



MEMORANDUM

Finance Department

DATE: October 5, 2022

TO: Finance Subcommittee

THROUGH: Steven G. McHarris, City Manager 

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

CC: City Attorney's Office

SUBJECT: September 2022 Report of City Manager Approved Contracts, City Manager Procurement Card Activity (08/01/2022- 08/31/2022) and Status of Budgeted Contracts FY22

This memorandum transmits the September 2022 Report of City Manager Approved Contracts, the City Manager's Procurement Card activity for the period 08/01/2022 to 08/31/2022.

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, 28 contracts were approved totaling approximately \$609K.

There was no credit card activity for the City Manager for 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 September 2022

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:	\$ 609,406	\$ 10,440	\$ 598,966
Total Qty All Contracts:	28		
Average Contract \$:	\$ 21,764		

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing	0	\$ -	\$ -	\$ -
City Attorney	0	\$ -	\$ -	\$ -
City Manager	2	\$ 41,400	\$ -	\$ 41,400
Economic Development	1	\$ 12,500	\$ -	\$ 12,500
Engineering Department	2	\$ 40,316	\$ -	\$ 40,316
Finance Department	2	\$ 22,490	\$ -	\$ 22,490
Fire Department	0	\$ -	\$ -	\$ -
Human Resources	0	\$ -	\$ -	\$ -
Information Technology	0	\$ -	\$ -	\$ -
Non-Departmental	0	\$ -	\$ -	\$ -
Planning Department	0	\$ -	\$ -	\$ -
Police Department	3	\$ 42,920	\$ -	\$ 42,920
Public Works	7	\$ 154,958	\$ 1,440	\$ 153,518
Recreation and Community Services	11	\$ 294,821	\$ 9,000	\$ 285,821

City of Milpitas

**Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including ARPA Grant Related Contracts
For the month of September 2022**

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: 26
Average Contract \$: \$ 21,846

Total \$ Amount \$ Spent To Date Remaining \$ Balance
568,006 10,440 598,966

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing Sub-Total	0					\$ -	\$ -	\$ -
Building Safety and Housing								
City Attorney Sub-Total	0					\$ -	\$ -	\$ -
City Attorney								
City Manager Sub-Total	2					\$ 41,400	\$ -	\$ 41,400
City Manager	RP23104	09/16/22	16003	Bob Murray & Associates	Executive Recruitment and Consultation Services for Deputy City Manager	\$ 24,900	\$ -	\$ 24,900
City Manager	RP23105	09/27/22	19384	CGI Communications, Inc.	Production Services for the Milpitas Community Video Project, 09/19/2022 to 03/18/2023	\$ 16,500	\$ -	\$ 16,500
Economic Development Sub-Total	1					\$ 12,500	\$ -	\$ 12,500
Economic Development	RP23103	09/07/22	15797	Associated Right of Way	Appraisal Services for Parcel#1 (1432-1446 South Main Street) Project09/01/2022 to 02/28/2023	\$ 12,500	\$ -	\$ 12,500
Engineering Department Sub-Total	2					\$ 40,316	\$ -	\$ 40,316
Engineering	C349001	09/15/22	11093	BMI Imaging Systems	Conversion and scanning of Engineering department's microfiche & paper-based reports to an electronic file format. 9/12/2022 - 11/30/22	\$ 5,316	\$ -	\$ 5,316
Engineering	FY23450	09/26/22	10091	EOA Incorporated	Consultants for on-call C3 development plan reviews 10/01/2022 to 06/30/2023	\$ 35,000	\$ -	\$ 35,000
Finance Department Sub-Total	2					\$ 22,490	\$ -	\$ 22,490
Finance Department	FY23304	09/06/22	19342	Avenu Insight & Analytics, LLC	Transient Occupancy Tax consulting and review services 08/19/2022 to 06/30/2028	\$ 14,490	\$ -	\$ 14,490
Finance Department	FY23305	09/20/22	19293	Principal Bank	Trustee/Custody Fees Post Employment Benefits Trust Fund FY22-23	\$ 8,000	\$ -	\$ 8,000
Fire Department Sub-Total	0					\$ -	\$ -	\$ -
Fire Department								
Human Resources Sub-Total	0					\$ -	\$ -	\$ -
Human Resources								
Information Technology Sub-Total	0					\$ -	\$ -	\$ -
Information Technology								
Non-Departmental Sub-Total	0					\$ -	\$ -	\$ -

City of Milpitas

**Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including ARPA Grant Related Contracts
For the month of September 2022**

