



## City of Milpitas Finance Subcommittee

AGENDA – Special Meeting

Wednesday, June 21, 2023

City Hall, 1st Floor Committee Conference Room

455 E. Calaveras Blvd, Milpitas

4:00 P.M. - 5:00 P.M.

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### I. Call to Order

### II. Pledge of Allegiance

### III. Roll Call

### IV. Approval of Agenda

### V. Approval of Minutes

- i. May 11, 2023

### VI. Public Forum- Please limit remarks to three minutes or less

Members of the audience are invited to address the subcommittee on any subject not on the agenda. Speakers must limit their remarks to three minutes. As an unagendized item, no response is required of City staff or the subcommittee; however, the subcommittee may agendize the item for a future meeting.

### VII. Business Items (Roll call vote to be conducted by City Staff)

- a. Report of City Manager Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity – May 2023
  - i. Recommendation: Receive May 2023 Report
- b. Status of rents paid/owed by tenants on Parcels 1, 2, and 3
- c. Revenue and expenditure details on the Public Art Fund

### VIII. Staff and/or Liaison Reports

### IX. Adjournment

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#### KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and the City operations are open to the people's review. For more information on your rights under the Open Government Ordinance or to report a violation, contact the City Attorney's office at Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas, CA 95035  
E-mail: [mmutalipassi@milpitas.gov](mailto:mmutalipassi@milpitas.gov) / Phone: 408-586-3041

The Open Government Ordinance is codified in the Milpitas Municipal Code as Title I Chapter 310 and is available online at the City's website [www.milpitas.gov](http://www.milpitas.gov) by selecting the Milpitas Municipal code link.

Materials related to an item on this agenda submitted to the Finance Subcommittee after initial distribution of the agenda packet are available for public inspection on the City website. The subcommittee agendas and related materials can be viewed online at: <https://www.milpitas.gov/our-government/subcommittees/finance-subcommittee/> (select meeting date).

If you need assistance, per the Americans with Disabilities Act, for this meeting, call Rosanne Yamashita at 408-586-3162 or send an email to [ryamashita@milpitas.gov](mailto:ryamashita@milpitas.gov) prior to the meeting. You may request a larger font agenda.

# MEMORANDUM

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Finance Department



**DATE:** June 19, 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:** May 2023 Report of City Manager Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (04/01/2023- 04/30/2023)

This memorandum transmits the May 2023 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 04/01/2023 to 04/30/2023.

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 her contract approval authority. For the reporting period, 23 contracts were approved totaling approximately \$799k.

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 All ARPA Grant Related Contracts**

**For the month of May 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

| Number of Contracts | Total Amount | Spent to Date | Remaining Balance |
|---------------------|--------------|---------------|-------------------|
| 23                  | \$ 799,373   | \$ 38,256     | \$ 761,117        |

  

| Department                      | Total Amount   | Spent to Date | Remaining Balance |
|---------------------------------|----------------|---------------|-------------------|
| Building Safety & Housing       | \$ 188         | \$ 188        | \$ -              |
| City Manager                    | \$ -           | \$ -          | \$ -              |
| City Clerk                      | \$ -           | \$ -          | \$ -              |
| City Attorney                   | \$ -           | \$ -          | \$ -              |
| Economic Development            | \$ -           | \$ -          | \$ -              |
| Engineering                     | \$ 10,936      | \$ -          | \$ 10,936         |
| Finance                         | \$ 84,555      | \$ -          | \$ 84,555         |
| Fire                            | \$ 26,225      | \$ 13,225     | \$ 13,000         |
| Human Resource                  | \$ -           | \$ -          | \$ -              |
| Information Technology          | \$ 262,696     | \$ -          | \$ 262,696        |
| Non-Departmental                | \$ 24,520      | \$ -          | \$ 24,520         |
| Planning                        | \$ 85,100      | \$ -          | \$ 85,100         |
| Police                          | \$ 42,289      | \$ -          | \$ 42,289         |
| Public Works                    | \$ 261,614     | \$ 23,593     | \$ 238,021        |
| Recreation & Community Services | \$ 1,250       | \$ 1,250      | \$ -              |
| <b>Grand Total</b>              | <b>799,373</b> | <b>38,256</b> | <b>761,117</b>    |

