

MEMORANDUM

Finance Department



DATE: August 9, 2021

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 blue ink that reads "Lauren Lai".

CC: City Attorney's Office

SUBJECT: **July 2021 Report of City Manager Approved Contracts, City Manager Procurement Card Activity (05/23/2021- 06/22/2021) and Status of Budgeted Contracts FY22**

This memorandum transmits the July 2021 Report of City Manager Approved Contracts, the City Manager's Procurement Card activity for the period 05/23/2021 to 06/22/2021 and the Status Report on FY22 Budgeted Contracts.

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, 33 contracts were approved totaling approximately \$602,000.

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 July 31, 2021, there were five 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 \$27M 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**
For the month of July 2021

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:	\$ 602,152	\$ 85,461	\$ 516,691
Total Qty All Contracts:	33		
Average Contract \$:	\$ 18,247		

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>	1	\$ 1,500	\$ -	\$ 1,500
<i>Engineering Department</i>	1	\$ 10,000	\$ -	\$ 10,000
<i>Finance Department</i>	1	\$ 41,899	\$ -	\$ 41,899
<i>Fire Department</i>	1	\$ 36,500	\$ 25,227	\$ 11,273
<i>Human Resources</i>	2	\$ 91,348	\$ -	\$ 91,348
<i>Information Technology</i>	3	\$ 22,396	\$ -	\$ 22,396
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	2	\$ 14,309	\$ -	\$ 14,309
<i>Public Works</i>	8	\$ 264,946	\$ 19,500	\$ 245,446
<i>Recreation and Community Services</i>	14	\$ 119,254	\$ 40,734	\$ 78,519

City of Milpitas

Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below
 For the month of July 2021

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>
Total \$ All Contracts:						602,152	85,461	516,691
Total Qty All Contracts:		33						
Average Contract \$:	\$	18,247						

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								
Building Safety and Housing								
City Manager Sub-Total	0					\$ -	\$ -	\$ -
City Manager								
Economic Development Sub-Total	1					\$ 1,500	\$ -	\$ 1,500
Economic Development	RP21104	06/30/21	19179	West Valley Mission CCD	International Trade and Commerce Courses	\$ 1,500	\$ -	\$ 1,500
Engineering Department Sub-Total	1					\$ 10,000	\$ -	\$ 10,000
Engineering	C340654	06/30/21	18912	Carlin Environmental	Soil Vapor Mitigation Sal Cracolice Building, Project No. 34	\$ 10,000	\$ -	\$ 10,000
Engineering								
Finance Department Sub-Total	1					\$ 41,899	\$ -	\$ 41,899
Finance Department	FY22301	07/26/21	18982	Carahsoft Technology	DocuSign Enterprise Pro Edition and Enterprise Premiere Support, July 31, 2021 to July 30, 2022	\$ 41,899	\$ -	\$ 41,899
Fire Department Sub-Total	1					\$ 36,500	\$ 25,227	\$ 11,273
Fire Department	RP21803	06/30/21	10113	South Bay Regional Training	Milpitas Firefighters Attendance of South Bay Regional Consortium, State Fire Marshall Training Classes	\$ 36,500	\$ 25,227	\$ 11,273
Human Resources Sub-Total	2					\$ 91,348	\$ -	\$ 91,348
Human Resources	FY21104	06/30/21	19173	WBCP, Inc.	Executive Recruitment - Employee Relations Officer	\$ 24,700	\$ -	\$ 24,700
Human Resources	FY21105	06/30/21	15726	Brown & Brown Insurance	Specific Excess Workers' Compensation and Employers' Liability Insurance, July 1, 2018 to July 1, 2020	\$ 66,648	\$ -	\$ 66,648
Information Technology Sub-Total	3					\$ 22,396	\$ -	\$ 22,396
Information Technology	RP21907	06/30/21	18851	KME Systems, Inc.	Five Year Acronis Backup Software Advanced Product for Scale Computing Support	\$ 9,739	\$ -	\$ 9,739
Information Technology	RP21908	06/30/21	19183	Neogov	Professional Services for New Hire Integration Set Up	\$ 3,000	\$ -	\$ 3,000
Information Technology	RP21909	06/30/21	11745	CDW Government LLC	7 Units Computers, 6 Monitors, 2 8TB Hard Drive	\$ 9,657	\$ -	\$ 9,657
Non-Departmental Sub-Total	0					\$ -	\$ -	\$ -

