

MEMORANDUM

Finance Department



DATE: March 8, 2022

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: **February 2022 Report of City Manager Approved Contracts including ARPA Grant Related Contracts, Status of Budgeted Contracts FY22, and City Manager Procurement Card Activity (January 01 to 31, 2022)**

This memorandum transmits the February 2022 Report of City Manager Approved Contracts including ARPA Grant related Contracts, Status Report on FY22 Budgeted Contracts and the City Manager's Procurement Card activity for the month of January 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, 20 contracts were approved totaling approximately \$1,335,000.

There was no credit card activity for the City Manager for the reporting period.

As part of the FY22 Budget Adoption, the City will report back to the City Council the status of the contracts listed in Resolution No. 9074, Exhibit 2. As of February 28, 2022, there were seven long-term contracts executed, four of which are open-ended, and one is ending on December 31, 2029. The long-term contracts and majority of the contract value thus far are for utility (water) purchases. A total of \$43M had been contracted out of the \$48M FY22 Budgeted Contracts.

City of Milpitas

Summary Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including ARPA Grant Related Contracts
For the month of February 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

		Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Total \$ All Contracts:		\$ 1,334,770	\$ 42,533	\$ 1,292,237
Total Qty All Contracts:	20			
Average Contract \$:	\$ 66,739			

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	1	\$ 20,000	\$ -	\$ 20,000
<i>City Manager</i>	2	\$ 57,750	\$ 1,750	\$ 56,000
<i>Economic Development</i>	2	\$ 765,000	\$ -	\$ 765,000
<i>Engineering Department</i>	0	\$ -	\$ -	\$ -
<i>Finance Department</i>	0	\$ -	\$ -	\$ -
<i>Fire Department</i>	3	\$ 83,202	\$ -	\$ 83,202
<i>Human Resources</i>	1	\$ 16,036	\$ -	\$ 16,036
<i>Information Technology</i>	1	\$ 9,360	\$ -	\$ 9,360
<i>Citywide</i>	1	\$ 19,848	\$ -	\$ 19,848
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	2	\$ 70,701	\$ -	\$ 70,701
<i>Public Works</i>	6	\$ 289,274	\$ 38,783	\$ 250,491
<i>Recreation and Community Services</i>	1	\$ 3,600	\$ 2,000	\$ 1,600

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

For the month of February 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

Total \$ All Contracts:

Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
1,334,770	42,533	1,292,237

Total Qty All Contracts:

20

Average Contract \$:

\$ 66,739

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing Sub-Total	1					\$ 20,000	\$ -	\$ 20,000
Building Safety and Housing	RP22555	02/18/22	18931	Fieldman, Rolapp & Associates	Municipal Advisor Services for the Evaluation of CSCDA Turing Apartments Housing Project, January 13, 2022 to December 31, 2022	\$ 20,000	\$ -	\$ 20,000
City Manager Sub-Total	2					\$ 57,750	\$ 1,750	\$ 56,000
City Manager	RP22108	02/08/22	19260	Akbarova, Olga	Olga Akbarova - Custom Digital Illustration of City of Milpitas Map for Outdoor Electronic Signages	\$ 3,500	\$ 1,750	\$ 1,750
City Manager	RP22109	02/08/22	17540	Fairbank, Maslin, Maullin,	2022 Milpitas Annual Community Survey	\$ 54,250	\$ -	\$ 54,250
Economic Development Sub-Total	2					\$ 765,000	\$ -	\$ 765,000
Economic Development	AR22100	02/07/22	19252	LiveStories	ARPA Small Business Assistance Grants Administration Program	\$ 750,000	\$ -	\$ 750,000
Economic Development	RP22107	02/07/22	19234	William Maston Architect & Ass	Design Services for the Pilot Storefront Improvement Grant Program November 19, 2021 to November 18, 2022	\$ 15,000	\$ -	\$ 15,000
Engineering Department Sub-Total	0					\$ -	\$ -	\$ -
Engineering								
Finance Department Sub-Total	0					\$ -	\$ -	\$ -
Finance Department								
Fire Department Sub-Total	3					\$ 83,202	\$ -	\$ 83,202
Fire Department	FY22806	02/08/22	18372	PulsePoint Foundation	PulsePoint license fee	\$ 8,000	\$ -	\$ 8,000
Fire Department	RP22800	02/07/22	19240	NarcBox, EMS Logik	NarcBox and Narc Trac Pro subscription for the Milpitas Fire	\$ 25,202	\$ -	\$ 25,202
Fire Department	RP22801	02/08/22	10113	South Bay Regional Training	South Bay Regional Public Safety Training Consortium (SBRPST)	\$ 50,000	\$ -	\$ 50,000
Fire Department								
Human Resources Sub-Total	1					\$ 16,036	\$ -	\$ 16,036
Human Resources	RP22110	02/18/22	15812	CPS HR Consulting	Implicit Bias/Diversity & inclusion Training	\$ 16,036	\$ -	\$ 16,036
Information Technology Sub-Total	1					\$ 9,360	\$ -	\$ 9,360
Information Technology	AR22900	02/07/22	18574	Hypertec Direct	Hypertec HP Design Jet Z6610 Printer	\$ 9,360	\$ -	\$ 9,360
Information Technology								
Citywide Sub-Total	1					\$ 19,848	\$ -	\$ 19,848
Citywide (Blanket PO)	BO22003	02/18/22	19261	PROSHRED	On-Site Shredding Services, January 20, 2021 to January 19, 2027	\$ 19,848	\$ -	\$ 19,848

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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	2					\$ 70,701	\$ -	\$ 70,701
Police Department	C342303	02/15/22	19195	Crossroads Software, Inc	Crossroads Software License for e-Citations and Parking Citations October 15, 2021 to September 30, 2023	\$ 52,500	\$ -	\$ 52,500
Police Department	EQ22701	02/18/22	19274	Wrap Technologies, Inc.	Equipment Purchase - BolaWrap150	\$ 18,201	\$ -	\$ 18,201
Public Works Department Sub-Total	6					\$ 289,274	\$ 38,783	\$ 250,491
Public Works	C340321	02/07/22	19121	HCI Systems, Inc.	Fire Sprinkler System Repairs at Fire Stations No. 1 and No. 4	\$ 49,591	\$ 24,796	\$ 24,796
Public Works	C340660	02/07/22	19121	HCI Systems, Inc.	Fire Sprinkler Repairs at City Facilities	\$ 39,149	\$ -	\$ 39,149
Public Works	C713707	02/18/22	10062	Preston Pipelines Inc.	On-Call Water Pipeline Repairs Services	\$ 60,000	\$ -	\$ 60,000
Public Works	RP22419	02/15/22	17951	Environmental Science Assoc.	Utility Master Plans CEQA Addendum, November 24, 2021 to December 31, 2022	\$ 49,824	\$ 13,987	\$ 35,837
Public Works	RP22420	02/18/22	10049	Cayenta Canada, Corp.	Reports for Regulatory Water Data Submittals	\$ 15,840	\$ -	\$ 15,840
Public Works	RP22421	02/18/22	19256	National Plant Services, Inc.	Development of Sewer Cleaning and Flushing Program, December 22, 2021 to June 30, 2022	\$ 74,870	\$ -	\$ 74,870
RCS Sub-Total	1					\$ 3,600	\$ 2,000	\$ 1,600
Recreation and Community Services	RP22610	02/08/22	17940	Sumabat Jr., Joseph	Joseph Sumabat - 4th of July DJ Services	\$ 3,600	\$ 2,000	\$ 1,600