

MEMORANDUM

Finance Department



DATE: March 7th, 2023

TO: Finance Subcommittee

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

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

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>
Total \$ All Contracts:	\$ 759,311	\$ 7,551	\$ 751,760
Total Qty All Contracts:	22		
Average Contract \$:	\$ 34,514		

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

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

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Total \$ All Contracts:						759,311	7,551	751,760
Total Qty All Contracts:		22						
Average Contract \$:	\$	34,514						

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Fire Department Sub-Total	2					\$ 11,800	\$ -	\$ 11,800
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
Human Resources Sub-Total	0					\$ -	\$ -	\$ -
Human Resources								
Information Technology Sub-Total	0					\$ -	\$ -	\$ -
Information Technology								
Non-Departmental Sub-Total	0					\$ -	\$ -	\$ -
Planning Department Sub-Total	1					\$ 30,000	\$ -	\$ 30,000
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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Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
RCS Sub-Total	9					\$ 33,251	\$ 7,551	\$ 25,700
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	Hemnnani, 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