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

For the month of July 2021

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:	33	602,152	85,461	516,691
Average Contract \$:	\$ 18,247			

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					\$ 14,309	\$ -	\$ 14,309
Police Department	RP21720	06/30/21	17631	Peninsulators Inc	Window Blinds for Dispatch	\$ 6,554	\$ -	\$ 6,554
Police Department	RP21721	06/30/21	19149	LEFTA systems	LEFTA Systems Shield Suite Subscription and License Year 1 of 5, 6/25/2021 to 6/24/2022	\$ 7,755	\$ -	\$ 7,755
Public Works Department Sub-Total	8					\$ 264,946	\$ 19,500	\$ 245,446
Public Works	C340316	06/30/21	17227	Environmental Systems Inc	Fire Station 4 Hot Water Recirculation System Installation	\$ 10,462	\$ -	\$ 10,462
Public Works	C342609	06/30/21	19137	J Romero Bros Construction, In	Emergency On Call Sidewalk Repair, 365 DAYS FROM Notice to Proceed	\$ 60,000	\$ -	\$ 60,000
Public Works	MA21412	06/30/21	19165	Asphalt Surfacing, Inc.	Hidden Lake Park Asphalt Repairs	\$ 51,850	\$ -	\$ 51,850
Public Works	RP21430	06/30/21	19128	SBCA Tree Consulting, Inc.	Structural Pruning Training	\$ 2,900	\$ -	\$ 2,900
Public Works	RP21431	06/30/21	19108	PSI Water Technologies, Inc	Rental of Monocular RCS Trailer (April 2021 to August 2021)	\$ 22,500	\$ 19,500	\$ 3,000
Public Works	RP21432	06/30/21	10177	George Bianchi Construction, Inc.	Sports Center Fence Repairs	\$ 21,125	\$ -	\$ 21,125
Public Works	RP21433	06/30/21	10177	George Bianchi Construction, Inc.	North Park Victoria Sound Wall Repairs	\$ 25,875	\$ -	\$ 25,875
Public Works	RP21434	06/30/21	19184	Instrument Technology Corporation	Pinpoint Antenna and Cart Kit, Underground Utility Equipment Locator	\$ 70,234	\$ -	\$ 70,234
RCS Sub-Total	14					\$ 119,254	\$ 40,734	\$ 78,519
Recreation and Community Services	RP21604	06/30/21	18858	After School Life	Summer On-line Classes, June 7, 2021 to August 8, 2021	\$ 7,600	\$ 5,566	\$ 2,034
Recreation and Community Services	RP21605	06/30/21	19186	California Archery Center	California Sports Club Contract for Summer 2021 Classes	\$ 12,500	\$ 6,352	\$ 6,148
Recreation and Community Services	RP21606	06/30/21	18367	Rebound Basketball Academy Inc	Rebound Basketball Academy - Summer 2021	\$ 9,000	\$ -	\$ 9,000
Recreation and Community Services	RP21607	06/30/21	15645	Jensen, Patricia	School for the Performing Arts, June 7, 2021 to September 23, 2021	\$ 10,000	\$ 5,755	\$ 4,246
Recreation and Community Services	RP21608	06/30/21	18232	Code for Fun	Contract for Summer 2021 Classes, June 7, 2021 to August 8, 2021	\$ 5,000	\$ 908	\$ 4,093
Recreation and Community Services	RP21609	06/30/21	17993	Creative Young Minds LLC	Contract for Summer 2021 Classes, June 7, 2021 to August 8, 2021	\$ 3,234	\$ 702	\$ 2,532
Recreation and Community Services	RP21610	06/30/21	19045	O'Leary, Kristie Chai	Compensation for Choreography Direction for Virtual Show of Annie, May 2021 to September 2021	\$ 1,600	\$ -	\$ 1,600
Recreation and Community Services	RP21611	06/30/21	17884	National Academy of Athletics	Summer Camp On-line Classes, June 7, 2021 to August 11, 2021	\$ 28,000	\$ 8,244	\$ 19,756
Recreation and Community Services	RP21612	06/30/21	17283	Chaparral Country Corp	Contract for Summer 2021 Classes, June 7, 2021 to August 8, 2021	\$ 7,500	\$ 2,704	\$ 4,796
Recreation and Community Services	RP21613	06/30/21	19048	Alvarez, Angelina	Compensation for Vocal Director's Fee, May 2021 - September 2021	\$ 1,600	\$ -	\$ 1,600
Recreation and Community Services	RP21614	06/30/21	15729	Communication Academy	Contract for Summer 2021 Virtual Classes	\$ 18,000	\$ 4,920	\$ 13,080
Recreation and Community Services	RP21615	06/30/21	19187	Bay View Golf Club	Contract for Summer 2021 Classes	\$ 5,000	\$ 2,519	\$ 2,481
Recreation and Community Services	RP21616	06/30/21	17940	Sumabat Jr., Joseph	Contract for Summer 2021 Classes, June 7, 2021 to August 8, 2021	\$ 3,720	\$ -	\$ 3,720
Recreation and Community Services	RP21617	06/30/21	16462	Play-Well TEKnologies	Contract for Summer 2021 Classes, June 7, 2021 to August 8, 2021	\$ 6,500	\$ 3,066	\$ 3,434

