

MEMORANDUM


Finance Department



DATE: April 10th, 2023

TO: Finance Subcommittee

THROUGH: Ashwini Kantak, Acting City Manager 

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

CC: City Attorney's Office

SUBJECT: March 2023 Report of City Manager Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (02/01/2023- 02/28/2023)

This memorandum transmits the March 2023 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 02/01/2023 to 02/28/2023.

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, 13 contracts were approved totaling approximately \$341K.

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 March 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:		\$ 340,732	\$ 38,520	\$ 302,211
Total Qty All Contracts:	13			
Average Contract \$:	\$ 26,210			

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	1	\$ 100,000	\$ -	\$ 100,000
<i>City Attorney</i>	0	\$ -	\$ -	\$ -
<i>City Manager</i>	0	\$ -	\$ -	\$ -
<i>Economic Development</i>	0	\$ -	\$ -	\$ -
<i>Engineering Department</i>	1	\$ 7,000	\$ -	\$ 7,000
<i>Finance Department</i>	2	\$ 20,000	\$ -	\$ 20,000
<i>Fire Department</i>	0	\$ -	\$ -	\$ -
<i>Human Resources</i>	1	\$ 5,101	\$ -	\$ 5,101
<i>Information Technology</i>	2	\$ 43,998	\$ 38,520	\$ 5,477
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	0	\$ -	\$ -	\$ -
<i>Public Works</i>	5	\$ 162,133	\$ -	\$ 162,133
<i>Recreation and Community Serv</i>	1	\$ 2,500	\$ -	\$ 2,500

City of Milpitas
Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including ARPA Grant Related Contracts
For the month of March 2023

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Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing Sub-Total	1					\$ 100,000	\$ -	\$ 100,000
Building Safety and Housing	AR23551	03/06/23	10651	Santa Clara County	ARPA Revenue Agreement with Santa Clara County - Funding for the Homeless Engagement and Access Team (HEAT), 01/01/2023 to 12/31/2023	\$ 100,000	\$ -	\$ 100,000
City Attorney Sub-Total	0					\$ -	\$ -	\$ -
City Attorney								
City Manager Sub-Total	0					\$ -	\$ -	\$ -
City Manager								
Economic Development Sub-Total	0					\$ -	\$ -	\$ -
Economic Development								
Engineering Department Sub-Total	1					\$ 7,000	\$ -	\$ 7,000
Engineering	C201003	03/06/23	15797	Associated Right of Way	Appraisal Services 2023 Park In-Lieu Fee Update, 2/01/2023 to 01/31/2024	\$ 7,000	\$ -	\$ 7,000

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Finance Department Sub-Total	2					\$ 20,000	\$ -	\$ 20,000
Finance Department	RP23300	03/06/23	14998	Nelson & Associates	Payroll Consulting, 2/10/2023 to 2/10/2024	\$ 10,000	\$ -	\$ 10,000
Finance Department	RP23301	03/07/23	18795	Articulate Solutions	Design and Set Up of Operating Budget Book and ACFR Cover, Year 1 of 5 year contract	\$ 10,000	\$ -	\$ 10,000
Fire Department Sub-Total	0					\$ -	\$ -	\$ -
Fire Department								
Human Resources Sub-Total	1					\$ 5,101	\$ -	\$ 5,101
Human Resources	RP23109	03/28/23	13172	Managed Health Network, Inc.	Employee Assistance Program, FY2022-2023	\$ 5,101	\$ -	\$ 5,101
Information Technology Sub-Total	2					\$ 43,998	\$ 38,520	\$ 5,477
Information Technology	RP23908	03/28/23	19487	Empower Security Contractors Corp.	Replacement of Two AC-1700 Sielox Controllers, Two Training Sessions and, Two Service On-Call onsite Supporter Customer Request, FY2022-2023	\$ 5,477	\$ -	\$ 5,477
Information Technology	FY23903	03/20/23	18491	Portford Solutions Group Inc	Application Xtender Annual Maintenance Renewal 6/29/2022 to 6/28/2023	\$ 38,520	\$ 38,520	\$ -
Non-Departmental Sub-Total	0					\$ -	\$ -	\$ -
Planning Department Sub-Total	0					\$ -	\$ -	\$ -
Planning								

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Police Department Sub-Total	0					\$ -	\$ -	\$ -
Police Department								
Public Works Department Sub-Total	5					\$ 162,133	\$ -	\$ 162,133
Public Works	C371515	03/06/23	15878	Koffler Electrical Mechanical	CUP 23-057 Pump Repair at Manor Storm Pump Station, 2/08/2023 to 2/07/2024	\$ 10,731	\$ -	\$ 10,731
Public Works	C371516	03/20/23	15878	Koffler Electrical Mechanical	CUP-23-056 Sump Pump Repair at Police Department, ASAP 365 from 2/24/2023	\$ 16,829	\$ -	\$ 16,829
Public Works	C713307	03/06/23	10062	Preston Pipelines Inc.	23-052 Water Meter Vault Repair Arizona Ave, 2/06/2023 to 5/07/2023	\$ 48,600	\$ -	\$ 48,600
Public Works	C713308	03/20/23	15878	Koffler Electrical Mechanical	Pump Repair at Gibraltar PumpStation, 2/20/2023 to 2/19/2024	\$ 25,973	\$ -	\$ 25,973
Public Works	RP23419	03/20/23	19075	ConstructICON Corporation	On-Call Aboveground/Underground Storage Tank Repairs, 365 Days from March 15, 2023	\$ 60,000	\$ -	\$ 60,000
RCS Sub-Total	1					\$ 2,500	\$ -	\$ 2,500
Recreation and Community Services	RP23677	03/20/23	19479	Woodson, Ralph E.	Summer Concert Performance Series, 06/16/2023	\$ 2,500	\$ -	\$ 2,500