



# MEMORANDUM

Finance Department

**DATE:** February 10, 2022

**TO:** Finance Subcommittee

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

A handwritten signature in blue ink that reads "Steven G. McHarris".

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

A handwritten signature in black ink that reads "Lauren Lai".

**CC:** City Attorney's Office

**SUBJECT:** **January 2022 Report of City Manager Approved Contracts including ARPA Grant Related Contracts, Status of Budgeted Contracts FY22, and City Manager Procurement Card Activity (December 01 to 31, 2021)**

This memorandum transmits the January 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 December 2021.

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, 21 contracts were approved totaling approximately \$1,534,000.

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 January 31, 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 January 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
<b>Total \$ All Contracts:</b>	\$ 1,534,487	\$ 94,545	\$ 1,439,942
<b>Total Qty All Contracts:</b>	21		
<b>Average Contract \$:</b>	\$ 73,071		

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	0	\$ -	\$ -	\$ -
<i>City Manager</i>	0	\$ -	\$ -	\$ -
<i>Economic Development</i>	0	\$ -	\$ -	\$ -
<i>Engineering Department</i>	3	\$ 104,878	\$ -	\$ 104,878
<i>Finance Department</i>	4	\$ 54,020	\$ -	\$ 54,020
<i>Fire Department</i>	1	\$ 987,723	\$ -	\$ 987,723
<i>Human Resources</i>	0	\$ -	\$ -	\$ -
<i>Information Technology</i>	1	\$ 6,608	\$ -	\$ 6,608
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	0	\$ -	\$ -	\$ -
<i>Public Works</i>	6	\$ 340,228	\$ 85,545	\$ 254,684
<i>Recreation and Community Services</i>	6	\$ 41,029	\$ 9,000	\$ 32,029

## 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 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 Qty All Contracts:**

### **Average Contract \$:**

21  
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### *Remaining \$*

Total \$ Amount	\$ Spent To Date	Balance
<b>1,534,487</b>	<b>94,545</b>	<b>1,439,942</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 January 2022**

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\$ 73,071

*Remaining \$*

Total \$ Amount	\$ Spent To Date	Balance
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Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Information Technology Sub-Total</b>	<b>1</b>					\$ 6,608	\$ -	\$ 6,608
Information Technology	RP22910	01/13/22	18917	Claris International Inc	FileMaker License 3-yr Renewal, September 04, 2021 to September 4, 2024.	\$ 6,608	\$ -	\$ 6,608
Information Technology								
<b>Non-Departmental Sub-Total</b>	<b>0</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 January 2022

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Total \$ All Contracts:	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Total Qty All Contracts:			
Average Contract \$:	\$ 73,071	21	
	1,534,487	94,545	1,439,942

