

MEMORANDUM

Finance Department



DATE: October 11, 2021

TO: Finance Subcommittee

THROUGH: Steven G. McHarris, City Manager

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

CC: City Attorney's Office

SUBJECT: September 2021 Report of City Manager Approved Contracts, City Manager Procurement Card Activity (August 01 to 31, 2021) and Status of Budgeted Contracts FY22

This memorandum transmits the September 2021 Report of City Manager Approved Contracts, the City Manager's Procurement Card activity for the month of August 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, 25 contracts were approved totaling approximately \$568,000.

Attached is a copy of the City Manager's credit card statement and corresponding receipts, for the month of August 2021. There is only one transaction in the amount of \$5,669 representing National League of Cities membership dues.

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 September 30, 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 \$30M 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 September 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:		\$ 568,429	\$	98,903	\$	469,526
Total Qty All Contracts:	25					
Average Contract \$:	\$ 22,737					

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing	3	\$ 56,371	\$ 1,925	\$ 54,446
City Manager	1	\$ 28,410	\$ -	\$ 28,410
Economic Development	0	\$ -	\$ -	\$ -
Engineering Department	0	\$ -	\$ -	\$ -
Finance Department	4	\$ 186,200	\$ 8,655	\$ 177,545
Fire Department	0	\$ -	\$ -	\$ -
Human Resources	1	\$ 26,000	\$ 17,333	\$ 8,667
Information Technology	4	\$ 48,514	\$ -	\$ 48,514
Non-Departmental	0	\$ -	\$ -	\$ -
Planning Department	0	\$ -	\$ -	\$ -
Police Department	1	\$ 11,184	\$ -	\$ 11,184
Public Works	6	\$ 179,251	\$ 61,337	\$ 117,914
Recreation and Community Services	5	\$ 32,500	\$ 9,653	\$ 22,847

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

Note: CM Authority at <\$100,000 until 12/06/17; <\$50,000 12/07/17 until 6/15/18
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568,429	98,903	469,526

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing Sub-Total	3					\$ 56,371	\$ 1,925	\$ 54,446
Building Safety and Housing	FY22554	09/17/21	18030	Austin, Robert M	Property Management Services for Housing Authority Owned Property Located at 1432-1446 S. Main Street, July 1, 2021 - June 30, 2022	\$ 19,800	\$ 1,925	\$ 17,875
Building Safety and Housing	RP22551	09/14/21	19093	Padre Associates, Inc	Phase I Environmental Site Assessment for Three City Owned Parcels located in Milpitas, up to May 31 , 2022	\$ 12,500	\$ -	\$ 12,500
Building Safety and Housing	RP22552	09/27/21	19111	Raimi & Associates, Inc.	Milpitas South Main Street Site Test, July 30, 2021 - December 31, 2021	\$ 24,071	\$ -	\$ 24,071
City Manager Sub-Total	1					\$ 28,410	\$ -	\$ 28,410
City Manager	RP22102	09/17/21	19182	Soofa, Inc.	Digital Outdoor Signage and Accompanying Software, September 7, 2021 - June 30 ,2021	\$ 28,410		\$ 28,410
Economic Development Sub-Total	0					\$ -	\$ -	\$ -
Economic Development								
Engineering Department Sub-Total	0					\$ -	\$ -	\$ -
Engineering								
Engineering								
Finance Department Sub-Total	4					\$ 186,200	\$ 8,655	\$ 177,545
Finance Department	FY22306	09/07/21	12069	State of California (Control)	Assist in the preparation of the City's FY21 Annual Street Report	\$ 3,200	\$ -	\$ 3,200
Finance Department	FY22309	09/13/21	19057	PFM Asset Management, LLC	FY2021-2022 Trust Administration Fees	\$ 75,000	\$ 7,966	\$ 67,034
Finance Department	FY22310	09/13/21	15611	Wells Fargo Bank, N.A.	FY2021-2022 Trustee/Custody Fees.	\$ 8,000	\$ 689	\$ 7,311
Finance Department	FY22312	09/14/21	14137	HdL Companies	Sales and Use Tax Audit, Economic Analysis, Forecasting Services and Reports , July 1, 2021- June 30, 2026	\$ 100,000	\$ -	\$ 100,000
Fire Department Sub-Total	0					\$ -	\$ -	\$ -
Fire Department								
Human Resources Sub-Total	1					\$ 26,000	\$ 17,333	\$ 8,667
Human Resources	RP22101	09/02/21	16355	Peckham & McKenney, Inc.	Recruitment Services for Assistant Finance Director	\$ 26,000	\$ 17,333	\$ 8,667
Human Resources								
Information Technology Sub-Total	4					\$ 48,514	\$ -	\$ 48,514
Information Technology	FY22901	09/10/21	14584	Insight Public Sector Inc	Electronic Plan Check Software, Installation and Maintenance, June 28, 2021 - June 27, 2022	\$ 29,506	\$ -	\$ 29,506
Information Technology	FY22903	09/17/21	17100	Municipal Code Corporation	Municode Meetings Subscription Renewal, June 1, 2021- May 31, 2022	\$ 7,000	\$ -	\$ 7,000
Information Technology	RP22901	09/17/21	17871	Foxit Corporation	Foxit PDF Editor Pro v11 Perpetual Licenses and Software Assurance, 15 Units	\$ 3,233		\$ 3,233
Information Technology	RP22902	09/17/21	16795	B&H Photo-Video	APC (American Power Conversion) Smart UPS (Uninterrupted Power Supply) 1500V and HP (Hewlett Packard) ProBook	\$ 8,775	\$ -	\$ 8,775

