City Manager

**FROM:** Luz Cofresi-Howe  
Finance Director

**CC:** City Attorney

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**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 &lt;\$100,000 until 12/06/17; &lt;\$50,000 12/07/17 until 6/15/18

&lt;\$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
<b>Grand Total</b>	<b>884,315</b>	<b>191,857</b>	<b>692,458</b>

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

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Luz Cofresi-Howe



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Finance Director

Signed: October 1, 2024 | 14:14

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Ned Thomas



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nthomas@milpitas.gov

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