

# MEMORANDUM

Finance Department



**DATE:** June 14, 2022

**TO:** Finance Subcommittee

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

A handwritten signature in blue ink that reads "Steven G. McHarris". Below it is a smaller, stylized signature that appears to be "Lai".

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

**CC:** City Attorney's Office

**SUBJECT:** **May 2022 Report of City Manager Approved Contracts including ARPA Grant Related Contracts, Status of Budgeted Contracts FY22, and City Manager Procurement Card Activity (April 01 to 30, 2022)**

This memorandum transmits the May 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 April 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, 17 contracts were approved totaling approximately \$403K.

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 May 31st, 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 \$43.5M 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 May 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>		<b>\$ 403,536</b>	<b>\$ 23,880</b>	<b>\$ 379,656</b>
<b>Total Qty All Contracts:</b>	<b>17</b>			
<b>Average Contract \$:</b>	<b>\$ 23,737</b>			

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>	0	\$ -	\$ -	\$ -
<i>Finance Department</i>	1	\$ 15,165	\$ 4,833	\$ 10,332
<i>Fire Department</i>	0	\$ -	\$ -	\$ -
<i>Human Resources</i>	2	\$ 14,260	\$ 1,038	\$ 13,222
<i>Information Technology</i>	0	\$ -	\$ -	\$ -
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	0	\$ -	\$ -	\$ -
<i>Public Works</i>	8	\$ 315,914	\$ 18,009	\$ 297,906
<i>Recreation and Community Services</i>	6	\$ 58,197	\$ -	\$ 58,197

**City of Milpitas**

**Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including ARPA Grant Related Contracts**  
**For the month of May 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
Total Qty All Contracts:	17	23,880	379,656
Average Contract \$:	\$ 23,737		

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing Sub-Total</b>	0					\$ -	\$ -	\$ -
Building Safety and Housing								
<b>City Manager Sub-Total</b>	0					\$ -	\$ -	\$ -
City Manager								
<b>Economic Development Sub-Total</b>	0					\$ -	\$ -	\$ -
Economic Development								
<b>Engineering Department Sub-Total</b>	0					\$ -	\$ -	\$ -
Engineering								
<b>Finance Department Sub-Total</b>	1					\$ 15,165	\$ 4,833	\$ 10,332
Finance Department	RP22303	05/10/22	19302	Smartsheet Inc.	Smartsheet Work Operating System Software License April 13, 2022 to March 27, 2025 including Launch 10 Package for 60 days.	\$ 15,165	\$ 4,833	\$ 10,332
<b>Fire Department Sub-Total</b>	0					\$ -	\$ -	\$ -
Fire Department								
<b>Human Resources Sub-Total</b>	2					\$ 14,260	\$ 1,038	\$ 13,222
Human Resources	FY22104	05/25/22	18982	Carahsoft Technology	LinkedIn Learning Pro for Government, May to June 2022	\$ 4,267	\$ -	\$ 4,267
Human Resources	RP22114	05/10/22	13172	Managed Health Network, Inc.	Employee Assistance Program January 2022 to December 31, 2022.	\$ 9,993	\$ 1,038	\$ 8,955
<b>Information Technology Sub-Total</b>	0					\$ -	\$ -	\$ -
Information Technology								
<b>Non-Departmental Sub-Total</b>	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 May 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:** 17  
**Average Contract \$:** \$ 23,737