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568,429	98,903	469,526

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Planning Department Sub-Total	0					\$ -	\$ -	\$ -
Planning Department								
Police Department Sub-Total	1					\$ 11,184	\$ -	\$ 11,184
Police Department	FY22705	09/10/21	19038	DroneSense, Inc.	Drone Sense Subscription - 9/28/21 through 9/27/2022.	\$ 11,184	\$ -	\$ 11,184
Police Department								
Public Works Department Sub-Total	6					\$ 179,251	\$ 61,337	\$ 117,914
Public Works	C340202	09/07/21	18550	Brightview Landscape Services	McCarthy Rehabilitation Project, 30 days from Notice to Proceed	\$ 30,053	\$ -	\$ 30,053
Public Works	C340318	09/02/21	19196	KPW Structural Engineers, Inc	Main Fire Smoke Training Building and Drill Tower Structural Assessment	\$ 31,723	\$ 1,468	\$ 30,256
Public Works	C340319	09/03/21	19207	The Concrete Kid	Fire Station 4 Removal of Floor Coverings and Concrete Floor	\$ 39,835	\$ -	\$ 39,835
Public Works	C342610	09/02/21	19137	J Romero Bros Construction, Inc	On Call Repair of Public Sidewalks, Curbs and Gutters within City of Milpitas for 365 days from Notice to Proceed.	\$ 60,000	\$ 59,869	\$ 131
Public Works	RP22402	09/03/21	11254	Ross Recreation Equipment, Inc	Sinnott Rails and Handholds, June 30, 2021 - June 29, 2022	\$ 10,359	\$ -	\$ 10,359
Public Works	RP22403	09/03/21	16456	CraneWorks, Inc.	Monorail Testing at Gibraltar Pump Station, October 1, 2021 - December 31, 2021	\$ 7,280	\$ -	\$ 7,280
RCS Sub-Total	5					\$ 32,500	\$ 9,653	\$ 22,847
Recreation and Community Services	FY22620	09/07/21	18005	Bay Area Gurukul LLC	Instructor for Fall 2021/Winter2022 Classes and Camps, September 7, 2021 - January 30, 2022.	\$ 7,000	\$ 146	\$ 6,854
Recreation and Community Services	FY22621	09/07/21	18665	BrainVyne	Instructor for Summer 2021 Classes, June 7, 2021-August 11, 2021	\$ 5,500	\$ -	\$ 5,500
Recreation and Community Services	FY22622	09/07/21	18265	Sumii, Kensuke	Instructor for Fall 2021/Winter2022 Classes and Camps, September 7, 2021 - January 30, 2022.	\$ 5,000	\$ 507	\$ 4,493
Recreation and Community Services	FY22623	09/07/21	17648	Center Stage Performing Arts	Summer Virtual Show Productions, May 11, 2021 - September 3, 2021	\$ 12,000	\$ 9,000	\$ 3,000
Recreation and Community Services	FY22624	09/07/21	16462	Play-Well TEKologies	Instructor for Summer 2021 Classes, June 7, 2021-August 8, 2021	\$ 3,000	\$ -	\$ 3,000

