

# MEMORANDUM

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Finance Department



**DATE:** March 7<sup>th</sup>, 2023

**TO:** Finance Subcommittee

**THROUGH:** Ashwini Kantak, Acting City Manager *Ashwini Kantak*

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

**CC:** City Attorney's Office

**SUBJECT:** February 2023 Report of City Manager Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (01/01/2023- 01/31/2023)

This memorandum transmits the February 2023 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 01/01/2023 to 01/31/2023.

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, 22 contracts were approved totaling approximately \$759K.

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 ARPA Grant Related Contracts**

**For the month of February 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*

		<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
<b>Total \$ All Contracts:</b>		<b>\$ 759,311</b>	<b>\$ 7,551</b>	<b>\$ 751,760</b>
<b>Total Qty All Contracts:</b>	<b>22</b>			
<b>Average Contract \$:</b>	<b>\$ 34,514</b>			

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>City Attorney</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>City Manager</b>	<b>3</b>	<b>\$ 138,471</b>	<b>\$ -</b>	<b>\$ 138,471</b>
<b>Economic Development</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Engineering Department</b>	<b>3</b>	<b>\$ 438,214</b>	<b>\$ -</b>	<b>\$ 438,214</b>
<b>Finance Department</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fire Department</b>	<b>2</b>	<b>\$ 11,800</b>	<b>\$ -</b>	<b>\$ 11,800</b>
<b>Human Resources</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Information Technology</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Non-Departmental</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Planning Department</b>	<b>1</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>
<b>Police Department</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Public Works</b>	<b>4</b>	<b>\$ 107,575</b>	<b>\$ -</b>	<b>\$ 107,575</b>
<b>Recreation and Community Services</b>	<b>9</b>	<b>\$ 33,251</b>	<b>\$ 7,551</b>	<b>\$ 25,700</b>

**City of Milpitas**  
**Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including ARPA Grant Related Contracts**  
**For the month of February 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

		<i>Total \$ Amount</i>	<i>\$ Spent To Date</i>	<i>Remaining \$ Balance</i>
<b>Total \$ All Contracts:</b>		<b>759,311</b>	<b>7,551</b>	<b>751,760</b>
<b>Total Qty All Contracts:</b>				
<b>Average Contract \$:</b>	<b>\$ 34,514</b>			

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Building Safety and Housing								
<b>City Attorney Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
City Attorney								
<b>City Manager Sub-Total</b>	<b>3</b>					\$ 138,471	\$ -	\$ 138,471
City Manager	C430601	02/28/23	19384	CGI Communications, Inc.	Production of Bike/Pedestrian Education and Encouragement Informational Videos for the City, 180 Days from 2/10/2023	\$ 17,500	\$ -	\$ 17,500
City Manager	FY23111	02/03/23	19159	CivicPlus LLC	Licensing of Civic Clerk Agenda and Minutes Management System, 12/22/2022 - 12/31/2023, 1 of 4 years	\$ 21,971	\$ -	\$ 21,971
City Manager	FY23112	02/06/23	19449	Gregory Thomas Kiley	Federal and State Legislative Advocacy Professional Services, 01/01/2023 to 12/31/2023	\$ 99,000	\$ -	\$ 99,000
<b>Economic Development Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Economic Development								

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<b>Average Contract \$:</b>	<b>\$ 34,514</b>				

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Engineering Department Sub-Total	3					\$ 438,214	\$ -	\$ 438,214
Engineering	AR23450	02/20/23	10319	Callander Associates	Consultant for Design and Construction Support Services on Improvements of 13 Parks throughout the City of Milpitas - ARPA Park Rehabilitation Project, 12/06/2022 to 12/31/2026	\$ 386,814	\$ -	\$ 386,814
Engineering	C349002	02/03/23	18795	Articulate Solutions	Consultant to provide Graphic Design Services to Develop the 2024-2028 Capital Improvement Program Document, 12/16/2002 to 12/30/2023	\$ 18,400	\$ -	\$ 18,400
Engineering	C427402	02/20/23	10229	HMH Engineers	Professional Services to Review and Identify all Missing Documentation relating to Milpitas and Fremont Parcels I- 880/Dixon Landing Interchange Right of Way Services, 01/16/2023 to 06/30/2023	\$ 33,000	\$ -	\$ 33,000
Finance Department Sub-Total	0					\$ -	\$ -	\$ -
Finance Department								