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>					\$ -	\$ -	\$ -
Planning Department								
<b>Police Department Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Police Department								
Police Department								
<b>Public Works Department Sub-Total</b>	<b>6</b>					\$ 340,228	\$ 85,545	\$ 254,684
Public Works	C340659	01/13/22	19036	Tucker Construction Inc	Public Works and Police Department Wall Patching October 15, 2021 to October 14, 2022	\$ 29,078	\$ -	\$ 29,078
Public Works	C342611	01/18/22	19137	J Romero Bros Construction, In	On-Call Sidewalk Repairs, December 08, 2021 to December 07, 2022.	\$ 60,000	\$ 53,429	\$ 6,571
Public Works	C346206	01/13/22	17227	Environmental Systems Inc	On-Call HVAC Repairs for 365 days immediately from Notice to Proceed.	\$ 60,000	\$ -	\$ 60,000
Public Works	MA22401	01/03/22	17675	Jemby Electric Inc	On-Call Contract for Electrical Services Related to Construction Services to Public Clients, 365 Days	\$ 60,000	\$ 25,191	\$ 34,810
Public Works	RP22418	01/03/22	10177	George Bianchi	N. Milpitas and Escuela Parkway Sound Wall Repair, 180 Days from Notice to Proceed	\$ 41,150	\$ -	\$ 41,150
Public Works	RP22433	01/18/22	18519	R3 Consulting Group Inc	Review of an Assignment of the Milpitas Sanitation, Inc., November 02, 2021 to June 30, 2022	\$ 90,000	\$ 6,925	\$ 83,075
<b>RCS Sub-Total</b>	<b>6</b>					\$ 41,029	\$ 9,000	\$ 32,029
Recreation and Community Services	RP22603	01/03/22	19237	Event Wizard, Inc	Holiday Magic Event Planning Support and Implementation	\$ 9,730	\$ -	\$ 9,730
Recreation and Community Services	RP22604	01/03/22	10324	Musson Theatrical	Provide Lighting fixtures, Platforms, Stands including Installation and Removal for Holiday Magic on Main Street event, December 3, 2021 to December 20, 2021.	\$ 9,999	\$ -	\$ 9,999
Recreation and Community Services	RP22606	01/03/22	13936	Chai, Mei-Wan	Descendants 2022 Theatre Production	\$ 12,000	\$ 9,000	\$ 3,000
Recreation and Community Services	RP22607	01/10/22	19238	Mikaila Elizabeth Parrish	Choreography Direction for Descendants 2022 Theatre Production	\$ 1,600	\$ -	\$ 1,600
Recreation and Community Services	RP22608	01/10/22	15898	Ling, Betty	Chinese Brush Painting Classes, January 03, 2021 to January 30, 2022.	\$ 6,100	\$ -	\$ 6,100
Recreation and Community Services	RP22609	01/10/22	19048	Alvarez, Angelina	Vocal Direction for Descendants 2022 Theatre Production	\$ 1,600	\$ -	\$ 1,600

