



CITY OF MILPITAS FINANCE SUBCOMMITTEE

SPECIAL MEETING

AGENDA

2:00 PM. – 3:00 P.M.

Wednesday, September 27, 2023
1ST Floor Committee Conference Room
455 E. Calaveras Blvd, Milpitas

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Agenda:** September 27, 2023
5. **Approval of Meeting Minutes:** August 24, 2023
6. **Public Forum**
Members of the audience are invited to address the subcommittee on any subject not on the agenda. Speakers must state their name (address is optional) for the record and limit their remarks to three minutes or less. For items not listed on the agenda, no response is required of City staff or the subcommittee. However, the subcommittee may ask staff to place the item on a future meeting agenda.
7. **Announcements**
8. **Business Items**
 - i. Report of City Manager Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity – August 2023
 - a. Recommendation: Receive August 2023 Report
 - ii. Discuss invoice payment (July 2023) and measures taken
 - iii. Discuss monetary level of the City Manager's Office contract authority
 - iv. Discuss financial outcomes of Retro Milpitas Event
9. **City Staff Comments**
10. **Adjournment**

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 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 / Phone: 408-586-3040

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 by selecting "I Want to . . . View" link.

Materials related to an item on this agenda submitted to the Commission after initial distribution of the agenda packet are available for public inspection at the City Clerk's office at Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas and on the City website. Commission agendas and related materials can be

viewed online: <http://www.milpitas.gov/our-government/commission/> (select meeting date)

APPLY TO SERVE ON A CITY COMMISSION

Commission application forms are available online at <http://www.milpitas.gov> or at Milpitas City Hall. Contact the City Clerk's office at 408-586-3003 for more information.

If you need assistance, per the Americans with Disabilities Act, for a City of Milpitas public meeting, please call Paulina Gadda at 408-586-3125 or send an e-mail to pgadda@milpitas.gov prior to the meeting. You may request a larger font agenda or arrange for mobility assistance. For hearing assistance, headsets are available in the City Council Chambers for all meetings.



CITY OF MILPITAS FINANCE SUBCOMMITTEE

Mayor Carmen Montano
Vice Mayor Evelyn Chua

MEETING MINUTES

11:00 a.m. - 12:00 p.m.

Thursday, August 24, 2023

1st Floor Committee Conference Room
455 E. Calaveras Blvd, Milpitas

CALL TO ORDER Mayor Montano called the meetings to order at 11:08 AM and called the roll.

PLEDGE of ALLEGIANCE Mayor Montano let the pledge of allegiance.

ROLL CALL **PRESENT:** Mayor Montano, Vice Mayor Chua
ABSENT: None

APPROVAL OF AGENDA Motion/Second Vice Mayor Chua/ Mayor Montano
Motion carried by a vote of AYES: All NOES: None

APPROVAL OF MINUTES June 21, 2023 Minutes
Motion/Second Vice Mayor Chua/ Mayor Montano
Motion carried by a vote of AYES: All NOES: None

PUBLIC FORUM There were no members of the public present

ANNOUNCEMENTS There were no announcements given

BUSINESS ITEMS Report of City Manager Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity – July 2023
a. The committee received July 2023 Report
Motion/Second A vote was not required
Recommendation: Receive July 2023 Report

CITY LIASON REPORTS No reports given

ADJOURNMENT Mayor Montano adjourned the meeting at 11:38AM

MEMORANDUM

Finance Department



DATE: September 12, 2023

TO: Finance Subcommittee

THROUGH: Ned Thomas, AICPA
Acting City Manager

A blue ink signature of Ned Thomas, written over the text "Acting City Manager".

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

A blue ink signature of Lauren Lai, written over the text "Finance Director / Risk Manager".

CC: City Attorney

SUBJECT: August 2023 Report of City Manager on Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (07/01/2023- 07/31/2023)

This memorandum transmits the August 2023 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 07/01/2023 to 07/31/2023.

