

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

| | Total \$ Amount | \$ Spent To Date | Remaining \$ Balance |
|---------------------------------|-------------------|------------------|----------------------|
| 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 \$ Amount | \$ Spent To Date | Remaining \$ Balance |
|--|-------------|----------------|-----------------|---------------------|---|------------------------|-------------------------|-----------------------------|
| Total \$ All Contracts: | | | | | | 206,738 | 2,660 | 204,078 |
| Total Qty All Contracts: | | | | | | | | |
| Average Contract \$: | | | | | | | | |
| | | | | | | | | |
| 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 | | | | | \$ - | \$ - | \$ - |
| | | | | | | | | |

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 <\$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: | 5 | | | |
| Average Contract \$: | \$ 41,348 | | | |

| 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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| | | <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: | 5 | | | |
| Average Contract \$: | \$ 41,348 | | | |

| 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 |
| | | | | | | | | |