**City of Milpitas**
**Status Report - FY22 Budgeted Contracts Over \$100,000**
**As of January 31st, 2022**

Department Name	APPROVED BUDGET IN FY22				CONTRACT INFORMATION			
	Contractor Name (if known) or Type of Contract	Description of Contract/Payment	Estimated Amount	Fund	Vendor Name	Date Contract Executed	Term of Contract	PO Amount (if blank, no PO has been issued yet)
Building Safety and Housing	Municipal Plan Check Services	Building Safety Services	180,000	General Fund	Municipal Plan Check Services	26-Feb-20	Up to 6/30/2022	180,000
Building Safety and Housing	To be Determined	Building Safety Services	200,000	General Fund				
Building Safety and Housing	Raimi & Associates	Professional Services for Housing Element	300,000	Affordable Housing Fund	Raimi & Associates	26-Nov-2021	Up to 06/30/2024	431,710
Finance	PLAN JPA	Liability/Cyber Insurance	1,618,330	General Fund , Water Fund, Sewer Fund, Housing Authority Fund, Equipment Fund	PLAN JPA	Exempt		1,805,309
Finance	PLAN JPA	Attorney Fees for Claims/ Lawsuits	150,000	General Fund	PLAN JPA	Exempt		
Finance	PG&E	Utility - Electric	2,717,000	General Fund, Water Fund, Sewer Fund	PG&E	Exempt		1,141,420
Finance	Integrys	Utility - Solar	225,000	General Fund, Water Fund, Sewer Fund	Integrys	Exempt		261,394
Human Resource	Sedgwick	Third Party Administrator for Worker's Compensation	132,600	General Fund	York	01-Jul-19	Up to 6/30/2022	132,600
Human Resource	Brown & Brown	Excess Insurance	258,500	General Fund	Brown & Brown	Exempt	July 1, 2021 - July 31, 2022	271,460
Information Technology	Central Square Technologies	Maintenance for Public Safety Computer Aided Dispatch	125,000	General Fund	Tritech Software Systems, a Central Square Company	16-Jul-2021	Sept. 01, 2021 to Aug. 31, 2022	123,155
Planning	Raimi & Associates	Objective design standards for residential mixed-use development.	145,000	SB2 Planning Grant	Raimi & Associates	23-Dec-20	Contract executed on December 23, 2020 to end on December 1, 2021. Submitted a contract amendment via ProcureNow on September 7 to extend up to June 30, 2022.	145,000
Police	Silicon Valley Regional Interoperability Authority	Silicon Valley Regional Communications Systems (SVRCS) - Annual Operations and Maintenance for digital radio system	117,585	General Fund	Santa Clara County	22-Jun-15	Contract executed on June 22, 2015 to end on December 31, 2029.	117,585
Police	County of Santa Clara	Crime Lab Major Case Evidence Examination	209,170	General Fund	County of Santa Clara Crime Laboratory	08-Feb-21	Calendar Year 2022	209,170
Public Works	City of Sunnyvale	Santa Clara Valley Urban Runoff Pollution Prevention Program	127,483	General Fund	Santa Clara Valley Urban Runoff Pollution Prevention Program	17-Aug-21	Up to 06/30/2022	127,807
Public Works	Valley Oil Co.	FY 2021-2022 Diesel & Unleaded Fuel	411,950	Equipment Replacement Fund	Valley Water	01-Jul-16	Up to 12/31/2021	411,950
Public Works	City of San Jose	FY 2021-2022 Recycled Water Purchase	1,542,465	Water Fund	City of San Jose	01-Jul-03	Long term contract executed on July 01, 2003	1,542,465
Public Works	Valley Water	FY 2021-2022 Wholesale Water Purchase	6,048,777	Water Fund	Valley Water	04-Sep-84	Long term contract executed on July 01, 2003	6,048,777
Public Works	City of San Jose	FY 2021-2022 WPCP - O&M	6,882,265	Sewer Fund	City of San Jose	06-Aug-03	Long term contract executed on August 06, 2003	6,882,265
Public Works	San Francisco Public Utility Commission	FY 2021-2022 Wholesale Water Purchase	11,845,800	Water Fund	City of San Francisco	01-Jul-09	Long term contract executed on July 01, 2009	11,845,800
Recreation & Community Services	Bateman Community Living LLC	Senior Meals	145,000	General Fund	Bateman Community Living LLC	01-Jul-21	FY 2021-2022	76,500
			<b>\$ 33,381,925</b>					<b>\$ 31,754,367</b>