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, 63 contracts were approved totaling approximately \$1.6M. For reference, contracts approved between \$50K to \$100K are highlighted in yellow.

There was no credit card activity for the Acting 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 August 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
63	\$ 1,630,182	\$ 163,615	\$ 1,466,567

Department	Total Amount	Spent to Date	Remaining Balance
Building Safety & Housing	\$ -	\$ -	\$ -
City Manager	\$ -	\$ -	\$ -
City Attorney	\$ -	\$ -	\$ -
Economic Development	\$ -	\$ -	\$ -
Engineering	\$ 122,844	\$ 12,844	\$ 110,000
Finance	\$ 64,223	\$ 1,974	\$ 62,249
Fire Department	\$ 26,700	\$ 1,625	\$ 25,075
Human Resources	\$ 29,000	\$ 19,333	\$ 9,667
Information Technology	\$ 208,190	\$ -	\$ 208,190
Non-Departmental	\$ -	\$ -	\$ -
Planning	\$ 75,000	\$ -	\$ 75,000
Police	\$ 146,322	\$ 5,465	\$ 140,857
Public Works	\$ 737,832	\$ 90,862	\$ 646,970
Recreation & Community Services	\$ 220,071	\$ 31,512	\$ 188,559
Grand Total	1,630,182	163,615	1,466,567

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Engineering	C350800	Square Signs LLC	08/08/2023	Fabrication and Installation of Gateway Sign at Arco Gas Station, July 10, 2023 to July 10, 2024	\$ 12,844	\$ 12,844	\$ -
Engineering	FY24450	EOA Incorporated	08/10/2023	FY23-24 Consultant to provide On-call C3 Development Plan Reviews in Accordance with Municipal Regional Permit, July 01, 2023 to June 30, 2024	\$ 35,000	\$ -	\$ 35,000
Engineering	FY24451	Kier & Wright Civil Engineers	08/10/2023	FY23-24 On-call subdivision map, legal plat reviews & survey services, July 01, 2023 to June 30, 2026	\$ 75,000	\$ -	\$ 75,000
Finance	FY24300	City of San Jose	08/09/2023	Labor Compliance New Milpitas Minimum Wage Enforcement, July 01, 2023 to June 30, 2025	\$ 15,000	\$ -	\$ 15,000
Finance	FY24303	Brinks	08/22/2023	Armored Courier Services, July 1, 2023 to June 2024	\$ 6,000	\$ -	\$ 6,000
Finance	FY24306	MacLeod Watts, Inc.	08/29/2023	Various City Financial Reports , August 23, 2023 to June 30, 2029	\$ 15,000	\$ -	\$ 15,000
Finance	RP24300	Code 3 Technology LLC	08/09/2023	Purchase of two units Mobile Data Collect Tablet - GETAC V110, July 18, 2023 to July 17, 2024	\$ 12,508	\$ 992	\$ 11,516
Finance	RP24301	Badger Meter Inc	08/09/2023	Purchase of "BADGER ME" Mobile Transceiver Kit for GETAC V110s, July 19, 2023 to July 18, 2024	\$ 11,515	\$ 982	\$ 10,533

