

MEMORANDUM

Finance Department



DATE: September 10, 2021

TO: Finance Subcommittee

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

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

CC: City Attorney's Office

SUBJECT: **August 2021 Report of City Manager Approved Contracts, City Manager Procurement Card Activity (06/23/2021- 07/22/2021) and Status of Budgeted Contracts FY22**

This memorandum transmits the August 2021 Report of City Manager Approved Contracts, the City Manager's Procurement Card activity for the period 06/23/2021 to 07/22/2021 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, 24 contracts were approved totaling approximately \$545,000.

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 August 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 \$29M 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 August 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:		\$ 545,021	\$	184,984	\$	360,036
Total Qty All Contracts:	24					
Average Contract \$:	\$ 22,709					

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing	1	\$ 38,000	\$ 23,006	\$ 14,994
City Manager	0	\$ -	\$ -	\$ -
Economic Development	1	\$ 58,000	\$ 18,813	\$ 39,188
Engineering Department	0	\$ -	\$ -	\$ -
Finance Department	0	\$ -	\$ -	\$ -
Fire Department	0	\$ -	\$ -	\$ -
Human Resources	0	\$ -	\$ -	\$ -
Information Technology	0	\$ -	\$ -	\$ -
Non-Departmental	0	\$ -	\$ -	\$ -
Planning Department	0	\$ -	\$ -	\$ -
Police Department	0	\$ -	\$ -	\$ -
Public Works	3	\$ 159,175	\$ 5,235	\$ 153,940
Recreation and Community Services	19	\$ 289,846	\$ 137,931	\$ 151,915

City of Milpitas
Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below
For the month of August 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:						<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
Total Qty All Contracts:			24			545,021	184,984	360,036
Average Contract \$:		\$	22,709					

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing Sub-Total	1					\$ 38,000	\$ 23,006	\$ 14,994
Building Safety and Housing	RP22550	08/16/21	11955	Keyser Marston Associates, Inc	Evaluation of CSCDA Middle Income Housing Program for Turing at the Fields development in Milpitas - July 12, 2021 to December 31, 2021	\$ 38,000	\$ 23,006	\$ 14,994
City Manager Sub-Total	0					\$ -	\$ -	\$ -
City Manager								
Economic Development Sub-Total	1					\$ 58,000	\$ 18,813	\$ 39,188
Economic Development	RP22100	08/30/21	16742	Economic & Planning Systems	Fiscal Benefits of Employment Lands Study - May 18, 2021 to November 19, 2022	\$ 58,000	\$ 18,813	\$ 39,188
Engineering Department Sub-Total	0					\$ -	\$ -	\$ -
Engineering								
Engineering								
Finance Department Sub-Total	0					\$ -	\$ -	\$ -
Finance Department								
Fire Department Sub-Total	0					\$ -	\$ -	\$ -
Fire Department								
Human Resources Sub-Total	0					\$ -	\$ -	\$ -
Human Resources								
Human Resources								
Information Technology Sub-Total	0					\$ -	\$ -	\$ -
Information Technology								
Information Technology								
Information Technology								
Non-Departmental Sub-Total	0					\$ -	\$ -	\$ -
							\$ -	

City of Milpitas
Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below
For the month of August 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:			24			545,021	184,984	360,036
Average Contract \$:		\$	22,709					