| Departments               | PO      | Vendor Name                | Issuance Date | Description                                                                                                          | Encumbered Amount | Expenditure to Date | Remaining Balance |
|---------------------------|---------|----------------------------|---------------|----------------------------------------------------------------------------------------------------------------------|-------------------|---------------------|-------------------|
| Building Safety & Housing | FY23579 | The Health Trust           | 5/16/2023     | CDBG FY21-22 contract amendment to extend contract. June 30, 2022 to June 30, 2023                                   | \$ 188            | \$ 188              | \$ -              |
| Engineering               | C510208 | Envirosigns                | 5/23/2023     | Purchase of Delano Manongs Park Name Sign.                                                                           | \$ 10,936         | \$ -                | \$ 10,936         |
| Finance                   | FY23323 | Maze & Associates          | 5/24/2023     | FY23 Citywide Financial Audit Services - April 22, 2023 to April 21, 2024.                                           | \$ 84,555         | \$ -                | \$ 84,555         |
| Fire                      | FY23810 | Strycker Sales Corporation | 5/23/2023     | Gurney Medical Equipment for Ambulance to Transport Patients - Lease Agreement year 5 of 5 - ends November 30, 2023. | \$ 13,225         | \$ 13,225           | \$ -              |
| Fire                      | RP23805 | City of Alameda            | 5/23/2023     | Fire Fighter Training and Education Agreement with Alameda City. May 15, 2023 through May 14, 2024.                  | \$ 13,000         | \$ -                | \$ 13,000         |
| Information Technology    | AR23900 | SHI International Corp     | 5/24/2023     | SentinelOne Endpoint Security System. May 01, 2023 to April 30, 2026.                                                | \$ 175,009        | \$ -                | \$ 175,009        |
| Information Technology    | AR23901 | SHI International Corp     | 5/24/2023     | Zscaler Web Security - 3 year contract. May 01, 2023 to April 30, 2026.                                              | \$ 87,687         | \$ -                | \$ 87,687         |
| Non-Departmental          | FY23324 | Maze & Associates          | 5/24/2023     | FY23 Successor Agency Financial Audit Services. April 22, 2023 to April 21, 2024.                                    | \$ 980            | \$ -                | \$ 980            |