**City of Milpitas**
**Status Report - FY22 Budgeted Contracts Over \$100,000**
**As of January 31st, 2022**

Department	APPROVED BUDGET IN FY22				CONTRACT INFORMATION			
	CIP Project No. & Name	Description of Contract	Est. Amount	Fund	Vendor Name	Date Contract Executed	Term of Contract	PO Amount
Public Works	CP6118 SJ/SC Regional Waste Water Facility	Sewer Improvement - FY 2021-2022 WPCP CIP	8,129,542	Wastewater Revenue Bonds, Sewer Fund, Sewer Infrastructure Fund, Sewer Treatment Fund	City of San Jose	06-Aug-03	Up to 06/30/2022	8,129,542
Engineering	CIP 3418 - Std. Details, Guidelines & Specs Update	Community Improvement - Design/professional services contract for Update Engineering Std. Details and Specs	350,000	Permit Automation Fund				
Engineering	CIP 3436 - City Building ADA Compliance Review	Community Improvement - Design/professional services contract for provide ADA compliance review of City Buildings.	150,000	General Gov. CIP Fund	Disability Access Consultants, Inc	07-Sep-21	September 07, 2021 - August 30, 2023	269,150
Engineering	CIP 2023 - Plan Trade Zone/Montague Park-Central	Park Improvement - This will be a design/professional services contract to provide design and construction of a new 5-acre park within the TASP area.	500,000	TASP Impact Fees				
Engineering	CIP 4297 - Citywide Traffic Modeling and CIP 4293 Citywide Traffic Safety Assessment	Street Improvement- Design/professional services contract for a citywide traffic safety assessment to analyze and identify locations of traffic safety concerns and provide a safety mitigation plan, and a citywide traffic operation model of the current and 10-year horizon to assess motor vehicle traffic level-of-service at key roadway corridors and intersections to identified roadway improvements to improve level-of-service.	800,000	Gas Tax				
Engineering	CIP 4298 - Street Resurfacing Project 2021-22, CIP 2021 - Costa Street Planline Study, and CIP 2022-Feasibility of POCS at VTA Light Rail Platforms	Street Improvement - Design/professional services contract for street resurfacing design, a feasibility study to determine the possibility of constructing pedestrian overcrossings (POC) at Valley Transportation Authority (VTA) two Light Rail Platforms on Great Mall Parkway, and a feasibility study to evaluate right-of-way, adjacent property access, emergency vehicle access, pedestrian circulation, and streetscape opportunities for Costa Street in TASP.	450,000	Measure B, SB1, Gas Tax, Vehicle Registration Fee, and TASP fee	Bellecci & Associates, Inc.	16-Aug-21	August 16, 2021 to December 31, 2023	450,000
Engineering	CIP 2016 S. Milpitas Blvd. Vehicle Bridge at Penitencia	Street Improvement - Design/professional services contract for the street connection between the vehicle bridge, Sango Ct. and Tarob Ct.	450,000	TASP Impact Fees				
Engineering	CIP 2018 Montague Ped. Overcrossing at Penitencia	Street improvement - Design/professional services contract for bid support and construction administration of the pedestrian overcrossing.	750,000	TASP Impact Fees				
Engineering	CIP 3402 McCarthy Blvd. LLMD 95-1 and CIP 3411 Sinclair LLMD 98-1	Street Improvement - Design/professional services contract for the renovation of the lighting and irrigation system of the LLMDs.	200,000	LLMD				

**City of Milpitas**

**Status Report - FY22 Budgeted Contracts Over \$100,000**

**As of January 31st, 2022**

APPROVED BUDGET IN FY22					CONTRACT INFORMATION			
Engineering	CIP 4290 Annual Bridge Rehabilitation	Street Improvement - Design/professional services contract for the inspection of the vehicular box culverts and pedestrian bridges.	250,000	Gas Tax	Cornerstone Structural Engineering Group, Inc.	15-Oct-21	October 15, 2021 to June 30, 2023	145,500
Engineering	CIP 7076 - Well Upgrade Project	Water Improvement - Design/professional services contract to assess if the existing Curtis Park Well is a viable municipal potable water supply.	500,000	Water Capital Surcharge				
Engineering	CIP 6131 - Sanitary Sewer Cathodic Protection Improvements	Sewer Improvement - This will be a professional services contract to provide additional design service for sewer force main assessment from Milpitas Sewer Lift Station to San Jose/Santa Clara Regional Waste Water Facility.	600,000	Sewer Infrastructure Fund, Sewer Fund				
Planning	CP 3437 - Milpitas Gateway - Main Street Specific Plan Update	Community Improvement - Milpitas Gateway (Main Street Midtown) Specific Plan update. Partial funding will be provided by a \$300K PDA Grant from MTC/ABAG.	800,000	Community Planning Fees, General Government CIP Fund	Ascent Environmental	29-Sep-21	Up to 06/30/2023	930,708
Planning	CP 2006 - Milpitas Metro Specific Plan	Community Improvement - Milpitas Metro (Transit Area) Specific Plan update.	996,250	TASP Impact Fees	Urban Field Studio, LLP	19-Feb-20	Up to 06/30/2022	966,250
<b>\$ 14,925,792</b>								<b>\$ 10,891,150</b>
<b>\$ 48,307,717</b>								<b>\$ 42,645,517</b>