

# MEMORANDUM

Finance Department



**DATE:** January 9, 2023

**TO:** Finance Subcommittee

**THROUGH:** Steven G. McHarris, City Manager

A blue ink signature of Steven G. McHarris.

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

A blue ink signature of Lauren Lai.

**CC:** City Attorney's Office

**SUBJECT:** December 2022 Report of City Manager Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (11/01/2022- 11/30/2022)

This memorandum transmits the December 2022 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 11/01/2022 to 11/30/2022.

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, 12 contracts were approved totaling approximately \$1.1M.

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 December 2022**

Note: CM Authority at &lt;\$100,000 until 12/06/17; &lt;\$50,000 12/07/17 until 6/15/18

&lt;\$100,000 effective 6/16/18

	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Total \$ All Contracts:</b>	<b>\$ 1,076,992</b>	<b>\$ 4,425</b>	<b>\$ 1,072,567</b>
<b>Total Qty All Contracts:</b>	<b>12</b>		
<b>Average Contract \$:</b>	<b>\$ 89,749</b>		

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	0	\$ -	\$ -	\$ -
<i>City Attorney</i>	1	\$ 28,500	\$ -	\$ 28,500
<i>City Manager</i>	3	\$ 100,400	\$ -	\$ 100,400
<i>Economic Development</i>	0	\$ -	\$ -	\$ -
<i>Engineering Department</i>	1	\$ 8,500	\$ -	\$ 8,500
<i>Finance Department</i>	1	\$ 6,500	\$ 2,675	\$ 3,825
<i>Fire Department</i>	0	\$ -	\$ -	\$ -
<i>Human Resources</i>	1	\$ 28,500	\$ -	\$ 28,500
<i>Information Technology</i>	0	\$ -	\$ -	\$ -
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	0	\$ -	\$ -	\$ -
<i>Public Works</i>	4	\$ 903,542	\$ 1,750	\$ 901,792
<i>Recreation and Community Services</i>	1	\$ 1,050	\$ -	\$ 1,050

**City of Milpitas**

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

For the month of December 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>
<b>Total \$ All Contracts:</b>							<b>1,076,992</b>	<b>4,425</b>	<b>1,072,567</b>
<b>Total Qty All Contracts:</b>		<b>10</b>							
<b>Average Contract \$:</b>	<b>\$</b>	<b>107,699</b>							
<b>Department</b>	<b>PO #</b>	<b>PO Date</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Contract Description</b>	<b>Total \$ Amount</b>	<b>\$ Spent To Date</b>	<b>Remaining \$ Balance</b>	
<b>Building Safety and Housing Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Building Safety and Housing									
<b>City Attorney Sub-Total</b>	<b>1</b>					<b>\$ 28,500</b>	<b>\$ -</b>	<b>\$ 28,500</b>	
City Attorney	FY23202	12/28/22	18438	Teri Black & Company LLC	Recruitment Services for Assistant City Attorney, December 01, 2022 to June 30, 2023	\$ 28,500	\$ -	\$ 28,500	
<b>City Manager Sub-Total</b>	<b>3</b>					<b>\$ 100,400</b>	<b>\$ -</b>	<b>\$ 100,400</b>	
City Manager	FY23105	12/05/22	17540	Fairbank, Maslin, Maullin,	FY23-24 Budget Citywide Survey, November 15, 2022 to June 13, 2023	\$ 51,500	\$ -	\$ 51,500	
City Manager	FY23107	12/12/22	19425	Baker Tilly US, LLP	Interim HR Director Placement November 18, 2022 to April 30, 2023	\$ 12,000	\$ -	\$ 12,000	
City Manager	FY23108	12/12/22	19425	Baker Tilly US, LLP	Community Development Services Organizational Study, November 21, 2022 to June 30, 2023	\$ 36,900	\$ -	\$ 36,900	
<b>Economic Development Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Economic Development									
<b>Engineering Department Sub-Total</b>	<b>1</b>					<b>\$ 8,500</b>	<b>\$ -</b>	<b>\$ 8,500</b>	
Engineering	FY23500	12/05/22	17963	NBS Government Finance Group	Administration of the City's Lightning Maintenance Assessment Districts (LMD 95-1 and 98-1), December 01, 2022 to November 30, 2023	\$ 8,500	\$ -	\$ 8,500	
<b>Finance Department Sub-Total</b>	<b>1</b>					<b>\$ 6,500</b>	<b>\$ 2,675</b>	<b>\$ 3,825</b>	
Finance Department	FY23318	12/20/22	19426	Foster & Foster Consulting Act	CalPERS Actuarial Service - Year 1 of 5	\$ 6,500	\$ 2,675	\$ 3,825	
<b>Fire Department Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Fire Department									
<b>Human Resources Sub-Total</b>	<b>1</b>					<b>\$ 28,500</b>	<b>\$ -</b>	<b>\$ 28,500</b>	
Human Resources	FY23106	12/05/22	18438	Teri Black & Company LLC	Executive Recruitment - Human Resources Director, November 10, 2022 to June 30, 2023	\$ 28,500	\$ -	\$ 28,500	
<b>Information Technology Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Information Technology									
<b>Non-Departmental Sub-Total</b>	<b>1</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**City of Milpitas****Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including ARPA Grant Related Contracts**

For the month of December 2022

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&lt;\$100,000 effective 6/16/18

**Total \$ All Contracts:****Total Qty All Contracts:****10****Average Contract \$:** **\$ 107,699**

<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
<b>1,076,992</b>	<b>4,425</b>	<b>1,072,567</b>

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Planning Department Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Planning Department								
<b>Police Department Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Police Department								
<b>Public Works Department Sub-Total</b>	<b>4</b>					<b>\$ 903,542</b>	<b>\$ 1,750</b>	<b>\$ 901,792</b>
Public Works	AR23400	12/29/22	19444	G&G Builders, Inc	Rehabilitation of Eleven Milpitas City Parks - ARPA Program Project	\$ 872,059	\$ -	\$ 872,059
Public Works	C426710	12/28/22	10177	George Bianchi	Gate and Rail Repair, 60 days from Notice to Proceed (NTP)	\$ 13,270	\$ -	\$ 13,270
Public Works	RP23411	12/05/22	14007	Du-All Safety	Various Public Works Staff Safety Training, 1st year of 5 years	\$ 15,000	\$ 1,750	\$ 13,250
Public Works	RP23412	12/07/22	19435	Restoration Management Company	Fire Clean-up behind Fleet Building, ASAP	\$ 3,213	\$ -	\$ 3,213

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<b>1,076,992</b>	<b>4,425</b>	<b>1,072,567</b>

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>RCS Sub-Total</b>	<b>1</b>					<b>\$ 1,050</b>	<b>\$ -</b>	<b>\$ 1,050</b>
Recreation and Community Services	RP23662	12/09/22	15699	Bay Area Entertainment Network	Balloon Twisters - Milk & Cookies Event, December 3, 2022	\$ 1,050	\$ -	\$ 1,050