| Departments                     | PO      | Vendor Name                    | Issuance Date | Description                                                                                                                             | Encumbered Amount | Expenditure to Date | Remaining Balance |
|---------------------------------|---------|--------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------|-------------------|
| Non-Departmental                | RP23427 | All Earth Geotechnical Enginee | 5/15/2023     | Geotechnical and Geological Services. April 25, 2023 to April 24, 2024.                                                                 | \$ 23,540         | \$ -                | \$ 23,540         |
| Planning                        | C200604 | Cumming Management Group, Inc  | 5/16/2023     | Conceptual Cost Estimating for Metro Specific Plan. May 11, 2023 to June 30, 2023.                                                      | \$ 35,100         | \$ -                | \$ 35,100         |
| Planning                        | C346900 | Colantuono, Highsmith          | 5/8/2023      | PSA for Ratemaking Advice. May 05, 2023 to June 30, 2024.                                                                               | \$ 50,000         | \$ -                | \$ 50,000         |
| Police                          | RP23705 | AARDVARK                       | 5/15/2023     | Purchase of one unit Tactical Breaching Tool including accessories (SWAT Gear).                                                         | \$ 11,435         |                     | \$ 11,435         |
| Police                          | RP23706 | Sionics Weapon Systems         | 5/15/2023     | Purchase of seven units of Rifles including Accessories - SWAT.                                                                         | \$ 12,621         |                     | \$ 12,621         |
| Police                          | RP23707 | Galls LLC                      | 5/23/2023     | Purchase of two units of Vanguard Ballistic Shields (Level III).                                                                        | \$ 18,233         | \$ -                | \$ 18,233         |
| Public Works                    | MA23403 | Odyssey Power Corp             | 5/23/2023     | On-Call Generator Services with Odyssey Power Corporation. May 17, 2023 - May 16, 2024                                                  | \$ 25,000         | \$ -                | \$ 25,000         |
| Public Works                    | C340325 | Tucker Construction Inc        | 5/16/2023     | Fire Training Tower Concrete Repair Work. May 12, 2023 to November 30, 2023.                                                            | \$ 51,060         | \$ -                | \$ 51,060         |
| Public Works                    | C344015 | Western Pacific Signal LLC     | 5/9/2023      | On-Call Traffic Signal Control System Training. April 24, 2023 to April 23, 2024.                                                       | \$ 60,000         | \$ 9,048            | \$ 50,952         |
| Public Works                    | RP23423 | TPC Training                   | 5/8/2023      | Basic On-Site Electricity Training for Non-electrician. April 19, 2023 to April 20, 2023.                                               | \$ 9,995          | \$ 9,995            | \$ -              |
| Public Works                    | RP23425 | Deere & Co Strategic Accounts  | 5/15/2023     | Purchase of one unit John Deere 4066R Tractor.                                                                                          | \$ 94,709         | \$ -                | \$ 94,709         |
| Public Works                    | RP23426 | Epiphany Consulting Solutions  | 5/15/2023     | PW Training and Development. May 11, 2023 to June 30, 2023.                                                                             | \$ 4,550          | \$ 4,550            | \$ -              |
| Public Works                    | RP23428 | DKF Solutions Group, LLC       | 5/15/2023     | Sanitary Sewer Management Plan (SSMP) and Overflow Emergency Response Plan (OERP) Mandated Training. February 21, 2023 to June 04, 2023 | \$ 16,300         | \$ -                | \$ 16,300         |
| Recreation & Community Services | AR23614 | Ashley Readell                 | 5/23/2023     | Ashley Readell - Band for Family Campout - ARPA. June 03, 2023                                                                          | \$ 500            | \$ 500              | \$ -              |
| Recreation & Community Services | RP23688 | Sumabat Jr., Joseph            | 5/2/2023      | Joseph Sumabat DJ for Family Game Night. May 11, 2023.                                                                                  | \$ 750            | \$ 750              | \$ -              |

**Status of Rents Paid/Owed by Tenants on Parcels 1, 2, and 3 by Address  
June 19, 2023**

**Parcel 1 Unpaid Rent by Address**

- 1432 S. Main St. has a \$6.68 credit.
- 1436 S. Main St. has \$6,320.00 in unpaid rent.
- 1438 S. Main St. has \$370.00 in unpaid rent.
- 1438A S. Main St. has \$150.00 in unpaid rent.
- 1440 S. Main St. has \$38.00 in unpaid rent.
- 1446 S. Main St. has \$346.00 in unpaid rent.

**Total unpaid rent for parcel 1 is \$7,224.00.**

**Parcels 2-3 Unpaid Rent by Address**

- 1454 S. Main St. has \$29,150.00 in unpaid rent.
- 1458-1460 S. Main St. has \$117,000.00 in unpaid rent.
- 1462 S. Main St. has \$28,158.00 in unpaid rent.
- 1464-1466 S. Main St. has \$4,760.00 in unpaid rent.
- 1476 S. Main St. has \$25,605.00 in unpaid rent.

**Total unpaid rent for parcels 2 and 3 is \$204,673.**

Property Manager will develop a payment schedule for unpaid rent for tenants located on parcels 2 and 3.