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<b>Total Qty All Contracts:</b>	<b>22</b>			
<b>Average Contract \$:</b>	<b>\$ 34,514</b>			

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Fire Department Sub-Total</i>	<b>2</b>					<b>\$ 11,800</b>	<b>\$ -</b>	<b>\$ 11,800</b>
Fire Department	FY23806	02/20/23	19468	Wittman Enterprises, LLC	Medical Billing and Accounts Receivable Management Services for Ambulance, 2/15/2023-2/14/2028, 1st year of 5	\$ 9,300	\$ -	\$ 9,300
Fire Department	FY23807	02/20/23	19468	Wittman Enterprises, LLC	Medical billing set up fee for Ambulance Billing, related to FY23806 Contract	\$ 2,500	\$ -	\$ 2,500
<i>Human Resources Sub-Total</i>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Human Resources								
<i>Information Technology Sub-Total</i>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Information Technology								
<i>Non-Departmental Sub-Total</i>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Planning Department Sub-Total</i>	<b>1</b>					<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>
Planning	FY23501	02/23/23	16612	Metropolitan Planning Group	On-Call Planning Staffing Services, 2/01/2023 - 01/31/2025	\$ 30,000	\$ -	\$ 30,000

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<b>Average Contract \$:</b>		\$ 34,514		

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Police Department Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Police Department								
Police Department								
<b>Public Works Department Sub-Total</b>	<b>4</b>					\$ 107,575	\$ -	\$ 107,575
Public Works	FY23434	02/03/23	16057	Aquatic Commercial Consulting	Aquatic Facility Assessment and Training Services, ASAP 30 days	\$ 4,400	\$ -	\$ 4,400
Public Works	FY23435	02/06/23	19452	Suez WTS Services USA, Inc.	Ion Exchange Bottle Service up to 12/31/2023	\$ 2,000	\$ -	\$ 2,000
Public Works	FY23436	02/16/23	18571	Lucy & Company	Consultant for Milpitas Water & Wastewater Prop 218 Public Outreach & Engagement.	\$ 41,175	\$ -	\$ 41,175
Public Works	C340675	02/21/23	17675	Jemby Electric Inc	On-Call Electrical Services related to Construction Services	\$ 60,000	\$ -	\$ 60,000

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Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>RCS Sub-Total</b>	<b>9</b>					<b>\$ 33,251</b>	<b>\$ 7,551</b>	<b>\$ 25,700</b>
Recreation and Community Services	RP23668	02/06/23	18541	BWiebe Events	Lights for Lunar New Year 2023 Event	\$ 3,301	\$ 3,301	\$ -
Recreation and Community Services	RP23669	02/13/23	15687	Ali, Kenyatta	Class and Camp instructor Spring 2023, February 6th, 2023 to May 28th, 2023	\$ 5,408	\$ -	\$ 5,408
Recreation and Community Services	RP23670	02/16/23	19464	Ali, Shamim	DJ for Special Event Holi Festival, March 4th, 2023, at Cardoza Park	\$ 800	\$ 800	\$ -
Recreation and Community Services	RP23671	02/16/23	19465	Hira, Gurdeep Singh	Musical Dhol Drum Performance for Holi Festival, March 4th, 2023 at Cardoza Park	\$ 350	\$ 350	\$ -
Recreation and Community Services	RP23672	02/16/23	19309	Of Sound Mind Productions	Supply Sound System for Holi Festival, March 4th, 2023 at Cardoza Park	\$ 1,550	\$ 1,550	\$ -
Recreation and Community Services	RP23673	02/17/23	19463	Hemnani, Shekhar	Tamas Band Performance for Holi Festival, March 4th, 2023 at Cardoza Park	\$ 1,250	\$ 1,250	\$ -
Recreation and Community Services	RP23674	02/17/23	19466	Jam2bFit LLC	Twenty Minute Interactive Dance Performance for Holi Festival, March 4th, 2023 at Cardoza Park	\$ 300	\$ 300	\$ -
Recreation and Community Services	RP23675	02/23/23	16593	Fred Pryor Seminars	Training Seminar for Youth and Teen Recreation Leader Part Time Staff on How To Handle Emotionally Charged Situations, January 28th, 2023	\$ 3,600	\$ -	\$ 3,600
Recreation and Community Services	RP23676	02/28/23	10089	Skyhawks Sports Academy, Inc	Instructor Spring 2023 Class and Camps, February 6th, 2023 to May 28th, 2023	\$ 16,692	\$ -	\$ 16,692