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Finance	RP24302	Badger Meter Inc	08/29/2023	BADGER On-Site Training-Beacon Software as a Service (SaaS), August 18, 2023 to December 12, 2023	\$ 4,200	\$ -	\$ 4,200
Fire Department	FY24802	Stanford Health Care	08/10/2023	Medical Director for Emergency Medical Services (EMS), July 01, 2023 to June 30, 2024	\$ 19,500	\$ 1,625	\$ 17,875
Fire Department	FY24803	Prado 9-1-1	08/11/2023	Background Investigations for New Hires, October 24, 2022 to October 21, 2025	\$ 7,200	\$ -	\$ 7,200
Human Resources	RP24100	Peckham & Mckenney	08/01/2023	Services for City Manager Recruitment - July 13, 2023 to June 30, 2024	\$ 29,000	\$ 19,333	\$ 9,667
Information Technology	C349602	Santa Clara County	08/16/2023	Imagery and LiDAR Cost Sharing, Year extended to December 31, 2023	\$ 14,579	\$ -	\$ 14,579
Information Technology	C349603	PSOMAS	08/29/2023	Psomas - GIS Support services for Utility Mapping, August 05, 2023 to July 31, 2024	\$ 98,000	\$ -	\$ 98,000
Information Technology	C349604	Environmental Systems Research	08/29/2023	ESRI - ArcGIS Software Maintenance Renewal, July 01, 2023 to September 30, 2024	\$ 42,532	\$ -	\$ 42,532
Information Technology	FY24302	HDL Software LLC	08/22/2023	HdL Prime Business License Software with Web Module Services, July 01, 2023 to June 30, 2024	\$ 23,573	\$ -	\$ 23,573
Information Technology	FY24902	Insight Public Sector Inc	08/29/2023	Avolve Projectdox Online Application & Maintenance Renewal, June 28, 2023 to June 28, 2024	\$ 29,506	\$ -	\$ 29,506
Planning	C346901	Harris & Associates, Inc.	08/11/2023	Transit Area Development Impact Fee (TADIF), July 17, 2023 to December 31, 2023	\$ 75,000	\$ -	\$ 75,000
Police	FY24702	Speakwrite LLC	08/08/2023	FY23-24 Transcription Services for Police Reports, July 30, 2020 to July 29, 2025, Year 4 of 5	\$ 14,000	\$ 859	\$ 13,141
Police	FY24703	Critical Incident Videos, LLC	08/08/2023	FY23-24 Critical Incident Video Creation Service of Body Worn Camera, August 15, 2023 to August 14, 2024	\$ 13,000	\$ -	\$ 13,000
Police	FY24704	Prado 9-1-1	08/08/2023	FY23-24 Prado - Police Department - Background Investigations for New Hires, July 01, 2022 to June 30, 2025	\$ 10,000	\$ -	\$ 10,000
Police	FY24705	Eastman Investigative Services	08/08/2023	FY23-24 Eastman - Background Investigation Services, July 01, 2022 to June 30, 2025	\$ 10,000	\$ -	\$ 10,000
Police	FY24706	Fraser, Michael Ja	08/08/2023	FY23-24 Pre-employment Background Investigation Services - July 01, 2022 to June 30, 2025	\$ 10,000	\$ 1,581	\$ 8,419
Police	FY24707	Steve Dorsey	08/08/2023	FY23-24 Background Investigation Services - July 15, 2022 to July 14, 2025	\$ 10,000	\$ -	\$ 10,000
Police	FY24708	Jocelyn E. Roland Ph.D., ABPP	08/08/2023	FY23-24 Psychological Services for Police Department, July 01, 2023 to June 30, 2026	\$ 45,000	\$ 1,425	\$ 43,575
Police	FY24710	Precision K9	08/22/2023	FY23-24 Training for Handlers and K9s, July 1, 2019 to June 30, 2024	\$ 19,200	\$ 1,600	\$ 17,600