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Total Qty All Contracts:		25				568,429	98,903	469,526
Average Contract \$:	\$	22,737						

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Non-Departmental Sub-Total</i>	0					\$ -	\$ -	\$ -
							\$ -	

City of Milpitas

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

As of September 30, 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		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		496,484
Finance	Integrays	Utility - Solar	225,000	General Fund, Water Fund, Sewer Fund	Integrays	Exempt		138,300
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 Visicad	Maintenance for Public Safety Computer Aided Dispatch	125,000	General Fund	Central Square			
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

City of Milpitas

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

As of September 30, 2021

APPROVED BUDGET IN FY22					CONTRACT INFORMATION			
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	Santa Clara Valley Urban Runoff Pollution	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	01-Jul-21	FY 2021-2022	76,500
			\$ 33,381,925					\$ 30,143,604

City of Milpitas

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

As of September 30, 2021

APPROVED BUDGET IN FY22					CONTRACT INFORMATION			
Department	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, PO was issued in October 2021 for \$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			
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				

City of Milpitas

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

As of September 30, 2021

APPROVED BUDGET IN FY22					CONTRACT INFORMATION			
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				

City of Milpitas

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

As of September 30, 2021

APPROVED BUDGET IN FY22					CONTRACT INFORMATION			
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				
Planning	CP 2006 - Milpitas Metro Specific Plan Update	Community Improvement - Milpitas Metro (Transit Area)	996,250	TASP Impact Fees				
			\$ 14,925,792					
			\$ 48,307,717					
								\$ 30,143,604

J.P.Morgan

JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

MEMO STATEMENT
THIS IS NOT A BILL

ACCOUNT NUMBER [REDACTED]

STATEMENT DATE 08-31-21

NET CHARGES \$5,669.00

STEVEN MCHARRIS
CITY OF MILPITAS
455 E CALAVERAS BLVD
MILPITAS CA 95035-5411

** 0000000

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: STEVEN MCHARRIS CYCLE LIMIT: \$20,000
ACCOUNTING CODE:

CARDHOLDER ACTIVITY					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
08-30	08-29	24493981241286771700019	NATIONAL LEAGUE OF CITIE 202-363-2103 DC P.O.S.: 77170001 SALES TAX: 0.00		5,669.00
Total Purchasing Activity					5,669.00

FOR CUSTOMER SERVICE CALL: 1-800-316-6056 FOR LOST/STOLEN CARDS CALL: 1-800-316-6056 FOR TTY/TDD SERVICE CALL: 1-800-955-8060	ACCOUNT NUMBER	ACCOUNT SUMMARY	
	XXXX-XX [REDACTED]		
STATEMENT DATE: 08/31/21		PURCHASES & OTHER CHARGES	5,669.00
		CASH ADVANCES	.00
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121		CREDITS	.00
		CASH ADVANCE FEE	.00
		NET CHARGES	\$5,669.00
		DISPUTE AMOUNT	.00

REVIEWED
jwutzke , 9/24/2021, 12:13:07 PM

Online Store Shopping Cart

100-100-4501

Purchase Details					
Item	Price	Qty	Discount	Tax	Shipping
Direct Member Dues	5669.00	1.0000	0.00	0.00	0.00

Shopping Cart

Receipt

Thank you for your order. Your confirmation number is:

42896809358

174930

You may print this page for your records.

[Print this page](#)

Billing/Shipping Information

Customer name: Currie Rachelle

Email: rcurrie@ci.milpitas.ca.gov

Phone: (408)586-3051

Shipping label: Rachelle Currie

Sr. Executive Assistant

City of Milpitas
455 E Calaveras Blvd
Milpitas, CA 95035-5411

Billing name: Currie Rachelle

Contact: Currie Rachelle

Billing label: Rachelle Currie
Sr. Executive Assistant
City of Milpitas
455 E Calaveras Blvd
Milpitas, CA 95035-5411

Payment Information

Sub Total: 5669.00

Total Shipping: 0.00

Total Tax: 0.00

Total Discount: 0.00

Credits Applied: 0.00

Payments Previously
Applied: 0.00

Net total: 5669.00

Net Applied: 0.00

Payment Amount: 5669.00

Balance Due: 0.00

Payment method: VISA Card

Authorization code: 092086

Reference number: 42896809358

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660 North Capitol Street NW

Washington, DC 20001

(877) 827-2385 (tel:8778827-2385).

info@nlc.org (mailto:info@nlc.org).