<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
403,536	23,880	379,656

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Planning Department Sub-Total</b>	0					\$ -	\$ -	\$ -
Planning Department								
<b>Police Department Sub-Total</b>	0					\$ -	\$ -	\$ -
Police Department								
<b>Public Works Department Sub-Total</b>	8					\$ 315,914	\$ 18,009	\$ 297,906
Public Works	C340663	05/10/22	19121	HCI Systems, Inc.	Senior Center Duct Detector Replacement	\$ 1,560	\$ -	\$ 1,560
Public Works	C340664	05/10/22	19121	HCI Systems, Inc.	City Hall Fire Alarm panel upgrade	\$ 24,800	\$ -	\$ 24,800
Public Works	C344007	05/06/22	11683	Western Pacific Signal LLC	Purchase of Cobalt Traffic Signal Controllers	\$ 82,688	\$ -	\$ 82,688
Public Works	C711003	05/13/22	15458	Ferguson Enterprises, Inc.	Purchase of 20 Clow Fire Hydrants	\$ 83,840	\$ -	\$ 83,840
Public Works	MA22402	05/09/22	17675	Jemby Electric Inc	On-Call Electrical Services for Facilities, Parks, Water, Sewer, Storm, 365 days from May 4, 2022	\$ 60,000	\$ 18,009	\$ 41,991
Public Works	MA22403	05/09/22	19165	Asphalt Surfacing, Inc.	On-Call Citywide Asphalt Repairs	\$ 54,000	\$ -	\$ 54,000
Public Works	MA22403	05/09/22	19165	Asphalt Surfacing, Inc.	On-Call Citywide Asphalt Repairs	\$ 6,000	\$ -	\$ 6,000
Public Works	RP22430	05/24/22	16982	Southwest Valve LLC	Purchase of 106-PR-S, Pressure Reducing Valve	\$ 3,026	\$ -	\$ 3,026
<b>RCS Sub-Total</b>	6					\$ 58,197	\$ -	\$ 58,197
Recreation and Community Services	RP22619	05/13/22	19048	Alvarez, Angelina	Vocal Direction for Freaky Friday Event, April 25, 2022 to July 31, 2022	\$ 1,600	\$ -	\$ 1,600
Recreation and Community Services	RP22620	05/13/22	13936	Chai, Mei-Wan	Milpitas Community Theatre Production for Freaky Friday Event 4/25/2022-7/31/2022	\$ 12,000	\$ -	\$ 12,000
Recreation and Community Services	RP22621	05/13/22	Y2871	Yaeger, Jeffrey	Concert Band Memorial Day Performance	\$ 500	\$ -	\$ 500
Recreation and Community Services	RP22623	05/25/22	10690	National Construction	Rental of Portable Potties, Regular Unit, Handwash Station, Handicap Unit for 4th of July 2022 Event	\$ 9,800	\$ -	\$ 9,800
Recreation and Community Services	RP22624	05/25/22	19270	World Cup Soccer Camps & Clinics	World Cup Soccer Camps and Clinics, Feb. 07, 2022 to May 29, 2022	\$ 9,797	\$ -	\$ 9,797
Recreation and Community Services	RP22625	05/25/22	10504	Pyro Spectaculars	Fireworks for the Fourth of July 2022 Event	\$ 24,500	\$ -	\$ 24,500

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

Department Name	APPROVED BUDGET IN FY22				CONTRACT INFORMATION			PO Amount (If blank, no PO has been issued yet)
	Contractor Name (if known) or Type of Contract	Description of Contract/Payment	Estimated Amount	Fund	Vendor Name	Date Contract Executed	Term of Contract	
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	True North Compliance Services	Building Safety Services	200,000	General Fund	True North Compliance Services	24-May-2022	May 23, 2023 to June 30, 2023	200,000
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	July 1, 2021 - July 31, 2022	1,726,611
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		1,777,651
Finance	Integrys	Utility - Solar	225,000	General Fund, Water Fund, Sewer Fund	Integrys	Exempt		396,082
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

**City of Milpitas**

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

As of May 31, 2022

APPROVED BUDGET IN FY22				CONTRACT INFORMATION				
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	
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	
Recreation & Community Services	Bateman Community Living LLC	Senior Meals	145,000	General Fund	Bateman Community Living LLC	01-Jul-21	FY 2021-2022	
				\$ 33,381,925				

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

Department	CIP Project No. & Name	APPROVED BUDGET IN FY22			CONTRACT INFORMATION			
		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				

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

		APPROVED BUDGET IN FY22			CONTRACT INFORMATION			
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				
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 Update (TASP)	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>\$ 43,537,738</b>