



# MEMORANDUM

Finance Department

**DATE:** April 10<sup>th</sup>, 2023

**TO:** Finance Subcommittee

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

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

A blue ink signature of Lauren Lai's name.

**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

		Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Total \$ All Contracts:</b>		\$ 340,732	\$ 38,520	\$ 302,211
<b>Total Qty All Contracts:</b>	13			
<b>Average Contract \$:</b>	\$ 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

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

### **Total \$ All Contracts:**

**Total Qty All Contracts:**

**Average Contract \$:** \$ 26,210

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>1</b>					\$ 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
<b>City Attorney Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
City Attorney								
<b>City Manager Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
City Manager								
<b>Economic Development Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Economic Development								
<b>Engineering Department Sub-Total</b>	<b>1</b>					\$ 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

## 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

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

### **Total \$ All Contracts:**

### Total Qty All Contracts:

**Average Contract \$:** \$ 26,210

Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>340,732</b>	<b>38,520</b>	<b>302,211</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 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

						<b>Total \$ Amount</b>	<b>\$ Spent To Date</b>	<b>Remaining \$ Balance</b>
<b>Total \$ All Contracts:</b>						<b>340,732</b>	<b>38,520</b>	<b>302,211</b>
<b>Total Qty All Contracts:</b>		<b>13</b>						
<b>Average Contract \$:</b>	<b>\$</b>	<b>26,210</b>						

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>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Police Department								
<b>Public Works Department Sub-Total</b>	<b>5</b>					<b>\$ 162,133</b>	<b>\$ -</b>	<b>\$ 162,133</b>
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
<b>RCS Sub-Total</b>	<b>1</b>					<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 2,500</b>
Recreation and Community Services	RP23677	03/20/23	19479	Woodson, Ralph E.	Summer Concert Performance Series, 06/16/2023	\$ 2,500	\$ -	\$ 2,500