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Police	FY24712	SyTech Corp	08/28/2023	Maintenance and Support Services Plan to support the Customer's Advanced Digital Audio Collection System 9ADACS) 24/7, Year 4, July 1, 2020 to June 30, 2025, Year 4 of 5	\$ 10,308	\$ -	\$ 10,308
Police	FY24713	Lexis-Nexis	08/28/2023	FY23-24 Desk Officer Reporting System, September 15, 2023 to September 2024	\$ 4,814	\$ -	\$ 4,814
Public Works	C341103	Los Loza Inc	08/24/2023	Los Coches One-Time Clean-Up, Fifteen days from Notice to Proceed (NTP)	\$ 14,800	\$ -	\$ 14,800
Public Works	C342206	Weatherproofing Technologies,	08/11/2023	Material Purchase for MSC Roof Restoration Project, June 19, 2023 to June 18, 2024	\$ 75,365	\$ -	\$ 75,365
Public Works	C346221	HCI Systems, Inc.	08/16/2023	On-Call Fire Suppression System Repairs, 365 Days from Notice to Proceed (NTP)	\$ 60,000	\$ -	\$ 60,000
Public Works	C346222	SkyBlue Pool Supply 'N	08/22/2023	On-Call Pool and Pool Equipment Repair, 365 Days from Notice to Proceed (NTP)	\$ 60,000	\$ 4,869	\$ 55,131
Public Works	C346223	Dormatech Mechanical Systems	08/28/2023	On-Call Public Works/Police Department Chiller Repairs, 365 Days from Notice to Proceed (NTP)	\$ 25,000	\$ -	\$ 25,000
Public Works	C346306	Elcor Electric, Inc.	08/28/2023	Pinewood Park Electrical, 90 Days from Notice to Proceed (NTP)	\$ 12,411	\$ -	\$ 12,411
Public Works	C713712	Industrial Service Solutions,	08/24/2023	On-Call Valve Repair Services, 365 Days from Notice to Proceed (NTP)	\$ 25,000	\$ -	\$ 25,000
Public Works	C713713	Pacific Plumbing & Underground	08/29/2023	Construction Contract for 893 Ames Avenue Water Line Replacement, 60 Days from Notice to Proceed (NTP)	\$ 26,080	\$ -	\$ 26,080
Public Works	FY24406	SeeClickFix, Inc	08/09/2023	License Fee & Annual Renewal, June 01, 2023 to May 31, 2024	\$ 25,000	\$ 25,000	\$ -
Public Works	FY24410	Santa Clara County (DOEH), Consumer and Environmental Protection Agency	08/10/2023	Edible Food Recovery Program per MOU executed on June 01, 2023, July 01,2023 to June 30, 2024	\$ 19,049	\$ 19,049	\$ -
Public Works	FY24413	AAA Backflow Prevention	08/11/2023	FY23-24 Backflow Device Testing and Reporting Services, year 5 of 5, contract August 6, 2019 to August 5, 2024	\$ 24,655	\$ -	\$ 24,655
Public Works	FY24414	Kone Inc.	08/15/2023	FY23-24 Elevator Maintenance and Testing Services, July 1, 2023 to June 30, 2024	\$ 25,000	\$ 1,359	\$ 23,641
Public Works	FY24415	TPC Training	08/16/2023	Electrical Troubleshooting & Preventative Maintenance Training, August 07, 2023 to June 30,2024	\$ 20,000	\$ -	\$ 20,000
Public Works	FY24416	Recyclist	08/22/2023	Recyclist 2023 Annual Support Program Tracker, per contract from August 1, 2022 to July 31, 2025	\$ 17,916	\$ 17,910	\$ 6
Public Works	FY24418	MNS Engineers, Inc.	08/22/2023	FY23-24 FOG (Fats, Oil, and Grease) Inspection Services for Food Establishments, August 01, 2023 to July 31, 2024	\$ 25,000	\$ 5,025	\$ 19,975