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	0					\$ -	\$ -	\$ -
Police Department								
Police Department								
Public Works Department Sub-Total	3					\$ 159,175	\$ 5,235	\$ 153,940
Public Works	C346302	08/20/21	18550	Brightview Landscape Services	On-Call Park Repair Services - July 2021 to June 2022	\$ 60,000	\$ -	\$ 60,000
Public Works	C346205	08/23/21	Y1325	United California Glass & Door	On-Call Doors and Gates Inspection and Repair at various City Owned Facilities of City of Milpitas - Aug 2021-July 2022	\$ 60,000	\$ 5,235	\$ 54,765
Public Works	C340317	08/27/21	19207	The Concrete Kid	Fire Station 3 Removal of Floor Coverings and polishing the Substrate Concrete Flooring	\$ 39,175	\$ -	\$ 39,175
Public Works								
RCS Sub-Total	19					\$ 289,846	\$ 137,931	\$ 151,915
Recreation and Community Services	RP22601	08/23/21	16863	Fricke-Parks Press, Inc.	Milpitas Recreation and Community Services Activity Guide	\$ 14,087	\$ 2,568	\$ 11,519
Recreation and Community Services	RP22600	08/16/21	19206	Seaside Ice, LLC dba Ice-Ameri	Provide temporary outdoor synthetic Can-Ice skating rink for an event production known as City of Milpitas Holiday Ice Rink - August 1, 2021 to July 31, 2024	\$ 62,306	\$ 31,153	\$ 31,153
Recreation and Community Services	FY22619	08/27/21	17648	Center Stage Performing Arts	Contract for Summer 2021 Classes	\$ 600	\$ -	\$ 600
Recreation and Community Services	FY22618	08/27/21	19189	Rob Skate Academy	Contract for Summer 2021 Classes	\$ 12,400	\$ -	\$ 12,400
Recreation and Community Services	FY22617	08/27/21	18367	Rebound Basketball Academy Inc	Contract for Summer 2021 Classes	\$ 8,700	\$ -	\$ 8,700
Recreation and Community Services	FY22616	08/27/21	17993	Creative Young Minds LLC	Contract for Summer 2021 Classes	\$ 995	\$ -	\$ 995
Recreation and Community Services	FY22613	08/25/21	15632	Mad Science of the Bay Area	Contract for Summer 2021 Classes	\$ 16,000	\$ 14,862	\$ 1,138
Recreation and Community Services	FY22612	08/25/21	18262	Futsal Kingz Inc	Contract for Summer 2021 Classes	\$ 5,000	\$ 4,297	\$ 703
Recreation and Community Services	FY22611	08/25/21	18457	SSB Education LLC	Contract for Summer 2021 Classes - Engineering For Kids	\$ 3,000	\$ 2,633	\$ 368
Recreation and Community Services	FY22610	08/25/21	17211	Kidz Love Soccer Inc	Contract for Summer 2021 Classes - North American Youth Activities	\$ 10,000	\$ 4,888	\$ 5,112
Recreation and Community Services	FY22609	08/25/21	17884	National Academy of Athletics	Contract for Summer 2021 Classes	\$ 21,000	\$ 20,625	\$ 376
Recreation and Community Services	FY22608	08/24/21	19188	Cooking Round The World	Contract for Summer 2021 Classes	\$ 10,000	\$ 9,235	\$ 765
Recreation and Community Services	FY22607	08/24/21	19178	Ichimura, Hiroshi	Contract for Summer 2021 Classes	\$ 2,500	\$ 1,997	\$ 503
Recreation and Community Services	FY22606	08/24/21	15645	Jensen, Patricia	Contract for Summer 2021 Classes	\$ 15,000	\$ 4,019	\$ 10,982
Recreation and Community Services	FY22605	08/16/21	19197	Bateman Community Living, LLC	Provide Meals for the Senior Nutrition Program FY21-22	\$ 76,159	\$ 9,976	\$ 66,183
Recreation and Community Services	FY22603	08/16/21	19186	California Archery Center	Contract for Summer 2021 Classes	\$ 8,700	\$ 8,450	\$ 250
Recreation and Community Services	FY22602	08/16/21	15729	Communication Academy	Contract for Summer 2021 Classes	\$ 12,800	\$ 12,671	\$ 129
Recreation and Community Services	FY22601	08/16/21	18232	Code for Fun	Contract for Summer 2021 Classes	\$ 5,500	\$ 5,489	\$ 12
Recreation and Community Services	FY22600	08/16/21	17283	Chaparral Country Corp	Contract for Summer 2021 Classes	\$ 5,100	\$ 5,070	\$ 30

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

	APPROVED BUDGET IN FY22				CONTRACT INFORMATION			
Department Name	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		317,148
Finance	Integrys	Utility - Solar	225,000	General Fund, Water Fund, Sewer Fund	Integrys	Exempt		50,773
Human Resource	Sedgwick	Third Party Administrator for Worker’s Compensation	132,600	General Fund	York	01-Jul-19	Up to 6/30/2022	
Human Resource	Brown & Brown	Excess Insurance	258,500	General Fund	Brown & Brown	Exempt		
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

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

	APPROVED BUDGET IN FY22				CONTRACT INFORMATION			
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	Santa Clara Valley Urban Runoff Pollution Prevention Program			
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
			\$ 33,381,925					\$ 29,344,874

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

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

	APPROVED BUDGET IN FY22				CONTRACT INFORMATION			
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				

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

	APPROVED BUDGET IN FY22				CONTRACT INFORMATION			
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 August 31, 2021

	APPROVED BUDGET IN FY22				CONTRACT INFORMATION			
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					\$ 29,344,874