[illegible]

**FY22-23 is through June 19, 2023**

|                  |          |        |             | FY 2016                        |           |            | FY 2017  |        |            | FY 2018  |        |            | FY 2019  |         |            | FY 2020   |         |            | FY 2021   |          |            | FY 2022 |         |            | FY 2023   |           |            |     |
|------------------|----------|--------|-------------|--------------------------------|-----------|------------|----------|--------|------------|----------|--------|------------|----------|---------|------------|-----------|---------|------------|-----------|----------|------------|---------|---------|------------|-----------|-----------|------------|-----|
| Department: Fund | Function | OBJECT | DESCRIPTION | Budget                         | Actual    | Judget VAF | Budget   | Actual | Judget VAF | Budget   | Actual | Judget VAF | Budget   | Actual  | Judget VAF | Budget    | Actual  | Judget VAF | Budget    | Actual   | Judget VAF | Budget  | Actual  | Judget VAF | Budget    | Actual    | Judget VAF |     |
| Non-Departm      | 213      | 910    | 4221        | Office Supplies                |           |            |          |        |            |          |        |            | 4,500    | 0       | (4,500)    |           |         |            |           |          |            |         |         |            |           |           |            |     |
|                  |          |        | 4237        | Contractual Services           | 36,000    | 14,550     | (21,450) | 22,000 | 7,500      | (14,500) | 67,000 | 1,562      | (65,438) | 118,000 | 1,623      | (116,377) | 127,500 | 9,587      | (117,913) | 0        | 0          | 0       | 0       | 0          | 0         |           |            |     |
|                  |          |        | 4241        | Repair & Maintenance           |           |            |          |        |            |          |        |            |          | 5,000   | 0          | (5,000)   | 5,000   | 0          | (5,000)   |          |            |         |         |            |           |           |            |     |
|                  |          |        | Total       |                                | 36,000    | 14,550     | (21,450) | 22,000 | 7,500      | (14,500) | 67,000 | 1,562      | (65,438) | 127,500 | 1,623      | (125,877) | 132,500 | 9,587      | (122,913) | 0        | 0          | 0       | 0       | 0          | 0         |           |            |     |
|                  |          | Total  |             | 36,000                         | 14,550    | (21,450)   | 22,000   | 7,500  | (14,500)   | 67,000   | 1,562  | (65,438)   | 127,500  | 1,623   | (125,877)  | 132,500   | 9,587   | (122,913)  | 0         | 0        | 0          | 0       | 0       | 0          |           |           |            |     |
| Recreation &     | 213      | 161    | 4111        | Permanent                      |           |            |          |        |            |          |        |            |          |         |            |           |         |            |           |          |            |         |         |            | 9,197     | 0         | (9,197)    |     |
|                  |          |        | 4131        | PERS                           |           |            |          |        |            |          |        |            |          |         |            |           |         |            |           |          |            |         |         |            | 909       | 0         | (909)      |     |
|                  |          |        | 4132        | Group Insurance                |           |            |          |        |            |          |        |            |          |         |            |           |         |            |           |          |            |         |         |            | 4,930     | 0         | (4,930)    |     |
|                  |          |        | 4133        | Medicare-Employer's Contributi |           |            |          |        |            |          |        |            |          |         |            |           |         |            |           |          |            |         |         |            | 136       | 0         | (136)      |     |
|                  |          |        | 4135        | Worker's Compensation          |           |            |          |        |            |          |        |            |          |         |            |           |         |            |           |          |            |         |         |            | 46        | 42        | (4)        |     |
|                  |          |        | 4138        | Deferred Comp-Employer Contrib |           |            |          |        |            |          |        |            |          |         |            |           |         |            |           |          |            |         |         |            | 150       | 0         | (150)      |     |
|                  |          |        | 4146        | Short Term Disability          |           |            |          |        |            |          |        |            |          |         |            |           |         |            |           |          |            |         |         |            | 14        | 0         | (14)       |     |
|                  |          |        | 4161        | Retiree Medical Reserve        |           |            |          |        |            |          |        |            |          |         |            |           |         |            |           |          |            |         |         |            | 117       | 100       | (17)       |     |
|                  |          |        | 169         | 4111                           | Permanent |            |          |        |            |          |        |            |          |         |            |           |         |            |           |          |            |         |         |            |           | 0         | 223        | 223 |
|                  |          |        | Total       |                                |           |            |          |        |            |          |        |            |          |         |            |           |         |            |           |          |            |         |         |            | 15,499    | 365       | (15,134)   |     |
|                  |          | Total  |             |                                |           |            |          |        |            |          |        |            |          |         |            |           |         |            |           |          |            |         |         |            | 15,499    | 365       | (15,134)   |     |
| Transfers In/    | 213      | 000    | 3922        | Op Trfs Out General Government |           |            |          |        |            |          |        |            |          |         |            |           |         |            | 0         | 261,000  | 261,000    |         |         |            | 0         | 142,500   | 142,500    |     |
|                  |          |        | 3952        | Appn Trf Out General Governmnt |           |            |          |        |            |          |        |            |          |         |            |           |         |            | 0         | 65,000   | 65,000     |         |         |            | 0         | 142,500   | 142,500    |     |
|                  |          | Total  |             |                                |           |            |          |        |            |          |        |            |          |         |            |           |         |            | 0         | 97,500   | 97,500     |         |         |            | 0         | 142,500   | 142,500    |     |
|                  | Total    |        |             |                                |           |            |          |        |            |          |        |            |          |         |            |           |         | 0          | 97,500    | 97,500   |            |         |         | 0          | 142,500   | 142,500   |            |     |
| Transfers Out    | 213      | 000    | 3922        | Op Trfs Out General Government |           |            |          |        |            |          |        |            |          |         |            |           |         |            | 273,500   | 0        | (273,500)  | 130,000 |         |            | 0         | (130,000) |            |     |
|                  |          |        | 3952        | Appn Trf Out General Governmnt |           |            |          |        |            |          |        |            |          |         |            |           |         |            | 97,500    | 0        | (97,500)   | 130,000 |         |            | 0         | (130,000) |            |     |
|                  |          | Total  |             |                                |           |            |          |        |            |          |        |            |          |         |            |           |         |            | 97,500    | 0        | (97,500)   | 130,000 |         |            | 0         | (130,000) |            |     |
|                  | Total    |        |             |                                |           |            |          |        |            |          |        |            |          |         |            |           |         | 97,500     | 0         | (97,500) | 130,000    |         |         | 0          | (130,000) |           |            |     |
| Grand Total      |          |        |             | 36,000                         | 14,550    | (21,450)   | 22,000   | 7,500  | (14,500)   | 67,000   | 1,562  | (65,438)   | 127,500  | 1,623   | (125,877)  | 132,500   | 9,587   | (122,913)  | 97,500    | 97,500   | 0          | 338,500 | 326,000 | (12,500)   | 145,499   | 142,865   | (2,634)    |     |