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
21,846

Total \$ Amount \$ Spent To Date Remaining \$ Balance
568,006 10,440 598,966

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Planning Department Sub-Total	0					\$ -	\$ -	\$ -
Planning Department								
Police Department Sub-Total	3					\$ 42,920	\$ -	\$ 42,920
Police Department	RP23702	09/16/22	10131	Lexis-Nexis	COPLOGIC Desk Officer Reporting System FY2022-2023	\$ 4,814	\$ -	\$ 4,814
Police Department	RP23703	09/20/22	19153	PeopleSpace	Design Services for the Procurement of Workstations, 09/13/2022 to 09/12/2023	\$ 30,006	\$ -	\$ 30,006
Police Department	RP23704	09/27/22	19038	DroneSense, Inc.	Drone Sense License Subscription 09/27/2022 to 09/26/2023	\$ 8,100	\$ -	\$ 8,100
Public Works Department Sub-Total	7					\$ 154,958	\$ 1,440	\$ 153,518
Public Works	C340667	09/07/22	15878	Koffler Electrical Mechanical	23-018 City Hall Fountain Repair, 100 days from Notice To Proceed (NTP)	\$ 5,650	\$ 1,440	\$ 4,210
Public Works	C344011	09/09/22	15432	Jam Services, Inc.	40 units of Philips Street Light Photo Cell	\$ 10,063	\$ -	\$ 10,063
Public Works	C346213	09/16/22	18550	Brightview Landscape Services	On-Call City Facilities Landscape Repairs for FY22-23, 365 days from NTP	\$ 30,000	\$ -	\$ 30,000
Public Works	C511305	09/16/22	19018	Redwood Engineering	Repair Services of Playing Surface Courts at Tom Evatt Park Court located at S Abel Street corner Machado Ave, Milpitas - 90 days from NTP	\$ 27,100	\$ -	\$ 27,100
Public Works	C613401	09/26/22	18936	Able Construction Group Inc	On-Call Sewer Repairs - 365 days from NTP	\$ 60,000	\$ -	\$ 60,000
Public Works	RP23403	09/16/22	19380	PR Diamond Products, Inc	Purchase of One Unit Husqvarna Concrete Saw Cutter	\$ 20,770	\$ -	\$ 20,770
Public Works	RP23404	09/29/22	19368	Point One Electrical Systems,	Replacement and Repair of Potter Backflow Preventer Tamper Switches in Montague, 30 days from NTP	\$ 1,376	\$ -	\$ 1,376

City of Milpitas

**Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including ARPA Grant Related Contracts
For the month of September 2022**

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
21,846

<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
568,006	10,440	598,966

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
RCS Sub-Total	11					\$ 294,821	\$ 9,000	\$ 285,821
Recreation and Community Services	AR23605	09/27/22	19375	NAMI Santa Clara County	ARPA - Grant program to assist non-profit organizations to provide mental health services - presentations for Milpitas middle and high schools, from 07/01/2022 to 6/30/2024	\$ 18,000	\$ -	\$ 18,000
Recreation and Community Services	AR23606	09/27/22	19374	Maitri	ARPA - Grant Program to Assist Non-profit organizations to provide social services - domestic violence mental health program services, from 07/01/2022 to 6/30/2024	\$ 90,000	\$ -	\$ 90,000
Recreation and Community Services	AR23607	09/27/22	19373	Leaders of Tomorrow	ARPA - Grant program to assist non-profit organizations to provide mental health services - 6 week mental health community cohort, from 07/01/2022 to 6/30/2024	\$ 12,000	\$ -	\$ 12,000
Recreation and Community Services	AR23608	09/27/22	19372	Healthier Kids Foundation	ARPA - Grant Program to Assist Non-profit organizations to provide social services - youth mental health program services, from 07/01/2022 to 6/30/2024	\$ 90,000	\$ -	\$ 90,000
Recreation and Community Services	RP23644	09/06/22	19371	Abadia, Lysander	Director and Choreographer Contract for Clue Fall 2022 Production - The Musical, 09/06/2022 to 11/06/2022	\$ 5,800	\$ 3,000	\$ 2,800
Recreation and Community Services	RP23645	09/06/22	17055	Chess Wizards	Online classes and camps in Fall 2022/Winter 2023, 09/06/2022 to 01/29/2023	\$ 5,041	\$ -	\$ 5,041
Recreation and Community Services	RP23646	09/07/22	18262	Futsal Kingz Inc	Online classes and camps in Fall 2022/Winter 2023, 09/06/2022 to 01/29/2023	\$ 12,480	\$ -	\$ 12,480
Recreation and Community Services	RP23647	09/07/22	13936	Chai, Mei-Wan	Community Theatre Production- Elf Jr., 09/22/2022 to 12/11/2022	\$ 8,000	\$ 6,000	\$ 2,000
Recreation and Community Services	RP23648	09/07/22	19048	Alvarez, Angelina	Angelina Alvarez's Service for Vocal Direction - Elf Jr., 09/26/2022 to 12/11/2022	\$ 1,600	\$ -	\$ 1,600
Recreation and Community Services	RP23649	09/16/22	18579	Matrix Consulting Group, Ltd.	Consulting Services for Organizational Review of Recreation Community Services, 09/12/2022 to 09/11/2023	\$ 49,500	\$ -	\$ 49,500
Recreation and Community Services	RP23650	09/20/22	19383	Rachel M Haskin	Vocal and Music Direction - The Musical, 09/06/2022 to 11/06/2022	\$ 2,400	\$ -	\$ 2,400