


MEMORANDUM


Finance Department



DATE: February 6th, 2023

TO: Finance Subcommittee

THROUGH: Steven G. McHarris, City Manager 

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

CC: City Attorney's Office

SUBJECT: January 2023 Report of City Manager Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (12/01/2022- 12/31/2022)

This memorandum transmits the January 2023 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 12/01/2022 to 12/31/2022.

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, 6 contracts were approved totaling approximately \$207K.

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 January 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:		\$ 206,738	\$ 2,660	\$ 204,078
Total Qty All Contracts:	6			
Average Contract \$:	\$ 34,456			

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	0	\$ -	\$ -	\$ -
<i>City Attorney</i>	0	\$ -	\$ -	\$ -
<i>City Manager</i>	1	\$ 17,900	\$ -	\$ 17,900
<i>Economic Development</i>	0	\$ -	\$ -	\$ -
<i>Engineering Department</i>	0	\$ -	\$ -	\$ -
<i>Finance Department</i>	1	\$ 92,160	\$ -	\$ 92,160
<i>Fire Department</i>	0	\$ -	\$ -	\$ -
<i>Human Resources</i>	1	\$ 10,000	\$ -	\$ 10,000
<i>Information Technology</i>	0	\$ -	\$ -	\$ -
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	0	\$ -	\$ -	\$ -
<i>Public Works</i>	2	\$ 83,918	\$ -	\$ 83,918
<i>Recreation and Community Services</i>	1	\$ 2,760	\$ 2,660	\$ 100

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

\$ 5
 41,348

<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
206,738	2,660	204,078

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	1					\$ 17,900	\$ -	\$ 17,900
City Manager	FY23109	01/17/23	19425	Baker Tilly US, LLP	City Council Retreat January 2023 Retreat Facilitation	\$ 17,900	\$ -	\$ 17,900
Economic Development Sub-Total	0					\$ -	\$ -	\$ -
Economic Development								
Engineering Department Sub-Total	0					\$ -	\$ -	\$ -
Engineering								
Finance Department Sub-Total	1					\$ 92,160	\$ -	\$ 92,160
Finance Department	FY23320	01/13/23	19357	Tryfacta, Inc.	On Cal Temporary Services Agreement - Two Temporary Buyer, July 1, 2022 to June 30, 2026	\$ 92,160	\$ -	\$ 92,160
Fire Department Sub-Total	0					\$ -	\$ -	\$ -
Fire Department								
Human Resources Sub-Total	1					\$ 10,000	\$ -	\$ 10,000
Human Resources	FY23110	01/20/23	19134	Cordico Inc	Psychological Evaluation Services - Fire Department, January 04, 2023 to December 10, 2024, Year one of Five	\$ 10,000	\$ -	\$ 10,000
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 January 2023**

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<\$100,000 effective 6/16/18

Total \$ All Contracts:

Total Qty All Contracts:

Average Contract \$:

\$ 41,348⁵

<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
206,738	2,660	204,078

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	0					\$ -	\$ -	\$ -
Police Department								
Public Works Department Sub-Total	2					\$ 83,918	\$ -	\$ 83,918
Public Works	C340324	01/17/23	17227	Environmental Systems Inc	Fire Station #4 Furnace Replacement	\$ 24,741	\$ -	\$ 24,741
Public Works	C371514	01/31/23	12168	Bay Area Water Supply & Conservation Agency	Water Smart Software Home Usage Report Program FY22-23	\$ 59,177	\$ -	\$ 59,177

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For the month of January 2023**

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<\$100,000 effective 6/16/18

Total \$ All Contracts:**Total Qty All Contracts:****Average Contract \$:**

5

\$ 41,348

<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
206,738	2,660	204,078

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
RCS Sub-Total	1					\$ 2,760	\$ 2,660	\$ 100
Recreation and Community Services	RP23667	01/13/23	18765	LionDanceMe	Lion and Dragon Dances - Lunar New Year 2023	\$ 2,760	\$ 2,660	\$ 100