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Public Works	FY24419	Peninsula Pump & Equipment Inc	08/28/2023	FY23-24 Annual Wet Well Cleaning of Seven Storm Pump Station, July 01, 2019 to June 30, 2024 , Year 5 of 5	\$ 62,440	\$ -	\$ 62,440
Public Works	FY24420	McC Campbell Analytical, Inc.	08/28/2023	FY23-24 Water Quality Lab Testing Services for City's Water Distribution System, July 01, 2019 to June 30, 2024, Year 5 of 5	\$ 46,028	\$ -	\$ 46,028
Public Works	MA24400	Tucker Construction Inc	08/16/2023	On-Call Fence Installation and Repairs for City Parks and Facilities, 365 Days from Notice to Proceed (NTP)	\$ 20,000	\$ -	\$ 20,000
Public Works	MA24401	Able Construction Group Inc	08/29/2023	On-Call Water and Sewer Pipeline Repair Services (24-014), 365 Days from Notice to Proceed (NTP)	\$ 60,000	\$ -	\$ 60,000
Public Works	RP24400	Stageline Mobile Stage Inc.	08/08/2023	Stageline Mobile Stage Inspection and Repair, 365 Days from Notice to Proceed (NTP)	\$ 5,972	\$ -	\$ 5,972
Public Works	RP24401	Blaisdell's Business Products	08/08/2023	Purchase of various types of clothing with City Logo for DPW Staff, July 21, 2023 to July 20, 2024	\$ 35,363	\$ 17,650	\$ 17,713
Public Works	RP24402	SGR	08/11/2023	Leadership Training & Development Services for Public Works, 365 days from July 17, 2023	\$ 49,742	\$ -	\$ 49,742
Public Works	RP24403	CraneTech, Inc	08/28/2023	Crane Inspection & Maintenance Services, 60 days from August 21, 2023	\$ 3,012	\$ -	\$ 3,012
Recreation & Community Services	FY24601	TRIO Community Meals	08/15/2023	Catered Meals up to five times a wee for the Senior Nutrition Program Congregate, July 24, 2023 to June 30, 2024	\$ 70,113	\$ -	\$ 70,113
Recreation & Community Services	FY24602	Perrina, Toni	08/15/2023	FY23-24 Zumba and Body Alignment Classes, July 01, 2023 to September 02, 2023	\$ 6,318	\$ -	\$ 6,318
Recreation & Community Services	FY24603	Le, Thong	08/15/2023	FY23-24 Oil Painting Classes, July 01, 2023 to June 30, 2024	\$ 12,375	\$ -	\$ 12,375
Recreation & Community Services	FY24604	Ling, Betty	08/15/2023	FY23-24 Chinese Brush Painting Instruction, July 01, 2023 to June 30, 2024	\$ 9,788	\$ -	\$ 9,788
Recreation & Community Services	FY24605	MoonChef LLC	08/30/2023	Asian Inspired Congregate Nutritious Meals Services, August 27, 2023 to August 26, 2024	\$ 47,370	\$ -	\$ 47,370
Recreation & Community Services	RP24645	Alvarez, Angelina	08/01/2023	Vocal Director for SpongeBob Musical at Milpitas Community Center, April 23, 2023 to July 30, 2023	\$ 1,861	\$ 1,861	\$ -
Recreation & Community Services	RP24646	Euro School of Tennis	08/11/2023	2023 Summer Tennis Classes, June 05, 2023 to August 06, 2023	\$ 50,731	\$ 21,780	\$ 28,952
Recreation & Community Services	RP24647	Bliss Point Productions, LLC	08/15/2023	Mobile Stage for Retro Milpitas Event, August 03, 2023 to August 06, 2023	\$ 3,300	\$ 3,300	\$ -
Recreation & Community Services	RP24648	BWiebe Events	08/15/2023	General Services for Retro Milpitas Event, August 02, 2023 to August 07, 2023	\$ 3,934	\$ 3,934	\$ -

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Recreation & Community Services	RP24649	Ali, Kenyatta	08/15/2023	Special K Productions - 2023 Summer Camp Classes, June 05, 2023 to August 06, 2023	\$ 7,280	\$ 637	\$ 6,643
Recreation & Community Services	RP24650	Sanchez, Michael	8/31/2023	Theatre Youth Production - Director For Matilda Jr. Project, August 27, 2023 to November 5, 2023	\$ 5,000	\$ -	\$ 5,000
Recreation & Community Services	RP24651	Rachel M. Haskin	8/31/2023	Matilda Vocal Direction, August 27, 2023 to November 5, 2023	\$ 2,000		\$ 2,000