# AGENDA REPORT

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## Finance Subcommittee



**DATE:** June 21, 2023

**TO:** Finance Subcommittee

**FROM:** Matt Cano, Deputy City Manager

**SUBJECT: Public Art Fund Update**

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### **Executive Summary:**

The Finance Subcommittee will receive this report on the Public Art Fund.

### **Staff Recommendation:**

Receive report.

### **Financial Impact:**

None.

### **Description:**

The Public Art Fund is used to pay for all public art commissions, acquisitions, maintenance, and repairs.

The Public Art Fund operates independently from the General Fund. Donations, developer in-lieu public art fees and accrued interest are deposited directly into the account. As part of the budget process, City Council approves a budget for public art-related expenses anticipated in the coming fiscal year, and money needed for the upcoming year is transferred to a Capital Improvement Program budget where it is readily accessible.

The Public Art Fund (invested money) currently has a balance of \$951,764. The Public Art Capital Improvement Budget (liquid money) has a balance of \$489,000. The combined total available for, and restricted to, Public Art-related expenditures is \$1.44 million.

This includes year-to-date revenue of \$80,575 was received by the fund from developers and roughly \$7,813 in interest on the funds invested.

The Public Art Capital Improvement Project currently includes money encumbered for Higuera Adobe Park Public Art Project, Dixon Landing Park Public Art, Mural Program, Public Art Master Plan, and any repairs to the existing collection.

Money spent from the CIP during FY 2022-23 includes \$10,250 toward the Montague Pedestrian Overcrossing, \$5,683 toward portable art panels to display art at City events and facilities, and \$978 for new art display hanging system in the Phantom Art Gallery.