City of Milpitas
Status Report - FY22 Budgeted Contracts Over \$100,000
As of July 31, 2021

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	To be Determined	Professional Services for Housing Element	300,000	Affordable Housing Fund				
Finance	PLAN JPA	Liability/Cyber Insurance	1,618,330	General Fund , Water Fund, Sewer Fund, Housing Authority Fund, Equipment Fund	PLAN JPA	Exempt		
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		
Finance	Integrys	Utility - Gas	225,000	General Fund, Water Fund, Sewer Fund	Integrys	Exempt		
Human Resource	Sedgwick	Third Party Administrator for Workers Compensation	132,600	General Fund				
Human Resource	Brown & Brown	Excess Insurance	258,500	General Fund				
Information Technology	Central Square Visicad	Maintenance for Public Safety Computer Aided Dispatch	125,000	General Fund				
Planning	Raimi & Associates	Objective design standards for residential mixed-use development.	145,000	SB2 Planning Grant	Raimi & Associates	06-Aug-21	S MainStreet Site Test up to 12/31/2021	24,071
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				
Public Works	City of Sunnyvale	Santa Clara Valley Urban Runoff Pollution Prevention Program	127,483	General Fund				
Public Works	Valley Oil Co.	FY 2021-2022 Diesel & Unleaded Fuel	411,950	Equipment Replacement Fund				
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

City of Milpitas

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

As of July 31, 2021

APPROVED BUDGET IN FY22					CONTRACT INFORMATION			
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
<u>\$ 33,381,925</u>					<u>\$ 26,717,463</u>			

City of Milpitas

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

As of July 31, 2021

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				
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				
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				
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				
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				
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				

City of Milpitas

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

As of July 31, 2021

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
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				
Planning	CP 2006 - Milpitas Metro Specific Plan Update (TASP)	Community Improvement - Milpitas Metro (Transit Area) Specific Plan update.	996,250	TASP Impact Fees				
14,925,792						-		
\$ 48,307,717						\$ 26,717,463		